civica

Integris VET Training Notes

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Table of Contents

1 Introduction

These Training Notes provide a reference during and following Civica Education's VET training. They cover all of the main sections of the VET module. The VET Manual provides a comprehensive guide to the software.

During training we will be working with fictitious data and all the exercises contained within this user guide refer to that data.

1.1 VET Training Program

Time	Contents
8.45 am	Coffee
9.00 am	Welcome Housekeeping Introductions

9.15 am	Logging On
	Tool Bars And Side Bars
	VET Terminology and Concepts
	VET Checklist
	Control
	    - System Preferences
	VET Parameters
	VET Utilities
	Delivery Planning
	Set up External RTO
	School VET Offerings
	    - Qualification and Competency Offerings
	    - Competency Groups

10.30 am	Morning Tea

10.50 am	Student Profiling
	    - Adding VET students
	    - VET Student Groups
	    - VET Student Speed Edit
	VET Enrolments

12.30 pm	Lunch
1.10 pm	VET Enrolments- Ctd VET Results Entry VET Reports
3.00 pm	Review

1.2 Training Outcomes
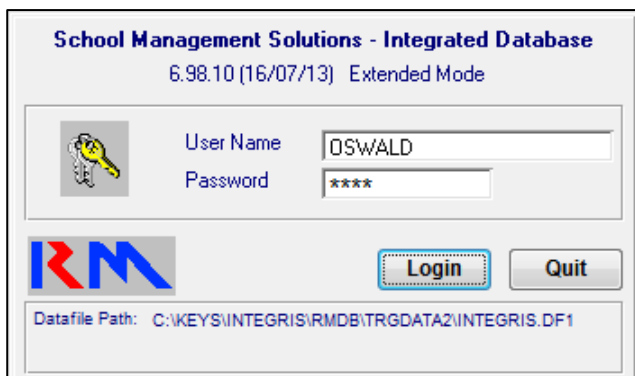
At the end of the VET Training Program participants will be able to:

- Set VET System Preferences
- Import, add and edit VET parameters
- Add and edit VET Qualification and Competency Offerings
- Enter and maintain details of external Registered Training Organisations
- Create Competency Groups
- Add and edit enrolling and non-enrolling VET Students
- Create and use VET Student Groups
- Enrol students in Qualifications and Competencies, individually and in bulk
- Enter and maintain AVETMISS data
- Enter student's VET results, individually and in bulk
- Create and use VET Reports

1.3 Logging on to the System

Activity

- Double click on the *Integris* icon on the desktop

School Management Solutions - Integrated Database
6.98.10 (16/07/13) Extended Mode

User Name   OSWALD
Password   ****

RM   [Login]   [Quit]

Datafile Path: C:\KEYS\INTEGRIS\RMDB\TRGDATA2\INTEGRIS.DF1

- Enter the *User Name OSWALD*
- Press *<Tab>*
- Enter the *Password KEYS*
- Click on *Login* or press *<Enter>*

Note: In schools, each user has his or her unique user name and password, which enables access to particular sections of the software as determined by the school administration. It is strongly recommended that you change your password once the software is installed in your school

1.4 The File Menu

The file menu may be accessed by clicking on File in the top left of your screen.
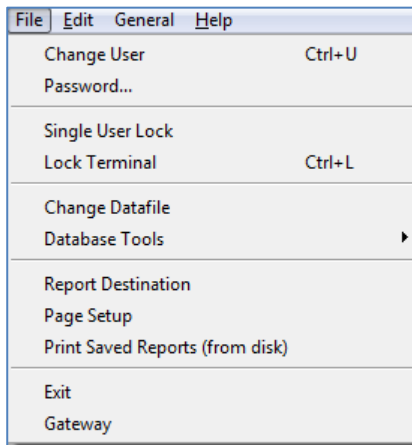
- *Password* enables the user to change his or her password. For security purposes, it is recommended that this is done regularly.
- *Change User* should be used to ensure that each person accessing Integris does so under their own user name and with their personal levels of access.
- *Lock Terminal* may be used if the user needs to leave his or her computer temporarily, does not want to log off and does not want to allow access to anyone else. Unlocking the terminal requires the user to enter his or her password again.
- *Report Destination* allows the user to choose where to send any report created in Integris. The options are displayed below.

<div style="border:1px solid black; padding:10px;">
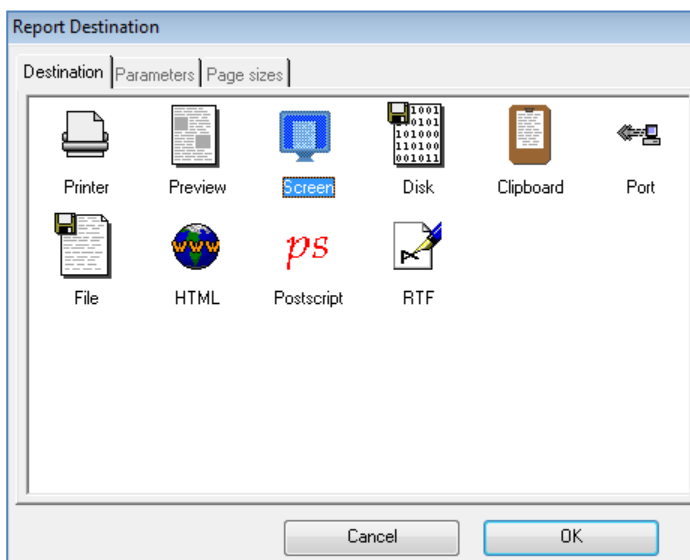
Activity

Top Toolbar > File

- View each of the following items in the File menu
  - Password
  - Change User
  - Lock Terminal
  - Report Destination

</div>

1.5 Accessing Help

<div style="border:1px solid black; padding:10px;">

Activity

Top Toolbar > Help > Help Contents and Index

- Click *Help* in the top toolbar
- Select *Help Contents and Index*
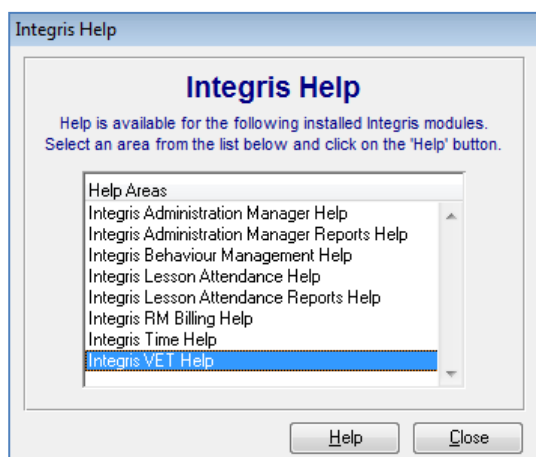
- Highlight *Integris VET Help*
- Click *Help*
- View the *VET* manual
- Close the manual and Help

</div>

2 The VET Module

The VET module allows users to import essential VET information such as qualifications and units of competency, and to identify which qualifications and/or units of competency they wish to offer in a given calendar year. VET students can then be identified and enrolled into appropriate qualifications and competencies. Recording of VET results may be done individually by student or in bulk by simultaneously entering results for all students undertaking a selected competency.

The VET module also stores information on employers who are able to take students for work placement, and maintains a history of every student placement for a given employer. Similarly, a record of each student's work placement history is also kept.

A comprehensive set of VET reports will aid the VET coordinator in his or her day-to-day duties, and enable the transfer of VET data from schools to the School Curriculum and Standards Authority who are responsible for collecting VET data which meets the AVETMISS (Australian Vocational and Training Management Information Statistical Standard) requirements.

2.1 VET Terminology and Concepts

Vocational Education and Training has undergone major changes in the past 10 years, and is continuing to evolve rapidly. While certain aspects of VET are controlled nationally by organisations such as DEEWR (Department of Education, Employment and Workplace Relations) according to AVETMISS (Australian Vocational Education and Training Management Information Statistical Standard), each state will implement VET in secondary schools in slightly different ways, and the terminology used by each state will vary. It is therefore important that the terminology used in the VET module is clearly understood by all users.

A Unit of Competency is a unit of study undertaken as part of study requirements for a qualification. Competencies can also be grouped together to complete the requirements for a qualification.

A Qualification is the packaging of units of competency that will lead to accreditation – usually a certificate. A qualification, as referred to in the VET module, is sometimes referred to as a course by some states and reporting bodies. WA VET enrolments data standard, for example, will refer to a certificate as a qualification, but the code that describes it as a course code.

An *RTO* is a Registered Training Organisation. AVETMISS requires all RTOs to report their activity on a regular basis. The VET module is fully AVETMISS compliant in that it will store all the required data and report as per AVETMISS requirements. Accordingly, each RTO will be associated with one or more locations.

School as an RTO is a secondary school that is an RTO. The VET module has a specific window where the school registers as an RTO. Having done this, the school will have access to all certification requirements.

VET students are a sub-set of the school's students identified by the user. They must be enrolled in at least one unit of competency and may also undertake Workplace Learning and or other VET endorsed programs. There is a specific function in the VET Module to identify VET students from within the general school population.

An *Enrolment* is the association of a VET student with a qualification and a unit of competency. A student can have many qualification enrolments and many competency enrolments at the same time. In Western Australia, each competency enrolment must be linked to a qualification enrolment.

Trade Training Centres are schools which have been given additional funding to provide facilities that allow students to complete higher level qualifications predominately in the trade areas.

2.2 Using the VET Sidebar

Students enables users to identify VET students, enrol students in qualifications and units of competency, enter student's results, view students' work placement history and view details of units of competency such as mode of delivery, the designated Registered Training Organisation (RTO) and the result.

Delivery Planning is where the qualification and competency offerings are identified for the selected calendar year, RTOs are defined, and enrolments monitored.

Employers enables users to list active and inactive employers, add or edit employer details, view all students placed with a particular employer, and place students with employers.

Placement allows users to browse through their lists of students and employers and allocate work placements accordingly. It is possible to locate a group of students or employers using the appropriate find tools.

Reports allows users to produce a wide range of reports for internal use and export files for the School Curriculum and Standards Authority.

*Parameter*s is where items appearing in menus elsewhere in the VET module may be viewed and, in a few instances only, added, edited, deleted and made active or inactive according to the needs of the school.

Utilities enables users to import AVETMISS data and codes, industry codes, and qualification and competency data, and to process the Active status of VET students.

Control allows the Systems Administrator to change some of the default system preferences for all those using the VET module. The system preferences may be tailored to suit a range of a school's requirements.

2.3 VET Checklist

Some VET functions will only need to be set up once in the system. Other VET functions will need to be set up annually.

Below is a useful checklist for VET coordinators which outline the tasks which will need to be set up only once in the system, followed by the tasks which will need to be set up annually. Those items marked with an asterisk are essential. Highlighted tasks are not covered in this training.

Setting Up Tasks

• VET>Control: Enter System Preferences *	
• VET>Parameters: Edit user defined parameters as required	
• VET>Utilities: Import ANZSCO, FOE and Industry Codes, *	
• VET>Delivery Planning: Register the school as a Training Provider and/or set up external RTOs *	

Annual Tasks

• VET>Utilities: Import Qualifications, Competencies and the links between them *	
• VET>Delivery Planning: Identify the School VET Offerings – qualifications, competencies and competency groups - for the current year. *	
• VET>Students: Add enrolling VET and work experience students *	
• VET>Students: Create VET student groups	
• VET>Students: Speed edit students' vocations	
• VET>Students>Student Details or Bulk Enrolment: Enrol students in qualifications and/or units of competency *	
• VET>Students>Student Details>Miscellaneous: Enter General and AVETMISS information for all enrolling VET students *	
• VET>Employers: Enter employer details *	
• VET>Placements or VET>Employers>Student Placements or VET>Students> Student Details>Placement Details: Enter work placement details *	
• VET>Students>Student Details> Placement Details: Edit students placement attendance details	
• VET>Reports> School Curriculum and Standards Authority Reports> VET Enrolments: send VET enrolments to the School Curriculum and Standards Authority *	
• VET>Students: Enter enrolling VET students' results, dates of completion and, where applicable, certificate numbers *	
• Print Qualification Certificates and Statements of Attainment and Achievement (RTO only)	
• VET>Reports> School Curriculum and Standards Authority Reports >VET UoC Results, VET Qualification Achieved	

2.4 Control

VET > Control

Clicking the *Control* sidebar icon will open the menu window with just one option - System Preferences. This function will allow the System Administrator to change the default system preferences for all those using the VET module.
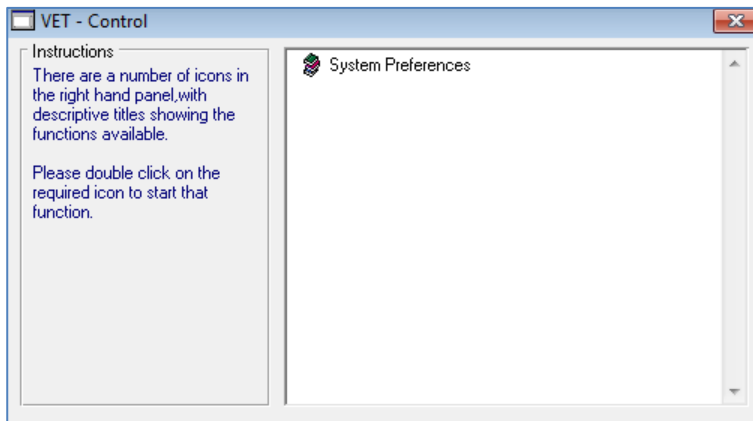
Double clicking **System Preferences** will open the **VET Preferences** window.
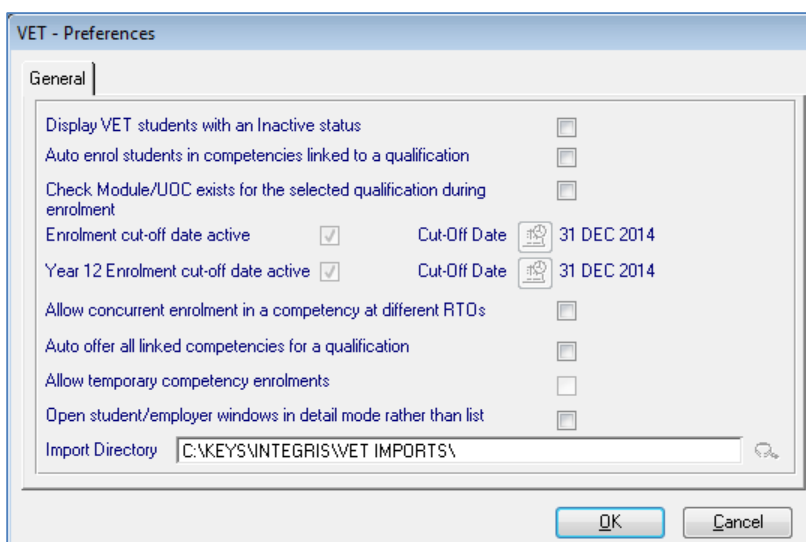
Note: At school the **Enrolment Cut-Off Dates** *will be the dates that enrolments are due to the School Curriculum and Standards Authority and the* **Import Directory** *will be* **K:\KEYS\INTEGRIS\VET IMPORTS\. In 2014 the cut-off date for Year 12 enrolments is the 13 June and for other years, 15 August.**

Display VET students with an Inactive status

In VET > Students, the student list will display by default only those students with a VET status of Active. If *Display VET students with an Inactive status* is checked then Inactive VET students will also be visible. It is recommended that this option is not checked.

Auto enrol students in competencies linked to a qualification

The VET module stores the link between a qualification and its competencies, and this data can be imported using the VET qualification and competency import functions. Thus, when a student is

enrolled in a qualification, it is possible to auto enrol the student in all of the linked competencies for that qualification. Checking this option enables this functionality. **It is recommended that this option is not checked and that competency groups are used instead.**

This option has no effect when bulk enrolling multiple students.

Check Module/UOC exists for the selected qualification during enrolment

Checking this option will prevent users from continuing with a competency enrolment when the competency is not linked to the qualification(s) the student is enrolled in. **It is recommended that this option is checked.**

Enrolment cut-off date active

The Enrolment cut-off date active checkboxes will prevent existing enrolments from being deleted, the RTO code changed or their integrated status being changed after the enrolment cut-off dates. This feature is enabled by the Department of Education and is only managed if the user is logged in via the DoE account. This date will be changed for each calendar year.

Allow concurrent enrolment in a competency at different RTOs

A student will normally undertake study in a competency at just one RTO, and the system will prevent you from enrolling a student in the same competency across two different RTOs. However, there might be cases where a student is legitimately enrolled at two RTOs for the same competency. Enabling this function will allow concurrent enrolment in a competency at different RTOs.

Note: This is NOT enabled for Department of Education (WA) schools.

The default is to have this option switched off, thereby preventing the inadvertent double enrolment of a student across two RTOs.

Auto offer all linked competencies for a qualification

Setting up qualification and competency offerings is normally a two-stage process. First set up all the qualification offerings and then set up all the competency offerings. However, if competencies are linked to a qualification, it is possible to automatically offer all competencies linked to that qualification at the time you offer the qualification.

The value specified in the system preferences is a default only. There is the option within the School VET Offerings window to override the system preference setting. The window option will initially take on the value of the option in the System Preferences. However, it can be switched on and off in the offerings window without changing the value in the system preferences. **It is recommended that this option is checked.**

Open Student/Employer windows in detail mode rather than list

Clicking the Student or Employer button on the sidebar will open the Student and Employer list window by default. A specific student or employer's details can then be viewed by double clicking on a record in the list. Enabling the Open Student/Employer windows in detail mode rather than list will bypass the list window and open the details window instead. It is recommended that this option is not checked.

It should be noted that this option affects all users. It cannot be set on a user-by-user basis.

Activity

VET > Control

- Click on **Control** on the VET sidebar
- Double click on **System Preferences**
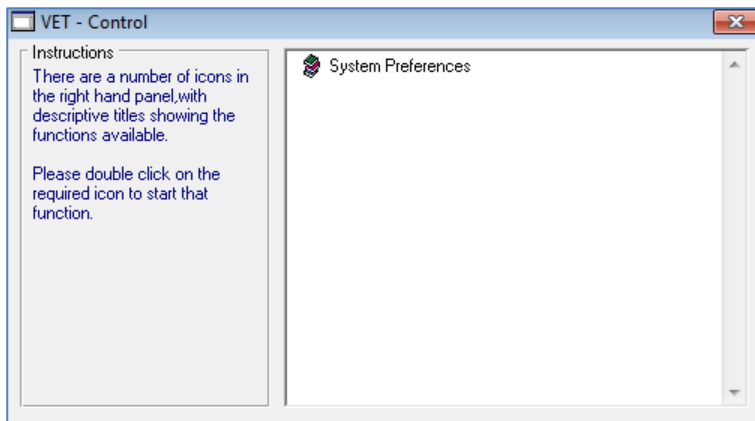
- Set the VET preferences for training as displayed below
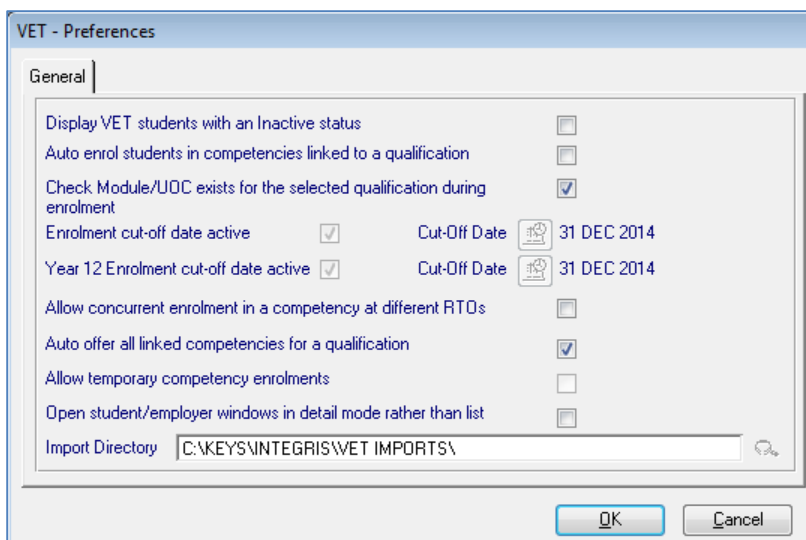
Note: At school the **Enrolment Cut-Off Dates** *will be the dates that enrolments are due to the School Curriculum and Standards Authority and the* **Import Directory** *will be* **K:\KEYS\INTEGRIS\VET IMPORTS\.** *In 2014 the cut-off date for Year 12 enrolments is the 13 June and for other years, 15 August.*

- Click **OK** to save
- Close **Control**

2.5 VET Parameters

VET > Parameters

Information relating to reference data such as Industry areas, ANZSCO codes, Employment Categories etc. can be maintained from within Parameters. Click on the **_Parameters_** icon in the VET sidebar to see the list of parameters.
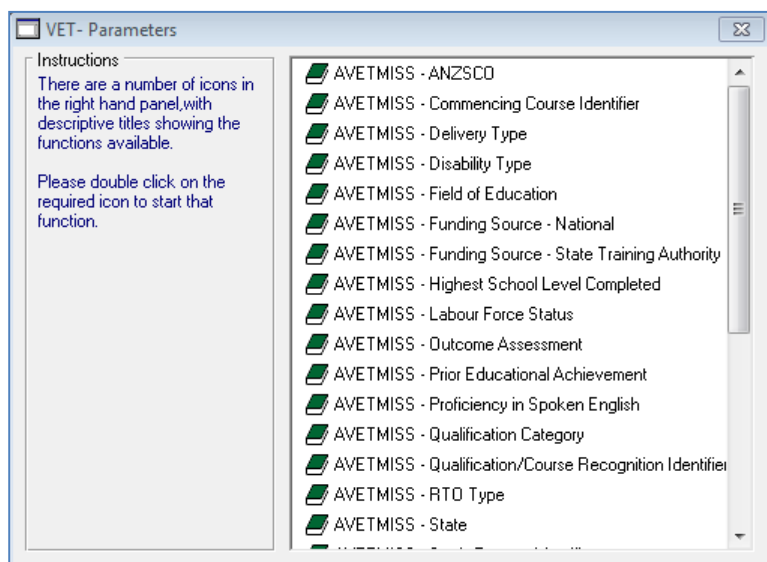
There are three types of VET parameters:

1. **Pre-populated parameters**: These are parameters that are automatically loaded into the system when it is first installed. They typically include parameters that will be the same across all schools (e.g. the range of AVETMISS reporting parameters).
2. **Imported parameters**: These parameters are empty when the system is first installed, but there are facilities to import them into the system. They include parameters that will need to be updated on a regular basis such as qualifications and competencies.
3. **User-definable parameters**: These parameters are not pre-populated, and there is no facility to import them. They are the parameters that will vary from school to school.

**Note: Only User-definable parameters can be added to, edited or deleted.**

2.5.1 Pre-populated Parameters

VET > Parameters

Some parameters have been pre-populated with data, ready for use in schools. These are required for AVETMISS reporting, and conform to the AVETMISS 6.1 standard (July 2011). For Department of Education (WA) schools, data will be collected from all schools with *VET in Schools* students.

Pre-populated Parameters include

- *AVETMISS – Commencing Course Identifier:* Identifies whether the client is enrolling for the first time in a Training Package qualification or course within the training organisation.
- *AVETMISS - Delivery Type:* Identifies the type or mode of delivery for a unit of competency or module enrolment.
- *AVETMISS - Disability Type*: Identifies the type(s) of disability, impairment or long-term condition that a client indicates on the enrolment form.
- *AVETMISS - Funding Source – National*: Identifies the source of the funding for the delivery of a unit of competency or module enrolment.
- *AVETMISS - Funding Source – State Training Authority:* Identifies the internal funding source used to fund delivery of a unit of competency or module enrolment.
- *AVETMISS - Highest School Level Completed:* Identifies the highest level of school that a client has completed.
- *AVETMISS – Labour Force Status:* Describes a client's employment status.
- *AVETMISS - Outcome Assessment:* Identifies the result or outcome of a client's enrolment in a unit of competency or module.
- *AVETMISS - Prior Educational Achievement*: Identifies the type of prior educational achievement successfully completed by a client.
- *AVETMISS - Proficiency in Spoken English:* Is used to assess the English-speaking ability of people who speak a language other than English.
- *AVETMISS - Qualification Category*: Identifies the category of the recognised qualification awarded to an individual on successful completion of a qualification or course.
- *AVETMISS – Qualification/Course Recognition Identifier:* Distinguishes a qualification or course by its level of recognition within the VET sector.
- *AVETMISS - RTO Type:* Identifies the type of training organisation.
- *AVETMISS - State:* Identifies the State or Territory of the physical location of a training organisation.
- *AVETMISS – Study Reason Identifier:* Identifies the client's main reason for study.
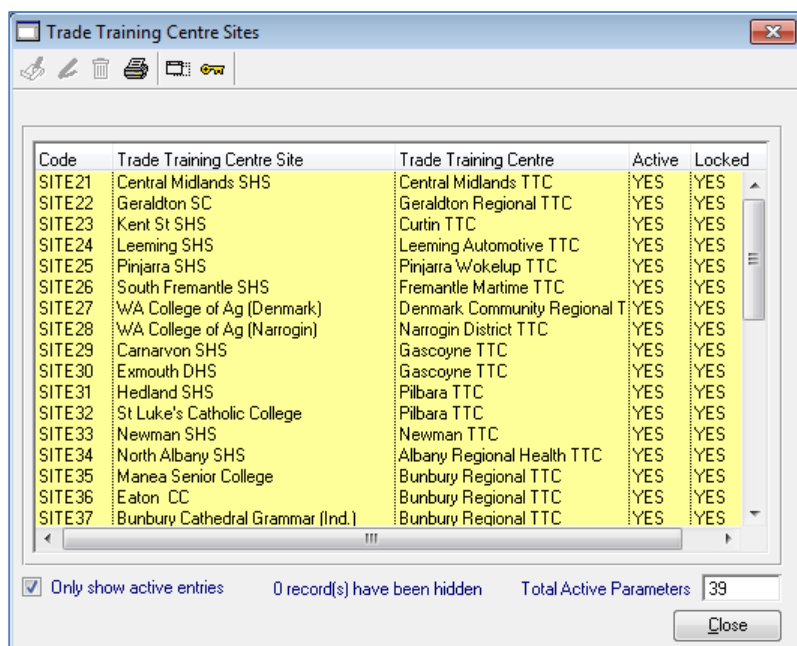
- **Delivery Type Site:** Identifies what type of organisation is delivering the VET course
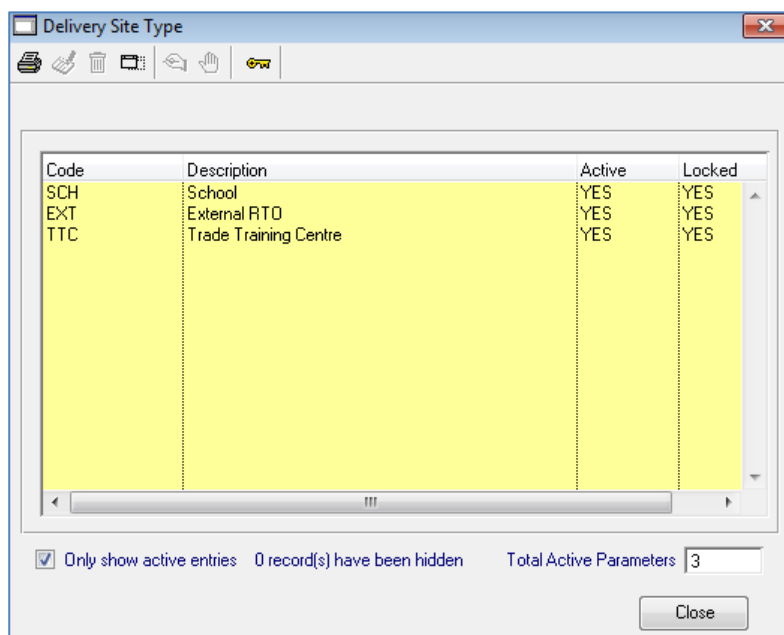
- **Trade Training Centre Name:** Identifies the name of the Trade Training Centre. This is a mandatory field once the **Trade Training Centre** is selected from the **Delivery Site Type** menu.
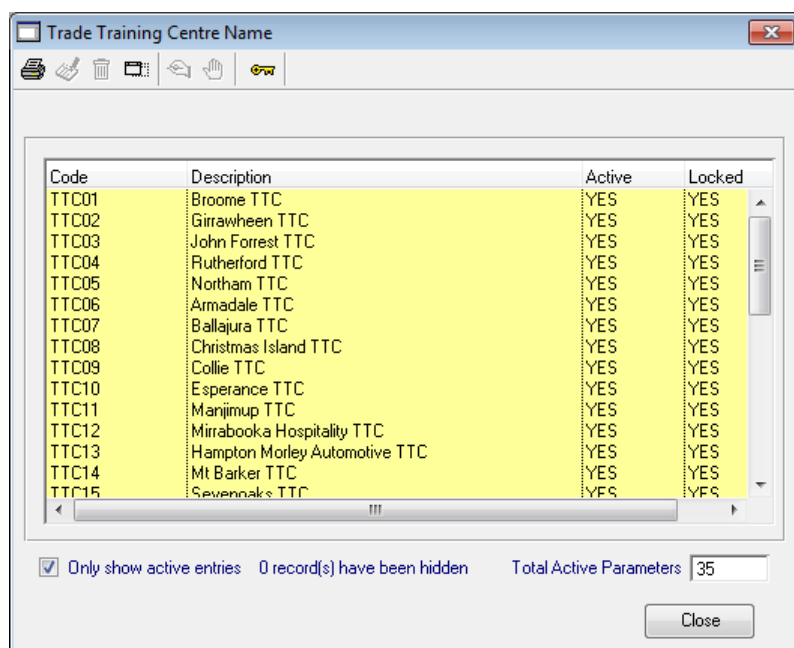
- **_Trade Training Centre Site:_** Identifies the site that is linked to the **_Trade Training Centre Name_**

Delivery Type Site, Trade Training Centre Name and Trade Training Centre Site are new parameters that are different from RTO Arrangement.

- **_RTO Arrangement_**: Linked to the funding source of the student enrolment. Types of arrangements are displayed below.

Note: Network Schools Arrangement refers to schools that share resources to deliver qualifications at a host school site.

Student Traineeship

This parameter distinguishes between *School Based Traineeship, Aboriginal School Based Traineeship, School Based Apprenticeship* and *Pre-Apprenticeship in Schools.*

Vocation/Job Type

The Vocation/Job Type is a description of the type of work. Examples include *Retail Assistant, Automotive Mechanic, Child Care* and *Office Duties.* Each employer can be linked to multiple job types representing the type of jobs available at that employer for work placement. Students can be assigned up to two preferred job types, and the system will then try to match employers with certain job types to students with those preferred job types.

2.5.2   Imported Parameters

These parameters contain high volumes of data that may change from time to time. The VET module import routines allow this data to be maintained by periodically importing the data into the VET module. The user selects the appropriate import function from the Utility sidebar option and then selects the appropriate comma delimited file for import.

The parameters that can be imported are
- *AVETMISS - ANZSCO* **(Australian and New Zealand Standard Classification of Occupations):** Identifies the type of occupation that may be expected for those undertaking a program of study. This information is used to profile VET delivery at state and national levels.
- *AVETMISS - Field of Education*: Identifies the education category for a unit of competency or module.
- *Industry Codes:* The standard industry codes.
- *Qualifications:* The full set of qualifications available to the system. The school will create a subset of this parameter list as the qualification offerings for any given year.
- *Competencies:* All competencies available to the system. Schools will create a subset of competencies on offer in any one year.
- *Links between Qualifications and Competencies:* The VET module allows links for Qualifications and Competencies to enable students to only enrol in competencies linked to a qualification.

Note: None of the above parameters can be added to, edited or deleted.

2.5.3   User-definable Parameters

VET > Parameters

The following parameters will be empty after installation and must be entered by the user:

- Employer Correspondence Type
- Employer Keywords
- Student Correspondence Type
- Workplace Category
- WorkSafe Certificates

It is the responsibility of each school to populate these parameters as applicable to their school operation.

2.6 VET Utilities

2.6.1   Downloading the School Curriculum and Standards Authority VET Import files

The School Curriculum and Standards Authority import files are imported into the VET module through Utilities. These import files are available from the School Curriculum and Standards Authority at

http://www.curriculum.wa.edu.au/internet/Senior_Secondary/Vocational_Education_and_Training/VET_Info_All_Schools

To download the School Curriculum and Standards Authority import files

- Right click on the csv file you wish to import and select *Save Target As …*

2013 VET module downloads

The following VET information files are available for download to enable SIS VET and MAZE users to import the information.

Important:

SIS Schools only: To save the files to disk, 'right-click' on them and select 'Save target as'.

MAZE Schools only: To save files to disk, Open text file then go to "file > save as" and save as a text file to your desired location.

Reload files

Modules	File names	Text files	CSV files	Last updated
Qualifications	Qualn	📄	📊	03/01/2014
Competencies	Competency	📄	📊	03/01/2014
Links (linking Qualification and Competency)	Links	📄	📊	03/01/2014

- Navigate to the folder where you wish to save the file – **K\keys\Integris\VET Imports** is
- recommended
- Click *Save*

Confirm Save As

⚠️ qualn.CSV already exists.
Do you want to replace it?

[Yes]   [No]
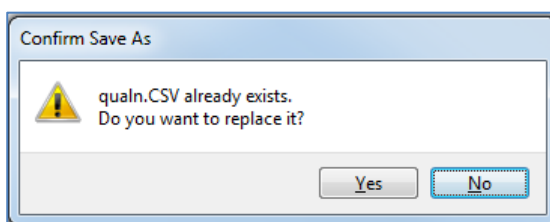
- Click *Yes*

Depending on the version of software the school is using, on completion of the download, the following message will display
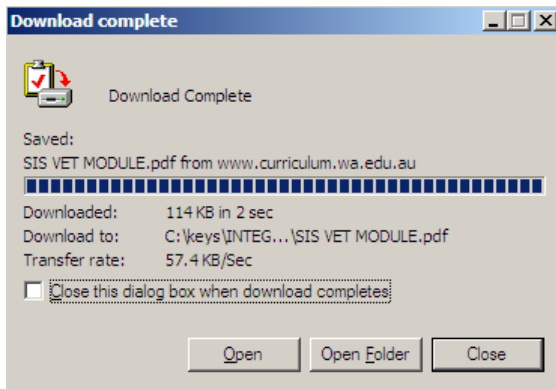
- Close [Close]

Or

- Close [×]
- Repeat for each file you need to download
- Go to **VET > Utilities** to import the new files
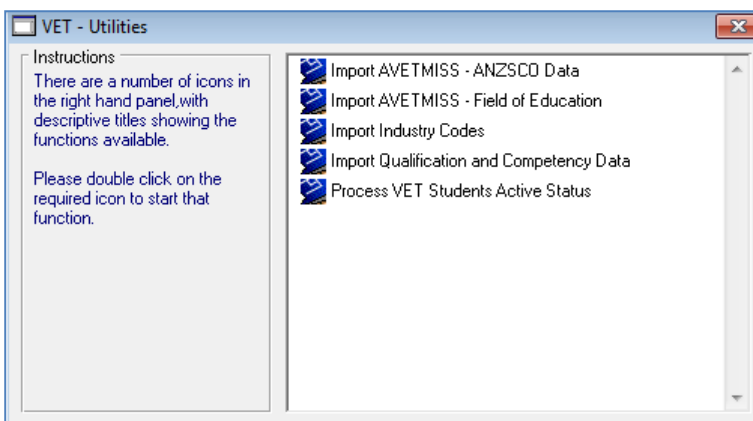
IMPORTANT
Importing AVETMISS ANZSCO, Field of Education and Industry Codes is only carried out for the initial setup or if otherwise advised by VET in Schools.

2.6.2 Importing Qualifications and Competency Data

VET > Utilities > Import Qualification and Competency Data
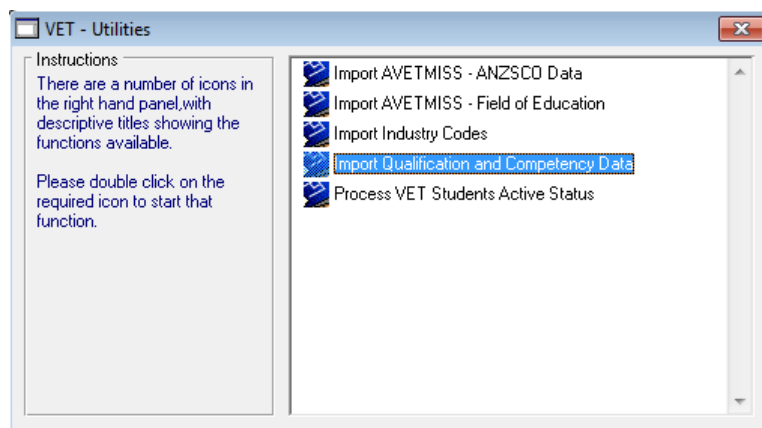
Selecting **Import Qualification and Competency Data** will give the user the option to import qualification and competency information together with the links between qualifications and competencies. Qualifications, competencies and their links can be imported at the same time, or individually. However, importing the link data without all the appropriate qualification and competency data will result in a large number of errors written to the error log.

If the user clicks **Cancel**, the import is aborted and the user returned to the qualification and competency import window. If the user selects **Import**, he or she will be given the option to choose the appropriate folder and the **Select** button begins the import.
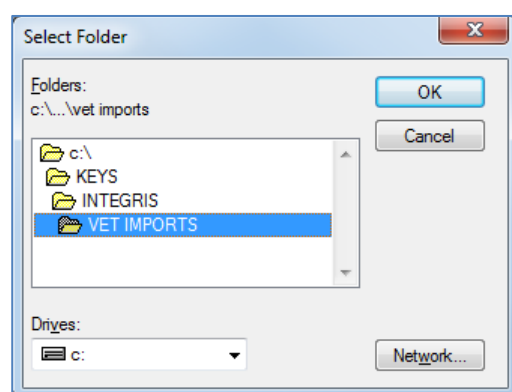
> **Note: At school the default pathway will be K:\keys\Integris\VET Imports. Users may navigate to another folder if required.**

The processing order is qualifications, then competencies, and then the links between them. When the import starts, the following progress bar will appear:

Importing Competencies. Please wait....
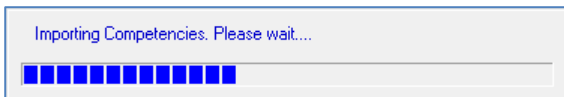
Once the data has been imported, VET – Qualification and Competency Import window will need to be closed.

Note: Qualification, Competency and Links files are updated regularly. School will need to check the School Curriculum and Standards Authority website to ensure that they have the latest import files.

Activity

VET > Utilities

- Double click on **Import Qualifications and Competency Data**
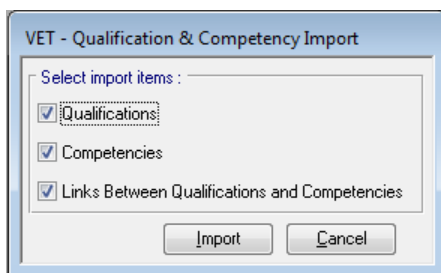
- Ensure that each tick box has been selected

- Click Import
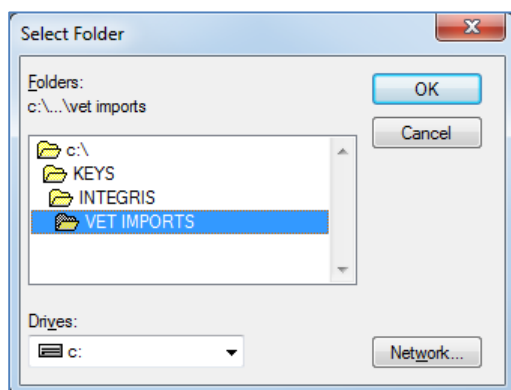
*Note: At school the import pathway will be **K:\KEYS\INTEGRIS\VET IMPORTS**.*

- Click **OK**

Note: The import will take a few minutes, please be patient.

2.7 Delivery Planning

VET > Delivery Planning

Delivery planning is the process whereby the qualification and competency offerings are defined for the selected calendar year, Registered Training Organisations (RTOs) are defined and enrolments monitored.

Clicking the **Delivery Planning** icon on the sidebar will open the delivery planning options window:
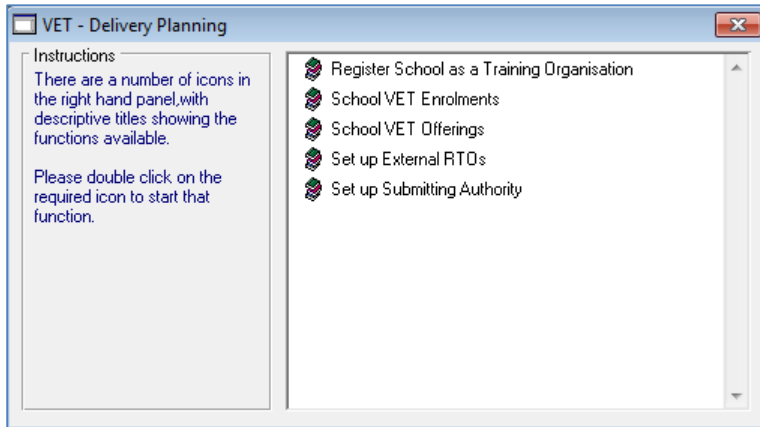
2.7.1 Set up External RTOs

VET > Delivery Planning > Set up External RTOs

The VET module has the facility to store information about external training organisations that deliver training on behalf of the school, or audit the school's training in an auspice arrangement. An external training organisation can be an independent body or another school. The external training organisation data is used to link a student competency enrolment with a training organisation. This is a mandatory national reporting requirement.
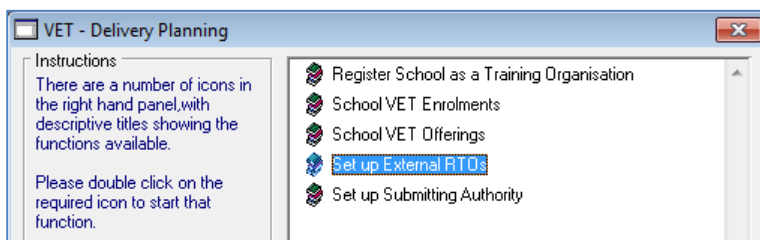
To open the Set-up External RTOs window, double click on **Set-up External RTOs** in VET – Delivery Planning.

Adding a new RTO

 To add a new RTO, click the **Add** button in the toolbar. This will enable data entry to the fields in Registered Training Organisation Details.

The user may enter the data in this window and then click the **OK** or **Cancel** buttons.

The values within the dropdown menus for **Type** and **State** are AVETMISS compliant and are sorted alphabetically.

Activity

VET > Delivery Planning > Set-up External RTOs

- Click *Add*
- Enter the information shown below, use <*Tab*> to move between fields

- Click *OK* to save
- *Close*

2.7.2   School VET Offerings

VET > Delivery Planning > School VET Offerings

Each school will only offer a small subset of all qualifications and competencies available through VET. Every year schools will select those qualifications and competencies they will be offering. Students can only be enrolled in those qualifications and competencies on offer in a particular calendar year.

The School VET Offerings window in Delivery Planning provides the facility to select the qualifications and competencies on offer for a specific academic year.

School VET Offerings Toolbar
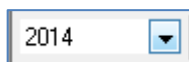
2014	The current academic year
Edit	Edit: Allows the user to edit the Offerings window
Qualifications	Qualifications: A list of qualifications and qualification offerings
Competencies	Competencies: A list of competencies and competency offerings
Competency Groups	Competency Groups: Create Competency Groups
Print Selected	Print Selected: Prints the selected items to a standard report
Print All	Print All: Prints all the records in the list to a standard report

Qualification Offerings

VET > Delivery Planning > School VET Offerings > Qualifications

The window will default to the current calendar year and will display two lists – **Qualifications NOT offered,** and **Qualifications ON offer**. The latter list will initially be empty, and the former will contain all the qualifications that appear in the **Qualifications** parameter window.

 To place a qualification on offer, the user clicks the edit pencil in the top toolbar and then selects a qualification or qualifications in the left hand pane and clicks the Move Right button. The qualification/s will be removed from the **Qualifications NOT offered** list and will appear in the **Qualifications ON Offer** list.

⏪ The qualification can be moved back to the **Qualifications NOT Offered** list by selecting it and clicking the Move Left button.

👓 The Filter List button assists users to locate qualifications by code or by name.

```
┌─ VET - Filter List ──────────────────┐
│  ┌─ Select Filters ─────────────────┐ │
│  │  Code     [                ]     │ │
│  │                                  │ │
│  │  Name     [                ]     │ │
│  │                                  │ │
│  │    [ Apply Filter ]  [ Cancel ]  │ │
│  └──────────────────────────────────┘ │
└───────────────────────────────────────┘
```

Competency Offerings

VET > Delivery Planning > School VET Offerings > Competencies

Clicking the Competencies button [icon] in the toolbar will switch to the Competencies view. The operation of this view is identical to that for the qualifications view. All the columns in every list can be resized at will, and the user has the ability to scroll left and right across the list to see additional fields.

Competencies NOT offered   4439 👓

Code	Description	C/
11036	Use presentation skills	
11037	Develop basic message writing skills	
11038	Participate in job seeking activities	
13951	Ballet technique 1	
13952	Body conditioning 1	
13953	Contemporary dance 1	
13954	Improvisation	
13955	Ballet performance studies 1	
13956	Spanish dance 1	
13957	Repertoire variations 1	
13958	Ballet repertoire of the 19th and early 20th centu	
13959	Ballet technique theory 1	
13960	Dance history	
13961	Production and design	
13962	Rhythmic studies 1	
13963	Bio-mechanics	
13964	Acting	
13965	The personal aspects of the dancer	
14265	Develop awareness and technical skills in ballet	
14266	Develop awareness and technical skills in conte	
14267	Refine ballet technique and expand range of sk	
14268	Use practical experience to develop basic conte	
15075	Ballet technique 2	
15076	Contemporary dance 2	
15078	Dance composition	

Competencies ON offer

Code	Description	C/M	VET	Cen S/Hrs	Cen U/Hrs	Local S/Hrs	Local U/Hrs
BSBADM101	Use business equipment and resources	C	YES	20	0	0	0
BSBCMM101	Apply basic communication skills	C	YES	40	0	0	0
BSBCMM201	Communicate in the workplace	C	YES	30	0	0	0
BSBCMN101	Prepare for work	C	YES	30	0	0	0
BSBCMN102	Complete daily work activities	C	YES	20	0	0	0
BSBCMN103	Apply basic communication skills	C	YES	40	0	0	0
BSBCMN105	Use business equipment	C	YES	20	0	0	0
BSBCMN106	Follow workplace safety procedures	C	YES	10	0	0	0
BSBCMN109	Follow environmental work practices	C	YES	10	0	0	0
BSBCMN201	Work effectively in a business environment	C	YES	20	0	0	0
BSBCMN215	Participate in environmental work practices	C	YES	10	0	0	0
BSBCUS201	Deliver a service to customers	C	YES	40	0	0	0
BSBCUS201	Deliver a service to customers	C	YES	40	0	0	0
BSBIND201A	Work effectively in a business environment	C	YES	20	0	0	0
BSBINM201A	Process and maintain workplace information	C	YES	20	0	0	0
BSBINM202A	Handle mail	C	YES	15	0	0	0
BSBITU101A	Operate a personal computer	C	YES	20	0	0	0
BSBITU102A	Develop keyboard skills	C	YES	40	0	0	0
BSBITU201A	Produce simple word processed documents	C	YES	40	0	0	0
BSBITU202A	Create and use spreadsheets	C	YES	20	0	0	0
BSBITU203A	Communicate electronically	C	YES	20	0	0	0
BSBLED101A	Plan skills development	C	YES	20	0	0	0
BSBOHS201	Participate in OHS processes	C	YES	15	0	0	0
BSBSUS201	Participate in environmentally sustainable work	C	YES	10	0	0	0
BSBWOR201	Manage personal stress in the workplace	C	YES	40	0	0	0

Activity

VET > Delivery Planning > School VET Offerings

- Double click *School VET Offerings*
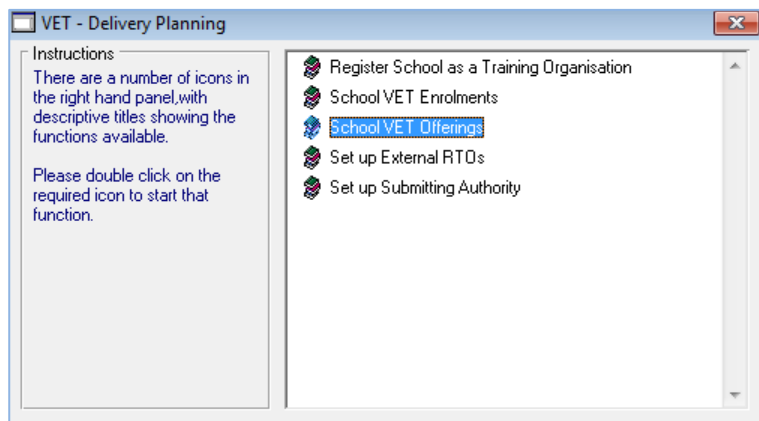
- Ensure the current year is selected **2014**
- Click Edit pencil
- Ensure there *Auto Offer Competencies linked to Qualifications* is checked

- Use the Filter ![glasses icon] to locate the **Certificates in Leadership Development** qualifications

- Click **Apply Filter**
- Select **52560WA** and **52562WA, Certificates I and II in Leadership Development**

Note: Qualifications have expiry dates. Check the expiry dates before enrolling students

- Move to the right ![red arrow button]
- Click **OK** to save

- Click Competencies ![edit icon]
- View the linked competencies on offer

Competency Groups

VET > Delivery Planning > School VET Offerings > Competency Groups

The School VET Offerings window also allows for the creation of competency groups.

Switch to the Competency Groups view by selecting the Competency Groups icon.
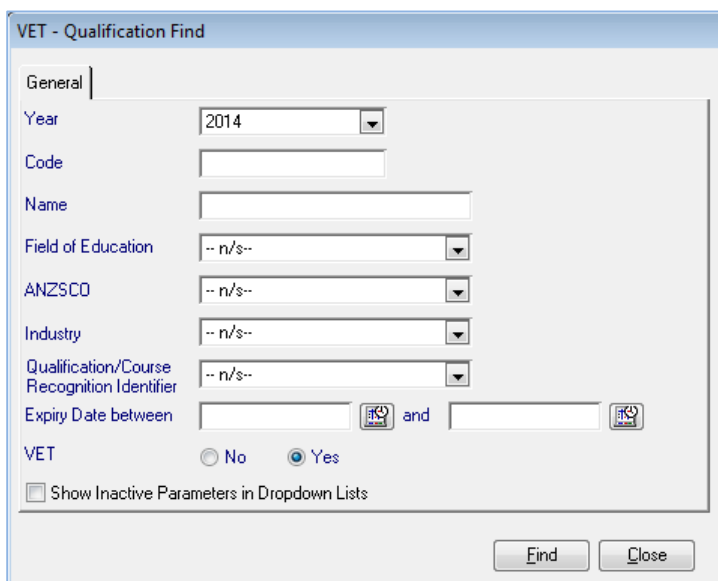
A competency group is linked to a calendar year, and can contain any number of competencies from the list of competencies on offer which are linked to the selected qualification.

A new competency group is defined by first selecting a qualification and adding a competency group name to the competency group list, and then adding competencies to the newly created group.

To add a new competency group:

VET > Delivery Planning > School VET Offerings > Competency Groups

- Click on Competency Groups
- Click Add
- Click Qualification Find

- Enter search criteria in the Qualification Find window and click *Find* or click on *Find* and all Qualifications on Offer for the year will be displayed

- Highlight the Qualification required and click *Select*
- Enter a description for the group
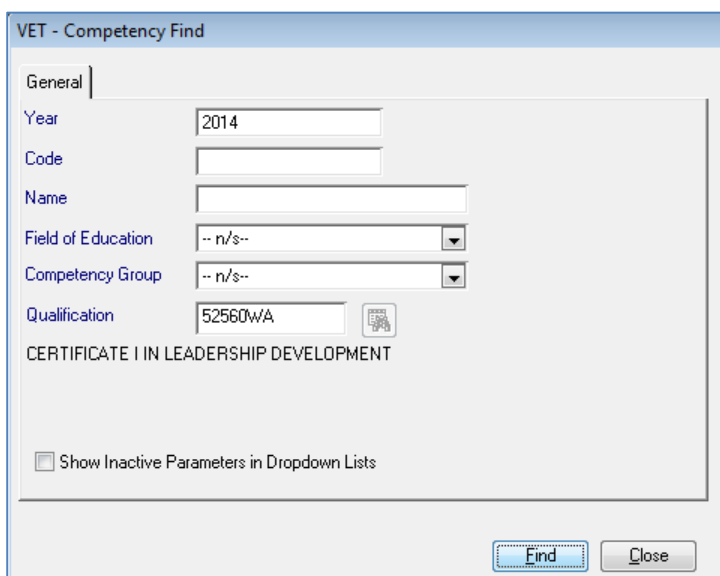
- Click **OK**

Hint: Match UoC group names to student groups to streamline enrolments

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- With the Competency Group highlighted, click Add Competencies on the right
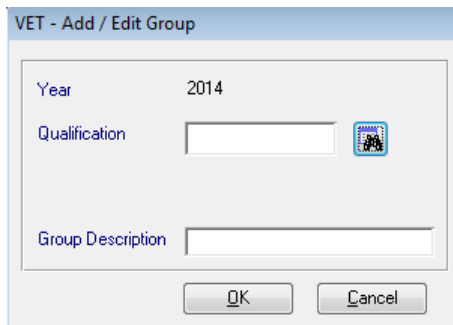
- Enter the search criteria and/or click **Find**
- Highlight the required units of competency and click **Select**.

Note: Only competencies linked to specific qualifications can be added.

Activity

VET > Delivery Planning > School VET Offerings > Competency Groups

- Click on Competency Groups [icon]
- Click Add [icon] between the two windows

- Click Qualification Find [icon]

- Click **Find**

- Highlight the **Certificate I in Leadership Development**

- Click **Select**.

- Enter a description for the group

- Click **OK**
- Click Add Competencies on the right

- Click **Find**

- Highlight the first six units of competency and click **Select**.

- Create Competency Group **Certificate II in Leadership Development** with the first 6 competencies

Recap Delivery Planning

Complete each of the following tasks, noting the pathway you used in each instance.

1. Enter the details of an RTO used by your school.

2. Add *Certificate I in Gaining Access to Training and Employment 52529WA* and its linked competencies, to *Qualifications on Offer* for the current calendar year

3. Create a Competency Group *Cert I Gaining Access to Training and Employment (GATE)* and select the first 6 competencies

2.8 Student Profiling

VET > Students

This window enables users to:
- Identify which students are VET students
- Enrol students in particular qualifications and units of competency
- Bulk enrol selected students into selected Qualifications and Units of Competencies
- Enter students' results
- Bulk enter student results
- View work placement histories for each student
- View details of unit of competencies such as mode of delivery, designated RTO, delivery arrangement and the results

> *Note: There are two classes of VET students – enrolling and work experience only. Enrolling students can be enrolled into qualifications and competencies, and put on work placement. Work experience students can be put on work placement, but cannot be enrolled into qualifications or competencies.*

Clicking the Students icon on the sidebar will open the **VET Student List** window.

The window will initially display all the VET students on the Current roll. VET students on the Former, Admissions and External rolls can be viewed by selecting the appropriate roll status from the dropdown list on the toolbar. The information provided by this window includes:

- Surname
- First Name
- Year
- Form
- Whether or not the student is an active VET student
- Whether the student is an enrolling student or a work experience student
- School

> *Note: Students originating from the local school will have the local school code appearing here. Students from other schools will have that school's code or the generic Other code to signify they have come from any other school.*

- FTE
- No. of Competencies

2.8.1 VET Student List Toolbar
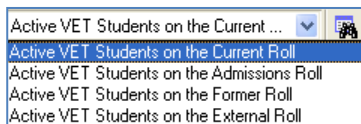
 Allows users to view VET students on the Current, Admissions, Former or External Rolls.

VET Student Details - Opens the Student Details window for the selected student(s). If one student is selected, then that student's details are displayed. If more than one student is selected, the first student's details are displayed and the selected students become the browse set for the Student Details window.

Main Student Details - Opens the main Integris Student Details window for the selected student. This window will remain open so that the user can select another VET student in the list and the window will update to that student's details.

Find VET Student - Opens the VET Student Find tool. This Find tool is used to select a specific group of VET students to be displayed in the list.

Add/Remove VET Students - Opens a second window where the user can add and remove students from the list of VET Students.

Groups - Opens the Student Groups window.

Speed Edit - Opens a window where the user can speed edit the values for Active Status, School Code, FTE and Vocation.

Bulk Qualification and Competency Enrolment - Opens the bulk competency enrolment window. This permits the simultaneous enrolment of multiple students into the same qualification and units of competency or competency groups.

VET Competency Enrolment Speed Edit - permits editing of multiple competency enrolments simultaneously.

Print Selected - Prints the VET Student list for only the selected students.
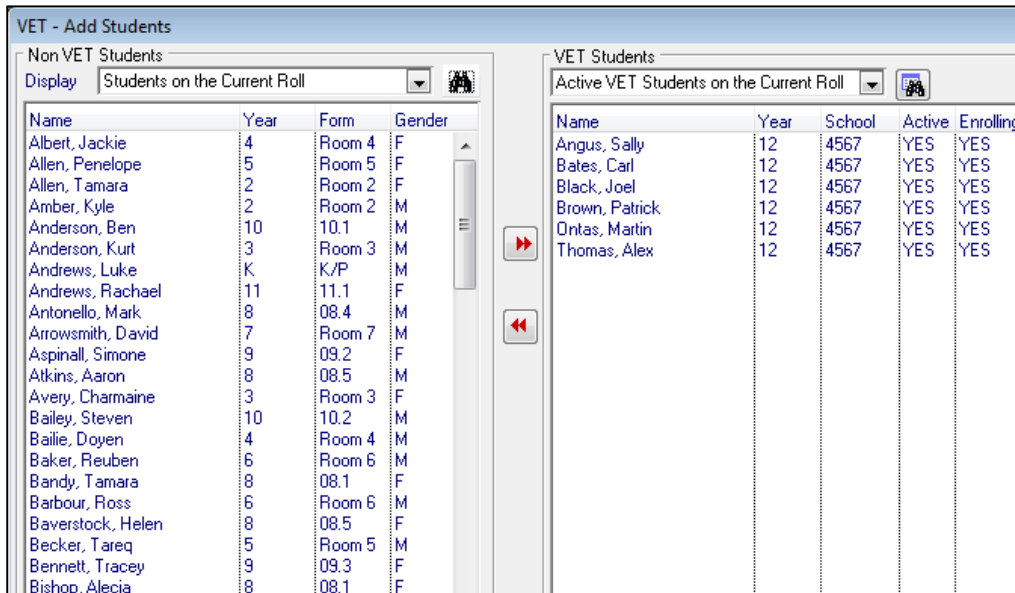
Print All - Prints the VET Student list as displayed.

2.8.2 Adding and Removing VET students

VET > Students > Add/Remove VET students

Students are added to the VET Students list by clicking the Add button [icon] on the toolbar. This will open a second window where the user can add or remove VET students.

Enrolling Student

VET students may be enrolling or work experience only. An **Enrolling Student** can be enrolled in qualifications and units of competency and can be linked to work placements. A **work experience only** student can be linked to a work placement record, but cannot be enrolled into a qualification or a competency. A student can be changed from work experience to enrolling or vice versa at any time. This can be done in Speed Edit.

Originating School

The complete set of VET Students at a particular school can consist of students enrolled in that school and who originate from other schools. It is important to distinguish between VET students that come from the local school and those who originate from other schools. If the student originates from the local school, the student is tagged with the local school code. If the student originates from another school, the user can enter an alternative school code.

Clicking **This School** will automatically enter the local school code in the **Code** field and display the local school name.

If the user clicks **Another School**, the **Code** field will be enabled and the user can enter an alternative school code. Tabbing out of the **Code** field will perform a match of the code entered against the list of codes in the **Previous/Destination School** parameter. If there is a match, the school name will appear below the code. If there is no match, the words **Unknown School Code Entered** will appear. If the field is left blank, the code will be changed to **Other** and the text below the code will read **Other School**.

 Clicking the right arrow button will move the selected students in the **Non *VET Students*** list to the *VET Students* list. Clicking the left arrow button will move the selected students in the *VET* **Students list** back into the **Non VET Students** list. Whenever the list of *VET Students* is changed (by clicking either of the arrow buttons), the *OK* and *Cancel* buttons will replace the **Close** button. Clicking the **OK** button will save the changes made to the *VET Students'* list. Clicking *Cancel* will discard the changes and refresh the window to display the data as it was at the last save operation. In both cases the **Close** button will replace the *OK* and *Cancel* buttons. Clicking the *Close* button will close the window.

Note: Once students have been enrolled in units of competency, they cannot be removed from the VET student list, even if they withdraw from the course. The fact that they were once enrolled must be included in AVETMISS reporting. In this instance their results would be recorded as 40 - Withdrawn - or 99 – Enrolled in error.

The **Non VET Student** list can be filtered using the Integris Find Tool. The Find Tool allows the user to define a query and store that query for future use. If the Find Tool is used, and the query is not saved, the *Display* will show a message as in the following example.
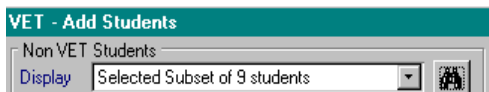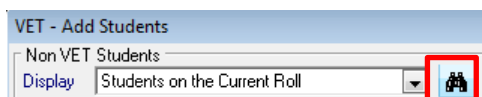
Activity
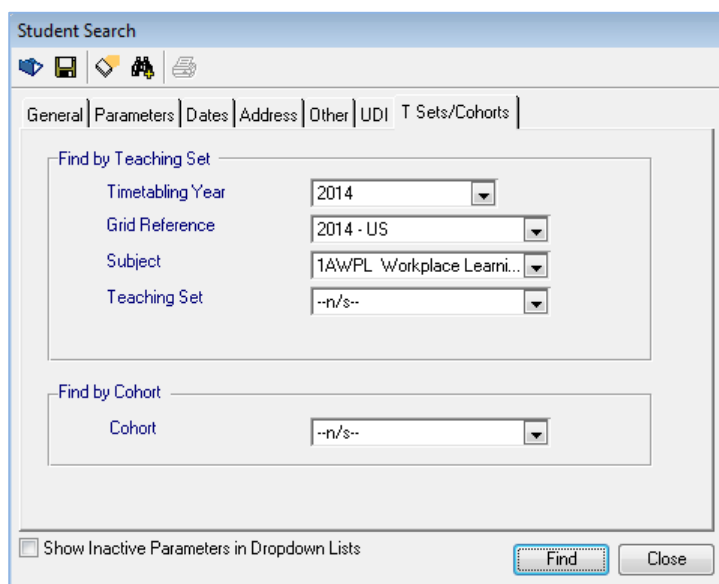
VET > Student

The *1AWPL Workplace Learning 1A* students need to be located in order to enrol them as *VET students*.
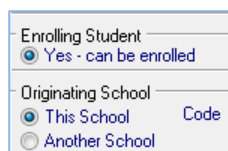
- Click on Add/Remove VET Students
- Click Student Find

- Select T Sets/Cohorts
- Enter the following

- Click *Find, Select* and *Yes*
- Ensure you have the *Enrolling* and *This School* radio buttons selected
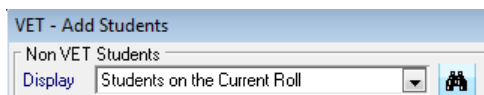
- Highlight the names in the *Non-VET students* list on the left and click the red chevrons to move them to the *VET students* list on the right

- Click *OK* to save
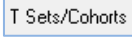
Simon Rumble and Jillian Sorrell were added to the VET Student List in error
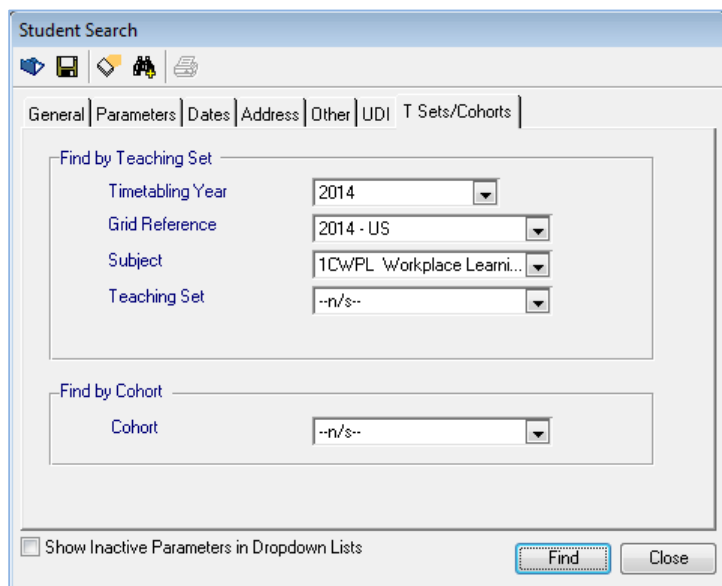
- Highlight their names in the *VET Student* list
- Click the red chevrons pointing left
- Click *OK* and *Close*

The *1CWPL Workplace Learning 1C* students also need to be located in order to enrol them as *VET students*.
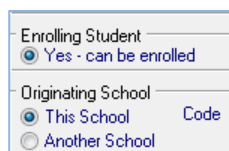
- Click on Add/Remove VET Students
- Click Student Find

- Select **T Sets/Cohorts**
- Enter the following

- Click *Find, Select* and *Yes*
- Ensure you have the *Enrolling* and *This School* radio buttons selected

- Highlight the names in the *Non-VET students* list on the left and click the red chevrons to move them to the *VET students* list on the right

- Click *OK* to save
- *Close Add Students*
- Click on the headers in the *VET Student* list to sort according to different criteria

2.8.3 VET Student Groups

VET > Students > Groups

Clicking the Groups button will open the **VET Student Groups** window. Groups are added by clicking Add Groups, entering a Group Description and clicking **OK**.
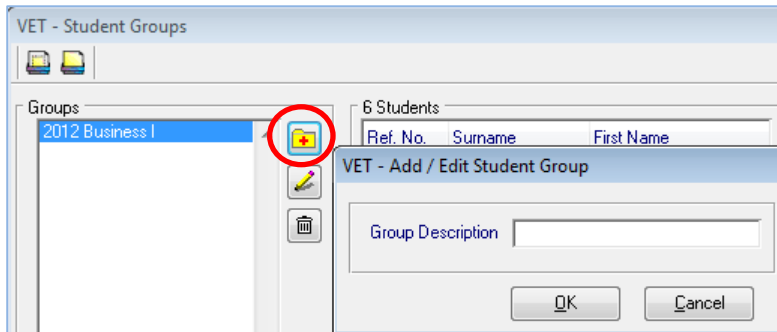
Students are added to the group by clicking the Add Members button to the right of the Students pane. This will open the **VET Student Find** window.
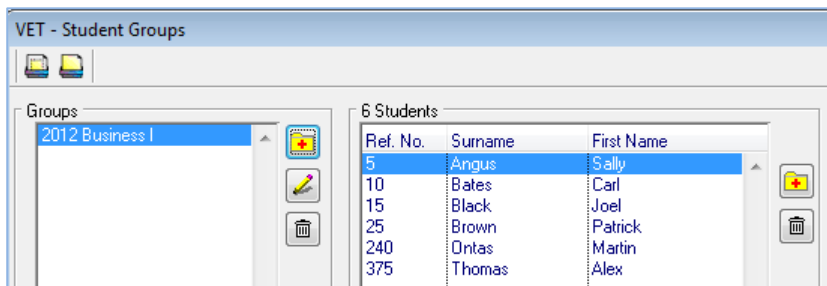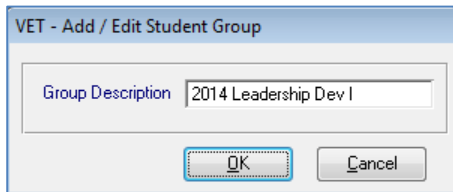
The Print Selected or Print All buttons allow the user to print details on some or all of the VET Student groups. Users are also given the option of printing the information about each group on a separate page.
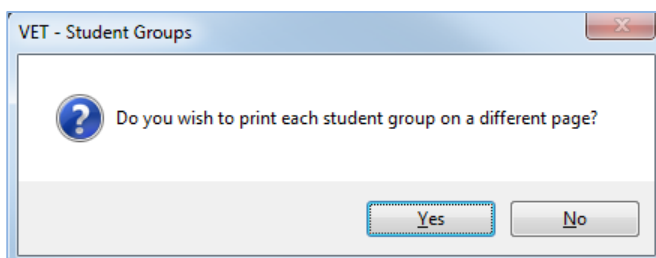
Activity

VET > Students

- Click the Groups button ⊞
- Click Add Group 🔲 on the left
- Enter the Group Description *2014 Leadership Dev I*
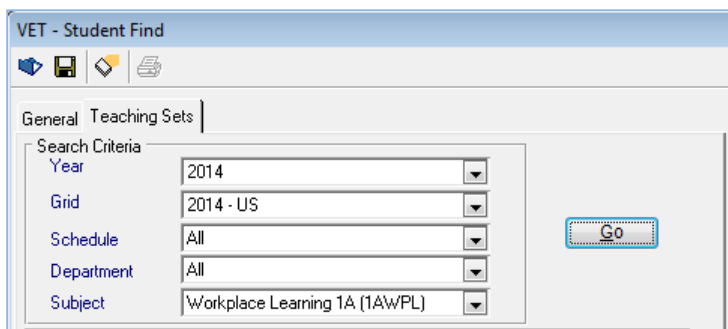
VET - Add / Edit Student Group

Group Description 2014 Leadership Dev I

[OK]   [Cancel]

- Click *OK*
- Click Add Members 🔲 on the right
- Find the students studying *1AWPL Workplace Learning 1A*
- Click T Sets/Cohorts and enter the following search criteria

VET - Student Find

General | Teaching Sets |

Search Criteria
Year   2014
Grid   2014 - US
Schedule   All   [Go]
Department All
Subject   Workplace Learning 1A (1AWPL)

- Click [Go]
- Highlight the teaching set *1AWPL_1* and click *Find*
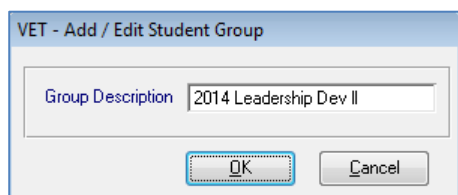
TSet Code	Subject
1AWPL_1	Workplace Learning 1A

☐ Show Inactive Parameters in Dropdown Lists

[Find] [Close]

- Click *Select* and *Yes*

CIVICA

- Create a VET Student Group: *2014 Leadership Dev II*
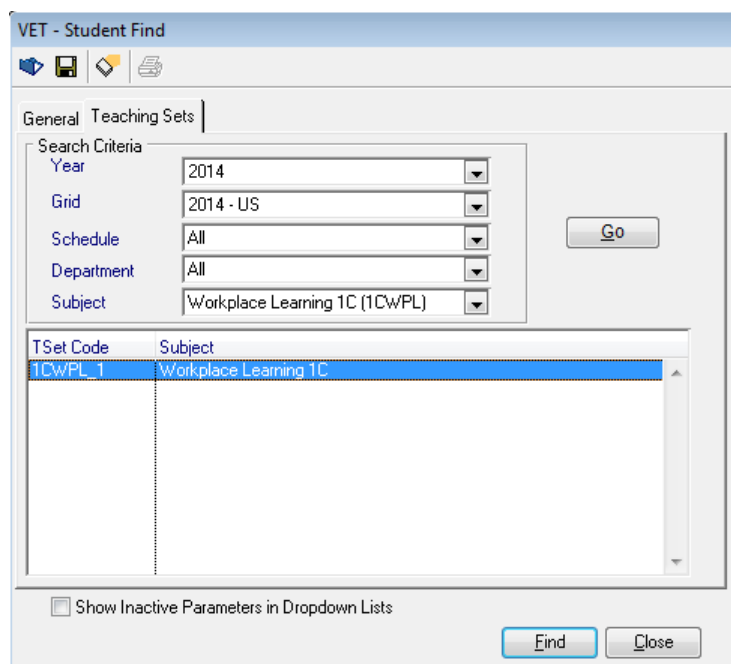
VET - Add / Edit Student Group

