# Entering VET data into SDCS

VET data reporting guide

May 2017

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# Where to get help

| SDCS troubleshooting guides | www.qcaa.qld.edu.au/senior/sdcs/data-submission-guides |
|---|---|
| **SDCS Helpdesk** *for queries when using SDCS* | email: helpdesk@qcaa.qld.edu.au<br>phone:    3864 0278 or 3864 0269 |
| **VET Unit** *for queries about VET* | email: vet@qcaa.qld.edu.au<br>phone:    3864 0381 |
| **SLIMS — Registration and banking (RABS) User Guide** | www.qcaa.qld.edu.au/senior/sdcs/data-submission-guides |

# SDCS — Student Data Capture System

This guide explains vocational education and training (VET) data reporting requirements and how to enter VET students' data into SDCS. Notes are provided for SDCS fields specifically related to VET data.

Detailed explanations about using the software functions of SDCS are *not* included.

## Getting ready to enter VET data in SDCS

Before using SDCS for recording VET data the following two conditions must be met:

- SDCS must only be used to record VET activity where the student's **own** school is the registered training organisation (RTO)

- the student's identification and personal details must already be entered into SDCS before entering any student-specific VET data.

Do **not** use SDCS to record VET activity for students:

- enrolled at your school doing a VET course with a different RTO

- enrolled at another school doing a VET course at your RTO.

To record VET activity where the student's own school is not the RTO but is a school RTO registered through the QCAA, use SLIMS — RABS (Registration and Banking System).

## Importing students' personal details

All students in Years 10–12 doing a VET course where the student's own school is the RTO must have their VET course enrolment details entered into SDCS. This will mean importing student identification and personal details into SDCS from another program or rolling over SDCS students data from one year to another. To troubleshoot importing Years 10–12 student data consult the SDCS troubleshooting guide.

## VET tabs in SDCS

Enter VET-specific data using the fields under the **School VET**, **VET Students** > **Course Students**, **VET Student** > **Student VET Competencies** and **Student Details** > **School VET** tabs in SDCS. These tabs allow courses and units of competency to be selected and students to be enrolled in courses either one at a time or multiple students at once.

## Details needed to enter VET student data

To enter VET student data the SDCS operator will need to have the latest SDCS software version, and up-to-date information on:

- VET courses being offered by the school

- units of competency being offered with each course

- students enrolled in each course and units of competency

- students applying for Credit Transfer or recognition of prior learning (RPL).

## Working with the RTO Manager and assessors

The main source of information on students' details for initial and continuing enrolments, withdrawing and exiting from courses and the VET offerings of the RTO will be the RTO Manager. Information on student outcomes for courses and units of competency will come from the RTO Manager and assessors.

# Why schools need to report VET data

## Schools that are registered training organisations

Some Queensland schools are RTOs. This means that they deliver nationally accredited qualifications that are quality assured against national standards. The Queensland Curriculum and Assessment Authority (QCAA) — as delegate for Australian Skills Quality Authority (ASQA), also known as the National VET Regulator (NVR) — registers schools as RTOs and conducts quality audits to confirm compliance to the national VET standards. The standards and requirements for school RTOs are incorporated into Commonwealth law in the *Data Provision Requirements 2012*.

## Data Provision Requirements 2012

The Data Provision Requirements form part of the VET Quality Framework. As defined in Section 3 of the *Commonwealth National Vocational Education and Training Regulator Act 2011* (NVETR Act), the VET Quality Framework comprises the Standards for NVR Registered Training Organisations, the Australian Qualifications Framework, the Fit and Proper Person Requirements, the Financial Viability Risk Assessment Requirements and the Data Provision Requirements. Compliance with the Data Provision Requirements is a condition of registration under the NVETR Act.

The objective of the Requirements is to ensure that data is made available to the National VET Regulator to make decisions about registration, renewal of registration and for audit purposes. The requirements identify the specific data that a registered training organisation is required to make available to the NVR. The requirements include having a student records management system that has the capacity to provide data compliant with Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).

The Student Data Capture System (SDCS) enables QCAA to export AVETMISS-compliant data on behalf of RTOs registered under the delegation. The AVETMISS for VET providers is a national data standard for VET providers that ensures consistent and accurate capture of VET information about students, their courses, units of activity, and qualifications completed. When a school RTO makes a VET data submission to the QCAA they are complying with the Data Provisions Requirements.

## Audits

When the QCAA, as delegate for ASQA, conducts a site audit on a school RTO, compliance with the Data Provisions Requirements will be included in the audit program. The auditor will review a random selection of student records across all year cohorts where students are engaged in VET activity.

| Data Provisions Requirements 2012 | www.comlaw.gov.au/Details/F2013L00160 |
|---|---|
| Standards for RTOs 2015 | www.legislation.gov.au/Details/F2014L01377 |
| AVETMISS Standard | www.ncver.edu.au/support/topics/avetmiss |
| SDCS | www.qcaa.qld.edu.au/senior/sdcs/data-submission-guides |

# What data has to be reported and when

The VET activities of the RTO must be reported to the QCAA regularly. In the first instance this will include enrolment data for all students doing a VET course where the school is the RTO. The due dates for reporting are posted annually on the QCAA website.

## Before the end of Term 1 in any given calendar year

VET enrolment information for students in Years 10, 11 and 12 must be entered into SDCS and reported to the QCAA before the end of Term 1. The initial VET enrolment information for each student must include valid, up-to-date and accurate entries against the following SDCS fields:

- student identification data

- course

- units of competency

- outcome

- start date

- end date.

## During each calendar year (collection period)

The VET enrolment and outcomes data for students in Years 10, 11 and 12 must be entered into SDCS and reported to QCAA regularly. Typically, final outcomes for most units of competency are entered into SDCS toward the end of the course. For students undertaking a two-year course it may be that very little data is added into SDCS until close to the end of the course. This is because assessors need to gather sufficient information over a period of time before they make decisions about competency in any one or a cluster of units.

## At the end of the collection period

At the end of the collection period (last data upload for the school year) data representing the VET activity of the school RTO must be reported. Two types of student records will exist:

- student records for continuing students

- student records for exiting students.

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## Student records for continuing students

For *continuing students* (i.e. any students who are still undertaking a course) the end of collection period data must include valid, up-to-date, accurate and complete entries for all of the following fields in SDCS:

- student identification data
- course
- units of competency
- outcome
- start date
- end date.

### Recording superseded subjects for continuing students

From 1 January 2015 a new outcome code was made available: **SUP** — **Superseded subject**

Use this new outcome code when a student started in a unit of competency, but it was not completed when superseded by another unit — against which the final outcome will be recorded.

Retain the *start date* of the original unit for the replacement unit.

Before the new code was introduced, the recommended identifiers for this situation were **Withdraw** for the old unit and then **Continuing** for the replacement unit.

## Student records for exiting students

For *exiting students* (i.e. students who have completed, exited or withdrawn from a course in Years 10, 11 or 12) the end-of-collection period data must include valid, up-to-date, accurate and complete entries for all of the following fields in SDCS:

- student identification data
- course
- units of competency
- outcome
- start date
- end date
- course completed
- competency completed
- certificate issued.

## Resource allocation

As most of the outcomes for units of competency and courses will not be available from the assessors until near the end of the course, RTO administration and SDCS operators will need to ensure sufficient resources are allocated to meet end-of-year data entry and reporting requirements.

## Links

| SDCS file submission due dates | www.qcaa.qld.edu.au/senior/sdcs/data-submission-guides |
| --- | --- |

# VET qualifications (courses)

Understanding national VET qualifications (referred to as *courses* in SDCS) and units of competency can assist SDCS operators to maintain a more accurate VET database and reduce errors. Set out below is essential information about qualifications and units of competency.

## RTO scope of registration

Enrolments can only be made using qualifications and units of competency currently on the RTO's scope of registration and even then there are exceptions. SDCS lists current and non-current (superseded) qualifications and units of competency. If requested by the RTO Manager, QCAA VET Unit can provide a copy of the RTO scope of registration. Your email requesting a scope document must include the name and email address of your RTO Manager, and your QCAA school number.

## ASQA general directions

SDCS operators should confirm with the RTO Manager that the courses and units of competency selected in SDCS for student enrolments are correct. Even when a qualification or unit of competency is available through SDCS and on the RTO's scope of registration, new student enrolments are subject to general directions set by ASQA. The general directions cover requirements for continuing and exiting students, as well as transitioning and teach-out of qualifications and units of competency.

## Qualification packaging rules

Qualifications are made up of units of competency. Training Packages detail the packaging rules, including which units may be included in a qualification. The VET national register holds information on Training Package qualifications, packaging rules and units of competency. RTOs must develop and maintain a Training and Assessment Strategy (TAS) for every qualification being offered, listing current units of competency being delivered. The TAS identifies core and elective units offered to students in any given year, based on the qualification's packaging rules.

SDCS enrolments should reflect the unit of competency selections of the TAS. This makes the TAS a very useful document to SDCS operators.

### Checklist for qualification and unit of competency enrolment

| | |
|---|---|
| **Are the qualification and units of competency on the RTO's current scope of registration?** | Check scope of registration |
| **Are the qualification and units of competency eligible for new enrolments?** | Check with RTO Manager |
| **Have students been enrolled in all the required units of competency?** | Check qualification details in current TAS document |

### Links

| | |
|---|---|
| **ASQA General directions** | www.asqa.gov.au/news-publications/publications/general-directions |
| **VET National Register** | https://training.gov.au |
| **School RTO management guidelines** | www.qcaa.qld.edu.au/senior/vet/school-rto-management/guidelines-factsheets |

# Outcome codes

When enrolling a new student, an outcome must be entered against each unit of competency.

The most likely interim outcome for new students will be *Enrolment continuing*.

## Possible outcome codes

| Code | Description and notes | Possible selections | | | Meaning — the AVETMISS definition | When to use | Notes |
|------|----------------------|--------------------|--|--|-----------------------------------|-------------|-------|
| | | New enrolment | Continuing student | Exiting student | | | |
| **Valid SDCS codes** | | | | | | | |
| CONT | **Enrolment continuing** The student will progressively provide evidence towards competency until the assessor has gathered sufficient information to make a final decision. | ✓ | ✓ | ✗ | The student is engaged in learning activity while waiting for one of the final outcomes to apply. | Use while evidence towards competency is being gathered. | Interim outcome. Must not be used as an exit/final outcome. |
| CRDT | **Credit transfer** The student has provided evidence to the RTO Manager, either by a Statement of Attainment or Record of Results from a qualification, that they have already been deemed competent in the same unit. | ✓ | ✓ | ✓ | Credit for a unit of competency previously completed. Involves neither delivery nor assessment of the student's knowledge and skills. Credit transfers need to be recorded and reported to exempt the student from the need to enrol in the unit and to calculate qualification eligibility. | Use as soon as acceptable evidence supporting credit has been verified. Acceptable evidence includes an AQF qualification or statement of attainment issued by an RTO that shows the unit of competency as successfully completed. | Administrative action. Once evidence supporting CRDT is verified, it becomes a final outcome for reporting purposes. |

| Code | Description and notes | Possible selections | | | Meaning — the AVETMISS definition | When to use | Notes |
|------|----------------------|---------------------|---|---|-----------------------------------|-------------|-------|
| | | New enrolment | Continuing student | Exiting student | | | |
| **Valid SDCS codes** | | | | | | | |
| NC | **Not competent** | ✗ | ✓ | ✓ | Fail<br>The student has attempted all of the requirements for assessment within agreed timeframe and has been assessed as not competent. | Use when sufficient evidence is gathered, usually towards the end of the course. | Final outcome.<br>Only to be used when student attempted all of the assessment requirements. |
| RPL | **Recognition of Prior Learning granted**<br>The student has requested the opportunity to provide evidence of prior learning, and an assessor has successfully assessed the evidence provided as meeting the requirements of the unit of competency, and RPL has been granted. | ✓ | ✓ | ✓ | Competent — Pass<br>Sufficient evidence provided to meet competency standard using assessment only. | Use as soon as the request for RPL has been assessed as successful. | Final outcome.<br>A student may request RPL and an RTO must offer RPL services. |
| RPLN | **Recognition of Prior Learning not granted** | ✗ | ✓ | ✓ | | | |
| SUCC | **Competency achieved** | ✗ | ✓ | ✓ | Competent — Pass<br>Sufficient satisfactory evidence was provided within agreed timeframe to meet competency standard requirements. | Use when sufficient evidence has been gathered and student has been assessed, usually towards the end of the course.<br>If a student is enrolled in the same unit in a different course, only record SUCC once. Other records must show CRDT. | Final outcome. |

| Code | Description and notes | Possible selections | | | Meaning — the AVETMISS definition | When to use | Notes |
|------|----------------------|-----|-----|-----|-----|------|------|
| | | New enrolment | Continuing student | Exiting student | | | |
| **Valid SDCS codes** | | | | | | | |
| **SUP** | **Superseded subject** | ✗ | ✓ | ✓ | The unit of competency has been superseded. | Use when a student started a unit of competency, but did not complete it before it was superseded. | Final outcome. Must also enrol student in the replacement unit. |
| **WITH** | **Withdrawn** | ✗ | ✓ | ✓ | Student started providing evidence but then stopped, either by leaving the course (formal) or because insufficient evidence was provided on which to make an assessment decision (informal). | Formal: use when notified of withdrawal from course. Informal: use sometime before the end of the course. | Final outcome. This outcome means that a decision on competency has not been made. |
| **Codes available in SDCS but no longer used** | | | | | | | |
| **NYC** | **Not yet competent** | ✗ | ✗ | ✗ | Competency not yet achieved | | |

# Start and end dates

When enrolling a new student, every unit of competency must have both a start and end date entered against it. Enrolment data for most students should be entered into SDCS before the end of first term.

## Start dates

The start date is the enrolment date, and for most students this will be the date of the first class they attended. The exceptions would include a new student enrolling after the start of the school year or a student transferring from another school and enrolling in a VET course during the year. The start date for those students will be the date they began the course at your RTO.

| New enrolment | Continuing student | Exiting student |
| --- | --- | --- |
| The start date is when the student first enrolled in the course at your RTO. The start date is not modified. | Applies if the course spans more than one collection period (calendar year); the start date is not changed. | When final outcomes are recorded against units of competency, the start date is not changed. |

## End dates

The end date entered into SDCS at enrolment time is the date of the anticipated end of the course. Usually this will be a date late in Semester 2 or 4, depending on what the TAS states is the duration of the course.

Using an *anticipated* end date only applies when using the outcome CONT. For all other outcomes listed in SDCS, the end date must be the date the final outcome was given. It must be at least one day later than the start date and it must be equal to or less than the current date.

The end date must be updated when there is a final outcome for a unit of competency or when the student exits the course or leaves the school.

| New enrolment | Continuing student | Exiting student |
| --- | --- | --- |
| The end date is the anticipated date at which the course will end. It might be one, two or three years in advance. | The end date is modified when a student is given a final outcome for a unit of competency. | When a student exits the course or leaves the school the end date is modified to show the date the final outcome is given. It must be less than or equal to the current date. |

## Checklist for start and end dates

| Has the start date been entered correctly? | • The start date field must not be blank.<br>• The start date is the enrolment date.<br>• The start date for a unit of competency does not change even if a student continues enrolment into the next collection period (next year). |
| --- | --- |
| Has the end date been entered correctly? | • The end date field must not be blank.<br>• If the outcome is CONT then the end date must be future.<br>• For any other outcome the end date must be equal to or less than the current date, and at least one day greater than the start date. |

# Guidelines for exiting students

When a student exits or completes a course, check the following items are completed.

| Item | Review | Requirement |
|---|---|---|
| **Student data in SDCS** | | |
| **Provider** | Is the provider name and number the same as the school's name and QCAA number? | SDCS can only be used if the student's school is the RTO. |
| **Course completed** | Did the student complete all of the requirements of the course? This information will be provided by the assessor through the RTO Manager. | Update the Course Competed box: Select **Yes** or **No**. |
| **Course** | Is the course name and number correct? | Check with RTO Manager and assessor. |
| **Unit of competency** | Is the correct number of units listed? | Check with RTO Manager and assessor. |
| **Outcomes** | Are there final outcomes entered against all VET competencies? This information will be provided by the assessor through the RTO Manager. | CONT must not appear as a final outcome. |
| **Competency completed** | Has the **Competency completed** field been updated? | **Y** must be entered against each unit when a student exits the course. |
| **Start date** | Does the start date represent the course enrolment date? | Must not be blank. |
| **End date** | Does the end date represent the unit of competency's final outcome date? | Cannot be a future date. |
| **School quality management tasks** | | |
| **Management reports** | Have data and outcome reports been provided to the RTO Manager? | Generate reports using the **Copy Student Courses** button via the **VET Students** > **Course Students** tab and the **Copy Student Competencies** button via the **VET Students** > **Student VET Competencies** tab in SDCS. |
| **Certificate or SoA register** | Has an entry been made into the register of certificates / Statements of Attainment (SoA) awarded? The register records all certificates and SoAs awarded in a given calendar year over a rolling 30-year period. | A register must be maintained of every certificate and SoA awarded by the RTO. *Effective from 1 July 2011.* |

## Links

| | |
|---|---|
| **ASQA advice on student records** | www.asqa.gov.au |

# Enrolling students in VET courses

Before enrolling students in a VET course and units of competency, each student's personal details must already be entered into SDCS.

SDCS screen shots of the process are shown on the following pages.

## Enrolling a class of students in a VET course

There are two stages for successfully enrolling a whole class of a specified year cohort into a VET course and units of competency:

- Stage 1: Assign students to a course

- Stage 2: Assign VET competencies to the course.

The same processes can be used to enrol a single student.

**Stage 1: Assign students to a course**

1.  Open SDCS.

2.  Click on the **School VET** tab.

3.  Click on the drop-down arrow on the **Cohort** box and click on the appropriate year cohort.

4.  Confirm that the **Provider** name and number identifies your school.

5.  Click on **Choose a Course**.

6.  Double-click to the left of the selected course to enter a tick, then click **OK.**

7.  Click on **Add VET Competencies**.

    *Note:* Only double-click the units that will be delivered as part of the course. The selected units must match the units listed in the TAS for this VET course.

8.  Double-click on each competency that is going to be delivered and then click **OK.**

9.  Click the radio button **Not in course** in the **Choose Students** area of the screen.

10. Click on **Add Selected Students.**

11. Click on students' names in
    **Add Student to a VET Course/Student not doing this course** list column.

12. Click > to move students to
    **Add Student to a VET Course/Student to add to this course** list column.

13. Click **OK.**

*The students have now been assigned a course and units of competency.*

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**Stage 2: Assign VET competencies to the course**

1. Click on the **VET Students** tab.

2. Confirm that the **Cohort** year is correct for the students you are enrolling.

3. Confirm that the **Provider** name and number identifies your school.

4. Click on the drop-down arrow on the **Course** box and click on the same VET course as Stage 1.

   *The tab information is populated with the students selected in Stage 1.*

5. Click on the **Student VET Competencies** tab.

6. Click the drop-down arrow on **VET Competency/Select a VET Competency** and click **<ALL>** (see note (iv)).

   *Note:* Click **<ALL>** if you want to edit the records for every unit (recommended for initial class or individual student enrolments).

