VASS new users training manual 2014

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Introduction

VASS (Victorian Assessment Software System) is a web-based application that allows student personal details; enrolments for VCE, VET and VCAL and results to be entered and stored on the central VCAA database.

Data is either entered online or by importing data (Student Personal Details and Student Programs only).

- A web-based application has several advantages for schools:
- The student's details or program are saved directly to the central VCE database,
- VCAA Student Numbers are automatically generated,
- Schools can see changes made to student data by the VCAA as soon as they are completed.

VASS can be accessed using any PC using a Windows operating system and only Internet Explorer (up to version 9) with the correct browser settings (available from the VASS Browser booklet) and the MeadCo Software and Licence installed.

Access to students' details is limited to:

- home schools via name or Student Number,
- assessing schools via the Student Number only.
- Assessing schools can enter VCE enrolments and results but not VET and VCAL.

For Administrative purposes a student's home school is responsible for the entry of all VET and VCAL enrolments and results, irrespective of the actual assessing school.

VASS upgrades are controlled by the VCAA and Schools are notified of new VASS enhancements when they occur and schools are notified in advance of dates and times of planned outages for system maintenance.

VASS databases

The **training** database consists of fictitious schools with fictitious students. It is not accessible outside the training venues.

The **production** (real) database contains real students in real Schools and should not be used with the exercises in this training booklet or to practice by adding fictitious data.

Web addresses

- **VASS Production database** https://www.vass.vic.edu.au
- **VCAA** www.vcaa.vic.edu.au
- **Notices to Schools** www.vcaa.vic.edu.au/Pages/correspondence/index.aspx

Contacts

VASS Operations: (03) 9032 1758, 1800 623 68, fax (03) 9032 1742 or vass.support@edumail.vic.gov.au

Student Records and Results Unit: (03) 9032 1742, fax (03) 9302 1591 or student.records@edumail.vic.gov.au

Vocational Education and Training: (03) 9032 1737, fax (03) 9302 1799 or vet.vcaa@edumail.vic.gov.au

Victorian Certificate of Applied Learning: (03) 9032 1725 or vcaa.vcal@edumail.vic.gov.au

Data Analysis, Measurement and Reporting: (03) 9032 1784, fax (03) 9032 1799 or bui.joe.q@edumail.vic.gov.au

Victorian Student Number (VSN) team: 1800 822 635, fax (03) 9032 1798 or victorian.student.register@edumail.vic.gov.au

Victorian Tertiary Admissions Centre (VTAC): 1300 364 133, www.vtac.edu.au

Government schools with problems using CASES21 should contact the CASES21 Help Desk on 1800 641 943 or for CASES21 Timetabling Support on 9637 2824.

Logging in

VASS has a three-layered security system. To access VASS, a user requires a Username, Password and a valid Authentication key.

Users are logged out after 30 minutes of inactivity.

When logging in for the first time, registered VASS Users must have a USB flash drive/memory key available. This then becomes the User's Authentication Device. During this and subsequent logins, a unique file called *valid key* is written to the device. The *valid key* file changes with every log in (it is a one use key).

Exercise 1 Logging In

1. Open Internet Explorer and https://www.vass.vic.edu.au . The 'Welcome to VASS' screen will be displayed.
2. Place the USB flash drive into the appropriate port and click on VASS User Login link
3. Enter the username and password then **[Login]**
4. The message 'Please insert your VASS Authentication device into the PC' will be displayed. Click **[OK]** to the messages until the message appears, 'Authentication successful. You may now remove your authentication device.'
5. Click **[OK]** the 'Enter Year' screen with the Privacy statement will be displayed.
6. Click **[Accept]** You have logged in successfully when the VASS Home Page with the Key Dates and pull down menus appears.

The first time a user logs into VASS from any computer the MeadCo Software and Licence agreement should appear but only if the user has sufficient network permissions for the download to occur. If the MeadCo Software and Licence agreement is not downloaded then VASS will not function correctly. Please refer to the VASS Browser booklet for instructions.

Important Administrative Dates

The Important VASS Administrative Dates are available on the VASS Home Page. A more detailed list can be found by clicking on the Help button on the home page of VASS.

VASS menus

Reading left-to-right, the seven principal menu items are:

- Student Admin
- School Admin
- Teacher Admin
- School Program
- Student Program
- Results Admin
- System Admin.

All VASS Users can see all menu items but cannot access 'greyed out' (restricted) menus.

Some VASS functions are disabled after key dates have passed:

- Student enrolment (VCE, VET and VCAL)
- Results entry (VCE, VET and VCAL).

If data cannot be entered by the due dates, contact Student Records and Results using the 'VASS Critical Dates – Extension of Time' form from the downloads section of VASS.

Student Records and Results can and does apply penalties for lateness.

Download function

The Download function in VASS contains many useful documents, such as most forms needed for student administration, second language applications and examination documentation. The Checklist of Important Steps for VASS Administrators is placed in the downloads section at the end of each year as a reference document for VASS Administrators. The menu: **SYSTEM ADMIN > Downloads.**

VASS user access

The VCAA has established a number of different user types with varying levels of access to VASS.

A school can have as many VASS administrators as they feel they require – within reason. To obtain a list of your school's VASS administrators you will need to contact VASS Operations.

Once a user has been set up as one user type it is a straight forward process to change the user type for that user. VASS Operations can also transfer users from one school to another.

Types of school users

VASS Administrators have system control at their school and can set up the other user types listed below. To change the details of a VASS Administrator contact VASS Operations.

Clerical users can:

- add/modify student personal details
- set up the school program for VCE, VET and VCAL
- enrol students in VCE, VET and VCAL
- enter results for any class
- produce certain types of reports.

Teacher (unrestricted) users can:

- enter results for any class
- produce certain types of reports
- access the VCE Data Service.

This group is suitable for KLA managers

Teacher (restricted) users can:

- enter results for their own VCE classes
- produce certain types of reports for their own VCE classes
- access the VCE Data Service.

This group is not suitable for VET teachers.

Teacher Reports (restricted − read only) users can:

- only access reports for their own VCE classes
- access the VCE Data Service.

School VET Group (VETFE) users can:

- set up and enrol students in VET Certificates
- modify VET Assessment plans
- enter VET results
- run Student Eligibility for VET
- run some Statistical Reports.

School Statistics and Results Group (SSRG) users can access:

- the VCE Data Service
- school statistics menus
- results reporting menus
- All Eligibility reports
- Examination Centre Summary
- Examination Clashes

Principal's Statistics Group (PRIN) users can access:

- the VCE Data Service
- school statistics menus
- results reporting menus.

Inactive Group users can no longer access VASS.

VASS administrators should regularly audit the VASS users at their school. Only the VCAA can modify VASS administrators.

Refer to the download document *Managing School Based User Access* for further details
SYSTEM ADMIN > Downloads

Student Admin

The menus in the Student Admin section of VASS allow users to add new students, either online or by importing data. Existing students can be modified, transferred to a new home school, 'rolled' over to the next year or flagged as having exited the school. Student Course Codes, Consents and Home Group can be changed without visiting each student's personal details. Various reports are available including the Student Full Details report which is the key report to check the accuracy of a student's personal details and enrolment.

Deceased Students

When a student or ex-student dies it can be a very distressing time for the school community and the VCAA has full compassion for those involved. The VCAA student database is used by the Department of Education and Early Childhood Development to support a number of programs, including that of the Victorian Electoral Commission, in contacting prospective voters on their seventeenth birthday. To prevent inadvertent additional grief to the family through contact from these programs, Home schools are requested to communicate the death of a student or ex-student to the VCAA. This can be done by sending a letter signed by the Principal to the Manager, Student Records and Results. The student record will be supressed. The student record will not appear in any data extract or report sourced from the VCAA database, including those available to the school through VASS.

Student Rollover

Each student has a record for each year that they are registered on the VCAA database. The Student Rollover function allows you to move (rollover) all eligible students in a year level in a given year, to the next year level in the next year (e.g. Year 11 in 20XX to Year 12 in 20ZZ) thus creating a new year record for the students.

The Rollover function will change Year 10 students flagged as PDO (Personal Details Only) to Year 11 VCE Students.

Students flagged with an exit date are not presented in the list of students to roll over.

If students are not returning to your school in the new year, you do not want to create a year record for them. This is done by removing the tick in the 'General Declaration Signed?' checkbox.

Once the Student Record exists on your 2014 VASS database, the student can be enrolled into their academic program or transferred to another school.

Exercise 2A: Bulk Student Rollover

1. Select **STUDENT ADMIN > Student Rollover**. The Student Rollover Parameters screen will be displayed.
2. Select Year 11 and click **[Rollover Students]** Five students are listed as being eligible to be rolled over from Year 11 in 2013 to Year 12 in 2014. Remove the tick from the general declaration box for ***Kim Adalot.***
3. Click **[Rollover]** The message 'Do you want to rollover all students…?' will be displayed.
4. Click **[Yes]** A report will be displayed showing the results of the rollover.
5. Click **[Close]**

Only Adult Providers can rollover Year 12 students using this method. Other schools can rollover Year 12 students individually using the **STUDENT ADMIN > Modify Students Personal Details** screen.

It is also possible to retrieve students who attended your school in previous years as long as they haven't been claimed by any other school in the meantime.

Exercise 2B: Individual Student Rollover

1. Logged in as 2014.
2. Select **STUDENT ADMIN > Modify Students Personal Details**.
3. Change the year displayed on this screen to the **last year** the student was at your school, in this case 2013.
4. Enter the student's name (Kim Adalot) and click **[Find]** If more than one student is displayed select the correct one and click **[Modify]**
5. Click **[Save]** The message 'Do you want to create…….?' will be displayed.
6. Click **[Yes]** The message 'Student details updated successfully' will be displayed.
7. Click **[OK]** then **[Close]**

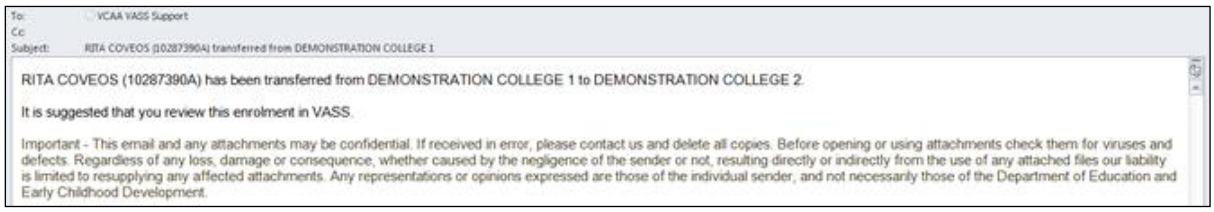
Student Transfer

When students change home schools either during the year or at the end of the year the 'ownership' of the student must be transferred to the new home school.

Exercise 3: Student Transfer

1. Select **STUDENT ADMIN > Student Transfer > Transfer Student.**
2. Enter part or all of Michael Phan's name an click **[Find]** Michael's details will be displayed.
3. Enter the New School Code and click on the binoculars,the school name will be displayed.
4. Click **[Transfer]**. A message about entering results for the student will be displayed.
5. Click **[Yes]** The message 'Do you want to transfer……?' will be displayed.
6. Click **[Yes]** and **[OK]**

At this point an email is automatically sent to the student's new home school informing them of the transfer. See Figure 1 for a sample transfer email.


To: VCAA VASS Support
Cc:
Subject: RITA COVEOS (10287390A) transferred from DEMONSTRATION COLLEGE 1

RITA COVEOS (10287390A) has been transferred from DEMONSTRATION COLLEGE 1 to DEMONSTRATION COLLEGE 2.

It is suggested that you review this enrolment in VASS.

Important - This email and any attachments may be confidential. If received in error, please contact us and delete all copies. Before opening or using attachments check them for viruses and defects. Regardless of any loss, damage or consequence, whether caused by the negligence of the sender or not, resulting directly or indirectly from the use of any attached files our liability is limited to resupplying any affected attachments. Any representations or opinions expressed are those of the individual sender, and not necessarily those of the Department of Education and Early Childhood Development.

Figure 1: A transfer email

Automatic Email Generation in VASS

Certain actions on VASS will automatically generate an email:

- school to school (Student Transfer or student enrolment/withdrawal from units assessed elsewhere)
- school to VCAA (withdrawal from Performance Studies or changes to a Focus Code) after the Enrolment 2 due date.

Registering a New Student

Student Personal Details can be entered online, student by student, or imported into VASS in bulk.

A VCAA student number is automatically allocated as soon as a student's personal details have been saved successfully.

All students undertaking a VCE, VET or VCAL program must be flagged with a course code of 'VCE'. Year 10 students entered as part of the 'On Track' project (that is with no enrolments for the year) should be flagged with a course code of 'PDO' (Personal Details Only).

The 'PDO' flag prevents a student from being enrolled in any program. A student initially entered on VASS with a course code of 'PDO' can have their course code changed to 'VCE' if they need to be enrolled in a VCE, VET or VCAL program using: **STUDENT ADMIN > Modify Student Personal Details** or **STUDENT ADMIN > Change Student Course Code.**

Exercise 4: Adding a New Student

1. Select **STUDENT ADMIN > Add Student.**
2. Enter appropriate details in the relevant fields. Mandatory fields are marked with a red asterisk. If the course code of 'PDO' is selected then fields not relevant to PDO students are deactivated.
3. Click **[Save]** The message 'Do you want to create……..?' will be displayed.
4. Click **[Yes]** The message 'Student details saved successfully' will be displayed.
5. Click **[OK]** The screen will be refreshed and will now include a VCAA student number for the new student.
6. Click **[Close]**

When entering a student who is claiming past Year 11 or 12 results, VASS will attempt to match the new enrolment with the student's previous records. The student's previous student number will be allocated if it is in the current format. Otherwise, a new student number will be allocated linking the new and previous enrolments.

If Past Results are not claimed when the student is initially being added to VASS, any claims for Past Results must be made through Student Records and Results as a new student number will have been already allocated and the student's record has NOT been linked to any previous results.

Only students who have been absent from school for at least one academic year should be flagged as claiming past results.

If the New Student's Details match those of an existing student on the database, a 'Student Search Results' dialog box will appear. The details of the listed students should be studied carefully to ensure that the new student is not already on the database (see Exercise 9).

Modifying Existing Student Personal Details

This menu can be used to modify Student Personal Details for existing students.

Exercise 5: Changing a student's family name

1. Select **STUDENT ADMIN > Modify Student Personal Details.**
2. Enter part or all of Marjorie Minno's name and click **[Find]**
3. Change the Family Name to George.
4. Click **[Save]** The message 'Do you want to save……..?' will be displayed.
5. Click **[Yes]** The message 'Do you want to…….?' will be displayed.
6. Click **[Yes]** The message 'The student's family name……..?' will be displayed.
7. Click **[Yes]** The message 'Student details updated successfully' will be displayed.
8. Click **[OK]** and **[Close]**

Importing Student Personal Details Data into VASS

The VASS Import process can be used to create new Student Personal Details and Student VCE and VCAL and VET Program data for a year or to amend existing Student Personal Details data. The importation process provides an alternative to the manual keying in of data.

The VASS Import process is one of four VASS processes that are scheduled and then processed in the background. This means that a file scheduled for import is placed in a queue with jobs from other schools and will be processed in turn. It is not necessary to remain logged into VASS during this time or to even have the computer switched on. It is also possible to undertake work in other areas of VASS as long as the data input does not involve the same group of students as the import.

Only the home school is able to import Student Details or Student Programs, regardless of where the units are being assessed.

New student data is generally imported in preparation for the start of the new school year, either late in the current year, or early in the new school year. Alternatively, data may be imported in the middle of the year for Unit 1 or 2 enrolments in Semester 2.

The import file must be correctly formatted or the data will be rejected. The Student Personal Details Import File Structure is described in Appendix 1. The Student Program Import File Structure is described in Appendix 2.

The Amend Student Import may be used at any point during the year when it becomes necessary to update Student Personal Details. Schools should ensure that Student Personal Details are correct prior to the Enrolment 5 due date as after this date the VCAA extracts address details to send to external organisations such as VTAC. It is important that the address details of students expecting to complete their VCE and VCAL certificates at the end of the year are accurate so that Australia Post can deliver Statement of Results to the correct address.

Government schools are able to extract Student Personal Details in a format suitable to import directly into VASS from CASES21. Government schools that use the CASES21 timetabling package can also extract VCE Student Personal Details and Student Program data.

Student Personal Details and Student Program data may be extracted from other student management systems and timetabling packages and then imported into VASS as long as the files are correctly structured (see Appendixes 1 and 2).

The ability to import data is controlled by the VCAA. Unit 3/4 enrolments cannot be imported after the Enrolment 2 due date. It is not possible to Import Student Personal Details or Unit 1 and 2 enrolments after the Enrolment 5 due date.

The VASS Import Document provides a more detailed explanation of the import process. This document can be downloaded from **SYSTEM ADMIN > Downloads.**

Records that are rejected because the student too closely matches an existing student, or are rejected due to an invalid suburb/post code combination are placed on the Import Hold Table (see Exercise 9).

The steps involved in a Student Personal Details Import can be seen in Figure 2. The status of a file is initially 'Scheduled'. It will eventually move to 'In Progress' and then if it is not found to be a 'Bad File' it becomes 'Validated but not updated'. This means that the file structure is suitable to load onto the VCAA database. To load the data onto the database the Import Report must be opened in order to access the **[Update Students]** button. The status of the file is again '***Scheduled***' and then '***In Progress'***. Once the data has been loaded onto the database the status is ***'Complete'***.

Individual student records will have been loaded onto the database, placed on the 'Hold Table' or rejected.

A file is declared to be a 'Bad File' if the data it contains does not match the VASS file requirements, e.g. it is not a text file, or it has a header row, etc.

Exercise 6: Importing Student Personal Details into VASS

1. Select **STUDENT ADMIN > Student Imports**. The Imports screen lists any imports made during the last two weeks.
2. Click **[Run New Import]** The Imports dialog box will appear.
3. **[Browse]** to the required file, e.g., year10_10A and click **[Open]**
4. Click **[Import Students]** The message 'Do you want to import…….?' will appear.
5. Click **[Yes]** to schedule the Student Details Import. The message 'Import of student details has been successfully scheduled' will be displayed. Click **[OK]**
6. The Imports screen will be refreshed with the details of the scheduled import. The Import Type column indicates that this is a validation run, i.e., the file will be checked for the accuracy and completeness of the data only. No data will be loaded to the database.
7. Click **[Recheck Status]** to refresh the screen and display the latest status of the import.
8. To check the position of your import in the list of scheduled jobs click **[Last Completed Tasks]** The Last Completed Tasks dialog box will be displayed showing the Job ID, Job Type and the Date/Time of the last completed tasks for each Job Type. The difference between the Job ID for the currently scheduled Import and the Job ID for the last completed task of the same job type will give an indication of your position in the queue.
9. When the status of the Student Details Import is '***Validated but not updated'*** highlight the Import to activate **[View Import Report]**
10. Click **[View Import Report]** The report displays the line number and description of errors in the import file, a summary of the number of records potentially inserted into the database, the number of records that already exist for the current year, the number of potential Import Hold table records and the number of records with errors. The Import Report for a validation run includes the words: 'These counts are what would apply for an Update Students run.'

11. To complete the Import Process click **[Update Students]** The message 'The Update Students run…….' will be displayed.
12. Click **[OK]** The progress of the import can be checked by clicking **[Recheck Status]** When the status has changed to ***Complete***, highlight the Import and **[View Import Report].**

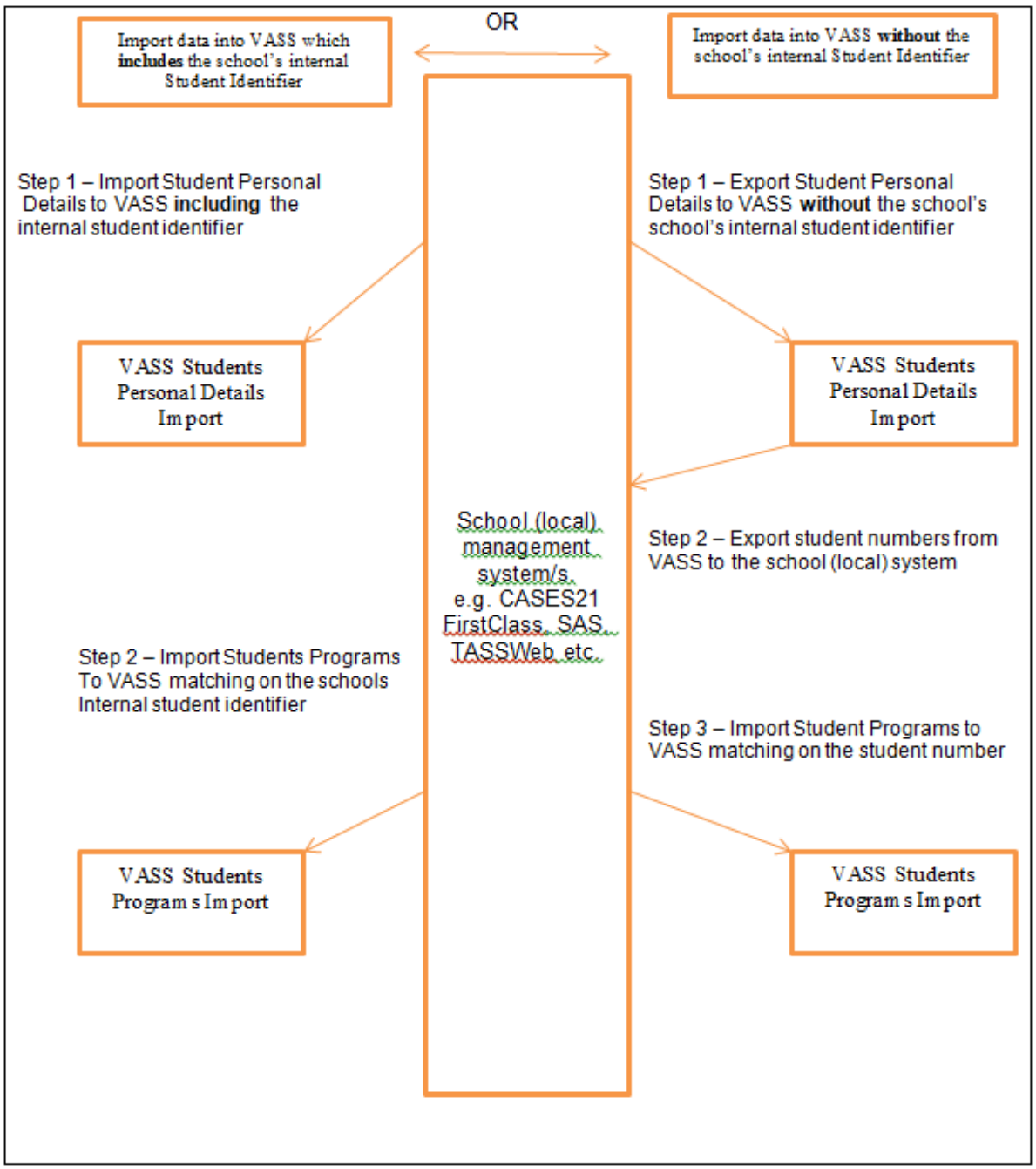


Figure 2: The steps in a Student Personal Details Import

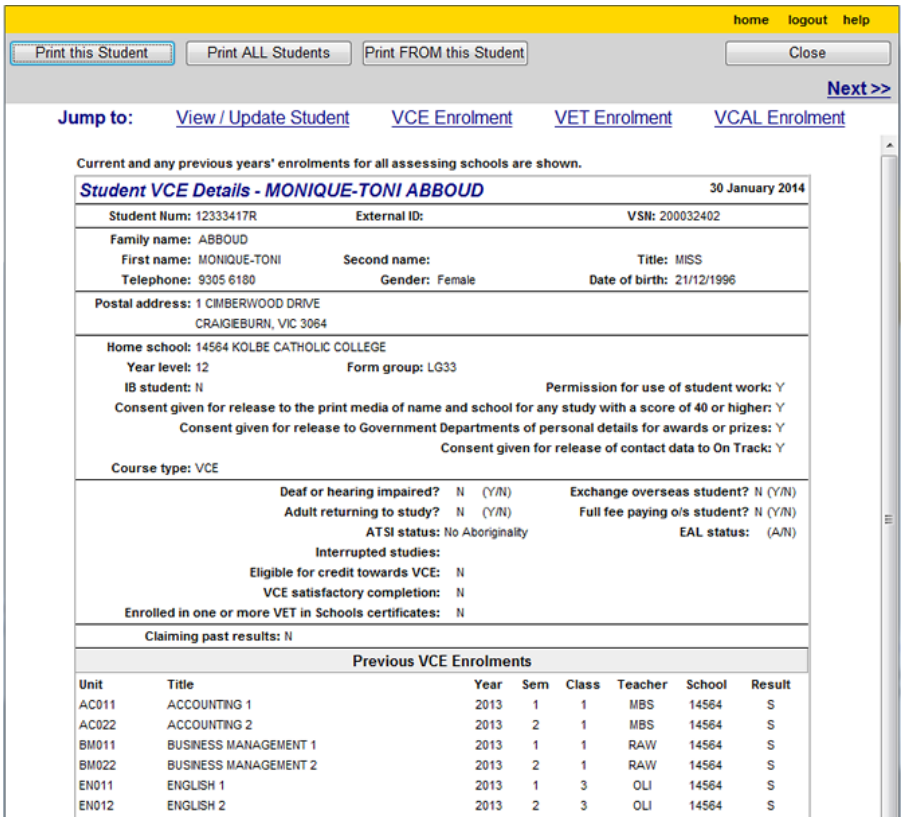
Student Full Details Report

The Student Full Details Report is the key report for checking Student Personal Details and enrolments.

The Student Full Details Report must be printed and given to students for checking and signing at the beginning of the year and always when changes have been made to either the students' personal details or enrolments.

Exercise 7: Student Full Details Report

1. Select **STUDENT ADMIN > Student Full Details Report**.
2. Enter all or part of the VCAA Student Number/ name and click on **[Find]**
3. Enter the appropriate parameters for the selected student and click **[Run Student Full Details Report]** See Figure 3.
4. Click **[Close]**



home logout help

Print this Student | Print ALL Students | Print FROM this Student | Close

Next >>

Jump to: View / Update Student | VCE Enrolment | VET Enrolment | VCAL Enrolment

Current and any previous years' enrolments for all assessing schools are shown.

Student VCE Details - MONIQUE-TONI ABBOUD 30 January 2014

Student Num: 12333417R External ID: VSN: 200032402

Family name: ABBOUD
First name: MONIQUE-TONI Second name: Title: MISS
Telephone: 9305 6180 Gender: Female Date of birth: 21/12/1996

Postal address: 1 CIMBERWOOD DRIVE
CRAIGIEBURN, VIC 3064

Home school: 14564 KOLBE CATHOLIC COLLEGE
Year level: 12 Form group: LG33
IB student: N Permission for use of student work: Y
Consent given for release to the print media of name and school for any study with a score of 40 or higher: Y
Consent given for release to Government Departments of personal details for awards or prizes: Y
Consent given for release of contact data to On Track: Y
Course type: VCE

Deaf or hearing impaired? N (Y/N) Exchange overseas student? N (Y/N)
Adult returning to study? N (Y/N) Full fee paying o/s student? N (Y/N)
ATSI status: No Aboriginality EAL status: (A/N)
Interrupted studies:
Eligible for credit towards VCE: N
VCE satisfactory completion: N
Enrolled in one or more VET in Schools certificates: N

Claiming past results: N

Previous VCE Enrolments

Unit	Title	Year	Sem	Class	Teacher	School	Result
AC011	ACCOUNTING 1	2013	1	1	MBS	14564	S
AC022	ACCOUNTING 2	2013	2	1	MBS	14564	S
BM011	BUSINESS MANAGEMENT 1	2013	1	1	RAW	14564	S
BM022	BUSINESS MANAGEMENT 2	2013	2	1	RAW	14564	S
EN011	ENGLISH 1	2013	1	3	OLI	14564	S
EN012	ENGLISH 2	2013	2	3	OLI	14564	S

Figure 3: A VCE Student Full Details Report

Student Personal Details Forms

This form can be printed as a 'blank' or can be used for Students who already have their details entered in VASS e.g. students rolled over from the previous year. Forms are produced by going to **STUDENT ADMIN > Student Personal Details Forms**. The forms can be blank for students to complete or printed pre-loaded with the student details currently in the VASS database and students either confirm or update the information.

To print as a four-page booklet on A3-size paper, set the printer preferences as follows: leave the paper size as A4, set the Duplex to Booklet, and tick the 'Non-Reduction Booklet' checkbox. You will get a warning message saying you must have A3 paper loaded.

Changing Student Consents

VASS displays four consent flags for each student: 'Consent for Media Release', 'Consent for Awards Processing' Copyright and 'Consent for On Track Release'.

All four flags are set to 'No' when Student Personal Details data is imported.

Student Consents may be changed for individual students using the **STUDENT ADMIN > Modify Student Personal Details** menu or for students on a form group basis using the **STUDENT ADMIN > Student Consents > Change Student Consents** menu.

The report: **STUDENT ADMIN > Student Consents > Results Not to be Released** report displays a list of students who have one or more of their consent flags set to 'No' or blank. It is important to check this report, as students who have chosen NOT to have their results reported in previous years may wish to change their preferences once they are in Year 12. Consent flags of '***YES***' means that any score over 40 appears in the press and they will be eligible for consideration for a Premier's Award or an Australia Prize if they obtain a study score of 50.

Exercise 8: Changing Student Consents

1. Select **STUDENT ADMIN > Student Consents > Change Student Consents.**
2. Click **[Find]** A list of Year Levels and Form Groups will appear.
3. Select Year 12, and click **[Change Students]**
4. Cathy Kendall's 'Consent Media', 'Consent Awards' and 'Consent for On Track Release' flags are all set to 'No'. Set all three to '***YES'***.
5. Click **[Save]** The message 'Do you want to change…….?' will be displayed.
6. Click **[Yes]** The message 'Student consents saved successfully' will be displayed.
7. Click **[OK]** then **[Close]** The changes will be saved.

Matching Students Process and the Import Hold Table

When students are added to the VCAA database, they are matched against those already on the VCAA database using four criteria:

- Family Name
- First Name
- Date of Birth
- Gender.

Students imported into VASS will be placed on the Import Hold Table if they match existing students on any three of these four criteria. This occurs when details for same-sex twins are imported. The second twin will be placed on the hold table as they match the existing twin's record on Family Name, Gender and Date of Birth.

Students on the Import Hold Table have not been allocated a VCAA Student Number and their personal details record is therefore incomplete.

Students must be moved from the Import Hold Table and allocated a Student Number before they can be enrolled in a program.

Invalid Suburb/Post Code combinations will also cause students to be placed on the Import Hold Table.

If an incoming student exactly matches a student who already has a record for the current year then the incoming student record is rejected. If the incoming student is not the existing student then it will be necessary to contact Student Records and Results for further advice.

If an incoming record containing a Student Number, Family Name, First Name, Gender and Date of Birth matches a student already on the VCAA database (but without a current year record) then a new year record will be created for the student and the existing data will be updated by the incoming record.

Exercise 9: Moving a Student from the Import Hold Table

1. Select **STUDENT ADMIN > Modify Student Personal Details.**
2. Type ***'IMPORT'*** in the Student Number field and click **[Find]** A list of all students on the Import Hold Table will be displayed.
3. Highlight the first student and click **[Modify Student Details]**
4. Click **[Save]** The Student Search Results dialog box will appear, displaying the details of students matching your student's details on any 3 of the 4 criteria.
5. If your student is not one of those listed, click **[Save as New Student]** Your student will be added to the database and allocated a Student Number.
6. Click **[Next >>]** to move to the next student on the Import Hold table.
7. Repeat these steps with the remaining students on the Import Hold Table.
8. When the final Import Hold student has been processed click **[Close]**

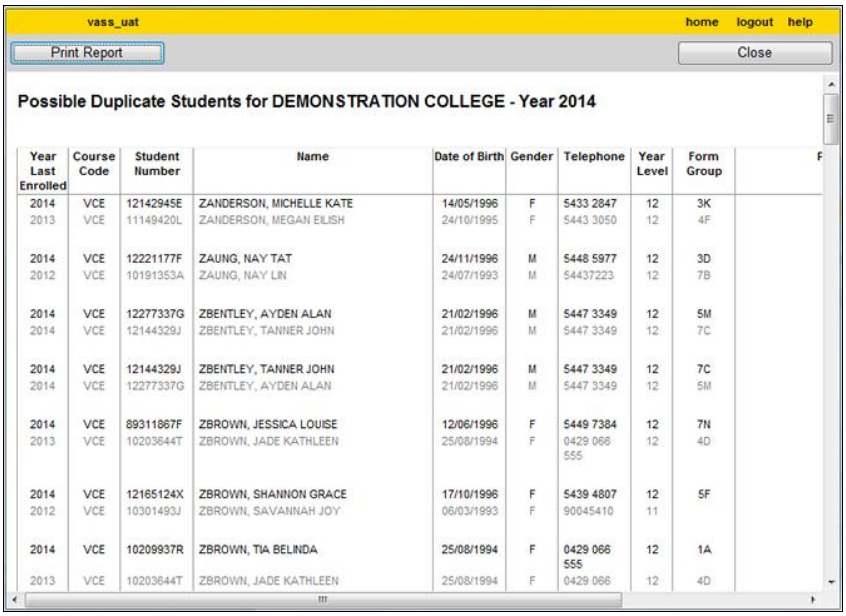
If the student is already on the database for 2014, close the match list by clicking **[Cancel]** and **[Delete Student with Pending Student Number]** The record will be deleted and the next student on the Import Hold table will be displayed.

Duplicate Student Search

The **STUDENT ADMIN > Other Student Reports > Duplicate Student Search** produces a report that lists any possible duplicate students based on three out of four matches to Family Name, First Name, Date of Birth and Gender at your school.

Previously generated Duplicate Student reports can be viewed / printed, or a new report can be generated.

If the report indicates that you have a student with two student numbers you should contact VASS Operations for assistance.



Year Last Enrolled	Course Code	Student Number	Name	Date of Birth	Gender	Telephone	Year Level	Form Group
2014	VCE	12142945E	ZANDERSON, MICHELLE KATE	14/05/1996	F	5433 2847	12	3K
2013	VCE	11149420L	ZANDERSON, MEGAN EILISH	24/10/1995	F	5443 3050	12	4F
2014	VCE	12221177F	ZAUNG, NAY TAT	24/11/1996	M	5448 5977	12	3D
2012	VCE	10191353A	ZAUNG, NAY LIN	24/07/1993	M	54437223	12	7B
2014	VCE	12277337G	ZBENTLEY, AYDEN ALAN	21/02/1996	M	5447 3349	12	5M
2014	VCE	12144329J	ZBENTLEY, TANNER JOHN	21/02/1996	M	5447 3349	12	7C
2014	VCE	12144329J	ZBENTLEY, TANNER JOHN	21/02/1996	M	5447 3349	12	7C
2014	VCE	12277337G	ZBENTLEY, AYDEN ALAN	21/02/1996	M	5447 3349	12	5M
2014	VCE	89311867F	ZBROWN, JESSICA LOUISE	12/06/1996	F	5449 7384	12	7N
2013	VCE	10203644T	ZBROWN, JADE KATHLEEN	25/08/1994	F	0429 066 555	12	4D
2014	VCE	12165124X	ZBROWN, SHANNON GRACE	17/10/1996	F	5439 4807	12	5F
2012	VCE	10301493J	ZBROWN, SAVANNAH JOY	06/03/1993	F	90045410	11	
2014	VCE	10209937R	ZBROWN, TIA BELINDA	25/08/1994	F	0429 066 555	12	1A
2013	VCE	10203644T	ZBROWN, JADE KATHLEEN	25/08/1994	F	0429 066	12	4D

Figure 4: A Duplicate Student Search Report

Exporting Student Details

Many VASS menu items allow data to be extracted from the system as a pipe (‘ | ’) delimited text file. The extracted data can be used in many ways: mailing lists, imports into MarkBook or as the basis of a Student Program import file.

Once all your Students’ Personal Details have been entered into VASS it is possible to extract the data including the Student Number for use as the basis of a Student Program import file.

MS Excel is usually used to view the extracted files.

Exercise 10A: Exporting Student Details from VASS

1. Select **STUDENT ADMIN > Export Student Details.**
2. Select year 11 and click **[Export Student Details]**
3. Ensure the ‘Always ask before opening this type of file’ box is ticked and click **[Save]**
4. Select the USB in the ***Save In*** field.
5. Rename the file ‘student.txt’ and click on the **[Save]** The Download Complete dialog box will be displayed.
6. Click **[Close]**

Exercise 10B: Imported VASS Student Details into Microsoft Excel

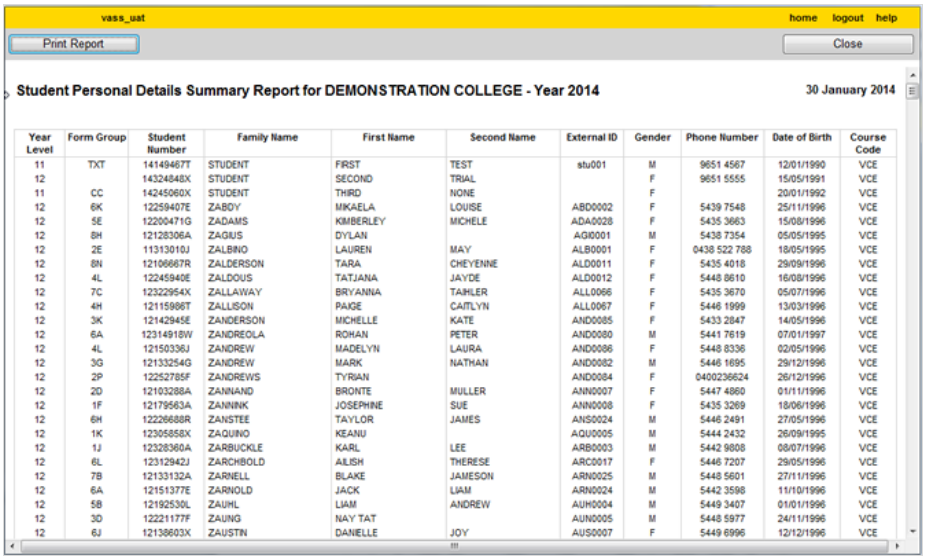
1. Open Microsoft Excel.
2. Select **File > Open**.
3. In the '***Look in'*** field select the USB and in the '***Files of type'*** field select Text files.
4. Select the file student.txt. Click **[Open]**
5. **Step 1 of 3 - Text import Wizard** – Select '***Delimited'*** and click **[Next]**
6. **Step 2 of 3 - Text import Wizard** Select **[Other] ,** Type a '|' symbol in the 'Other' field. The '|' symbol is the pipe, hence the term 'pipe delimited' file. The pipe symbol is usually located on the same key as the backslash key on the computer keyboard and is shown as a broken vertical line. When the 'pipe' is entered, vertical lines will appear in the data preview pane.Click **[Next]**
7. **Step 2 of 3 - Text import Wizard** This step is used to mark certain fields as 'text' to preserve the format click **[Finish]** The file should now be saved in Excel format for ease of use. This file can then be used by the school for mailing labels, etc.

Personal Details Summary

The **STUDENT ADMIN > Other Student Reports > Personal Details Summary** is used to print a Summary list of the students once their personal details have been entered into VASS.

This report is very useful as it lists the course code as well as telephone number, date of birth and optionally the address of the students.

This report can be viewed on screen and printed, or extracted as a text file.



Year Level	Form Group	Student Number	Family Name	First Name	Second Name	External ID	Gender	Phone Number	Date of Birth	Course Code
11	TXT	14149467T	STUDENT	FIRST	TEST	stu001	M	9651 4567	12/01/1990	VCE
12		14324848X	STUDENT	SECOND	TRIAL		F	9651 5555	15/05/1991	VCE
11	CC	14245060X	STUDENT	THIRD	NONE		F		20/01/1992	VCE
12	6K	12259407E	ZABOY	MIKAELA	LOUISE	ABD0002	F	5439 7548	25/11/1996	VCE
12	5E	12200471G	ZADAMS	KIMBERLEY	MICHELE	ADA0028	F	5435 3663	15/08/1996	VCE
12	8H	12128306A	ZAGIUS	DYLAN		AGI0001	M	5438 7354	05/05/1995	VCE
12	2E	11313010J	ZALBINO	LAUREN	MAY	ALB0001	F	0438 522 788	18/05/1995	VCE
12	8N	12106667R	ZALDERSON	TARA	CHEYENNE	ALD0011	F	5435 4018	29/09/1996	VCE
12	4L	12245940E	ZALDOUS	TATJANA	JAYDE	ALD0012	F	5448 8610	16/08/1996	VCE
12	7C	12322954X	ZALLAWAY	BRYANNA	TAHLER	ALL0066	F	5435 3670	05/07/1996	VCE
12	4H	12115986T	ZALLISON	PAIGE	CAITLYN	ALL0067	F	5446 1999	13/03/1996	VCE
12	3K	12142945E	ZANDERSON	MICHELLE	KATE	AND0085	F	5433 2847	14/05/1996	VCE
12	6A	12314918W	ZANDREOLA	ROHAN	PETER	AND0080	M	5441 7619	07/01/1997	VCE
12	4L	12150336J	ZANDREW	MADELYN	LAURA	AND0086	F	5448 8336	02/05/1996	VCE
12	3G	12133254G	ZANDREW	MARK	NATHAN	AND0082	M	5446 1695	29/12/1996	VCE
12	2P	12252785F	ZANDREWS	TYRIAN		AND0084	F	0400236624	26/12/1996	VCE
12	2D	12103288A	ZANNAND	BRONTE	MULLER	ANN0007	F	5447 4860	01/11/1996	VCE
12	1F	12179563A	ZANNNK	JOSEPHINE	SUE	ANN0008	F	5435 3269	18/06/1996	VCE
12	6H	12226688R	ZANSTEE	TAYLOR	JAMES	ANS0024	M	5446 2491	27/05/1996	VCE
12	1K	12305858X	ZAQUINO	KEANU		AQU0005	M	5444 2432	26/09/1995	VCE
12	1J	12328360A	ZARBUCKLE	KARL	LEE	ARB0003	M	5442 9808	08/07/1996	VCE
12	6L	12312942J	ZARCHBOLD	AILISH	THERESE	ARC0017	F	5446 7207	29/05/1996	VCE
12	7B	12133132A	ZARNELL	BLAKE	JAMESON	ARN0025	M	5448 5601	27/11/1996	VCE
12	6A	12151377E	ZARNOLD	JACK	LIAM	ARN0024	M	5442 3598	11/10/1996	VCE
12	5B	12192530L	ZAUHL	LIAM	ANDREW	AUH0004	M	5449 3407	01/01/1996	VCE
12	3D	12221177F	ZAUNG	NAY TAT		AUN0005	M	5448 5977	24/11/1996	VCE
12	6J	12138603X	ZAUSTN	DANIELLE	JOY	AUS0007	F	5449 6996	12/12/1996	VCE

Figure 5: A Personal Details Summary report

School Admin

Email Distribution Lists

Changes made to email addresses on VASS do not automatically update the Edumail Distribution Lists (DLs) used to send VCAA Notices to Schools:

- DL Government Schools
- DL Government Schools – Coordinators
- DL Non-government Schools
- DL Non-government Schools – Coordinators.

Staff members from Government Schools should download the 'Joining the Distribution List – Government Schools' instructions from VASS to place themselves on the Edumail Distribution List (DL). Only Edumail email addresses can be used for Government Schools.

For Non-Government Schools, there is provision for only 2 email addresses per school. VASS Operations must be notified in writing of any changes to email addresses.

The main email address for Non-Governments School must be generic .e.g. vce@demonstration.vic.edu.au

Modifying School Details

School contact details should be updated on VASS as soon as changes occur, e.g. address, telephone, fax, principal, VASS administrator and coordinators.

Exercise 11: Modifying School Details

1. Select **SCHOOL ADMIN > Modify School Details.**
2. Make changes to details in this screen
3. Click **[Save]** The message 'Do you want to save……?' will be displayed.
4. Click **[Yes]** The message 'School details saved successfully' will be displayed.
5. Click **[OK]** and **[Confirm Details]**
6. The message 'Do you want to confirm these details?' will be displayed.
7. Click **[Yes]** The message 'School details confirmed successfully' will be displayed.
8. Click **[OK]** and **[Close]**

Changes to a school name and main email address can only be done by the VCAA. Please contact VASS Operations for further details. School email addresses will only be changed after an email or fax has been received from the Principal or delegate.

Exam Centre Messages sent via VASS go to the school email address and to the VCE Coordinator (if an email address has been entered in VASS).

Viewing Other School Details

Contact details for other VCE Providers may be viewed using SCHOOL ADMIN > View School Details.

Exercise 12: Viewing Other School Details

1. Select **SCHOOL ADMIN > View School Details**.
2. It is possible to do a complete or partial search on the school name. Type VSL in the School Name field.
3. Click **[Find]**
4. Select 01314 VSL – Altona North/Footscray/Sunshine by clicking on the appropriate line to highlight it.
5. Click **[View]** to view the school's details then click **[Close]**

Teacher Admin

Teacher Rollover

Continuing teachers must be 'rolled over' on VASS each year to create a record for the New Year. Teachers who have left the school can be omitted from the 'rollover' by removing the tick from the 'Required to be Registered?' box.

Exercise 13: Teacher Rollover

1. Select **TEACHER ADMIN > Teacher Rollover**.
2. Click **[Rollover Teachers]**
3. The Rollover Teachers screen will be displayed.
4. Remove the tick from the 'Required to be Registered?' column for one of the teachers as they have left the college and click **[Rollover]**
5. The message 'Do you want to rollover……?' will be displayed.
6. Click **[Yes]** the 'Teacher Rollover Complete' report will be displayed. Click **[Close]**

Adding a New Teacher

New teachers may be added to VASS at any time during the year.

Exercise 14: Adding a New Teacher

1. Select **TEACHER ADMIN > Add Teacher**..
2. Enter a Teacher Code and values in each of the Title, Family Name and First Name fields.
3. Click **[Save]** The message 'Do you want to create…….?' will be displayed.
4. Click **[Yes]** The message 'Teacher details saved successfully' will be displayed.
5. Click **[OK]** then **[Close].**

VCE School Program

Selecting VCE units offered by the home school

Only units being assessed by your school should be selected.

Setting up a VCE program involves:

- Selecting VCE Units offered by your school.
- Setting up classes for VCE Units being offered at your school.
- Setting up classes for VCE Units being undertaken by your students at an assessing school.

Exercise 15: Selecting Units Offered by the home school

1. Select **SCHOOL PROGRAM > VCE > Select Units to be Offered.**
2. Click **[Add Units]** The Add VCE Units screen will be displayed
3. Select: **PL011** Philosophy 1, **PL022** Philosophy 2, **and PL033** Philosophy 3.
4. Click **[Add]** The message 'Do you want to add……..?' will be displayed.
5. Click **[Yes]** The message 'Units added successfully' will be displayed.
6. Click **[OK]** then **[Close]**

Setting up Classes

VCE classes can be rolled over from the previous year if the Units have been selected in the current year. Class codes cannot be edited. If the teacher has not been rolled over from the previous year, the class will be rolled over but the Teacher Code will be blank. If time blocks have been added to the classes in the previous year, these will be rolled over with the classes.

VCE classes can be set up using one of two menus. The Add Class menu is best used where only one class is required for a Unit. The Add/Modify Classes menu is used where a school has multiple classes for the same Unit.

A home school is required to set up classes for all studies undertaken by their students even when those studies are assessed elsewhere. However, studies being assessed elsewhere should not be selected as being offered by your school.

When a Unit 3 class is set up the corresponding Unit 4 class is created. Unit 1 and 2 classes can be set up together or independently

Exercise 16A: Setting Up Classes Taught by the home school

1. Select **SCHOOL PROGRAM > VCE > Add Class.**
2. Enter ***PL011*** (Unit 1 Philosophy) or click on the binoculars and select from the pick list
3. Enter the Class Code and **[Select]** a Teacher Code from the pick list
4. Enter a Tick in the box for "***Also create PL022?*** This will create a class for the Unit 2.
5. Click **[Save]** The message 'Do you want to create…..?' will be displayed.
6. Click **[Yes]** and **[OK]**

When setting up classes assessed elsewhere it is not necessary to select the VCE unit or enter a teacher code.

Exercise 16B: Setting up classes taught by another school

1. Select **SCHOOL PROGRAM > VCE > Add Class.**
2. Enter ***LO093*** (LOTE:French 3) and enter ***ZZ*** as the Class Code.
3. Click **[Save]** The message 'Do you want to create…….. ?' will be displayed.
4. Click **[Yes]** The message 'You are creating a class for a unit that is not being offered at this school. Do you wish to continue?' will be displayed.
5. Click **[Yes], [OK]** then **[Close]**

When a Unit 3 class is set up this way a matching Unit 4 class is automatically set up with the same class, time block and teacher details.

Exercise 16C: Setting up multiple classes for a unit

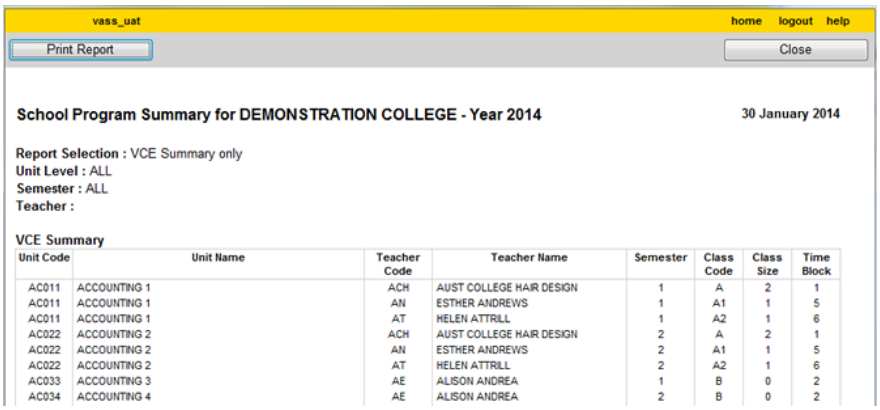
1. Select **SCHOOL PROGRAM > VCE > Add/Modify Classes.**
2. On the Add/Modify Classes – Browse VCE Units screen change the 'Include units not assessed at this school?' radio button to ***YES*** and enter ***EV033*** in the Unit Code field.
3. Click **[Find]** enter a Class Code and click **[Add Class]** The message 'Do you want to create……?' will be displayed.
4. Click **[Yes]** and **[OK].** Repeat steps 4, 5 and 6 to set up classes B and C. Teacher details and time block data can be added later.
5. Click **[Close]**

When a Unit 3 class is set up this way a matching Unit 4 class is automatically set up with the same class details but the time block and teacher details must be added separately.

School Program Summary

The School Program Summary (SCHOOL PROGRAM > School Program Summary) is a list of the Units, Teachers, classes, and number of students enrolled in each class taught at your School. Units will only show on this report after a class is set up for that Unit. It can be run for the entire School Program or separately for VCE, VET and VCAL Programs.

This report can be viewed on screen and printed, or extracted as a text file.


vass_uat home logout help

Print Report Close

School Program Summary for DEMONSTRATION COLLEGE - Year 2014 30 January 2014

Report Selection : VCE Summary only
Unit Level : ALL
Semester : ALL
Teacher :

VCE Summary

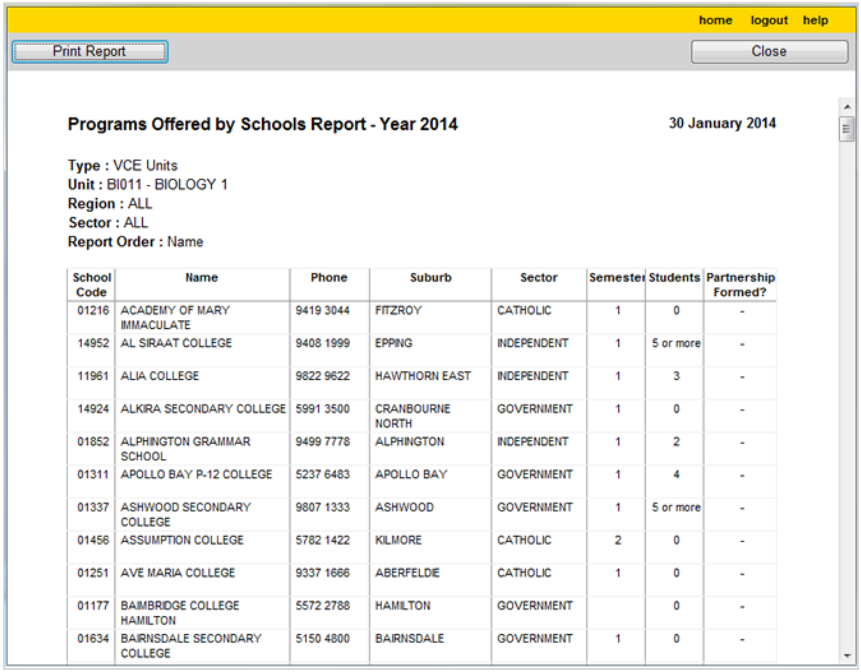
Unit Code	Unit Name	Teacher Code	Teacher Name	Semester	Class Code	Class Size	Time Block
AC011	ACCOUNTING 1	ACH	AUST COLLEGE HAIR DESIGN	1	A	2	1
AC011	ACCOUNTING 1	AN	ESTHER ANDREWS	1	A1	1	5
AC011	ACCOUNTING 1	AT	HELEN ATTRILL	1	A2	1	6
AC022	ACCOUNTING 2	ACH	AUST COLLEGE HAIR DESIGN	2	A	2	1
AC022	ACCOUNTING 2	AN	ESTHER ANDREWS	2	A1	1	5
AC022	ACCOUNTING 2	AT	HELEN ATTRILL	2	A2	1	6
AC033	ACCOUNTING 3	AE	ALISON ANDREA	1	B	0	2
AC034	ACCOUNTING 4	AE	ALISON ANDREA	2	B	0	2

Figure 6: A School Program Summary report

Programs Offered by Schools

The **SCHOOL PROGRAM > Programs Offered by Schools** is used to locate assessing schools offering Units that your students may wish to undertake and Schools with whom your school may be able to form a Partnership.

In both cases you must have permission from the selected School before enrolling a student with them or attempting to form a Partnership.

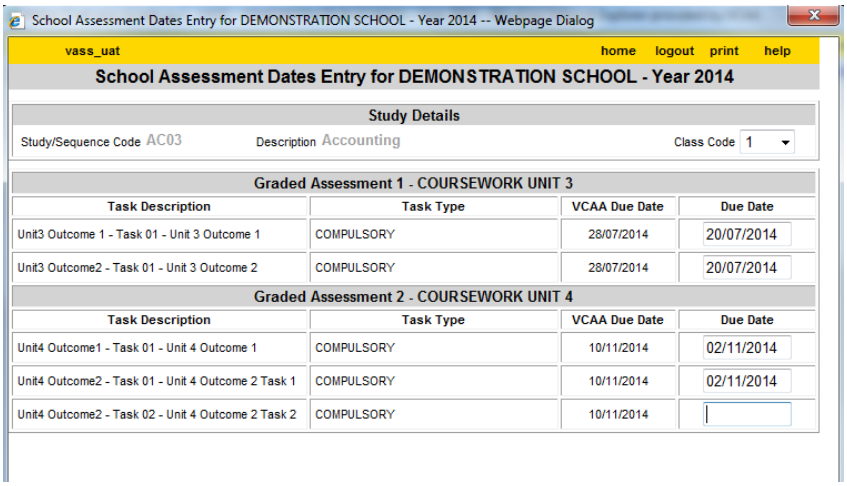


School Code	Name	Phone	Suburb	Sector	Semester	Students	Partnership Formed?
01216	ACADEMY OF MARY IMMACULATE	9419 3044	FITZROY	CATHOLIC	1	0	-
14952	AL SIRAAT COLLEGE	9408 1999	EPPING	INDEPENDENT	1	5 or more	-
11961	ALIA COLLEGE	9822 9622	HAWTHORN EAST	INDEPENDENT	1	3	-
14924	ALKIRA SECONDARY COLLEGE	5991 3500	CRANBOURNE NORTH	GOVERNMENT	1	0	-
01852	ALPHINGTON GRAMMAR SCHOOL	9499 7778	ALPHINGTON	INDEPENDENT	1	2	-
01311	APOLLO BAY P-12 COLLEGE	5237 6483	APOLLO BAY	GOVERNMENT	1	4	-
01337	ASHWOOD SECONDARY COLLEGE	9807 1333	ASHWOOD	GOVERNMENT	1	5 or more	-
01456	ASSUMPTION COLLEGE	5782 1422	KILMORE	CATHOLIC	2	0	-
01251	AVE MARIA COLLEGE	9337 1666	ABERFELDIE	CATHOLIC	1	0	-
01177	BAIMBRIDGE COLLEGE HAMILTON	5572 2788	HAMILTON	GOVERNMENT		0	-
01634	BAIRNSDALE SECONDARY COLLEGE	5150 4800	BAIRNSDALE	GOVERNMENT	1	0	-

Figure 7: A Programs Offered by Schools report

School Assessment Dates entry

The **SCHOOL PROGRAM > VCE > School Assessment Dates** screen allows the user to enter all **internal** school assessment due dates. Once these dates are enterd into VASS, they will appear in the Student Assessment Timetable report for each student when the '***Include School Assessments'*** option is selected.



Task Description	Task Type	VCAA Due Date	Due Date
Unit3 Outcome 1 - Task 01 - Unit 3 Outcome 1	COMPULSORY	28/07/2014	20/07/2014
Unit3 Outcome2 - Task 01 - Unit 3 Outcome 2	COMPULSORY	28/07/2014	20/07/2014

Graded Assessment 2 - COURSEWORK UNIT 4

Task Description	Task Type	VCAA Due Date	Due Date
Unit4 Outcome1 - Task 01 - Unit 4 Outcome 1	COMPULSORY	10/11/2014	02/11/2014
Unit4 Outcome2 - Task 01 - Unit 4 Outcome 2 Task 1	COMPULSORY	10/11/2014	02/11/2014
Unit4 Outcome2 - Task 02 - Unit 4 Outcome 2 Task 2	COMPULSORY	10/11/2014	

Figure 8: School Assessment Dates Entry screen

VCE Student Program

Certificate of enrolment

From 2014:

- Students can only be awarded one senior secondary certificate, either VCE or VCAL in a single academic year
- Students will no longer be awarded both a VCAL and VCE certificate for the same program of study.
- Students will need to nominate one certificate in each academic year to be their certificate of enrolment.

VCE enrolment

Exercise 17a: VCE enrolment at the home school

1. Select **STUDENT PROGRAM > VCE > Enrolment.**
2. Enter the initials ***J.A***. and click **[Find]**
3. Select ***John Adams*** and click **[Modify Student's VCE Enrolment]**
4. Click **[Add].** A box is shown listing all the classes that the school has set up.
5. Click on ***AC011*** (ACCOUNTING 1) and click **[Add]**
6. Select and **[Add]** ***PY022*** (PSYCHOLOGY 2), ***AR011*** (ART 1), and:

- ***BM011*** (BUSINESS MANAGEMENT 1), class G
- ***BM022*** (BUSINESS MANAGEMENT 2), class G
- ***EN011*** (ENGLISH 1), class A
- ***EN012*** (ENGLISH 2), class A
- ***MA071*** (MATHS: GENERAL MATHEMATICS 1), class M
- ***MA072*** (MATHS: GENERAL MATHEMATICS 2), class M
- ***PY011*** (PSYCHOLOGY 1), class K. All are now ***Pending Enrolments***

7. Click **[Submit Pending Enrolments]** The message 'You are about to enrol JOHN ADAMS in the following units…..?' will be displayed.
8. Click **[Yes]** and **[OK]** The enrolment maintenance screen will be displayed with John Adams' enrolment details.
9. Click **[Close]**

Enrolments into studies assessed by another Provider can be made either by the student's home school or by the assessing school. The assessing school must know the students student number to undertake enrolments. The assessing school is responsible for the entry of results.

The exception to the above is students studying Dance with a private provider. The home school is responsible for the student's enrolment and results entry. The assessing school code however should be that of the private provider with the class code of the home school.

Focus areas are mandatory for MC043/4 – Music Performance, Units 3 and 4, MC053/4 – Music Investigation Units 3 and 4 and TT033/4 – Texts and Traditions, Units 3 and 4 so the correct focus area code should be initially entered.

The remaining studies requiring focus areas are:

- AR033/4 – Art Units 3 and 4
- DT033/4 – Product Design and Technology Units 3 and 4
- ME033/4 – Media Units 3 and 4
- SA033/4 – Studio Arts Units 3 and 4
- SE033/4 – Systems Engineering Units 3 and 4
- VC033/4 – Visual Communication Design Units 3 and 4.

If the focus area is not initially known for these studies, the default value of Not Specified can be used until the correct focus area is known. The cut-off date for changing focus codes is Enrolment 2.

Exercise 17b: VCE Enrolments at another assessing school and Focus Codes

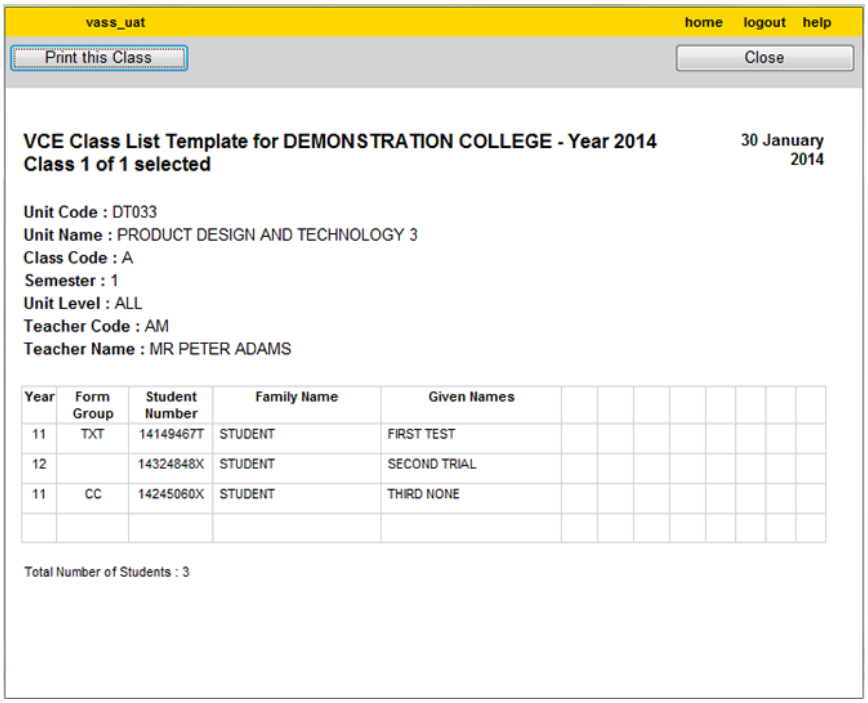
1. Select **STUDENT PROGRAM > VCE > Enrolment.**
2. Enter the initials ***L.L***. and click **[Find]**
3. As there is only one student (***Larry Lescun***) matching the entered data his details will be displayed immediately. Some versions of Larry have no enrolments and some have enrolments in Greek.
4. Click **[Add]** and select ***EN013*** (English 3) ***DT033*** (Product Design and Technology),
5. When ***Product Design and Technology*** is added to ***Pending Enrolments***
6. In Focus Area next to Product Design and Technology, select an area of your choice.
7. **[Add]** ***LO093*** and ***LO094*** (LOTE: French 3/4), class ***ZZ***
8. Larry is studying French at another school; therefore the assessing school Code for this Unit needs to be changed. Click on the binoculars next to LO093 and **[Select]** ***01870 VSL Lote Distance Education Centre Victoria.*** Repeat steps for ***LO094*** (LOTE: French 4).
9. Click **[Submit Pending Enrolments]** The message 'You are about to enrol Larry Lescun…….. ?' will be displayed.
10. Click **[Yes]** and **[OK]** At this point an automatically generated email is sent to the assessing school for both Units ***LO093*** and ***LO094***. School ***01870*** now has an enrolment for Larry Lescun in ***LO093*** and ***LO094***. You will be returned to the VCE Enrolment Maintenance screen.
11. To change the Focus Area, select ***DT033*** – Product Design and Technology Unit 3, click **[Modify]** and select the correct Focus area then click **[Save]**
12. The message 'Do you want to save the changes…?' will appear. Click **[Yes]**
13. Click **[OK]** and **[Close]** The Focus Area for DT033 and DT034 has been changed. Assessing schools and class codes can also be changed using this method.
14. Click **[Close]** to exit the enrolment screen for Larry.

Class Lists

STUDENT PROGRAM > VCE Reports > Class Lists are the key reports for teachers to check that all students have been allocated to the correct class. There are three versions of the class list: Template with Blank Columns, Detailed List on Screen and Export Detailed List. The Detailed List version is the only summary report of focus codes.

Class Lists must be printed and distributed to teachers for checking at the beginning of the year and whenever a student's enrolment details change.

See Figure 10 for a sample of a class List – Template with Blank Columns. Figure 11 is a sample of the Detailed List on Screen version.



vass_uat home logout help

Print this Class Close

VCE Class List Template for DEMONSTRATION COLLEGE - Year 2014
Class 1 of 1 selected

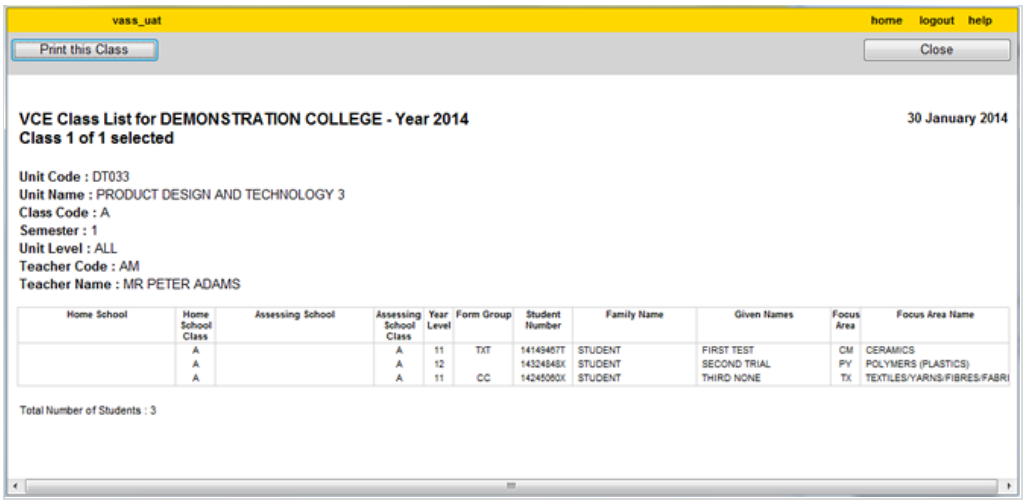
30 January 2014

Unit Code : DT033
Unit Name : PRODUCT DESIGN AND TECHNOLOGY 3
Class Code : A
Semester : 1
Unit Level : ALL
Teacher Code : AM
Teacher Name : MR PETER ADAMS

Year	Form Group	Student Number	Family Name	Given Names								
11	TXT	14149467T	STUDENT	FIRST TEST								
12		14324848X	STUDENT	SECOND TRIAL								
11	CC	14245060X	STUDENT	THIRD NONE								

Total Number of Students : 3

Figure 10: Template with Blank Columns version of a class list.



vass_uat home logout help

Print this Class Close

VCE Class List for DEMONSTRATION COLLEGE - Year 2014
Class 1 of 1 selected

30 January 2014

Unit Code : DT033
Unit Name : PRODUCT DESIGN AND TECHNOLOGY 3
Class Code : A
Semester : 1
Unit Level : ALL
Teacher Code : AM
Teacher Name : MR PETER ADAMS

Home School	Home School Class	Assessing School	Assessing School Class	Year Level	Form Group	Student Number	Family Name	Given Names	Focus Area	Focus Area Name
	A		A	11	TXT	14149467T	STUDENT	FIRST TEST	CM	CERAMICS
	A		A	12		14324848X	STUDENT	SECOND TRIAL	PY	POLYMERS (PLASTICS)
	A		A	11	CC	14245060X	STUDENT	THIRD NONE	TX	TEXTILES/YARNS/FIBRES/FABRI

Total Number of Students : 3

Figure 11: Detailed List on Screen version of a class list with Focus Area Code and name columns.

Student Level Program by Block Report

The **STUDENT PROGRAM > Student Program Inquiries Reports > Student Level Program by Block** report lists all students in alphabetical order by Year Level and Form Group with their semester one and two VCE enrolments, then VET and VCAL enrolments.

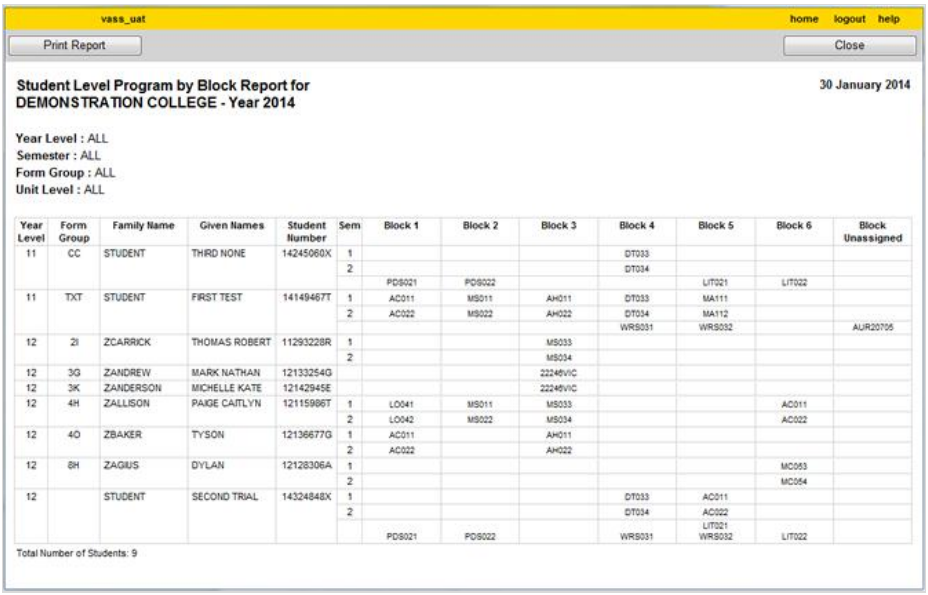
The VET enrolments will be listed by certificate code once in a column, VCAL unit codes will be shown.

VET and VCAL enrolments will be omitted if the report is filtered by semester.

If the Timetable Block information is entered when the classes are set up then the students' enrolments are displayed per block. If not, all enrolments are listed as 'Block Unassigned'.

This report can be used to indicate if a student is enrolled in two studies that occur in the same block on the timetable.

This is the report produced for the Government Schools Auditors.



vass_uat home logout help

Print Report Close

Student Level Program by Block Report for DEMONSTRATION COLLEGE - Year 2014 30 January 2014

Year Level : ALL
Semester : ALL
Form Group : ALL
Unit Level : ALL

Year Level	Form Group	Family Name	Given Names	Student Number	Sem	Block 1	Block 2	Block 3	Block 4	Block 5	Block 6	Block Unassigned
11	CC	STUDENT	THRID NONE	14245060X	1				DT033			
					2				DT034			
						PDS021	PDS022			LIT021	LIT022	
11	TXT	STUDENT	FIRST TEST	14149467T	1	AC011	MS011	AH011	DT033	MA111		
					2	AC022	MS022	AH022	DT034	MA112		
									WRS031	WRS032		AUR20705
12	2I	ZCARRICK	THOMAS ROBERT	11293228R	1			MS033				
					2			MS034				
12	3G	ZANDREW	MARK NATHAN	12133254G				22246VIC				
12	3K	ZANDERSON	MICHELLE KATE	12142945E				22246VIC				
12	4H	ZALLISON	PAIGE CAITLYN	12115986T	1	LO041	MS011	MS033			AC011	
					2	LO042	MS022	MS034			AC022	
12	4O	ZBAKER	TYSON	12136677G	1	AC011		AH011				
					2	AC022		AH022				
12	8H	ZAGIUS	DYLAN	12128306A	1						MC053	
					2						MC054	
12		STUDENT	SECOND TRIAL	14324848X	1				DT033	AC011		
					2				DT034	AC022		
						PDS021	PDS022		WRS031	LIT021 WRS032	LIT022	

Total Number of Students: 9

Figure 12: Student Level Program by Block Report.

Students Not Allocated to Classes Report

The **STUDENT PROGRAM > Student Program Enquiries Reports > Students Not Allocated to Classes report** lists any student who has not been assigned to a class by either their home or assessing school.

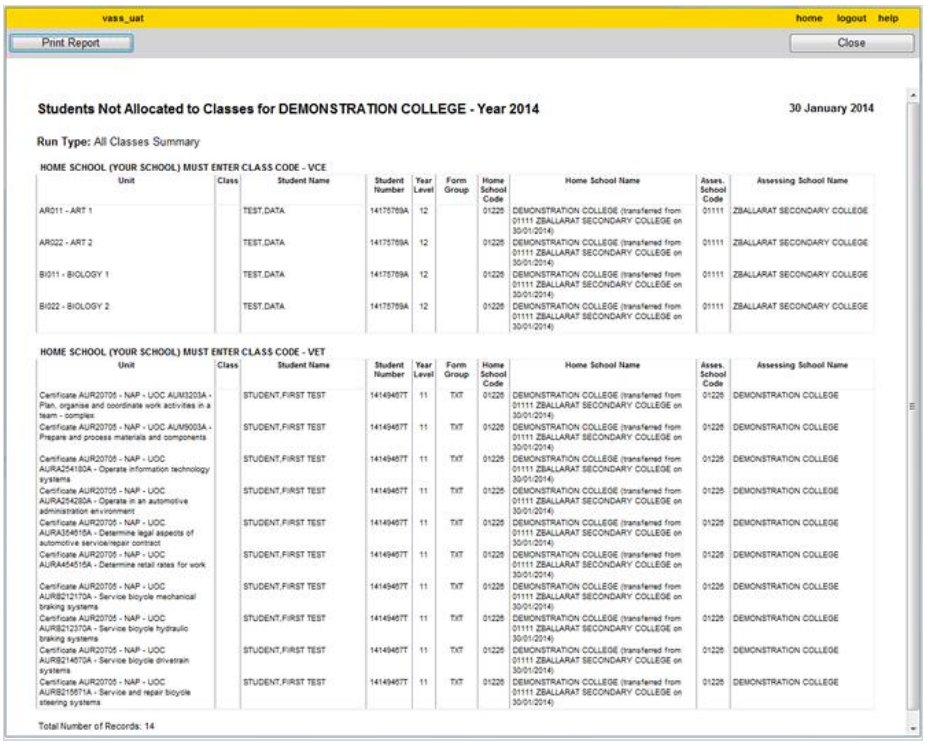
A student's enrolment is not complete until each Unit the student is enrolled in has a class code entered by both the home school and the assessing school. For most students these are the same, as they are assessed by their home school.

If the assessing school has not entered a class code then they will be unable to enter results for that Unit or print class lists.

There are three groups of students whose enrolments may not be complete due to a missing class code:

- Students who have been transferred to a new home school. The original home school class codes are removed when a student is transferred but the assessing school class code does not change. The new home school will need to place the student in the appropriate classes.
- Students who have been enrolled by their home school to undertake a Unit at an assessing school where the assessing school has not yet entered the class code.
- Students who have been enrolled by their assessing school to undertake a Unit at that School and the home school has not yet entered the home school class code.

Do not change class codes for units completed at the previous home school. e.g. Unit 1 or 3 in semester1 if the student was transferred to your school in Semester 2.



vass_uat home logout help

Print Report Close

Students Not Allocated to Classes for DEMONSTRATION COLLEGE - Year 2014 30 January 2014

Run Type: All Classes Summary

HOME SCHOOL (YOUR SCHOOL) MUST ENTER CLASS CODE - VCE

Unit	Class	Student Name	Student Number	Year Level	Form Group	Home School Code	Home School Name	Asses. School Code	Assessing School Name
AR011 - ART 1		TEST,DATA	14175769A	12		01226	DEMONSTRATION COLLEGE (transferred from 01111 ZBALLARAT SECONDARY COLLEGE on 30/01/2014)	01111	ZBALLARAT SECONDARY COLLEGE
AR022 - ART 2		TEST,DATA	14175769A	12		01226	DEMONSTRATION COLLEGE (transferred from 01111 ZBALLARAT SECONDARY COLLEGE on 30/01/2014)	01111	ZBALLARAT SECONDARY COLLEGE
BI011 - BIOLOGY 1		TEST,DATA	14175769A	12		01226	DEMONSTRATION COLLEGE (transferred from 01111 ZBALLARAT SECONDARY COLLEGE on 30/01/2014)	01111	ZBALLARAT SECONDARY COLLEGE
BI022 - BIOLOGY 2		TEST,DATA	14175769A	12		01226	DEMONSTRATION COLLEGE (transferred from 01111 ZBALLARAT SECONDARY COLLEGE on 30/01/2014)	01111	ZBALLARAT SECONDARY COLLEGE

HOME SCHOOL (YOUR SCHOOL) MUST ENTER CLASS CODE - VET

Unit	Class	Student Name	Student Number	Year Level	Form Group	Home School Code	Home School Name	Asses. School Code	Assessing School Name
Certificate AUR20705 - NAP - UOC AUM3203A - Plan, organise and coordinate work activities in a team - complex		STUDENT,FIRST TEST	14149467T	11	TXT	01226	DEMONSTRATION COLLEGE (transferred from 01111 ZBALLARAT SECONDARY COLLEGE on 30/01/2014)	01226	DEMONSTRATION COLLEGE
Certificate AUR20705 - NAP - UOC AUM9003A - Prepare and process materials and components		STUDENT,FIRST TEST	14149467T	11	TXT	01226	DEMONSTRATION COLLEGE (transferred from 01111 ZBALLARAT SECONDARY COLLEGE on 30/01/2014)	01226	DEMONSTRATION COLLEGE
Certificate AUR20705 - NAP - UOC AURA254180A - Operate information technology systems		STUDENT,FIRST TEST	14149467T	11	TXT	01226	DEMONSTRATION COLLEGE (transferred from 01111 ZBALLARAT SECONDARY COLLEGE on 30/01/2014)	01226	DEMONSTRATION COLLEGE
Certificate AUR20705 - NAP - UOC AURA254280A - Operate in an automotive administration environment		STUDENT,FIRST TEST	14149467T	11	TXT	01226	DEMONSTRATION COLLEGE (transferred from 01111 ZBALLARAT SECONDARY COLLEGE on 30/01/2014)	01226	DEMONSTRATION COLLEGE
Certificate AUR20705 - NAP - UOC AURA354515A - Determine legal aspects of automotive service/repair contract		STUDENT,FIRST TEST	14149467T	11	TXT	01226	DEMONSTRATION COLLEGE (transferred from 01111 ZBALLARAT SECONDARY COLLEGE on 30/01/2014)	01226	DEMONSTRATION COLLEGE
Certificate AUR20705 - NAP - UOC AURA454515A - Determine retail rates for work		STUDENT,FIRST TEST	14149467T	11	TXT	01226	DEMONSTRATION COLLEGE (transferred from 01111 ZBALLARAT SECONDARY COLLEGE on 30/01/2014)	01226	DEMONSTRATION COLLEGE
Certificate AUR20705 - NAP - UOC AURB212170A - Service bicycle mechanical braking systems		STUDENT,FIRST TEST	14149467T	11	TXT	01226	DEMONSTRATION COLLEGE (transferred from 01111 ZBALLARAT SECONDARY COLLEGE on 30/01/2014)	01226	DEMONSTRATION COLLEGE
Certificate AUR20705 - NAP - UOC AURB212370A - Service bicycle hydraulic braking systems		STUDENT,FIRST TEST	14149467T	11	TXT	01226	DEMONSTRATION COLLEGE (transferred from 01111 ZBALLARAT SECONDARY COLLEGE on 30/01/2014)	01226	DEMONSTRATION COLLEGE
Certificate AUR20705 - NAP - UOC AURB214670A - Service bicycle drivetrain systems		STUDENT,FIRST TEST	14149467T	11	TXT	01226	DEMONSTRATION COLLEGE (transferred from 01111 ZBALLARAT SECONDARY COLLEGE on 30/01/2014)	01226	DEMONSTRATION COLLEGE
Certificate AUR20705 - NAP - UOC AURB215671A - Service and repair bicycle steering systems		STUDENT,FIRST TEST	14149467T	11	TXT	01226	DEMONSTRATION COLLEGE (transferred from 01111 ZBALLARAT SECONDARY COLLEGE on 30/01/2014)	01226	DEMONSTRATION COLLEGE

Total Number of Records: 14

Figure 13: Student Not Allocated to Classes Report

Changing a Student Class Code

The Change Student Class Code function can also be used to change student class codes.

Students enrolled in a Unit 3/4 sequence can change classes without being withdrawn first from the unit by this method.

Exercise 18: Change Student Class Code

1. Select **STUDENT PROGRAM > VCE > Change Student Class Code.**
2. Enter ***LO223*** (LOTE: Greek 3) and click **[Find]** Two records will be displayed. A class with no class code and a class with class code 'X'.
3. Select the record with no class code and click **[Change All Students].** A list of students without a class code for this Unit will be displayed.
4. Select Class Code X and click **[Save]**
5. The message 'Do you want to allocate…..?' will be displayed. Click **[Yes]**
6. Click **[OK]** Repeat the same procedure for ***LO224*** (LOTE: Greek 4).

Students Without a Program Report

The **STUDENT PROGRAM > Student Program Enquiries Reports > Students Without a Program** report is used to check that all non PDO students enrolled in the current year have been enrolled in a Program of Study.