Group Description | 2014 Leadership Dev II |

OK   Cancel

- Add the students in *1CWPL* to that group

VET - Student Find

General | Teaching Sets |

Search Criteria

Year	2014
Grid	2014 - US
Schedule	All
Department	All
Subject	Workplace Learning 1C (1CWPL)

Go

TSet Code	Subject
1CWPL_1	Workplace Learning 1C

☐ Show Inactive Parameters in Dropdown Lists

Find   Close
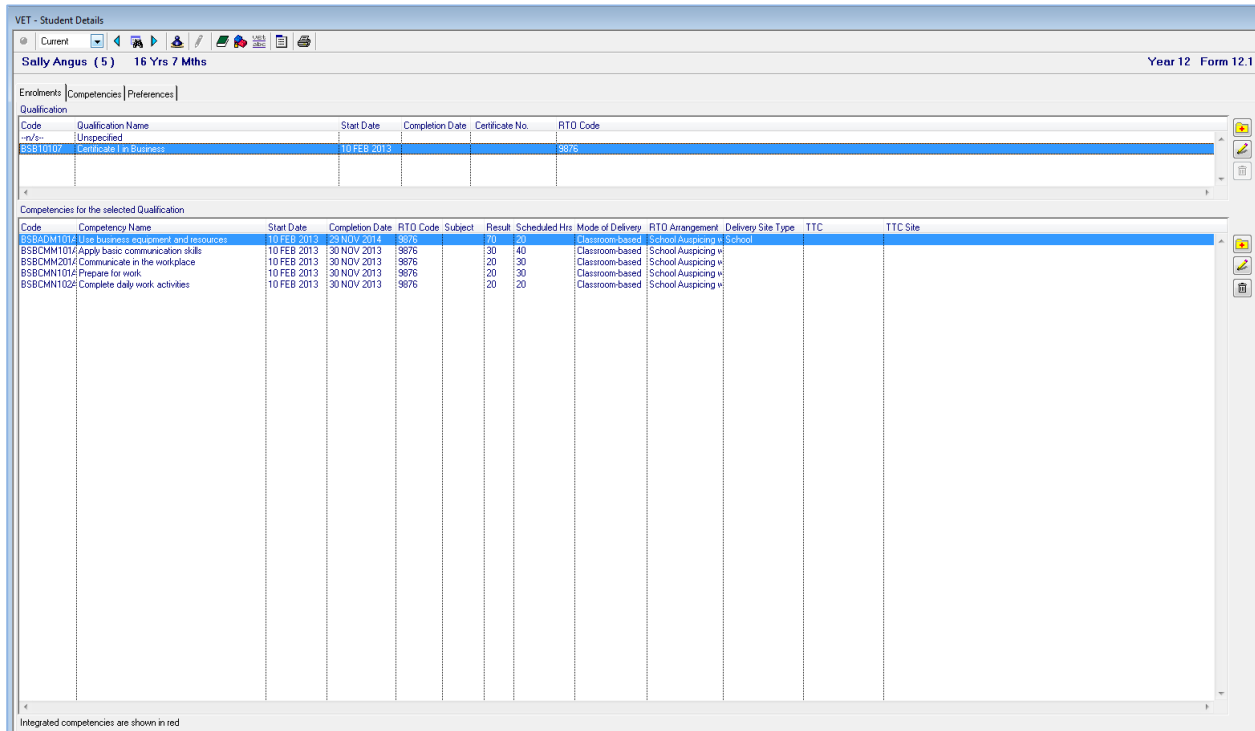
- Click *Find, Select* and *Yes*
- *Close*

- Click Print All
- Select *No*, you do not wish to print each group on a separate page
- *Close* the report and VET Student Groups

2.9 VET Student Details

VET > Students

The VET Student Details window is launched by either clicking Student Details 🔍 in **the VET Student List** toolbar or double clicking on a student's name.

Browsing and navigation in this window is similar to the standard Integris Student Details window. There are the standard, previous, next, find and roll selection items in the toolbar. There is also the standard fast find field at the bottom of the window. This permits a user to enter a student's surname, or part thereof, or the student's reference number and the system will find the matching records. It works in exactly the same manner as the Student Search field in the main Integris Student window, except that it searches just the list of VET Students.

VET Student Details Toolbar

⦿	Browse Set Indicator: A grey button indicates that the browse set is empty and a red button indicates the browse set contains data.
Current ▾	Roll Status.
◀	View Previous Student.
▷	View Next Student
🔍	VET Student Find searches through the list of VET Students only
👤	Open standard Integris Student Details window
✎	Edit
📗	Student Enrolment View - click this button to view the student's qualification and competency enrolment details.
🧩	Placement View - click this button to view student placement information
vet abc	Miscellaneous View - click this button to view student miscellaneous information required by AVETMISS and other reporting bodies
▤	Open VET Student List
🖨	Print - prints the data in the selected view
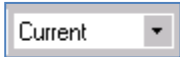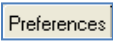
Activity

VET > Students

- Double click on **Sally Angus**
- View her enrolment details
- Click the **Competencies** tab `Competencies` and view her competency enrolments
- Click the **Preferences** tab `Preferences` and view her courses for this year
- Click View Placement Details 🧩
- Click View VET Miscellaneous Details `vet abc`
- View the information on the **General, AVETMISS** and **Correspondence** tabs
- **Close** VET Student Details

2.9.1 Enrolling in a Qualification

Enrolment View

VET > Students >VET Student Details

The window will open in the *Enrolments* view as shown below. This view displays the qualification and competency enrolments for the student.

Clicking a qualification row in the list will display all the student competency enrolments for that qualification in the list below. When a student is enrolled in a qualification, the user will need to specify a start-date and enter a completion date once the student has actually completed the qualification. Similarly, once the qualification has been completed there is the facility to enter details such as if the qualification was achieved and a certificate issued and, if known, the certificate identifier and date of issue.

The *Qualification* list will contain a system generated entry – n/s - Not Specified for units of competency not linked to a qualification.

Note: In WA, all competency enrolments must be linked to a qualification.

A student can have many qualification enrolments. Each qualification enrolment can have a number of competencies associated with it, and a competency can appear in more than one qualification at the same time. The system will allow the user to enter each qualification individually and then go on to enter each competency for each qualification individually, or enter the qualification with all its competencies.

To enrol in a qualification, the user will click the Add button alongside the **Qualification** list. This will open the *VET Qualification Enrolment* window.

The student name and reference number will appear in a banner across the top of the window. Typing the qualification code in full and pressing the tab key will trigger a search of the database for a qualification with a matching code. A successful match will be indicated by the qualification name appearing underneath the code. Alternatively, the user can use the Qualification Find button to locate the appropriate qualification.

Enter the relevant search criteria and click *Find*.

The user can select the required qualification by highlighting it in the list and clicking **Select** or double clicking an entry in the list. The selected qualification will be transferred to the VET Qualification Enrolment window.

The **start date** and **completion date** indicate the start and end periods for the student enrolment. They are used to display a student's enrolment history in chronological order. Both must be entered when enrolling students in units of competency, however only enter a qualification completion date after the student has achieved the full qualification.

> *Note: The Qualification* **Completion Date** *will only be saved when* **Qualification Achieved** *is checked. Similarly,* **Qualification Achieved** *will only be saved when the* **Qualification Completion Date** *is entered.*

An **RTO** must be selected and **Full Qualification Enrolment** checked when appropriate.

The user has the option of automatically enrolling the student in the linked competencies. Leaving the box next to **auto-enrol student in all linked competencies for the qualification** empty and clicking OK will enrol the student in the qualification only. Ticking **auto-enrol student in all linked competencies for the qualification** will result in the linked competencies being displayed in the list pane.

When auto-enrolling in linked competencies for the qualification, clicking **OK** will result in the **Competency Enrolment** window being launched where the user must complete the delivery and AVETMISS information for the competencies.

A **Completion Date** must be entered for Competencies.

Any competencies not undertaken by the student may be deleted.

Click on the **Delivery** tab and enter the relevant information.

The drop-down values for **RTO Arrangement** are:

Type	Description	Scenario
Outsourced – Profile Hours	Funding is provided from the *'Skilling Australia's Workforce (SAW) Agreement'* between the Commonwealth and State Governments. Funding is provided direct from the Department to the RTO and does not appear in schools gateway payments.	Students are enrolled in a VET certificate and either attend a local RTO campus or the RTO provides a lecturer to come to the school. This mode covers traineeships and 'PAIS-Pre Apprenticeship in Schools' on top of the stand alone VET.
School Auspicing with an RTO	Schools enter into an agreement with an RTO to have qualified school teachers deliver and assess the student's vocational training. The partner RTO issues the printed Certificate and Statement of Attainment as required	Students stay at school and undertake a VET certificate delivered and assessed by a qualified school teacher.
School as an RTO *This option is only available to those schools who are RTOs.*	The school applies for RTO status and applies for scope of various qualifications. Staff at the school deliver and assess the vocational training VET in Schools is responsible for issuing printed Certificates and Statements of Attainment as required. VET in Schools provides funding in the school gateway to accommodate for some of the associated costs.	There are currently 21 RTO schools in WA. This parameter is only available to schools that have RTO status. All training and assessment is carried out by the school, usually on site.
Outsourced – Fee for Service	Schools enter into an agreement with an RTO to provide all of the training and assessment of a VET certificate at full fee paying rates. The school	Students are enrolled in a VET certificate and either attend a local RTO campus or the RTO provides a lecturer to come to

	pays the RTO directly VET in Schools provides funding in the school gateway up to a cap for the user choice amount.	the school. Fee for Service is often utilised where an RTO in not able to provide training under profile due to lack of hours, and/or the school does not have staff that are able to deliver the training under an auspice arrangement.
Network Schools Arrangement	Schools share resources to deliver qualifications at a host school site.	Students are enrolled in their home school but attend another school for their VET training. The arrangement is flagged as Network Schools Arrangement to ensure that VET in Schools funding is directed to the host school and not the home school.

If a competency is integrated in an accredited course, then it should be flagged as such and the course to which it is integrated identified. This includes VET Industry Specific courses.

Once the **RTO**, **Mode** and **Arrangement** have been entered, a **Delivery Site Type** must be added before continuing to the AVETMISS tab. The **Delivery Site Type** is a mandatory parameter when enrolling students.

Trade Training Centre	External RTO
Trade Training Centre Site	School
	Trade Training Centre

If the **Trade Training Centre** is selected as the Delivery Site Type, a value must be entered for **Trade Training Centre.** As the Trade Training Centre is linked to the **Trade Training Centre Site**, a value for this parameter must also be entered.

The **Teacher** field should be completed. The VET Coordinator should be the nominated teacher and provided that he or she has a valid WACOT number.

Click on the **AVETMISS** tab. **Study Reason** should be completed.

The type of traineeship should also be entered if applicable, in which case the Training Contract Identifier will also need to be entered.

If the Students are School Based Trainees or Aboriginal School Based Trainees, then the **Contact ID** must be entered. The Contract ID is the student's TPO (Training Program Outline) number which is registered by the TRS (Training Records System).

Click **OK** to save.

> *Note: If any of the options under Delivery or AVETMISS are required, the software will take you to the screens for you to enter the correct data.*

2.9.2   Enrolling in Units of Competency

> *Please note: It is a State VET requirement that all competency enrolments be linked to a qualification (certificate). This applies even if a student is only enrolled in one competency.*

Ensure the required qualification is highlighted. Clicking the Add button next to the Competency list on the **Enrolments** tab of VET Student Details will open the **VET Competency Enrolment** window.

The user has the option of entering a single competency code or using Find Competencies . If a competency code is entered, the window will show its name and code. If Find is clicked then the **VET Competency Find** window is launched. Users may specify any of the search criteria, including **Code** and **Name** and then click **Find** to locate the desired unit(s) of competency.

A Competency **Completion Date** must be entered, as must the required information on the **Delivery** and **AVETMISS** tabs.

Click **OK** to save.

Activity

VET > Students
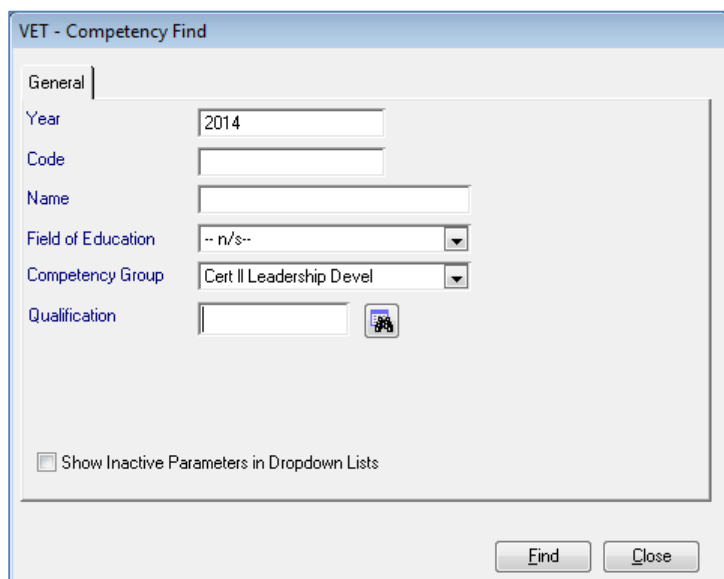
- Double click on *Josh Johnston*
- Click Add to the right of the Qualifications pane
- Enter the start date as *10 February 2014*
- Click Qualification Find
- Click *Find*
- Highlight *Certificate II in Leadership Development* and click *Select*
- Select the *RTO South Metropolitan Youth Link*
- Check *Full Qualification Enrolment*

- Click *OK*

- Click Add Competency

- Click Find

- Click on the Competency Group drop down arrow

- Select the **Competency Group Cert II Leadership Development**

- Click **Find, Select** and **Yes**

- Enter Competency **Start** and **Completion Dates**

- Click the **Delivery** tab and ensure that the following information is entered

- Click the *AVETMISS* tab and enter a *Study Reason*

- Click *OK*

VET > Student

- Use the *VET Student Search* to locate *Rachael Andrews*

- Click Add to the right of the Qualifications pane
- Enter the *Start Date: 10 February 2014*
- Click Qualification Find
- Click *Find*
- Highlight *Certificate I in Leadership Development* and click *Select*
- Select *RTO South Metropolitan Youth Link*
- Check *Full Qualification Enrolment*

- Click *OK*

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- Ensure the qualification is highlighted
- Click Add to the right of the **Competency** pane
- Enter a **Start** and **Completion Date**

- Click 'Find Competency on Offer'

- Click the Qualification Find and then click [Find]
- Highlight **Certificate I in Leadership Development**

- Click **Select**

The Qualification is saved to the Student's record

To select the competencies

- Click **Find**

- Highlight the first three competencies and click **Select**

- Click on the **Delivery** tab and enter the following details

Note: Rachael is a School-based Trainee

- Click on the **AVETMISS** tab and enter the following details

VET - Competency Enrolment

Rachael Andrews (4)

Certificate I in Leadership Development (52560WA)

General | Delivery | AVETMISS

General

Study Reason   To get a job   ▼

☑ VET in Schools   Fee Exemption / Concession Type Id ☐

Trainee Details

Traineeship   School Based Traineeship   ▼

Contract Id   1234

OK   Cancel

- Click **OK** and **Close**
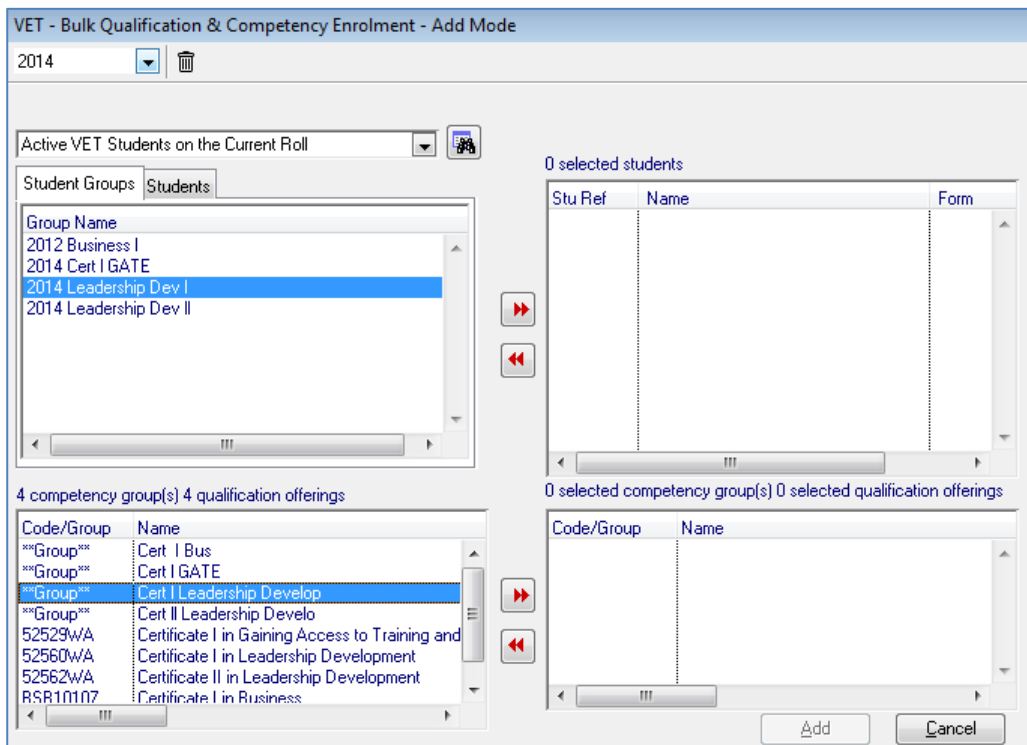
Recap VET Students (1)

Complete each of the following tasks, noting the pathway you used in each instance.

1. Add the Aboriginal students in Year 10 as enrolling VET students.

2. Add the enrolling Year 10 students to a student group: *2014 Cert I Gaining Access to Employment (GATE)*

3. Enrol *Rebecca Bloor* in a *Certificate I in GATE* and its linked units of competency. Rebecca is an *Aboriginal School-based Trainee*. The *RTO* is *SMYL*. The *Mode* is *Employment based* and the *Arrangement* is *Outsourced – Profile Hours*. The *Delivery Site Type* is *External RTO*. Ensure that the *Training Contract ID* is also entered.

2.9.3   Bulk Qualification & Competency Enrolment

Clicking on the Bulk Qualification & Competency Enrolment button ![icon] on the **VET Student List** toolbar will open the **Bulk Qualification & Competency Enrolment** window. This window provides an easy mechanism for allocating multiple competencies to multiple students, rather than individually for each student.

All actions in this window relate to a calendar year. Selecting a new calendar year will clear the window and the competencies list will be refreshed to show the competency offerings and competency groups for the selected year.

Students may be located using the Find button. ![icon]

The window works by moving students and competencies from the left hand list into the right hand list and clicking the **Add** or **Remove** button. Clicking **Cancel** will close the window and not save any changes.

The user can select multiple students and/or student groups and then move them across using the move right button. The students then appear within the selected student's box. Competency Groups and Qualifications may be selected in the same way.

Students, Competency Groups and Qualifications can be removed from their respective selected lists by highlighting the appropriate records and clicking the move left button.

Clicking **Add** will add the selected Qualification or Competency Group to all the selected students.

The **Qualification Start Date** needs to be entered. Information such as the **Competency Start** and **Completion Date,** the **RTO** and **Mode** of delivery also need to be specified.

Linked units of competency may be deleted 🗑 and added. 📁

Once **Add** is clicked the following window will be displayed.

Once **Add** is clicked and the units of competency added, a **Bulk Student Competency Enrolment Status Log** will be displayed (see below). If a student has already been enrolled in a competency, the software will not re-enrol them but will provide a message in this regard.

Activity

VET > Students

- Open the Bulk Enrolments window
- Highlight the *2014 Leadership Development I* group and move to the right by clicking on the red chevrons

- Select the ***Group** Cert I Leadership Development* and move it the right

*Note: Ensure that you select the **Group** and not the actual Qualification.*

- Click *Add*

- Enter the delivery details as shown below

Note:
1. The start and completion dates for units of competency must not be prior to the start date for the Qualification.
2. The completion date for units of competency must be after the start date.

- Click **Add** and enter **AVETMISS** details

- Click **Add**

- Read the prompt and click **No**

- View the Enrolment Status log and **Close**
- View **Stephanie Gold's** enrolment details

Activity

VET > Students

- Click Bulk Enrolment
- Select the *2014 Leadership Development II* group of students

- Move them to the pane on the right using the red chevrons (arrows)
- Select the ***Group*** *Cert II Leadership Development* and move to the right also
- Click *Add*
- Enter the delivery details as shown below

- Click **Add**

- Enter the **AVETMISS** details

- Click **Add**
- **Close** the Enrolment Status Log

Recap Bulk Enrolments

Bulk enrol the **2014 GATE** students in a **Certificate I in Gaining Access to Training and Employment**. The **RTO** is **Polytechnic West**, the **Mode** is **Classroom based,** the **Arrangement** is **Outsourced – Profile Hours** and the **Delivery Site Type** is **School.** Give a study reason. Say **No** to link the enrolment for Rebecca Bloor

2.9.4   Deleting Enrolments

VET > Students

- Click Bulk Enrolment

- Switch to Removal Mode

The Remove button will remove all the selected competencies from the selected students for the given selection period, providing the cut off date has not been passed. If the cut off date has passed and/or files have been up loaded to the School Curriculum and Standards Authority and an enrolment has been added in error, then the value of 99 must be used. If the student has withdrawn, then the value of 40 must be used.

Removing competencies does not affect the qualification, unless the **Remove Qualification Enrolments with 0 competencies** is checked.
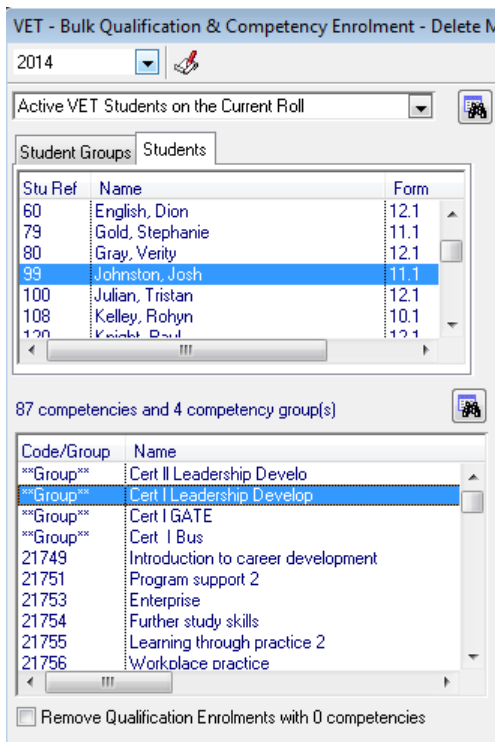
Note: Competency enrolments may only be deleted if they were added in error. If students withdraw from units of competency, **40 - Withdrawn** *should be noted in the* **Results** *field of the* **Competency Enrolment** *window. If an enrolment has been added in error and the cut off date has passed and/or the files have been uploaded to the School Curriculum and Standards Authority, the value of 99 must be entered in the* **Results** *field of the* **Competency Enrolment** *window.*

Activity

VET > Students

Josh Johnston was enrolled in *Certificate I in Leadership Development* in error.

- Click Bulk Enrolment

- Switch to Removal Mode

- Select the **Students** tab and **Josh Johnston**
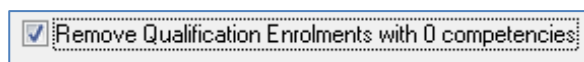
- Select the **Group** *Cert I Leadership Development*
- Move both from left to right
- Check **Remove Qualification Enrolments with 0 competencies**

- Click **Remove**

- Click **Yes**
- View Josh's enrolment details
- Close

Note: Competency enrolments may only be deleted if they were added in error. If students withdraw from units of competency, 40 - Withdrawn should be noted in the Results field of the Competency Enrolment window. If an enrolment has been added in error and the cut off date has passed and/or the files have been uploaded to the School Curriculum and Standards Authority, the value of 99 must be entered in the Results field of the Competency Enrolment window.

Activity

VET > Students > Bulk Enrolment

The *2014 Leadership Development I* student group were enrolled in a unit of competency in error.

- Click Bulk Enrolment

- Click Switch to Removal Mode

- Highlight the *2014 Leadership Development I* student group

- Move to the right

- Click Find Competency

- Click on Find Qualification

  | Qualification | [   ] | binoculars

- Click *Find*

- Highlight *Cert 1 in Leadership Development* and click *Select*

VET - Qualification Find

Code	Description
52529WA	Certificate I in Gaining Access to Training and Employment (GATE)
52560WA	Certificate I in Leadership Development
52562WA	Certificate II in Leadership Development
BSB10107	Certificate I in Business

The Qualification displays in the Competency window

- Click *Find*
- *Select* the first competency unit in the list
- Highlight the Competency in the bottom left window

Code/Group	Name
Group	Cert II Leadership Develo
Group	Cert I Leadership Develop
Group	Cert I GATE
Group	Cert I Bus
23411	Develop problem solving skills

- Move it to the right
- Click *Remove* and *Yes*
- View *Stephanie Gold's* enrolment details and *Close*

2.9.5 Re-enrolling Students in Units of Competency

If students have been enrolled in units of competency in a previous year but did not achieve them, it is possible to re-enrol them in those units in the next year. This may be done individually or in bulk.

Activity

VET > Students

- Locate **Sally Angus's** records and view her results from last year

She did not achieve **Apply basic communication skills BSBCMM101A** and would like to re-enrol in this competency.

- Click Add to the right of the Competencies pane
- Click Find Competencies on Offer
- Enter **BSB** in the **Code** field and **BASIC** in the **Name** field

---

- Click **Find**

- *Select BSBCMM101A Apply basic communication skills*
- Enter **Start** and **Completion Dates**

- Click the **Delivery** tab
- Enter the Delivery details

- Click on the *AVETMISS* tab
- Enter the *Study Reason*

- Click *OK*

- Click *Yes* and *Close*

VET > Students

Two students want to re- enrol in competencies they did not achieve in 2013

- Click Bulk Enrolments
- Click on the Students tab

- Select *Joel Black* and *Patrick Brown* and move them to the pane on the right

- Select *BSB10107 Certificate I in Business* and move it to the pane on the right
- Click *Add*

Hint: Ctrl + A to highlight all Competencies, then Ctrl and click on the selected Competency
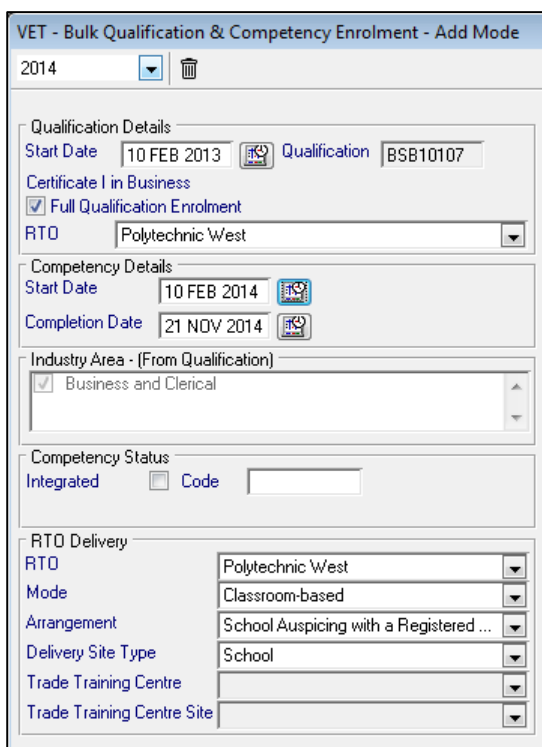
- Delete 🗑 all but **BSBCMM101A** from the list of **Selected competencies**
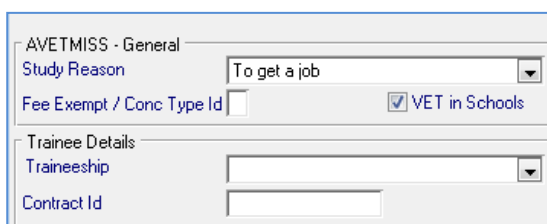
- Enter the following Delivery information

Note: The start date for the qualification is in the previous year but the start date for the competency must be in the current year.

- Click **Add**
- Enter a **Study Reason** and click **Add**

- Read the prompts
- Click **Yes**
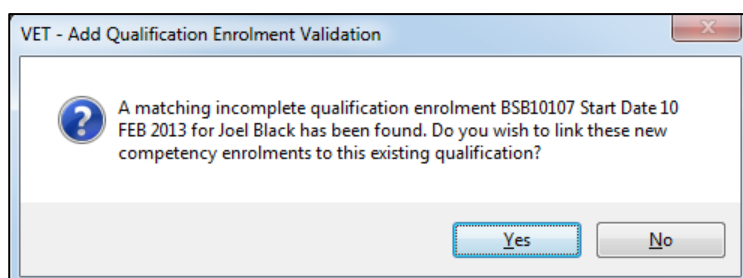
- **Close**
- View **Patrick Brown's** enrolment

2.9.6   VET Student Details – Miscellaneous

Miscellaneous Student Details are accessed by clicking the Miscellaneous [vet abc] button in the **VET Student Details** window. The Miscellaneous window contains three tabs: **General, AVETMISS** and **Correspondence.**
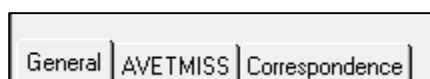
Note: Completion of the first two tabs is mandatory for ALL students and schools in Western Australia.

Miscellaneous – General

This tab is used to record:
- If a student is at educational risk
- Whether or not a student is studying for a full certificate
- Students' preferred vocations
- Students' safety certificates
- Traineeship information (where applicable)

Miscellaneous – AVETMISS

Note: All fields on this tab are mandatory for State and Commonwealth reporting and must be completed, with the exception of Mobile Phone Number, Disability and Prior Educational Achievement which should also be completed whenever applicable.

Miscellaneous – Correspondence

Users may choose to record any correspondence sent to students on this tab.

To add a record:

- Click the Add button
- Enter the relevant details and click **OK**

To edit a record:

- Highlight the record you wish to edit
- Click Edit
- Make the desired changes and click **OK**

To delete a record:

- Highlight the record you wish to delete
- Click Delete 🗑
- Confirm the deletion by clicking **Yes**
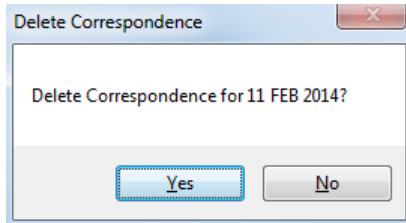
To print a student's correspondence log:

- Click Print 🖨
- Select the desired report destination

Activity

VET > Students

Entering General Miscellaneous Information

- Highlight **Rachael Andrews** and **Ryan Cooper**
- Click View VET Student Details 🔍

The browse set will open with the first student's details.

- Click the Miscellaneous button [vet abc]
- Click Edit 🖉
- Enter some **Employer** information on the **General** tab

Note: The employer in VET- Student Details > Miscellaneous > General refers to School-based Traineeships; Agreement # refers to the number of the agreement regarding the Traineeship.

Entering AVETMISS Information

- Click on the *AVETMISS* tab
- Enter some details

Note: AVETMISS information needs to be entered for all students for state and national reporting purposes. Hence it must be completed whether or not the school is an RTO.

All fields are mandatory except for Mobile Phone Number, Disability and Prior Education Achievement and these must be filled for the students to whom they apply.
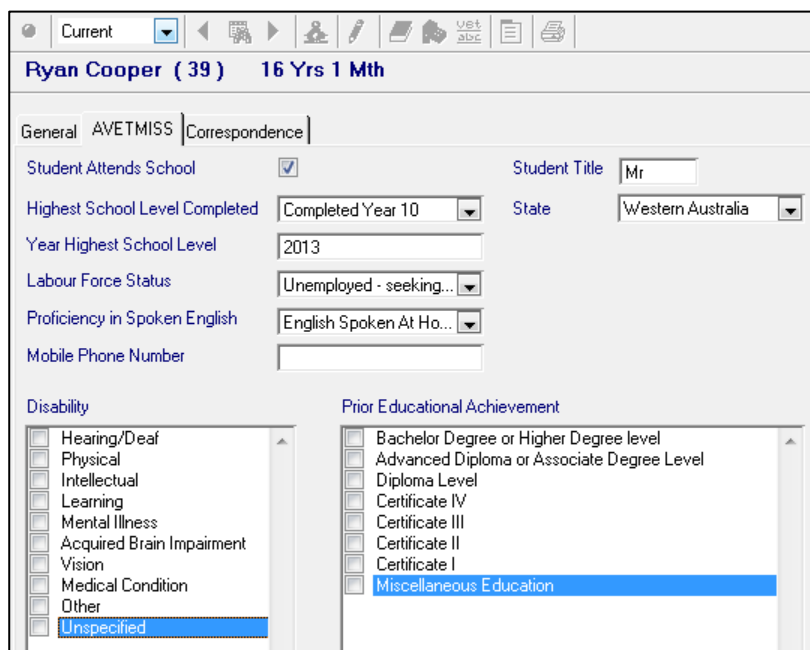
Entering Correspondence information

- Click on the *Correspondence* tab
- Click Add
- Enter the correspondence details

- Click *OK* twice

- Click Next Student ▷
- Enter some *Miscellaneous - AVETMISS* information for *Ryan Cooper*

- Click *OK* to save
- *Close* VET Student Details

Recap VET Students (2)

Complete the following tasks, noting the pathway you used.

1. Enter some *General* and *AVETMISS* information for *Rebecca Bloor*.

2.10 VET Student Results Entry

VET Individual Student Results Entry

Results for individual students may be entered in the *VET Student Details* window.

2.10.1 Entering results for a unit of competency

Highlight the competency for which you wish to enter a result and click the Edit pencil to the right of the *Competency* pane. This window will then open.

Results are available from a dropdown menu, as is the teacher's name.

> *Note: The teacher entered should be the school's VET Co-ordinator and possess a valid Teacher Registration number.*

The options within the results dropdown list are AVETMISS. The values within this list comply with the AVETMISS 6 standard, these being:

20	Competency achieved/pass
30	Competency not achieved/fail
40	Withdrawn
51	Recognition of prior learning – granted
52	Recognition of prior learning – not granted
60	Credit Transfer
70	Continuing enrolment

Note: Continuing enrolment is training activity in a unit of competency that continues, for a student, into a subsequent collection period and the student has not completed all their assessment criteria by the end of the current collection period.

| 90 | Not yet available |

Note: Code 90 may not be used as a final outcome assessment.

| 99 | Has not and is not expected to start this UoC |

Note: Code 99 has been added at the state level to remove incorrect enrolments from state and national reporting. Only use this code when the enrolment was added in error and cannot be deleted as it has been reported to the School Curriculum and Standards Authority.

Note: Please consult the WACE Procedures File for additional information related to resulting. The File is available on the School Curriculum and Standards Authority website.

Select the appropriate result and teacher and click OK to save.

2.10.2 Entering results for a qualification

A qualification may be given a completion date and a certificate number.

Highlight the qualification you wish to edit and click the Edit pencil to the right of the **Qualification** pane. The following window will be displayed.

Enter a **Completion Date**. The **Certificate Identifier** (number), **Certificate Issued** and **Date Issued** fields become available once **Qualification Achieved** has been checked. Enter the certificate identifier (if you have it) and click **OK** to save.

Note: **Qualification Achieved** *should only be checked after the student has completed the* **Qualification** *in accordance with the Training Package requirement.*

The record will not be saved unless the **Completion Date** *is entered and* **Qualification Achieved** *is checked.*

The Certificate Identifier is available from the RTO.

For RTO schools using the VET module to generate certificates, the Certificate Identifier will be automatically populated when the certificates are printed.

Activity

VET > Students > VET Student Details

- Double click on **Rachael Andrews** in the VET Student List
- Highlight the first competency in the list

- Click on the Edit pencil to the right of the **Competency** pane

- Enter a **Result** from the drop down list and a **Teacher**
- Click **OK** to save

- Highlight the second competency in the list
- Click on the Edit pencil to the right of the **Competency** pane
- Enter the **Completion Date** of **11 December 2015**

- Enter a result of **70 Continuing enrolment**
- Click **OK** to save
- Close VET Student Details

Note: For the final reporting point of the current collection year, only enrolments that have an Enrolment Activity End Date crossing into a subsequent collection year may be reported with an Outcome Identifier of 70 - Continuing enrolment. Additionally, in the following year the Outcome Assessment (Result) must be updated to reflect that year's assessment outcome.

