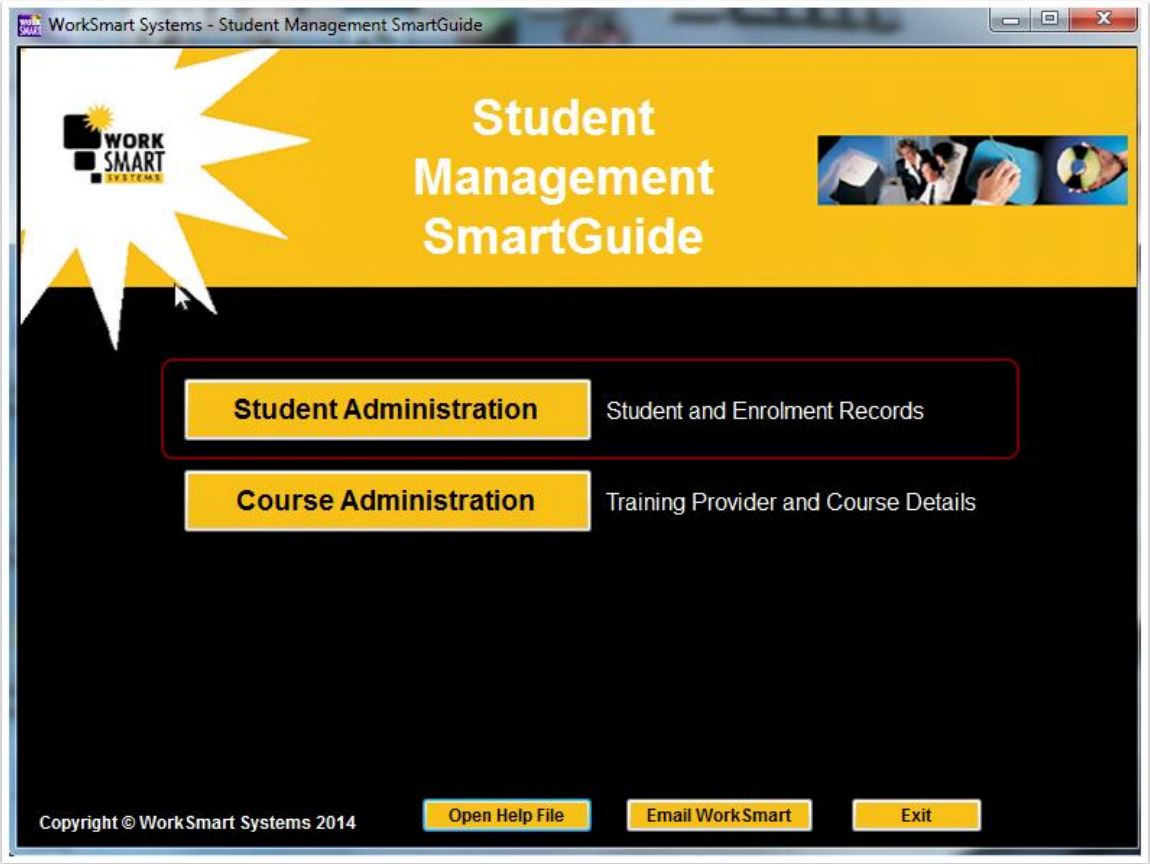
How to enter Students

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.

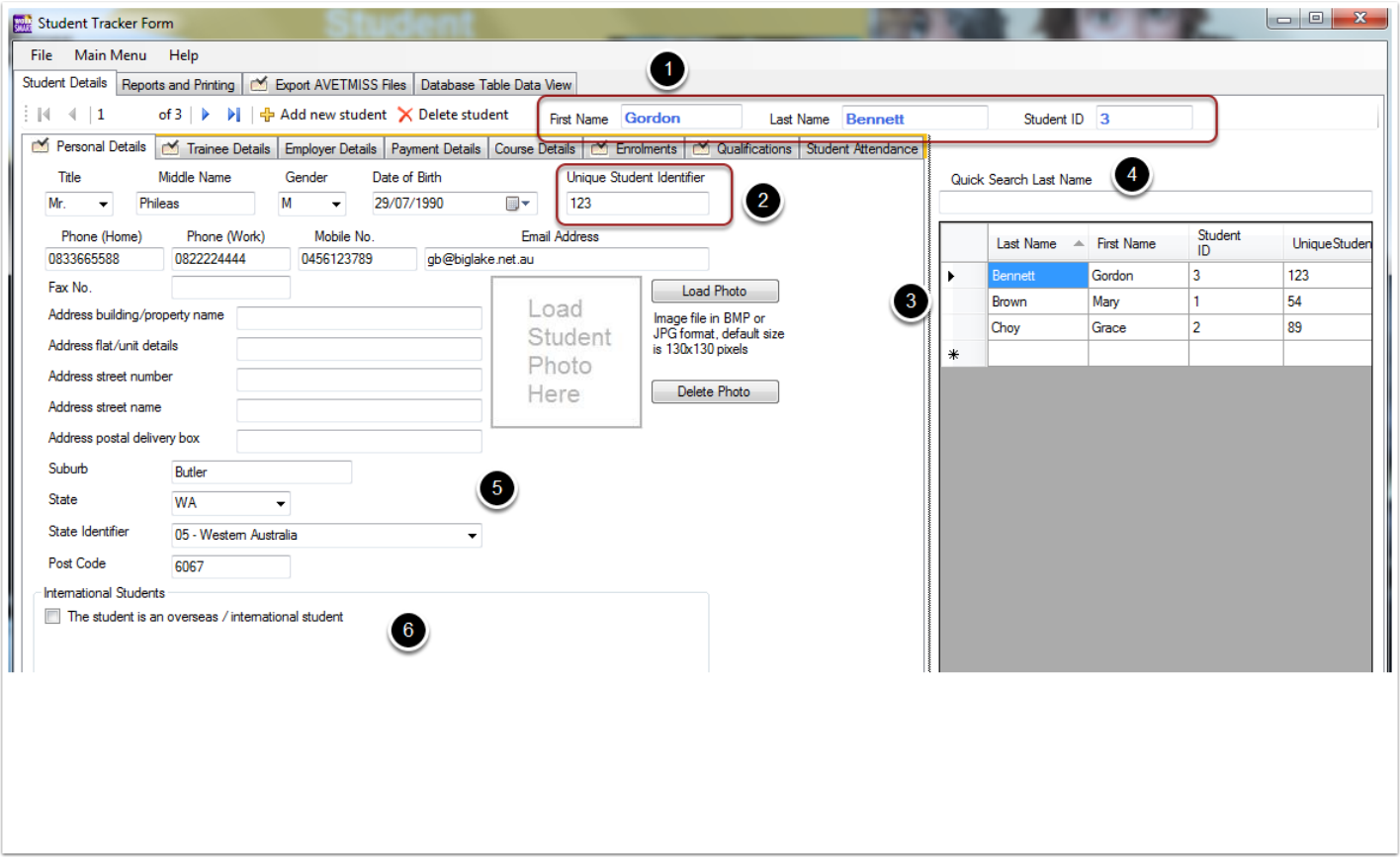
2. Enter the students Unique Student Identifier Number (USI), if the student does not know this (very likely) go to the USI website and request USI's for your students.

3. Information entered is also shown here in the navigator panel to allow for easy scolling 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 ooverseas expressly to study with you, this information does not export to AVETMISS.



3. Go to Trainee Details tab.

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

1. Information entered on the Personla Details tab is carried over, first either check the box if still at school or leave blank for No.

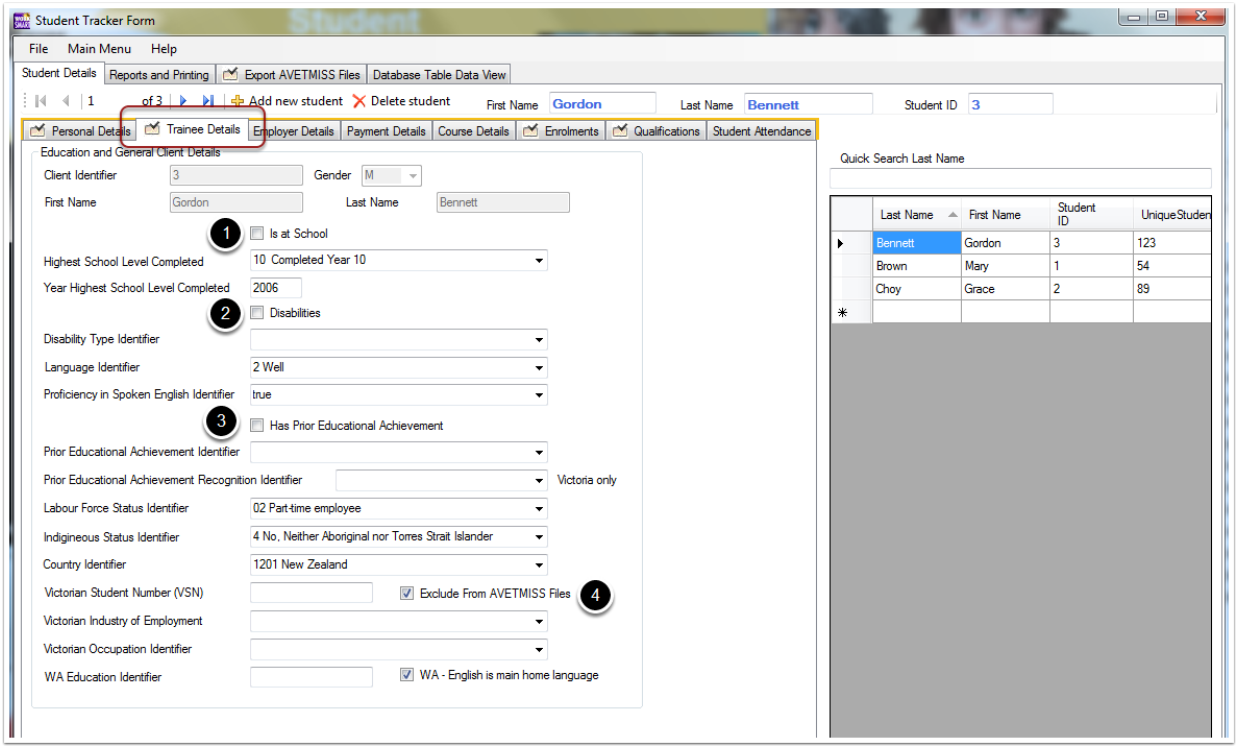
2. For Disabilities only check the box if there is a disability to record Yes, you must then select a disability from the Disability Type Identifier menu, if no disability leave both boxes empty.

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 expported NAT files to Skills Victoria, fields not needed if submitting to NCVER / 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.