



# ReadyTech Learning Library

CRICOS

# Intro



**Bridgette Kaminski**  
Education Consultant

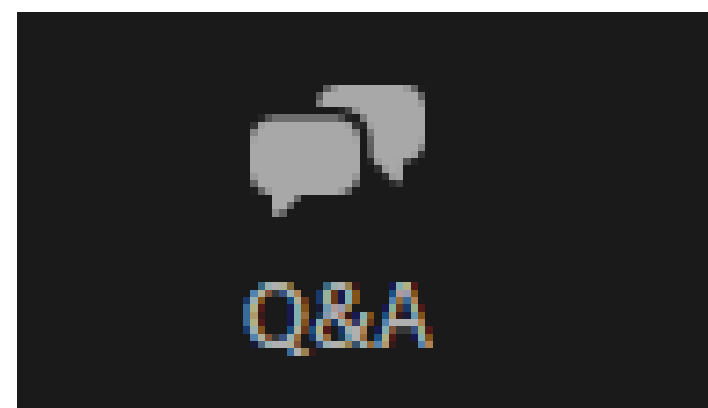


**Gemma Cameron**  
Education Consultant

# Questions



If attending today's session live, please make use of the Q&A feature for any questions.



Post today's session please reach out to:

## Support

- E: [support@ewp.readytech.io](mailto:support@ewp.readytech.io)
- P: 02 9018 5525

## Onboarding

- E: [customeronboarding@ewp.readytech.io](mailto:customeronboarding@ewp.readytech.io)
- Monday.com

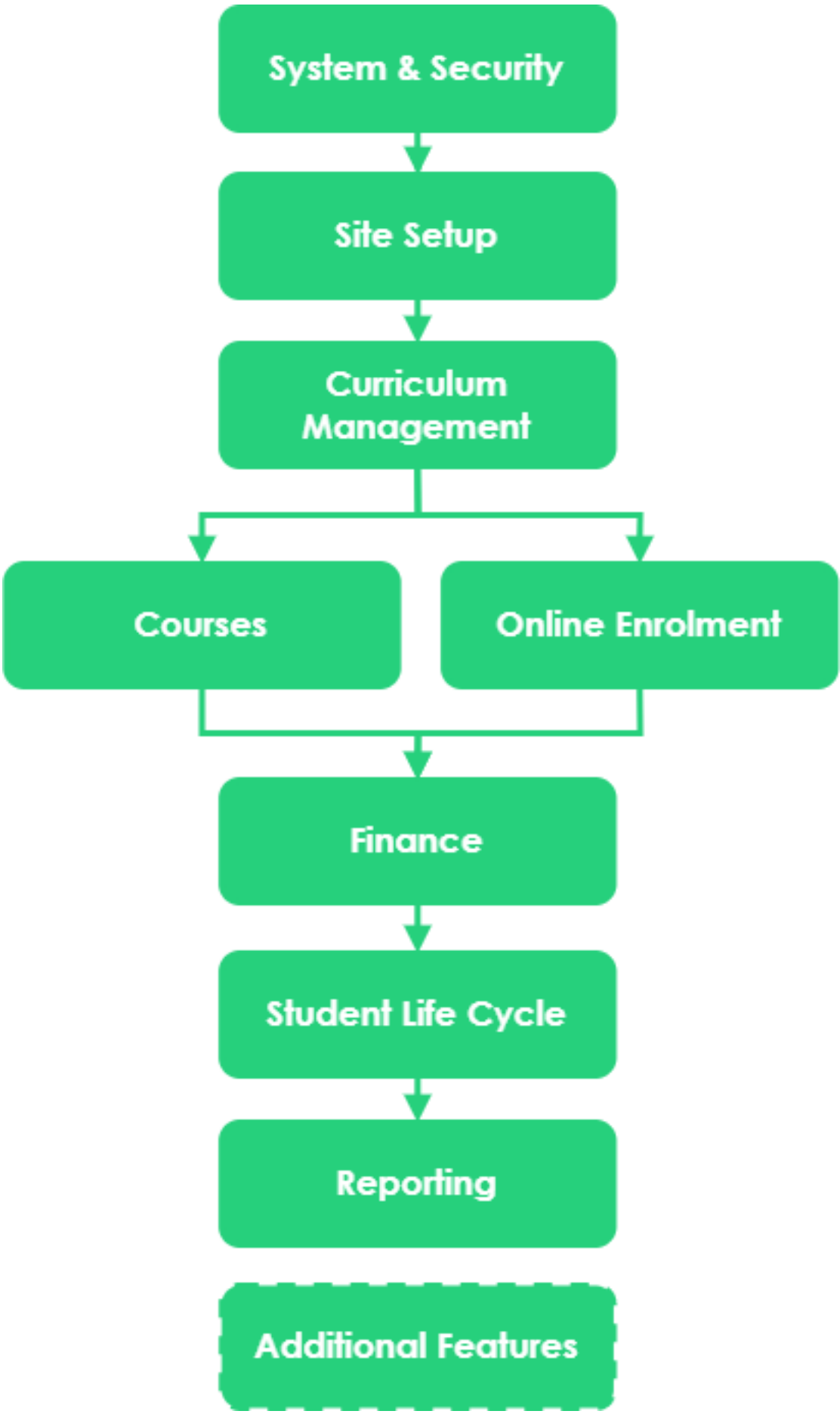
# Please Note

## CRICOS

This session covers CRICOS specific fields that were not covered during [Level 1 \(Onboarding Education\) Training](#)

This session aims to highlight those fields, but does not repeat content from Level 1

Where applicable, banners identify the session where additional information can be obtained regarding the topic being covered



# CRICOS



# Agenda



## Topics Covered

- 1 CRICOS Basics
- 2 System Setup
- 3 Party Profiles
- 4 Generate Target End Date
- 5 Enrolments
- 6 Progress
- 7 ELICOS
- 8 At Risk
- 9 Letters
- 10 Reports
- 11 Importing and Exporting

# Agenda



## Learning Objectives

- 1 Active the CRICOS features within your system
- 2 Understand how to add international information against a party profile
- 3 Create Agents within the SMS
- 4 View progress of the student
- 5 Understand how to record at risk information for a student
- 6 Understand how to run reports within the system
- 6 Find the importing/exporting tools within the system





# CRICOS



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**Reporting System:** Provider Registration and International Student Management System (PRISMS)

**Website:** <https://cricos.education.gov.au/>

**Reporting site:** <https://prisms.education.gov.au/Logon/Logon.aspx>

# CRICOS

## What is it?



Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

- Official register of all Australian education providers that are permitted to offer courses to students studying in Australia on student visas

Registered providers must meet, the requirements of the Education Services for Overseas Students Act 2000 (ESOS Act) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)

Any providers wishing to deliver English Language Intensive Courses for Overseas Students (ELICOS) or Foundation Program courses must also meet the ELICOS or Foundation Program Standards

CRICOS providers are required to report information to the AUSTRALIAN government for all accepted students through Provider Registration and International Student Management System (PRISMS)

Reference: <https://cricos.education.gov.au/default.aspx>

# CRICOS

## How to report?

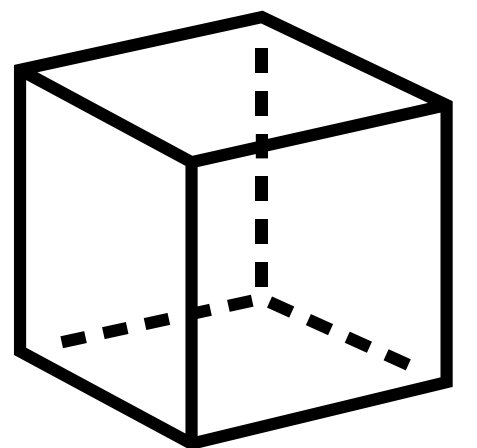
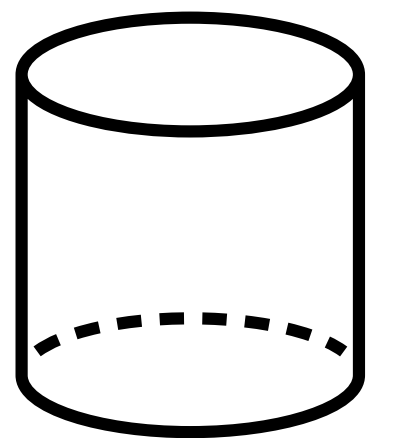
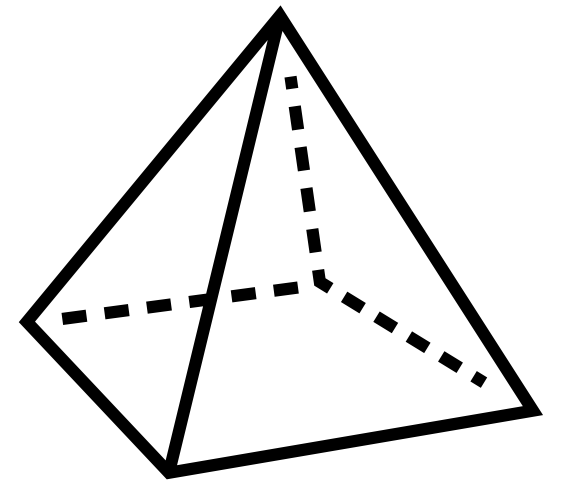
CRICOS providers must provide their reporting information through PRISMS

PRISMS is the secure database in which was developed to Administer the ESOS act, providing the means for education and training providers to:

- Issue the Confirmation of Enrolments (CoE) as evidence of enrolments
- Report changes in enrolments

PRISMS helps with the monitoring of student's completion within their visa conditions

Reference: <https://www.asqa.gov.au/guide-reporting-obligations-cricos-providers/how-report>



# CRICOS

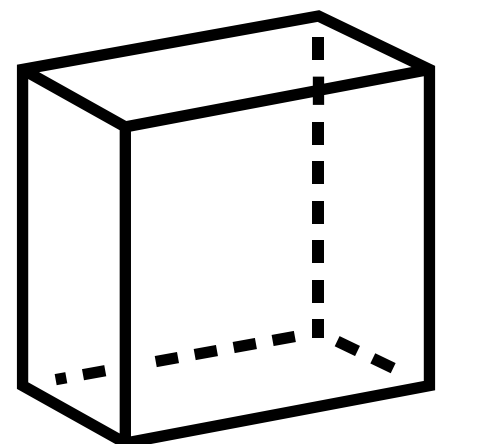
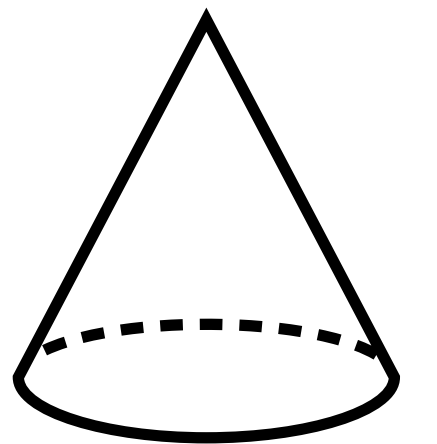
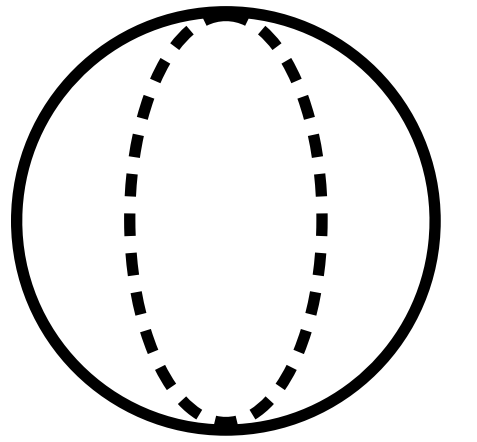
## PRISMS Modernisation Project

There is a plan to invest in a project to modernise PRISMS, which will:

- Help to streamline the enrolments for international students and Australian education providers
- Will allow providers to integrate their own systems with PRISMS application to submit their data directly

NOTE: ReadyTech is monitoring this project to ensure we are ready to update the system when changes are available

Read more here: <https://www.education.gov.au/prisms-modernisation-project>





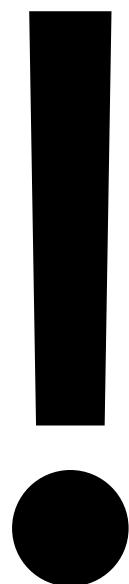


# System Setup



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# What Doesn't the CRICOS Features do?



The CRICOS feature within the SMS **can't** save information directly to PRISMS

PRISMS **cannot** accept information through a web service or file upload (except for change of student details, course costs and payment details)

All student and enrolment information must be entered **directly** into the PRISMS website



# System Setup

## Adding CRICOS Number

To enable the CRICOS feature within the system, you must first enter your CRICOS Provider ID and if also an ELICOS provider choose that tick box

Administration > Configuration > Preferences

**NOTE!**

You will need to logout and then back in to apply changes

You will not be able to see parts of the SMS essential to internal students if you don't put the CRICOS code in

Preferences

Provider Details

Name:

ReadyTech Education

Address:

Main Office: 35 Saunders Street, Pymont

Training Provider Code:

11111

Queensland RTO Code:

Location Identifier:

Training Provider Name:

ReadyTech Education

Type:

Other

CRICOS Provider ID:

12345

ELICOS:

☒

Equivalent (FTE) reference year to:

# System Setup

## Curriculum

When creating programs (or editing programs) you can add details against the Qualification/Program for the CRICOS code

Administration > Curriculum > Programs >  
Select your program

You can also edit the program to record the CRICOS Code

**New Program**

PROGRAM TYPE | DETAILS | COMPLIANCE/FUNDING | ACADEMIC PERIODS | SUBJECTS | UNITS | DELIVERY

Enter or amend any details below as necessary. These are important as all instances of this program (Courses) use these details.

Back | Cancel | Next

**Details**

Name: Advanced Diploma of Leadership  
Code: BSB60420  
Category:   
Sub Category:   
Cost Centre:   
Study Area:   
Effective From Date:   
Effective To Date:   
Internal Name:   
CRICOS Code:   
In Scope: No  
Status:   
Offer Type:   
Owner: Start Typing...  
Click browse button

Settings

**Program**

Details | Units | Courses | Requirements | Notes / Checklists | Documents | Finance | Enrolment Preferences | Automation | Integrations

**Advanced Diploma of Leadership and Management** BSB60420

Edit

This Program is or contains Units which are outside the Scope of Registration. This may result in your reporting being non-compliant.

