



ReadyTech Education

Learning Library: State Training

Intro



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Acknowledgement of Country

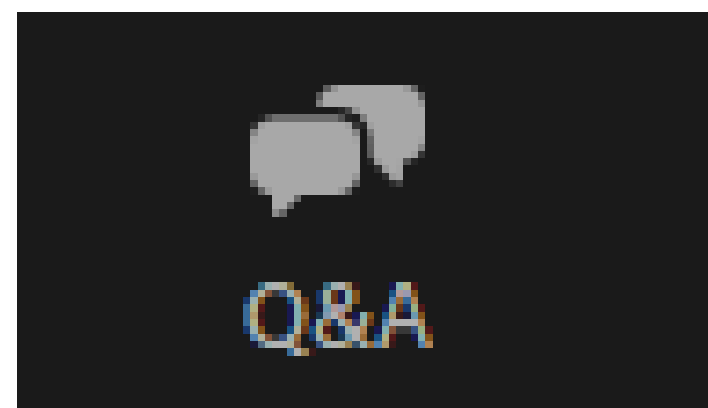
Readytech acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community.

We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander with us today.

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
- P: 02 9018 5525

Onboarding

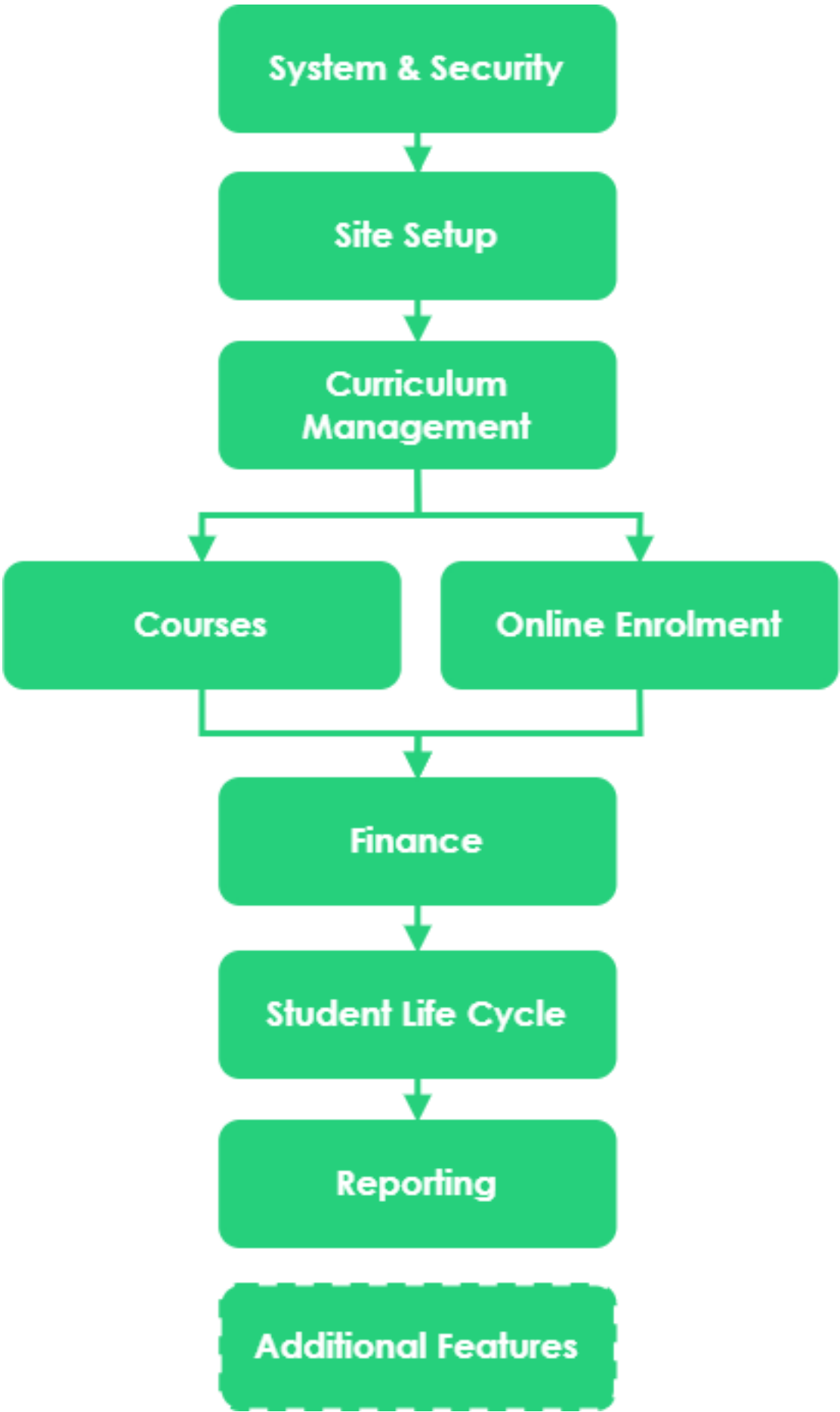
- E: customeronboarding@ewp.readytech.io
- Monday.com

Please Note

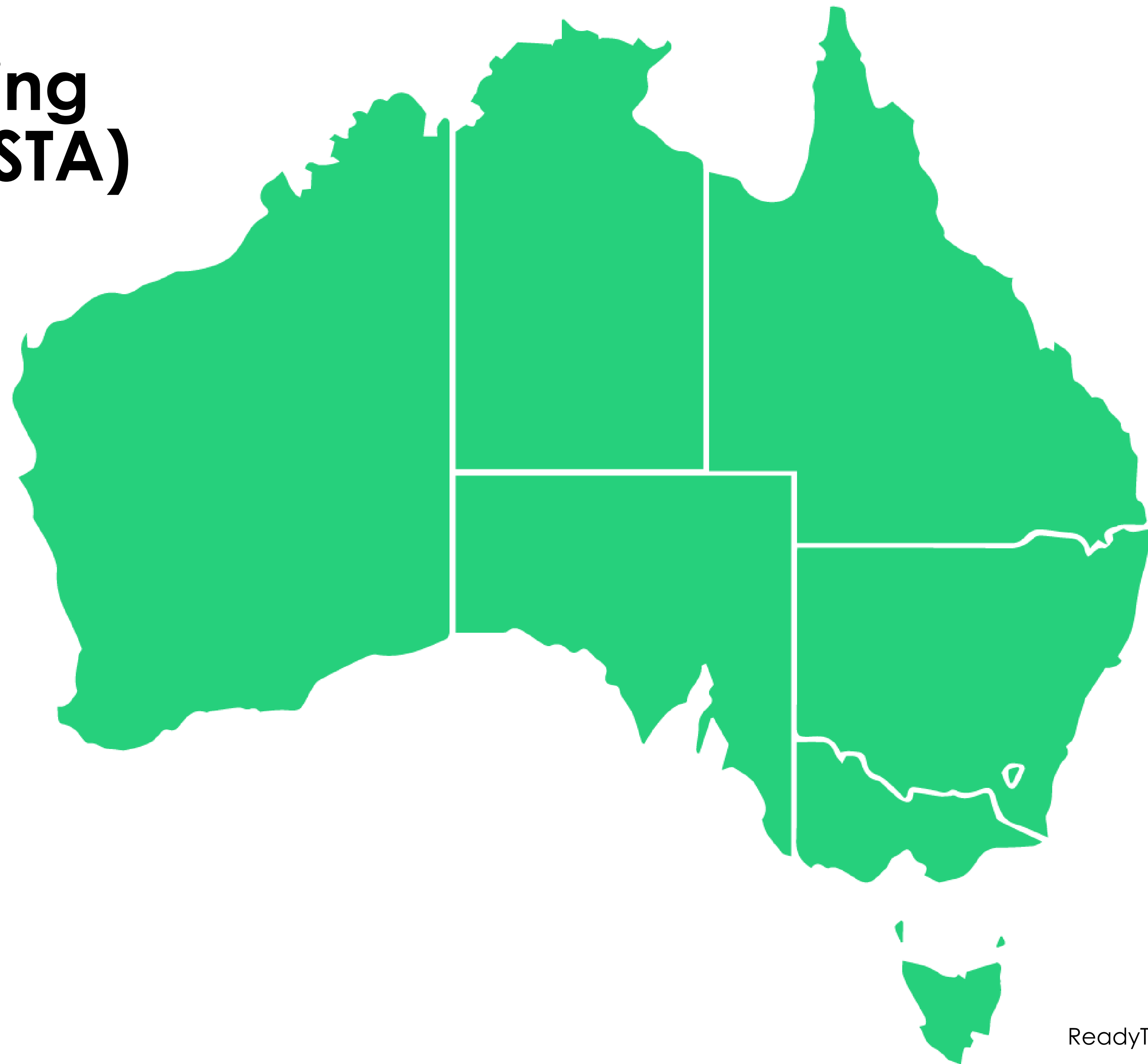
This session covers State specific fields that were not covered during [Level 1 \(Onboarding Education\) Training](#)

