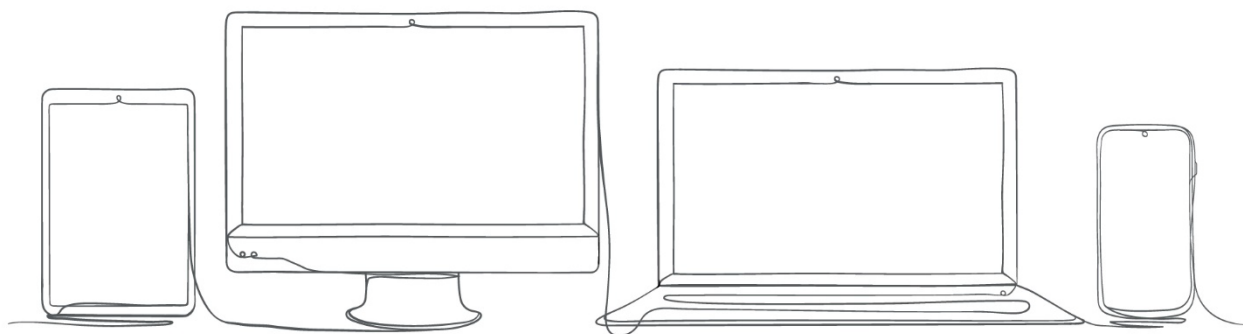


VET in Schools Online Guide



This manual provides detailed information for school staff, on how to use the VET functionality in Schools Online.

Single VET Entry.....	3
Single Student VET verification.....	6
To check that a student has been verified.....	13
Multiple Student VET Entry.....	17
Choose the Qualification/Skills set	17
Add the competencies.....	18
Finding your students	20
Choosing the RTO	22
Confirmation of enrolments	23
Multiple Student VET Verification.....	24
Checking Multiple Students VET Verification.....	29
Importing.....	32
Editing VET Records	34
Editing Single VET Results.....	34
Editing Multiple VET results.....	37
Reports	39
Units by Qualification/Skills Set.....	39
VET Qualifications entered as completed	41
VET Result Sheet.....	44

Single VET Entry

South Australian
Certificate of Education
Schools Online

> Home

Students
SACE Classes
VET Enrolments
Reports
Data Exchange
School
Curriculum
Learner Profile
Moderation
Payments
Panels
Submission Management
Investigations
Marking
Electronic Examinations
Admin
Server Admin

Welcome
Welcome to Schools Online.
Contact School:
Last Login Time:
Last Login Host:

Student Transfer
Your school currently has:
0 requests for Transfer Out.
0 pending requests for Transfer In.
0 rejected requests for Transfer In.
0 accepted requests for Transfer In.

Results Sheets Summary
For this result period, your school currently has:

Stage 1	Investigation	Predicted Examination	School Assessment	With Teacher	With Principal's Delegate	With SACE Board
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0

Refresh

Click on the above chart to view a filtered list of your school's Results Sheets. Or [click here](#) to open the School Results Sheet List

[Click here](#) to see Results Sheets for your own classes

- From the Homepage you need to click on the **Students** menu option

> Home > **Students**

Students

Student Search
Create Student
Group Transfer Out
Transfer in Requests
Transfer out Requests
Home Group Allocation
Group TAFE ID Entry
Add Self Directed Learning
Student Reports

SACE Classes
VET Enrolments
Reports
Data Exchange
School

Students

Handling students in Schools Online

This section contains the menu choices for managing students in Schools Online.

The sections are...

- Student Search
- Create Student
- Group Transfer Out
- Transfer In Requests
- Transfer Out Requests
- Home Group Allocation
- Group TAFE ID entry
- Add Self Directed Learning
- Student reports

- Click on the Student Search option

> Home > Students > Student Search (Own School)

Students
Student Search
Create Student
Group Transfer Out
Transfer in Requests
Transfer out Requests
Home Group Allocation
Group TAFE ID Entry
Add Self Directed Learning
Student Reports
SACE Classes
VET Enrolments
Reports
Data Exchange
School

Student Search (Own School)

Student Code

Registration


Surname

Given Names

Date of Birth

Home Group

Year Level

 [Search From Other Schools](#)

- You have 2 options, if the student is from your school type in any of the criteria and press Search.
- If the student is from another school, click on the search from other school's link.

> Home > Students > Student Search (Own School) > Student Search (Other Schools)

Students
Student Search
Create Student
Group Transfer Out
Transfer in Requests
Transfer out Requests
Home Group Allocation
Group TAFE ID Entry
Add Self Directed Learning
Student Reports
SACE Classes
VET Enrolments
Reports
Data Exchange
School


Student Search (Other Schools)

Registration

Surname

Given Names

Date of Birth

 [Search Your Own School](#)

- Search for any of the criteria listed and press Search.
- Click on View Enrolments

> Home > Students > Student Search (Own School) > View Student > View Enrolments

View Enrolments

Student Fish, Goldie
Registration 312227L
Contact School

ATAR ☐ Completion Check ☒

Add to SACE Classes | Add VET Enrolment | Add Self Directed Learning

Select	Year	Subject Code	Subject	Class Number	Var	Sem	Res Due	Status	Assessment Group	Assessment School	Result / Grade	Details
<input type="checkbox"/>	2022	1ABG10	Aboriginal Studies	1		1	D	E				
<input type="checkbox"/>	2022	1ACO10	Accounting	1	A	1	J	E				

Select All | Clear All

Delete Selected Withdraw Selected

- Click on the link Add VET enrolments

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

Add VET Unit of Competency

Student Fish, Goldie TAFE ID
Registration 312227L Home Group
Student Code Fish Year Level 11

Year Resulted by RTO 2022

VET Code

Registered Training Organisation

VET Unit of Competency Code

Result Unresulted

Apprenticeship No

Submit Reset

Recently added Units of Competency Enrolments

Unit Code	VET Unit of Competency	Hours	Stage	RTO	Year	Result	Apprenticeship
-----------	------------------------	-------	-------	-----	------	--------	----------------

- Enter in the information that is in required, click the submit button
- If the student has completed the competency change the Result field to passed, if the student has just enrolled in the competency, then leave this as un-resulted, you can go back and change it later.

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

Add VET Unit of Competency

Student Fish, Goldie TAFE ID
Registration 312227L Home Group
Student Code Fish Year Level 11

Year Resulted by RTO 2022

VET Code BSB30120 Certificate III in Business

Registered Training Organisation 41026 TAFE SA

VET Unit of Competency Code

Result Unresulted

Apprenticeship No

Submit Reset

Recently added Units of Competency Enrolments

Unit Code	VET Unit of Competency	Hours	Stage	RTO	Year	Result	Apprenticeship
-----------	------------------------	-------	-------	-----	------	--------	----------------

- If the student has more than one competency the information for Year Resulted, VET code, RTO, Result and Apprenticeships remain until all of the competencies are successfully enrolled. See the information corresponding with the red text shown in the next picture.

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

Add VET Unit of Competency

Student Fish, Goldie TAFE ID
Registration Home Group
Student Code Fish Year Level 11

Year Resulted by RTO

VET Code Certificate III in Business Stage 2

Registered Training Organisation

VET Unit of Competency Code

Result Hours

Apprenticeship

Recently added Units of Competency Enrolments

Unit Code	VET Unit of Competency	Hours	Stage	RTO	Year	Result	Apprenticeship
BSBWHS607	Apply ergonomics to manage WHS risks	60 hours	2	(41026) TAFE SA	2022	Unresulted	No
BSBITU203	Communicate electronically	20 hours	2	(41026) TAFE SA	2022	Unresulted	No
BSBCUS402	Address customer needs	50 hours	2	(41026) TAFE SA	2022	Unresulted	No
BSBADM407	Administer projects	40 hours	2	(41026) TAFE SA	2022	Unresulted	No

Single Student VET verification

South Australian
Certificate of Education
Schools Online

> Home

Students
SACE Classes
VET Enrolments
Reports
Data Exchange
School
Curriculum
Learner Profile
Moderation
Payments
Panels
Submission
Management
Investigations
Marking
Electronic
Examinations
Admin
Server Admin

Welcome
Welcome to Schools Online.
Contact School:
Last Login Time:
Last Login Host:

Student Transfer
Your school currently has:
0 requests for Transfer Out.
0 pending requests for Transfer In.
0 rejected requests for Transfer In.
0 accepted requests for Transfer In.

Results Sheets Summary
For this result period, your school currently has:

Stage 1	0	0	0	0	With Teacher
Investigation	0	0	0	0	With Principal's Delegate
Predicted Examination	0	0	0	0	With SACE Board
School Assessment	0	0	0	0	

Click on the above chart to view a filtered list of your school's Results Sheets. Or [click here](#) to open the School Results Sheet List

[Click here](#) to see Results Sheets for your own classes

- From the Homepage you need to click on the Students option

> Home > Students

Students
Student Search
Create Student
Group Transfer Out
Transfer in Requests
Transfer out Requests
Home Group Allocation
Group TAFE ID Entry
Add Self Directed Learning
Student Reports
SACE Classes
VET Enrolments
Reports
Data Exchange
School

Students

Handling students in Schools Online

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- Create Student
- Group Transfer Out
- Transfer In Requests
- Transfer Out Requests
- Home Group Allocation
- Group TAFE ID entry
- Add Self Directed Learning
- Student reports

- Then you need to click on the Student Search option

> Home > Students > Student Search (Own School)

Students
Student Search
Create Student
Group Transfer Out
Transfer in Requests
Transfer out Requests
Home Group Allocation
Group TAFE ID Entry
Add Self Directed Learning
Student Reports
SACE Classes
VET Enrolments
Reports
Data Exchange
School

Student Search (Own School)

Student Code

Registration


Surname

Given Names

Date of Birth

Home Group

Year Level

 [Search From Other Schools](#)

- You have 2 options, if the student is from your school type in any of the criteria and press Search.
- If the student is from another school, click on the search from other Schools link.

> Home > Students > Student Search (Own School) > Student Search (Other Schools)


Student Search (Other Schools)

Registration

Surname

Given Names

Date of Birth

 [Search Your Own School](#)

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

VET Enrolments

Reports


Data Exchange







School

- Search for any of the criteria listed and press Search.

> Home > Students > Student Search (Own School) > View Student

View Student

Surname Fish	Student Code Fish	Registration 956463W
Given Names Goldie	Status Enrolled	Contact School 
Title N/A	Address 11 Waymouth Street	TAFE ID N/A
Date of Birth 01 Mar 2002	Suburb Adelaide	Email <input type="text"/>
Gender F	State SA	Declarations
Year Level 11	Postcode 5000	SATAC Y
Home Group N/A	Phone N/A	Schools Y
Registration Date 30 Jul 2025		Media Y
SACE Awarded N/A		Visa Class 571 N

 View Enrolments |
  Maintain Student |
  Transfer Out |
  ATAR |
  Completion Check |
  Student CEA Data

Students

Student Search

Create Student

Group Transfer Out

Transfer in Requests

Transfer out Requests

Home Group Allocation

Group TAFE ID Entry

Add Self Directed Learning

Student Reports

SACE Classes

VET Enrolments

Recognition

Reports

Data Exchange

School

- Click on View Enrolments

> Home > Students > Student Search (Own School) > View Student > View Enrolments

View Enrolments

Student [Fish, Goldie](#)
 Registration 956463W
[Contact School](#)

☐ ATAR | ☒ Completion Check

[Add to SACE Classes](#) | [Add VET Enrolment](#) | [Add Self Directed Learning](#) | [Confirm VET Qualifications](#)

Select	Year	Subject Code	Subject	Class Number	Var	Sem	Res Due	Status	Assessment Group	Assessment School	Result / Grade	Details
<input type="checkbox"/>	2025	1EIF10	Exploring Identities and Futures	3		2	D	E				
<input type="checkbox"/>	2025	1MEM10	Essential Mathematics	1		2	D	E				

VET

BSB30120	Certificate III in Business	Max 70 Credits	490 Hrs	70 Credits	Stage 2
<input type="checkbox"/>	2025 BSBADM407	Administer projects	40/40 Hrs	P	
<input type="checkbox"/>	2025 BSBCRT311	Apply Critical thinking skills in a team environment	40/40 Hrs	P	
<input type="checkbox"/>	2025 BSBESB301	Investigate business opportunities	25/25 Hrs	P	
<input type="checkbox"/>	2025 BSBMED301	Interpret and apply medical terminology appropriately	60/60 Hrs	P	
<input type="checkbox"/>	2025 BSBMED302	Prepare and process medical accounts	30/30 Hrs	P	
<input type="checkbox"/>	2025 BSBMED303	Maintain patient records	20/20 Hrs	P	
<input type="checkbox"/>	2025 BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment	20/20 Hrs	P	
<input type="checkbox"/>	2025 BSBOPS302	Identify business risk	40/40 Hrs	P	
<input type="checkbox"/>	2025 BSBOPS304	Deliver and monitor a service to customers	35/35 Hrs	P	
<input type="checkbox"/>	2025 BSBPEF201	Support personal wellbeing in the workplace	50/50 Hrs	P	
<input type="checkbox"/>	2025 BSBTEC201	Use business software applications	60/60 Hrs	P	
<input type="checkbox"/>	2025 BSBTEC301	Design and produce business documents	80/80 Hrs	P	

- Click on Confirm VET Qualifications

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

Confirm Student's Completed VET

Student [Fish, Goldie](#)
 Registration 956463W
Qualification Title BSB30120 Certificate III in Business

SACE Board Verified No
AQF Certificate Level III
Minimum Hours 455
Stage 2
Year Started 2025
Year Completed 2025

[Upload files/Review](#)

- This is the screen that shows schools if a student's qualification has already been verified by the SACE Board
- Any of the information in red can be changed.

- Click on the Upload files/Review button, you will then be taken to the VET confirmation for Cert III or higher screen

VET confirmation for cert III or higher

Qualification code

BSB30120 - Certificate III in Business

i

- Qualifications will be available for SACE Board verification **only after** the following conditions are met:
 - The Year Completed field is entered
 - The Completed flag is set to "Y"
 - Supporting evidence is uploaded
- Once submitted for verification, the records will be **locked and no longer editable**.
- To be counted as 'Recognised Studies' for Tertiary Entrance calculations, evidence of completion for VET Certificate III or higher must be submitted by the December VET Results cutoff date **1 Dec 2025**

Browse

Prev 1 Next Search:

<input type="checkbox"/>	Registration	Student	Qualification...	Year started	Year complet...	Evidence uploaded	Completed	SACE Board verified
<input type="checkbox"/>	956463W	Goldie, Fish	BSB30120	2025		No files present	N	

Showing 1 to 1 of 1 entries

Prev 1 Next

Save and Submit Reset

- In the year completed drop down box choose the year completed.

<input type="checkbox"/>	Registration	Student	Qualification...	Year started	Year complet...	Evidence uploaded	Completed	SACE Board verified
<input type="checkbox"/>	956463W i	Goldie, Fish	BSB30120	2025	2025	No files present	N	

Showing 1 to 1 of 1 entries

Prev 1 Next

Save and Submit Reset

- Evidence of the students completion will need to be uploaded, using the correct naming conventions **Registration-Qualification Code-free text** e.g. **956463W-BSB30120-Certificate**.
- i** this symbol indicates that there are requirements missing from this student and they will not be able to be verified until all of the requirements have been met, i.e. year completed filled in, files uploaded and the completed flag.
- You can drag and drop these files onto the screen, below the heading bar

VET confirmation for cert III or higher

Qualification code

BSB30120 - Certificate III in Business



- Qualifications will be available for SACE Board verification **only after** the following conditions are met:
 - The **Year Completed** field is entered
 - The **Completed** flag is set to 'Y'
 - Supporting **evidence** is **uploaded**
 Once submitted for verification, the records will be **locked** and no longer editable.
- To be counted as 'Recognised Studies' for Tertiary Entrance calculations, evidence of completion for VET Certificate III or higher must be submitted by the December VET Results cutoff date **1 Dec 2025**

Drop files here

+ Copy

Save and Submit

Reset

Upload information

1 file is uploading

Close

- Click on the 'Close' button

<input type="checkbox"/>	Registration	Student	Qualification...	Year started	Year complet...	Evidence uploaded	Completed	SACE Board verified
<input type="checkbox"/>	956463W	Goldie, Fish	BSB30120	2025	2025	1	N	

Showing 1 to 1 of 1 entries

Prev 1 Next

Save and Submit Reset

- You will then need to change the completed field to 'Y', by clicking on the dropdown box

<input type="checkbox"/>	Registration	Student	Qualification...	Year started	Year complet...	Evidence uploaded	Completed	SACE Board verified
<input type="checkbox"/>	956463W	Goldie, Fish	BSB30120	2025	2025	1	Y	

Showing 1 to 1 of 1 entries

Prev 1 Next

Save and Submit Reset

- Click on the checkbox, and the 'Save and Submit' button will populate.

<input type="checkbox"/>	Registration	Student	Qualification...	Year started	Year complet...	Evidence uploaded	Completed	SACE Board verified
<input checked="" type="checkbox"/>	956463W	Goldie, Fish	BSB30120	2025	2025 ▼	1	<input checked="" type="checkbox"/>	<input type="button" value="Y ▼"/>

Showing 1 to 1 of 1 entries

Prev 1 Next

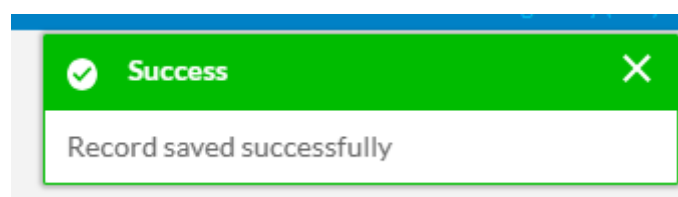
- Click on the Save and submit button, this will send this to the SACE Board for Verification
- You will need to click on the Accept button in the acknowledgement

Acknowledgement

The principal/principals's delegate has verified that the submitted student(s) have completed a VET qualification at AQF Certificate Level III or above for use in the calculation of the ATAR or TAFE SA selection score. In order to verify this, the principal/principal's delegate has confirmed 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

- You will receive a pop up in the right-hand corner of the screen, telling you that the record has been saved



- You will now be locked out from the record and will not be able to make any changes to it, whilst the SACE Board does the verification process.

Registration	Student	Qualification...	Year started	Year complet...	Evidence uploaded	Completed	SACE Board verified
956463W	Goldie, Fish	BSB30120	2025	2025	1		

Showing 1 to 1 of 1 entries

Prev 1 Next

Save and Submit Reset

- Once the SACE Board has completed verification, the word 'Yes' will appear in the 'SACE Board Verified' column.

Registration	Student	Qualification...	Year started	Year complet...	Evidence uploaded	Completed	SACE Board verified
956463W	Goldie, Fish	BSB30120	2025	2025	1		Yes

Showing 1 to 1 of 1 entries

Prev 1 Next

Save and Submit Reset

To check that a student has been verified

- To confirm that a student has been verified, you can either check the 'VET Confirmation for Cert III or Higher' screen—where a 'Yes' will appear in the 'SACE Board Verified' column, or use the individual student view, as outlined below.

South Australian
Certificate of Education
Schools Online

> Home

- Students
- SACE Classes
- VET Enrolments
- Reports
- Data Exchange
- School
- Curriculum
- Learner Profile
- Moderation
- Payments
- Panels
- Submission Management
- Investigations
- Marking
- Electronic Examinations
- Admin
- Server Admin

Welcome to Schools Online.

