VET

Reporting accurate VET data through SDCS

Purpose
This memo asks principals of schools that are registered training organisations (RTOs) to take steps to ensure that data sent in SDCS data submission 3 (due 11 October 2010) from their school RTO is accurate.

Background
QSA has published a number of memos to schools about reporting VET. These memos remain current:

- 039/10 Entering VET data into SDCS.
- 034/10 Reporting VET in Authority subjects with embedded VET.
- 087/09 Reporting VET certificate completion in "Other VET".
- 086/09 Entering End dates and Cease and Left early dates for VET in SDCS.

Memo 079/09 Reporting VET activity for Years 10, 11 and 12 will be updated later this year to reflect the current year.

Some RTO schools' data submissions do not reflect the information in these memos. The consequences of inaccurate data reporting are reflected in Year 12 Outcomes reports, the My School website, Competency Completion Online Software (CCOS), national and state/territory reports for VET and more rigorous auditing. Corrective action taken now will lead to reduced workloads for school data entry operators in the future.

Examples of inaccurate reporting through SDCS include:

- students doing VET but this VET is not recorded in SDCS
- students reported in obsolete qualifications/courses
- units of competency without valid start and/or end dates
- units of competency without a valid result
- units of competency reported with a result of "continuing enrolment" after the end date
- Year 11 students reported under "Embedded VET"
- students with a result of "competency achieved" reported in the same units of competency in different qualifications
- students reported simultaneously in a Certificate I and Certificate II in the same vocational training area
- students who have commenced study in at least one unit of competency and have left the school, being removed from SDCS.
Information
Principals are asked to ensure that SDCS data operators and their school's VET Coordinator are familiar with the contents of this memo.

What you need to do
Principals (as Chief Executive of their school RTO) are asked to check that:

- all students doing VET are recorded as enrolled in a VET qualification in SDCS when training begins
- no students are recorded in obsolete qualifications and courses
- each unit of competency has a valid start and end date
- start and end dates reflect program delivery arrangements. Generally, core or foundation units of competency should be achieved in the first year of study
- each unit of competency has a valid result recorded — it will be "continuing enrolment" until a final valid result is recorded
- once the end date has passed, a valid result must be entered ("competency achieved", "competency not achieved", "withdrawn", "credit transfer" etc, but not "continuing")
- no Year 11 students are recorded under "Modules". These students are now recorded in "School VET"
- a result of "competency achieved" is only to be recorded once for a unit of competency. If the unit of competency has been successfully completed in another qualification (even if done with another RTO), the result must be recorded in any subsequent qualification as "credit transfer"
- a student enrolled in a Certificate II is not simultaneously undertaking training in the corresponding Certificate I. For example, a student should not be doing SIT10207 and SIT20207 at the same time. Students should complete SIT10207 before commencing SIT20207
- students who have commenced at least one unit of competency have not been removed from SDCS, and that a valid result (e.g. "withdrawn") is recorded. This includes students who have left school, especially those who have left in Year 10.

More information
If you would like more information, please email VET at vet@qsa.qld.edu.au, or phone 3864 0381.

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