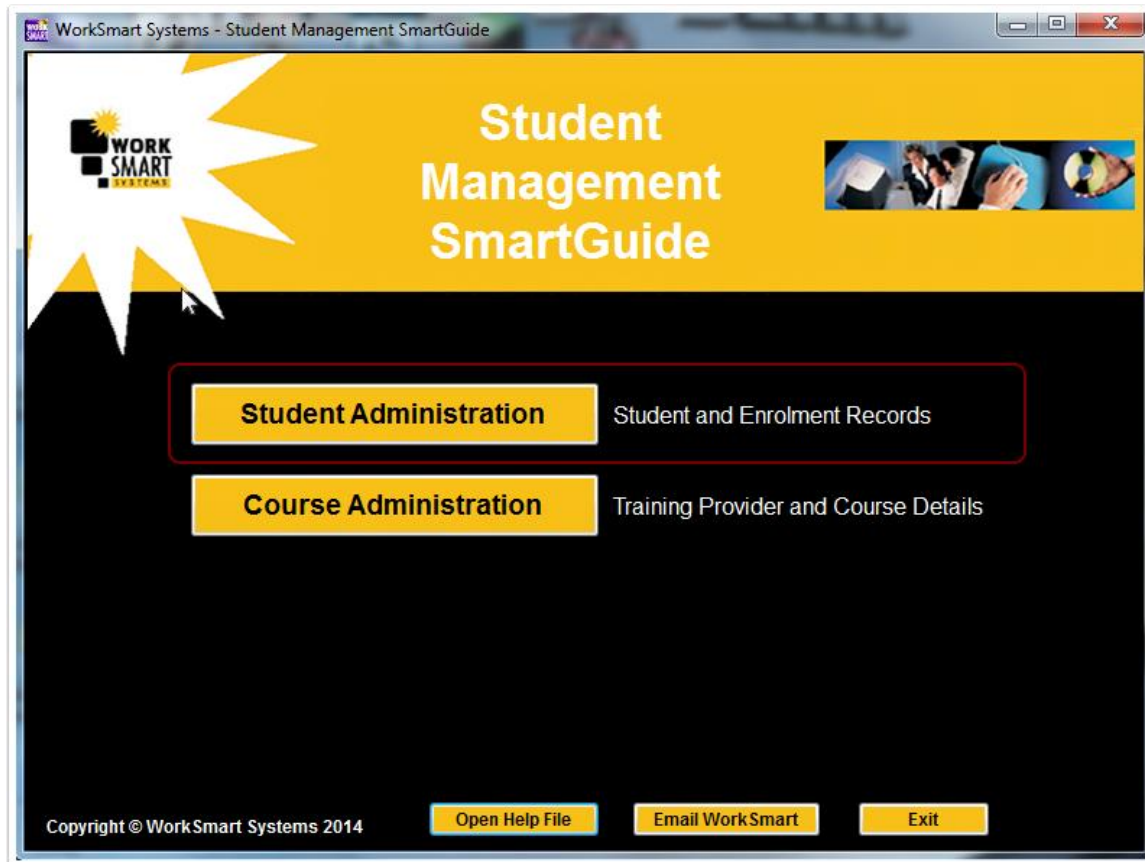


## How to enter a completed Qualification

1. Click Student Administration button.



## 2. How to enter a student's Qualification.

Go to the Qualifications tab.

1. With the correct student selected click the 'Select Course to Add to List' drop down and select the qualification that the student has achieved, this will auto fill the boxes and put an entry in the top table.
2. Now check whether the Qualification has been issued or leave blank if not yet issued.
3. Finally, enter a date into the Certificate Date box, this is important as when exporting the program sorts and exports using this date field, if you leave the default current date in you may export more students than you should for the reporting period so make sure a date is entered.
4. If you deliver in Victoria you will need to also enter a date here, this may or may not be the same as the 'Start Date' entered on the Enrolments tab for the unit. Note the Commencement date cannot be after any Start Dates you have entered on the Enrolments tab.

Student Tracker Form

File Main Menu Help

Student Details Reports and Printing Export AVETMISS Files Database Table Data View

1 of 3 Add new student Delete student First Name Gordon Last Name Bennett Student ID 3

Personal Details Trainee Details Employer Details Payment Details Course Details Enrolments **Qualifications** Student Attendance

Qualifications List 1 of 1 Add new qualification Delete qualification

| Student ID | RTO No | Course Code | Course Title | Year Completed | Qualification Issued                |
|------------|--------|-------------|--------------|----------------|-------------------------------------|
| 3          | 1234   | DGR10101    |              | 2008           | <input checked="" type="checkbox"/> |
| *          |        |             |              |                | <input type="checkbox"/>            |

Quick Search Last Name

| Last Name | First Name |
|-----------|------------|
| Bennett   | Gordon     |
| Brown     | Mary       |
| Choy      | Grace      |
| *         |            |

Qualifications

Select Course to Add to List Certificate I in Donkey Care (example only) 1

Client Identifier 3  Qualification has been Issued 2

RTO Identifier 1234 Certificate Date 19/12/2014 3

Program Code DGR10101

Year Completed 2008

Issuing Body Bats R Us

WA Program Identifier - Local

Victoria - Program (Course) Commencement Date 03/06/2014 4