

# **SLIMS–RABS User Guide**

For RTOs and School RTOs

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# Contents

<b>1</b>	<b>Introduction</b>	<b>1</b>
1.1	What is SLIMS?	1
1.2	What is RABS?	1
	Who uses RABS?	2
1.3	How to access SLIMS–RABS	2
<b>2</b>	<b>Staff accounts</b>	<b>4</b>
2.1	Roles and permissions	4
2.2	Manage staff accounts	4
	Create new staff accounts	5
	Add a role	6
	Change staff account details	7
	Remove staff account roles (Revoke)	8
	Cease staff accounts	8
	Reactivate ceased staff accounts	9
	Log in to RABS for the first time (and how to reset your password)	9
2.3	RABS staff account security	11
	RABS passwords	11
	Choose a good password	11
	Keep your password safe	11
	If you forget your password	12
	Ask your local system administrator to reset your password	13
	If you forget your User Id	13
	Change staff account passwords	14
<b>3</b>	<b>Registration</b>	<b>16</b>
3.1	When to register a learner	16
3.2	Register Visa students in RABS	17
	Student visa holders	17
	How to register for a LUI in SLIMS	17
3.3	Search for a learner	17
	Key of symbols for Lookup Learning Accounts screens	17
	Learner search options and search terms	18
	Learner search results	18
	Find all learners enrolled at your organisation	18
	Provide the learner with a generated LUI and password	20
3.4	Enrol a learner in an ILO	20
<b>4</b>	<b>Manage a learning account</b>	<b>24</b>
4.1	How to use the Manage Learning Account option	24
	View a learner's details	24

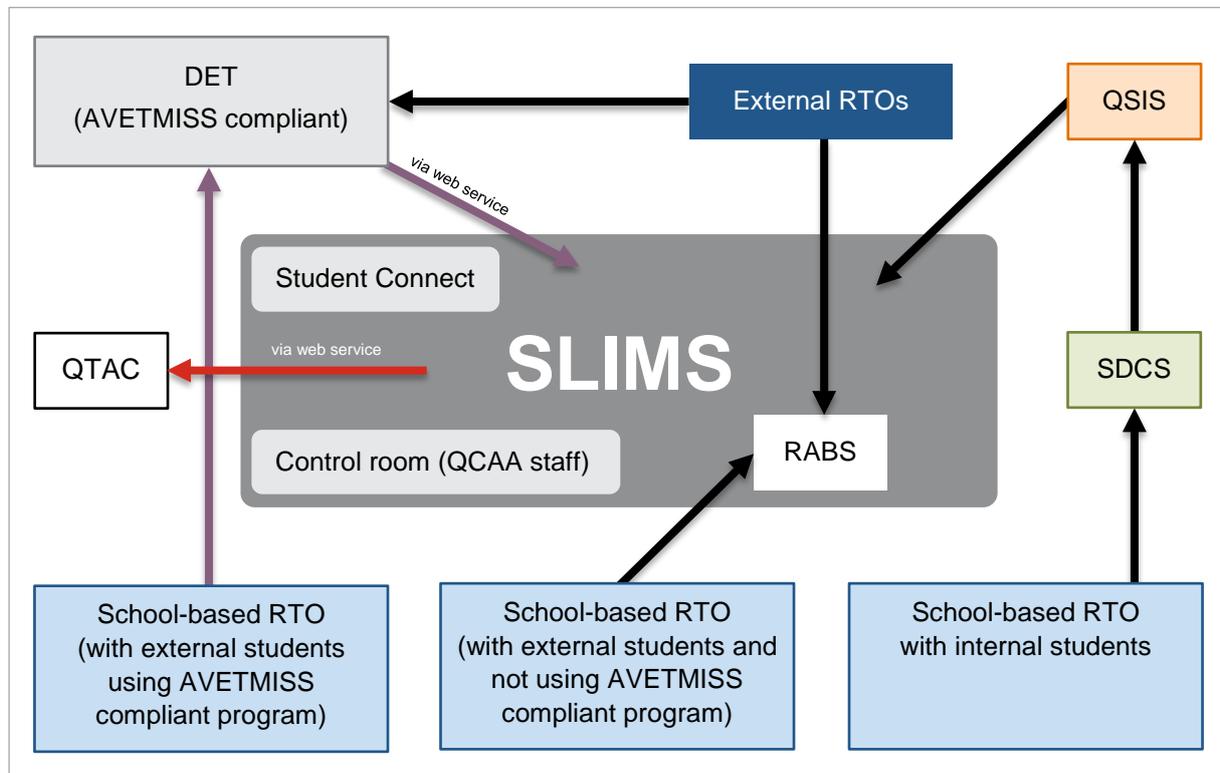
	Update a learning account.....	24
4.2	How to Lookup Learning Accounts .....	24
	Lookup Learning Accounts screen: Search fields.....	24
	About search criteria.....	24
	Lookup Learning Accounts screen: Search by last name.....	25
	Find a specific learner enrolled at your organisation .....	25
	Lookup Learning Accounts screen: Search for a registered learner.....	26
	Find learners enrolled at other learning providers .....	26
	Lookup Learning Accounts screen: Search for a previously enrolled learner .....	27
4.3	How to edit Personal Details tab .....	28
4.4	RABS — Edit data when not MLP .....	30
4.5	How to edit Intended Learning Options (ILOs) tab .....	30
	Delete an existing ILO .....	31
	Change an existing ILO .....	31
	Delete ILOs in RABS .....	31
4.6	How to edit Enrolments & Results tab (if applicable).....	32
	Learning Options: Details .....	32
	Learning Options: Edit or delete.....	33
	Learning Option components: Add or edit.....	33
	Components: School program.....	33
	Components: VET course .....	34
	How to search multiple ILOs.....	34
	How to change your organisation’s default ILO .....	35
	How to delete ILOs .....	35
	Reporting mechanism.....	36
	DETE Webservice.....	37
	AVETMISS reporting via DETE .....	37
	RABS — Drop-down menus not displaying .....	38
4.7	Literacy and Numeracy Notional Sound .....	39
	Add a Notional Sound — Literacy and/or Numeracy .....	39
	Notional Sound Report .....	41
4.8	RABS — Process to cease student in a provider enrolment .....	41
	If learning exists in SLIMS.....	41
	If no learning exists in SLIMS.....	42
<b>5</b>	<b>Export multiple learners’ details _____</b>	<b>43</b>
5.1	Export a list of PSNs and LUIs .....	43
5.2	Export in Registration Data Load file format .....	44
5.3	Bulk Print QCIA .....	45
<b>6</b>	<b>Managing multiple uploads _____</b>	<b>46</b>
6.1	Learning accounts .....	46
	How to edit files for upload.....	46
	Overview of process for managing file uploads .....	47

	The Registration Data Loads screen.....	47
	Extract LUIs and passwords after file upload.....	53
6.2	ILOs.....	54
6.3	Enrolments and results.....	58
<b>7</b>	<b>Uploading learner registration data _____</b>	<b>62</b>
	Registration details (2005 CVS format).....	62
	Registration details (2006 CVS format).....	63
	Indigenous indicator codes.....	65
<b>8</b>	<b>ILO data load file format _____</b>	<b>66</b>
	Intended Learning Options (2006 CSV format).....	66
	Intended Learning Options (2005 CSV format).....	66
	ILO goals .....	66
	ILO location types .....	67
	Enrolments and results data file format.....	67
<b>9</b>	<b>SLIMS bulk downloads _____</b>	<b>68</b>
	Enrolments and results.....	68
	Names, LUIs and passwords .....	70
<b>10</b>	<b>Definitions _____</b>	<b>73</b>
	RABS uses generic terms .....	73
	Learner.....	73
	Learning provider.....	73
	Main Learning Provider (MLP) .....	74
	Other Learning Providers (OLP).....	74
	Learning options .....	74
	Learning components .....	74
	Learning option components .....	74
	Learning.....	74
	Provider enrolment .....	75
	Cease a learner's account.....	75
	Learning option enrolment.....	75
	Component enrolment .....	75
	Enrolments.....	76

# 1 Introduction

## 1.1 What is SLIMS?

SLIMS is the Senior Learning Information Management System, which contains the learning accounts (personal details, enrolments and results, and QCE credits) of all learners in Queensland in their senior phase of learning.



### Legend:

- SLIMS – Senior Learning Information Management System
- RABS – Registration and Banking System for SLIMS
- DET – Department of Education Training
- SDCS – Senior Data Capture System (data collection system for schools to report student details — including enrolments)
- External Registered Training Organisations (RTOs)
- School-based RTOs (using and not using AVETMISS compliant program; external students and internal students)

## 1.2 What is RABS?

RABS is the Registration and Banking System for (SLIMS), which allows learning providers to:

- register young people as learners
- enrol learners in learning options

- ☑ report the results that the learners achieve in order to bank QCE credits in the learner's learning account.

RABS is an online (web-based) application that is used from any PC or device that has an internet connection and an up-to-date web browser.

## Who uses RABS?

- Schools (no AVETMISS compliant program; have external student/s studying VET subject/s in their school)
- Registered Training Organisations (RTOs)
- TAFEs
- Recognised Study Providers (QCAA approved)
- Universities
- ESDP providers  
(Programs that assist young people aged 15–17 years to re-join education, training or employment.)

## 1.3 How to access SLIMS–RABS

You can access the RABS log in screen on the QCAA website at [www.qcaa.qld.edu.au/1160.html](http://www.qcaa.qld.edu.au/1160.html). To gain access to the SLIMS–RABS site to be a Local System Administrator complete and lodge a *Local System Administrator Request* form to gain access to the site <https://slims.qcaa.qld.edu.au/help/faq/SystemAdministratorRequest.html>.

The Local System Administrator can grant access for staff accounts.

The screenshot shows the QCAA website homepage. At the top, there is a navigation bar with links for 'Site map', 'Contact us', 'Help', and a search box. Below this is the QCAA logo and the text 'Queensland Curriculum & Assessment Authority'. A secondary navigation bar lists various categories: 'About us', 'K-12 policies and resources', 'Kindergarten', 'Prep-Year 10', 'Senior secondary', 'PD & events', and 'Publications'. The main content area features a large banner for a 'Webinar support for HASS implementation' with a hand-drawn laptop on a chalkboard. To the right, a callout box points to the 'SLIMS - Registration & banking' link in the 'Online services & secure login' menu. Below the banner are three columns of links: 'Parents & families', 'Student Connect', and 'Changes to senior'. At the bottom right, there are sections for 'Software' (SunLANDA, BonSAI), 'Connect with us' (social media icons), and 'Key dates' (listing monitoring submissions for Music Extension & English Extension).

Welcome Guest

## Senior Learning Information Management System - Registration and Banking

**Welcome to the Registration and Banking component of Senior Learning Information Management System (SLIMS).**

This site allows you, as a learning provider, to register and manage your enrolments and results. Other methods are available for transferring enrolments and learning accounts.

Queensland state law requires all young people to be registered with the QCAA within one year of them completing Year 10 or turning 16.

All schools and training providers need an administration login and the administrator is responsible for adding other users within the organisation. If your organisation has never registered with QCAA and has not received login details, please complete the [local system administrator request form](#) and it will be arranged.

To register a young person, use your login details in the box to the right.

Once a student is registered you can continue to use the system at any time.

The [Registration and Banking Systems user guide](#) will help you get started.

A [Learning account](#) is automatically generated for the student once they are fully registered. They can then access the [Connect website](#). Generally, their learning account will remain open until the student is awarded their Queensland Certificate of Education.

If you need more help with the system, contact QCAA helpdesk by telephone (07) 3864 0269 or email [slims@qcaa.qld.gov.au](#).

**Want to know more?**

If you would like to know more about the laws requiring young people to be registered visit [Senior Phase year olds](#).

**Log in to the Registration and Banking System**

Login Id:

Password:

[Need help to log in?](#)

Enter your **User**

Enter your **password**

Click the **Log In** button

Click **Need help to log in?** if you have forgotten your **Login Id or Password**

- When you log in to RABS, the **Welcome** screen will open. Click on the **Home** menu to return to it at any time.
- The RABS menus across the top of the screen allow you to access the top-level RABS functions. Click the **Logout** link when you want to log out.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome Ivan Inking | The Best State High | Account | Logout

### Senior education profile for Year 12 students

Your name or title

**Manage Learning Account**  
Update your learner's Learning Account or Register as a Learner

Your organisation's name

**Electronic Data Upload**  
Upload a file with Learners to Register or Enrol

**Download Learning Account**  
Download Learning Account information (LUIs and PSNs)

**Manage Staff Accounts**  
Create and support Learning Provider Staff Accounts

**Manage Multiple ILOs**  
Set the Intended Learning Option for multiple learning accounts.

To log out click **Logout** link.

## 2 Staff accounts

### 2.1 Roles and permissions

RABS users are assigned roles, which give them permission to use the following RABS functions.

A Local System Administrator account has an additional role to create and manage Staff Accounts for other users at the organisation. RTOs may also have a second Local System Administrator if they wish by assigning the role to individual Staff Accounts if required.

Security role	Description
<b>Local System Administrator</b> (to be a Local System Administrator complete the Local System Administrator request form) <a href="https://slims.qcaa.qld.edu.au/help/faq/StaffAdministratorRequest.html">https://slims.qcaa.qld.edu.au/help/faq/StaffAdministratorRequest.html</a>	<b>Manage Staff Account roles</b> are to: <ul style="list-style-type: none"><li>• create new staff account</li><li>• change the passwords of <b>staff</b> accounts</li><li>• change <b>roles</b> assigned to staff accounts.</li></ul>
<b>Staff Accounts</b> (has access granted by the Local System Administrator to perform various tasks)	<b>Staff Account roles</b> are to register and maintain learner accounts, enrolments and results. They can manage the following: <ul style="list-style-type: none"><li>• reset learners' passwords</li><li>• maintain learner personal and demographic details</li><li>• record intended learning options</li><li>• record Notional Sound for literacy and numeracy (if applicable)</li><li>• record QCIA Statements of Achievement and Participation (if applicable)</li><li>• view enrolments and results</li><li>• extract LUIs to update SDCS</li><li>• extract LUIs and passwords to distribute to learners</li><li>• If a school offers VET enrolments to students from other schools, users will also be able to record VET enrolments and results in SLIMS</li></ul>

### 2.2 Manage staff accounts

Users with the **Manage Staff Accounts** role can create new provider staff users. If you require access to SLIMS as the Local System Administrator you should follow the instructions on the **SLIMS – Registration and banking** page, login section under **Services online & secure login** on the QCAA website at [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au).

## Create new staff accounts

1. Click the **Staff Account** menu and click on **Manage Staff Account** of the RABS home page to open the **Current Staff** tab.

The screenshot shows the RABS home page with the 'Staff Account' menu selected. The 'Manage Staff Accounts' option is highlighted. A cartoon character is visible on the right side of the page.

Manage Staff Accounts

Current Staff		Previous Staff				
<input type="checkbox"/>	Login	Last Name	Given Names	Start Date	Cease Date	Provider Id
<input type="checkbox"/>	6406406004	Administrator	System	31/03/2005		204
<input type="checkbox"/>	6306303003	Rabbit	Peter	08/06/2006		204

Click **New** to add a user

2. Click the **New** button.
3. Enter the details for the new user.

New Staff Account Personal Details

**Personal Details** (\*=required fields)

Last Name\*

Given Names\*

Sex\*

---

**Postal Address**

Address Line 1\*

Address Line 2

Suburb/Town\*

State\* (if country is Australia)

Postcode\* (if country is Australia)

Country\*

---

**Other Details**

Position\*

Email\*

Click **Save**

4. Click the **Save** button.

## Add a role

Additional roles are assigned once a user account has been established. All new users are automatically assigned **Manage Learning Accounts from RABS** role.

1. Click **Manage Staff Account**.
2. Click the **User Id** (Login) link for the user that needs to be changed.

<input type="checkbox"/>	Login	Last Name	Given Names	Start Date	Cease Date
<input type="checkbox"/>	<a href="#">0004299228</a>	Happless	Harry	18/09/2014	

3. Click on **Roles** tab.

### Staff Account - Harry Happless

- Personal Details
- Roles**

**Personal Details** (\*=required fields)

Login: 0004299228 Reset Password

Last Name\*: Happless

Given Names\*: Harry

Sex\*: Male

### Staff Account - Harry Happless

- Personal Details
- Roles**

Role	Date Granted	Action
Manage Learning Accounts From RABS	Sep 18, 2014	

Role:  Manage Staff Accounts

4. Use drop down menu to view additional roles.

### Staff Account

- Personal Details
- Roles**

Role	Date Granted	Action
Manage Staff Accounts	Jun 16, 2014	<a href="#">Revoke</a>
Manage Learning Accounts From RABS	Mar 22, 2006	

5. Click on **Grant** to allocate additional role.

## Change staff account details

1. In the **Manage Staff Accounts** screen, click the **Staff Account** menu item to open the **Current Staff** tab.
2. Click the **User Id** (Login) link for the user that needs to be changed.

### Manage Staff Accounts

Current Staff				Previous Staff		
<input type="checkbox"/>	Login	Last Name	Given Names	Date	Cease Date	Provider Id
<input type="checkbox"/>	<a href="#">6406406400</a>	Administrator	System	31/03/2005		99
<input type="checkbox"/>	<a href="#">6406406401</a>	Rabbit	Roger	24/06/2004		99
<input type="checkbox"/>	<a href="#">6406406104</a>	Bird	Bruce	25/11/2003		99
<input type="checkbox"/>	<a href="#">6406406004</a>	Thomas	Percy	24/06/2004		99

Page 1 of 2

Buttons: Cease, New

Callout: Click Login Id (pointing to the first login ID link)

3. Edit the user's personal details (below the link) in the **Personal Details** tab.

### Staff Account - System Administrator

Personal Details | Roles

**Personal Details** (\*=required fields)

Login:

Last Name\*:

Given Names\*:

Sex\*:

---

**Postal Address**

Address Line 1\*:

Address Line 2:

Suburb/Town\*:

State\* (if country is Australia):

Postcode\* (if country is Australia):

Country\*:

---

**Other Details**

Position\*:

Email\*:

Initial Password:

Callout: Click Save (pointing to the Save button)

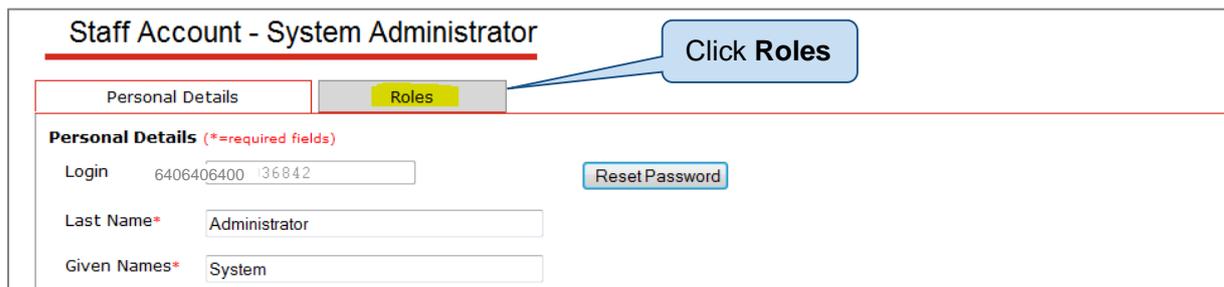
## Remove staff account roles (Revoke)

(If a user no longer requires **Manage Staff Accounts** role)

1. Click the **Staff Account** menu item to open the **Current Staff** tab of the **Manage Staff Accounts** screen.



2. Click the **User Id (Login)** link for the user that needs to be changed.



3. Edit the user's roles in the **Roles** tab.

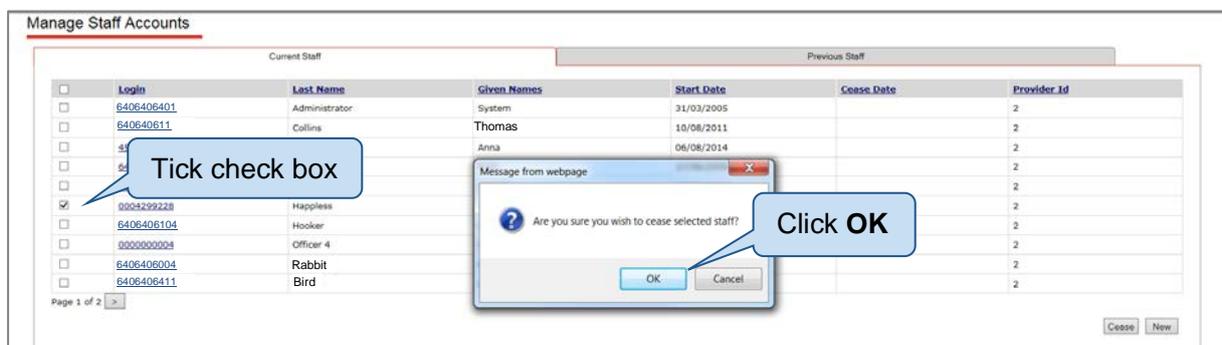


4. Click the **Revoke** link to remove that role from the user.

## Cease staff accounts

User accounts can be ceased if a staff member no longer requires access.

1. Click the **Staff Account** menu item to open the **Current Staff** tab of the **Manage Staff Accounts** screen.
2. Tick the checkbox for the user account that needs to be ceased.
3. Click the **Cease** button.



**Note:** The user will remain on the **Current Staff** tab until the next day.

## Reactivate ceased staff accounts

You can reappoint previous active users by:

1. Click the **Staff Account** menu item to open the **Current Staff** tab of the Manage Staff Accounts screen.
2. Click the **Previous Staff** tab.
3. Tick the checkbox for the user to reappoint.

The screenshot shows a web interface with two tabs: 'Current Staff' and 'Previous Staff'. The 'Previous Staff' tab is selected. Below the tabs is a table with the following data:

Login	Last Name	Given Names	Start Date	Cease Date	Provider Id
6406406004	Rabbit	Thomas	23/07/2008	19/12/2010	204
4599409358	AdExampleuser	Another	17/06/2014	17/06/2014	204

Below the table are two buttons: 'Reappoint' and 'New'. Callout boxes indicate: 'Tick check box' pointing to the checkbox in the second row, and 'Previous Staff tab' pointing to the 'Previous Staff' tab.

4. Click the **Reappoint** button. The user will go back onto the **Current Staff** tab
5. Find the user on the **Current Staff** tab, check their roles and change if necessary.

## Log in to RABS for the first time (and how to reset your password)

The RABS log in screen is accessed on the QCAA website at <https://www.qcaa.qld.edu.au/senior/slims>.

1. Ask your local systems administrator for your login and initial password
2. Log in to RABS.

The screenshot shows the 'Log in to registration and banking system' screen. It has the following elements:

- Login Id:** A text input field with a callout box: 'Enter your **User Id**'.
- Password:** A text input field with a callout box: 'Enter your **password**'.
- Log In:** A button with a callout box: 'Click **Log in**'.
- Need help to log in?:** A link with a callout box: 'Click **Need help to log in?** if you have forgotten your **User ID** or **password**'.

Change your password once you have you logged in to RABS.

5. The Initial login screen will open.

6. Click on Account.

Welcome Harry Harper      State High School | [Account](#) | [Logout](#)

## Senior education profile for Year 12 students

-  **Manage Learning Account**  
Update a learner's Learning Account or Register a New Learner
-  **Electronic Data Upload**  
Upload a file with Learners to Register or Enrol
-  **Download Learning Account**  
Download Learning Account information (LUIs and PSNs)
-  **Manage Multiple ILOs**  
Set the Intended Learning Option for multiple learning accounts.

**Click Account**

3. Enter your **current** password.
4. Enter your **new** password.
5. Re-enter your new password, and click the **Save** button.

## Manage Account

---

**Name:** Harry Harper

**Email:**

**Current Password\***

(passwords must be 6 characters or more and are case sensitive)

**New Password\***

**Confirm New Password\***

6. You will receive confirmation that your password has been successful.

The screenshot shows a web interface titled "Manage Account". At the top right, there is a blue callout box labeled "Confirmation". Below the title, a red-bordered box contains a red 'X' icon and the text "Password changed successfully for login id [6306303003]". Below this, the user's details are displayed: "Name: Harry Harper" and "Email:". Further down, there are three password fields: "Current Password\*", "New Password\*", and "Confirm New Password\*", each with an empty input box. A note below the first field states "(passwords must be 6 characters or more and are case sensitive)".

**Note:** you can use this menu and steps to change your password at any time.

## 2.3 RABS staff account security

### RABS passwords

A RABS password:

- must be at least six characters long
- must include at least one letter (A–Z, a–z) in upper or lower case
- must include at least one number (0–9)
- can contain punctuation characters
- cannot be the same as a password you have used before.

### Choose a good password

You can find an example of advice for creating a good password at [https://www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/windows\\_password\\_tips.mspx?mfr=true](https://www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/windows_password_tips.mspx?mfr=true) and please make sure that your password is easy for you to remember. If it is hard for you to remember you may forget it, or you might write it down (which makes it possible for someone else to find it).

### Keep your password safe

Do not tell anyone else your password. If they need to use RABS, your local system administrator can make them their own RABS account quickly and easily. If they only need to use RABS for a short period, your local system administrator can disable their account once they have finished.

If someone has guessed or found out your password, change your password immediately and tell your local system administrator.

If someone has used your RABS account, please inform your local system administrator promptly.

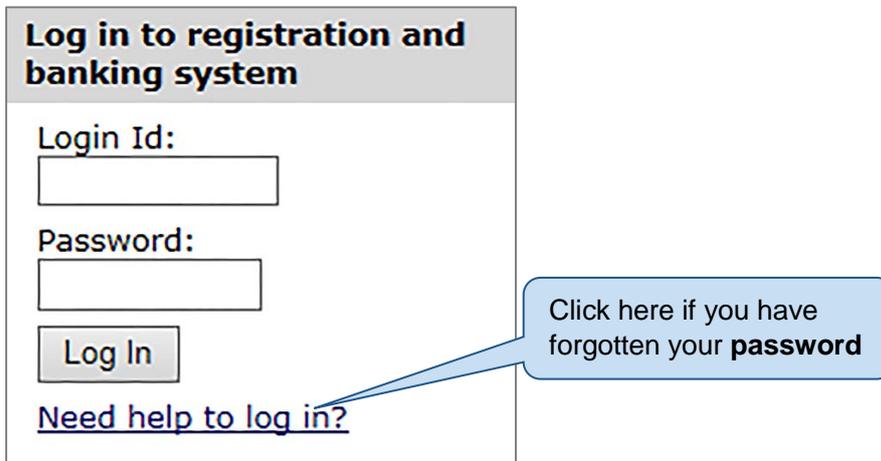
## If you forget your password

There are two ways you can reset your password:

1. Reset your password using the login page.
2. Ask your Local System Administrator to reset your password.

Resetting your password using the login page

1. Click **Need help to log in?** on the log in screen.



**Log in to registration and banking system**

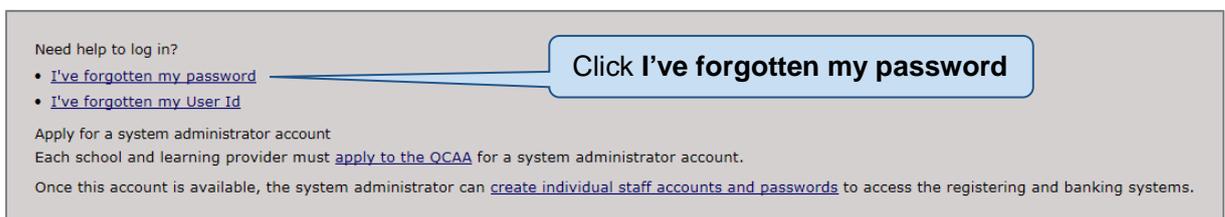
Login Id:

Password:

[Need help to log in?](#)

Click here if you have forgotten your **password**

2. Click **I've forgotten my password** link in the **Need help to log in?** screen.



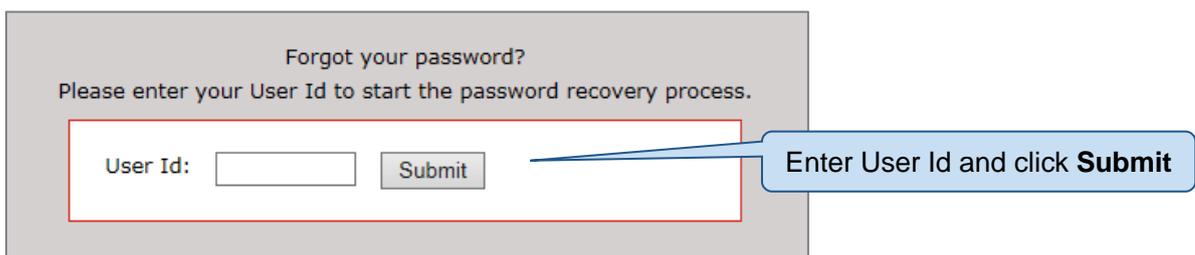
Need help to log in?

- [I've forgotten my password](#)
- [I've forgotten my User Id](#)

Apply for a system administrator account  
Each school and learning provider must [apply to the QCAA](#) for a system administrator account.  
Once this account is available, the system administrator can [create individual staff accounts and passwords](#) to access the registering and banking systems.

Click I've forgotten my password

3. Enter your User Id in the **Forgot your password?** screen.

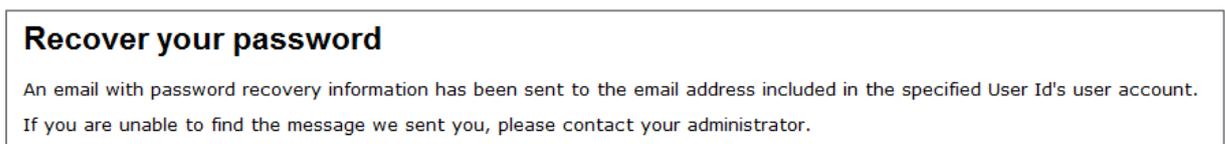


Forgot your password?  
Please enter your User Id to start the password recovery process.

User Id:

Enter User Id and click **Submit**

The following message will appear:



**Recover your password**

An email with password recovery information has been sent to the email address included in the specified User Id's user account.  
If you are unable to find the message we sent you, please contact your administrator.

A password **reset** email will be sent to you.

To reset the password for the User Id 0004299228 as requested, follow the link below.

[https://slims.qcaa.qld.edu.au/etrf/login/resetPasswordByEmail?  
ur=0004299228&key=uVaXRsqFu5tV6Ng3dTk19ZhnBu2b137JVQLOSRNgO1Q5sRv1p5PNLbTScFc4jUa](https://slims.qcaa.qld.edu.au/etrf/login/resetPasswordByEmail?ur=0004299228&key=uVaXRsqFu5tV6Ng3dTk19ZhnBu2b137JVQLOSRNgO1Q5sRv1p5PNLbTScFc4jUa)

If clicking the link above does not work, copy and paste the link address into a new web browser window instead.

**Note: this link will expire in 14 days.**

This is a post-only email. Replies to this email will not be read!

This email has been sent in response to your request to recover your login details.

4. Click the link in the email to go to the **Reset Password** screen so that you can set a new password.
5. Enter your **new password**.
6. Repeat your **new password**.
7. Click on Submit.

## Ask your local system administrator to reset your password

You will receive an interim password when your local administrator resets your password.

The screenshot shows a login form titled "Log in to registration and banking system". It contains two input fields: "Login Id:" and "Password:". Below the fields is a "Log In" button and a link that says "Need help to log in?".

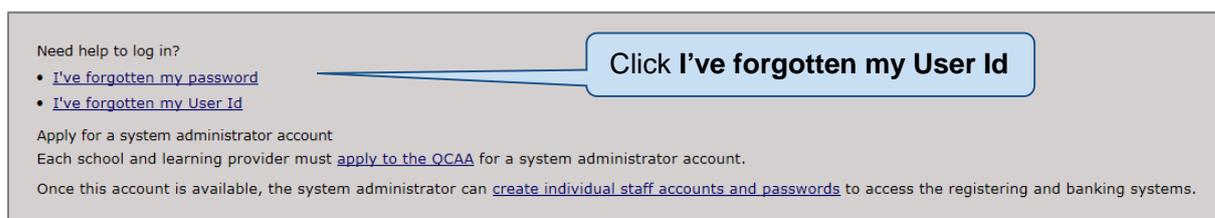
1. Login using your interim password.
2. Change your password.

## If you forget your User Id

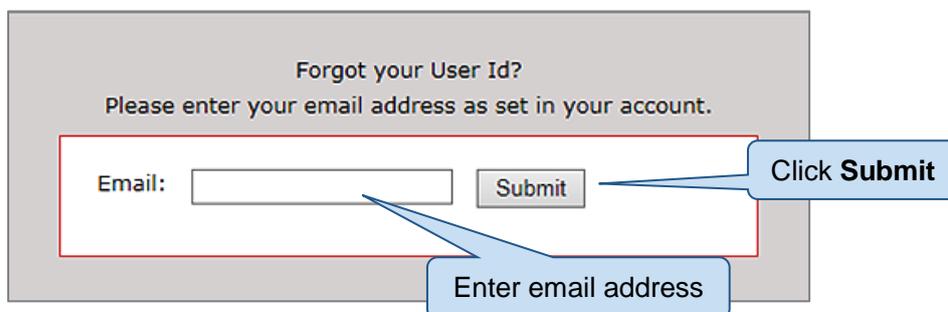
1. Click **Need help to log in?** link on the log in screen.

This screenshot is identical to the one above, but includes a blue callout box with a pointer directed at the "Need help to log in?" link. The callout box contains the text: "Click here if you have forgotten your **User Id**".

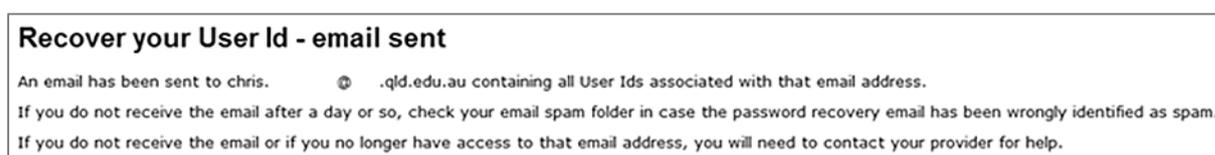
2. Click the **I've forgotten my User Id** link in the **Need help to log in?** screen.



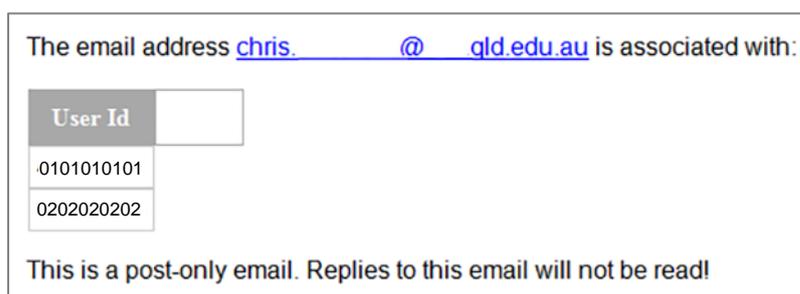
3. Enter your email address in the **Forgot your User Id?** screen and click the **Submit** button.



The following screen will appear:



RABS will send an email to the email address entered containing the User Ids that are attached to that email address. (In this case, the user has 2 user ids.)



Your local system administrator can set your email address.

## Change staff account passwords

Staff with the **Manage Staff Account** role can change staff account passwords using the same **Reset Forgotten Password** screen.

1. Log in to RABS.
2. Go to the **Staff Account** menu and click on **Manage Staff Account**.
3. Select the user.

<input type="checkbox"/>	Login	Last Name	Given Names	Start Date	Cease Date
<input type="checkbox"/>	0004299228	Happless	Harry	18/09/2014	

4. Click on Reset Password.

**Staff Account - Harry Happless**

Personal Details Roles

**Personal Details** (\*=required fields)

Login 0004299228

Last Name\* Happless

Given Names\* Harry

Sex\* Male

5. In the **Reset Forgotten Password** screen:
  - a. enter the new password.
  - b. re-enter the new password (to make sure you typed it correctly).

**Reset Forgotten Password**

(\*=required fields)

Login Id\* 0004299228

New Password\*

Confirm New Password\*   
(passwords must be 6 characters or more and are case sensitive)

Enter and confirm new password

5. Click on Save.

You will receive a message to say that the password has changed successfully.

**Reset Forgotten Password**

Password changed successfully for login id [0004299228]

(\*=required fields)

Login Id\*

New Password\*

Confirm New Password\*   
(passwords must be 6 characters or more and are case sensitive)

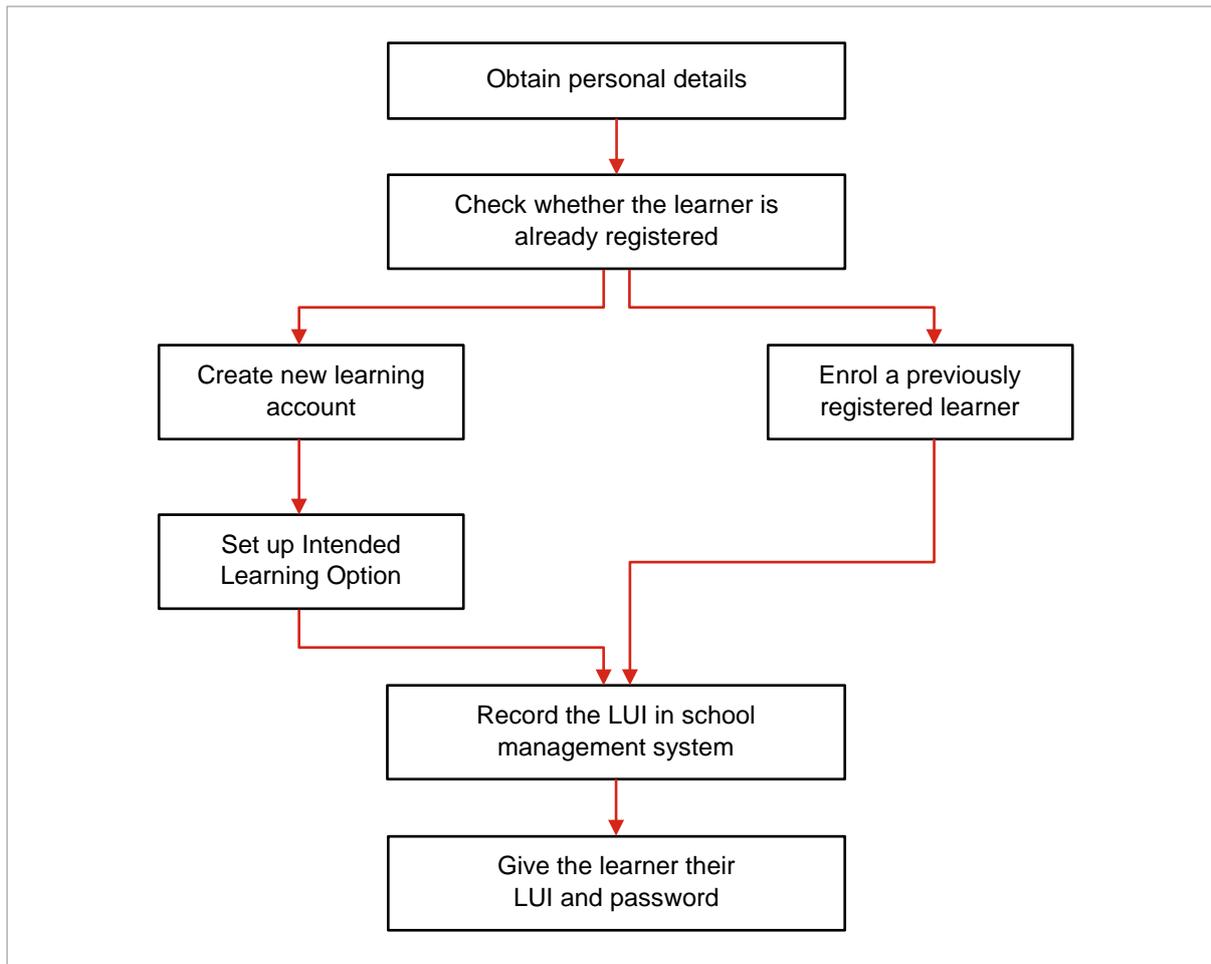
7. Advise the user of the new password.

# 3 Registration

## 3.1 When to register a learner

Queensland learners are registered for the QCE during Year 10 or in the 12 months before they turn 16, whichever comes first. Learners from other states/overseas are registered after completing Year 10 or turning 16 years of age. Generally, schools register learners in Year 10.

Queensland law requires young people to be earning or learning until they turn 17, or until they achieve a QCE or a vocational qualification at Level III or higher.



A learner's personal details stored in SLIMS include the learner's name, date of birth, gender, address, contact telephone numbers, ethnicity, spoken language, and provider student number at your organisation or sector.

Before registering a new learner, use the **Learning Accounts** screens to find out if a learner with the same personal details already exists with a learning account.

## 3.2 Register Visa students in RABS

### Student visa holders

Learning providers must not open a student account for a student visa holder, or give notice to the QCAA of the enrolment of a student visa holder, without the holder's written agreement. The learning account can be opened once permission is received – procedures for recognition of learning apply as for other overseas student transfers (see below).

Refer: [www.qcaa.qld.edu.au/3178.html](http://www.qcaa.qld.edu.au/3178.html)

### How to register for a LUI in SLIMS

Education Queensland (EQ) schools:

- In *OneSchool* for Visa student who has provided written consent, go to:
  - Student Management
  - Cultural and Citizenship
  - tick 'Received written consent for opening a student account'
- LUI is generated overnight via web service.

Other schools:

- log into SLIMS
- select **Learning Accounts**
- click **Register New Learner**
- enter details
- click **Save**
- search for learner to find newly created LUI.

## 3.3 Search for a learner

To find out if a learner is registered, you will need to search for their learning account. Their learning account will also tell you if your organisation is the Main Learning Provider (MLP), if the learner has an Intended Learning Option (ILO) and if they are enrolled with your organisation.

### Key of symbols for Lookup Learning Accounts screens

Icon	Meaning
	Another learning provider is the learner's MLP
	The learner has an ILO
	The learner does not have an ILO
	Click to view the learning account of a learner found by a search
	Click to delete a learning account prior to enrolments in any learning options

## Learner search options and search terms

**Only Include My Learners** restricts the search to learners enrolled at your organisation.

**Include previously enrolled learners** lets you search for learners that were enrolled at your organisation in the past. If this is not ticked, the search will only find learners who are currently enrolled at your organisation.

**SSEC Year** is the year it is anticipated that a learner will complete their secondary studies.

**Date of Birth** must be entered in dd/mm/yyyy format.

**Specific search terms** will give better search results. For example, searching for learners with the last name of 'Smith' will result in many matches.

**LUI** is the most specific and best search term.

**Given names** may not be good search term as they may be abbreviated or left out when a learner is registered, especially if the learner has more than one given name. Try to avoid using given names as search terms.

## Learner search results

You can order the list of learners by clicking the column headings in the list. The first click on a column heading will order the results by that column's values in ascending order; a second click on the same heading will order the results in descending order.

## Find all learners enrolled at your organisation

1. Log in to RABS.
2. Hover on the **Learning Accounts** menu and click the **Learner Details** menu item to open the Lookup Learning Accounts screen.
3. Choose the **Only Include My Learners** option.
4. Leave all the search fields blank.
5. Click the **Search** button.

The results will list all of the learners enrolled at your organisation.

If you decide that an existing registered learner is the same as the learner that you are trying to register you should enrol them at your organisation with the existing LUI.

In the unusual event that a learner has not been registered in Year 10 by a school, the learning provider may register the learner.

To register learners for the first time click the **Register New Learner** button above the search results. A blank copy of the **Personal Details** tab will open for you to enter the learner's personal details.

### Register New Learner

Personal Details

PSN:

Year Level:\* Year 10 Year level at time of registration

Last Name:\*

Date of Birth:\*

Gender:\*  Female  Male

Given Names:\*

Home Language:\* English

Country of Birth:\* Australia

Indigenous Status:\* Select a status ...

SSEC:  Senior Secondary Education Completion Year

Literacy Notional Sound:

Numeracy Notional Sound:

Previous Names:

Contact Details:

Home Phone:

Mobile Phone:

Postal Address:

Address Line 1:\*

Address Line 2:

Suburb/Town:\*

Postcode:\* (only if in Australia)

State:\* (only if in Australia) Queensland

Country:\* Australia

Click the **Save** button.

RABS will check for any duplicate learners already registered in SLIMS, by comparing the new learner's last name, date of birth, and given name with those of existing learners.

If there are no duplicates the learner will be created and the **Personal Details** tab will show the details you have entered, and the new learner's LUI (Learner Unique Identifier) and initial password.

If the name, gender, and date of birth you have entered for the new learner match those of an existing learner, you will be shown a warning message and given the opportunity to check the existing learners to make sure that you are not creating a duplicate registration for an existing learner.

### Register New Learner

Personal Details OP/FP

**!** A learner with the specified Name, Gender and Date of Birth is already registered. [Click here](#) to view the existing registered learner/s or click Save to register this learner using these details

PSN:

Year Level:\* Year 10 Year level at time of registration

Date of Birth:\* 26/07  Deceased

Last Name:\* Allen

Given Names:\*

Gender:\*  Female  Male

Home Language:\* English

Country of Birth:\* Australia

CPP: [No]

If you click the **Save** button without checking the other learner, a new learner will be created.

If you click on the **here** link in the duplicate warning message, you will be shown the existing learner's details.

Manage Learning Account - Roberta Butcher - 0202020202			
Personal Details	Intended Learning Options	Enrolments & Results	OP/FP
LUI:	<input type="text" value="0202020202"/>		
Last Name:	<input type="text" value="Butcher"/>	Given Names:	<input type="text"/>
Gender:	<input type="text" value="Female"/>	Date of Birth:	<input type="text" value="19/01/2002"/>
Literacy Notional Sound:	<input type="text" value="No"/>	Numeracy Notional Sound:	<input type="text" value="No"/>

If you decide that the existing learner **is not** the same as the learner that you are trying to register, click the **Cancel** button and you will be taken back to the personal details page with the information that you have entered.

Click **Save**.

If you decide that the existing learner is the same as the learner that you are trying to register you should enrol them at your organisation with the existing LUI. Click the **Cancel** button to cease the registration process.

### Provide the learner with a generated LUI and password

Each learning account also has an initial password. The learner can use their LUI and password to log into the *Student Connect* website to view their learning account and plan their approach to the QCE. Once a learner is registered, the Main Learning Provider (MLP) advises the learner of their LUI and initial password and keeps the learner's personal details up-to-date.

## 3.4 Enrol a learner in an ILO

Learner registration is complete once you enter an Intended Learning Option (ILO). The learner's ILO is the goal that the learner works towards during the senior phase of learning. Possible ILOs include:

- full-time employment
- a Queensland Certificate of Education (QCE)
- Queensland Certificate of Individual Achievement (QCIA) and
- VET qualifications.

Learners can have multiple ILOs.

Schools manage their learners' enrolments through the Student Data Capture System (SDCS) and consenting registered training organisations (RTOs) through DETE. Those providers must submit their learner's enrolments via those systems.

Some other learning providers use RABS to enrol learners. These providers can follow the steps to enrol the learner at their organisation.

1. Find the learner through the **Learning Accounts** tab → **Learner Details**.
2. Click on **View/Edit** icon.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home Learning Accounts Upload Download Staff Account Defaults

Welcome Learner Details State High School Account Logout

ILO's **Learner profile for Year 12 students**

Enrolments and Results Learning Account

OP/FP Enrolments and Results Learning Account or Register a New Learner

Manage Multiple ILOs

**Enrolments and results**

- Electronic Data Upload**  
Upload a file with Learners to Register or Enrol
- Download Learning Account**  
Download Learning Account information (LUIs and PSNs)
- Manage Staff Accounts**  
Create and support Learning Provider Staff Accounts
- Manage Multiple ILOs**  
Set the Intended Learning Option for multiple learning accounts.

### Lookup Learning Accounts

Only Include My Learners  Include previously enrolled learners  Include Learners from Other Providers Clear All

**LUI:**  **Gender:**  Female  Male  Either

**Last Name:**  **SSEC Year:**  Senior Secondary Education Completion Year

**Given Names:**

**Date of Birth:**

Click to view details of learner

Register New Learner Cancel School - 5 learners Export Search

Bulk Print QCIA Notional Sound Report

Delete	View/Edit	LUI	Last Name	Given Names	Gender	DOB	Main Learning Provider	ILO
		0606060606	Jones	Caitlin	F		State High School	
		0707070707	Jones	Peter	M		State High School	
		0303030303	Jones	Anne	F		State High School	
		0404040404	Jones	John	M		State High School	
		0505050505	Jones	Megan	F		College	

Showing records 1 - 5 of 5

3. Click the **Enrolments and Results** tab on the learner details page.

- Click the **Add another Learning Option** button.

Manage Learning Account - Roberta Butcher – 0202020202

Personal Details | Intended Learning Options | **Enrolments & Results** | OP/FP

Main Learning Provider: Maroon Outdoor Education Centre

Buttons: Add Another Learning Option, Add IEP/QCIA

Edit	Comp	Code	Learning Option	Full Time	Reporting Organisation	Date Completed	Result	Credit
			Pine Rivers State High School (204 - SCHOOL) (Edit)					
			No Enrolments.*					

\*Learning Options with no QCE Rule.

Buttons: Cancel

- Select from the learning option **types** at your organisation.
- Select the **learning option** type from the drop down menu to be undertaken at your organisation.
- Click **Search**.

Queensland Government QCAA Queensland Curriculum & Assessment Authority RABS

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome QCAA Officer 3 State High School Account Logout

Add Learning Option Enrolment

Delivering Organisation: State High School

Learning Option Type: Select Learning Option Type (dropdown menu open)

Learning Option: [Empty field]

Buttons: Cancel, Add, Search

- Select components of the learning option that the learner will undertake.
- Click **Add** to select the **learning option** and go to the **learning option components**.

Add Learning Option Enrolment Roberta Butcher tonio

Delivering Organisation: The Best State High School High School

Learning Option Type: VETE Course

Learning Option: [Empty field]

Buttons: Cancel, Add, Search

Code	Learning Option
30030QLD	Certificate I in Work Readiness
30625QLD	Certificate I in Work Readiness
30626QLD	Certificate I in Work Education
30627QLD	Certificate II in Workplace Practices
30970QLD	Certificate I in Work Readiness
30971QLD	Certificate I in Work Education
30981QLD	Certificate II in Workplace Practices
ACM10110	
AHC20110	
AHC20316	Certificate II in Production Horticulture
AHC21210	Certificate II in Rural Operations

- Select the **component** to be undertaken.

11. Click **Add** to enrol the learner in that component.

Add Component Enrol Roberta Butcher tonio - VETE Course

Delivering Organisation:

Learning Option:

Cancel Add

	Code	Component
<input type="radio"/>	SRT02	Apprentice/Trainee Completion
<input type="radio"/>	FDFOPTFST2A	Maintain food safety when loading, unloading and transporting food
<input type="radio"/>	FDFOPTWFS2A	Work in a food handling area for non-food handlers
<input type="radio"/>	FPICOT2234A	Operate 4x4 vehicle
<input type="radio"/>	FPICOT2234A	Operate a forklift
<input type="radio"/>	SRT01	Apprentice/Trainee Completion
<input type="radio"/>	MEM18001C	Maintain food safety when loading, unloading and transporting food
<input type="radio"/>	MEM18002B	Work in a food handling area for non-food handlers
<input type="radio"/>	TLID1007C	Operate a forklift
<input type="radio"/>	TLID107C	Operate a forklift
<input type="radio"/>	TLID2207C	Conduct weighbridge operations

Select the component to be undertaken. Components need to be selected one at a time.

Click **Add**

12. To complete the enrolment of the learning option component, add the enrolment date of the component and click **Save**. Repeat for each component.

Roberta Butcher Component Enrolment

Component

Delivering Organisation:

Delivering Provider:

Learning Option:

Code:

Competency:

Enrolment Date:

Result:

Result Received Date:

Cancel Save

Add the enrolment date of the component

Click **Save** to complete the enrolment

Once learning is completed or a component is completed, enter a Result and a Result Received Date.

Valid results are:

<b>PASS</b>	Competency Achieved
<b>FAIL</b>	Competency Not Achieved
<b>RPL</b>	Recognition of Prior Learning
<b>Withdrawn</b>	Withdrawn
<b>Continuing</b>	Continuing enrolment

**Note:** A result of 'satisfactory' does not go toward credit for a QCE as this relates to non-assessable items only.

Once learning is complete for a full learning option, enter a completion date.

## 4 Manage a learning account

### 4.1 How to use the Manage Learning Account option

All providers can use the **Learning Accounts** screen and its sub-screens to view a learner's learning account details.

Some providers can use these screens to maintain the learning account details — only the Main Learning Provider (MLP) can change the learner's personal details.

#### View a learner's details

1. Search for learners at your organisation.
2. Click on the  icon in the result's View/Edit column to open the **Personal Details** tab of the **Manage Learning Account** screen and view the learner's details.

#### Update a learning account

From the **Manage Learning Account** screen click on the:

- **Personal Details** tab to view and update the learner's personal details
- **Intended Learning Options** tab to view the learner's ILO(s)
- **Enrolments and Results** tab to view the learner's learning option enrolments and results
- **OP/FP** tab to view learners OP/FP results once published.

### 4.2 How to Lookup Learning Accounts

#### Lookup Learning Accounts screen: Search fields

The **Lookup Learning Accounts** screen appears when you hover on the **Learning Accounts** tab on the home page and click on **Learner Details**. You can use a range of parameters to search for learners.

#### About search criteria

**LUI is the optimal search criteria.** If the LUI is unknown, it is best to initially search on minimal details such as first name and surname only as some accounts do/don't have a middle name; gender may be incorrect; date of birth error may exist. Searching on their name gives the best match to any learners who have those details. When searching on surnames like 'McDonald' or 'O'Connell', just use the latter part of the name in the search, such as 'Donald' or 'Connell' as these types of names get entered in a variety of ways and the **search screen does not like apostrophes**. The search looks for any part of a name. If there are too many listings in the search results, narrow down the search by other details.

The screenshot shows the 'Lookup Learning Accounts' interface. At the top, there are three radio button options: 'Only Include My Learners' (selected), 'Include previously enrolled learners', and 'Include Learners from Other Providers'. Below these are search fields for 'LUI', 'Last Name', 'Given Names', and 'Date of Birth'. There are also radio buttons for 'Gender' (Female, Male, Either) and a 'Senior Secondary Education Completion Year' field. A 'Search' button is located at the bottom right. Callouts point to these elements: 'Learners enrolled at your organisation' points to the 'Only Include My Learners' option; 'Learners enrolled at your organisation in the past' points to the 'Include previously enrolled learners' option; 'Learners enrolled with other learning providers' points to the 'Include Learners from Other Providers' option; 'Learner's personal details' points to the search fields; and 'Click Search to find learners matching the search fields' points to the 'Search' button. The bottom of the screen shows a table header with columns for 'Delete', 'View/Edit', 'LUI', 'Last Name', 'Given Names', and 'ILO', and a status bar indicating 'Showing records 0 - 0 of 0'.

## Lookup Learning Accounts screen: Search by last name

The following screen shows all the learners with the surname 'Smith' currently enrolled with your organisation.

### Find a specific learner enrolled at your organisation

1. Log in to RABS.
2. Hover on the **Learning Accounts** menu and click the **Learner Details** menu item to open the **Lookup Learning Accounts** screen.
3. Choose the **Only Include My Learners** option.
4. Enter known information in one or more of the search fields, e.g. Smith in the **Last name** field.
5. Click the **Search** button.
6. The results will list all of the learners enrolled at your organisation that match the search criteria, i.e. entire list of Smiths.

**Lookup Learning Accounts**

Only Include My Learners  
 Include previously enrolled learners  
 Include Learners from Other Providers

LUI:   
 Gender:  Female  Male  Either  
 Last Name:  SSEC Year:   
 Given Names:   
 Date of Birth:

School - 10 learners

Delete	View/Edit	LUI	Last Name	Given Names	Gender	DOB	Main Learning Provider	ILO
<input type="checkbox"/>	<input type="checkbox"/>	000000001	SMITH GREEN	GRANNY	M	09/11/1993	The Best State High School	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000002	GREEN SMITH	NANNY	F	19/12/2002	The Best State High School	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000003	SMITH	PINK LADY	F	16/02/1994	The Best State High School	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000004	SMITH	GALA	M	02/02/1994	The Best State High School	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000005	SMITH	SAMMY	M	31/10/1994	The Best State High School	<input type="checkbox"/>

## Lookup Learning Accounts screen: Search for a registered learner

When enrolling a new learner, a search of RABS will reveal whether they are already registered. This screen shows a search for a registered learner enrolled with any learning provider.

## Find learners enrolled at other learning providers

1. Log in to RABS.
2. Hover on the **Learning Accounts** menu and click the **Learner Details** menu item to open the **Lookup Learning Accounts** screen.
3. Choose the **Include Learners from Other Providers** option.
4. Enter information for the details you know about the learner.
5. Click the **Search** button.

**Lookup Learning Accounts**

Only Include My Learners  
 Include previously enrolled learners  
 Include Learners from Other Providers

LUI:   
 Gender:  Female  Male  Either  
 Last Name:  SSEC Year:  Senior Secondary Education Completion Year  
 Given Names:   
 Date of Birth:

School - 10 learners

Delete	View/Edit	LUI	Last Name	Given Names	Gender	DOB	Main Learning Provider	ILO
<input type="checkbox"/>	<input type="checkbox"/>	000000001	SMITH GREEN	GRANNY	M	09/11/1993	The Best State High School	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000002	GREEN SMITH	NANNY	F	19/12/2002	The Best State High School	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000003	SMITH	PINK LADY	F	16/02/1994	The Best State High School	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000004	SMITH	GALA	M	02/02/1994	The Best State High School	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	000000005	SMITH	SAMMY	M	31/10/1994	The Best State High School	<input type="checkbox"/>

## Lookup Learning Accounts screen: Search for a previously enrolled learner

The following screen shows a search for learners currently and previously enrolled at your organisation.

1. Log in to RABS.
2. Hover on the **Learning Accounts** menu and click the **Learner Details** menu item to open the **Lookup Learning Accounts** screen.
3. Choose the **Include previously enrolled learner's** option.
4. Enter information for the details you know about the learner.
5. Click the **Search** button.

**Lookup Learning Accounts**

Only Include My Learners  
 Include previously enrolled learners  
 Include Learners from Other Providers

**LUI:**  **Gender:**  Female  Male  Either

**Last Name:**  **SSEC Year:**

**Given Names:**  **Completion Year:**

**Date of Birth:**

Delete	View/Edit	LUI	Last Name	Given Name	Gender	SSEC Year	Completion Year	School	ILO
		000000000	Allen	Lolly	F			Green Hills State High School	
		000000009	Allen	Lolly	F			Green Hills State High School	
		000000011	Allen	Petrina	F			The Best State High School	

Searching for learners that have ceased enrolment or transferred to another learning provider

A current enrolment at your organisation

This learner has transferred to another learning provider. The lock indicates a new MLP

Queensland Government QCAA Queensland Curriculum & Assessment Authority RABS

[Home](#) | [Learning Accounts](#) | [Upload](#) | [Download](#) | [Staff Account](#) | [Defaults](#)

Welcome QSA Officer 4 Brisbane State High School | [Account](#) | [Logout](#)

### Senior education profile for Year 12 students

- Manage Learning Account**  
 Update a learner's Learning Account or Register a New Learner
- Electronic Data Upload**  
 Upload a file with Learners to Register or Enrol
- Download Learning Account**  
 Download Learning Account information (LUIs and PSNs)
- Manage Staff Accounts**  
 Create and support Learning Provider Staff Accounts
- Manage Multiple ILOs**  
 Set the Intended Learning Option for multiple learning accounts.

Click on **Manage Learning Account**

If a MLP wishes to see a learner's enrolment in a course of study with an external RTO they should

The screenshot shows the 'Lookup Learning Accounts' page in the RABS system. At the top, there is a navigation bar with links for Home, Learning Accounts, Upload, Download, Staff Account, and Defaults. Below this is a welcome message for 'QSA Officer 4 Brisbane State High School' with links for Account and Logout. The main heading is 'Lookup Learning Accounts'. The search form includes radio buttons for 'Only Include My Learners' and 'Include Learners from Other Providers'. A 'Learning Provider' dropdown is set to 'Any Provider'. There are input fields for LUI, Last Name, Given Names, and Date of Birth. Gender options are Female, Male, and Either. SSEC Year is set to 'Any Year'. A 'Search' button is highlighted with a callout box that says 'Click Search'. Another callout box points to the 'Include Learners from Other Providers' radio button, saying 'Click Include Learners from Other Providers'. A third callout box points to the LUI input field, saying 'Enter the students LUI number, or surname and given name'. Below the search form are buttons for 'Register New Learner', 'Bulk Print QCIA', and 'Personal Sound Report'. A 'View/Edit' callout box points to the 'View/Edit' button in the table below. The table has columns for Delete, View/Edit, LUI, Last Name, Given Names, Gender, DOB, Main Learning Provider, and ILO. One record is shown for LUI 0000000012, Last Name Albert, Given Names Alex, Gender M, DOB 15/05/1997, Main Learning Provider The Best State High School, and ILO status checked. The footer of the table says 'Showing records 1 - 1 of 1'.

### 4.3 How to edit Personal Details tab

The **Personal Details** tab shows the learner's personal details. As MLP schools manage personal details of learners through Student Data Capture System (SDCS). Other learning providers with MLP status can update a single learner's personal details using the **Personal Details** tab of the **Manage Learning Account** screen.

Personal Details	Intended Learning Options	Enrolments & Results	OP/FP
<p><b>LUI:</b> <input type="text" value="0000000012"/></p> <p><b>Password:</b> <input type="text" value="2501"/> <a href="#">Reset to initial Password</a> ⓘ</p> <p><b>Last Name:*</b> <input type="text" value="Albert"/></p> <p><b>Gender:*</b> <input type="radio"/> Female <input checked="" type="radio"/> Male</p> <p><b>Country of Birth:*</b> <input type="text" value="Australia"/></p> <p><b>Indigenous Status:*</b> <input type="text" value="Neither Aboriginal nor Torres Strait Islander Ori"/></p> <hr/> <p><b>Literacy Notional Sound:</b> <input type="text" value="No"/></p> <p><b>Notional Sound Literacy Subject:</b> <input type="text" value="No Subject Found"/></p> <p><b>Remove Literacy Notional Sound:</b> <input type="checkbox"/></p> <hr/> <p><b>Previous Names:</b></p> <p><a href="#">Add Previous name</a></p> <hr/> <p><b>Contact Details:</b></p> <p><b>Home Phone:</b> <input type="text"/></p> <p><b>Mobile Phone:</b> <input type="text"/></p> <hr/> <p><b>Postal Address:</b></p> <p><b>Address Line 1:*</b> <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p><b>Suburb/Town:*</b> <input type="text"/></p> <p><b>Postcode:*</b> (only if in Australia) <input type="text"/></p>		<p><b>Year Level:*</b> <input type="text" value="Year 10"/> <small>Year level at time of registration</small></p> <p><b>Date of Birth:*</b> <input type="text" value="25/01/1999"/> ...</p> <p><input type="checkbox"/> Deceased</p> <p><b>Given Names:*</b> <input type="text" value="Alex"/></p> <p><b>Home Language:*</b> <input type="text" value="English"/></p> <p><b>CPP:</b> <input type="text" value="No"/></p> <p><b>SSEC:</b> <input type="text"/> <small>Senior Secondary Education Completion Year</small></p> <hr/> <p><b>Numeracy Notional Sound:</b> <input type="text" value="No"/></p> <p><b>Notional Sound Numeracy Subject:</b> <input type="text" value="No Subject Found"/></p> <p><b>Remove Numeracy Notional Sound:</b> <input type="checkbox"/></p>	

Click the **Save** button

[Cancel](#) [Save](#)

## 4.4 RABS — Edit data when not MLP

If you are **not the MLP**, you cannot edit learner personal details.

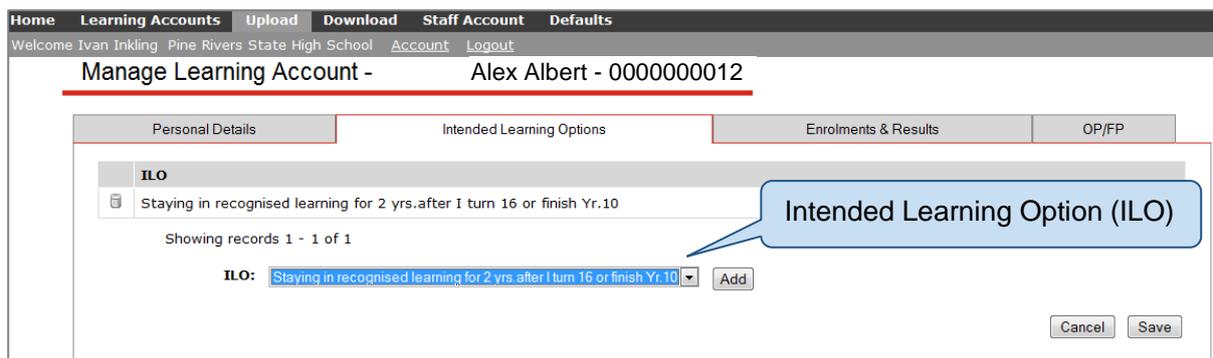
If another school is the MLP, check what records they have and ask to amend where applicable.

If QCAA amends a record, and learning supplied by DETE, notify DETE (as RTO) of change in the personal detail tab.

## 4.5 How to edit Intended Learning Options (ILOs) tab

The **Intended Learning Options** tab:

- shows the learner's current ILOs
- allows you to edit the current ILOs and add new ILOs if your organisation is the learner's MLP.



## Delete an existing ILO

1. Under **Learning Accounts**, select **Manage Multiple Learning Options**.
2. Click the **Learning account with ILOs** tab

Manage Multiple Intended Learning Options				
Search Criteria				
Year Level	<input type="text"/>			
Goal	<input type="text"/>			
				Search Clear
Learning Accounts without ILOs		Learning Accounts with ILOs		
<input type="checkbox"/>	LUI	Name		
<input type="checkbox"/>	0000000012	ALBERT, Alex		
<input type="checkbox"/>	0000000001	ALLEN, Petina		
459853	0000000012	ALBERT, Alex	Staying in recognised learning for 2 yrs.after I turn 16 or finish Yr.10	<input type="checkbox"/>
64075	0000000001	ALLEN, Petina	Certificate II	<input checked="" type="checkbox"/>
			Certificate III	<input type="checkbox"/>

3. Select the learner.
4. Click on the ILO to be deleted.
5. Scroll to the bottom of the page, click **Delete**.
6. At the top of the page, click **Clear**.

**Note:** there is no warning message asking if this ILO is to be deleted.

## Change an existing ILO

Existing ILOs cannot be changed; if an ILO is incorrect you should delete it and add a new ILO.

## Delete ILOs in RABS

Schools often record a standard ILO against all learners in bulk, for example, QCE. Where a learner will instead work towards a QCIA, schools must record this ILO and remove the QCE.

There is a problem deleting ILOs against individual students, however, they can be deleted via another area of the system.

- For each learner, add the QCIA as their second ILO on their individual ILO tab, clicking **Save** to ensure the ILO is successfully recorded.
- Once they are all recorded, hover mouse over the **'Learning Account'** menu and select **'Manage Multiple ILOs'**.
- Select the **'Learning Accounts with ILOs'** tab.
- Scroll down and tick next to each learner the ILO to be deleted.
- Click **Delete** at the bottom of the screen.



## Learning Options: Edit or delete

The **Learning Options** tab allows you to edit an existing enrolment.

Manage Learning Accounts - Alex Albert - 0000000012

Enrolments and Results - Certificate II in Rural Operations

**Learning Options**

Delivering Organisation: Caboolture State High School  
 Delivering Provider: Caboolture State High School (935 - RTO)

Code: AHC21210  
 Name: Certificate II in Rural Operations  
 Completion Date: 18/11/2016

Eligible Option: Yes  
 Full Time:  Yes  No

Buttons: Cancel, Delete, Save

Callouts: Full Time flag, Delete an enrolment, Add a Completion Date

## Learning Option components: Add or edit

The **Components** tab allows you to add another component or edit an existing component of the learning option.

Manage Learning Accounts - Alex Albert - 0000000012

**Components**

Learning Option: Certificate II in Rural Operations  
 Delivering Provider: Caboolture State High School (935 - RTO)

Buttons: Add another Competency, Delete, Edit, Save

Del	Edit	Code	Competency	Enrolment Date	Result Date	Result	Credits
		AHCLSK202A	Care for health and welfare of livestock	28/01/2015	18/11/2015	Pass	
		AHCLSK204A	Carry out regular livestock observation	28/01/2015	01/11/2016	Pass	
		AHCBEK204A	Construct and repair beehives	27/01/2016	01/11/2016	Pass	

Callouts: Add another component, Delete the component

## Components: School program

The **Components** tab for a school program shows the Authority and/or Authority-registered subject enrolments.

Manage Learning Accounts - Alex Albert - 0000000012

Enrolments and Results - School Program

**Components**

Learning Option: School Program  
 Delivering Provider: Caboolture State High School (197 - SCHOOL)

Edit	Code	Competency	Enrolment Date	Result Date	Result	Credits
	6401	Aquatic Practices	01/01/2015	31/12/2016	High	4
	6125	English Communication	01/01/2015	31/12/2016	Sound	4
	36	Mathematics A	01/01/2015	31/12/2016	Sound	4

Showing records 1 - 3 of 3

Callout: Authority and/or Authority-registered subject enrolments

## Components: VET course

The **Components** tab for a VET course shows the competencies of that certificate.

## How to search multiple ILOs

Manage Learning Accounts Alex Albert - 0000000012

Enrolments and Results - Certificate II in Rural Operations

Competencies of a VET course

Del	Edit	Code	Competency	Enrolment Date	Result Date	Result	Credits
		AHCLSK202A	Care for health and welfare of livestock	28/01/2015	18/11/2015	Pass	
		AHCLSK204A	Carry out regular livestock observation	28/01/2015	01/11/2016	Pass	
		AHCBEK204A	Construct and repair beehives	27/01/2016	01/11/2016	Pass	

1. Click the **Multiple ILOs** menu item on the Home page.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority

Home Learning Accounts Upload Download Staff Account Defaults

Welcome Ivan Inking Pine Rivers State High School Account Logout

### Senior education profile for Year 12 students

- Manage Learning Account**  
Update a learner's Learning Account or Register a New Learner
- Electronic Data Upload**  
Upload a file with Learners to Register or Enrol
- Download Learning Account**  
Download Learning Account information (LUIs and PSNs)
- Manage Staff Accounts**  
Create and support Learning Provider Staff Accounts
- Manage Multiple ILOs**  
Set the Intended Learning Option for multiple learning accounts.

2. The **Manage Multiple Intended Learning Options (ILOs)** screen allows you to search for learners who have no ILO set, or who have a specific ILO set. By default, it lists all the learners enrolled at your organisation who do not have an ILO on the **Learning Accounts without ILOs** tab.

### Manage Multiple Intended Learning Options

Search Criteria

Year Level

Goal

Search parameters

Search Clear

Learning Accounts without ILOs | Learning Accounts with ILOs

<input type="checkbox"/>	LUI	Name
<input type="checkbox"/>	3811	Jordan
<input type="checkbox"/>	9644	Beale
<input type="checkbox"/>	4599	James
<input type="checkbox"/>	6020	Robert
<input type="checkbox"/>	4599	David
<input type="checkbox"/>		Loren

Select learners

Apply or Modify Default ILO

Apply Default ILO Modify Default ILO

- The list of learners on both tabs can be sorted by clicking the column headings.

## How to change your organisation's default ILO

To change your organisation's default ILO:

- Hover on the **Default menu** item and select **Change Default ILO**.

- Select the **Goal** to set for the default ILO from the drop-down lists.
- Select the organisation for the default ILO by typing the provider name, or by clicking the **Change** link to bring up.
- Click the **Save** button.

## How to delete ILOs

If a learner has an incorrect ILO, first add the correct ILO via their personal ILO tab then start the deletion process.

A learner must have a least one ILO remaining after deletion.

To delete the ILOs from one or more learners:

- Click on the **Manage Multiple ILOs** option from the front page icons
- Click the **Learning Accounts with ILOs** tab and find the learner/s in the list.

**Manage Multiple Intended Learning Options**

Search Criteria  
 Year Level:   
 Goal:

Search Clear

Learning Accounts without ILOs | Learning Accounts with ILOs

LUI	Name	Goal	
0000012345	Abat, Claire Jade	Queensland Certificate of Education	<input type="checkbox"/>
0000067891	Bark, Wendy Elissa	Queensland Certificate of Education	<input type="checkbox"/>
0000057862	Clark, Tammy Laura	Queensland Certificate of Education	<input type="checkbox"/>
0000035843	Scott, Trent Angus	Queensland Certificate of Education	<input type="checkbox"/>
0000045731	Watson, Bradley Dean	Queensland Certificate of Education	<input checked="" type="checkbox"/>
0000056649	Ward, Blake Edward	Queensland Certificate of Education	<input checked="" type="checkbox"/>

Delete

**Select learners** (Callout pointing to search criteria)

**Click Delete** (Callout pointing to the Delete button)

3. Tick the checkbox against the learner/s for the ILO(s) to be removed.
4. Click the **Delete** button at the bottom of the list.

## Reporting mechanism

### Reporting mechanism/channel:

Each provider must have a set Reporting Mechanism to report enrolments and results to QCAA to be recorded in learning accounts.

### Reporting mechanisms based on provider type:

- Schools MUST report via SDCS for their own students for subjects, including SDE and VET
- School RTOs with students enrolled from other schools in their VET courses MUST report either via:
  - **RABS GUI** – small number of enrolments
  - **RABS CSV File Upload** – larger number of enrolments
- RTOs can report VET via:
  - **RABS GUI** – small number of enrolments
  - **RABS CSV File Upload** – larger number of enrolments
  - **DETE WebService**

## DETE WebService

Example DETE System – VARS – screen for **Scope of Registration**:

**Scope of Registration Item**

RTO: 12345 - Queensland Institute of Flowers  
 Training Product: SIT0111 - Certificate II in Gardening

Scope of Registration Item Details

Status: **Expired** Status History: Active 17/05/2017 nris  
 Registration Type: National Registration Inward Service Provision Type: Training delivery, assessment and iss.  
 Registering Body: **Australian Skills Quality Authority** Included Units: All Units  
 Authorising Body: Interstate Authority Invoice/Receipt: Site Visit Required:  ISC Endorsed:  Units

Dates

Application Received: 17/02/2016 Orig Application Received: 00/00/0000 Approval Letter Sent: 00/00/0000  
 Registered From: 17/02/2016 Registered To: 17/02/2019 Teach-out To: 00/00/0000 17/05/2017

Vocational Placement Scheme Recognition

Status: Approval Letter Sent: 00/00/0000  
 Hours: Year One: Year Two: Year Three: Year Four: Total:

Delivery Notification

Delivery From	State	Country
17/02/2016		17/02/2019

Buttons: Save, Cancel, Add, Print, Close

## AVETMISS reporting via DETE

### Checkboxes used:

- Report this enrolment
- Do not export — course not complete
- Export — course complete

### Web service/RABS CSV:

<b>20</b>	Competency Achieved — Pass	displays in <b>RABS as Pass</b>
<b>30</b>	Competency Not Achieved — Fail	displays in <b>RABS as Fail</b>
<b>40</b>	Withdrawn	displays in <b>RABS as Withdrawn</b>
<b>50</b>	Recognition of Prior Learning	displays in <b>RABS as RPL</b>
<b>60</b>	Credit Transfer	displays in <b>RABS as Credit Transfer</b>
<b>70</b>	Continuing Enrolment	
<b>90</b>	Result Not Available (Reported Under State Requirements)	
<b>J</b>	Competency Achieved — Pass → 20	
<b>C</b>	Competency Achieved — Pass → 20	
<b>WTC</b>	Working Towards Competency → Continuing Enrolment → 70 (leave continuing result out of CSV files)	

## RABS GUI:

<b>Pass</b>	Competency Achieved — Pass
<b>Fail</b>	Competency Not Achieved — Fail
<b>Withdrawn</b>	Withdrawn
<b>Continuing</b>	Continuing Enrolment
<b>Satisfactory</b>	Non-assessable enrolment — satisfactorily completed → does not report on statements, not a suitable outcome

## SDCS:

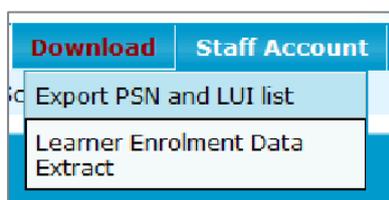
<b>NYC</b>	Not yet competent — displays in <b>RABS as Fail</b>
<b>SUCC</b>	Competency Achieved — displays in <b>RABS as Pass</b>
<b>WITH</b>	Withdrawn — displays in <b>RABS as Withdrawn</b>
<b>CONT</b>	Continuing Enrolment — displays in <b>RABS as Continuing</b>

- **Note:** Exception given only when old data needs to be amended and can no longer be reported via DETE, then temporarily provide GUI reporting mechanism
  - If not reporting to DETE:
    - via RABS GUI for VET if only a small number of enrolments
    - via RABS CSV File Upload for VET if a large number of enrolments
- **Recognised Study Providers** have options to report via:
  - RABS GUI if only a small number of enrolments
  - RABS CSV File Upload for VET if a large number of enrolments
- **Universities** MUST report via:
  - RABS CSV File Upload.

**Note:** CSV File Upload for Universities creates reference data, as no other option is available.

## RABS — Drop-down menus not displaying

*Internet Explorer* displays drop-down menus successfully, for example, the Download menu in RABS should display:



**Note:** selecting the menu itself (e.g. clicking on **Download**) directs to the first option only (e.g. Export PSN and LUI list). The drop-down is required to access other options.

## 4.7 Literacy and Numeracy Notional Sound

### Add a Notional Sound — Literacy and/or Numeracy

1. Log into RABS as the Main Learning Provider.
2. Select **Learning Accounts** menu — **Learners details**.



Click **Manage Learning Account**

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority

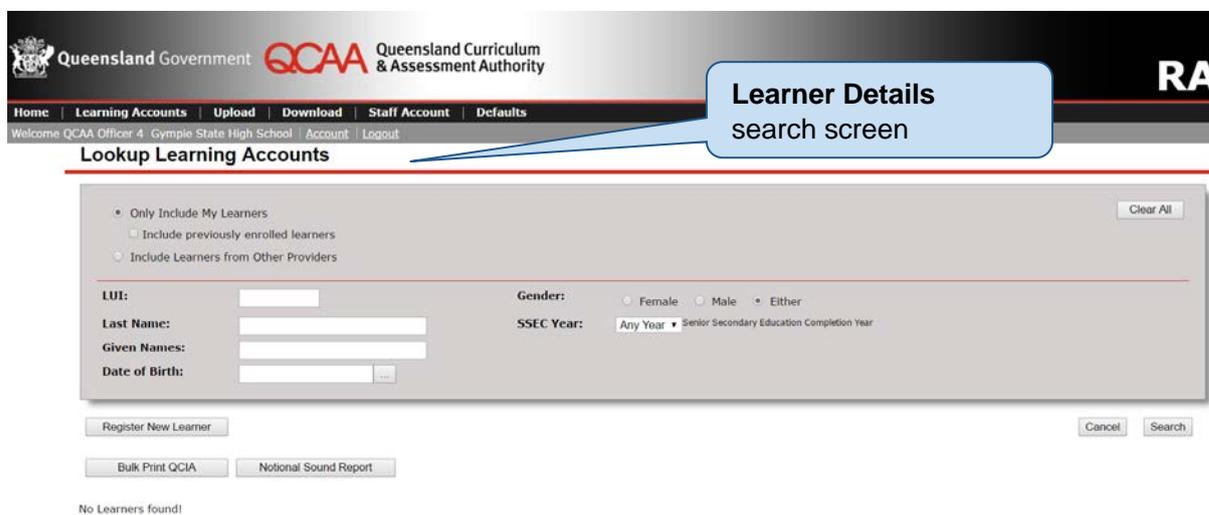
Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome QCAA Officer 4 Gympie State High School | Account | Logout

### Senior education profile for Year 12 students

- Manage Learning Account**  
Update a learner's Learning Account or Register a New Learner
- Electronic Data Upload**  
Upload a file with Learners to Register or Enrol
- Download Learning Account**  
Download Learning Account information (LUIs and PSNs)
- Manage Staff Accounts**  
Create and support Learning Provider Staff Accounts
- Manage Multiple ILOs**  
Set the Intended Learning Option for multiple learning accounts.

Copyright | Discl



Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RA**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome QCAA Officer 4 Gympie State High School | Account | Logout

### Lookup Learning Accounts

**Learner Details search screen**

Only Include My Learners  
 Include previously enrolled learners  
 Include Learners from Other Providers

Clear All

LUI:  Gender:  Female  Male  Either

Last Name:  SSEC Year:  Any Year  Senior Secondary Education Completion Year

Given Names:

Date of Birth:

Register New Learner  Cancel  Search

Bulk Print QCIA  Notional Sound Report

No Learners found!

- On the **Personal Details** tab, select the drop-down arrow for either **Notional Sound Literacy Subject** or **Notional Sound Numeracy Subject**. A drop-down menu of the subjects and semesters the student has studied will be displayed that may qualify them for literacy/numeracy.
- Literacy and/or Numeracy Sound** will show **No**.

Manage Learning Account - Robert Butcher – 0101010101

Personal Details	Intended Learning Options	Enrolments & Results	OP/FP
<b>LUI:</b> 0101010101 <b>Password:</b> 0101 <input type="button" value="Reset to initial Password"/> <b>Last Name:</b> Butcher <b>Gender:</b> <input checked="" type="radio"/> Female <input type="radio"/> Male <b>Country of Birth:</b> Australia <b>Indigenous Status:</b> Not stated / Unknown <b>USI:</b>	<b>Year Level:</b> Year 10 <small>Year level at time of registration</small> <b>Date of Birth:</b> 18/01/2001 <input type="button" value="..."/> <input type="checkbox"/> Deceased <b>Given Names:</b> Roberta <b>Home Language:</b> English <b>Education Completion Year:</b> /2015	<b>Literacy Notional Sound:</b> <input type="button" value="No"/> <b>Notional Sound Literacy Subject:</b> <input type="button" value="No"/> <b>Remove Literacy Notional Sound:</b> <input type="checkbox"/>	<b>Numeracy Notional Sound:</b> <input type="button" value="No"/> <b>Notional Sound Numeracy Subject:</b> <input type="button" value="No"/> <b>Remove Numeracy Notional Sound:</b> <input type="checkbox"/>

**NO** indicates Notional Sound has not been met on exit.

Subject and semester selected where an LoA of Sound or above was achieved.

- Select the appropriate **subject** and **semester** combination for literacy and/or numeracy.

<b>Literacy Notional Sound:</b> <input type="button" value="No"/> <b>Notional Sound Literacy Subject:</b> English – Semester 3 <b>Remove Literacy Notional Sound:</b> <input type="checkbox"/>	<b>Numeracy Notional Sound:</b> <input type="button" value="No"/> <b>Notional Sound Numeracy Subject:</b> Mathematics A -- Semester 3 <b>Remove Numeracy Notional Sound:</b> <input type="checkbox"/>
--	---

Robert

- Click **Save** at the bottom of the screen.
- Once data has been saved Literacy Notional Sound and / or Numeracy Notional Sound will change to **Yes**.

Manage Learning Account - Robert Butcher – 0101010101

Personal Details	Intended Learning Options	Enrolments & Results	OP/FP
<b>LUI:</b> 010101 <b>Password:</b> 0810 <input type="button" value="Reset to initial Password"/> <b>Last Name:</b> Butcher <b>Gender:</b> <input checked="" type="radio"/> Female <input type="radio"/> Male <b>Country of Birth:</b> Australia <b>Indigenous Status:</b> Not stated / Unknown <b>USI:</b>	<b>Year Level:</b> Year 10 <small>Year level at time of registration</small> <b>Date of Birth:</b> 18/01/2001 <input type="button" value="..."/> <input type="checkbox"/> Deceased <b>Given Names:</b> Robert <b>Home Language:</b> English <b>Education Completion Year:</b> /2015	<b>Literacy Notional Sound:</b> <input type="button" value="Yes"/> <b>Notional Sound Literacy Subject:</b> English – Semester 3 <b>Remove Literacy Notional Sound:</b> <input type="checkbox"/>	<b>Numeracy Notional Sound:</b> <input type="button" value="No"/> <b>Notional Sound Numeracy Subject:</b> Mathematics A -- Semester 3 <b>Remove Numeracy Notional Sound:</b> <input type="checkbox"/>

Outcome will automatically change to Yes

Previous Names:

# Notional Sound Report

## Lookup Learning Accounts

1. Log into RABS as the Main Learning Provider.
2. Select **Learning Accounts** menu — **Learners details**.
3. Select the **SSEC year**.
4. Click **Notional Sound Report** to run the report.

<b>State High School – Year 12, 2017</b>					
Summary: 55 students awarded Notional Sound in Literacy and/or Numeracy					
Report date: 23/06/2014 02:21:14					
Subject & Semester displayed where MLP is State High School					
LUI	Last Name	Given Names	Type	Subject	Semester
2311863740	AUSTIN	ETHAN	NUMERACY	MATHEMATICS A	1
8423567586	BERG	MAREE	NUMERACY	MATHEMATICS A	2
6406781250	BRAGG	ANNE	LITERACY	ENGLISH COMMUNICATION	1
0002365984	BUCK	RYAN	NUMERACY	MATHEMATICS A	2
4526982478	CIAN	AMY	LITERACY	ENGLISH COMMUNICATION	1
4259631578	MOSS	MARIANNE	NUMERACY	MATHEMATICS A	2

## 4.8 RABS — Process to cease student in a provider enrolment

### If learning exists in SLIMS

In SDCS:

- Update enrolments and results and record left early date
  - remove incomplete semesters

- record **LoA**
- record **Left Early** date.

SLIMS will update approximately two (2) days after next SDCS data submission.

## If no learning exists in SLIMS

RTO providers only can update information in SLIMS by following these steps:

- Select **Manage Learning Accounts**
- Enter search criteria (preferably LUI)
- Click **Search**
- Select LUI from result list
- Navigate to **Enrolments and Results** tab
- Select **Edit** link next to school name
- Record **Enrolment Cease Date**
- Click **Save**

SLIMS is updated immediately for **Enrolment Cease Date**.

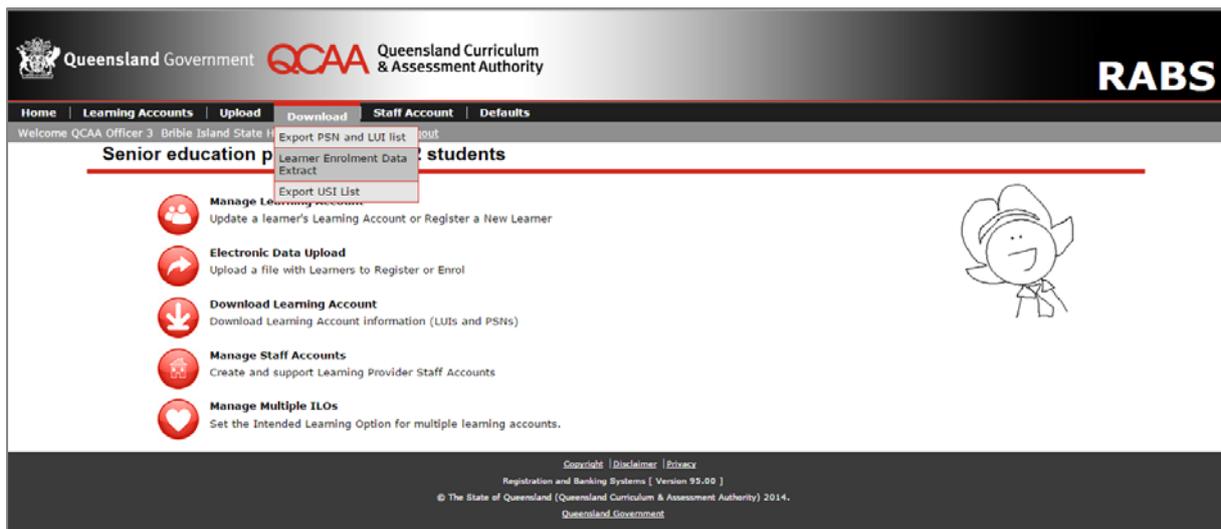
# 5 Export multiple learners' details

## 5.1 Export a list of PSNs and LUIs

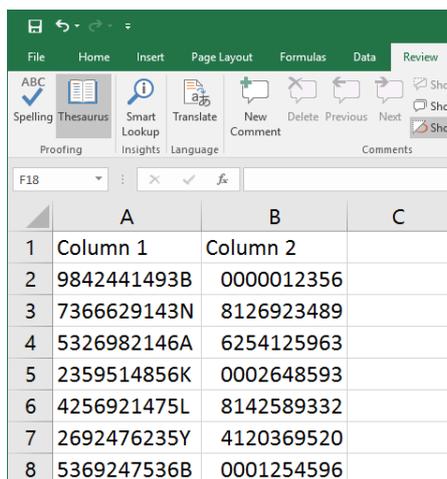
The PSN is the learner's identifier in your organisation's school management system, and the LUI is the learner's identifier in the SLIMS system. A list of provider student numbers (PSNs) and LUIs can be used to:

- update your organisation's school management system with learners' LUIs
- update SDCS after submitting a SDCS disc/file with new learners so that the learners have a LUI in SDCS.

1. Click on the **Export PSN and LUI list** menu item in the **Download** menu.



2. Save the file, or open it with an application. For example, this is a sample export opened in **CSV™** format.



	A	B	C
1	Column 1	Column 2	
2	9842441493B	000012356	
3	7366629143N	8126923489	
4	5326982146A	6254125963	
5	2359514856K	0002648593	
6	4256921475L	8142589332	
7	2692476235Y	4120369520	
8	5369247536B	0001254596	

3. The first column is the PSN, the second column is the LUI.

## 5.2 Export in Registration Data Load file format

Multiple learner details can be exported in the Registration Data Load (2006) CSV format. Use an exported set of details to update your organisation's school management system, or to create a file to upload for multiple:

- registration or enrolment
- updates of personal details

1. Use the **Lookup Learning Accounts** screens to search for learners.
2. Click the **Export** button.
3. Save the file, or open it with an application. For example, this is a sample export opened in CSVed™, showing the first five columns.

**Lookup Learning Accounts**

Only Include My Learners  
 Include previously enrolled learners  
 Include Learners from Other Providers

LUI:   
 Last Name:   
 Given Names:   
 Date of Birth:

Gender:  Female  Male  Either  
 SSEC Year: 2017 Senior Secondary Education Completion Year

Register New Learner Cancel School - 58 learners Export Search  
 Bulk Print QCIA Notional Sound Report

Delete	View/Edit	LUI	Last Name	Given Names	Gender	DOB	Main Learning Provider	TLO
		0000000005	SMITH	SAMMY	M	10/11/1990	Pine Rivers State High School	
		0000000002	SMITH GREEN	NANNY	F	09/02/1991	Pine Rivers State High School	
		0000000001	SMITH GREEN	GRANNY	F	04/01/1991	Pine Rivers State High School	

Microsoft Excel interface showing the exported CSV data:

	A	B	C	D	E	F	G	H
1	Column1	Column2	Column3	Last Name	First Names			
2	0000000005	6868686868X	11	SMITH	SAMMY			
3	0000000002	6969696969A	10	SMITH	NANNY			
4	0000000001	6868686868Z	10	SMITH	GRANNY			
5								
6								
7								

## 5.3 Bulk Print QCIA

For information regarding recording QCIA achievements see the document *SLIMS and QCIA data* at [www.qcaa.qld.edu.au/downloads/senior/slims\\_qcia\\_user\\_guide.pdf](http://www.qcaa.qld.edu.au/downloads/senior/slims_qcia_user_guide.pdf).

- Log into RABS as the Main Learning Provider.
- Select **Learning Accounts** menu — Learners details.

### Lookup Learning Accounts

Only Include My Learners Clear All  
 Include previously enrolled learners  
 Include Learners from Other Providers

---

**LUI:**  **Gender:**  Female  Male  Either  
**Last Name:**  **SSEC Year:**  Senior Secondary Education Completion Year  
**Given Names:**   
**Date of Birth:**

**Select the SSEC year**

**Click Bulk Print QCIA**

- Select **SSEC Year**.
- Click on **Bulk Print QCIA**.

### QCIA Preview

**Is a preview only**

Preview for:  
**PETER**  
completing individualised learning in 2010 at : STATE HIGH SCHOOL (204) with 31/12/2010 cease date

---

#### Statement of Achievement

**Areas of study and learning**  
Adds and subtracts numbers up to one hundred and applies this skill to everyday living.  
Test sentence entered here.

---

#### Statement of Participation

Active sports program

---

This preview is prepared by the Queensland Curriculum and Assessment Authority without alteration or erasure.  
This qualification is recognised within the Australian Qualification Framework.

Date of Preview: 23/06/2014 02:58 PM

- Click **PRINT THIS DOCUMENT**

# 6 Managing multiple uploads

## 6.1 Learning accounts

If you upload files containing the information for several learners at a time, RABS allows you to:

- register and update learning accounts
- cease enrolments
- manage Intended Learning Options.

The files must contain the data in a comma-separated format (CSV), with the data fields in the order and in the format that RABS expects. Learning providers using file uploads should have software that can produce the files from their own school management system.

### How to edit files for upload

If you do need to edit a file for upload, be careful what software you use for editing. Some applications, such as Microsoft Excel™, will reformat the data without asking you, and may not let you change it back. For example, they **may treat a learner's LUI as a number** and trim any leading zeros from it. The file will then not work.

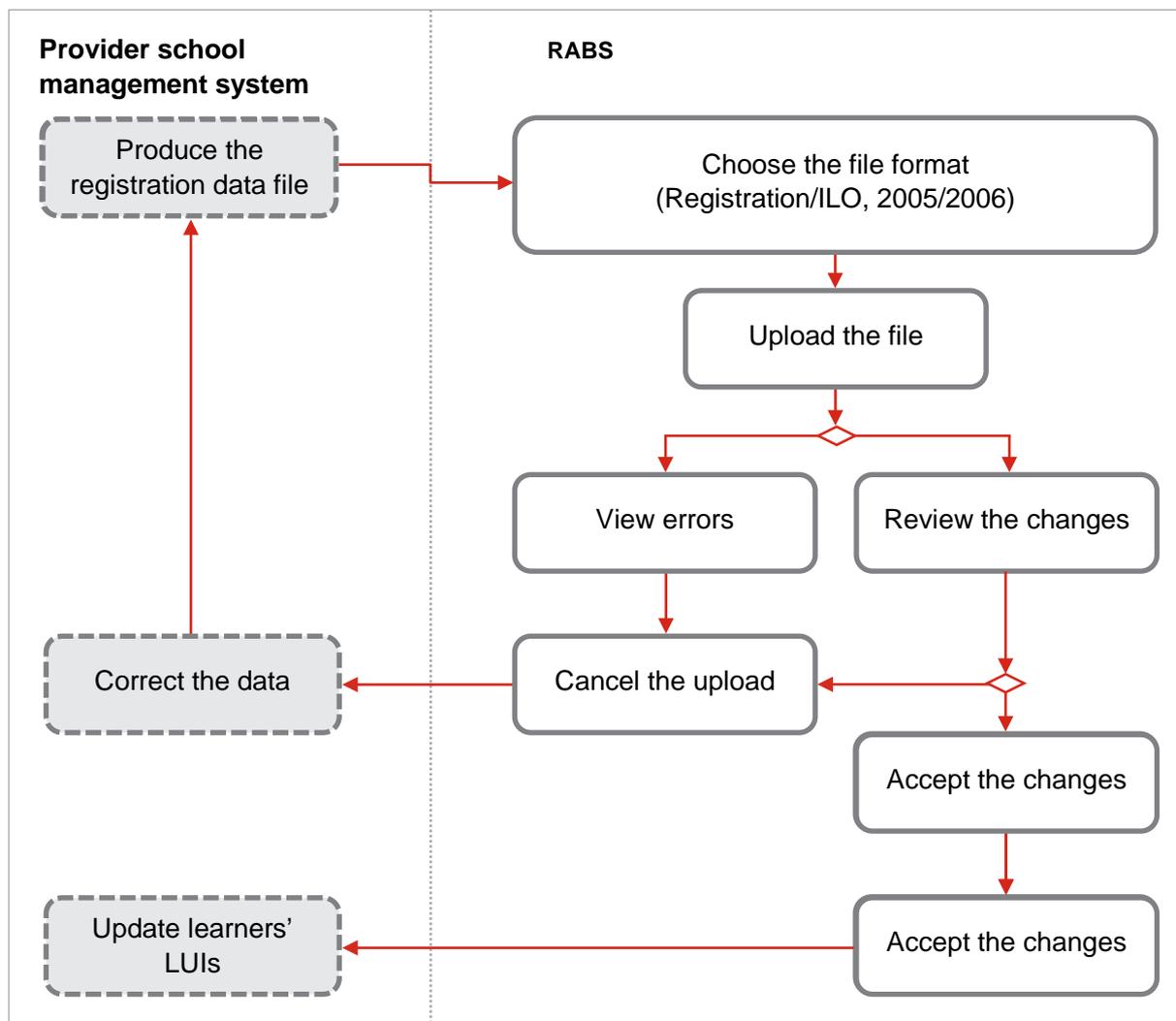
When editing data files for upload **do not use**:

- Excel™
- any other application that makes formatting changes without letting you change them back.

When editing data files for upload, **you can use**:

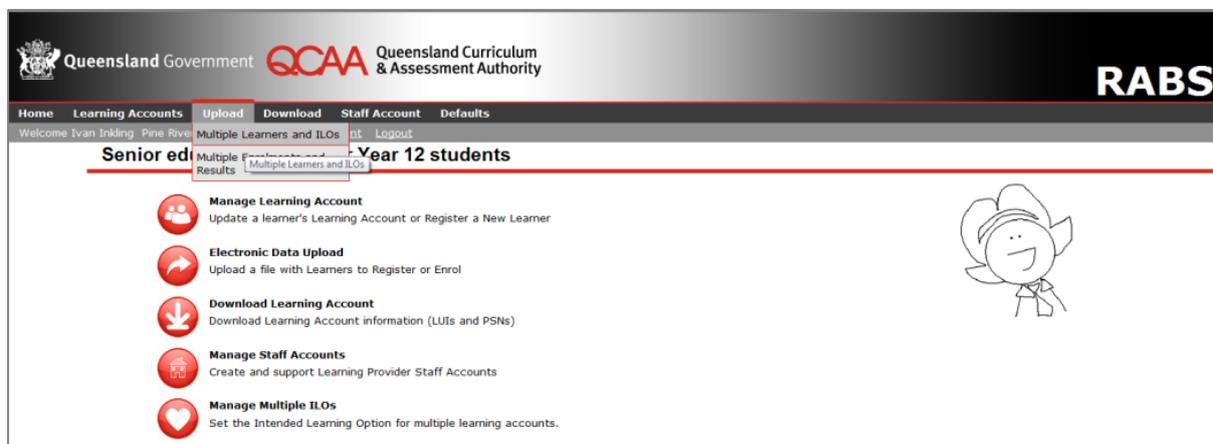
- Notepad™
- Notepad++™
- Textpad™
- Scite™
- other plain-text editors that do not make unintended changes
- CSVed™ and other CSV file editors — useful because they display the file contents column by column.

## Overview of process for managing file uploads



## The Registration Data Loads screen

1. Produce the data file from your organisation's school management system, and save the file until you can upload it through your web browser.
2. Log in to RABS.
3. On the **Upload** menu choose **Multiple Learners and ILOs**.



- The Registration Data Loads screen will open. Choose either Registration Details (2006 CSV format) or the (2005 CVS format), depending on the type of file your school management system produces. Then click **New Load**.
- If you are not sure which file type you have, you can check *Section 5 — Learner registration data load file format* — [https://www.qcaa.qld.edu.au/downloads/senior/rabs\\_guide\\_5\\_r5\\_09\\_07.pdf](https://www.qcaa.qld.edu.au/downloads/senior/rabs_guide_5_r5_09_07.pdf), or consult your school management system software vendor.

**Registration Data Loads**

Current load | Processed loads

**New Data Load**

Registration Details (2006 CSV format)  
 Registration Details (2005 CSV format)  
 Intended Learning Options (2006 CSV format)  
 Intended Learning Options (2005 CSV format)

**New Load**

**Note:** If you have already uploaded a file but not processed it (accept the changes) you will see the **Current load** screen with a summary of the changes that the uploaded file will make. You must either accept these changes or cancel this old upload, to be able to upload the new registration data file.

**Registration Data Loads**

Current load | Processed loads

Personal Details data file:  **Browse...**

**Load** **Cancel**

- The browse screen will open. Click the **Browse** button and browse until you find the file you want to upload.

**Registration Data Loads**

Current load | Processed loads

Personal Details data file: C:\Users\ccum\Desktop\EASel\CC Registration 2006 | **Browse...**

**Load** **Cancel**

- Click the **Load** button. RABS will upload and process your file, which can take a few seconds or minutes.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home Learning Accounts Upload Download Staff Account Defaults

Welcome Ivan Inking Pine Rivers State High School Account Logout

**Registration Data Loads**

Current load | Processed loads

**Please wait.**  
Your dataload request is currently being processed and may take a few minutes to complete. Please do not click your web browser's back button.

8. When RABS has processed the file, the **Current load** tab will display a summary of the changes that the file will make, so that you can review the changes before making them permanent.
9. Click the **View** link on a row in the **Action** column to view the individual changes.

The screenshot shows the 'Current load' tab with a table of loaded files. Below this is a table of categories with their respective counts and actions. Callouts indicate that 'Category G' is highlighted and that the 'Select' link in the 'Action' column should be clicked to confirm enrolments.

ID	Loaded	User	Processed	File	Type	Records
23213	18/06/2014	Ivan Inking		CC Registration 2006 format	Personal Details	1

Category	Action
A. Register Learners	6 <a href="#">View</a>
B. Enrol Learners (is not MLP)	0
C. Enrol Learners (MLP)	0
D. Update Enrolment and Learner Personal Details	1 <a href="#">View</a>
E. Update Enrolment Details only	0
F. Cease enrolled Learners	0
G. Confirm New Registration or New Enrolment	3 <a href="#">Select</a>
H. The learner is not within 1 year of entering the CPP	0

Buttons: [Process](#) [Cancel](#)

If a learner with the same name, gender and birth date shows as being registered, you will need to confirm their details in **Category G**.

10. Click on the **Select** link.

The screenshot shows the 'G. Resolution Required' section. A message states that the following learners are either a new registration or can be enrolled with your organisation. Each record will need to be resolved to be removed from this list. A table lists these learners with their details and 'Resolve' links. A callout points to the 'Resolve' links, indicating that each error should be resolved.

**G. Resolution Required**  
The following learners are either a new registration or can be enrolled with your organisation. Each record will need to be resolved to be removed from this list.

Last Name	Given Names	Birth Date	Sex	Provider Student No	Year level	Action
Thomas	Petrina	03/09/1995	Female	9090909090A	10	<a href="#">Resolve</a>
Rabbit	Regina	16/12/1993	Female	9090909090B	10	<a href="#">Resolve</a>
Bird	Bruce	25/08/1995	Male	9090909090C	10	<a href="#">Resolve</a>

11. Click on the **Resolve** link for each learner.

**Resolution Required**

**Personal Details**

Last Name                   Rabbit  
 Given Names               Regina  
 Sex                            F  
 Date of Birth               03/09/1995

**Postal Address**

Address line 1  
 Suburb/Town  
 Postcode  
 State                         QLD

**Learning Provider Details**

Provider Student Number   9876

The above learner record from your data file appears to match the following existing learner records. Confirm whether this is a new registration or an enrolment of an existing registered learner choose one of the following options:

1. New Registration: Click the *[New Registration]* button
2. Enrol Existing Learner: Select the learner's record below and click the *[Enrol Selected]* button.

LUI	Last Name	First Name	Date of Birth	Sex	Main Learning Provider	Other Learning Provider
<input checked="" type="radio"/> 6406406422	Rabbit	Regina	03/09/95	F	The Best State High School	Queensland Studies Authority The Best Lutheran College

12. If you decide, the learner is the same, click on the radio button beside the LUI and then click **Enrol Selected**.

13. If it is **not** the same person click on **New Registration**, (do not click the **radio** button).

14. As each learner is resolved, they will be removed from **Category G** and added to one of the other categories.

F. Cease enrolled Learners	0	
G. Confirm New Registration or New Enrolment	0	
H. The learner is not within 1 year of entering the CPP	0	

### Registration Data Loads

Current load | Processed loads

ID	Loaded	User	Processed	File	Type	Records
23238	23/06/2014	Ivan Inking		CC Registration 2006 format - no error.csv	Personal Details	1

Category	Records	Action
A. Register Learners	8	<a href="#">View</a>
B. Enrol Learners (is not MLP)	0	
C. Enrol Learners (MLP)	1	<a href="#">View</a>
D. Update Enrolment and Learner Personal Details	1	<a href="#">View</a>
E. Update Enrolment Details only	0	
F. Cease enrolled Learners	0	
G. Confirm New Registration or New Enrolment	0	
H. The learner is not within 1 year of entering the CPP	0	

**No learners in category G to resolve**

**Process**

Process Cancel

- Resolve all learners in **Category G** before processing the file.
- Once you have reviewed the changes, click the **Return** button to take you back to the previous screen and click the **Process** button to make the changes permanent.

### Registration Data Loads

Current load | Processed loads

The processing of the data load actions must be confirmed.

Clicking the *[Confirm]* button indicates the following:

- You have examined and agree with the actions of the data load.
- You have the authority to make the requested changes to the learner records.

To cancel this load, click the *[Cancel]* button.

ID	Loaded	User	File	Type	Records
23238	23/06/2014	Ivan Inking	CC Registration 2006 format - no error.csv	Personal Details	1

Category	Records
A. Register Learners	8
B. Enrol Learners (is not MLP)	0
C. Enrol Learners (MLP)	1
D. Update Enrolment and Learner Personal Details	1
E. Update Enrolment Details only	0
F. Cease enrolled Learners	0
H. The learner is not within 1 year of entering the CPP	0

**Confirm data**

Confirm Cancel

17. You will be asked to confirm that the changes should be made. Click the **Confirm** button to make the changes permanent.

The screenshot shows the RABS interface with the 'Registration Data Loads' section. The 'Current load' tab is active, and a red dashed box contains the following text: 'Please wait. Your dataload request is currently being processed and may take a few minutes to complete. Please do not click your web browser's back button.'

The upload may take some minutes.

The screenshot shows the 'Registration Data Loads' page with the 'Processed loads' tab selected. A blue callout bubble points to the 'Most recent upload' link above the table. The table lists the following data:

ID	Loaded	User	Processed	File	Type	Records
23235	23/06/2014	Ivan Inklings	23/06/2014	ILO 2006 format.csv	Intended Learning Options	7
23206	17/06/2014	Ivan Inklings	17/06/2014	ILO 2005 format.csv	2005 ILO format	7
23205	17/06/2014	Ivan Inklings	17/06/2014	ILO 2005 format.csv	2005 ILO format	7
23204	17/06/2014	Ivan Inklings	17/06/2014	ILO 2006 format.csv	Intended Learning Options	7

18. Once the changes have been confirmed, the **Processed loads** tab will open, showing the last processed load at the top of the list.

The screenshot shows the 'Registration Data Loads' page with the 'Processed loads' tab selected. A blue callout bubble points to the 'Registration Extract (csv)' link above the table. The table lists the following data:

ID	Loaded	User	Processed	File	Type	Records
15559	29/02/2017	No 1 Best Employee	29/02/2017	qcaa001.csv	Personal Details	242
13486	26/07/2016	No 1 Best Employee	26/07/2016	qcaa002.csv	Intended Learning Options	1
9074	13/02/2016	No 2 Best Employee	13/02/2016	qcaa003.csv	Personal Details	1
8772	07/12/2015	No 2 Best Employee	07/12/2015	qcaa004.csv	Personal Details	349
8768	07/12/2015	No 3 Best Employee	07/12/2015	qcaa005.csv	Intended Learning Options	1
7794	29/08/2015	System Administrator	29/08/2015	qcaa006.csv	Intended Learning Options	1
7792	29/08/2015	System Administrator	29/08/2015	qcaa007.csv	Personal Details	350
7788	29/02/2015	System Administrator	29/02/2015	qcaa008.csv	Intended Learning Options	1

19. If there are no errors and the file is processed, click on the CSV file to extract the LUIs and initial passwords of the registered learners to update your school management system.

20. If there are errors in the data file, the **Current load** tab will show a summary of the errors, rather than the summary of changes.

The screenshot shows the 'Registration Data Loads' page with the 'Current load' tab selected. A blue callout bubble points to the 'View Errors' button. The table shows a failed load:

ID	Loaded	User	Processed	File	Type	Records
23214	18/06/2014	Ivan Inklings		CC Registration 2006 format - error.csv	Personal Details	1

Buttons for 'Cancel Load' and 'View Errors' are visible at the bottom right.

21. You can then view the error details, and click the **Cancel Load** button to cancel the file load.

### Registration Data Loads

Current load | Processed loads

**Failed Registration Data Load Errors**

LUI	Provider Student No.	Field Type	Error Description
640640640	98765	Birth Date	"3/09/1995" - Value is shorter than minimum length.
640640640	56789	Learner ID	"459903" - Unable to locate learner with specified Learner ID.
--	12345	Birth Date	"1/01/1995" - Value is shorter than minimum length.
640640600	23456	Birth Date	"3/05/1995" - Value is shorter than minimum length.
640640640	67890	Learner ID	"26124" - Unable to locate learner with specified Learner ID.

**Key**

LUI = '--'	The learner record didn't specify a LUI.
Provider Student Number = '--'	The learner record didn't specify a Provider Student Number.
N/A	Error is not associated with any particular learner account information in the data load.

Print | Return

*Note: A callout bubble labeled "Error details" points to the Error Description column in the table above.*

- Go back to the main CSV file and make any necessary changes or amend in your school management system and download a new file.
- Upload the amended data.

## Extract LUIs and passwords after file upload

After processing a registration file, you can extract the LUIs and initial passwords of the registered learners to update your school management system. This file only contains their provider student number, LUI and initial password.

- Log in to RABS.
- On the **Upload** menu, choose **Multiple Learners and ILOs**.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | **Upload** | Download | Staff Account | Defaults

Welcome QCAA Officer 3 Bibbie Is

Multiple Learners and ILOs | Year 12 students

Multiple Enrolments and Results

- Learners Unique Student Identifier (USTI)
- Electronic Data Upload: Upload a file with Learners to Register or Enrol
- Download Learning Account: Download Learning Account information (LUIs and PSNs)
- Manage Staff Accounts: Create and support Learning Provider Staff Accounts
- Manage Multiple ILOs: Set the Intended Learning Option for multiple learning accounts.

### Registration Data Loads

Current load | Processed loads

**Failed Registration Data Load**

*Note: A callout bubble labeled "Shows latest upload" points to the "Processed loads" tab above.*

ID	Loaded	User	Processed	File	Type	Records
23220	19/06/2014	Ivan Inking		CC Registration 2006 format - error corrected.csv	Personal Details	1

Cancel Load | View Errors

- Click the **Processed loads** tab.

Registration Extract (CSV)

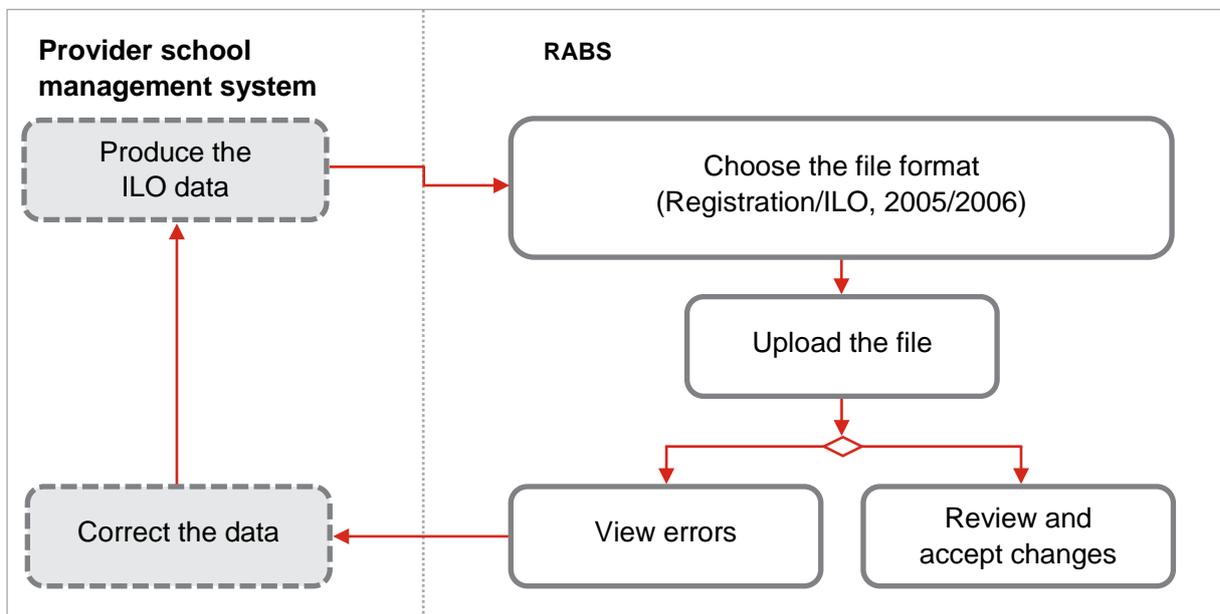
Registration Data Loads						
Current load		Processed loads				
Download the latest extract file: <a href="#">Registration Extract (csv)</a>						
ID	Loaded	User	Processed	File	Type	Records
15559	29/02/2008	Employee 1	29/02/2008	qcaa01.csv	Personal Details	242
13486	26/07/2007	Employee 3	26/07/2007	qcaa02.csv	Intended Learning Options	1
9074	13/02/2007	Employee 4	13/02/2007	qcaa03.csv	Personal Details	1
8772	07/12/2006	Employee 2	07/12/2006	qcaa04.csv	Personal Details	349

- The LUIs and initial passwords of the learners registered in the last registration file to be processed, can be downloaded by clicking the **Registration Extract (CSV)** link on the **Processed Loads** tab.
- The file format is:

Field	Description
1	LUI
2	PSN
3	Initial password

## 6.2 ILOs

Management of Intended Learning Options includes setting up learners' initial ILOs to complete the set-up of their learning accounts, and keeping their ILOs up-to-date if their goals change.



The process is similar to the process for managing personal details of multiple learners with file uploads.

Produce the Intended Learning Option data file from your organisation's school management system, and save the file for later uploading.

- Log in to RABS.

- On the **Upload** menu, choose **Multiple Learners and ILOs**.

- Choose either the Intended Learning Options 2005 CVS or 2006 CSV format, depending on the type of file your school management system produces.
- Click the **New Load** button.
- If you are not sure which file type you have, you can check *Section 6 – ILO data load file format* – [https://www.qcaa.qld.edu.au/downloads/senior/rabs\\_guide\\_6\\_r5\\_09\\_07.pdf](https://www.qcaa.qld.edu.au/downloads/senior/rabs_guide_6_r5_09_07.pdf), or consult your school management system software vendor.
- If you have already uploaded a file but not processed it (accepted the changes), you will be shown the **Current Load** screen with a summary of the changes that the uploaded file will make. You must either accept these changes or cancel this existing upload, to be able to upload the new registration data file.
- The file picker screen will open. Click the **Browse** button and browse to the file you want to upload.

- Click the **Load** button.

**Registration Data Loads**

Current load | Processed loads

Intended Learning Options data file: Desktop\EASEL\ILO 2006 format.csv

- RABS will upload your file, process the registration information, and open the **Current Load** tab to display a summary of the changes in the file. You can either process the file to make the changes permanent, view the details of the changes, or cancel the upload.

**Registration Data Loads**

Current load | Processed loads

ID	Loaded	User	Processed	File	Type	Records
23225	23/06/2014	Ivan Inkling		ILO 2006 format.csv	Intended Learning Options	7

- Click **Process**.

**Registration Data Loads**

Current load | Processed loads

The processing of the data load actions must be confirmed.

Clicking the *[Confirm]* button indicates the following:

- You have examined and agree with the actions of the data load.
- You have the authority to make the requested changes to the learner records.

To cancel this load, click the *[Cancel]* button.

ID	Loaded	User	File	Type	Records
23230	23/06/2014	Ivan Inkling	ILO 2006 format.csv	Intended Learning Options	7

- Click **Confirm**.
- When the changes have been confirmed the **Processed loads** tab will list the registration data loads that have been processed and made permanent, with the last upload at the top of the list.

**Registration Data Loads**

Current load | Processed loads

Download the latest extract file: [Registration Extract \(csv\)](#)

ID	Loaded	User	Processed	File	Type	Records
23235	23/06/2014	Ivan Inkling	23/06/2014	ILO 2006 format.csv	Intended Learning Options	7
23206	17/06/2014	Ivan Inkling	17/06/2014	ILO 2005 format.csv	2005 ILO format	7
23205	17/06/2014	Ivan Inkling	17/06/2014	ILO 2005 format.csv	2005 ILO format	7
23204	17/06/2014	Ivan Inkling	17/06/2014	ILO 2006 format.csv	Intended Learning Options	7
23202	17/06/2014	Ivan Inkling	17/06/2014	Registration 2005 format.csv	Personal Details	0
15559	29/02/2008		29/02/2008	qsa001.csv	Personal Details	242

13. If there are errors in the data file, the **Current load** tab will show a summary of the errors, rather than the summary of changes. You can then **View Error** details.

**Registration Data Loads**

Current load | Processed loads

**Failed Registration Data Load notification**

Failed Registration Data Load

ID	Loaded	User	Processed	File	Type	Records
23236	23/06/2014	Ivan Inking		ILO 2006 format err.csv	Intended Learning Options	6

Cancel Load | View Errors

**Registration Data Loads**

Current load | Processed loads

**Failed Registration Data Load Errors**

**Failed Registration Data Load Errors**

LUI	Provider Student No.	Field Type	Error Description
--	--	Learner ID	Value missing.

**Key**

LUI = '--'	The learner record didn't specify a LUI.
Provider Student Number = '--'	The learner record didn't specify a Provider Student Number.
N/A	Error is not associated with any particular learner account information in the data load.

**Summary of errors**

**Return to Failed Registration Data Load page**

Print | Return

14. Click **Return**.

**Registration Data Loads**

Current load | Processed loads

**Failed Registration Data Load**

ID	Loaded	User	Processed	File	Type	Records
23236	23/06/2014	Ivan Inking		ILO 2006 format err.csv	Intended Learning Options	6

**Cancel upload**

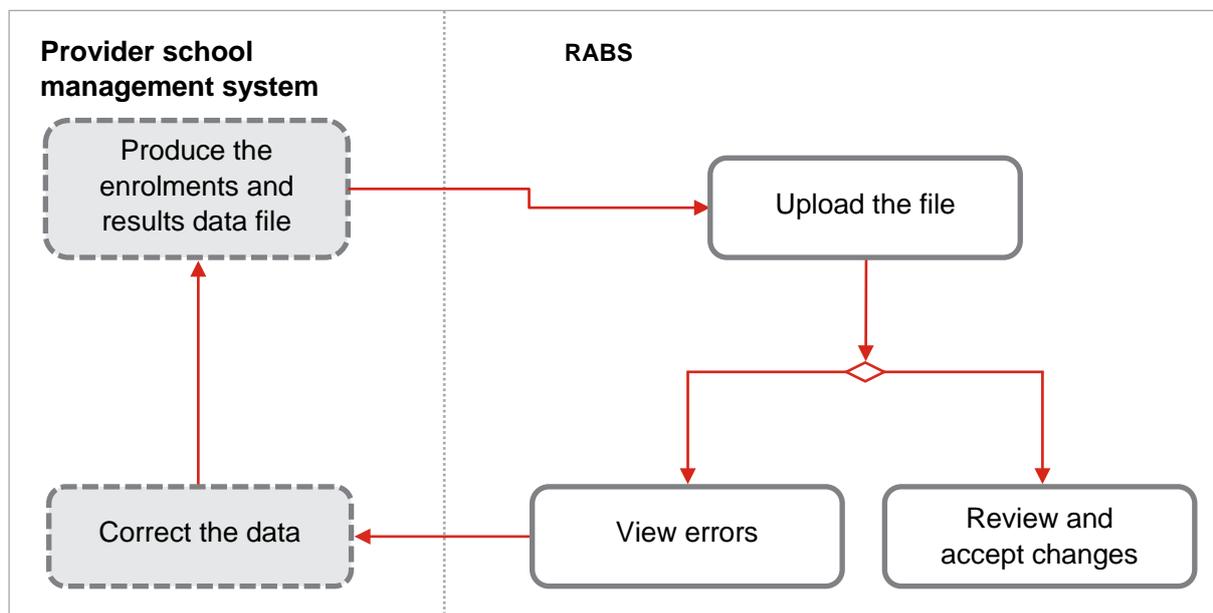
Cancel Load | View Errors

15. Cancel the file load.

16. Amend original file.

## 6.3 Enrolments and results

Managing learners' enrolments and results includes setting up new enrolments, recording new results, correcting existing enrolment and result data, and deleting existing enrolment and result data.



1. Produce the registration data file from your organisation's school management system, and save the file to use later through your web browser.
2. Log in to RABS.
3. On the **Upload** menu, choose **Multiple Enrolments and Results**.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home Learning Accounts **Upload** Download Staff Account Defaults

Welcome Ivan Inking Pine River Multiple Learners and ILOs Logout

**Senior education Multiple Enrolments and Results Year 12 students**

- Manage Learning Account**  
Update a learner's Learning Account or Register a New Learner
- Electronic Data Upload**  
Upload a file with Learners to Register or Enrol
- Download Learning Account**  
Download Learning Account information (LUIs and PSNs)
- Manage Staff Accounts**  
Create and support Learning Provider Staff Accounts
- Manage Multiple ILOs**  
Set the Intended Learning Option for multiple learning accounts.

4. Select the file, and then click the **Load** button.

Learning Accounts Upload Download Staff Account Defaults  
Ivan Inking Pine Rivers State High School Account Logout

### Enrolments and Results Data Loads

Current load Processed loads

Enrolments and results data file:  Browse...

Load Cancel

5. There may be errors in the header record, which summarises the contents of the file.
  - a.

### Enrolments and Results Data Loads

Errors for correction

**Validation Error**  
You must correct the following error(s) before proceeding:

- The file [1.CC E&R VET Org 204 LO\_CODE 30981QLD - file format error.xlsx] you have specified does not appear to be valid. The file must have a .csv file extension.

Current load Processed loads

Enrolments and results data file:  Browse...

Load Cancel

- b.

### Enrolments and Results Data Loads

**Validation Error**  
You must correct the following error(s) before proceeding:

- The header timestamp specified [17/06/2014 11:00] is an invalid timestamp.
- The header timestamp field is missing.
- The header row count [7] in the CSV file does not match the actual data row count [6] provided.
- The provider for the supplied header provider id [204] and provider type [RTO] does not exist.
- The header provider name must match the registered name. [Pine Rivers State Hgih School] [Pine Rivers State High School].

Current load Processed loads

Enrolments and results data file:  Browse...

Load Cancel

C.

### Enrolments and Results Data Loads

Current load | Processed loads

The data load has errors. Click the view button to view the enrolment errors.  
To cancel this load, click the [Cancel] button.

Loaded	User	File	Type	Records
2014-06-23 9:27:06	Ivan Inking	3.CC E&R VET Org 204 LO_CODE 30981QLD - field errors.csv	Enrolments and Results	6

Category	Count	Action
A. Enrolments and Results added/updated	0	
B. Enrolments and Results not affected	0	
C. Enrolments and Results deleted	0	
D. Learners not matched	0	
E. Enrolments and Results errors	6	<a href="#">View</a>

[Cancel](#)

Errors requiring correction

### Enrolments and Results Data Loads

Current load | Processed loads

Enrolments and Results added/updated

CSV Line	LUI	Last Name	Given Name	Birth Date	Sex	Provider Type	Learning Option Type	Learning Option	Learning Component	Enrolled Date	Completed Date	Result Date	Result	Info
2	000494949	Adams	Apple	2000-11-09	M	RTO	VET	<a href="#">30981QLD</a>	<a href="#">BSBCMM201A</a>	2016-02-13	2016-11-13	2013-11-13	<a href="#">20</a>	<a href="#">W</a>
3	000494949	Adams	Apple	2000-11-09	M	RTO	VET	<a href="#">30981QLD</a>	<a href="#">BSBIND201A</a>	2016-02-13	2016-11-13	2013-11-13	<a href="#">20</a>	<a href="#">W</a>
4	000494949	Adams	Apple	2000-11-09	M	RTO	VET	<a href="#">30981QLD</a>	<a href="#">GENSWL201C</a>	2016-02-13	2016-11-13	2013-11-13	<a href="#">20</a>	<a href="#">W</a>
5	000494949	Adams	Apple	2000-11-09	M	RTO	VET	<a href="#">30981QLD</a>	<a href="#">GENPCD201C</a>	2016-02-13	2016-11-13	2013-11-13	<a href="#">20</a>	<a href="#">W</a>
6	000494949	Adams	Apple	2000-11-09	M	RTO	VET	<a href="#">30981QLD</a>	<a href="#">BSBOHS201A</a>	2016-02-13	2016-11-13	2013-11-13	<a href="#">20</a>	<a href="#">W</a>

[Return](#)

Error details

- Click the **Return** button to get back from the **Enrolments and Results Data Loads** screen to the **Current Load** tab.
- If there are errors, click the **Cancel** button and correct the data, then start again.
- Check the errors, and update either the file or your school management system. If there are no errors in the header record, RABS will read the enrolments and results records, then present the actions that will result from the data load.

### Enrolments and Results Data Loads

Current load | Processed loads

The processing of the Enrolments and results data load actions must be confirmed.

Clicking the *I confirm...* checkbox and clicking the *[Confirm]* button indicates the following:

- You have examined and agree with the actions of the data load.
- You have the authority to make the requested changes to the learner records.

To cancel this load, click the *[Cancel]* button.

Loaded	User	File	Type	Records
2014-06-23 9:30:25	Ivan Inking	4.CC E&R VET Org ... LO_CODE 30981QLD - no errors.csv	Enrolments and Results	5

Category	Count	Action
A. Enrolments and Results added/updated	5	<a href="#">View</a>
B. Enrolments and Results not affected	0	
C. Enrolments and Results deleted	0	
D. Learners not matched	0	
E. Enrolments and Results errors	0	

I confirm that the data supplied is correct

**Number of records to be processed in file**

**Click **View** link – to show records to be processed**

**Note:** Check column 'E' has no (0) errors.

- Check that the number and type of actions are as expected. You can view the details of the changes by clicking the **View** link in the Action column.

The links in the **Enrolments and Results Data Loads** screen give you more information in pop-up boxes when you hover (put your mouse cursor) over them.

- **Learning Option** links display the learning option name.
- **Learning Component** links display the component name.
- **Result** links display the result for the learning option and/or component.
- **Info** links display information about the processing of the file, particularly errors.

### Enrolments and Results Data Loads

Current load | Processed loads

The processing of the Enrolments and results data load actions must be confirmed.

Clicking the *I confirm...* checkbox and clicking the *[Confirm]* button indicates the following:

- You have examined and agree with the actions of the data load.
- You have the authority to make the requested changes to the learner records.

To cancel this load, click the *[Cancel]* button.

Loaded	User	File	Type	Records
2016-06-23 9:51:54	Ivan Inking	4.CC E&R VET Org 204 LO_CODE 30981QLD - no errors.csv	Enrolments and Results	5

Category	Count	Action
A. Enrolments and Results added/updated	5	<a href="#">View</a>
B. Enrolments and Results not affected	0	
C. Enrolments and Results deleted	0	
D. Learners not matched	0	
E. Enrolments and Results errors	0	

I confirm that the data supplied is correct

**Tick *I confirm...* and click the **Confirm** button**

- Click on **Processed** tab to view data has been loaded.

Enrolments and Results Data Loads						
Current load		Processed loads				
<b>Recently Processed Enrolments and Results Data Loads</b>						
ID	Header Date	User	Processed	File	Type	Records
23221	23/06/2016 11:00:00	Ivan Inking	23/06/2016 11:00:00	4.CC E&R VET Org 204 LO_CODE 30981QLD - no errors.csv	Enrolments and Result CSV Dataload Version 1.0	5

## 7 Uploading learner registration data

### Registration details (2005 CVS format)

Field	Format max. characters	Required	Sample — Notes
<b>Learner ID (LUI)</b>	Numeric 10 characters	Conditional	1234567890 <ul style="list-style-type: none"> <li>Learner Unique Identifier (LUI)</li> <li>Assigned by QCAA</li> <li>Must be present if updating record</li> </ul>
<b>Provider Student Number</b>	Alphanumeric 15 characters	Yes	jones23456 <ul style="list-style-type: none"> <li>Number must be unique to the Learning Provider</li> <li>For state schools this number must be the Learner's EQ ID</li> </ul>
<b>Year level</b>	Alphanumeric 3 characters	No	10 or 11 or 12
<b>Last name</b>	Alphanumeric 40 characters	Yes	Smith
<b>Given names</b>	Alphanumeric 34 characters	Yes	John James Edward
<b>Sex</b>	Alphanumeric 1 character	Yes	Choice of M (Male) or F (Female)
<b>Date of birth</b>	Alphanumeric 10 characters	Yes	1989-08-15 <ul style="list-style-type: none"> <li>Format must be yyyy-mm-dd</li> </ul>
<b>Postal Address Line 1</b>	Alphanumeric 36 characters	Yes	117 Wylie Road
<b>Postal Address Line 2</b>	Alphanumeric 36 characters	No	
<b>Postal suburb/town</b>	Alphanumeric 36 characters	Yes	Toowong
<b>Post code</b>	Numeric 4 characters	Conditional	4066 <ul style="list-style-type: none"> <li>Must be present if country is Australia, otherwise leave blank</li> </ul>

Field	Format max. characters	Required	Sample — Notes
<b>State</b>	Alphanumeric 3 characters (Uppercase)	Conditional	QLD <ul style="list-style-type: none"> <li>• Must be present if country is Australia, otherwise leave blank</li> <li>• All 3 characters must be uppercase (capital letters)</li> </ul>
<b>Postal country code</b>	Numeric 4 characters	Yes	1101 (Australia) <ul style="list-style-type: none"> <li>• Numeric code representing country</li> <li>• Follows ABS Standard Australian Classification of Countries (SACC) Code, 1988</li> </ul>
<b>Email</b>			No longer accepted by the QCAA. The information will not be retained.

## Registration details (2006 CVS format)

Field	Format max. characters	Required	Sample — Notes
<b>Learner ID (LUI)</b>	Numeric 10 characters	Conditional	1234567890 <ul style="list-style-type: none"> <li>• Learner Unique Identifier (LUI)</li> <li>• Assigned by QCAA</li> <li>• Must be present if updating record</li> </ul>
<b>Provider Student Number</b>	Alphanumeric 15 characters	Yes	jones23456 <ul style="list-style-type: none"> <li>• Number must be unique to the Learning Provider</li> <li>• For state schools this number must be the Learner's EQ ID</li> </ul>
<b>Year level</b>	Alphanumeric 3 characters	No	10 or 11 or 12
<b>Last name</b>	Alphanumeric 40 characters	Yes	Smith <ul style="list-style-type: none"> <li>• Current family name</li> </ul>
<b>Given names</b>	Alphanumeric 34 characters	Yes	John James Edward <ul style="list-style-type: none"> <li>• Current given names</li> </ul>
<b>Last name</b>	Alphanumeric 40 characters	No	First previous family name
<b>Given names</b>	Alphanumeric 34 characters	No	First previous given name
<b>Last name</b>	Alphanumeric 40 characters	No	Second previous family name
<b>Given names</b>	Alphanumeric 34 characters	No	Second previous given name
<b>Last name</b>	Alphanumeric 40 characters	No	Third previous family name
<b>Given names</b>	Alphanumeric 34 characters	No	Third previous given name

Field	Format max. characters	Required	Sample — Notes
<b>Sex</b>	Alphanumeric 1 character	Yes	Choice of M (Male) or F (Female)
<b>Date of birth</b>	Alphanumeric 10 characters	Yes	1989-08-15 <ul style="list-style-type: none"> <li>Format must be yyyy-mm-dd</li> </ul>
<b>Postal Address Line 1</b>	Alphanumeric 36 characters	Yes	117 Wylie Road
<b>Postal Address Line 2</b>	Alphanumeric 36 characters	No	
<b>Postal suburb/town</b>	Alphanumeric 36 characters	Yes	Toowong
<b>Post code</b>	Numeric 4 characters	Conditional	4066 <ul style="list-style-type: none"> <li>Must be present if country is Australia, otherwise leave blank</li> </ul>
<b>State</b>	Alphanumeric 3 characters (Uppercase)	Conditional	QLD <ul style="list-style-type: none"> <li>Must be present if country is Australia, otherwise leave blank</li> <li>All 3 characters must be uppercase (capitals letters)</li> </ul>
<b>Postal country code</b>	Numeric 4 characters	Yes	1101 (Australia) <ul style="list-style-type: none"> <li>Numeric code representing country</li> <li>Follows ABS Standard Australian Classification of Countries (SACC) Code, 1988</li> </ul>
<b>Home phone number</b>	Alphanumeric 20 characters	No	07 3331234 07.3333.1234 <ul style="list-style-type: none"> <li>May include the area and/or country code(s)</li> </ul>
<b>Mobile phone number</b>	Alphanumeric 20 characters	No	0409000000 0409.000000 <ul style="list-style-type: none"> <li>May include the area and/or country code(s)</li> </ul>
<b>Cease date</b>	Alphanumeric 36 characters	No	1989-08-15 <ul style="list-style-type: none"> <li>Date the Learner ceased enrolment with the Learning Provider</li> <li>Format must be yyyy-mm-dd</li> </ul>
<b>Indigenous indicator code</b>	Numeric 1 character	Yes	1, 2, 3, 4 or 9 <ul style="list-style-type: none"> <li>Numeric code indicating Aboriginal or Torres Strait Islander origin</li> <li>Follows MCEETYA Data implementation manual (see table below)</li> </ul>
<b>Birth country code</b>	Numeric 4 characters	Yes	1101 (Australia) <ul style="list-style-type: none"> <li>Numeric code representing country</li> <li>Follows ABS Standard Australian Classification of Countries (SACC) Code, 1988</li> </ul>
<b>Home language code</b>	Numeric 4 characters	Yes	7201 (Japanese) <ul style="list-style-type: none"> <li>Numeric code representing country</li> </ul>

Field	Format max. characters	Required	Sample — Notes
			<ul style="list-style-type: none"> <li>Follows ABS Standard Australian Classification of Countries (SACC) Code, 1988</li> </ul>
<b>Full time flag</b>	Alphanumeric 1 character	Yes	Choice of Y (yes) or N (no) <ul style="list-style-type: none"> <li>Is the Learner enrolled on a full time basis?</li> </ul>
<b>This column is reserved for future use</b>	Alphanumeric 1 character	Yes	The YPET flag has been retired, and is not needed in a registration data file <ul style="list-style-type: none"> <li>Choice of Y (yes) or N (no) — can default to N</li> </ul>
<b>Deceased flag</b>	Alphanumeric 1 character	No	Choice of Y (yes) or N (no) <ul style="list-style-type: none"> <li>Is the Learner deceased?</li> </ul>

## Indigenous indicator codes

Code	Description
1	Aboriginal but not Torres Strait Islander origin
2	Torres Strait Islander but not Aboriginal origin
3	Both Aboriginal and Torres Strait Islander origin
4	Neither Aboriginal nor Torres Strait Islander origin
9	Not stated/unknown

## 8 ILO data load file format

### Intended Learning Options (2006 CSV format)

Field	Format Max. characters	Required	Sample – Notes
<b>Learner ID</b>	Numeric 10 characters	Yes	1234567890 • Learner Unique Identifier (LUI)
<b>Goal</b>	Alphanumeric 2 characters	Yes	1 12 • Each number represents an ILO Goal
<b>Location type</b>	Alphanumeric 1 character	Yes	A H • Each letter represents an ILO Location
<b>Location code</b>	Alphanumeric 8 characters	No	36 • EQ ID
<b>Location text</b>	Alphanumeric 80 characters	No	• Free form text to represent the name of the organisation (used if the EQ ID is not known)

### Intended Learning Options (2005 CSV format)

Field	Format Max. characters	Required	Sample – Notes
<b>Learner ID</b>	Numeric 10 characters	Yes	1234567890 • Learner Unique Identifier (LUI)
<b>Goal</b>	Alphanumeric Up to 2 characters	Yes	From 1 to 12 • Each number represents an ILO Goal
<b>Empty</b>	0 characters	Yes	• Entered as two quotes (“ ”)
<b>Location type</b>	Alphanumeric 1 character	Yes	From A to H • Each letter represents an ILO Location
<b>Location code</b>	Alphanumeric 8 characters	No	36 • EQ ID
<b>Location text</b>	Alphanumeric 80 characters	No	• Free form text to represent the name of the organisation (used if the EQ ID is not known)

### ILO goals

Code	Description
1	Queensland Certificate of Education
2	Certificate I

3	Certificate II
4	Certificate III
5	Certificate IV
6	Diploma
7	Advanced Diploma
8	VET Statement of Attainment
9	Certificate of Post-compulsory School Education (CPCSE)
10	Full-time employment (25 or more hours)
11	Stay in recognised learning for 2 years after turning 16 or finishing Year 10
12	Stay in recognised learning until turning 17

## ILO location types

Code	Description
A	State school
B	Accredited non-state school
C	Technical and Further Education (TAFE) Institute
D	Agricultural college
E	Private Vocational and Education Training (VET) provider
F	University or non-university education provider
G	Recognised community learning provider
H	Recognised employer

## Enrolments and results data file format

### File naming convention

The file name can consist of any name but must include the .CSV extension.

### File layout

The CSV file layout consists of two types of records:

11. one header record that describes the contents of each column in the file
12. one or more data records (rows) for each enrolment.

Refer *SLIMS Interface Control Document* for more information

[https://www.qcaa.qld.edu.au/downloads/senior/slims\\_interface\\_control.pdf](https://www.qcaa.qld.edu.au/downloads/senior/slims_interface_control.pdf)

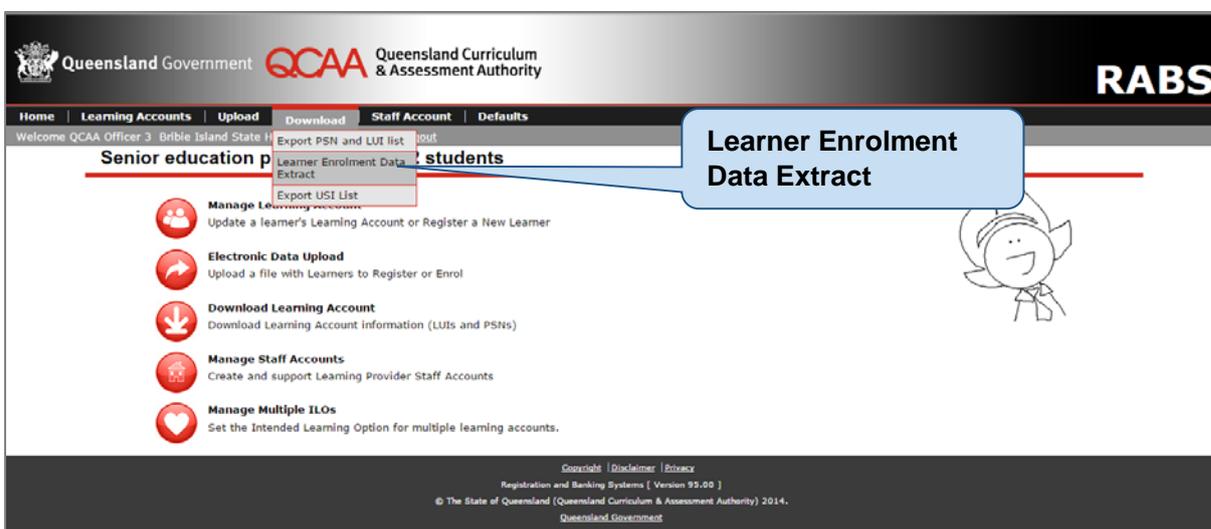
# 9 SLIMS bulk downloads

## Enrolments and results

A bulk enrolments and results extract feature is available in SLIMS. Learning providers can export full lists of student enrolments and existing results. Lists are downloaded by cohort into a CSV file that can be read in Excel. This allows data to be easily downloaded from multiple learning accounts to give a point-in-time snapshot of student learning. This information will be useful for schools that may have developed their own analysis software to monitor student learning and monitor student progress towards a QCE.

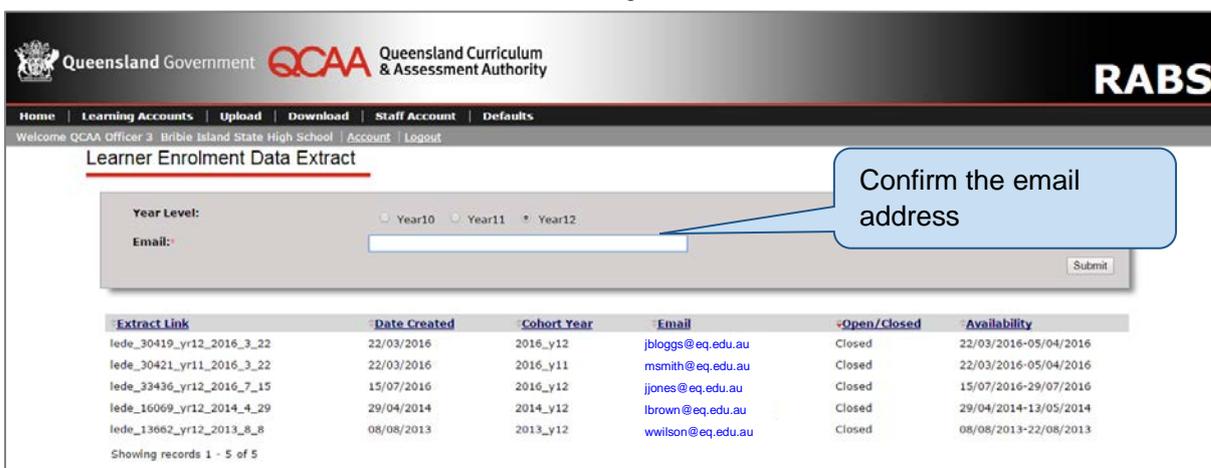
### Step 1 – Extract cohort details in SLIMS

- Log into SLIMS Registration and Banking System (RABS).
- To extract student enrolments and results for each cohort, select **Learner Enrolment Data Extract** from the **Download** menu on the top navigation bar.



- Select the **Year Level**, enter an **email address** (for notification once the report is available) and click **Submit**.

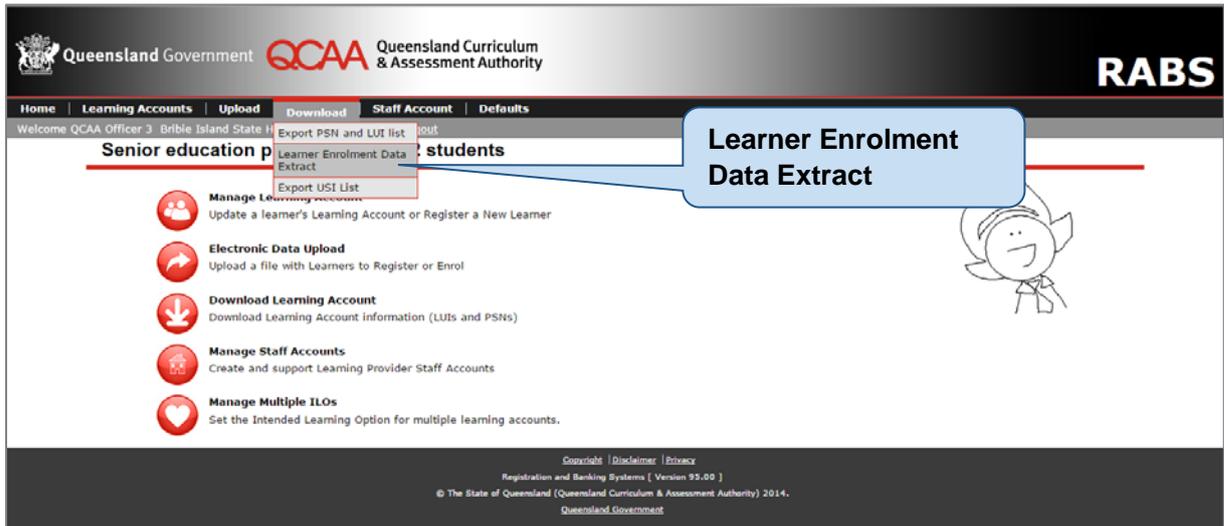
**Note:** If an email address exists in SLIMS for the user logged in, the **Email** field will be pre-populated. Please confirm the email address is correct before selecting the **Submit** button.



- When the extract has been processed (possibly overnight), an email will be sent to the nominated address.

## Step 2 – Retrieve data reports from SLIMS

- Once the email is received, log back into SLIMS Registration and Banking System (RABS).
- Select **Learner Enrolment Data Extract** from the Download menu on the top navigation bar.



- Select the **Extract Link** displayed on the bottom left-hand side of the screen.



**Note:** The extract file will be available for two weeks as displayed in the 'Availability' column. After this time, the status will become 'Closed'. If the extract is required after the close date, a new report will need to be extracted.

- The Extract Link will display a pop-up to save or open a zip file, for example:



- The zip file will contain three separate CSV files that can be extracted, saved to your computer, and viewed in Excel.

The screenshot shows a file explorer window with the following files:

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
lede_35399_yr12_2016_9_29_comp...	Microsoft Excel Comma S...	56 KB	No	817 KB	94%	29/09/2016 11:40 AM
lede_35399_yr12_2016_9_29_enr.csv	Microsoft Excel Comma S...	25 KB	No	738 KB	97%	29/09/2016 11:40 AM
lede_35399_yr12_2016_9_29_inr.csv	Microsoft Excel Comma S...	9 KB	No	35 KB	77%	29/09/2016 11:40 AM

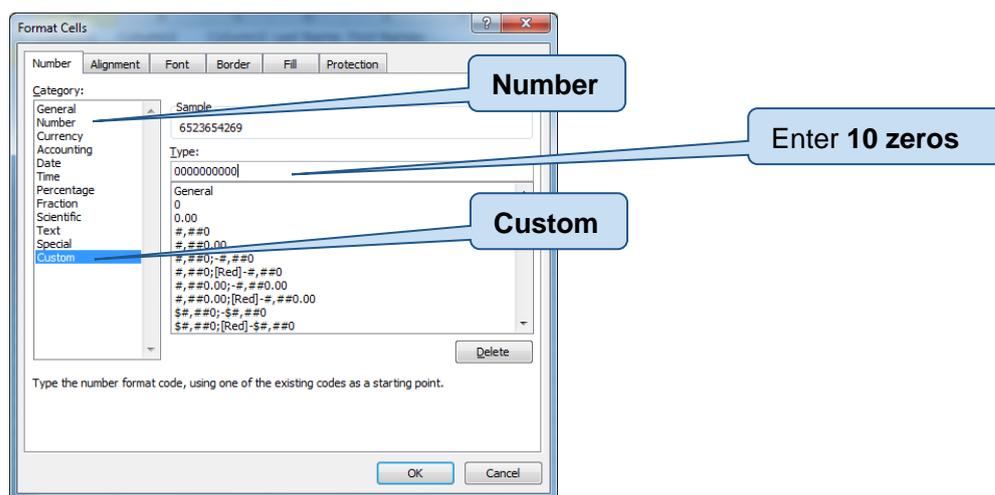
- Personal information for the relevant cohort (file name lede\*\*\*\*Inr.csv)
- Course enrolments and results for the relevant cohort (file name lede\*\*\*\*enr.csv)

- VET competencies for the relevant cohort (file name lede\*\*\*\*comp.csv).

## Working with the exported CSV files

When working with exported CSV files, the LUI column will need to be formatted to ten digits, as Excel removes leading zeros. To do this:

- Open the extracted CSV file. Select Column A, which contains the LUI numbers.
- Right click and select Format Cells.
- Select the **Number** tab and click **Custom**.
- Type 10 zeros (0000000000) in the **Type** box, as shown below. Click **OK**.



Save the CSV file as an Excel spreadsheet to retain these formats

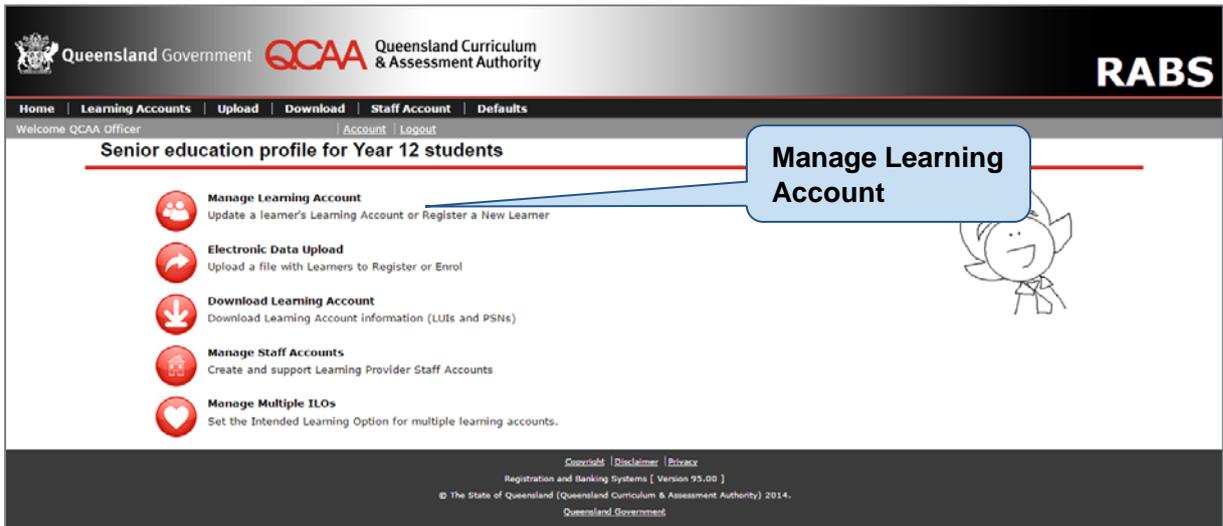
## Names, LUIs and passwords

A bulk LUI and password extract feature is available in SLIMS. Learning providers can export full lists of student names, LUIs and initial passwords. Lists are downloaded by cohort into a CSV file that can be read in Excel. This allows data to be used in mail merges such as letters, labels and ID cards for distribution to students.

### Step 1 – Extract cohort details in SLIMS

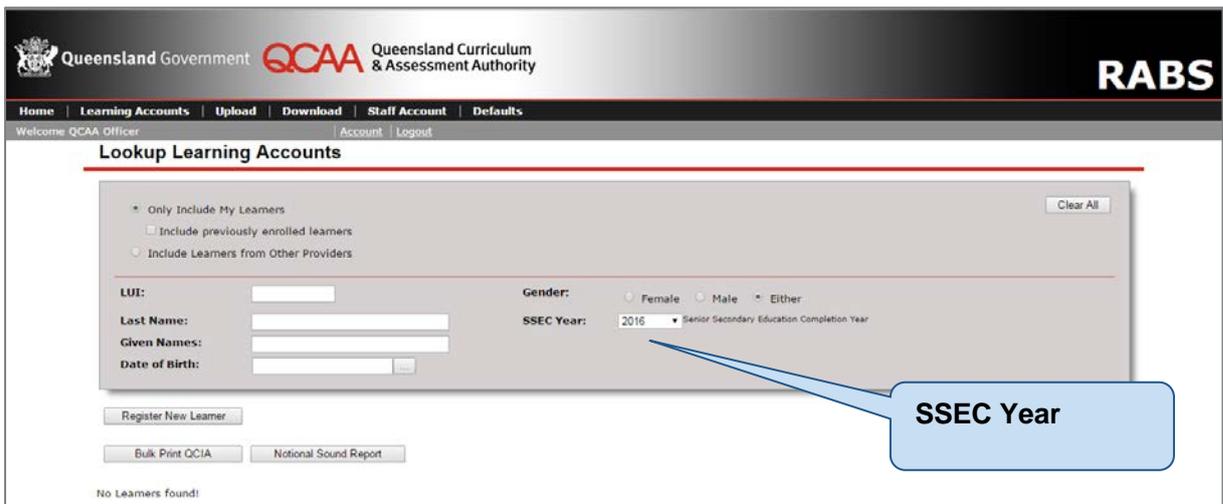
- Log into SLIMS Registration and Banking System (RABS).
- To extract a list of names, LUIs and initial passwords for each cohort, select **Manage Learning Account**.

## SLIMS > Manage Learning Account



- Select the **SSEC Year** from the drop-down menu (e.g. for calendar Year 2017, Year 12 = 2017, Year 11 = 2018) and click Search. A list containing the nominated cohort will appear in the lower section of the screen.

### Lookup Learning Accounts > SSEC Year > Search



**Note:** The extracted list will only contain records for those students with an SSEC year populated in SLIMS. The SSEC year is populated in bulk either by SDCS data submissions or by manually entering the SSEC year in each student's Personal Details screen in SLIMS.

### Step 2 – Export the cohort list to a CSV file

- To export the extracted cohort list to a CSV file which can be read in Excel, select Export. (This will create a .CSV file containing learners' LUI, personal details and initial password).
- Save the file with a unique name. Each extract is labelled rylui.csv when extracted and will overwrite previous extracts unless each file name is unique.

Cohort list > Export > Save CSV file

Queensland Government QCAA Queensland Curriculum & Assessment Authority RABS

Home Learning Accounts Upload Download Staff Account Defaults

Welcome QCAA Officer Account Logout

### Lookup Learning Accounts

Only Include My Learners Clear All  
 Include previously enrolled learners  
 Include Learners from Other Providers

**LUI:**   
**Last Name:**   
**Given Names:**   
**Date of Birth:**

**Gender:**  Female  Male  Either  
**SSEC Year:** 2016 Senior Secondary Education Completion Year

School - 110 learners

Delete	View/Edit	LUI	Last Name	Given Names	Gender	DOB	Main Learning Provider	ILO
		0005050505	Butcher	Roberta	F	02/10/2000	The Best State High School	

**Note:** The extracted passwords are the initial passwords assigned when the learning account is opened. Some students may have already logged into their learning account for the first time and changed their password.

# 10 Definitions

## RABS uses generic terms

RABS, and the SLIMS system as a whole, has to be able to accommodate learning relevant to all the senior phase of learning in Queensland, as well as some tertiary, interstate and overseas learning.

SLIMS uses generic terms such as 'learner', 'learning', 'learning option', 'learning option component' because they encompass all the education sectors.

## Compulsory Participation Phase (CPP)

The Compulsory Participation Phase is the legislated requirement for young people to participate in education or training for a further two years beyond Year 10, or until they gain a QCE, or a Certificate III qualification, or until they have turned 17.

The Compulsory Participation Phase starts when a learner finishes Year 10 or turns 16 — whichever happens first — and ends when:

- the learner turns 17
- becomes a VISA student
- has been in SLIMS for two years
- gains a QCE
- gains a QCIA
- gains a VET Certificate III, or
- gains a VET Certificate IV.

## Learner

A learner is a young person engaged in education and registered in SLIMS. This includes:

- students
- trainees
- apprentices and others.

'Learner' is preferred rather than 'student', to include young people who are primarily engaged in learning through training rather than study.

## Learning provider

Learning providers provide education and/or training to learners. Learning providers include:

- state and non-state schools
- colleges
- TAFEs and other registered vocational, training, and higher education organisations.

The [Department of Education, Training and Employment](#) (DETE) can act as a learning provider for home-schooled learners.

## Main Learning Provider (MLP)

The Main Learning Provider (MLP) can:

- edit personal and demographic details
- edit intended learning options
- view learning across all providers
- edit provider enrolment cease date (where no learning exists)
- view other provider enrolments.

## Other Learning Providers (OLP)

Other Learning Provider (OLP) can:

- view personal and demographic details (limited view)
- view intended learning options
- view/edit learning at **their own** organisation
- manage their own provider enrolment cease date
- view other provider enrolments.

## Learning options

Learning **options** are the highest level of learning that a learner is studying and/or training in. They include:

- subjects
- courses
- VET certificates
- modules
- training courses
- diplomas
- other courses of study and/or training that a learner can undertake.

## Learning components

**Components** are the fine detail of the learning that a learner is training and/or studying. For example, school subjects, VET Certificate modules.

## Learning option components

See learning components.

## Learning

A learning is anything that a learner can train and/or study. All learning options and all learning option components are learnings.

## Provider enrolment

A learner is enrolled at a provider when the provider begins to deliver learning (education and training) e.g. when a learner enrolls in a course.

Enrolling a learner in learning options automatically enrolls a learner with your organisation and informs SLIMS that the learner is undertaking that learning option.

Reporting a learner's results enables the banking of credits toward their QCE. If all of a learner's learning options have results, SLIMS knows that the learner is no longer active at your organisation.

## Cease a learner's account

A learner's account ceases when they no longer have active learning option enrolments at your organisation. This can happen:

1. on completion of the learning option
2. closing off learning
3. when a learner transfers to another learning provider
4. if a learner leaves the Queensland education system. This lets SLIMS know that the learner is no longer active at your organisation.

## Learning option enrolment

Learning option enrolments:

- record that the learner is receiving education or training in a particular learning option from the provider
- may have **component** enrolments of the learning option, depending on the learning option.

A learner's learning option enrolment ceases when:

- all of the component enrolments cease and/or
- the learning option gets a result and is marked as completed, depending on the type of learning option.

## Component enrolment

Component enrolments record that the learner is receiving education or training in a particular learning option component from the provider (e.g. subjects, units).

A component enrolment ceases when the learner achieves a result for that component enrolment.

# Enrolments