Caution: Year 12 students should not generally be awarded an Outcome Assessment (Result) of 70 – Continuing Enrolment. This will cause a Processed with warnings message when reported to the School Curriculum and Standards Authority.

2.10.3 VET Bulk Student Results Entry

The **VET Competency Enrolment Speed Edit** window allows for results against a competency to be entered for multiple students simultaneously.

All actions in this window relate to a calendar year. Selecting a new calendar year will clear the window and the **Competencies** list will be refreshed to show the competency offerings and competency groups for the selected year. The **Students** lists will be cleared.

The Competency Find Tool can be used to select a subset of competency offerings for the year.

Clicking on a competency in the list will display the students enrolled in that competency for the year according to the filter selected.
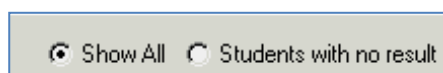
 Show students with no result will only display those students who do not have a result entered for the selected competency. **Show All** will show all the students enrolled in the competency for the year. Any students with a result will have the result displayed in the Results column.

To add results, click Edit, select the target students, select a result from the Outcome Assessment dropdown list and then click the Apply Changes button.

Apply ✓

This will add the selected result to all the selected students. If any of the selected students already have a result entered, these students will have their existing result overwritten with the selected result. The moderating teacher's name may also be entered in the same way. Click **OK** to save the changes and to acknowledge **Bulk Results Update** message.

VET - Bulk Results Update

ⓘ 6 student competency results updated

OK
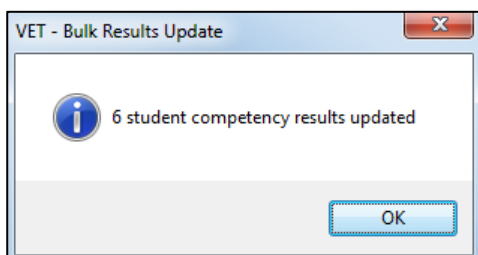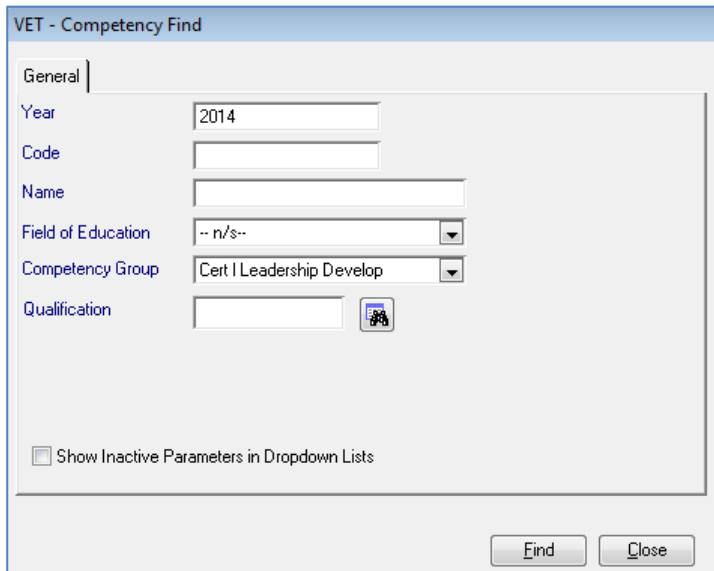
Note: The following fields may also be edited in Competency Enrolment Speed Edit:

- *Start and Completion Dates*
- *RTO, Mode of Delivery and RTO Arrangement*
- *Traineeship Type and Training Contract ID*
- *Study Reason and*
- *The VET in Schools flag.*

Activity

VET > Students

- Click on VET Competency Enrolment Speed Edit
- Click Find
- From the Competency Group drop down menu, Select ***Cert I Leadership Development***

- Click ***Find Select*** and ***Yes***

- Click Edit
- Highlight the second item in the left-hand pane
- Highlight most of the students in the right-hand pane

- Select a result of **20 Competency achieved** and a **Moderating Teacher**

- Click **Apply** ✓
- Click **OK**

15 student competency results updated

- Click **OK**

- Click **Students with no result** `C Show All  (·) Students with no result`

- Click Edit

- Highlight the remaining students

- Enter a **Completion Date** of **11 December 2015**

Competency Details

Start Date	Completion Date	
	11 DEC 2015	

RTO	Mode of Delivery	RTO Arrangement

Traineeship Type	Study Reason	Delivery Site Type

Training Contract ID	VET In Schools	Trade Training Centre

Outcome Assessment (Result)	Moderating Teacher	Trade Training Centre Site
70 Continuing enrol...	Abbott, Elaine	

- Enter a result of **70 Continuing enrolment** and a **Moderating Teacher**

- Click `Apply ✓`

- Click **OK** twice

- Enter results for all of the students enrolled in another unit of competency

- Click on View Competency Enrolment by student
- Find *Josh Johnston*
- Click Edit
- Select all of his units of competency

- Enter a result of *20*
- Enter a Moderating Teacher

- Click *Apply* and *OK* twice and *Close*

- Click on View Competency Enrolment by student

- Find Sally Angus

- Enter results of *20* for *Sally Angus*'s units of competency linked to *Cert II Leadership Development* and also *Use business equipment and resources* (for which she was previously given a result of *70*) and *Apply basic communication skills* (in which she was re-enrolled)

- Enter a moderating teacher
- Click *Apply* and *OK* twice
- Close *Competency Speed Edit*

2.10.4 Qualification Achieved

Activity

VET > Students
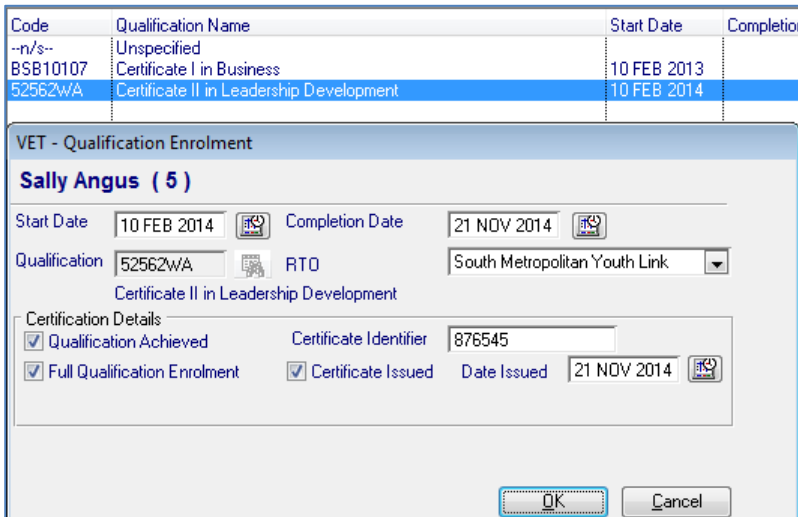
- Open **Josh Johnston's** VET Student Details
- Click Edit [✎] to the right of the Qualifications pane
- Enter the **Qualification Achieved** details

- Click **OK**

Note: The Certificate Identifier is available from the RTO.

- Repeat for Sally Angus' **Certificate II Leadership Development (not Cert I Business)**

- Close VET Student Details and VET Students

Recap VET Students (3)

Complete each of the following tasks, noting the pathway you used in each instance.

1. Enter results for all students enrolled in one of the units of competency in the Group ***Cert I Leadership Development***

2. Enter results for all of ***Rebecca Bloor's*** units of competency.

3. Enter a Qualification Completion Date and Certificate Identifier for ***Rebecca Bloor***.

2.11 VET Reports

The Integris VET module provides schools with a range of VET reporting options. VET Reports are accessed via the Reports icon in the VET sidebar.
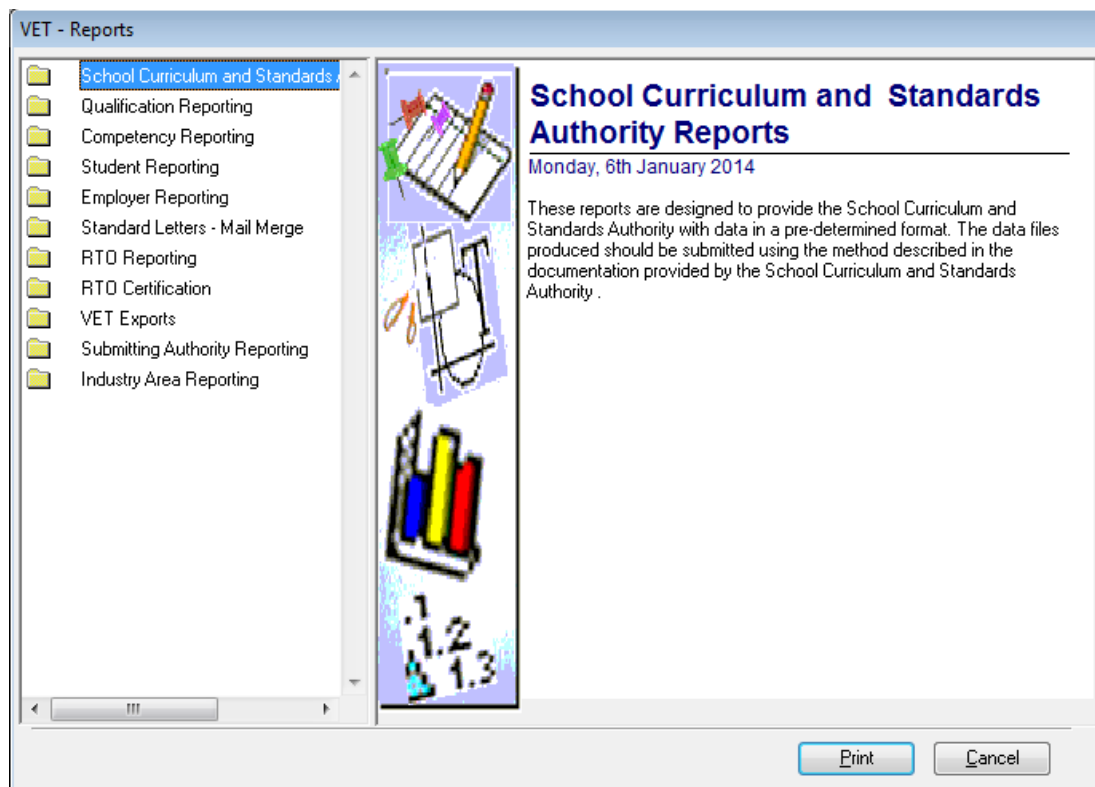
2.11.1 Types of VET Reports

VET Reports are sorted by functional areas.

School Curriculum and Standards Authority Reporting	Enables the production of export files required by the School Curriculum and Standards Authority

Note: The above folder replaces the Curriculum Council Reporting folder in Transitional Reporting and should be used to produce all VET export files.

Qualification Reporting	Enables the school to view VET data by qualification. Hardcopy outputs of each report can be produced
Competency Reporting	Enables the school to view VET data by unit of competency. Hardcopy outputs of each report can be produced
Student Reporting	Enables the school to view VET data by student. Hardcopy outputs of each report can be produced
Employer Reporting	Enables the school to view VET data by employer. Hardcopy outputs of each report can be produced
Standard Letters – Mail Merge	Provides the school with the functionality to produce export files into MS Word
RTO Reporting	Provides the school with the functionality to view VET data for a given RTO, AVETMISS reporting is undertaken here

RTO Certification	Allows schools with active RTO status to print certificates
VET Exports	Provides the school with the functionality to export VET data for statistical analysis
Submitting Authority Reporting	Provides the RTO with the information about the authority submitting AVETMISS data
Industry Area Reporting	Reports on competency offerings by associated industries

2.11.2 Accessing VET Reports

Accessing other VET reports is done through VET > Reports by clicking on the relevant folder holding a group of reports and clicking on the name of the required report.

Where default Main Title and Footer fields appear in the report set-up window, the user can edit the title and/or footer.

A number of reports make use of the Find tool in selecting settings.
- Click on the Find tool icon and enter search criteria
- Click **Find**
- If more than one value matches your criteria, a list of results will be displayed; select one or more items, use **<Ctrl>** to select several items from the list
- Click **Select**

Some reports display the number of selections made.

Click on the Select Date button to select the appropriate date from the school calendar.
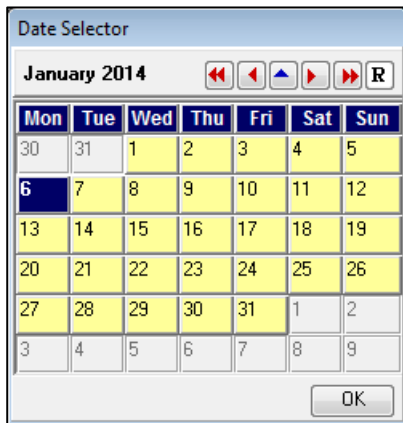
- The current day is shaded green
- Use the single red arrows to scroll to different months
- Use the double red arrows to scroll to different years
- Use the Today's Date button ▲ to select the current day
- Use the Reset date button R to reset the calendar to the previously selected date
- Click on the date you wish to select and click OK

2.11.3 School Curriculum and Standards Authority Reporting

The WACE Procedures File provides information on how to upload the files to the School Curriculum and Standards Authority after they have been generated in SIS. The Procedures File is available on the School Curriculum and Standards Authority website.

Activity:

VET > Reports > School Curriculum and Standards Authority Reporting > VET Enrolment

- *Print* the reports to the screen

Export files are also created. At school these will be found in K:\KEYS\INTEGRIS\OutBox\. There is an export file for each year level that has VET students. These files may then be uploaded to the School Curriculum and Standards Authority.

- Click *OK*

Activity

VET > Reports > School Curriculum and Standards Authority Reporting > VET UOC Results

- Click **Print**

- Click **Yes**

Note: As we have not entered results for all students an error log is displayed and no export file is created.

- ***Close***
- Select **2013** and **Print** the report again

Activity

VET > Reports > School Curriculum and Standards Authority Reporting > VET Qualification Achieved

- *Print* the reports to the screen

Export files are also created.

- Click *OK*

2.11.5 Qualification Reporting

Activity

VET > Reports > Qualification Reporting > School Offerings

- *Print* to the screen

Activity

VET > Reports > Qualification Reporting > Full Qualification Achieved by Qualification

To print all qualifications for the current year

- Enter a date range for the current year
- Click **Find**

- **Print** to the screen

Activity

VET > Reports > Qualification Reporting Full Qualification Achieved by Qualification

To print a selected qualification for the current year

- Click
- Select the current year

- Click *Find*
- Select the qualification

- Click *Find*

- Click *Yes*
- *Print* to the screen

2.11.6 Competency Reporting

Activity

VET > Reports > Competency Reporting > Student Enrolments

- Ensure the current year is selected
- Click Find Competency
- Find the ***Competency Group Cert II Leadership Development***

- Click ***Find***, ***Select*** and ***Yes***

- **Print** to the screen

2.11.7 Student Reporting

Activity

VET > Reports > Student Reporting > Competency Enrolments

- Find 🔍 the *2014 Leadership Development I* student group

- Click **Find**, **Select** and **Yes**

- **_Print_** the report to the screen

Activity

VET > Reports > Student Reporting > Full Qualification Achieved by Student

- Enter a date range for the current year
- Click **Find**

- **Print** to the screen

2.11.8 RTO Reporting

Activity

VET > Reports > RTO Reporting > RTO Details

- Select all RTOs

- ***Print*** to the screen

2.11.9 Industry Area Reporting

Activity

VET > Reports > Industry Area Reporting > Qualification Offerings

- Select the current year

- **Print** to the screen

2.12 Processing VET Students Active Status

This process to update students' Active/Inactive status is required on an on-going basis, typically after the enrolments for the current calendar year have been completed. This may be done through VET > Utilities.
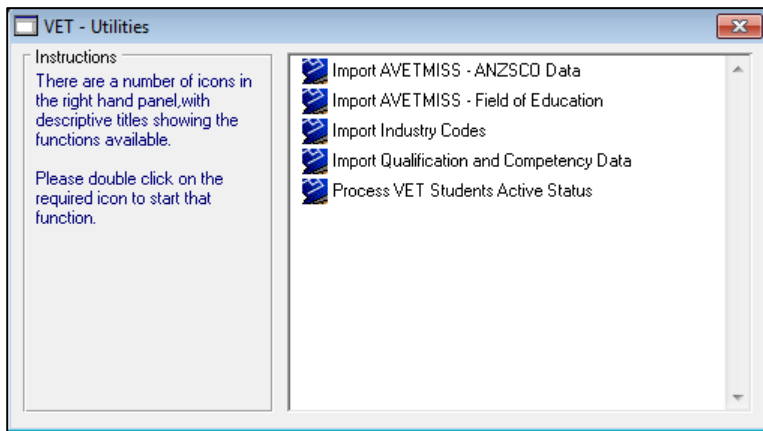
- Double click on *Process VET Students Active status*
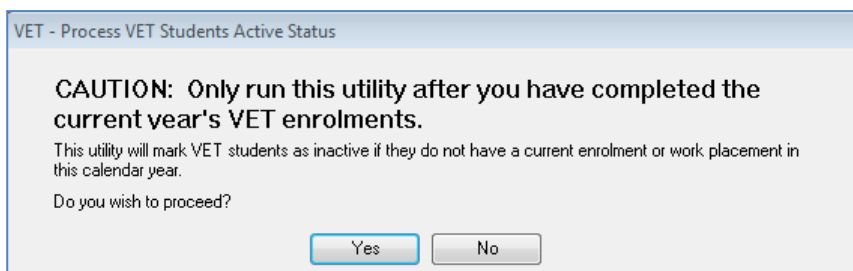
- Click *Yes*

The system will go through every enrolling student's record to determine if they have a current enrolment. If they do, then a check will be made to ensure that their VET status is correctly marked as *Active*. If they do not, then a check will be made to ensure that their VET status is correctly marked as *Inactive*.

Important:

This should be carried out only after the current year's enrolments have been completed.

Activity:

VET > Students

- Note the number of students in the list

VET > Utilities

- Double click *Process VET Students Active status*

VET - Process VET Students Active Status

CAUTION: Only run this utility after you have completed the current year's VET enrolments.

This utility will mark VET students as inactive if they do not have a current enrolment or work placement in this calendar year.

Do you wish to proceed?

[Yes]   [No]
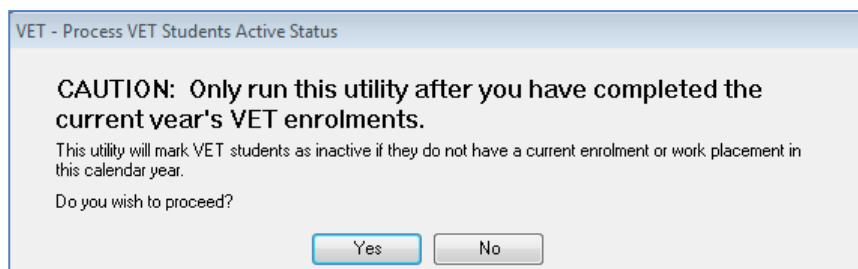
- Click *Yes*
- Click *OK*

VET > Students

- View the updated list of VET students

VET > Control > System Preferences

- Check *Display VET students with an Inactive status*

VET - Preferences

General

Display VET students with an Inactive status	☑
Auto enrol students in competencies linked to a qualification	☐
Check Module/UOC exists for the selected qualification during enrolment	☑
Enrolment cut-off date active	☑	Cut-Off Date	31 DEC 2014
Year 12 Enrolment cut-off date active	☑	Cut-Off Date	31 DEC 2014
Allow concurrent enrolment in a competency at different RTOs	☐
Auto offer all linked competencies for a qualification	☑
Allow temporary competency enrolments	☐
Open student/employer windows in detail mode rather than list	☐

Import Directory C:\KEYS\INTEGRIS\VET IMPORTS\

[OK]   [Cancel]

- Click *OK*

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3 School as an RTO

Trainers: Include the following activities only when there are participants from schools who are RTOs.

3.1 Register the School as an RTO

It is imperative that only those schools that are Registered Training Organisations (RTOs) go through this process, because these registration details are used in School Curriculum and Standards Authority reporting.

Schools that are Registered Training Organisations (RTOs) must identify their RTO details to the system. This is done by selecting the **_Register as a Training Organisation_** option in the **_Delivery Planning_** menu.
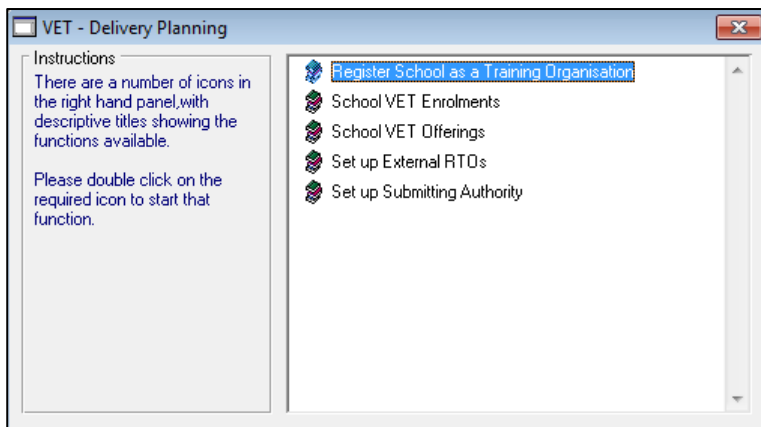
- Click on **_Register_** to open the window in edit mode
- Enter the school's registration details
- Click **_OK_**

3.1.1 Register School as RTO Toolbar

Edit: There can be only one RTO defined within the system.

Deregister: Deregisters the school as RTO.

Print: Prints the details for the training provider including location information.

Note: RTOs that have student competency enrolments attached to them cannot be de-registered; they can only be made inactive.

To make an RTO inactive:

- Click Edit
- Uncheck *Active*
- Click *OK*

Activity

VET > Delivery Planning > Register School as Training Organisation
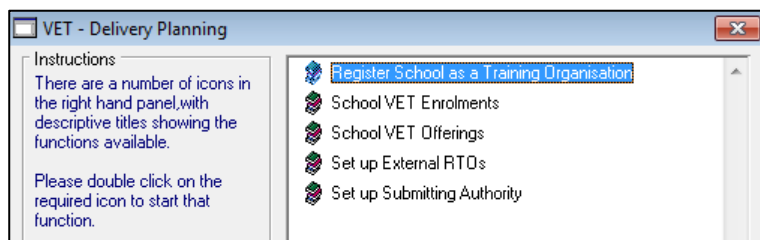
- Double click on *Register School as Training Organisation*
- Click on *Register*
- Enter any missing details and click *OK*

- *Close*

3.2 Enrolling/Resulting when the School is an RTO

Activity

When enrolling students in a qualification at a school which is an RTO, the **RTO Delivery Field** must be the name of the Registered Training Organisation and the **Delivery Site Type Field** must be the **School as a Registered Training Organisation.**

Jillian Sorrell and Simon Rumble in Year 11 wish to enrol in **Certificate I in Leadership** at their school, West Coast District High School, which is a Registered Training Organisation. They will need to be added as VET students before the enrolment can take place. The Competency Group has already been created.

VET > Students

- Click Add/Remove VET Students
- Click Student Find to locate Year 11

- Click **Find**
- Highlight Simon Rumble and Jillian Sorrell

- Click **Select** and **Yes**

(Alternatively select the students from the Students on the Current Roll list)

- Highlight the students in the left window

- Move them to the right and click *OK* and *Close*

Create a Student Group

- Click the Groups button
- Click the Add Group on the left
- Enter the Group Description *2014 Cert I Lead Dev*

- Click *OK*
- Click Add Members on the right
- Select Year 11 from the *Year Group* menu

- Click *Find*
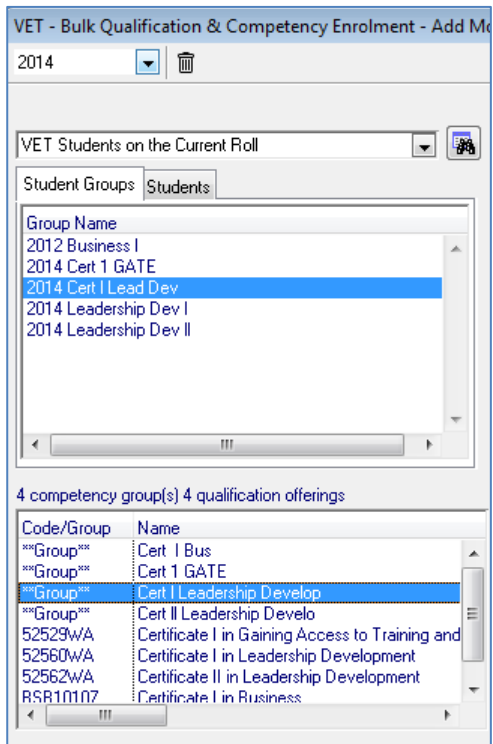
- Highlight Simon Rumble and Jillian Sorrell
- Click *Select* and *Close*

3.2.1 Bulk Enrol Students in a Certificate at an RTO

VET > Students

- Click Bulk Enrolment
- Select the *2014 Cert I Lead Dev*

- Move them to the pane on the right using the red chevron (arrows)
- Select the ***Group** Cert I Leadership Develop* and move to the right
- Click **Add**
- Enter the Delivery details as shown below

- Click **Add**
- Enter the **AVETMISS** Details
- **View** and **Close** the Enrolment Status Log

- Click the Competency Speed Edit ⬚ and Students ⬚
- Find ⬚ Simon Rumble
- Click Edit ⬚
- Select Simon and all his units of competency linked to **Cert I in Leadership Development**
- Enter the **Completion Date** as YESTERDAY
- Enter a **Result** of **20** and a **Moderating Teacher**

- Click **Apply** and **OK** twice
- Repeat for **Jillian Sorrell** except give her a result of **30** for two units of competency
- Close both **Speed Edit** windows

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VET > Students

- Double click on Simon Rumble
- Select his **Certificate 1in Leadership Development** and click Edit ✏ to the right of the Qualification pane
- Enter the **Completion Date** as YESTERDAY
- Check **Qualification Achieved**

VET - Qualification Enrolment

Simon Rumble (319)

Start Date	10 FEB 2014	Completion Date	YESTERDAY
Qualification	52560WA	RTO	West Coast District High

Certificate I in Leadership Development

Certification Details
- ☑ Qualification Achieved   Certificate Identifier
- ☑ Full Qualification Enrolment   ☐ Certificate Issued   Date Issued

Note: the Certificate Information is greyed out

- Click **OK**
- Close both **VET Students** windows

3.3 RTO Certification

3.3.1 Qualification Certificate
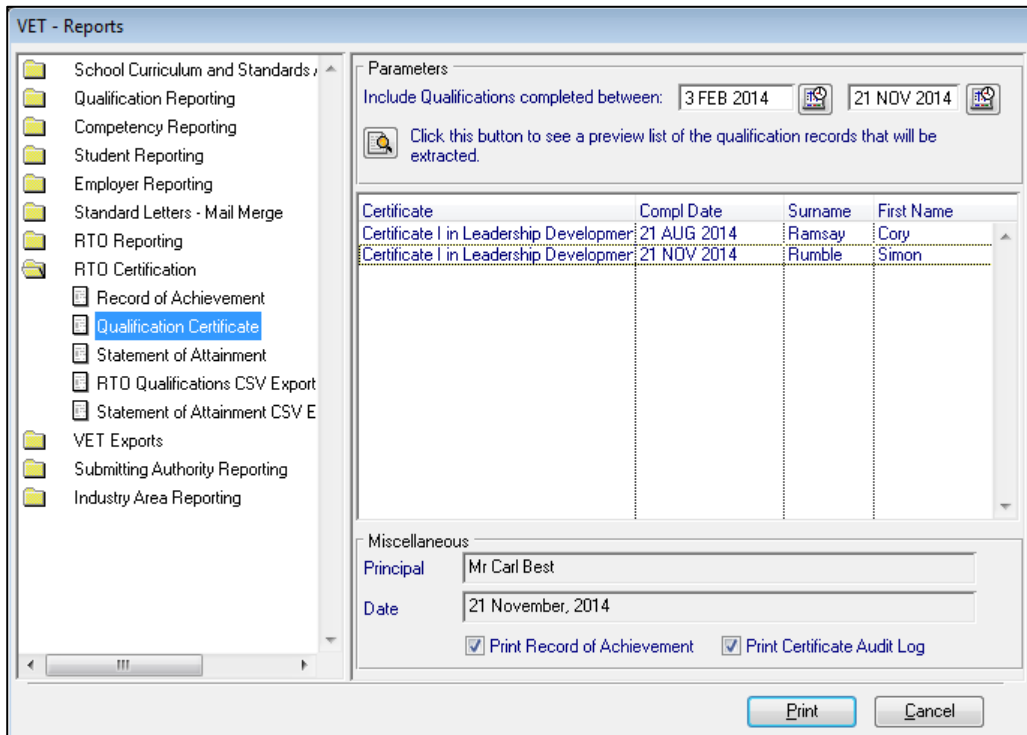
This report enables school that are RTOs to print official certificates, records of achievement and an audit log of certificates printed. Certificates can only be printed for students who have completed qualifications in the date range selected as well as an associated certificate ID.

This is an official document printed on pre-printed stationery.

Activity

VET > Reports > RTO Certification > Qualification Certificate

- Click to extract qualification records

- Click **Print** and **OK**

- Click **Yes**

Note: At school this would be printed on the approved pre-printed stationery.
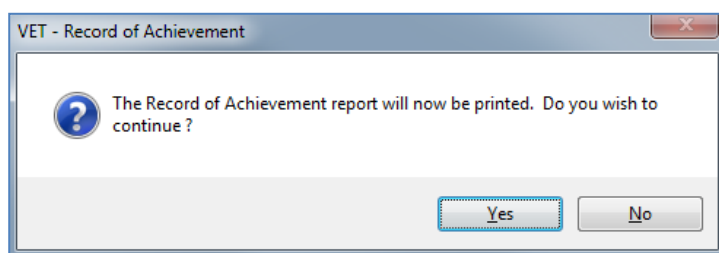
Click **Yes**

- View the Record of Achievement
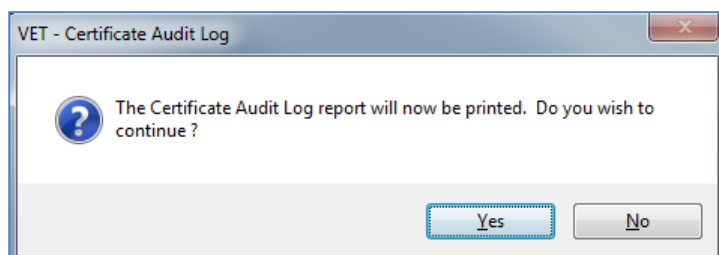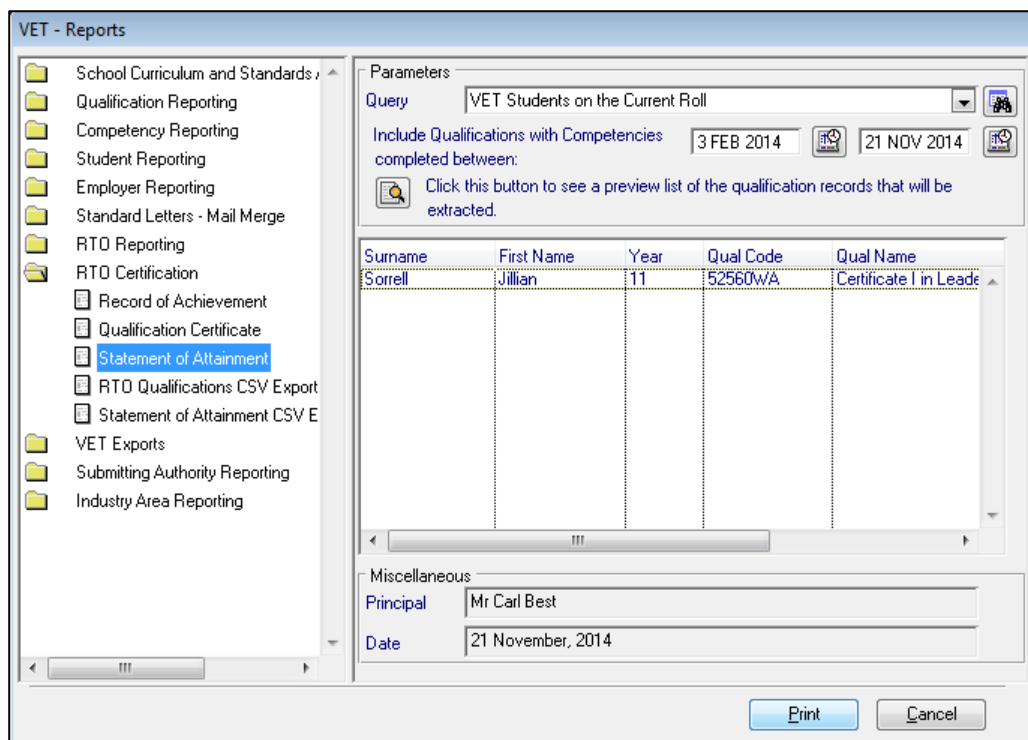

- Click **Yes**

3.3.2 Statement of Attainment

In the case where a student achieves fewer units of competency or modules required for a qualification, an RTO can issue a Statement of Attainment listing all the units of competency achieved for partial completion of a qualification. Only competencies which have a result of 20, 50 or 60 will be listed on the report.

This is an official document printed on pre-printed stationery.

Activity

VET > RTO Certification > Statement of Attainment

- From the **Query** drop-down menu select **VET students on the the Current Roll**
- Click ⬚ to extract qualification records

- Click **Print** and **OK**
- View the certificate
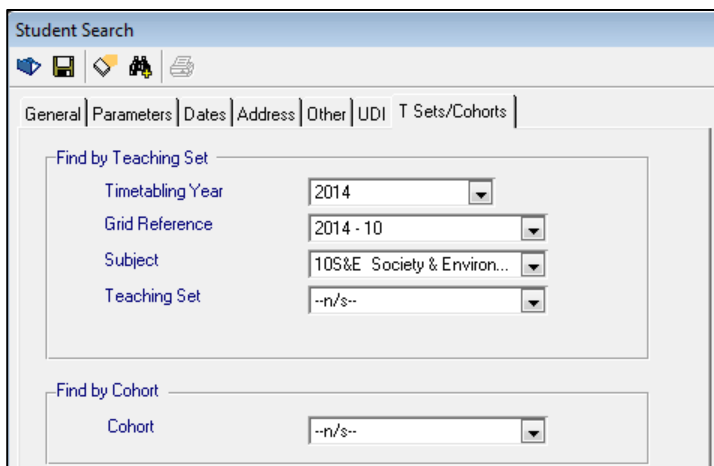
Note: At school this would be printed on the approved pre-printed stationery.

4 Final Recap

Final Recap

Complete each of the following tasks, noting the pathway you used in each instance.

1. Offer *52402WA Cert I Keys to Employment*

2. Add a Competency Group *Cert I Keys to Employment*

3. Add three students from *10S&E Society & Environment* as VET students

4. Add a student group *2014 Keys to Employment.* Add the three students enrolled in *10S&E* to this group.

5. Bulk enrol the students in *2014 Keys to Employment* in the Competency Group *Cert I Keys to Employment*

6. Enter results for one of the students in the *2014 Keys to Employment* group.

7. Enter a Qualification *Completion Date* and *Certificate Identifier* for one of the students in the *2014 Keys to Employment* group.

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5 Support

Should you require support please contact the **Customer Service Centre (CSC)** at the Department of Education.

Contact details below:

5.1 Phone (CSC)

Metro: 9264 5555
Country: 1800 012 828

Please be prepared to supply your *ID number*, *contact details* and a *brief description* of the problem.

5.2 Fax (CSC)

9264 4701

Please include your *ID number*, *contact details* and a *brief description* of the problem.

5.3 Email (CSC)

customer.service.centre@det.wa.edu.au

Please include your *ID number*, *contact details* and a *brief description* of the problem.

6 Online Manuals and Training Notes

6.1 Civica Education

Online manuals and training notes are available to download in PDF format from the Civica Education website.

http://www.civicaeducation.com.au/

Select *Integris Support.*
Log in to *Western Australian SIS Schools*.
Username: *school*
Password: *help*

6.2 STIMS Project

The Department's Student Information Management Project (STIMS) website has numerous fact sheets and support documents for all SIS Administration modules.

http://det.wa.edu.au/intranet/stims

Links to the Integris manuals are also available from the STIMS website or by going to Help within Integris