Years 10 – 12

Reporting VET activity for Years 10, 11 and 12

Purpose
To inform schools about legislative requirements, correct processes and due dates for reporting 2010 VET activity.

Background
To comply with Federal and State Government reporting and certification decisions, all VET activity for any student enrolled in Years 10, 11 and 12 must be reported in the year it is undertaken. VET activity refers to new enrolments, continuing enrolments, unit of competency results and final qualification results. Any VET activity that occurred this year needs to be reported by the due date this year. This includes students who have commenced some VET prior to leaving school at any time this year.

Eligible VET activity appears in a student’s learning account for Queensland Certificate of Education (QCE) purposes and is also used in Year 12 Outcomes reports, the My School website and Competency Completion Online Software (CCOS).

The QSA acts under a delegation from the Training and Employment Recognition Council (TERC) when it registers schools as registered training organisations (RTOs).

Issues
For students enrolled in Years 10, 11 and 12, their VET provider is responsible for reporting VET activity. This includes VET activity for students who have done some VET at a school RTO and have left school during this year.

The appropriate mechanism and due dates for reporting particular VET can be found in the attachment to this memo. RTOs must report the student’s learner unique identifier (LUI) at the time of enrolment. Student enrolment information (name, data of birth, gender and LUI) should be entered accurately in SDCS. Errors and omissions arise where the student’s enrolment information at TAFE or a private provider differ from those held by the school.

VET data collection systems do not allow VET data to be entered in subsequent years. Unless it is banked in the year it is achieved, students may not receive credit towards their QCE.

Attachments and web links
The due dates and reporting processes attached to this memo will assist schools and RTOs with correct reporting of VET.

Memo 034/10, Reporting VET in Authority subjects with embedded VET: www.qsa.qld.edu.au/memos/10/034-10.pdf
What you need to do

1. Principals should bring the content of this memo to the attention of their school’s Senior Schooling Coordinator, VET Coordinator and SDCS data entry operator.

2. Principals need to ensure that their school processes comply with the VET reporting arrangements and due dates.

3. Bring the content of this memo to the attention of any RTOs your school is working with.

All VET activity undertaken by students in Years 10, 11 and 12 in 2010 needs to be reported by the due date in this year.

More information

For more information on how to enter VET activity into SDCS or using the QSA’s RABS, please email Helpdesk at helpdesk@qsa.qld.edu.au or phone 3864 0278.

Please note: Helpdesk is unable to provide advice on VET qualifications and units of competency.

For information on submitting VET activity to DET, please email stac@deta.qld.gov.au or phone 3237 1513.

Ian Fyfe
Assistant Director
VET Branch
Due dates and reporting processes for 2010 VET

All VET activity (whether completed or not) by students in Years 10, 11 and 12 done in 2010 needs to be reported in this calendar year. In all cases, schools will need to work with their external RTOs to ensure 2010 VET activity is reported correctly and by the due date.

Under current legislation the learning provider (including school RTOs delivering VET to students from another school in 2010) is responsible for banking students’ achievements. The following information will assist schools and RTOs to meet reporting requirements.

**Due dates**

<table>
<thead>
<tr>
<th>RTO</th>
<th>Activity reported to</th>
<th>Through</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student’s own school</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Certificate I, II and III (IT only)</td>
<td>QSA</td>
<td>SDCS data submission 5</td>
<td>10 am, Thursday 25 November Final amendments (incl. Years 10 and 11) due Monday 6 December</td>
</tr>
<tr>
<td>Certificate III (other than IT)</td>
<td>DET</td>
<td>AVETMISS-compliant software or hard copy</td>
<td>Year 12: Thursday 25 November Years 10 and 11: Monday 6 December</td>
</tr>
<tr>
<td><strong>Another school</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Certificate I, II and III (IT only)</td>
<td>QSA (by the school delivering the VET)</td>
<td>QSA Registration and Banking System (RABS)</td>
<td>Year 12: Thursday 25 November Years 10 and 11: Monday 6 December</td>
</tr>
<tr>
<td>Certificate III (other than IT)</td>
<td>DET (by the school delivering the VET)</td>
<td>AVETMISS-compliant software or hard copy</td>
<td>Year 12: Thursday 25 November Years 10 and 11: Monday 6 December</td>
</tr>
<tr>
<td><strong>TAFE</strong></td>
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<tr>
<td>School-based apprenticeship or traineeship</td>
<td>DET</td>
<td>ISAS</td>
<td>Year 12: Thursday 25 November Years 10 and 11: Monday 6 December</td>
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<tr>
<td>Other VET</td>
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<td>Private provider</td>
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<tr>
<td>School-based apprenticeship or traineeship</td>
<td>DET</td>
<td>AVETMISS-compliant software or hard copy</td>
<td>Year 12: Thursday 25 November Years 10 and 11: Monday 6 December</td>
</tr>
<tr>
<td>Other VET</td>
<td>QSA or DET</td>
<td>QSA Registration and Banking System (RABS) or AVETMISS-compliant software or hard copy</td>
<td>Year 12: Thursday 25 November Years 10 and 11: Monday 6 December</td>
</tr>
</tbody>
</table>
Reporting processes

All VET activity undertaken by students in Years 10, 11 and 12 in 2010 needs to be reported by the due date in this year. There are different ways of reporting VET activity for different providers (RTOs):

1. **Where the student’s school is the RTO (registered as an RTO through QSA)**
   
   RTOs delivering VET Certificates I and II, and Certificate III in Information Technology, must use SDCS. VET activity for Years 10, 11 and 12 (2010) must be reported this year.

2. **Where a student undertakes a Certificate III at a school (registered as an RTO with DET)**
   
   VET activity must be reported to DET by the school, by providing either hard copy or electronic copy using AVETMISS-compliant software. VET activity reported to DET must include the learner unique identifier (LUI). DET is responsible for forwarding this reported VET activity to QSA.
   
   It is essential that these school RTOs report the completion of qualifications.

3. **Where students do their VET with another school that is an RTO**
   
   QSA-registered schools delivering VET Certificates I and II and Certificate III in Information Technology to students from another school must bank enrolments and achievements using QSA’s Registration and Banking System (RABS).
   
   School RTOs reporting VET activity via RABS will need access to a local system administrator account. This account is created by selecting the local system administrator request form link at www.qsa.qld.edu.au/1160.html. Help documents are available from a link on the RABS login page to assist with the submission of data. These schools will also need to advise the SLIMS Help Desk via email (slims@qsa.qld.edu.au) that they have this arrangement with students of other schools, so that the QSA can establish the reporting mechanism. The email must also advise the qualifications and units of competency involved.
   
   Please note that where a student does their VET with another school, the QSA’s VET printing service is not available for that student. The school delivering the VET needs to make their own arrangements for printing Qualifications and Statements of Attainment for these students. Records of VET Qualifications and Statements of Attainment must be kept for 30 years by the school which is the RTO, in accordance with Training and Employment Recognition Council policy. The school that is the RTO will also include these students in their annual Competency Completion Online System reporting.

4. **Where students do their VET with a non-school RTO**
   
   Non-school RTOs have the choice of reporting 2010 VET activity to either DET (preferably), or QSA using RABS.
   
   **Schools should not report this VET activity using SDCS or RABS.** Any attempt to do so can corrupt data and result in incorrect information being recorded in learning accounts, certificates and reports at a national level.

   **TAFE**
   
   All TAFE Queensland activity is automatically reported by TAFE Queensland to DET. DET forwards this information to QSA. TAFE must report the student’s learner unique identifier (LUI) at the time of enrolment.
   
   If the student is in Year 12 studying an Authority subject with embedded VET and the embedded VET is studied through TAFE, TAFE will bank the VET. **The student’s school**
needs to record one unit of competency in SDCS under the “Modules” tab upon enrolment and a result of “Withdrawn” as the result to avoid error messages.

School-based Apprenticeships and Traineeships (SATs)

VET activity for school-based apprenticeships and traineeships delivered by TAFE and private providers is reported to DET. DET will forward this information to QSA. At the time of enrolment, TAFE and private providers must report the enrolment with the student’s learner unique identifier (LUI).

In the few cases where a Year 12 student is studying an Authority subject with embedded VET and a SAT which contains the same VET (e.g. Business Communication and Technologies and BSB20107 Certificate II in Business), the supervising RTO will bank the VET. In these cases, the student’s school enrolls the student in the subject, records one unit of competency in SDCS under the “Modules” tab and a result of “Withdrawn” as the result to avoid error messages.

Private providers

For non-traineeship and apprenticeship activity, RTOs have a choice of reporting the activity to QSA via DET (who will then forward this information to QSA) or RABS. At the time of enrolment, private providers will need to report the student’s learner unique identifier (LUI).

If a Year 12 student is doing an Authority subject with embedded VET and the embedded VET is delivered by a private provider, the private provider will report the VET activity. In these cases, the student’s school enrolls the student in the subject, records one unit of competency in SDCS under the “Modules” tab and a result of “Withdrawn” to avoid error messages.

If reporting is done through DET, please email stac@deta.qld.gov.au or phone 3237 1513 to enquire about reporting the relevant VET activity.

Private RTOs reporting VET activity via QSA’s RABS will need access to a local system administrator account. This account is created by selecting the local system administrator request form link at www.qsa.qld.edu.au/1160.html. Help documents are available from a link on the RABS login page to help with the submission of data.

It is essential that RTOs in these three categories report the completion of qualifications.

5. Students transferring schools who are unable to continue an Authority subject with embedded VET

In cases where a student transfers into a school and is unable to continue an Authority subject with embedded VET, the receiving school will need to enter the Authority subject and the level of achievement into SDCS, using the information on Form S1. In these cases, the receiving school enrolls the Year 12 student in SDCS in one unit of competency and enters a result of “Withdrawn” to avoid error messages. In these cases, the student’s school enrolls the student in the subject with the previous school as the provider, records one unit of competency in SDCS under the “Modules” tab and a result of “Withdrawn” to avoid error messages.

More information

For more information on how to enter VET activity into SDCS or using the QSA’s RABS, please email Helpdesk at helpdesk@qsa.qld.edu.au or phone 3864 0269.

Please note Helpdesk is unable to provide advice on achieving VET qualifications and units of competency, but can provide advice on entering these into SDCS and RABS.

For information on submitting VET activity to DET, please email stac@deta.qld.gov.au or phone 3237 1513.