



The South East VET Cluster VET Web Portal

Home School Guide 2019

Table of Contents

| | Page |
|---|----------|
| Username and Password Portal Levels of Access Teacher Access School Level/VET Coordinator Access | 3,4 |
| Adding a new teacher | 5 |
| Adding a new student Students added individually | 6,7 |
| To edit a student's details To add students via a csv file | 8 |
| Promote Students | 9,10 |
| Archiving VET students at the end of the year(not those who are promoted)-now done automatically | 10 |
| VET student applications for first year VET courses Rank and Apply for more than one preference | 11,12,13 |
| Home Approvals | 13,14 |
| Remarks Box in Home Approval Screen | 14,15 |
| Application Editor-to change student VET course applications <u>before</u> they have been Host Approved and to withdraw VET course enrolments from students (after Host Approval) | 16,17 |
| Reset Application-to withdraw student VET course applications <u>before</u> they have been Host Approved | 18 |
| Application Editor- Withdrawing a VET student enrolment <u>after</u> it has been Host Approved by the Host School (assigned to a class) | 19,20 |
| Application Status | 20 |
| Reports. Course Report Placed Student Report for Home school students | 21 |
| Home Approval Report | 22 |
| Placed Student Attendance, Calendar Summary, Statistical Summary | 23,24 |

Host school VET Coordinators should also refer to the 2019 South East VET Cluster Host School Portal Guide. Portal functions which are only relevant to Host Schools are outlined in the 2019 South East VET Cluster Host School Portal Guide.

USERNAME AND PASSWORD

- Log on to our web site <http://sellen.cloudapp.net>
- Your school/non school provider username and password will be provided by the S.E.VET Cluster Coordinator.
- Type in your school/non school provider username and password.
- Usernames are not case sensitive but must be unique
- Passwords are case sensitive, but you can have the same passwords in the portal.
- If you ever forget your username and password, please contact the S.E. VET Cluster Coordinator.
- Once you have logged in, from the menu on the left you can add teachers, add students and apply for courses, amend applications, monitor student attendance and refer to reports.



PORTAL LEVELS OF ACCESS-

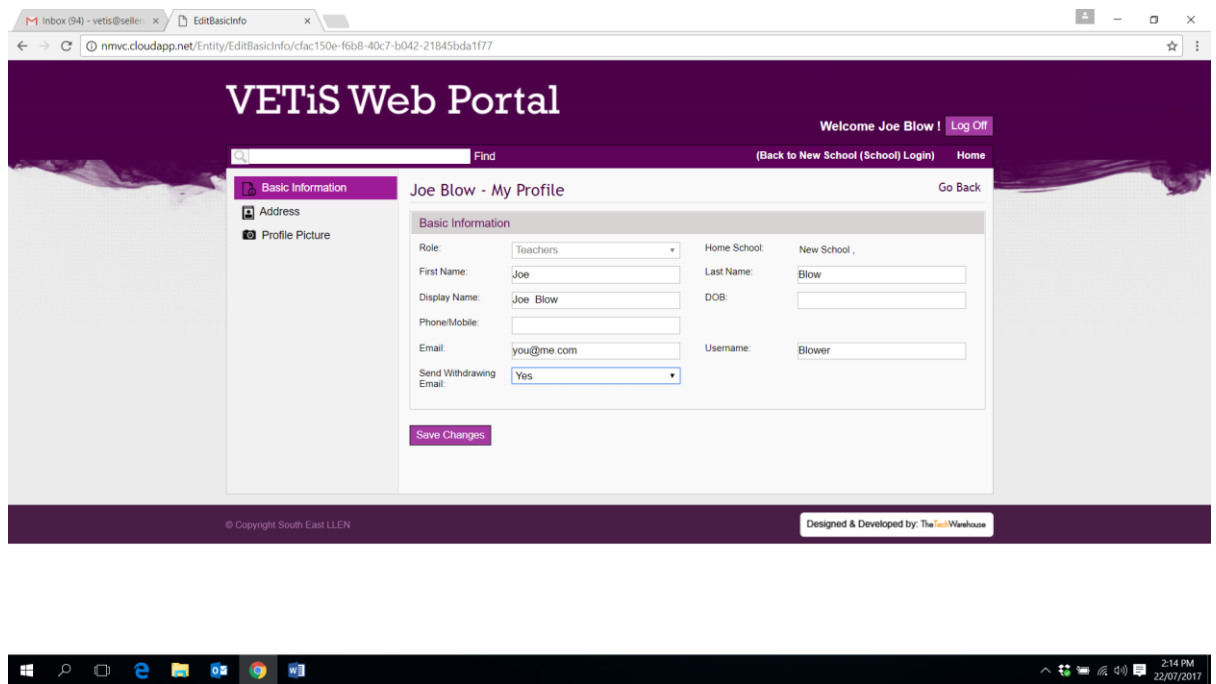
'Schools Level of Access'

- Schools which are **ONLY** Home schools only need **one** level of access, referred to as "School Level" of access. **Home schools which are not Host schools DO NOT access the portal via their Teacher Login and passwords. However- there must be at least one Teacher listed in 'My Teachers'.**
- The username and password for this **school level of access** will be the one given to you by the S.E. VET Cluster Coordinator.
- This will give you access to all functions relevant to your role as a VET Coordinator at a Home school.

'Teacher Level of Access'

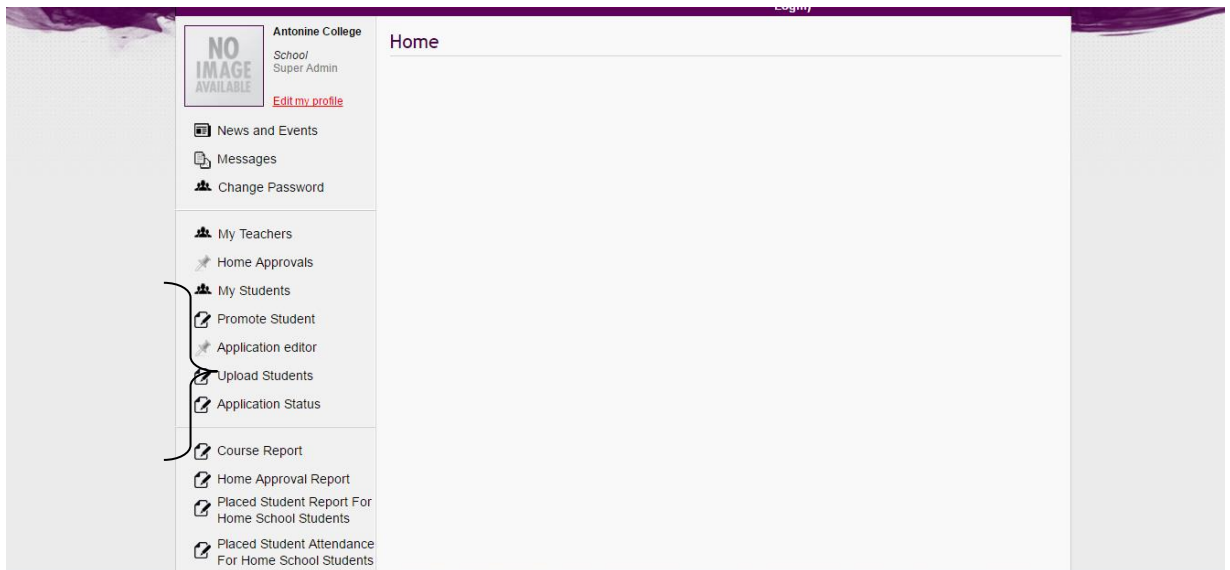
The process for adding a new Teacher is on Page 5

- There must be at least one teacher listed in 'My Teachers' for both Home & Host schools. Teacher access gives Home schools access to automatic emails sent from the portal to their individual emails. For Host schools, 'Teacher access' also gives them access to the 'Attendance Register'.
- However- this Teacher in the 'Teachers List' must ensure that they have '**Yes**' chosen in the '**Send Withdrawing Email**' field in the Basic Information screen for the Teacher at the Home or Host school. This screen is accessed by clicking on '**Edit my profile**' at the top of the screen.
- By having '**Yes**' chosen, the Home or Host school can receive emails sent automatically by the Host School about VET student absences or messages sent at the Host Approval stage.



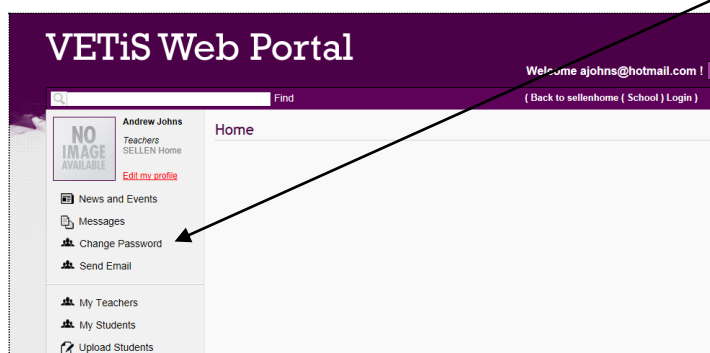
Schools which are Home/Host schools need “Teacher Access” for their VET teachers who need to mark VET student attendance on the Attendance Register.

- The username and password for the Home / Host School VET Coordinator level of **School Access** will be given to you by the Cluster Coordinator.
- However, the Attendance Register is only viewable and functional via the **‘Teacher Access’ level**.
- Host School VET Coordinators gain access to their own VET Teacher level of Access when logged in as the VET Coordinator via the School level of access- go to ‘My Teachers’ and click on **‘Login’** beside your name as a Teacher.
- This will take you to the VET Teacher level of access and a screen with the Attendance Register.
- **VET ‘Teacher Access’** is for teachers of VET at Host Schools who only need to mark the Attendance Register and see the Reports. They do not need access to other functions.
- As the Home/Host school VET Coordinator, you need to add your VET Teachers to the Teacher’s List so that they can use the Attendance Register. They will then have their own user name and password for their Teacher Access. **Do not give them the School Level of access login and password.**



ADDING A NEW TEACHER TO THE 'MY TEACHERS' LIST

1. To add a teacher, click on 'My Teachers' from the menu on the left and then on 'Create New'
2. Fill in the teacher's details, create a unique user name and password (e.g. portal) and click on 'Save Changes'. **Remember that in schools which are ONLY Home schools- access to the portal is ONLY with the 'School' login and password (not the Teacher login and password').**
3. A teacher can change their password at any time by clicking on '**Change Password**' from the menu on the left, fill in the new password and click on 'Change Password'



Note: Teachers who no longer need to be on the Portal can be archived.

Click on **Options** (on right of screen at end of Teacher's name in 'My Teachers'), click on **Archive**. You can also click on **Edit my profile** to amend information and to click on 'Yes' for receiving automatic emails from the portal.

To allow one of your students to apply for a first year VET course in a S.E. VET Cluster Host school, you need to add the student to the 'My Student' list.

ADDING A NEW 2019 First Year VET STUDENT TO 'MY STUDENTS' LIST

There are two ways that you can add a **new first year** 2019 VET student to the portal.

Students can be added individually via the 'My Student' list OR uploaded via a csv. File.

- Before you add a new student, make sure that you have all of the information you need (including student USI and VSN).
- All first year VET students added to the portal for the 2019 school year must have the number 9 in front of their first name.
- The students who are already on the portal as first year 2018 students and will be in their second year of their VET course in 2019 will be enrolled via the 'Promote Students' function. This will be explained on Page 9.

1. First year students can be added individually via the My Student List

- from the menu on the left, click on "My Students"
- next click on 'Create New'

The screenshot displays the VETiS Web Portal interface. The header is purple with the text 'VETiS Web Portal' and a welcome message for 'Test!'. Below the header, there's a search bar and a 'Find' button. The left sidebar contains a menu with items like 'News and Events', 'Messages', 'Change Password', 'My Teachers', 'My Students' (highlighted), 'Home Approvals', 'Host Approvals', 'Assign Classes', 'Holidays', 'Promote Students', 'Application editor', 'Upload Students', and 'Create Courses'. The main content area is titled 'Students List' and features a table of students. The table has columns for ID, First Name, Last Name, No of App., Active, and Student Login. A 'Create New' button is located in the top right corner of the table area. The table contains several rows of student data, including names like sBugs, sShrek, sJack, sAutumn, sMinnie, sFred, sFloor, sKichen, sDonald, and sMalcolm.

| ID | FirstName | LastName | No of App. | Active | Student Login | Options |
|-------|-----------|----------|------------|--------|---------------|---------|
| 37331 | sBugs | Bunny | 1 | Yes | Login | |
| 37328 | sShrek | Hocky | 1 | Yes | Login | |
| 2364 | sJack | Horner | 1 | Yes | Login | |
| 38954 | 16Autumn | Leaves | 0 | Yes | Login | |
| 37340 | sMinnie | Moose | 0 | Yes | Login | |
| 2343 | sFred | Nurk | 1 | Yes | Login | |
| 37337 | sFloor | Rug | 1 | Yes | Login | |
| 38989 | sKichen | sink | 0 | Yes | Login | |
| 37325 | sDonald | Trump | 1 | Yes | Login | |
| 37334 | sMalcolm | Turnball | 1 | Yes | Login | |

- You will now be in the 'Create Student' screen.
- Enter in the student's basic details:
- Please note- every field is **mandatory**.

Create Student Go Back

Basic Information

Role:

First Name: Last Name:

Display Name: DOB:

Phone/Mobile:

Victorian Student Number: Unique Student Identifier:

Email: Username:

Password: Confirm Password:

Gender: ☐ Male ☐ Female

Education

Stream: Year when course commences:

Address

Floor / Apartment / House Number / Street Name :

Suburb / Town :

State:

Country:

Post Code:

- **Add student's first name, remembering to put the number 9 in front of the student's first name.** Do not leave a space between the 9 and the first letter of the first name (or the alphabetical lists of students are compromised)
- **Last Name**
- **Date of Birth (note: put year of birth first and use the calendar provided)**
- **Phone/Mobile**
- **USI –ensure this is accurate**
- **VSN- ensure this is accurate**
- **Email address**-this can be a very short one e.g. 'you@me.com'. You do not need to put in their real email address.
- **Username**- this is unique on the portal. Try using the student's last name as the Username. If it already exists as a Username in the portal –it will tell you it is not available. If this is not available- then change it slightly by putting the first initial in front of it.
- **Password** -Always put '**portal**' as the password. Confirm password.
- **Gender**
- **Education** section- select the '**stream**' (VCE,VCAL or Year 10)and then '**Select Year**' when the student commences the course
- **Address** section- complete all required details
- **Parent/Guardian**- complete all required details- it is important that this is accurate- especially emergency home phone number.
- Click on '**Save Changes**'
- A pop up box will appear which asks you to click on '**O.K.**'
- Scroll to top and Click on '**Go Back**'
- The student will now be entered into the '**My Student**' list of students and viewable.
- The 'My Students' list of students is in alphabetical order by surnames. However, you can manipulate this by clicking on either '**First Name**' or '**Last Name**' to change alphabetical order.

TO CHANGE A STUDENT'S DETAILS

You can always go back and edit a student's basic details.

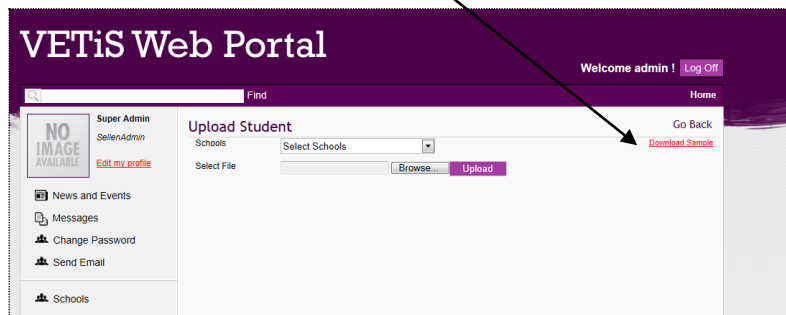
- To do this-go to **'My Students'- 'Options'** to the right of the student's name.
- Choose **'Edit'** and change the details in the screen and click on **'Save Changes'** button.

To find a student quickly in the My Students List

- Type in either the student's first or last name into the **Search Box** at the top right of the screen and click on **'Filter'**

2. Students uploaded via a csv. File

- from the menu on the left, click on **'Upload students'**
- next click on **'Download Sample'**



- The download sample appears as a spreadsheet which has to be filled.
- Delete the sample information in it and put your own student information into it.
- Fill in student details –leaving no column empty.
- Remember to put the number 9 in front of the student's name.
- For the student and guardian mobile phone number- if it starts with 0(zero) then there must be a comma in front of it.
- Please note that in the Year Level column – you have to use the word **'Year'** as well as the option of either 9,10,11 or 12.
- Remember to save it as a CSV (Comma delimited) (*.csv)
- From the 'upload student' tab click on **'Browse'** and upload the student details
- From the menu on the left click on **'My students'** and the students uploaded via the csv. file will now be visible. You may need to 'refresh' the screen to see them.

PROMOTE STUDENTS

This function is to **'roll over'** first year VET students into second Year VET students without having to 'Create' the student again .

- Home school VET Coordinators will need to 'Promote' students on the portal from first year into second year before the end of Term Three(the same deadline as for adding new first year students)

Please note: VET students promoted into second year will still have the number 8 in front of their name. **Do not change this** as it will be dealt with later automatically by the portal admin function.

The "Promote Student" function can also be used to facilitate one VET student being enrolled in two VET courses in the same year. The same process can be used for both scenarios.

Steps to 'Promote' a Student from first year into second year--- or to make two VET course applications for one student in the same year to be studied concurrently.

- To 'promote' a student, go to 'Promote Student' and 'Select Student'.
- The student's current first year VET course will appear in the Table.
- Next, click on 'Create New Application'

The screenshot shows the VETiS Web Portal interface. At the top, it says "VETiS Web Portal" and "Welcome Alkira Secondary College!". Below this, there's a search bar and a "Find" button. On the left, there's a sidebar with a "NO IMAGE AVAILABLE" placeholder and a list of links: "News and Events", "Messages", "Change Password", "My Teachers", "Home Approvals", "My Students", "Promote Student", "Application editor", "Upload Students", "Application Status", "Course Report", and "Home Approval Report". The main content area is titled "Promote Student" and features a "Select Student" dropdown menu with "16Duygu Atalay" selected. Below this, there's a "Student Current Courses" table with a "Create New Application" button. The table has columns for "Code - Course Name", "Year Level", "Host School", and "Status".

| Code - Course Name | Year Level | Host School | Status |
|---------------------------------------|------------|---------------------------|--------|
| 2016BERWICK - 2016 Cert II in Fashion | 1st Year | Berwick Secondary College | null |

- Choose the second year course (or additional first year course) the student is to be 'promoted' into by clicking on the button under 'Select' in 'School Details' at the relevant Host school.

- Then choose the appropriate Class under 'Class Details'(all classes in that Host school will be listed)
- You can also choose to send a message in the 'Remarks' Box in this screen. This message will be viewable by the Host in their Host Approval screen.
- Do not forget to click on 'Save New Application'- then click on O.K. in the pop up box.

Select Course and Host School for new Application

Area of Study

Arts/Media/Printing
Automotive
Building & Constructions
Business/Finance
Community Services & Health & Educ
Electrical Trades

Courses Details

| Code | Course | Duration |
|----------|--|----------|
| 22306VIC | 2017 Musical Instrument Making & Maintenance | 2 years |
| CUA20113 | 2017 Dance | 2 years |
| CUA20615 | 2017 C. II Music Industry | 1 year |

School Details

| Select | School | Year Level |
|-------------------------------------|---|------------|
| <input type="checkbox"/> | Mill Park | 2nd Year |
| <input type="checkbox"/> | Northern College of the Arts and Technology | 2nd Year |
| <input type="checkbox"/> | Northern College of the Arts and Technology | 1st Year |
| <input checked="" type="checkbox"/> | St Helena Secondary College | 1st Year |

Class Details

☐ 2017 Early Childhood 2nd Year Class
1/30/2017 - 11/8/2017 Wed 1:00 PM To 5:00 PM

☐ 2017 Dance 1st year
1/30/2017 - 11/8/2017 Wed 1:00 PM To 5:00 PM

☐ 2017 Kitchen Operations 2nd year
1/30/2017 - 11/8/2017 Wed 1:00 PM To 5:00 PM

Remarks

Please add VET student Special Needs, Literacy and Numeracy concerns(if any/day/time of VET class(if there is a choice).

Save New Application

- Once 'promoted' the student is **automatically 'Home Approved'** and the application will automatically be sent to the Host school to **wait for 'Host Approval'**.
- The Host school will need to 'Host Approve' the 'promoted' student before the student goes into the relevant VET class and is in the 'Class Report'.
- Once a student has been enrolled into two VET courses in the same year, **or** is 'promoted' from first year into second year (and has been Host Approved)-the student and both respective VET courses will be seen in '**Application Editor**', '**Application Status**' the relevant '**Class Report**' (at the Host schools), '**Placed Student**' list, and the '**Attendance Report**'.

ARCHIVING VET STUDENTS (i.e removing them from your 'My Student' list)

New portal features at the ADMIN level will now archive students (those no longer needed on the portal) automatically at the end of the year.

- First year students who have not been 'promoted' and are **not** continuing with a second year VET Course and second year students who have completed their two years study of a VET course are no longer needed on the portal and will be automatically '**Archived**' at the end of the year by the Cluster Coordinator.
- This will be done only when VET classes have finished, students have been removed from their courses and are no longer attached to any applications. **This will also now be done automatically- you do not need to do this.**
- **During the year, there is no need for VET Coordinators to archive any students. Just leave them and they will be archived automatically at the end of the year.**

NO STUDENT SHOULD EVER BE ARCHIVED IF THEY ARE STILL ENROLLED IN A VET COURSE ON THE PORTAL- if you do archive a student- you must remove them from their course using 'Application Editor'.

VET STUDENT APPLICATIONS FOR FIRST YEAR VET COURSES

You can apply for two courses for each student from the '**My Students**', **Students List**.

- In the '**Students List**' click on the 'Make applications' icon which is to the right of the student's name to make an application for that student.

Applying for courses is a two step process

- A pop up box will ask you to confirm your intentions-click on '**O.K.**
- The student's name will now be in the '**Choose Student**' box in the top right hand corner in the '**Make Applications**' screen

Step 1 – Scroll up or down and select the '**Area of Study**' (which the student's choice of VET subject belongs to)

- click on the appropriate area of study and it will automatically populate on the right hand side, the **VET courses offered within the selected area of study**.
- If you hover over the courses – it will bring up **pre requisite** information.

VETiS Web Portal

Welcome ajohns@hotmail.com! Log Off

Find (Back to admin (SellenAdmin) Login) Home

Andrew Johns
Teachers
SELLER Home
Edit my profile

News and Events
Messages
Change Password
Send Email

My Teachers
My Students
Upload Students
Home Approvals
Application editor

Make Application - For Jack Megnan

Choose student: Jack Megnan

Step 1 - Browse Courses

Area of Study

Electronical Trades
Hospitality - Services
Information Technology
Metal Engineering & Science
Primary Industries
Retail
Sports & Recreation

Courses Details

| Code | Course | Duration |
|----------|------------------------------------|----------|
| CISCO | CISCO Networking Program | 2 years |
| UTE30599 | | |
| ICA20105 | Cert II in Information Technology | 1 year |
| ICA30105 | Cert III in Information Technology | 2 years |

School Details

| Select | School | Year Level |
|--------|--------|------------|
| | | |

Information
Pre-Requisite Course : ICA20105 Cert II in Information Technology

- Scroll up and down and click to find the VET course the student wishes to apply for (**making sure that it is a 2019 VET course- in Term 3&4 both 2018 and 2019 VET courses will be present**). Click on the VET course chosen
- This will automatically bring up in 'School Details' (below), the various Host schools where the course is offered.
- It also has **each separate year of the VET course** which the Host school can offer.
- To select the VET course and the specific year of the VET course the student wishes to apply for, click the appropriate box in the 'Select' column. You can select two Host schools for this course as a first and a second preference.

VETiS Web Portal

Welcome ajohns@hotmail.com! Log Off

Find (Back to admin (SellenAdmin) Login) Home

Andrew Johns
Teachers
SELLER Home
Edit my profile

News and Events
Messages
Change Password
Send Email

My Teachers
My Students
Upload Students
Home Approvals
Application editor

Make Application - For Jack Megnan

Choose student: Jack Megnan

Step 1 - Browse Courses

Area of Study

Arts/Media/Printing
Automotive
Building & Constructions
Business/Finance
Community Services, Health & Education
Electronical Trades
Hospitality - Services

Courses Details

| Code | Course | Duration |
|----------|--------------------------------------|----------|
| 81081ACT | Cert III in Spanish | null |
| CHC20106 | Cert II in Community Services | 2 years |
| CHC30708 | Cert III in Children's Services | 2 years |
| HLT32407 | Cert III in Allied Health Assistance | 2 years |

School Details

| Select | School | Year Level |
|-------------------------------------|---------------------------------|------------|
| <input checked="" type="checkbox"/> | Narre Warren Sth P-12 College | 1st Year |
| <input type="checkbox"/> | Benwick Secondary College | 2nd Year |
| <input checked="" type="checkbox"/> | Narre Community Learning Centre | 1st Year |

Step 2 - Rank and Apply

Selected Courses

| Courses | Duration | Year | School |
|-------------------------------|----------|----------|---------------------------------|
| Cert II in Community Services | 2 years | 1st Year | Narre Warren Sth P-12 College |
| Cert II in Community Services | 2 years | 1st Year | Narre Community Learning Centre |

Amend here your applications preference

1 Cert II in Community Services Remove

1 Narre Warren Sth P-12 College

2 Narre Community Learning Centre

-Step 2 – The 'Rank and Apply' section is now automatically populated with the first preference of the VET course selected

- If required, now select the second course and the preferred Host school location. This course may be within the same 'Area of Study' or a different 'Area of Study'.
- The course preference can be changed by clicking on these arrows

Area of Study
Automotive
Building & Constructions
Business/Finance
Community Services & Health & Education
Electrical Trades
Hospitality - Services

Courses Details

| Code | Course | Duration |
|----------|---|----------|
| 21764VIC | Cert II in Dance | 2 years |
| CUE20103 | Cert II in Live Theatre & Production | 1 year |
| CUE20107 | Cert II in Creative Industries (Media) | 1 year |
| CUE30107 | Cert III in Media (Interactive Digital) | 2 years |

School Details

| Select | School | Year Level |
|-------------------------------------|-----------------------|------------|
| <input checked="" type="checkbox"/> | Kambrya College | 1st Year |
| <input checked="" type="checkbox"/> | Hallam Senior College | 1st Year |
| <input type="checkbox"/> | Hallam Senior College | 2nd Year |

Step 2 - Rank and Apply

Selected Courses

| Course | Duration | Year Level | School |
|-------------------------------|----------|------------|---------------------------------|
| Cert II in Dance | 2 years | 1st Year | Kambrya College |
| Cert II in Community Services | 2 years | 1st Year | Narre Warren Sth P-12 College |
| Cert II in Community Services | 2 years | 1st Year | Narre Community Learning Centre |
| Cert II in Dance | 2 years | 1st Year | Hallam Senior College |

Amend here your applications preference

Cert II in Community Services [Remove]

1 Narre Warren Sth P-12 College

2 Narre Community Learning Centre

Cert II in Dance [Remove]

1 Kambrya College

2 Hallam Senior College

- You can also change the course Host school location preference by clicking on these arrows
- Till this point, the course preference or Host school location preference can be changed at any time
- Lastly click on **'Submit Applications'**

HOME APPROVALS

After a student's application for a VET course has been submitted- it has to be 'Home Approved' by the Home school VET Coordinator.

To 'Home Approve' an application

- Click on **'Home Approvals'** from the menu on the left
- Select the student from the **'Student Name'** drop down box and click on **'Filter'** or scroll down the page to find the student.

VETiS Web Portal

Welcome ajohns@hotmail.com ! [Log Off]

(Back to admin (SellersAdmin) Login) Home

Find

Application List [Go Back]

Student Name: Jack Megnan [Filter]

Profile Picture

| | | |
|--|--|----------------------------------|
| <p>Jack Megnan</p> <p>Gender: M</p> <p>Address: 25 Hills road, Hallam</p> <p>Stream: VCAL</p> <p>Year: Year 11</p> <p>Download Approval Form</p> | <p>Cert I / II in Hospitality (Kitchen Operations) (1st Year)</p> <p>Course Cost: 996.00 Material Cost: 300.00</p> <p>Cert II in Retail Cosmetic Services (One year only)</p> <p>Hallam Senior College</p> <p>Course Cost: 1095.00 Material Cost: 110.00</p> | <p>[Detail]</p> <p>[2 Items]</p> |
|--|--|----------------------------------|

- The **parent/guardian Approval Form** on the screen can be downloaded and printed out if required. It is populated with all VET student and application details.
- Click on '**Detail**' to the right of the student information- this will automatically present a screen which is a summary of all of the information pertaining to the student and their application for a VET course.
- Check that all of the information is correct-if not, the students basic details can be amended via 'Edit' in 'My Students'

REMARKS BOX

Choice of Day/Time of VET course, VET student's Literacy and Numeracy concerns or Special Needs are added to the Remarks Box.

VET Coordinators at Host Schools need to know the preference for the specific day/time of the VET Class (if there is more than one class) in the VET Course for which the student has applied.

VET Coordinators must also be informed if the VET student has Literacy and Numeracy concerns or any Special Needs.

This information MUST be added by VET Coordinators into the REMARKS BOX in the Home Approval Screen.

- Click on the box and type in this information-if relevant.
- The Host school can view any comments made by the Home school in the Remarks Box. These comments will be visible to the Host school along with all of the other information about the student and their application for a VET Course. The comments will be visible in the Host Approval screen and will always be visible in the Class Report and can be downloaded, put into an Excel spreadsheet and printed out.
- Once information has been added to the '**Remarks Box**' (if there is a preference for day/time of VET course and/or the student has literacy/numeracy concerns or special needs) the application can be **Home Approved**.
- To Home Approve the student's application for a VET course, click on the 'Add Comments and Approve' button.
- If the student has two preferences-it is a good idea to approve both of them.

NO IMAGE AVAILABLE

Student Name : 6Minnie Mouse Year/Level : Year 12
 Birth Date : 26-01-2016 Mobile : 67889
 Stream : VCE Gender : Female
 Address : 7889, Yea, 8765
 Prev School:

Course Detail

Course: 2016 Carpentry Host: Parade
 RTO: Parade College Course Year: 1st Year
 Duration: 2 Years
 pre-requisite course: -

Remarks:

☐ Please add VET student Special Needs, Literacy and Numeracy concerns (if any) day/time of VET class (if there is a choice).

- A **pop up box** will ask you to confirm and you need to click **‘O.K.’**
- The application will now go automatically to the Host School where it will wait in their **‘Host Approval’** list until it is **Host Approved**.
- Once the student is **‘Host Approved’** the student will go automatically into the VET **‘Class Report’ (which is only seen by Host Schools)**. The student will then be seen in the Home School’s **‘Placed Student Report’**.
- If this student had a **second preference**, it will automatically lapse if the first preference is **‘Host Approved’**.
- However, if the course is subsequently not seen as appropriate for the student for any reason or the student now wishes the application to be **withdrawn**, the Host school will click on the **‘Add Comments and Decline’** button in the Host Approval screen. The application will automatically **lapse**. The student will still be seen in the ‘My Students’ list at the Home school but without an application.
- If the application is **Host Declined by the Host school** and there is a **second preference**, this will automatically become **‘live’**. The second preference will need to be Home Approved (if not already) and it will automatically be sent to the Host School, to await Host Approval.

APPLICATION EDITOR- to edit/change student applications for a VET course once Home Approved by the Home school –but still awaiting Host Approval from the Host School.

To make changes to a student’s application for a VET course **after** they have been approved by the Home School, but **before** Host Approval-click on the ‘**Application Editor**’ tab from the menu on the left

The screenshot shows the VETiS Web Portal interface. The header is purple with the text 'VETiS Web Portal' and a welcome message 'Welcome ajohns@hotmail.com !'. Below the header is a navigation bar with links like 'Find', 'Log Off', and 'Home'. A left sidebar contains a menu with 'Application editor' highlighted. The main content area is titled 'Andrew Johns - Applications' and features a search bar, a table of student applications, and a 'Course Details' section with various dropdown menus and input fields. An arrow points from the first student's name in the table to the 'Update / Approve' button at the bottom.

- Type the student’s name in the box provided (remembering to add the number in front of first name)or **click on the student’s name** from the scrolled list. This will automatically add the VET course(s) the student has applied for to the right of the screen.
- **Click on and highlight** the course on the right of the student’s name that needs to be edited(changed). This will populate the screen below with more details about the application.
- To change the VET course, click on the ‘**Course**’ drop down arrow- this lists all the courses available
- Click on and **highlight an alternative course** from the drop down menu
- Next click on ‘**Host**’ drop down arrow- this lists the Host schools where the course selected is being offered. Select and click on the appropriate Host school.
- Click on ‘**Update/Approve**’ button.
- A pop up box will ask you to confirm-click on ‘**O.K.**’
- Now the application is amended, Home Approved and awaiting approval from the Host school.

Before a VET student's application has been either Home or Host Approved or assigned to a class by the Host School, (pending) the 'Application Editor' screen will indicate this with a message highlighted in yellow.

The screenshot shows the 'New School - Applications' page in the 'Application Editor' interface. The sidebar on the left contains navigation links such as 'New School', 'News and Events', 'Messages', 'Change Password', 'My Teachers', 'My Students', 'Home Approvals', 'Host Approvals', 'Assign Classes', 'Holidays', 'Promote Students', 'Application editor' (highlighted), 'Upload Students', 'Create Courses', 'Application Status', 'Course Report', 'Home Approval Report', 'Host Approval Report', 'Class Report', and 'Placed Student Report For Home School Students'. The top navigation bar shows the URL 'nmvc.cloudapp.net/Application/Editor'. The main content area is titled 'New School - Applications' and contains a form for editing an application. The form includes fields for 'First Name', 'Surname', 'Course', and 'School'. The 'Status' section shows 'Requested', 'Lodged 22-Jul-2017', 'Home Reviewed', 'Pending', and 'Host Reviewed'. The 'Student' section shows '8Gum Tree', 'YearLevel', and 'Stream'. The 'Course Details' section shows 'Course: 22015VIC - 2017 Automotive', 'Class: This student has not yet been either Home or Host Approved, or assigned to a class by the Host.', 'Host: Outer Northern Trade Training Centre - 1st Year', 'RTO: Kangan Institute', 'Year: 1', 'Duration: 2 years', 'Course Rank: 1', and 'Provider Rank: 1'. A yellow highlight is present on the 'Class' field message. At the bottom, there is a button labeled 'Update / Approve' and a link 'Click to accept changes and (Home) Approve Application'.

New School - Applications

First Name **Surname** **Course** **School**

8Gum Tree 22015VIC - 2017 Automotive Outer Northern Trade Training Centre

Status Requested Lodged 22-Jul-2017 Home Reviewed Pending Host Reviewed

Student 8Gum Tree YearLevel Stream

Course Details

Course 22015VIC - 2017 Automotive

Class This student has not yet been either Home or Host Approved, or assigned to a class by the Host.

Host Outer Northern Trade Training Centre - 1st Year

RTO Kangan Institute

Year 1 Duration 2 years

Course Rank 1

Provider Rank 1

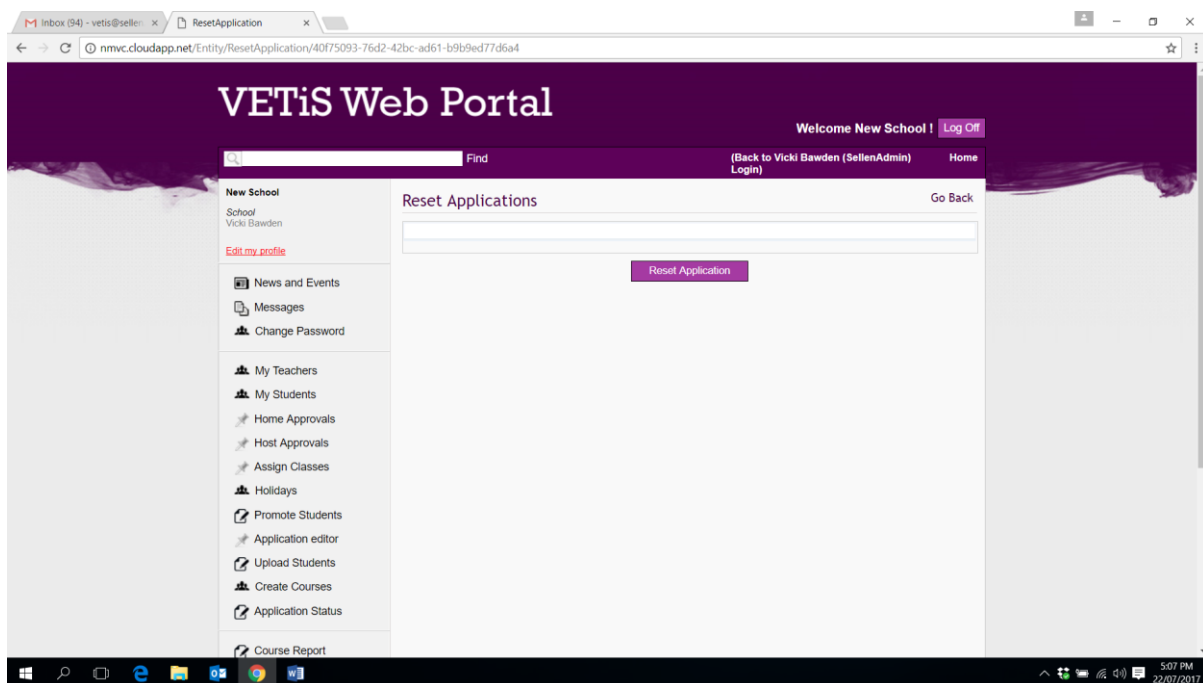
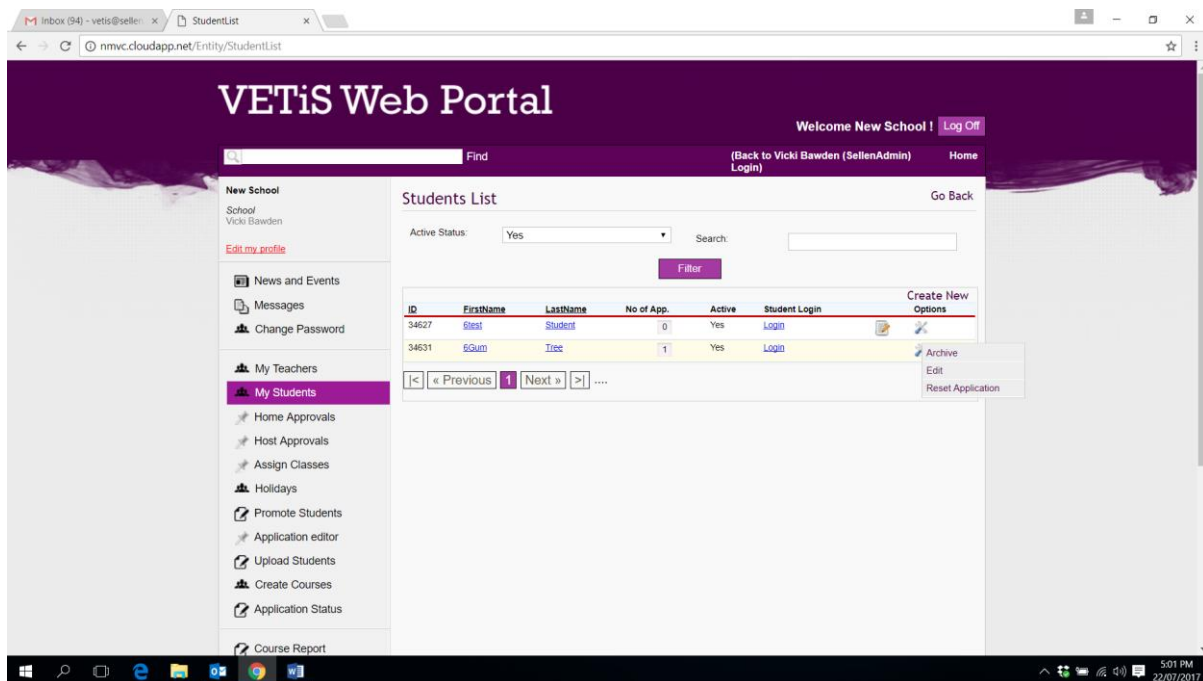
Update / Approve Click to accept changes and (Home) Approve Application

RESET APPLICATION

This function is used by the Home school to withdraw a student from their application after it is Home Approved but before it is Host Approved.

Sometimes the Home school needs to withdraw a student's application altogether before it is Host Approved.

- Go to 'My Student' list, choose the student, click on 'Options', click on 'Reset Application'.
- Another screen will appear and you will need to click on 'Reset Application' again.
- This will result in the application being removed from the student



WITHDRAWING A VET STUDENT APPLICATION AFTER IT HAS BEEN HOST APPROVED BY A HOST SCHOOL (ENROLLED).

Sometimes a VET student wishes to be withdrawn from a VET class. It is important that this student is removed from the class list at the Host school.

Note: A Host School can 'unassign' a student from one of their classes but cannot withdraw the student completely.

Only the Home school can withdraw the student completely from a VET class at a Host school.

It is very important that **BEFORE** the Home school withdraws the student- an email is sent by the Home School VET Coordinator to the Host school VET Coordinator to inform them.

- To withdraw a student after they have been approved by the Host School, the Home school VET Coordinator needs to click on the '**Application Editor**' tab from the menu on the left

VETiS Web Portal

Welcome sellenhome ! [Log Off](#)

Find (Back to admin (SellenAdmin) Login) Home

SELEN Home - Applications

First Name **Surname** **Course** **School**

LYDIA STEVENS Cert II in Business SELLEN Host

Status **Approved** **Logged** 10-Feb-2012 **Home Reviewed** **Approved** **Host Reviewed** 10-Feb-2012

Student **Year/Level** **Stream**

LYDIA STEVENS Year 9 VCE

Course Details

Course BSB20107 - Cert II in Business

Host SELLEN Host - 1st Year

RTO SELLEN TAFE

Year 1 **Duration** 1 year

Course Rank 1 **Provider Rank** 1

Cancel / Remove Click to accept changes and (Home) Approve Application

- Type the student's name in the box provided (remembering the number in front of the student's first name) or click on the student's name from the scrolled list and it will automatically populate the box on the right with the course(s) the student has applied for
- Click on the course the student is withdrawing from
- Next click on '**Cancel/Remove**' at the bottom of the page

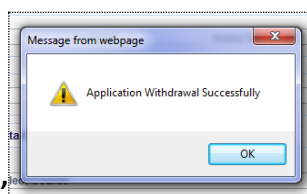
Please Select The reason for this Cancellation

Student has left school

Comments

Continue

- This will bring up a new window and you can select the reason 'why' the student is withdrawing from the course. If all of the reasons given are unsuitable, you may select 'other' and type in the '**Comment**' box.
- Next click on the '**Continue**' button and it will bring up a message stating that the student has been withdrawn successfully and an email will be sent automatically to the Host School with the details.



- Click on '**O.K.**'

APPLICATION STATUS

This is a function which will assist in giving you information about the status of each student's application for a VET course.

It can be used in conjunction with 'Application Editor' and the 'Placed Student Report' to give you information about the progress of each of your student's applications for a VET course.

- Select the student by clicking on either from the box at the top and click on 'Filter' or scroll down to find the student.
- Click on the [blue](#), '**View History**' – this will show you the information about the status of the application.

e.g. - date of Home Approval

-date of Host Approval or whether it is still pending

-date of amendment to application

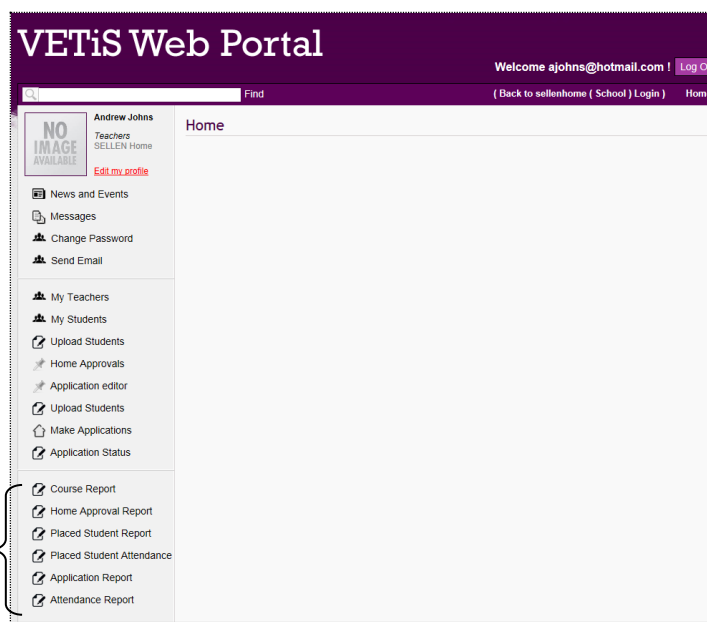
-date of withdrawal of application

- number of applications

REPORTS

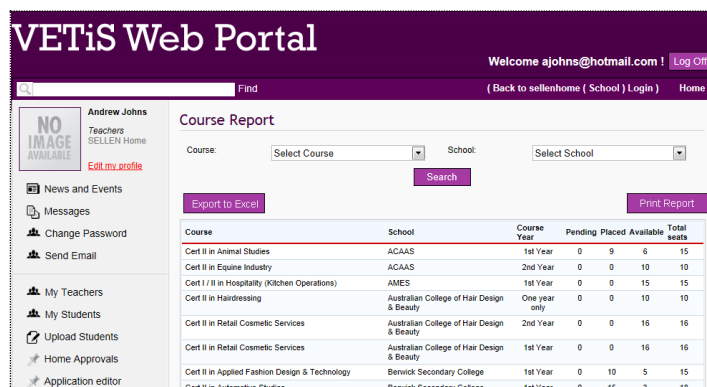
To access '**Reports**'- click on any report from the menu on the left.

The various reports available are **Course Report, Home Approval Report, Placed Student Report and Placed Student Attendance for Home School Students**. Host schools have additional Reports. All reports can be downloaded, exported to an Excel spreadsheet and printed.



Course Report

This is a list of the number of VET applications, students placed (Host Approved) and seats available for all VET courses at Host schools for your VET Cluster on the web portal. For details regarding a specific course, select a course from the 'Course' drop down box and next select the 'School' and then click on 'Search'.



Home Approval Report

This is a list of all your Home school students who have applied for VET courses and are still waiting to be 'Home Approved' by the Home school. The same information is available if you click in the 'Home Approvals' tab in the menu.

VETiS Web Portal

Welcome ajohns@hotmail.com ! [Log Off](#)

[Find](#) (Back to sellenHome (School) Login) Home

Home Approvals
Student applications awaiting Home Approvals

Course: [Search](#) [Print Report](#) [Export to Excel](#)

Cert II in Automotive Studies (1st Year)

| Host School: | Bervick Secondary College | Course Cost: | \$ 1175.00 | Material Cost: | \$ 300.00 |
|--------------|---------------------------|--------------|------------|----------------|-----------|
| Student: | Jack Megan | Gender: | M | | |
| Address: | 25 Hills road hallam 2602 | Year Level: | Year 11 | Stream: | VCAL |

Cert II in Community Services (1st Year)

| Host School: | Narre Warren Sth P-12 College | Course Cost: | \$ 15a | Material Cost: | \$ 15a |
|--------------|-------------------------------|--------------|---------|----------------|--------|
| Student: | Johnny Dee | Gender: | M | | |
| Address: | 23 hillside rd bervick 3124 | Year Level: | Year 10 | Stream: | VCE |

To get a list of students for a specific course, select the course from the drop down box

Placed Student Report For Home School Students

This is a list of all your home school students who have applied for VET courses, been approved by the Home school, Host Approved by the Host School and subsequently placed in a class. The day and Time of each student's VET course is also listed.

For a list of students in a specific course or specific Host School click on the 'Host School' or 'Course' drop down box.

Placed Student Report

Host School: Course: [Search](#) [Print Report](#) [Export to Excel](#)

| Student | Course | Class Schedule | Host School |
|-------------------------|---|---|---|
| 6Katherine Abdel-Massah | 2016 Retail Make-Up & Skin Care (One year only) | 2016 Retail Make-Up & Skin Care Tuesday 09:00 AM - 4:00 PM | Macleod |
| 6Elias Andraos | 2016 Carpentry (1st Year) | 2016 Carpentry 1st Year A.M. Class A Wednesday 08:00 AM - 12:00 PM | Northern College of the Arts and Technology |
| 6Yasmine Avada | 2016 Applied Fashion Design & Technology (1st Year) | 2016 Applied Fashion Design 1st Year Wednesday 1:00 PM - 4:30 PM | Mill Park |
| 6Anthony Chalhoub | 2016 Engineering (2nd Year) | 2016 Engineering 2nd Year Thursday 1:00 PM - 5:00 PM | Northern College of the Arts and Technology |
| 6Joseph Chalhoub | 2016 Carpentry (1st Year) | 2016 Carpentry 1st Year A.M. Class B Wednesday 08:00 AM - 12:30 PM | Northern College of the Arts and Technology |
| 6Akai Anthony Charbel | 2016 Automotive (1st Year) | 2016 Automotive 1st Year A.M. Wednesday 08:00 AM - 12:00 PM | Northern College of the Arts and Technology |
| 6Sarkis Charbel | 2016 Carpentry (2nd Year) | 2016 Carpentry 2nd Year Class B Thursday 1:00 PM - 5:00 PM | Northern College of the Arts and Technology |
| 6Jerie El Assad | 2016 Electro.Studies (1st Year) | 2016 Electro.Studies 1st Year A.M. Wednesday 08:00 AM - 12:00 PM | Northern College of the Arts and Technology |

Placed Student Attendance

This report is to view your students' weekly attendance at their VET Class.

Click on '**Placed Student Attendance**' from the menu on the left

The information on the screen gives you the attendance for all of your students attending VET courses at Host Schools. It gives you **three types of percentages of attendance**: the % of days that each VET student was **present**, the % of days each student was an **explained absence** and the % of days each student was an **unexplained absence**.

If the Host school has left a note about the VET student, there will be a clearly visible icon (see below) in the Action column to the right of each student's name. Click on the blue, '[View Note](#)' to read the Host school's message about this student.

| Student | Course | Class | Present% | Explained Absence% | Unexplained Absence% | Action |
|-------------------------|---|--------------------------------------|----------|--------------------|----------------------|---|
| 6Katherine Abdel-Massih | 2016 Retail Make-Up & Skin Care (One year only) | 2016 Retail Make-Up & Skin Care | 62.50% | 16.67% | 4.17% | Attendance View View Note |
| 6Elias Androas | 2016 Carpentry (1st Year) | 2016 Carpentry 1st Year A.M. Class A | 66.67% | 8.33% | 4.17% | Attendance View View Note |
| 6Yasmine Avada | 2016 Applied Fashion Design & Technology (1st Year) | 2016 Applied Fashion Design 1st Year | 70.83% | 4.17% | 4.17% | Attendance View View Note |
| 6Anthony Chalhoub | 2016 Engineering (2nd Year) | 2016 Engineering 2nd Year | 62.50% | 8.33% | 4.17% | Attendance View View Note |
| 6Joseph Chalhoub | 2016 Carpentry (1st Year) | 2016 Carpentry 1st Year A.M. Class B | 66.67% | 8.33% | 8.33% | Attendance View View Note |
| 6Akai Anthony Charbel | 2016 Automotive (1st Year) | 2016 Automotive 1st Year A.M. | 70.83% | 8.33% | 8.33% | Attendance View View Note |
| 6Sankis Charbel | 2016 Carpentry (2nd Year) | 2016 Carpentry 2nd Year Class B | 70.83% | 8.33% | 8.33% | Attendance View View Note |
| 6Jeris El | 2016 Electro.Studies (1st Year) | 2016 Electro. Studies 1st | 83.33% | 8.33% | 0.00% | Attendance View |

- To refine the search select the '**student**', '**course**', '**class**', this will bring up details for the selected student
- By clicking on the black printed word '**Attendance**' to the extreme right of each student's name (in the Action Column)-a summary of the attendance can be manipulated.

[illegible][illegible][illegible]

