

School Information System (SIS) VET Enrolments 2008

Please read these instructions carefully to ensure your VET enrolments are accepted by the Curriculum Council. Any missing data may result in an error report when uploading to SIRS.

These instructions contain the following sections:

- A. Preparation Tasks**
- B. VET Enrolment of Students**
- C. Extracting and Submitting VET Enrolments (ENVET and UocEnr) to the Curriculum Council**
- D. Verifying VET Enrolments in SIRS**

VET Enrolment and Submission Task Checklist

Tick	A. PREPARATION TASKS
	1. Download latest VET qualifications, competencies and links data
	2. Import the files into SIS
	3. Collect all the relevant VET information
	4. Check that all the external RTOs to be used are listed
	5. Select the Qualifications the school plans to deliver
	6. Ensure all students who are to be enrolled are in the Active VET students list
	7. Set up VET student groups (Optional)
	B. ENROLMENT
	1. Enrol students in stand alone VET.
	2. Enrol students in integrated VET.
	C. EXTRACTING AND SUBMITTING VET ENROLMENTS
	1. UOC integrated with courses, including VET courses, and Stand alone VET (ENVET)
	2. ENVET Uploaded to SIRS
	3. ENVET Processed
	4. UOC integrated with D and E Code Subjects (UocEnr)
	5. UocEnr Uploaded to SIRS
	6. UocEnr Processed
	D. VERIFYING ENROLMENTS IN SIRS
	1. Enrolment Data Verified

If you require assistance with

SIS: Contact the Customer Service Centre on 9264 5555 or 1800 012 828 for Regional Callers.

SIRS: Contact the SIRS Help Desk on 9273 6719

A. PREPARATION TASKS

1. Download latest VET qualifications, competencies and links data from the Curriculum Council. Files and instructions can be found at http://www.curriculum.wa.edu.au/Senior_Secondary/VET/VET_Info_All_Schools/
2. Import the files into SIS.
Once downloaded the data files need to be imported into the SIS VET module.
VET > Utilities > Import Qualification and Competency Data including links.
3. Before continuing, all the relevant VET information required needs to have been collected. This includes:
 - a. Student names
 - b. Qualification codes and names
 - c. Units of competency linked to the qualification
 - d. RTO name
 - e. Delivery method
 - f. Course or subject name if integrated
 - g. SBT and/or SBA information
4. Check that all the external RTOs are listed.
VET>Delivery Planning>Set up External RTOs
Always complete the top section (RTO details) and bottom section (locations).
5. Select the Qualifications the school plans to deliver.
VET>Delivery Planning>School VET Offerings
Highlight the qualification/s and move them to the 'Qualifications on offer' section by using the red double arrows (chevrons) and click OK to save.
6. VET students
VET>Students>Add/Remove VET students
Click the edit pencil to highlight student names and then use the double red arrows (chevrons) to move them into the VET Students column. Make sure the 'Yes – can be enrolled' button is selected.
7. VET student groups (Optional)
VET>Students>Groups
Use the palette symbol to place your students into groups. Name the group by Calendar Year, Year Group and Qualification e.g. 2008 Y11 C2 Business

B1. VET ENROLMENTS

Standalone VET

1. VET>Students>Bulk Qualification and Competency enrolment
2. Select the student group and the relevant Qualification
3. Click add
4. The Qualification code defaults from the previous screen. Enter Qualification start date only
5. Select RTO
6. Competency start date and completion date should be entered
7. Toggle the Result Due to December
8. Select RTO and location
9. Select the Mode of Delivery – classroom or employment based
10. Select the Arrangement – if unsure, contact your RTO. Note : All SBT/ASBT should be Outsourced – Profile Hours (except where it is non-user choice)
11. Select competencies. Please note: **Only competencies which are to be delivered and assessed in the current year should be selected.** By holding down the control key in the Selected Competencies screen you can highlight all competencies and then click on the competencies in which you want to enrol the student/s. When identified competencies have been selected click the trash can button to remove linked competencies not required.
12. Click add
13. AVETMISS information – the following fields need to be completed.

General

Qualification Commencement ID

Study Reason

Funding Source

National

Training Contract - for SBT & ASBT only

Contract ID (TRS Number)

Student Enrolment Details

Traineeship – Select the specific type for SBT, ASBT and School Apprenticeship Link (SAL) students.

Retention and Transition Program if applicable where a program is targeting NEET Students (Not Engaged In Education & Training)

B2. VET ENROLMENTS

Integrated VET

1. VET>Students>Bulk Qualification and Competency enrolment
2. Select the student group and the relevant Qualification
3. Click add
4. The Qualification code defaults from the previous screen. Enter Qualification start date only
5. Select RTO
6. Competency start date and completion date should be entered
7. Toggle the Result Due to December
8. Select RTO and location
9. Select the Mode of Delivery – classroom or employment based
10. Select the Arrangement – if unsure, contact your RTO. Note : All SBT/ASBT should be Outsourced – Profile Hours (except where it is non-user choice)
11. Tick the integrated button and add the course or subject code. Please note that Units of Competency can only be integrated if the student is enrolled in the subject or course and the subject or course has been placed on the timetable.
12. Select competencies. Please note: **Only competencies which are to be delivered and assessed in the current year should be selected.** By holding down the control key in the Selected Competencies screen you can highlight all competencies and then click on the competencies in which you want to enrol the student/s. When identified competencies have been selected click the trash can button to remove linked competencies not required.
13. Click add
14. AVETMISS information – the following fields need to be completed.

General

Qualification Commencement ID

Study Reason

Funding Source

National

Training Contract - for SBT & ASBT only

Contract ID (TRS Number)

Student Enrolment Details

Traineeship – Select the specific type for SBT, ASBT and School Apprenticeship Link (SAL) students.

Retention and Transition Program if applicable where a program is targeting NEET Students (Not Engaged In Education & Training)

C1. EXTRACTING VET ENROLMENTS

UOC integrated with courses and Standalone VET

For detailed instructions go to the WACE Procedures Manual 6.1.4

http://www.curriculum.wa.edu.au/files/pdf/procedures_manual_08/2008_WACE_Procedures_Manual-614.pdf

C2. EXTRACTING VET ENROLMENTS

UOC integrated with D and E Code Subjects

For detailed instructions go to the WACE Procedures Manual 6.1.5

http://www.curriculum.wa.edu.au/files/pdf/procedures_manual_08/2008_WACE_Procedures_Manual-615.pdf

C3. SUBMITTING VET ENROLMENTS VIA SIRS

UOC integrated with courses and Standalone VET

C4. SUBMITTING VET ENROLMENTS VIA SIRS

UOC integrated with D and E Code Subjects

For detailed instructions go to the WACE Procedures Manual 6.4

http://www.curriculum.wa.edu.au/files/pdf/procedures_manual_08/2008_WACE_Procedures_Manual-640.pdf

D. VERIFYING ENROLMENT DATA IN SIRS

Schools need to ensure that accurate information has been uploaded to SIRS as the student's statement of results is based on this data.

SIRS has a comprehensive set of reports to assist schools in checking the data held by the Curriculum Council. It is good practice to verify the information and identify missing information following the upload and processing of your data.

For detailed instructions go to the WACE Procedures Manual 6.5

http://www.curriculum.wa.edu.au/files/pdf/procedures_manual_08/2008_WACE_Procedures_Manual-650.pdf