# 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 Student VET verification	б
To check that a student has been verified	
Multiple Student VET Entry	
Choose the Qualification/Skills set	
Add the competencies	
Finding your students	
Choosing the RTO	
Confirmation of enrolments	
Multiple Student VET Verification	
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Editing Multiple VET results	
Reports	
Units by Qualification/Skills Set	
VET Qualifications entered as completed	
VET Result Sheet	



## Single VET Entry

South Australian Certificate of Educ Schools On	ation line
	> Home 🕜 블
Students	
SACE Classes	
VET Enrolments	
Reports	Welcome Student Transfer
Data Exchange	Welcome to Schools Online. Your school currently has:
School	Last Login Time: 0 pendies for Transfer In.
Curriculum	Last Login Host: 0 rejected requests for Transfer In. 0 acceder tequests for Transfer In.
Learner Profile	
Moderation	Results Sheets Summary
Payments	
Panels	For this result period, your school currently has:
Submission	Stage 1         0         0         0         With Teacher
Management	Investigation 0 0 0
Investigations	Predicted Examination 0 0 0 With Principal's Delegate
Marking	School Assessment 0 0 0 With SACE Board
Electronic	Datash
Examinations	reitest
Admin	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
Server Admin	Click here to see Results Sheets for your own classes

• From the Homepage you need to click on the Students menu option

Students

Student Search Create Student

Group Transfer Out

Transfer in Requests Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed

Student Reports

SACE Classes

VET Enrolments

Data Exchange

Learning

Reports

School

> Home > Students

## 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





	> Home > Students > Student Search (Own School)
Students	
Student Search	Student Search (Own School)
Create Student	
Group Transfer Out	Student Code
Transfer in Requests	Registration
Transfer out Requests	Surname
Home Group Allocation	Given Names
Group TAFE ID Entry	Date of Birth
Add Self Directed	Home Crown
Learning	
Student Reports	Year Level
SACE Classes	Search Reset
VET Enrolments	Search From Other Schools
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	Student Search (Other Schools)
Create Student	
Group Transfer Out	Registration
Transfer in Requests	Surname
Transfer out Requests	Given Names
Home Group Allocation	Date of Birth
Group TAFE ID Entry	Search Reset
Add Self Directed	
Learning	Search Your Own School
Student Reports	
SACE Classes	
VET Enrolments	
Reports	
Data Exchange	
School	

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



	> H	lome	> Stu	dents >	Student Sea	arch (Own	Sch	> (loc	View	Studen	t > View Enro	Iments		
Students														
Student Search	Vi	ew	Enr	olmer	nts									
Create Student														
Group Transfer Out							Stu	dent F	ish, Go	oldie				
Transfer in Requests						Conta	gistra ct Sc	ition 3	122271	_				
Transfer out Requests														
Home Group Allocation							AT/	AR   ♥	Comp	letion Che	eck			
Group TAFE ID Entry					Add to S/	ACE Classe	s Ad	dVEI	Enroin	ient   Add	Self Directed Le	arning		
Add Self Directed	S			Subject		Class								
Learning		_	2022	148610	Aboriginal	Number 1		1	Due	c	Group	3011001	7 Grade	
Student Reports			2022	IABOIN	Studies				U	E				
SACE Classes	(		2022	1ACO10	Accounting	1	Α	1	J	Е				
VET Enrolments	s	elect A	II   Cle	ar All										
Reports						Delet	te Se	lected	Wit	hdraw So	elected			
Data Exchange														
School														

• Click on the link Add VET enrolments

	> Students > Student Search (Own School) > View Student > View Enrolments > Add VET Unit of Competency
Students	
Student Search	Add VET Unit of Competency
Create Student	
Group Transfer Out	Student Fish, Golde TAFE ID Perioteting 123271 Hans Group
Transfer in Requests	Neglislaudori ofizičić nome orodoji Studen (tode Fish Year Level 11
Transfer out Requests	
Home Group Allocation	Year Resulted by RTO 2022
Group TAFE ID Entry	VET Code Stage
Add Self Directed	Registered Training Organisation
Learning	VET Unit of Competency Code Hours
Student Reports	Result Unresulted
SACE Classes	Apprenticeship No v
VET Enrolments	Submit Reset
Reports	Pacently added linite of Computercy Englineete
Data Exchange	Init Code Units of Competency Entremisers Unit Code VFT Unit of Competency Hours Stane RTO Year Result Apprenticeshin
School	

- 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	Add VET Unit of Competency
Create Student	
Group Transfer Out	Student Fish, Golde AFE ID Perioteting 312371 Hone Group
Transfer in Requests	Neglislaudor JUZZE Tome Jodge Student Code Fish Yazi (vel 11
Transfer out Requests	
Home Group Allocation	Year Resulted by RTO 2022
Group TAFE ID Entry	VET Code BSB30120 V C certificate III in Business Stage 2
Add Self Directed	Registered Training Organisation 41026 TAFE SA
Learning	VET Unit of Competency Code Hours
Student Reports	Result Unresulted
SACE Classes	Apprenticeship No V
VET Enrolments	Submit Reset
Reports	Describe of deal light of Computerous Encodemants
Data Exchange	Recently aqueet units of Competency Enformments     VET Init of Competency Hours: States DTO Year: Desult Approximationship
Cabaal	onic concerner interviewer in a stage with real real real real real real real real

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



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

#### Add VET Unit of Competency

Student Fish Goldie	TAFE ID					
Registration	Home Group					
Student Code Fish	Year Level 11					
Year Resulted by RTO	2022					
VET Code	BSB30120 🗸 🔍 Ce	rtificate III in Business				Stage 2
Registered Training Organisation	41026 TAFE SA				~	
	0.					
VET Unit of Competency Code						Hours
Result	Unresulted	~				
Apprenticeship	No 🗸					
		[	Submit Rese	et		

R	ecently added Units of	f Competency Enrolments						
								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 Educ Schools On	line
	> Home 🕜 📇
Students	
SACE Classes	
VET Enrolments	
Reports	Welcome Student Transfer
Data Exchange	Velcome to Schools Online. Your school currently has: Contact School: December for Tompele Out
School	Last Login Time: 0 pedagara da Titalado Caracteria da Cara
Curriculum	Last Login Host: 0 rejected requests for Transfer In. 0 acceded requests for Transfer In.
Learner Profile	
Moderation	Results Sheets Summary
Payments	
Panels	For this result period, your school currently has:
Submission	Stage 1 0 0 0 With Teacher
Management	Investigation 0 0 0
Investigations	Predicted Examination 0 0 0 With Principal's Delegate
Marking	School Assessment 0 0 0 0 With SACE Board
Electronic	
Examinations	Refresh
Admin	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
Server Admin	Click here to see Results Sheets for your own classes

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



	> Home > Students
Students	
Student Search	Students
Create Student	
Group Transfer Out	Handling students in Schools Online
Transfer in Requests	This section contains the menu choices for managing students in Schools Online
Transfer out Requests	The sections are
Home Group Allocation	Student Search
Group TAFE ID Entry	Create Student
Add Self Directed	Group Transfer Out     Transfer In Reguests
Learning	Transfer Out Requests
Student Reports	Home Group Allocation
SACE Classes	Group TAFE ID entry
VET Enrolments	Add Self Directed Learning     Student reports
Reports	Student reports
Data Exchange	
School	

• Then you need to click on the Student Search option

	> Home > Students > Student Search (Own School)
Students	
Student Search	Student Search (Own School)
Create Student	
Group Transfer Out	Student Code
Transfer in Requests	Registration
Transfer out Requests	Surname
Home Group Allocation	Given Names
Group TAFE ID Entry	Date of Birth
Add Self Directed	Home Group
Student Reports	Year Level
SACE Classes	Search Reset
VET Enrolments	Search From Other Schools
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) >	> Stu
tudents		
Student Search	Student Search (Other Schools)	
Create Student		
Group Transfer Out	Registration	
Transfer in Requests	Surname	
Transfer out Requests	Given Names	
Home Group Allocation	Date of Birth	
Group TAFE ID Entry	Search Reset	
Add Self Directed		~
Learning		0.
Student Reports		
SACE Classes		
VET Enrolments		
Reports		
Data Exchange		
School		

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

	> Home > Students > Student S	earch (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	View Student Surname Fish Given Names Goldie Title N/A Date of Birth 01 Mar 2002 Gender F Year Level 11 Home Group N/A Registration Date 01 Mar 2022	Student Code Fish Status Enrolled Address 11 Waymouth Street Suburb Adelaide State SA Postcode 5000 Phone N/A	Registration 312227L Contact School TAFE ID N/A Email Declarations SATAC Y Schools Y Media Y
SACE Classes			Visa Class 571 N
VET Enrolments	View Enrolments   Main	ttain Student   🕒 Transfer Out   🚍 ATAR   👻 C	Completion Check   A Student CEA Data
Reports			
Data Exchange			
School			

• Click on View Enrolments



	> Home > Studen	ts > Student	Search (Ov	wn School)	> View	Stud	ent >	View Enrolm	ents			
ents												
udent Search	View Enrol	ments										
Create Student												
Group Transfer Out					Registr	Ident	Fish, (	301die 71				
Transfer in Requests				Co	ntact So	chool	51222					
Transfer out Requests							1000	platian Charle				
Home Group Allocation		Add to	SACE Clas	ses I Add VE	T Enroim	ent L	dd Se	Ipletion Check	ing I Confirm VET (	Qualifications		
Group TAFE ID Entry	Coloot Voor	Subject	Subject	Class	Var. S	one fr	Dee	Status		Assessment	Decult /	De
Add Self Directed	Select rear	Code		Number							Grade	
Learning	2022	1ABG10 A	boriginal	1		1	D	E				
Student Reports	_	S	tudies					_				- 3
ACE Classes	2022	1ACO10 A	ccounting	1	A	1	J	E				
ET Enroiments	VET Qua	lifications										
eports	BSB3012	0 Certificate III i	n Business					Max 70 Credits		875 Hrs	70 Credits	Sta
ata Exchange		2022 BSBAD	M407 Adn	ninister projec	ts					40/40 Hrs	Ρ	
hool		2022 BSBAT	SIC411 Co	ommunicate w	ith the c	ommu	inity			30/30 Hrs	Ρ	
		2022 BSBCN	/M101 App	ly basic com	municati	on ski	ls			40/40 Hrs	P	
		2022 BSBCU	JS402 Add	ress custome	r needs					50/50 Hrs	Р	
		2022 BSBDE	S403 Dev	elop and exte	nd desig	ın skill	s and j	practice		30/30 Hrs	P	- 3
		2022 BSBITI	J203 Com	municate elec	- tronicall:	v v				20/20 Hrs	Р	- 3
		2022 89816	G201 Appl	v knowledge	of the le	, nalev	etom to	complete tasks		20/20 Hrs	P	
		2022 DODLE	COUT Appl	, Knowledge	u ule le	yarsy:	stern tu	complete tasks	•	00/00 HIS	-	
		2022 BSBMM	(G402 Ana	iyse consume	er benav	IOUR TO	r spec	nic markets		60/60 Hrs	Р	
		2022 BSBRE	EL402 Build	d client relatio	nships a	nd bu	siness	networks		50/50 Hrs	P	
		2022 BSBRE	S401 Ana	lyse and pres	ent rese	arch ir	nforma	tion		40/40 Hrs	Ρ	
		2022 BSBSN	IB201 Ider	ntify suitability	for micr	o busi	ness			20/20 Hrs	Ρ	
		2022 BSBTE	C201 Use	business soft	tware ap	plicati	ons			60/60 Hrs	Ρ	
		2022 BSBTE	C202 Use	digital techno	ologies to	o comi	nunica	te in a work env	ironment	20/20 Hrs	P	-
		2022 BSBTE	C301 Desi	ign and produ	ice busir	iess d	ocume	nts		80/80 Hrs	P	
		2022 BSBWH	HS607 App	lv ergonomic	s to man	age V	/HS ris	iks		60/60 Hrs	P	
		2022 BSDW/	RT401 \A/rH	e complex da	cument					50/50 Hrs	P	
		2022 0000	404 Addre	e comprex du	-cuments					00/00 HIS		
		2022 ICTICT	424 Addre	ss cyber secu	inty requ	ireme	nts			80/80 Hrs	Р	
		2022 ICTTEN	V504 Acce	ptance test ne	ew syste	ms an	d equi	pment		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	Confirm Student's Completed VET Qualification
Create Student	
Group Transfer Out	Student Fish, Goldie
Transfer in Requests	Registration 312227L
Transfer out Requests	VET Qualification BSB30120 Certificate III in Business V
Home Group Allocation	SACE Board Verified No
Group TAFE ID Entry	AQF Certificate Level III
Add Self Directed	Minimum Hours 455
Learning	Stage 2
Student Reports	Parchment Issued No 🗸
SACE Classes	Year Started 2022
VET Enrolments	Year Completed 2022
Reports	Remove Confirmation SAVE Print Confirmation Report
Data Exchange	
School	

- 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.

Student Search Group Transfer Out Transfer In Requests Transfer out Requests Transfer out Requests Of Search 2012         Student Fab, Coldie Reguestation 31227L Contact School           Image out Requests Transfer out Requests Transfer out Requests Add SetDirected Learning         Student Fab, Coldie Reguestation 31227L Contact School           Student Requests Transfer out Requests           Image out Requests Add SetDirected Learning         Student Fab, Coldie Reguestation 31227L Contact School           Student Reports         Student Reports           Student Reports         Student School         Contact School           Student Reports         Student Reports         Student Reports           Student Reports         Stock of Status Contact School         Stock Status Contact School           Stock of Status School         Stock Status Contact School         Stock Status School           Stock of Status School         Stock Status School         Stock Status School           Stock Status School         Stock School         Stock School           Stock School         Stock School           Stock School <th <="" colspan="2" th=""><th></th><th>&gt; Home &gt; Studer</th><th>its &gt; Stude</th><th>nt Search (Ow</th><th>/n School)</th><th>&gt; View S</th><th>tudent &gt;</th><th>View Enrolm</th><th>nents</th><th></th><th></th><th></th></th>	<th></th> <th>&gt; Home &gt; Studer</th> <th>its &gt; Stude</th> <th>nt Search (Ow</th> <th>/n School)</th> <th>&gt; View S</th> <th>tudent &gt;</th> <th>View Enrolm</th> <th>nents</th> <th></th> <th></th> <th></th>			> Home > Studer	its > Stude	nt Search (Ow	/n School)	> View S	tudent >	View Enrolm	nents			
View Enrolments           Stater State           State State	Students													
Group Alocation       Student Registration 312227L       Student Stratistic Not State Stratistic Not State Stat	Student Search	View Enrol	ments											
Subject Disaste Di	Create Student													
Tarisfer in Requests           Contract School	Group Transfer Out					Stud	on 31222	Goldie 71						
Tarafficial Requests           Tarafficial Requests           Group TAFE IDATION           Concord Care IDA IDATION           Concord Care IDATION           Concord	Transfer in Requests				Co	ontact Sch	01 31222							
Home Group Allocation         Excitation is a construction of the second of the se	Transfer out Requests							unlation Chask						
Group TAFE ID Entry       Subject       Su	Home Group Allocation		hA	d to SACE Class	ses I Add VE		t I Add Se	If Directed Lear	ning I Confirm VET	Qualifications				
Add Set Directed Learning       Solid Studget       Solid Studget       Solid Studget       Solid Studget       Group       School       Group       Group       School       Group       Group       School       Group       School       Group       School       Group       Group       School       Schol       School       Schol<	Group TAFE ID Entry	Coloret Vers	Cubinet	Cubinet	Class	Ver Ser	. D	Ctature		Quantications	Desult	Dete		
Student Reports         2022         TAGBO Accounting         1         1         D         E           ACE Classes         2022         1AC010         Accounting         1         A         1         J         E           ACE Classes         2022         1AC010         Accounting         1         A         1         J         E           Reports         2022         ESBADM407         Administer projects         Max 70 Credits         675 Hrs         70 Credits         State           Color         2022         ESBADM407         Administer projects         Max 70 Credits         40/40 Hrs         P         1           Color         2022         ESBCM101         Apply basic communication skills         40/40 Hrs         P         1           Color         2022         ESBCM101         Apply basic communication skills and practice         30/30 Hrs         P         1           Color         2022         ESBLEG301         Apply knowledge of the legal system to complete tasks         80/80 Hrs         P         1           Color         2022         ESBEK402         Analyse consumer behaviour for specific markets         60/60 Hrs         P         1           Color         2022         ESBERE5401 <td< td=""><td>Add Self Directed Learning</td><td>Select Year</td><td>Code</td><td>Subject</td><td>Number</td><td>var ser</td><td>n Res Due</td><td>Status</td><td>Group</td><td>School</td><td>Grade</td><td>Deta</td></td<>	Add Self Directed Learning	Select Year	Code	Subject	Number	var ser	n Res Due	Status	Group	School	Grade	Deta		
ACC Classes       202       1 AC010       Accounting       1       A       1       J       E         VET Cusiners       VET Qualification       1       A       1       J       E <td>Student Reports</td> <td>2022</td> <td>1ABG10</td> <td>Aboriginal Studies</td> <td>1</td> <td>1</td> <td>D</td> <td>E</td> <td></td> <td></td> <td></td> <td></td>	Student Reports	2022	1ABG10	Aboriginal Studies	1	1	D	E						
VET Qualification         VET Qualification         Max 70 Credits         075 His         70 Credits         51 Octable	SACE Classes	2022	1ACO10	Accounting	1	A 1	J	Е						
Reports       Max 70 Credits       875 Hit       70 Credits       910 Credits	VET Enrolments	VET Qua	lifications											
bata Exchange       2022       BSBADM407       Administer projects       40/40 Hrs       P         school       2022       BSBATSIC411       Communicatie with the community       30/30 Hrs       P         2022       BSBCUS402       Address customer needs       50/50 Hrs       P         2022       BSBDES403       Develop and extend design skills and practice       30/30 Hrs       P         2022       BSBITU203       Communicate electronically       20/20 Hrs       P         2022       BSBLEG301       Apply knowledge of the legal system to complete tasks       80/80 Hrs       P         2022       BSBRE402       Analyse consumer behaviour for specific markets       60/60 Hrs       P         2022       BSBRE402       Build client relationships and business networks       50/50 Hrs       P         2022       BSBRE401       Analyse and present research information       40/40 Hrs       P         2022       BSBRE401       Analyse and present research information       40/40 Hrs       P         2022       BSBRE401       Analyse and present research information       40/40 Hrs       P         2022       BSBRE402       Use business software applications       60/60 Hrs       P         2022       BSBRE401       Analyse and pro	Reports	BSB3012	0 Certificate	III in Business				Max 70 Credits	;	875 Hrs	70 Credits	Stag		
school       0       2022       BSBATSIC411       Communicate with the community       30/30 Hrs       P         0       2022       BSBCUM101       Apply basic communication skills       40/40 Hrs       P         0       2022       BSBCUS402       Address customer needs       50/50 Hrs       P         0       2022       BSBCUS402       Address customer needs       30/30 Hrs       P         0       2022       BSBCUS402       Address customer needs       30/30 Hrs       P         0       2022       BSBCUS402       Analyse consumer cleateronically       20/20 Hrs       P         0       2022       BSBLEG301       Apply knowledge of the legal system to complete tasks       80/80 Hrs       P         0       2022       BSBREL402       Build client relationships and business networks       60/60 Hrs       P         0       2022       BSBRE201       Identify suitability for micro business       20/20 Hrs       P         0       2022       BSBRE2020       Use business oftware applications       60/60 Hrs       P         0       2022       BSBRE2020       Use business oftware applications       60/60 Hrs       P         0       2022       BSBREC301       Design and produce business documen	Data Exchange		2022 BSE	ADM407 Adm	inister proje	ts				40/40 Hrs	P			
2022BSBCMM101Apply basic communication skills4040 HrsP2022BSBCUS402Address customer needs50/50 HrsP2022BSBDES403Develop and extend design skills and practice30/30 HrsP2022BSBITU203Communicate electronically20/20 HrsP2022BSBLEG301Apply knowledge of the legal system to complete tasks80/80 HrsP2022BSBREL402Analyse consumer behaviour for specific markets60/60 HrsP2022BSBREL402Build client relationships and business networks50/50 HrsP2022BSBREL402Build client relationships and business20/20 HrsP2022BSBREL402Build client relationships and business60/60 HrsP2022BSBREL201Identify suitability for micro business20/20 HrsP2022BSBREC202Use business software applications60/60 HrsP2022BSBTEC201Use business software applications60/60 HrsP2022BSBTEC301Design and produce business documents60/60 HrsP2022BSBWHS607Apply ergonomics to manage WHS risks60/60 HrsP2022BSBWH101Write complex documents50/50 HrsP2022ICTICT424Address cyber security requirements80/80 HrsP2022ICTICT424Acceptance test new systems and equipment70/70 HrsP	ichool		2022 BSE	SATSIC411 Co	mmunicate v	vith the con	nmunity			30/30 Hrs	P			
2022BSBCU3402Address customer needs50/50 HrsP2022BSBCU3402Address customer needs30/30 HrsP2022BSBDE5403Develop and extend design skills and practice30/30 HrsP2022BSBITU203Communicate electronically20/20 HrsP2022BSBLE301Apply knowledge of the legal system to complete tasks80/80 HrsP2022BSBLE402Analyse consumer behaviour for specific markets60/60 HrsP2022BSBRE402Build client relationships and business networks50/50 HrsP2022BSBRE5401Analyse and present research information40/40 HrsP2022BSBRE202Use business software applications60/60 HrsP2022BSBTEC201Use business software applications60/60 HrsP2022BSBTEC201Use dugital technologies to communicate in a work environment20/20 HrsP2022BSBTEC301Design and produce business documents80/80 HrsP2022BSBWF401Write complex documents60/60 HrsP2022BSBWF401Write complex documents50/50 HrsP2022BSBWF401Write complex documents50/50 HrsP2022DESWWF401Write complex documents50/50 HrsP2022CTICT424Address cyber security requirements80/80 HrsP2022ICTTEN504Acceptance test new systems and equipment70/70 HrsP			2022 BSF	SCMM101 App	v basic com	munication	skills			40/40 Hrs	P			
2022       BSBC03402       Address custome needs       30/30 Hrs       P         2022       BSBDES403       Develop and extend design skills and practice       30/30 Hrs       P         2022       BSBITU203       Communicate electronically       20/20 Hrs       P         2022       BSBLEG301       Apply knowledge of the legal system to complete tasks       80/80 Hrs       P         2022       BSBMKG402       Analyse consumer behaviour for specific markets       60/60 Hrs       P         2022       BSBREL402       Build client relationships and business networks       50/50 Hrs       P         2022       BSBRES401       Analyse and present research information       40/40 Hrs       P         2022       BSBRES401       Identify suitability for micro business       20/20 Hrs       P         2022       BSBRES401       Use business software applications       60/60 Hrs       P         2022       BSBREC201       Use business software applications       60/60 Hrs       P         2022       BSBREC202       Use digital technologies to communicate in a work environment       20/20 Hrs       P         2022       BSBREC301       Design and produce business documents       80/80 Hrs       P         2022       BSBWET401       Write complex documen			2022 805			r poodo				50/50 Hrs				
2022       BSBUES403       Develop and extend design skins and practice       30/30 Hrs       P         2022       BSBITU203       Communicate electronically       20/20 Hrs       P         2022       BSBLEG301       Apply knowledge of the legal system to complete tasks       80/80 Hrs       P         2022       BSBNKG402       Analyse consumer behaviour for specific markets       60/60 Hrs       P         2022       BSBREL402       Build client relationships and business networks       50/50 Hrs       P         2022       BSBRES401       Analyse and present research information       40/40 Hrs       P         2022       BSBRES401       Identify suitability for micro business       20/20 Hrs       P         2022       BSBRES201       Identify suitability for micro business       20/20 Hrs       P         2022       BSBREC201       Use business software applications       60/60 Hrs       P         2022       BSBREC202       Use digital technologies to communicate in a work environment       20/20 Hrs       P         2022       BSBREC301       Design and produce business documents       60/60 Hrs       P         2022       BSBWEC301       Design and produce business documents       60/60 Hrs       P         2022       BSBWEC301       D			2022 836	DE0402 Aud	ess custome	i neeus	-1-11			30/30 His	-			
2022BSBITU203Communicate electronically20/20 HrsP2022BSBLEG301Apply knowledge of the legal system to complete tasks80/80 HrsP2022BSBMKG402Analyse consumer behaviour for specific markets60/60 HrsP2022BSBREL402Build client relationships and business networks50/50 HrsP2022BSBRES401Analyse and present research information40/40 HrsP2022BSBRES401Identify suitability for micro business20/20 HrsP2022BSBREC201Use business software applications60/60 HrsP2022BSBTEC202Use digital technologies to communicate in a work environment20/20 HrsP2022BSBTEC301Design and produce business documents80/80 HrsP2022BSBWHS607Apply ergonomics to manage WHS risks60/60 HrsP2022BSBWRT401Write complex documents50/50 HrsP2022ICTICT424Address cyber security requirements80/80 HrsP2022ICTIEN504Acceptance test new systems and equipment70/70 HrsP			2022 BSE	3DES403 Deve	lop and exte	end design	skills and	practice		30/30 Hrs	Р			
2022       BSBLEG301       Apply knowledge of the legal system to complete tasks       80/80 Hrs       P         2022       BSBMKG402       Analyse consumer behaviour for specific markets       60/60 Hrs       P         2022       BSBREL402       Build client relationships and business networks       50/50 Hrs       P         2022       BSBRES401       Analyse and present research information       40/40 Hrs       P         2022       BSBRES401       Identify suitability for micro business       20/20 Hrs       P         2022       BSBRES201       Identify suitability for micro business       20/20 Hrs       P         2022       BSBRES202       Use business software applications       60/60 Hrs       P         2022       BSBRES201       Use business documents       60/60 Hrs       P         2022       BSBRES202       Use digital technologies to communicate in a work environment       20/20 Hrs       P         2022       BSBRES00       Apply ergonomics to manage WHS risks       60/60 Hrs       P         2022       BSBWR101       Write complex documents       50/50 Hrs       P         2022       BSBWR101       Write complex documents       50/50 Hrs       P         2022       ICTTEN504       Acceptance test new systems and equipment <td></td> <td></td> <td>2022 BSE</td> <td>3ITU203 Comn</td> <td>nunicate elec</td> <td>ctronically</td> <td></td> <td></td> <td></td> <td>20/20 Hrs</td> <td>P</td> <td></td>			2022 BSE	3ITU203 Comn	nunicate elec	ctronically				20/20 Hrs	P			
Image: Part of the second s			2022 BSE	SLEG301 Apply	knowledge	of the lega	system to	o complete task	s	80/80 Hrs	P			
1       2022       BSBREL402       Build client relationships and business networks       50/50 Hrs       P         1       2022       BSBRES401       Analyse and present research information       40/40 Hrs       P         1       2022       BSBRES401       Identify suitability for micro business       20/20 Hrs       P         1       2022       BSBRES401       Identify suitability for micro business       60/60 Hrs       P         1       2022       BSBREC201       Use business software applications       60/60 Hrs       P         1       2022       BSBREC201       Use digital technologies to communicate in a work environment       20/20 Hrs       P         1       2022       BSBREC201       Design and produce business documents       80/80 Hrs       P         1       2022       BSBWR507       Apply ergonomics to manage WHS risks       60/60 Hrs       P         1       2022       BSBWR507       Apply ergonomics to manage WHS risks       60/60 Hrs       P         1       2022       BSBWR507       Apply ergonomics to manage WHS risks       60/60 Hrs       P         1       2022       ICTIC1424       Address cyber security requirements       80/80 Hrs       P         1       2022       ICTIEN504 </td <td></td> <td></td> <td>2022 BSE</td> <td>3MKG402 Anal</td> <td>yse consum</td> <td>er behaviou</td> <td>ir for spec</td> <td>ific markets</td> <td></td> <td>60/60 Hrs</td> <td>P</td> <td></td>			2022 BSE	3MKG402 Anal	yse consum	er behaviou	ir for spec	ific markets		60/60 Hrs	P			
2022       BSBRES401       Analyse and present research information       40/40 Hrs       P         2022       BSBSMB201       Identify suitability for micro business       20/20 Hrs       P         2022       BSBTEC201       Use business software applications       60/60 Hrs       P         2022       BSBTEC202       Use digital technologies to communicate in a work environment       20/20 Hrs       P         2022       BSBTEC201       Use digital technologies to communicate in a work environment       20/20 Hrs       P         2022       BSBTEC202       Use digital technologies to communicate in a work environment       20/20 Hrs       P         2022       BSBTEC301       Design and produce business documents       80/80 Hrs       P         2022       BSBWHS607       Apply ergonomics to manage WHS risks       60/60 Hrs       P         2022       BSBWRT401       Write complex documents       50/50 Hrs       P         2022       ICTICT424       Address cyber security requirements       80/80 Hrs       P         2022       ICTIEN504       Acceptance test new systems and equipment       70/70 Hrs       P			2022 BSE	3REL402 Build	client relation	nships and	business	networks		50/50 Hrs	Ρ			
2022       BSBSMB201       Identify suitability for micro business       20/20 Hrs       P         2022       BSBTEC201       Use business software applications       60/60 Hrs       P         2022       BSBTEC202       Use digital technologies to communicate in a work environment       20/20 Hrs       P         2022       BSBTEC301       Design and produce business documents       80/80 Hrs       P         2022       BSBWHS607       Apply ergonomics to manage WHS risks       60/60 Hrs       P         2022       BSBWRT401       Write complex documents       50/50 Hrs       P         2022       ICTICT424       Address cyber security requirements       80/80 Hrs       P         2022       ICTIEN504       Acceptance test new systems and equipment       70/70 Hrs       P			2022 BSE	RES401 Anal	/se and pres	ent researd	h informa:	tion		40/40 Hrs	P			
2022       BSBTEC201       Use business software applications       60/60 Hrs       P         2022       BSBTEC202       Use digital technologies to communicate in a work environment       20/20 Hrs       P         2022       BSBTEC301       Design and produce business documents       80/80 Hrs       P         2022       BSBTEC301       Design and produce business documents       80/60 Hrs       P         2022       BSBWHS607       Apply ergonomics to manage WHS risks       60/60 Hrs       P         2022       BSBWRT401       Write complex documents       50/50 Hrs       P         2022       ICTICT424       Address cyber security requirements       80/80 Hrs       P         2022       ICTIEN504       Acceptance test new systems and equipment       70/70 Hrs       P			2022 BSE	SMB201 Iden	tify suitability	for micro l	ousiness			20/20 Hrs	P			
2022       BSBTEC202       Use digital technologies to communicate in a work environment       20/20 Hrs       P         2022       BSBTEC301       Design and produce business documents       80/80 Hrs       P         2022       BSBTEC301       Design and produce business documents       80/80 Hrs       P         2022       BSBWHS607       Apply ergonomics to manage WHS risks       60/60 Hrs       P         2022       BSBWRT401       Write complex documents       50/50 Hrs       P         2022       ICTICT424       Address cyber security requirements       80/80 Hrs       P         2022       ICTTEN504       Acceptance test new systems and equipment       70/70 Hrs       P			2022 BSE	STEC201 Use	ousiness sof	tware appli	cations			60/60 Hrs	P			
2022       DSDF12222       Ose biginal reclinitinglicate in a work environment       2020 hrs       F         2022       BSBTEC301       Design and produce business documents       80/80 Hrs       P         2022       BSBWHS607       Apply ergonomics to manage WHS risks       60/60 Hrs       P         2022       BSBWRT401       Write complex documents       50/50 Hrs       P         2022       ICTICT424       Address cyber security requirements       80/80 Hrs       P         2022       ICTIEN504       Acceptance test new systems and equipment       70/70 Hrs       P			2022 895	TEC202 Liea	digital techni	logies to c	ommunica	te in a work en	vironment	20/20 Hrs	P			
2022     BSB/EC301     Design and produce business documents     80/80 Hrs     P       2022     BSB/HS607     Apply ergonomics to manage WHS risks     60/60 Hrs     P       2022     BSB/RT401     Write complex documents     50/50 Hrs     P       2022     ICTICT424     Address cyber security requirements     80/80 Hrs     P       2022     ICTICT424     Address cyber security requirements     80/80 Hrs     P       2022     ICTTEN504     Acceptance test new systems and equipment     70/70 Hrs     P			2022 000	TE0202 036	algital technik	nogles to c	o de como		and an	20/201113				
2022       BSB/HS607       Apply ergonomics to manage WHS risks       60/60 Hrs       P         2022       BSB/RT401       Write complex documents       50/50 Hrs       P         2022       ICTICT424       Address cyber security requirements       80/80 Hrs       P         2022       ICTIEN504       Acceptance test new systems and equipment       70/70 Hrs       P			2022 855	STEC301 Desi	gn and produ	ice busines	s docume	nts		80/80 Hrs	P			
2022     BSBWRT401     Write complex documents     50/50 Hrs     P       2022     ICTICT424     Address cyber security requirements     80/80 Hrs     P       2022     ICTTEN504     Acceptance test new systems and equipment     70/70 Hrs     P			2022 BSE	3WHS607 App	y ergonomic	s to manag	e WHS ris	sks		60/60 Hrs	P			
2022       ICTICT424       Address cyber security requirements       80/80 Hrs       P         2022       ICTTEN504       Acceptance test new systems and equipment       70/70 Hrs       P			2022 BSE	3WRT401 Write	e complex de	ocuments				50/50 Hrs	Ρ			
2022 ICTTEN504 Acceptance test new systems and equipment 70/70 Hrs P			2022 ICT	ICT424 Addres	s cyber secu	urity require	ments			80/80 Hrs	Ρ			
			2022 ICT	TEN504 Accep	tance test n	ew systems	and equi	pment		70/70 Hrs	Ρ			

