TraQCEr User Guide

Using TraQCEr to determine QCE-eligibility

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1 Introduction

What is TraQCEr?

TraQCEr is a software application for schools to determine the likelihood of QCE eligibility for students using predicted results. The application has been designed for use by school administrators, guidance officers and classroom teachers.

About TraQCEr

TraQCEr is a tool for use by schools. It is not a definitive QCE calculator. The finer intricacies of QCE requirements and final QCE-eligibility are determined by the Senior Learning Information Management System (SLIMS). TraQCEr should be used in conjunction with knowledge of QCE requirements to determine the potential QCE-eligibility of students.

Obtaining school data for use in TraQCEr

Student enrolments and finalised results are obtained in the form of a Learner Enrolment Data Extract (as a .csv file) from the SLIMS Registration and Banking System (RABS).

- For instructions on how to generate a SLIMS bulk download for Enrolments and results, go to the QCAA website: www.qcaa.qld.edu.au.
- Click on Years 10–12 > SLIMS Registration & banking > User guides and help.

How can TraQCEr be used to determine QCE-eligibility?

The Learner Enrolment Data Extract file is loaded into TraQCEr. This file contains all enrolments for the selected cohort. It includes all school enrolments as well as those for Recognized Training Organisations (RTOs), universities and other recognised studies. Finalised results will appear for those learning options that have been reported. The school can enter predicted results for learning that has not been finalised. For each student, TraQCEr will indicate whether the assigned pattern of study meets QCE requirements and overall QCE-eligibility.

2 Installing the TraQCEr application

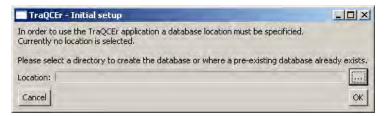
Download the TraQCEr install file from the QCAA website www.qcaa.qld.edu.au. (Select Years 10-12 > Certificates and qualifications > Queensland Certificate of Education > TraQCEr.) Your web browser should allow you to save the file in the place you select.

Navigate to the directory in which you saved the TraQCEr program file and open it. It is a good idea to close other applications first. The install program will open. Follow the prompts to install the program. A shortcut that looks like this will be created on your desktop:

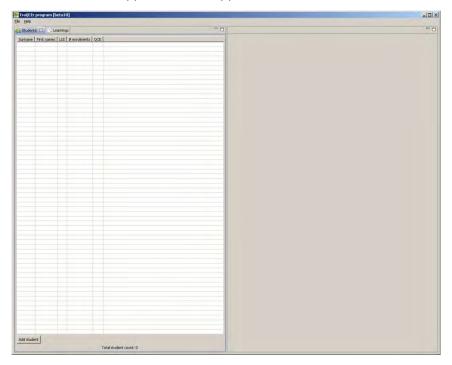


3 Initial TraQCEr setup

- Double click on TraQCEr.exe.
- You will be asked to specify a database location.

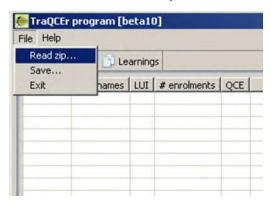


- The first time you do this, you will also be asked to confirm the location.
- The TraQCEr application will appear on the screen.



Reading the Learner Enrolment Data Extract

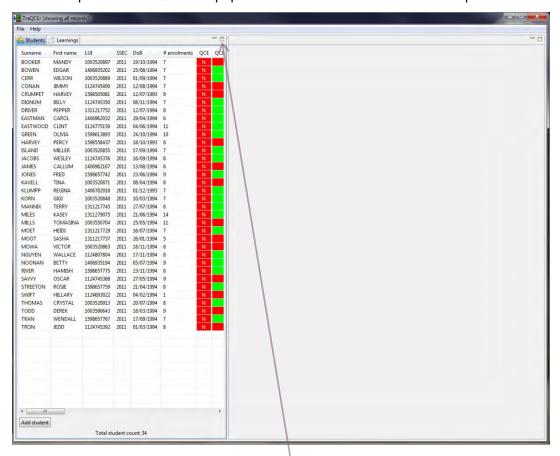
• Click on 'File' on the top left corner of the TraQCEr application, then 'Read zip'.



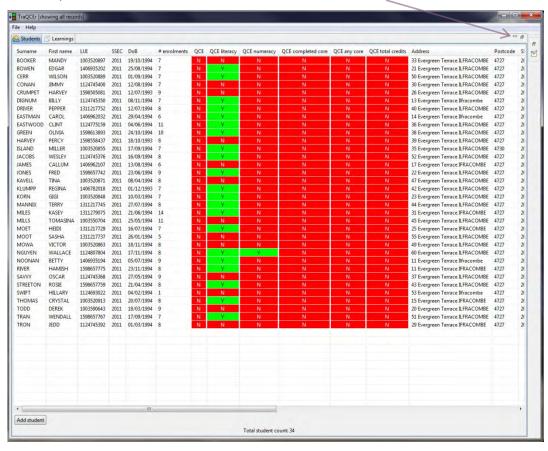
• Select the zip file (the Learner Enrolment Data Extract from the SLIMS Registration and Banking System) from where it has been saved and click 'Open'.



• The left panel of TraQCEr will populate with a list of students and their personal details.



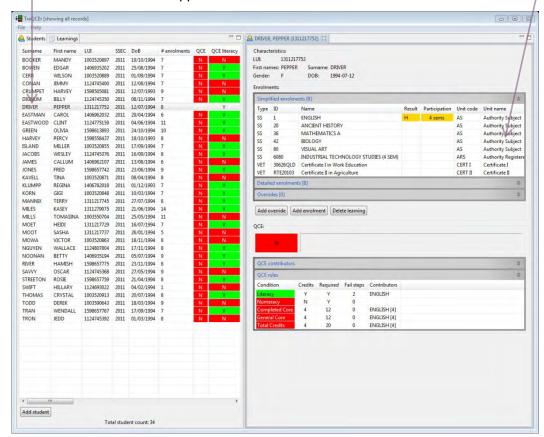
Both panels of TraQCEr can be maximised and minimised.



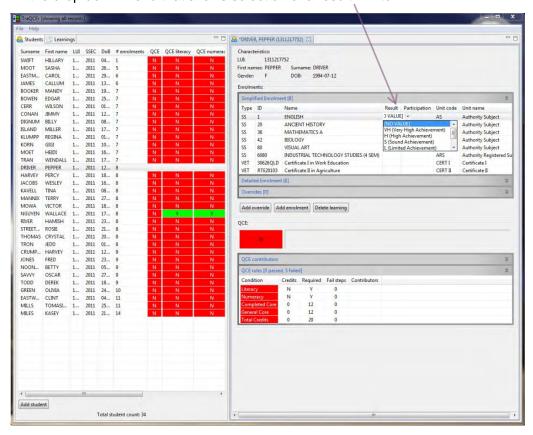
4 Adding results for student learning

Adding results and participation for individuals

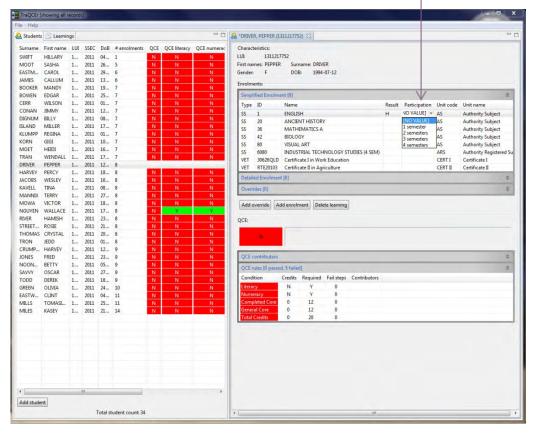
- Double click on the name of the student for which results are to be added.
- On the right side of the screen enrolments and results will appear in the 'Simplified enrolments' box in the upper half of the screen for the selected student.



