

Schools Online

Training Guide SA & NT Schools

This training guide assists school staff in the use of the Schools Online application.



Government
of South Australia

SACE
Board of SA

South Australian Certificate of Education

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Schools Online Training

Changes you make in the Schools Online training application will not affect your school data in the production version. The training database has been recently updated to reflect the data stored in the production Schools Online database for your school but it is a separate database.

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Welcome and Introduction

The Schools Online training is an introduction to the Schools Online system. Participants will learn how to navigate Schools Online and how to maintain the Schools records for their school.

Schools Online is the SACE Board of South Australia data collection software for South Australia Certificate of Education (SACE) / Northern Territory Certificate of Education and Training (NTCET) students, their enrolments (both VET and SACE) and certain subject results.

The SACE / NTCET is awarded to students who successfully complete their senior secondary schooling in South Australia and the Northern Territory. SACE / NTCET completion is the main way students meet university and TAFE entry requirements. It also provides options for students who want to follow a different path into the workforce, such as:

- studying a full-time program at school after completing Year 10
- mixing part-time work and part-time study
- completing a full-time apprenticeship
- finding a full-time job with an employer, where training that meets the SACE / NTCET requirements are arranged.

To gain the SACE / NTCET, students complete a Personal Learning Plan (generally in Year 10) which helps them review their strengths and identify skills to develop. There are two SACE / NTCET stages: Stage 1, which most students do in Year 11, and Stage 2, which most students do in Year 12.

Each subject or course successfully completed earns 'credits' towards the SACE / NTCET. A minimum of 200 credits are required for students to gain the certificate. Ten credits equates to a semester, or half a year of study. Students will receive a grade, from A+ to E-, for each subject depending on the stage. For compulsory subjects, they will need to achieve a C grade or better.

The compulsory subjects are:

- Personal Learning Plan (10 credits at Stage 1)
- Literacy – at least 20 credits from a range of English subjects or courses (Stage 1 & Stage 2)
- Numeracy – at least 10 credits from a range of mathematics subjects or courses (Stage 1 & Stage 2)
- Research Project – an in-depth major project (10 credits at Stage 2) (SA Only)
- Other Stage 2 subjects totalling at least 60 credits.

The remaining credits (90 in SA, 100 in NT) can be gained through additional Stage 1 or Stage 2 subjects, or courses of a student's choice. (In the Northern Territory 40 credits must be at a C grade or better.) Each school decides which subjects they will offer to their students.¹

SACE results are used to calculate an Australian Tertiary Admission Rank (ATAR), used by the South Australian Tertiary Admissions Centre (SATAC) to determine a student's course offerings.

See <https://www.sace.sa.edu.au/students/sace-overview> to find out more about the SACE and <http://www.education.nt.gov.au/parents-community/curriculum-ntbos/ntcet> to find out more about the NTCET.

The SACE Board of South Australia site for information about Schools Online is <https://www.sace.sa.edu.au/connect/schools-online>.

¹ SACE Board recognises learning in and beyond the classroom, including: TAFE and other Vocational Education and Training (VET) courses; university studies; courses from interstate and overseas; courses undertaken online or through other distance education technologies; and community learning, such as Country Fire Service (CFS) training or the Duke of Edinburgh's Award, work experience and other roles such as being a caregiver or participating in a community service organisation.

Schools Online Training Guide

Use the 'Menu' guide to open Schools Online to the screen as you follow this document. The Hints and the Schools Online Help for that screen describe how to use the screen.


- The [Menu](#) paragraphs in this training guide display the list of selections required to find a Schools Online screen.
- Screen names and selections within a screen are displayed in **bold**.
- Text or graphics within the square brackets indicate actions to take within the screen.

Menu: Home > [Students](#) > [Student Search](#) > [Student Search \(Own School\)](#) [Enter student details] > [View Student](#)

Training 1 Instructions to open a screen (example)

(Breadcrumbs in the Schools Online screens are very similar to the Training Guide's [Menu paragraphs](#).)

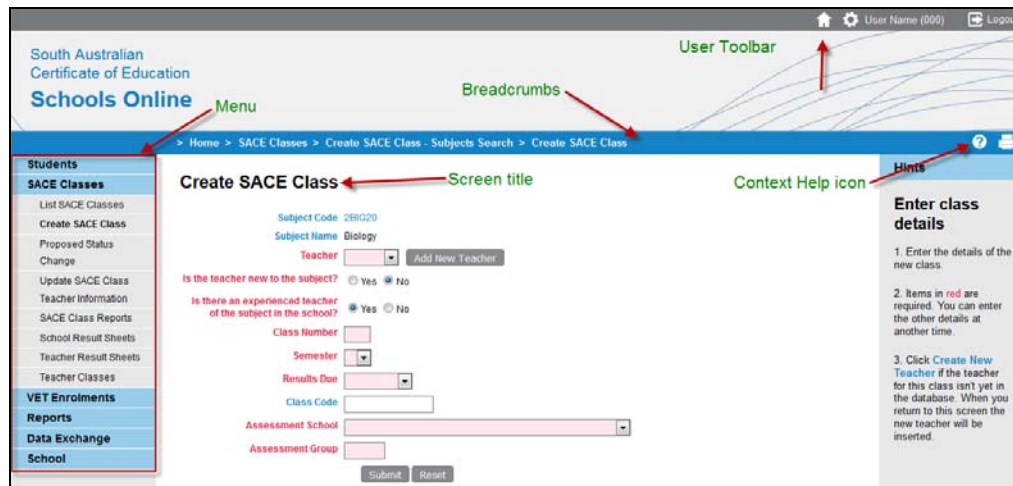
To learn about topics in this Training Guide:

1. Use the menu instructions to find the Schools Online screen.
2. Read the **Hints** on the Schools Online screen. To read more detail about the screen you are viewing click on the **Context Help**  icon and read the help topic.
3. To read about related topics and navigate the other Help topics click on the 'Show' hyperlink in the top left of the help window. This will display the topic tree, a table of contents for Schools Online Help.

Schools Online Introduction

Schools Online conventions

Schools Online displays consistent information to help you navigate the system.



Training 2 Schools Online User Interface conventions

User details - The User Name and SACE Board school number used to log in to Schools Online are displayed at the top of the screen.

Menu - The menu at the left of the page displays the starting points for Schools Online activities. When you select a menu item from the list Schools Online will display the appropriate screen and may alter the menu options available to you.

Breadcrumbs - The breadcrumbs on each screen are displayed above the screen title. This sequence of hyperlinks indicates the sequence of opened screens. To return to a previous

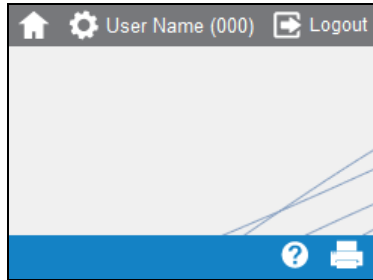
screen without causing data problems, click on the breadcrumb link to that screen. (**Do not** use your browser's **Back** and **Forward** buttons.)

Screen Title - The title identifies the screen. The information displayed within a screen will depend on the selections you make in previous screens.

Context Help icon - Click on the **Context Help** icon to display the help topic relevant to current screen.



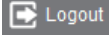
Schools Online banner

The Schools Online banner is viewable only when you are logged in to the system and is available from the top of the browser window.



Training 3 Right hand side of Schools Online banner

Explanation of the icons used in the Schools Online banner:

-  - links to view the Schools Online main home page.
-  - hides the menu and banner to make a printable view of the current page.
-  - logs you out of Schools Online.


Searching in Schools Online

Throughout the system there are screens in which you enter search parameters.

- To go directly to the correct record enter a unique identifier, such as a Student Code, Registration Number and / or another appropriate ID.
- When you do not have an ID, enter detail to narrow the search. A list of possible matches will be returned for you to select from.
- Enter mandatory fields (**red** background) if your search requires them.

Record creation

Entering data within Schools Online follows consistent conventions. There are three levels of helpful detail:

1. Mandatory fields are indicated by **red** background and labels.
2. Hints are visible on the right of the screen as you enter data.
3. Context help is available via the **Context Help**  icon.

The screenshot shows the 'Create SACE Class' form. The form has a blue header with navigation links: Home > SACE Classes > Create SACE Class - Subjects Search > Create SACE Class. The main content area is titled 'Create SACE Class' and contains the following fields and options:

- Subject Code: 2BIG20
- Subject Name: Biology
- Teacher: [Dropdown menu] [Add New Teacher button]
- Is the teacher new to the subject? Yes No
- Is there an experienced teacher of the subject in the school? Yes No
- Class Number: [Text input]
- Semester: [Dropdown menu]
- Results Due: [Dropdown menu]
- Class Code: [Text input]
- Assessment School: [Dropdown menu]
- Assessment Group: [Text input]
- [Submit] [Reset] buttons

On the right side, there is a 'Hints' sidebar titled 'Enter details'. It contains the following text:

1. Enter the details of the new class.
2. Items in red are required. You can enter the other details at another time.
3. Click [Create New Teacher](#) if the teacher for this class isn't yet in the database. When you return to this screen the new teacher will be inserted.

NOTE: Creating a New Teacher will clear any details you have entered so make sure you create a Create New Teacher first on this screen.

HINT: Although not mandatory, you will find it very useful to add a unique class code.

4. When the details for the class are correct, click [Submit](#) to create the class.

Training 4 Schools Online Data Entry conventions

Student Code

Importing information about students, teachers, classes and enrolments from supported administration systems² at the beginning of the year reduces the double-handling of data.

The **Student Code** is a student identifier that is unique within a school. Use the Student Code to coordinate Schools Online records with the data in the school's administration system.

1. Enter new students into your school's administration system.
2. Use the Student Code it generates as the Student Code when you enter the student in Schools Online.

When Student / Candidate data is imported into Schools Online your school's administration system, that system's **Student Code** is used in Schools Online, provided that the Student / Candidate file is formatted correctly.

Useful task sequence

The data managed by Schools Online can be entered and updated manually as needed during the year.

1. Update Student / Candidate, Teacher, Class structure, SACE Enrolment, VET Enrolment and VET Qualification details, including new enrolments (supported administration system)
2. Export the files from the administration system. If the system is not one of those supported by Schools Online, modify the exported file structure to comply with the specifications published in the Schools Online Help. (See 'Data Exchange')
3. Import into Schools Online the compliant files in the order listed within the **Import Data** list.
4. Perform **Group Transfers In / Out** to remove students not enrolled in current SACE classes from the Schools Online and import students new to the school.
5. Allocate students to Home Groups.
6. Update class information, variants and teacher information.

Manual processing:

1. Do an end of year rollover to increment student year levels, rollover classes and teacher

² The supported administration systems are EDSAS in SA and SAMS in NT. The file format, for files to be imported into and exported from Schools Online, is described in the 'Data Exchange' topic within the Schools Online help.

2. Add any new Teachers.
3. Maintain / update the SACE and VET enrolments.
4. Maintain / update the Students.
5. Enrol students in SACE and VET enrolment.
6. Do a Group Transfer Out of the students remaining in the Schools Online without SACE or VET enrolments.

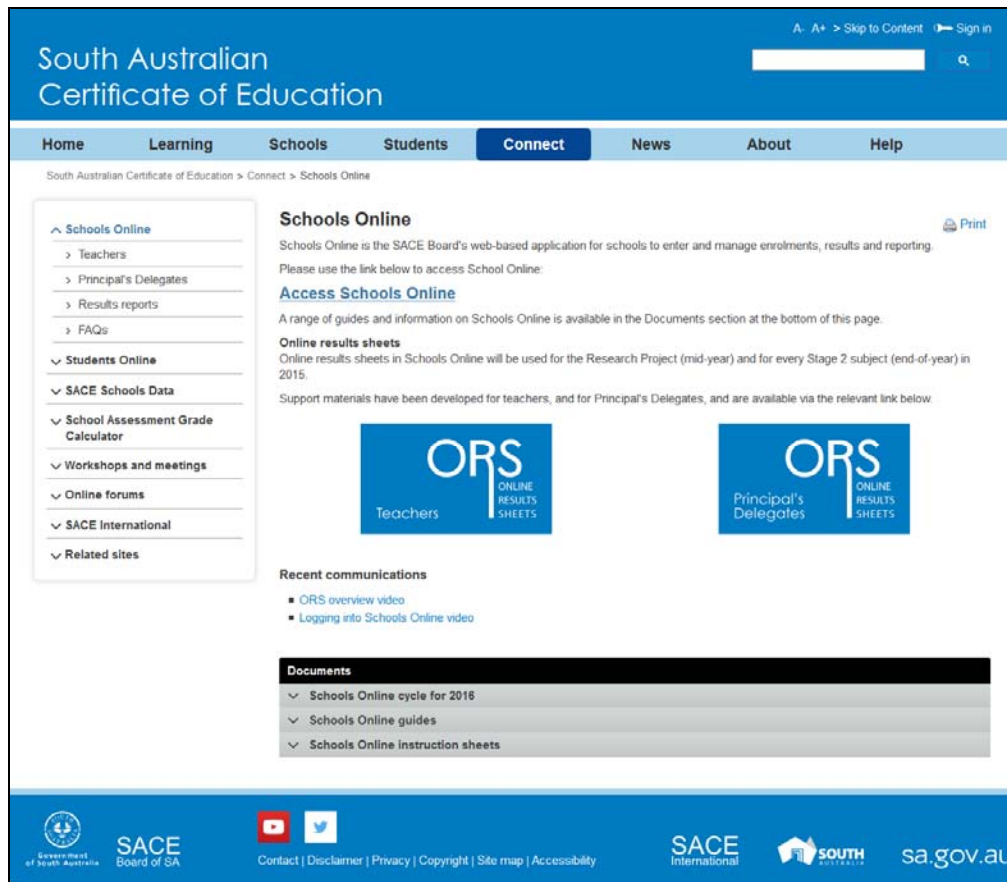
Accessing Schools Online information

Link: <https://www.sace.sa.edu.au/connect/schools-online>

On the Schools Online section (link above) of the SACE Board website it gives you information about the system also you can download:

- a Schools Online cycle
- a Schools Online Training Guide
- a Schools Online Instruction sheets

NOTE: To arrange for access to Schools Online you must request access from your schools Principal's Delegate as they have the ability to create an account, grant access and reset passwords.



Training 5 Schools Online section of the SACE Board Website

Accessing Schools Online

When you login into your SACE Account you must enter your Email Address and Password.

Link: <https://apps.sace.sa.edu.au/schools-online/login.dos>

Training 6 SACE Online Account Login screen

From the Schools Online home page you can:


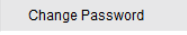
- check Student transfers in / out and requests
- read current news items: Information about database cut-off dates and Schools Online release information
- use the menu to access the system.

User Toolbar

Changing your password

Your password is your means of protecting the privacy and security of the data stored in any SACE Board online application. Make sure that you **never reveal your password to anyone**.

To change your password:

1. Click on the settings icon  or your name in the top right corner of Schools Online.
2. Click on  menu option.

Training 7 Change Password screen


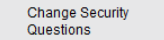
Change your password when you login into your SACE Online Account for the first time so that only you can log on SACE Online Account with your User Name.

Changing your security questions

When your account was first created and you logged in SACE Online it prompted you for five security questions used to identify you to reset your own password. It may be necessary to revisit your questions and they can be change very easily.

Displaying your current security questions

To change your security questions and answers:

1. Click on the settings icon  or your name in the top right corner of Schools Online.
2. Click on  menu option.

Training 8 Re-authentication required screen

As this identifies you and contains personal information we require you to re-enter your password for SACE Online.

Making changes to your security question choices

South Australian
Certificate of Education

Set Security Questions

Security Question 1 Answer

Security Question 2 Answer

Security Question 3 Answer

Security Question 4 Answer

Security Question 5 Answer

[← Back](#) [Submit →](#)


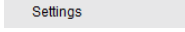
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Training 9 Change Security Questions screen

1. On the **Change Security Questions** screen you will be able to select a new security question and enter the answer or update an existing question
2. Once all the changes have been made you can click on **Submit** to return to Schools Online.

Changing user settings

To change your password:


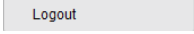
1. Click on the settings icon  or your name in the top right corner of Schools Online.
2. Click on  menu option.

Training 10 User Settings

Each Schools Online user can set their own defaults for some settings, which are described in the Hints and the 'User Settings' topic within **Help / Hints**.

Logging out of Schools Online

To logout of Schools Online:

1. Click on the settings icon  or your name in the top right corner of Schools Online.
2. Click on  menu option.

School Menu

Performing a Rollover

Menu: Home > School > Rollover > **Rollover**

Training 11 School Rollover

Do not use the Rollover if you are importing student and class data from another administrative system.

When you update Schools Online manually the rollover facility allows you to:

- rollover your class and teacher information from the previous year to the current year
- increment, leave or decrement a year to each student's year level
- clear all home groups

Further details are described in the **Hints / Help**.

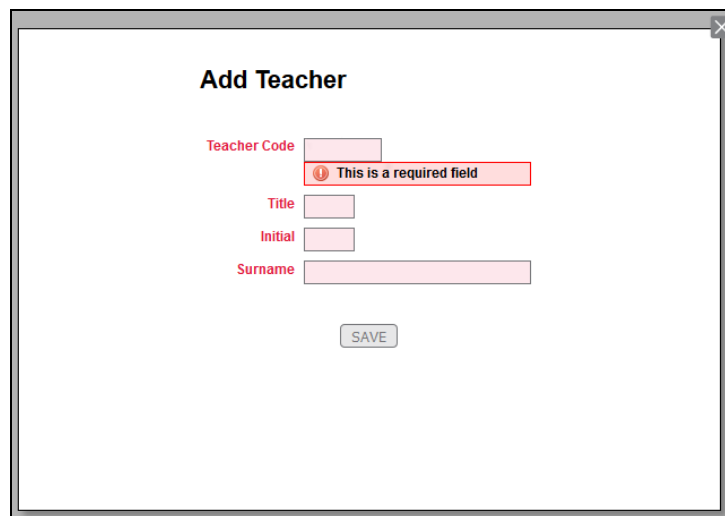
Listing teachers

Menu: [Home](#) > [School](#) > [Teacher List](#) > **Teacher List**

From the **Teacher List** screen you can list current teachers, edit their name and view their current SACE classes. If a teacher has no current SACE classes they can be deleted from the Schools Online.

