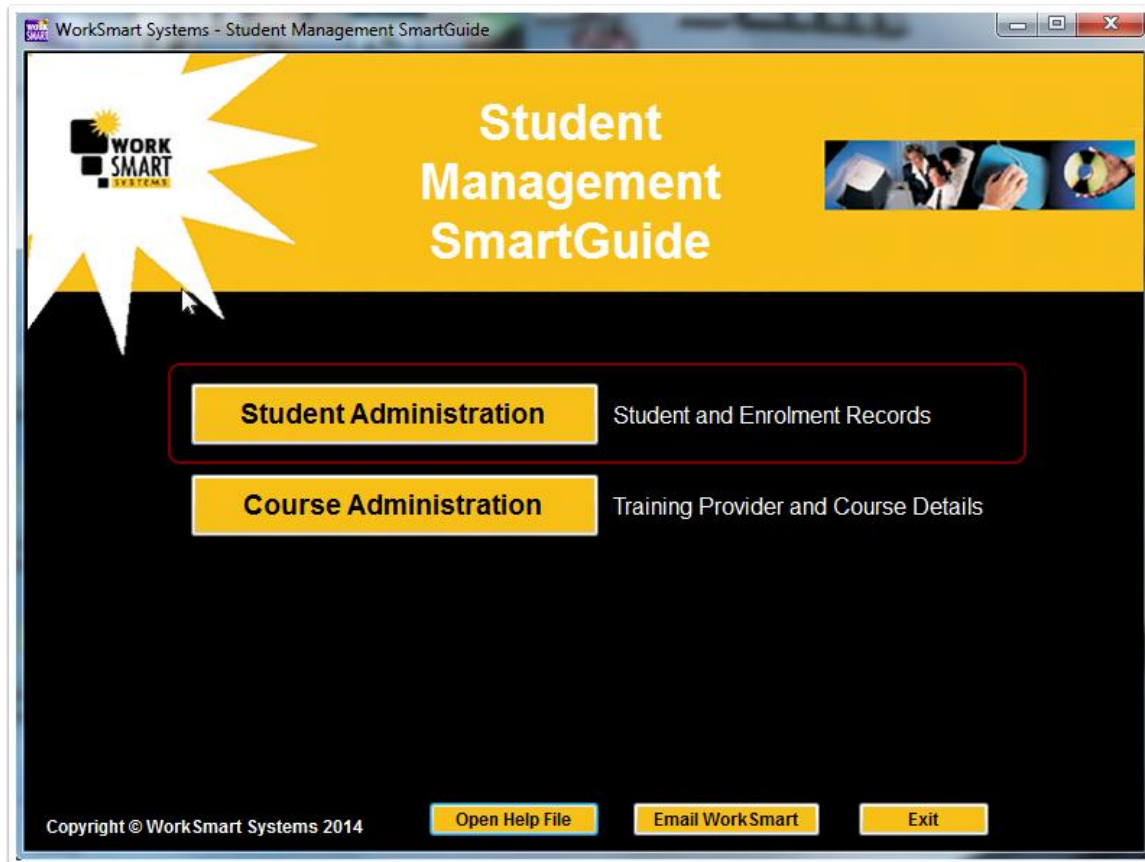


How to enter a completed Qualification

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.

The screenshot shows the 'Student Tracker Form' application. The 'Qualifications' tab is active, and the 'Qualifications List' table contains one entry for Student ID 3, RTO No 1234, Course Code DGR10101, Year Completed 2008, and Qualification Issued checked. The 'Qualifications' form below has the following fields:

- Select Course to Add to List: Certificate I in Donkey Care (example only) (1)
- Client Identifier: 3
- RTO Identifier: 1234
- Program Code: DGR10101
- Year Completed: 2008
- Issuing Body: Bats R Us
- Qualification has been Issued: (2)
- Certificate Date: 19/12/2014 (3)
- Victoria - Program (Course) Commencement Date: 03/06/2014 (4)

The 'Quick Search Last Name' table on the right shows a list of last names: Bennett, Brown, Choy. The first name for Bennett is Gordon.