Any students listed who are no longer at your School should be exited then deleted as early in the year as possible.

Student Eligibility Reports

There are four Student Eligibility reports:

- The VCE Student Eligibility report **STUDENT PROGRAM > VCE Reports > Student Eligibility** is used to check the eligibility of students to complete the VCE or VET Certificate in which they are enrolled.
- The VET Student Eligibility report **STUDENT PROGRAM > VET in Schools Reports > VET Student Eligibility** is used to check the eligibility of students to complete the VES VET Certificate in which they are enrolled.
- The VCE (Baccalaureate) Eligibility report **STUDENT PROGRAM > VCE Reports > VCE (Baccalaureate) Eligibility** is used to check the eligibility of students to receive the VCE Baccalaureate Certificate
- A separate VCAL Eligibility report is available through the menu: **STUDENT PROGRAM > VCAL Reports > VCAL Student Eligibility.**

It is recommended that the VCE and VET Eligibility Reports be run for all Year 12 students prior to the Enrolment 2 date and again later in the year, but especially following any changes to enrolments for Year 12 students.

The Eligibility Reports work on the basis that a blank result is a potential 'S' so it is important to rerun the VCE Eligibility Report after the entry of semester 1 results.

When running the Eligibility report it is possible to include or exclude eligible students.

Once scheduled, the status of the Eligibility report will progressively move from '***Scheduled'*** to '***In Progress'***. To check the progress of the report, click **[Recheck Status]** This will refresh the page.

Like the Duplicate Student Search and Imports, the Student Eligibility report is processed in the background.

The Eligibility Reports are stored for 2 weeks. They are not interactive reports and so must be rerun following any changes to enrolments or the entry of results.

Once the Eligibility Report has been completed it may be viewed by selecting the radio buttons to filter the Eligibility report and using **[Run Report]**

Other filters can be used as required.

The Student Full Details Report with an Eligibility statement can be printed selecting the Display Student Full Details Report radio button.

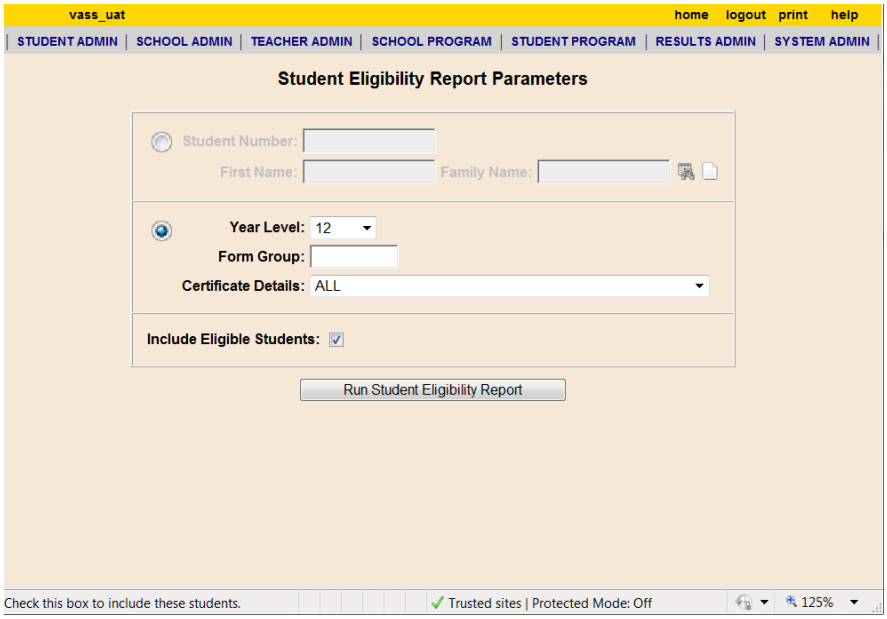


Figure 14a: A Student Eligibility Report parameters screen with 'Include Eligible Students?' box ticked.

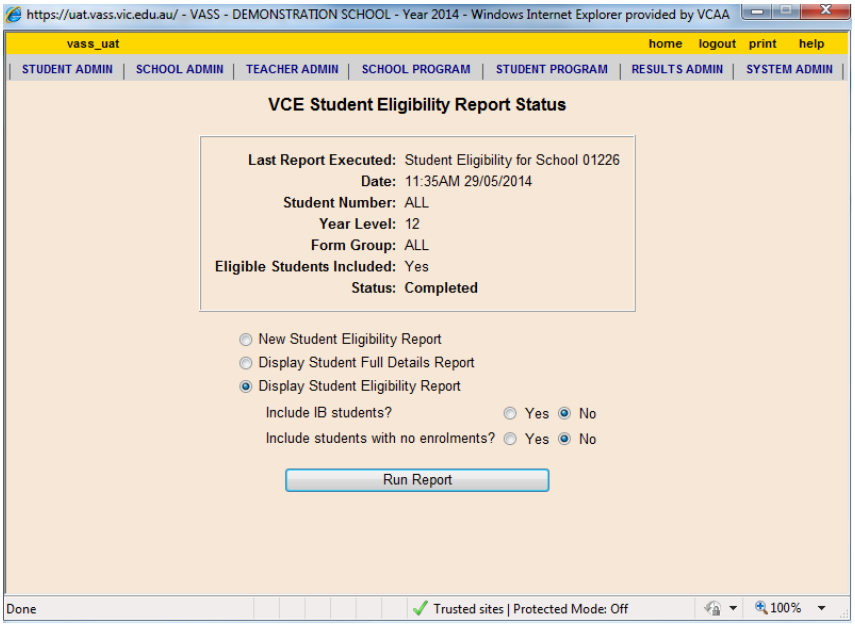
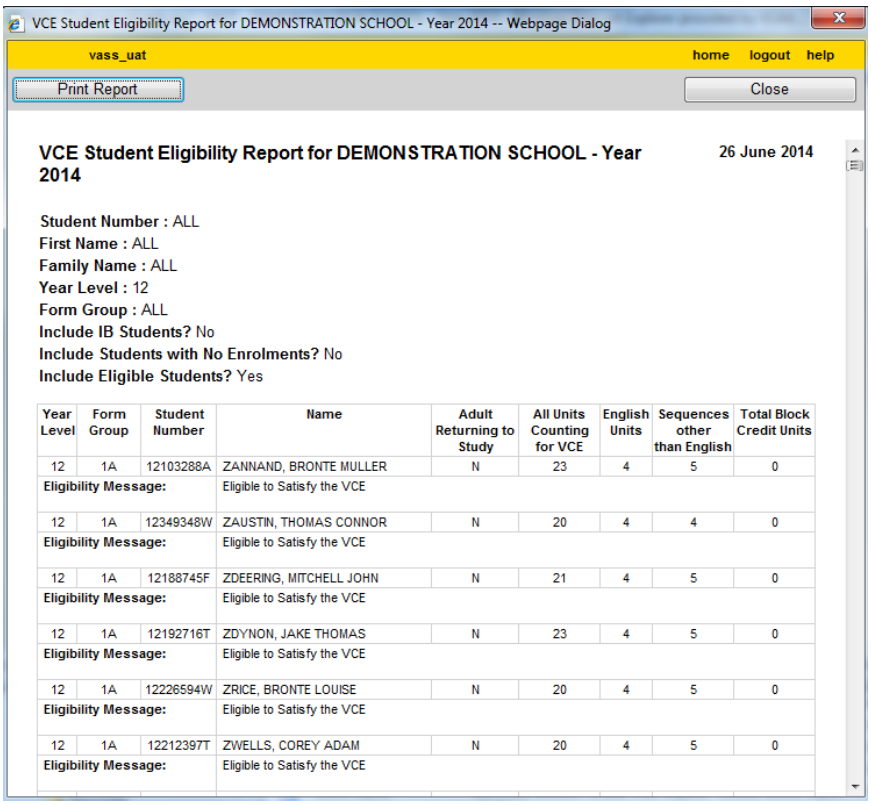


Figure 14b: A Student Eligibility Report status screen



Year Level	Form Group	Student Number	Name	Adult Returning to Study	All Units Counting for VCE	English Units	Sequences other than English	Total Block Credit Units
12	1A	12103288A	ZANNAND, BRONTE MULLER	N	23	4	5	0
Eligibility Message:			Eligible to Satisfy the VCE					
12	1A	12349348W	ZAUSTIN, THOMAS CONNOR	N	20	4	4	0
Eligibility Message:			Eligible to Satisfy the VCE					
12	1A	12188745F	ZDEERING, MITCHELL JOHN	N	21	4	5	0
Eligibility Message:			Eligible to Satisfy the VCE					
12	1A	12192716T	ZDYNON, JAKE THOMAS	N	23	4	5	0
Eligibility Message:			Eligible to Satisfy the VCE					
12	1A	12226594W	ZRICE, BRONTE LOUISE	N	20	4	5	0
Eligibility Message:			Eligible to Satisfy the VCE					
12	1A	12212397T	ZWELLS, COREY ADAM	N	20	4	5	0
Eligibility Message:			Eligible to Satisfy the VCE					

Figure 15a: A VCE Student Eligibility Report with ‘Include Eligible Students?’ box ticked.

VET Student Eligibility Report for DEMONSTRATION SCHOOL - Year 2014 -- Webpage Dialog

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Print Report Close

VET Student Eligibility Report for DEMONSTRATION SCHOOL - Year 2014 26 June 2014

Student Number : ALL
First Name : ALL
Family Name : ALL
Year Level : 12
Form Group : ALL
VET Certificate : ALL
Include IB Students? No
Include Students with No Enrolments? No
Include Eligible Students? Yes

Year Level	Form Group	Student Number	Name	VET Certificate Details
12	1A	12226594W	ZRICE, BRONTE LOUISE	HLT32512 - VES - Cert III in Health Services Assistance
Eligibility Message:			Eligible to Satisfy this certificate	
12	1A	12226594W	ZRICE, BRONTE LOUISE	HOSPITALITY 07 - VFE - Tourism, Hospitality and Events
Eligibility Message:			Warning: No current year UOCs with satisfactory results	
12	1C	12258800W	ZDELL-SPECTOR, ALEXANDER JAMES	CISCO1 - VES - CISCO Discovery & Exploration
Eligibility Message:			Eligible to Satisfy this certificate	
12	1C	12176439R	ZDENNIS, ALEX LINDSAY ROBERT	22071VIC - VES - Cert II in Integrated Technologies
Eligibility Message:			Eligible to Satisfy this certificate	
12	1C	12176439R	ZDENNIS, ALEX LINDSAY ROBERT	HOSPITALITY 07 - VFE - Tourism, Hospitality and Events
Eligibility Message:			Warning: No current year UOCs with satisfactory results	
12	1C	12176439R	ZDENNIS, ALEX LINDSAY ROBERT	ICA30111 - VES - Cert III in Information,Dig Media & Tech
Eligibility Message:			Warning: Stream C minimum hours or points not satisfied Warning: Minimum number of streams for the Certificate not satisfied Warning: Minimum hours for the Certificate not satisfied Warning: Ineligible to satisfy VES Certificate ICA30111	

Figure 15b: A VET Student Eligibility Report with 'Include Eligible Students?' box ticked.

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Print Report Close

VCAL Eligibility Report for DEMONSTRATION COLLEGE - Year 2014 30 January 2014

Student Number: 14324848X
Include Eligible Students: Y
As at: 30/01/2014 13:27:16

Student Number: 14324848X **Name:** STUDENT, SECOND TRIAL **Year Level:** 12
Form Group:

VCAL Certificates

Year: 2014 **Certificate:** VCAL (Intermediate) **Primary VCAL?** Y **Result:**
Strands satisfied: WRK,PER,LIT,GCR **Eligible?** N
Strands not yet satisfied: NUM,IND
Total Credits eligible: 10 (minimum required 10)
VCAL Credits eligible: 6 (minimum required 2)
Credits eligible at Certificate level or above: 10 (minimum required 6)

VCAL Units

Year	Unit Code	Unit Name	Result	Level	Allocated?	Strands
2014	WRS031	Work Related Skills Unit 1 (Senior)		Senior	Yes	WRK
2014	WRS032	Work Related Skills Unit 2 (Senior)		Senior	Yes	WRK
2014	LIT021	Literacy Skills Intermediate Reading and Writing		Intermediate	Yes	LIT
2014	LIT022	Literacy Skills Intermediate Oral Communication		Intermediate	Yes	GCR
2014	PDS021	Personal Development Skills Unit 1 (Intermediate)		Intermediate	Yes	PER
2014	PDS022	Personal Development Skills Unit 2 (Intermediate)		Intermediate	Yes	PER

VCE Units

Year	Unit Code	Unit Name	Result	Level	Allocated?	Strands
2014	DT033	PRODUCT DESIGN AND TECHNOLOGY 3		Senior	Yes	WRK
2014	DT034	PRODUCT DESIGN AND TECHNOLOGY 4		Senior	Yes	WRK
2014	AC011	ACCOUNTING 1		Intermediate	Yes	GCR
2014	AC022	ACCOUNTING 2		Intermediate	Yes	GCR

Total Number of Students: 1

Figure 16: A VCAL Student Eligibility Report

VET School Program

For administrative purposes all VET certificates (VES, NAP and VFE) are deemed to be delivered by the students' home school. This means that home schools are responsible for enrolling their students and entering results. The correct RTO must be recorded against the students' enrolment.

Setting up a VET program involves:

- selecting the VET/FE certificate/s offered by your school
- selecting the RTO/s responsible for each VET certificate offered by your school
- setting up classes for the required VET/FE UoCs (Units of Competence).

Students undertaking a VFE Certificate as part of a School Based New Apprenticeship (SBA) must be correctly flagged.

Selecting a VET Certificate

Exercise 19: Selecting a VET Certificate

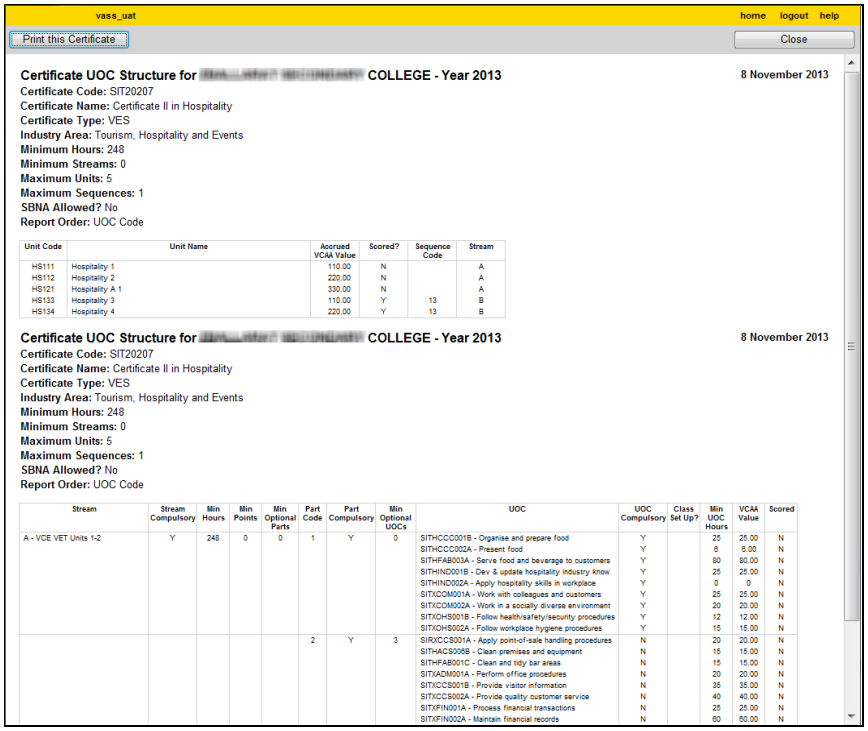
1. Select **SCHOOL PROGRAM > VET in Schools > Select Certificates to be Offered.**
2. Four certificates have already been selected. Click **[Add Certificates]**
3. Select ***LMF20309***, ***VES***, ***Certificate II in Furniture Making***.and click **[Add]**
4. The message 'Do you want to add the certificates……?' will be displayed.
5. Click **[Yes]** The message 'Certificates added successfully' will be displayed.
6. Click **[OK]** then **[Close]**

Certificate UoC Structure Report

The Certificate UoC (Unit of Competence) Structure Report is an extremely useful report that provides information about Streams, compulsory and optional UoCs, scored UoCs and indicates when a class has been set up for a UoC.

The Certificate UoC Structure report indicates whether a Certificate can be undertaken as a School Based New Apprenticeship.

All NAP Certificates are only available as School Based New Apprenticeships. Some VFE Certificates may be undertaken as School Based Apprenticeships. VES Certificates are not available as School Based Apprenticeships.



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Print this Certificate Close

Certificate UOC Structure for [redacted] COLLEGE - Year 2013 8 November 2013

Certificate Code: SIT20207
Certificate Name: Certificate II in Hospitality
Certificate Type: VES
Industry Area: Tourism, Hospitality and Events
Minimum Hours: 248
Minimum Streams: 0
Maximum Units: 5
Maximum Sequences: 1
SBNA Allowed? No
Report Order: UOC Code

Unit Code	Unit Name	Accrued VCAA Value	Scored?	Sequence Code	Stream
HS111	Hospitality 1	110.00	N		A
HS112	Hospitality 2	220.00	N		A
HS121	Hospitality A 1	330.00	N		A
HS133	Hospitality 3	110.00	Y	13	B
HS134	Hospitality 4	220.00	Y	13	B

Certificate UOC Structure for [redacted] COLLEGE - Year 2013 8 November 2013

Certificate Code: SIT20207
Certificate Name: Certificate II in Hospitality
Certificate Type: VES
Industry Area: Tourism, Hospitality and Events
Minimum Hours: 248
Minimum Streams: 0
Maximum Units: 5
Maximum Sequences: 1
SBNA Allowed? No
Report Order: UOC Code

Stream	Stream Compulsory	Min Hours	Min Points	Min Optional Parts	Part Code	Part Compulsory	Min Optional UOCs	UOC	UOC Compulsory	Class Set Up?	Min UOC Hours	VCAA Value	Scored
A - VCE VET Units 1-2	Y	248	0	0	1	Y	0	SITHCCC001B - Organise and prepare food	Y		25	25.00	N
								SITHCCC002A - Present food	Y		8	8.00	N
								SITHFAB003A - Serve food and beverage to customers	Y		80	80.00	N
								SITHIND001B - Dev & update hospitality industry know	Y		25	25.00	N
								SITHIND002A - Apply hospitality skills in workplace	Y		0	0	N
								SITXCOM001A - Work with colleagues and customers	Y		25	25.00	N
								SITXCOM002A - Work in a socially diverse environment	Y		20	20.00	N
								SITXOHS001B - Follow health/safety/security procedures	Y		12	12.00	N
								SITXOHS002A - Follow workplace hygiene procedures	Y		15	15.00	N
					2	Y	3	SIRXCCS001A - Apply point-of-sale handling procedures	N		20	20.00	N
								SITHACS006B - Clean premises and equipment	N		15	15.00	N
								SITHFAB001C - Clean and tidy bar areas	N		15	15.00	N
								SITXADM001A - Perform office procedures	N		20	20.00	N
								SITXCCS001B - Provide visitor information	N		35	35.00	N
								SITXCCS002A - Provide quality customer service	N		40	40.00	N
								SITXFIN001A - Process financial transactions	N		25	25.00	N
								SITXFIN002A - Maintain financial records	N		60	60.00	N

Figure 17: Certificate UoC Structure Report

VET Add/Modify RTOs

Exercise 20: Selecting the RTO for a VET Certificate

1. Select **SCHOOL PROGRAM > VET in Schools > Add/Modify RTOs/Classes.**
2. Select ***LMF20309, VES, Certificate II in Furniture Making***
3. Click **[Add/Modify VET RTOs]**
4. Select an RTO and click **[Add RTO]** The message 'Do you want to create……?' will be displayed. Note: If the required RTO is not listed, you must contact Student Records and Results.
5. Click **[Yes]** The message 'RTO details saved successfully' will be displayed.
6. Click **[OK]** and **[Close]**

VET Add/Modify Classes

The only way to distinguish UoCs taught at the home school and those offered by an RTO is by the use of the Teacher Name. The Teacher Name can be left blank where the UoC is taught outside the school or a made-up teacher using the name of the RTO. A made-up teacher will help when distributing enrolment lists and/or results input sheets to RTOs.

Exercise 21: Setting up UoC Classes

1. Select **SCHOOL PROGRAM > VET in Schools > Add/Modify RTOs/Classes.**
2. Select ***LMF20309, VES, Certificate II in Furniture Making*** and click **[Add/Modify VET Classes]**
3. Select ***Stream B, Units 3 / 4*** and click **[Add Stream]**
4. Enter Class Code for the required UoCs.(compulsory UOC's are at the top of the list)
5. Once all the details in the top row have been completed, remove the tick in the ***Delete?*** next to the '***All UoCs'*** or against every UOC you wish to keep and all the following rows will also be completed
6. Or select each UoC by taking the tick out of the withdraw box and completing the Class Code and Teacher Code.
7. Click **[Save]** The message 'Do you want to create…….?' will be displayed.
8. Click **[Yes]** **[OK]** Teacher details can be added if required Click **[Close]**

VET Student Program

Enrolling in a VET Certificate and UoCs

Enrolling a student in a VET Certificate is a two-step process. The student must first be enrolled in the Certificate and then they must be enrolled in the appropriate UoCs or Stream. The alternative is a one-step complete program enrolment.

In both cases, the VET program must be set up first in VASS.

Students undertaking a school-based apprenticeship must have their enrolment correctly flagged.

Exercise 22a: Enrolling a student in a VET Certificate

1. Select **STUDENT PROGRAM > VET in Schools > Enrolment.**
2. **[Find] Valerie Martins** and select ***BSB20107, VES, Certificate II in Business.*** in the VET maintenance screen.
3. Select an RTO and click **[Add]** The message 'You are about to enrol Valerie Martins in……?' will be displayed.
4. Click **[Yes]** and **[OK]** The VET Enrolment Maintenance screen will be displayed.

The next step is to enrol the student into the Stream (UOC classes) within the certificate.

Exercise 22b: Enrolling a student in UoCs

1. Select ***Stream A – Units 1-2.***
2. Click **[Add Stream]** The Add VET Stream screen will be displayed, listing all the UoCs in that stream for which classes have been set up.
3. To select all the UoCs Units you have created classes for in this stream, remove the tick in the top box of the '***Withdraw?'*** column. Alternatively, select the UoCs Units you wish to enrol the student into by removing the tick in the '***Withdraw?***' column beside each UoC.
4. Click **[Save]** The message 'Do you want to save the changes…….?' will be displayed.
5. Click **[Yes]** and **[OK]** The VET Enrolment Maintenance screen will be displayed with ***Units 1 and 2 UoCs from Stream A.*** VCE VET units ***BU171, BU172*** and ***BU181*** will also be displayed.
6. Click on the blue VCE Enrolment link at the bottom of the page. The automatically allocated VCE VET Units are displayed on the VCE Enrolment screen in light grey.

VCE VET Units provide the link between a student's VET Certificate enrolment and their VCE Enrolment. VCE VET Units can be viewed but not altered from the VCE Enrolment screen.

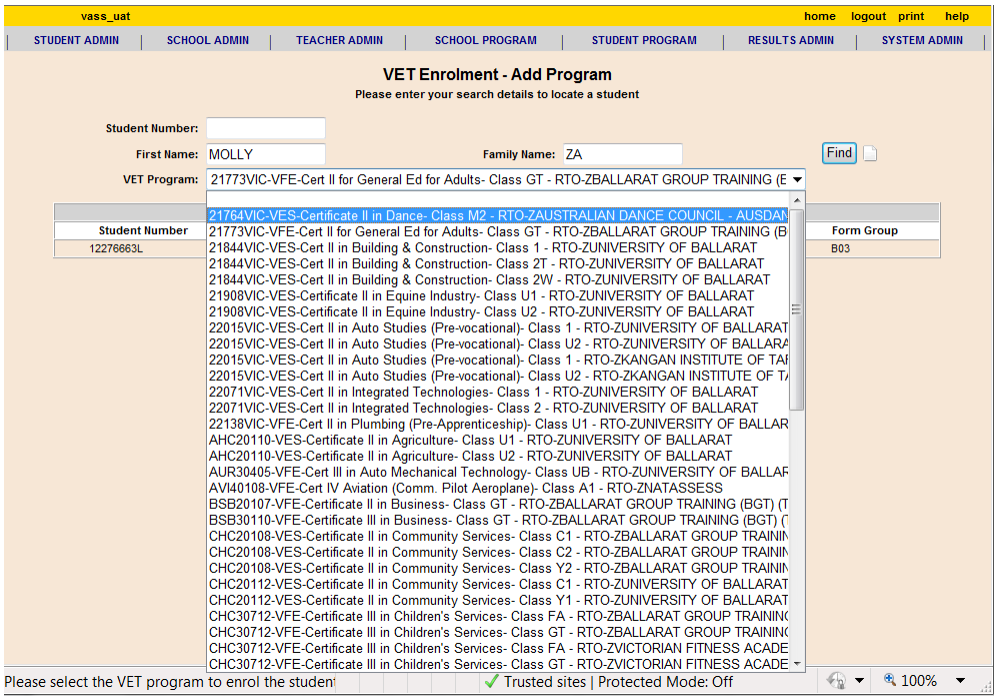


Figure 18: VET Enrolment − Program

Exercise 22c: Enrolling a student in a complete VET Program

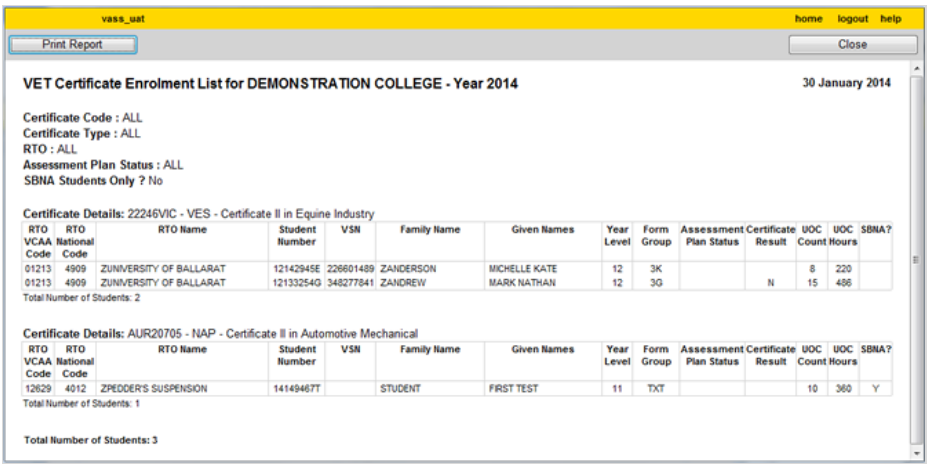
1. Select **STUDENT PROGRAM > VET in Schools > Enrolment > Add Program.**
2. **[Find]** the student and highlight the line
3. Select ***21908VIC, VES, Certificate 11 in Equine Industry*** from the list.
4. Click **[Add VET Program]**
5. The VET Enrolment Maintenance screen will be displayed showing the students enrolment into the ***VET Equine Program Stream A.***
6. Any messages regarding the enrolment will be displayed at the top of the UoC list. Any modifications can be made if needed now click **[Close]**

Certificate Enrolment List

The **STUDENT PROGRAM > VET in Schools Reports > Certificate Enrolment Lists** reports on all students enrolled in Certificates offered by the School. This report also provides information on the number of UoCs each student is enrolled in and the status of their Assessment Plan.

A student's VET enrolment is not valid if they are only enrolled in the Certificate and the UoC count is zero.

This is the report produced for the Government Schools Auditors.



vass_uat home logout help

Print Report Close

VET Certificate Enrolment List for DEMONSTRATION COLLEGE - Year 2014 30 January 2014

Certificate Code : ALL
Certificate Type : ALL
RTO : ALL
Assessment Plan Status : ALL
SBNA Students Only ? No

Certificate Details: 22246VIC - VES - Certificate II in Equine Industry

RTO VCAA Code	RTO National Code	RTO Name	Student Number	VSN	Family Name	Given Names	Year Level	Form Group	Assessment Plan Status	Certificate Result	UOC Count	UOC Hours	SBNA?
01213	4909	ZUNIVERSITY OF BALLARAT	12142945E	226601489	ZANDERSON	MICHELLE KATE	12	3K			8	220	
01213	4909	ZUNIVERSITY OF BALLARAT	12133254G	348277841	ZANDREW	MARK NATHAN	12	3G		N	15	486	

Total Number of Students: 2

Certificate Details: AUR20705 - NAP - Certificate II in Automotive Mechanical

RTO VCAA Code	RTO National Code	RTO Name	Student Number	VSN	Family Name	Given Names	Year Level	Form Group	Assessment Plan Status	Certificate Result	UOC Count	UOC Hours	SBNA?
12629	4012	ZPEDDER'S SUSPENSION	1414946 7T		STUDENT	FIRST TEST	11	TXT			10	360	Y

Total Number of Students: 1

Total Number of Students: 3

Figure 19: VET Certificate Enrolment List

Entering an Assessment Plan

An Assessment Plan is mandatory for all students enrolled in a VET Certificate with a scored Unit 3−4 stream. The Assessment Plan is essentially coursework for VET and the screen can be accessed via the link on the VET Enrolment Maintenance screen or via the menu **STUDENT PROGRAM > VET in Schools > Modify Assessment Plan.**

Exercise 23: Entering an Assessment Plan for a student

1. Select **STUDENT PROGRAM > VET in Schools > Modify Assessment Plan.**
2. **[Find]** ***Graeme O'Meara*** and **[Modify Assessment Plan]**
3. Graeme O'Meara's details will be displayed. The 'Assessment Plan Status' field is ***No Plan***. The following Assessment Plan information has been provided by Graeme's RTO:

UoC	Task Description
CUESOU07B – Apply audio general knowledge to work activities	Work Performance
CUESOU08B – Select/Manage microphone/audio inputs	Portfolio
CUSSOU301A – Provide sound reinforcement	Product
CUSSOU302A – Record and mix a basic music demo	Work Project
CUSSOU303A – Set up and disassemble audio equipment	Work Performance

4. In the pull down menu next to ***CUESOU07B*** – Apply audio general knowledge to work activities, The Task Options will be displayed.
5. Select either ***task 01 – Work performance*** or ***02 – Work performance.*** Although the Task Description is the same these are different Task Types based on the Task Number.
6. Repeat for ***CUSSOU303A*** – Set up and disassemble audio equipment using the task type allocated by the RTO.
7. Select the tasks for the other UoCs listed.
8. Click **[Save]** The message 'Do you want to save the changes…..?' will be displayed.
9. Click **[Yes]** The message 'Assessment Plan details saved successfully' will be displayed.
10. Click **[OK]** Note that at the top right of the screen next to the 'Assessment Plan' field the words ***Invalid Plan*** are displayed. The reason the Plan is Invalid will also be displayed.
11. In real life it would be necessary to contact the RTO to solve this issue. In this example, change the '***Portfolio'*** task to the same task type used for ***CUSSOU302A*** – Record and mix a basic music demo that is, to ***Work Project.***
12. Click **[Save]** and **[Yes]** The message 'Assessment Plan details saved successfully' will be displayed.
13. Click **[OK]** The value in the 'Assessment Plan' Status field is ***Valid Plan.***
14. Click **[Close]** The Modify Assessment Plan – Browse Students screen will be refreshed.

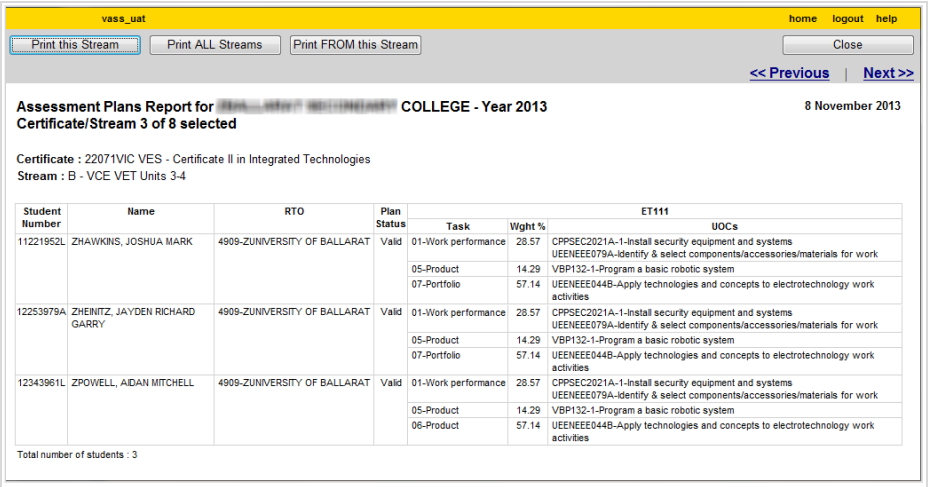
Assessment Plan Report

The Assessment Plans Report shows, for scored VET Certificates and streams, the details for each student for whom an Assessment Plan is required.

For students with Assessment Plans, each task being undertaken by the student is reported, along with the UOCs allocated to the task and the weighting of the task. The weighting is the number of hours of UOCs allocated to this task as a percentage of the hours of UOCs allocated to all tasks.

The report can be used to verify that Assessment Plans have been correctly recorded:

1. Select **STUDENT PROGRAM > VET in Schools Reports > Assessment Plans.**
2. Select a Certificate from the pull down menu or leave as default ***'ALL'***
3. Click **[Run Assessment Plan Report]**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Print this Stream | Print ALL Streams | Print FROM this Stream | Close

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Assessment Plans Report for [redacted] COLLEGE - Year 2013 8 November 2013
Certificate/Stream 3 of 8 selected

Certificate : 22071VIC VES - Certificate II in Integrated Technologies
Stream : B - VCE VET Units 3-4

Student Number	Name	RTO	Plan Status	ET111		
				Task	Wght %	UOCs
11221952L	ZHAWKINS, JOSHUA MARK	4909-ZUNIVERSITY OF BALLARAT	Valid	01-Work performance	28.57	CPPSEC2021A-1-Install security equipment and systems UEENEEE079A-Identify & select components/accessories/materials for work
				05-Product	14.29	VBP132-1-Program a basic robotic system
				07-Portfolio	57.14	UEENEEE044B-Apply technologies and concepts to electrotechnology work activities
12253979A	ZHEINITZ, JAYDEN RICHARD GARRY	4909-ZUNIVERSITY OF BALLARAT	Valid	01-Work performance	28.57	CPPSEC2021A-1-Install security equipment and systems UEENEEE079A-Identify & select components/accessories/materials for work
				05-Product	14.29	VBP132-1-Program a basic robotic system
				07-Portfolio	57.14	UEENEEE044B-Apply technologies and concepts to electrotechnology work activities
12343961L	ZPOWELL, AIDAN MITCHELL	4909-ZUNIVERSITY OF BALLARAT	Valid	01-Work performance	28.57	CPPSEC2021A-1-Install security equipment and systems UEENEEE079A-Identify & select components/accessories/materials for work
				05-Product	14.29	VBP132-1-Program a basic robotic system
				06-Product	57.14	UEENEEE044B-Apply technologies and concepts to electrotechnology work activities

Total number of students : 3

Figure 20: Assessment Plan report

VCAL School Program

As with a VET Certificate a student's VCAL Program is deemed to be delivered by the home school. This means that home schools are responsible for enrolling their students and entering results.

Like all enrolments on VASS, the Student's Personal Details must first be entered and a VCAA Student Number obtained before enrolments into a VCAL Program can commence.

A student's VCAL program can consist of VCAL Units, one or more VET/VFE Certificates and some VCE Units.

Setting up the school's VCAL program can involve:

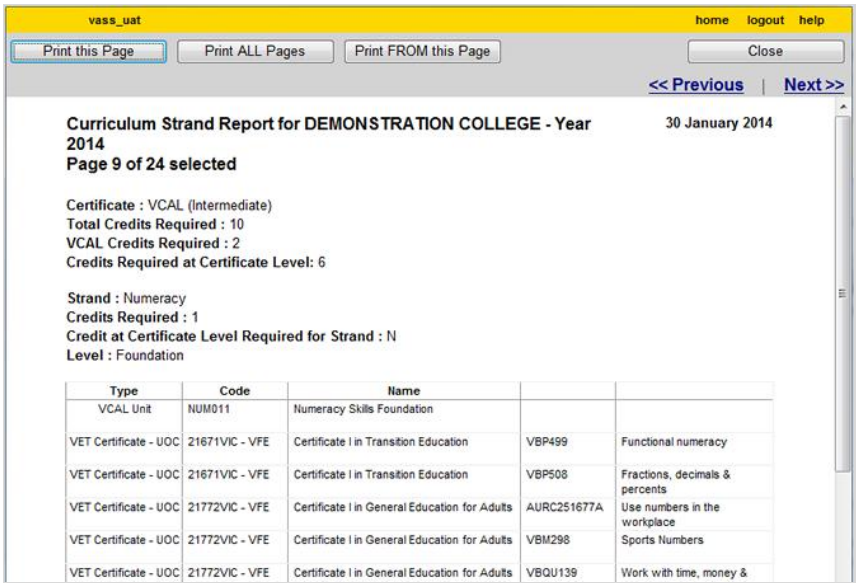
- selecting the VCAL Certificate/s as being offered by your school
- selecting the Provider/s for the VCAL Certificate
- selecting the VCAL Units/s as being offered by your school
- selecting the Provider/s for the VCAL Units
- setting up classes for the VCAL Units being offered
- setting up classes for the VCE Units being offered as part of the VCAL program
- selecting the VCE VET and VET/VFE Certificates being offered as part of the VCAL program
- setting up classes for the required VCE VET and VET/VFE Units of Competence (UoCs).

Curriculum Strand Report

In order to be awarded a VCAL Certificate, a student must obtain a number of credits. These credits may be made up of VCE Units, VET/VFE Training and VCAL Units. There must be at least one credit from each of the Curriculum Strands: Industry Specific, Literacy, Numeracy, Personal Development, VCAL General Credit Pool and Work Related.

The Curriculum Strand Report lists the VCAL units, VCE units and VETV/FE training required for students to complete each Strand of their VCAL Certificate at a particular level.

The Curriculum Strand Report can be accessed via **SCHOOL PROGRAM > VCAL > Curriculum Strand Report.**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Curriculum Strand Report for DEMONSTRATION COLLEGE - Year 2014 30 January 2014
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Certificate : VCAL (Intermediate)
Total Credits Required : 10
VCAL Credits Required : 2
Credits Required at Certificate Level: 6

Strand : Numeracy
Credits Required : 1
Credit at Certificate Level Required for Strand : N
Level : Foundation

Type	Code	Name		
VCAL Unit	NUM011	Numeracy Skills Foundation		
VET Certificate - UOC	21671VIC - VFE	Certificate I in Transition Education	VBP499	Functional numeracy
VET Certificate - UOC	21671VIC - VFE	Certificate I in Transition Education	VBP508	Fractions, decimals & percents
VET Certificate - UOC	21772VIC - VFE	Certificate I in General Education for Adults	AURC251677A	Use numbers in the workplace
VET Certificate - UOC	21772VIC - VFE	Certificate I in General Education for Adults	VBM298	Sports Numbers
VET Certificate - UOC	21772VIC - VFE	Certificate I in General Education for Adults	VBQU139	Work with time, money &

Figure 21: A Curriculum Strand Report.

Selecting a VCAL certificate

Exercise 24: Selecting a VCAL Certificate

1. Select **SCHOOL PROGRAM > VCAL > Select Certificates to be Offered.**
2. Click **[Add Certificates]** and select ***VCAL (Intermediate).***
3. Click **[Add]** The message 'Do you want to add……..?' will be displayed.
4. Click **[Yes]** The message 'Certificates added successfully' will be displayed.
5. Click **[OK]** then **[Close]**

Selecting a VCAL Certificate Provider

Exercise 25: Selecting a VCAL Certificate Provider

1. Select **SCHOOL PROGRAM > VCAL > Add/Modify Certificate Providers**
2. Click **[Add/Modify Providers]** and select the correct Provider from the list.
3. Click **[Add Provider]** The message 'Do you create…….?' will be displayed.
4. Click **[Yes]** The message 'Provider details saved successfully' will be displayed.
5. Click **[OK]** then **[Close]**

Selecting a VCAL unit

Exercise 26: Selecting a VCAL Unit

1. Select **SCHOOL PROGRAM > VCAL > Select Units to be Offered.**
2. Click **[Add Units]** and select ***WRS021 – Work Related Skills, Unit 1 (Intermediate)***
3. Click **[Add]** The message 'Do you want to add……?' will be displayed.
4. Click **[Yes]** The message 'Units added successfully' will be displayed.
5. Click **[OK]** and **[Close]**

Selecting a VCAL Unit Provider

Exercise 27: Selecting a VCAL Unit Provider

1. Select **SCHOOL PROGRAM > VCAL > Add/Modify Unit Providers**
2. Click **[Add/Modify Unit]** and select the correct Provider from the list.
3. Click **[Add Provider]** The message 'Do you create ……? will be displayed.
4. Click **[Yes]** The message 'Provider details saved successfully' will be displayed.
5. Click **[OK]** and **[Close]**

VCAL Add/Modify Classes

Exercise 28: Setting up VCAL Classes

1. Select **SCHOOL PROGRAM > VCAL > Add/Modify Classes.**
2. **[Find]** VCAL Unit: ***WRS021 – Work Related Skills Unit 1 (Intermediate).***
3. Click **[Add/Modify Classes]** The VCAL Class Details screen will be displayed.
4. Enter the Class Code and click **[Add Class]** The message 'Do you want to create…..?' will be displayed.
5. Click **[Yes]** The message 'Class details saved successfully' will be displayed.
6. Click **[OK]** and **[OK]** then **[Close]**

VCAL Student Program

Certificate of enrolment:

- Students can only be awarded one senior secondary certificate, either VCE or VCAL in a single academic year
- Students will no longer be awarded both a VCAL and VCE certificate for the same program of study.
- Students will need to nominate one certificate in each academic year to be their certificate of enrolment.

VCAL students can be enrolled into VCE units but VCE students cannot be enrolled into VCAL units.

Enrolling in a VCAL Certificate and VCAL Units

A VCAL student is first enrolled in the VCAL Certificate and then in the appropriate VCAL Units, VET UOCs and VCE Units.

Exercise 29a: Enrolling a student in a VCAL Certificate

1. Select **STUDENT PROGRAM > VCAL > Enrolment.**
2. **[Find]** ***John Adams*** and **[Add VCAL Enrolment]**
3. Select ***VCAL (Foundation)*** and the correct Certificate Provider for this student
4. Click **[Add]** The message 'You are about to enroll……..?' will be displayed.
5. Click **[Yes]** The message 'John Adam has been enrolled in the following VCAL Certificate: ***VCAL (Foundation).***' will be displayed.
6. Click **[OK]**

Exercise 29b: Enrolling a student into VCAL Units

1. Click **[Add Multiple Units]**
2. Select the VCAL Units you wish to enrol the student into by removing the tick in the '***Withdraw?'*** column.
3. Select the correct ***Unit Provider*** for each unit if more than one is available.
4. Select the correct class if more than one is available.
5. Click **[Save]** The message 'Do you want to save……?' will appear.
6. Click **[Yes]** The message 'The student's VCAL enrolment details have been saved successfully' will be displayed.
7. Click **[OK]** The Modify VCAL Enrolment screen will be displayed with the selected VCAL Units.
8. Click **[Close]**

Results Entry

Data Entry of School Assessments

The current version of Data Entry of School Assessments provides a Summary of the Assessment for each study. The booklet can be downloaded through VASS: **SYSTEM ADMIN > Downloads.** It is recommended that a copy of the appropriate pages of the current version be provided to teachers when available at the beginning of the year. This spread sheet is updated yearly.

All VCE sequences (except VCE VET sequences) have three Graded Assessments. However, the combination of Coursework Unit, School-assessed Tasks and Examination Graded Assessments varies across studies.

VCE VET programs offering a study score have only two Graded Assessments (Coursework Unit 3−4 and End-of-year Examination).

Focus Area approval

The Focus Area approval process allows VCAA to confirm that each student enrolled in VCE Music Investigation Units 3-4 has selected a Focus Area of appropriate depth and breadth, that this Focus Area has appropriate links to a work selected from a VCE Music Prescribed list and that the Focus Area provides adequate scope for the student to prepare and present a performance examination program that will allow them to address assessment criteria at the highest level.

Each section of the approval form must be completed. Copies of the form can be downloaded from the VCE Music Investigation study page.

Approval forms should be uploaded via VASS on or before 5:00pm of the cut-off date as published in the Important Administrative Dates and on the VASS home page. A reply indicating ‘approved’ or ‘not approved’ will be sent by VCAA as soon as possible after the cut-off date.

Extended Investigation

The VCE Extended Investigation enables students to develop, refine and extend knowledge and skills in independent research and carry out an investigation that focuses on a rigorous research question.

The investigation may be an extension of an area of curriculum already undertaken by the student or it may be completely independent of any other study in the student’s VCE program.

Through this study, students develop their capacity to explore, justify and defend their research findings to a general audience in both oral and written forms.

Students must undertake Unit 3 prior to undertaking Unit 4. Units 3 and 4 are designed to a standard equivalent to the final year of secondary education. Accordingly, the standards of research expected of students undertaking the VCE Extended Investigation is that of the final year of secondary education.

Units 3 and 4 each involve at least 50 hours of scheduled supervised instruction and mentoring combined with independent study monitored by the supervising teacher. It is expected that students will commit out-of-school time to undertake research and that schools will monitor this aspect of the study.

VCE (Baccalaureate)

The VCE (Baccalaureate) will be awarded to eligible students from 2014.

The VCE (Baccalaureate) will support the Government's objectives to encourage more students to include languages and higher level mathematics in their senior secondary program of study.

To be eligible for the award of the VCE (Baccalaureate), students will be required to meet the requirements of satisfactory completion of the VCE and:

- satisfactorily complete a Units 3 and 4 sequence from English or Literature or English Language with a minimum study score of 30 or English as an Additional Language (EAL) with a minimum study score of 33
- satisfactorily complete a Units 3 and 4 sequence in either Mathematics Methods or Specialist Mathematics
- satisfactorily complete a Units 3 and 4 sequence in a VCE Language.

This is an initiative to strengthen enrolment in Languages and intermediate and advanced level calculus-based Mathematics. The award of the VCE (Baccalaureate) will recognise that students have chosen to undertake a course of study that includes both these elements.

Graded Assessment (GA)

Study Sequence	GA 1	GA 2	GA 3
AC03, AH03, BI03, BM03, CH03, CS03, EC03, EL01, EN01, EN09, EV03, GE03, HH03, HI08, HI13, HI16, IE03, IT02, IT03, LI01, LS03, OS03, PE03, PH03, PL03, PS03, PS05, PY03, RE03, SO03, TT03	Coursework Unit 3	Coursework Unit 4	Examination
AR03, DT03, FY03, ME03, SE03	Coursework Unit 3−4	School-assessed Task	Examination
DA03, DR03, TS03, MC04	Coursework Unit 3/4	Performance Examination	Examination
MC05	Coursework Unit 3	Coursework Unit 4	Performance Examination
Languages (Auslan, Australian Indigenous Languages, Classical Greek and Latin do not follow this pattern)	Coursework Unit 3	Coursework Unit 4	Oral and Written Examinations
MA07, MA09, MA11	Coursework Unit 3/4	Examination	Examination
SA03	School-assessed Task	School-assessed Task	Examination
VC03	Coursework Unit 3	School-assessed Task	Examination
MS03	Coursework Unit 3/4	Externally Assessed Task	Aural and Written Examination
XI03	Coursework Unit 3/4	Externally Assessed Task	
VCE VET Programs	Coursework Unit 3/4	Examination	No GA 3

Table 1: Graded Assessment Summary table

Table 1 is a summary of the distribution of Graded Assessments between Examinations, Coursework and School Assessed Tasks for all studies.

2014	Accounting	AC03

GRADED ASSESSMENT		25% towards study score
COURSEWORK UNIT 3		SIAR 2: JULY 28
Unit 3 Outcome 1		
Task	**Description**	**Max Score**
01	Unit 3 Outcome 1	50
Unit 3 Outcome 2		
Task	**Description**	**Max Score**
01	Unit 3 Outcome 2	50
GRADED ASSESSMENT 2		**25% towards study score**
COURSEWORK UNIT 4		**SIAR 4: NOVEMBER 10**
Unit 4 Outcome 1		
Task	**Description**	**Max Score**
01	Unit 4 Outcome 1	50
Unit 4 Outcome 2		
Task	**Description**	**Max Score**
01	Unit 4 Outcome 2 - Task A	30
	- Task B	20
GRADED ASSESSMENT 3		**50% towards study score**
End-of-year examination		

TEACHERS NOTES:

The accreditation period for the current *VCE Accounting Study Design* is 2013 - 2016
Teachers must be using the current Study Design.
Available online at:
www.vcaa.vic.edu.au/vce/studies/account/accountindex.html

Refer to Study Design: Assessment tables on pages 27 and 32.
Further advice is provided in the *VCE Accounting Assessment Handbook* .
Available online at:
www.vcaa.vic.edu.au/vce/studies/account/accountindex.html

Accounting

Figure 22: Accounting Graded Assessments

2014	Business Management	BM03

GRADED ASSESSMENT		**25% towards study score**
COURSEWORK UNIT 3		**SIAR 2: JULY 28**
Unit 3 Outcome 1		
Task	**Description**	**Max Score**
01	Unit 3 Outcome 1	20
Unit 3 Outcome 2		
Task	**Description**	**Max Score**
01	Unit 3 Outcome 2	40
Unit 3 Outcome 3		
Task	**Description**	**Max Score**
01	Unit 3 Outcome 3	40
GRADED ASSESSMENT 2		**25% towards study score**
COURSEWORK UNIT 4		**SIAR 4: NOVEMBER**
Unit 4 Outcome 1		
Task	**Description**	**Max Score**
01	Unit 4 Outcome 1	60
Unit 4 Outcome 2		
Task	**Description**	**Max Score**
01	Unit 4 Outcome 2	40
GRADED ASSESSMENT 3		**50% towards study score**
End-of-year examination		

TEACHERS NOTES:

The accreditation period for the *VCE Business Management Study Design* is: 2010 – 2015.
Teachers must be using the current Study Design.
Available online at:
www.vcaa.vic.edu.au/Pages/vce/studies/busmngmnt/businesstindex.aspx

Refer to Study Design: Assessment tables pages 25 and 29.
Further advice is provided in the *VCE Business Management Assessment Handbook* .
Available online at:
www.vcaa.vic.edu.au/Pages/vce/studies/busmngmnt/businesstindex.aspx

Business Management

Figure 23: Business Management Graded Assessments

2014	Art	AR03

GRADED ASSESSMENT 1		**20% towards study score**
COURSEWORK UNITS 3 AND UNIT 4		**SIAR 2: JULY 28**

Unit 3 Outcome 1

Task	Description	Max Score
01	Unit 3 Outcome 1	30

Unit 4 Outcome 1

Task	Description	Max Score
01	Unit 4 Outcome 1	30

GRADED ASSESSMENT 2		**50% towards study score**
SCHOOL-ASSESSED TASK		**SIAR 4: NOV 10**

Unit 3 Outcome 2 and Unit 4 Outcome 2

Task	Description	Max Score
SCHOOL-ASSESSED TASK		
Unit 3 - Outcome 2 Unit 4 - Outcome 2	Folio	60

GRADED ASSESSMENT 3		**30% towards study score**
End-of-year examination		

TEACHERS NOTES:

The accreditation period for the *VCE Art Study Design* is: 2010 - 2015.
Teachers must be using the current Study Design.
Available online at:
www.vcaa.vic.edu.au/Pages/vce/studies/art/artindex.aspx

Refer to Study Design: Assessment tables pages 24 and 28.
Further advice is provided in the *VCE Art Assessment Handbook* .
Available online at:
www.vcaa.vic.edu.au/Pages/vce/studies/art/artindex.aspx

Use the Art assessment sheet to record scores for each student's School-assessed Task.
Available online in the *Administrative information for School-based assessment - Art* :
www.vcaa.vic.edu.au/Pages/vce/studies/art/artindex.aspx

Art

Figure 24: Art Graded Assessments

School Scores (Coursework) Results

Exercise 30: Entering Coursework Results

1. Select **RESULTS ADMIN > VCE Results Entry**
2. Enter ***BM033*** and click **[Find]**
3. The Coursework Results Entry screen will be displayed as there is only one class created Click **[Modify School Scores]**
4. Select 1 – ***COURSEWORK UNIT 3 – SIAR 2*** from the list of GA's for the study
5. Click **[Continue]**
6. Enter valid scores including ***NA*** (Not Assessed) See the Business Management page from the 2014 Data Entry of School Assessments
7. Click **[Save]** The message 'Do you want to save……?' will be displayed.
8. Click **[Yes]** The message 'Coursework results saved successfully' will be displayed.
9. Click **[OK]** The overall GA score will be calculated for the students as the GA for Unit 3 has been completed. Click **[Close]**

School Scores (School Assessed Tasks) Results Entry

Exercise 31: School-assessed Tasks Results

1. Select **RESULTS ADMIN > VCE Results Entry.**
2. **[Find]** ***AR033*** and click **[Modify School Scores]**
3. Select ***School Assessed Task – SIAR 3*** from the list of GA's for the study
4. Enter valid scores which include ***NA*** (Not Assessed) for each student. The criterion scores must be all numeric or all NA for each student.
5. Click **[Save]** The message 'Do you want to save……..?' will be displayed.
6. Click **[Yes]** The message 'School Assessed Task results saved successfully' will be displayed.
7. Click **[OK]** and **[Close]**

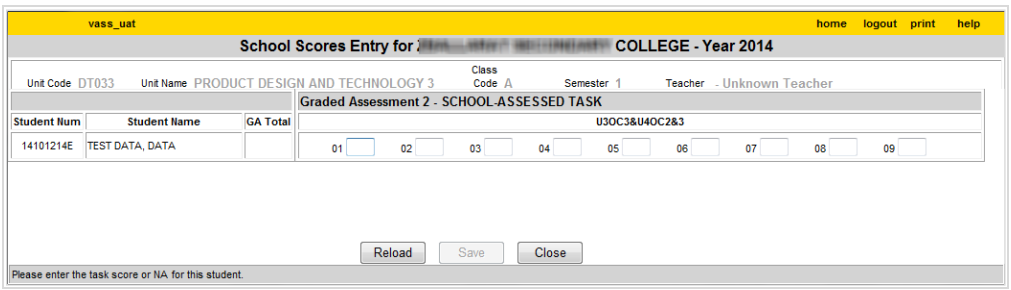

Figure 25: School Assessed Task score entry screen

Producing a School Scores Report

This report is used for both Coursework and School-assessed Tasks. It can also be used as an input sheet for teachers and later as a summary sheet and a 'Missing Results' report.

It is essential for the school's internal audit process that these reports are given to teachers for checking once scores have been entered. Best practice includes the collecting and filing of these reports once they are countersigned by the teacher.

Exercise 32: School Scores Report

Scenario 1 – To display all results for a SIAR

1. Select **RESULTS ADMIN > VCE Reports > School Scores > by Class**
2. Select ***SIAR: 2 - Unit 3 Coursework*** and UNIT: ***ME033***
3. Accept the default values for 'Display Missing Results Only?', 'Display Students Assessed Elsewhere?' and the 'Report Order'.
4. Click **[Run School Scores Report]** The report will list all students in the class whether they have results entered or not. Click **[Close]**

Scenario 2 – 'Missing Results' Only Mode

5. Change the default value for '***Display Missing Results Only?***' from 'No' to '***Yes'.***
6. Click **[Run School Scores Report]** The report will now display only those students in the class who have missing results. Click **[Close]**

Coursework and School Assessed Task results can be altered after the due date using the Score Amendment Sheet and forwarding it to Student Records **RESULTS ADMIN > VCE Reports > School Scores > Amendment Sheet**. Penalties may apply.

VCE Unit Results

All VCE Unit results (Units 1 to 4) must be entered by the SIAR 5 due date of 17 November 2014. Most schools enter Unit 1 and 3 results soon after the end of Semester 1 as this allows checks such as the Eligibility Report to be run mid-year. Without such checks there is a possibility of Year 12 Students failing to achieve their VCE.

Exercise 33: Unit Results Entry

1. Select **RESULTS ADMIN > VCE Results Entry**
2. **[Find]** ***BM033,*** Business Management 3, and **[Modify Unit Results]** The Unit Results Entry screen will be displayed.
3. Click **[Set Blank Unit Results to 'S']** All students in the class will be given an overall 'S' result.To enter an overall '***N'*** result for a Unit, highlight and delete the 'S' result and then enter individual outcome results, one of which must be an 'N'.
4. Press **[Tab]** key to move the cursor out of the last outcome field. This will cause an 'N' to appear in the Unit Result field.
5. Click **[Save]** The message 'Do you want to save…..?' will be displayed.
6. Click **[Yes].** The message 'Unit results saved successfully' will be displayed.
7. Click **[OK]** and **[Close]**

A **RESULTS ADMIN > VCE Reports > Unit Results > Amendment Sheet** can be used to alter unit results after the due date.

VET Results: VET UoC Result Entry

VET UoC results can be entered by class or by student.

Exercise 34: Entering VET UoC Results by Student

1. Select **RESULTS ADMIN > VET in Schools Results Entry > Unit of Competence > By Student.**
2. Select ***CUS30209 – Certificate III in Technical Production*** from the drop down list.
3. Click [Find] A list of students in this certificate will be displayed.
4. Select ***Graeme O'Meara*** and click **[Modify Student UOC Results]** The 'UoC Results Entry for Graeme O'Meara' screen will be displayed.
5. Click **[Set Blank UoC Results to 'S']** An '***S'*** result will appear against each UoC.
6. Click **[Save]** The message 'Do you want to save……?' will be displayed.
7. Click **[Yes]** The message 'UoC results saved successfully. VCE/VET Unit results updated.' will be displayed. Click **[OK]** and **[Close]**

VET Task Score Entry

VET Task scores cannot be entered unless a student has a Valid Assessment Plan. A task score cannot be entered against a UoC with an N result.

VET task scores can be entered by class or by student.

Exercise 35: Entering VET Task Scores

1. Select **RESULTS ADMIN > VET in Schools Results Entry > by Student.**
2. Select ***CUS30209 – Certificate III in Technical Production*** from the drop down list.
3. Click **[Find]** A list of students in this certificate will be displayed.
4. Select ***Graeme O'Meara*** and click **[Modify Student Task Scores]**
5. Enter valid scores in the range 5 to 25 for each task.
6. Click **[Save]** The message 'Do you want to save……..?' will be displayed.
7. Click **[Yes]** The message 'Task Scores saved successfully' will be displayed. Click **[OK]** and **[Close]**

VCAL Unit Result Entry

VCAL Unit results must be entered by the SIAR 5 due date of 17 November 2014 using **RESULTS ADMIN > VCAL Results Entry > by Class or by Student**.

VASS allows providers who record an N for an overall VCAL unit to record S for individual VCAL learning outcomes.

Students with an S for some VCAL learning outcomes (existing credit) are permitted to complete the outstanding VCAL learning outcomes that were not achieved previously to enable them to record an S for the unit.

The carry forward of existing credit is limited to two years based on the date when the student was last enrolled in the VCAL unit. A document called VCAL Unit Learning Outcomes is available in the downloads section of VASS.

2014 VCE VET Programs offering a Study Score

VET

GRADED ASSESSMENT 1

COURSEWORK UNITS 3 and 4 — **SIAR 5: NOVEMBER 17**

The following programs require **THREE** Assessment Tasks to be selected and scored:

BSB20112	BU203 / BU204	Business
CHC20112	CT253 / CT254	Community Services
CUA20111	DN053 / DN054	Dance
22209VIC	EG163 / EG164	Engineering Studies
21908VIC	EQ043 / EQ044	Equine Industry
LMF20309	FN163 / FN164	Furnishing
ICA30111	IN503 / IN504	Information Technology
MSL30109	LB203 / LB204	Laboratory Skills
CUF30107	MU053 / MU054	Interactive Digital Media
CUS30109	MI133 / MI134	Music
CUS30209	MI153 / MI154	Music – Technical Production
SIS30513	SR293 / SR294	Sport and Recreation
SIT20207	HS133 / HS134	Hospitality
SIT20307	HS143 / HS144	Hospitality (Kitchen Operations)
22071VIC	ET113 / ET114	Integrated Technologies

Available Assessment Tasks

Type	Score Range	Task	Description
	5 – 25	01	Work performance
		02	Work performance
		03	Work project
		04	Work project
		05	Product
		06	Product
		07	Portfolio
		08	Portfolio

GRADED ASSESSMENT End-of-year Examination

TEACHERS NOTES

For all VCE VET programs, apart from VCE VET Dance and VCE VET Music (CUS30109), Graded Assessment 1 contributes 66% towards the Study Score; Graded Assessment 2 contributes 34% towards the Study Score. For VCE VET Dance and VCE VET Music (CUS30109), each Graded Assessment contributes 50% towards the Study Score

Business, Community Services, Dance, Engineering Studies, Equine Industry, Furnishing, Hospitality, Hospitality (Kitchen Operations), Information Technology, Integrated Technologies, Laboratory Skills, Interactive Digital Media, Music, Music Technical Production, Sport and Recreation

Figure 26: VCE VET Programs offering a Study Score

Removing Students

Exiting Students

Students who have officially left the school system or moved interstate or overseas may be flagged as having 'exited'. The Student Exit function is used to record the date of the student's exit from the school system, to prevent students who have left school being re-enrolled by mistake and to ensure that all results are entered for the student.

