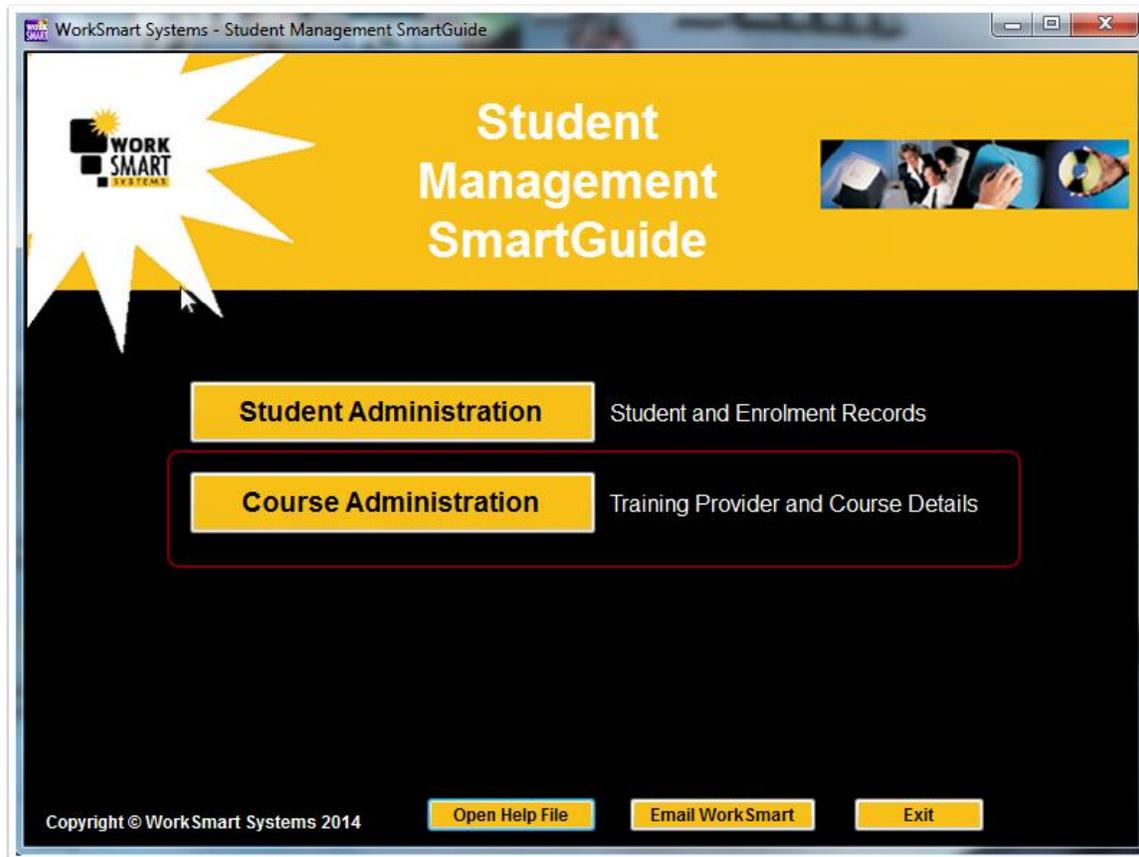


## How to enter a Course and Units

How to enter course details and unit details correctly.

### 1. Click Course Administration button.



## 2. How to enter Course details.

Go to the List of Courses tab.

1. Enter a Course Code, this is the key field so make sure the code is correct (the ID column is internally generated by the program and does not export, it is also not editable).
2. If you have several courses with the same units in then enter all units for the first course then click the page icon to duplicate the course and all the entered units to save data re-entry.
3. Enter the course title, the title must be accurate and match the Training Package title exactly.
4. Check the 'Is VET? (Course is of Vocational Intent)' box.
5. Next complete all the drop down boxes, leaving any blank or putting in an incorrect entry will result in errors.
6. Finally, leave the 'Exclude From AETMISS Files' box unchecked or your course will not be exported in your NAT 30 file.

The screenshot displays the 'Scope Management form' interface. At the top, there is a menu bar with 'File', 'Main Menu', and 'Help'. Below the menu bar, there are several tabs: 'Training Organisation', 'List of Courses', 'Modules / Units', 'Learning & Assessment Material', 'Staff Qualifications', and 'Reports & Printing'. The 'List of Courses' tab is active, showing a table with columns for ID, Course Code, and Course Title. The table contains two rows: one for 'Certificate III in Meat Processing (General)' (ID 3, Course Code MTM30611) and one for 'Certificate IV in Meat Processing (General)' (ID 13, Course Code MTMP40411). Below the table, there is a 'Course Details' section with a yellow header. This section contains several fields: 'Program Identifier' (MTM30611), 'Program Title' (Certificate III in Meat Processing (General)), 'Program Recognition Identifier' (11 Nationally accredited qualification from a Training Package), 'Program Level of Education' (512 Statement of Attainment at Certificate IV Level), 'Program Field of Education' (1101 Food and Hospitality), 'ANZSCO Classification' (351211 Butcher or Smallgoods Maker), and 'Nominal Hours' (40). There are also checkboxes for 'Is VET? (Course is of Vocational intent)' and 'Exclude From AVETMISS Files'. The 'Exclude From AVETMISS Files' checkbox is unchecked.

ID	Course Code	Course Title
3	MTM30611	Certificate III in Meat Processing (General)
13	MTMP40411	Certificate IV in Meat Processing (General)
*		

Course Details AVETMISS

Course Details | Learner Requirements

Program Identifier: MTM30611  Is VET? (Course is of Vocational intent)

Program Title: Certificate III in Meat Processing (General)

Program Recognition Identifier: 11 Nationally accredited qualification from a Training Package

Program Level of Education: 512 Statement of Attainment at Certificate IV Level

Program Field of Education: 1101 Food and Hospitality

ANZSCO Classification: 351211 Butcher or Smallgoods Maker

Nominal Hours: 40

WA Qualification / Course Identifier - Local:

WA Qualification / Course Identifier - National:

Exclude From AVETMISS Files

### 3. Enter your units or modules.

Go to the Modules / Units tab.

1. Enter your unit codes and titles, don't forget to check either Elective Unit or Core Unit for each one.
2. For each unit check the 'Is VET (Is a VET qualification)' box to include in AVETMISS reporting.
3. Make sure you select either Module or Unit of competency check box for each unit.
4. Enter a 'Field of Education Identifier' number into the box for each unit. The number can be found in the Training Package documentation for the unit. If you leave blank or put in an incorrect identifier number you will get errors in your NAT 60 file.
5. Finally, leave the 'Exclude from AVETMISS Files' box unchecked or you will not export the unit in your NAT files.

The screenshot shows the 'Scope Management form' with the 'Modules / Units' tab selected. The table below shows the unit details:

	Elective Unit	Course Code	Unit Code	Unit Title	Core Unit
▶	<input checked="" type="checkbox"/>	MTM30611	MTMP3095B	Grade beef carcasses using Meat Standards Austr...	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	MTM30611	MTMPS300A	Assess product in chillers	<input type="checkbox"/>
*	<input type="checkbox"/>				<input type="checkbox"/>

Below the table, the 'Unit Overview Details' tab is active, showing the following fields:

- Subject Identifier: MTMP3095B (Callout 2)
- Is VET (Is a VET qualification):  (Callout 2)
- Module:  (Callout 3)
- Unit of Competency:  (Callout 3)
- Subject Name: Grade beef carcasses using Meat Standards Australia standards
- Field of Education Identifier: 110105 (Callout 4) [Click here to view Education Fields on ABS Website](#)
- Nominal Hours: 80
- WA Subject Identifier - Local:
- WA Subject Identifier - National:  (Callout 5)
- Exclude From AVETMISS Files: