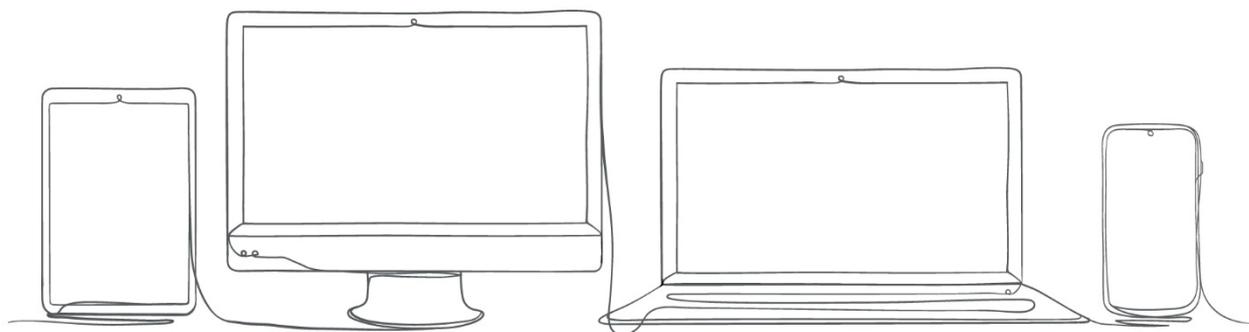


VET in Schools Online Guide



This manual provides detailed information for school staff, on how to use the VET functionality in Schools Online.

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Single VET Entry

South Australian Certificate of Education
Schools Online

> Home

Students

SACE Classes

VET Enrolments

Reports

Data Exchange

School

Curriculum

Learner Profile

Moderation

Payments

Panels

Submission Management

Investigations

Marking

Electronic Examinations

Admin

Server Admin

Welcome

Welcome to Schools Online.

Contact School:
Last Login Time:
Last Login Host:

Student Transfer

Your school currently has:
0 requests for Transfer Out.
0 pending requests for Transfer In.
0 rejected requests for Transfer In.
0 accepted requests for Transfer In.

Results Sheets Summary

For this result period, your school currently has:

Stage 1	0	0	0	0	0
Investigation	0	0	0	0	0
Predicted Examination	0	0	0	0	0
School Assessment	0	0	0	0	0

With Teacher

With Principal's Delegate

With SACE Board

Refresh

Click on the above chart to view a filtered list of your school's Results Sheets. Or [click here](#) to open the School Results Sheet List

[Click here](#) to see Results Sheets for your own classes

- From the Homepage you need to click on the **Students** menu option

> Home > Students

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

VET Enrolments

Reports

Data Exchange

School

Students

Handling students in Schools Online

This section contains the menu choices for managing students in Schools Online.

The sections are...

- Student Search
- Create Student
- Group Transfer Out
- Transfer In Requests
- Transfer Out Requests
- Home Group Allocation
- Group TAFE ID entry
- Add Self Directed Learning
- Student reports

- Click on the Student Search option

- You have 2 options, if the student is from your school type in any of the criteria and press Search.
- If the student is from another school, click on the search from other schools link.

- Search for any of the criteria listed and press Search.
- Click on View Enrolments

> Home > Students > Student Search (Own School) > View Student > View Enrolments

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

VET Enrolments

Reports

Data Exchange

School

View Enrolments

Student Fish, Goldie
Registration 312227L
[Contact School](#)

ATAR | Completion Check

[Add to SACE Classes](#) | [Add VET Enrolment](#) | [Add Self Directed Learning](#)

Select	Year	Subject Code	Subject	Class Number	Var	Sem	Res Due	Status	Assessment Group	Assessment School	Result / Grade	Details
<input type="checkbox"/>	2022	1ABG10	Aboriginal Studies	1		1	D	E				
<input type="checkbox"/>	2022	1ACO10	Accounting	1	A	1	J	E				

[Select All](#) | [Clear All](#)

- Click on the link Add VET enrolments

..... > Students > Student Search (Own School) > View Student > View Enrolments > Add VET Unit of Competency

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

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Data Exchange

School

Add VET Unit of Competency

Student Fish, Goldie TAFE ID
 Registration 312227L Home Group
 Student Code Fish Year Level 11

Year Resulted by RTO

VET Code

Registered Training Organisation

VET Unit of Competency Code

Result

Apprenticeship

Unit Code	VET Unit of Competency	Hours	Stage	RTO	Year	Result	Apprenticeship
Recently added Units of Competency Enrolments							

- Enter in the information that is in required, click the submit button
- If the student has completed the competency change the Result field to passed, if the student has just enrolled in the competency then leave this as un-resulted, you can go back and change it later.

..... > Students > Student Search (Own School) > View Student > View Enrolments > Add VET Unit of Competency

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

VET Enrolments

Reports

Data Exchange

School

Add VET Unit of Competency

Student Fish, Goldie TAFE ID
 Registration 312227L Home Group
 Student Code Fish Year Level 11

Year Resulted by RTO

VET Code Certificate III in Business

Registered Training Organisation

VET Unit of Competency Code

Result

Apprenticeship

Unit Code	VET Unit of Competency	Hours	Stage	RTO	Year	Result	Apprenticeship
Recently added Units of Competency Enrolments							

- If the student has more than one competency the information for Year Resulted, VET code, RTO, Result and Apprenticeships remain until all of the competencies are successfully enrolled. See the information corresponding with the red text shown in the next picture.

Add VET Unit of Competency

Student Fish, Goldie TAFE ID
 Registration Home Group
 Student Code Fish Year Level 11

Year Resulted by RTO

VET Code Certificate III in Business Stage 2

Registered Training Organisation

VET Unit of Competency Code Hours

Result

Apprenticeship

Recently added Units of Competency Enrolments

Unit Code	VET Unit of Competency	Hours	Stage	RTO	Year	Result	Apprenticeship
BSBWHS607	Apply ergonomics to manage WHS risks	60 hours	2	(41026) TAFE SA	2022	Unresulted	No
BSBITU203	Communicate electronically	20 hours	2	(41026) TAFE SA	2022	Unresulted	No
BSBCUS402	Address customer needs	50 hours	2	(41026) TAFE SA	2022	Unresulted	No
BSBADM407	Administer projects	40 hours	2	(41026) TAFE SA	2022	Unresulted	No

Single Student VET verification

South Australian Certificate of Education
Schools Online

> Home ?

- Students
- SACE Classes
- VET Enrolments
- Reports
- Data Exchange
- School
- Curriculum
- Learner Profile
- Moderation
- Payments
- Panels
- Submission Management
- Investigations
- Marking
- Electronic Examinations
- Admin
- Server Admin

Welcome

Welcome to Schools Online.

Contact School:
Last Login Time:
Last Login Host:

Student Transfer

Your school currently has:

- 0 requests for Transfer Out.
- 0 pending requests for Transfer In.
- 0 rejected requests for Transfer In.
- 0 accepted requests for Transfer In.

Results Sheets Summary

For this result period, your school currently has:

	With Teacher	With Principal's Delegate	With SACE Board	Total
Stage 1	0	0	0	0
Investigation	0	0	0	0
Predicted Examination	0	0	0	0
School Assessment	0	0	0	0

Click on the above chart to view a filtered list of your school's Results Sheets. Or [click here](#) to open the School Results Sheet List

[Click here](#) to see Results Sheets for your own classes

- From the Homepage you need to click on the Students option

> Home > Students

Students	<h2>Students</h2> <h3>Handling students in Schools Online</h3> <p>This section contains the menu choices for managing students in Schools Online.</p> <p>The sections are...</p> <ul style="list-style-type: none"> • Student Search • Create Student • Group Transfer Out • Transfer In Requests • Transfer Out Requests • Home Group Allocation • Group TAFE ID entry • Add Self Directed Learning • Student reports
Student Search	
Create Student	
Group Transfer Out	
Transfer in Requests	
Transfer out Requests	
Home Group Allocation	
Group TAFE ID Entry	
Add Self Directed Learning	
Student Reports	
SACE Classes	
VET Enrolments	
Reports	
Data Exchange	
School	

- Then you need to click on the Student Search option

> Home > Students > Student Search (Own School)

Students	<h3>Student Search (Own School)</h3> <p>Student Code <input type="text"/></p> <p>Registration <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Given Names <input type="text"/></p> <p>Date of Birth <input type="text"/></p> <p>Home Group <input type="text"/></p> <p>Year Level <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Reset"/></p> <p>Search From Other Schools</p>
Student Search	
Create Student	
Group Transfer Out	
Transfer in Requests	
Transfer out Requests	
Home Group Allocation	
Group TAFE ID Entry	
Add Self Directed Learning	
Student Reports	
SACE Classes	
VET Enrolments	
Reports	
Data Exchange	
School	

- You have 2 options, if the student is from your school type in any of the criteria and press Search.
- If the student is from another school, click on the search from other Schools link.

> Home > Students > Student Search (Own School) > Student Search (Other Schools)

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

VET Enrolments

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Data Exchange

School

Student Search (Other Schools)

Registration

Surname

Given Names

Date of Birth

[Search Your Own School](#)

- Search for any of the criteria listed and press Search.

> Home > Students > Student Search (Own School) > View Student

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

VET Enrolments

Reports

Data Exchange

School

View Student

Surname Fish	Student Code Fish	Registration 312227L
Given Names Goldie	Status Enrolled	Contact School
Title N/A	Address 11 Waymouth Street	TAFE ID N/A
Date of Birth 01 Mar 2002	Suburb Adelaide	Email
Gender F	State SA	
Year Level 11	Postcode 5000	Declarations
Home Group N/A	Phone N/A	SATAC Y
Registration Date 01 Mar 2022		Schools Y
SACE Awarded N/A		Media Y
		Visa Class 571 N

[View Enrolments](#) |
 [Maintain Student](#) |
 [Transfer Out](#) |
 [ATAR](#) |
 [Completion Check](#) |
 [Student CEA Data](#)

- Click on View Enrolments

> Home > Students > Student Search (Own School) > View Student > View Enrolments

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

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Reports

Data Exchange

School

View Enrolments

Student Fish, Goldie
Registration 312227L
Contact School

ATAR | Completion Check

[Add to SACE Classes](#) | [Add VET Enrolment](#) | [Add Self Directed Learning](#) | [Confirm VET Qualifications](#)

Select	Year	Subject Code	Subject	Class Number	Var	Sem	Res Due	Status	Assessment Group	Assessment School	Result / Grade	Details
<input type="checkbox"/>	2022	1ABG10	Aboriginal Studies	1		1	D	E				
<input type="checkbox"/>	2022	1ACO10	Accounting	1	A	1	J	E				

VET Qualifications

BSB30120	Certificate III in Business	Max 70 Credits	875 Hrs	70 Credits	Stage 2
<input type="checkbox"/>	2022 BSBADM407	Administer projects	40/40 Hrs	P	
<input type="checkbox"/>	2022 BSBATSIC411	Communicate with the community	30/30 Hrs	P	
<input type="checkbox"/>	2022 BSBMM101	Apply basic communication skills	40/40 Hrs	P	
<input type="checkbox"/>	2022 BSBUS402	Address customer needs	50/50 Hrs	P	
<input type="checkbox"/>	2022 BSBDES403	Develop and extend design skills and practice	30/30 Hrs	P	
<input type="checkbox"/>	2022 BSBITU203	Communicate electronically	20/20 Hrs	P	
<input type="checkbox"/>	2022 BSBLEG301	Apply knowledge of the legal system to complete tasks	80/80 Hrs	P	
<input type="checkbox"/>	2022 BSBMKG402	Analyse consumer behaviour for specific markets	60/60 Hrs	P	
<input type="checkbox"/>	2022 BSBREL402	Build client relationships and business networks	50/50 Hrs	P	
<input type="checkbox"/>	2022 BSBRES401	Analyse and present research information	40/40 Hrs	P	
<input type="checkbox"/>	2022 BSBMSB201	Identify suitability for micro business	20/20 Hrs	P	
<input type="checkbox"/>	2022 BSBTEC201	Use business software applications	60/60 Hrs	P	
<input type="checkbox"/>	2022 BSBTEC202	Use digital technologies to communicate in a work environment	20/20 Hrs	P	
<input type="checkbox"/>	2022 BSBTEC301	Design and produce business documents	80/80 Hrs	P	
<input type="checkbox"/>	2022 BSBWHS607	Apply ergonomics to manage WHS risks	60/60 Hrs	P	
<input type="checkbox"/>	2022 BSBWRT401	Write complex documents	50/50 Hrs	P	
<input type="checkbox"/>	2022 ICTICT424	Address cyber security requirements	80/80 Hrs	P	
<input type="checkbox"/>	2022 ICTTEN504	Acceptance test new systems and equipment	70/70 Hrs	P	

- Click on confirm Completed VET Qualifications

..... > Students > Student Search (Own School) > View Student > View Enrolments > Confirm Student's Completed VET Qualification

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

VET Enrolments

Reports

Data Exchange

School

Confirm Student's Completed VET Qualification

Student Fish, Goldie
Registration 312227L

VET Qualification BSB30120 Certificate III in Business

SACE Board Verified No

AQF Certificate Level III

Minimum Hours 455

Stage 2

Parchment Issued No

Year Started 2022

Year Completed 2022

Remove Confirmation
SAVE
Print Confirmation Report

- This is the screen that shows schools if a student's qualification has already been verified by the SACE Board
- Any of the information in red can be changed.
- Click on the SAVE button, you will then be taken back to the view enrolments screen.

> Home > Students > Student Search (Own School) > View Student > View Enrolments

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

VET Enrolments

Reports

Data Exchange

School

View Enrolments

Student Fish, Goldie
Registration 312227L
[Contact School](#)

ATAR | Completion Check

[Add to SACE Classes](#) | [Add VET Enrolment](#) | [Add Self Directed Learning](#) | [Confirm VET Qualifications](#)

Select	Year	Subject Code	Subject	Class Number	Var	Sem	Res Due	Status	Assessment Group	Assessment School	Result / Grade	Details
<input type="checkbox"/>	2022	1ABG10	Aboriginal Studies	1		1	D	E				
<input type="checkbox"/>	2022	1ACO10	Accounting	1	A	1	J	E				

VET Qualifications

BSB30120	Certificate III in Business	Max 70 Credits	875 Hrs	70 Credits	Stage 2
<input type="checkbox"/>	2022 BSBADM407	Administer projects	40/40 Hrs	P	
<input type="checkbox"/>	2022 BSBATSI411	Communicate with the community	30/30 Hrs	P	
<input type="checkbox"/>	2022 BSBMM101	Apply basic communication skills	40/40 Hrs	P	
<input type="checkbox"/>	2022 BSBCUS402	Address customer needs	50/50 Hrs	P	
<input type="checkbox"/>	2022 BSBDES403	Develop and extend design skills and practice	30/30 Hrs	P	
<input type="checkbox"/>	2022 BSBITU203	Communicate electronically	20/20 Hrs	P	
<input type="checkbox"/>	2022 BSBLEG301	Apply knowledge of the legal system to complete tasks	80/80 Hrs	P	
<input type="checkbox"/>	2022 BSBMKG402	Analyse consumer behaviour for specific markets	60/60 Hrs	P	
<input type="checkbox"/>	2022 BSBREL402	Build client relationships and business networks	50/50 Hrs	P	
<input type="checkbox"/>	2022 BSBRES401	Analyse and present research information	40/40 Hrs	P	
<input type="checkbox"/>	2022 BSBMB201	Identify suitability for micro business	20/20 Hrs	P	
<input type="checkbox"/>	2022 BSBTEC201	Use business software applications	60/60 Hrs	P	
<input type="checkbox"/>	2022 BSBTEC202	Use digital technologies to communicate in a work environment	20/20 Hrs	P	
<input type="checkbox"/>	2022 BSBTEC301	Design and produce business documents	80/80 Hrs	P	
<input type="checkbox"/>	2022 BSBWHS607	Apply ergonomics to manage WHS risks	60/60 Hrs	P	
<input type="checkbox"/>	2022 BSBWRT401	Write complex documents	50/50 Hrs	P	
<input type="checkbox"/>	2022 ICTICT424	Address cyber security requirements	80/80 Hrs	P	
<input type="checkbox"/>	2022 ICTTEN504	Acceptance test new systems and equipment	70/70 Hrs	P	

- You then need to click on VET enrolments on the side menu

> Home > VET Enrolments

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

Reports

Data Exchange

School

VET Enrolments

VET Enrolments Home Page

The VET enrolments section includes these actions...

- List Students by VET
- Create VET Enrolments
- Confirm Completed VET
- Search and Download (for EDSAS) VET Reference Data
- Print VET reports

- Click on VET Reports

> Home > VET Enrolments > VET Reports Selection

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports

VET Reports Selection

Report Type

OK

- Choose VET Qualification Verification from the Drop-down menu

> Home > VET Enrolments > VET Reports Selection

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports

VET Reports Selection

Report Type

OK

- Type in the process year and click go

> Home > VET Enrolments > VET Reports Selection > VET Verification

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports

VET Verification

Year

Go

- Once the report has been generated click open

.....> VET Enrolments > VET Confirmation > VET Reports Selection > VET Qualification Verification > Report Status												
Students	Report Status											
SACE Classes	Running Reports											
VET Enrolments	<table border="1"> <thead> <tr> <th>Report Name</th> <th>Time Started</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="4">No Reports</td> </tr> </tbody> </table>				Report Name	Time Started	Status	Action	No Reports			
Report Name	Time Started	Status	Action									
No Reports												
List Students by Qualifications	Uncollected Reports											
Add Multiple VET Results	<table border="1"> <thead> <tr> <th>Report Name</th> <th>Time Finished</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>VET Qualification Verification</td> <td>01/Mar/2022 04:07 PM</td> <td>COMPLETED</td> <td>Open Remove</td> </tr> </tbody> </table>				Report Name	Time Finished	Status	Action	VET Qualification Verification	01/Mar/2022 04:07 PM	COMPLETED	Open Remove
Report Name	Time Finished	Status	Action									
VET Qualification Verification	01/Mar/2022 04:07 PM	COMPLETED	Open Remove									
Confirm Completed VET Qualifications												
VET Data References												
VET Reports												
Reports												
Data Exchange												
School												

- You will be given the option to open or save the document.
- A pdf report will be displayed when you click open.
- This report needs to be signed by the Principal, a copy of the parchment attached and sent to the SACE board via email to askSACE@sa.gov.au

OFFICIAL: Sensitive
VET Qualification Verification form

Attention : SACE Board
Action : Process VET Qualification Verification form

Printed On :
At :

PRINCIPAL'S VERIFICATION OF A STUDENT'S COMPLETION OF A VET CERTIFICATE III OR ABOVE FOR USE IN THE CALCULATION OF THE ATAR OR TAFE SA SELECTION SCORE

The three South Australian universities, TAFE SA and Charles Darwin University, have determined that 'Recognised Studies' may contribute to the calculation of the ATAR or the TAFE SA Selection Score. For VET qualifications to count as 'Recognised Studies', VET studies must be completed qualifications at AQF Certificate III level or above. The purpose of this form is to ensure that students' VET qualification at Certificate III level or above are considered when calculating the ATAR and the TAFE SA selection score. **In signing this form, the principal verifies that the students who are listed below have completed a VET qualification at AQF Certificate III level or above. In order to verify this, the principal must confirm that:**

- the Registered Training Organisation (RTO) has reported to the school that the students have successfully completed the VET units of competency that comprise the relevant VET qualification
- the required number of VET units of competency have been successfully completed, as per Training Package Qualification Rules, in order for the VET qualification to be issued.

For VET Certificate III or above to be included as 'Recognised Studies' for Tertiary Entrance calculations, this completed form **must** be received at the SACE Board by the December VET Results cut-off date. Schools are required to attach evidence of the completed VET qualifications to clarify any queries that may occur in processing the verification. **Completed VET Qualification Verification forms should be emailed to askSACE@sa.gov.au.**

School :	School Number:
I verify that, for the student(s) listed on this form the Registered Training Organisation advised the school that the student(s) has successfully completed the requirements for a VET Certificate III level or above qualification.	
Our school has attached evidence of the completed VET Qualifications for all students listed below.	
Signature of Principal: _____	Name of Principal: _____ Date: __/__/__

Student Name	SACE Registration Number	VET Qualification Code	VET Qualification Name	Registered Training Organisation	Student has completed the VET Qualification (yes or no)	Parchment Issued by RTO (yes or no)	Evidence Attached <input checked="" type="checkbox"/>
Fish, Goldie	312227L	BSB30120	Certificate III in Business	TAFE SA			
Total Students:					1		

*** End of Report ***

To check that a student has been verified

- From the Homepage you need to click on the Students option

- Then you need to click on the Student Search option

> Home > Students > Student Search (Own School)

Students
Student Search
Create Student
Group Transfer Out
Transfer in Requests
Transfer out Requests
Home Group Allocation
Group TAFE ID Entry
Add Self Directed Learning
Student Reports
SACE Classes
VET Enrolments
Reports
Data Exchange
School

Student Search (Own School)

Student Code

Registration

Surname

Given Names

Date of Birth

Home Group

Year Level

[Search From Other Schools](#)

- You have 2 options if the student is from your school type in any of the criteria and press Search.
- If the student is from another school click on the search from other schools link.

> Home > Students > Student Search (Own School) > Student Search (Other Schools)

Students
Student Search
Create Student
Group Transfer Out
Transfer in Requests
Transfer out Requests
Home Group Allocation
Group TAFE ID Entry
Add Self Directed Learning
Student Reports
SACE Classes
VET Enrolments
Reports
Data Exchange
School

Student Search (Other Schools)

Registration

Surname

Given Names

Date of Birth

[Search Your Own School](#)

- Search for any of the criteria listed and press Search.

> Home > Students > Student Search (Own School) > View Student

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

VET Enrolments

Reports

Data Exchange

School

View Student

Surname Fish	Student Code Fish	Registration 312227L
Given Names Goldie	Status Enrolled	Contact School
Title N/A	Address 11 Waymouth Street	TAFE ID N/A
Date of Birth 01 Mar 2002	Suburb Adelaide	Email
Gender F	State SA	Declarations
Year Level 11	Postcode 5000	SATAC Y
Home Group N/A	Phone N/A	Schools Y
Registration Date 01 Mar 2022		Media Y
SACE Awarded N/A		Visa Class 571 N

View Enrolments |
 Maintain Student |
 Transfer Out |
 ATAR |
 Completion Check |
 Student CEA Data

- Click on View Enrolments

> Home > Students > Student Search (Own School) > View Student > View Enrolments

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

VET Enrolments

Reports

Data Exchange

School

View Enrolments

Student Fish, Goldie
Registration 312227L
Contact School

ATAR | Completion Check

Add to SACE Classes | Add VET Enrolment | Add Self Directed Learning | Confirm VET Qualifications

Select	Year	Subject Code	Subject	Class Number	Var	Sem	Res Due	Status	Assessment Group	Assessment School	Result / Grade	Details	
<input type="checkbox"/>	2022	1ABG10	Aboriginal Studies	1		1	D	E					
<input type="checkbox"/>	2022	1ACO10	Accounting	1	A	1	J	E					
VET Qualifications													
		BSB30120	Certificate III in Business					Max 70 Credits		875 Hrs	70 Credits	Stage 2	
<input type="checkbox"/>	2022	BSBADM407	Administer projects							40/40 Hrs		P	
<input type="checkbox"/>	2022	BSBATSIC411	Communicate with the community							30/30 Hrs		P	
<input type="checkbox"/>	2022	BSBCMM101	Apply basic communication skills							40/40 Hrs		P	
<input type="checkbox"/>	2022	BSBCUS402	Address customer needs							50/50 Hrs		P	
<input type="checkbox"/>	2022	BSBDES403	Develop and extend design skills and practice							30/30 Hrs		P	
<input type="checkbox"/>	2022	BSBITU203	Communicate electronically							20/20 Hrs		P	
<input type="checkbox"/>	2022	BSBLEG301	Apply knowledge of the legal system to complete tasks							80/80 Hrs		P	
<input type="checkbox"/>	2022	BSBMKG402	Analyse consumer behaviour for specific markets							60/60 Hrs		P	
<input type="checkbox"/>	2022	BSBREL402	Build client relationships and business networks							50/50 Hrs		P	
<input type="checkbox"/>	2022	BSBRES401	Analyse and present research information							40/40 Hrs		P	
<input type="checkbox"/>	2022	BSBSMB201	Identify suitability for micro business							20/20 Hrs		P	
<input type="checkbox"/>	2022	BSBTEC201	Use business software applications							60/60 Hrs		P	
<input type="checkbox"/>	2022	BSBTEC202	Use digital technologies to communicate in a work environment							20/20 Hrs		P	
<input type="checkbox"/>	2022	BSBTEC301	Design and produce business documents							80/80 Hrs		P	
<input type="checkbox"/>	2022	BSBWHS607	Apply ergonomics to manage WHS risks							60/60 Hrs		P	
<input type="checkbox"/>	2022	BSBWRT401	Write complex documents							50/50 Hrs		P	
<input type="checkbox"/>	2022	ICTICT424	Address cyber security requirements							80/80 Hrs		P	
<input type="checkbox"/>	2022	ICTTEN504	Acceptance test new systems and equipment							70/70 Hrs		P	

- Click on the confirm Completed VET Qualifications link

.... > Students > Student Search (Own School) > View Student > View Enrolments > Confirm Student's Completed VET Qualification

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

VET Enrolments

Reports

Data Exchange

School

Confirm Student's Completed VET Qualification

Student Fish, Goldie

Registration 312227L

VET Qualification BSB30120 Certificate III in Business

SACE Board Verified Yes

AQF Certificate Level III

Minimum Hours 455

Stage 2

Parchment Issued No

Year Started 2022

Year Completed 2022

- The record now shows Yes for SACE Board verified

Multiple Student VET Entry

South Australian Certificate of Education

Schools Online

Home

Students

SACE Classes

VET Enrolments

Reports

Data Exchange

School

Curriculum

Learner Profile

Moderation

Payments

Panels

Submission Management

Investigations

Marking

Electronic Examinations

Admin

Server Admin

Welcome

Welcome to Schools Online.

Contact School: .

Last Login Time: .

Last Login Host: .

Student Transfer

Your school currently has:

0 requests for Transfer Out.

0 pending requests for Transfer In.

0 rejected requests for Transfer In.

0 accepted requests for Transfer In.

Results Sheets Summary

For this result period, your school currently has:

Stage 1	0	0	0	0		
Investigation	0	0	0	0	0	 With Teacher
Predicted Examination	0	0	0	0	0	 With Principal's Delegate
School Assessment	0	0	0	0	0	 With SACE Board

Click on the above chart to view a filtered list of your school's Results Sheets. Or [click here](#) to open the School Results Sheet List

[Click here](#) to see Results Sheets for your own classes

- From the schools online homepage you need to go to VET Enrolments

> Home > VET Enrolments

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

Reports

Data Exchange

School

VET Enrolments

VET Enrolments Home Page

The VET enrolments section includes these actions...

- List Students by VET
- Create VET Enrolments
- Confirm Completed VET
- Search and Download (for EDSAS) VET Reference Data
- Print VET reports

Choose the Qualification/Skills set

- Click on Add Multiple VET Results

> Home > VET Enrolments > Add Multiple VET Results (Current)

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

Reports

Data Exchange

School

Curriculum

Moderation

Payments

Panels

Submission

Management

Investigations

Add Multiple VET Results (Current)

Step 1 - VET Step 2 - VET Units of Competency Step 3 - Student Finish - Create VET Enrolments Summary

Either select a commonly used VET

VET Code	VET Title	SACE Credits (Min - Max)	SACE Stage
AUR20516	Certificate II in Automotive Servicing Technology	50 - 50	2
BSB20115	Certificate II in Business	45 - 50	1
BSB30115	Certificate III in Business	70 - 75	2
CHC30113	Certificate III in Early Childhood Education and Care	110 - 115	2
CPC10111	Certificate I in Construction	40 - 45	1
CPC20211	Certificate II in Construction Pathways	25 - 85	1
CPC30211	Certificate III in Carpentry	115 - 165	2
CPC32612	Certificate III in Roof Plumbing	60 - 65	2
CUA30915	Certificate III in Music Industry	55 - 60	2
CUA31015	Certificate III in Screen and Media	70 - 75	2
CUA31115	Certificate III in Visual Arts	70 - 75	2
FBP20117	Certificate II in Food Processing	75 - 80	1

- Choose the Qualification/Skills set by clicking on the code.
- Or search for it using any of the criteria below and clicking on the search button

Or search for VET

Year Resulted by RTO

VET Code

VET Title

Industry Area

Student Surname

SACE Stage

AQF Certificate Level

Sort Options

View qualifications with student enrolments View all qualifications in the Recognition Register

Filter skills sets

- Click on the add to selected list button
- Once the entry appears in the list on the right-hand side of the screen press the Next step button

Add the competencies

- Choose the competencies that the student/s have done
- Click the add to selected list button

> Home > VET Enrolments > Add Multiple VET Results (Current)

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

Reports

Data Exchange

School

Curriculum

Moderation

Payments

Panels

Submission

Management

Investigations

Marking

Electronic

Examinations

Admin

Server Admin

Add Multiple VET Results (Current)

Step 1 - VET Step 2 - VET Units of Competency Step 3 - Student Finish - Create VET Enrolments

Either select from a list of commonly used VET Units of Competency

Unit Code	VET Unit of Competency	Hours	SACE Stage
<input checked="" type="checkbox"/>	BSBADM407 Administer projects	40	2
<input checked="" type="checkbox"/>	BSBATSIC411 Communicate with the community	30	2
<input checked="" type="checkbox"/>	BSBCMM101 Apply basic communication skills	40	2
<input checked="" type="checkbox"/>	BSBCUS402 Address customer needs	50	2
<input type="checkbox"/>	BSBDES403 Develop and extend design skills and practice	30	2
<input type="checkbox"/>	BSBITU203 Communicate electronically	20	2
<input type="checkbox"/>	BSBLEG301 Apply knowledge of the legal system to complete tasks	80	2
<input type="checkbox"/>	BSBMKG402 Analyse consumer behaviour for specific markets	60	2
<input checked="" type="checkbox"/>	BSBREL402 Build client relationships and business networks	50	2
<input type="checkbox"/>	BSBRES401 Analyse and present research information	40	2
<input checked="" type="checkbox"/>	BSBSMB201 Identify suitability for micro business	20	2
<input checked="" type="checkbox"/>	BSBTEC201 Use business software applications	60	2
<input checked="" type="checkbox"/>	BSBTEC202 Use digital technologies to communicate in a work environment	20	2
<input checked="" type="checkbox"/>	BSBTEC301 Design and produce business documents	80	2
<input type="checkbox"/>	BSBWHS607 Apply ergonomics to manage WHS risks	60	2
<input type="checkbox"/>	BSBWRT401 Write complex documents	50	2
<input type="checkbox"/>	ICTICT424 Address cyber security requirements	80	2
<input type="checkbox"/>	ICTTEN504 Acceptance test new systems and equipment	70	2

Selected VET

BSB30120 Certificate III in Business

(0) Selected VET Units of Competency

[Select all](#) [Unselect all](#)

- If the competencies are not in the list you can search for them using ANY of the criteria below and click on the search button

Or search for VET Units of Competency

Year Resulted by RTO

VET Unit of Competency Name

Unit Code

TAFE SA Code

VET Title

Nominal Hours From to

Sort Options

- Check the tick box and then click on the add to selected list button

Add Multiple VET Results (Current)

Step 1 - VET **Step 2 - VET Units of Competency** Step 3 - Student Finish - Create VET Enrolments Summary

Either select from a list of commonly used VET Units of Competency

Unit Code	VET Unit of Competency	Hours	SACE Stage
<input type="checkbox"/> BSBADM407	Administer projects	40	2
<input type="checkbox"/> BSBATSI411	Communicate with the community	30	2
<input type="checkbox"/> BSBMM101	Apply basic communication skills	40	2
<input type="checkbox"/> BSBUS402	Address customer needs	50	2
<input type="checkbox"/> BSBDES403	Develop and extend design skills and practice	30	2
<input type="checkbox"/> BSBITU203	Communicate electronically	20	2
<input type="checkbox"/> BSBLEG301	Apply knowledge of the legal system to complete tasks	80	2
<input type="checkbox"/> BSBMKG402	Analyse consumer behaviour for specific markets	60	2
<input type="checkbox"/> BSBREL402	Build client relationships and business networks	50	2
<input type="checkbox"/> BSBRES401	Analyse and present research information	40	2
<input type="checkbox"/> BSBMB201	Identify suitability for micro business	20	2
<input type="checkbox"/> BSBTEC201	Use business software applications	60	2
<input type="checkbox"/> BSBTEC202	Use digital technologies to communicate in a work environment	20	2
<input type="checkbox"/> BSBTEC301	Design and produce business documents	80	2
<input type="checkbox"/> BSBWHS607	Apply ergonomics to manage WHS risks	60	2
<input type="checkbox"/> BSBWRT401	Write complex documents	50	2
<input type="checkbox"/> ICTICT424	Address cyber security requirements	80	2
<input type="checkbox"/> ICTTEN504	Acceptance test new systems and equipment	70	2

[Select all](#) [Unselect all](#)

Selected VET

BSB30120
Certificate III in Business

(9) Selected VET Units of Competency

BSBADM407
Administer projects

BSBATSI411
Communicate with the community

BSBMM101
Apply basic communication skills

BSBUS402
Address customer needs

BSBREL402
Build client relationships and business networks

BSBMB201
Identify suitability for micro business

BSBTEC201
Use business software applications

BSBTEC202
Use digital technologies to communicate in a work environment

BSBTEC301
Design and produce business documents

[Select all](#) [Unselect all](#)

- Once the entry appears in the list on the right-hand side of the screen press the Next step button

Finding your students

- Search for the students using any of the criteria below

Add Multiple VET Results (Current)

Step 1 - VET Step 2 - VET Units of Competency **Step 3 - Student** Finish - Create VET Enrolments Summary

Search for Students

Student Code

Registration

Surname

Given Names

Date of Birth

Home Group

SACE Class

Year Level

Students at my school Students from another school

Selected VET

BSB30120
Certificate III in Business

(9) Selected VET Units of Competency

BSBREL402
Build client relationships and business networks

BSBATSIC411
Communicate with the community

BSBSMB201
Identify suitability for micro business

BSBCMM101
Apply basic communication skills

BSBTTEC201
Use business software applications

BSBTTEC202
Use digital technologies to communicate in a work environment

BSBTTEC301
Design and produce business documents

BSBADM407
Administer projects

BSBCUS402
Address customer needs

(0) Selected Students

[Select all](#) [Unselect all](#)

- In the list check the box next to the student and then click the add to selected list

Add Multiple VET Results (Current)

Step 1 - VET Step 2 - VET Units of Competency **Step 3 - Student** Finish - Create VET Enrolments Summary

Search for Students

Student Code

Registration

Surname

Given Names

Date of Birth

Home Group

SACE Class

Year Level

Students at my school Students from another school

« Page 1 of 1 »

Registration	Student Name	Student Code	Date of Birth	TAFE ID
<input type="checkbox"/> 264706G	Bear, Koala	KBEAR	20 May 2005	
<input type="checkbox"/> 617588W	Roo, Kanga	kROO	20 May 2005	

« Page 1 of 1 »

[Select all](#) [Unselect all](#)

Selected VET

BSB30120
Certificate III in Business

(9) Selected VET Units of Competency

BSBATSIC411
Communicate with the community

BSBSMB201
Identify suitability for micro business

BSBCMM101
Apply basic communication skills

BSBMKG402
Analyse consumer behaviour for specific markets

BSBTTEC201
Use business software applications

BSBTTEC202
Use digital technologies to communicate in a work environment

BSBTTEC301
Design and produce business documents

BSBADM407
Administer projects

BSBCUS402
Address customer needs

(0) Selected Students

[Select all](#) [Unselect all](#)

Add Multiple VET Results (Current)

Step 1 - VET Step 2 - VET Units of Competency **Step 3 - Student** Finish - Create VET Enrolments Summary

Search for Students

Student Code

Registration

Surname

Given Names

Date of Birth

Home Group Year Level

SACE Class

Students at my school **Students from another school**

« Page 1 of 1 »

Registration	Student Name	Student Code	Date of Birth	TAFE ID
<input type="checkbox"/> 264706G	Bear, Koala	KBEAR	20 May 2005	
<input type="checkbox"/> 617588W	Roo, Kanga	KROO	20 May 2005	

« Page 1 of 1 »

[Select all](#) [Unselect all](#)

Selected VET

BSB30120
Certificate III in Business

(9) Selected VET Units of Competency

BSBATSIC411
Communicate with the community
30 Hrs

BSBSMB201
Identify suitability for micro business
20 Hrs

BSBCMM101
Apply basic communication skills
40 Hrs

BSBMKG402
Analyse consumer behaviour for specific markets
60 Hrs

BSBTREC201
Use business software applications
60 Hrs

BSBTREC202
Use digital technologies to communicate in a work environment
20 Hrs

BSBTREC301
Design and produce business documents
80 Hrs

BSBADM407
Administer projects
40 Hrs

BSBCUS402
Address customer needs
50 Hrs

(2) Selected Students

264706G
Bear, Koala

617588W
Roo, Kanga

[Select all](#) [Unselect all](#)

- Once the entry appears in the list on the right-hand side of the screen press the Next step button

Choosing the RTO

> Home > VET Enrolments > Add Multiple VET Results (Current)

Add Multiple VET Results (Current)

Step 1 - VET Step 2 - VET Units of Competency Step 3 - Student **Finish - Create VET Enrolments** Summary

Selected VET

BSB30120 Certificate III in Business Stage 2 AQF Level 3

(9) Selected VET Units of Competency

BSBATSIC411	Communicate with the community	30 Hrs
BSBSMB201	Identify suitability for micro business	20 Hrs
BSBCMM101	Apply basic communication skills	40 Hrs
BSBMKG402	Analyse consumer behaviour for specific markets	60 Hrs
BSBTREC201	Use business software applications	60 Hrs
BSBTREC202	Use digital technologies to communicate in a work environment	20 Hrs
BSBTREC301	Design and produce business documents	80 Hrs
BSBADM407	Administer projects	40 Hrs
BSBCUS402	Address customer needs	50 Hrs

Registration **Student Name** **Apprenticeship** **Result** **Year Resulted by RTO**

Set common values for the selected students

RTO

617588W Roo, Kanga

264706G Bear, Koala

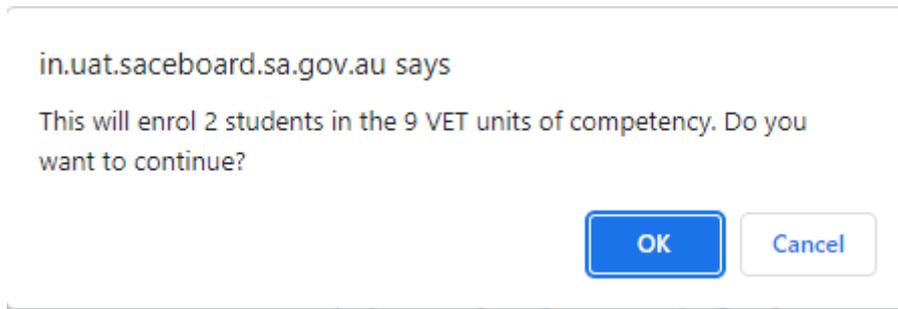
[Select all](#) [Unselect all](#)

Created VET Units of Competency Enrolments

Registration	Student Name	VET Unit of Competency	Hours	Result	RTO	Year
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- In the drop-down list choose the RTO
- Click the check box next to each student that you are enrolling for this RTO

- Click the create enrolments button



- Click the OK button

Add Multiple VET Results (Current)

Step 1 - VET Step 2 - VET Units of Competency Step 3 - Student **Finish - Create VET Enrolments** Summary

Selected VET		Stage 2	AGF Level 3
BSB30120	Certificate III in Business		
(9) Selected VET Units of Competency			
BSBATSIC411	Communicate with the community	30 Hrs	
BSBSMB201	Identify suitability for micro business	20 Hrs	
BSBCMM101	Apply basic communication skills	40 Hrs	
BSBMKG402	Analyse consumer behaviour for specific markets	60 Hrs	
BSBTEC201	Use business software applications	60 Hrs	
BSBTEC202	Use digital technologies to communicate in a work environment	20 Hrs	
BSBTEC301	Design and produce business documents	80 Hrs	
BSBADM407	Administer projects	40 Hrs	
BSBCUS402	Address customer needs	50 Hrs	

Registration	Student Name	Apprenticeship	Result	Year Resulted by RTO
Set common values for the selected students				
		No	Passed	2022
RTO (41026) TAFE SA				

Select all Unselect all

Create Enrolments Back to Previous Step Finish

Created VET Units of Competency Enrolments

Registration	Student Name	VET Unit of Competency	Hours	Result	RTO	Year	
617588W	Roo, Kanga	BSBATSIC411	Communicate with the community	30 Hrs	Passed	41026	2022
		BSBSMB201	Identify suitability for micro business	20 Hrs	Passed	41026	2022
		BSBCMM101	Apply basic communication skills	40 Hrs	Passed	41026	2022
		BSBMKG402	Analyse consumer behaviour for specific markets	60 Hrs	Passed	41026	2022
		BSBTEC201	Use business software applications	60 Hrs	Passed	41026	2022
		BSBTEC202	Use digital technologies to communicate in a work environment	20 Hrs	Passed	41026	2022
		BSBTEC301	Design and produce business documents	80 Hrs	Passed	41026	2022
		BSBADM407	Administer projects	40 Hrs	Passed	41026	2022
		BSBCUS402	Address customer needs	50 Hrs	Passed	41026	2022
264706G	Bear, Koala	BSBATSIC411	Communicate with the community	30 Hrs	Passed	41026	2022
		BSBSMB201	Identify suitability for micro business	20 Hrs	Passed	41026	2022
		BSBCMM101	Apply basic communication skills	40 Hrs	Passed	41026	2022

Confirmation of enrolments

- Once the enrolments have been entered successfully the following screen will appear.

Add Multiple VET Results (Current)

Step 1 - VET Step 2 - VET Units of Competency Step 3 - Student Finish - Create VET Enrolments Summary

Created VET Units of Competency Enrolments

Registration	Student Name	VET Unit of Competency	Hours	Result	RTO	Year
617588W	Roo, Kanga	(BSBATSIC411) Communicate with the community	30 Hrs	Passed	41026	2022
		(BSBSMB201) Identify suitability for micro business	20 Hrs	Passed	41026	2022
		(BSBCMM101) Apply basic communication skills	40 Hrs	Passed	41026	2022
		(BSBMKG402) Analyse consumer behaviour for specific markets	60 Hrs	Passed	41026	2022
		(BSBTEC201) Use business software applications	60 Hrs	Passed	41026	2022
		(BSBTEC202) Use digital technologies to communicate in a work environment	20 Hrs	Passed	41026	2022
		(BSBTEC301) Design and produce business documents	80 Hrs	Passed	41026	2022
		(BSBADM407) Administer projects	40 Hrs	Passed	41026	2022
		(BSBCUS402) Address customer needs	50 Hrs	Passed	41026	2022
		264706G	Bear, Koala	(BSBATSIC411) Communicate with the community	30 Hrs	Passed
(BSBSMB201) Identify suitability for micro business	20 Hrs			Passed	41026	2022
(BSBCMM101) Apply basic communication skills	40 Hrs			Passed	41026	2022
(BSBMKG402) Analyse consumer behaviour for specific markets	60 Hrs			Passed	41026	2022
(BSBTEC201) Use business software applications	60 Hrs			Passed	41026	2022
(BSBTEC202) Use digital technologies to communicate in a work environment	20 Hrs			Passed	41026	2022
(BSBTEC301) Design and produce business documents	80 Hrs			Passed	41026	2022
(BSBADM407) Administer projects	40 Hrs			Passed	41026	2022
(BSBCUS402) Address customer needs	50 Hrs			Passed	41026	2022

Multiple Student VET Verification

South Australian Certificate of Education Schools Online

> Home

- Students
- SACE Classes
- VET Enrolments
- Reports
- Data Exchange
- School
- Curriculum
- Learner Profile
- Moderation
- Payments
- Panels
- Submission Management
- Investigations
- Marking
- Electronic Examinations
- Admin
- Server Admin

Welcome

Welcome to Schools Online.

Contact School: .

Last Login Time: .

Last Login Host: .

Student Transfer

Your school currently has:

0 requests for Transfer Out.

0 pending requests for Transfer In.

0 rejected requests for Transfer In.

0 accepted requests for Transfer In.

Results Sheets Summary

For this result period, your school currently has:

Category	With Teacher	With Principal's Delegate	With SACE Board
Stage 1	0	0	0
Investigation	0	0	0
Predicted Examination	0	0	0
School Assessment	0	0	0

[Refresh](#)

Click on the above chart to view a filtered list of your school's Results Sheets. Or [click here](#) to open the School Results Sheet List

[Click here](#) to see Results Sheets for your own classes

- From the schools online homepage you need to go to VET Enrolments

> Home > VET Enrolments

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

Reports

Data Exchange

School

VET Enrolments

VET Enrolments Home Page

The VET enrolments section includes these actions...

- List Students by VET
- Create VET Enrolments
- Confirm Completed VET
- Search and Download (for EDSAS) VET Reference Data
- Print VET reports

- Click on confirmed completed VET Qualifications

VET Confirmation

Qualification Code	Qualification Title	AQF	Year Started
ACM10117	Certificate I in Animal Studies	1	2019
ACM20110	Certificate II in Animal Studies	2	2020
AHC20416	Certificate II in Horticulture	2	2020
AUR20516	Certificate II in Automotive Servicing Technology	2	2020
BSB20115	Certificate II in Business	2	2019
BSB30115	Certificate III in Business	3	2021
BSB30120	Certificate III in Business	3	2022
CHC33015	Certificate III in Individual Support	3	2020
CPC10111	Certificate I in Construction	1	2020
CPC20112	Certificate II in Construction	2	2020
CPC20211	Certificate II in Construction Pathways	2	2019
CPC30211	Certificate III in Carpentry	3	2021
CUA31015	Certificate III in Screen and Media	3	2019
CUA31115	Certificate III in Visual Arts	3	2020

- Click on the grid for the competency that you wish to verify.

VET Confirmation

Qualification Code	Qualification Title	AQF Level	Year Started
BSB30120	Certificate III in Business	3	2022

Select	Registration	Name	Course Code	Completed	Year Started	Year Completed	Issued
<input type="checkbox"/>	312227L	Fish, Goldie	BSB30120	<input type="text" value="Y"/>	2022	<input type="text" value="2022"/>	<input type="text" value="N"/>
<input type="checkbox"/>	463319E	Llama, Drama	BSB30120	<input type="text" value="N"/>	2022	<input type="text" value="2022"/>	<input type="text" value="N"/>
<input type="checkbox"/>	543778F	Bear, PANDA	BSB30120	<input type="text" value="N"/>	2022	<input type="text" value="2022"/>	<input type="text" value="N"/>

[Select All](#) | [Clear All](#)

- Choose the students that you wish to verify by clicking the checkbox next to their name, edit the information, then click SAVE.
- You will be taken back to the VET confirmation page, from here you can choose other qualifications to set to be verified or got to the VET reports page to print the report.

> Home > VET Enrolments

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports
Reports
Data Exchange
School

VET Enrolments

VET Enrolments Home Page

The VET enrolments section includes these actions...

- List Students by VET
- Create VET Enrolments
- Confirm Completed VET
- Search and Download (for EDSAS) VET Reference Data
- Print VET reports

- Click on VET Reports

> Home > VET Enrolments > VET Reports Selection

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports

VET Reports Selection

Report Type

OK

- Choose VET Qualification Verification from the Drop-down menu

> Home > VET Enrolments > VET Reports Selection

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

VET Reports Selection

Report Type VET Qualification Verification

- Type in the process year and click go

> Home > VET Enrolments > VET Reports Selection > VET Verification

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

VET Verification

Year

- Once the report has been generated click open

> Home > VET Enrolments > VET Reports Selection > VET Verification > Report Status

Students

SACE Classes

VET Enrolments

Reports

Report Status

Student Reports

SACE Class Reports

VET Reports

Results Reports

SACE Schools Data

Data Exchange

Report Status

Running Reports			
Report Name	Time Started	Status	Action
No Reports			

Uncollected Reports			
Report Name	Time Finished	Status	Action
VET Qualification Verification	27/Apr/2022 02:47 PM	COMPLETED	Open Remove

- You will be given the option to open or save the document.
- A pdf report will be displayed when you click open.
- This report needs to be signed by the Principal, a copy of the parchment attached and sent to the SACE board via email to askSACE@sa.gov.au

OFFICIAL: Sensitive

VET Qualification Verification form

Attention : SACE Board
Action : Process VET Qualification Verification form

Printed On :
At :

PRINCIPAL'S VERIFICATION OF A STUDENT'S COMPLETION OF A VET CERTIFICATE III OR ABOVE FOR USE IN THE CALCULATION OF THE ATAR OR TAFE SA SELECTION SCORE

The three South Australian universities, TAFE SA and Charles Darwin University, have determined that 'Recognised Studies' may contribute to the calculation of the ATAR or the TAFE SA Selection Score. For VET qualifications to count as 'Recognised Studies', VET studies must be completed qualifications at AQF Certificate III level or above. The purpose of this form is to ensure that students' VET qualification at Certificate III level or above are considered when calculating the ATAR and the TAFE SA selection score. In signing this form, the principal verifies that the students who are listed below have completed a VET qualification at AQF Certificate III level or above. In order to verify this, the principal must confirm that:

- the Registered Training Organisation (RTO) has reported to the school that the students have successfully completed the VET units of competency that comprise the relevant VET qualification
- the required number of VET units of competency have been successfully completed, as per Training Package Qualification Rules, in order for the VET qualification to be issued.

For VET Certificate III or above to be included as 'Recognised Studies' for Tertiary Entrance calculations, this completed form must be received at the SACE Board by the December VET Results cut-off date. Schools are required to attach evidence of the completed VET qualifications to clarify any queries that may occur in processing the verification.

Completed VET Qualification Verification forms should be emailed to askSACE@sa.gov.au.

School :	School Number:
I verify that, for the student(s) listed on this form the Registered Training Organisation advised the school that the student(s) has successfully completed the requirements for a VET Certificate III level or above qualification.	
Our school has attached evidence of the completed VET Qualifications for all students listed below.	
Signature of Principal: _____	Date: ___/___/___

Student Name	SACE Registration Number	VET Qualification Code	VET Qualification Name	Registered Training Organisation	Student has completed the VET Qualification (yes or no)	Parchment Issued by RTO (yes or no)	Evidence Attached <input checked="" type="checkbox"/>
Bear, PANDA	543778F	BSB30120	Certificate III in Business	TAFE SA			
Fish, Goldie	312227L	BSB30120	Certificate III in Business	TAFE SA			
Llama, Drama	463319E	BSB30120	Certificate III in Business	TAFE SA			

Checking Multiple Students VET Verification

- You then need to click on VET enrolments on the side menu

[> Home > VET Enrolments](#)

Students	<h2 style="margin: 0;">VET Enrolments</h2> <h3 style="margin: 10px 0;">VET Enrolments Home Page</h3> <p>The VET enrolments section includes these actions...</p> <ul style="list-style-type: none"> List Students by VET Create VET Enrolments Confirm Completed VET Search and Download (for EDSAS) VET Reference Data Print VET reports
SACE Classes	
VET Enrolments	
List Students by VET	
Add Multiple VET Results	
Confirm Completed VET	
VET Data References	
VET Reports	
Reports	
Data Exchange	
School	

- Click on VET Reports

> Home > VET Enrolments > VET Reports Selection

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports

VET Reports Selection

Report Type

OK

- Choose VET Qualifications entered as completed
- Click the OK Button

> Home > VET Enrolments > VET Reports Selection

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports

VET Reports Selection

Report Type

OK

- Type in the criteria for you search

VET entered as Completed

Year

VET Code

VET Title

Industry Area

AQF Certificate Level

Certificate I

Certificate II

Certificate III

Certificate IV and above

Attention

Action

- Click the go button

> Home > VET Enrolments > VET Reports Selection > VET Verification > Report Status

Report Status	Report Name	Time Started	Status	Action
No Reports				
Uncollected Reports	Report Name	Time Finished	Status	Action
VET Qualification Verification		27/Apr/2022 02:47 PM	COMPLETED	Open Remove

- You will be given the option to open or save the document.
- A pdf report will be displayed when you click open.

OFFICIAL: Sensitive
VET Qualifications entered as completed report

Attention:
 Action :

Printed On :
 At :

Student Code	Student Name	Registration	Year Started	Year Completed	Parchment Issued	SACE Board Verified
VET Qualification Name: Certificate III in Business			VET Qualification Code: BSB30120			
Bear	Bear, PANDA	543778F	2022	2022	Y	N
Fish	Fish, Goldie	312227L	2022	2022	N	N
Llama	Llama, Drama	463319E	2022	2022	Y	N
Total Students: 3						

Certificate 1	0
Certificate 2	0
Certificate 3	3
Certificate 4 and above	0
Total	3

*** End of Report ***

Importing

- From the schools Online Home screen

- Got to VET Enrolments

> Home > VET Enrolments

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports
Reports
Data Exchange
School

VET Enrolments

VET Enrolments Home Page

The VET enrolments section includes these actions...

- List Students by VET
- Create VET Enrolments
- Confirm Completed VET
- Search and Download (for EDSAS) VET Reference Data
- Print VET reports

- Go to VET Data References

VET Data References

Download VET Data References

Please Note: The Competencies, Registered Training Organisations (RTO), and Qualifications data references that can be downloaded can be used (imported) into the EDSAS system.

[Download Competencies](#)

[Download Registered Training Organisations \(RTO\)](#)

[Download Qualifications / Skills Set](#)

VET Competency Search

Search for: Search using:

[Reset Search Options](#) [Search](#)

Page 1 of 928

National Competency Code	Competency Title	TAFE SA Module/Unit of Competency Code	Nominal Hours	Expiry Date
--------------------------	------------------	--	---------------	-------------

- Click on the Download button for the area you wish competencies, RTO's or Qualifications/Skills Set
- Save the file as a .dat file so that it can be imported to EDSAS.

Editing VET Records Editing Single VET Results

South Australian Certificate of Education
Schools Online

> Home

Students

SACE Classes
VET Enrolments
Reports
Data Exchange
School
Curriculum
Learner Profile
Moderation
Payments
Panels
Submission Management
Investigations
Marking
Electronic Examinations
Admin
Server Admin

Welcome to Schools Online

Contact School:
Last Login Time:
Last Login Host:

Student Transfer

Your school currently has:
0 requests for Transfer Out.
0 pending requests for Transfer In.
0 rejected requests for Transfer In.
0 accepted requests for Transfer In.

Results Sheets Summary

For this result period, your school currently has:

Stage 1	0	0	0	0	With Teacher
Investigation	0	0	0	0	With Principal's Delegate
Predicted Examination	0	0	0	0	With SACE Board
School Assessment	0	0	0	0	

Refresh

Click on the above chart to view a filtered list of your school's Results Sheets. Or [click here](#) to open the School Results Sheet List

[Click here to see Results Sheets for your own classes](#)

- From the Homepage you need to click on the Student option

> Home > Students

Students

Student Search
Create Student
Group Transfer Out
Transfer In Requests
Transfer out Requests
Home Group Allocation
Group TAFE ID Entry
Add Self Directed Learning
Student Reports

SACE Classes
VET Enrolments
Reports
Data Exchange
School

Students

Handling students in Schools Online

This section contains the menu choices for managing students in Schools Online.

The sections are...

- Student Search
- Create Student
- Group Transfer Out
- Transfer In Requests
- Transfer Out Requests
- Home Group Allocation
- Group TAFE ID entry
- Add Self Directed Learning
- Student reports

- Then you need to click on the Student Search option

> Home > Students > Student Search (Own School)

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

VET Enrolments

Reports

Data Exchange

School

Student Search (Own School)

Student Code

Registration

Surname

Given Names

Date of Birth

Home Group

Year Level

[Search From Other Schools](#)

- You have 2 options, if the student is from your school type in any of the criteria and press Search.
- If the student is from another school click on the search from other schools link.

> Home > Students > Student Search (Own School) > Student Search (Other Schools)

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

VET Enrolments

Reports

Data Exchange

School

Student Search (Other Schools)

Registration

Surname

Given Names

Date of Birth

[Search Your Own School](#)

- Search for any of the criteria listed and press Search.

> Home > Students > Student Search (Own School) > View Student

View Student

Surname Roo	Student Code kROO	Registration 617588W
Given Names Kanga	Status Enrolled	Contact School 001-Adelaide High School
Title mr	Address 11 Waymouth Street	TAFE ID N/A
Date of Birth 20 May 2005	Suburb Adelaide	Email
Gender M	State SA	Declarations
Year Level 11	Postcode 5000	SATAC Y
Home Group doco	Phone N/A	Schools Y
Registration Date 27 Apr 2022		Media Y
SACE Awarded N/A		Visa Class 571 N

[View Enrolments](#) |
 [Maintain Student](#) |
 [Transfer Out](#) |
 [ATAR](#) |
 [Completion Check](#) |
 [Student CEA Data](#)

- Click on View Enrolments

> Home > Students > Student Search (Own School) > View Student > View Enrolments

View Enrolments

Student: Roo, Kanga
 Registration: 617588W
 Contact School

ATAR | Completion Check

Add to SAGE Classes | Add VET Enrolment | Add Self Directed Learning | Confirm VET Qualifications

Select	Year	Subject Code	Subject	Class Number	Var	Sem	Res Due	Status	Assessment Group	Assessment School	Result / Grade	Details
VET												
		BSB30120	Certificate III in Business					Max 70 Credits		350 Hrs	50 Credits	Stage 2
<input type="checkbox"/>	2022	BSBADM407	Administer projects							0/40 Hrs	U	🔍
<input type="checkbox"/>	2022	BSBATSIC411	Communicate with the community							30/30 Hrs	P	🔍
<input type="checkbox"/>	2022	BSBCMM101	Apply basic communication skills							40/40 Hrs	P	🔍
<input type="checkbox"/>	2022	BSBCUS402	Address customer needs							50/50 Hrs	P	🔍
<input type="checkbox"/>	2022	BSBMKG402	Analyse consumer behaviour for specific markets							60/60 Hrs	P	🔍
<input type="checkbox"/>	2022	BSBSMB201	Identify suitability for micro business							20/20 Hrs	P	🔍
<input type="checkbox"/>	2022	BSBTEC201	Use business software applications							60/60 Hrs	P	🔍
<input type="checkbox"/>	2022	BSBTEC202	Use digital technologies to communicate in a work environment							20/20 Hrs	P	🔍
<input type="checkbox"/>	2022	BSBTEC301	Design and produce business documents							80/80 Hrs	P	🔍

Select All | Clear All

Delete Selected | Withdraw Selected

- Click on the grid next to the competency that you wish to edit

..... > Students > Student Search (Own School) > View Student > View Enrolments > Edit VET Unit of Competency

Edit VET Unit of Competency

Student: Roo, Kanga
 Registration: 617588W
 Student Code: kROO

TAFE ID: Home Group: doco
 Year Level: 11

Year Resulted by RTO: 2022

VET Code: BSB30120 Certificate III in Business Stage 2

Registered Training Organisation: 41026 TAFE SA

VET Unit of Competency Code: (BSBADM407) Administer projects Hours 40

Result: Unresulted

Apprenticeship: No

Submit Delete Reset

- Edit any of the details you need to change, and press submit

..... > Students > Student Search (Own School) > View Student > View Enrolments > Edit VET Unit of Competency

Edit VET Unit of Competency

Student: Roo, Kanga
 Registration: 617588W
 Student Code: kROO

TAFE ID: Home Group: doco
 Year Level: 11

Year Resulted by RTO: 2022

VET Code: BSB30120 Certificate III in Business Stage 2

Registered Training Organisation: 41026 TAFE SA

VET Unit of Competency Code: (BSBADM407) Administer projects Hours 40

Result: Unresulted

Apprenticeship:

- Continuing/Academic Pass
- Credit Transfer
- Failed
- Observer
- Observer (F)
- Passed
- Prior Learning
- RPL-NG
- Unresulted
- Withdrawn

Submit Delete Reset

- When you go back to the view enrolments screen you can see that the enrolment has now been passed

BSB30129	Certificate III in Business	Max 70 Credits	385 Hrs	55 Credits	Stage 2
<input type="checkbox"/>	2022 BSBADM407 Administer projects		40/40 Hrs	P	■ ■ ■ ■
<input type="checkbox"/>	2022 BSBATSIC411 Communicate with the community		30/30 Hrs	P	■ ■ ■ ■
<input type="checkbox"/>	2022 BSBMM101 Apply basic communication skills		40/40 Hrs	P	■ ■ ■ ■
<input type="checkbox"/>	2022 BSBUS402 Address customer needs		50/50 Hrs	P	■ ■ ■ ■
<input type="checkbox"/>	2022 BSBMKG402 Analyse consumer behaviour for specific markets		60/60 Hrs	P	■ ■ ■ ■
<input type="checkbox"/>	2022 BSBMB201 Identify suitability for micro business		20/20 Hrs	P	■ ■ ■ ■
<input type="checkbox"/>	2022 BSBTEC201 Use business software applications		60/60 Hrs	P	■ ■ ■ ■
<input type="checkbox"/>	2022 BSBTEC202 Use digital technologies to communicate in a work environment		20/20 Hrs	P	■ ■ ■ ■
<input type="checkbox"/>	2022 BSBTEC301 Design and produce business documents		80/80 Hrs	P	■ ■ ■ ■

Select All | Clear All

Delete Selected Withdraw Selected

Editing Multiple VET results

- From the menu options go to VET Enrolments

> Home > VET Enrolments

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

Reports

Data Exchange

School

VET Enrolments

VET Enrolments Home Page

The VET enrolments section includes these actions...

- List Students by VET
- Create VET Enrolments
- Confirm Completed VET
- Search and Download (for EDSAS) VET Reference Data
- Print VET reports

- Go to List Students by VET
- Type in any of the criteria below, press Search

VET Qualification Search

VET Code	<input type="text"/>	SACE Stage	<input type="text"/>
VET Title	<input type="text"/>	AQF Certificate Level	<input type="text"/>
Industry Area	<input type="text"/>	SACE Completion Requirement	<input type="text"/>
Year	<input type="text" value="2022"/>	RTO Code	<input type="text"/>
Student Surname	<input type="text"/>	VET Unit of Competency Code	<input type="text"/>
VET Unit of Competency	<input type="text"/>		

List VET and Students

VET Code	VET Title	Year	Stage
<input type="checkbox"/> BSB30115	Certificate III in Business	2022	2
<input type="checkbox"/> BSB30120	Certificate III in Business	2022	2
<input type="checkbox"/> SACS20222	Skill Set for Training	2022	1
<input type="checkbox"/> BSKS11210	Skills Set Alison	2022	1

- Click on the + box, this will bring out a list of the competencies that have been enrolled at your school under this qualification.

List VET and Students

VET Code	VET Title	Year	Stage																																																																																															
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- Click on the individual + boxes next to the competencies, this will show you the students who are enrolled in the competencies

List VET and Students

VET Code	VET Title	Year	Stage																																																		
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- From here you can update multiple students results at the same time, change the result in the drop-down box and press the submit button or the delete button if you would like to remove the competency

List VET and Students

VET Code	VET Title	Year	Stage																																												
BSB30115	Certificate III in Business	2022	2																																												
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- If you look back at the student, you can see that the status of the enrolment has change to passed
- And any enrolments that you have deleted have been removed.

> Home > Students > Student Search (Own School) > View Student > View Enrolments

View Enrolments

Student Training Test1
Registration 761572F
Contact School

ATAR | Completion Check

Add to SACE Classes | Add VET Enrolment | Add Self Directed Learning | Confirm VET Qualifications

Select	Year	Subject Code	Subject	Class Number	Var	Sem	Rss Due	Status	Assessment Group	Assessment School	Result / Grade	Details
<input type="checkbox"/>	2022	2BNV20	Business Innovation	6		1	D	E	6	001-Adelaide High School		
<input type="checkbox"/>	2022	2DCS20	Digital Communication Solutions	7		1	D	E	7	001-Adelaide High School		
<input type="checkbox"/>	2022	2MSC20	Specialist Mathematics	8		1	D	E	8	001-Adelaide High School		
<input type="checkbox"/>	2022	2RPA10	Research Project A	5		2	D	E	5	001-Adelaide High School		
<input type="checkbox"/>	2022	2WPC20	Workplace Practices	11		1	D	E	11	001-Adelaide High School		
<input type="checkbox"/>	2022	1ADO10	Accounting	1		1	J	C			B	
<input type="checkbox"/>	2022	1DGT20	Digital Technologies	9		1	D	E				
<input type="checkbox"/>	2022	1ENO20	Economics	10		1	D	E				
<input type="checkbox"/>	2022	1ETE20	Essential English	3		1	D	E				
<input type="checkbox"/>	2022	1MAM10	Mathematics	2		1	J	E				
<input type="checkbox"/>	2022	1PLM10	Personal Learning Plan: Modified	4		1	J	E				
VET												
<input type="checkbox"/>	BSB30115	Certificate III in Business							Max 75 Credits	175 Hrs	25 Credits	Stage 2
<input type="checkbox"/>	2022	AHCAGB604	Analyse business performance							200/200 Hrs	P	

Reports
Units by Qualification/Skills Set

- You then need to click on VET enrolments on the side menu

> Home > VET Enrolments

Students	<h2>VET Enrolments</h2> <h3>VET Enrolments Home Page</h3> <p>The VET enrolments section includes these actions...</p> <ul style="list-style-type: none"> • List Students by VET • Create VET Enrolments • Confirm Completed VET • Search and Download (for EDSAS) VET Reference Data • Print VET reports
SACE Classes	
VET Enrolments	
List Students by VET	
Add Multiple VET Results	
Confirm Completed VET	
VET Data References	
VET Reports	

- Click on VET Reports

> Home > VET Enrolments > VET Reports Selection

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

VET Reports Selection

Report Type

OK

- Choose Units by Qualification/Skills Set from the Dropdown menu
- Click the OK button

> Home > VET Enrolments > VET Reports Selection

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

VET Reports Selection

Report Type

OK

- Enter the qualification/skills set code

> Home > VET Enrolments > VET Reports Selection > Units By Qualifications/Skills set

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

Reports

Data Exchange

School

Curriculum

Units By Qualifications/Skills set

Year

Print Stand Alone VET Only

VET Code

VET Unit of Competency Code

Registered Training Organisation

Attention

Action

Go

- Click on the go button

Report Status

The operation you performed was successful!

Running Reports				
Report Name	Time Started	Status	Action	
No Reports				

Uncollected Reports				
Report Name	Time Finished	Status	Action	
VET Units By Qualification/Skills set	27/Apr/2022 03:02 PM	COMPLETED	Open Remove	

- You will be given the option to open or save the document.
- A pdf report will be displayed when you click open.

OFFICIAL: Sensitive
Units By Qualification/Skills set

Attention:
Action:

Date: April 27 2022
Time: 3:02 PM

VET Title: Certificate III in Business

VET Code: BSB30115

Registration	Student Code	TAFE ID	Student Name	Result	Unit Code
761572F	001		Test1 Training	P	AHCAGB604
Total Students: 1					

VET Title: Certificate III in Business

VET Code: BSB30120

Registration	Student Code	TAFE ID	Student Name	Result	Unit Code
264706G	KBEAR		Koala Bear	P	BSBADM407
264706G	KBEAR		Koala Bear	P	BSBATSIC411
264706G	KBEAR		Koala Bear	P	BSBCMM101
264706G	KBEAR		Koala Bear	P	BSBCUS402
264706G	KBEAR		Koala Bear	P	BSBMKG402
264706G	KBEAR		Koala Bear	P	BSBSMB201
264706G	KBEAR		Koala Bear	P	BSBTEC201
264706G	KBEAR		Koala Bear	P	BSBTEC202
264706G	KBEAR		Koala Bear	P	BSBTEC301
312227L	Fish		Goldie Fish	P	BSBADM407
312227L	Fish		Goldie Fish	P	BSBATSIC411
312227L	Fish		Goldie Fish	P	BSBCMM101
312227L	Fish		Goldie Fish	P	BSBCUS402
312227L	Fish		Goldie Fish	P	BSBDES403

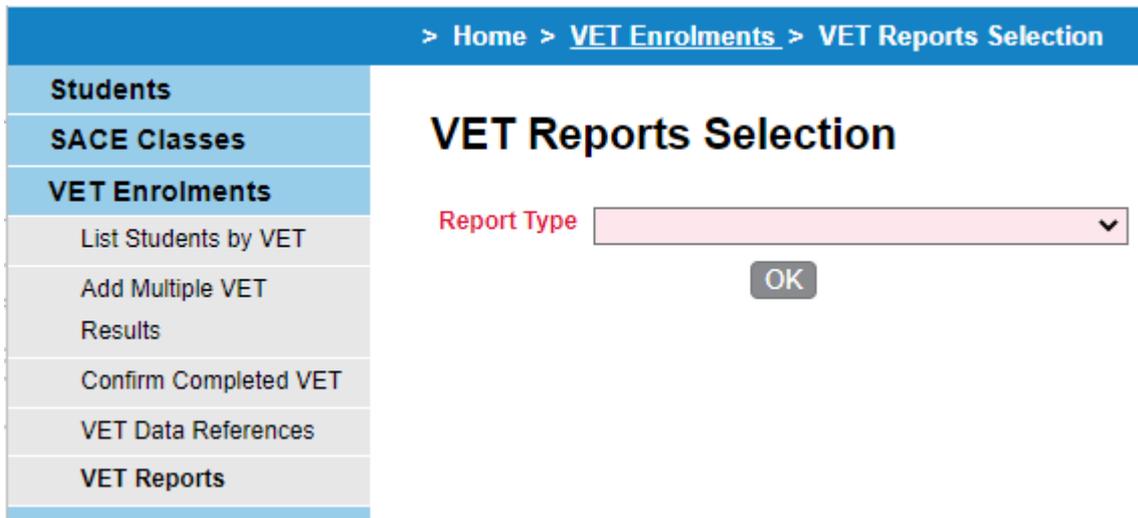
VET Qualifications entered as completed

- Click on VET enrolments on the side menu

> Home > VET Enrolments

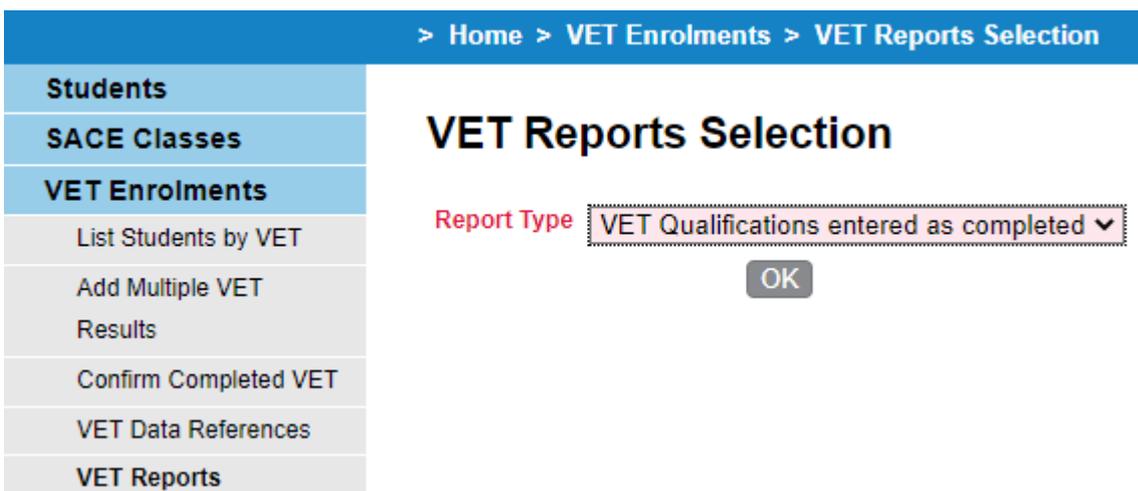
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SACE Classes	
VET Enrolments	
List Students by VET	
Add Multiple VET Results	
Confirm Completed VET	
VET Data References	
VET Reports	

- Click on VET Reports



The screenshot shows a web interface with a blue header bar containing the breadcrumb navigation: > Home > VET Enrolments > VET Reports Selection. On the left is a vertical menu with the following items: Students, SACE Classes, VET Enrolments (highlighted), List Students by VET, Add Multiple VET Results, Confirm Completed VET, VET Data References, and VET Reports. The main content area is titled 'VET Reports Selection' and features a 'Report Type' dropdown menu. The dropdown is open, showing a list of options. Below the dropdown is an 'OK' button.

- Choose Units by VET Qualification entered as completed in the dropdown box
- Click the OK button



This screenshot is similar to the previous one, but the 'Report Type' dropdown menu is now closed and displays the selected option: 'VET Qualifications entered as completed'. The 'OK' button remains visible below the dropdown.

- Choose the criteria you wish to report on

> Home > VET Enrolments > VET Reports Selection > VET entered as Completed

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

Reports

Data Exchange

School

Curriculum

Moderation

Payments

VET entered as Completed

Year

VET Code

VET Title

Industry Area

AQF Certificate Level

Certificate I

Certificate II

Certificate III

Certificate IV and above

Attention

Action

- Click on the go button

Report Status

The operation you performed was successful!

Running Reports				
Report Name	Time Started	Status	Action	
No Reports				

Uncollected Reports				
Report Name	Time Finished	Status	Action	
VET Qualifications entered as completed	27/Apr/2022 03:06 PM	COMPLETED	Open Remove	

- You will be given the option to open or save the document.
- A pdf report will be displayed when you click open.

OFFICIAL: Sensitive
VET Qualifications entered as completed report

Attention: _____ Printed On: _____
 Action: _____ At: _____

Student Code	Student Name	Registration	Year Started	Year Completed	Parchment Issued	SACE Board Verified
VET Qualification Name: Certificate III in Business			VET Qualification Code: BSB30120			
Bear	Bear, PANDA	543778F	2022	2022	Y	Y
Fish	Fish, Goldie	312227L	2022	2022	N	Y
Llama	Llama, Drama	463319E	2022	2022	Y	Y
Total Students: 3						

Certificate 1	<input type="text" value="0"/>
Certificate 2	<input type="text" value="0"/>
Certificate 3	<input type="text" value="3"/>
Certificate 4 and above	<input type="text" value="0"/>
Total	<input type="text" value="3"/>

*** End of Report ***

VET Result Sheet

- Click on VET enrolments on the side menu

- Click on VET Reports

- Click on VET Result Sheet

- Choose the criteria you wish to report on

> Home > VET Enrolments > VET Reports Selection > VET Result Sheet

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports
Reports
Data Exchange

VET Result Sheet

Year

VET Unit of Competency Code

Registered Training Organisation

Print Results

Attention

Action

- Click on the go button

Report Status

The operation you performed was successful!

Running Reports			
Report Name	Time Started	Status	Action
No Reports			

Uncollected Reports			
Report Name	Time Finished	Status	Action
VET Result Sheet	27/Apr/2022 03:08 PM	COMPLETED	Open Remove

- You will be given the option to open or save the document.
- A pdf report will be displayed when you click open.

OFFICIAL: Sensitive
VET Result Sheet

Attention:
Action:

Date:
Time:

Unit Of Competency Name: Acceptance test new systems and equipment
Unit Of Competency: ICTTEN504
Curriculum Hours: 70

Stand Alone

Registration	Student Code	Contact School	Student Name	TAFE ID	Result
312227L	Fish	001	Goldie Fish		