Before a student can be recorded as having left the school system they must be withdrawn from all possible VCE units, VET UoCs and VCAL units and all possible results should be entered.

Ideally, students should complete the 'Student Exit Form' available from the downloads section of VASS before they are withdrawn from their entire program. This form should be retained by the school.

Students cannot be withdrawn from VCE units, VET Certificates/UoCs or VCAL units that have had results entered or when it is past the appropriate cut-off date.

The Student Exit function should not be used for students transferring to another school.

Exercise 36: Student Exit

1. Select **STUDENT ADMIN > Student Exit > Student Exit.**
2. **[Find]** ***Neil Frost*** and **[Record Exited Student]**
3. The Date student exited school field is unavailable until all possible enrolments are withdrawn and all results for remaining enrolments are entered. As this student has enrolments, he must be withdrawn from these enrolments before an exit date can be entered. Click **[Close]**

Withdrawing a Student

Students are withdrawn from their VCE program as a result of withdrawing them from all units in the current year that have not had results entered or it is not past the cut-off date.

The same process is used to withdraw a student from an incorrect enrolment.

Exercise 37a: Withdrawing a student from a VCE program

1. Select **STUDENT PROGRAM > VCE > Enrolment.**
2. **[Find]** ***Neil Frost*** and **[Modify Student Enrolment]** Neil Frost's 2014 VCE enrolments will be displayed.
3. Click in the check box in the '***Withdraw?***' column against each enrolment. Click on the **[Withdraw]** button. The message 'You are about to withdraw Neil Frost……..?' will be displayed.
4. Click **[Yes]** The message 'The student has been successfully…….' will be displayed.
5. Click **[OK]** and **[Close]**

Students are withdrawn from a VET Certificate as a result of withdrawing them from all VET UoCs in the current year that have not had results entered or if it is not past the cut-off date.

Exercise 37b: Withdrawing a student from a VET program

1. Select **STUDENT PROGRAM > VET in Schools > Enrolment.**
2. **[Find]** ***Neil Frost*** and **[Modify VET Enrolment]** button. Neil's 2014 VET UoC enrolments will be displayed.
3. Click **[Withdraw Certificate]** The message 'You are about to…….?' will be displayed.
4. Click **[Yes]** The message 'Certificate has been withdrawn successfully' will be displayed.
5. Click **[OK]** Neil Frost is withdrawn from all VET in Schools enrolment, and as a result from the VCE.

Withdrawal from VCAL Certificates and Units occurs in a similar manner.

Student Exit

Exercise 38: Student Exit

1. Select **STUDENT ADMIN > Student Exit > Student Exit.**
2. **[Find]** ***Neil Frost*** and **[Record Exited Student]** The Record a student as having exited screen. will be displayed.
3. Enter the date in the Exit field and **[Tab]** or click away from the field to activate **[Save]**
4. Click **[Save]** The message 'For this student you should have entered any previously determined:-Indicative Examination Grades.' will be displayed.
5. Click **[Yes]** The message 'Do you want to record……..?' will be displayed.
6. Click **[Yes]** The message 'Student has been……' will be displayed.
7. Click **[OK]** and **[Close]**

Deleting a Student Record

It is possible to delete the year record of a student who has been rolled over in error, who has been entered onto the database twice (duplicated) or who leaves the school during the year. Only the current year's record is deleted. Any previous years' records are preserved.

A student's year record can only be deleted if they have no enrolments or results entered for the year, and an exit date has been entered. Therefore any Unit 3 and 4 enrolments must be withdrawn before the Enrolment 2 date.

A student's record for the year is deleted using the [Delete] button on the Modify Student Personal Details screen **STUDENT ADMIN > Modify Student Personal Details**

Appendix 1

VASS Student Personal Details Import File Structure

The same file structure applies to both the Import Students and the Amend Students imports.

An import file can contain either Student Personal Details or Student Programs for one-year level only or for multiple year levels but not both Student Personal Details and Student Programs at the same time.

Each of the 24 fields must be present in the file. Where data is not available for a field and it is not a mandatory field, then the field should be left empty but not omitted.

There must be one record (line) for each student, i.e., 60 students equals 60 records (lines) in the file.

A new student record is created if there is no Student Number in the file and no existing student with exactly the same Family Name, First Name, Gender or Date of Birth.

The correct Date of Birth must be used to prevent the creation of duplicate students on the system. The Date of Birth must be in the Australian format (DD/MM/YYYY or D/MM/YYYY or DD/M/YYYY or D/M/YYYY).

A bad file will be declared if the date entered is not a valid date, e.g., May 32, or February 29 but the year of birth is not a leap year.

A bad file will be declared if more than 1.5% of the students in the file (to a maximum of 6) have the same Date of Birth.

There are three possible course codes:

- VCE – All students undertaking a VCE, VET or VCAL program must have a course code of ‘VCE’. International Baccalaureate students must also have a course code of ‘VCE’.
- PDO – Year 10 students entered onto VASS for the purposes of the On Track Project, and so without a program, should have a course code of ‘PDO’ (Personal Details Only).
- GAT – The course code of ‘GAT’ is for students from overseas schools undertaking the GAT only.

The Address Lines are for the students’ postal address and not their home address. The data in the first Address Line should not be repeated in the second Address Line.

The Student Personal Details import sets the three consent flags (Consent for Media Release, Consent for Awards Processing and Consent for On Track Release) to ‘No’. These flags must be subsequently amended according to the Student Personal Details form that the student has signed.

The VCAA uses the Australia Post preferred format for the suburb/location name. Abbreviations are not used, i.e., Mount is spelt fully and not abbreviated to Mt and the direction follows the suburb name, i.e., Ballarat East and not East Ballarat. Either of these types of errors will cause the student’s data to be placed on the Import Hold Table as the suburb/location name will not match the postcode. The suburb/location name must be corrected before saving the student to the VCAA database.

VASS will only accept either a pipe or tab delimited text file containing the correct number of fields with the appropriate type of data in each field. Other types of file formats such as: Excel, Word or Access cannot be used as they contain hidden formatting which will cause the file to be rejected.

An import file must not contain any blank lines and must not contain a header row.

The import file name must not contain any brackets or other special characters. The file name or file path must not be over 30 characters in length.

Importing Student Personal Details is a two-step process. The Validation step checks the data for accuracy and completeness and the Update step loads the data onto the VCAA database.

The Validation step checks that the file matches the VASS file specifications: a Pipe or Tab delimited text file with the correct number of fields; no fields exceed the maximum allowed length; an acceptable date format; the correct type of data in each field, etc. If the file or any record in the file fails any one of these checks then the validation process will stop at that point, the file will be rejected and will be given a BAD FILE status.

When a file has been given a BAD FILE status it is not possible to proceed with the import. The data in the file must be corrected and the corrected file revalidated.

On completion of each stage of the import process an Import Report is produced. This report lists any problems encountered with the incoming data and is accessed from the [View Import Report] button on the Import Retrieval screen. This report must be checked to determine if any difficulties were encountered with the records in the file.

Not all incorrect data will produce a BAD FILE status. If a record in the import file contains data that already exists in the database for the current year then that RECORD will be rejected but a BAD FILE status will not be declared. Other records in the file will be imported if the Update step occurs.

The External Student Identifier field on VASS is the student identifier used by the school's local student management system. For Government schools this is the student's CASES21 ID. The External Student Identifier is not a mandatory field but it is useful data to include in the Student Personal Details import as it is used along with the student's name to match the student in a Student Program import or in an Amend Student import without having to enter the VCAA Student Numbers into the school's local Student Management System.

The import process deals with telephone numbers in the following manner:

- Any characters following a forward slash are discarded.
- Any illegal character is replaced with a space. Legal characters belong to the set {-, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, space}. Examples of illegal characters are: any letter of the alphabet, a forward slash, brackets, etc.
- Any sequence of multiple spaces is replaced by a single space.
- Any leading or trailing spaces are removed.
- The first three characters are removed if they are '03' then a space.
- The resulting sequence of numbers is truncated to 15 characters.

H15

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Course Type	DEECD School Code	VCAA School Code	VCAA Student Number	External Student Identifier	Family Name	First Name	Second Name	Salutation	Address Line 1	Address Line 2	Suburb/Location	State/Country	Postcode	Telephone Number	Date of Birth	Gender	Year Level	Form Group	Previous Family Name	Previous First Name	Previous Second Name	General Declaration	Victorian Student Number	
2	VCE	01999101	99990		SMI027	Smith	Maryanne		MS	6 Hay St		Yea	VIC	3717	9651 4482	12/12/1995	F	11	AB				Y	259505988	
3	VCE	01999101	99990		JON013	Jones	Jerry	Ivan	MR	16 Happy St		Kew East	VIC	3102	9651 4482	7/12/1996	M	11	AC				Y	273564589	
4	VCE	01999101	99990		NGU099	Nguyen	Loc	Peter	MR	20 Way St		Toorak	VIC	3142	9651 4482	17/6/1997	M	11	AB				Y		
5	VCE	01999101	99990		AND003	Andrews	Frederick	Paul	MR	33 High St		Bass	VIC	3991	9651 4482	23/7/1996	M	11	AB				Y		
6	VCE	01999101	99990		AND005	Andrion	Francis		MR	2 Foot St		Eltham	VIC	3095	9651 4482	5/8/1996	M	11	AC				Y	235412579	
7	VCE	01999101	99990		LAN012	Lane	Lois		MS	45 Centre Rd		Box Hill	VIC	1328	9651 4482	30/11/1997	F	11	AC				Y		
8																									

Figure 27: Sample Student Details Import in Excel with a header row.

Field (Column)	Max no. of characters	Details
Course Type (A)	3	**Mandatory**. Can be 'VCE', 'PDO' or 'GAT'.
DEECD School Code (B)	10	**Mandatory** if VCAA School Code is blank. Found on the **SCHOOL ADMIN > Modify School Details** screen of VASS. Excel tip: Mark as text to preserve the leading zero.
VCAA School Code (C)	5	**Mandatory** if DEECD School Code is blank. Found on the **SCHOOL ADMIN > Modify School Details** screen of VASS. Excel tip: Mark as text to preserve the leading zero.
VCAA Student Number (D)	9	**Optional.** Alphanumeric. If entered it must be a valid VCAA Student Number.
External Student Identifier (E)	12	**Optional.** Alphanumeric. If included it can be used to identify the student instead of the Student Number in the programs and amend student import.
Family Name (F)	25	**Mandatory.** Can only contain letters, hyphen, apostrophes and single spaces. Must contain at least one character.
First Name(G)	15	**Mandatory**. Can only contain letters, hyphen, apostrophes and single spaces. Must contain at least one character.
Second Name (H)	15	**Optional.** Can only contain letters, hyphen, apostrophes and single spaces.
Salutation (I)	4	**Mandatory.** MR, MRS, MS or MISS.
Address Line 1 (J)	25	**Mandatory.** The postal address to which end of year results are sent. Must contain at least one numeric character.
Address Line 2 (K)	25	**Optional.** This must not be the same as Address Line 1.

Field (Column) (cont)	Max no. of characters	Details
Suburb/Location (L)	30	**Mandatory**. Alphabetic only. The Australia Post approved format MUST be used: suburb name followed by the direction, e.g. 'Kew East' and not 'East Kew', the word 'Mount' and not abbreviated to 'Mt'.
State/Country (M)	17	**Optional** if the postcode is a valid Australian postcode. If entered must be NSW, NT, QLD, SA, TAS, VIC or WA. Must be present if the postcode is ****.
Postcode (N)	4	**Mandatory** for Australian addresses. Use **** for overseas addresses.
Telephone Number (O)	15	**Optional.** May only contain numbers, hyphens and spaces. Excel tip: Mark as text to preserve the leading zero if the area code or a mobile telephone number is entered.
Date of Birth (P)	10	**Mandatory**. Must contain numbers and forward slashes only and be in DD/MM/YYYY, D/MM/YYYY, DD/M/YYYY or D/M/YYYY format. Excel tip: Mark as text to preserve format.
Gender (Q)	1	**Mandatory**. Must be F or M.
Year Level (R)	2	**Mandatory**. Must be in the range: 7 to 12.
Home Group (S)	8	**Optional.** Must be alphanumeric.
Previous Family Name (T)	25	**Optional**. Can only contain letters, hyphen, apostrophes and single spaces.
Previous First Name (U)	15	**Optional.** Can only contain letters, hyphen, apostrophes and single spaces.
Previous Second Name (V)	15	**Optional.** Can only contain letters, hyphen, apostrophes and single spaces.
General Declaration (W)	1	**Mandatory.** If not 'Y', the student will not be imported.
Victorian Student Number (X)	9	**Optional.** If entered, must be the valid VSN for the student

Table 2: The VASS Student Personal Details Import file structure

Appendix 2

VASS student program Import File Structure

VCE, VET and VCAL programs can be imported into VASS in the one file but can only be imported for home school students; however, the import file can contain enrolments for home school students assessed by other schools.

The school program must be set up for the year before a programs import can occur. This involves at least the selection of the units that will be taught at the home school. If any units taught by assessing schools are included in the file then these units must have been selected by the schools concerned. Any enrolments in the file for Units not selected by either the home or assessing school will be rejected.

VCAL Certificates to be selected and providers must be allocated to the selected certificates.

VCAL units must be selected and providers allocated to those units.

If VCE or VCAL classes are not set up and class codes are included in the import file then the import lines will fail.

Once a student's program has been entered onto VASS it is not possible to use a Student Program import to change any existing enrolments but additional units may be added.

All students in the Import Program file must have a year record for the current year. Enrolments for students on the Import Hold Table will be rejected.

A Program import file can contain enrolments in units Unit 1 and/or 2 and/or 3. If the import file contains a valid Unit 3 enrolment, VASS will automatically enrol the student in the equivalent Unit 4, regardless of whether the file contains the Unit 4 record.

Most studies only require the first 11 of the 12 fields in the import file. The twelfth field, focus code, is only required for the small number of studies requiring a focus code. Wherever you do not have data for a field and it is not a mandatory field, then the field should be left empty but NOT omitted, the only exception to this is the focus code field. If the file contains VET enrolments, the Focus code field must contain the VET Type.

Focus codes are mandatory for Music Performance (MC043 and MC044, MC053 and MC054) and Text and Traditions 3 and 4 (TT033 and TT034).

A Student Programs import file must contain one record (line) for every unit the student is enrolled in, i.e. a student with 10 unit enrolments will have 10 lines in the import file.

	A	B	C	D	E	F	G	H	I	J	K	L
1	DEECD School Code	VCAA School Code	VCAA Student Number	External Student Identifier	Family Name	First Name	Second Name	Unit Code	Class Code	DEECD Assessing School Code	VCAA Assessing School Code	Focus Area
2	01999101	99990		SMI027	Smith	Maryanne		MC043	A	01999101	99990	FL
3	01999101	99990		SMI027	Smith	Maryanne		LO223	A	01999101	01870	
4	01999101	99990		SMI027	Smith	Maryanne		MA071	A	01999101	99990	
5	01999101	99990		SMI027	Smith	Maryanne		MA072	A	01999101	99990	
6	01999101	99990		SMI028	Smith	Maryanne		VCAL-Int	Y	01999101	99990	
7	01999101	99990		SMI027	Smith	Maryanne		LIT021	A	01999101	99990	
8	01999101	99990		SMI027	Smith	Maryanne		LIT022	A	01999101	99990	
9	0199910	99990		SMI027	Smith	Maryanne		SRD20206	B	01999102	99990	VES
10	Notes:											
11	Columns A & B		Either DEECD School Code or VCAA School Code must be used									
12	Columns C & D		Either Student Number or External Student Identifier must be used									
13			External Student Identifier can only be used if the data is already in the Students Personal Details									
14	Columns J & K		Either the DEECD Assessing school Code or the VCAA Assessing School Code must be used									
15	Row 2		Sample line for a study with a focus code									
16	Row 3		Sample line for a unit at a different assessing school.									
17	Row 4		Sample line for a Unit 1 study									
18	Row 5		Sample line for a Unit 2 study - Unit 2's are not automatically created when a student is enrolled in Unit 1.									
19	Row 6		Sample line for VCAL certificate with primary purpose flag in the class code field									
20	Row 7		Sample line for a VCAL unit									
21	Row 9		Sample line of VET enrolment. Certificate code in unit code field; all UoC's in stream set up in one class code (B) for import and Certificate type in the Focus Area Field (L).									

Figure 28 - Sample Student Program Import in Excel with explanatory notes and a header row.

The VASS Student Program Import File Structure is described in Table 3.

Field (Column)	Max no. of characters	Details
DEECD School Code (A)	10	**Mandatory** if VCAA School Code is blank. Must be a valid DEECD School Code and match the login school. Found on the **SCHOOL ADMIN > Modify School Details** screen of VASS. Excel Tip: Mark as text to preserve the leading zero. If this field is left blank and Excel is used in the preparation of the file, then make sure that the field is not deleted by Excel.
VCAA School Code (B)	5	**Mandatory** if DEECD School Code is blank. Found on the **SCHOOL ADMIN > Modify School Details** screen of VASS. Excel Tip: Mark as text to preserve the leading zero.
Student Number (C)	9	**Mandatory** if External Student Identifier is blank. Alphanumeric. If entered it must be a valid Student Number.
External Student Identifier (D)	12	**Mandatory** if Student Number is blank. Alphanumeric. If used, the External Student Identifier must already be on the VCAA database, having been entered with the Student Personal Details.
Family Name (E)	25	**Mandatory**. Can only contain alphabetic, hyphen, apostrophes and single spaces. Must contain at least one character.

Field (Column) (cont)	Max no. of characters	Details
First Name (F)	15	**Mandatory.** Can only contain alphabetic, hyphen, apostrophes and single spaces. Must contain at least one character.
Second Name (G)	15	**Optional.** Can only contain alphabetic, hyphen, apostrophes and single spaces.
Unit Code or VET/VCAL Certificate code, VCAL Unit Code (H)	15	**Mandatory.** Must be a valid VCAA unit code or VET or VCAL Certificate code
Class Code (I)	2	**Mandatory.** Must be a valid class set up in VASS
DEECD assessing school Code, RTO code or VCAL certificate provider code (J)	10	**Mandatory** if VCAA Assessing School Code is blank. Excel Tip: Mark as text to preserve the leading zero.
VCAA Assessing School Code, RTO Code or VCAL Certificate Provider Code (K)	5	**Mandatory** if DEECD Assessing School Code is blank. Excel Tip: Mark as text to preserve the leading zero.
Focus Area or VET Certificate Type (L)	3	Focus codes are **mandatory** for Music Performance Units 3-4, Music Investigation and Text and Traditions Units 3-4. VET Certificate type: VES, VFE, NAP **mandatory**

Table 3: The VASS Student Program Import file structure

Appendix 3

Additional notes on student program files – VET

The home school must set up the VET Certificate program in VASS before programs can be imported.

Set up VET certificates using **SCHOOL PROGRAM > VET in Schools > Select Certificates to be Offered.**

Set up RTOs for VET certificates using **SCHOOL PROGRAM > VET in Schools > Add/Modify RTOs/Classes − Add /Modify VET RTOs**

Set up classes for UOCs using **SCHOOL PROGRAM > VET in Schools > Add/Modify RTOs/Classes − Add/Modify VET Classes.** Do not set up classes for UOCs in which it is not intended to enrol students in the current year.

The import function will enrol a student in the VET certificate at the RTO, and then in all the UOCs set up for the certificate and class.

A student will not be enrolled in UOCs where they have not met the requisites.

It is not necessary to enrol a student in the VET certificate before running the import.

It is not necessary to specify each UOC in the import file.

Where a student is already enrolled in the VET certificate and some UOCs, the import function can be used to enrol the student in additional UOCs. UOCs where the student is already enrolled are ignored.

The import function will set the SBA status of a student depending on the certificate.

For certificates that must be undertaken as SBA, the student will be flagged accordingly.

For certificates that may optionally be undertaken as SBNA, the student will be flagged as not undertaking the certificate as SBA as the majority of students do not undertake these certificates as SBA. If necessary set the student's status online using **STUDENT PROGRAM > VET in Schools > Enrolment.**

The most common situation for importing VET certificates is where many students are undertaking the same program of UOCs. In this case it is important that all UOCs are set up with the same class code.

In a situation is where a school has two or groups of students undertaking the same VET certificate, but each group is undertaking a different program, possibly at a different RTO.

1. Set up classes for the first group's UOCs with one class code, for example A
2. the second group's UOCs with a different class code, for example B
3. then the import file should specify class A for the first group of students and class B for the second group of students.

The first group of students will be enrolled in all the UOCs with a class A set up, and the second group of students will be enrolled in all the UOCs with a class B set up.