

ICARE'S AQTF EXPORT

13th of May, 2009.

A new AQTF export has been added to Icare as an additional tool for you to comply with the new AQTF Competency Completion Quality Indicator.

This document includes:

- Background to the AQTF Quality Indicators,
- An overview of the submission process,
- How to use Icare's new AQTF Export facility,
- The rules used by Icare in the AQTF Export.

Background

Under the AQTF, RTOs are required to collect, use and report data on three Quality Indicators:

- Competency Completion, first due 30th June 2009
- Learner Engagement,
- Employer Satisfaction.

Further details on these Quality Indicators is available from:
<http://www.acer.edu.au/aqtf/>.

At this point in time there is no plan for Icare to help you in the Learner Engagement or Employer Satisfaction indicators, software is available from the ACER website to help with these two indicators.

Information already entered into Icare can be used to calculate the Competency Completion Quality Indicator report, this document describes how Icare can prepare that report for you.

The Competency Completion Quality Indicator counts the number of enrolments and completions for each Qualification and Unit/Module. This indicator is first due by 30th of June 2009 and must contain the numbers of enrolments/completions that occurred in the 2008 calendar year.

This indicator can be queried and updated through the Competency Completion Online System (<http://rto.ncver.edu.au/>)

If you have submitted all of your 2008 training to AVETMISS (this includes funded and non-funded training) then this AVETMISS data will be used to fill in the Competency Completion Quality Indicator for you.

For RTOs who have turned off the "Report to Avetmiss" flag on some trainees or have only been submitting funded trainees, those RTOs will need to update this Quality Indicator to take into account all training done in 2008.

If you have all funded and non-funded training in Icare, then Icare can calculate the numbers required by the Competency Completion Quality Indicator and provide you with exported files that can be directly uploaded into the Competency Completion Online System website.

The AQTF export in Icare will ignore the "Report to Avetmiss" flag and report on all training whether it is funded or non-funded.

Submission Process

The full process to submit the Competency Completion Quality Indicator is as follows:

Step 1: Logon to CCOS

Logon to the Competency Completion Online System (CCOS) at address:
<http://rto.ncver.edu.au/>

Further resources including a System Guide is available from:
<http://www.acer.edu.au/aqtf/completionqi.html>

Step 2: Enter data for the 2008 year

There are various possibilities in this step:

- 1) If you submitted all funded and non-funded training in your 2008 Avetmiss export then this information will have been used to pre-populate the CCOS data for you by NCVER. You may wish to compare Icare's AQTF Export numbers with those already on the CCOS system.
- 2) If Icare contains all funded and non-funded training for 2008 then you can use Icare's AQTF Export and import directly into the CCOS system.
- 3) If you are not entering all of your training into Icare then you will need to collate the information not available to Icare and combine it with Icare's numbers and manually enter the data into the CCOS system.

Step 3: Produce a report for the 2008 year

Produce a Competency Completion report for the 2008 year.

Please refer to the Competency Completion Online System Guide for details on how to do this.

Step 4: Lodge your report

Lodge your report with your registering body, the process may differ depending on which registering body you are reporting to. I am aware of the following websites:

Victorian Registration and Qualifications Authority (VRQA)
<http://www.vrqa.vic.gov.au/vet/qualsindicator.htm>

"To lodge a report with the VRQA, you will have to print out the information on Competency Completion and post or fax, or scan to email ..."

NSW Vocational Education & Training Accreditation Board (VETAB)
http://www.vetab.nsw.gov.au/quality_indicators_reporting.php

"VETAB is currently developing internal processes and procedures for the receipt of this data. When finalised we will advise RTOs how and when..."

Queensland Department of Education and Training

http://www.trainandemploy.qld.gov.au/partners/registration_and_audit/aqtf/index.html
"The summary reports are to be submitted to the registering body by email:
qidata@deta.qld.gov.au."

South Australia (DFEEST)

<http://www.training.sa.gov.au/OVETorgs/pages/default/qualityindicators/>

How to use the AQTF Export

The AQTF Export is available in Icare from the 13th of May 2009. Run the Icare Update Utility to install the latest version.

