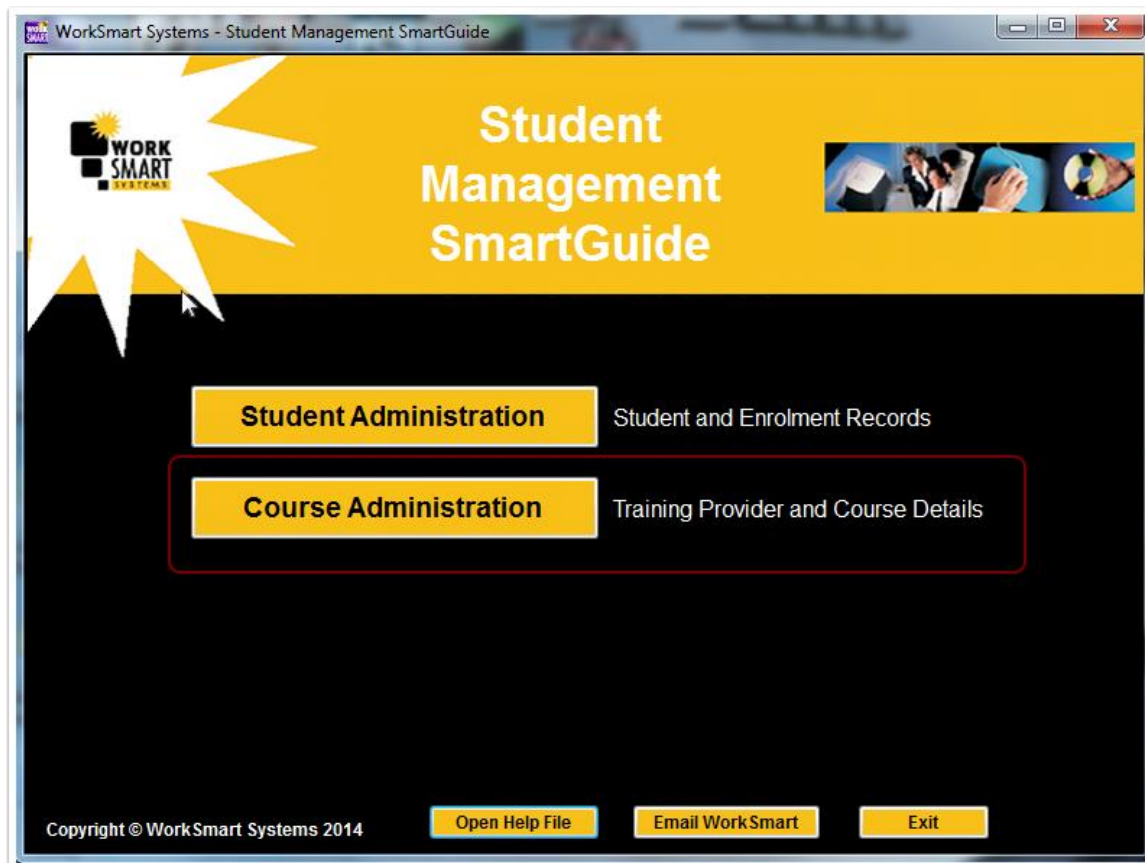


How to enter only Units not whole Qualifications

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 is a tabbed interface with 'Training Organisation', 'List of Courses', 'Modules / Units', 'Learning & Assessment Material', 'Staff Qualifications', and 'Reports & Printing'. The 'List of Courses' tab is active, showing a table with columns 'ID', 'Course Code', and 'Course Title'. The first row has ID '3', a blank Course Code, and 'Meat Processing - General Units'. Below the table is a 'Course Details' section with tabs for 'AVETMISS', 'Course Details', and 'Learner Requirements'. The 'Course Details' tab is active, showing various input fields: 'Program Identifier' (with a circled '3'), 'Program Title' (filled with 'Meat Processing - General Units'), 'Program Recognition Identifier', 'Program Level of Education', 'Program Field of Education', 'ANZSCO Classification', and 'Nominal Hours'. At the bottom, there are two 'WA Qualification / Course Identifier' fields (Local and National) and a checked checkbox labeled 'Exclude From AVETMISS Files' (with a circled '4').

ID	Course Code	Course Title
3		Meat Processing - General Units
*		

Course Details AVETMISS Course Details Learner Requirements

Program Identifier Is VET? (Course is of Vocational intent)

Program Title

Program Recognition Identifier

Program Level of Education

Program Field of Education

ANZSCO Classification

Nominal Hours

WA Qualification / Course Identifier - Local

WA Qualification / Course Identifier - National

Exclude From AVETMISS Files

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 are tabs for 'Training Organisation', 'List of Courses', 'Modules / Units' (which is selected and circled in red), 'Learning & Assessment Material', 'Staff Qualifications', and 'Reports & Printing'. Below the tabs, there is a navigation bar with '1 of 2' and 'Course' buttons. The main area contains a table with columns: 'Elective Unit', 'Course Code', 'Unit Code', 'Unit Title', and 'Core Unit'. The first row is selected, showing 'MTMP3095B' and 'Grade beef carcasses using Meat Standards Austr...'. The second row shows 'MTMPS300A' and 'Assess product in chillers'. 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 (1-5) point to specific elements: 1 points to the 'Course Code' column in the table; 2 points to the 'Subject Identifier' field; 3 points to the 'Unit of Competency' checkbox; 4 points to the 'Field of Education Identifier' field; and 5 points to the 'Exclude From AVETMISS Files' checkbox.

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: