

VET Data in the ACT Certification System (ACS) October 2021



**Board of Senior Secondary Studies
ACT Certification System (ACS)**

ACT Board of Senior Secondary Studies Certification System

This software enables teachers to enter the college data required for the certification of students in their senior secondary years.

Contents

USI verification.....	3
Qualification Progress Screen.....	3
Qualification Progress Bar	4
Qualification Groups and Rules	4
Qualification Exceptions.....	6
Editing Qualification Exceptions.....	6
Qualifications Progress Report	7
Permissions to Enter VET Competencies	8
Competencies by Unit Screen.....	8
Entering the Assessment Outcomes for the Competencies	9
Individual Student.....	9
Multiple Students	10
Student Competency Details	10
Adding a Grade to a C Unit.....	11
Competencies Screen.....	12
Competencies by Training Package.....	12
Entering Competencies	12
Removing a Student from a Certificate	14
Competencies by Student.....	14
Entering Competencies	14
Removing a Student from a Certificate	15
Certificate completion check	16
Creating an ASBA Certificate	16
Adding Training Contract Number.....	17
Create the Training Plan in the database	17
ASBA Completion Date.....	19
Removing an ASBA Certificate	19
Adding a Certificate to a Student.....	20
Vocational Certification of Year 10 Students	21
Adding a Student to a Certificate	21
Entering Competencies.....	22
Running a completion check	22

USI verification

Students cannot be awarded VET qualifications unless they have a valid Unique Student Identifier (USI). It is the responsibility of the RTO and college to verify that the USI provided by a student is a valid USI and belongs to the student, and to ensure that the USI has been entered into ACS.

There is a report in ACS, under **Reports > VET > USI verification**, that will show a list of students and their USIs in ACS, and note any that are not set or are invalid. It is important to note that the validation ACS performs relates solely to the pattern of numbers and letters in the USI and that ACS cannot verify that any given USI belongs to a particular student.

ACS will not allow competencies to be awarded to students who do not have a USI that has passed ACS's validation check.

Qualification Progress Screen

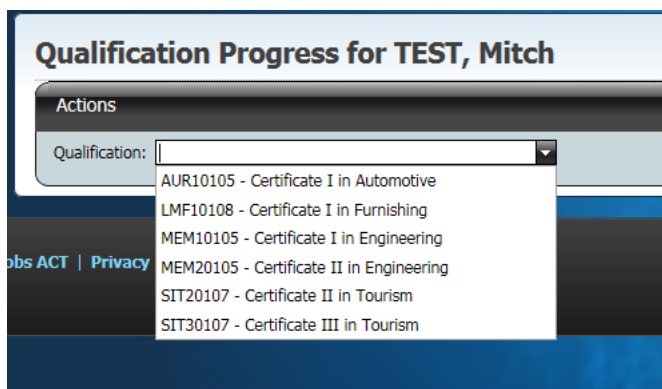
The Qualification Progress Screen provides a clear overview of a student's progress in a certificate. The link to this page will only appear to TeachVET users and above.

- Select **VET > Qualification Progress Screen**
- If a student is not currently selected you will be prompted to select a student from the **Search Student** popup window. Only students enrolled in a VET qualification will appear in this window.

Home School Code	ID	Year	Attendance	Group Number	Surname	Given Names
CBRC	0001215	11	Y	A16	TEST	Mitch

- When a student is selected the following screen should appear

- Should you wish to select another student push the **Select Student** button
- All VET qualifications that the student is enrolled in should appear in the drop down list labeled **Qualification**.



- Select the desired qualification and a screen similar to the following should appear

Qualification Progress for TEST, Mitch

Actions

Qualification: SIT20107 - Certificate II in Tourism Select Student

Competent 7 **63% complete** 4 Not yet competent

Minimum Requirements: 4 core competencies 7 elective competencies

Core (4/4)

- SITTIND001B - Develop and update tourism industry knowledge
- SITXCOM002A - Work in a socially diverse environment
- SITXCOM001A - Work with colleagues and customers
- SITXOHS001B - Follow health, safety and security procedures

And

Electives (3/7)

- BBSITU201A - Produce simple word processed documents
- SITXCOM004A - Communicate on the telephone
- SITXCCS001B - Provide visitor information
- SIRXSL5002A - Advise on products and services
- SITTTSL002A - Access and interpret product information
- SITTTSL004A - Source and provide Australian destination information and advice
- SIRXSL5001A - Sell products and services
- SITTTSL001A - Operate an online information system
- SITTTSL003A - Source and provide international destination information and advice
- SITTVAF002A - Provide a briefing or scripted commentary
- SITXMPR002A - Create a promotional display or stand

Add exception for group: Core Add Exception

#	Unit of Competency Code	Group	Competency

This screen displays the following sections

- **Qualification progress bar**
- **Qualification groups and rules**
- **Qualification exceptions**

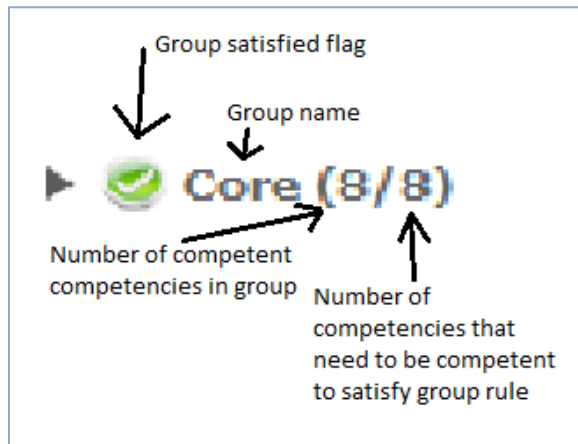
Qualification Progress Bar

The Qualification Progress Bar displays a simple visualisation of the student's progress in a certificate.

The number of competencies achieved are represented by the green bar and the **percentage complete**.

Qualification Groups and Rules

- By default this section should show all the groups in the qualification and the rules required to complete the qualification
- The number of achieved competencies and the number of required competencies in each group is represented in the brackets at the end of the group name. If the number of achieved competencies meets the requirements a green tick will appear next to the group.



- Certificate rules are also represented by the use of the logical operators and/or between groups.
 - **AND** means both groups need to be satisfied for the rules to be satisfied
 - **OR** means either group can be satisfied for the rules to be satisfied
- In some more complex qualification rules, rule groups and rule conditions may be used to facilitate the qualification rules.

Competent 56% complete

9

Minimum Requirements: 8 core competencies 8 elective competencies

▶ Core (5/8)

▶ General electives (4/8)

Or

▶ General electives (4/8) where at least 2 from "Group A (Food and Beverage)" where at least 2 from "Group B (Accommodation)"

Rule group

Logical operator

Rule conditions

- Pressing on the **group name** displays competencies in that group. Achieved competencies are flagged, as are competencies that the student is currently enrolled in but has not yet achieved. Competencies that the student is not enrolled in (ie. competencies that are not attached to any enrolled unit) are displayed in grey.

Competent competency ▶ Elective (1/2)

Competency currently NYC ▶ BSBOHS201A - Participate in OHS processes

▶ BSBSUS201A - Participate in environmentally sustainable work practices

▶ BSBCMM101A - Apply basic communication skills

Student not enrolled in any unit with this UoC ▶ ICAICT106A - Operate presentation packages

Qualification Exceptions

The Qualification Exceptions section is used to detail competencies that are being used by this student for this qualification but aren't in the usual BSSS delivery for the qualification. Exception must still follow the training package rules for the qualification.

#	Unit of Competency Code	Group	Competency
Delete	SITHFAB009A	Core	Provide responsible service of alcohol

Records per page: 10

Editing Qualification Exceptions

This can be completed by SchoolVET users only.

- In the **Qualification Exceptions** section, select the group you want to add the exception to from the dropdown menu and push the **Add Exception** button.

#	Unit of Competency Code	Group	Competency
No data to display			

Records per page: 10

- The following window should appear.

Units of Competency

Actions: [Export](#) [Add to Exceptions](#)

Select unit exceptions to add to 0001215

#	Qualification Code	Unit of Competency Code	Qualification Title	Unit of Competency
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	SIT20107	BSBITU201A	Certificate II in Tourism	Produce simple word processed documents
<input type="checkbox"/>	SIT20107	BSBITU202A	Certificate II in Tourism	Create and use spreadsheets
<input type="checkbox"/>	SIT20107	SIRXSL001A	Certificate II in Tourism	Sell products and services
<input type="checkbox"/>	SIT20107	SIRXSL002A	Certificate II in Tourism	Advise on products and services
<input type="checkbox"/>	SIT20107	SITTTSL001A	Certificate II in Tourism	Operate an online information system
<input type="checkbox"/>	SIT20107	SITTTSL002A	Certificate II in Tourism	Access and interpret product information
<input type="checkbox"/>	SIT20107	SITTTSL003A	Certificate II in Tourism	Source and provide international destination information and advice

Page 1 of 2 (12 items) [<<](#) [<](#) [1](#) [2](#) [>](#) [>>](#)

[\[Qualification Code\] Is any of \('SIT20107'\)](#) [Clear](#)

Records per page: 10

[Close](#)

- From here, units of competency can be selected with checkboxes.
- Push the **Add to Exceptions** button to save the changes.
- Competencies selected should now appear in the **Qualification Exceptions** section for that student

#	Unit of Competency Code	Group	Competency
Delete	SITHFAB009A	Core	Provide responsible service of alcohol

Records per page: 10

Qualifications Progress Report

The report available under **Reports > VET > Student Qualification** Progress will provide a snapshot of VET achievement for groups of students who meet various selection criteria that can be set by the user.

Permissions to Enter VET Competencies

There are two ways VET competency data can be entered for students

- **Competencies by Unit Screen** for TeachVET and above
- **Competencies Screen** for SchoolVET, Transfer and above

Competencies by Unit Screen

Units of Competency by Unit	
	Unit
[-]	Training Package: Business Services
[+]	Course: BUSINESS ADMINISTRATION - 4237
[-]	Training Package: Community Services
[+]	Course: ACTIVE VOLUNTEERING - 6814
[+]	Course: SOCIAL AND COMMUNITY WORK - 6311
[+]	Course: SOCIAL AND COMMUNITY WORK - 6817
[-]	Training Package: General Education
[+]	Course: WORK EDUCATION - 6303
[-]	Training Package: Information and Communications Technology
[+]	Course: INFORMATION TECHNOLOGY - 1615
[+]	Course: INFORMATION TECHNOLOGY - 1618
[-]	Training Package: Music
[+]	Course: MUSIC INDUSTRY - 7449
[-]	Training Package: Tourism, Hospitality and Events
[+]	Course: HOSPITALITY - 4703
[+]	Course: HOSPITALITY - 7197
[+]	Course: TOURISM AND EVENT MANAGEMENT - 7194
[+]	Course: TOURISM AND EVENT MANAGEMENT - 7195
[+]	Course: TOURISM STUDIES - 4802
[-]	Training Package: Tourism, Travel and Hospitality Training Package
[+]	Course: HOSPITALITY - 4351

This screen shows the VET courses accredited to an RTO college grouped by training package, course then unit. Each grouping can be expanded to see the students enrolled in the units, and record their assessment, by clicking on the plus signs.

NOTE:

Students undertaking an Australian School based Apprenticeship (ASBA) will appear in **RED**. The assessment outcome of any competency that is in the student's Training Plan cannot be edited in the **Competencies by Unit** screen. An error message will appear if you attempt to edit the assessment outcome of any of these competencies.

- The Training Packages and associated BSSS courses for your college are shown. Click on the plus sign near the word **Course** and the course will expand to the unit level

Units of Competency by Unit	
	Unit
[-]	Training Package: Business Services
[-]	Course: BUSINESS ADMINISTRATION - 4237
[+]	Business Operations (4)
[+]	Business Practices (3)
[+]	Business Practices & Preparing for Work (14)
[+]	Create Business Documents (6)
[+]	Prepare for Work in Business (2)
[+]	SWL 1 - Business (1)
[+]	Using Business Documents (3)
[+]	Working in Business (2)
[+]	Working in Business Administration 1 (35)
[+]	Working in Business Administration 3 (12)

- The number in brackets after the unit title is the number of students who have enrolled in that unit (eg Automotive Electrical systems (55) – means there are 55 students who have enrolled in this unit)
- Students who do not have a valid USI in ACS will be highlighted in dark green. ACS will not allow any edits to be performed to their competency status.
- Click on the plus sign near the unit title to expand to the student and competency level as shown below

Units of Competency	
C 1 Create electronic presentations	C 2 Sell products and services
C 3 Advise on products and services	C 4 Sell products and services
C 5 Develop and update tourism industry knowledge	C 6 Source and provide Australian destination information and advice
C 7 Provide visitor information	

Key	
N / 0 - Not Assessed	C / 1 - Competent
X / 3 - Not Yet Competent	Competent (RPL)*
* Entered only by VET CO	

Drag a column header here to group by that column		Save										
Class	Period Studied	Student ID	Name	Unit of Competency Dates	C 1	C 2	C 3	C 4	C 5	C 6	C 7	Grade
\$\$\$	2014,S2	0001215	TEST, Mitch	View								

Referring to the screen above

- All competences associate with the unit appear at the top of the screen eg **C 1** Work and communicate effectively in an IT environment
- The keys required to enter the outcome of the assessment in the competencies appear below the competencies



Competent (RPL) and Competent (Direct Credit) are also shown but they may not be entered from this screen

Entering the Assessment Outcomes for the Competencies

Individual Student

- Click on the plus sign near the word class to expand to show all students in that class
- Click in the row for the student and the competencies. The active row has a gold background and the cell is highlighted by a red border as shown below

Class	Period Studied	Student ID	Name	Unit of Competency Dates	C 1	C 2	C 3	C 4	C 5	C 6	C 7	Grade
\$\$\$	2014,S2	0001215	TEST, Mitch	View	✔	⚙️	✔	✔	✔	✔	✔	

- After you have edited the assessment outcome of the competency the highlighted cell automatically moves to the next competency in the row
- When you are at the end of the row, editing the assessment outcome of the competency will move the highlighted cell to the first competency in the next row
- Alternatively pressing on the right arrow key on your keyboard will move the highlighted cell to the next competency
- Once you are at the end of the row, the right arrow key will move the highlighted cell to the first competency in the next row
- You will need to save your changes before leaving the screen. The **Save** button is at the top right of the grid

Multiple Students

- To make all students in the screen Not Assessed or Competent or Not Yet Competent for a particular competency
- Click on the down arrow next to the competency code as shown below e.g. **C2**
- Select the required option and the following message as shown below appears
- Click on OK to make all students Not Assessed or Competent or Not Yet Competent
- **This saves automatically.** The **Save** button is greyed out.

Units of Competency

C 1 Organise and prepare food	C 2 Present food
C 3 Develop and update hospitality industry knowledge	C 4 Follow health, safety and security procedures
C 5 Follow workplace hygiene procedures	C 6 Carry out basic workplace calculations

Key

N / 0 - ⚙️ Not Assessed C / 1 - ✔️ Competent X / 3 - ⚠️ Not Yet Competent 🌱 Competent (RPL)* 🌱 Competent (Direct Credit)*

* Entered only by VET CO

Drag a column header here to group by that column Save

Class	Period Studied	Student ID	Name	Unit of Competency Dates	C 1	C 2	C 3	C 4	C 5	C 6	Grade
\$\$\$	2013,S1			View	✔	⚙️	✔	✔	✔	✔	B
\$\$\$	2013,S1			View	✔	✔	✔	✔	✔	✔	A
\$\$\$	2013,S1			View	✔	✔	✔	✔	✔	✔	B
\$\$\$	2013,S1			View	✔	✔	✔	✔	✔	✔	A
\$\$\$	2013,S1			View	✔	⚙️	✔	✔	✔	✔	B
\$\$\$	2013,S1			View	✔	⚙️	✔	✔	✔	✔	A
\$\$\$	2013,S1			View	✔	✔	✔	✔	✔	✔	A
\$\$\$	2013,S1			View	✔	⚠️	⚙️	⚙️	✔	✔	D
\$\$\$	2013,S1			View	✔	✔	✔	✔	✔	✔	C
\$\$\$	2013,S1			View	✔	✔	✔	✔	✔	✔	C
\$\$\$	2013,S1			View	✔	⚠️	⚙️	⚙️	✔	✔	C
\$\$\$	2013,S1			View	✔	⚠️	⚙️	⚙️	✔	✔	D
\$\$\$	2013,S1			View	✔	✔	✔	✔	✔	✔	C

Message from webpage

⚠️ This will overwrite all students values with selected value. Except, competencies that are either:

- Set competent from another school
- Set competent in the last schooling year
- A competency achieved through a Recognition of Prior Learning
- An ASBA student

Do you want to continue?

OK Cancel

Note: TeachVET users will not be able to edit a competency that is competent if it is from the previous year. Competencies made competent by another teacher can only be altered by the SchoolVET user.

Student Competency Details

You can view the details of the awarding of a competency by selecting the **View** link. The teacher that awarded the competency, the RTO and the date and time should be displayed.

Unit Code	Year	Competency	Name	Competent	Achieved	Assessed By	RTO	Printed	Print
72451	2013,S1	C1	Organise and prepare food				CBRC	<input type="checkbox"/>	
72451	2013,S1	C2	Present food					<input type="checkbox"/>	
72451	2013,S1	C3	Develop and update hospitality industry knowledge					<input type="checkbox"/>	
72451	2013,S1	C4	Follow health, safety and security procedures					<input type="checkbox"/>	
72451	2013,S1	C5	Follow workplace hygiene procedures		23 Jul 2013		CBRC	<input type="checkbox"/>	
72451	2013,S1	C6	Carry out basic workplace calculations					<input type="checkbox"/>	

Adding a Grade to a C Unit

- Click Competencies by Unit in the ACS main menu to access the Competencies by Unit screen
- Navigate to the C course, unit and certificate and expand to see the competencies recorded for each student
- Click the View hyperlink to see the date the competencies were achieved for the student in that unit

Class	Period Studied	Student ID	Name	Unit of Competency Dates	C-1	C-2	C-3	C-4	C-5	C-6	C-7	C-8	C-9	C-10	C-11	Grade
\$\$\$	2013,Q2	0296306	TEST, James Lee	View												<input type="text" value="P"/>
\$\$\$	2013,Q2	8270416	TEST, Joshua	View												<input type="text" value="Q"/>
\$\$\$	2014,S2	0001215	TEST, Mitch	View												<input type="text" value=""/>

- Check that the student has achieved a competency in the current assessment period.
- After checking if the student has achieved competencies in the current assessment period award a in the right hand column.
- If the student has achieved competencies in the current assessment period award a **P (Pass) grade**.
- If the student has met only the attendance requirements for that unit and has not achieved any competencies in the current assessment period award a **Q (Participate) grade**.

Competencies Screen

- Under the **VET** heading in the menu pane select **Competencies** and the following screen will appear. The page defaults to Training Package.

Units of Competency by Training Package/Student

Qualifications

Training Package Student Expand to First Level Collapse All Select Student

Training Package: [dropdown] Qualification Details: [dropdown]

#	Student Id	Name	ASBA	Printed	Completed
<ul style="list-style-type: none"> Automotive Industry Retail, Service and Repair Training Package Business Services Community Recreation Industry Community Services Construction, Plumbing and Services Entertainment Furnishing Industry General Education Information and Communications Technology Library, Information and Cultural Services Live Performance and Entertainment Training Package Metal and Engineering 					

Competencies by Training Package

- Click on the plus sign next to the Training Package.
- Click on the plus sign next to the certificate title to expand to the list of students as shown below
- ACS will not allow any edits to be performed to their competency status for any student who does not have a valid USI in ACS.
- Any student who is undertaking this certificate as an ASBA will be in **RED**.

Units of Competency by Training Package/Student

Qualifications

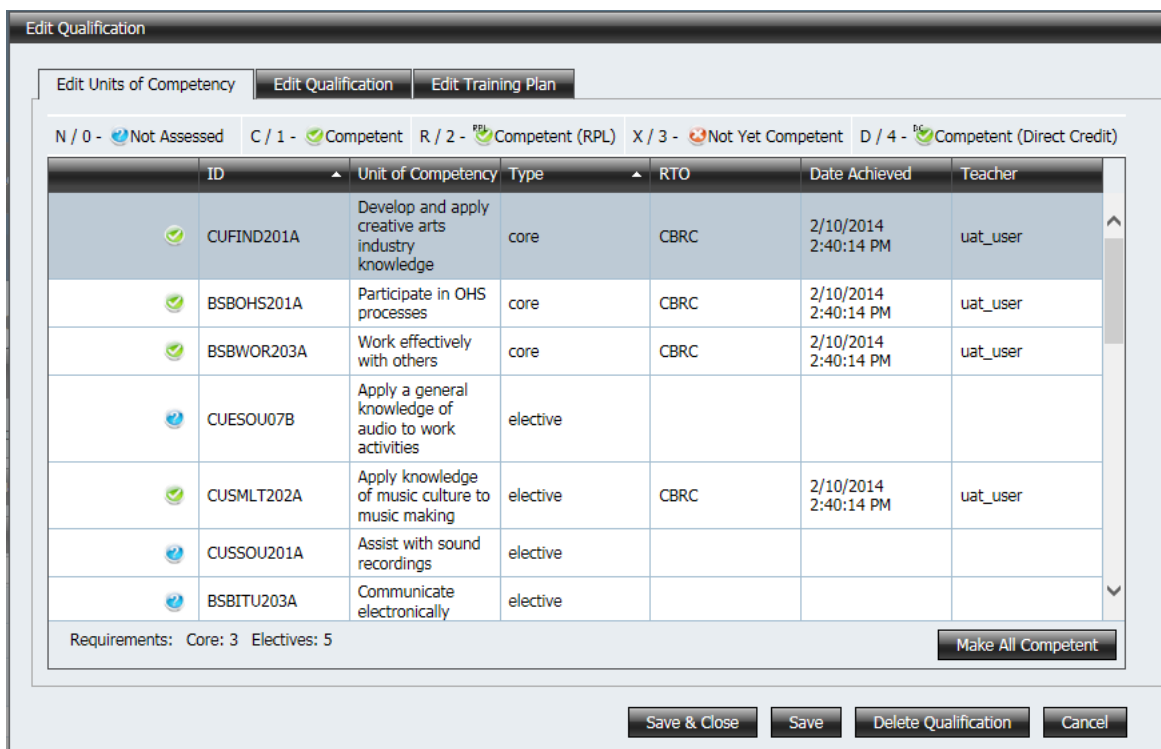
Training Package Student Expand to First Level Collapse All Select Student

Training Package: [dropdown] Qualification Details: [dropdown]

#	Student Id	Name	ASBA	Printed	Completed																								
<ul style="list-style-type: none"> Business Services Music <ul style="list-style-type: none"> CUS20109 - Certificate II in Music (3) Add Student <table border="1"> <thead> <tr> <th>Edit</th> <th>Student Id</th> <th>Name</th> <th>ASBA</th> <th>Printed</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td></td> <td>0296306</td> <td>TEST, James Lee</td> <td></td> <td>No</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>8270416</td> <td>TEST, Joshua</td> <td></td> <td>No</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>0001215</td> <td>TEST, Mitch</td> <td></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> Screen and Media Tourism, Hospitality and Events 						Edit	Student Id	Name	ASBA	Printed	Completed		0296306	TEST, James Lee		No	<input type="checkbox"/>		8270416	TEST, Joshua		No	<input type="checkbox"/>		0001215	TEST, Mitch		No	<input type="checkbox"/>
Edit	Student Id	Name	ASBA	Printed	Completed																								
	0296306	TEST, James Lee		No	<input type="checkbox"/>																								
	8270416	TEST, Joshua		No	<input type="checkbox"/>																								
	0001215	TEST, Mitch		No	<input type="checkbox"/>																								

Entering Competencies

- Click on the word **Edit** next to the student name and the following screen will appear. The active competency has a gold background



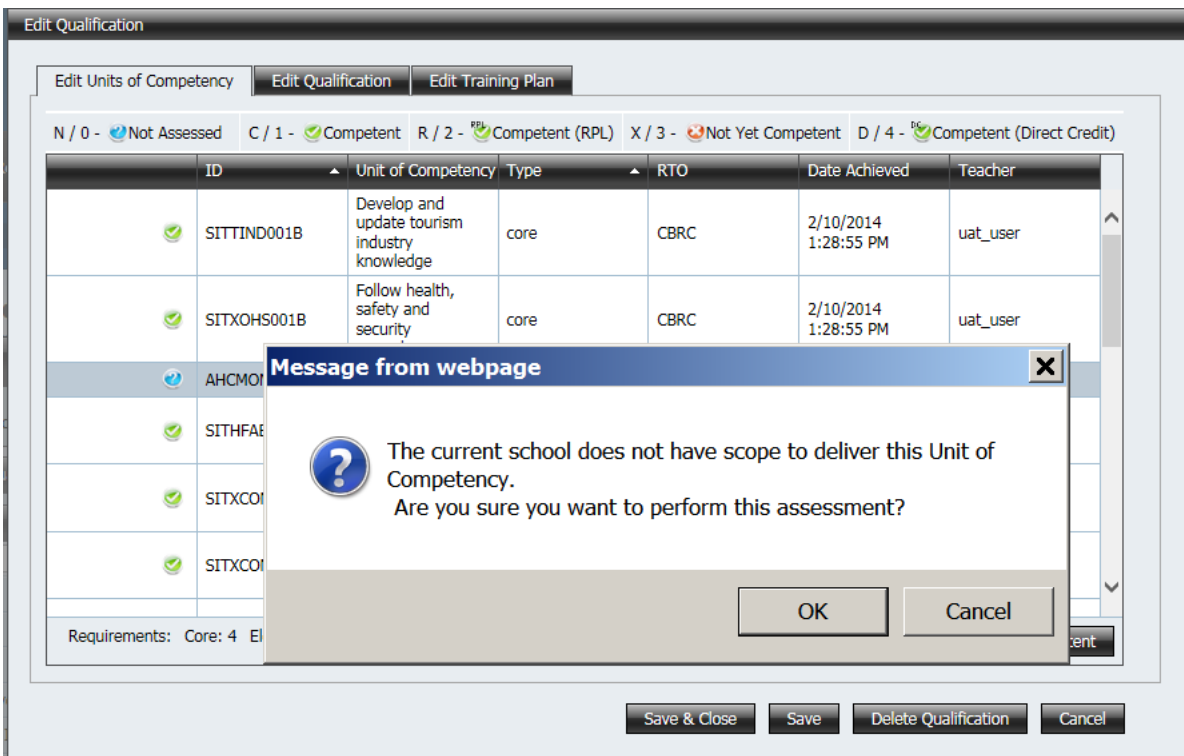
- To select a competencies click on the words of the competency
- Click in the icon box (column before Competency) as shown below to change the assessment outcome for the student

Assessment Outcome	Data Entry
Not Assessed	Enter N or 0
Competent	Enter C or 1
Competent (RPL)	Enter R or 2
Not Yet Competent	Enter X or 3
Competent (Direct Credit)	Enter D or 4

- After you have changed an assessment outcome for a competency the highlighted cell and active competency will automatically move to the next competency in the list
- Don't forget to **save** before moving on to a new student

SchoolVET also has permission to make Units of Competency 'Not Yet Competent' if made Competent by another teacher, however you cannot edit the competency if it was 'ticked' in a previous year or it was made competent by another RTO.

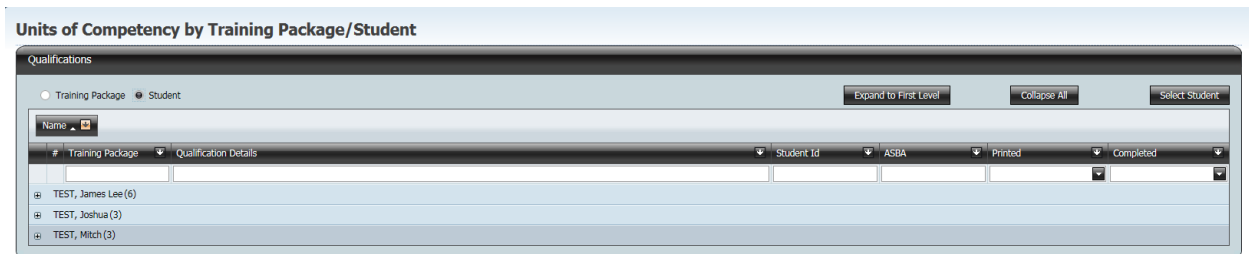
Another thing to take note of is that the Competencies screen shows all certificates a student is enrolled in. This means that if they have come from another school and were enrolled there in a certificate you do not have scope for, it will still appear in this list. However, if you try and make a competency achieved of which you do not have scope you will get the following message.



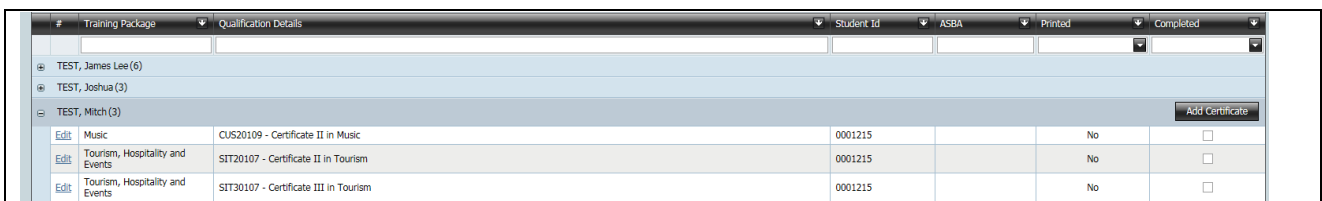
Removing a Student from a Certificate

- Click on the word **Edit** next to the student's name
- To delete a redundant certificate for that student click on **Delete Certificate**. A certificate will only be deleted if all of the competencies that are marked as competent in this certificate also belong to other certificate(s)

Competencies by Student

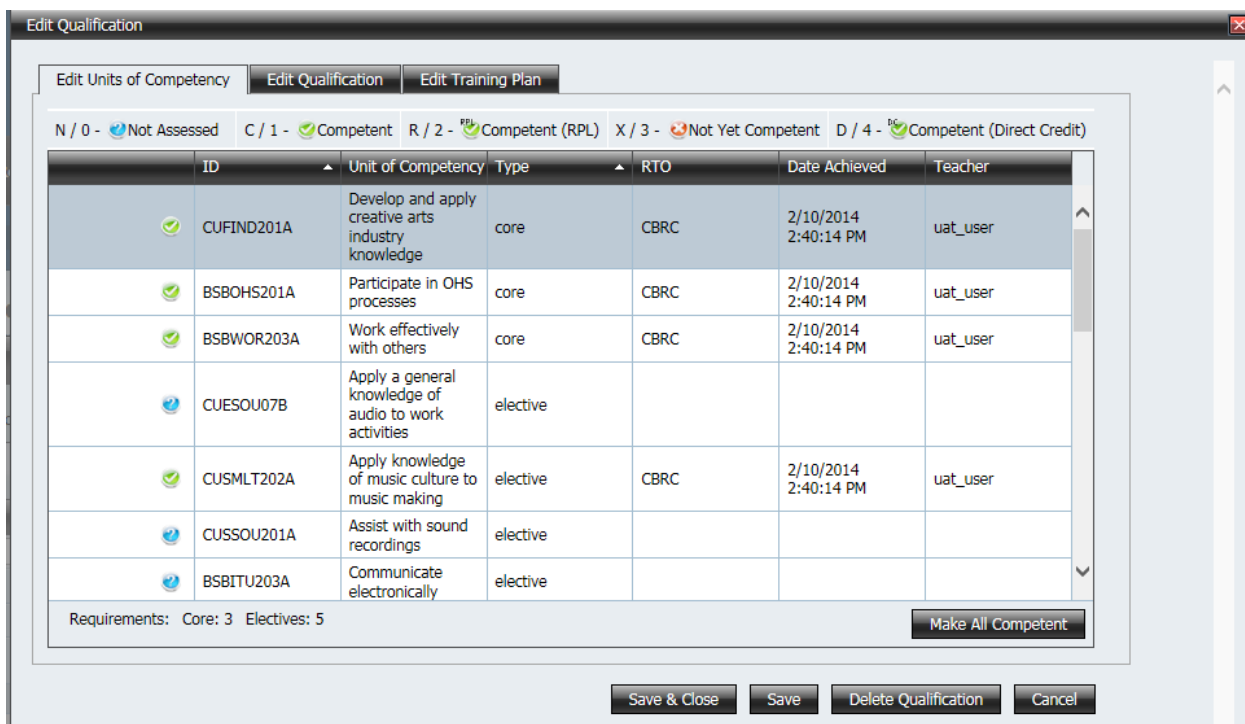


- Click on the student radio button to display a list of all students from your college with competencies
- Click on the plus sign next to the student's surname to expand to the list of certificates for the student as shown below



Entering Competencies

- Click on the word **Edit** next to the certificate title to edit the competencies for this certificate. The following screen will appear



- To select a competencies click on the words of the competency. The active competency has a gold background
- Click in the icon box (column before Competency) of the active competency to change the assessment outcome for the student

Assessment Outcome	Data Entry
Not Assessed	Enter N or 0
Competent	Enter C or 1
Competent (RPL)	Enter R or 2
Not Yet Competent	Enter X or 3
Competent (Direct Credit)	Enter D or 4

- After you have changed an assessment outcome for a competency the highlighted cell and active competency will automatically move to the next competency in the list
- Don't forget to **save** before moving on to another certificate or a new student

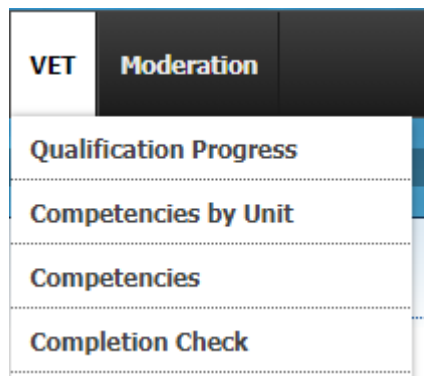
Note: You cannot edit the competency if it is competent and was 'ticked' in a previous year or it was made competent by another RTO.

Removing a Student from a Certificate

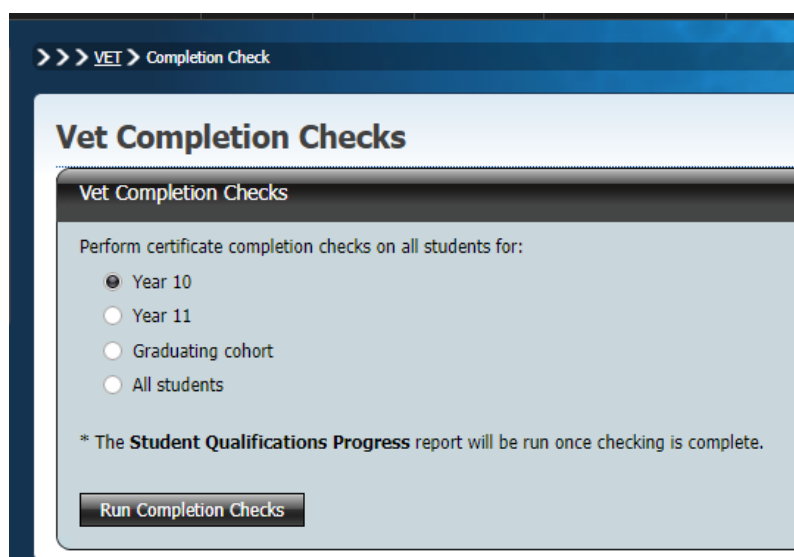
- Click on the word **Edit** next to the certificate title
- To delete a redundant certificate for that student click on **Delete Certificate**. A certificate will only be deleted if all of the competencies that are marked as competent in this certificate also belong to other certificate(s)

Certificate completion check

ACS users with SchoolVET role (usually VET Coordinators) have access to the certificate completion check page under the VET tab.



On the page there are options to run completion checks for just Year 10s, just Year 11s, the graduating cohort, or for all VET students at the school RTO.



Choose the set of students for whom the check should be run by clicking on the corresponding radio button and then click on the **Run Completion Checks** button.

The check can take several minutes to complete, depending on the number of students and the number of certificates involved.

Once the check is complete the Student Qualifications Progress report is run for that set of students. The PDF file can be downloaded as a record of student VET achievement at that point in time.

A completion check can be run at any time. It is recommended that a completion check is performed once the school VET Coordinator believes that VET data have been finalized for a cohort, and before they are certified.

Creating an ASBA Certificate

If a student is undertaking an ASBA where the college is the RTO, there are additional obligations and responsibilities for the college.

- Colleges must have copies of Student Training Plan to complete these details
- Care should be taken to enter the correct details

Adding Training Contract Number

The ASBA details are entered using the **Competencies by Student** screen

- Click on the plus sign next to the student surname to expand to the list of certificates for the student
- Click on the word **Edit** next to the certificate to edit the properties for this certificate. The screen below will appear

Requirements: Core: 3 Electives: 5

ID	Unit of Competency	Type	RTO	Date Achieved	Teacher
CUFIND201A	Develop and apply creative arts industry knowledge	core	CBRC	2/10/2014 2:40:14 PM	uat_user
BSBOHS201A	Participate in OHS processes	core	CBRC	2/10/2014 2:40:14 PM	uat_user
BSBWOR203A	Work effectively with others	core	CBRC	2/10/2014 2:40:14 PM	uat_user
CUESOU07B	Apply a general knowledge of audio to work activities	elective			
CUSMLT202A	Apply knowledge of music culture to music making	elective	CBRC	2/10/2014 2:40:14 PM	uat_user
CUSSOU201A	Assist with sound recordings	elective			
BSBITU203A	Communicate electronically	elective			

- Click on the **Edit Qualification** tab and the following screen appears

You may edit the Training No. and Completion Date for ASBA students here.
The Completion Date is automatically set by the system when all the Certificate's competencies and requirements have been completed.
For ASBA students, the Completion Date must be updated with the Contract date.

Qualification

Student:0001215 TEST, Mitch
Qualification:CU520109Certificate II in Music
RTO:

Completed: [Dropdown]

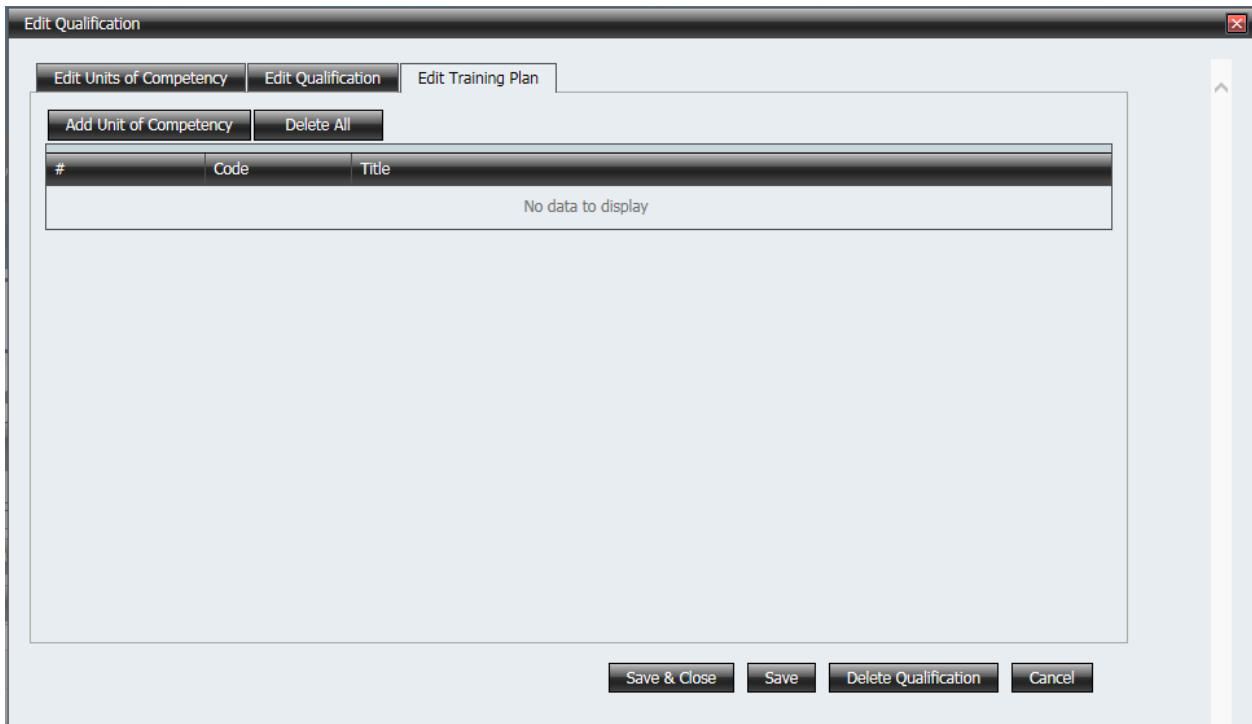
Training No:

Printed:

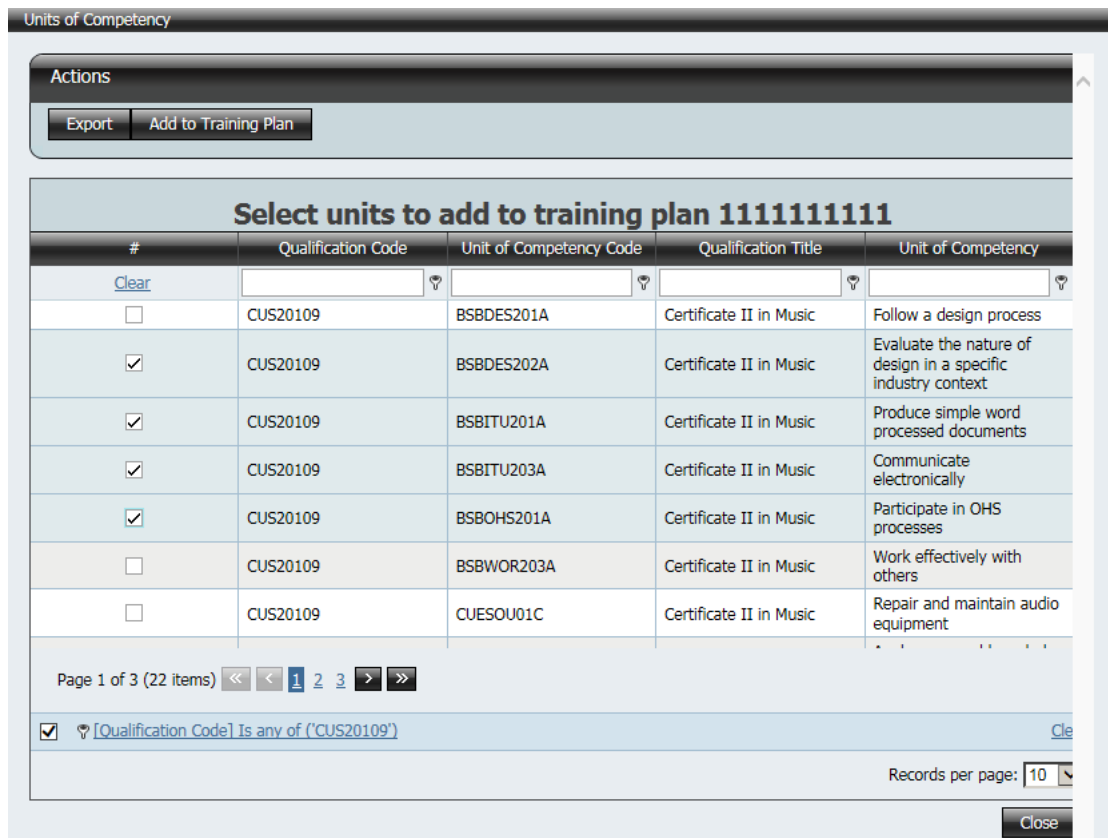
- Type the training contract number into the **Training No** box
- Press the **Save** button to save the changes to the database. The certificate will now appear in red font in the list of certificates for that student

Create the Training Plan in the database

- Click on the plus sign next to the student's surname to expand to the list of certificates for the student
- Click on the word **Edit** next to the certificate title to edit the properties for this certificate
- Click on the **Edit Training Plan** tab and the following screen appears

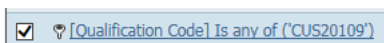


- To add competencies, push the **Add Unit of Competency** button
- Using the student's Training Plan, select the competencies by clicking in the box to the left of the Competency Id as shown below. Note that the training plan must satisfy the minimum requirements of the certificate.

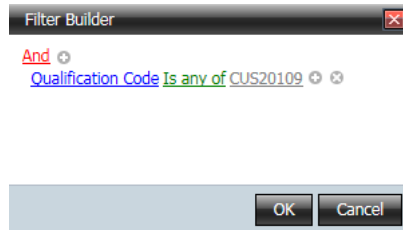


Note: By default, the list of competencies shown are those that are part of the normal certificate. If you require to add a competency from another certificate, the best way is to clear the Qualification Code filter

- Click on the text of the filter



- The following window should appear



- Click on the 'x' icon to clear the filter of the qualification
 - Click on **Save** or **Save & Close**
 - The competencies should now appear on the **Edit Training Plan** tab

ASBA Completion Date

As soon as the last competency has been achieved for an ASBA certificate, the **Completed** flag should appear on the **Edit Qualification** tab. A completed date will automatically appear. This date is editable if required.

Removing an ASBA Certificate

If a student has had an ASBA contract cancelled

- Remove the Training Plan by unticking the orange competencies in the training plan
- Remove the Training Number

The student's certificate record should no longer be red.

Adding a Certificate to a Student

- Using the **Competencies by Student** screen find the student by using the filter or click on the **Select Student** button
- Click on the plus sign next to the student's name to expand to the certificates the student is studying as shown below

Units of Competency by Training Package/Student

Qualifications

Training Package Student Expand to First Level Collapse All Select Student

#	Training Package	Qualification Details	Student Id	ASBA	Printed	Completed
TEST, James Lee (6) Add Certificate						
Edit	Music	CUS20109 - Certificate II in Music	0296306		No	<input type="checkbox"/>
Edit	Screen and Media	CUF20107 - Certificate II in Creative Industries (Media)	0296306		No	<input type="checkbox"/>
Edit	Tourism, Hospitality and Events	SIT10207 - Certificate I in Hospitality	0296306		No	<input type="checkbox"/>

- Click on the **Add Certificate** button and the following screen appears

Add Qualification

Add Certificate

Certificates can only be added if they are associated with a Training Package linked to a VET course studied by the student.

Certificate Id	Certificate Title
BSB10107	Certificate I in Business
BSB10112	Certificate I in Business
BSB20107	Certificate II in Business
BSB30107	Certificate III in Business
BSB30110	Certificate III in Business

- You can only add a certificate to a student if the student is studying a BSSS course that has been accredited as a vocational program and the college has scope to deliver that certificate
- Select the certificate by clicking on the certificate title. The active row has a gold background
- Click on the **Add** button
- The certificate will appear in the list of certificates for that student

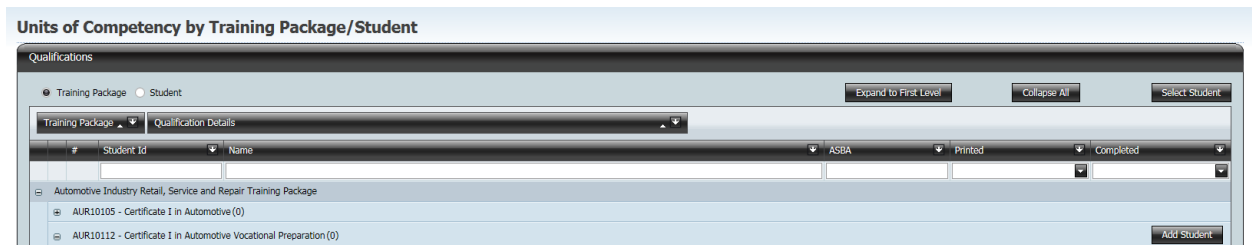
Vocational Certification of Year 10 Students

Many colleges are overseeing the awarding of competencies to students in year 10. This only happens when there is a formal agreement with the college, high school and BSSS that specifies the Certificate or Statement of Attainment that is to be delivered.

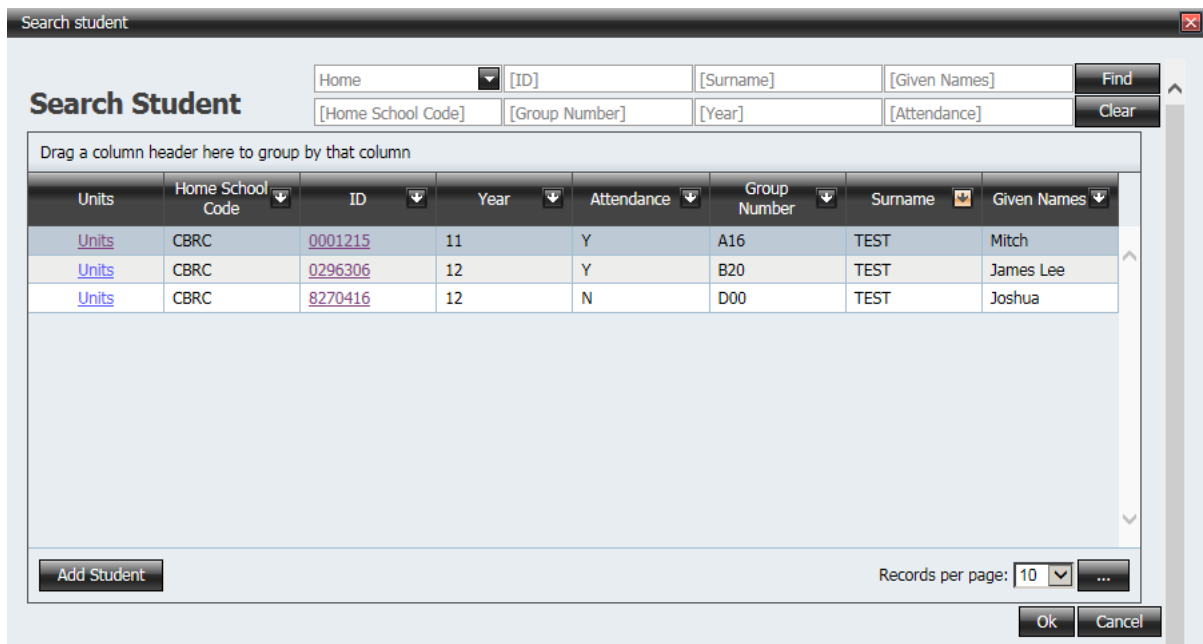
The initial step is to have the student's details entered into the BSSS database. How to enter the year 10 student details is not covered in these instructions. Once the student details are entered, the student is added to the appropriate certificate, and then competencies are awarded to the student.

Adding a Student to a Certificate

- Select **Competencies** under the VET menu and use **Competencies by Training Package** option.
 - Click on the plus sign next to the Training Package. This expands to a list of all certificates in that Training Package that your college has scope to deliver
 - Click on the plus sign next to the certificate title to expand to the list of students
 - Click on the **Add Student** button as shown below



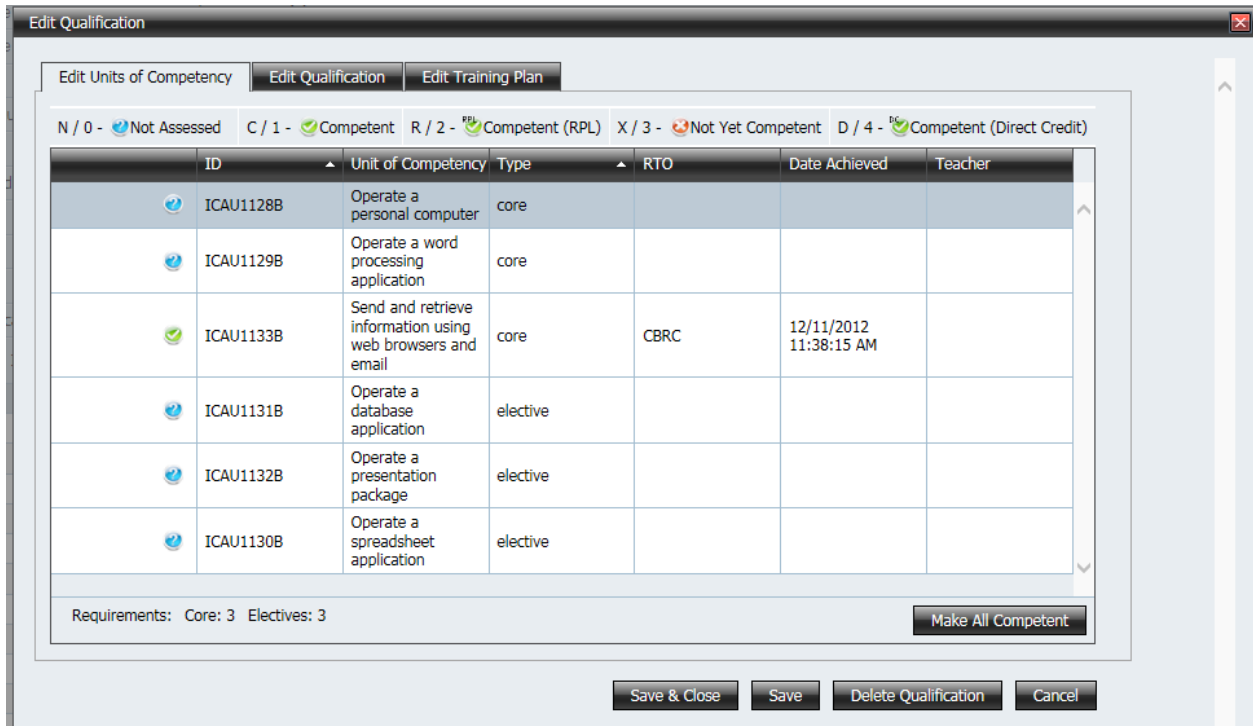
- **Search Student** screen will appear. In the Year Level filter box type in 10 and click the Find button as shown below



- Select the student by clicking on the Surname. The active row has a gold background.
- Select OK
- The student is now added to the list for that certificate

Entering Competencies

- Click on the word **Edit** next to the student's name to edit the competencies for this certificate. The following screen will appear



- To select a competencies click on the words of the competency
- Click in the icon box (column before the Competency) of the selected competency. The selected competency has a gold background. Change the assessment outcome for the student

Assessment Outcome	Data Entry
Not Assessed	Enter N or 0
Competent	Enter C or 1
Competent (RPL)	Enter R or 2
Not Yet Competent	Enter X or 3
Competent (Direct Credit)	Enter D or 4

- After you have changed an assessment outcome for a competency the highlighted cell and active competency will automatically move to the next competency in the list
- Don't forget to save before moving onto a new student

Running a completion check

See the section Certificate completion check.