

ICARE UPDATE JUNE 2009

4th of June, 2009.

A major update to the Icare database has been made available. Although this update was prepared for RTOs reporting to Victoria it does affect everyone and everyone should apply this update.

The first section of this document describes how to apply this update and the changes to the Trainee details that will affect everyone.

The second section describes the Victorian specific changes to meet the new Skills Victoria AVETMISS requirements in 2009.

Table of Contents

ICARE UPDATE JUNE 2009	1
Table of Contents.....	1
How to apply this update	1
Trainee screen has changed	2
UPDATES FOR VICTORIA	3
New Victorian Course Enrolment fields.....	3
New Victorian funding codes.....	5
Other Victorian AVETMISS changes	5

How to apply this update

IMPORTANT - Please ensure that you have run a backup of Icare before applying this update!

To apply this Update, run the Icare Update utility and update all components.

Since this update adds new fields, your database structure needs to be updated also. This update is performed the next time you run the Icare Toolbar. You will be asked if you want to "Update the database?" Answer "Yes" to this question.

WARNING – The update to the database structure will take some time and must be finished before anyone can login to Icare. Depending on the size of your database and other factors this process could take between 10 minutes or up to an hour.

NOTE – In multi-user environments you will need to make sure only one user updates the database, all other users must wait until the update is complete before logging into Icare.

Trainee screen has changed

This update has added a Victorian Student Number and a Queensland Learner Unique Identifier to the Trainee details screen. To accommodate these new fields a new tab labelled "Registered in" has been added with the following fields:

- **Registered in**
this field is used to make the following three fields state specific. By default this field will be "None" and only needs to be changed to if you need to enter one of the following three fields.
- **State Student Number**
This field is only relevant in Victoria as the Victorian Student Number (VSN) and in Queensland as the Learner Unique Identifier (LUI).
- **Training Contract Identifier - Australian Apprenticeships
Client Identifier - Australian Apprenticeships**
These two fields have been moved from the "Avetmiss" tab and used to be labelled "Apprenticeship/Traineeship" and "Secondary Number".
Now they will be labelled with state specific naming that matches the Course Enrolment details screen.

Victorian Student Number (VSN)

The Victorian Guidelines state:

"The Victorian Student Number (VSN) is a unique student ID for all Victorian students in school or vocational training from Preparatory school to age 24.

The VSN will be supplied to providers either by the enrolling student or by the Victorian Curriculum Assessment Authority (VCAA) from the Victorian Student Register (VSR) following an exchange of enrolment information

The VSN is planned for introduction in the VET sector from 2010, Blanks are acceptable in the interim."

A new field has been added to the "Registered in" tab of the Trainee details screen. You will need to select "Victoria" from the "Registered in" dropdown box before being able to enter the Victorian Student Number field.

Learner Unique Identifier (LUI)

Queensland has a field similar to the Victorian Student Number and is accessed by selecting "Queensland" in the "Registered in" dropdown box.

UPDATES FOR VICTORIA

The AVETMISS Statistical Data Guidelines in Victoria have been changed and will take effect on 1st of July 2009. Full details of the changes are available from the Skills Victoria website at:

http://www.skills.vic.gov.au/corporate/statistics/submit_data

This document describes the changes made to Icare to fulfil these new requirements.

All of the new fields will be supplied defaults and you do NOT need to edit existing records unless the defaults are inappropriate.

New Victorian Course Enrolment fields

Four new fields have been added to the Course Enrolment details screen for reporting in Victoria. To use these fields you will need to select "Victoria" from the "Contract in" dropdown box.

The four fields are:

- Course Commencement Date
- Industry Code (Anzsic)
- Eligibility Exception
- VET Fee Help

Victorian Course Commencement Date field

The Guidelines state:

"The Course Commencement Date is a training activity date (not an enrolment or admission date). The date will usually be the date of the first scheduled training for the first module towards the completion of the course in which the student has enrolled.

The Course Commencement Date will normally have the same value as the earliest Enrolment Activity Start Date reported in the NAT00120 for a student enrolled in the same course.

The Course Commencement Date must not change from month to month or year to year for continuing students who remain enrolled and active in the same course."

Icare will calculate this field every time you run an AVETMISS export, it will look at all modules enrolled in the same course and use the earliest "Actual Start Date".

For special cases you can override this calculation by entering a specific date into the "Override Course Commencement Date" field. The Guidelines give some examples of when you may need to do this:

"The same course commencement date must be retained if:

- a student continues to re-enrol in the same course, leading to the same qualification at the same institution,
- a student continues to re-enrol in the same course, leading to the same qualification but the training involves a transfer from one Victorian provider to another - and the receiving provider decides to treat the new enrolment as a continuing enrolment. That is, the student is in the same course with a new provider"

Industry Code (Anzsic) field

The Guidelines state:

“The Industry code (ANZSIC) is relevant to the student's employer and is recorded for Skills for Growth enrolments only. The Australian and New Zealand Standard Industrial Classification (ANZSIC) provides a framework for organising data about businesses and grouping them according to activity.

Industry (ANZSIC) codes are only required for Skills for Growth enrolments which must have one of the following Funding Source Identifier - State Training Authority codes:

- LSG Skills for Growth - Apprentice/Trainee
- PSG Skills for Growth - General (not Apprentice/Trainee)
- SSG Skills for Growth - Fee for Service

The ANZSIC code will be provided to RTOs as part of the Skills for Growth enrolment referral process.”

Existing records in Icare will by default have a blank Industry code; you will only need to enter a code if the enrolment is using one of the new Skills for Growth funding codes.

Eligibility Exception field

The Guidelines state:

“This field must be set to N for all students who meet government funding eligibility criteria or are undertaking their studies on a fee for service basis.

The Eligibility Exemption Indicator field will be set to Y only for those students who do not meet the prior qualification criterion but who have been granted an eligibility exemption by their training provider under approved exemption criteria.”

Existing records in Icare will default to a blank entry. If you edit the Course Enrolment details screen you will be required to enter a Yes or No answer for this field.

When preparing an AVETMISS export, Icare will report “N” to AVETMISS for any existing records that you have not specifically changed to a Yes or No.

Please contact me if the default of “N” is inappropriate for a majority of your current enrolments so we can work out the best solution for you.

VET Fee Help field

The Guidelines state:

"A flag to indicate that the student has an income contingent loan as financial support.

Income contingent loans are available only to students training at courses at 'Skills Deepening' level. See the Glossary for more information about course categories.

The indicator must be set to Y if the student has an income contingent loan and:

- (a) The Qualification/Course Level of Education Identifier in the Course File (NAT00030) is coded:
 - 411 - Advanced Diploma
 - 421 - Diploma
- (b) The course is offered at the following levels:
 - Vocational Graduate Certificate
 - Vocational Graduate Diploma

The indicator should be coded N for all other records."

Existing records in Icare will default to a blank entry. If you edit the Course Enrolment details screen you will be required to enter a Yes or No answer for this field.

When preparing an AVETMISS export, Icare will report "N" to AVETMISS for any existing records that you have not specifically changed to a Yes or No.

Please contact me if the default of "N" is inappropriate for a majority of your current enrolments so we can work out the best solution for you.

New Victorian funding codes

The following funding codes have been added for Victoria:

- **DLQ** Priority Health - Apprentice/Trainee
- **DQ** Priority Health - General (not Apprentice/Trainee)
- **LSG** Skills for Growth - Apprentice/Trainee
- **PSG** Skills for Growth - General (not Apprentice/Trainee)
- **SSG** Skills for Growth - Fee for Service
- **ZC** Corrections delivery contracted directly with TAFE institutes.

Other Victorian AVETMISS changes

Unmarked enrolments that are scheduled to complete within the current calendar year have traditionally been reported with a blank Outcome (or Mark). From the 1st of July 2009, Icare will now report a code "90" (Result not yet available) instead of a blank code.

A new Software product name field has been added to the AVETMISS files, Icare will report this field as "Icare (20090603)" or similar. The number 20090603 represents the last time the AVETMISS Export section of Icare was modified, this current update is dated the 3rd of June 2009.