Contact School:
Last Login Time:
Last Login Host:

Student Transfer

Your school currently has:

- 0 requests for Transfer Out.
- 0 pending requests for Transfer In.
- 0 rejected requests for Transfer In.
- 0 accepted requests for Transfer In.

Results Sheets Summary

For this result period, your school currently has:

Stage 1	0	0	0	0	With Teacher
Investigation	0	0	0	0	With Principal's Delegate
Predicted Examination	0	0	0	0	With SACE Board
School Assessment	0	0	0	0	

Refresh

Click on the above chart to view a filtered list of your school's Results Sheets. Or [click here](#) to open the School Results Sheet List

[Click here](#) to see Results Sheets for your own classes

- From the Homepage you need to click on the 'Students' option

> Home > Students

Students
Student Search
Create Student
Group Transfer Out
Transfer in Requests
Transfer out Requests
Home Group Allocation
Group TAFE ID Entry
Add Self Directed Learning
Student Reports
SACE Classes
VET Enrolments
Reports
Data Exchange
School

Students

Handling students in Schools Online

This section contains the menu choices for managing students in Schools Online.

The sections are...

- Student Search
- Create Student
- Group Transfer Out
- Transfer In Requests
- Transfer Out Requests
- Home Group Allocation
- Group TAFE ID entry
- Add Self Directed Learning
- Student reports

- Then you need to click on the 'Student Search' option

> Home > Students > Student Search (Own School)

Students
Student Search
Create Student
Group Transfer Out
Transfer in Requests
Transfer out Requests
Home Group Allocation
Group TAFE ID Entry
Add Self Directed Learning
Student Reports
SACE Classes
VET Enrolments
Reports
Data Exchange
School

Student Search (Own School)

Student Code

Registration


Surname

Given Names

Date of Birth

Home Group

Year Level

 [Search From Other Schools](#)

- You have 2 options if the student is from your school type in any of the criteria and press Search.
- If the student is from another school, click on the search from other schools link.

> Home > Students > Student Search (Own School) > Student Search (Other Schools)

Students

- Student Search
- Create Student
- Group Transfer Out
- Transfer in Requests
- Transfer out Requests
- Home Group Allocation
- Group TAFE ID Entry
- Add Self Directed Learning
- Student Reports

SACE Classes

VET Enrolments

Reports

Data Exchange

School


Student Search (Other Schools)

Registration

Surname

Given Names

Date of Birth

 [Search Your Own School](#)

- Search for any of the criteria listed and press Search.

Students

- Student Search
- Create Student
- Group Transfer Out
- Transfer in Requests
- Transfer out Requests
- Home Group Allocation
- Group TAFE ID Entry
- Add Self Directed Learning
- Student Reports



SACE Classes

VET Enrolments

Reports

View Student

Surname	Fish	Student Code	Fish	Registration	956463W
Given Names	Goldie	Status	Enrolled	Contact School	
Title	N/A	Address	11 Waymouth Street	TAFE ID	N/A
Date of Birth	01 Mar 2002	Suburb	Adelaide	Email	
Gender	F	State	SA	Declarations	
Year Level	11	Postcode	5000	SATAC	Y
Home Group	N/A	Phone	N/A	Schools	Y
Registration Date	30 Jul 2025			Media	Y
SACE Awarded	N/A			Visa Class	571 N

 [View Enrolments](#) |  [Maintain Student](#) |  [Transfer Out](#) |  [ATAR](#) |  [Completion Check](#) |  [Student CEA Data](#)

- Click on View Enrolments

> Home > Students > Student Search (Own School) > View Student > View Enrolments

Students

- Student Search
- Create Student
- Group Transfer Out
- Transfer in Requests
- Transfer out Requests
- Home Group Allocation
- Group TAFE ID Entry
- Add Self Directed Learning
- Student Reports

SACE Classes

VET Enrolments

Reports

Data Exchange

School

Examination

Materials

View Enrolments

Student Fish, Goldie
Registration 956463W
Contact School

ATAR | ☒ Completion Check

[Add to SACE Classes](#) | [Add VET Enrolment](#) | [Add Self Directed Learning](#) | [Confirm VET Qualifications](#)

Select	Year	Subject Code	Subject	Class Number	Var	Sem	Res Due	Status	Assessment Group	Assessment School	Result / Grade	Details
<input type="checkbox"/>	2025	1EIF10	Exploring Identities and Futures	3		2	D	E				
<input type="checkbox"/>	2025	1MEM10	Essential Mathematics	1		2	D	E				

VET

BSB30120	Certificate III in Business	Max 70 Credits	490 Hrs	70 Credits	Stage 2
<input type="checkbox"/>	2025 BSBADM407	Administer projects	40/40 Hrs	P	
<input type="checkbox"/>	2025 BSBCRT311	Apply Critical thinking skills in a team environment	40/40 Hrs	P	
<input type="checkbox"/>	2025 BSBESB301	Investigate business opportunities	25/25 Hrs	P	
<input type="checkbox"/>	2025 BSBMED301	Interpret and apply medical terminology appropriately	60/60 Hrs	P	
<input type="checkbox"/>	2025 BSBMED302	Prepare and process medical accounts	30/30 Hrs	P	
<input type="checkbox"/>	2025 BSBMED303	Maintain patient records	20/20 Hrs	P	
<input type="checkbox"/>	2025 BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment	20/20 Hrs	P	
<input type="checkbox"/>	2025 BSBOPS302	Identify business risk	40/40 Hrs	P	
<input type="checkbox"/>	2025 BSBOPS304	Deliver and monitor a service to customers	35/35 Hrs	P	
<input type="checkbox"/>	2025 BSBPEF201	Support personal wellbeing in the workplace	50/50 Hrs	P	
<input type="checkbox"/>	2025 BSBTEC201	Use business software applications	60/60 Hrs	P	
<input type="checkbox"/>	2025 BSBTEC301	Design and produce business documents	80/80 Hrs	P	

Select All | Clear All

Delete Selected Withdraw Selected

- Click on the confirm VET Qualifications link

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

Students

- Student Search
- Create Student
- Group Transfer Out
- Transfer in Requests
- Transfer out Requests
- Home Group Allocation
- Group TAFE ID Entry
- Add Self Directed Learning
- Student Reports

SACE Classes

VET Enrolments

Reports

Data Exchange

School

Examination

Materials

Confirm Student's Completed VET

Student Fish, Goldie
Registration 956463W

Qualification Title BSB30120 Certificate III in Business ▼

SACE Board Verified Yes

AQF Certificate Level III

Minimum Hours 455

Stage 2

Year Started 2025

Year Completed 2025

Upload files/Review

- The record now shows 'Yes' for SACE Board verified.

Multiple Student VET Entry

South Australian
Certificate of Education
Schools Online

> Home

Students
SACE Classes
VET Enrolments
Reports
Data Exchange
School
Curriculum
Learner Profile
Moderation
Payments
Panels
Submission Management
Investigations
Marking
Electronic Examinations
Admin
Server Admin

Welcome
Welcome to Schools Online.
Contact School:
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Student Transfer
Your school currently has:
0 requests for Transfer Out.
0 pending requests for Transfer In.
0 rejected requests for Transfer In.
0 accepted requests for Transfer In.

Results Sheets Summary
For this result period, your school currently has:

	0	0	0	0
Stage 1	0	0	0	0
Investigation	0	0	0	0
Predicted Examination	0	0	0	0
School Assessment	0	0	0	0

Refresh

Click on the above chart to view a filtered list of your school's Results Sheets. Or [click here](#) to open the School Results Sheet List
[Click here](#) to see Results Sheets for your own classes

- From the schools online homepage you need to go to VET Enrolments

> Home > VET Enrolments

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports
Reports
Data Exchange
School

VET Enrolments

VET Enrolments Home Page

The VET enrolments section includes these actions...

- List Students by VET
- Create VET Enrolments
- Confirm Completed VET
- Search and Download (for EDSAS) VET Reference Data
- Print VET reports

Choose the Qualification/Skills set

- Click on Add Multiple VET Results

> Home > VET Enrolments > Add Multiple VET Results (Current)

Students	Add Multiple VET Results (Current)			
SACE Classes	Step 1 - VET	Step 2 - VET Units of Competency	Step 3 - Student	Finish - Create VET Enrolments
VET Enrolments	Summary			
List Students by VET	Either select a commonly used VET			
Add Multiple VET Results	VET Code	VET Title	SACE Credits (Min - Max)	SACE Stage
Confirm Completed VET	AUR20516	Certificate II in Automotive Servicing Technology	50 - 50	2
VET Data References	BSB20115	Certificate II in Business	45 - 50	1
VET Reports	BSB30115	Certificate III in Business	70 - 75	2
Reports	CHC30113	Certificate III in Early Childhood Education and Care	110 - 115	2
Data Exchange	CPC10111	Certificate I in Construction	40 - 45	1
School	CPC20211	Certificate II in Construction Pathways	25 - 85	1
Curriculum	CPC30211	Certificate III in Carpentry	115 - 165	2
Moderation	CPC32612	Certificate III in Roof Plumbing	60 - 65	2
Payments	CUA30915	Certificate III in Music Industry	55 - 60	2
Panels	CUA31015	Certificate III in Screen and Media	70 - 75	2
Submission	CUA31115	Certificate III in Visual Arts	70 - 75	2
Management	FBP20117	Certificate II in Food Processing	75 - 80	1
Investigations				

- Choose the Qualification/Skills set by clicking on the code.
- Or search for it using any of the criteria below and clicking on the search button

Or search for VET

Year Resulted by RTO

VET Code

VET Title

Industry Area

Student Surname

SACE Stage

AQF Certificate Level

Sort Options

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

☐ Filter skills sets

- Click on the add to selected list button
- Once the entry appears in the list on the right-hand side of the screen press the Next step button

Add the competencies

- Choose the competencies that the student/s have done
- Click the add to selected list button

> Home > VET Enrolments > Add Multiple VET Results (Current)

Add Multiple VET Results (Current)

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

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

Unit Code	VET Unit of Competency	Hours	SACE Stage
<input checked="" type="checkbox"/> BSBADM407	Administer projects	40	2
<input checked="" type="checkbox"/> BSBATSI411	Communicate with the community	30	2
<input checked="" type="checkbox"/> BSBCEM101	Apply basic communication skills	40	2
<input checked="" type="checkbox"/> BSBCEM402	Address customer needs	50	2
<input type="checkbox"/> BSBDES403	Develop and extend design skills and practice	30	2
<input type="checkbox"/> BSBITU203	Communicate electronically	20	2
<input type="checkbox"/> BSBLEG301	Apply knowledge of the legal system to complete tasks	80	2
<input type="checkbox"/> BSBMKG402	Analyse consumer behaviour for specific markets	60	2
<input checked="" type="checkbox"/> BSBREL402	Build client relationships and business networks	50	2
<input type="checkbox"/> BSBRES401	Analyse and present research information	40	2
<input checked="" type="checkbox"/> BSBRSMB201	Identify suitability for micro business	20	2
<input checked="" type="checkbox"/> BSBTEC201	Use business software applications	60	2
<input checked="" type="checkbox"/> BSBTEC202	Use digital technologies to communicate in a work environment	20	2
<input checked="" type="checkbox"/> BSBTEC301	Design and produce business documents	80	2
<input type="checkbox"/> BSBWHS607	Apply ergonomics to manage WHS risks	60	2
<input type="checkbox"/> BSBWRT401	Write complex documents	50	2
<input type="checkbox"/> ICTICT424	Address cyber security requirements	80	2
<input type="checkbox"/> ICTTEN504	Acceptance test new systems and equipment	70	2

Selected VET
BSB30120
Certificate III in Business
(0) Selected VET Units of Competency
[Select all](#) [Unselect all](#)
[Remove From List](#)

- If the competencies are not in the list you can search for them using any of the criteria below and click on the search button

Or search for VET Units of Competency

Year Resulted by RTO

VET Unit of Competency Name

Unit Code

TAFE SA Code

Qualification Title

Nominal Hours From to

Sort Options

- Check the tick box and then click on the add to selected list button

Add Multiple VET Results (Current)

Step 1 - VET **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"/> BSBADM407	Administer projects	40	2
<input type="checkbox"/> BSBATSI411	Communicate with the community	30	2
<input type="checkbox"/> BSBCEM101	Apply basic communication skills	40	2
<input type="checkbox"/> BSBCEU402	Address customer needs	50	2
<input type="checkbox"/> BSBDES403	Develop and extend design skills and practice	30	2
<input type="checkbox"/> BSBITU203	Communicate electronically	20	2
<input type="checkbox"/> BSBLEG301	Apply knowledge of the legal system to complete tasks	80	2
<input type="checkbox"/> BSBMKG402	Analyse consumer behaviour for specific markets	60	2
<input type="checkbox"/> BSBREL402	Build client relationships and business networks	50	2
<input type="checkbox"/> BSBRES401	Analyse and present research information	40	2
<input type="checkbox"/> BSB SMB201	Identify suitability for micro business	20	2
<input type="checkbox"/> BSBTEC201	Use business software applications	60	2
<input type="checkbox"/> BSBTEC202	Use digital technologies to communicate in a work environment	20	2
<input type="checkbox"/> BSBTEC301	Design and produce business documents	80	2
<input type="checkbox"/> BSBWHS607	Apply ergonomics to manage WHS risks	60	2
<input type="checkbox"/> BSBWRT401	Write complex documents	50	2
<input type="checkbox"/> ICTICT424	Address cyber security requirements	80	2
<input type="checkbox"/> ICTTEN504	Acceptance test new systems and equipment	70	2

Select all Unselect all
Add To Selected List

Selected VET
BSB30120
Certificate III in Business

(9) Selected VET Units of Competency

- ☐ BSBADM407
Administer projects
- ☐ BSBATSI411
Communicate with the community
- ☐ BSBCEM101
Apply basic communication skills
- ☐ BSBCEU402
Address customer needs
- ☐ BSBREL402
Build client relationships and business networks
- ☐ BSB SMB201
Identify suitability for micro business
- ☐ BSBTEC201
Use business software applications
- ☐ BSBTEC202
Use digital technologies to communicate in a work environment
- ☐ BSBTEC301
Design and produce business documents

Select all Unselect all
Remove From List

- Once the entry appears in the list on the right-hand side of the screen press the Next step button

Back to Previous Step

Next Step

Finding your students

- Search for the students using any of the criteria below

Add Multiple VET Results (Current)

Step 1 - VET 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

SACE Class

Year Level

Students at my school ☒ Students from another school ☐

Search Reset

Selected VET
BSB30120
Certificate III in Business

(9) Selected VET Units of Competency

- BSBREL402
Build client relationships and business networks
- BSBATSI411
Communicate with the community
- BSB SMB201
Identify suitability for micro business
- BSBCEM101
Apply basic communication skills
- BSBTEC201
Use business software applications
- BSBTEC202
Use digital technologies to communicate in a work environment
- BSBTEC301
Design and produce business documents
- BSBADM407
Administer projects
- BSBCEU402
Address customer needs

(0) Selected Students

Select all Unselect all
Remove From List

Back to Previous Step Next Step

- In the list check the box next to the student and then click the add to selected list



Add Multiple VET Results (Current)

Step 1 - VET 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"/> 264706G	Bear, Koala	KBEAR	20 May 2005	
<input type="checkbox"/> 617588W	Roo, Kanga	kROO	20 May 2005	

◀ Page 1 of 1 ▶

[Select all](#) [Unselect all](#)

Selected VET

BSB30120
Certificate III in Business

(9) Selected VET Units of Competency

BSBATSIC411
Communicate with the community

BSBSMB201
Identify suitability for micro business

BSBCMM101
Apply basic communication skills

BSBMKG402
Analyse consumer behaviour for specific markets

BSBTEC201
Use business software applications

BSBTEC202
Use digital technologies to communicate in a work environment

BSBTEC301
Design and produce business documents

BSBADM407
Administer projects

BSBCUS402
Address customer needs

(0) Selected Students

[Select all](#) [Unselect all](#)

Add Multiple VET Results (Current)

Step 1 - VET 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"/> 264706G	Bear, Koala	KBEAR	20 May 2005	
<input type="checkbox"/> 617588W	Roo, Kanga	kROO	20 May 2005	

◀ Page 1 of 1 ▶

[Select all](#) [Unselect all](#)

Selected VET

BSB30120
Certificate III in Business

(9) Selected VET Units of Competency

BSBATSIC411
Communicate with the community

BSBSMB201
Identify suitability for micro business

BSBCMM101
Apply basic communication skills

BSBMKG402
Analyse consumer behaviour for specific markets

BSBTEC201
Use business software applications

BSBTEC202
Use digital technologies to communicate in a work environment

BSBTEC301
Design and produce business documents

BSBADM407
Administer projects

BSBCUS402
Address customer needs

(2) Selected Students

☐ 264706G
Bear, Koala

☐ 617588W
Roo, Kanga

[Select all](#) [Unselect all](#)

- Once the entry appears in the list on the right-hand side of the screen press the Next step button



Choosing the RTO

> Home > VET Enrolments > Add Multiple VET Results (Current)

Add Multiple VET Results (Current)

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

Selected VET		Stage 2	AQF Level 3
BSB30120	Certificate III in Business		
(9) Selected VET Units of Competency			
BSBATSIC411	Communicate with the community	30 Hrs	
BSBSMB201	Identify suitability for micro business	20 Hrs	
BSBCMM101	Apply basic communication skills	40 Hrs	
BSBMKG402	Analyse consumer behaviour for specific markets	60 Hrs	
BSBTCEC201	Use business software applications	60 Hrs	
BSBTCEC202	Use digital technologies to communicate in a work environment	20 Hrs	
BSBTCEC301	Design and produce business documents	80 Hrs	
BSBADM407	Administer projects	40 Hrs	
BSBCUS402	Address customer needs	50 Hrs	

Registration	Student Name	Apprenticeship	Result	Year Resulted by RTO
Set common values for the selected students		No ▼	Passed ▼	2022
RTO ▼				
<input type="checkbox"/> 617588W	Roo, Kanga			
<input type="checkbox"/> 264706G	Bear, Koala			

[Select all](#) [Unselect all](#)

Create Enrolments

[Back to Previous Step](#) [Finish](#)

Created VET Units of Competency Enrolments

Registration	Student Name	VET Unit of Competency	Hours	Result	RTO	Year
--------------	--------------	------------------------	-------	--------	-----	------

- In the drop-down list choose the RTO
- Click the check box next to each student that you are enrolling for this RTO
- Click the create enrolments button

in.uat.saceboard.sa.gov.au says

This will enrol 2 students in the 9 VET units of competency. Do you want to continue?