   *The tab information is populated with the students and competencies selected in Stage 1.*

7. The **Outcome** field default is **CONT**.

8. The **Provider** field displays your school's QCAA number.

9. The **Competency Completed** field is blank.

10. The **Start Date** default is today.

11. Change the **Start Date** to match the date the students started the course.

12. Click on the **Start Date** column header, select a date then click **OK**.

13. The **End Date** field default is blank. It must not remain blank.

14. Change the **End Date** to match the anticipated end date of the course.

15. Click on the **End Date** column header, select a date then click **OK**.

*Initial enrolment of a class of students into a course with specified units of competency is complete.*

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# Enrolling a single student in a VET course

The steps below outline how to enrol one student into a VET course and units of competency. The **Student Details** > **School VET** tab cannot be used to enrol a class of students.

Note that the student must be enrolled in a course as well as *all* of the units of competency making up the course.

1. Open SDCS.

2. Click on the **Student Details** tab.

3. Click on the drop-down arrow on the **Cohort** box and click on the appropriate year cohort.

4. In the **Search** box type in the student's family name.

   *The student's details **should** now have populated the screen.*

5. Select the **School VET** tab located below the **Date of Birth** field.

6. Click on the ✚ below the **Provider** field.

7. Scroll down the list in the new window that has opened and click on your school then click **OK**.

8. Scroll down the list in the new window that has opened and double-click on the course to enter a tick, then click **OK**.

9. Click on the ✚ above the **VET Competency** field.

10. Double-click on each competency that is going to be delivered and then click **OK**.

11. The tab information is now populated with the all the selected competencies.

12. The **Course Completed** field default is **No**.

13. The **Course** text will display the qualification code and name.

14. The **Outcome** field default is **CONT**.

15. The **Provider** field displays your school's QCAA number.

16. The **Competency Completed** field is blank.

17. The **Start Date** default is today's date.

18. Change the **Start Date** to match the date the student started the course.

    a. Click on the **Start Date** column header, select a date then click **OK**.

19. The **End Date** field default is blank. It must not remain blank.

    b. Change the **End Date** to match the anticipated end date of the course.

    c. Click on the **End Date** column header, select a date then click **OK**.

20. Click on the ✓ if it is unshaded.

*Initial enrolment of a student into a course with specified units of competency is complete.*

*The details for this student can be accessed from this tab or the **VET Students** tab.*

# SCDS screenshots and features

## School VET tab

# School VET tab features

| School VET | | Purpose: Enrolling single or multiple students in a VET course | | |
|---|---|---|---|---|
| **Screen text** | **Screen feature and function** | **Mouse or keyboard action** | **Critical aspects** | **Notes** |
| **Cohort** | Arrow ▼ opens drop-down list | Click on arrow to display list. | Select the correct year level of the VET students being enrolled. | **Summary of tab functions:** **Select the course, the units of competency and then the students to be enrolled.** |
| **Provider** | Selection button that opens new window displaying a selection list | The default should be your school. If it is, do not change. If it is not, select your school from the list and then click **OK**. | The numeric code must be the QCAA school number and the text must be the name of your school. | Selection of competencies. Typically all units of competency making up the course should be selected now. The window displaying a selection list will often include more than the required number. Confirm the name and number of the required units. |
| **Currently Offered VET Courses or Choose a Course** | Field with drop-down list or Selection button that opens new window displaying a selection list | Click on a course from the list. or Click on a Course Code from the selection list and then click **OK**. | The course selected must be on the RTOs current scope of registration and be suitable for continuing students and/or new student enrolments. | |
| **Add VET Competencies** | Selection button that opens new window displaying a selection list | Double-click on units of competency identified in the TAS then click **OK**. | The units selected should match the units list in the TAS. There will be core and elective units. | Selection of students Holding down the **Ctrl** key allows for non-sequential selection of multiple students. Holding down the **Shift** key allows for selection of multiple students in sequence. |
| **Choose Students** | Radio buttons ⊙ that offer three options | The default radio button position is **Not in course**. | **Not in course** is a suitable selection when enrolling new VET students and when checking cohort enrolments | |
| **Add Selected Students** | Selection button that opens new window displaying a selection list | All students in the cohort are listed on the left panel. Clicking on a student name will highlight the name. Click on the **>** button to add the student to the course and then click **OK**. | VET enrolment data should be entered for all students in Years 10–12 undertaking a VET course. The selected students should match the class enrolment list for this course. New or mid-term students can still be enrolled in the course. VET enrolment data should be submitted by the end of Term 1. | Exiting the screen If you change the course and then exit the screen, when you return to edit the same course you will have to add the units of competency again. Make sure all the required units are reselected. |

## VET Students > Course Students tab

# VET students > Course students tab features

| VET Student > Course Students | | Purpose: Entering course outcome for individual students or a whole class | | |
|---|---|---|---|---|
| **Screen text** | **Screen feature and function** | **Mouse or keyboard action** | **Critical aspects** | **Notes** |
| **Cohort** | Arrow ▼ opens drop-down list | Click on arrow to display list and select the year level of the VET students. | Select the correct year level of the VET students records being edited. | **Summary of tab functions:**<br><br>**The main purpose of the VET Students > Course Students tab is to enter a 'Y' in the Course Completed field.** |
| **Course** | Arrow ▼ opens drop-down list | Click on a course from the list. | To edit student records from the VET Students tab, the selected course must already have students enrolled in it. | Awarding and issuance of a certificate and QCE credit calculations are determined by this field. |
| **Course Students tab** | After a course has been selected, the following fields are automatically displayed:<br>1. Student Number<br>2. Family Name<br>3. Given Name<br>4. Course Name<br>5. SAT<br>***6. Course Completed***<br><br>Only ***field 6*** is editable | Clicking on the text banner for **Course Completed** opens a new window displaying a selection list. Making a choice and then clicking **OK** will change the record for every student in the course<br>Edit an individual student record by clicking on the **Y/N** field under the **Course Completed** banner and entering a **Y** or **N**. | Take this action only when a student has successfully completed all the units of competency required by the course packaging rules.<br>The default entry for the **SAT** and **Course Completed** fields is **N**. Only the **Course Completed** field can be edited. | The only field that can be edited under the **Course Students** tab is the **Course Completed** field.<br><br>The options are **Y** (Yes) or **N** (No).<br>SAT (School-based apprenticeships and traineeships) can only be delivered by SRTOs (Supervising RTOs). Your school is not an SRTO. |
| **Copy Student Course** | Selection button that opens new window displaying an information box | Click on the **Copy Student Courses** button. Click **OK** on the information box. A table of the Course Students data has been saved to the clipboard. Open a spreadsheet program, click into the first cell in the table, then **Paste**. | | This function allows export of data in table format from SDCS to another program.<br>It can be used to report VET outcomes to management. |

# VET Student > Student VET Competencies tab

# VET students > Student VET Competencies tab features

| VET Student > Student VET Competencies | | Purpose: Updating individual student or whole class units of competency outcomes | | |
|---|---|---|---|---|
| **Screen text** | **Screen feature and function** | **Mouse or keyboard action** | **Critical aspects** | **Notes** |
| **Course** | Arrow ▼ opens drop-down list | Click on a course from the list. | To edit student records from the **Student VET Competency** tab, the selected course must already have students enrolled in it. | **Summary of tab functions:** **The student participation details and outcomes are entered from this screen.** |
| **VET Competency** | Arrow ▼ opens drop-down list | Click on a single unit or choose **<All>** at the end of the list. | | |
| **Student VET Competencies tab** | After selections from **Course** and **VET Competency** fields have been made the following fields are automatically displayed:<br>1. Student Number<br>2. Family Name<br>3. Given Name<br>4. VET Competency<br>***5. Outcome***<br>6. Provider<br>***7. Competency Completed***<br>***8. Certificate Issued***<br>***9. Start Date***<br>***10. End Date***<br><br>Only *fields 5 & 7–10* are editable. | Selecting a single unit of competency:<br>Field relating to that unit can be edited for all students simultaneously or for one student at a time.<br><br>Selecting **<All>**:<br>Field can be edited for all units and all students simultaneously or for one student at a time. | *Fields 5, 9 & 10* must not be left blank. The data in these fields must be reported to QCAA in Term 1 of any given year.<br><br>Further editing of *fields 5 & 7–10* is based on information received from individual assessors and the RTO Manager.<br><br>After initial enrolment, further editing of *fields 5 & 7–10* is only required towards the end of the course, or when a student leaves the course or the RTO. | Data from this screen is used to create:<br>• Certificates<br>• Records of Results<br>• Statements of Attainment<br>• RTO reports<br>• Data submissions to QCAA.<br><br>To edit student participation data using the **Student VET Competencies** tab you must first select a **Course** from the **Course** drop-down list and then either one or all units of competency from the **VET Competency** drop-down list. |
| **Copy Student Competencies** | Selection button that opens new window displaying an information box | Click on the **Copy Student Competencies** button.<br>Click **OK** in the information box. | A table of the **VET Students Competency** data has been saved to the clipboard. Open a word processor or spreadsheet program and paste in the table. | |

## Student Details > School VET tab

# Student Details > School VET tab features

| Student Details > School VET | | Purpose: Entering individual student course and unit of competency outcomes | | |
|---|---|---|---|---|
| **Screen text** | **Screen feature and function** | **Mouse or keyboard action** | **Critical aspects** | **Notes** |
| **Course** | Arrow ▶ scrolls through details | Clicking on arrow changes the screen display for Course, Course Completed and units of competency details. | Caution:<br>• **+** (plus) adds a detail<br>• **−** (minus) deletes the complete record | There are two sets of symbols with different functions:<br>• **+/−** are used to edit course details<br>• ✓/✗ are used to edit unit of competency details. |
| **Course Completed** | Arrow ▼ opens drop-down list | Click on the arrow for the option to select **Yes** or **No**. | Selecting **Yes** means that the student qualifies to be issued with a certificate. | Only select **Yes** when the student has achieved all units required by the qualification's packaging rules. |
| **Provider** | Selection button that opens a new window displaying a selection list | Provider field can be edited when adding a course.<br>Provider field cannot be edited when adding a unit. | This field must show the student's own school. | Do not use SDCS for VET enrolments or to record VET outcomes where the Provider is not your school. |
| **Outcome** | Banner opens new window displaying a selection list<br><br>or<br><br>Field opens drop-down list | Selecting an outcome using the banner and window displaying a selection list will update all units of competency.<br><br>or<br><br>Selecting an outcome using the field drop-down list will update a single unit of competency. | See **Error! Reference source not found.** on page **Error! Bookmark not defined.** for guidelines. | Not all the listed outcomes in SDCS may be used to record results. |
| **Competency Completed** | | | Enter **Yes** in this field only when a final outcome has been recorded against the unit of competency. | When **Yes** is entered the end date must not be in the future. |
| **Certificate Issued** | | | Enter **Yes** to record that the RTO has issued a certificate. | Enter **Yes** only when the Course Completed status is **Yes**. |
| **Start Date** | | | This field must show the enrolment date. | |
| **End Date** | | | This field must not show a future date if a final outcome is entered. | |