

GUIDELINES AND PROCEDURES

Recording of VET data for NTCET recognition

Responsibility of:	Participation, Pathways and Engagement	DoE File: FILE2014/21
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Target Audience:	Middle and senior schools Data Operators, VET Coordinators and NTCET Coordinators	

This document should be read in conjunction with **Recording of VET data for NTCET Recognition** Policy.

1. INTRODUCTION

This document explains how, where and when Vocational Education and Training (VET) data is recorded and the upload process to Schools Online for students requiring recognition of Vocational Education and Training (VET) towards the Northern Territory Certificate of Education and Training (NTCET).

2. DEFINITIONS

ACARA	Australian Curriculum, Assessment and Reporting Authority
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard
CA	Competency Achieved
CT	Credit Transfer
DoE	Department of Education
ESP/SLP	Electronic Student Profile/Student Learning Profile, ESP is for Parents and SLP is for schools to access student records and achievements
NCVER	National Centre for Vocational Education Research
NT	Northern Territory
NTCET	Northern Territory Certificate of Education and Training
PPE	Participation, Pathways and Engagement, a Business Unit that includes the Senior Years Curriculum Team and the Industry Engagement and VET in Schools Team
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
SACE	South Australian Certificate of Education

Schools Online	A web-based student management tool supplied by the SACE Board of South Australia, stores student and enrolment information for NTCET
SMI	Student Master Index, a central register of students less than 25 years of age who have been enrolled in an NT Government school
VET	Vocational Education and Training
VET in Schools	Vocational Education and Training in Schools
VRS	VET Results System

3. ROLES AND RESPONSIBILITIES

The **RTO's** who offer VETiS to NT school students will:

- Provide data electronically via excel spreadsheet or csv files to schools and Ntcertification.det@nt.gov.au
- Provide hard copy Statements of Attainment and Certificates to students (small RTO's)
- Data will be provided four times a year: prior to Semester 1 resulting in June, prior to Semester 2 resulting in November and December, and prior to the final resulting by 14 January
- Amend data as required by schools if student details do not match details on Schools Online and DoE VET Results System (VRS)

The **school based RTO's** who offer VETiS to NT school students will:

- Provide data electronically to schools where external students are enrolled and Ntcertification.det@nt.gov.au
- Provide hard copy Statements of Attainment and Certificates to students
- Data will be provided four times a year: prior to Semester 1 resulting in June, prior to Semester 2 resulting in November and December, and prior to the final resulting by 14 January
- Amend data as required by schools if student details do not match details on Schools Online and DoE VET Results System (VRS)

The **DoE RTO** will:

- Provide data electronically to schools and Ntcertification.det@nt.gov.au
- Provide hard copy Statements of Attainment and Certificates to students
- Data will be provided four times a year: prior to Semester 1 resulting in June, prior to Semester 2 resulting in November and December, and prior to the final resulting by 14 January
- Amend data as required by schools if student details do not match details on Schools Online and DoE VET Results System (VRS)

The **Senior Years Curriculum Team** will:

- Receive data via Ntcertification.det@nt.gov.au
- Assist government senior secondary schools in the use of VRS, to ensure timely upload of VET data (this is limited to competency achieved, credit transfer, recognition of prior learning results and qualification completions) to Schools Online
- For non-government school data, match student personal details and date of birth with demographic data on Schools Online database, then forward data to the relevant school for direct input into Schools Online. Search VRS on behalf of non-

government schools for new enrollees (list provided by school) regularly and provide data to the respective school for upload into Schools Online

- Provide unmatched student data to relevant school to verify student details
- Ensure unmatched student data in VRS are resolved by coordinating with RTO and schools
- Assist non-government schools to input VET that is not VETiS funded or is undertaken in other jurisdictions manually into Schools Online
- Provide valid AVETMISS compliant data from Schools Online to NCVET for reporting purposes for all VET recognised under the Australian Qualifications Framework which is undertaken as part of the senior secondary certificate

The **government senior secondary school** will:

- Contact the RTO and/or the SACE Board via Ntcertification.det@nt.gov.au to amend student details for verification
- Confirm amended matched student data to Ntcertification.det@nt.gov.au for updating in VRS
- Export data from VRS and import data into Schools Online for recognition towards NTCET completion
- Search SMI, ESP/SLP or VRS for new enrollees' results and export data from VRS and import into Schools Online
- Forward results to Ntcertification.det@nt.gov.au for VET that is not VETiS funded or is undertaken in other jurisdictions, to be manually entered into VRS and then imported into Schools Online

The **Industry Engagement and VET in Schools Team** will:

- Ensure unmatched government middle school student data in VRS are resolved by coordinating with RTO and schools
- Assist government middle schools in the use of VRS to search, query and validate their VET enrolments

The **government middle school** will:

- Contact RTO to amend student details for verification
- Confirm amended matched student data to Ntcertification.det@nt.gov.au for updating in VRS
- Forward results to Ntcertification.det@nt.gov.au for VET that is not VETiS funded or is undertaken in other jurisdictions, to be manually entered into VRS

The **Student Administration Systems (SAS) Team** will:

- Provide support to the business units on the VRS

4. GUIDELINES/PROCEDURES

Vocational Education and Training (VET) is offered to students in middle and senior secondary schools within the Northern Territory by a range of Registered Training Organisations (RTO's). All government students who are doing VET must have their VET enrolments/results recorded and stored into the [VET Results System \(VRS\)](#).

The VRS has been developed to store competencies and qualifications from VET activity of students at DoE schools. Senior secondary schools export VET data from the VRS and import into Schools Online for recognition of VET results towards a student's NTCET.

Schools Online is AVETMISS compliant and validated data is forwarded to NCVET and ACARA for annual reporting of all VET delivery recognised under the Australian Qualifications Framework which is undertaken as part of the senior secondary certificate.

Procedures

RTO

- RTO's provide student result data four times per annum. The four times are prior to Semester 1 resulting in June, prior to Semester 2 resulting in November, December and prior to final resulting by 14 January.
- Data provided by the RTO's include student personal data, school name, RTO delivery location, qualification code, competency codes and competency completions.
- VET data is provided in electronic form by the RTO's covered by VET Resource Agreement, either in excel spreadsheets or csv files, and emailed to schools and DoE Business units.
- Small RTO's and RTO's from other jurisdictions may provide hard copy Statements of Results. This information is to be manually recorded on DoE VET Results System (VRS) by Ntcertification.det@nt.gov.au .

Government School

- Government schools VET data is automatically uploaded on to the DoE VET Results System (VRS). The VRS has been developed to gather all competencies and qualification results from VET activity of all NT middle and senior secondary government schools.
- VET that is not VETiS funded or is undertaken in other jurisdictions is to be manually entered into VRS by Ntcertification.det@nt.gov.au and then imported into Schools Online.
- Small RTO's and RTO's from other jurisdictions may provide hard copy Statements of Results. This information is to be manually recorded on VRS by Ntcertification.det@nt.gov.au
- The error reports of automatic processing of VET data in VRS are sent to Ntcertification.det@nt.gov.au , including any errors and unmatched students. Student details from RTOs are matched against the Student Master Index (SMI). The business unit will ensure errors and unmatched student data in VRS are resolved by coordinating with RTO and Schools.
- DoE senior secondary schools export data from VRS and import into Schools Online
- DoE middle schools data is stored on VRS - until a student is enrolled in at least a Stage 1 Personal Learning Plan subject in a senior secondary school and then the school in which the student enrolls searches for data to import into Schools Online
- Data operators in senior secondary schools search VRS for new enrollees for data to be exported from VRS and imported to Schools Online

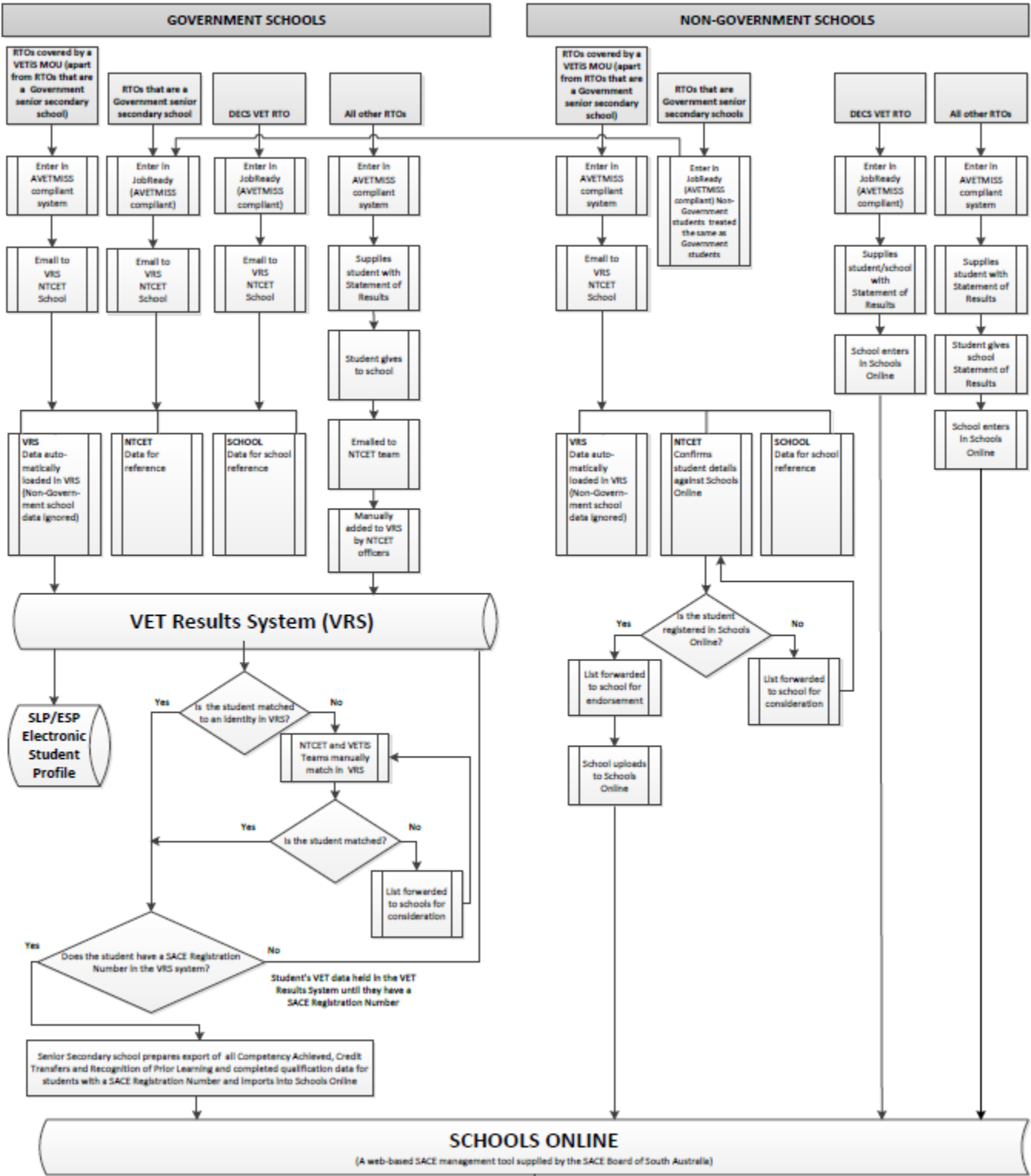
Non-Government School

- Senior Years Curriculum team perform matching of student personal details and date of birth with demographic data on Schools Online database for senior secondary students, then forward data to the relevant school for direct input into Schools Online
- If data does not match, school is contacted to liaise with RTO and/or SACE Board to get details amended
- Matched data is forwarded direct to the relevant school for importing into Schools Online
- Senior Years Curriculum team search VRS on behalf of non-government schools, upon request, for new students in their school (list provided by school) regularly and provide data to the respective school for upload into Schools Online. School must change the SACE school code in the file generated from VRS, as it will only contain SACE school code of government schools.

Recording of VET Data for NTCET Recognition Flowchart follows:

RECORDING OF VET DATA FOR NTCET RECOGNITION FLOWCHART

Students are enrolled in a qualification with an RTO, undertake VET studies and are assessed per competency. RTOs use an AVETMISS compliant student management system. For VET to be recognized towards a student's NTCET, it must be entered into Schools Online (SACE Board AVETMISS compliant database), as per SACE propriety procedure.



SACE Board of South Australia extracts the AVETMISS information from Schools Online in March each year. This is provided to the NTCET Certification Team for validation. Once validated, the Training division (Department of Business) forwards the valid data to NCVET. Completeness is dependent on data entry by SACE final clerical check date.