

# VSR Console for Ted and Icare

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# 1 Introduction

The Victorian Student Register (VSR) is a register of students under the age of 25 doing accredited training in Victoria. A Victorian Student Number (VSN) is assigned to each student for future reference.

Registered Training Organisations (RTOs) are required to submit a monthly list of students that trained in the last month. These students are matched in the register with existing details and a new VSN is assigned when appropriate. When a student is assigned a VSN this is returned to the RTO who then provides notification to the student of their VSN.

The VSR Console is the software component for the Ted and Icare software packages that automates the submission of monthly reports, retrieves assigned VSNs and prints a letter of notification for students.

The following student details are sent to the VSR:

- VSN if known,
- Surname,
- Given Name,
- Middle Names,
- Gender,
- Date of Birth.

When a student enrolls they will be asked to provide their VSN if they are under the age of 25. The student can reply with one of:

**New** If the student is training in Victoria for the first time and does not yet have a VSN.

**Unknown** If the student has been assigned a VSN but does not remember the number.

**Supplied** The student knows their VSN and fills in the 9 digit number.

## 1.1 Ted

To use the VSR Console from the Ted software click on the *VSR Console...* menu item under the *VSR* menu.

## 1.2 Icare

To use the VSR Console from the Icare software:

- click the *Custom Modules* button on the *Icare Toolbar*,
- double click the *VSR Console* module entry.

## 1.3 Quality Guidelines

The following guidelines must be met for all students being reported to the VSR:

**Date of Birth** The date of birth is mandatory for all student even if they are 25 years of age or older. The **VSR Console** needs the date of birth to determine which students need to be submitted.

**Gender** The gender is mandatory. Students that are submitted to the VSR cannot have their gender entered as *Not Stated*.

**Naming** The surname and given names are both mandatory.

Additionally names should:

1. be separated with single spaces or a hyphen (without leading or trailing spaces),
2. not contain additional information or indicators,
3. not contain accents.

## 2 Tasks

The **VSR Console** helps you complete three main tasks:

- make monthly submissions,
- retrieve assigned VSNs,
- print notification letters.

### 2.1 Make monthly submissions

Each month you will upload a submission to the VSR listing students that trained in the last month.

Before being uploaded to the VSR system the students will be validated to make sure they meet the quality guidelines

### 2.2 Retrieve assigned VSNs

Students that have their VSN listed as NEW or UNKNOWN will be assigned a VSN by the VSR.

A VSN cannot always be assigned immediately. If there are many students in Victoria with similar details then a member of the the **VSR Team** may need to contact you.

Since not all VSNs will be available immediately after a submission is uploaded then you will periodically retrieve any outstanding VSNs by running a VSN update process.

When a student is assigned a VSN the number is saved into the Ted or Icare database.

### 2.3 Print notification letters

When a student is assigned a VSN, you should provide the student with notification of this number.

The **VSR Console** enables you to print out a list of VSNs assigned and an individual letter can be printed for each student providing them with details of the VSN they have been assigned.

## 3 Setup

When the **VSR Console** is first used, two items will need to be setup: Settings and Contact Details.

The **VSR Console** will take you through these two items automatically to ensure they are setup correctly.

It is recommended that you run the Quality Report (see [3.3](#)) to check that students are being entered into Ted or Icare following the VSN quality guidelines.

### 3.1 Settings

You will be sent straight to this page if you have not yet filled in all of the settings.

The **Settings** page can be accessed from the **Home** page by clicking the **Change Settings** link in the **I would like to** menu.

The **Settings** page is where you fill in your *eduwweb* User ID and password.

Click the **Save Changes** link once you have completed filling in the settings.

Click the **Discard Changes** link if you do not want to make any changes to your settings.

#### 3.1.1 Day Due

Each month you will submit a list of students that trained in the previous month. The due date of this list will be specific to your RTO. For example your RTO may have to submit the list by the 7th of each month.

You enter your RTOs *Day Due* on the **Settings** page.

### 3.2 Contact Details

You will be sent to the **Contact Details** page once your settings have been entered.

The **Contact Details** page can be accessed from the **Home** page by clicking the **Change Contact Details** link in the **I would like to** menu.

These contact details along with your software version will be uploaded to the VSR system each time you make a monthly submission.

### 3.3 Quality Report

The **VSR Console** validates each students details against quality guidelines (see 1.3) for each submission.

A general Quality Report is available that checks all students that are have or are scheduled to do training in 2011 onwards. This will enable you to confirm that students are being entered correctly before starting any submissions.

The Quality Report can be printed from the Home page by clicking the **Print Quality Report** link in the **I would like to** menu.

## 4 Home Page

The Home page will show a combination of five sections:

- Current Submission (see 4.1),
- Next Submission (see 4.2),
- Last Submission (see 4.3),
- Outstanding VSNs (see 4.4),
- Outstanding Notifications (see 4.5).

The Home page also has links to:

- Change Settings (see 3.1),
- Change Contact Details (see 3.2),
- Print Quality Report (see 3.3),
- View Submission History (see 6).

### 4.1 Current Submission

The **Current Submission** section will be shown each month until your due day as past.

Information about the current submission will be shown including the submission period and the current state of the submission: created, uploaded or completed.

The following links will be available:

**Start Submission** Start the submission process. If any of the students fail the validation then a **Quality Report** will be opened listing these students and a description of what needs to be fixed. Otherwise a **Submission Report** will be opened listing the students uploaded in the submission.

**Continue Submission** If a previous attempt at starting (or continuing) the submission failed then you can continue the submission where it left of.

**Print** If the submission has been started then you can open report of the submission. If validation failed then the **Quality Report** will be opened, otherwise the **Submission Report** will be opened.

**Re-create** If you have started (or completed) a submission and then made changes in Ted or Icare that would affect the current submission then you can re-start the submission at the creation step.

**Re-upload** You may be requested to re-upload a submission by the **VSR Team** if the **VSR system** has trouble processing the submission.

### 4.2 Next Submission

Once the months due day has past, the **VSR Console** will disable access to the re-create and re-upload actions of the submission process.

The **Next Submission** section will give you information about the next submission and when it is due.

### 4.3 Last Submission

Once the months due day has past, the **Current Submission** section will be displayed as **Last Submission** section. You will not be able to re-create or re-upload the submission but if the submission is not yet completed then you will be able to use the **Continue Submission** link.

## 4.4 Outstanding VSNs

Any students that get submitted without a VSN will get added to the Outstanding VSN list.

The following links are be available:

**Update** Whilst there are students on this outstanding list you should periodically run the update action to check if the VSR system has assigned any VSNs.

Any VSNs assigned will be saved into the Ted or Icare database and moved onto the outstanding notification list.

**Print** You can print a list of students with outstanding VSNs.

## 4.5 Outstanding Notifications

Once a student gets assigned a VSN for the first time they are added to a list of students that need to be notified of their number.

The following links are be available:

**Notify** This action will take you to the **Notifications** page (section 5.1) to enable you to print an individual letter for each student providing then details of their new VSN.

**Print** You can print a list of students that need to be notified.

# 5 Notifications

A notification letter can be printed for each student that is assigned a VSN. Click the **Update** link under the Outstanding Notifications section of the **Home** page to go to the **Notifications** page.

## 5.1 Notifications Page

The **Notifications** page page shows students that have not yet been notified by printing a notification letter.

To print a notification letter either double click the student or select the student in the list and then click the **Print Notification** link in the **Students** menu.

## 5.2 Letter Template

The notification letter template is a Word document that you can modify. Click the **Edit Letter Template** link in the **I would like to** menu.

The letter template contains fields that will be replaced with the students details. Each field is placed in the template by entering the field name surrounded by curly brackets. The following fields are available:

{Date}

{Date of Birth}

{Email}

{Given Name}

{Gender}

{Middle Names}

{Postcode}

{State}

{Street}

{Suburb}

{Surname}

{VSN}

### 5.3 Re-printing a notification letter

Once a student's notification letter has been printed their name will be removed from the notification list.

You can re-print a notification letter by turning on the **Show Past Notifications** option under the **Students** menu.

You can then print notification letters for any student in the same way described above.

## 6 Submission History

A list of all previous submissions can be seen by clicking on the **View Submission History** link in the **I would link to** menu of the **Home** page.

You can print a **Submission Report** for any submission by double clicking or selecting then clicking the **Print Report** link in the **Submissions** menu.