Topic 3 - Curriculum Management
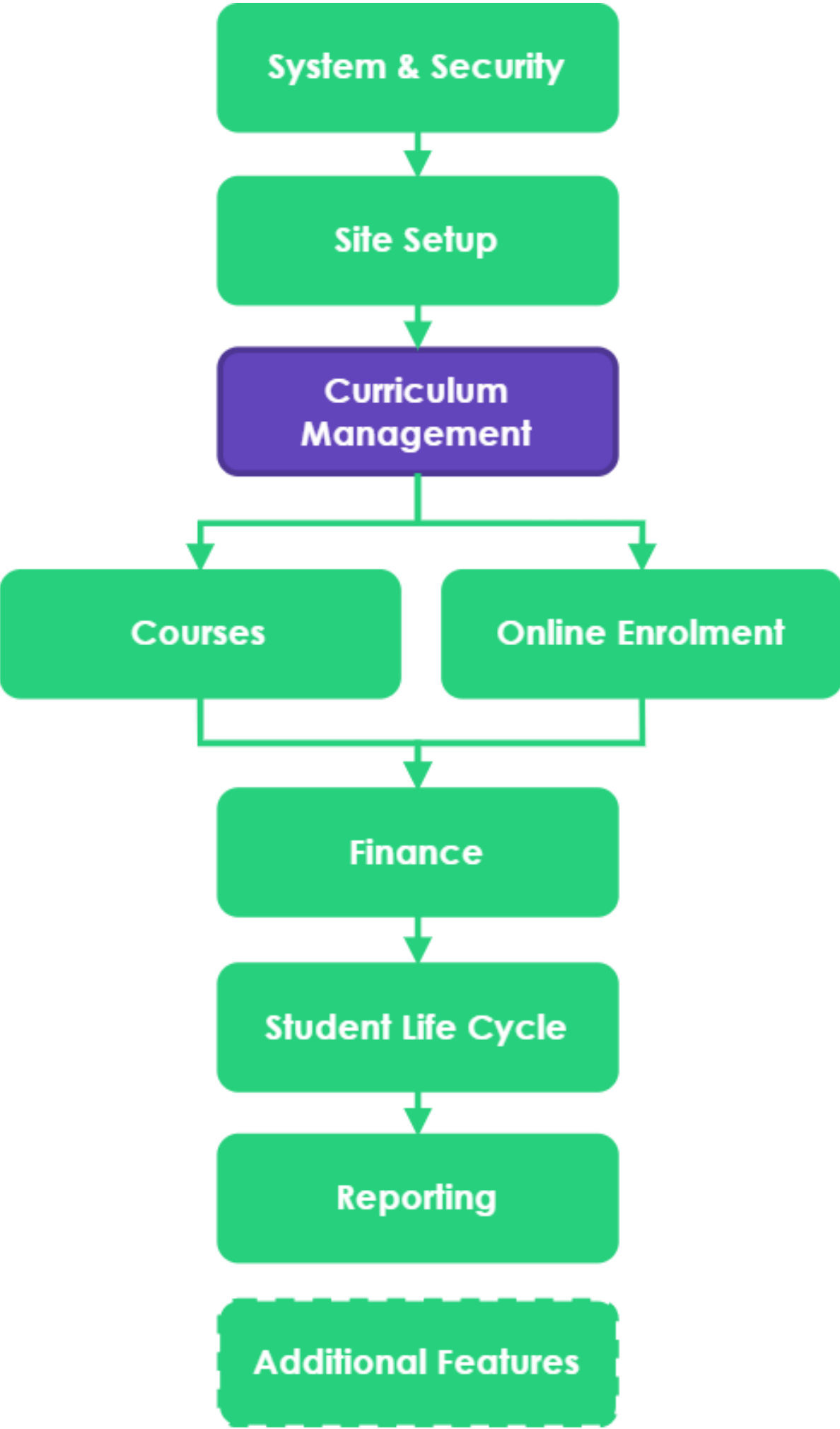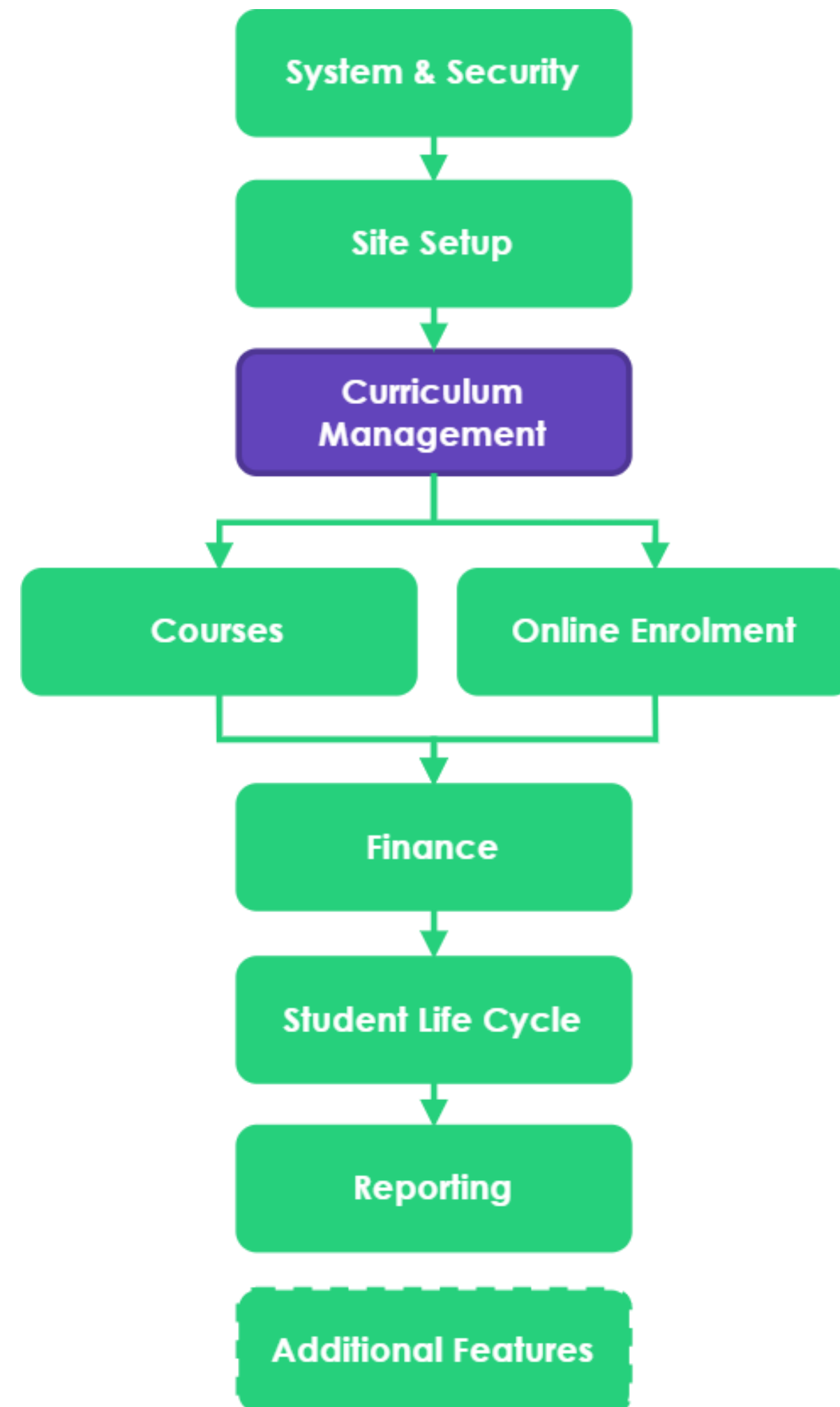
Agenda

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

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*
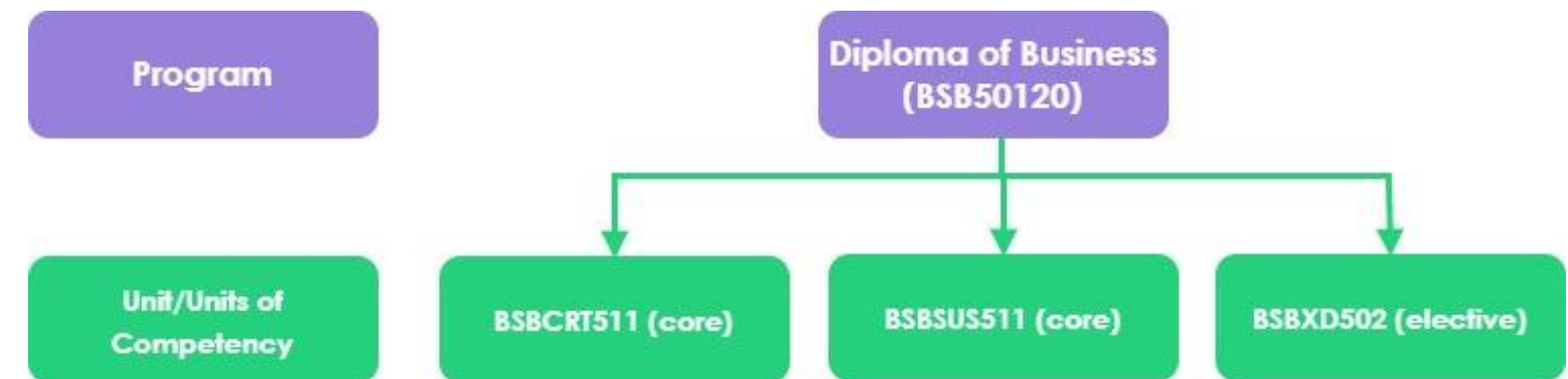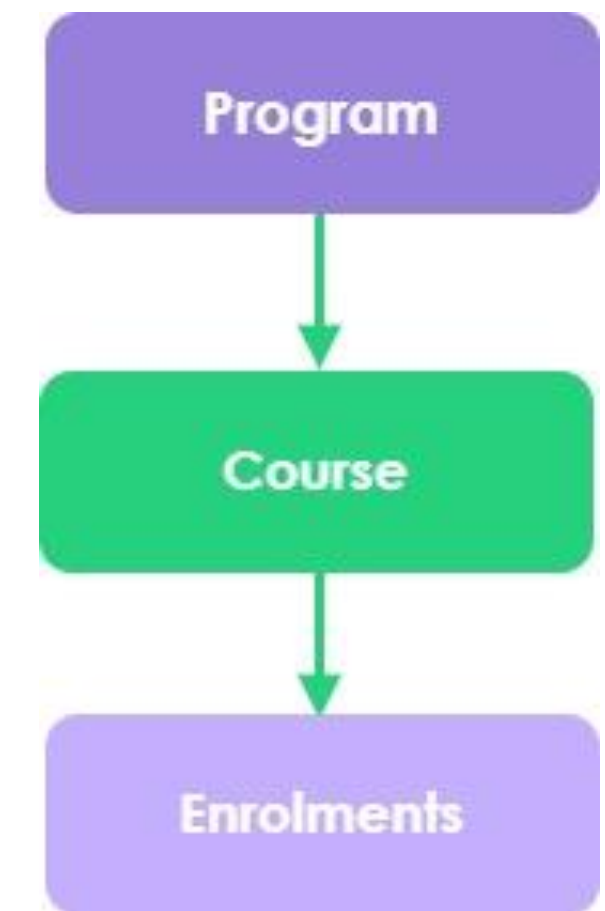
Programs

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

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

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)

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

BSBSTR503 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

Units

3 Options

3. Unique organisation units can be created (e.g. for New Programs)
Administration > Curriculum > Units

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

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Entry Requirements

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

Entry Requirements

Adding new/specific entry requirements

New requirements can be added manually
Select Type as "Entry"
Administration > Lookups > Reference Data > search for 'Requirements'

Entry Requirements

Training.gov.au

- e.g. - CPP60421 - Advanced Diploma of Building Design

- https://training.gov.au/Training/Details/CPP60421
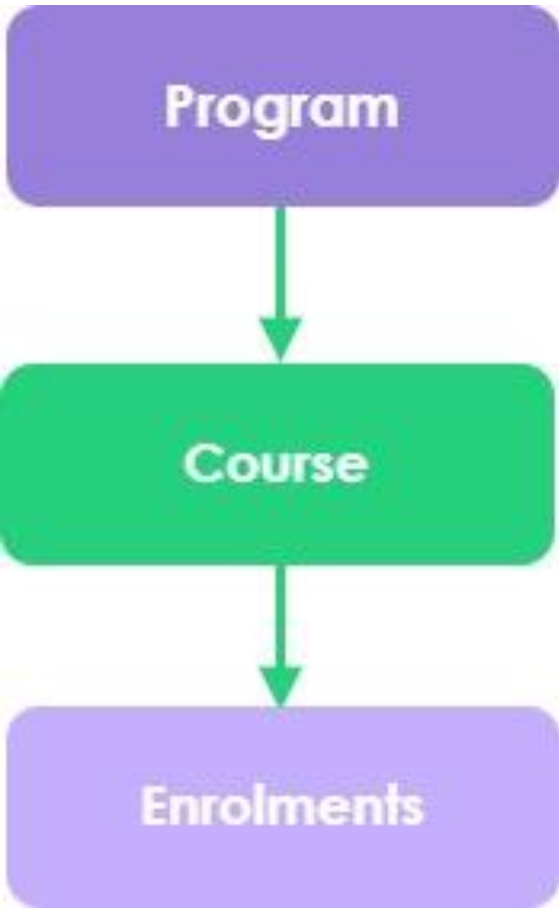
Qualification Description

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
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.
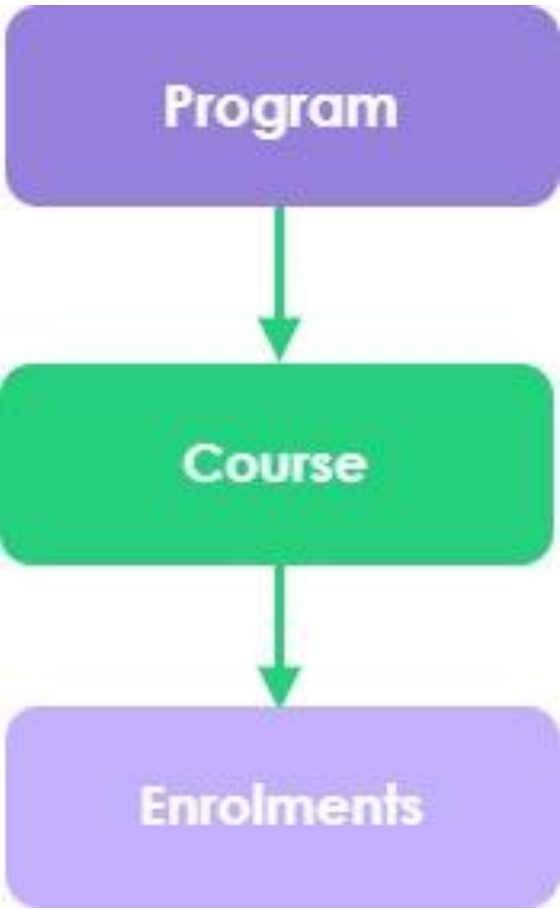
Courses > Course List > select course > Requirements

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

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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

Reference Data

Editing

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
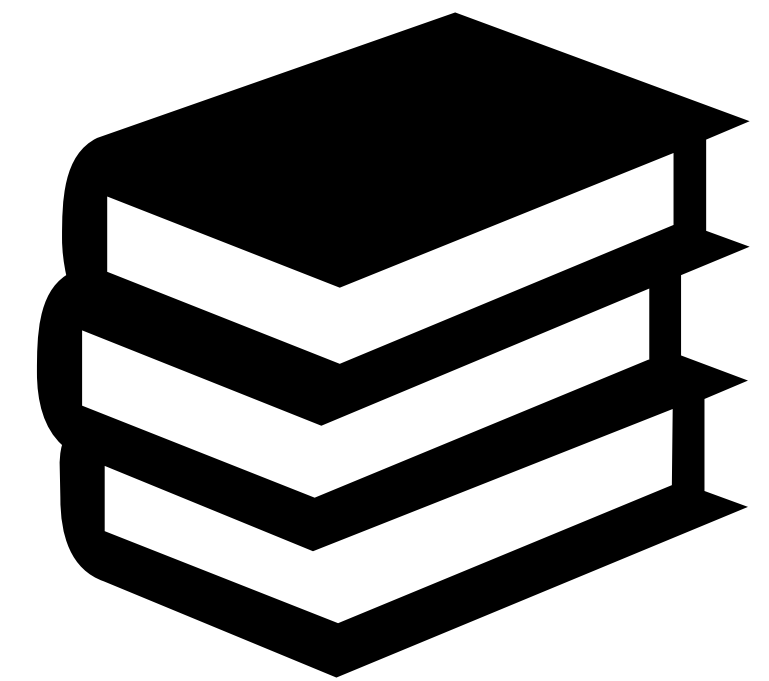
Enjoyed today's session?

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
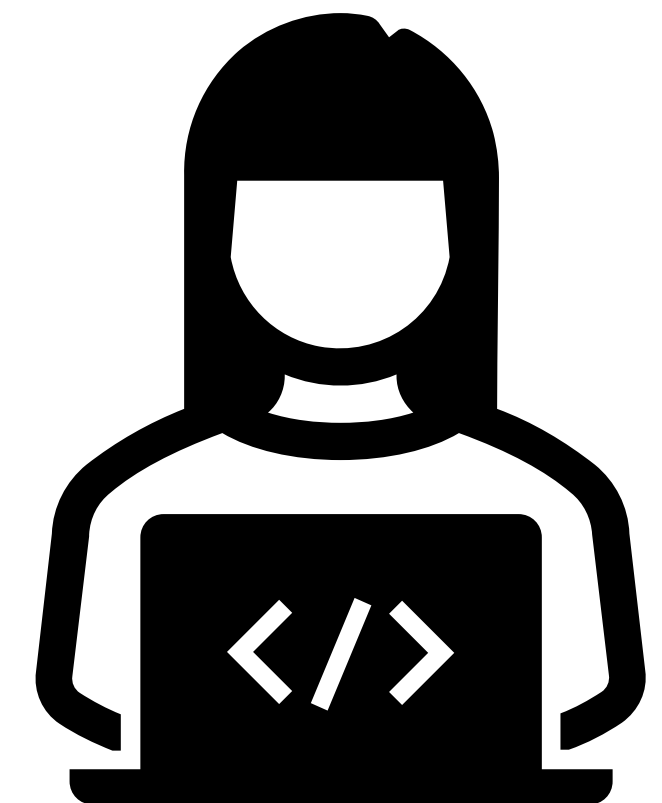
Thank you

For more information please contact:

Support

- E: support@ewp.readytech.io

- P: 02 9018 5525

Onboarding

- E: customeronboarding@ewp.readytech.io