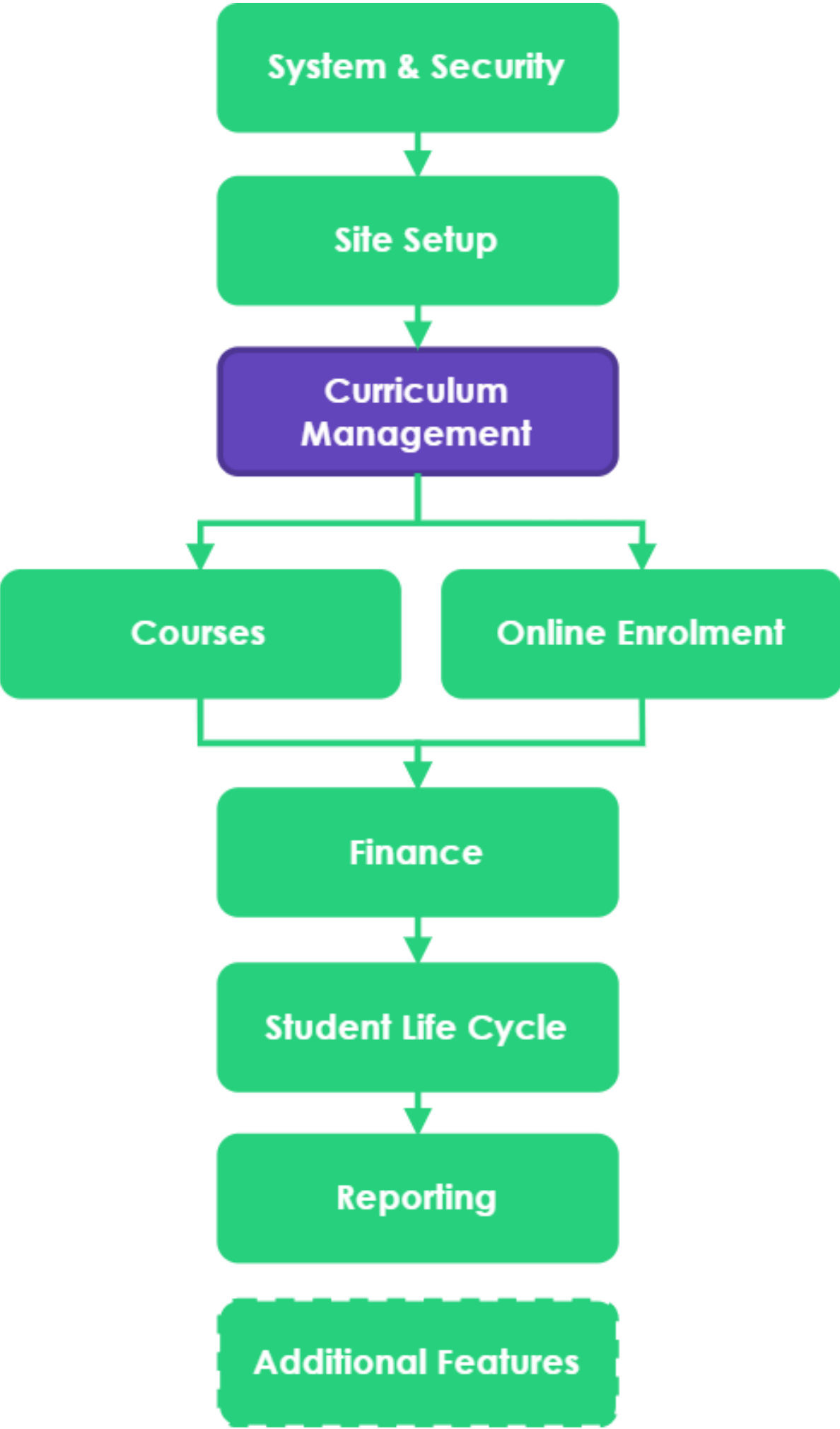


Topic 3 - Curriculum Management



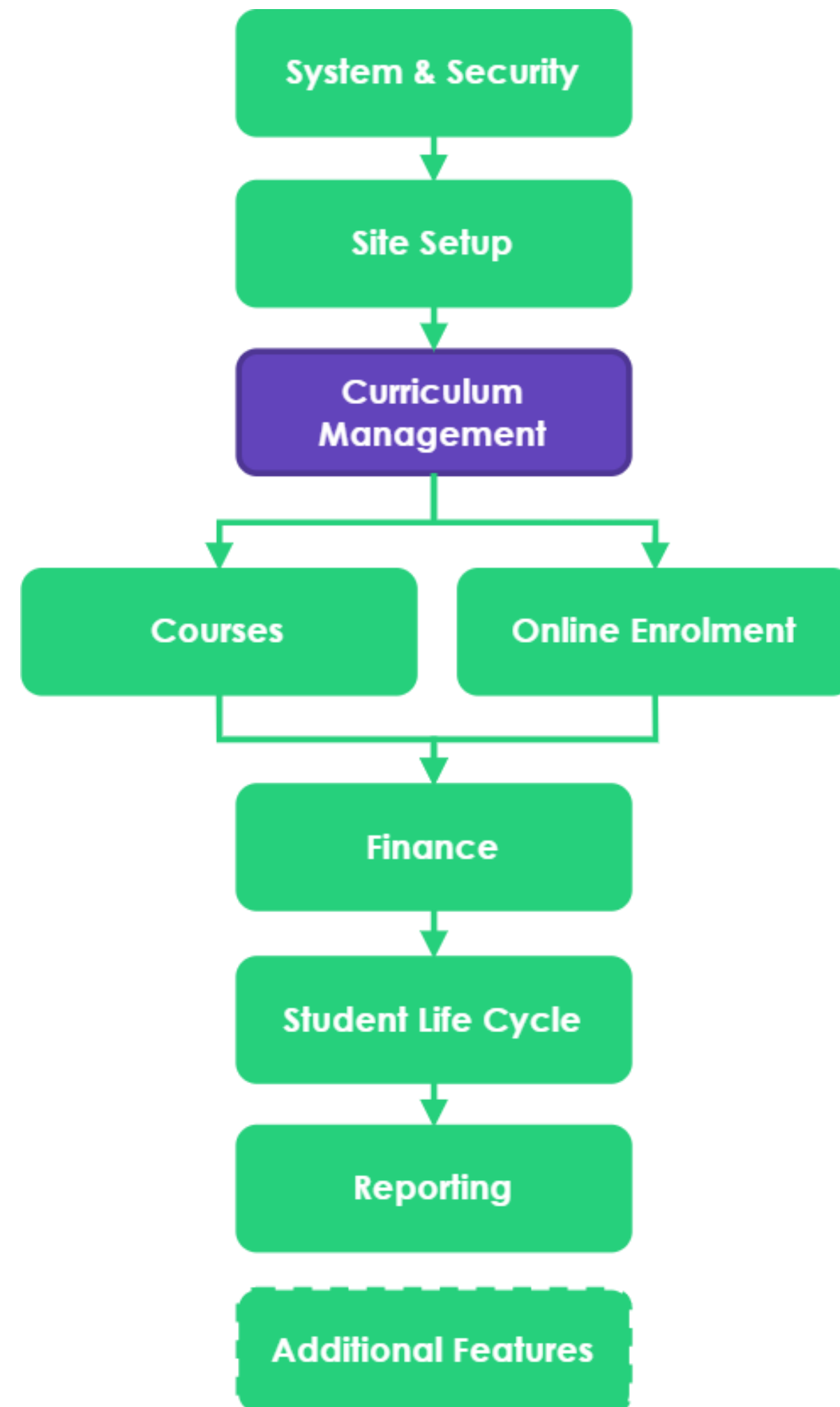
Agenda



Topics Covered

- | | |
|---|---------------------|
| 1 | Curriculum overview |
| 2 | Creating programs |
| 3 | Creating units |
| 4 | Entry requirements |

Agenda



Learning Objectives

- 1 Understand curriculum hierarchy within the JR+ system
- 2 Create programs within the scope of your institution, including
 - Existing VET programs
 - New VET programs
 - Non-VET programs
- 3 Understand and implement the process of unit selection for programs
- 4 Understand how entry requirements work and where to set them up in the system



Curriculum Overview



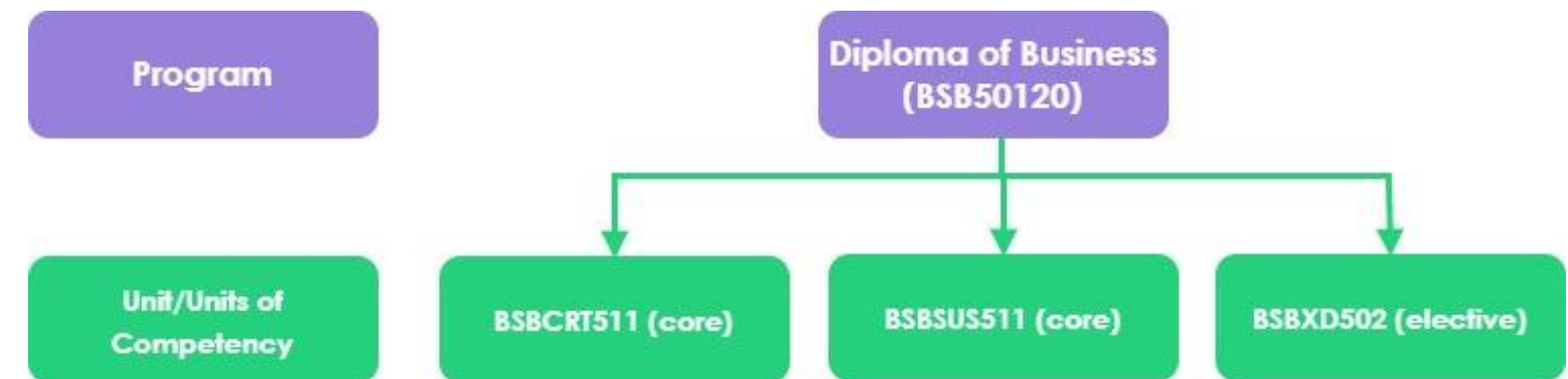
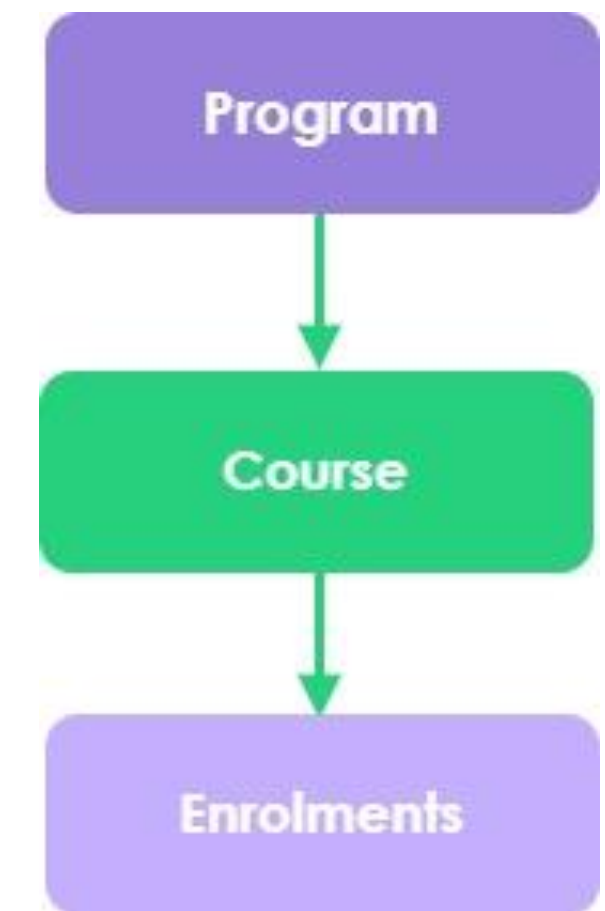
ReadyTech Education

Curriculum Overview

Curriculum Management involves the general processes of adding and managing programs in your system.

Programs - The Programs area contains the Full Qualifications, Accredited Skill Sets, and any custom Short Courses that you deliver

Units/Units of Competency – an outcome-driven recognition of knowledge and skill, and the application of that knowledge and skill as a student works towards achieving a competency



Programs

3 Options

Lookup VET Programs - Search for a listed *training.gov.au* (TGA) Course/Qualification

New VET Programs - Used to manually enter information pertaining to a VET recognised Course or Qualification.

New Program - Used to manually enter information for a non-VET specific Course or Skill Sets

Administration > Curriculum > Program – Add New Program

The screenshot shows the 'New Program' form interface. At the top, there is a progress bar with eight steps: PROGRAM TYPE (selected), DETAILS, COMPLIANCE/FUNDING, ACADEMIC PERIODS, SUBJECTS, UNITS, DELIVERY, and STAFF. Below the progress bar, there are three main options: 'New program' (represented by a plus icon), 'New VET program' (represented by the VET logo), and 'Lookup VET programs' (represented by a magnifying glass icon). There are 'Cancel' and 'Next' buttons at the bottom of the form.

Programs

Program Creation Wizard

Individual Unit Enrolments

If ticked, the course scope information will not be included in AVETMISS reporting and only the units will be reported.

This is typically used for single unit of competency.

E.g. Provide First Aid

The screenshot shows the 'New Program' wizard with the 'COMPLIANCE/FUNDING' step selected. The progress bar at the top shows steps: PROGRAM TYPE, DETAILS, COMPLIANCE/FUNDING, ACADEMIC PERIODS, SUBJECTS, UNITS, DELIVERY, and STAFF. Below the progress bar is a warning: 'Ensure that all details are present and correct. Much of this is used for compliance reporting or funding submissions so it is important that you enter data accurately.' The 'Compliance Settings' section is expanded, showing fields for Australia. The 'Individual Unit Enrolments' checkbox is checked and highlighted with a red box. Other fields include Accredited flag (checked), ANZSCO (dropdown), Claim Rate (\$): (0.00), Qualification Level (Statement of Attainment), Recognition Status (Locally Accredited SI), Report (checked and highlighted with a red box), Units Part of Qualification (dropdown), and Volume of Learning (dropdown).

Report

If ticked, this will include the linked enrolments in compliance reporting (both funding and statistical reporting)

E.g. Diploma of Business

Units

3 Options

1. Units are preconfigured (e.g. for Lookup VET)

Add another unit:

Search

In Scope Only ☒

TGA Packaging Rules

Filter unit list:

Filter

Remove Filters

Show selection: ☐ All ☒ Selected ☐ Not Selected

10 units selected

1 - 10 of 10

1 Page

<input checked="" type="checkbox"/>	Type	Code	Name	Field of Education	In Scope	Nominal Hours	Already Created
<input checked="" type="checkbox"/>	Elective	BSBHRM529	Coordinate separation and termination processes	Human Resource Management/80303	No	0	YES (1)
<input checked="" type="checkbox"/>	Core	BSBCRT511	Develop critical thinking in others	Teacher Education nec/70199	No	0	YES (1)
<input checked="" type="checkbox"/>	Core	BSBSUS511	Develop workplace policies and procedures for sustainability	Business Management/80301	No	0	YES (1)
<input checked="" type="checkbox"/>	Core	BSBXCM501	Lead communication in the workplace	Work Practices Programmes/120505	No	50	YES (1)
<input checked="" type="checkbox"/>	Core	BSBFIN501	Manage budgets and financial plans	Accounting/80101	No	0	YES (1)
<input checked="" type="checkbox"/>	Core	BSBOPS501	Manage business resources	Business Management/80301	No	0	YES (1)
<input checked="" type="checkbox"/>	Elective	BSBFIN502	Manage financial compliance	Banking, Finance and Related Fields n	No	0	YES (1)
<input checked="" type="checkbox"/>	Elective	BSBFIN601	Manage organisational finances	Accounting/80101	No	0	YES (1)

Training.gov.au

Core units

- BSBCRT511 Develop critical thinking in others
- BSBFIN501 Manage budgets and financial plans
- BSBOPS501 Manage business resources
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBXCM501 Lead communication in the workplace

Elective units

Group A – Business Operations

- BSBFIN502 Manage financial compliance
- BSBFIN601 Manage organisational finances
- BSBHRM525 Manage recruitment and onboarding
- BSBHRM526 Manage payroll
- BSBHRM529 Coordinate separation and termination processes
- BSBINS512 Monitor business records systems
- BSBOPS502 Manage business operational plans
- BSBOPS503 Develop administrative systems
- BSBOPS504 Manage business risk
- BSBOPS601 Develop and implement business plans
- BSBPMG430 Undertake project work
- BSBPMG530 Manage project scope
- BSBPRC505 Manage ethical procurement strategy
- BSBSTP503 Develop organisational policy

Units

3 Options

2. Individual accredited units can be added from the TGA (e.g. for New VET Programs)

Administration > Curriculum > Units

readytech

Search...

Q

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Gemma Cameron

ReadyTech Education

Home

Community

Enrolments

Courses

Scheduling

Services

Sales

Communications

Reports

Administration

Help

New Program

PROGRAM TYPE

DETAILS

COMPLIANCE/FUNDING

ACADEMIC PERIODS

SUBJECTS

UNITS
Link Units

DELIVERY

STAFF

Back

Cancel

Next

You have selected <0 of 0> available unit(s) to be included on this program.

You may review the list of units below, select/deselect units and amend details if necessary. You can also add additional units by using the search field below. The Units list contains units already created in the system as well as records from TGA. If a unit has not previously been created it will be added automatically to the Units library when the program is confirmed. NOTE: You can also add units to programs after they have been created.

Add another unit:

Search

In Scope Only

0 units selected

Type	Code	Name	Field of Education	In Scope	Nominal Hours	Already Created
No units added. Please use the search above to add units.						

readytech

ReadyTech Education

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Units

3 Options

3. Unique organisation units can be created (e.g. for New Programs)

[Administration](#) > [Curriculum](#) > [Units](#)

The screenshot shows the ReadyTech Education web application interface. The top navigation bar includes the ReadyTech logo, a search bar, a notification bell with 4 alerts, and a user profile for Gemma Cameron. The main navigation menu lists: Home, Community, Enrolments, Courses, Scheduling, Services, Sales, Communications, Reports, Administration, and Help. The breadcrumb trail indicates the current path: Unit > () > Create > Select Basis. The 'Unit' sidebar is visible on the left. The main content area asks 'What would you like to do?' and provides two options: 'Create a custom unit' (highlighted with a red box) and 'Search and select qualified unit from training.gov.au'. The search option includes a text input field with a placeholder 'Please enter search criteria', a 'search' button, and a checked 'In Scope Only' checkbox.

Lets go do it!

Let's take a look at:

- Lookup VET Program
 - Preconfigured units
- New Vet Program
 - Add an individual unit from TGA
- New Program
 - Add a custom Unit





Entry Requirements



ReadyTech Education

Entry Requirements

What are they?

Entry requirements let you define what a student needs to have done before they can be enrolled into a course

Our SMS deals with two types of requirements:

- Entry requirements specific to your organization e.g. an approved VISA
- Entry and course requirements found for some courses on TGA

Entry requirement are only relevant for people using Course forms

Administration > Curriculum > Program > select program > Requirements > Entry


The screenshot displays the ReadyTech Education web application. At the top, the 'readytech' logo is on the left, and a search bar, a notification bell with a red '4', and a user profile for 'Gemma Cameron' are on the right. A horizontal navigation menu below the header includes links for Home, Community, Enrolments, Courses, Scheduling, Services, Sales, Communications, Reports, Administration, and Help. On the left side, a dark sidebar menu lists 'Program', 'Details', 'Units', 'Courses' (with a blue '1' badge), 'Requirements' (highlighted with a white asterisk), 'Notes / Checklists' (with a blue '0' badge and a plus icon), and 'Documents' (with a blue '0' badge). The main content area is titled 'Requirements' for the 'Advanced Diploma of Building Design (CPP60421)'. It features an 'Edit' button and two tabs: 'Entry' (selected) and 'Course'. Under the 'Entry' tab, a single requirement is listed: '1. CPP50911 Diploma of Building Design, or CPP50921 Diploma of Building Design, or Demonstrated relevant vocational experience, skills and knowledge commensurate with the scope of work covered in the core units of CPP50921 Diploma of Building Design.'

Entry Requirements


Adding new/specific entry requirements


New requirements can be added manually
Select Type as "Entry"

Administration > Lookups > Reference Data > search for 'Requirements'




Search...





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Gemma Cameron
ReadyTech Education

HomeCommunityEnrolmentsCoursesSchedulingServicesSalesCommunicationsReportsAdministrationHelp

Setup

+

Setup > Reference Data > Course Requirements

Course Scope

Unit Scope

Outcome Types

Number Schemes

Search Messages







Batch Log


Batch Processes

Note Template

Locations

enable alldisable allcancel

Name	Description	Type	Enabled	External ID	Actions
Payment Recieved	The student must pay enrolment fees in full prior to being accepted into their course/s of choice	Entry	<input checked="" type="checkbox"/>		 
Prerequisites for CPP60420 Advanced Diploma of Building Design	CPP50911 Diploma of Building Design, or CPP50921 Diploma of Building Design, or Demonstrated relevant vocational experience, skills and knowledge commensurate with the scope of work covered in the core units of CPP50921 Diploma of Building Design.	Entry	<input checked="" type="checkbox"/>		 
WWCC	Applicant must have a valid WWCC to enrol in this course	Entry	<input checked="" type="checkbox"/>		 



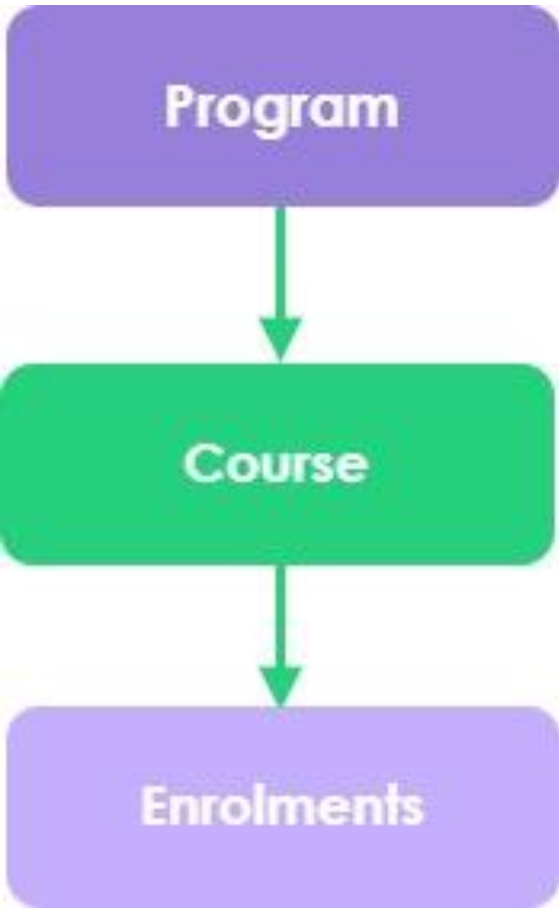
ReadyTech Education

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Entry Requirements

Training.gov.au

- e.g. - CPP60421 - Advanced Diploma of Building Design
- <https://training.gov.au/Training/Details/ CPP60421>



Qualification Description

This qualification reflects the role of experienced drafters and building designers who apply their skills to complex building design projects.

Practice at this level is underpinned by the ability to critically analyse and synthesise information from a range of sources to generate design solutions and manage the design project. Practitioners work without supervision to design, draft and document plans, specifications and documentation for building design projects on all classes of buildings, as defined by the National Construction Code (NCC), including those of Type A construction.

Licensing requirements apply to building design in some states or territories. For further information, check with the relevant regulatory authority.

Entry Requirements

- Entry points which demonstrate a candidate’s potential to undertake the CPP60420 Advanced Diploma of Building Design are:
- CPP50911 Diploma of Building Design, or
 - CPP50921 Diploma of Building Design, or
 - Demonstrated relevant vocational experience, skills and knowledge commensurate with the scope of work covered in the core units of CPP50921 Diploma of Building Design.

CA00002

Glenda Gallant (00020011) | Course Application

Edit

Enrol

Offer

Express Offer

Applicant

Applicant: Glenda Gallant

Party ID: 00020011

Application

Application ID: CA00002

Offer Number: OFR00002

Status: Applied

People

Assignee: None

Agent: None

Employer:

Course

Course: Advanced Diploma of Building Design (2023 AdDip Building Design)

Location:

Study Mode:

Admin

Created On: 24/1/2023 01:37:31 PM

Offer Accepted On:

Send Email: ☐

Archived: ☐

Conditions on Offer: ☐

Forms

Entry Requirements

Communications

Notes

Documents

Interview

Progress

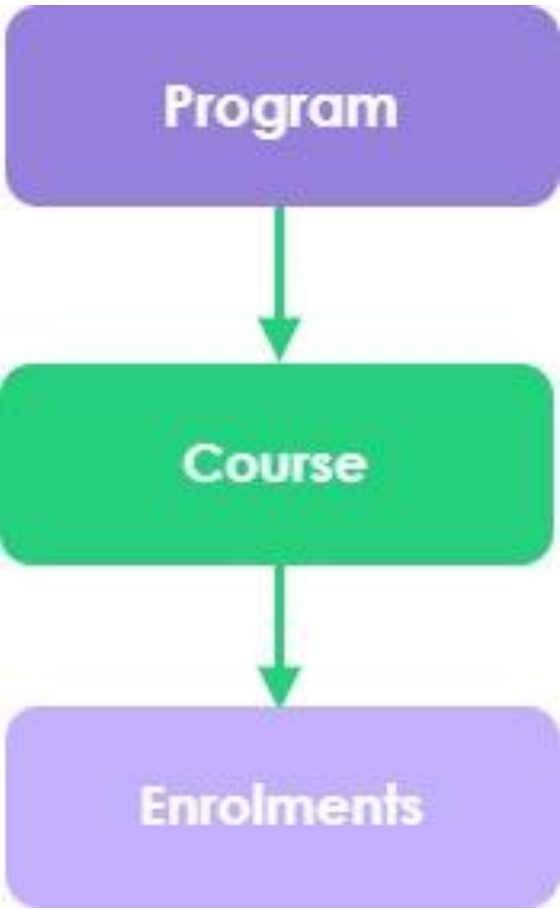
Entry Requirements

Requirements	Note	Updated By	Updated On
<input type="checkbox"/> 1. CPP50911 Diploma of Building Design, or CPP50921 Diploma of Building Design, or Demonstrated relevant vocational experience, skills and knowledge commensurate with the scope of work covered in the core units of CPP50921 Diploma of Building Design.			

Entry Requirements

Course Level

- Modifying the entry requirements of a program after you've already made a course won't change the entry requirements for that particular course
- To change the entry requirements course, you will need to change the entry requirements at the course level.



Courses > Course List > select course > Requirements

The screenshot shows the ReadyTech Education web application. The top navigation bar includes the ReadyTech logo, a search bar, a user profile for Gemma Cameron, and a notification bell with 6 alerts. The main navigation menu on the left lists: Home, Community, Enrolments, Courses, Scheduling, Services, Sales, Communications, Reports, Administration, and Help. The 'Course' section is expanded, showing options for Course, Details, Units, Requirements (selected), Students (0), and Timetable. The 'Requirements' page for the 'Advanced Diploma of Building Design (2023 AdDip Building Design) (CSEREA00009)' is displayed. It features an 'Edit' button and two tabs: 'Entry' and 'Course'. The 'Entry' tab is active, showing a single requirement: '1. CPP50911 Diploma of Building Design, or CPP50921 Diploma of Building Design, or Demonstrated relevant vocational experience, skills and knowledge commensurate with the scope of work covered in the core units of CPP50921 Diploma of Building Design.' This requirement text is highlighted with a red rectangular box.

Lets go do it!

Let's take a look at:

- Adding a new entry requirement for a program
- Adding a new entry requirement to a course
- Show where this applies for a course application






Reference Data

Reference Data


Keep in mind


Reference Data lets you configure a standard set of values that apply to the various drop-downs that exist within the system.


Administration > Lookups > Reference Data

 **readytech**

Search...



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ReadyTech Education

Home

Community

Enrolments

Courses

Scheduling

Services

Sales

Communications

Reports

Administration

Help

Setup

Setup > Reference Data

Course Scope

Unit Scope

Outcome Types

Number Schemes

Search Messages

Batch Log

Batch Processes

Note Template

Locations

Equipment

Reference Data

Contracts

Search:

Search

1 - 100 of 139

Page 1 of 2

1

2

»

Name	Description
AAC	Australian Apprentice Centres
Absence Reason	Absence Reason
Academic Period Status	Academic Period Status
Accommodation Rate	Price of Accommodation per night that is charged for Homestay service
Assessment Method	Assessment Method
Attendance Status	Attendance Status
Availability Status	Availability Status

Reference Data

Editing

New Program

PROGRAM TYPE

DETAILS

COMPLIANCE/FUNDING

ACADEMIC PERIODS

SUBJECTS

UNITS

DELIVERY

STAFF

HomeCommunityEnrolmentsCoursesSchedulingServicesSalesCommunicationsReportsAdministrationHelp

Setup

Setup > Reference Data

Search:

Search

Name	Description
AAC	Australian Apprentice Centres
Absence Reason	Absence Reason
Academic Period Status	Academic Period Status
Accommodation Rate	Price of Accommodation per night that is charged for
Assessment Method	Assessment Method
Attendance Status	Attendance Status
Availability Status	Availability Status

Reference Data

Compliance Data

International Data

TCSI Data

TCSI Field Information

Course Applications Setup

Feedback Forms Setup

Prospects Setup

Request Statuses

Group Applications Setup

Reference data – Mostly safe to edit. If in doubt, don't (DO NOT CHANGE 'country' and 'state')

Compliance Data – DO NOT CHANGE

International Data – DO NOT CHANGE

Summary

What have we done today?

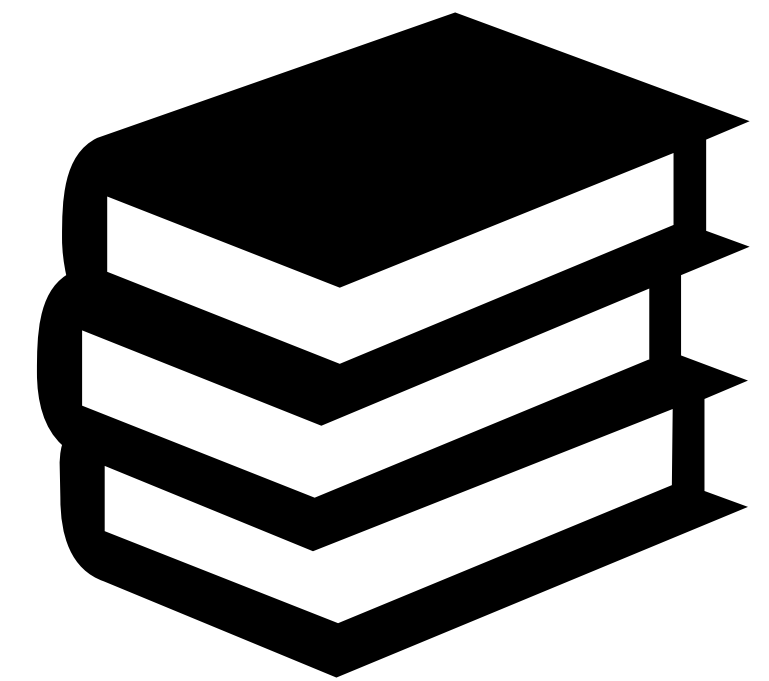
- Curriculum structure
- How to add programs
- How to add units
- How to add entry requirements
- (Reference data)



Action Items

What do I need to do after today's session?

- Consider and add, if necessary, a "Trainer TBA" staff member if this would be helpful for you to use as a placeholder if you are going to set up your courses before you assign trainers to them
- Add all your programs into your system (and associated units)
- Add entry requirements (if required) for each of your programs

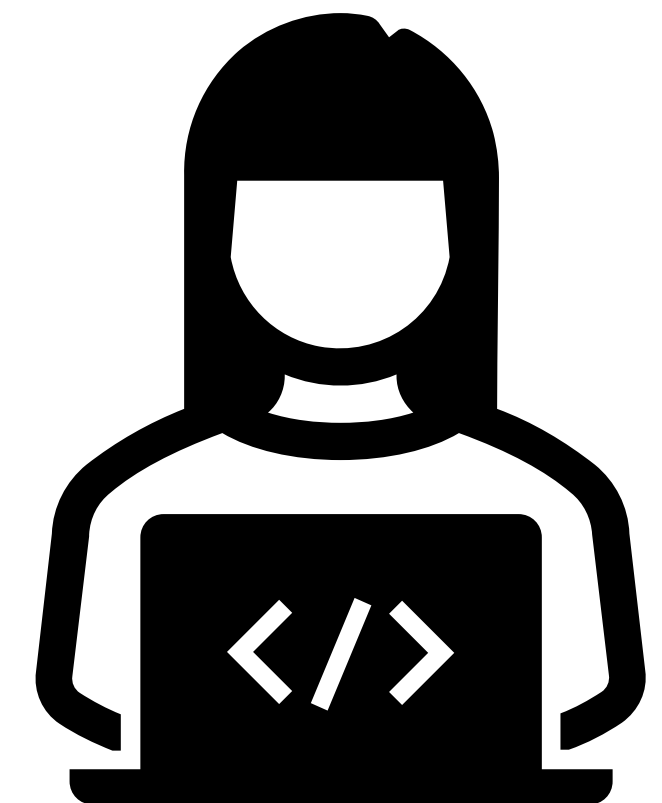


Enjoyed today's session?

[Please navigate to article here](#)

Here you will find all the information and resources for this series

- A copy of the PowerPoint slides
- Links for resources relevant to today's session
- Details on the materials required for upcoming sessions
- Booking links for upcoming sessions
- Recordings from today and previous sessions



Thank you

For more information please contact:

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