[OK](#) [Cancel](#)

- Click the OK button

Add Multiple VET Results (Current)

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

Selected VET	Certificate III in Business	Stage 2	AQF Level 3
(9) Selected VET Units of Competency			
BSBATSIC411	Communicate with the community	30 Hrs	
BSBSMB201	Identify suitability for micro business	20 Hrs	
BSBCMM101	Apply basic communication skills	40 Hrs	
BSBMKG402	Analyse consumer behaviour for specific markets	60 Hrs	
BSBTEC201	Use business software applications	60 Hrs	
BSBTEC202	Use digital technologies to communicate in a work environment	20 Hrs	
BSBTEC301	Design and produce business documents	80 Hrs	
BSBADM407	Administer projects	40 Hrs	
BSBCUS402	Address customer needs	50 Hrs	

Registration	Student Name	Apprenticeship	Result	Year Resulted by RTO
Set common values for the selected students				
RTO	(41026) TAFE SA	No	Passed	2022

Select all Unselect all

Create Enrolments

Back to Previous Step Finish

Registration	Student Name	VET Unit of Competency	Hours	Result	RTO	Year
617588W	Roo, Kanga	BSBATSIC411 Communicate with the community	30 Hrs	Passed	41026	2022
		BSBSMB201 Identify suitability for micro business	20 Hrs	Passed	41026	2022
		BSBCMM101 Apply basic communication skills	40 Hrs	Passed	41026	2022
		BSBMKG402 Analyse consumer behaviour for specific markets	60 Hrs	Passed	41026	2022
		BSBTEC201 Use business software applications	60 Hrs	Passed	41026	2022
		BSBTEC202 Use digital technologies to communicate in a work environment	20 Hrs	Passed	41026	2022
		BSBTEC301 Design and produce business documents	80 Hrs	Passed	41026	2022
		BSBADM407 Administer projects	40 Hrs	Passed	41026	2022
		BSBCUS402 Address customer needs	50 Hrs	Passed	41026	2022
264706G	Bear, Koala	BSBATSIC411 Communicate with the community	30 Hrs	Passed	41026	2022
		BSBSMB201 Identify suitability for micro business	20 Hrs	Passed	41026	2022
		BSBCMM101 Apply basic communication skills	40 Hrs	Passed	41026	2022

Confirmation of enrolments

- Once the enrolments have been entered successfully the following screen will appear.

Add Multiple VET Results (Current)

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

Registration	Student Name	VET Unit of Competency	Hours	Result	RTO	Year
617588W	Roo, Kanga	(BSBATSIC411) Communicate with the community	30 Hrs	Passed	41026	2022
		(BSBSMB201) Identify suitability for micro business	20 Hrs	Passed	41026	2022
		(BSBCMM101) Apply basic communication skills	40 Hrs	Passed	41026	2022
		(BSBMKG402) Analyse consumer behaviour for specific markets	60 Hrs	Passed	41026	2022
		(BSBTEC201) Use business software applications	60 Hrs	Passed	41026	2022
		(BSBTEC202) Use digital technologies to communicate in a work environment	20 Hrs	Passed	41026	2022
		(BSBTEC301) Design and produce business documents	80 Hrs	Passed	41026	2022
		(BSBADM407) Administer projects	40 Hrs	Passed	41026	2022
		(BSBCUS402) Address customer needs	50 Hrs	Passed	41026	2022
264706G	Bear, Koala	(BSBATSIC411) Communicate with the community	30 Hrs	Passed	41026	2022
		(BSBSMB201) Identify suitability for micro business	20 Hrs	Passed	41026	2022
		(BSBCMM101) Apply basic communication skills	40 Hrs	Passed	41026	2022
		(BSBMKG402) Analyse consumer behaviour for specific markets	60 Hrs	Passed	41026	2022
		(BSBTEC201) Use business software applications	60 Hrs	Passed	41026	2022
		(BSBTEC202) Use digital technologies to communicate in a work environment	20 Hrs	Passed	41026	2022
		(BSBTEC301) Design and produce business documents	80 Hrs	Passed	41026	2022
		(BSBADM407) Administer projects	40 Hrs	Passed	41026	2022
		(BSBCUS402) Address customer needs	50 Hrs	Passed	41026	2022

Multiple Student VET Verification

South Australian
Certificate of Education
Schools Online

> Home

Students
SACE Classes
VET Enrolments
Reports
Data Exchange
School
Curriculum
Learner Profile
Moderation
Payments
Panels
Submission Management
Investigations
Marking
Electronic Examinations
Admin
Server Admin

Welcome
Welcome to Schools Online.
Contact School:
Last Login Time:
Last Login Host:

Student Transfer
Your school currently has:
0 requests for Transfer Out.
0 pending requests for Transfer In.
0 rejected requests for Transfer In.
0 accepted requests for Transfer In.

Results Sheets Summary
For this result period, your school currently has:

	Stage 1	Investigation	Predicted Examination	School Assessment	With Teacher	With Principal's Delegate	With SACE Board
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0

Refresh

Click on the above chart to view a filtered list of your school's Results Sheets. Or [click here](#) to open the School Results Sheet List

[Click here](#) to see Results Sheets for your own classes

- From the schools online homepage you need to go to VET Enrolments

> Home > VET Enrolments

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports
Reports
Data Exchange
School

VET Enrolments

VET Enrolments Home Page

The VET enrolments section includes these actions...

- List Students by VET
- Create VET Enrolments
- Confirm Completed VET
- Search and Download (for EDSAS) VET Reference Data
- Print VET reports

- Click on 'Confirmed Completed VET' Qualifications

VET Confirmation

Qualification Code	Qualification Title	AQF	Year Started	
ACM10117	Certificate I in Animal Studies	1	2019	■ ■ ■
ACM20110	Certificate II in Animal Studies	2	2020	■ ■ ■
AHC20416	Certificate II in Horticulture	2	2020	■ ■ ■
AUR20516	Certificate II in Automotive Servicing Technology	2	2020	■ ■ ■
BSB20115	Certificate II in Business	2	2019	■ ■ ■
BSB30115	Certificate III in Business	3	2021	■ ■ ■
BSB30120	Certificate III in Business	3	2022	■ ■ ■
CHC33015	Certificate III in Individual Support	3	2020	■ ■ ■
CPC10111	Certificate I in Construction	1	2020	■ ■ ■
CPC20112	Certificate II in Construction	2	2020	■ ■ ■
CPC20211	Certificate II in Construction Pathways	2	2019	■ ■ ■
CPC30211	Certificate III in Carpentry	3	2021	■ ■ ■
CUA31015	Certificate III in Screen and Media	3	2019	■ ■ ■
CUA31115	Certificate III in Visual Arts	3	2020	■ ■ ■

- Click on the Cert III or higher VET qualification you want to verify for the students.

VET confirmation for Cert III or higher

Qualification code
BSB30115 - Certificate III in Business

Qualifications will be available for SACE Board verification **only after** the following conditions are met:

- The **Year Completed** field is entered
- The **Completed** flag is set to 'Y'
- Supporting evidence is uploaded**

Once submitted for verification, the records will be **locked and no longer editable**.

To be counted as 'Recognised Studies' for Tertiary Entrance calculations, evidence of completion for VET Certificate III or higher must be submitted by the December VET Results cutoff date **1 Dec 2025**

Browse

Prev 1 Next Search:

<input type="checkbox"/>	Registration	Student	Qualification...	Year started	Year complet...	Evidence uploaded	Completed	SACE Board verified
<input type="checkbox"/>	215408F	Hills, Patrick Michael	BSB30115	2021	▼	No files present	N ▼	
	989630F	Whittaker, OLIVER GEORGE	BSB30115	2020	2020 ▼	No files present	Y ▼	Yes

Showing 1 to 2 of 2 entries
Prev 1 Next

Save and Submit
Reset

- In the year completed drop down box choose the year completed.

<input type="checkbox"/>	Registration	Student	Qualification...	Year started	Year complet...	Evidence uploaded	Completed	SACE Board verified
<input type="checkbox"/>	215408F ⓘ	Hills, Patrick Michael	BSB30115	2021	2025 ▼	No files present	N ▼	
	989630F	Whittaker, OLIVER GEORGE	BSB30115	2020	2020 ▼	No files present	Y ▼	Yes

Showing 1 to 2 of 2 entries

Prev 1 Next

Save and Submit Reset

- Evidence of the students completion will need to be uploaded, using the correct naming conventions **Registration-Qualification Code-free text** e.g. **215408F-BSB30115-Certificate**.
- ⓘ this symbol indicates that there are requirements missing from this student and they will not be able to be verified until all the requirements have been met, i.e. year completed filled in, files uploaded and the completed flag.
- You can drag and drop these files onto the screen, below the heading bar, if you have multiple students, you can drop all of the files at the same time

VET confirmation for cert III or higher

Qualification code

BSB30120 - Certificate III in Business ▼

ⓘ

- Qualifications will be available for SACE Board verification **only after** the following conditions are met:
 - The **Year Completed** field is entered
 - The **Completed** flag is set to 'Y'
 - Supporting **evidence is uploaded**
- Once submitted for verification, the records will be **locked and no longer editable**.
- To be counted as 'Recognised Studies' for Tertiary Entrance calculations, evidence of completion for VET Certificate III or higher must be submitted by the December VET Results cutoff date **1 Dec 2025**

Drop files here

+ Copy

Save and Submit Reset



- Click on the 'Close' button

<input type="checkbox"/>	Registration	Student	Qualification...	Year started	Year complet...	Evidence uploaded	Completed	SACE Board verified
<input type="checkbox"/>	215408F	Hills, Patrick Michael	BSB30115	2021	2025	+ 1	N	
	989630F	Whittaker, OLIVER GEORGE	BSB30115	2020	2020	No files present	Y	Yes

Showing 1 to 2 of 2 entries

Prev 1 Next

Save and Submit Reset

- The 'Completed' field will now be enabled, update the field to 'Y'.

<input type="checkbox"/>	Registration	Student	Qualification...	Year started	Year complet...	Evidence uploaded	Completed	SACE Board verified
<input type="checkbox"/>	215408F	Hills, Patrick Michael	BSB30115	2021	2025	+ 1	Y	
	989630F	Whittaker, OLIVER GEORGE	BSB30115	2020	2020	No files present	Y	Yes

Showing 1 to 2 of 2 entries

Prev 1 Next

Save and Submit Reset

- Select the checkbox beside the appropriate student(s). The Save and Submit button will activate once selections are made.

<input type="checkbox"/>	Registration	Student	Qualification...	Year started	Year complet...	Evidence uploaded	Completed	SACE Board verified
<input checked="" type="checkbox"/>	215408F	Hills, Patrick Michael	BSB30115	2021	2025	+ 1	Y	
	989630F	Whittaker, OLIVER GEORGE	BSB30115	2020	2020	No files present	Y	Yes

Showing 1 to 2 of 2 entries

Prev 1 Next

Save and Submit Reset

- Click the 'Save and Submit' button to send the verification request to the SACE Board.
- You will then need to click on the 'Accept' button in the acknowledgement pop-up

! Acknowledgement

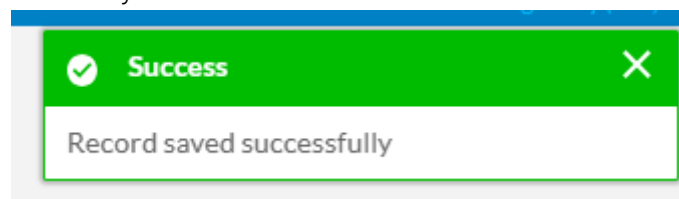
The principal/principals's delegate has verified that the submitted student(s) have completed a VET qualification at AQF Certificate Level III or above for use in the calculation of the ATAR or TAFE SA selection score. In order to verify this, the principal/principal's delegate has confirmed that:

- 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

Accept

Reject

- You will receive a pop up in the right-hand corner of the screen, telling you that the record has been saved successfully.



- You will now be locked out from the record and will not be able to make any changes to it, whilst the SACE Board does the verification process.

<input type="checkbox"/>	Registration	Student	Qualification...	Year started	Year complet...	Evidence uploaded	Completed	SACE Board verified
	215408F	Hills, Patrick Michael	BSB30115	2021	2025	1	Y	
	989630F	Whittaker, OLIVER GEORGE	BSB30115	2020	2020	No files present	Y	Yes

Showing 1 to 2 of 2 entries

Prev 1 Next

Save and Submit Reset

- The 'SACE Board Verified' column will display 'Yes' once the evidence has been reviewed and verified by the SACE Board.

<input type="checkbox"/>	Registration	Student	Qualification...	Year started	Year complet...	Evidence uploaded	Completed	SACE Board verified
	215408F	Hills, Patrick Michael	BSB30115	2021	2025 ▾	1	Y ▾	Yes
	989630F	Whittaker, OLIVER GEORGE	BSB30115	2020	2020 ▾	No files present	Y ▾	Yes

Showing 1 to 2 of 2 entries

Prev 1 Next

Save and Submit Reset

Checking Multiple Students VET Verification

- You then need to click on VET enrolments on the side menu

> Home > VET Enrolments

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET

Results

Confirm Completed VET

VET Data References

VET Reports

Reports

Data Exchange

School

VET Enrolments

VET Enrolments Home Page

The VET enrolments section includes these actions...

- List Students by VET
- Create VET Enrolments
- Confirm Completed VET
- Search and Download (for EDSAS) VET Reference Data
- Print VET reports

- Click on VET Reports

> Home > VET Enrolments > VET Reports Selection

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports

VET Reports Selection

Report Type

OK

- Choose VET Qualifications entered as completed
- Click the OK Button

> Home > VET Enrolments > VET Reports Selection

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports

VET Reports Selection

Report Type

OK

- Type in the criteria for you search

> Home > VET Enrolments > VET Reports Selection > VET entered as Completed

VET entered as Completed

Year

VET Code

VET Title

Industry Area

AQF Certificate Level

☐ Certificate I

☐ Certificate II

☒ Certificate III

☒ Certificate IV and above

Attention

Action

- Click the go button

> Home > VET Enrolments > VET Reports Selection > VET Verification > Report Status

Students

SACE Classes

VET Enrolments

Reports

Report Status

Student Reports

SACE Class Reports

VET Reports

Results Reports

SACE Schools Data

Data Exchange

Report Status

Running Reports

Report Name

Time Started

Status

Action

No Reports

Uncollected Reports

Report Name

Time Finished

Status

Action

VET Qualification Verification

27/Apr/2022 02:47 PM

COMPLETED

Open | Remove

- You will be given the option to open or save the document.
- A pdf report will be displayed when you click open.

OFFICIAL: Sensitive

VET Qualifications entered as completed reportAttention:
Action :Printed On :
At :

Student Code	Student Name	Registration	Year Started	Year Completed	Parchment Issued	SACE Board Verified
VET Qualification Name: Certificate III in Business			VET Qualification Code: BSB30120			
Bear	Bear, PANDA	543778F	2022	2022	Y	N
Fish	Fish, Goldie	312227L	2022	2022	N	N
Llama	Llama, Drama	463319E	2022	2022	Y	N
Total Students: 3						

Certificate 1	0
Certificate 2	0
Certificate 3	3
Certificate 4 and above	0
Total	3

*** End of Report ***

Importing

- From the schools Online Home screen

South Australian
Certificate of Education
Schools Online

> Home

Students
SACE Classes
VET Enrolments
Reports
Data Exchange
School
Curriculum
Learner Profile
Moderation
Payments
Panels
Submission Management
Investigations
Marking
Electronic Examinations
Admin
Server Admin

Welcome
Welcome to Schools Online.
Contact School:
Last Login Time:
Last Login Host:

Student Transfer
Your school currently has:
0 requests for Transfer Out.
0 pending requests for Transfer In.
0 rejected requests for Transfer In.
0 accepted requests for Transfer In.

Results Sheets Summary
For this result period, your school currently has:

Stage 1	0	0	0	0	With Teacher
Investigation	0	0	0	0	With Principal's Delegate
Predicted Examination	0	0	0	0	With SACE Board
School Assessment	0	0	0	0	

Refresh

Click on the above chart to view a filtered list of your school's Results Sheets. Or [click here](#) to open the School Results Sheet List

[Click here](#) to see Results Sheets for your own classes

- Got to VET Enrolments

[> Home > VET Enrolments](#)

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

Reports

Data Exchange

School

VET Enrolments

VET Enrolments Home Page

The VET enrolments section includes these actions...

- List Students by VET
- Create VET Enrolments
- Confirm Completed VET
- Search and Download (for EDSAS) VET Reference Data
- Print VET reports

- Go to VET Data References

VET Data References

Download VET Data References

Please Note: The Competencies, Registered Training Organisations (RTO), and Qualifications data references that can be downloaded can be used (imported) into the EDSAS system.

[Download Competencies](#)
[Download Registered Training Organisations \(RTO\)](#)
[Download Qualifications / Skills Set](#)

VET Competency Search

Search for: Search using: Any Field
[Reset Search Options](#) [Search](#)

Page 1 of 928 [▶](#) [▶▶](#)

National Competency Code	Competency Title	TAFE SA Module/Unit of Competency Code	Nominal Hours	Expiry Date
--------------------------	------------------	--	---------------	-------------

- Click on the Download button for the area you wish competencies, RTO's or Qualifications/Skills Set
- Save the file as a .dat file so that it can be imported to EDSAS.

Editing VET Records

Editing Single VET Results

South Australian
Certificate of Education
Schools Online

> Home

Students
SACE Classes
VET Enrolments
Reports
Data Exchange
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Learner Profile
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Welcome
to Schools Online
Contact School:
Last Login Time:
Last Login Host:

Student Transfer
Your school currently has:
0 requests for Transfer Out.
0 pending requests for Transfer In.
0 rejected requests for Transfer In.
0 accepted requests for Transfer In.

Results Sheets Summary
For this result period, your school currently has:

	Stage 1	Investigation	Predicted Examination	School Assessment	
	0	0	0	0	With Teacher
	0	0	0	0	With Principal's Delegate
	0	0	0	0	With SACE Board

Refresh

Click on the above chart to view a filtered list of your school's Results Sheets. Or [click here](#) to open the School Results Sheet List

[Click here](#) to see Results Sheets for your own classes

- From the Homepage you need to click on the Student option

> Home > Students

Students

Student Search
Create Student
Group Transfer Out
Transfer In Requests
Transfer out Requests
Home Group Allocation
Group TAFE ID Entry
Add Self Directed Learning
Student Reports

SACE Classes
VET Enrolments
Reports
Data Exchange
School

Students

Handling students in Schools Online

This section contains the menu choices for managing students in Schools Online.

The sections are...

- Student Search
- Create Student
- Group Transfer Out
- Transfer In Requests
- Transfer Out Requests
- Home Group Allocation
- Group TAFE ID entry
- Add Self Directed Learning
- Student reports

- Then you need to click on the Student Search option

> Home > Students > Student Search (Own School)

Student Search (Own School)

Student Code

Registration

Surname

Given Names

Date of Birth

Home Group

Year Level

[Search From Other Schools](#)

- You have 2 options, if the student is from your school type in any of the criteria and press Search.
- If the student is from another school click on the search from other schools link.

> Home > Students > Student Search (Own School) > Student Search (Other Schools)

Student Search (Other Schools)

Registration

Surname

Given Names

Date of Birth

[Search Your Own School](#)

- Search for any of the criteria listed and press Search.

