

# Schools Online

## VET in Schools Online Guide

This manual guides school staff in the use of the VET functionality in the Schools Online system.



Government  
of South Australia

**SACE**  
Board of SA

South Australian Certificate of Education

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
*Version 3.39, printed Wednesday, 4 February 2015 9:14 AM*

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## Students Menu

### Adding VET Enrolments for an individual

Menu: Home > Students > Student Search (Own School) > **View Student** [Click on the **View Enrolments** hyperlink at the bottom of the screen  View Enrolments ] > [Click on the **Add VET Enrolment** hyperlink  Add VET Enrolment above the list of enrolments > **Add VET Unit of Competency**

The **Add VET unit of Competency** allows you to add one and / or multiple VET Enrolments for the selected student.

..... > Students > Student Search (Own School) > View Student > View Enrolments > Add VET Unit of Competency

### Add VET Unit of Competency

Student Training, Andy      TAFE ID  
 Registration 358205L      Home Group HG03  
 Student Code 00021      Year Level 12

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Qualification Code        Stage

Registered Training Organisation

VET Unit of Competency Code        Hours

Year

Result

Apprenticeship

---

Recently added Units of Competency Enrolments

Unit Code	VET Unit of Competency	Hours	Stage	RTO	Year	Result	Apprenticeship
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Training 1 Add VET Unit of Competency (SA)

..... > View Student > Maintain Student > Maintain Student (Overseas) > View Enrolments > Add VET Unit of Competency

### Add VET Unit of Competency

Student Training, George TAFE ID  
 Registration 579247L Home Group  
 Student Code 00023 Year Level 11

Qualification Code   Stage  
 Registered Training Organisation   Hours  
 VET Unit of Competency Code    
 Year 2014  
 Result Passed   
 Apprenticeship No   
 Delivery Location

Recently added Units of Competency Enrolments

Unit Code	VET Unit of Competency	Hours	Stage	RTO	Year	Result	Apprenticeship
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### Training 2 Add VET Unit of Competency (NT)

For each enrolment you need to:

- Select a **Qualification Code** from the list which will contain the 25 commonly used qualifications. If the qualification you require isn't listed you may perform a search by clicking on  icon.
- Enter a **VET Unit of Competency code** or you may perform a search by clicking on  icon.
- Check the year in the **Year** field. It will default to the current year. Only change this if entering VET for the previous year.
- Select a **Registered Training Organisation (RTO)** from the list which will contain the 15 commonly used organisations. If the RTO isn't listed you may perform a search by clicking on  icon.
- Select the appropriate **Result** and **Apprenticeship** option.
- For Northern Territory schools, you must enter a **Delivery Location**.

Once the required details are selected click on **Submit** to add the enrolment to Schools Online.

**HINT:** Once you click on **Submit** the added enrolment will appear listed in the **Recently added Units of Competency Enrolments** so you can add another VET enrolment if required.

## Confirming VET Qualifications for an individual

Menu: Home > Students > Student Search (Own School) > **View Student** [Click on the **View**

**Enrolments** hyperlink at the bottom of the screen  > [Click on the **Confirm VET Qualification** hyperlink  above the list of enrolments > **Confirm Student's Completed VET Qualification**

In order for the qualification (Certificate III or above) to be used for the Australian Tertiary Admission Rank (ATAR) each student needs to have successful completion of their qualification confirmed by the Registered Training Organisation (RTO) and verified by the Principal and the form submitted to the SACE Board.

..... > Students > Student Search (Own School) > View Student > View Enrolments > Confirm Student's Completed VET Qualification

### Confirm Student's Completed VET Qualification

Student Training, Andy  
 Registration 358205L  
 VET Qualification AHC32810 Certificate III in Rural Operations  
 SACE Board Verified No  
 AQF Certificate Level III  
 Minimum Hours 770  
 Stage 2  
 Parchment Issued Yes  
 Year Started 2014  
 Year Completed 2014

Remove Confirmation SAVE Print Confirmation Report

### Training 3 Confirm Student's Completed VET Qualification

For each qualification that requires confirmation you need to:

1. Select the **VET Qualification** from the drop down list.
2. Indicate whether a parchment already has been issued by the RTO by selecting **Yes** or **No** from the **Parchment Issued** drop down box.
3. Enter the **Year Started** and **Year Completed** for that qualification.
4. Once the details have been entered click on **Save**.