Details | Compliance | Delivery | Staff | Awards

Name: Advanced Diploma of Leadership and Management  
Code: BSB60420  
Category:   
Sub Category:   
Cost Centre:   
Study Area:   
Effective From Date:   
Effective To Date:   
Internal Name:   
CRICOS Code: 1234567  
In Scope: No  
Status:   
Offer Type:   
Owner:   
Click browse button

Settings

# Lets go do it!

Let's take a look at:

- Update provider details
- Add CRICOS details to Program







# Party Profiles

 Review Session 1



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# Party Profiles

## Students

On a party profile Citizenship/Passport/Visa information can be entered within the International section

Community > List All > select party > Compliance > International

Here you can record:

- Personal details
- Passport info
- Visa details
- Health insurances
- English test

The screenshot displays the 'International' section of a party profile for Emma Summar (00020081). The left sidebar lists various sections: Profile, Compliance, Assessments, AVETMISS, Checks, International (highlighted), Career/Employment, Finance, Balance (\$0.00), Schedule, and Notes / Checklists (0 +). The main content area features tabs for Personal, Passport, Visa, Health Insurance, and English Test. The 'Personal' tab is active, showing fields for Citizenship Status (Visa (Study)), Nationality (Americas, Not Further Defined), Country of birth (Americas, Not Further Defined), Country of passport (Americas, Not Further Defined), and Agent (Anna&#39;s Agency). The 'English Level' tab is also visible, showing an 'English Level' dropdown. Save and cancel buttons are located at the top right and bottom right of the main content area.

# Party Profiles

## What is an Agent or Agency?

“An **agent** is an individual/person who facilitates an enrolment

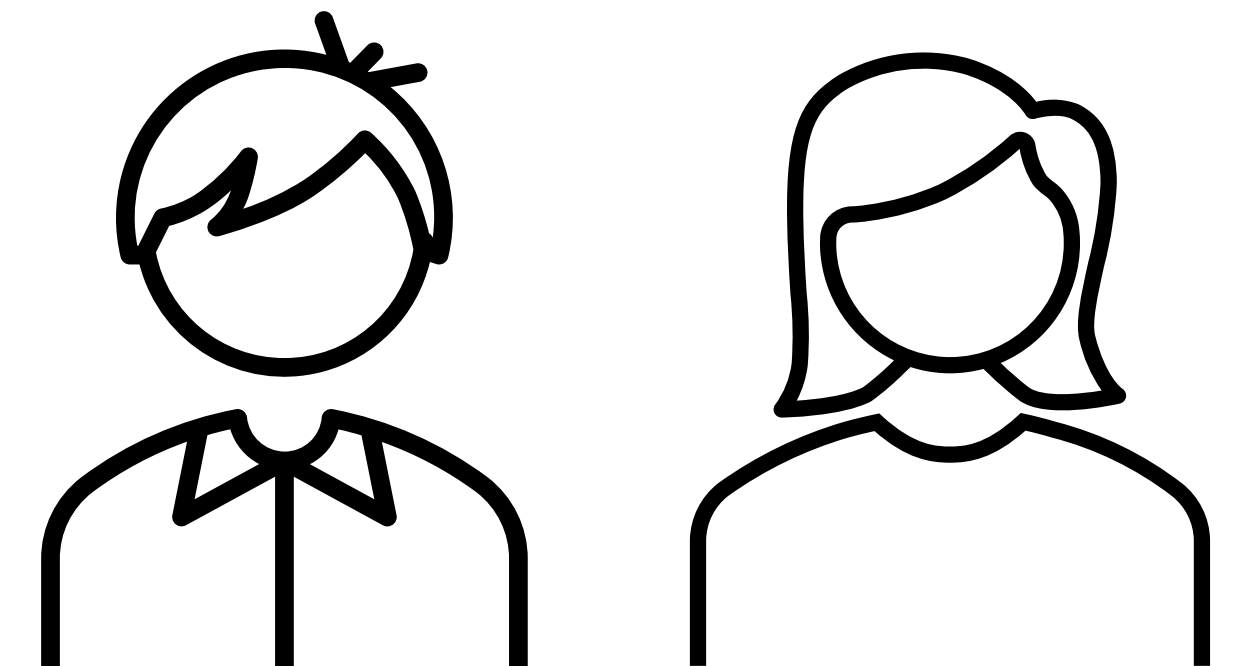
An **agency** is the business/entity which the agent works for”

Reference:

[https://prisms.education.gov.au/Information/ShowInformation.aspx?Doc=Provider\\_User\\_Guide&key=information-provider-user-guide&Heading=](https://prisms.education.gov.au/Information/ShowInformation.aspx?Doc=Provider_User_Guide&key=information-provider-user-guide&Heading=)

When talking about adding agents there are two things to think about:

- Employer (Business/Company - Agencies)
- Employees (people/Parties - Agents)





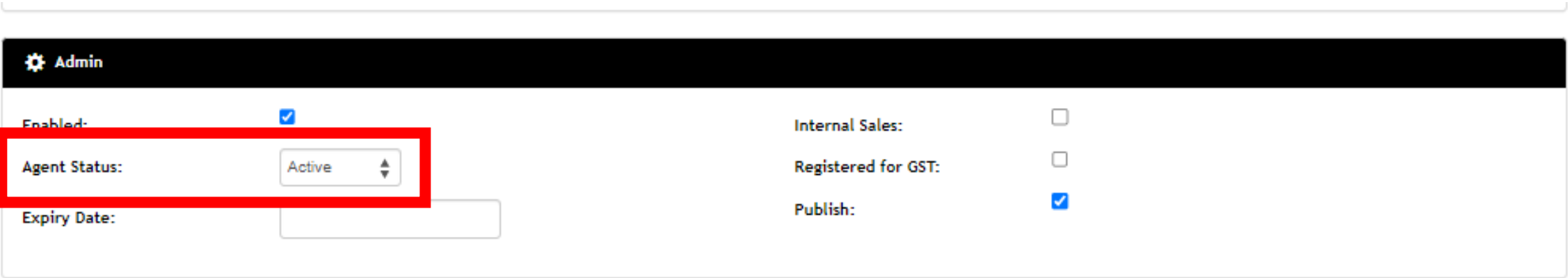
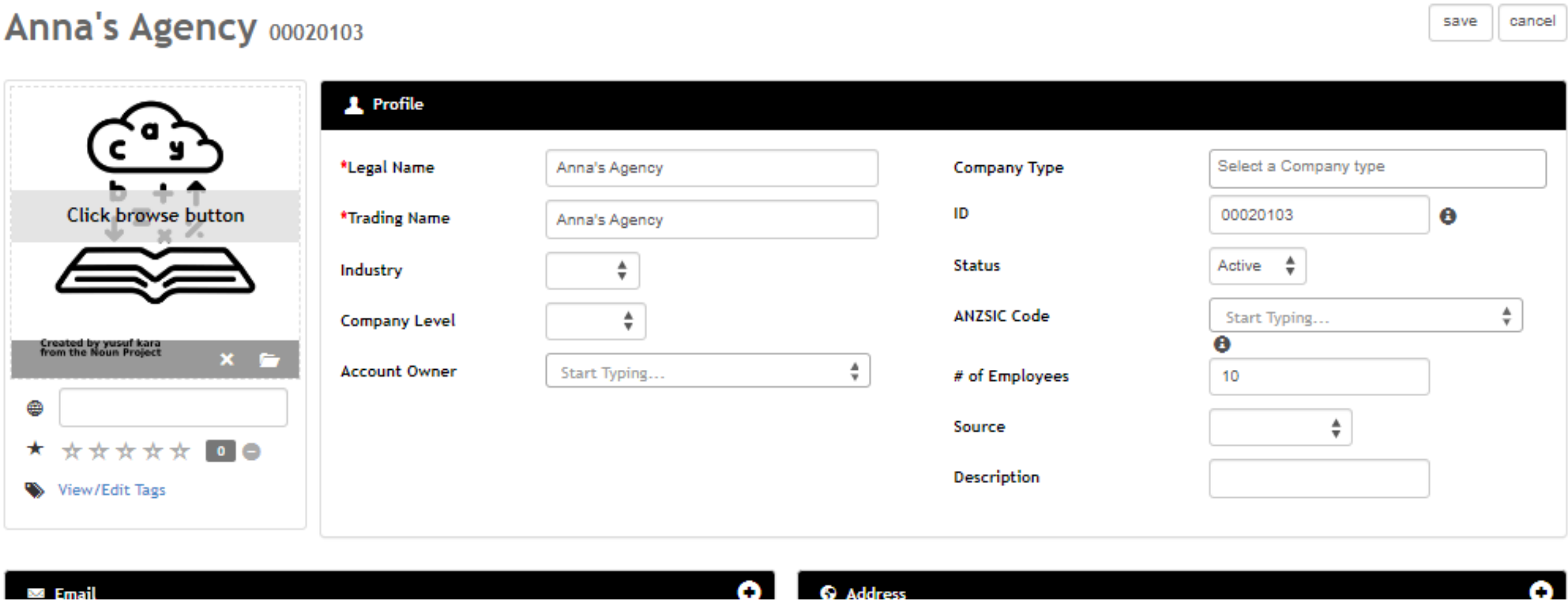
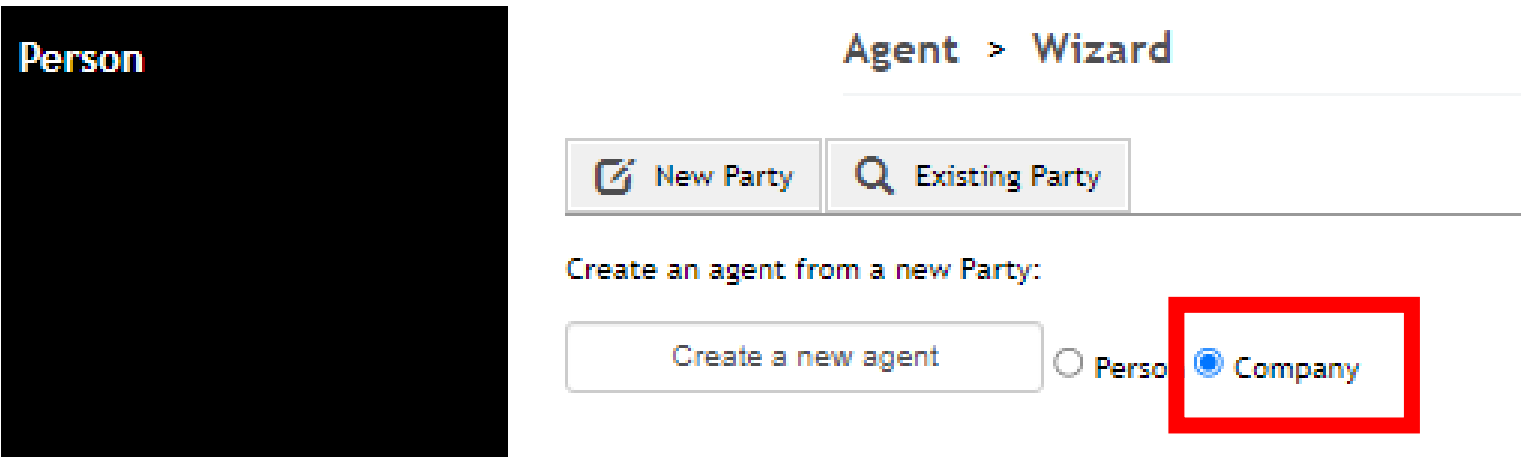
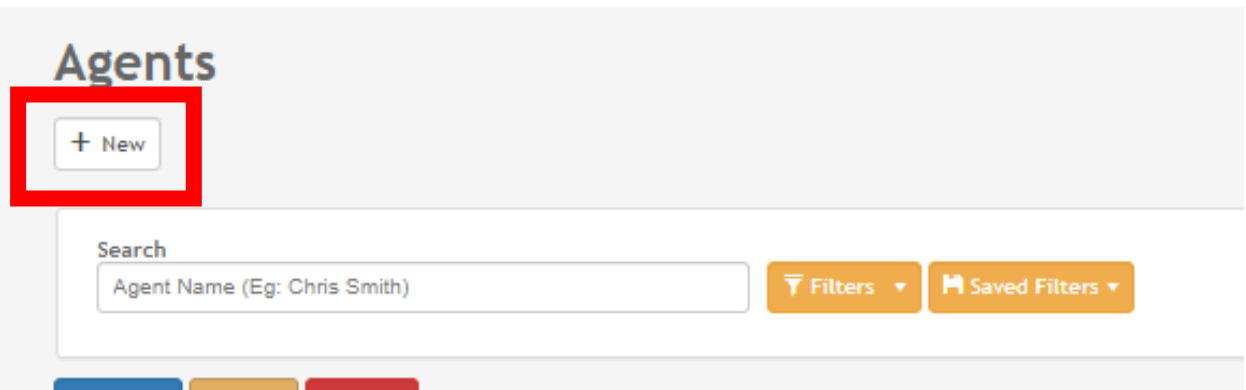
# Party Profiles

## Agencies/Companies

Community > Agents > New + > Company  
> Create a New Agent

Employer/Company can be added into the system

Once created you will need to edit the employer Agency status and ensure you set their Agent Status to Active



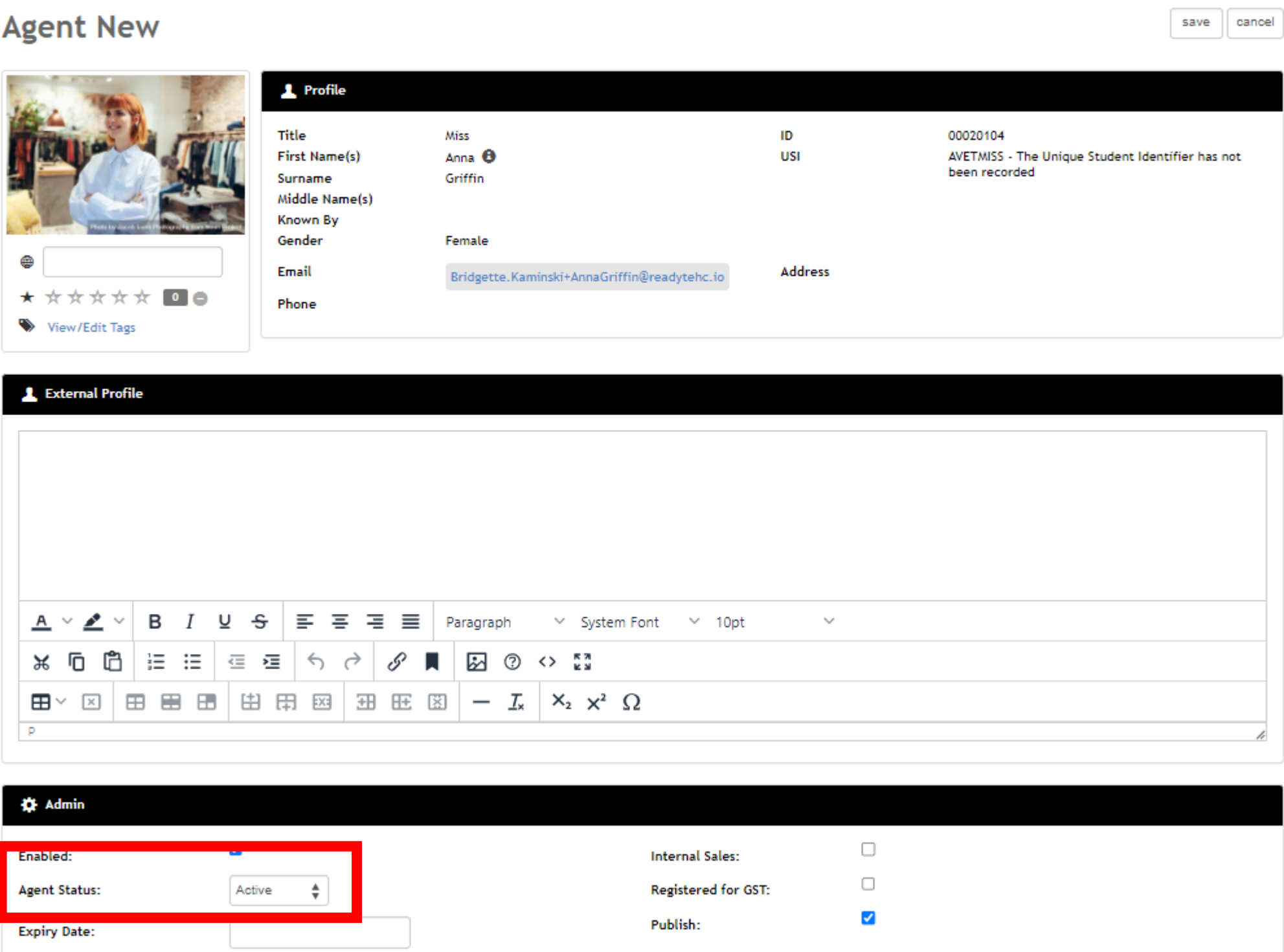
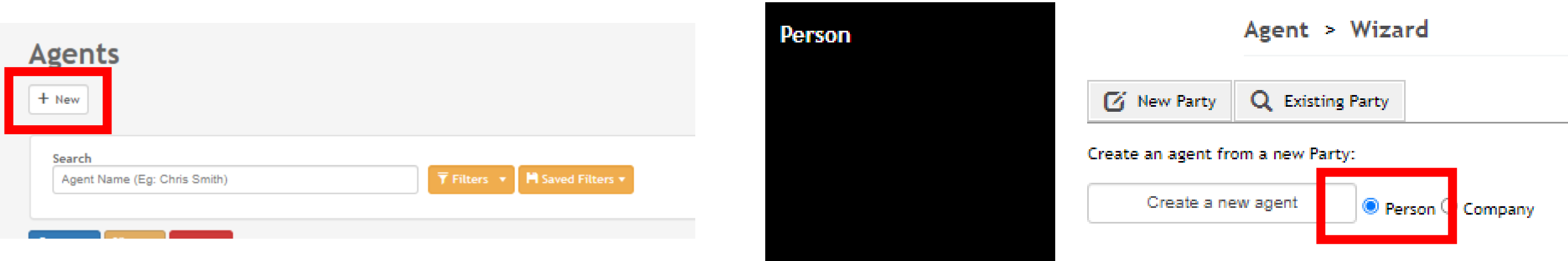
# Party Profiles

## Agent Parties

Adding the Agents is very similar to the Employer

- 1. Create party profile
- 2. Add agency status

Community > Agents > New + > Person > Create a New Agent





# Lets go do it!

Let's take a look at:

- Enter Partys International personal details
- Create Agency/Company
- Create Agent/Person
- Link them together as employer







# Generate Target End Date

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# Generate Target End Date

Some Courses have a 'number of weeks' rather than an end date

You can enable the system to Generate Target End Date from Total number of Weeks

- System Wide:  
Administration > Configuration > Preferences  
> Enrolments > Enrolment Wizard >
- Program Specific:  
Administration > Curriculum > Program >  
select program > Enrolment Preferences  
> Enrolment Wizard >
- Course Level:  
Course > List All > select course > Admin >  
Enrolment Preferences > Enrolment Wizard >

The screenshot shows the 'Enrolment Preferences' configuration page. The 'Enrolment Wizard' section is expanded, showing various settings. The 'Generate Target End Date from Total No. of Weeks' checkbox is highlighted with a red box, indicating it should be enabled. Other settings include 'Academic Period Selection on Enrolment Wizards' (checked), 'Allow no payment' (checked), 'Allow re-enrolment' (checked), 'Allow re-enrolment into Units' (checked), 'Collect AVETMISS details' (checked), 'Collect electives' (checked), 'Collect employment details' (checked), 'Collect payment options' (checked), 'Collect unit outcomes' (checked), 'Course details' (radio button selected for 'Customise for each student'), 'Default enrolment status' (Active), 'Default Start Date to Created Date on Enrolment Wizard' (unchecked), 'Default Unit Outcome' (empty dropdown), 'Enrol onto events' (checked), 'Invoice Party Provider' (unchecked), and 'Show Unit Fees Selecting' (unchecked).



# Generate Target End Date

## Enrolment

In the Enrolment step, there is the option to set number of weeks

Enrolments > Enrol Students

**New Enrolment**  
Spencer Smith (00020006) in General English [ELICOS] - CSEREA00073 (ge) from 12/4/2023 to 31/5/2023

**Progress Bar:** COURSE, STUDENT PROFILE, COMPANY, **ENROLMENT** (Set specific details into this enrolment), UNITS, SCHEDULING, OUTCOMES, FEES, PAYMENTS, CONFIRM.

**Form Fields:**

- Course: CSEREA00073 / General English [ELICOS]
- Program: ge / General English
- Enrolment Status: Active
- Start Date: 23/4/2023
- Target End Date: [Empty]
- End Date: [Empty]
- Brand: [Empty]
- Total Number of Weeks: ? [Set]** (highlighted with a red box)

**Buttons:** Back, Cancel, Next, Confirm Now

**Total Number of Weeks**

Start Date: 23/4/2023

Total Number of Weeks: 15

Target End Date: 4/8/2023

☒ Target End Date should not fall on a weekend

**Buttons:** Apply, Cancel





# Enrolments





# Enrolment

“A CoE is an official document issued by a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

The CoE confirms the student’s eligibility to enrol in a course with the registered provider and contains information about the provider, course and duration of study in which the student has enrolled.

This evidence is required before the Department of Home Affairs issues a visa to a student.”

Reference: <https://www.education.gov.au/esos-framework/frequently-asked-questions#toc-what-is-a-coe-confirmation-of-enrolment->

# Enrolment

## International Personal Details

International personal details can be entered:

1. At the time of enrolment  
[Enrolments > Enrol Students](#)

OR

2. On the student party profile itself

### New Enrolment

Emma Summar (00020081) in CRICOS - CSEREA00057 (BSB60420) from 20/3/2023 to 7/4/2023

The screenshot displays the 'New Enrolment' form for Emma Summar. The 'STUDENT PROFILE' section is highlighted with a red box. The form includes the following sections:

- Background:** Labour Force Status (Not employed - not seeking employment), Client Identifier, Country of Birth (Americas, Not Further Defined), Town/City of Birth (America), Nationality (Americas, Not Further Defined), International (checked), Indigenous Status (Not stated), Main Language (Not Stated), Proficiency in spoken English.
- Citizenship Details:** Citizenship Status (None of the above), Citizenship Effective From Date.
- School Details:** At School (Not Stated), School Level (Not stated/@@), School Identifier (Start Typing...).
- Prior Education:** Prior Education (Not Stated).
- English Test #1:** English Test Type, ID, Overall Score, Test Date, Valid Until, Application/Enrolment ID (Applications & Enrolments).

A purple banner in the top right corner reads 'Review Session 7'. The form has 'Cancel', 'Back', 'Next', and 'Confirm Now' buttons.

# Enrolment

## Confirmation of Enrolment (CoE)

The CoE can be entered at the time of enrolment OR later on the student's enrolment

Fields to enter:

- COE ID
- COE Status
- COE Issue Date

**New Enrolment**  
Emma Summar (00020081) in CRICOS - CSEREA00057 (BSB60420) from 1/3/2023 to 7/4/2023

**ENROLMENT**  
Set specific details into this enrolment

**Course:** CSEREA00057 / CRICOS **\*Start Date:** 20/3/2023  
**Program:** BSB60420 / Advanced Diploma of Leadership and Management **\*Target End Date:** 7/4/2023  
**\*Enrolment Status:** Active **End Date:**  
**GPA:** 0 **Brand:**

**Course Details** Agent Trainee/Apprentice Claims/Funding Finance Custom Details

**Unique Student Identifier (USI)**  
USI functionality has not yet been activated.

**Course Details**

**Worker Type:** New Worker **Study Mode:** Full Time  
**Academic:** Tom Troop (0002... **Qualification Level:** Advanced Diploma / 411  
**Other Academic:** **VETiS:**  
**Coordinator:** **Course Type:**  
**Location:** Melbourne CBD Office **Study Reason:** Not Specified  
**Study Period:** **LOTE:**  
**Paid Number of Weeks:** **COE ID:**  
**Tier:** **COE Status:**  
**Region:** **COE Issue Date:**  
**Arrival Date:** **Specialisation:**

**Application Details**

**Application ID:** **Created On:**  
**Offer Number:** **Updated On:**  
**Assignee:** None **Updated By:** N/A

**Admin**

**Online T&Cs:** **Status Date:** 28/3/2023  
**Commencement Date:** [edit]

**Buttons:** Back, Cancel, Next, Confirm Now

# Enrolment

## Add Agency

An agency can be added to an enrolment within the agents section

Check the New Agent select box, then select and enter all the details

- Agent (Company)
- Rate
- Contact

**New Enrolment**  
Emma Summar (00020081) in CRICOS - CSEREA00057 (BSB60420) from 20/3/2023 to 7/4/2023

**Progress Bar:** COURSE, STUDENT PROFILE, COMPANY, **ENROLMENT** (Set specific details into this enrolment), UNITS, SCHEDULING, OUTCOMES, FEES, PAYMENTS, CONFIRM.

**Form Fields:**

- Course: CSEREA00057 / CRICOS
- Program: BSB60420 / Advanced Diploma of Leadership and Management
- \*Enrolment Status: Active
- GPA: 0
- \*Start Date: 20/3/2023
- \*Target End Date: 7/4/2023
- End Date:
- Brand:

**Tabs:** Course Details, **Agent**, Trainee/Apprentice, Claims/Funding, Finance, Custom Details

**Agents Section:**

- Has Agent: ☒
- Name: Anna's Agency (00020103) - Company
- Contact: Anna Griffin (00020104)
- Rate: Manual

**Buttons:** Back, Cancel, Next, Confirm Now



# Lets go do it!

Let's take a look at:

- Create an enrolment and enter information for CRICOS





# Progress

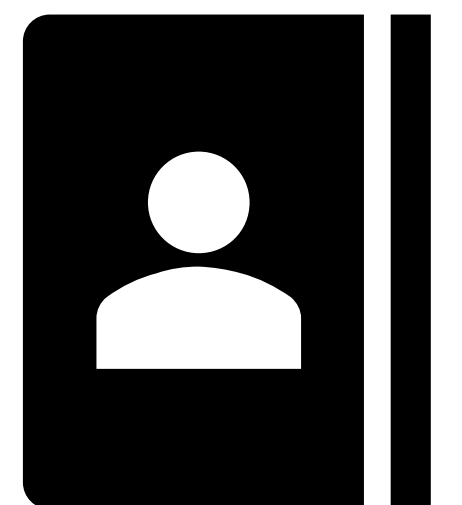
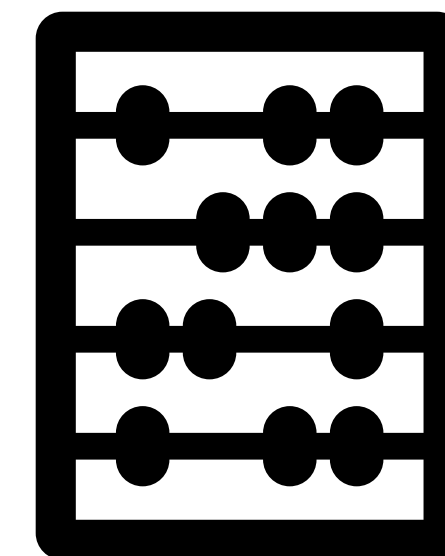


# Progress

“Standard 8 requires registered providers to monitor international students’ compliance with their visa conditions relating to course attendance, progress and completion according to the sector of education. It requires that the expected duration of study specified on an international students’ CoE must not exceed the CRICOS registered duration.”

“School, ELICOS and foundation providers must monitor both course progress and attendance.”

Reference: <https://www.education.gov.au/esos-framework/resources/general-factsheet>





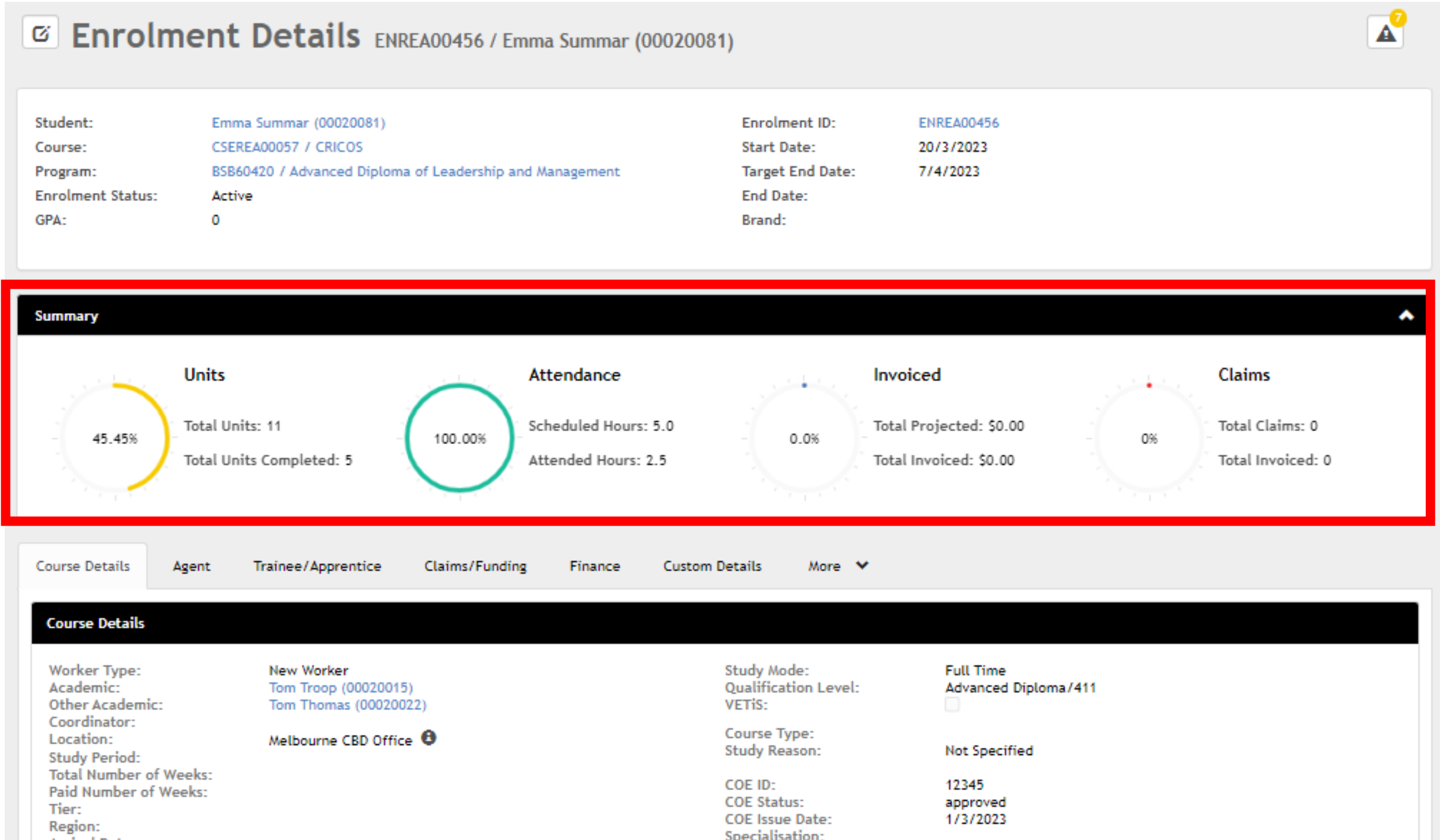
# Progress

## View Unit Progress and Attendance

You can view the unit progress and attendance information for the student's study from:

- Units Completed
- Attendance

Enrolments > Enrolments List > select enrolment





# Progress

## Marking Attendance Summary

Attendance can be marked a variety of ways:

Single Event: Course > List Course > select course > Timetable > Calendar View > select event > Attendance > Mark

Multiple Events in Bulk: Course > List course > select course > Bulk Actions > Attendance



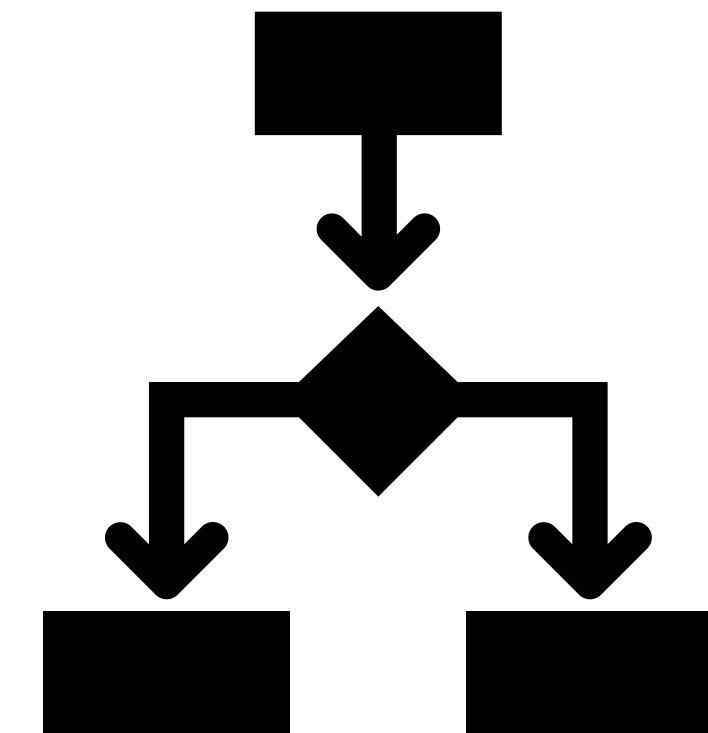
# Progress

## Recording Outcomes Summary

Outcomes can be recorded in a variety of ways:

Individual Student (single or bulk units): [Community](#) > [List All](#) > [select student](#) > [Enrolments](#) > [select enrolment](#) > [Units](#) > [Edit](#)

Multiple Students (Course level): [Course](#) > [List Course](#) > [select course](#) > [Bulk Actions](#) > [Unit Grading](#)





# ELICOS Courses



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# ELICOS: Settings

## Hours per Week

When the ELICOS feature is enabled

Administration > Configuration > Preferences

Preferences

Provider Details

Name:

ReadyTech Education

Address:

Main Office: 35 Saunders Street, Pyrmont

Training Provider Code:

11111

Queensland RTO Code:

Location Identifier:

Training Provider Name:

ReadyTech Education

Type:

Other

CRICOS Provider ID:

12345

ELICOS:

☒

Equivalent (FTE) reference year to:

You can record the hours per week for a Course

Course > New Course > Settings

Settings

Report:

☐

Offer Type:

Unit of Study (Subjects):

☐

Unit of Study Outcome:

- Use Course Scope -

Unit Outcome:

- Use Course Scope -

Use Unit Scope Outcome:

☐

Element Grading:

☐

Assessment Grading:

☐

Assessment Method:

Hide Applications from Portals:

☐

VETiS:

☐

Restrict Applications to Region:

Course Information:

\*Delivery Mode:

Study Reason:

Study Period:

Start Time:

End Time:

Hours per Week:

20

Invoice Template:

Automatic SmartFees:

☐

Specialisation:

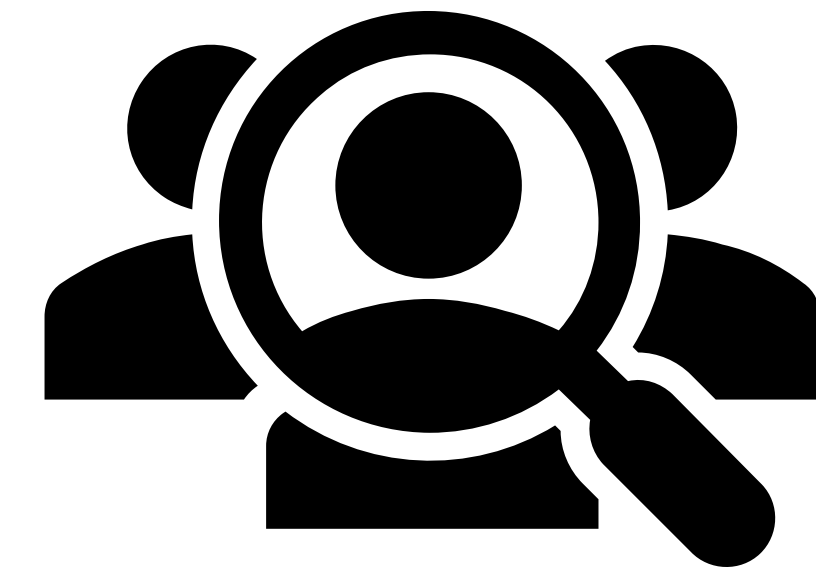


# ELICOS: Managing Attendance

## Across Course Events

The following talks through how to manage events when you need to have student migrate from one group of events to the next within a Course

This will allow you to see when/if a student has fallen below the scheduled contact hours for the Course



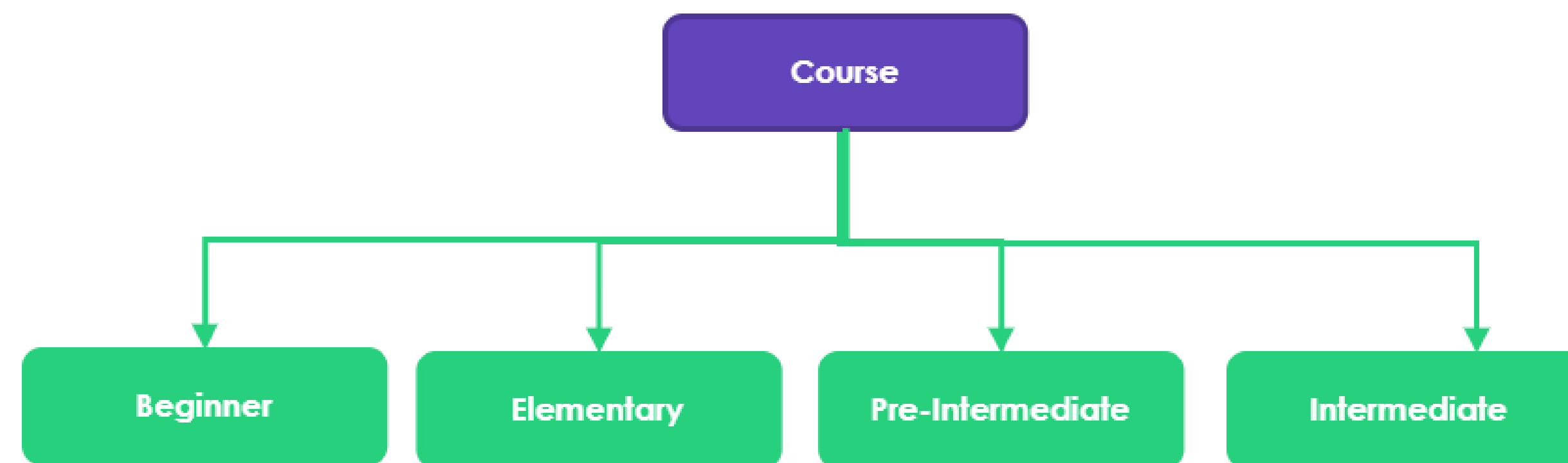
# ELICOS: Managing Attendance

## Managing Different Events

Event Series allow you to have one Course with multiple timetables attached to it

e.g. you wish to run one Course with 4 different groups of students in it:  
Beginner, elementary, pre-intermediate and intermediate

Courses > Course List > select course > Timetable > Event Series



# ELICOS: Managing Attendance

## Creating Event Series

For each option/stream you will add a new series

Fill in all the information in the event details window for each series

### NOTE!

- Select a different colour for each series
- Be careful with 'Include all students' box

Course > General English [ESOS] (General English [ESOS] ) > Series New

save cancel

**Event Series**

Name: Beginner

Code

External ID

Series Type

Colour #5bc0de

Enrolment start

Census Date

Enabled ☒

Description

**Event Details**

Save Delete Disable Reschedule Attendance

**Details**

Title General English - Beginner

Type Class

Type (Internal) Teaching

Date 12/4/2023

Time 9:00 AM All Day

5:00 PM

Repeats Daily

every 1 day(s) Until 31/5/2023

Location

Show Locations from all Providers

Room

Conference Link

Staff Tim Tywin

Unit

Series: Beginner

**Attendees**

Start Typing...

Include all Staff Include all Students Show Availability

George Sleen 00020056

Spencer Smith 00020006

Hannah Sotherlands 00020041

Tim Tywin 00020010



# ELICOS: Managing Attendance

## Viewing Created Event Series

View and edit individual events within a series by selecting the series and scrolling down

Each series can be viewed on the Courses overall timetable

BUT an individual student enrolment will only select some of these options, depending on requirements

Community > List All > search student > enter the record > Schedule > Calendar View

### Beginner Series

Edit Delete

| Event Series     |                          |                   |                                       |
|------------------|--------------------------|-------------------|---------------------------------------|
| Name:            | Beginner                 | Course:           | General English [ELICOS] (CSREA00073) |
| Code:            |                          | Number of Events: | 50                                    |
| External ID:     |                          | First Event:      | 12/4/2023                             |
| Series Type:     |                          | Last Event:       | 31/5/2023                             |
| Colour:          | #5bc0de                  | Room:             |                                       |
| Enrolment Start: |                          | Created on:       | 12/4/2023 03:03:51 PM                 |
| Census Date:     |                          | Created by:       | Bridgette Kaminski                    |
| Enabled:         | <input type="checkbox"/> | Updated on:       | 12/4/2023 03:03:51 PM                 |
| Description:     |                          | Updated by:       | Bridgette Kaminski                    |

New Event

| Event Series               |       |           |            |          |                      |      |          |           |          |                       |                       |
|----------------------------|-------|-----------|------------|----------|----------------------|------|----------|-----------|----------|-----------------------|-----------------------|
| Title                      | Type  | Date      | Start Time | End Time | Staff                | Room | Series   | Attendees | Location | Created On            | Updated On            |
| General English - Beginner | Class | 12/4/2023 | 09:00AM    | 05:00PM  | Tim Tywin (00020010) |      | Beginner | 4         |          | 12/4/2023 03:35:02 PM | 12/4/2023 04:37:19 PM |
| General English - Beginner | Class | 13/4/2023 | 09:00AM    | 05:00PM  | Tim Tywin (00020010) |      | Beginner | 4         |          | 12/4/2023 03:35:02 PM | 12/4/2023 04:37:19 PM |
| General English - Beginner | Class | 14/4/2023 | 09:00AM    | 05:00PM  | Tim Tywin (00020010) |      | Beginner | 4         |          | 12/4/2023 03:35:02 PM | 12/4/2023 04:37:19 PM |
| General English - Beginner | Class | 15/4/2023 | 09:00AM    | 05:00PM  | Tim Tywin (00020010) |      | Beginner | 4         |          | 12/4/2023 03:35:02 PM | 12/4/2023 04:37:19 PM |

### Timetable General English [ELICOS] (General English [ELICOS])

16 April 2023 – 22 April 2023

Go to date: 19/4/2023

|               | Sun 16/04                  | Mon 17/04                  | Tue 18/04                  | Wed 19/04                  | Thu 20/04                  | Fri 21/04                  | Sat 22/04                  |
|---------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Before 8:00am |                            |                            |                            |                            |                            |                            |                            |
| 8:00am        |                            |                            |                            |                            |                            |                            |                            |
| 9:00am        | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner |
| 10:00am       | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner |
| 11:00am       | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner |
| 12:00pm       | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner |
| 1:00pm        | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner |
| 2:00pm        | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner |
| 3:00pm        | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner |
| 4:00pm        | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner |
| 5:00pm        | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner | General English - Beginner |
| After 6:00pm  |                            |                            |                            |                            |                            |                            |                            |

# ELICOS: Managing Attendance

## Enrolling into Event Series

Within Enrolment Wizard – Scheduling Step, select the correct event series from the list

The student be enrolled into the series' selected

Note! Events outside the enrolment dates will show red. These must be unselected.

Enrolments > Enrol Students

Spencer Smith (00020006) in General English [ELICOS] - CSERE00073 (ge) from 12/4/2023 to 31/5/2023

COURSE

STUDENT PROFILE

COMPANY

ENROLMENT

UNITS

SCHEDULING

Build a timetable of events

OUTCOMES

FEES

PAYMENTS

CONFIRM

Back

Cancel

Next

Confirm Now

Enter Event Series Name or Code

Filters

Search

Clear

Event Series

Select All

Expand All

Pre-Intermediate (50)

12/4/2023 - 31/5/2023

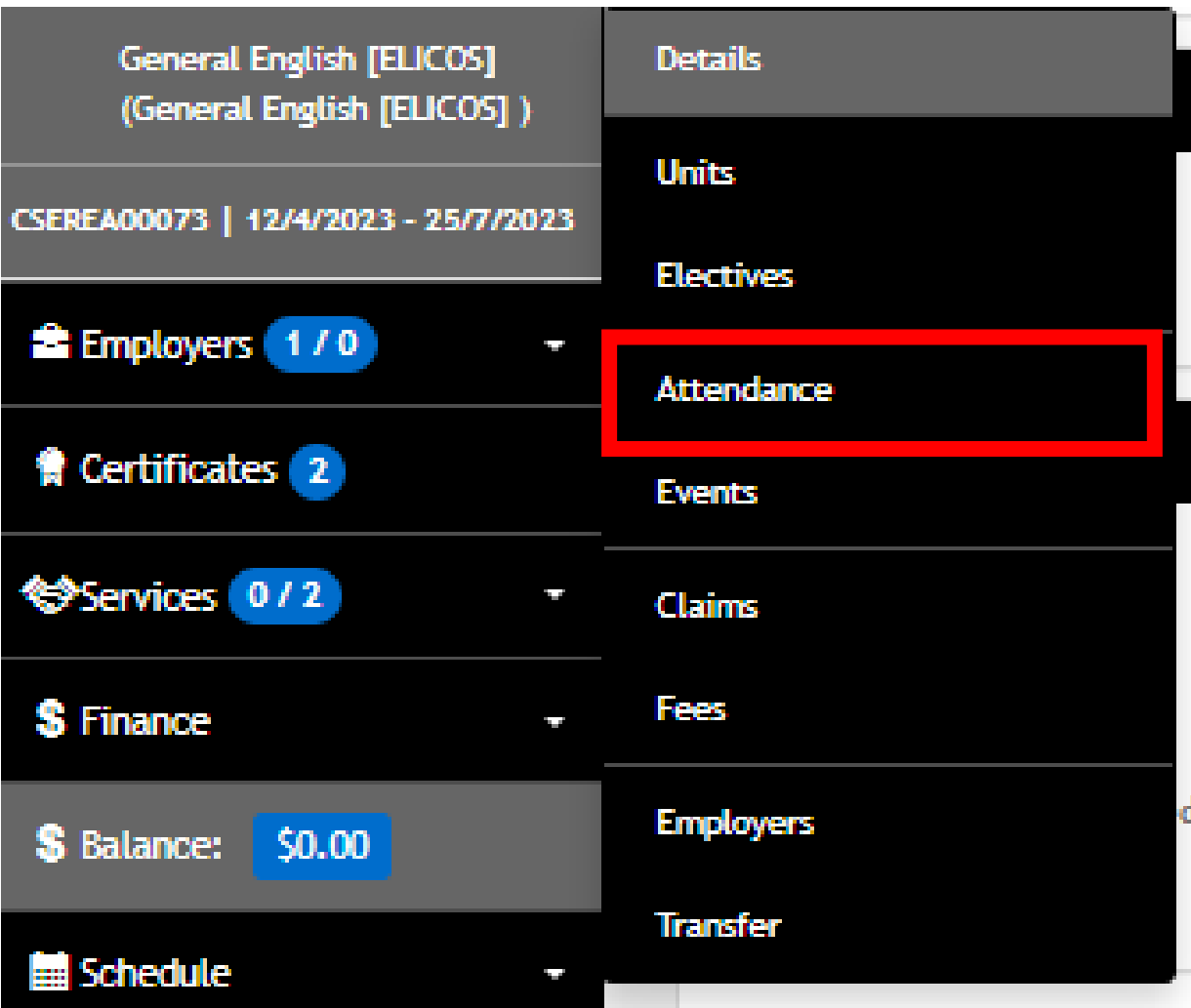
| Event                             | Date & Time                 | Places Remaining |
|-----------------------------------|-----------------------------|------------------|
| General English- Pre-Intermediate | 12/4/2023 9:00 AM - 5:00 PM | Unlimited        |
| General English- Pre-Intermediate | 13/4/2023 9:00 AM - 5:00 PM | Unlimited        |
| General English- Pre-Intermediate | 14/4/2023 9:00 AM - 5:00 PM | Unlimited        |
| General English- Pre-Intermediate | 15/4/2023 9:00 AM - 5:00 PM | Unlimited        |
| General English- Pre-Intermediate | 16/4/2023 9:00 AM - 5:00 PM | Unlimited        |
| General English- Pre-Intermediate | 17/4/2023 9:00 AM - 5:00 PM | Unlimited        |
| General English- Pre-Intermediate | 18/4/2023 9:00 AM - 5:00 PM | Unlimited        |
| General English- Pre-Intermediate | 19/4/2023 9:00 AM - 5:00 PM | Unlimited        |
| General English- Pre-Intermediate | 20/4/2023 9:00 AM - 5:00 PM | Unlimited        |
| General English- Pre-Intermediate | 21/4/2023 9:00 AM - 5:00 PM | Unlimited        |
| General English- Pre-Intermediate | 22/4/2023 9:00 AM - 5:00 PM | Unlimited        |
| General English- Pre-Intermediate | 23/4/2023 9:00 AM - 5:00 PM | Unlimited        |

# ELICOS: Managing Attendance

## Reviewing Attendance

Community > List All > select student > Enrolments  
> select enrolment > Attendance

This will show the classes the student has attended



**Attendance** ENREA00601 / Spencer Smith (00020006)

|                   |  |                  |            |
|-------------------|--|------------------|------------|
| Student:          | Spencer Smith (00020006)               | Enrolment ID:    | ENREA00601 |
| Course:           | CSEREA00073 / General English [ELICOS] | Start Date:      | 12/4/2023  |
| Program:          | ge / General English                   | Target End Date: | 25/7/2023  |
| Enrolment Status: | Active                                 | End Date:        |            |
|                   |  | Brand:           |            |

| Summary                   |                              |                          |        |
|---------------------------|------------------------------|--------------------------|--------|
| Events                    | Hours                        | Actual (At today's date) | 100.0% |
| Total Events: 50          | Total Scheduled Hours: 400.0 | Actual (Total Enrolment) | 4.0%   |
| Total Attended Events: 2  | Attended Hours: 16.0         | Projected (At best rate) | 100.0% |
|                           | Absent Hours: 0.0            |                          |        |
| * Includes Approved Leave |                              |                          |        |

| Date      | Event  | Series   | Attended          | Time/Hours | Attendance status | Absent Reason | Notes |
|-----------|--|----------|-------------------|------------|-------------------|---------------|-------|
| 12/4/2023 | General English - Beginner<br>9:00 AM to 5:00 PM | Beginner | 09:00AM : 05:00PM | 08:00      |                   | n/a           |       |
| 13/4/2023 | General English - Beginner<br>9:00 AM to 5:00 PM | Beginner | 09:00AM : 05:00PM | 08:00      |                   | n/a           |       |
| 14/4/2023 | General English - Beginner<br>9:00 AM to 5:00 PM | Beginner | -                 | n/a        |                   | n/a           |       |
| 15/4/2023 | General English - Beginner<br>9:00 AM to 5:00 PM | Beginner | -                 | n/a        |                   | n/a           |       |
| 16/4/2023 | General English - Beginner<br>9:00 AM to 5:00 PM | Beginner | -                 | n/a        |                   | n/a           |       |
| 17/4/2023 | General English - Beginner<br>9:00 AM to 5:00 PM | Beginner | -                 | n/a        |                   | n/a           |       |



# ELICOS: Managing Attendance

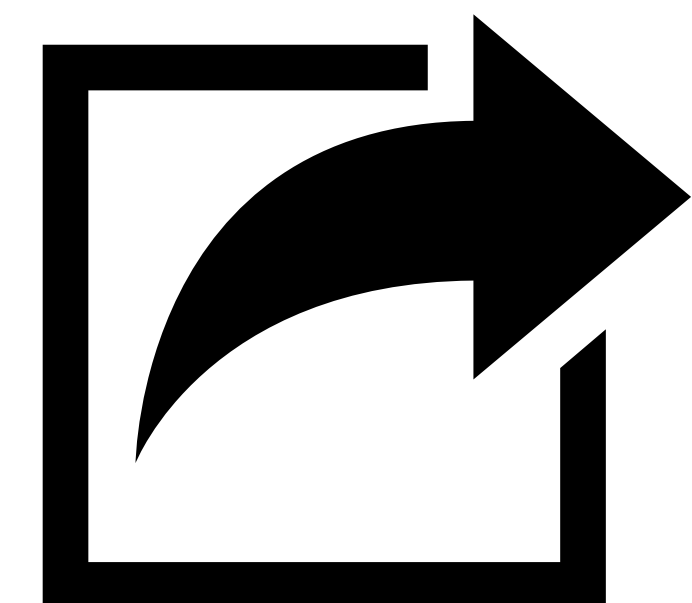
## Update events

Sometimes a student will need to move between the different event series within a Course

To do this you will need to:

1. Locate the last event they will be attending from the old series
2. Remove them from the next event
3. Create as an Attendee in the new event series

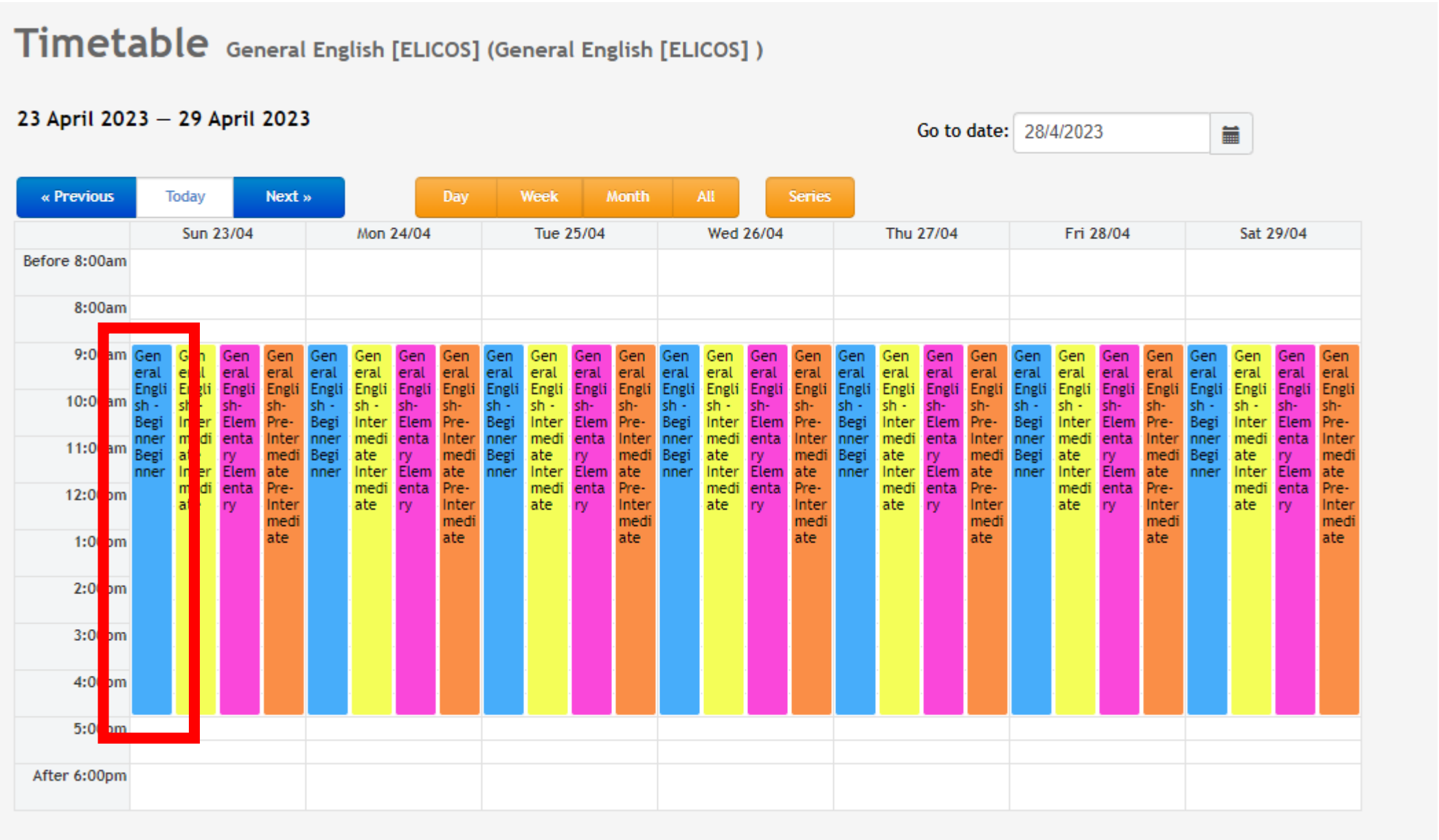
Courses > Course List > select course> Timetable > Calendar view



# ELICOS: Managing Attendance

## 1. Locate the last event

Locate the last event within the series the student will be attending, open the NEXT event in that series



**Event Details**

Save Delete Disable Reschedule Attendance

**Details**

Title: General English - Beginner

Type: Class

Type (Internal): Teaching

Date: 23/4/2023

Time: 9:00 AM 5:00 PM

Repeats: Daily

every 1 day(s) Until 31/5/2023

Location: Start Typing...

Room: Start Typing...

**Attendees**

Start Typing...

Include all Staff Include all Students Show Availability

George Sleen 00020056

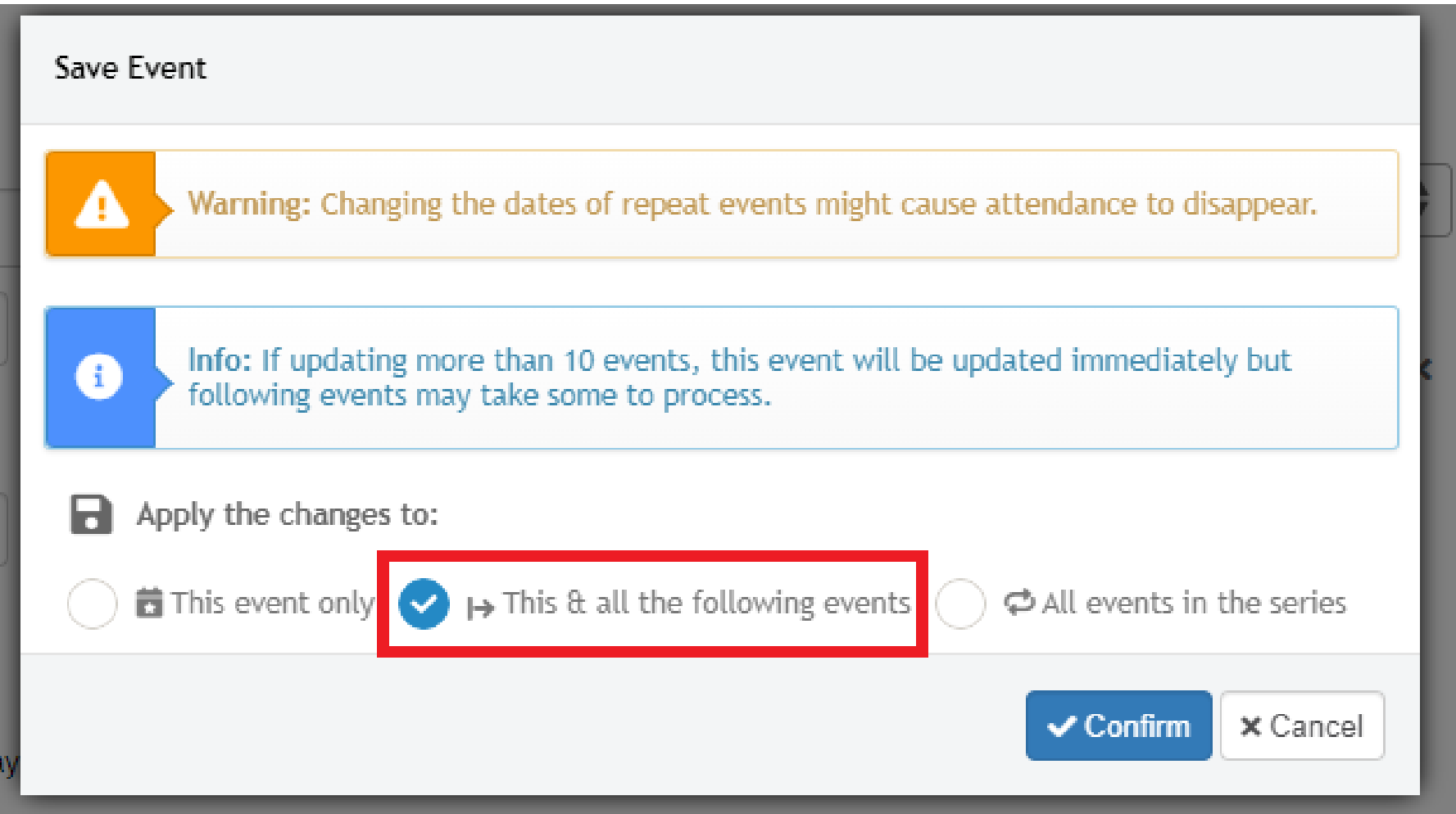
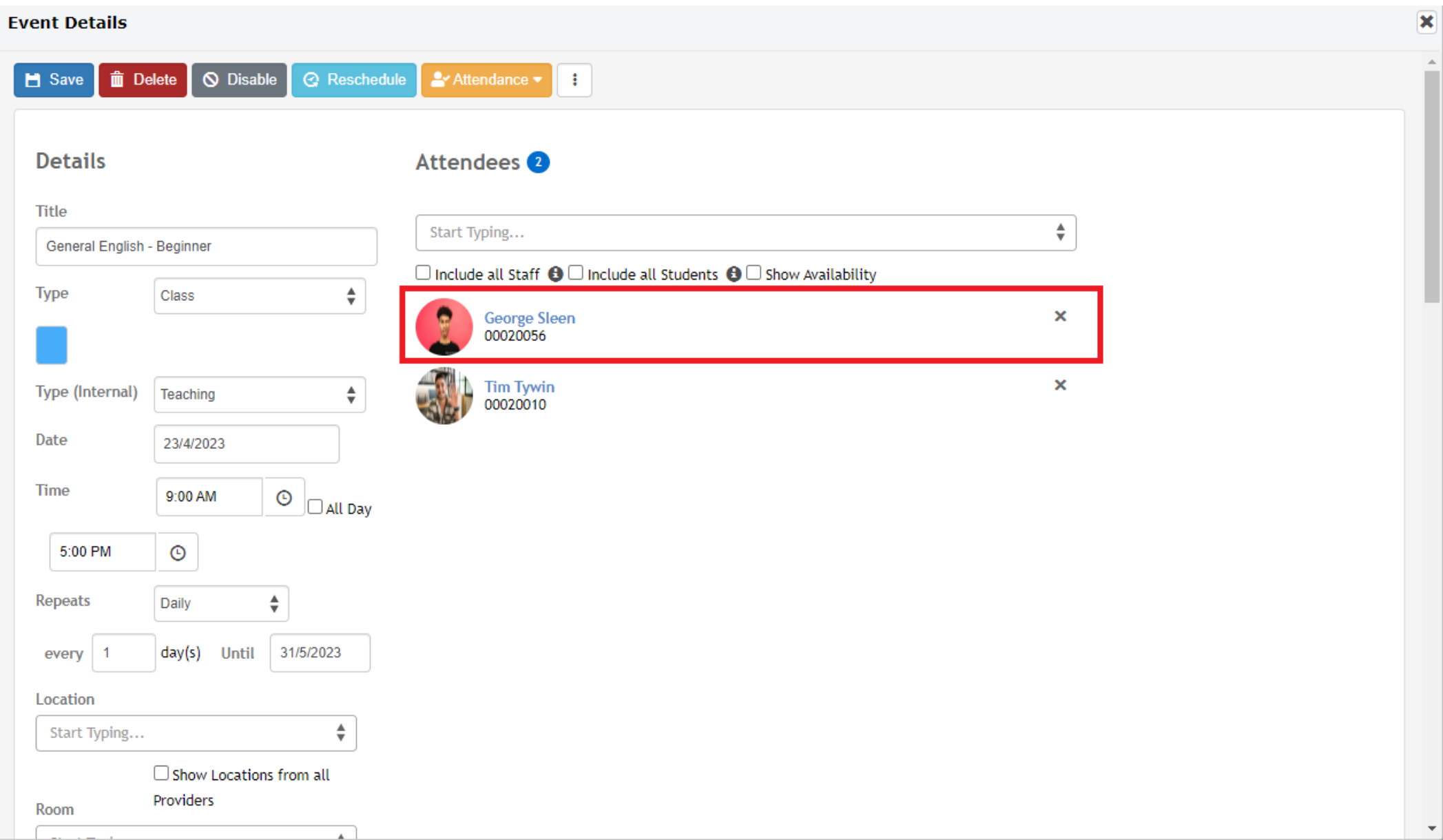
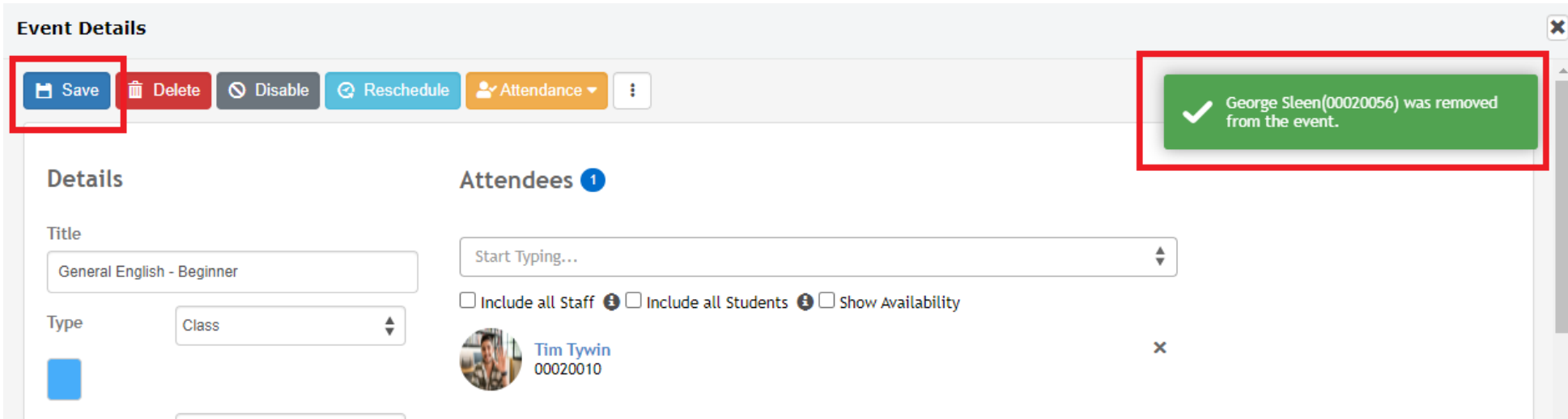
Tim Tywin 00020010

# ELICOS: Managing Attendance

## 2. Remove Student

Remove the student from the list to take them out of the event

Save and Confirm for This & all the following events





# ELICOS: Managing Attendance

## 3. Add to New Event

Locate and select the new event series from the timetable

Manually add the student as a new attendee

Save and Confirm for **This & all the following events**

**Event Details**

**Save** **Delete** **Disable** **Reschedule** **Attendance**

**Details**

Title: General English- Elementary

Type: Class

Type (Internal): Teaching

Date: 23/4/2023

Time: 9:00 AM

Repeats: Daily

**Attendees 2**

George Sleen (00020056)

Emma Scott (00020085)

George Sleen (00020056)

**Save Event**

**Warning:** Changing the dates of repeat events might cause attendance to disappear.

**Info:** If updating more than 10 events, this event will be updated immediately but following events may take some to process.

**Apply the changes to:**

☐ This event only ☒ This & all the following events ☐ All events in the series

**Confirm** **Cancel**

# Lets go do it!

Let's take a look at:

- Event Series
  - Creating
  - Enrolling a student into an course and event series
  - Transferring a student to a new event series





**At Risk**





# At Risk

“Registered providers are also required to have policies and processes to identify, notify and assist international students at risk of not meeting course progress or attendance requirements based on evidence of their academic progress”

Reference: <https://www.education.gov.au/esos-framework/resources/general-factsheet>



# At Risk

## Tags











Tags are useful for easy sorting of records through filters

A range of tags exist in the system

Additional tags can be added

Administration > Lookups > Tags

Tags > List

|               |               |                          |                          |                          |                                     |                                     |   | 1 - 16 of 16 | 1 Page |
|---------------|---------------|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|---|--------------|--------|
| Name          | Colour        | Course                   | Group                    | Lead                     | Party                               | Service                             | Actions   |              |        |
| Accommodation | Accommodation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |              |        |
| At Risk       | At Risk       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |              |        |
| Host          | Host          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |              |        |
| Partner       | Partner       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |              |        |
| Priority      | Priority      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |              |        |

Person

Profile

Details

Contacts 0

Compliance

Career/Employment


Enrolments 1 / 1

List All

Advanced Diploma of Leadership and Management (CRICOS)

CSEREA00057 | 20/3/2023 - 7/4/2023

Enzo Simmons 00020095



Australia

At Risk View all

Profile

Title

Dr

ID

00020095

First Name(s)

Enzo

USI

AVETMISS - The Unique Student Identifier has not been recorded

Surname

Simmons

Middle Name(s)

Known By

E

Gender

Non-binary

Email

(Personal) Bridgette.kaminski+EnzoSimmons@readytech.io

Address

Phone

(Phone) (Home) 0363995566

Identification

Login Credentials

Review Session 1

Your Community

+ New

Search Advanced

Search

First Name, Surname, Known By, ID, Email, Phone, Identification

Filters

Saved Filters

Tag (All)

At Risk

Search Save Clear

Export

Search Results for ""

Bulk Actions

1 - 6 of 6 1 Page

| Surname  | First Name(s) | Known By | Gender     | Party ID | Job Seeker ID | DOB       | Email   | Contact Number | Nationality                   | USI | Tags    |
|----------|---------------|----------|------------|----------|---------------|-----------|---|----------------|-------------------------------|-----|---------|
| Short    | Austin        | AS       |            | 00020079 |               | 5/11/1998 | Bridgette.kaminski+AustinShort@readytech.io     | 0363335698     | Australia                     |     | At Risk |
| Simmons  | Enzo          | E        | Non-binary | 00020095 |               | 8/2/1989  | Bridgette.kaminski+EnzoSimmons@readytech.io     | 0363995566     | Australia                     |     | At Risk |
| Smith    | Elliot        | E        | Male       | 00020071 |               | 4/6/1993  | Bridgette.kaminski+ElliotSmith@readytech.io     | 0359883645     | Australia                     |     | At Risk |
| Smith    | Spencer       | JJ       | Male       | 00020006 |               | 22/9/1997 | emma.cameron+SpencerSmith@readytech.io          | 0455968635     | Australia                     |     | At Risk |
| Stark    | Sam           | Tony     | Male       | 00020019 |               | 1/9/1975  | emma.cameron+samstark@readytech.io              | 0412555666     | Americas, Not Further Defined |     | At Risk |
| Sullivan | Jullian       |          | Male       | 00020073 |               | 18/5/1993 | Bridgette.kaminski+JullianSullivan@readytech.io | 0363996658     | Not Stated                    |     | At Risk |

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ReadyTech Education 57

# At Risk

## Notes and Checklists: Record an At-Risk Assessment

You can record notes and checklists against a party's record to record the risk assessment

These can be assigned a user and a date

Community > List All > select party > Notes / Checklists

**Person**

- Profile
- Compliance
- Career/Employment
- Enrolments 1 / 1
- List All
- Advanced Diploma of Leadership and Management (CRICOS)
- CSERA00057 | 20/3/2023 - 7/4/2023
- Certificates 0
- Finance
- Balance: \$0.00
- Schedule
- Notes / Checklists 0 +
- Email
- SMS
- Documents 0
- Letters & Forms
- Feedback Forms
- Applications
- Groups 0
- Admin

## Note New Enzo Simmons (00020095)

Create Cancel

**Note**

Template Type: General Category: General Date: 28/3/2023

Template: Start Typing...

---

\*Title  
At Risk Assessment

18 characters

Description

**At Risk assessment date:** 28/03/2023

**Date Datified as at risk:** 25/03/2023

**Why is this student considered at risk?**

Poor class attendance without any notice, they are also no login into the online portal.

**Actions to be taken:**

The student has been called (no answer) and has been emailed multiple times.

Paragraph System Font 10pt

— I × ×² Ω

**Settings**

General Event Privacy Associations

Priority Low Normal High Status Open Closed Cancelled

Assignee User: BridgetteOnboard... x

Archived

Note

Edit Enzo Simmons (00020095)

Update

Cancel

Note

Template Type

Checklist

Category

Checklist

Date

28/3/2023

Template

Start Typing...

Checklist

Risk Assessment: Actions taken

History

+ Bridgette Kaminski , Gemma Cameron

\*Title

Risk Assessment: Actions taken

30 characters

Tasks

| Complete                            | Order | Name                                  | Description | Priority | Assignee                      | Follow-Up Date | Private                  |
|-------------------------------------|-------|---------------------------------------|-------------|----------|-------------------------------|----------------|--------------------------|
| <input checked="" type="checkbox"/> | 1     | Infomral meeting and academic support |             | Normal   | User: Bridgette Kaminski... x | 3/4/2023       | <input type="checkbox"/> |
| <input type="checkbox"/>            | 2     | Student conselling                    |             | Normal   | User: Gemma Cameron (... x    | 27/4/2023      | <input type="checkbox"/> |
| <input type="checkbox"/>            | 3     | Student interview                     |             | Normal   | Start Typing...               |                | <input type="checkbox"/> |
| <input type="checkbox"/>            | 4     | External Referrals                    |             | Normal   | Start Typing...               |                | <input type="checkbox"/> |

Settings

General

Event

Privacy

Associations

Priority

Low

Normal

High

Assignee

User: BridgetteOnboardi... x

Archived

☐

Status

Open

Closed

Cancelled

Follow-Up Date

28/3/2023

Specific Time

☐





# Letters

 Review Session 9.1





# Letters

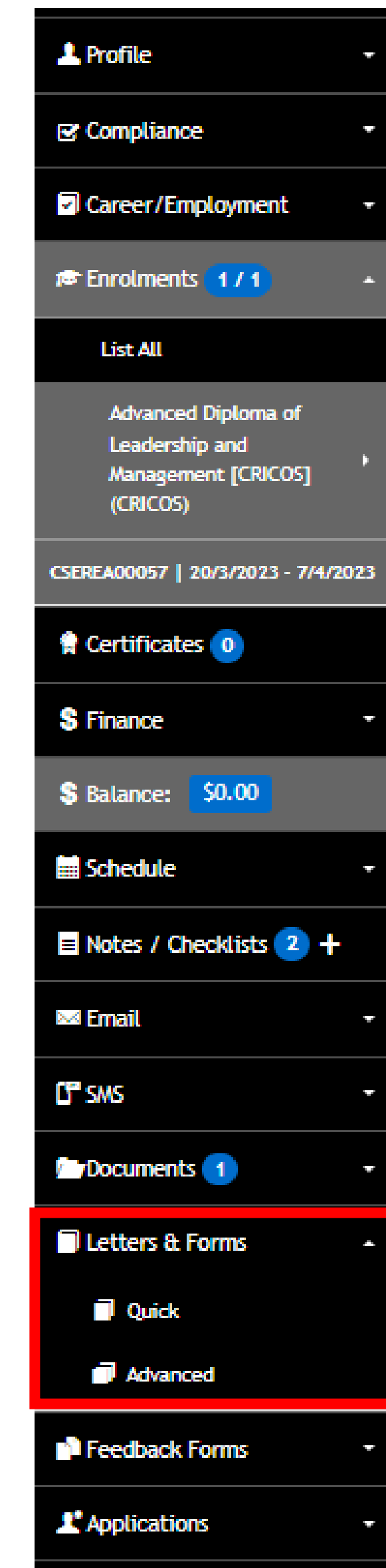
If a student needs to be provided with a simpler letter this can be created through the letters and forms feature

Letters and Forms let you communicate from different entity levels

e.g. Student, Course

Community > List All > search and select party > Letters and Forms

Course > Course List > search and select course > Letters and Forms



# Letters

## Sending letters

Two options:

- **Quick**  
Creates PDF documents against a party/enrollment/course

- **Advanced**  
Allows you to select a target

- Individual – that party
- Course – all enrolments

Delivery

- Letter = pdf that can be download (found under Documents)
- Email = stores as email

### Letters & Forms - Quick Spencer Smith (00020006)

Select Template

Letter Template: General: Plus Completion Letter - Student

Enrolment: Diploma of Accounting (2023 Diploma)

{Date.today.day} {Date.today.strftime("%B")} {Date.today.year}

{party.other\_name} {party.name}

{if !party.primary\_address.nil?} {party.primary\_address.letter\_address} #{end}

Produce

### Letters & Forms - Advanced Spencer Smith (00020006)

Selection

☒ Party: Spencer Smith - 29/3 11:58am

Active Inactive

☒ 1 Party

☐ 2 Services Academic Support (SERREA0000)

Preferences

Delivery Preference Email Letter

Format HTML Text

Layout Email: A4 Portrait

Document Category General

Portal ☐

Preview

Title Request to Reset Password

Hi {party[other\_name]},

You have requested that your password be reset.

To reset your password, please click on the link below and follow the on-screen instructions:

[https://\(system\[site\\_name\]\).jobreadyplus.com/user/password\\_reset/\(party\[password\\_reset\\_url\\_key\]\)](https://(system[site_name]).jobreadyplus.com/user/password_reset/(party[password_reset_url_key]))

This link will be valid for 2 hours. If you did not send this request, please notify your education provider's system administrator.

Templates Fields

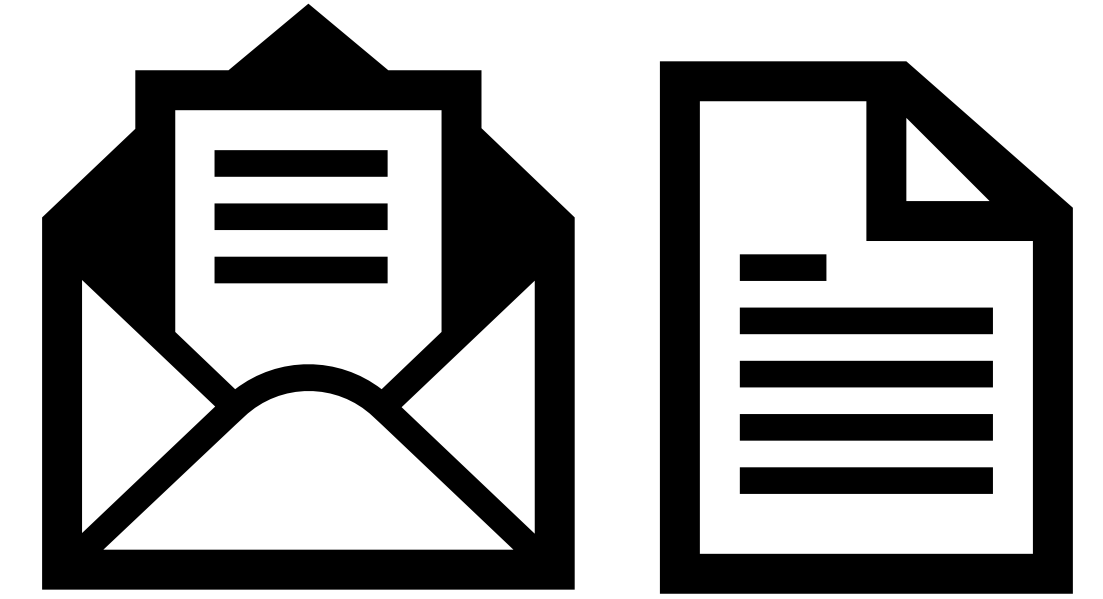
Party: General

bksb assessment email

Email Verified Login

# Letters

## Letter of Offer and Letter of Release



This typically need to be a document. This can be created one of two ways depending on your needs:

1. Letter and Form (as noted above)
2. Template (may have a cost associated with it)

Please talk to either onboarding or support to have templates created

Please be aware these are longer documents that take time to design and create



# Lets go do it!

Let's take a look at:

- Label at risk
- Make use of notes/checklists to record at risk activity
- Send a letter and form to a student





# Reports





# Reports

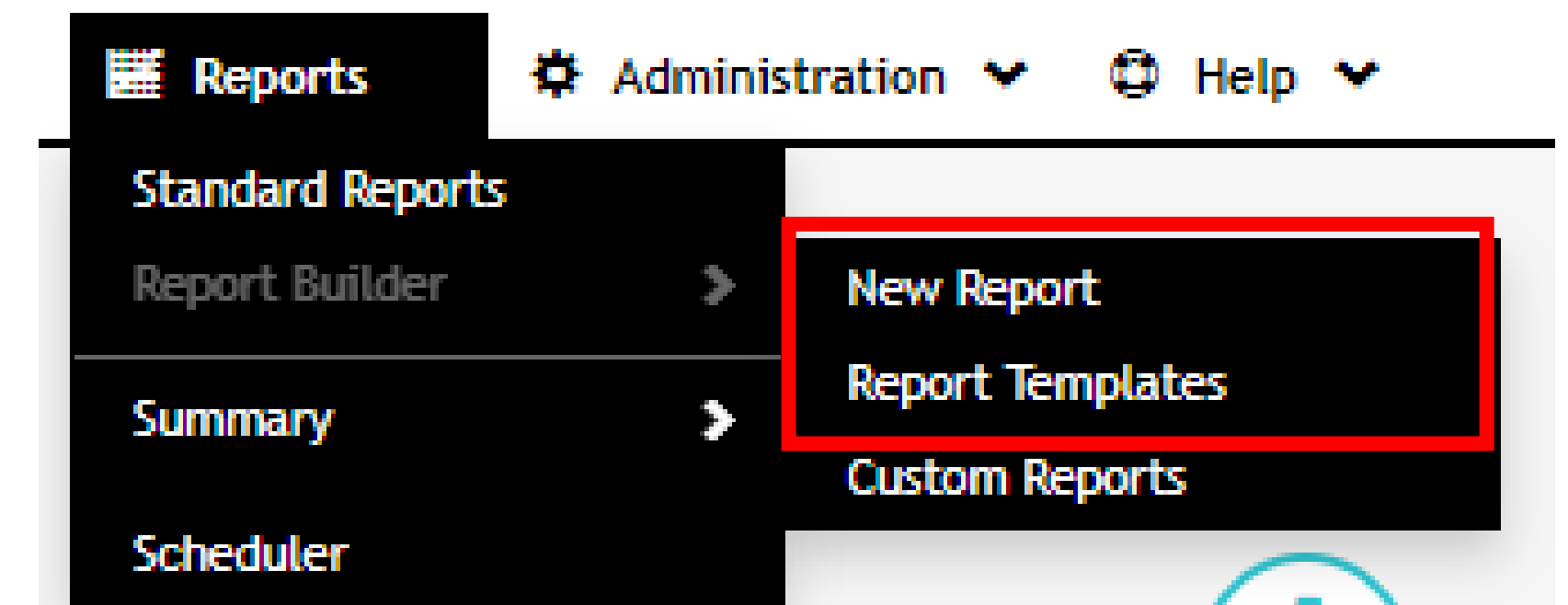
## Report Builder

Reports can be produced on things such as Attendance, at risk students, Course progress etc.

These can be created using the Report Builder

[Reports > Report Builder](#)

Report Builder was covered in detail in [Session 8](#)



# Reports

## Remember:



Always start with the business question you are trying to answer:

Examples:

- *I am looking to view all attendance and the noted absent reasons for students at risk for a particular course*
- I am looking for a list of students who are at risk and doing a particular Program

Build the report step by step, filtering down the data until you get what you are looking for





# Reports

## Standard Report

If you have enabled the ELICOS feature an addition "Overall Attendance" column will be present in the standard attendance report

Reports > Standard Reports > Course > Attendance

Download as:  PDF Document  Spreadsheet

1 - 2 of 2 1 Page

| Enrolment ID | Student        | Course               | Course Start | Enrolment Start | Attendance Total |    | Actual (At Today's Date) | Actual (Total Enrolment) | Projected (At Best Rate) | Overall Attendance |
|--------------|----------------|----------------------|--------------|-----------------|------------------|----|--------------------------|--------------------------|--------------------------|--------------------|
| ENREA00034   | Sabharwal Zane | ELICOS - CSEREA00007 | 1/5/2023     | 1/5/2023        | 8                | 20 | 72.73%                   | 40.00%                   | 40.00%                   | 76.00%             |
| ENREA00028   | Sanders Lauren | ELICOS - CSEREA00007 | 1/5/2023     | 1/5/2023        | 10               | 15 | 90.91%                   | 66.67%                   | 66.67%                   | 86.67%             |

1 - 2 of 2 1 Page





# Importing and Exporting



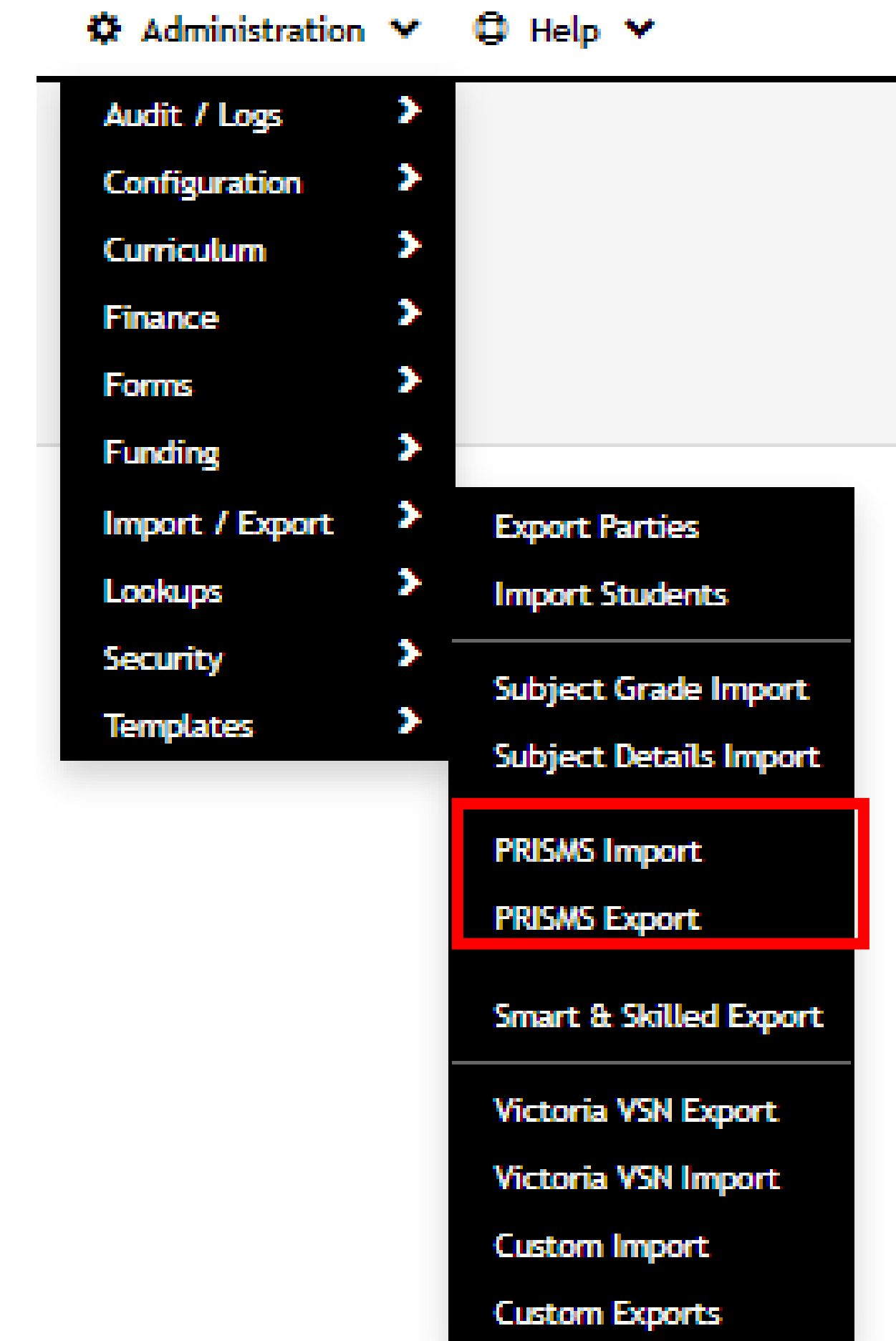
# Import and Export

## PRISMS Import / Export

PRISMS cannot be directly integrated with the SMS

However, you can import a file from PRISMS and export files from the SMS

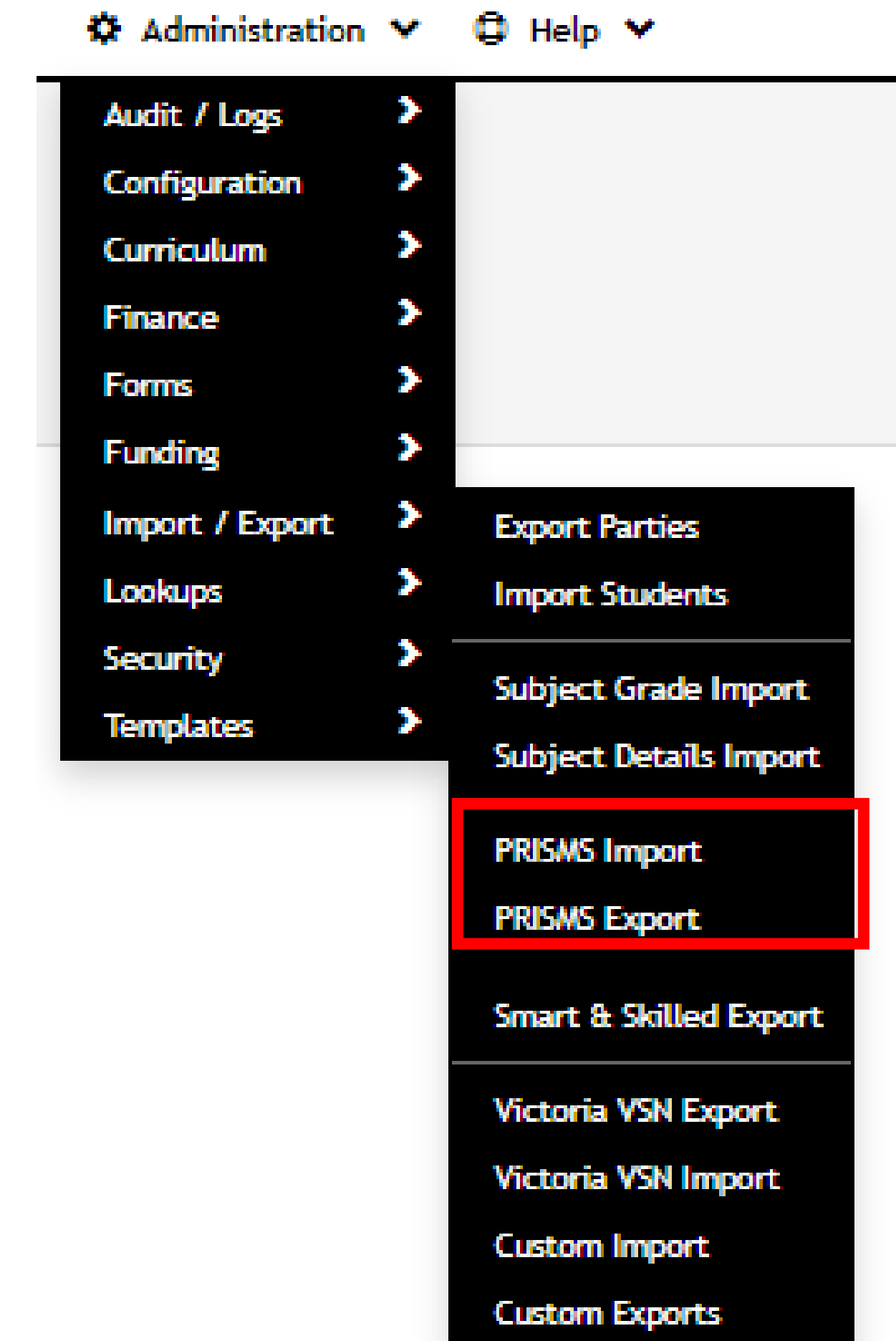
- Import  
Administration > Import/Export > PRISMS Import
- Export  
Administration > Import/Export > PRISMS Export



# Import and Export

## PRISMS Import / Export

1. Export a file that lists all students without COE information in a particular Course
2. Import this file into PRISMS
3. Export COE information for these students from PRISMS
3. Import and update COE information into the SMS for these students





# Import and Export

## 1. SMS Export

Within the PRISMS Export feature you can export the Student Contact information

This will allow you to export data, based on the criteria selected, that can then be used to import within PRISMS

### NOTE!

Data will only be picked up if 'COE ID' from the Enrolment is blank

The screenshot displays the 'PRISMS Export' interface. At the top, there are 'Import' and 'Export' tabs. Below this, three filter tabs are visible: 'Student Contact' (selected), 'Enrolment', and 'Course'. The 'Student Contact' tab contains the following fields:

- Program: A single-line text input field.
- Course: A single-line text input field.
- Enrolment Start Date: Two date pickers separated by a hyphen.
- Enrolment End Date: Two date pickers separated by a hyphen.

At the bottom of the filter section, there are three buttons: 'Search' (blue), 'Clear' (red), and 'Export' (green).

# Import and Export

## Step 2-3 in PRISMS

2. Import this file into PRISMS

3. Export COE information for these students from PRISMS  
The CSV from PRISMS has a large number of columns

Australian Government  
Department of Education

PRISMS  
Provider Registration and International Student Management System

Home Contact Us Register Logon

**Information**

- Home
- Conditions of Use
- System Access Requirements
- Additional Information
- Provider User Guide
- Manage Student Transfers Guide
- Reporting Quick Reference Guide
- CRICOS Administrator Guide
- Procedures Required Guide
- Record Keeping Guide
- News
- TPS Annual Levy Declaration

**Welcome to the Provider Registration and International Student Management System (PRISMS)**

This site provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) Legislation

Ligon Id:  » Register (New access)

Password:  » Forgotten your password?  
» Have a colleague reset your password

☐ Remember my Ligon ID

I have read, and by logging in, accept the Conditions of Use imposed under the ESOS Act 2000

Logon

**Latest News**

- Updated Coronavirus Impact Export for CoE Administrators (March 2023)
- Multi-Factor Authentication available in PRISMS
- Post Study Work Rights Extended
- Overseas Students Ombudsman – message to education agents

More news...

To access PRISMS, you first need to register. If you have already registered but have not yet received an email from PRISMS confirming your access has been approved, you should attempt to register again and follow the prompts.

CRICOS Home | Department of Education  
Copyright © Commonwealth of Australia | Department of Education, Web Site Privacy Statement | Disclaimer

# Import and Export

## 4. Import into SMS (matching)

Files exported from PRISMS can be imported into the SMS

The following are key for successful import into the SMS:

| CSV Column Name     | CSV Column | System Field                      |
|---------------------|------------|-----------------------------------|
| Provider Student ID | G          | Party > Party ID                  |
| Course Code         | AN         | Enrolment > Program > CRICOS Code |
| Proposed Start Date | BH         | Enrolment > Start Date            |
| Proposed End Date   | BI         | Enrolment > Target End Date       |

PRISMS

Import

Export

CRICOS PRISMS import report

Description:

CRICOS PRISMS import report

\*File:

Choose file

No file chosen

Import

History

This report has not been run yet.

# Import and Export

## 4. Import into SMS (updating)

The following fields will be updated when the enrolment matches the CSV

| CSV Column Name  | CSV Column | System Field                                |
|------------------|------------|---|
| COE Code         | B          | Enrolment > Course Details > COE ID         |
| COE Status       | C          | Enrolment > Course Details > COE Status     |
| COE Last Updated | BW         | Enrolment > Course Details > COE Issue Date |

Enrolment DetailsENREA00456 / Emma Summar (00020081)

Student:Emma Summar (00020081)

Course:CSEREA00057 / CRICOS

Program:BSB60420 / Advanced Diploma of Leadership and Management

Enrolment Status:Active

GPA:0

Enrolment ID:ENREA00456

Start Date:20/3/2023

Target End Date:7/4/2023

End Date:

Brand:

Summary

Units

45.45%

Total Units: 11

Total Units Completed: 5

Attendance

100.00%

Scheduled Hours: 5.0

Attended Hours: 2.5

Invoiced

0.0%

Total Projected: \$0.00

Total Invoiced: \$0.00

Claims

0%

Total Claims: 0

Total Invoiced: 0

Course Details

Trainee/Apprentice

Claims/Funding

Finance

Custom Details

More

Course Details

Worker Type:New Worker

Academic:Tom Troop (00020015)

Other Academic:Tom Thomas (00020022)

Coordinator:

Location:Melbourne CBD Office

Study Period:

Total Number of Weeks:

Paid Number of Weeks:

Tier:

Region:

Arrival Date:

Study Mode:Full Time

Qualification Level:Advanced Diploma/411

VETiS:

Course Type:

Study Reason:Not Specified

COE ID:12345

COE Status:approved

COE Issue Date:1/3/2023

Specialisation:

Support

readytech

ReadyTech Education

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# Summary

## What have we done today?

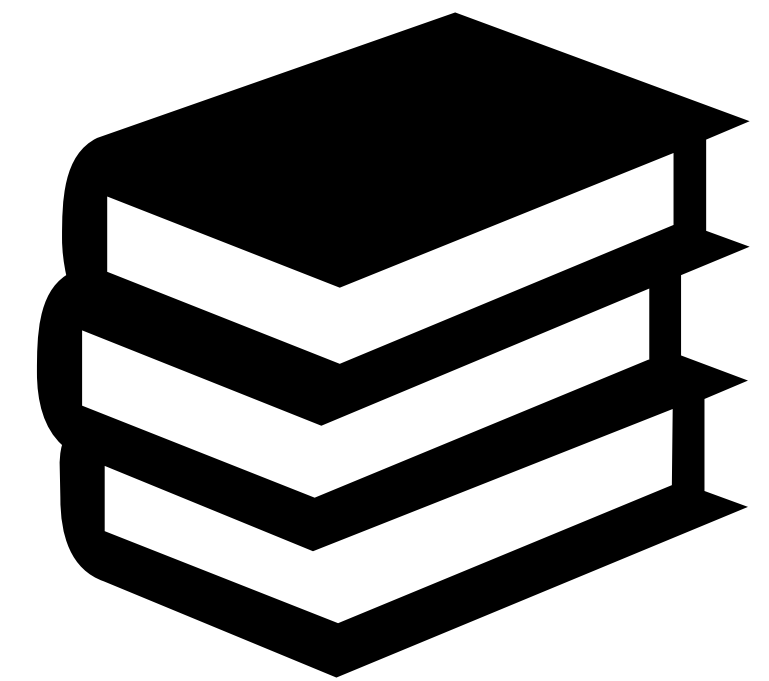
- CRICOS basics
- System setup
- Party profiles
- Letters of Offer and Letters of Release
- Progress
- At risk
- Importing and exporting to PRISMS



# Action Items

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

- Update provider Details to enable the CRICOS Feature
- Add CRICOS details to Program
- Update Partys International details
- Add all Agents (both Company and Person)
- Create an enrolment with all the CRICOS details entered
- Create a report based off a business question
- Take a look at the importer and exporter



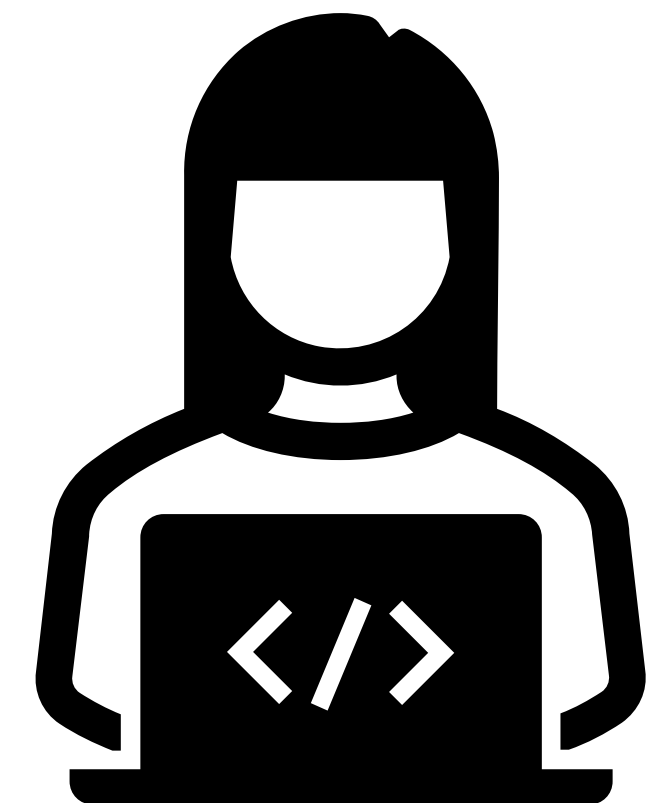
# Enjoyed today's session?

Please navigate to [CRICOS information](#) article

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

For more information about the onboarding training sessions  
[please navigate to article here](#)





# Thank you

For more information please contact:

## Support

- E: [support@ewp.readytech.io](mailto:support@ewp.readytech.io)
- P: 02 9018 5525

## Onboarding

- E: [customeronboarding@ewp.readytech.io](mailto:customeronboarding@ewp.readytech.io)