Creating a new teacher

Menu: [Home](#) > [School](#) > [Teacher List](#) > **Teacher List**



Add Teacher

Teacher Code

This is a required field

Title

Initial

Surname

SAVE

Training 12 Create Teacher

1. From the **Teacher List** screen, click on the **Add New Teacher** button.
2. Note the teacher's unique identifier in your school administration system. Use that identifier as the **Teacher Code** when you enter the teacher's details into Schools Online.
3. Enter the details of the new teachers and click **Save** to create a new teacher.

Editing a teacher

Menu: Home > School > Teacher List > Teacher List [Click on a Teacher Code.] > **Maintain Teacher**

Maintain Teacher

Teacher Code TEST

Title

Initial

Surname

Training 13 Editing Teacher

Make the necessary changes to the **Title**, **Initial** and **Family Name** as required. Once changes have been made, click **Save** to save the changes.

HINT: To change the **Teacher Code** the teacher must be deleted from the database and their record recreated with the correct **Teacher Code**.

Transfers In / Out

Transferring students out of your school

Students with no current year SACE enrolments or have left your school need to be transferred out from your school within Schools Online.

Menu: Home > Students > Group Transfer Out > **Group Transfer Out Search** [Select a **Home Group** or enter a **Year Level**, then click on the **Search** button] > **Group Transfer Out**

> Home > Students > Group Transfer Out Search > Group Transfer Out

Group Transfer Out

The following Students have no active enrolments:

Selected	Registration	Student Code	Student	Year of Last Active Enrolment	Status	Year Level
<input type="checkbox"/>	463518T	090029	Training, Hugh	2013	E	12
<input type="checkbox"/>	328718J	654321	Training, Scott	2013	E	12
<input type="checkbox"/>	396269R	2014_120	Training, Jake	-	E	09

Number of Students: 3
[Select All](#) | [Clear All](#)

Training 14 Group Transfer Out


You may decide to process enrolments for a Home Group or Year Level and then transfer out the students with no current enrolments for that group before processing the next group.

1. Complete all student enrolments.
 - a) Make sure that data imports from your administration are completed.
 - b) Process the enrolments for new students, as described in the 'Students' section from page 16.
2. From the **Group Transfer Out** screen transfer the remaining students, who have no SACE enrolments, to the **SACE Board of South Australia** (School 000).

Further details about **Group Transfer Out** are described in the **Hints / Help**.

Transferring an individual student out of your school

Method 1:


Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) [Click on the **Transfer Out** hyperlink  **Transfer Out** at the bottom of the screen.]

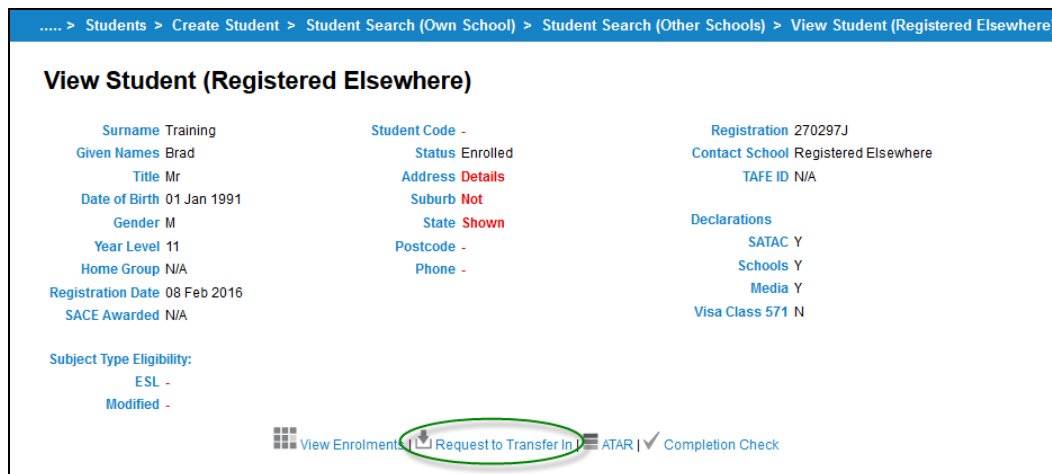
Method 2:

Menu: [Home](#) > [Students](#) > [Transfer out Requests](#) > [Transfer out Requests](#) [Click on the **Accept** hyperlink for the student]

Transferring students to your school

You can transfer students into your school from other Schools Online schools.





Menu: [Home](#) > [Students](#) > [Students Search](#) > [Click on the **Search From Other Schools** hyperlink  **Search From Other Schools**] > [Student Search \(Other Schools\)](#) [Enter details and click on the **Search** button] > [View Student \(Registered Elsewhere\)](#) [Click on the **Request Transfer In** hyperlink at the bottom of the screen.]



..... > [Students](#) > [Create Student](#) > [Student Search \(Own School\)](#) > [Student Search \(Other Schools\)](#) > [View Student \(Registered Elsewhere\)](#)

View Student (Registered Elsewhere)

Surname Training	Student Code -	Registration 270297J
Given Names Brad	Status Enrolled	Contact School Registered Elsewhere
Title Mr	Address Details	TAFE ID N/A
Date of Birth 01 Jan 1991	Suburb Not	
Gender M	State Shown	Declarations
Year Level 11	Postcode -	SATAC Y
Home Group N/A	Phone -	Schools Y
Registration Date 08 Feb 2016		Media Y
SACE Awarded N/A		Visa Class 571 N
Subject Type Eligibility:		
ESL -		
Modified -		

 [View Enrolments](#) |
  [Request to Transfer In](#) |
  [ATAR](#) |
  [Completion Check](#)

Training 15 View Student (Registered Elsewhere)

To transfer in a student into your school:

1. Search other schools for the student. If you are able to enter the student's Registration the search will be quick.
2. Click the **Request to Transfer In** hyperlink.
 - For Schools Online schools you will be presented with the **Request to Transfer In** screen. Please be mindful that the reason you enter for the transfer will become visible to the student's current school.
 - For students currently enrolled at the SACE Board of South Australia (School 000) the student will be transferred immediately.

Action a transfer out request

Menu: [Home](#) > [Students](#) > [Transfer out Requests](#) > [Transfer out Requests](#) [Click on the [Accept](#) hyperlink for the student]

> Home > Students > Transfer out Requests					
Transfer out Requests					
Registration	Student	Requesting School	Reason	Date Requested	
270297J	Training, Brad	001 Adelaide High School	This student has moved into this area.	08 Feb 2016	Accept Reject

Training 16 Transfer out Requests

1. Click on the **Accept** hyperlink to transfer the student to the requesting school if you agree with the request.
2. You can view a student's current enrolments in the **Transfer Out Request Confirmation** screen. If any are listed you can select the enrolments that should be deleted when the student is transferred out.
3. Click on the **Transfer Out** button.

HINT: If there are no enrolments, or if you have deleted those that should be removed, you will see the **Transfer Out Confirmation** screen with no current enrolments.

Students Menu

Creating new students

Menu: [Home](#) > [Students](#) > [Create Student](#) > [Create Student](#) [Enter the student details and click on the [Save](#) button.]

After the student has been created in the school's administration system (Note the student's unique ID in that system) enter their details in the Schools Online **Create Student** screen. Use the Student ID from the school administration system as the **Student Code**.

If the student details are similar to another student in the database the **Check Student Duplicate** screen will be displayed.

In the Check Duplicate Student screen click on the **Modify** button to modify the details and then click on the Save button.


Maintaining student information

Menu: [Home](#) > [Students](#) > [Student Search](#) > [Student Search \(Own School\)](#) [Enter details] > [View Student](#)

If you wish to edit the student's details after the record has been saved, open the **View**

Student screen and click on the **Maintain Student** hyperlink  [Maintain Student](#) at the bottom of the screen.

Viewing Enrolments for a student

Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) [Click on the [View Enrolments](#) hyperlink at the bottom of the screen  [View Enrolments](#)]

From this screen you can:

- delete or withdraw current year individual enrolments (SACE & VET)
- view and edit individual enrolments (including proposed)
- add the student to a **SACE class**
- add **Self Directed Learning**
- run a **Completion Check**

- view the **ATAR** (Australian Tertiary Admission Rank) status for the student
- confirm the student's VET qualifications.

NOTE: Duplicate VET Enrolments entered and resulted as P (Passed) will appear as in example below:

SIR30212 Certificate III in Retail Operations		Max 65 Credits	0 Hrs	0 Credits	Stage 1
<input type="checkbox"/>	* 2014 SIRXIND001A Work effectively in a retail environment		0/45 Hrs	P	
Select All Clear All					
<input type="button" value="Delete Selected"/> <input type="button" value="Withdraw Selected"/>					
* This unit of competency has previously been recognised for this student.					

Training 17 Duplicate VET enrolment appearing with the red star.

Enrolling individual students in SACE classes

Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) [Click on the [View](#)

[Enrolments](#) hyperlink at the bottom of the screen [View Enrolments](#)] > [View](#)

[Enrolments](#) [Click on the [Add to SACE Classes](#) hyperlink [Add to SACE Classes](#) above the list of classes] > [Add Student to SACE Classes](#)

1. Enter details and click on the **View** button, which displays students in the **Add Students to SACE Classes** screen.
2. Select the classes and click the **Add to Classes** button.

Adding self directed learning for an individual student

Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) [Click on the [View](#)

[Enrolments](#) hyperlink at the bottom of the screen [View Enrolments](#)] > [View](#)

[Enrolments](#) [Click on the [Add Self Directed Learning](#) hyperlink [Add Self Directed Learning](#) above the list of classes] > [Add Student to Self Directed Learning](#)

Select the **Status** and **Credits** and then click on the **Add Students** button.

Adding VET Enrolments

Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > [View Student](#) [Click on the [View](#)

[Enrolments](#) hyperlink at the bottom of the screen [View Enrolments](#)] > [Click on the

[Add VET Enrolment](#) hyperlink [Add VET Enrolment](#) above the list of enrolments] > [Add VET Unit of Competency](#)

The **Add VET unit of Competency** allows you to add one and / or multiple VET Enrolments for the selected student.

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

Add VET Unit of Competency

Student Training, Graham TAFE ID
 Registration 812751W Home Group HG01
 Student Code 123456789012 Year Level 11

Year Resulted by RTO Stage

Qualification Code Stage

Registered Training Organisation Hours

VET Unit of Competency Code Hours

Result Hours

Apprenticeship Hours

Recently added Units of Competency Enrolments

Unit Code	VET Unit of Competency	Hours	Stage	RTO	Year	Result	Apprenticeship
-----------	------------------------	-------	-------	-----	------	--------	----------------

Training 18 Add VET Unit of Competency (SA)

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

Add VET Unit of Competency

Student Training, Paula TAFE ID
 Registration 215824G Home Group HG01
 Student Code ABCD456789012 Year Level 11

Year Resulted by RTO Stage

Qualification Code Stage

Registered Training Organisation Hours

VET Unit of Competency Code Hours

Result Hours

Apprenticeship Hours

Delivery Location

Recently added Units of Competency Enrolments

Unit Code	VET Unit of Competency	Hours	Stage	RTO	Year	Result	Apprenticeship
-----------	------------------------	-------	-------	-----	------	--------	----------------

Training 19 Add VET Unit of Competency (NT)


For each enrolment you need to:

- Check the year in the **Year Resulted by RTO** field. It will default to the current year. Only change this if entering VET for the previous year.
- Select a **Qualification Code** from the list which will contain the 25 commonly used qualifications for the year entered. If the qualification you require isn't listed you may perform a search by clicking on icon.
- Enter a **VET Unit of Competency code** or you may perform a search by clicking on icon.
- Select a **Registered Training Organisation (RTO)** from the list which will contain the 15 commonly used organisations. If the RTO isn't listed you may perform a search by clicking on icon.
- Select the appropriate **Result** and **Apprenticeship** option.
- For Northern Territory schools, you must enter a **Delivery Location**.

Once the required details are selected, click on **Submit** to add the enrolment to Schools Online.


HINT: Once you click on **Submit** the added enrolment will appear listed in the **Recently added Units of Competency Enrolments** so you can add another VET enrolment if required.

Viewing Completion for a student

Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > **View Student** [Click on the **Completion Check** hyperlink at the bottom of the screen  **Completion Check**]


A student's completion details demonstrate whether or not the subjects studied at Stage 1 and Stage 2 will allow the student to gain the SACE or NTCET and which subjects will contribute to fulfilling the various requirements. Detailed and summary views are available.

Viewing ATAR status for a student

Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > **View Student** [Click on the **ATAR** hyperlink at the bottom of the screen  **ATAR**]

The ATAR (Australian Tertiary Admission Rank) status indicates whether or not a student will receive an ATAR score. It does this by checking Stage 2 enrolments against a set of inbuilt rules to determine whether the grouping of subjects can be used to construct an aggregate for university entry.

Viewing Compulsory Education Age (CEA) data for a student (SA only)


Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > **View Student** [Click on the **Student CEA Data** hyperlink at the bottom of the screen  **Student CEA Data**]

Compulsory Education Age data can only be entered / changed via Schools Online for South Australian schools. Use this screen to maintain Compulsory Education Age (CEA) data for a student at your school.

Further details are described in the **Hints / Help**.

HINT: As the student is enrolled in a SACE subject a CEA Record is added automatically in the category of **Secondary Education** with the start defaulting to the date the enrolment was entered.

Confirming VET Qualifications for an individual

Menu: [Home](#) > [Students](#) > [Student Search \(Own School\)](#) > **View Student** [Click on the **View Enrolments** hyperlink at the bottom of the screen  **View Enrolments**] > [Click on the **Confirm VET Qualifications** hyperlink **Confirm VET Qualifications** above the list of enrolments > **Confirm Student's Completed VET Qualification**

In order for the qualification (Certificate III or above) to be used for the Australian Tertiary Admission Rank (ATAR) each student needs to have successful completion of their qualification confirmed by the Registered Training Organisation (RTO) and verified by the Principal and the form submitted to the SACE Board.

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

Confirm Student's Completed VET Qualification

Student Training, Harris
 Registration 872080L
 VET Qualification ICA30111 Certificate III in Information, Digital Media and Technology
 SACE Board Verified No
 AQF Certificate Level III
 Minimum Hours 420
 Stage Hybrid
 Parchment Issued No
 Year Started 2015
 Year Completed 2016

Remove Confirmation SAVE Print Confirmation Report

Training 20 Confirm Student's Completed VET Qualification

For each qualification that requires confirmation you need to:

1. Select the **VET Qualification** from the drop down list.
2. Indicate whether a parchment already has been issued by the RTO by selecting **Yes** or **No** from the **Parchment Issued** drop down box.
3. Enter the **Year Started** and **Year Completed** for that qualification.
4. Once the details have been entered click on **Save**.

HINT: If the SACE Board has verified the qualification the *SACE Board Verified* field will be set to **Yes**. Once verified details of the confirmation cannot be changed or the confirmation removed via Schools Online.

NOTE: Each qualification has a minimum hours allocated and if the hours calculated in Schools Online is not enough it will give a warning as indicated below:

Warning: The student has insufficient VET enrolments to meet the minimum requirements for this qualification.
 420 Hours [Click here to add VET Enrolments.](#)

Training 21 Confirm VET Qualification Message – Not Enough Hours

HINT: If you have made a mistake and need to remove the confirmation you can click on the **Remove Confirmation** button.

Each qualification entered needs to have a report signed by the principal and faxed to the SACE Board. In order to produce the report you click on **Print Confirmation Report** button. The report will show details of the student's qualification you just entered.

Allocating students to a Home Group

Menu: [Home](#) > [Students](#) > [Home Group Allocation](#) > [Home Group Allocation Search](#) [Select a **Home Group**, enter a **Year Level**, or select **All Students**, then click on the **View** button] > [Home Group Allocation](#)

> Home > Students > Home Group Allocation Search > Home Group Allocation

Home Group Allocation

Select the students you wish to assign to this home group

Home Group

New Home Group

Select	Registration	Student Code	Student	Home Group
<input type="checkbox"/>	480662W	00019	Training, Amey	HG01
<input type="checkbox"/>	426749R	00015	Training, Angie	HG01
<input type="checkbox"/>	765278H	00003	Training, Chris	HG01
<input type="checkbox"/>	792257X	00011	Training, Claire	HG01
<input type="checkbox"/>	984019W	00007	Training, Duane	HG01
<input type="checkbox"/>	391025L	00001	Training, Frank	HG01
<input type="checkbox"/>	400602R	00017	Training, Liz	HG01
<input type="checkbox"/>	895583G	00005	Training, Mario	HG01
<input type="checkbox"/>	602571F	00009	Training, Monty	HG01
<input type="checkbox"/>	807936W	00013	Training, Taylor	HG01

Number of Students: 10
[Select All](#) | [Clear All](#)

Training 22 Home Group Allocation

Select the **Home Group**, the students to allocate, and click on the **Allocate** button.

Group TAFE ID Entry (SA Only)

Menu: [Home](#) > [Students](#) > [Group TAFE ID Entry](#) > [Group TAFE ID Entry Search](#) [Enter a **Year Level** and select whether you want to **Include TAFE ID already allocated**, then click on **View** button] > [Group TAFE ID Entry](#)

> Home > Students > Group TAFE ID Entry Search > Group TAFE ID Entry

Group TAFE ID Entry

Registration	Student Code	Student	Home Group	TAFE ID
				<input type="button" value="Allocate"/>
629498W	00014	Training, Alyson	HG02	<input type="text"/>
480662W	00019	Training, Amey	HG01	<input type="text"/>
445723T	00018	Training, Amy	HG02	<input type="text"/>
841923W	00016	Training, Angela	HG02	<input type="text"/>
426749R	00015	Training, Angie	HG01	<input type="text"/>
741989H	00006	Training, Ben	HG02	<input type="text"/>
744722X	TRAINING	Training, Bob	HG05	<input type="text"/>
765278H	00003	Training, Chris	HG01	<input type="text"/>
792257X	00011	Training, Claire	HG01	<input type="text"/>
127434T	00012	Training, Clare	HG02	<input type="text"/>

Training 23 Group TAFE ID Entry

For each student listed you can enter the **TAFE ID** in the field provided, and then click on the **Allocate** button.

SACE Classes Menu

NOTE: When you import SACE enrolments from another administrative system they will be added to the appropriate student's enrolment records through the SACE class structure.

Creating a new SACE class

Menu: [Home](#) > [SACE Classes](#) > [Create SACE Class – Subjects Search](#) [Enter a **SACE Code** if you know it] > [Create SACE Class – Search Results](#) [Click on the **Create Class** hyperlink for the class

Subject Code	Subject Name	Curriculum Area Name	
1BIG10	Biology	Sciences	Create Class
1BIG20	Biology	Sciences	Create Class
2BIG20	Biology	Sciences	Create Class


Create SACE Class

On the **Create SACE Class** screen:

1. Enter the required fields.
2. Enter the **Class Code** and **Accession No.** (The **Accession No.** is a number granted on an approved Learning and Assessment Plan).

NOTE: Entering a **Class Code** will make it easier to go quickly to that class in the future.

Editing a SACE class

Menu: [Home](#) > [SACE Classes](#) > [List SACE Classes](#) > [SACE Class Search](#) [Enter search details] > [SACE Class Selection](#) [Click on a **Class Code**] > [SACE Class Summary](#) [Click on the **Edit SACE Class** hyperlink  [Edit SACE Class](#)] > [Edit SACE Class Information](#)

In the **Edit SACE Class** Information screen you can:

- change the **Teacher** for the class
- edit the **Class Number** and **Class Code**
- change the **Results Due** depends on the time of year (i.e. Before results due June cut-off)
- for a stage 1 class: you can also edit the **Variant**, **School Subject Name** & **Accession No.**
- for a stage 2 class: you can also edit **Assessment School**, **Assessment Group** and the teacher information.

Viewing a SACE Class details (SACE Class Summary)

Method 1:

Menu: [Home](#) > [School](#) > [List Teachers](#) > [Teachers List](#)
[Click on the **View SACE Classes** hyperlink for a teacher

COOPER	Dr	S	Cooper	View SACE Classes]
BIO-BR1	1BIG10	Biology	1	B 2	D
				Dr S Cooper	11

SACE Class Summary]>

Method 2:

Menu: Home > SACE Classes > List SACE Classes > SACE Class Search [Enter class details] > SACE Class Selection [Click on the Class Code hyperlink for the subject

Class Code	Subject Code	Subject Name	Class Number	Var	Semester	Results Due	Teacher	Assessment Group	Student Count
BIO-BR1	1BIG10	Biology	1	B	2	D	Dr S Cooper		11
<Not Set>	1PLP10	Personal Learning Plan	1		1	J	Mr S SOAR		69

] > SACE

Class Summary

NOTE: Details that can be modified are according to the stage.

> Home > SACE Classes > SACE Class Selection > SACE Class Summary

SACE Class Summary

Class Code	Teacher	Subject	Class Number	Var	Semester	Results Due
<Not Set>	Mr J Bond	1PLP10 Personal Learning Plan	1		1	J

Delete Selected | Withdraw Selected

Select	Student Code	Student Name	Registration	Status	Grade
<input type="checkbox"/>	00006	Training, Alan	210543F	E	
<input type="checkbox"/>	00010	Training, Glen	183602F	E	
<input type="checkbox"/>	00002	Training, James	295705G	E	
<input type="checkbox"/>	00004	Training, John	485895J	E	
<input type="checkbox"/>	00012	Training, Julie	257471J	E	
<input type="checkbox"/>	00018	Training, Kate	631938F	E	
<input type="checkbox"/>	00020	Training, Maria	226000F	E	
<input type="checkbox"/>	00016	Training, Megan	987783X	E	
<input type="checkbox"/>	00008	Training, Phil	477074G	E	
<input type="checkbox"/>	00014	Training, Sue	512151R	E	

Number of Students: 10
[Select All](#) | [Clear All](#)

Delete Selected | Withdraw Selected

[Edit SACE Class](#) | [Add Students to Class](#)

Training 24 SACE Class Summary (Stage 1 Compulsory Subject)

> Home > SACE Classes > SACE Class Selection > SACE Class Summary

SACE Class Summary

Class Code	Teacher	Subject	Class Number	Var	Semester	Results Due
<Not Set>	Mr J Bond	1BIG10 Biology	11	B	2	D

Delete Selected | Withdraw Selected

Select	Student Code	Student Name	Registration	Status	Grade
<input type="checkbox"/>	00001	Training, Brad	362276H	E	
<input type="checkbox"/>	00019	Training, Elizabeth	344039R	E	
<input type="checkbox"/>	00015	Training, Carol	477885W	E	
<input type="checkbox"/>	00002	Training, James	347463H	E	
<input type="checkbox"/>	00016	Training, Megan	584309T	E	
<input type="checkbox"/>	00003	Training, Peter	294996T	E	
<input type="checkbox"/>	00004	Training, John	284905F	E	
<input type="checkbox"/>	00005	Training, Michael	942490G	E	
<input type="checkbox"/>	00020	Training, Maria	396978H	E	
<input type="checkbox"/>	00017	Training, Karen	266290T	E	
<input type="checkbox"/>	00018	Training, Kate	981685E	E	

Number of Students: 11
[Select All](#) | [Clear All](#)

Delete Selected | Withdraw Selected

[Edit SACE Class](#) | [Add Students to Class](#)

Training 25 SACE Class Summary (Stage 1 Subject)

> Home > SACE Classes > SACE Class Selection > SACE Class Summary

SACE Class Summary

Class Code	Teacher	Subject	Class Number	Semester	Results Due	Assessment Group	Assessment School
<Not Set>	Mr J Bon	2RPA10 Research Project A	24	1	J	24	259-Seaview High School

Select	Student Code	Student Name	Registration	Status	Grade	Details
<input type="checkbox"/>	00006	Training, Alan	210543F	E		
<input type="checkbox"/>	00021	Training, Bob	215567H	E		
<input type="checkbox"/>	00010	Training, Glen	183602F	E		
<input type="checkbox"/>	00002	Training, James	295705G	E		
<input type="checkbox"/>	00004	Training, John	485895J	E		
<input type="checkbox"/>	00012	Training, Julie	257471J	E		
<input type="checkbox"/>	00018	Training, Kate	631938F	E		
<input type="checkbox"/>	00020	Training, Maria	226000F	E		
<input type="checkbox"/>	00016	Training, Megan	987783X	E		
<input type="checkbox"/>	00008	Training, Phil	477074G	E		

Number of Students: 10
[Select All](#) | [Clear All](#)

[Edit SACE Class](#) | [Add Students to Class](#) | [Print External Assessment Cover Sheet](#)

Training 26 SACE Class Summary (Stage 2 Subject)

From the **SACE Class Summary** screen you can:

- add, delete or withdraw students from the class
- for subjects that require eligibility you can view the status of the eligibility for that enrolment.

For stage 2 subjects that have an Investigation you can click on link at the bottom named [Print External Assessment Cover Sheet](#) to take you to the location on the website where you can access the External Assessment over Sheet.

For any SACE subjects that do not have an approved learning and assessment plan will display a warning message:

Class Code	Teacher	Subject	Class Number	Var	Semester	Results Due
1BIG1B	MR A Dooley	1BIG10 Biology	2		1	J

A learning and assessment plan for this subject has not been approved for your school. A result sheet will not be generated for this class until a learning and assessment plan has been approved by the SACE Board.

Training 27 SACE Class Summary – Stage 1 Learning and Assessment Plan warning message

Class Code	Teacher	Subject	Class Number	Var	Semester	Results Due	Assessment Group	Assessment School
<Not Set>	Mrs J Smith	2CVA20 Creative Arts	1		1	D	1	528-St Training High School

An approved learning and assessment plan for this subject does not exist for your school. Please submit a learning and assessment plan to the SACE Board.

Training 28 SACE Class Summary – Stage 2 Learning and Assessment Plan warning message

Updating SACE Class teacher information

Menu: [Home](#) > [SACE Classes](#) > [Update SACE Class Teacher Information](#)

The screenshot displays the 'Update SACE Class Teacher Information' interface. At the top, there are filters for 'SACE Stage', 'Semester', and 'Results Due', along with 'Save', 'Delete Selected', and 'Reset' buttons. Below this is a table with the following columns: Select, Class Code, Subject, Semester, Results Due, Class Number, Assessment Group, Variant, and Teacher. The table lists several classes, each with a dropdown menu for the teacher and an 'Add New Teacher' button. At the bottom of the table, there are 'Select All' and 'Clear All' options, and another set of 'Save', 'Delete Selected', and 'Reset' buttons.

Select	Class Code	Subject	Semester	Results Due	Class Number	Assessment Group	Variant	Teacher
<Not Set>	1BIG10	Biology	2	D	1			Bon, J Add New Teacher
<Not Set>	1LEG10	Legal Studies	1	D	1			Bon, J Add New Teacher
<Not Set>	1MEM10	Essential Mathematics	1	J	1			James, K Add New Teacher
<input type="checkbox"/>	<Not Set>	1PLP10	Personal Learning Plan	1	J			Bond, J Add New Teacher
<input type="checkbox"/>	<Not Set>	2AHD20	Agricultural and Horticultural Studies	1	D	1	1	James, K Add New Teacher
<Not Set>	2BUE20	Business and Enterprise	1	D	1	1	1	Bon, J Add New Teacher
<Not Set>	2RPA10	Research Project A	1	J	24	24		Testing1, T Add New Teacher
<Not Set>	2RPB10	Research Project B	1	J	1	1		Testing1, T Add New Teacher
<input type="checkbox"/>	<Not Set>	2RPB10	Research Project B	1	J	25	1	Testing1, T Add New Teacher

Training 29 Update SACE Class Information screen

When classes are created (either via an import or rollover) you can update information relating to that particular SACE class.

You can for each class listed on this screen:

- Delete classes with no enrolments
- Change the **Teacher** assigned to the class
- Change the **Assessment Group** assigned to stage 2 classes only.



Click on the **Save** button once any changes are made to save the entered information.

VET Enrolments Menu

Creating VET Enrolments

Menu: [Home](#) > [VET Enrolments](#) > [Create VET Enrolments](#)

This wizard will allow you to enrol a number of students in one or more units of competencies at the same time. Essentially you will identify the VET qualification, the students they wish to enrol and the units of competency in which to enrol them.

HINT: Throughout the wizard portions of the screen they can be minimised or maximised by clicking these icons  for minimise and  for maximise.

Step One – VET Qualification

The screen will display a list of the 25 most commonly used VET Qualifications for the current user's school.

You have two options to select the VET Qualification:

- Click on a commonly used qualification
- Perform a search on all VET Qualifications on the Recognition Register.

HINT: Any VET Qualification added must be on the VET Recognition Register before proceeding.

To proceed to step two of the wizard click on the qualification either from the commonly used or the search results.

> Home > VET Enrolments > Add Multiple VET Enrolments

Add Multiple VET Enrolments

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

Either select a commonly used VET Qualification

Qualification Code	Qualification Title	SACE Credits (Min - Max)	SACE Stage
40650SA	Certificate I in Education and Skills Development (Foundation - Category A)	30 - 60	1
AHC32810	Certificate III in Rural Operations	110 - 150	2
AUR10112	Certificate I in Automotive Vocational Preparation	15 - 20	1
AUR30405	Certificate III in Automotive Mechanical Technology	70 - 180	2
AUR30612	Certificate III in Light Vehicle Mechanical Technology	120 - 180	2
BSB20112	Certificate II in Business	35 - 55	1
CPC10111	Certificate I in Construction	40 - 45	1
CUF20107	Certificate II in Creative Industries (Media)	15 - 45	1
CUF30107	Certificate III in Media	35 - 80	2
CUS30209	Certificate III in Technical Production	35 - 95	2
HLT32512	Certificate III in Health Services Assistance	55 - 95	2
MEM10105	Certificate I in Engineering	40 - 40	1
MEM30305	Certificate III in Engineering Fabrication Trade	135 - 135	2
PUA21010	Certificate II in Public Safety (Aquatic Rescue)	15 - 35	1
SIH30111	Certificate III in Hairdressing	95 - 130	2
SIR20207	Certificate II in Retail	45 - 60	1
SIR30207	Certificate III in Retail	30 - 50	H
SIR30212	Certificate III in Retail Operations	45 - 65	1
SIS30113	Certificate III in Aquatics	30 - 60	2
SIS30310	Certificate III in Fitness	55 - 85	2
SIS30313	Certificate III in Fitness	55 - 85	2
SIS30313	Certificate III in Fitness	55 - 85	2
SIS30510	Certificate III in Sport and Recreation	40 - 90	2
SIT20213	Certificate II in Hospitality	20 - 55	1
SIT20307	Certificate II in Hospitality (Kitchen Operations)	50 - 95	1
SIT20312	Certificate II in Kitchen Operations	40 - 55	1

Or search for VET Qualifications

Year Resulted by RTO

Qualification Code SACE Stage

Qualification Title AQF Certificate Level

Industry Area

Student Surname Sort Options

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

Training 30 Add Multiple VET Enrolments Wizard (Step 1 - VET Qualification)

Step Two – VET Units of Competency

The second step of the wizard list the commonly used 25 units of competency for the selected qualification at the current user's school.

The qualification selected in step one will be shown throughout the wizard and if you have selected the incorrect one click on the **Back to Previous Step** button to take you back to step one of the wizard.

You have two options to select one or more VET Unit of Competency:

- Select one or more commonly used competencies using the box alongside the unit code.

- Perform a search on all unexpired VET Unit of competency in Schools Online.

Once either selected a commonly used competency or performed a search you click on the box alongside the VET Competencies you wish and then click on **Add to Selected List** below the section of the page you have selected the VET competencies.

A VET Competency selected can be removed by click on the box alongside the competency and then click on **Remove From List** button.

Once the selected list contains the competencies you wish to add to the qualification previous select click on **Next Step** button.

The screenshot displays the 'Add Multiple VET Enrolments' wizard at Step 2 - VET Units of Competency. The main area contains a table of VET Units of Competency with columns for Unit Code, VET Unit of Competency, Hours, and SACE Stage. A sidebar on the right shows the 'Selected VET Qualification' (AUR10112) and '(0) Selected VET Units of Competency'. Below the table are buttons for 'Select all', 'Unselect all', and 'Add To Selected List'. A search section below the table allows for searching by VET Unit of Competency Name, Unit Code, TAFE SA Code, VET Qualification, and Nominal Hours. Buttons for 'Search', 'Reset', 'Add To Selected List', 'Back to Previous Step', and 'Next Step' are visible.

Training 31 Add Multiple VET Enrolments Wizard (Step 2 - VET Units of Competency)

Step Three – Students

The third step of the wizard allow you search for and select at least one student to add the previous selected Units of Competency under the VET Qualification selected in step one of the wizard.

You can perform a search of students by:

- an individual student by **Registration, Student Code, Givens Names** or **Surname**
- a group of students by **Home Group** or **Year Level**
- the members of a current **SACE class**

HINT: To add students who are not at your school, select **Students from another school hyperlink and enter the student's details.**

Click on the **Search** button. The list of matching students is displayed in the bottom portion of the screen. Click on the box alongside the student or students you wish and then click on **Add to Selected List**.

A student selected can be removed by click on the box alongside the student and then click on **Remove From List** button.

Once the list contains the students you wish to add to the selected competencies and qualification click on **Next Step** button.

> Home > VET Enrolments > Add Multiple VET Enrolments

Add Multiple VET Enrolments

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

Search for Students

Student Code

Registration

Surname

Given Names

Date of Birth

Home Group Year Level

SACE Class

Students at my school Students from another school

« Page 1 of 1 »

Registration	Student Name	Student Code	Date of Birth	TAFE ID
<input type="checkbox"/>	210543F	Training, Alan	00006	01 Jun 1991
<input type="checkbox"/>	183602F	Training, Glen	00010	01 Oct 1991
<input type="checkbox"/>	295705G	Training, James	00002	01 Feb 1991
<input type="checkbox"/>	485895J	Training, John	00004	01 Apr 1991
<input type="checkbox"/>	257471J	Training, Julie	00012	01 Feb 1991
<input type="checkbox"/>	631938F	Training, Kate	00018	01 Aug 1991
<input type="checkbox"/>	226000F	Training, Maria	00020	01 Oct 1991
<input type="checkbox"/>	987783X	Training, Megan	00016	01 Jun 1991
<input type="checkbox"/>	477074G	Training, Phil	00008	01 Aug 1991
<input type="checkbox"/>	512151R	Training, Sue	00014	01 Apr 1991

« Page 1 of 1 »

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

Selected VET Qualification

AUR10112
Certificate I in Automotive Vocational Preparation

(8) Selected VET Units of Competency

AURASA1001
Apply automotive workplace safety fundamentals

AURLTA1001
Apply automotive mechanical system fundamentals

AURAEA1001
Identify environmental requirements in an automotive workplace

AURTTK2002
Use and maintain workplace tools and equipment

AURETR1003
Apply automotive electrical system fundamentals

AURETR2015
Inspect and service batteries

AURTTA1003
Use and maintain basic measuring devices

AURTTA2004
Carry out servicing operations

(0) Selected Students

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


Training 32 Add Multiple VET Enrolments Wizard (Step 3 - Student)

Finish – Create VET Enrolments

The final step require you set the Apprenticeship, Result, Registered Training Organisation (RTO), Delivery Location (NT Schools Only) and Year fields for one or more common students.

The qualification competencies, students selected in previous steps will be shown as seen below and if you have selected the incorrect one/s click on the **Back to Previous Step** to take you back to step three of the wizard.

For any student selected either all or few as appropriate you enter or select common values:

- Check the year in the **Year** field. It will default to the current year. Only change this if entering VET for the previous year.
- Select a **Registered Training Organisation (RTO)** from the list which will contain the 15 commonly used organisations. If the RTO you require isn't listed you may perform a search by clicking on  icon.
- Select the appropriate **Result** and **Apprenticeship** option.
- For Northern Territory schools, you must enter a **Delivery Location**.

Once the common values are selected and the students are ticked you click on **Create Enrolments**. Once an enrolment is added to Schools Online it will appear at the bottom of the screen under the section titled **Created VET Units of Competency Enrolments**. Students with all their enrolments added will be removed from the list. As soon as there are no students to select or you have added the VET enrolments to the students required you can click on **Finish** to take you to the **Summary** screen

NOTE: Results can be changed as often as necessary until the database Cut-Off.

HINT: Once you begin creating enrolments you cannot go back to any previous steps of the wizard.

> Home > VET Enrolments > Add Multiple VET Enrolments

Add Multiple VET Enrolments

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

Selected VET Qualification			
AUR10112	Certificate I in Automotive Vocational Preparation	Stage 1	AQF Level 1

(8) Selected VET Units of Competency			
AURASA1001	Apply automotive workplace safety fundamentals	10 Hrs	
AURLTA1001	Apply automotive mechanical system fundamentals	15 Hrs	
AURAEA1001	Identify environmental requirements in an automotive workplace	25 Hrs	
AURTTK2002	Use and maintain workplace tools and equipment	20 Hrs	
AURETR1003	Apply automotive electrical system fundamentals	10 Hrs	
AURETR2015	Inspect and service batteries	10 Hrs	
AURTTA1003	Use and maintain basic measuring devices	15 Hrs	
AURTTA2004	Carry out servicing operations	20 Hrs	

Registration	Student Name	Apprenticeship	Result	Year
Set common values for the selected students				
		No	Passed	2016
RTO				
<input type="checkbox"/>	210543F	Training, Alan		
<input type="checkbox"/>	183602F	Training, Glen		
<input type="checkbox"/>	295705G	Training, James		

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

Created VET Units of Competency Enrolments						
Registration	Student Name	VET Unit of Competency	Hours	Result	RTO	Year

Training 33 Add Multiple VET Enrolments Wizard (Final Step - Create VET Enrolments) (SA)

> Home > VET Enrolments > Add Multiple VET Enrolments

Add Multiple VET Enrolments

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

Selected VET Qualification			
AUR20712	Certificate II in Automotive Vocational Preparation	Stage 1	AQF Level 2

(8) Selected VET Units of Competency			
AURASA2002	Apply safe working practices in an automotive workplace	20 Hrs	
AURLTA1001	Apply automotive mechanical system fundamentals	15 Hrs	
AURAF2004	Solve routine problems in an automotive workplace	20 Hrs	
AURETR1003	Apply automotive electrical system fundamentals	10 Hrs	
AURETR2015	Inspect and service batteries	10 Hrs	
AURTTA2004	Carry out servicing operations	20 Hrs	
AURETR1001	Remove and tag automotive electrical system components	10 Hrs	
AURTTA1001	Remove and tag steering, suspension and brake system components	15 Hrs	

Registration	Student Name	Apprenticeship	Result	Year
Set common values for the selected students				
		No	Passed	2016
RTO				
Delivery Location				
<input type="checkbox"/>	872080L	Training, Harris		

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

Created VET Units of Competency Enrolments						
Registration	Student Name	VET Unit of Competency	Hours	Result	RTO	Year

Training 34 Add Multiple VET Enrolments Wizard (Final Step - Create VET Enrolments) (NT)

Final Step – Summary

This summary show you all the enrolment information added to Schools Online via the wizard.

> Home > VET Enrolments > Add Multiple VET Enrolments


Add Multiple VET Enrolments

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

Created VET Units of Competency Enrolments

Registration	Student Name	VET Unit of Competency	Hours	Result	RTO	Year
257471J	Training, Julie	(AURASA1001) Apply automotive workplace safety fundamentals	10 Hrs	Passed	21502	2016
		(AURLTA1001) Apply automotive mechanical system fundamentals	15 Hrs	Passed	21502	2016
		(AURAEA1001) Identify environmental requirements in an automotive workplace	25 Hrs	Passed	21502	2016
		(AURTTK2002) Use and maintain workplace tools and equipment	20 Hrs	Passed	21502	2016
		(AURETR1003) Apply automotive electrical system fundamentals	10 Hrs	Passed	21502	2016
		(AURETR2015) Inspect and service batteries	10 Hrs	Passed	21502	2016
		(AURTTA1003) Use and maintain basic measuring devices	15 Hrs	Passed	21502	2016
		(AURTTA2004) Carry out servicing operations	20 Hrs	Passed	21502	2016
631938F	Training, Kate	(AURASA1001) Apply automotive workplace safety fundamentals	10 Hrs	Passed	21502	2016
		(AURLTA1001) Apply automotive mechanical system fundamentals	15 Hrs	Passed	21502	2016
		(AURAEA1001) Identify environmental requirements in an automotive workplace	25 Hrs	Passed	21502	2016
		(AURTTK2002) Use and maintain workplace tools and equipment	20 Hrs	Passed	21502	2016
		(AURETR1003) Apply automotive electrical system fundamentals	10 Hrs	Passed	21502	2016
		(AURETR2015) Inspect and service batteries	10 Hrs	Passed	21502	2016
		(AURTTA1003) Use and maintain basic measuring devices	15 Hrs	Passed	21502	2016
		(AURTTA2004) Carry out servicing operations	20 Hrs	Passed	21502	2016

Training 35 Add Multiple VET Enrolments Wizard (Final Step - Summary)

HINT: Each individual VET enrolment can be editing by clicking on the  icon along the enrolment.

Viewing VET Enrolments

Menu: Home > VET Enrolments > [List Students by Qualifications](#)

The **List Students by Qualification** provides the functionality to search and display student enrolments in units of competency, grouped by VET Qualification.

> Home > VET Enrolments > VET Qualification Search

VET Qualification Search

Qualification Code SACE Stage

Qualification Title AQF Certificate Level

Industry Area SACE Completion Requirement

Year

Student Surname RTO Code

VET Unit of Competency VET Unit of Competency Code

Training 36 VET Qualification Search

You can perform a search by entering/selecting one or more criteria:

- a **Qualification Code**, an **AQF³ Certificate Level**, a **SACE Stage** of the qualification as on the Register, a **RTO Code**, and/or an **SACE Completion Requirement**,
- a **Qualification Title** or part of the title,
- select from an **Industry Area**,
- a **Year**,
- a **VET Unit of Competency Code**, or
- a **VET Unit of Competency title** or part of a title.

³ The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It set the certificate levels ranging from Level 1 (Certificate 1) to Level 5 (Diploma) and higher.

Click on the **Search** button to view matching qualifications on the **List VET Qualifications and Students** screen.

> Home > VET Enrolments > VET Qualification Search

List VET Qualifications and Students

Qualification Code	Qualification Title	Year	Stage
<input type="checkbox"/> AHC10210	Certificate I in AgriFood Operations	2014	1
<input type="checkbox"/> AHC30110	Certificate III in Agriculture	2014	2

VET Unit Code	VET Unit of Competency	Hours	Stage	Students
<input type="checkbox"/> AHCARB205A	Operate and maintain chainsaws	40	2	2

Registration	Student Name	RTO	Apprenticeship	Result
<input type="checkbox"/> 321610W	Training, Jess	40161	No	Passed (20)
<input type="checkbox"/> 358205L	Training, Andy	40161	No	Passed (20)

<input type="checkbox"/> AHCCHM303A	Prepare and apply chemicals	70	2	2
<input type="checkbox"/> AHCCHM304A	Transport, handle and store chemicals	50	2	2
<input type="checkbox"/> AHCLSK303A	Carry out feedlot operations	40	2	2
<input type="checkbox"/> AHCLSK311A	Implement feeding plans for livestock	140	2	2

<input type="checkbox"/> SIT30707	Certificate III in Hospitality	2014	H
<input type="checkbox"/> AHC32810	Certificate III in Rural Operations	2014	2

Training 37 List VET Qualifications and Students

For each qualification that matches the search performed you see the qualification records. Each qualification can be expanded by clicking on to view the Units of Competency added. Finally each Unit of Competency can be expanded to view the students enrolled in that competency.

You can alter the **Result** and **Apprenticeship** information and then click on Submit to save the information to Schools Online.

Confirm completed VET Qualifications

Menu: Home > VET Enrolments > **Confirm Completed VET Qualifications**

In order for the qualification (Certificate III or above) to be used for the Australian Tertiary Admission Rank (ATAR) each student needs to have successful completion of their qualification confirmed by the Registered Training Organisation (RTO) and verified by the Principal and the form submitted to the SACE Board.

The report will list those qualifications currently being undertaken at the user's school.

> Home > VET Enrolments > VET Confirmation

VET Confirmation

Qualification Code	Qualification Title	AQF	Year Started	
AHC20410	Certificate II in Horticulture	2	2015	☐
AUR10112	Certificate I in Automotive Vocational Preparation	1	2014	☐
AUR20512	Certificate II in Automotive Servicing Technology	2	2014	☐
AUR20712	Certificate II in Automotive Vocational Preparation	2	2014	☐
BSB10107	Certificate I in Business	1	2013	☐
BSB20112	Certificate II in Business	2	2014	☐
CHC20112	Certificate II in Community Services	2	2015	☐
CPC20111	Certificate II in Construction	2	2013	☐
CPC20211	Certificate II in Construction Pathways	2	2014	☐
CUF30107	Certificate III in Media	3	2014	☐
CUV20111	Certificate II in Visual Arts	2	2015	☐
ICA20111	Certificate II in Information, Digital Media and Technology	2	2014	☐
ICA30111	Certificate III in Information, Digital Media and Technology	3	2015	☐
MAR20313	Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)	2	2014	☐
PUA21012	Certificate II in Public Safety (Aquatic Rescue)	2	2014	☐
SIH20111	Certificate II in Hairdressing	2	2013	☐
SIR10112	Certificate I in Retail Services	1	2013	☐
SIR20212	Certificate II in Retail Services	2	2013	☐
SIS20410	Certificate II in Sport Career Oriented Participation	2	2013	☐
SIT20112	Certificate II in Tourism	2	2015	☐
SIT20213	Certificate II in Hospitality	2	2015	☐
TDM20307	Certificate II in Transport & Distribution (Coastal Maritime Operations ? Coxswain)	2	2013	☐
UEE22111	Certificate II in Sustainable Energy (Career Start)	2	2014	☐

[Print Confirmation Report](#)

Training 38 VET Qualification Confirmation – VET Qualification Search

To enter details for each student to indicate that they have successfully completed the qualification click on the ☐ alongside the qualification.

> Home > VET Enrolments > VET Confirmation

VET Confirmation

Qualification Code	Qualification Title	AQF Level	Year Started
ICA30111	Certificate III in Information, Digital Media and Technology	3	2015

Select	Registration	Name	Course Code	Completed	Year Started	Year Completed	Issued
<input type="checkbox"/>	872080L	Training, Harris	ICA30111	N	2015	2016	N

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

[Delete Selected](#) [SAVE](#) [Reset](#)

Training 39 VET Qualification Confirmation – VET Qualification Completion Details

For each student that requires confirmation you need to:

1. Tick the box at the beginning of each student's name.
2. Indicate whether a student has successfully completed as deemed by the Registered Training Organisation (RTO) by selecting Yes (Y) or No (N) from the **Completed** drop down box.
3. Indicate whether a parchment already has been issued by the RTO by selecting Yes (Y) or No (N) from the Parchment **Issued** drop down box.
4. Enter the **Year Started** and **Year Completed** for that qualification.
5. Once the details have been entered click on **Save**.

HINT: You can confirm multiple VET Qualifications at one time by repeating the above steps.

Once all qualification details have been entered. Print the report by clicking on the **Print Confirmation Report** button. If you have confirmed multiple VET qualification completion these will all print on the one report.

VET Qualification Verification form							
Attention : SACE Board				Printed On : February 12, 2016			
Action : Process VET Qualification Verification form				At : 12:33 pm			
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							
<p>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:</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>Completed VET Qualification Verification forms should be faxed to SACE Board Assessment Operations on 8372 7509</p>							
School : Good Shepherd Lutheran College				School Number: 932			
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.							
Signature of Principal: _____				Name of Principal: _____		Date: ___/___/___	
Student Name	SACE Registration Number	VET Qualification Code	VET Qualification Name	Registered Training Organisation	Student has completed the VET Qualification (yes or no)	Parchment Issued by RTO (yes or no)	Evidence Attached <input checked="" type="checkbox"/>
Training, Harts	872080L	ICA30111	Certificate III in Information, Digital Media and Technology	CHARLES DARWIN UNIVERSITY			
Total Students:		1					
*** End of Report ***							
Schools Online - VET Qualification Verification form							Page: 1
Selected criteria: Year: 2016							

Training 40 Confirm Student's Completed VET Qualification Verification Report that needs to be signed by the principal

NOTE: If Certificate III or above qualifications has been completed and is required for Tertiary Entrance calculations, Principal's verification must be submitted to the SACE Board by VET results cut-off date.

- **Print Confirmation Report** button will populate the following report – to be printed, verified and signed by the Principal.
- Printed, verified and signed original to be couriered or faxed to SACE Board Assessment Operations (fax number is 8372 7509).

Data Exchange Menu

Importing data into Schools Online

We strongly recommend that data exchanges between your administrative system and Schools Online should be done by one staff member only. That staff member needs to have administrative rights to the system.

You can import data into Schools Online from administrative systems that use the correct file formats. In South Australia EDSAS, and in the Northern Territory SAMS, support file formats compatible with Schools Online. The files and their formats are described in the Schools Online Help. The files you can import are listed below and **MUST BE IMPORTED IN THE CORRECT ORDER**.

Import File Order (South Australia)

1. Students (StudImp.dat*)
2. Teachers (TchrImp.dat*)
3. SACE Classes (ClassImp.dat*)
4. SACE Enrolments (EnrImp.dat*)

5. VET Enrolments (VETImp.dat*)
6. CEA Data (CEADatImp.dat*)

* These file names refer to EDSAS users only.

Import File Order (Northern Territory)

1. Candidates
2. Teachers
3. Class Structure
4. Enrolments
5. VET Results
6. VET Qualifications

Import warnings

You can only import one file at a time.

- Always import students and teachers before classes and enrolments.
- Do not attempt to have two imports running at the same time.

If your student import file includes a student with a name similar to a student already in the database, the system may assume you are trying to create a duplicate record and fail to import it. Remove the student from the import file and try again. If the second student is not a duplicate, you will need to enter that student manually through the **Create Student** screen.


- Make sure your SACE classes exist before importing SACE enrolments.

Importing the data

Menu: [Home](#) > [Data Exchange](#) > [Import](#) > [Import Data](#)

1. Select a file to import from the **Type** list. (Remember to import files in the correct sequence.)
2. Select the correct **Date Format** and browse to the **File** location, then click on the **Import** button.
3. A report will be generated, telling you if the import was successful and detailing any import errors.

If warnings are found in the import file, the correct records will be imported and the incorrect records will not. Errors found in those records will be reported to you in an error message.

For more details about importing data click on the **Context Help** icon  and read the Help topic.

Exporting data from Schools Online

Menu: [Home](#) > [Data Exchange](#) > [Export](#) > [Export Data](#)

You can export data from Schools Online from the **Export Data** screen by selecting the **Export Type**, **Text Delimiter**, **Field Separator**, **Date Format** and **Include Field Headers** option. You can view each data file on screen or save the file to disk. You can then import the data into another administrative software system.

Reports Menu

Schools Online reports are available for Students, SACE Classes and VET.

Menu: [Home](#) > [Reports](#) > [Student Reports](#) > [Student Reports Selection](#)

The **Report types** are: Declarations Checklist, Potential Completion Details, Student Details, Student Summary, Student Tracking Summary, Students without a CEA record (SA Only) and VET Unit of Competency By Student.

Menu: [Home](#) > [Reports](#) > [SACE Class Reports](#) > **SACE Class Reports Selection**

The **Report types** are: Class Listing, Class Listing by Subject, Enrolment Checklist, Enrolments Against Learning and Assessment Plan Status Report, Learning and Assessment Plan Status Report, Program Variant Listing, Research Project – End of Semester, School Assessment Sample Materials Submission, Special Provisions Status, Stage 1 Grade Count Reports, Students Enrolled Elsewhere, Students Registered Elsewhere, Subject Enrolment Eligibility Status, Subject Listing, Teacher Class Listing and Teacher Listing.

Menu: [Home](#) > [Reports](#) > [VET Reports](#) > **VET Reports Selection**

The **Report types** are: Unit By Qualifications, VET Qualification Verification, VET Qualifications entered as completed and VET Result Sheet.

Frequently Asked Questions (FAQ)

You may find the answer to one of your questions in the FAQ (Frequently Asked Questions).

Menu: [Home](#) > [Help](#) > **FAQ**

You should regularly visit the FAQ page within the help as this is reviewed regularly.

Schools Online Support

If further assistance is required you can contact the Schools Online Support Team using the details below:

Email	SACE.SchoolsOnlineSupport@sa.gov.au
Telephone	+61 08 8372 7412