

# MAJOR UPGRADE TO ICARE FOR 2007

Icare has been updated to meet the AVETMISS Release 6.0 specification, there are a few new fields and some changes to codes you can select.

This document describes all of the changes that appear in AVETMISS Release 6.0, what you need to do to successfully update Icare.

If you have questions at any stage, please ring Omniscient Australia on 1300 660 152 or send an email to [icare@omniscient.com.au](mailto:icare@omniscient.com.au)

Regards

Michael Taylor.

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# **1. Steps to upgrading Icare**

## **1.1 Step One – Are you running the latest update system?**

Icare's updates are automatically downloaded by a utility called Icare Update. The latest version of Icare Update is version 1.0.6.0.

If you do not have Icare Update installed or need to get the latest version, you can download and install it from:

[http://www.omniscient.com.au/client/icareUpdate\(1.0.6.0\).exe](http://www.omniscient.com.au/client/icareUpdate(1.0.6.0).exe)

## **1.2 Step Two – Have you read all of this document?**

This document lists all of the changes to AVETMISS for 2007. Some changes may affect how you run your business. For example you may need to update your Enrolment Form and change the answers available to the Study Reason question, please refer to Section 3 for more information. Now is a good time to have any questions and ask us in the next step.

## **1.3 Step Three – Upgrade Icare**

Run Icare Update and it will list all of the changes that can be downloaded.

There is one special update called a *Critical Update*, this update needs to be downloaded correctly before you can download the remaining updates.

## **1.4 Step Four – Update Marking Codes**

The first time you run Icare after completing all Icare Update downloads, you should enter the Administration section from the Icare Toolbar. The Administration section will update your Marking Codes with the new RPL/RCC codes.

To look at the new codes, select Module Codes from the Admin menu.

## **1.5 Step Five – Update your RTO Type field**

To update your RTO Type do the following:

- Click on the Heart from the Toolbar,
- Select "Our Details" from the Company menu,
- Click the "Goto" button to the right of the Company name (Top Left hand corner),
- Click the "Edit" button,
- Dropdown the "Type" field and select a new code,
- Click the "Save" button.

## **1.6 Step Six – Run a trial AVETMISS export**

Some of your existing enrollments in Icare that have End Dates into 2007 will still have old Delivery, Funding and Marking codes. Some of these are no longer valid for 2007 and need to be updated. You do not need to update every single trainee in your database, only those trainees that have enrolments into 2007 need to be reviewed.

The best way to find which enrolments you need to look at is by running a mid-year AVETMISS export for February 2007. During the export Icare will validate the enrolments and give you a list of Trainees and the issues you need to resolve.

## **1.7 Step Seven – Well done!!!**

Well done, Icare has been upgraded and you can continue entering details for 2007. At this point there is only one unresolved change to AVETMISS Release 6, each course in Icare will need to have its ANZSCO classification code entered in by the end of 2007.

There is no need for you to start filling in the ANZSCO field for each course, NCVET and each State Training department are preparing lists of courses and their respective ANZSCO code. Once those lists become available, they will be sent you as an update to Icare and applied automatically to all courses in your database. With luck you will not have to fill in any manually at all.

## 2. Major changes to Icare

The following changes have been made in Icare, each one is described fully further on in this section:

- the Company (RTO) Type has all new codes,
- new classification field for Courses called ANZSCO,
- new Course Enrolment question clarifying whether students are enrolling in individual modules or intending to complete the full qualification,
- new '*VET in Schools*' field,
- choices in the Study Reason field have been updated,
- new codes in the '*Delivery Mode*' field
- new Funding Source codes
- new Marking codes

### 2.1 Company (RTO) Type

The dropdown list of RTO Types has changed. You will need to edit the Company details representing your RTO and change the Type dropdown field.

To find your RTO Details do the following:

- Click on the Heart from the Toolbar,
- Select "Our Details" from the Company menu
- Click the "Goto" button to the right of the Company name (Top Left hand corner)

### 2.3 ANZSCO classification

The old ASCO (Occupation Type) field for each Course has been replaced by an ANZSCO (Australian and New Zealand Standard Classification of Occupations) field. The ANZSCO field represents the type of occupation that may be expected for those undertaking the Course.

NCVER is preparing a list of Training Package Qualifications and their respective ANZSCO code, State Training Departments are also preparing similar lists for non-Training Package Courses. Until this time Icare will not require you to enter in the ANZSCO code for each Course, once the lists are available Icare will fill in the ANZSCO field for each of your Courses.

### 2.4 Intending to complete the full qualification?

To clarify whether students are enrolling in individual modules or intending to complete the full qualification a new question has been added to the Qualification details screen.

Select '*Complete Qualification*' from the '*Enrolling in*' field if the Trainee is intending to complete the full qualification. Otherwise select '*Individual Modules/Units of Competency*' if the Trainee is only doing a selection of Modules from the Course.

This question gets asked when you enroll as Trainee in a Course and can be changed by highlighting the Course name then clicking on the Details button at the bottom of the Enrolment Details screen.

## 2.5 VET in Schools

This new field on the Qualification details screen should be ticked if the enrolment is part of a VET in Schools program. This question gets asked when you enroll as Trainee in a Course and can be changed by highlighting the Course name then clicking on the Qualification button at the bottom of the Enrolment Details screen.

## 2.6 Study Reason

The list of Study Reasons has been updated, the following items:

- 09 For personal interest
- 10 For self-development

have been combined as:

- 12 For personal interest or self-development

## 2.7 Delivery Mode

The old '*Delivery Strategy*' field has been renamed to '*Delivery Mode*' and has new set of codes. The codes have also been changed to:

- 10 *Classroom-based* (Replacement for old 01 code)
- 20 *Electronic based* (Replacement for old 02 code)
- 30 *Employment based* (Replacement for old 03 code)
- 40 *Other delivery (None of the above - eg. correspondence)*
- 90 *Not applicable (RPL/RCC/CT)* (Replacement for old 09 code)

Old codes 01, 02, 03 and 09 have direct replacements of 10, 20, 30 and 90.

The new 40 code cannot be used to replace the old 04 '*Other (including mixes of the above)*' code in all cases. If you have been using 04 to represent a mix of classroom, electronic and employment based delivery then you will need to select the predominant delivery mode from one of 10, 20 and 30.

## 2.8 Funding Source

The national funding sources have been updated with new codes, this directly affects the following states WA, SA, NT, NSW and ACT. The other states have their own state-specific funding codes with little or no change, select the state-specific funding code like normal and Icare will apply the correct national code for you.

For WA, SA, NT, NSW and ACT the new Funding Source codes are:

- 11 Commonwealth and state general purpose recurrent
- 13 Commonwealth Specific Purpose Programs
- 15 State Specific Purpose Programs
- 20 Domestic Full Fee-Paying Client
- 30 International Full Fee paying Client
- 80 Revenue earned from another registered training organisation

Victoria has two new Funding Sources for 2007:

- D All training activity funded directly from the Commonwealth
- S1 Subcontracting, Auspicing and Partnership Arrangements

New South Wales has two new Funding Sources for 2007:

- 13B Business Skills Vouchers
- 13W Work Skills Vouchers

Queensland has two new Funding Sources for 2007:

- BSV Business Skills Vouchers
- WSV Work Skills Vouchers

## 2.9 Marking Codes

The AVETMISS marking code:

- 50 - Recognition of Prior Learning

has been removed and replaced with the following:

- 51 - Recognition of prior learning - granted
- 52 - Recognition of prior learning - not granted
- 53 - Recognition of current competency - granted
- 54 - Recognition of current competency - not granted

Icare will automatically create the following new Marking Captions:

- RPL Granted avetmiss code **51** local code **RPL**
- RPL NOT Granted avetmiss code **52** local code **NPL**
- RCC Granted avetmiss code **53** local code **RCC**
- RCC NOT Granted avetmiss code **54** local code **NCC**

If you wish to make any changes to these, select Module Codes from the Admin menu in the Administration section.

## 3 Enrolment Form Changes?

Some of the changes in AVETMISS Release 6 may require you to update your Enrolment Form, the principal question being the Study Reason.

To remind you, the list of Study Reasons has been updated, the following items:

- **09** - For personal interest
- **10** - For self-development

have been combined as:

- **12** - For personal interest or self-development

As the new item is only a combination of the old two, there is no problem entering detail into Icare from old Enrolment Forms. If the trainee had answered **09** or **10** then put code **12** into the new version of Icare.

Two questions you may wish to add to your Enrolment Form are:

- Are you enrolling as part of a VET in Schools program?
- Do you intend to complete the full qualification?

The VET in Schools question may not need to be asked because you have already been in correspondence with the school that they attend.

The question '*Do you intend to complete the full qualification?*' may also have been answered by what the trainee is enrolling in. If they are only enrolling in a few individual modules then *No* is the correct answer.