The AQTF Export screen can be found:

- from the Icare Toolbar,
- click on the Reports button (left hand side, 3rd from top),
- double click on the AQTF Export report

The AQTF Export screen allows you to:

- Confirm your RTO Name and Number,
- Select which year you are exporting,
- Identify whether the RTO operated offshore,
- and select which method Icare will use to break down the enrolments by state.

The AQTF Competency Completion Online System Guide directs you to

“Enter totals against the state/territory registered
or where the activity was delivered”
page 11

you can choose between these two alternatives by selecting either of:

- *Use 'Report Avetmiss To' state*
This option will total enrolments and completions in the same state that you reported the AVETMISS data.
- *Use state from the Delivery Location address*
This option will total enrolments and completions in the suburb/postcode state of the location selected in the *Delivered at* field.

When you press Export, Icare will do the following:

- Create an AQTF folder inside your Icare folder,
- Create a 2008 folder inside the Icare\AQTF folder,
- Create three export files inside the Icare\AQTF\2008 folder,
- Create a summary document inside the Icare\AQTF\2008 folder.

The three export files created are:

- *rto.txt* – This file contains your RTO Number and Name, these details are from the Provider Details screen.
- *course.txt* – This file contains a list of courses and the number of enrolments and completions in each course during the 2008 year.
- *module.txt* – This file contains a list of modules and the number of enrollments and completions in each module during the 2008 year.

These files can be loaded directly into the Competency Completion Online System by using the *Import* section of that website.

To make the the above export file information easier to read, Icare also creates a summary document with the same information.

Rules used by Icare in the AQTF Export

When counting the number of enrolments and completions in a year, Icare uses the following rules.

Rule 1: Enrolments are separated by "state/territory registered or [state] where the activity was delivered".

If you elect to "Use 'Report Avetmiss To' state" then Icare will count enrolments and completions in the same state that they would be reported to for AVETMISS.

Otherwise, if you elect to "Use state from the Delivery Location address", Icare will use the suburb stored in the Location address selected in the *Delivered at* field.

Rule 2: The following elements that can limit what is reported to AVETMISS are ignored:

- The "Report to Avetmiss?" checkbox is ignored, the enrolments are counted even if this is not ticked,
- All funding types are reported, this includes funded and non-funded enrolments.

Rule 3: Only enrolments that are *Accredited at* a location that is listed under your RTO company details will be counted. This is the same rule that is used by the AVETMISS export.

Rule 4: A module **enrolment** is counted if:

- the end date is in the year of export,
- it is marked with one the following avetmiss codes:
- 20 Competent,
- 30 Not competent,
- 40 Withdrawn (with Participation),
- 51 RPL Granted,
- 52 RPL Not Granted,
- 53 RCC Granted,
- 54 RCC Not Granted,
- 60 Credit Transfer,
- 81 Non-Assessable – Satisfactorily completed,
- 82 Non-Assessable Withdrawn or not satisfactorily completed,
- 90 Result Not Available

Note: That if a module has a start date in 2008 and an end date in 2009 then it is only counted as an enrolment in 2009 (the year of the end date).

Rule 5: A module **completion** is counted if:

- the end date is in the year of export,
- it is marked with one the following avetmiss codes:
- 20 Competent,
- 51 RPL Granted,
- 60 Credit Transfer,
- 81 Non-Assessable – Satisfactorily completed,

Rule 6: A course **enrolment** is counted if:

- it has at least one module that was training during the export year,
- the module has actual start and end dates,
- the module is not marked as 99 Did not start

Note: The same example module from Rule 4 that started in 2008 and ended in 2009 will cause the course enrolment to be counted as an enrolment in both 2008 and 2009.

Rule 7: A course **completion** is counted if:

- the status on the course enrolment is "Training Complete and Qualification Achieved"
- only counted in the "Year Qualification Achieved"

Note: A course enrolment is only counted as a completion in one year, but may be counted as an enrolment over a series of years.