**NOTE:** Each qualification has a minimum hours allocated and if the hours calculated in Schools Online is not enough it will give a warning as indicated below:

Warning: The student has insufficient VET enrolments to meet the minimum requirements for this qualification.  
 420 Hours [Click here to add VET Enrolments.](#)

### Training 4 Confirm VET Qualification Message – Not Enough Hours

**HINT:** If you have made a mistake and need to remove the confirmation you can click on the **Remove Confirmation** button.



Each qualification entered needs to have a report signed by the principal and faxed to the SACE Board. In order to produce the report you click on **Print Confirmation Report** button. The report will show details of the student's qualification you just entered.

## VET Enrolments Menu

### Creating VET Enrolments

Menu: [Home](#) > [VET Enrolments](#) > [Create VET Enrolments](#)

This wizard will allow you to enrol a number of students in one or more units of competencies at the same time. Essentially you will identify the VET qualification, the students they wish to enrol and the units of competency in which to enrol them.

**HINT:** Throughout the wizard portions of the screen they can be minimised or maximised by clicking these icons  for minimise and  for maximise.

### Step One – VET Qualification

The screen will display a list of the 25 most commonly used VET qualifications for the current user's school.

You have two options to select the VET qualification:

- Click on a commonly used VET qualification

- Perform a search on all VET qualifications on the Recognition Register and/or Schools Online.
1. To perform a search of VET Qualifications on the Register:
    - enter a **Qualification Code**
    - enter a **Qualification Title**
    - enter a **Year**
    - **SACE Stage** set within qualification register
    - select an **AQF<sup>1</sup>** (Australian Qualification Framework) **Certificate Level** (i.e. Level I etc.)
    - **VET Industry Area** (i.e. Automotive etc.)
    - Entering a **Student Surname** who already has VET enrolments already entered

**HINT: Any VET Qualification added must be on the VET Recognition Register before proceeding. If your search returns no results please ensure you have selected the option [View all qualifications in the Recognition Register](#).**

**In order you find the qualification quicker you can sort the results by selecting an appropriate option from the *Sort Options* drop down.**

2. Click on **Search** button and the results will appear at the bottom of the screen.
3. Select the Qualification to proceed to the next step of the wizard.

To proceed to step two of the wizard click on the qualification either from the commonly used or the search results.


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<sup>1</sup> The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It set the certificate levels ranging from Level 1 (Certificate 1) to Level 5 (Diploma) and higher.


> Home > VET Enrolments > Add Multiple VET Enrolments

## Add Multiple VET Enrolments

Step 1 - VET Qualification   Step 2 - VET Units of Competency   Step 3 - Student   Finish - Create VET Enrolments   Summary

Either select a commonly used VET Qualification 

Qualification Code	Qualification Title	SACE Stage
ACM20110	Certificate II in Animal Studies	1
AHC10210	Certificate I in AgriFood Operations	1
AHC30110	Certificate III in Agriculture	2
AHC32810	Certificate III in Rural Operations	2
AUR10105	Certificate I in Automotive	1
CHC20108	Certificate II in Community Services	1
CHC30208	Certificate III in Aged Care	2
CHC30708	Certificate III in Children's Services	2
CPC20208	Certificate II in Construction Pathways	1
CPC20211	Certificate II in Construction Pathways	1
CPC30211	Certificate III in Carpentry	2
HLT32507	Certificate III in Health Services Assistance	2
ICA20105	Certificate II in Information Technology	1
SIB20110	Certificate II in Retail Make-Up and Skin Care	1
SIR20207	Certificate II in Retail	1
SIS30310	Certificate III in Fitness	2
SIT20207	Certificate II in Hospitality	1
SIT20307	Certificate II in Hospitality (Kitchen Operations)	1
SIT30707	Certificate III in Hospitality	H
SRF30206	Certificate III in Fitness	2
UEE30807	Certificate III in Electrotechnology Electrician	2

Or search for VET Qualifications 

Qualification Code  SACE Stage

Qualification Title  AQF Certificate Level

Industry Area

Year

Student Surname  Sort Options

View qualifications with student enrolments  View all qualifications in the Recognition Register

### Training 5 Add Multiple VET Enrolments Wizard (Step 1 - VET Qualification)

#### Step Two – Units of Competency

The second step of the wizard list the commonly used 25 units of competency for the selected qualification in step 1 at the current user's school.

The qualification selected in step one will be shown throughout the wizard and if you have selected the incorrect one click on the **Back to Previous Step** button to take you back to step one of the wizard.

You have two options to select one or more VET unit of competency:

- Select one or more commonly used competencies.
- Performing a search on all unexpired VET units of competency in Schools Online.

#### Selecting commonly used competencies.

Select a commonly used competency by clicking on the box alongside the VET units of competency you wish and then click on **Add to Selected List** below the section of the page you have selected the VET units of competency.

The third step of the wizard allow you search for and select at least one student to add the previous selected Units of Competency under the VET Qualification selected in step one of the wizard.

The qualification and competencies selected in previous steps will be shown throughout the wizard as seen below and if you have selected the incorrect one/s click on *Back to Previous Step* button to take you back to step two of the wizard.

> Home > VET Enrolments > Add Multiple VET Enrolments

### Add Multiple VET Enrolments

Step 1 - VET Qualification    **Step 2 - VET Units of Competency**    Step 3 - Student    Finish - Create VET Enrolments    Summary

Either select from a list of commonly used VET Units of Competency

Unit Code	VET Unit of Competency	Hours	SACE Stage
<input type="checkbox"/> AHCARB205A	Operate and maintain chainsaws	40	2
<input type="checkbox"/> AHCHM303A	Prepare and apply chemicals	70	2
<input type="checkbox"/> AHCHM304A	Transport, handle and store chemicals	50	2
<input type="checkbox"/> AHCLSK303A	Carry out feedlot operations	40	2
<input type="checkbox"/> AHCLSK311A	Implement feeding plans for livestock	140	2
<input type="checkbox"/> AHCLSK331A	Comply with industry animal welfare requirements	40	2
<input type="checkbox"/> AHCMOM302A	Perform machinery maintenance	50	2
<input type="checkbox"/> AHCMOM304A	Operate machinery and equipment	40	2
<input type="checkbox"/> AHCMOM305A	Operate specialised machinery and equipment	60	2
<input type="checkbox"/> AHCOHS301A	Contribute to OHS processes	50	2
<input type="checkbox"/> AHCWRK313A	Implement and monitor environmentally sustainable work practices	50	2
<input type="checkbox"/> PUAFIR201B	Prevent injury	90	2
<input type="checkbox"/> PUAFIR204B	Respond to wildfire	60	2

Select all    Unselect all

Add To Selected List

Or search for VET Units of Competency

VET Unit of Competency Name

Unit Code     Year

TAFE SA Code

VET Qualification

Nominal Hours From  to

Sort Options

Select all    Unselect all

Add To Selected List

Back to Previous Step    Next Step

### Training 6 Add Multiple VET Enrolments Wizard (Step 2 - VET Units of Competency)

#### Performing a search

To perform a search on the :

There are currently over 50,000 VET units of competency on Schools Online so you need to enter some search criteria to narrow the search.

1. Enter a code or text to match with the fields:
  - an individual **VET Unit of Competency Name**, **VET Qualification**, **Unit Code** and/or **TAFE SA code**.
  - range of **Nominal Hours** set for the competency

In order you find the Competency quicker you can sort the results by selecting an appropriate option from the drop down.

2. Click on **Search** button and the results will appear at the bottom of the screen.



## Manage the selected list of competencies

A VET competency selected can be removed by click on the box alongside the competency and then click on the **Remove From List** button.

### Training 7 VET units of competency selected list

To add one or more competencies you can either perform a search or select one from the commonly used.

Once the list contains the units of competency you wish to add to the qualification click on **Next Step** button.

## Step Three – Student

The third step of the wizard allow you search for and select at least one student to add the previous selected units of competency under the VET qualification selected in step one of the wizard.

1. You can perform a search of students by:
  - an individual student by **Registration, Student Code, Givens Names, Date of Birth or Surname**
  - a group of students by **Home Group or Year Level**
  - the members of a current **SACE class**

**HINT:** To add students who are not at your school, select **Students from another school** hyperlink and enter the student's details.

2. Click on the **Search** button. The list of matching students is displayed in the bottom portion of the screen.
3. Click on the box alongside the student or students you wish and then click on **Add to Selected List**.

A student selected can be removed by click on the box alongside the student and then click on **Remove From List** button.

Once the list contains the students you wish to add to the selected competencies and qualification click on **Next Step** button.

> Home > VET Enrolments > Add Multiple VET Enrolments

### Add Multiple VET Enrolments

Step 1 - VET Qualification   Step 2 - VET Units of Competency   **Step 3 - Student**   Finish - Create VET Enrolments   Summary

**Search for Students**

Student Code

Registration

Surname

Given Names

Date of Birth

Home Group    Year Level

SACE Class

Students at my school    Students from another school

Page 1 of 1

Registration	Student Name	Student Code	Date of Birth	TAFE ID
<input type="checkbox"/> 358205L	Training, Andy	00021	01 Nov 1993	
<input type="checkbox"/> 321610W	Training, Jess	00022	02 Nov 1993	

Page 1 of 1

[Select all](#)   [Unselect all](#)

**Selected VET Qualification**

AHC30110  
Certificate III in Agriculture

**(5) Selected VET Units of Competency**

AHCLSK311A  
Implement feeding plans for livestock

AHCCHM304A  
Transport, handle and store chemicals

AHCLSK303A  
Carry out feedlot operations

AHCCHM303A  
Prepare and apply chemicals

AHCARB205A  
Operate and maintain chainsaws

**(2) Selected Students**

321610W  
Training, Jess

358205L  
Training, Andy

[Select all](#)   [Unselect all](#)

**Training 8 Add Multiple VET Enrolments Wizard (Step 3 - Student)**

### Manage the selected list of students

A student selected can be removed by click on the box alongside the student and then click on the **Remove From List** button.

**Selected VET Qualification**

AHC30110  
Certificate III in Agriculture

**(5) Selected VET Units of Competency**

AHCLSK311A  
Implement feeding plans for livestock

AHCCHM304A  
Transport, handle and store chemicals

AHCLSK303A  
Carry out feedlot operations

AHCCHM303A  
Prepare and apply chemicals

AHCARB205A  
Operate and maintain chainsaws

**(2) Selected Students**

358205L  
Training, Andy

321610W  
Training, Jess

[Select all](#)   [Unselect all](#)

**Training 9 Student selected list**

To add one or more students you can perform another search.

## Finish – Create VET Enrolments

The qualification competencies, students selected in previous steps will be shown as seen below and if you have selected the incorrect one/s click on the **Back to Previous Step** to take you back to step three of the wizard.

> Home > VET Enrolments > Add Multiple VET Enrolments

### Add Multiple VET Enrolments

Step 1 - VET Qualification   Step 2 - VET Units of Competency   Step 3 - Student   **Finish - Create VET Enrolments**   Summary

Selected VET Qualification			
AHC30110	Certificate III in Agriculture	Stage 2	AQF Level 3

(5) Selected VET Units of Competency			
AHCLSK311A	Implement feeding plans for livestock	140 Hrs	
AHCCHM304A	Transport, handle and store chemicals	50 Hrs	
AHCLSK303A	Carry out feedlot operations	40 Hrs	
AHCCHM303A	Prepare and apply chemicals	70 Hrs	
AHCARB205A	Operate and maintain chainsaws	40 Hrs	

Registration	Student Name	Apprenticeship	Result	Year
Set common values for the selected students		No	Passed	2014
RTO				
<input type="checkbox"/>	321610W	Training, Jess		
<input type="checkbox"/>	358205L	Training, Andy		

[Select all](#)   [Unselect all](#)

Created VET Units of Competency Enrolments						
Registration	Student Name	VET Unit of Competency	Hours	Result	RTO	Year

### Training 10 Add Multiple VET Enrolments Wizard (Final Step - Create VET Enrolments) (SA)

> Home > VET Enrolments > Add Multiple VET Enrolments

### Add Multiple VET Enrolments

Step 1 - VET Qualification   Step 2 - VET Units of Competency   Step 3 - Student   **Finish - Create VET Enrolments**   Summary

Selected VET Qualification			
AHC30110	Certificate III in Agriculture	Stage 2	AQF Level 3

(5) Selected VET Units of Competency			
AHCLSK311A	Implement feeding plans for livestock	140 Hrs	
AHCCHM304A	Transport, handle and store chemicals	50 Hrs	
AHCLSK303A	Carry out feedlot operations	40 Hrs	
AHCCHM303A	Prepare and apply chemicals	70 Hrs	
AHCARB205A	Operate and maintain chainsaws	40 Hrs	


Registration	Student Name	Apprenticeship	Result	Year
Set common values for the selected students		No	Passed	2014
RTO				
Delivery Location				
<input type="checkbox"/>	471583F	Training, George		
<input type="checkbox"/>	671210T	Training, Simon		

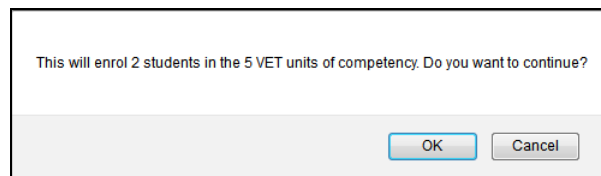
[Select all](#)   [Unselect all](#)

Created VET Units of Competency Enrolments						
Registration	Student Name	VET Unit of Competency	Hours	Result	RTO	Year

### Training 11 Add Multiple VET Enrolments Wizard (Final Step - Create VET Enrolments) (NT)

For any student selected either all or few as appropriate you enter or select common values:

3. Check the year in the Year field. It will default to the current year. Only change this if entering VET for the previous year.
4. For Northern Territory schools, you must enter a **Delivery Location**.
5. Select 'Yes' or 'No' for the **Apprenticeship** option.
6. Select a result state from the **Add As** list. This result will apply to each student in the group. (Individual results can be changed later from the **Student Enrolments** screen.)  
The result list includes:
  - Continuing
  - Credit Transfer
  - Failed
  - Observer
  - Observer (F)
  - Prior Learning
  - RPL-NG (Recognition or Prior Learning - Not Granted)
  - Passed
  - Unresulted
  - Withdrawn
7. Click **Add Students** to add the VET enrolments to the selected students.
8. Select a **Registered Training Organisation (RTO)** from the list which will contain the 15 commonly used organisations. If the RTO you require isn't listed you may perform a search by clicking on  icon.
9. Once the common values are selected and the students are ticked you click on **Create Enrolments**.



#### Training 12 Confirmation prompt before adding VET enrolments

10. A prompt will appear confirming the number of students and competencies you will now add. Click **OK** to allow Schools Online to create the selected enrolment otherwise click **Cancel** return back to the wizard.
11. Once added to Schools Online it will appear at the bottom of the screen under the section titled **Created VET Units of Competency Enrolments**. Students with all their enrolments added will be removed from the list.
12. As soon as there are no students to select or you have added the VET enrolments to the students required you can click on **Finish** to take you to the **Summary** screen

**HINT:** Once you begin creating enrolments you cannot go back to any previous steps of the wizard.

Results can be changed as often as necessary until the database Cut-Off dates for VET results via the List Qualification by Student screen.

### Final Step – Summary

This summary show you all the enrolment information added to Schools Online via the wizard.

> Home > VET Enrolments > Add Multiple VET Enrolments

### Add Multiple VET Enrolments

Step 1 - VET Qualification   Step 2 - VET Units of Competency   Step 3 - Student   Finish - Create VET Enrolments   **Summary**

Created VET Units of Competency Enrolments

Registration	Student Name	VET Unit of Competency	Hours	Result	RTO	Year	
321610W	Training, Jess	(AHCLSK311A) Implement feeding plans for livestock	140 Hrs	Passed	40161	2014	
		(AHCCHM304A) Transport, handle and store chemicals	50 Hrs	Passed	40161	2014	
		(AHCLSK303A) Carry out feedlot operations	40 Hrs	Passed	40161	2014	
		(AHCCHM303A) Prepare and apply chemicals	70 Hrs	Passed	40161	2014	
		(AHCARB205A) Operate and maintain chainsaws	40 Hrs	Passed	40161	2014	
358205L	Training, Andy	(AHCLSK311A) Implement feeding plans for livestock	140 Hrs	Passed	40161	2014	
		(AHCCHM304A) Transport, handle and store chemicals	50 Hrs	Passed	40161	2014	
		(AHCLSK303A) Carry out feedlot operations	40 Hrs	Passed	40161	2014	
		(AHCCHM303A) Prepare and apply chemicals	70 Hrs	Passed	40161	2014	
		(AHCARB205A) Operate and maintain chainsaws	40 Hrs	Passed	40161	2014	

### Training 13 Add Multiple VET Enrolments Wizard (Final Step - Summary)

**HINT:** Each individual VET enrolment can be editing by clicking on the icon along the enrolment.

## Viewing VET Enrolments

Menu: Home > VET Enrolments > [List Students by Qualifications](#)

The **List Students by Qualification** provides the functionality to search and display student enrolments in units of competency, grouped by VET Qualification.

