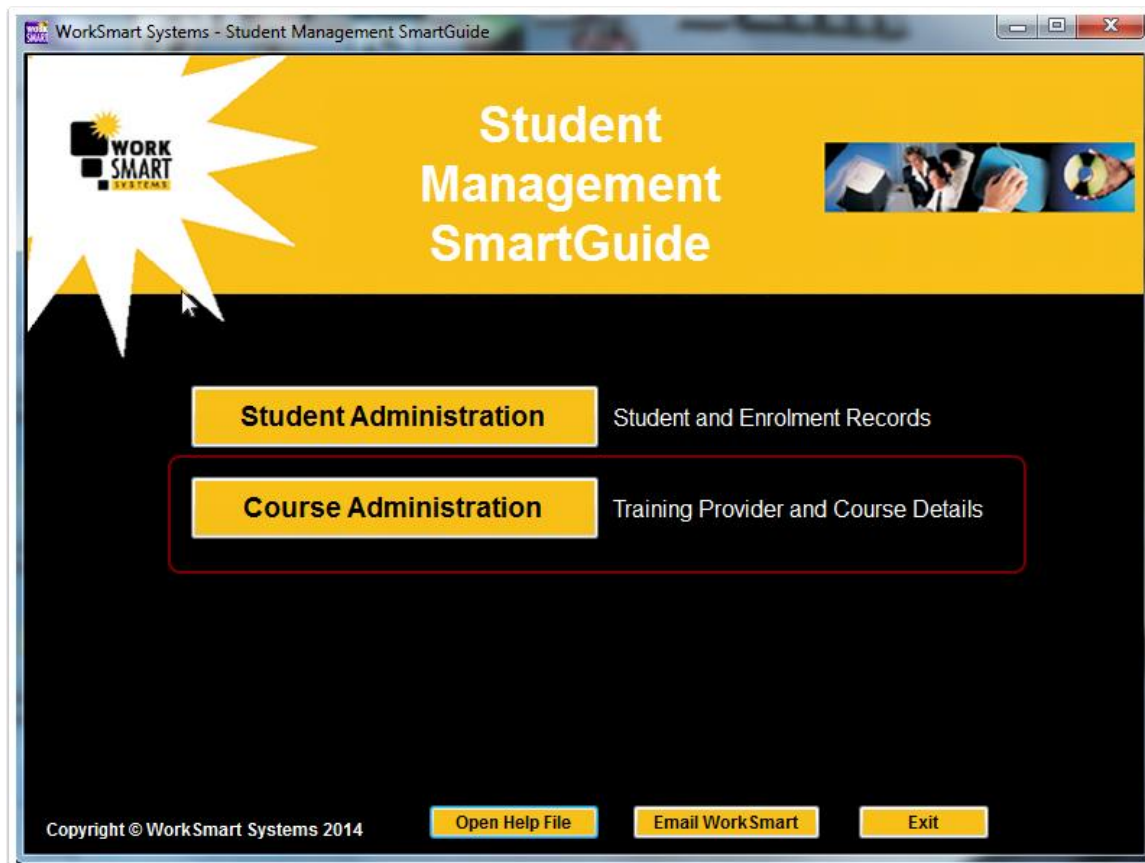


How to enter only Units not whole Qualifications

If you only deliver units and not the whole qualification then follow this guide to see how to enter your data.

1. Click Course Administration button.



2. How to set Course tab up for units only.

Go to the List of Courses tab.

1. Leave the Course Code column blank (the ID column is internally generated by the program and does not export, it is also not editable).
2. Enter a course title or any descriptive text you want to link to your units.
3. Leave the 'Is VET? (Course is of Vocational Intent)' unchecked as there is no course to report, all other entry boxes can be left blank.
4. Check the 'Exclude From AETMISS Files' box or your course title will export and you will get an error in the NAT 30 file.

The screenshot shows 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' (highlighted with a red box), 'Modules / Units', 'Learning & Assessment Material', 'Staff Qualifications', and 'Reports & Printing'. The 'List of Courses' tab is active, displaying a table with the following columns: 'ID', 'Course Code', and 'Course Title'. The table contains one row with ID '3', an empty 'Course Code' field (marked with a circled '1'), and 'Meat Processing - General Units' in the 'Course Title' field (marked with a circled '2'). Below the table, there is a 'Course Details AVETMISS' section with two sub-tabs: 'Course Details' and 'Learner Requirements'. The 'Course Details' sub-tab is active, showing various fields: 'Program Identifier' (empty, marked with a circled '3'), 'Program Title' (filled with 'Meat Processing - General Units'), 'Program Recognition Identifier' (dropdown), 'Program Level of Education' (dropdown), 'Program Field of Education' (dropdown), 'ANZSCO Classification' (dropdown), 'Nominal Hours' (empty), 'WA Qualification / Course Identifier - Local' (empty), 'WA Qualification / Course Identifier - National' (empty), and a checkbox labeled 'Exclude From AVETMISS Files' which is checked (marked with a circled '4'). The 'Is VET? (Course is of Vocational intent)' checkbox is unchecked.

3. Enter your units or modules.

Go to the Modules / Units tab.

1. Notice how the Course Code column is blank, now just enter your unit codes and titles, don't forget to check either Elective Unit or Core Unit.
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' interface. At the top, there is a menu bar with 'File', 'Main Menu', and 'Help'. Below this is a navigation bar with tabs: 'Training Organisation', 'List of Courses', 'Modules / Units' (highlighted with a red box), 'Learning & Assessment Material', 'Staff Qualifications', and 'Reports & Printing'. The main content area displays a table of units for the course 'Certificate III in Meat Processing (General)'. The table has columns for 'Elective Unit', 'Course Code', 'Unit Code', 'Unit Title', and 'Core Unit'. The first two rows are selected, and the first row has a circled '1' next to its 'Course Code' field. Below the table, there is a detailed view for the selected unit, 'Unit Overview Details'. This view includes fields for 'Subject Identifier' (MTMP3095B), 'Subject Name' (Grade beef carcasses using Meat Standards Australia standards), 'Field of Education Identifier' (110105), 'Nominal Hours' (80), and checkboxes for 'Is VET (Is a VET qualification)', 'Module', 'Unit of Competency', and 'Exclude From AVETMISS Files'. Numbered callouts (2, 3, 4, 5) point to these specific fields.

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

Subject Details - AVETMISS | Unit Overview Details | Unit Delivery Modes | Unit Customisation

Subject Identifier: MTMP3095B Is VET (Is a VET qualification) Module Unit of Competency

Subject Name: Grade beef carcasses using Meat Standards Australia standards

Field of Education Identifier: 110105 [up Education Fields on ABS Website](#)

Nominal Hours: 80

WA Subject Identifier - Local: Exclude From AVETMISS Files

WA Subject Identifier - National: