

# VICTORIAN GFTP IN 2008 (v2)

This document is directed at RTOs receiving State funding in Victoria via the GFTP system, i.e. Priority Education and Training Program (PETP) and Apprenticeship Traineeship Training Program (ATTP) funding.

## Introduction

If you have been following the "What's New" section of **GFTP Online** you will be aware of the new GFTP IT System that is being introduced in early February.

This new system requires you to keep your database (be that Icare or Ted) up to date on a monthly basis at minimum so that you can upload your AVETMISS statistics and make claims.

This document lists the additional fields and special mechanisms available to you so you can meet the new requirements when exporting and uploading your AVETMISS statistics.

Regards

Michael Taylor.

## 1. Further Updates / Discussions

Rather than sending GFTP related emails to all Icare/Ted users in all states and to Victorians that do not use the GFTP system, I have setup a GFTP Mailing List.

If you are interested in receiving emails relating to the GFTP system please go to the following website and subscribe to the mailing list.

[http://www.omniscient.com.au/mailman/listinfo/gftp\\_omniscient.com.au](http://www.omniscient.com.au/mailman/listinfo/gftp_omniscient.com.au)

If you have difficulty subscribing please send me an email or call and I can put your email on the list for you.

If you find any mistakes or ambiguities in this document or you know of some information that may be useful to other users of Ted and Icare please get in touch so I can forward that information onwards via Omniscient's GFTP Mailing List

## 2. Purchasing Contract Numbers

There are two additional AVETMISS fields called Purchasing Contract and Purchasing Schedule. You will need to fill these in for all enrolments funded as **T** or **L** and that have enrolment dates in 2008, this includes enrolments that started in 2007 or earlier and have an actual (or proposed) end data in 2008 or onwards.

Both of these fields must be filled in on funded enrolments so that you can make claims in the new GFTP system.

### 2.1 Location of Fields in Ted

The Purchasing Contract/Schedule is located on the Module Enrolment Details screen where you enter the Module's Start and End dates. Since this needs to be filled in on all modules of a course with the same funding, the easiest way will be to:

- highlight all modules in the enrolment with the same funding,
- click the Details button,
- click the Edit button,
- fill in the Purchasing Contract and Schedule,
- click the Save button. Ted will save the numbers on all of the highlighted modules.

An upgrade in the future may add similar fields on the Course Enrolment Details screen underneath the two DELTA numbers so that the numbers only need to be put into one place.

### 2.2 Location of Fields in Icare

You can put the Purchasing Contract/Schedule numbers in two alternative locations.

If all modules in a course enrolment are funded the same way you can fill the numbers in on the Course Enrolment Details screen accessible by highlighting the Course on the Enrolment Details screen and clicking the Details button. This same screen has alternative fields to put the DELTA numbers instead of on the main Trainee Details screen.

Alternatively you can put in different Purchasing Contract/Schedule numbers per module on the Module Enrolment Details screen where you enter the Module's Start and End dates.

Any numbers on a specific Module will override the numbers entered onto the Course.

### 3. The Attended Hours field

A MEMO posted on the GFTP web site dated 22 January 2008 requests that you:

*"... ensure that: (dot point 3) continuing student data is correct. If modules being submitted for reporting have had all Scheduled Hours claimed in the current GFTP system, an RTO must ensure they put a 0 (zero) in the Attended Hours Field of the NAT120 File."*

Historically Ted and Icare have always filled that field in with a default value of zero, and so has no way of you highlighting those modules that have all Scheduled Hours claimed in the current GFTP system.

Ted and Icare therefore need a mechanism for the RTO to flag modules that *"...have had all Scheduled Hours claimed in the current GFTP system..."* and meet the following requirements:

1. If the module is marked as withdrawn then report in the NAT120 Attended Hours field the hours you type into Ted/Icare's "Attended Hours (if Withdrawn)" field.
2. Otherwise, report 0 (zero) hours in the NAT120 Attended Hours field for all modules flagged by the RTO as being claimed in the current GFTP system.
3. For all other modules, report a BLANK entry in the NAT120 Attended Hours field.

The mechanism chosen for RTO's to flag modules , in the Ted/Icare databases, as being claimed in the current GFTP system is as follows:

*for modules that "...have had all Scheduled Hours claimed in the current GFTP system..." fill the database's "Attended Hours (if Withdrawn)" field with a value of 9999.*

To meet the requirements listed above Ted and Icare will do the following whilst creating AVETMISS exports:

1. If the module is marked as withdrawn the database's Attended Hours field will be reported in the NAT120 file with no alterations.
2. Otherwise, if the module has 9999 filled in the Attended Hours field then 0 (zero) will be reported in the NAT120 file.
3. For all other modules that still have the default 0 filled in the database, a BLANK entry will be reported in the NAT120 file.