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

## > Home > VET Enrolments

## 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



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Students

Results

VET Reports

Data Exchange

Reports

School

SACE Classes

**VET Enrolments** 

List Students by VET

Confirm Completed VET

VET Data References

Add Multiple VET

• Click on VET Reports

	> Home > VET Enrolments > VET Reports Selection
Students	
SACE Classes	VET Reports Selection
VET Enrolments	
List Students by VET	Report Type V
Add Multiple VET	OK
Results	
Confirm Completed VET	
VET Data References	
VET Reports	

• Choose VET Qualification Verification from the Drop-down menu

	> Home > VET Enrolments > VET Reports Selection
Students	
SACE Classes	VET Reports Selection
VET Enrolments	
List Students by VET	Report Type VET Qualification Verification
Add Multiple VET Results	OK
Confirm Completed VET	
VET Data References	
VET Reports	

• Type in the process year and click go







• Once the report has been generated click open

	> VET Enrolments > VET Confirm	ation > VET Reports Selection > VET Qua	alification Verification > Report Status		
Students					
SACE Classes	Report Status				
VET Enrolments					
List Students by	Running Reports				
Qualifications		Report Name	Time Started	Status	Action
Add Multiple VET	No Depende	Report Hamo		Sunto	, in the second s
Results	No Reports				
Confirm Completed VET					
Qualifications	Uncollected Reports				
VET Data References		Report Name	Time Finished	Status	Action
VET Reports		roporchano			
Reports	VET Qualification Verification		01/Mar/2022 04:07 PM	COMPLETED	Open   Remove
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 <a href="mailto:askSACE@sa.gov.au">askSACE@sa.gov.au</a>

			OFFICIAL:	Sensitive			
VET Qualification Verification form							
Attention : SACE Board					Printed	On :	
Action : Process VET Qua	alification Verifica	tion form				At :	
	PRINCIPAL'S	8 VERIFICAT	ON OF A STUDENT'S COM E CALCULATION OF THE A	PLETION OF A VET CERTIFICATE III OF TAR OR TAFE SA SELECTION SCORE	ABOVE		
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:							
<ul> <li>the Registered Training the relevant VET quant the required number qualification to be is</li> </ul>	<ul> <li>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</li> <li>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</li> </ul>						
For VET Certificate III or abo December VET Results cut-	ove to be includ off date. Schoo	led as 'Recogni ols are required	sed Studies' for Tertiary Entranc to attach evidence of the compl	e calculations, this completed form <b>must</b> be re eted VET qualifications to clarify any queries th	ceived at the SAC nat may occur in p	E Board by th rocessing the	e verification.
	C	ompleted VET	Qualification Verification form	is should be emailed to askSACE@sa.gov.a	iu.		
School :					School N	Number:	
I verify that, for the studer	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.						ents for a
Our school has attached evidence of the competed VET Qualifications for all students listed below.							
Signature of Principal:							
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
Fish, Goldie	312227L	BSB30120	Certificate III in Business	TAFE SA			

Total Students:

1

\*\*\* End of Report \*\*\*



### To check that a student has been verified

South Australian Certificate of Educ	sation					
Schools On						
	> Home 🕜 📇					
Students						
SACE Classes						
VET Enrolments						
Reports	Welcome Student Transfer					
Data Exchange	Welcome to Schools Online. Your school currently has:					
School	Last Login Time: 0 pediasa ki finansi Cuc. 0 pediasa ki finansi Cuc.					
Curriculum	Last Login Host: 0 rejected requests for Transfer In. 0 accented remests for Transfer In					
Learner Profile						
Moderation	Results Sheets Summary					
Payments						
Panels	For this result period, your school currently has:					
Submission	Stage 1 0 0 0 With Teacher					
Management	Investigation 0 0 0					
Investigations	Predicted Examination 0 0 0 With Principal's Delegate					
Marking	School Assessment 0 0 0 0 With SACE Board					
Electronic						
Examinations	Refresh					
Admin	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					
Server Admin	Click here to see Results Sheets for your own classes					

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

	> Home > Students
Students	
Student Search	Students
Create Student	
Group Transfer Out	Handling students in Schools Online
Transfer in Requests	This section contains the menu choices for managing students in Schools Online.
Transfer out Requests	The sections are
Home Group Allocation	Student Search
Group TAFE ID Entry	Create Student
Add Self Directed	Group Transfer Out     Transfer In Requests
Learning	Transfer Out Requests
Student Reports	Home Group Allocation
SACE Classes	Group TAFE ID entry
VET Enrolments	Add Self Directed Learning     Student reports
Reports	
Data Exchange	
School	

• Then you need to click on the Student Search option



	> Home > Students > Student Search (Own School)
tudents	
Student Search	Student Search (Own School)
Create Student	
Group Transfer Out	Student Code
Transfer in Requests	Registration
Transfer out Requests	Surname
Home Group Allocation	Given Names
Group TAFE ID Entry	Date of Birth
Add Self Directed	Home Group
Learning	
Student Reports	
SACE Classes	Search Reset
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) > St
Students	
Student Search	Student Search (Other Schools)
Create Student	
Group Transfer Out	Registration
Transfer in Requests	Surname
Transfer out Requests	Given Names
Home Group Allocation	Date of Birth
Group TAFE ID Entry	Search Reset
Add Self Directed	
Learning	
Student Reports	
SACE Classes	
VET Enrolments	
Reports	
Data Exchange	
Sebeel	

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



	> Home > Students > Student S	earch (Own School) > View Student	
Students	Marca Other Jame 1		
Student Search	view Student		
Create Student			
Group Transfer Out	Surname Fish	Student Code Fish	Registration 312227L
Transfer in Requests	Given Names Goldie	Status Enrolled	Contact School
Transfer out Requests	Title N/A	Address 11 Waymouth Street	TAFE ID N/A
Home Group Allocation	Date of Birth 01 Mar 2002 Gender F	Suburb Adelaide	Email
Group TAFE ID Entry	Year Level 11	Postcode 5000	Declarations
Add Self Directed	Home Group N/A	Phone N/A	SATAC Y
Learning	Registration Date 01 Mar 2022		Schools Y
Charlent Descate	SACE Awarded N/A		Media Y
Student Reports			Visa Class 571 N
SACE Classes		• • • • • • • • • • • • • • • • • • •	<b>A</b>
VET Enrolments	View Enrolments / Main	itain Student   🕒 Transfer Out   🚍 ATAR   🗸 🤇	Completion Check   A Student CEA Dat
Reports			
Data Exchange			
School			

### • Click on View Enrolments

	> Home > Students > Student Search (Own School) > View Student > View Enrolments					
tudents						
Student Search	View Enrolments					
Create Student						
Group Transfer Out	Student Fish, Goldie					
Transfer in Requests	Contact School					
Transfer out Requests						
Home Group Allocation	Add to SACE Classes I Add VET Enrolment I Add Self Directed Learning I Confirm VET Qualifications					
Group TAFE ID Entry	Salaat Vaar Subject Subject Class Var Som Den Status Accomment Accomment	Deput /				
Add Self Directed	Select rear Subject Subject Class var Sem Res Status Assessment Assessment Code Number Due Group School	Grade				
Learning	2022 1ABG10 Aboriginal 1 1 D E					
Student Reports	Studies					
SACE Classes	2022 1ACO10 Accounting 1 A 1 J E					
VET Enrolments	VET Qualifications					
Reports	BSB30120 Certificate III in Business Max 70 Credits 875 Hrs 7	70 Credits				
Data Exchange	2022         BSBADM407         Administer projects         40/40 Hrs	P				
School	2022         BSBATSIC411         Communicate with the community         30/30 Hrs	P				
	2022 BSBCMM101 Apply basic communication skills 40/40 Hrs	P				
	2022 BSBCUS402 Address customer needs 50/50 Hrs	Ρ				
	2022 BSBDES403 Develop and extend design skills and practice 30/30 Hrs	P				
	2022 BSBITU203 Communicate electronically 20/20 Hrs	P				
	2022 BSBLEG301 Apply knowledge of the legal system to complete tasks     80/80 Hrs	P				
	2022 BSBMKG402 Analyse consumer behaviour for specific markets 60/60 Hrs	P				
	2022 BSBREL402 Build client relationships and business networks 50/50 Hrs	P				
	2022 BSBRES401 Analyse and present research information 40/40 Hrs	P				
	2022 BSBSMB201 Identify suitability for micro business 20/20 Hrs	P				
	2022 BSBTEC201 Lise business software applications     60/60 Hrs	P				
	2022 DOD ECCOT Ose business sourware applications     0000 Firs     2022 REPTECTO2 Lice digital technologies to communicate in a work applicationment     2020 Lice					
	2022 B3D1EC202 Use ugratile crimologies to communicate in a work environment 20/20 His	- -				
	2022 BSB IEC301 Design and produce business documents     80/80 Hrs	P				
	2022 BSBWHS607 Apply ergonomics to manage WHS risks 60/60 Hrs	P				
	2022         BSBWRT401         Write complex documents         50/50 Hrs	Ρ				
	2022 ICTICT424 Address cyber security requirements 80/80 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	Confirm Student's Completed VET Qualification
Create Student	
Group Transfer Out	Student Fish, Goldie
Transfer in Requests	Registration 312227L
Transfer out Requests	VET Qualification BSB30120 Certificate III in Business 🗸
Home Group Allocation	SACE Board Verified Yes
Group TAFE ID Entry	AQF Certificate Level III
Add Self Directed	Minimum Hours 455
Learning	Stage 2
Student Reports	Parchment Issued No
SACE Classes	Year Started 2022
VET Enrolments	Year Completed 2022
Reports	Remove Confirmation SAVE Print Confirmation Report
Data Exchange	
School	

• The record now shows Yes for SACE Board verified

## Multiple Student VET Entry



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



> Home > VET Enrolments					
Students					
SACE Classes	VET Enrolments				
VET Enrolments					
List Students by VET	VET Enrolments Home Page				
Add Multiple VET	The VET enrolments section includes these actions				
Results	List Students by VET				
Confirm Completed VET	Create VET Enrolments				
VET Data References	Confirm Completed VET				
VET Reports	Print VET reports				
Reports					
Data Exchange					
School					

### Choose the Qualification/Skills set

• Click on Add Multiple VET Results

	> Home > VET Enro	Iments > Add Multiple VET Results (Current)						
Students								
SACE Classes Add Multiple VET Results (Current)								
VET Enrolments	Step 1 - VET	Step 2 - VET Units of Competency	Step 3 - Student	Finish - Create VET Enrolments	Summary			
List Students by VET	Cither colect a commo	nly used VET						
Add Multiple VET	Either select a commo	niy used VET			T			
Results	VET Code	v	/ET Title	SACE Credits (Min - Max)	SACE Stage			
Confirm Completed VET	AUR20516	Certificate II in Automotive Servicing Technology		50 - 50	2			
VET Data References	BSB20115	Certificate II in Business		45 - 50	1			
VET Reports	BSB30115	Certificate III in Business		70 - 75	2			
Reports	CHC30113	Certificate III in Early Childhood Education and Care		110 - 115	2			
Data Exchange	CPC10111	Certificate I in Construction		40 - 45	1			
School	CPC20211	Certificate II in Construction Pathways		25 - 85	1			
Curriculum	00000044	Contiferate III in Companies		445 405				
Moderation	CPC30211	Certificate III III Carpentry		115 - 165	2			
Payments	CPC32612	Certificate III in Roof Plumbing		60 - 65	2			
Panels	CUA30915	Certificate III in Music Industry		55 - 60	2			
Submission	CUA31015	Certificate III in Screen and Media		70 - 75	2			
Management	CUA31115	Certificate III in Visual Arts		70 - 75	2			
Investigations	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 2022 V		
VET Code	SACE Stage	~
VET Title	AQF Certificate Level	~
Industry Area		
Student Surname	Sort Options	VET Title 🗸
○ View qualifications with student enrolments ● Vie	w all qualifications in the Recognition Regis	ter
Filter skills sets		
Sear	ch Reset	

- 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

Back to Previous Step	Next Step
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### 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	Add	Multiple V	ET Results (Current)				
VET Enrolments	Step 1 - 1	VET	Step 2 - VET Units of Competency	Step 3 - Student	Finish - Create	VET Enrolments	
List Students by VET	Eithor e	elect from a list of	commonly used VET Units of Compatency		A <sup></sup>		
Add Multiple VET	Littler a	line Code		Union		Selected VE I BSB30120	
Results		Unit Code	VET Unit of Competency	nours	SACE Stage	Certificate III in Business	
Confirm Completed VET	<ul><li>✓</li></ul>	BSBADM407	Administer projects	40	2	(0) Selected VET Units of Competency	
VET Data References	<b>~</b>	BSBATSIC411	Communicate with the community	30	2	Select all Unselect all	
VET Reports	<b>Z</b>	BSBCMM101	Apply basic communication skills	40	2	Remove From List	
Reports		BSBCUS402	Address customer needs	50	2		
Data Exchange	_	DSDDES403	Develop and extend design skills and practice	20	2		
School	U	B3BDE3403	Develop and extend design skins and practice	30	2		
Curriculum		BSBITU203	Communicate electronically	20	2		
Moderation		BSBLEG301	Apply knowledge of the legal system to complete tasks	80	2		
Payments		BSBMKG402	Analyse consumer behaviour for specific markets	60	2		
Panels		BSBREI 402	Build client relationships and business networks	50	2		
Submission	<b>~</b>				-		
Management		BSBRES401	Analyse and present research information	40	2		
Investigations	<b>Z</b>	BSBSMB201	Identify suitability for micro business	20	2		
Marking	<b>Z</b>	BSBTEC201	Use business software applications	60	2		
Electronic		BSBTEC202	Use digital technologies to communicate in a work environment	20	2		
Admin	_	PSPTEC201	Design and produce business documents	90	2		
Sonver Admin		555726301	Design and produce business documents	00	-		
Server Admin		BSBWHS607	Apply ergonomics to manage WHS risks	60	2		
		BSBWRT401	Write complex documents	50	2		
		ICTICT424	Address cyber security requirements	80	2		
		ICTTEN504	Acceptance test new systems and equipment	70	2		

• 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 Comp	petency			
Year Resulted by RTO	2022			
VET Unit of Competency Name				
Unit Code				, ,
TAFE SA Code				
VET Title				
Nominal Hours From	Any 🗸		to Any 🗸	Sort Options VET Unit Name 🗸
		Search	Reset	

• 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 - Creat	e VET Enrolments	Summary
Either s	elect from a list of	commonly used VET Units of Competency		+-	Selected VET	
				SACE Stage	BSB30120	
	BSBADM407	Administer projects	40	2	Certificate III in Business	
	BSBATSIC411	Communicate with the community	30	2	□ BSBADM407	icy
	BSBCMM101	Apply basic communication skills	40	2	Administer projects	
	BSBCUS402	Address customer needs	50	2	BSBATSIC411	
	REPDER403	Develop and extend design skills and practice	20	-	Communicate with the community	1
	B3BDE3403	Develop and extend design skills and practice	50	2	Apply basic communication skills	
	BSBITU203	Communicate electronically	20	2	BSBCUS402	
	BSBLEG301	Apply knowledge of the legal system to complete tasks	80	2	Address customer needs	
	BSBMKG402	Analyse consumer behaviour for specific markets	60	2	BSBREL402	
	BSBREL402	Build client relationships and business networks	50	2	Build client relationships and busin	ness networks
	DODDEC401	Analysis and present research information	40	-	Identify suitability for micro busine	ISS
	BSBRE3401	Analyse and present research information	40	2	BSBTEC201	
	BSBSMB201	Identify suitability for micro business	20	2	Use business software application	15
	BSBTEC201	Use business software applications	60	2	BSBTEC202	
	BSBTEC202	Use digital technologies to communicate in a work environment	20	2	Use digital technologies to commu	unicate in a work environment
	BSBTEC301	Design and produce business documents	80	2	Design and produce business doo	cuments
	DOD/MUSE07	Apply organomics to manage WHS risks	60	2	Select all Unselect all	
	555001	Apply ergonomics to manage who have	00	2	Remove From List	
	BSBWRT401	Write complex documents	50	2		
	ICTICT424	Address cyber security requirements	80	2		
	ICTTEN504	Acceptance test new systems and equipment	70	2		
Select a	ill <u>Unselect all</u> o Selected List					

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

Back to Previous Step Next Step

### 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 - C	Create VET Enrolments	Summary
Search for Stu	dents	Ŷ		Selected VET	
Student Code				BSB30120	
Registration				Certificate III in Business	
Surname	[]			(9) Selected VET Units of Competency	
Given Names				BSBREL402	
Data of Dist				Build client relationships and business networks	
Date of Birth				BSBATSIC411	
Home Group		Year Level		Communicate with the community	
SACE Class				BSBSMB201	
SACE CIUSS				Identify suitability for micro business	
	Students at my school  Students from another school			BSBCMM101	
	Search Reset			Apply basic communication skills	
				BSBTEC201	
				Use business software applications	
				BSBTEC202	
				Use digital technologies to communicate in a work envir	onment
				BSBTEC301	
				Design and produce business documents	
				BSBADM407	
				Administer projects	
				BSBCUS402	
				Address customer needs	
				(0) Selected Students	
				Select all Unselect all	
				Remove From List	
				Back to Previou	us Step Next Step

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

Add Multip	le VET Results (Current)				
Step 1 - VET	Step 2 - VET Units of Competency		Step 3 - Student	Finish -	Create VET Enrolments Summary
Search for Student Student Code Registration Sumame Given Names Date of Birth Home Group doo SACE Class Stu 4 4 Page 1 of	s	Year Level		¢	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 BSBMKC402 Analyse consumer behaviour for specific markets BSBTEC201 Use business software applications
R	egistration Student Name	Student Code	Date of Birth	TAFE ID	Use digital technologies to communicate in a work environment
264706	G Bear, Koala	KBEAR	20 May 2005		BSBTEC301
617588	W Roo, Kanga	kROO	20 May 2005		BSBADM407
Page 1 of <u>Select all Unselect</u> Add To Selected	1 b 🍽 Bi List				Administer projects BSBCUS402 Address customer needs (0) Selected Students Select all Unselect all Remove From List

Back to Previous Step Next Step





#### Add Multiple VET Results (Current)

Step 1 - VET	Step 2 - V	ET Units of Competency		Step 3 - Student	Finish -	Create VET Enrolments	Summa	ary
Search for Stu Student Code Registration Surname Given Names Date of Birth Home Group SACE Class	or Students or Students clobe f Birth Group doco ▼ Class Students at my school ● Students from another school ○ Search Reset Page 1 of 1 ▶ ≫		<b>*</b> <sup></sup>	Selected VET BSB30120 Certificate III in Business (9) Selected VET Units of Competence BSBATSIC411 Communicate with the community BSBSMB201 Identify suitability for micro business BSBCMM101 Apply basic communication skills BSBMKG402 Analyse consumer behaviour for speci BSBTEC201 Use business software applications	y fic markets			
26 61	Registration 4706G 7588W	Student Name Bear, Koala Roo, Kanga	Student Code KBEAR kROO	Date of Birth 20 May 2005 20 May 2005	TAFE ID	BSB1EC202 Use digital technologies to communica BSBTEC301 Design and produce business docume BSBADM407 Administer projects	ite in a work environment	
Select all Unse	cted List					BSBCUS402 Address customer needs (2) Selected Students 264706G Bear, Koala 61758W Roo, Kanga Select all Unselect all Remove From List	Back to Previous Step	Next Step

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

Back to Previous Step Next Step

### Choosing the RTO

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

Add	Multiple	VET	Results	(Current)
-----	----------	-----	---------	-----------

Step 1 - V	'ET Step	2 - VET Units of Competency	Step	3 - Student	Finish - Create VET Enrolments		Summary
Selec	cted VET				~		
BSB30	0120	Certificate III in Business				Stage 2	AQF Level 3
(9) Se	elected VET Units of						
BSBAT	rsic411	Communicate with the community				30 Hrs	
BSBSN	VIB201	Identify suitability for micro business				20 Hrs	
BSBC	MM101	Apply basic communication skills				40 Hrs	
BSBM	KG402	Analyse consumer behaviour for specific n	narkets			60 Hrs	
BSBTE	EC201	Use business software applications				60 Hrs	
BSBTE	EC202	Use digital technologies to communicate in	n a work environment			20 Hrs	
BSBTE	EC301	Design and produce business documents				80 Hrs	
BSBAD	DM407	Administer projects				40 Hrs	
BSBCU	US402	Address customer needs				50 Hrs	
			Apprenticeship	Result			by RTO
S	Set common values for th	e selected students	No 🗸	Passed	~	2022	
	RTO					<b>v</b> 🔍	
	17588W	Roo, Kanga					
2	64706G	Bear, Koala					
Select all	Unselect all						
							Counts Englandet
						_	Create Enroiments
							Back to Previous Step Finish
Created V	/ET Units of Competen	cy Enrolments					
Dente		Student Name	VET Unit of Commenter				NTO Vees

- 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 V	ET Results (Curre	nt)						
Step 1 - VET	Step 2 - VET Units of Compe	tency		Step 3 - Student	Finish - Create VET Enrolme	ents	Su	immary
Selected VET					· ·			
BSB30120	Certificate III in B	usiness				Stage 2	AQF Level 3	
(9) Selected VET Unit	ts of Competency							
BSBATSIC411	Communicate wit	h the community				30 Hrs		
BSBSMB201	Identify suitability	for micro business				20 Hrs		
BSBCMM101	Apply basic comn	nunication skills				40 Hrs		
BSBMKG402	Analyse consume	r behaviour for specific ma	arkets			60 Hrs		
BSBTEC201	Use business soft	ware applications				60 Hrs		
BSBTEC202	Use digital techno	logies to communicate in	a work environment			20 Hrs		
BSBTEC301	Design and produ	ce business documents				80 Hrs		
BSBADM407	Administer projec	ts				40 Hrs		
BSBCUS402	Address custome	r needs				50 Hrs		
Registration			Apprenticeship	Result				
Set common values for	r the selected students		No 🗸	Passed	~	2022		
	RTO (41026) TAFE SA				~	<u>_</u>		
Select all Unselect all								
								Create Enrolments
							Back to Previ	ous Step Finish
Constant VET Units of Comm								
Registration	Student Name	VET Unit of Comp	atonev			Hours Doe	ult PTO	Voar
Registration		POPUTOIO COMP	atomoy			nouis nes		0000
61/588VV	Roo, Kanga	BSBATSIC411	Communicate with the co	mmunity		30 Hrs Pass	ed 41026	2022
		BSBSMB201	identity suitability for micr	o business		20 Hrs Pass	ed 41026	2022
		DSDGWW101	Apply basic communication	iour for energific markete		40 Hrs Pass	ed 41026	2022
		BODMING402	Analyse consumer benav	iour for specific markets		60 His Pass	eu 41026	2022
		BSBTEC201	Use dusiness sonware ap	o communicate in a work environmer		20 Hrs Pass	ed 41026	2022
		DSDTEC202	Design and produce husi	o communicate in a work environmen	n	20 Hrs Doos	ed 41020	2022
		BSBADM07	Administer projecte	ness documents		40 Hrs Pass	ed 41020	2022
		BSBCUS402	Address customer needs			50 Hrs Pass	ed 41026	2022
264706G	Bear Koala	BSBATSIC411	Communicate with the co	mmunity		30 Hrs Pass	ed 41026	2022
2011000	boar, noura	BSBSMB201	Identify suitability for micr	o business		20 Hrs Pass	ed 41026	2022
		BSBCMM101	Apply basic communication	n skills		40 Hrs Pass	ed 41026	2022
			- apply suble communication			.5115 1 455	41020	

### 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							- <b>&gt;</b>	
Registration									
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 commun	ication skills		40 Hrs	Passed	41026	2022	
		(BSBMKG402) Analyse consumer b	ehaviour for specific markets		60 Hrs	Passed	41026	2022	
		(BSBTEC201) Use business softwar	e applications		60 Hrs	Passed	41026	2022	
		(BSBTEC202) Use digital technolog	ies 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 ne	eds		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 commun	ication skills		40 Hrs	Passed	41026	2022	
		(BSBMKG402) Analyse consumer b	ehaviour for specific markets		60 Hrs	Passed	41026	2022	
		(BSBTEC201) Use business softwar	e applications		60 Hrs	Passed	41026	2022	
		(BSBTEC202) Use digital technolog	ies 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 ne	reds		50 Hrs	Passed	41026	2022	

### Multiple Student VET Verification



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



	> Home > VET Enrolments						
Students							
SACE Classes	VET Enrolments						
VET Enrolments							
List Students by VET	VET Enrolments Home Page The VET enrolments section includes these actions						
Add Multiple VET							
Results	List Students by VET						
Confirm Completed VET	Create VET Enrolments						
VET Data References	Contirm Completed VET     Search and Download (for EDSAS) VET Reference Data						
VET Reports	Print VET reports						
Reports							
Data Exchange							
School							

• 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

Q	ualification Code	AQF Level	Year Started				
BSB30120		Certificate III in Business				3	2022
	312227L	Fish, Goldie	BSB30120	Υ 🗸	2022	2022	N 🗸
	463319E	Llama, Drama	BSB30120	N 🛩	2022	2022	N 🛩
	543778F	Bear, PANDA	BSB30120	N 🛩	2022	2022	N 🛩
Select All   Cle	ar All						
	Delete Selected SAVE Reset						

- 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
VET Enrolments	
List Students by VET	VET Enrolments Home Page
Add Multiple VET	The VET enrolments section includes these actions
Results	List Students by VET
Confirm Completed VET	Create VET Enrolments
VET Data References	Confirm Completed VET     Search and Download (for EDSAS) VET Reference Data
VET Reports	Print VET reports
Reports	
Data Exchange	
School	

• Click on VET Reports

	> Home > VET Enrolments > VET Reports Selection
Students	
SACE Classes	VET Reports Selection
VET Enrolments	
List Students by VET	Report Type 🗸 🗸
Add Multiple VET Results	OK
Confirm Completed VET	
VET Data References	
VET Reports	

• Choose VET Qualification Verification from the Drop-down menu



	> Home > VET Enrolments > VET Reports Selection
Students	
SACE Classes	VET Reports Selection
VET Enrolments	
List Students by VET	Report Type VET Qualification Verification
Add Multiple VET	ОК
Results	
Confirm Completed VET	
VET Data References	
VET Reports	

• Type in the process year and click go

	> Home > VET Enrolments > VET Reports Selection > VET Verification
Students	
SACE Classes	VET Verification
VET Enrolments	×
List Students by VET	Year 2022
Add Multiple VET	Go
Results	
Confirm Completed VET	
VET Data References	
VET Reports	

• Once the report has been generated click open

	> Home > VET Enrolments > VET Reports	Selection > VET Verification > Re	port Status		
Students					
SACE Classes	Report Status				
VET Enrolments					
Reports	Running Reports				
Report Status		Report Name	Time Started	Status	Action
Student Reports	No Reports				
SACE Class Reports					
VET Reports	the collected December				
Results Reports	onconected Reports				
SACE Schools Data					
Data Exchange	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 <a href="mailto:askSACE@sa.gov.au">askSACE@sa.gov.au</a>





#### OFFICIAL: Sensitive

#### VET Qualification Verification form

Printed On At

Process VET Qualification Verification form 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 : School Number:							
I verify that, for the stude	nt(s) listed on th	his form the Re	gistered Training Organisation ac VET Certificate III level or a	dvised the school that the student(s) has succe above qualification.	essfully completed	the requireme	ents for a	
	Our sch	ool has attach	ed evidence of the competed \	/ET Qualifications for all students listed be	low.			
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	
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	
SACE Classes	VET Enrolments
VET Enrolments	
List Students by VET	VET Enrolments Home Page
Add Multiple VET	The VET enrolments section includes these actions
Results	List Students by VET
Confirm Completed VET	Create VET Enrolments
VET Data References	<ul> <li>Confirm Completed VET</li> <li>Search and Download (for EDSAS) VET Reference Data</li> </ul>
VET Reports	Print VET reports
Reports	
Data Exchange	
School	

• Click on VET Reports

Attention

Action

SACE Board



	> Home > VET Enrolments > VET Reports Selection
Students	
SACE Classes	VET Reports Selection
VET Enrolments	
List Students by VET	Report Type 🗸 🗸
Add Multiple VET	ОК
Results	
Confirm Completed VET	
VET Data References	
VET Reports	

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

	> Home > VET Enrolments > VET Reports Selection
Students	
SACE Classes	VET Reports Selection
VET Enrolments	
List Students by VET	Report Type VET Qualifications entered as completed V
Add Multiple VET	ОК
Results	
Confirm Completed VET	
VET Data References	
VET Reports	

• Type in the criteria for you search



S Home S	VET Encolmente >	VET Deports Selection	> VET optored	an Completed
- nome -	VLT LITUINEIUS ~	VLT Reports selection		as completed

## VET entered as Completed

Year	2022
VET Code	
VET Title	
Industry Area	~
AQF Certificate Level	Certificate I
	Certificate II
	Certificate III
	Certificate IV and above
Attention	
Action	
	Go

• Click the go button

	> Home > VET Enrolments > VET Reports Selection > VET Verification > Report State	IS	~ ~ ~	
Students				
SACE Classes	Report Status			
VET Enrolments				
Reports	Running Reports			
Report Status	Report Name	Time Started	Status	Action
Student Reports	No Reports			
SACE Class Reports				
VET Reports				
Results Reports	Uncollected Reports			
SACE Schools Data	Report Name			
Data Exchange	VET Qualification Verification	27/Apr/2022 02:47 PM COMPL	ETED	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 :				Prin		
Student Code	Student Name	Registration	Year Started	Year Completed	Parchment Issued	SACE Board Verified
VET Qualificati	ion Name: Certificate III in Bus	iness		VET Qualific	ation 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					
				с	ertificate 1	0
				С	ertificate 2	0
				С	ertificate 3	3
				Certificate 4	and above	0
					Total	3

\*\*\* End of Report \*\*\*

## Importing

• From the schools Online Home screen

South Australian Certificate of Educ Schools On	pation line
	> Home 0
Students	
SACE Classes	
VET Enrolments	
Reports	Welcome Student Transfer
Data Exchange	Welcome to Schools Online. Your school currently has:
School	Last login Time: 0 pediats or Transfer In.
Curriculum	Last Login Host: 0 accepted requests for Transfer In. 0 accepted requests for Transfer In.
Learner Profile	
Moderation	Results Sheets Summary
Payments	
Panels	For this result period, your school currently has:
Submission	Stage 1 0 0 0 With Teacher
Management	Investigation 0 0 0
Investigations	Predicted Examination 0 0 0 0 With Principal's Delegate
Marking	School Assessment 0 0 0 With SACE Board
Electronic	Patrada
Examinations	Kenzen
Admin	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
Server Admin	Click here to see Results Sheets for your own classes