> Home > VET Enrolments > VET Qualification Search

### VET Qualification Search

Qualification Code

Qualification Title

Industry Area

Year

Student Surname

VET Unit of Competency

SACE Stage

AQF Certificate Level

SACE Completion Requirement

RTO Code

VET Unit of Competency Code

### Training 14 VET Qualification Search

You can perform a search by entering/selecting one or more criteria:

- a **Qualification Code**, an **AQF Certificate Level**, a **SACE Stage** of the qualification as on the Register, a **RTO Code**, and/or an **SACE Completion Requirement**,
- a **Qualification Title** or part of the title,
- select from an **Industry Area**,
- a **Year**,
- a **VET Unit of Competency Code**, or
- a **VET Unit of Competency title** or part of a title.

Click on the **Search** button to view matching qualifications on the **List VET Qualifications and Students** screen.

> Home > VET Enrolments > VET Qualification Search

### List VET Qualifications and Students

Qualification Code	Qualification Title	Year	Stage	
<input type="checkbox"/> AHC10210	Certificate I in AgriFood Operations	2014	1	
<input type="checkbox"/> AHC30110	Certificate III in Agriculture	2014	2	
VET Unit Code	VET Unit of Competency	Hours	Stage	Students
<input type="checkbox"/> AHCARB205A	Operate and maintain chainsaws	40	2	2
Registration	Student Name	RTO	Apprenticeship	Result
<input type="checkbox"/> 321610W	Training, Jess	40161	No	Passed (20)
<input type="checkbox"/> 358205L	Training, Andy	40161	No	Passed (20)
				<input type="button" value="Delete"/> <input type="button" value="Submit"/>
<input type="checkbox"/> AHCCHM303A	Prepare and apply chemicals	70	2	2
<input type="checkbox"/> AHCCHM304A	Transport, handle and store chemicals	50	2	2
<input type="checkbox"/> AHCLSK303A	Carry out feedlot operations	40	2	2
<input type="checkbox"/> AHCLSK311A	Implement feeding plans for livestock	140	2	2
<input type="checkbox"/> SIT30707	Certificate III in Hospitality	2014	H	
<input type="checkbox"/> AHC32810	Certificate III in Rural Operations	2014	2	

### Training 15 List VET Qualifications and Students

For each qualification that matches the search performed you see the qualification records. Each qualification can be expanded by clicking on  to view the Units of Competency added. Finally each Unit of Competency can be expanded to view the students enrolled in that competency.

You can alter the **Result** and **Apprenticeship** fields and then click on Submit to save the information to Schools Online.

## Confirm completed VET Qualifications

Menu: Home > VET Enrolments > **Confirm Completed VET Qualifications**

In order for the qualification (Certificate III or above) to be used for the Australian Tertiary Admission Rank (ATAR) each student needs to have successful completion of their qualification confirmed by the Registered Training Organisation (RTO) and verified by the Principal and the form submitted to the SACE Board.

The report will list those qualifications currently being undertaken at the user's school.

> Home > VET Enrolments > VET Confirmation

### VET Confirmation

Qualification Code	Qualification Title	AQF	Year Started	
AHC10210	Certificate I in AgriFood Operations	1	2013	
AHC30110	Certificate III in Agriculture	3	2014	
AHC32810	Certificate III in Rural Operations	3	2014	
AUR10105	Certificate I in Automotive	1	2012	
CHC30208	Certificate III in Aged Care	3	2013	
CPC20208	Certificate II in Construction Pathways	2	2012	
CPC30211	Certificate III in Carpentry	3	2013	
SIT10307	Certificate I in Hospitality (Kitchen Operations)	1	2012	
SIT30707	Certificate III in Hospitality	3	2014	

[Print Confirmation Report](#)

### Training 16 VET Qualification Confirmation

To enter details for each student to indicate that they have successfully completed the qualification click on the alongside the qualification.

> Home > VET Enrolments > VET Confirmation

### VET Confirmation

Qualification Code	Qualification Title	AQF Level	Year Started
AHC32810	Certificate III in Rural Operations	3	2014

Select	Registration	Name	Course Code	Completed	Year Started	Year Completed	Issued
<input type="checkbox"/>	358205L	Training, Andy	AHC32810	<input type="text" value="Y"/>	2014	<input type="text" value="2014"/>	<input type="text" value="Y"/>

[Select All](#) | [Clear All](#)

[Delete Selected](#) [SAVE](#) [Reset](#)

### Training 17 VET Qualification Confirmation – Completion Details

For each student that requires confirmation you need to:

1. Tick the box at the beginning of each student's name.
2. Indicate whether a student has successfully completed as deemed by the Registered Training Organisation (RTO) by selecting Yes (Y) or No (N) from the **Completed** drop down box.
3. Indicate whether a parchment already has been **Issued** by the RTO by selecting Yes (Y) or No (N) from the **Parchment Issued** drop down box.
4. Enter the **Year Completed** for that qualification.
5. Once the details have been entered click on **Save**.

**HINT:** You can confirm multiple VET Qualifications at one time by repeating the above steps.

Once all VET qualification details have been entered on the VET Confirmation screen. Print the report by clicking on the **Print Confirmation Report** button. If you have confirmed multiple VET qualification completion these will all print on the one report.

**VET Qualification Verification form**

Attention : SACE Board  
 Action : Process VET Qualification Verification form

Printed On : October 23, 2014  
 At : 10:21 am

**PRINCIPAL'S VERIFICATION OF A STUDENT'S COMPLETION OF A VET CERTIFICATE III OR ABOVE  
 FOR USE IN THE CALCULATION OF THE ATAR OR TAFE SA SELECTION SCORE**

The three South Australian universities, TAFE SA and Charles Darwin University, have determined that 'Recognised Studies' may contribute to the calculation of the ATAR or the TAFE SA Selection Score. For VET qualifications to count as 'Recognised Studies', VET studies must be completed qualifications at AQF Certificate III level or above. The purpose of this form is to ensure that students' VET qualification at Certificate III level or above are considered when calculating the ATAR and the TAFE SA selection score. **In signing this form, the principal verifies that the students who are listed below have completed a VET qualification at AQF Certificate III level or above. In order to verify this, the principal must confirm that:**

- the Registered Training Organisation (RTO) has reported to the school that the students have successfully completed the VET units of competency that comprise the relevant VET qualification
- the required number of VET units of competency have been successfully completed, as per Training Package Qualification Rules, in order for the VET qualification to be issued.

For VET Certificate III or above to be included as 'Recognised Studies' for Tertiary Entrance calculations, this completed form **must** be received at the SACE Board by the December VET Results cut-off date. Schools are required to attach evidence of the completed VET qualifications to clarify any queries that may occur in processing the verification. **Completed VET Qualification Verification forms should be faxed to SACE Board Assessment Operations on 8372 7509**

School : Bordertown High School	School Number: 528
I verify that, for the student(s) listed on this form the Registered Training Organisation advised the school that the student(s) has successfully completed the requirements for a VET Certificate III level or above qualification.	
Signature of Principal: _____	Name of Principal: _____ Date: ___/___/___

Student Name	SACE Registration Number	VET Qualification Code	VET Qualification Name	Registered Training Organisation	Student has completed the VET Qualification (yes or no)	Parchment Issued by RTO (yes or no)	Evidence Attached <input checked="" type="checkbox"/>
Training, Jase	399082L	AHC32810	Certificate III in Rural Operations	Regional Skills Training Pty Ltd			
Training, Peter	192205E	CPC30211	Certificate III in Carpentry	TAFE SA			

**Total Students: 2**

\*\*\* End of Report \*\*\*

Schools Online - VET Qualification Verification form  
 Selected criteria: Year: 2014 Page: 1

**Training 18 Confirm Student's Completed VET Qualification Report that needs to be signed by the principal**

**NOTE:** If Certificate III or above qualifications have been completed and will required for Tertiary Entrance calculations, Principal's verification must be submitted to the SACE Board by VET results cut-off date.

- *Print Confirmation Report* button will populate the following report – to be printed, verified and signed by the Principal.
- Printed, verified and signed original to be couriered or faxed to SACE Board Assessment Operations (fax number is 8372 7509).

## Reports Menu

Schools Online produces its reports in a pop-up window. The first time a report is run from Schools Online you may need to re-configure your browser, which may automatically block pop-up windows from all sites. More information on allowing popup for various toolbars / browsers can be found in the help topic **Allowing pop-ups instructions** within the **Resources** section of the help.

Schools Online reports are available for Students, SACE Classes and VET enrolments.

**Menu:** [Home](#) > [Reports](#) > [VET Reports](#) > [VET Reports Selection](#)

The **Report types** are: Unit By Qualifications, VET Qualification Verification, VET Qualifications entered as completed and VET Result Sheet.