> Home > Students > Student Search (Own School) > View Student

View Student

Surname Roo	Student Code kROO	Registration 617588W
Given Names Kanga	Status Enrolled	Contact School 001-Adelaide High School
Title mr	Address 11 Waymouth Street	TAFE ID N/A
Date of Birth 20 May 2005	Suburb Adelaide	Email
Gender M	State SA	Declarations
Year Level 11	Postcode 5000	SATAC Y
Home Group doco	Phone N/A	Schools Y
Registration Date 27 Apr 2022		Media Y
SACE Awarded N/A		Visa Class 571 N

[View Enrolments](#) | [Maintain Student](#) | [Transfer Out](#) | [ATAR](#) | [Completion Check](#) | [Student CEA Data](#)

- Click on View Enrolments

> Home > Students > Student Search (Own School) > View Student > View Enrolments

View Enrolments

Student: Roo, Kanga
Registration: 617588W
Contact School

ATAR | ☒ Completion Check

Add to SACE Classes | Add VET Enrolment | Add Self Directed Learning | Confirm VET Qualifications

Select	Year	Subject Code	Subject	Class Number	Var	Sem	Res Due	Status	Assessment Group	Assessment School	Result / Grade	Details
VET												
		BSB30120	Certificate III in Business					Max 70 Credits		350 Hrs	50 Credits	Stage 2
<input type="checkbox"/>	2022	BSBADM407	Administer projects							0/40 Hrs	U	
<input type="checkbox"/>	2022	BSBATSI411	Communicate with the community							30/30 Hrs	P	
<input type="checkbox"/>	2022	BSBMM101	Apply basic communication skills							40/40 Hrs	P	
<input type="checkbox"/>	2022	BSBCUS402	Address customer needs							50/50 Hrs	P	
<input type="checkbox"/>	2022	BSBMKG402	Analyse consumer behaviour for specific markets							60/60 Hrs	P	
<input type="checkbox"/>	2022	BSBSMB201	Identify suitability for micro business							20/20 Hrs	P	
<input type="checkbox"/>	2022	BSBTEC201	Use business software applications							60/60 Hrs	P	
<input type="checkbox"/>	2022	BSBTEC202	Use digital technologies to communicate in a work environment							20/20 Hrs	P	
<input type="checkbox"/>	2022	BSBTEC301	Design and produce business documents							80/80 Hrs	P	

Select All | Clear All

Delete Selected Withdraw Selected

- Click on the grid next to the competency that you wish to edit

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

Edit VET Unit of Competency

Student: Roo, Kanga TAFE ID
Registration: 617588W Home Group: doco
Student Code: kROO Year Level: 11

Year Resulted by RTO: 2022

VET Code: BSB30120 Certificate III in Business Stage 2

Registered Training Organisation: 41026 TAFE SA

VET Unit of Competency Code: (BSBADM407) Administer projects Hours 40

Result: Unresulted

Apprenticeship: No

Submit Delete Reset

- Edit any of the details you need to change, and press submit

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

Edit VET Unit of Competency

Student: Roo, Kanga TAFE ID
Registration: 617588W Home Group: doco
Student Code: kROO Year Level: 11

Year Resulted by RTO: 2022

VET Code: BSB30120 Certificate III in Business Stage 2

Registered Training Organisation: 41026 TAFE SA

VET Unit of Competency Code: (BSBADM407) Administer projects Hours 40

Result: Unresulted

Apprenticeship: Continuing/Academic Pass
Credit Transfer
Failed
Observer
Observer (F)
Passed
Prior Learning
RPL-NG
Unresulted
Withdrawn

Submit Delete Reset

- When you go back to the view enrolments screen you can see that the enrolment has now been passed

BSB30129	Certificate III in Business	Max 70 Credits	385 Hrs	55 Credits	Stage 2
<input type="checkbox"/>	2022 BSBADM407 Administer projects		40/40 Hrs	P	
<input type="checkbox"/>	2022 BSBATSI411 Communicate with the community		30/30 Hrs	P	
<input type="checkbox"/>	2022 BSBCEM101 Apply basic communication skills		40/40 Hrs	P	
<input type="checkbox"/>	2022 BSBCEM402 Address customer needs		50/50 Hrs	P	
<input type="checkbox"/>	2022 BSBCEM402 Analyse consumer behaviour for specific markets		60/60 Hrs	P	
<input type="checkbox"/>	2022 BSBCEM201 Identify suitability for micro business		20/20 Hrs	P	
<input type="checkbox"/>	2022 BSBCEM201 Use business software applications		60/60 Hrs	P	
<input type="checkbox"/>	2022 BSBCEM202 Use digital technologies to communicate in a work environment		20/20 Hrs	P	
<input type="checkbox"/>	2022 BSBCEM301 Design and produce business documents		80/80 Hrs	P	

Select All | Clear All

Delete Selected Withdraw Selected

Editing Multiple VET results

- From the menu options go to VET Enrolments

[> Home](#) > **VET Enrolments**

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

Reports

Data Exchange

School

VET Enrolments

VET Enrolments Home Page

The VET enrolments section includes these actions...

- List Students by VET
- Create VET Enrolments
- Confirm Completed VET
- Search and Download (for EDSAS) VET Reference Data
- Print VET reports

- Go to List Students by VET
- Type in any of the criteria below, press Search

VET Qualification Search

VET Code	<input type="text"/>	SACE Stage	<input type="text"/>
VET Title	<input type="text"/>	AQF Certificate Level	<input type="text"/>
Industry Area	<input type="text"/>	SACE Completion Requirement	<input type="text"/>
Year	<input type="text" value="2022"/>	RTO Code	<input type="text"/>
Student Surname	<input type="text"/>	VET Unit of Competency Code	<input type="text"/>
VET Unit of Competency	<input type="text"/>		

Search Reset

List VET and Students

VET Code	VET Title	Year	Stage
<input type="checkbox"/> BSB30115	Certificate III in Business	2022	2
<input type="checkbox"/> BSB30120	Certificate III in Business	2022	2
<input type="checkbox"/> SACSS20222	Skill Set for Training	2022	1
<input type="checkbox"/> BSKSS11210	Skills Set Alison	2022	1

- Click on the + box, this will bring out a list of the competencies that have been enrolled at your school under this qualification.

List VET and Students

VET Code	VET Title	Year	Stage
<input type="checkbox"/> BSB30115	Certificate III in Business	2022	2
<input type="checkbox"/> BSB30120	Certificate III in Business	2022	2

VET Unit Code	VET Unit of Competency	Hours	Stage	Students
<input type="checkbox"/> AHCAGB604	Analyse business performance	200	2	1

VET Unit Code	VET Unit of Competency	Hours	Stage	Students
<input type="checkbox"/> BSBADM407	Administer projects	40	2	5
<input type="checkbox"/> BSBATC411	Communicate with the community	30	2	5
<input type="checkbox"/> BSBMM101	Apply basic communication skills	40	2	5
<input type="checkbox"/> BSBUS402	Address customer needs	50	2	5
<input type="checkbox"/> BSBDES403	Develop and extend design skills and practice	30	2	3
<input type="checkbox"/> BSBITU203	Communicate electronically	20	2	1
<input type="checkbox"/> BSBLEG301	Apply knowledge of the legal system to complete tasks	80	2	3
<input type="checkbox"/> BSBMKG402	Analyse consumer behaviour for specific markets	60	2	3
<input type="checkbox"/> BSBREL402	Build client relationships and business networks	50	2	3
<input type="checkbox"/> BSBRES401	Analyse and present research information	40	2	3
<input type="checkbox"/> BSBMB201	Identify suitability for micro business	20	2	5
<input type="checkbox"/> BSBTEC201	Use business software applications	60	2	5
<input type="checkbox"/> BSBTEC202	Use digital technologies to communicate in a work environment	20	2	5
<input type="checkbox"/> BSBTEC301	Design and produce business documents	80	2	5
<input type="checkbox"/> BSBWHS607	Apply ergonomics to manage WHS risks	60	2	1
<input type="checkbox"/> BSBWRT401	Write complex documents	50	2	1
<input type="checkbox"/> ICTICT424	Address cyber security requirements	80	2	1
<input type="checkbox"/> ICTTEN504	Acceptance test new systems and equipment	70	2	1

- Click on the individual + boxes next to the competencies, this will show you the students who are enrolled in the competencies

List VET and Students

VET Code	VET Title	Year	Stage
<input type="checkbox"/> BSB30115	Certificate III in Business	2022	2
<input type="checkbox"/> BSB30120	Certificate III in Business	2022	2

VET Unit Code	VET Unit of Competency	Hours	Stage	Students
<input type="checkbox"/> AHCAGB604	Analyse business performance	200	2	1

Registration	Student Name	RTO	Apprenticeship	Result
<input type="checkbox"/> 761572F	Training, Test1	41026	No	Unresulted (99)

VET Unit Code	VET Unit of Competency	Hours	Stage	Students
<input type="checkbox"/> BSBADM407	Administer projects	40	2	5

Registration	Student Name	RTO	Apprenticeship	Result
<input type="checkbox"/> 264706G	Bear, Koala	41026	No	Passed (20)
<input type="checkbox"/> 312227L	Fish, Goldie	41026	No	Passed (20)
<input type="checkbox"/> 463319E	Llama, Drama	41026	No	Passed (20)
<input type="checkbox"/> 543778F	Bear, PANDA	41026	No	Passed (20)
<input type="checkbox"/> 617588W	Roo, Kanga	41026	No	Passed (20)

VET Unit Code	VET Unit of Competency	Hours	Stage	Students
<input type="checkbox"/> BSBATC411	Communicate with the community	30	2	5

- From here you can update multiple students results at the same time, change the result in the drop-down box and press the submit button or the delete button if you would like to remove the competency

List VET and Students

VET Code	VET Title	Year	Stage																																													
BSB30115	Certificate III in Business	2022	2																																													
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- If you look back at the student, you can see that the status of the enrolment has change to passed
- And any enrolments that you have deleted have been removed.

> Home > Students > Student Search (Own School) > View Student > View Enrolments

View Enrolments

Student Training Test1
Registration 761572F
Contact School

ATAR | ☒ Completion Check

Add to SACE Classes | Add VET Enrolment | Add Self Directed Learning | Confirm VET Qualifications

Select	Year	Subject Code	Subject	Class Number	Var	Sem	Runs Due	Status	Assessment Group	Assessment School	Result / Grade	Details
<input type="checkbox"/>	2022	2BNV20	Business Innovation	6	1	D	E		6	001-Adelaide High School		
<input type="checkbox"/>	2022	2DCS20	Digital Communication Solutions	7	1	D	E		7	001-Adelaide High School		
<input type="checkbox"/>	2022	2MSC20	Specialist Mathematics	8	1	D	E		8	001-Adelaide High School		
<input type="checkbox"/>	2022	2RPA10	Research Project A	5	2	D	E		5	001-Adelaide High School		
<input type="checkbox"/>	2022	2WPC20	Workplace Practices	11	1	D	E		11	001-Adelaide High School		
<input type="checkbox"/>	2022	1ACO10	Accounting	1	1	J	C				B	
<input type="checkbox"/>	2022	1DGT20	Digital Technologies	9	1	D	E					
<input type="checkbox"/>	2022	1ENO20	Economics	10	1	D	E					
<input type="checkbox"/>	2022	1ETE20	Essential English	3	1	D	E					
<input type="checkbox"/>	2022	1MAM10	Mathematics	2	1	J	E					
<input type="checkbox"/>	2022	1PLM10	Personal Learning Plan: Modified	4	1	J	E					
VET												
<input type="checkbox"/>	BSB30115		Certificate III in Business					Max 75 Credits	175 Hrs	25 Credits	Stage 2	
<input type="checkbox"/>	2022		AHCAGB604	Analyse business performance					200/200 Hrs	P		

Reports

Units by Qualification/Skills Set

- You then need to click on VET enrolments on the side menu

> Home > VET Enrolments

Students

SACE Classes

VET Enrolments

List Students by VET

Add Multiple VET Results

Confirm Completed VET

VET Data References

VET Reports

VET Enrolments

VET Enrolments Home Page

The VET enrolments section includes these actions...

- List Students by VET
- Create VET Enrolments
- Confirm Completed VET
- Search and Download (for EDSAS) VET Reference Data
- Print VET reports

- Click on VET Reports

> Home > VET Enrolments > VET Reports Selection

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports

VET Reports Selection

Report Type

OK

- Choose Units by Qualification/Skills Set from the Dropdown menu
- Click the OK button

> Home > VET Enrolments > VET Reports Selection

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports

VET Reports Selection

Report Type

OK

- Enter the qualification/skills set code

> Home > VET Enrolments > VET Reports Selection > Units By Qualifications/Skills set

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports
Reports
Data Exchange
School
Curriculum

Units By Qualifications/Skills set

Year

Print Stand Alone VET Only ☐

VET Code

VET Unit of Competency Code

Registered Training Organisation

Attention

Action

Go

- Click on the go button

Report Status

The operation you performed was successful!				
Running Reports				
	Report Name	Time Started	Status	Action
No Reports				
Uncollected Reports				
	Report Name	Time Finished	Status	Action
	VET Units By Qualification/Skills set	27/Apr/2022 03:02 PM	COMPLETED	Open Remove

- You will be given the option to open or save the document.
- A pdf report will be displayed when you click open.

OFFICIAL: Sensitive
Units By Qualification/Skills set

Attention:

Date: April 27 2022

Action:

Time: 3:02 PM

VET Title: Certificate III in Business

VET Code: BSB30115

Registration	Student Code	TAFE ID	Student Name	Result	Unit Code
761572F	001		Test1 Training	P	AHCAGB604
Total Students: 1					

VET Title: Certificate III in Business

VET Code: BSB30120

Registration	Student Code	TAFE ID	Student Name	Result	Unit Code
264706G	KBEAR		Koala Bear	P	BSBADM407
264706G	KBEAR		Koala Bear	P	BSBATSIC411
264706G	KBEAR		Koala Bear	P	BSBMM101
264706G	KBEAR		Koala Bear	P	BSBCUS402
264706G	KBEAR		Koala Bear	P	BSBMKG402
264706G	KBEAR		Koala Bear	P	BSBSMB201
264706G	KBEAR		Koala Bear	P	BSBTEC201
264706G	KBEAR		Koala Bear	P	BSBTEC202
264706G	KBEAR		Koala Bear	P	BSBTEC301
312227L	Fish		Goldie Fish	P	BSBADM407
312227L	Fish		Goldie Fish	P	BSBATSIC411
312227L	Fish		Goldie Fish	P	BSBMM101
312227L	Fish		Goldie Fish	P	BSBCUS402
312227L	Fish		Goldie Fish	P	BSBDES403

VET Qualifications entered as completed

- Click on VET enrolments on the side menu

[> Home > VET Enrolments](#)

Students	<h2 style="margin: 0;">VET Enrolments</h2> <h3 style="margin: 10px 0;">VET Enrolments Home Page</h3> <p>The VET enrolments section includes these actions...</p> <ul style="list-style-type: none"> List Students by VET Create VET Enrolments Confirm Completed VET Search and Download (for EDSAS) VET Reference Data Print VET reports
SACE Classes	
VET Enrolments	
List Students by VET	
Add Multiple VET Results	
Confirm Completed VET	
VET Data References	
VET Reports	

- Click on VET Reports

> Home > [VET Enrolments](#) > VET Reports Selection

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports

VET Reports Selection

Report Type

OK

- Choose Units by VET Qualification entered as completed in the dropdown box
- Click the OK button

> Home > [VET Enrolments](#) > VET Reports Selection

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports

VET Reports Selection

Report Type

OK

- Choose the criteria you wish to report on

> Home > VET Enrolments > VET Reports Selection > VET entered as Completed

Students
SACE Classes
VET Enrolments
List Students by VET
Add Multiple VET Results
Confirm Completed VET
VET Data References
VET Reports
Reports
Data Exchange
School
Curriculum
Moderation
Payments

VET entered as Completed

Year

VET Code

VET Title

Industry Area

AQF Certificate Level

☐ Certificate I

☐ Certificate II

☒ Certificate III

☒ Certificate IV and above

Attention

Action

- Click on the go button

Report Status

The operation you performed was successful!

Running Reports				
Report Name	Time Started	Status	Action	
No Reports				

Uncollected Reports				
Report Name	Time Finished	Status	Action	
VET Qualifications entered as completed	27/Apr/2022 03:06 PM	COMPLETED	Open Remove	

- You will be given the option to open or save the document.
- A pdf report will be displayed when you click open.

OFFICIAL: Sensitive

VET Qualifications entered as completed report

Attention:

Action :

Printed On :

At :

Student Code	Student Name	Registration	Year Started	Year Completed	Parchment Issued	SACE Board Verified
VET Qualification Name: Certificate III in Business			VET Qualification Code: BSB30120			
Bear	Bear, PANDA	543778F	2022	2022	Y	Y
Fish	Fish, Goldie	312227L	2022	2022	N	Y
Llama	Llama, Drama	463319E	2022	2022	Y	Y
Total Students: 3						

Certificate 1 Certificate 2 Certificate 3 Certificate 4 and above Total

*** End of Report ***



VET Result Sheet

- Click on VET enrolments on the side menu

[> Home > VET Enrolments](#)

Students	<h2 style="margin: 0;">VET Enrolments</h2> <h3 style="margin: 10px 0;">VET Enrolments Home Page</h3> <p>The VET enrolments section includes these actions...</p> <ul style="list-style-type: none"> List Students by VET Create VET Enrolments Confirm Completed VET Search and Download (for EDSAS) VET Reference Data Print VET reports
SACE Classes	
VET Enrolments	
List Students by VET	
Add Multiple VET Results	
Confirm Completed VET	
VET Data References	
VET Reports	

- Click on VET Reports

[> Home > VET Enrolments > VET Reports Selection](#)

Students	<h2 style="margin: 0;">VET Reports Selection</h2> <p style="margin-top: 10px;">Report Type ▼</p> <p style="text-align: center; margin-top: 10px;">OK</p>
SACE Classes	
VET Enrolments	
List Students by VET	
Add Multiple VET Results	
Confirm Completed VET	
VET Data References	
VET Reports	

- Click on VET Result Sheet

[> Home > VET Enrolments > VET Reports Selection](#)

Students	<h2 style="margin: 0;">VET Reports Selection</h2> <p style="margin-top: 10px;">Report Type VET Result Sheet ▼</p> <p style="text-align: center; margin-top: 10px;">OK</p>
SACE Classes	
VET Enrolments	
List Students by VET	
Add Multiple VET Results	
Confirm Completed VET	
VET Data References	
VET Reports	

- Choose the criteria you wish to report on

> Home > VET Enrolments > VET Reports Selection > VET Result Sheet

Students	<h2>VET Result Sheet</h2> <p>Year <input type="text" value="2022"/></p> <p>VET Unit of Competency Code <input type="text"/></p> <p>Registered Training Organisation <input type="text"/></p> <p>Print Results <input type="checkbox"/></p> <p>Attention <input type="text"/></p> <p>Action <input type="text"/></p> <p><input type="button" value="Go"/></p>
SACE Classes	
VET Enrolments	
List Students by VET	
Add Multiple VET Results	
Confirm Completed VET	
VET Data References	
VET Reports	
Reports	
Data Exchange	

- Click on the go button

Report Status

The operation you performed was successful!

Running Reports				
Report Name	Time Started	Status	Action	
No Reports				

Uncollected Reports				
Report Name	Time Finished	Status	Action	
VET Result Sheet	27/Apr/2022 03:08 PM	COMPLETED	Open Remove	

- You will be given the option to open or save the document.
- A pdf report will be displayed when you click open.

OFFICIAL: Sensitive VET Result Sheet

Attention:
Action:

Date:
Time:

Unit Of Competency Name: Acceptance test new systems and equipment
Unit Of Competency: ICTTEN504
Curriculum Hours: 70

Stand Alone

Registration	Student Code	Contact School	Student Name	TAFE ID	Result
312227L	Fish	001	Goldie Fish		