

# MAJOR UPGRADE TO TED FOR 2007

Ted has been updated to version 3.29 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 Ted.

If you have questions at any stage, please ring Omniscient Australia on 1300 660 152 or send an email to ted@omniscient.com.au

Regards

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# 1. Steps to upgrading Ted

## 1.1 Step One – Have you made a backup?

Please ensure that you have made a backup of your Ted data before upgrading Ted. Each time you update a local backup is made for you in the Ted folder, but it is recommended that you have a system backing up Ted often to a location separate from the computer it is installed on.

The primary file you need to backup is Ted.mdb which is stored in the main Ted folder, alternatively you can backup the whole Ted folder.

## 1.2 Step Two – Have you completed your 2006 AVETMISS reporting?

Please make sure you have successfully submitted your 2006 AVETMISS submission before upgrading Ted. Ted will still be able to export 2006 training in the previous release of AVETMISS but with reduced checking of errors, therefore it is recommended that you wait until your 2006 submission has been accepted before upgrading.

NOTE: If you are reporting to OPCET in **Tasmania** then they will be notifying us when they have verified your 2006 submission.

NOTE: If you are reporting to DET in **Queensland** then you can continue to use the old version for 2006 and 2007 monthly reporting, this means you can submit your January report before upgrading to the new version.

## 1.3 Step Three – Are you running the latest update system?

Late November 2006 we introduced a new updating system for Ted in version 3.23. That version introduced the Ted Central screen that automatically checks for updates when you start Ted. It also automates the download of any new updates for you.

If you are unsure whether you have this new system, run Ted and click *About Ted* under the *Help* menu. The *About Ted* window has your current version displayed in the top right hand corner. If the version number is 3.23 or later then you have the new updating system. Other wise take a look at:

<http://www.omniscient.com.au/tedUpgrade-3.23.php>  
and get the new updating system.

When you have Ted Central installed, the next time you run Ted it will inform you there is a new version available 3.29.

## 1.4 Step Four – 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.

## **1.5 Step Five – Call us on 1300 660 152**

The link on Ted Central inviting you to upgrade to version 3.29 will initially be disabled. Give Omniscient Australia a call on 1300 660 152 to get the upgrade link enabled, we can answer any questions you have and ensure you understand these instructions.

## **1.6 Step Six – Upgrade to 3.29**

Run Ted Central and click the link titled *Upgrade to version 3.29*. Ted Central will download all of the required files and upgrade Ted for you. The next time you click the *Run Ted* link and log into Ted, you will be informed that Ted has been successfully upgraded to 3.29

## **1.7 Step Seven – Fill in the Provider Type field**

The first time you log into Ted, the Provider Details screen will be shown. You must edit this screen and fill in the Provider Type dropdown field. After selecting the entry that best describes your type of RTO press the Save button and close the Provider Details window.

## **1.8 Step Eight – Run a trial AVETMISS export**

Some of your existing enrollments in Ted 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 January 2007. During the export Ted will validate the enrolments and give you a list of Trainees and the issues you need to resolve.

## **1.9 Step Nine – Well done!!!**

Well done, Ted has been upgraded and you can start entering details for 2007. At this point there is only one unresolved change to AVETMISS Release 6, each course in Ted 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 Ted 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 Ted

The following changes have been made in Ted version 3.29, each one is described fully further on in this section:

- the Provider Type has all new codes,
- a new question '*Are you publicly owned?*' has been added for WA reporting,
- 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 Provider Type

The dropdown list of Provider Types has changed, the first time you run Ted after the upgrade you will need to edit the Provider details and select a new Provider Type. Ted ensure you make this change before continuing to the rest of the system.

### 2.2 Are you publicly owned?

This new field is only applicable for reporting to Western Australia. If your the training organisation is publicly owned then please tick the '*Publicly Owned?*' checkbox on the Provider details screen.

### 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 Ted will not require you to enter in the ANZSCO code for each Course, once the lists are available Ted 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 completion 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 clicking on the Qualification 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 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 Ted 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

## 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

Ted will automatically create the following new Marking Captions:

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

If you wish to make any changes to these click on the Marking Captions item under the File menu.

Any marking captions you have with the old RPL 50 code will stay in Ted and old enrolments will not change, but this old Marking Caption will be disabled for marking enrolments in the future, please use one of the new codes.

## 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 Ted from old Enrolment Forms. If the trainee had answered **09** or **10** then put code **12** into the new version of Ted.

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.