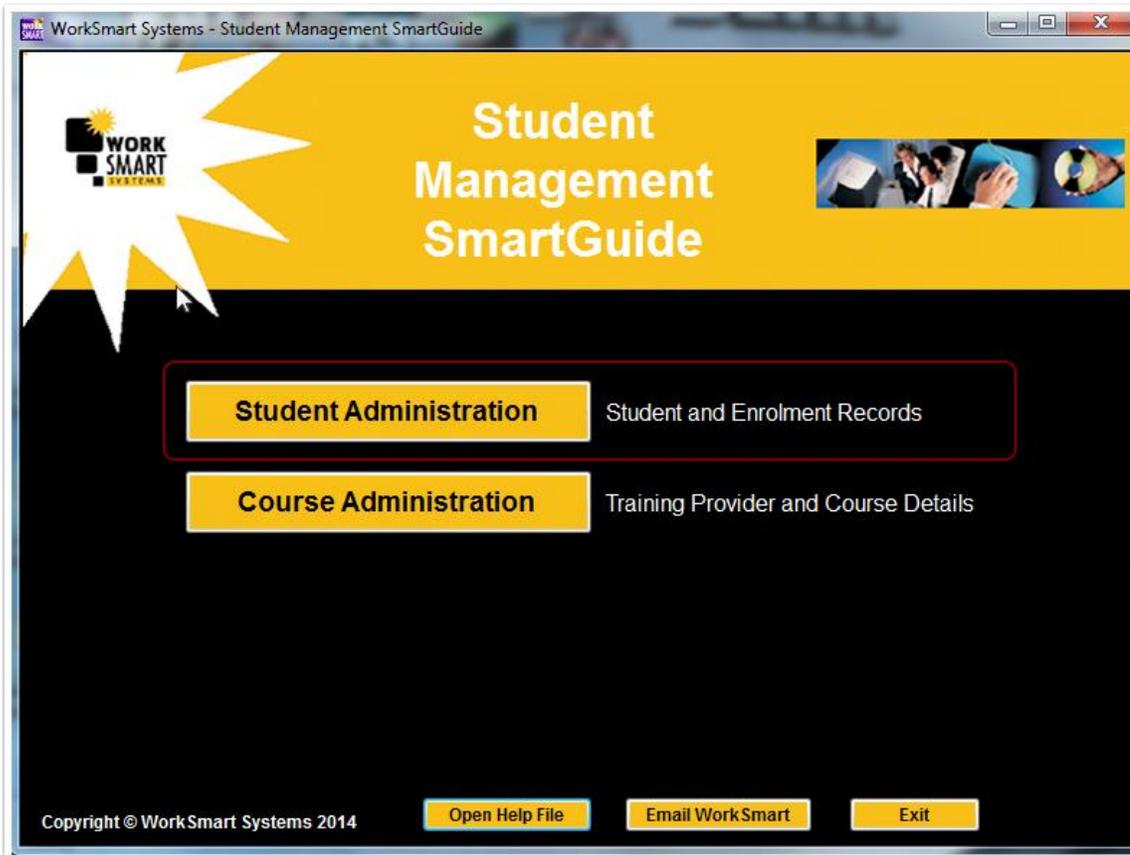


How to enter Students

How to enter student details correctly.

1. Click Student Administration button.



2. How to enter Student details.

Go to the List of Student Details tab.

1. First enter students first name, last name and a Student ID number, if you don't use a numbering system for your students you will have to create one as this is an AVETMISS requirement called Client Identifier, up to 10 characters.
2. Enter the students Unique Student Identifier Number (USI), if the student does not know this (very likely) go to the USI website and request USI's for your students.
3. Information entered is also shown here in the navigator panel to allow for easy scrolling and searching of students.
4. If you have a lot of students type the last name in the search box to easily find them.
5. Enter student address details, make sure post code is entered and matches suburb.
6. Only complete this for international students who have come from overseas expressly to study with you, this information does not export to AVETMISS.

The screenshot displays the 'Student Tracker Form' application window. The 'Student Details' tab is active, showing a form for a student named Gordon Bennett. The form includes fields for personal details, contact information, and address. A search box on the right allows filtering by last name. A table on the right shows a list of students, with 'Bennett Gordon' selected. The form is annotated with numbered circles 1 through 6, corresponding to the steps in the text above.

1. First Name: Gordon, Last Name: Bennett, Student ID: 3

2. Unique Student Identifier: 123

3. Load Student Photo Here

4. Quick Search Last Name: Bennett

5. Suburb: Butler, State: WA, State Identifier: 05 - Western Australia, Post Code: 6067

6. International Students: The student is an overseas / international student

Last Name	First Name	Student ID	Unique Student
Bennett	Gordon	3	123
Brown	Mary	1	54
Choy	Grace	2	89

3. Go to Trainee Details tab.

To complete entering personal information on students go to the Trainee Details tab.

1. Information entered on the Personal Details tab is carried over, first either check the box if still at school or leave blank for No.
2. For Disabilities only check the box if there is a disability to record Yes, you must then select a disability from the Disability Type Identifier menu, if no disability leave both boxes empty.
3. For the 'Has Prior Educational Achievement' only check the box if there is one to record Yes, you must then select a Prior Educational Achievement from the Prior Educational Achievement Identifier menu, if no Prior Educational Achievement leave both boxes empty.
4. If you wish to exclude a student from AVETMISS reporting then check the 'Exclude from AVETMISS Files' and the student information will not be reported.
5. For all entry fields with Victoria in the label you only need to complete these entries if (i) you deliver training in Victoria; and (ii) are submitting your exported NAT files to Skills Victoria, fields not needed if submitting to NCVET / ASQA.
6. WA fields are inactive as WA is not currently collecting this data.
7. Complete all other entry boxes or you will receive errors.
8. Completing entry on students in the Personal Details and Trainee Details tabs produces AVETMISS NAT files 80, 85, 90 and 100. If there are no disabilities then the NAT 90 file will be blank, if there are no Prior Educational Achievements selected the NAT 100 file will be blank.

The screenshot displays the 'Student Tracker Form' interface. The 'Trainee Details' tab is active, showing fields for 'Gordon Bennett' (Student ID: 3). Fields are numbered 1 through 4. Field 1 is 'Is at School' (checked). Field 2 is 'Disabilities' (unchecked). Field 3 is 'Has Prior Educational Achievement' (checked). Field 4 is 'Exclude From AVETMISS Files' (checked). A table on the right shows a list of students:

Last Name	First Name	Student ID	Unique Student
Bennett	Gordon	3	123
Brown	Mary	1	54
Choy	Grace	2	89