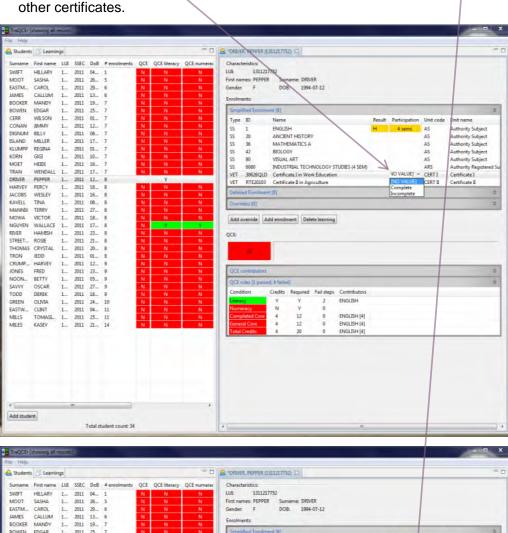
• For each Authority and Authority-registered subject click on the 'Result' column to reveal the drop down menu that allows selection of a result: VL to VH.

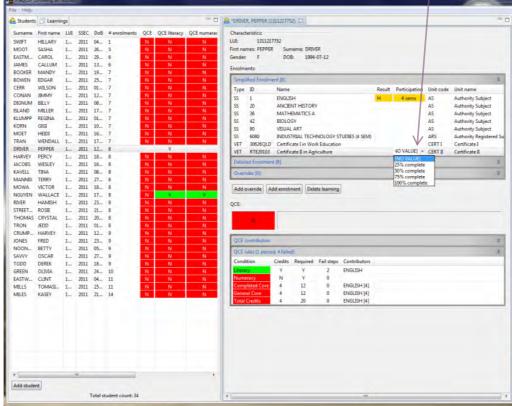


• For each Authority and Authority-registered subject click on the 'Participation' column to reveal the drop down menu that allows selection of a number of semesters: 1 to 4.

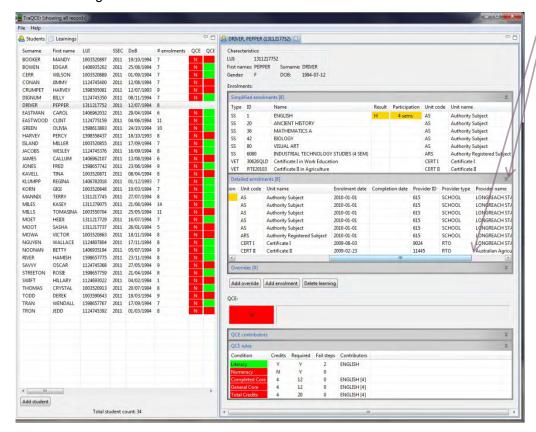


 VET courses do not require a result. The drop down menu allows participation to be recorded as Complete or Incomplete for any Certificate I and 25%, 50%, 75% or 100% complete for all other certificates

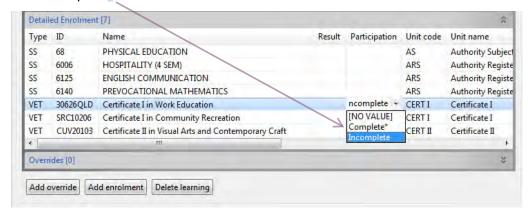




 Clicking on the double arrows along the right side of the student enrolment and results pane will expand and collapse each of the information boxes. Expanding the 'Detailed Enrolment' box will allow you view the full enrolment details for a student, including Enrolment and Completion dates as well as Provider ID, type and name. This can be done using the scroll bar at the bottom of the box.

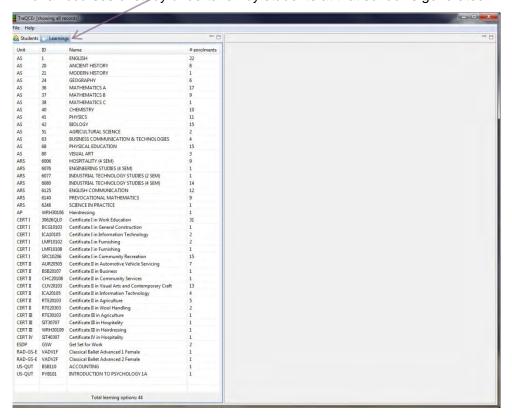


If you change the result or participation for a subject and then wish to change it back to its
original status you can find this marked by an asterisk in the 'Detailed Enrolment' box. The
asterisk will appear at the end of the result or participation value in each of the columns. In the
example below the original imported participation value for the Certificate I in Work Education
is 'Complete*'.

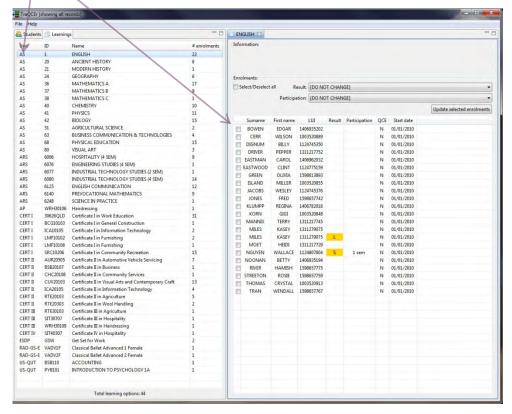


Adding results and participation for a subject cohort

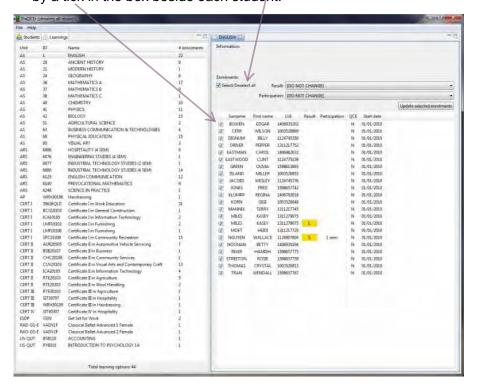
By clicking on the 'Learnings' tab on the top left of the TraQCEr screen a list
of all courses of study undertaken by students at that school is generated.



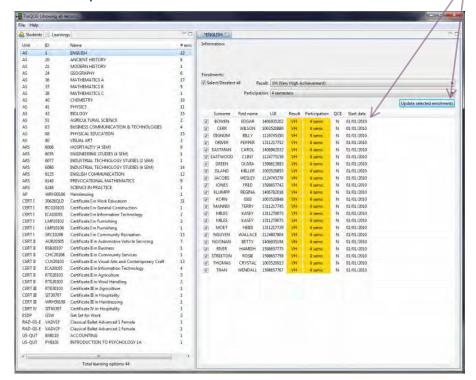
Double clicking on the name of one of those courses of study brings up a list
of students undertaking that course in the right-hand screen.



• The 'Select/Deselect all' button allows multiple students to be selected as indicated by a tick in the box beside each student.



 Results and Participation can be assigned to all the selected students by clicking on the 'Update selected enrolments' button.



This screen allows results to be entered for multiple students of a course cohort. When results
or participation are changed from what has been imported from the Learner Enrolment Data
Extract they are shaded yellow. By clicking on the boxes beside each student's name,
individual students can be selected and deselected for different enrolment updates.

Uploading a more recent Learner Enrolment Data Extract

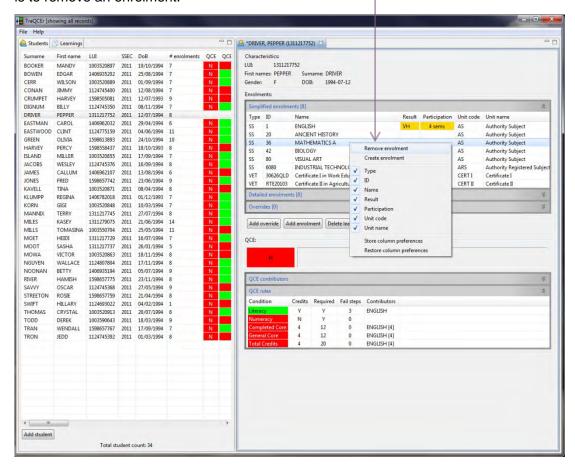
Enrolments and results can be updated by uploading a more recent Learner Enrolment Data Extract from SLIMS. When doing this there are two options: upload the data extract into SLIMS, deleting all previously entered information or upload the data extract to incorporate the changes that were previously entered.

5 Adding or deleting enrolments for a student

A school may wish to investigate changes to QCE-eligibility should a student make alterations to their patterns of study. TraQCEr allows enrolments to be deleted and others added and the effect on QCE-eligibility determined.

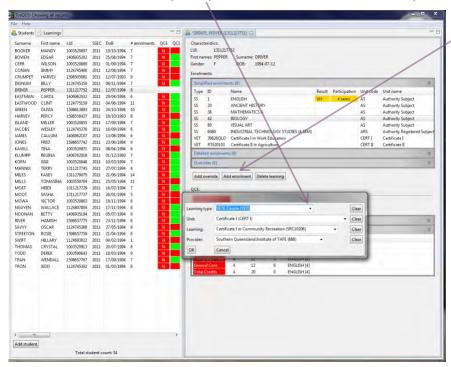
Deleting an enrolment

By right clicking on the name of a course in the 'Simplified Enrolment' box the first option is to remove an enrolment.

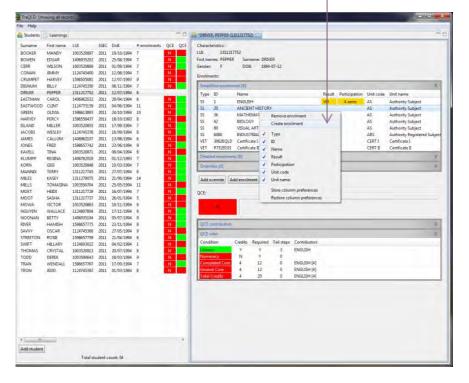


The 'Add enrolment' button

- The 'Add enrolment' function allows courses of study to be added to a student's pattern
 of study. The school selects from a list generated from SLIMS. Only courses that are already
 being undertaken by students in that cohort appear in the options available.
- By clicking on the 'Add enrolment' button directly below the 'Simplified Enrolment' box a new screen appears that allows a course of study to be selected and added to the enrolments of a student. Results and participation can then be added to that pattern of study.



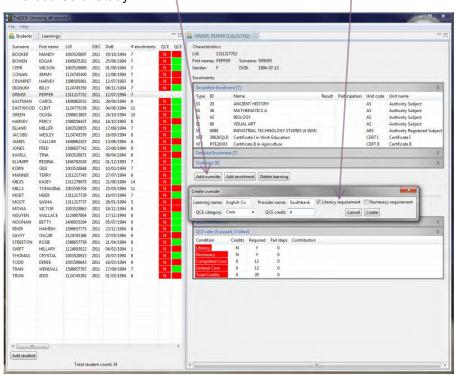
 Alternatively, by right clicking in the 'Simplified Enrolment' box, the second option is to create an enrolment.



The 'Add override' button

 The 'Add override' button allows the user to create a course of study that has not been recorded in SLIMS. It is the place where processes such as a notional Sound for literacy and/or numeracy can be applied.

 By clicking on the 'Add override' button a screen appears that allows the user to create a course of study.



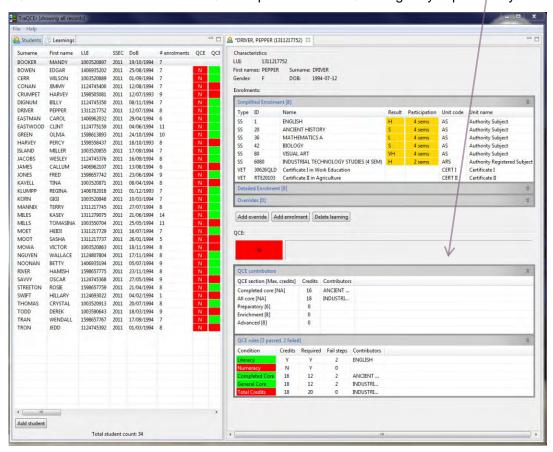
• Knowledge of QCE requirements is necessary to ensure that valid courses are created.

6 QCE requirements and eligibility indicated

The meeting of QCE requirements and QCE-eligibility is indicated at the bottom of the individual student screen that appears on the right-hand side of TraQCEr when a student is selected from the cohort list. The box titled 'QCE:' includes two sections: 'QCE contributors' and 'QCE rules'.

'QCE contributors' indicates the learning will contribute to certain QCE requirements.

'QCE rules' indicates how each QCE requirement and QCE-eligibility is potentially met.



The meeting of QCE requirements is indicated in the 'condition' column

- Green shading behind the name of a condition indicates that student learning should meet that QCE requirement.
- Red shading behind the name of a condition indicates that student learning cannot meet that QCE requirement.
- The 'Contributors' column indicates the learning that will contribute towards each QCE requirement.
- Fail steps indicate how close a student is to not meeting a requirement. The higher the number the safer a student is in meeting that requirement. For example, an SA in English will give '1' fail step in literacy and a HA will give '2'.

Literacy and Numeracy

Green shading will indicate that the literacy and/or numeracy requirements will be met by the enrolments and results entered. The credit column will only show Y (yes) or N (no) since some methods by which these requirements can be met do not contribute credit towards a QCE.

The completed Core requirement

When the requirement of 12 credits from completed Core courses is met by the proposed pattern of study, green shading will be applied. When relaxations have been applied for changes between Mathematics or English subjects, green shading may show with fewer than 12 credits.

General Core

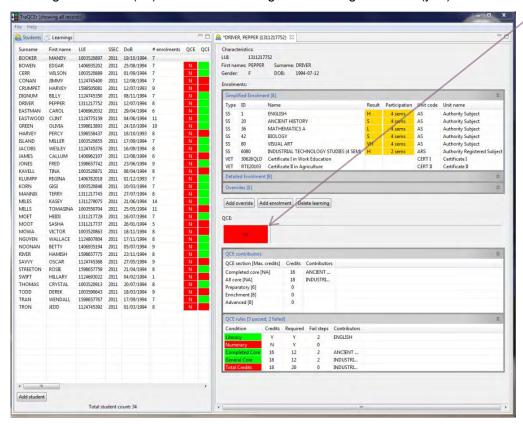
When relaxations have been applied for changes between Mathematics or English subjects, the combination of subjects to meet the completed Core requirement may contribute fewer than 12 credits. In order to meet this requirement a student must still gain a total of 12 credits from other Core learning. The General Core section indicates when those 12 credits are likely to apply.

Total

When the pattern of study contributes 20 or more credits, green shading will indicate that the credit total meets QCE requirements. If the conceded semesters rule applies, this section may have green shading although only 18 or 19 credits apply to that pattern of study.

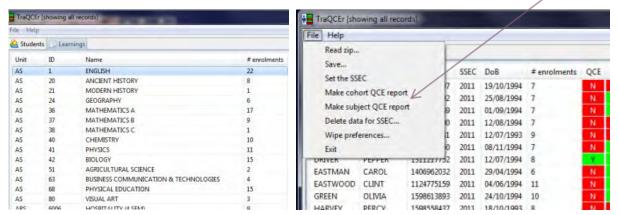
Overall QCE-eligibility

When the pattern of study meets all requirements, QCE-eligibility is indicated by either red shading with an 'N' (no) inside the box or green shading with a 'Y' (yes) inside the box.

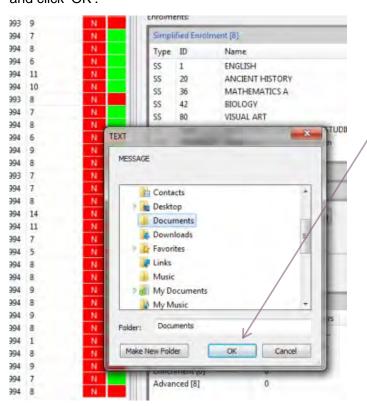


7 TraQCEr reports

Cohort and Subject QCE reports can be generated (as PDFs) and printed using TraQCEr. Click on 'File' on the top left corner of the TraQCEr application, then 'Make cohort QCE report' or 'Make subject QCE report'. To 'make a subject QCE report' you will need to select the subject in the 'Learnings' tab first (example below is English).



You will be asked to specify a location where the reports should be saved. Select the location and click 'OK'.



The reports show the five conditions and the resulting QCE eligibility for each student in either the cohort or the subject. This is indicated by either a \checkmark (no) or a \checkmark (yes). Also shown in brackets \checkmark (4) are the total core credits and total credits for each student.

TraQCEr report - Potential QCE Eligibility

All students in TraOCEr

Student name	Literacy	Numeracy	Completed core requirement	Total core credits	Total credits	QCE eligibility
BOOKER, MANDY	X	X	×	X(0)	X(2)	×
BOWEN, EDGAR	-	×	X	X(4)	X(6)	×
CERR, WILSON	1	×	×	X(4)	X(4)	×
CONAN, JIMMY	X	X	×	X(0)	X(0)	×
CRUMPET, HARVEY	X	×	X	X(0)	X(0)	X
DIGNUM, BILLY	1	Х	×	X(4)	X(4)	X
DRIVER, PEPPER	- /	1	1	√(22)	V(22)	1
EASTMAN, CAROL	1	×	×	X(4)	X(4)	×
EASTWOOD, CLINT	1	X	×	X(9)	X(11)	×
GREEN, OLIVIA	1	×	X	X(5)	X(7)	Х
HARVEY, PERCY	X	X	×	X(0)	X(2)	×
ISLAND, MILLER	1	×	×	X(4)	X(6)	×
JACOBS, WESLEY	1	×	×	X(7)	X(7)	×
JAMES, CALLUM	1	1	1	/(18)	V(20)	1
JONES, FRED	1	X	X	X(9)	X(11)	×
KAVELL, TINA	X	Х	×	X(0)	X(2)	X
KLUMPP, REGINA	1	×	X	X(4)	X(4)	×
KORN, GIGI	1	1	/	√(20)	√(21)	1
MANNIX, TERRY	1	X	×	X(5)	X(7)	X
MILES, KASEY	1	1	X	V(12)	X(12)	×
MILLS, TOMASINA	X	Х	×	X(1)	X(3)	X
MOET, HEIDI	- 1	×	×	X(4)	X(4)	×
MOOT, SASHA	×	×	×	X(0)	X(0)	×
MOWA, VICTOR	×	×	X	X(2)	X(2)	X
NGUYEN, WALLACE	1	1	X	X(9)	X(9)	×
NOONAN, BETTY	1	×	×	X(4)	X(6)	×
RIVER, HAMISH	1	×	X	X(4)	X(4)	×
Number meeting regnt.	22	5	4	5	4	4
Percentage	65	15	12	15	12	9

TraQCEr report - Potential QCE Eligibility

ENGLISH

Student name	Literacy	Numeracy	Completed core requirement	Total core credits	Total credits	QCE eligibility
BOWEN, EDGAR	1	×	×	X(4)	X(6)	X
CERR, WILSON	1	×	×	X(4)	X(4)	X
DIGNUM, BILLY	1	X	×	X(4)	X(4)	×
DRIVER, PEPPER	1	-	1	/(22)	1(22)	1
EASTMAN, CAROL	1	X	×	X(4)	X(4)	×
EASTWOOD, CLINT	1	X	×	X(9)	X(11)	×
GREEN, OLIVIA	1	×	X	X(5)	×(7)	×
ISLAND, MILLER	1	X	X	X(4)	X(6)	×
JACOBS, WESLEY	1	×	X	X(7)	X(7)	X
JONES, FRED	1	×	×	X(9)	×(11)	X
KLUMPP, REGINA	1	X	X	X(4)	X(4)	×
KORN, GIGI	1	1.	-1	V(20)	/(21)	1
MANNIX, TERRY	1	X	X	X(5)	X(7)	X
MILES, KASEY	1	1	×	V(12)	X(12)	X
MILES, KASEY	1	1	×	/(12)	X(12)	×
MOET, HEIDI	1	X	×	X(4)	X(4)	X
NGUYEN, WALLACE	1	1	×	X(9)	X(9)	×
NOONAN, BETTY	1	X	×	X(4)	X(6)	×
RIVER, HAMISH	1	X	×	X(4)	X(4)	×
STREETON, ROSIE	1	×	×	X(5)	×(7)	×
THOMAS, CRYSTAL	1	×	×	X(4)	X(7)	X
TRAN, WENDALL	1	×	×	X(4)	X(6)	X

Number meeting regnt.	22	5	2	4	2	2
Percentage	100	23	9	18	9	9