• Got to VET Enrolments



	> Home > VET Enrolments				
Students					
SACE Classes	VET Enrolments				
VET Enrolments					
List Students by VET	VET Enrolments Home Page				
Add Multiple VET	The VET enrolments section includes these actions				
Results	List Students by VET				
Confirm Completed VET	Create VET Enrolments				
VET Data References	<ul> <li>Contirm Completed VET</li> <li>Search and Download (for EDSAS) VET Reference Data</li> </ul>				
VET Reports	Print VET reports				
Reports					
Data Exchange					
School					

• Go to VET Data References

VET Data References	
Download VET Data References	

Please Note: The Competencies, Regis (imported) into the EDSAS system.	tered Training Organisations (RTO)	and Qualifications data references that	can be downloaded (	can be used
Download Competencies	Download Registered Training	Organisations (RTO)	oad Qualifications	/ Skills Set
VET Competency Search	1			
Search for:		Search using: Any Field		~
		R	leset Search Optio	ons Search
Page 1 of 928 🕨 🍽				
National Competency Code	Competency Title	<u>TAFE SA Module/Un</u> <u>Competency Cod</u>	<u>it of Nominal</u> <u>e Hours</u>	<u>Expiry</u> <u>Date</u>

- 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 Educ	cation
Schools On	line
	> Home 🔞 🚪
Students	
SACE Classes	
VET Enrolments	
Reports	Velcome Student Iranster
Data Exchange	Welcome to Schools Online. Your school currently has: Contact School: Description: Description of the school of th
School	Last Login Time: 0 percent of ransfer In.
Curriculum	Last Login Host: 0 rejected requests for Transfer In. 0 accepted requests for Transfer In.
Learner Profile	
Moderation	Results Sheets Summary
Payments	
Panels	For this result penod, your school currently has:
Submission	Stage 1 0 0 0 With Teacher
Management	Investigation 0 0 0
Investigations	Predicted Examination 0 0 0 With Principal's Delegate
Marking	School Assessment 0 0 0 With SACE Board
Electronic	Dafaab
Examinations	Keitest
Admin	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
Server Admin	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	Students
Create Student	
Group Transfer Out	Handling students in Schools Online
Transfer in Requests	This section contains the menu choices for managing students in Schools Online.
Transfer out Requests	The sections are
Home Group Allocation	Student Search
Group TAFE ID Entry	Create Student
Add Self Directed Learning	Group Transfer Out     Transfer In Requests     Transfer Out Requests
Student Reports	Home Group Allocation
SACE Classes	Group TAFE ID entry
VET Enrolments	Add Self Directed Learning     Student reports
Reports	Student reports
Data Exchange	
School	

• Then you need to click on the Student Search option



	> Home > Students > Student Search (Own School)
Students	
Student Search	Student Search (Own School)
Create Student	
Group Transfer Out	Student Code
Transfer in Requests	Registration
Transfer out Requests	Surname
Home Group Allocation	Given Names
Group TAFE ID Entry	Date of Birth
Add Self Directed	Home Group
Learning	Verlevel
Student Reports	
SACE Classes	Search Reset
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	Student Search (Other Schools)
Create Student	
Group Transfer Out	Registration
Transfer in Requests	Surname
Transfer out Requests	Given Names
Home Group Allocation	Date of Birth
Group TAFE ID Entry	Search Reset
Add Self Directed	
Learning	Search Your Own School
Student Reports	
SACE Classes	
VET Enrolments	
Reports	
Data Exchange	
School	

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

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



• Click on View Enrolments

						F	Student Ro Registration 61 tact School	o, Kanga 7588W				
								Completion Check				
				Add to SACE Cla	sses   Add	J VET	Enrolment   Add	Self Directed Learni	ng   Confirm VET Qualifications			
VE	т											
		2022 BSBADM407	Administer p	projects						0/40 Hrs	U	
		2022 BSBATSIC41	1 Communic	ate with the communit	y					30/30 Hrs	P	
		2022 BSBCMM101	Apply basic	communication skills						40/40 Hrs	P	
		2022 BSBCUS402	Address cus	tomer needs						50/50 Hrs	P	112
-		2022 BSBMKG402	Analyse con	sumer behaviour for s	pecific ma	arkets				60/60 Hrs	P	
		2022 BSBSMB201	Identify suita	ability for micro busines	55					20/20 Hrs	P	
		2022 BSBTEC201	Use busines:	s software applications						60/60 Hrs	P	
		2022 BSBTEC202	Use digital te	chnologies to commu	nicate in a	work	environment			20/20 Hrs	P	

• 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 Co	ompetency					
Student Roo, Kanga	TAFE ID					
Registration 617588W	Home Group doco					
Student Code kROO	Year Level 11					
Year Resulted by RTO		ne 2				
Registered Training Organisation	141026 TAFE SA					
VET Unit of Competency Code	e (BSBADM407) Administer projects Hou	rs 40				
Result	t Unresulted					
Apprenticeship	No v					
	Submit Delete Reset					

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

> Students > Student Sear	ch (Own School) > View Stude	ent > View Enrolments > Edit VET Unit of Competency	
Edit VET Unit of Co	ompetency		
Student Roo, Kanga	TAFE ID		
Registration 617588W	Home Group doco		
Student Code kROO	Year Level 11		
Year Resulted by RTC	2022		
VET Code	BSB30120 V Certificate II	l in Business	Stage 2
Registered Training Organisation	41026 TAFE SA	v 0,	
VET Unit of Competency Code	e (BSBADM407) Administer projects		Hours 40
Result	Unresulted V		
Apprenticeship	Continuing/Academic Pass		
	Credit Transfer		
	Failed	Submit Delete Reset	
	Observer Observer (E)		
	Passed		
	Prior Learning		
	RPL-NG		
	Unresulted		
	Withdrawn		

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



	BSB30120	Certificate III in Business	Max 70 C	edits 385	Hrs 55 (	Credits Stage 2
		2022 BSBADM407 Admini	ter projects	40/40	Hrs	P
		2022 BSBATSIC411 Comr	unicate with the community	30/30	Hrs	P
		2022 BSBCMM101 Apply	asic communication skills	40/40	Hrs	P
		2022 BSBCUS402 Addres	customer needs	50/50	Hrs	P
		2022 BSBMKG402 Analys	consumer behaviour for specific markets	60/60	Hrs	P
		2022 BSBSMB201 Identify	suitability for micro business	20/20	Hrs	P
		2022 BSBTEC201 Use bu	iness software applications	60/60	Hrs	P
		2022 BSBTEC202 Use dig	ital technologies to communicate in a work environment	20/20	Hrs	P
		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		SACE Stage	~		
VET Title		AQF Certificate Level	~		
Industry Area	~	SACE Completion Requirement	~		
Year	2022				
Student Surname		RTO Code			
VET Unit of Competency		VET Unit of Competency Code			
Search					

#### List VET and Students

	VET Code	VET Title	Year	Stage
÷	BSB30115	Certificate III in Business	2022	2
÷	BSB30120	Certificate III in Business	2022	2
÷	SACSS20222	Skill Set for Training	2022	1
+	BSKSS11210	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

List VET and Students

=	BSB30115	Certificate III in Business	2022		2	
	VET Unit Code					dents
	AHCAGB604	Analyse business performance		200 2		1
=	BSB30120	Certificate III in Business	2022		2	
	VET Unit Code					dents
	BSBADM407	Administer projects		40 2		5
	BSBATSIC41	1 Communicate with the community		30 2		5
	BSBCMM101	Apply basic communication skills		40 2		5
	BSBCUS402	Address customer needs		50 2		5
	BSBDES403     BSBDES403     BSBDES403     Section     Sec	Develop and extend design skills and practice		30 2		3
	BSBITU203	Communicate electronically		20 2		1
	BSBLEG301	BSBLEG301 Apply knowledge of the legal system to complete tasks		80 2		3
	BSBMKG402	Analyse consumer behaviour for specific markets		60 2		3
	BSBREL402	Build client relationships and business networks		50 2		3
	BSBRES401	Analyse and present research information		40 2		3
	BSBSMB201	Identify suitability for micro business		20 2		5
	BSBTEC201	Use business software applications		60 2		5
	■ BSBTEC202	Use digital technologies to communicate in a work environment		20 2		5
	BSBTEC301	Design and produce business documents		80 2		5
	BSBWHS607	Apply ergonomics to manage WHS risks		60 2		1
	BSBWRT401	Write complex documents		50 2		1
	ICTICT424	Address cyber security requirements		80 2		1
	ICTTEN504	Acceptance test new systems and equipment		70 2		1

• Click on the individual + boxes next to the competencies, this will show you the students who are enrolled in the competencies

VET Code	VET Title			Year	S	tage		
BSB30115	Certificate III in Business			202	22		2	
VET Unit Code VET Unit of Competency								
AHCAGB604 Analyse business performance						200	2	1
Registration Student Name								
761572F Training, Test1		41026	No 🗸	Unresulted (99)				~
						Delet	le Su	Ibmit
BSB30120	Certificate III in Business			202	22		2	
VET Unit VET Unit of Competency Code								
BSBADM407 Administer projects						40	2	5
Registration Student Name								
264706G Bear, Koala		41026	No 🛩	Passed (20)				~
312227L Fish, Goldie		41026	No 🗸	Passed (20)				~
463319E Llama, Drama		41026	No 🗸	Passed (20)				~
543778F Bear, PANDA		41026	No 🛩	Passed (20)				~
617588W Roo, Kanga		41026	No 🗸	Passed (20)				~
						Delet	te Su	Ibmit
BSBATSIC411 Communicate with the community						30	2	5

• 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
VET Unit Code VET Unit of Competency		
AHCAGB604 Analyse business performance		200 2 1
Registration Student Name		RTO Apprenticeship Result
761572F Training, Test1		41026 No 🗸 Passed (20) 🗸
		Delete Submit
BSB30120	Certificate III in Business	2022 2
VET Unit VET Unit of Competency Code		Hours Stage Students
BSBADM407 Administer projects		40 2 5
Registration Student Name		RTO Apprenticeship Result
264706G Bear, Koala		41026 No 🗸 Passed (20) 🗸
312227L Fish, Goldie		41026 No 🗸 Passed (20) 🗸
463319E Llama, Drama		41026 No 🗸 Passed (20) 🗸
543778F Bear, PANDA		41026 No 🗸 Passed (20) 🗸
617588W Roo, Kanga		41026 No 🗸 Passed (20)
		Delete Submit
·····		

- 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.

Biblic Description         Biblic Description           Biblic Description         Biblic Description           Colspan="2">Colspan="2"Colspan=""2"Colspan=		
IDENTIFY CONSULT           State St		
Stelet         Yarr         Subject Colo         State Mundber         Var.         State Mundber         Var.         State Mundber         State         State         Assessment Group		
022         28/V/20         Business innovation         6         1         D         E         6         0.07-Adelated High           2022         20/C330         Digital Communication Solutions         7         1         D         E         6         007-Adelated High           2022         20/C330         Digital Communication Solutions         8         1         D         E         8         007-Adelated High           2022         28/PA10         Research Project A         5         2         D         E         5         007-Adelated High           2022         28/PA10         Research Project A         5         2         D         E         5         007-Adelated High           2022         10/C107         Rocoming         1         1         0         C         07-Adelated High           2022         16/C107         Digital Technologies         9         1         D         E          1         07-Adelated High           2022         16/C107         Digital Technologies         9         1         D         E          1         07-Adelated High         1         D         E          1         0         E          1	Result / Gr	ade Det
2022         20C330         Dgtat Comminication Solutions         7         1         D         E         7         00-Adelate High           2022         20K320         Specialist Martematica         8         1         D         E         8         001-Adelate High           2022         20K210         Specialist Martematica         8         1         D         E         5         001-Adelate High           2022         20K720         Workplace Practices         11         1         D         E         11         001-Adelate High           2022         1AC019         Accounting         1         1         J         D         E         11         001-Adelate High           2022         1AC019         Accounting         1         1         J         D         E         11         001-Adelate High           2022         1AC019         Accounting         1         1         D         E         11         001-Adelate High           2022         1EK2030         Economics         9         1         D         E         11         10         11         10         11         10         11         10         11         11         11         11 <td>0</td> <td></td>	0	
2022         2MSC20         Specialist Mahematics         6         1         D         E         8         001-Adelaide High           2022         2RPR10         Research Project A         5         2         D         E         5         001-Adelaide High           2022         2NPC20         Winkglace Practices         11         1         D         E         15         001-Adelaide High           2022         1AC010         Accounting         1         1         D         E         1         001-Adelaide High           2022         1AC010         Accounting         1         1         D         E         1         001-Adelaide High           2022         1DC10         Accounting         1         1         D         E         1         01-Adelaide High           2022         1EX030         Economics         9         1         D         E         1         1         D         E         1         1         D         E         1         1         D         E         1         1         D         E         1         D         E         1         D         E         1         D         1         D         1	IOI	
2022         2,89,10         Research Project A         5         2         D         E         5         001-Adealade High           2022         21/17C30         Wondgade Practices         11         1         D         E         11         001-Adealade High           2022         10/0170         Digital Technologies         9         1         D         E           2022         10/0170         Digital Technologies         9         1         D         E           2022         116/120         Essential English         3         D         E         E           2022         116/120         Essential English         3         D         E         E         E           2022         116/120         Essential English         3         D         E	loi	
2022         2VMC20         Workplack Predices         11         1         D         E         11         001-Adelaide High           2022         1A/C010         Accounting         1         1         J         C         01-Adelaide High           2022         1A/C010         Accounting         1         J         D         E         1         01-Adelaide High           2022         1EX020         Economics         9         1         D         E           2022         1EX020         Economics         19         1         D         E           2022         1EX020         Economics         19         1         D         E           2022         1EX020         Economics         2         1         D         E           2022         1EX100         Maximality         2         1         J         E           2022         1FU10         Personal Learing Plan. Modified         4         1         J         E	ol	
2022         1ACO19         Accounting         1         1         J         C           2022         100720         Digital Technologies         9         1         D         E           2022         1EN203         Economics         10         1         D         E           2022         1ET220         Economics         3         1         D         E           2022         1ET220         Economics         2         1         J         E           2022         1FLM10         Mathematics         2         1         J         E	ol	
2022         10GT20         Digital Technologies         9         1         D         E           2022         1EK202         Economics         10         1         D         E           2022         1EK202         Essential English         3         1         D         E           2022         1EXA110         Mehematics         2         1         J         E           2022         1PLM10         Personal Learning Plan. Modified         4         1         J         E	В	
2022         1E/X029         Economics         19         1         D         E           2022         1ETE30         Essential English         3         1         D         E           2022         12XX         Mathematics         2         1         J         E           2022         1FLH19         Personal Leximing Plan. ModRed         4         1         J         E		
2022 1ETE20 Essential English 3 1 D E     2022 1MAM10 Mathematics 2 1 J E     2022 1FLM10 Personal Learning Plan: Modified 4 1 J E		
2022 1MAM0 Mathematics 2 1 J E     2022 1FLM10 Personal Learning Plan. Modified 4 1 J E		
2022 1PLM10 Personal Learning Plan: Modified 4 1 J E		
VEI		
BSB30115 Certificate III in Business Max 75 Credits	Hrs 25 Credit	s Sta

## Reports Units by Qualification/Skills Set

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

	> Home > VET Enrolments
Students	
SACE Classes	VET Enrolments
VET Enrolments	
List Students by VET	VET Enrolments Home Page
Add Multiple VET	The VET enrolments section includes these actions
Results	List Students by VET
Confirm Completed VET	Create VET Enrolments
VET Data References	Confirm Completed VET     Search and Download (for EDSAS) VET Reference Data
VET Reports	Print VET reports



• Click on VET Reports

	> Home > VET Enrolments > VET Reports Selection
Students	
SACE Classes	VET Reports Selection
VET Enrolments	
List Students by VET	Report Type
Add Multiple VET	OK
Results	
Confirm Completed VET	
VET Data References	
VET Reports	

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

	> Home > VET Enrolments > VET Reports Selection
Students	
SACE Classes	VET Reports Selection
VET Enrolments	
List Students by VET	Report Type Units By Qualifications/Skills set
Add Multiple VET	OK
Results	
Confirm Completed VET	
VET Data References	
VET Reports	

• Enter the qualification/skills set code

	> Home > VET Enrolments > VET Reports Selection > Units By Qualifications/Skills set
Students	
SACE Classes	Units By Qualifications/Skills set
VET Enrolments	
List Students by VET	Year 2022
Add Multiple VET	Print Stand Alone VET Only
Results	VET Code
Confirm Completed VET	VET Unit of Competency Code
VET Data References	
VET Reports	Registered Training Organisation
Reports	Attention
Data Exchange	Action
School	Go
Curriculum	



Ref: A1069240 Last Updated: May 2022 Page 38 of 43 • Click on the go button



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

	U	<mark>OFFI</mark> nits By Qu	CIAL: Sensitive ualification/Skills set		
Attention: Action:					Date: April 27 2022 Time: 3:02 PM
VET Title: Certificate	III in Business				VET Code: BSB30115
Registration 761572F Total Students	Student Code 001 5: 1	TAFE ID	Student Name Test1 Training	Result P	Unit Code AHCAGB604
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	
Students		
SACE Classes	VET Enrolments	
VET Enrolments		
List Students by VET	VET Enrolments Home Page	
Add Multiple VET	The VET enrolments section includes these actions	
Results	List Students by VET	
Confirm Completed VET	Create VET Enrolments	
VET Data References	Contirm Completed VET     Search and Download (for EDSAS) VET Reference Data	
VET Reports	Print VET reports	



• Click on VET Reports

	> Home > <u>VET Enrolments</u> > VET Reports Selection
Students	
SACE Classes	VET Reports Selection
VET Enrolments	
List Students by VET	Report Type
Add Multiple VET	OK
Results	
Confirm Completed VET	
VET Data References	
VET Reports	

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

	> Home > VET Enrolments > VET Reports Selection
Students	
SACE Classes	VET Reports Selection
VET Enrolments	
List Students by VET	Report Type VET Qualifications entered as completed
Add Multiple VET	OK
Results	
Confirm Completed VET	
VET Data References	
VET Reports	

• Choose the criteria you wish to report on



	> Home > VET Enrolments > VET Reports Selection > VET entered as Completed
Students	
SACE Classes	VET entered as Completed
VET Enrolments	
List Students by VET	Year 2022
Add Multiple VET	VET Code
Results	VET Title
Confirm Completed VET	Industry Area 🗸 🗸
VET Data References	AQF Certificate Level Certificate
VET Reports	Certificate II
Reports	Certificate III
Data Exchange	Certificate IV and above
School	Attention
Curriculum	Action
Moderation	Go
Payments	

• 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: Action :			Printed On : At :			
Student Code	Student Name	Registration	Year Started	Year Completed	Parchment Issued	SACE Board Verified
VET Qualificati	on Name: Certificate III in Business			VET Qualific	ation 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					
				c	ertificate 1	0
				C	ertificate 2	0
				C	ertificate 3	3
				Certificate 4	and above	0
					Total	3

\*\*\* End of Report \*\*\*



### VET Result Sheet

•

• Click on VET enrolments on the side menu

> Home > VET Enrolments			
Students			
SACE Classes	VET Enrolments		
VET Enrolments			
List Students by VET	VET Enrolments Home Page		
Add Multiple VET	The VET enrolments section includes these actions		
Results	List Students by VET		
Confirm Completed VET	Create VET Enrolments		
VET Data References	Confirm Completed VET     Sourch and Download (for EDSAS) VET Reference Data		
VET Reports	Print VET reports		
Click on VET Reports	·		

- Students

  SACE Classes

  VET Enrolments

  List Students by VET

  Add Multiple VET

  Results

  Confirm Completed VET

  VET Data References

  VET Reports
- Click on VET Result Sheet

	> Home > VET Enrolments > VET Reports Selection
Students	
SACE Classes	VET Reports Selection
VET Enrolments	
List Students by VET	Report Type VET Result Sheet
Add Multiple VET	OK
Confirm Completed VET	
VET Data References	
VET Reports	

• Choose the criteria you wish to report on

	> Home > VET Enrolments > VET Reports Selection > VET Result Sheet
Students	
SACE Classes	VET Result Sheet
VET Enrolments	
List Students by VET	Year 2022
Add Multiple VET	VET Unit of Competency Code
Results	
Confirm Completed VET	Registered Training Organisation
VET Data References	Print Results
VET Reports	Attention
Reports	Action
Data Exchange	Go

• Click on the go button

#### **Report Status**

Given The operation you	u performed was successful!			
Running Reports				
	Report Name	Time Started	Status	Action
No Reports				
Uncollected Reports	5			
				Action
VET Result Sheet		27/Apr/2022 03:08 PM COMPLE	TED	Open   Remove

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

		OF VE	FICIAL: Sensitive T Result Sheet		
Attention: Action:				Date: Time:	
Unit Of Comp Unit Of Comp Curriculum He Stand Alone	etency Name: Ac etency: ICTTEN5 ours: 70	cceptance test n 04	ew systems and equipment		Result
Registration	Student Code	Contact School	Student Name	TAFE ID	Result

