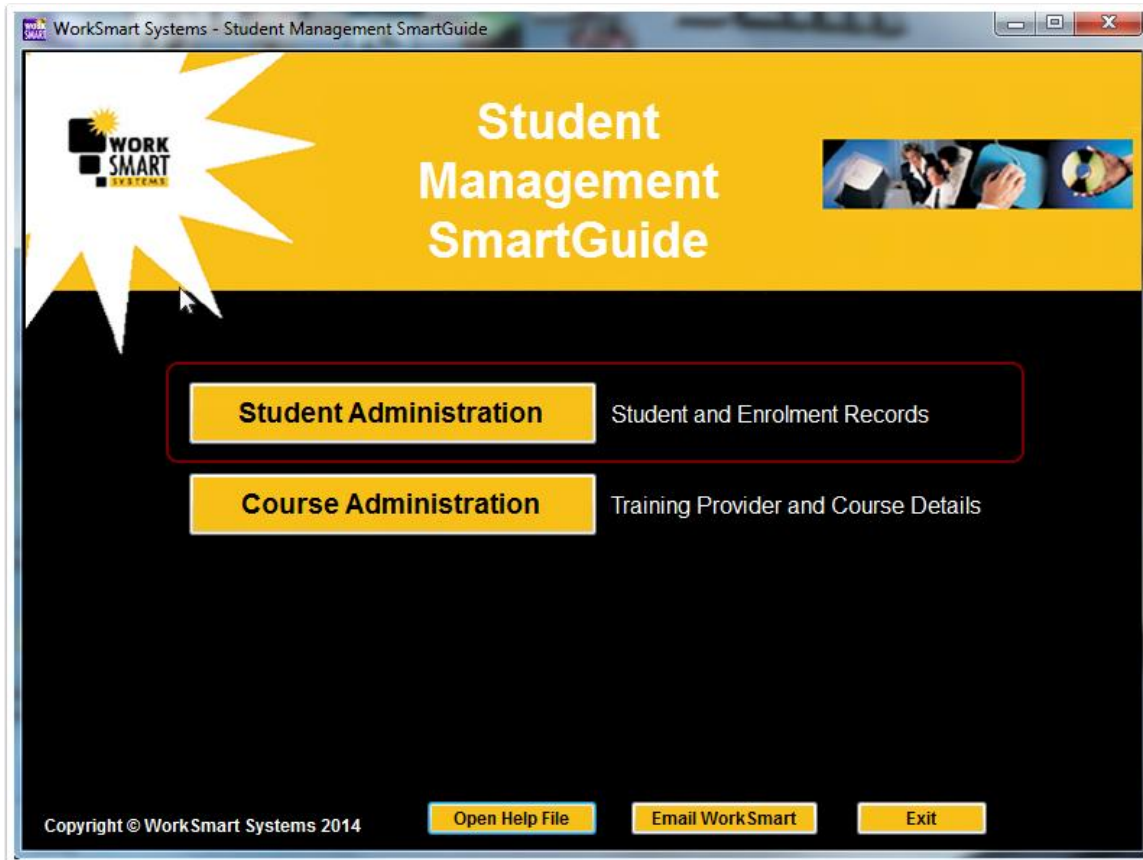


How to complete all AVETMISS enrolment details

1. Click Student Administration button.



2. How to enter Student details.

Go to the Enrolments tab. On this tab are all the AVETMISS entry fields you are required to complete for each student for each unit enrolled in.

1. Select the first unit then go and complete as many of the entry boxes as required in the bottom half of the screen, of particular note are
 - (2) RTO Location Identifier, select a value; this is the street address that training will occur at and was entered in the RTO Location Details section.
 - (3) Start and End dates, use the calendar tool to select dates. Note that when exporting your computers date format must be in dd/MM/yyyy format (see your computer date in bottom right corner of your screen). If date exports in a different format then you will get errors.
 - (4) For all drop down boxes you must select an entry, leaving any blank will result in errors.
 - (5) All boxes in this section are mandatory to complete, information for these fields will come from your state / territory training authority, these boxes can be left blank if not applicable.
 - (6) At the bottom specific state requirements, NSW and Victorian boxes only need completing if you are to submit files to your state authority, if you are to submit to NCVER or ASQA these boxes are not required. WA are not currently collecting extra information so these fields can be left if you are a WA RTO.

The screenshot displays the 'Student Tracker Form' application. The 'Enrolments' tab is active, showing a table of enrolments for student ID 3. The table has columns for Student ID, Course Code, Course Title, Unit Code, Unit Title, Core Unit, Elective Unit, and Status. Below the table, the 'AVETMISS Enrolment Details - National' section contains fields for Client Identifier, RTO Location Identifier (2), Scheduled Hours, Unit Identifier, Course Identifier, Start Date (3), End Date, Delivery Mode Identifier, and Outcome Identifier - National. The 'AVETMISS Enrolment Details - other' section includes Outcome Identifier - RTO (5), Funding Source - State, Client Tuition Fee, Fee Exemption Identifier, Purchasing Contract Identifier, Purchasing Contract Sched. ID, Hours Attended, Specific Funding Identifier, and Associated Course Identifier. At the bottom, the 'NSW | Victoria | Western Australia' section contains Course Commencement, Industry Code (ANZSIC) (6), Enrolment Date, Client Fees - other, and Provider ABN. A search window on the right shows a list of students with columns for Last Name, First Name, and Status.

Now that you have completed all the entries for one unit you now have a choice to make. If you only have a few unit entries to make then complete the information for those units. If, however, you have many units to complete this information for then we have added a copy function (see page icon at (1)). To use this;

- First complete all entries for one unit.
- Next delete all enrolled units so there is only the one unit with all boxes completed.
- Now click the page icon to duplicate the unit, so if the student is enrolled in 5 units click the page icon 4 times to add them to the one unit to make 5.
- You now have the 5 units entered in enrolment with all details in the bottom complete, the next step is to go to the Unit codes and Unit titles in the table above and manually type in the correct codes and titles as this is much quicker to change than re-entering all box entries.
- Finally, review Start and End dates duplicated and change any dates as required.
- That's it; you have quickly entered multiple units without the slog of doing all the entry boxes for each unit!