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



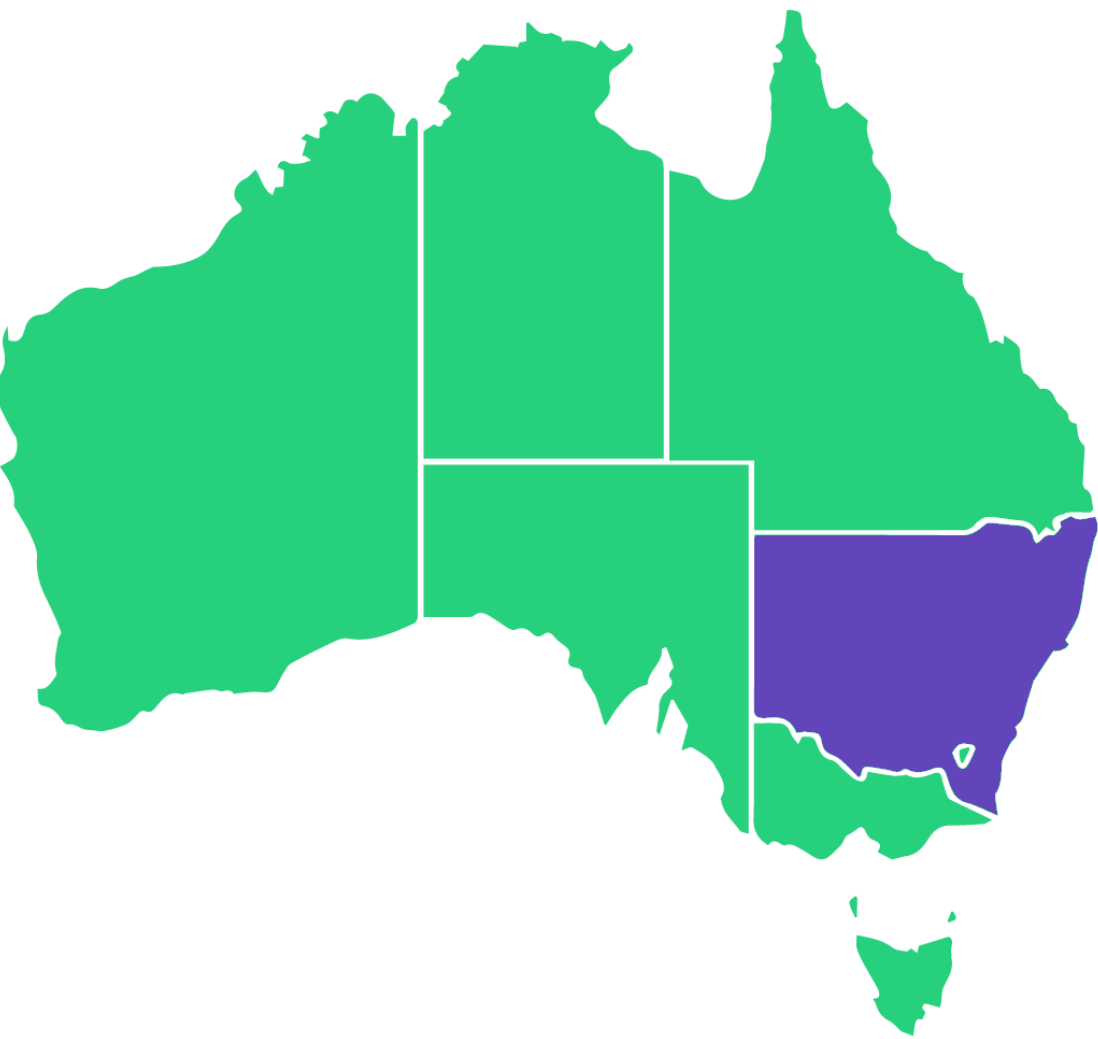
State Training Authority (STA) Specific



New South Wales

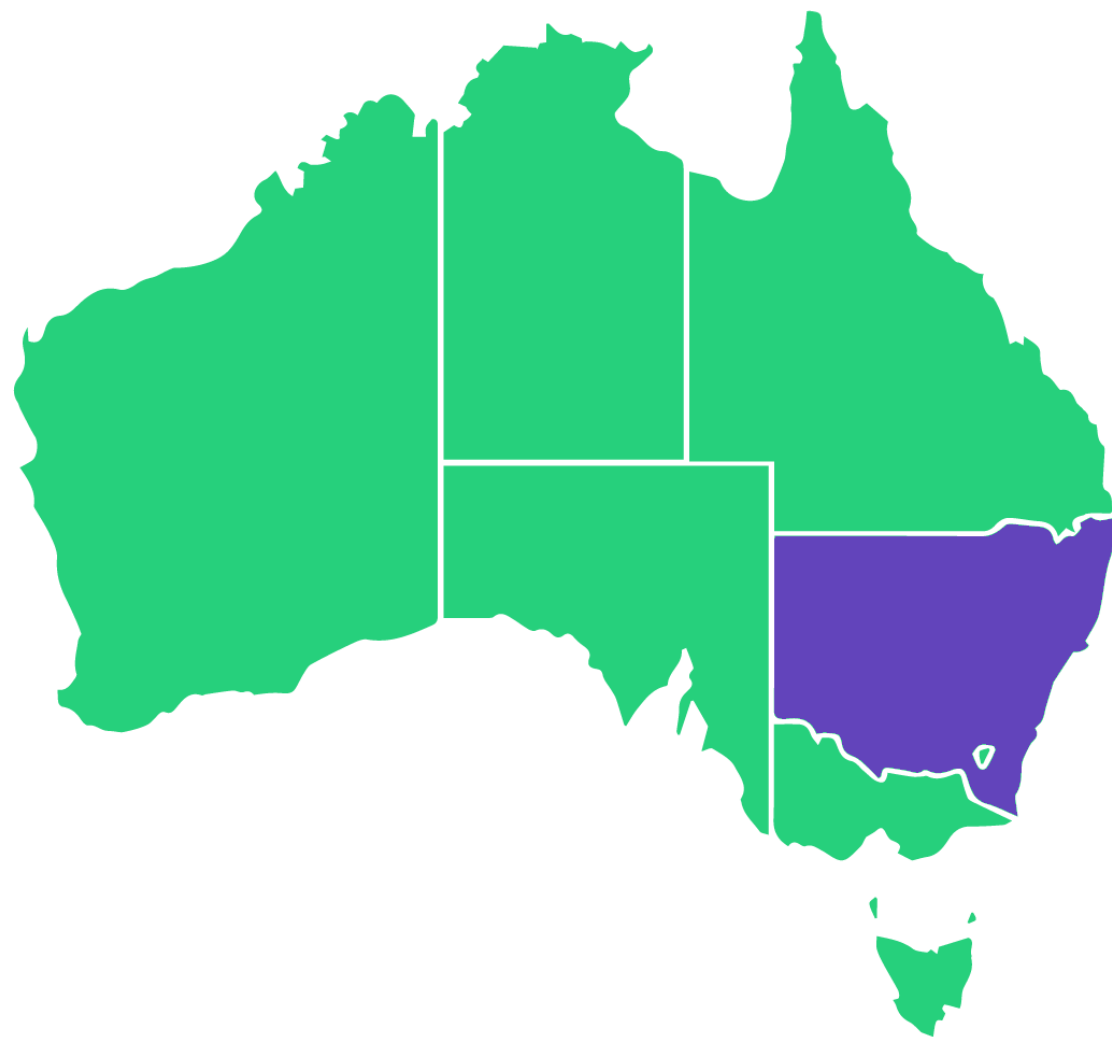


Agenda



Topics Covered	
1	State Funding Source
2	Skill Sets
3	Contracts
4	Smart and Skilled
5	<i>Smart and Skilled: Enrolment</i>
6	<i>Smart and Skilled: Unit of Competency start and end dates</i>
7	<i>Smart and Skilled: Training plan</i>
8	Adult and Community Education (ACE)
9	<i>ACE: Student Support</i>
10	<i>ACE: Reporting</i>
11	Traineeship/Apprenticeship
12	Claims Reports
13	Claim Payment Import
14	Funding Report

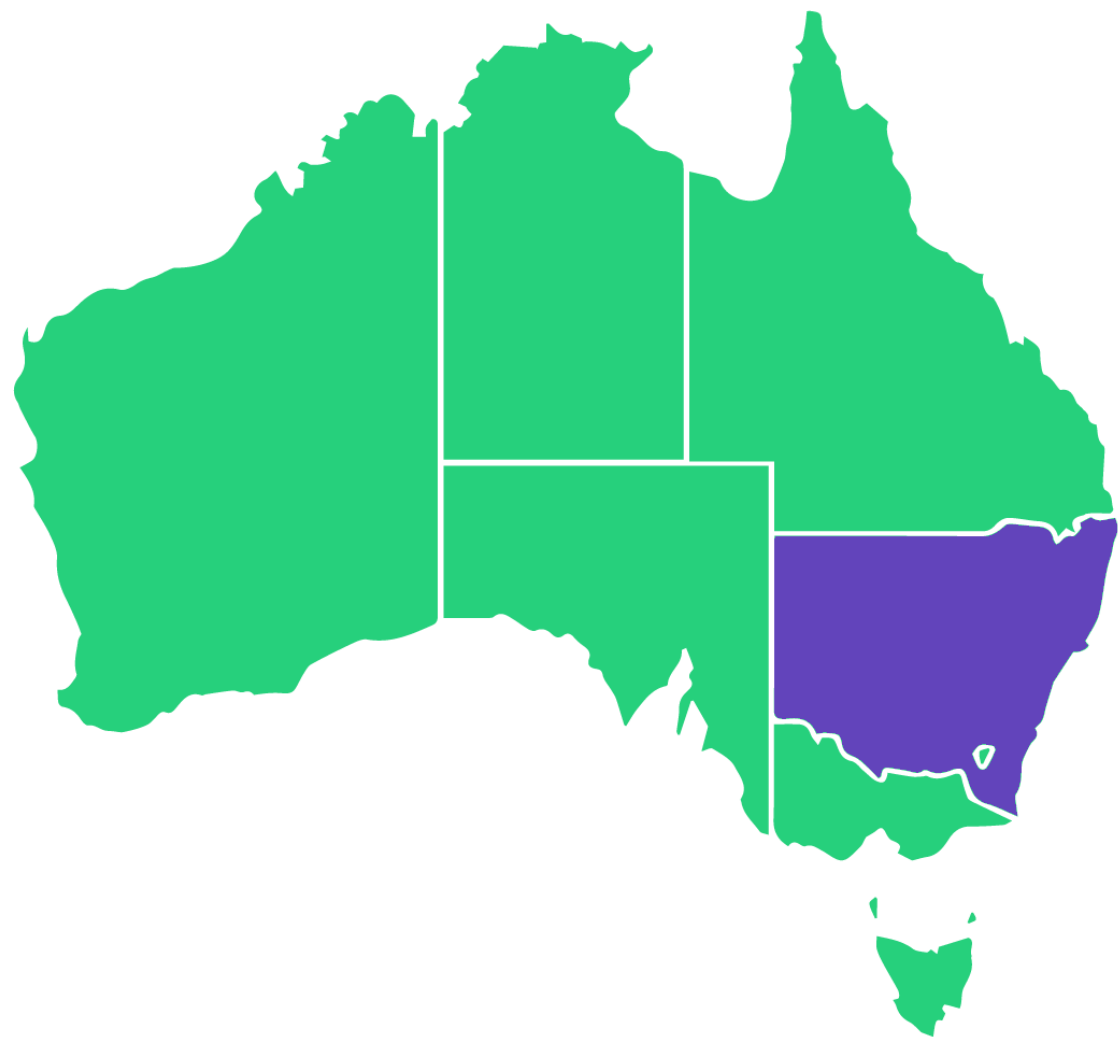
Agenda



Learning Objectives

- 1 To understand how to add skill sets into the SMS
- 2 Complete the setup on contracts within the system
- 3 Understand how to setup Traineeships/Apprenticeships date within the system
- 4 To understand how to record ACE student support information
- 5 Perform a Smart and Skilled claims report generation
- 6 Update the unit competency start and end dates
- 7 Perform a claims report
- 8 Perform an update with the claims payment importer

NSW



State Training Authority (STA): Training Services NSW

Reporting System: STS Online

Website: <https://www.training.nsw.gov.au/>

Reporting Documentation: <https://www.nsw.gov.au/education-and-training/vocational/for-vet-training-providers/logins-service-providers>



State Funding Source

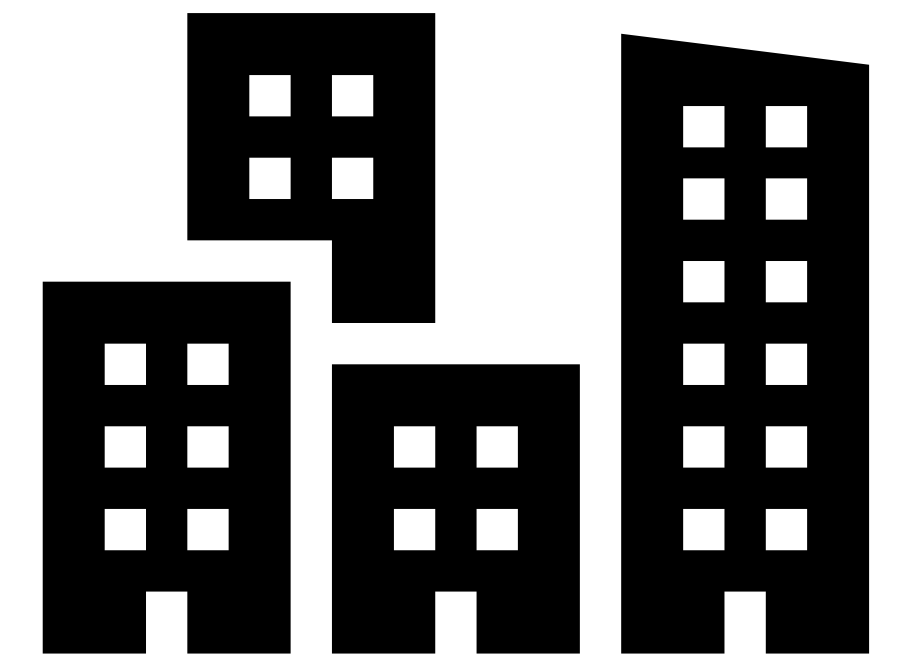


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State Funding Source

In addition to the standard national funding source identifiers, state reportable training requires you to enter the **state funding source identifier**. This may be a specific government funding scheme, or a stand-in for fee-for-service training.

There is a default list of funding sources available in the system, but if there are any new funding sources that you need, you can simply create a corresponding funding source in the SMS at your convenience.



State Funding Source

Check/Adding

Check that your required state funding sources are available within the system by

Administration > Lookups > Compliance Data > Search > Funding Source State

Add any options not available

Enter the details based off your funding requirements to the new Funding Source

Setup

Setup > Compliance Data > Funding Source State

Enable all Disable all

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Name	Code	Description	State	Funding source national	Anzsi code required	Id	Traineeshi p Enabled	External ID
Enrolment Type Exceptions	00P	For Skills First enrolments where the Department of Education and Training has given the training provider a specific instruction to use this Funding Source Identifier.	Victoria	Commonwealth and State general purpose recurrent	285			
RSTF Aboriginal Workforce Development Project	01P	For Skills First enrolments under the Aboriginal Workforce Development Project. Only for use by training providers specifically engaged in this initiative.	Victoria	Commonwealth and State general purpose recurrent	286			
Construction Industry Skill Sets	02P	For Skills First enrolments in nominated construction industry short courses and skill sets. Only for providers enrolled in this initiative.	Victoria	Commonwealth and State general purpose recurrent	287			
Adult Learning Fund - Jobseeker - Full Qualification	120		Tasmania	Commonwealth and State general purpose recurrent	243			
Adult Learning Fund - Jobseeker - Skill Set	121		Tasmania	Commonwealth and State general purpose recurrent	244			
Adult Learning Fund - Pre-Jobseeker - Full Qualification	122		Tasmania	Commonwealth and State general purpose recurrent	245			

Setup

Setup > New AVETMISS Reference Data Record > Funding Source State

savecancel

External ID

Name:ACE Program - Disadvantaged Students

Code:CSD

Description:

Enabled:☒

Anzsi Code Required:☐

Traineeshi:☐

State:New South Wales

Funding Source National:11:Commonwealth and State general purpose recurrent

savecancel

Lets go do it!

Let's take a look at:

- Adding a new funding source



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Skill Sets

 Review Session 3


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Skill Sets

Creating Using Activity Schedule

If you offer a Skill Set, you will likely receive an Activity Schedule, which communicates specific reporting needs

To enter this into your SMS, locate Qual/Package information



Department
of Industry
State Training Services

ACTIVITY SCHEDULE

Issued By: [Redacted]

PAS No: [Redacted]

Date: [Redacted]

Provider Details

Provider: [Redacted]

RTO NSW ID: [Redacted]

Provider Representative: [Redacted]

Provider Representative Phone: [Redacted]

Provider Representative Email: [Redacted]

In accordance with the terms and conditions of Smart and Skilled Contract or other contract arrangements, the above organisation is requested to conduct the following training course/s.

Program: Targeted Priorities Prevocational & Part Qualifications

Type: Targeted Priorities Prevocational & Part Qualifications (Part Qualification Targeted Skills)

Qual/Package: SG0000[Redacted]4 - SG0000[Redacted]4 - Skills Group

No. of places: [Redacted]

Training Commencement Period: [Redacted] - [Redacted]

Training End Date: [Redacted]

Skill Sets

Creating a New Program

Skills sets need to be added to the system as New Programs
These allow you to add information from the Activity Schedule into the SMS

Administration > Curriculum > Program > Add New Program

The screenshot shows the 'New Program' creation interface. At the top, a progress bar indicates the current step is 'PROGRAM TYPE' (Select the type of program you want to create), followed by 'DETAILS', 'COMPLIANCE/FUNDING', 'ACADEMIC PERIODS', 'SUBJECTS', 'UNITS', 'DELIVERY', and 'STAFF'. Below the progress bar, there are three main options: 'New program' (highlighted with a red border), 'New VET program' (labeled 'VET'), and 'Lookup VET programs' (labeled with a magnifying glass icon). Each option has a 'Cancel' button and a 'Next >' button. The 'New program' option is the first and is highlighted with a red border.


Skill Set

Details

Enter the details from your activity schedule

NOTE! enter the code in both the 'Code' and 'Name' fields

Ensure that Enabled is ticked



Department of Industry
State Training Services

ACTIVITY SCHEDULE

Issued By: John England

PAS No: 1574-0048

Date: 15/11/2018

Provider Details

Provider: John England Australia Pty Ltd

RTO NSW ID: 15740048

Provider Representative: John England

Provider Representative Phone: 02 9595 1111

Provider Representative Email: john@johnengland.com.au

In accordance with the terms and conditions of Smart and Skilled Contract or other contract arrangements, the above organisation is requested to conduct the following training course/s.

Program: Targeted Priorities Prevocational & Part Qualifications

Type: Targeted Priorities Prevocational & Part Qualifications (Part Qualification Targeted Skills)

Qual/Package: SG00000004 - SG00000004 - Skills Group

No. of places: 1

Training Commencement Period: 15/11/2018 - 15/11/2018

Training End Date: 15/11/2018

New Program

PROGRAM TYPE

DETAILS

COMPLIANCE/FUNDING

ACADEMIC PERIODS

SUBJECTS

UNITS

DELIVERY

STAFF

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: SG0000XX84 - Skills Gourp

*Code: SG0000XX84

Category:

Sub Category:

Cost Centre:

Study Area:

Effective From Date:

Effective To Date:

Internal Name:

In Scope:

Status: Active

Offer Type:


Owner: Start Typing...

Click browse button

Settings

Enabled: ☒

Close Course Manually: ☐

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Skill Set

Compliance/Funding

Within the Compliance page enter any additional information in line with your agreement

New Program

PROGRAM TYPE

DETAILS

COMPLIANCE/FUNDING

ACADEMIC PERIODS

SUBJECTS

UNITS

DELIVERY

STAFF

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.

Back

Cancel

Next

Compliance Settings

Australia

Accredited:
Accredited flag:
ANZSCO:
Claim Rate (\$):
Individual Unit Enrolments:
*Nominal hours:

No

☒

0.00

☐

0

Qualification Level:
Recognition Status:
Report:
RPL:
Volume of Learning:

Other Non-award Courses/9

Nationally Accredited Skillse

☐

☐

Field of Education

Field of Education:

Effective From:

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Skill Set

Units

Link the required units for the Skill Set to the Program

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:

BSBOPS304

Search

In Scope Only

Add Selected

Add All

Cancel

1 - 1 of 1

1 Page

	Type	Code	Name	Field of Education	In Scope	Nominal Hours	Already Created
<input checked="" type="checkbox"/>	Core	BSBOPS304	Deliver and monitor a service to customers	Sales/80501	No	0	YES (1)

1 - 1 of 1

1 Page

Back

Cancel

Next



Contracts

ReadyTech Education

Contracts

Funding Contracts

A funding contract will exist between the department and the training provider for delivering government-subsidised training under a formally recognised program

Administration > Funding > Contracts

Program: report the correct funding type (e.g. Smart and Skilled or ACE)

Contracts

+ New Reload Schedules

Search: ☐ Include disabled contracts

Search

Name	Code	State/Region	Program	Amount	Acquitted	Enabled	
2021-2022 FY	20212022FY	Queensland	Higher Level Skills	\$50.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2023Contract	2023RTO2023	Victoria	Skills First		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ACTFundingContractEG	ACTEG236	Australian Capital Territory	Skilled Capital		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
My Contract	123456789	Victoria	Skills First		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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New Contracts

Save Cancel

Contract Details

*Name:	<input type="text"/>	Schedule:	<input type="text"/>
Code:	<input type="text"/>	Booking Identifier:	<input type="text"/>
*State/Region:	New South Wales	Course Site Identifier:	<input type="text"/>
Funding Source:		Commitment Identifier:	<input type="text"/>
*Program:	<div>(Custom) (Unmanaged) NSW ACE NSW ATTP 2011-2013 NSW SSP 2011-2013 Per Nominal Hour NSW SSP 2011-2013 Per Qualification SEE Program Smart and Skilled</div>	Start Date:	<input type="text"/>
		End Date:	<input type="text"/>
		Reporting Period:	<input type="text"/>
		Acquitted:	<input type="checkbox"/>
		Enabled:	<input checked="" type="checkbox"/>

Description

Review Session 2

Contracts

Funding Contracts – Amount

The value for the funding contract is added in the Qualification (\$) section

NOTE!

If you have multiple fundings prices you may need to set up multiple versions of the contract. Ensure the code is the same between the contracts.

Contract Details

*Name:	<input type="text"/>
Code:	<input type="text"/>
*State/Region:	<input type="text" value="New South Wales"/>
Funding Source:	<input type="text"/>
*Program:	<input type="text" value="Smart and Skilled"/>
Qualification (\$):	<input type="text"/>

Contracts

Funding Contracts – Claims Schedule

Use the Claims Schedule to show pricing schedule

The rule for when a claim becomes due is either based on either:

1. *Days From Start* = the claim will become available that number of days from the enrolment start date
2. *Units Completed* = the claim will become available when that number of units have been marked with a final outcome
3. *% of Subsidy* = The claim will be available when that percentage has been met

% of Subsidy is typically used within NSW reporting
<https://www.nsw.gov.au/sites/default/files/2023-05/contract-1-jul-23-to-30-jun-24.pdf>

*Program:

Smart and Skilled

Qualification (\$):

2500

Identifier:

Start Date:

End Date:

Reporting Period:

Acquitted:

☐

Enabled:

☒

Claim Schedule

Claim	Days From Start	Units Completed	% of Subsidy
Commencement	2		25
1st Claim		5	25
2nd Claim		10	25
3rd Claim		12	25
4th Claim			
5th Claim			
Completion			

The rules for when a claim becomes due are based on the *Days From Start* and *Units Completed* fields.

- If *Days From Start* is entered, the claim will become available that number of days from the enrolment start date.
- If *Units Completed* is entered, the claim will become available when that number of units have been marked with a final outcome
- If both fields are left empty, the due date of the claim will be estimated based on the enrolment length.

Attaching the Contract

Course > Add New Course

Funding Source can also be selected

\$ Claims & Funding

VET Student Loans:☐

Priority:

Contract:

NSWFundingContract (NSWFC) ×

Funding Source State:

Funding Source National:

Fee Exemption State:

Client Tuition Fee:

\$0.00

Resource Fee:

\$0.00

Contracts

Enrolment

Contracts can be also assigned at an enrolment level within the enrolment step

Enrolments > Enrol Students

New Enrolment

Spencer Smith (00020006) in NSW - CSEREAD00060 (BSB50120) from 26/3/2023 to 6/4/2023

COURSE

STUDENT PROFILE

COMPANY

ENROLMENT

Set specific details into this enrolment

UNITS

SCHEDULING

OUTCOMES

FEES

PAYMENTS

CONFIRM

Back

Cancel

Next

Confirm Now

Course:

CSEREAD00060 / NSW

*Start Date:

26/3/2023

Program:

BSB50120 / Diploma of Business

*Target End Date:

6/4/2023

*Enrolment Status:

Active

End Date:

GPA:

0

Brand:

Course Details

Trainee/Apprentice

Claims/Funding

Finance

Custom Details

Contract:

NSW Smart and Skilled (...)

New South Wales

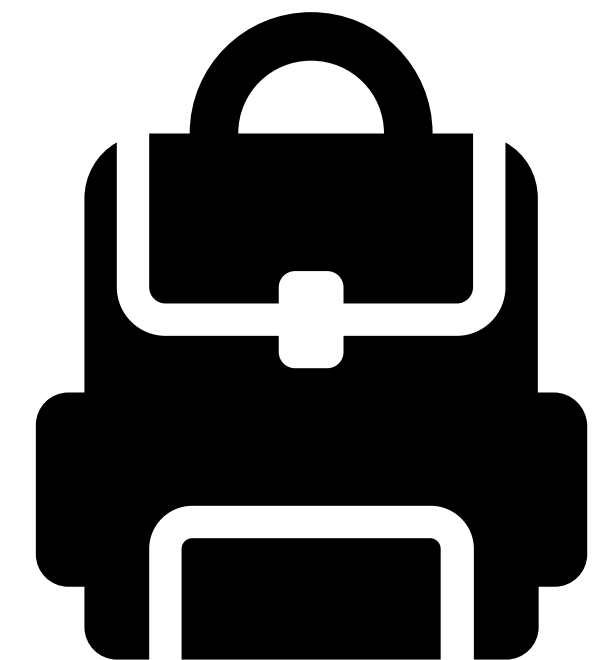
Claims & Funding

Contracts

ACE funding

There are recent changes specifically for NSW ACE reporting of purchasing contracts

Our development team are currently working on implementing these changes



Lets go do it!

Let's take a look at:

- Setup funding Contract
- Create a Course with a Contract





Smart and Skilled



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Smart and Skilled

“Smart and Skilled is a NSW Government program that helps people get qualifications in in-demand skills and industries.” The NSW Government produce a NSW Skills list which outlines which qualifications are eligible for subsidy under smart and skilled. This list covers:

- Certificate II to Advanced Diploma qualifications
- Selected Foundation Skills courses
- All apprenticeships and selected traineeships
- Part qualifications for key groups and sectors

Reference: <https://www.nsw.gov.au/education-and-training/vocational/funding/smart-skilled-training-providers>



Smart and Skilled

Enrolment



Enrolment

In the enrolment wizard, under the enrolment step, record the state-based claims and funding information

Enrolments > Enrol Students

New Enrolment
Spencer Smith (00020006) in NSW - CSEREA00060 (BSB50120) from 26/3/2023 to 30/4/2023

ENROLMENT
Set specific details into this enrolment

Course: CSEREA00060 / NSW
Program: BSB50120 / Diploma of Business
***Enrolment Status:** Active
***Start Date:** 26/3/2023
***Target End Date:** 30/4/2023
End Date:
Brand:

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

Contract: NSW Smart and Skilled (... x)

New South Wales

Claims & Funding

Fee Exemption State: Z: No Concession
***Funding Source National:** 11: Commonwealth and State general purpose recurrent
Delivery Mode: Combination of internal and v
Reporting Enabled: ☒
Funding Source State: SAS: Smart and Skilled
Eligibility Exemption Indicator: ☐
Smart and Skilled Reporting: ☒
Transition: ☐
Referral:
Employment Service Provider:
ESP Referral ID:
Priority:

Commitment Identifier:
Smart and Skilled Region:
Smart and Skilled Program:
Welfare Status:
Welfare Type:

Survey Contact Status: Available for survey use

Enrolment

- **Smart and Skilled Reporting**

If this box is unchecked the student will be excluded from reporting. NSW Smart and Skilled requires that once a student has completed their learning, the details for that enrolment are no longer reported

- **Transition**

If this is checked the enrolment should be included irrespective of the enrolment date range and unit activity date range.

E.g. Student enrolment dates are 1/1/2021 to 31/1/2021 will be part of the 2022 submission with all units reported

- **ESP Referral ID *If required**

You can document the employment service provider (ESP) referral ID in this 10 characters value

Reporting Enabled: ☒ ⓘ

Funding Source State:

Eligibility Exemption Indicator: ☐

Smart and Skilled Reporting: ☒ ⓘ

Transition: ☐ ⓘ

Referral:

Employment Service Provider:

ESP Referral ID:

Priority:

Enrolment

- **Smart and Skilled region**
Select the region
- **Smart and Skilled program**
Lists the program streams you can choose to select for the enrolment
- **Welfare status**
You can record a student's welfare status from a pre-defined list
- **Welfare type**
You can note a student's welfare type from a pre-defined list

New South Wales

Claims & Funding

Fee Exemption State: Z: No Concession ⓘ

*Funding Source National: 11: Commonwealth and State general purpose recurrent ⌵

Delivery Mode: Combination of external and v ⌵

Commitment Identifier: ⓘ

Smart and Skilled Region: ⌵

Smart and Skilled Program: ⌵

Welfare Status: ⌵

Welfare Type: ⌵

Survey Contact Status: Available for survey use x ⌵

Enrolment

The provider can carry out the notification of enrolment via the portal to generate a Commitment ID

This commitment ID is entered into the SMS enrolment by editing post-creation as required

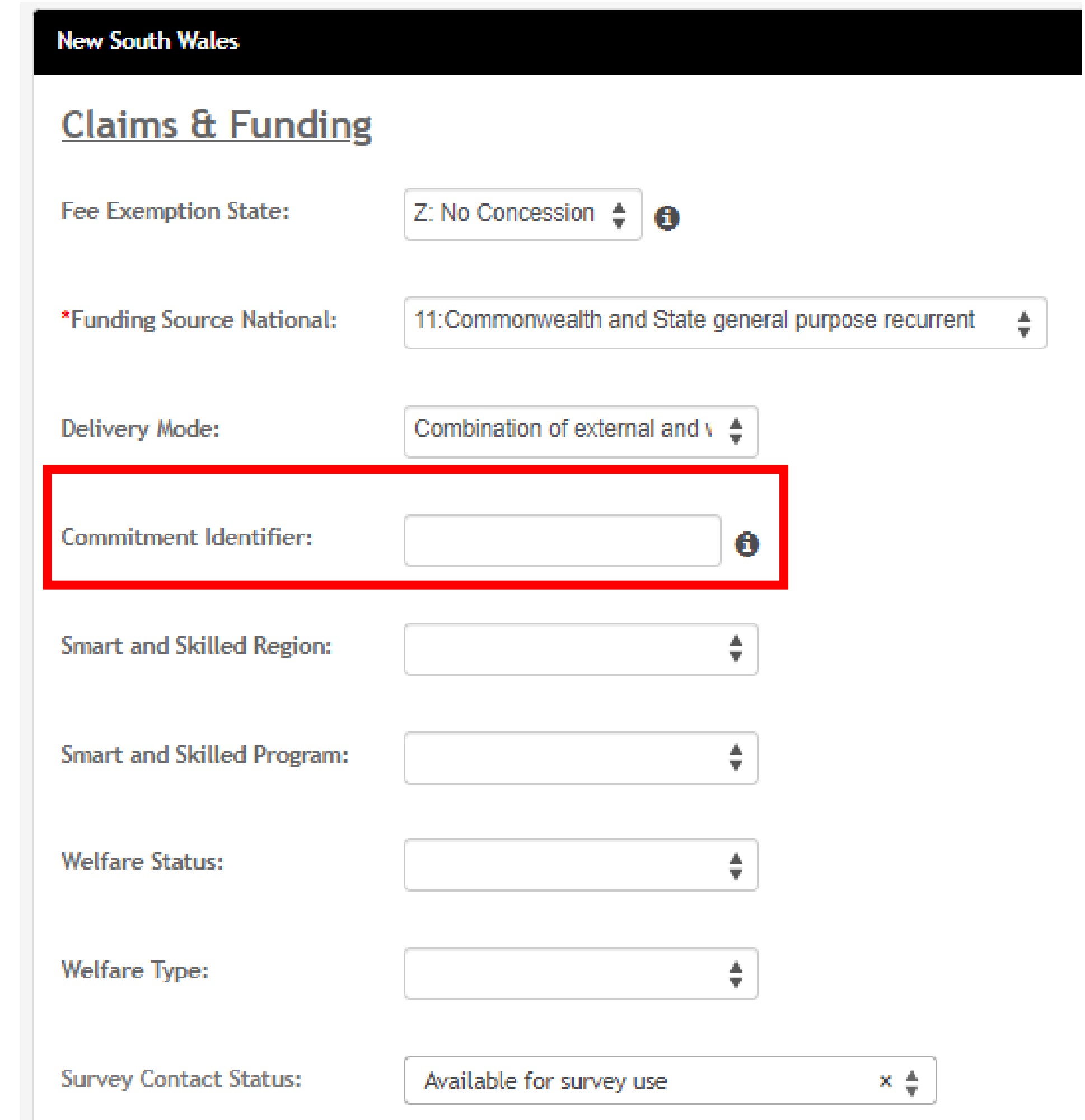
Community > list all > select student > select enrolment > edit

- **Commitment Identifier**

All Smart and Skilled enrolments require a Commitment ID for funding purposes

Reference:

<https://www.nsw.gov.au/sites/default/files/noindex/noindex/2022-04/operating-guidelines-1-jul-22-to-30-jun-23.pdf>



The screenshot shows a web form titled "New South Wales" with a sub-header "Claims & Funding". The form contains several fields with dropdown menus and an information icon (i). The "Commitment Identifier" field is highlighted with a red rectangle. Below it are fields for "Smart and Skilled Region", "Smart and Skilled Program", "Welfare Status", "Welfare Type", and "Survey Contact Status".

New South Wales	
Claims & Funding	
Fee Exemption State:	Z: No Concession ⓘ
*Funding Source National:	11: Commonwealth and State general purpose recurrent ⓘ
Delivery Mode:	Combination of external and v ⓘ
Commitment Identifier:	ⓘ
Smart and Skilled Region:	⌵
Smart and Skilled Program:	⌵
Welfare Status:	⌵
Welfare Type:	⌵
Survey Contact Status:	Available for survey use x ⌵

Lets go do it!

Let's take a look at:

- Enrol a student into a Smart and Skilled Course



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Smart and Skilled

Start and End Dates

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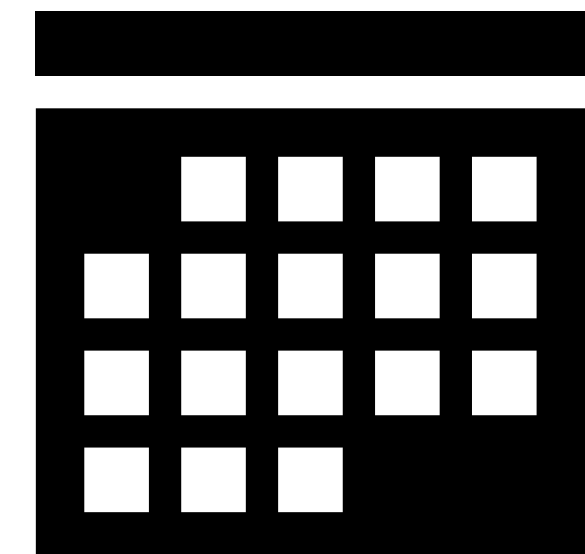


Start and End Dates

“When training is yet to start and/or be completed for the unit of competency, then the proposed dates must be entered. The dates entered must then be updated if they change and when the actual start date or end date is known (if they differ from the proposed dates).”

Reference: <https://www.nsw.gov.au/sites/default/files/noindex/noindex/2022-04/operating-guidelines-1-jul-22-to-30-jun-23.pdf>

Smart and skilled operating guidelines: <https://www.nsw.gov.au/education-and-training/resources/smart-and-skilled-operating-guidelines>



Start and End Dates

Course Defaults

Before you start to enrol students into a Course, you can set unit defaults for the Course

Course > List Course > select course > Course > Units > Edit

You can set a default:

- Start date
 - Targe end date
- or
- Start after
 - Duration

Course

Course

Details

Units

Requirements

Students0

Timetable

Notes / Checklists0

Email

SMS

Documents0

Letters & Forms

Bulk Actions

Finance

Admin

Prospects1

Course Applications0

Edit UnitsNSW (CSEREA00060)

Save

Cancel

CORE

TGA Packaging Rules

Code	Name	Starts After	Duration	Start Date	Target End Date		Enabled
BSBCRT511	Develop critical thinking in others			dd/mm/yyyy	dd/mm/yyyy		<input checked="" type="checkbox"/>
BSBSU5511	Develop workplace policies and procedures for sustainability			dd/mm/yyyy	dd/mm/yyyy		<input checked="" type="checkbox"/>
BSBXC501	Lead communication in the workplace			dd/mm/yyyy	dd/mm/yyyy		<input checked="" type="checkbox"/>
BSBFIN501	Manage budgets and financial plans			dd/mm/yyyy	dd/mm/yyyy		<input checked="" type="checkbox"/>
BSBOPS501	Manage business resources			dd/mm/yyyy	dd/mm/yyyy		<input checked="" type="checkbox"/>

ELECTIVE

Code	Name	Starts After	Duration	Start Date	Target End Date		Enabled
BSBXDB502	Adapt organisations to enhance accessibility for people with disability			dd/mm/yyyy	dd/mm/yyyy		<input checked="" type="checkbox"/>
BSBLDR523	Lead and manage effective workplace relationships			dd/mm/yyyy	dd/mm/yyyy		<input checked="" type="checkbox"/>
BSBLDR521	Lead the development of diverse workforces			dd/mm/yyyy	dd/mm/yyyy		<input checked="" type="checkbox"/>

Start and End Dates

Outcomes During Enrolment

When enrolling a student, you can note down or amend (if recorded at a course level):

- Start and end dates for units
- Unit outcome (if not started yet this can be “not yet started – 85”)

Enrolments > Enrol Students

New Enrolment

Julian Sullivan (00020073) in NSW - CSEREA00060 (BSB50120) from 26/3/2023 to 30/4/2023

COURSE

STUDENT PROFILE

COMPANY

ENROLMENT

UNITS

SCHEDULING

OUTCOMES

FEES

PAYMENTS

CONFIRM

Apply outcomes

Cancel

Back

Next

Confirm Now

'Auto Calculate Census Date' preference is enabled. [Learn More](#)

Bulk Actions

Code	Unit	Outcome	Start Date	Target End Date	End Date
Core Units					
<input type="checkbox"/>	BSBCRT511	Develop critical thinking in others	Not yet started - 85	26/3/2023	31/3/2023
<input type="checkbox"/>	BSBFIN501	Manage budgets and financial plans	Not yet started - 85	28/3/2023	31/3/2023
<input type="checkbox"/>	BSBOP5501	Manage business resources	Not yet started - 85	26/3/2023	3/4/2023
<input type="checkbox"/>	BSBSUS511	Develop workplace policies and procedures for sustainability	Not yet started - 85	28/3/2023	3/4/2023
<input type="checkbox"/>	BSBXCM501	Lead communication in the workplace	Not yet started - 85	26/3/2023	31/3/2023
Elective Units					
<input type="checkbox"/>	BSBFIN502	Manage financial compliance	Not yet started - 85	28/3/2023	3/4/2023
<input type="checkbox"/>	BSBFIN601	Manage organisational finances	Not yet started - 85	28/3/2023	3/4/2023
<input type="checkbox"/>	BSBHRM412	Support employee and industrial relations	Not yet started - 85	26/3/2023	31/3/2023

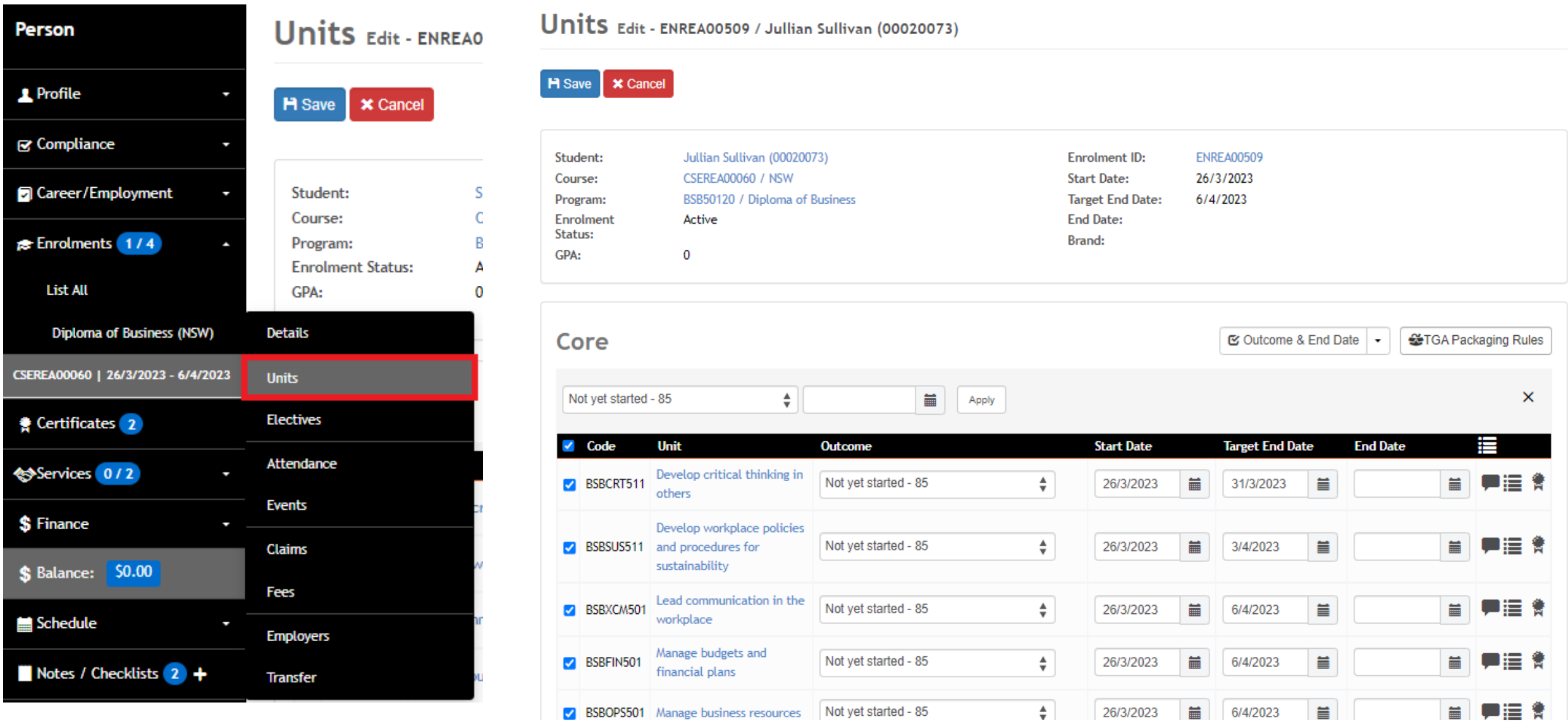
Start and End Dates

Multiple Students (in bulk)

Individual Enrolment

Community > List All > select student > Enrolments > select enrolment > Units > Edit

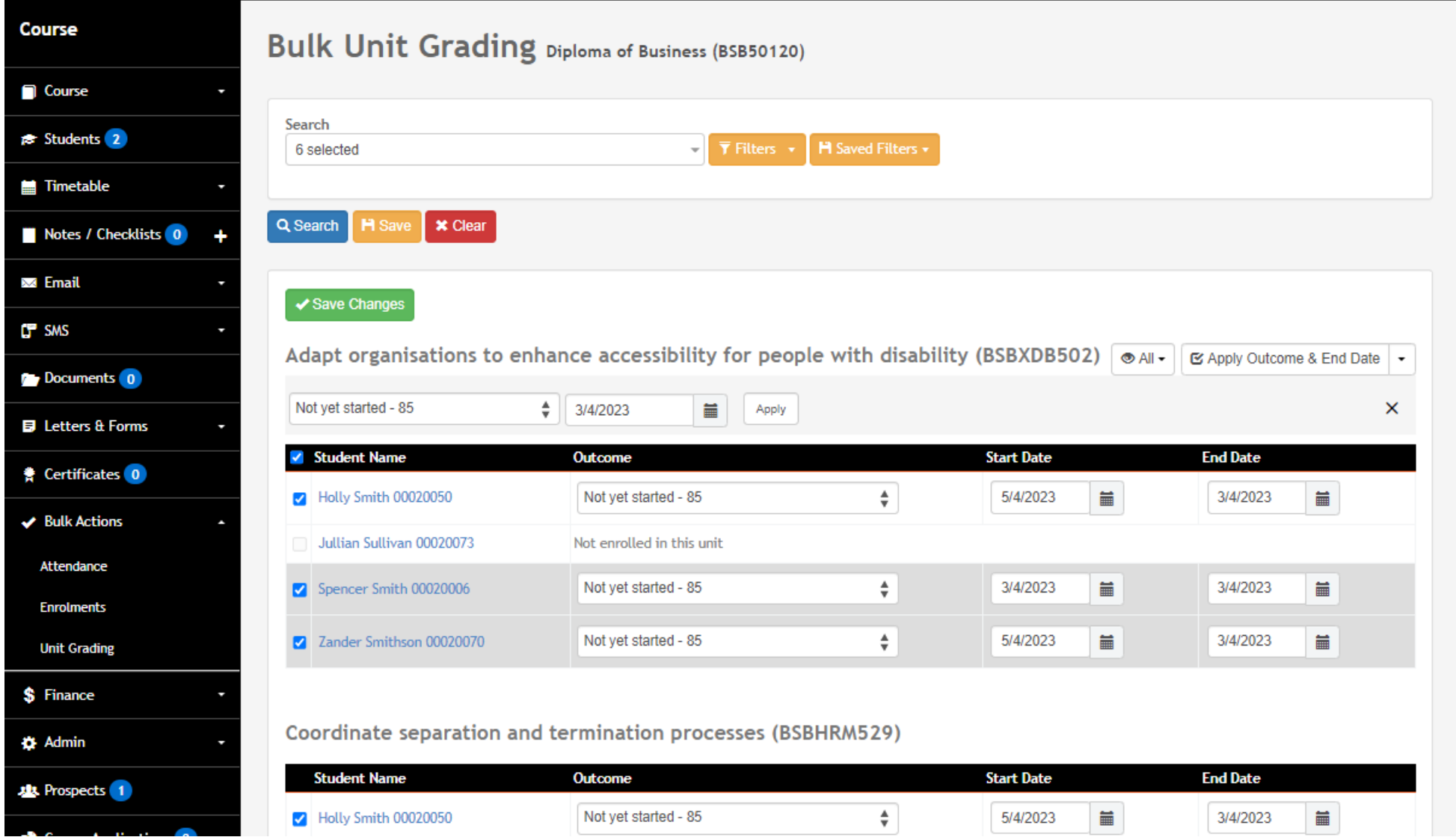
Record start dates for individual units



Course Level

Course > List Course > select course > Bulk Actions > Unit Grading

Find and update the unit you wish to note a start or end date for



Start and End Dates

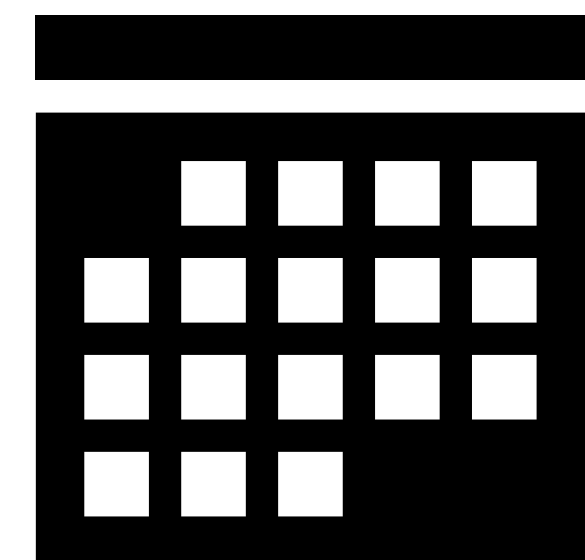
Updating Student's Dates

NSW Smart and Skilled requires that each unit the student plans to undertake has the approximate start and finish dates recorded

Sometimes, these dates may pass without the units being started or completed. This will cause an error in your NSW Smart and Skilled AVETMISS reporting. Change these dates to a time in the future before you run your reports.

Progress Centre can be used to identify students whose dates have passed

[Enrolments > Progress Centre](#)



Start and End Dates

Updating Student's Dates

Have not commenced but have a start date of today or in the past

Use filters:

- Unit start date
- Unit outcome identifier = Not yet started

Update the enrolments as required, individually or in bulk

Progress Centre

Academic Period

Units

Subjects

Attendance

Certificates

Search by

Student

Filters

Saved Filters

Unit Start Date

1/1/2023

31/3/2023

Unit Outcome Types

Not yet started - 85 [National Reporting (Australia)]

Search

Save

Clear

Bulk Update

1 - 12 of 12

1 Page

	Party ID	Student Name	Course Scope Code	Course Scope Name	Course Code	Course Name	Unit Code	Unit Name	Outcome	Start Date	Target End Date	End Date	Enrolment Status	
<input type="checkbox"/>	00020073	Sullivan, Jullian	BSB50120	Diploma of Business	CSEREA00060	Diploma of Business (NSW)	BSBCRT511	Develop critical thinking in others	Not yet started - 85	26/3/2023	31/3/2023		Active	
<input type="checkbox"/>	00020073	Sullivan, Jullian	BSB50120	Diploma of Business	CSEREA00060	Diploma of Business (NSW)	BSBFIN501	Manage budgets and financial plans	Not yet started - 85	26/3/2023	6/4/2023		Active	
<input type="checkbox"/>	00020073	Sullivan, Jullian	BSB50120	Diploma of Business	CSEREA00060	Diploma of Business (NSW)	BSBLDR521	Lead the development of diverse workforces	Not yet started - 85	26/3/2023	6/4/2023		Active	
						Diploma of		Lead and manage						

Start and End Dates

Updating Student's Dates

Are continuing but have a finish date of today or in the past

Use filters:

- Unit target end date
- Unit outcome identifier = continuing

Update the enrolments as required, individually or in bulk

Progress Centre

Academic Period

Units

Subjects

Attendance

Certificates

Search by

Student

Filters

Saved Filters

Unit Outcome Types

Continuing enrolment - 70 [National Reporting (Austral...

Unit Target End Date

1/3/2023

31/3/2023

Search

Save

Clear

Bulk Update

1 - 2 of 2

1 Page

	Party ID	Student Name	Course Scope Code	Course Scope Name	Course Code	Course Name	Unit Code	Unit Name	Outcome	Start Date	Target End Date	End Date	Enrolment Status	
<input type="checkbox"/>	00020050	Smith, Holly	BSB50120	Diploma of Business	CSEREA00060	Diploma of Business (NSW)	BSBCRT511	Develop critical thinking in others	Continuing enrolment - 70	26/3/2023	31/3/2023		Active	
<input type="checkbox"/>	00020050	Smith, Holly	BSB50120	Diploma of Business	CSEREA00060	Diploma of Business (NSW)	BSBSUS511	Develop workplace policies and procedures for sustainability	Continuing enrolment - 70	28/3/2023	31/3/2023		Active	

1 - 2 of 2

1 Page

Lets go do it!

Let's take a look at:

- Update unit dates



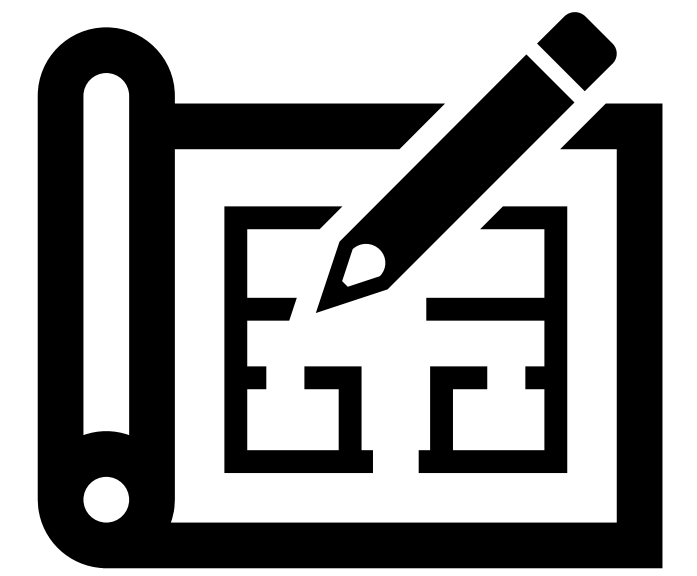


Smart and Skilled

Training plan

ReadyTech Education

 Review Session 9.1



Training Plan

For trainees and/or apprentices in NSW

“Every apprentice or trainee in NSW gets an individualised Training Plan. A Training Plan is your learner’s road map to success.”

Reference: <https://www.nsw.gov.au/education-and-training/apprentices-and-trainees/employers/training-plan>

Smart and Skilled

Some Smart and Skilled participants also require a Training plan. “The Provider must develop a Training Plan for each Approved Qualification that an Enrolled Student (except an Apprentice or Trainee) is receiving Subsidised Training under the Smart and Skilled ... within 12 weeks of Commencement and prior to the completion of the Training”

Reference: <https://www.nsw.gov.au/sites/default/files/noindex/noindex/2022-04/operating-guidelines-1-jul-22-to-30-jun-23.pdf>

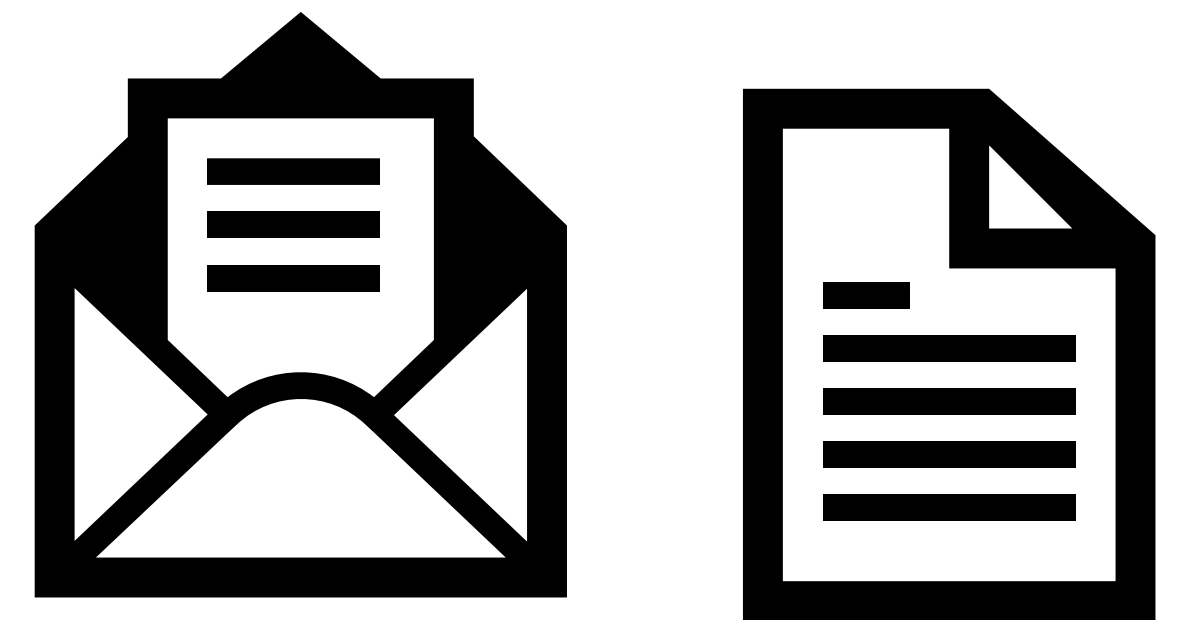
Smart and Skilled operating guidelines: <https://www.nsw.gov.au/education-and-training/resources/smart-and-skilled-operating-guidelines>

Training Plan

A **standard** Training Template is available – please reach out to Support/Onboarding if you would like this activated in your system

If you need any bespoke changes or additional reports, speak to your onboarding consultant or support

Please note: there may be a cost associated altering reports or generating new reports



Training Plan

The standard training plan template can be generated at an individual or course level

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

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

Letters & Forms - Advanced

Jullian Sullivan (00020073)

Selection

Party: Jullian Sullivan - 3/4 12:44pm

ActiveInactive

1 Employee

1 Employer

1 Enrolment

1 Party

12 Units

Select Units

Preferences

DeliveryPreferenceEmailLetter

FormatHTMLText

LayoutClear Landscape: A4 Landscape x

Document CategoryTraining Plan x

Portal

Preview

TitleTraining Plan NSW v2018

NSW Apprenticeship/Traineeship - Training Plan

Employer Training Name

Apprentice/Trainee Name

ETC Name

TCC

ABOUT THE TRAINING PLAN

DECLARATION AND UNDERTAKING

Employer's Training Organisation (ETO)

Apprentice/Trainee's Declaration

Signature

Date

Position

TemplatesFields

Student: Training Plans

Training Plan National v2018

Training Plan NSW v2018

Training Plan QLD v2018

Training Plan VIC v2018

Letters & Forms - Advanced

NSW (CSEREA00060)

Selection

Course: Diploma of Business (NSW) - 3/4 12:42pm

ActiveInactive

2 Academics

1 Assessor

1 Coordinator

3 Employees

3 Employers

4 Enrolments

Preferences

DeliveryPreferenceEmailLetter

FormatHTMLText

LayoutClear Landscape: A4 Landscape x

Document CategoryTraining Plan x

Portal

Preview

TitleTraining Plan NSW v2018

NSW Apprenticeship/Traineeship - Training Plan

Employer Training Name

Apprentice/Trainee Name

ETC Name

TCC

ABOUT THE TRAINING PLAN

DECLARATION AND UNDERTAKING

Employer's Training Organisation (ETO)

Apprentice/Trainee's Declaration

Signature

Date

Position

TemplatesFields

Student: Training Plans

Training Plan National v2018

Training Plan NSW v2018

Training Plan QLD v2018

Training Plan VIC v2018



Adult and Community Education (ACE)

ReadyTech Education

ACE

Adult and Community Education (ACE)

Adult and community education (ACE) includes a mix of both general interest and accredited courses that are nationally recognised. They are designed to provide affordable, local training and education. They are designed for adults of all backgrounds, ages and abilities.

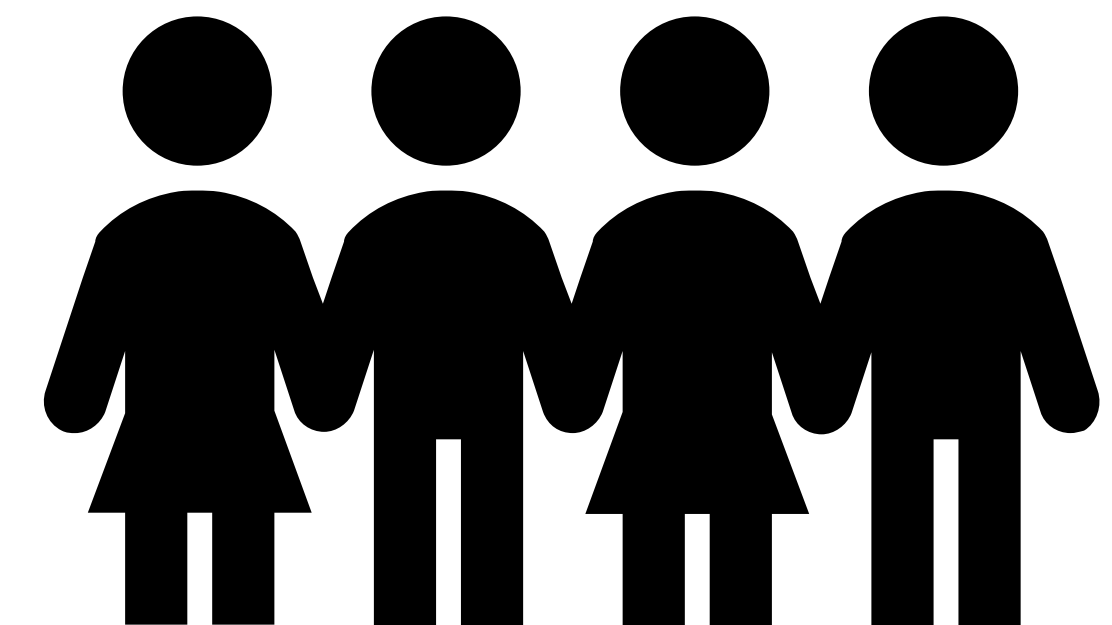
ACE providers are independent but partner with a variety of organisations for funding support and to meet local needs.

Reference: <https://www.nsw.gov.au/education-and-training/adult-and-community-education/about-community-education>

Student Support

“The ACE Provider must provide a range of student support strategies that will enhance a student’s potential to successfully complete their training. The ACE Provider must keep necessary records to **demonstrate what support** has been provided to students.”

Reference: <https://www.nsw.gov.au/education-and-training/resources/ace-provider-operating-guide>



Student Support

Notes and Checklists

Notes and checklists can be used to record evidence regarding support

These can be assigned a user and a date

Community > List All > select party > Notes / Checklists

Note

New Spencer Smith (00020006)

Create

Cancel

Note

Template Type

General

Category

General

Date

18/4/2023

Template

Start Typing...

*Title

Support

7 characters

Description

The student attended the support session to get help with A1.

A

↕

↕

B

I

U

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≡

≡

Paragraph

▼

System Font

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P

Settings

General

Event

Privacy

Associations

Priority

Low

Normal

High

Status

Open

Closed

Cancelled

Assignee

User: BridgetteOnboardi... × ⓘ

Archived

☐

Reporting (ACE Specific)

Reporting as an ACE provider typically required reporting of all training that has taken place in NSW including both the Smart and skilled and national fee for service

ACE is a separate funding agreement from Smart and skilled and **will not have Commitment ID** requirements like with Smart and Skilled





Traineeship/ Apprenticeship

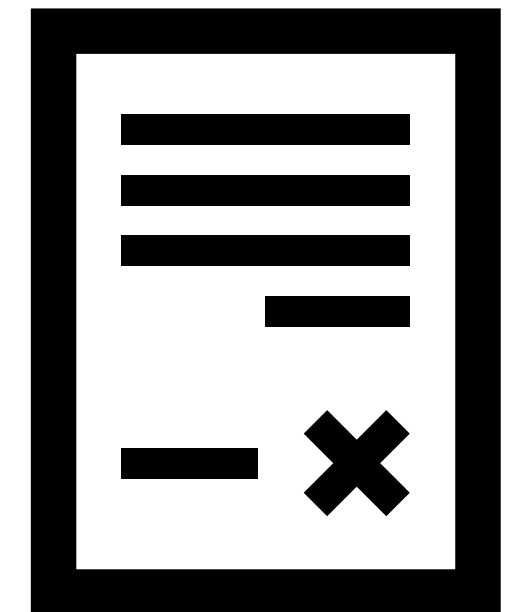


ReadyTech Education

Traineeship/Apprenticeship

Some training information in SMS requires additional details be entered to communicate the presence of a Traineeship/Apprenticeship

This is done by creating adding a trainee/apprentice record to link to your Enrolment. This will represent the Training Agreement or Contract of Training in place. All New Apprentices (Apprentices and Trainees) enter into a Training Agreement with their employer in the presence of an Apprenticeship Network Provider (ANP).



Traineeship/Apprenticeship

Add Client Identifier = STA Client No.

Enter the Client identifier which is the **STA Client No.**

Enrolments > Enrol Students

New Enrolment
Spencer Smith (00020006) in NSW - CSEREA00060 (BSB50120) from 26/3/2023 to 30/4/2023

COURSE **STUDENT PROFILE** **COMPANY** **ENROLMENT** **UNITS** **SCHEDULING** **OUTCOMES** **FEES** **PAYMENTS** **CONFIRM**

STUDENT PROFILE
Capture additional student details

Background

Labour Force Status: Unemployed - seeking part time work/

Client Identifier:

Country of Birth: Australia

Town/City of Birth: launceston

Nationality: Australia

Indigenous Status: No, Neither Aboriginal nor Torres Strait

Main Language: English

Citizenship Details

Citizenship Status: Australian Citizenship

Citizenship Effective From Date:

School Details

At School: ☒ Not Stated ☐ Yes ☐ No

Disability

Disability: ☒ Not Stated ☐ Yes ☐ No

Traineeship/Apprenticeship

Enrolment – Add Employer

1. Add the Company if they don't already exist

Community > Companies > list all > +
New

2. Add the Company during the student's enrolment

New Enrolment
Jillian Spoon (00020026) in Australian Capital Territory - CSEREA00047 (BSB50120) from 1/3/2023 to 30/4/2023

COURSE STUDENT PROFILE **COMPANY** ENROLMENT UNITS SCHEDULING OUTCOMES FEES PAYMENTS CONFIRM
Link a company to the enrolment

Back Cancel Next Confirm Now

New Company: ABC Business, ABC Business Add

Cancel Back Next Confirm Now

New Enrolment
Jillian Spoon (00020026) in Australian Capital Territory - CSEREA00047 (BSB50120) from 1/3/2023 to 30/4/2023

COURSE STUDENT PROFILE **COMPANY** ENROLMENT UNITS SCHEDULING OUTCOMES FEES PAYMENTS CONFIRM
Link a company to the enrolment

Back Cancel Next Confirm Now

1. ABC Business: 21/3/2023 - still active

Employment Type	Employer	ABC Business
Primary	<input type="checkbox"/>	Employment period 21/3/2023 - Still active
Employee title	Search Employee T...	
Supervisor		
Period of enrolment	<input checked="" type="checkbox"/> whole enrolment	
From		
Proposed End Date		

Traineeship/Apprenticeship

Enrolment – Add Trainee/Apprentice

Add the Trainee/Apprentice within the enrolment step under the Trainee/Apprentice tab

New Enrolment
Spencer Smith (00020006) in NSW - CSEREA00060 (BSB50120) from 26/3/2023 to 30/4/2023

COURSE STUDENT PROFILE COMPANY **ENROLMENT** UNITS SCHEDULING OUTCOMES FEES PAYMENTS CONFIRM
Set specific details into this enrolment

[Back](#) [Cancel](#) [Next](#) [Confirm Now](#)

Course: CSEREA00060 / NSW *Start Date: 26/3/2023
Program: BSB50120 / Diploma of Business *Target End Date: 30/4/2023
*Enrolment Status: Active End Date:
Brand:

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

[+ New](#)

This enrolment does not have any traineeship/apprenticeship yet, click New button to create one.

[Cancel](#) [Back](#) [Next](#) [Confirm Now](#)

Traineeship/Apprenticeship

Enrolment – Enter Trainee/Apprentice

- **TCID (Training Contract Identifier)** - TCID/TAID
- **Type** – Where you note if they are an Apprentice, pre-Apprentice or Trainee
- **AASN (Australian Apprenticeship Support Network)** – optional field where you select the AASN
- **Active** – must have at least one active record
- **Date** – Record all the key dates, including training plan signed, and contract dates

NOTE! at this point you will be unable to select the employer

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

+ New

Trainee/Apprenticeship #1 - Active

Details

TCID:

Type:

AASN:

Mode:

Active: ☒

End Reason:

Employer

Employer:

Host Employer:

Secondary School:

Training Contract

Contract Start Date:

Contract End Date:

Contract Status Date:

Contract Status:

Contract State:

Key Dates

How long is the Traineeship/Apprenticeship? ☐ 1 ☐ 2 ☐ 3 ☐ 4

Finance

Annual Leave Balance:

Personal Leave Balance:

Pay Rate:

Cancel Back Next Confirm Now

Traineeship/Apprenticeship

Enrolment – Complete Enrolment

Finish entering all enrolment details and Create

Steps must now be taken in the party record

New Enrolment

Jillian Spoon (00020026) in Australian Capital Territory - CSEREA00047 (BSB50120) from 1/3/2023 to 30/4/2023

The following Warnings are present:

- You need to select a AAC if this enrolment is an Apprenticeship/Traineeship Training Contract.
- You need to select a Type if this enrolment is an Apprenticeship/Traineeship Training Contract.
- AVETMISS - You need to enter a TCID if this enrolment is an Apprenticeship/Traineeship Training Contract.

COURSE

STUDENT PROFILE

COMPANY

ENROLMENT

UNITS

SCHEDULING

OUTCOMES

FEES

PAYMENTS

CONFIRM

Review and confirm enrolment

Cancel

Back

Create

Person

First Name(s):Jillian

Party ID:00020026

Surname:Spoon

Date of Birth:

Gender:Female

Email:Bridgette.kaminski+JillianSpoon@readytech.io

Course

Course:Australian Capital Territory

Program:Diploma of Business

Start Date:1/3/2023

Target End Date:30/4/2023

End Date:

Academic:Tim Tywin

Core Units:5

Elective Units:7

Stream Units:0

Additional Units:0

Claims/Funding

Contract:ACTFundingContractEG (ACTEG236)

Cancel

Back

Create

Person

Profile

Compliance

Career/Employment

Enrolments1 / 1

List All

Diploma of Business (Australian Capital Territory)

CSEREA00047 | 1/3/2023 - 30/4/2023

Employers1 / 0

Certificates1

Finance

Balance:\$0.00

Schedule

Notes / Checklists0 +

Email

SMS

Documents6

Enrolment Details

ENREA00326 / Jillian Spoon (00020026)

Student:Jillian Spoon (00020026)

Enrolment ID:ENREA00326

Course:CSEREA00047 / Australian Capital Territory

Start Date:1/3/2023

Program:BSB50120 / Diploma of Business

Target End Date:30/4/2023

Enrolment Status:Active

End Date:

GPA:0

Brand:

Summary

Units

0%

Total Units: 12

Total Units Completed: 0

Attendance

0.00%

Scheduled Hours: 0.0

Attended Hours: 0.0

Invoiced

0.0%

Total Projected: \$0.00

Total Invoiced: \$0.00

Claims

0%

Total Claims: 12

Total Invoiced: 0

Course Details

Traine/Apprentice

Claims/Funding

Finance

Custom Details

More

Course Details

Worker Type:New Worker

Academic:Tim Tywin (00020010)

Other Academic:Tyler Trent (00020020)

Coordinator:

Location:ACT

Study Period:

Total Number of Weeks:

Paid Number of Weeks:

Tier:

Region:

Arrival Date:

Study Mode:Full Time

Qualification Level:Diploma/421

VETIS:

Course Type:

Study Reason:To get skills for community/voluntary work

COE ID:

COE Status:

COE Issue Date:

Specialisation:

Traineeship/Apprenticeship

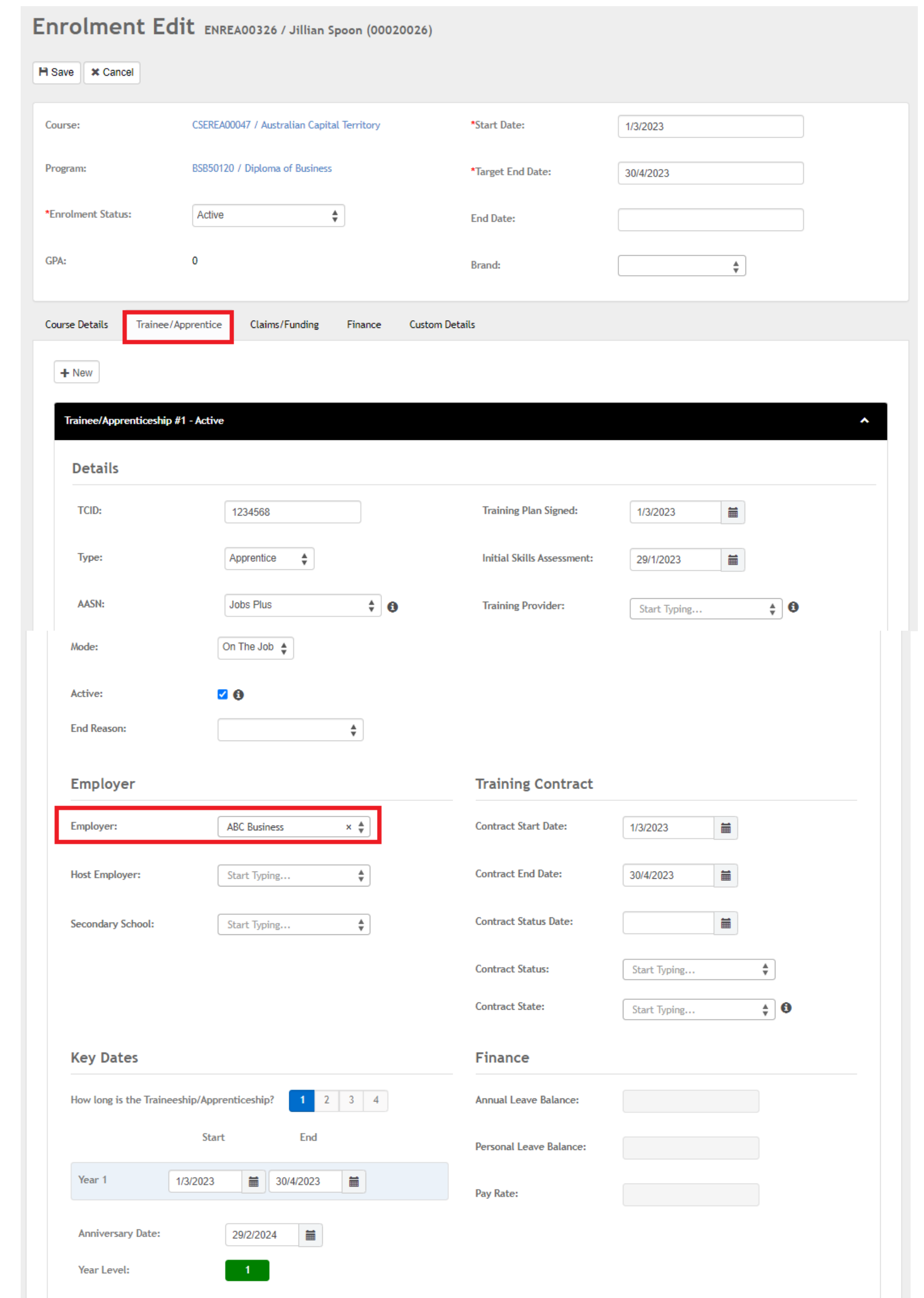
Add Employer to Trainee/Apprentice

Community > List All > select student > select enrolment > Edit > Trainee/Apprentice > Employer

The Employer must be attached to the enrolment within Trainee/Apprentice section

Update and/or add additional details required

NOTE! An employer must first be assigned to be selectable. We did this during the enrolment wizard. If you did not, see next slide.



The screenshot displays the 'Enrolment Edit' interface for a specific enrolment (ENREA00326 / Jillian Spoon (00020026)). The 'Trainee/Apprentice' tab is selected and highlighted with a red box. The form is divided into several sections: 'Details', 'Employer', 'Training Contract', 'Key Dates', and 'Finance'. The 'Employer' section is highlighted with a red box, showing the 'Employer' field set to 'ABC Business'. Other fields in the 'Employer' section include 'Host Employer' and 'Secondary School', both set to 'Start Typing...'. The 'Details' section includes fields for 'TCID', 'Type', 'AASN', 'Mode', 'Active', and 'End Reason'. The 'Training Contract' section includes fields for 'Contract Start Date', 'Contract End Date', 'Contract Status Date', 'Contract Status', and 'Contract State'. The 'Key Dates' section includes a 'How long is the Traineeship/Apprenticeship?' dropdown set to '1', a 'Start' date of '1/3/2023', an 'End' date of '30/4/2023', an 'Anniversary Date' of '29/2/2024', and a 'Year Level' of '1'. The 'Finance' section includes fields for 'Annual Leave Balance', 'Personal Leave Balance', and 'Pay Rate'.

Traineeship/Apprenticeship

Enrolment – Add Employer

Community > List All > select student > select enrolment > Employers

If you don't add an employer at time of enrolment they can be added after the enrolment has been created

Person

Profile

Compliance

Career/Employment

Enrolments 1 / 1

List All

Diploma of Business (Australian Capital Territory)

CSEREA00047 | 1/3/2023 - 30/4/2023

Employers 1 / 0

Certificates 1

Finance

Balance: \$0.00

Schedule

Employers EN

Add/Edit

Student: Jilli

Course: CSE

Program: BSB

Enrolment Status: Acti

GPA: 0

Details

Units

Electives

Attendance

Events

Claims

Fees

Employers

Transfer

Edit Employers ENREA00326 | Jillian Spoon (00020026)

Save Cancel

Student:	Jillian Spoon (00020026)	Enrolment ID:	ENREA00326
Course:	CSEREA00047 / Australian Capital Territory	Start Date:	1/3/2023
Program:	BSB50120 / Diploma of Business	Target End Date:	30/4/2023
Enrolment Status:	Active	End Date:	
GPA:	0	Brand:	

1. ABC Business: 21/3/2023 - still active

New Company:

ABC Business, ABC Business

Add

Save Cancel

Edit Employers ENREA00326 | Jillian Spoon (00020026)

Save Cancel

Student:	Jillian Spoon (00020026)	Enrolment ID:	ENREA00326
Course:	CSEREA00047 / Australian Capital Territory	Start Date:	1/3/2023
Program:	BSB50120 / Diploma of Business	Target End Date:	30/4/2023
Enrolment Status:	Active	End Date:	
GPA:	0	Brand:	

1. ABC Business: 21/3/2023 - still active

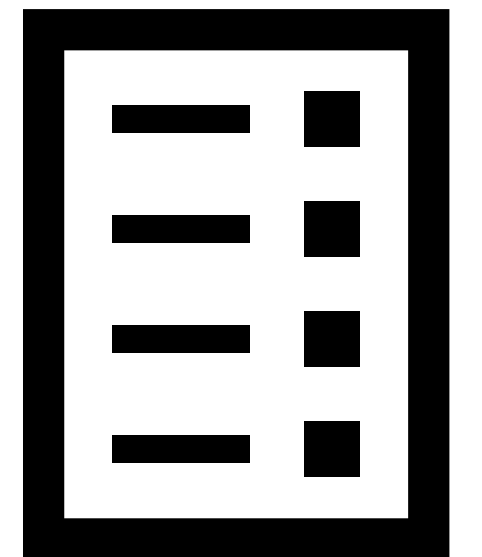
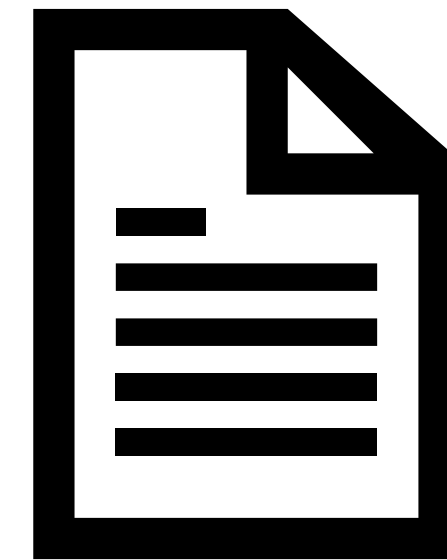
2. ABC Business: 21/3/2023 - still active

Employment Type	Employer	ABC Business
Primary	<input type="checkbox"/> <i>i</i>	Employment period 21/3/2023 - Still active
Employee title	Search Employee Title...	
Supervisor		
Period of enrolment	<input checked="" type="checkbox"/> whole enrolment	
From		
Proposed End Date		
End Date		

Traineeship/Apprenticeship

Training Plan

If training plans are required for your Traineeships/Apprenticeships, please follow the steps on slide 51



Lets go do it!

Let's take a look at:

- Adding a Trainee/Apprentice to an enrolment





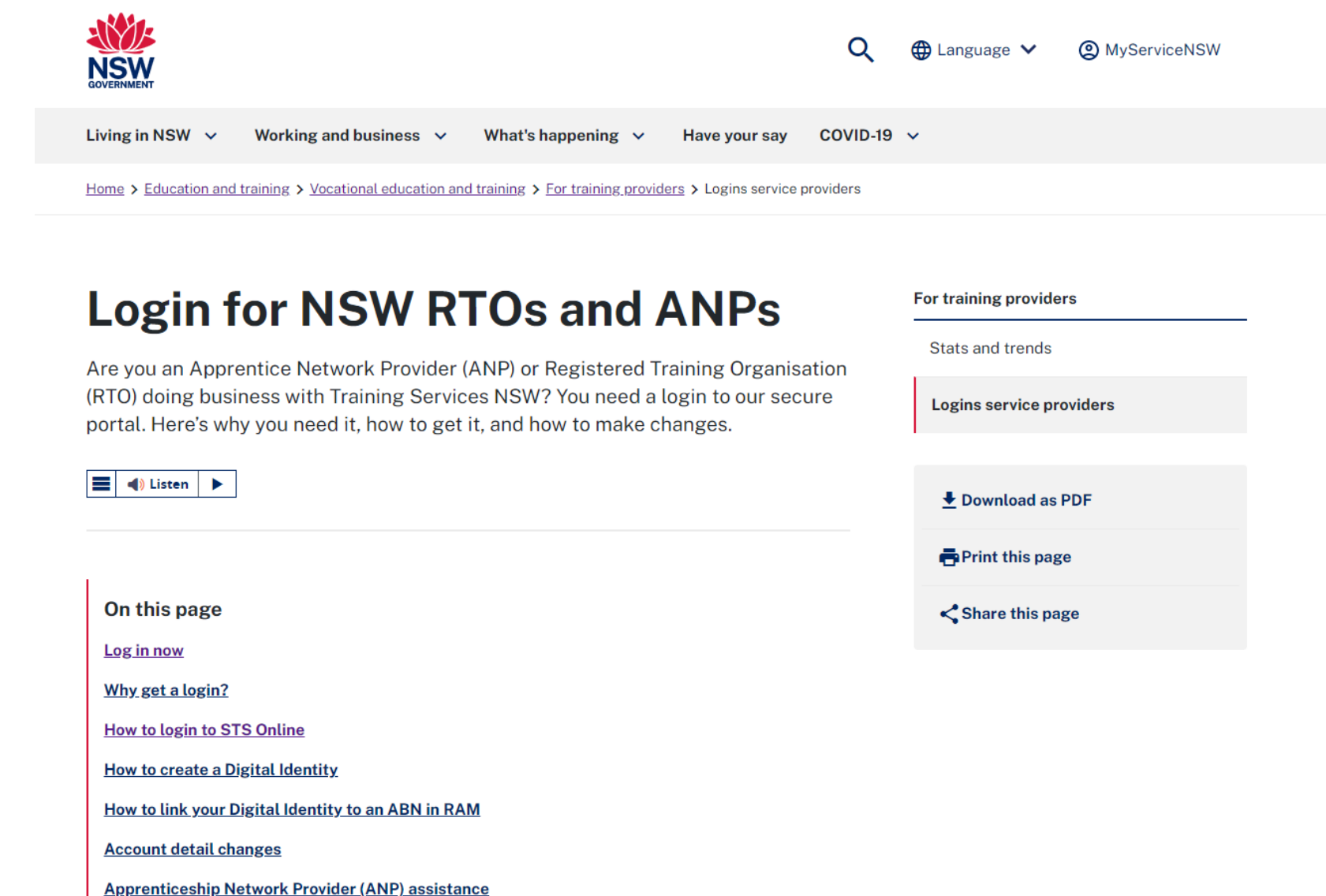
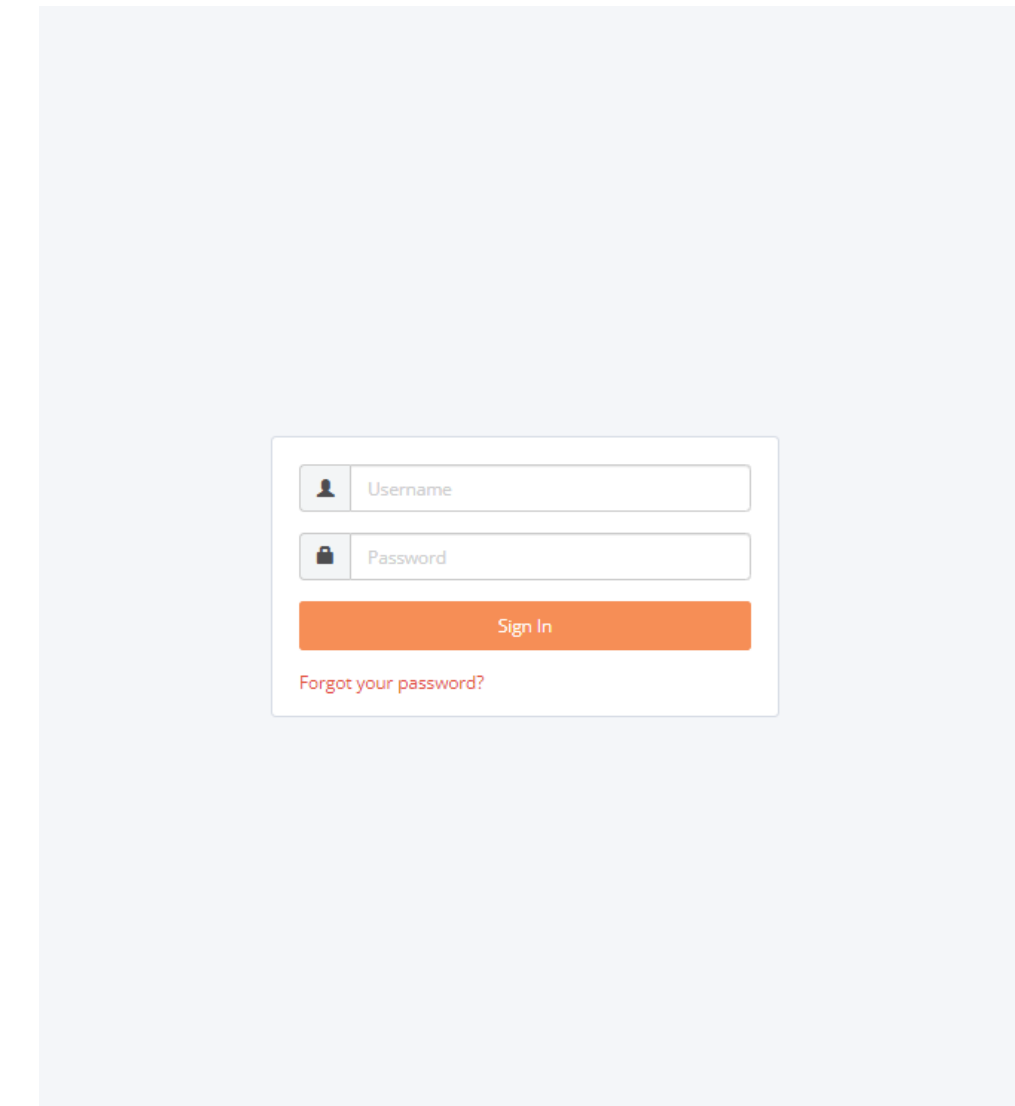
Claims Reports

ReadyTech Education

Claims Reports

To complete AVETMISS upload for Training Services NSW you will need:

1. A student management system (SMS) that produces AVETMISS files
**that's us!*
2. NCVER's AVS to validate your files
3. Access to STS online to submit your validated files

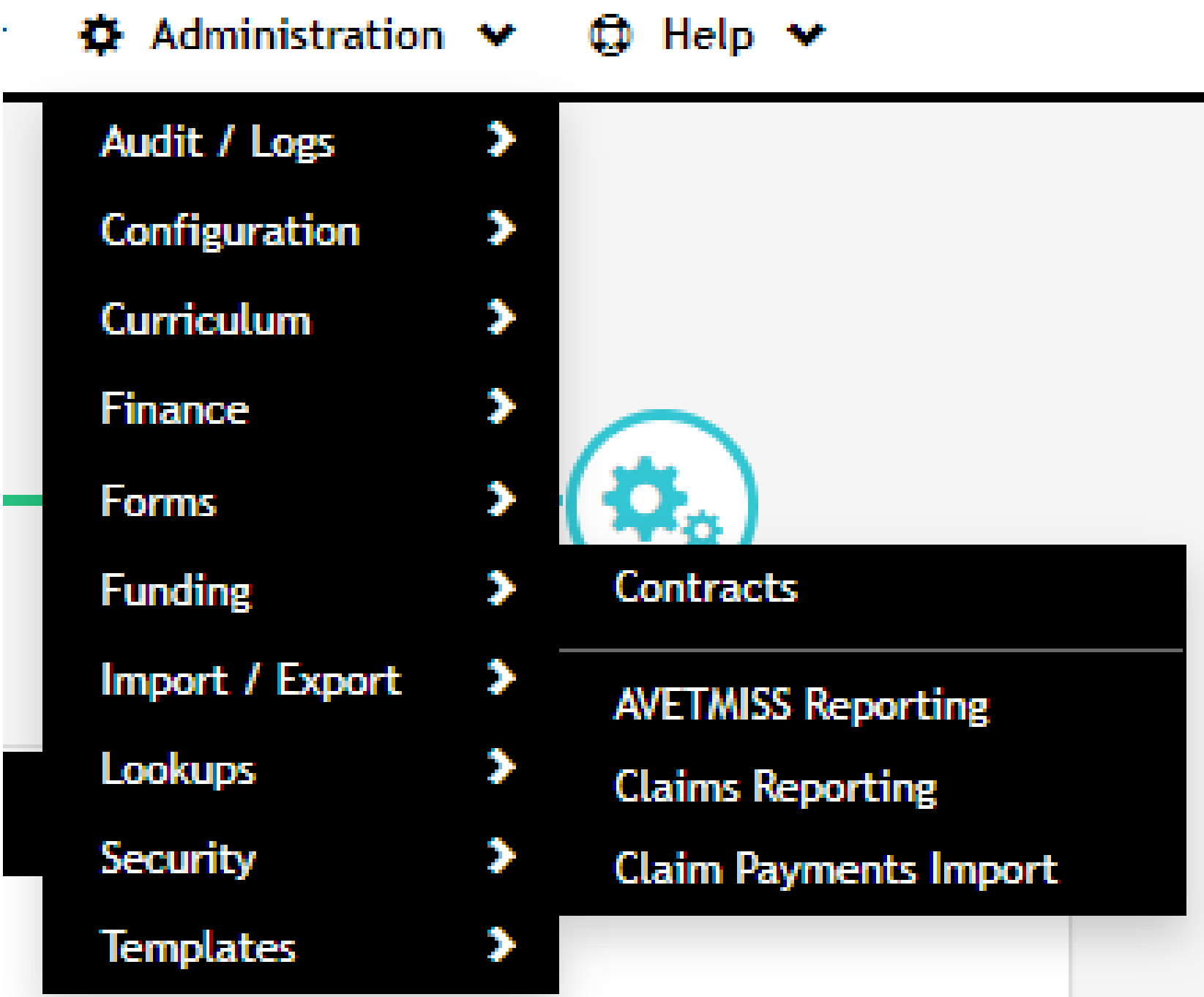


Claims Reports

How

Generate NAT files in the appropriate state format using Claims Reports

Administration > Funding > Claims Reporting



Claims Reports

+ New Report

Report ID	State	Report Type	Date	Claims	Open Claims
No claim-batches found					

Claims Reports

Options

Administration > Funding > Claims Reports

1. Select the correct state from the list
2. Choose the correct report type from the list. The list contains reporting types based off contracts you have setup
3. Choose the period you wish to pull the files for
4. If required, manually select NAT files

The screenshot shows the 'Claims Report' interface. At the top, there is a progress bar with five steps: OPTIONS (active), CONTRACTS, WARNINGS, CONFIRM, and EXPORT. Below the progress bar, there are 'Cancel' and 'Next' buttons. The main section is titled 'Report Type' and contains the following fields:

- State/Region:** A dropdown menu currently showing 'New South Wales'.
- Report Type:** Two radio button options: 'AVETMISS (ACE)' (selected) and 'Smart and Skilled'.
- Activity Period:** Two input fields for start and end dates, with a description: 'Extracts all ACE results for submission via the ACE Online Validation system (OLIV)'. Below these fields is a note: 'Manually select NAT files'.
- Activity year:** A dropdown menu currently showing '2023'.

Claims Reports

Contracts

Select Contracts to generate the report for and any other additional requirements

The filter will allow you to pull an individual student record as NSW will sometimes make this request

The screenshot displays the 'Claims Report' interface. At the top, a progress bar shows five steps: OPTIONS, CONTRACTS (the current step), WARNINGS, CONFIRM, and EXPORT. Below the progress bar, there are navigation buttons: 'Cancel', 'Back', and 'Next'. The main content area is divided into two sections. The 'Contracts' section has a header 'Contracts' and a list of options: 'Select all', 'NSW Smart and Skilled (SmartandSkilledNSW)', and 'NSW Smart and skills example (0604NSWEG)'. Below this list, there are three checkboxes: 'Include enrolments without a contract', 'Include only enrolments with claiming enabled', and 'Include ONLY enrolments that have claims due' (which is checked). The 'Filters' section has a header 'Filters' and a note: 'For advanced users only. These filters should only be used if you have a specific reporting need that requires additional filtering of the resulting data.' Below this note, there are two checkboxes: 'Enrolment Filter' and 'Course Filter'.

Claims Reports

Warnings

Check for warnings

Note: the internal system checks are not exhaustive, the final source of truth is your submission to the department

Claims Report

OPTIONS

CONTRACTS

WARNINGS

Check for known warnings

CONFIRM

EXPORT

CancelBackNext

Warnings

AVETMISS: Please note that these may prevent you from submitting the report to your state training authority.

Showing 38 warnings. (38 in total)Download all warnings as CSV

Check Again

Student (26)

ENREA00500 - Smith, Spencer (00020006) - Diploma of Business (NSW) [BSB50120]

AVETMISS - The format of the USI is invalid and it will not be possible to verify. Please review.

AVETMISS - The Unique Student Identifier has not been verified

ENREA00501 - Smith, Holly (00020050) - Diploma of Business (NSW) [BSB50120]

AVETMISS - You need to enter a date of birth

AVETMISS - You need to enter a gender

AVETMISS - Highest School Level is blank. Please review before submission

AVETMISS - Indigenous Status is blank. Please review before submission

AVETMISS - Main Language is blank. Please review before submission

AVETMISS - Employment Category is blank. Please review before submission

AVETMISS - Disability is blank. Please review before submission

AVETMISS - Prior Education is blank. Please review before submission

AVETMISS - The Unique Student Identifier has not been recorded

AVETMISS - An identification record such as a passport number is required for USI application

AVETMISS - A country of birth is required for USI application

AVETMISS - Funding Source National value is invalid for GK: Traineeships

AVETMISS - No National Funding Source has been selected

ENREA00502 - Smithson, Zander (00020070) - Diploma of Business (NSW) [BSB50120]

AVETMISS - Highest School Level is blank. Please review before submission

AVETMISS - Indigenous Status is blank. Please review before submission

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	RTO id	RTO avetrn	enrolmen	enrolmen	party iden	enrolmen	enrolmen	enrolmen	course id	course na	course nu	course co	unit id	unit name	unit code	location ic	location n	location o	warning	url	
2		1 ReadyTec	139	ENREA005	20006				41 NSW	CSEREA00	BSB50120								AVETMISS	https://onboardir	
3		1 ReadyTec	139	ENREA005	20006				41 NSW	CSEREA00	BSB50120								AVETMISS	https://onboardir	
4		1 ReadyTec	140	ENREA005	20050				41 NSW	CSEREA00	BSB50120								AVETMISS	https://onboardir	
5		1 ReadyTec	140	ENREA005	20050				41 NSW	CSEREA00	BSB50120								AVETMISS	https://onboardir	
6		1 ReadyTec	140	ENREA005	20050				41 NSW	CSEREA00	BSB50120								AVETMISS	https://onboardir	
7		1 ReadyTec	140	ENREA005	20050				41 NSW	CSEREA00	BSB50120								AVETMISS	https://onboardir	
8		1 ReadyTec	140	ENREA005	20050				41 NSW	CSEREA00	BSB50120								AVETMISS	https://onboardir	
9		1 ReadyTec	140	ENREA005	20050				41 NSW	CSEREA00	BSB50120								AVETMISS	https://onboardir	
10		1 ReadyTec	140	ENREA005	20050				41 NSW	CSEREA00	BSB50120								AVETMISS	https://onboardir	
11		1 ReadyTec	140	ENREA005	20050				41 NSW	CSEREA00	BSB50120								AVETMISS	https://onboardir	
12		1 ReadyTec	140	ENREA005	20050				41 NSW	CSEREA00	BSB50120								AVETMISS	https://onboardir	
13		1 ReadyTec	140	ENREA005	20050				41 NSW	CSEREA00	BSB50120								AVETMISS	https://onboardir	
14		1 ReadyTec	140	ENREA005	20050				41 NSW	CSEREA00	BSB50120								AVETMISS	https://onboardir	

Claims Reports

Confirm

Review a quick summary of the details for your extract

Download the warnings as a CSV if required for review

Claims Report

○

OPTIONS

○

CONTRACTS

○

WARNINGS

○

CONFIRM

Review and confirm extract

○

EXPORT

✕ Cancel

⬅ Back

✔ Create

Summary

State:

New South Wales

Report Type:

Smart and Skilled

Avetmiss Version:

8.0

Activity Year:

2023

Warnings Checked?

Y

Manually select NAT files:

N

Contracts:

• NSW Smart and Skilled (SmartandSkilledNSW)

• NSW Smart and skills example (0604NSWEG)

Warnings

⚠

There are warnings present. Please note that these may prevent you from submitting the report to your state training authority.

📄


Download all warnings as CSV


Claims Reports


Create Export


The NAT files are available in Zip to download and submit to reporting body


Claims Report

OPTIONS


CONTRACTS

WARNINGS

CONFIRM

EXPORT

Creation Status

The report has been generated.

Report number:
Filename:

VETREA00004
avetmiss8_1681788067.zip

Claims Reports

Upload to AVS and Validate

Take the Zip files from the SMS and upload them into AVS

<https://avs.ncver.edu.au/avs/>

Validate your files

Claims Report

Options

Contracts

Warnings

Confirm

Export

Creation Status

Report number: VETREA00004

Filename: avetmiss8_1681788067.zip

AVETMISS validation software

Welcome to the AVETMISS Validation Software

The USI transcript update tool is now available for adding/updating 2021 AVETMISS activity.

Please note that sometimes calls to our Client Support team may go directly to voicemail. If you wish to leave a message, please leave your name, phone number, RTO name/number and brief reason for your call to assist our staff.

Alternative ways to contact the team are [contact form](#) or email support@ncver.edu.au

All requests are processed in order of receipt and will be responded to within 2 working days. Our hours are Monday to Friday, 8.45am and 5.00pm (Adelaide time).

NCVER's AVETMISS Validation Software (AVS) is a web-based data file validation and submission system for providing data to the National VET Provider, National VET in Schools and National Apprentice and Trainee Collections.

Sign in

Username

Password

Sign in

Forgot password

Register

Support

If this is the first time you are using AVS please refer to our [Registration Guide](#) for registration information. Further instructions on using AVS can be found in our [AVS User Guide](#).

For support materials on AVETMISS Reporting please refer to our [RTO Hub](#). Outage notices re any of our tools can be found [here](#).

AVETMISS validation software

Collections

Reports

Admin

Sign out

Collection processing

Home / History / Processing

Collection Details

Organisations

bridgette.kaminski@readytech.io

Type

VET Provider Collection

Year

2022

Period

Jan-Dec

AVETMISS Version

8.0

Collection Period

01/01/2022 - 31/12/2022

Allow continuing outcomes for activity ending this year

☐

Add Files

Preliminary Checks

Validate

Finalise Submission

Submission Files

File Id	File Name	Records	Status	
NAT00010	Training Organisation	1	Error	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	1	Validated	<input type="checkbox"/>
NAT00030	Program	2	Validated	<input type="checkbox"/>
NAT00060	Subject	15	Validated	<input type="checkbox"/>
NAT00080	Client	4	Error	<input type="checkbox"/>
NAT00085	Client Contact Details	4	Error	<input type="checkbox"/>
NAT00090	Disability	0	Validated	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	0	Validated	<input type="checkbox"/>
NAT00120	Training Activity	35	Error	<input type="checkbox"/>
NAT00130	Program Completed	3	Error	<input type="checkbox"/>

Export Summary

Export Details

Export AVS Rules

Remove Selected

Claims Reports

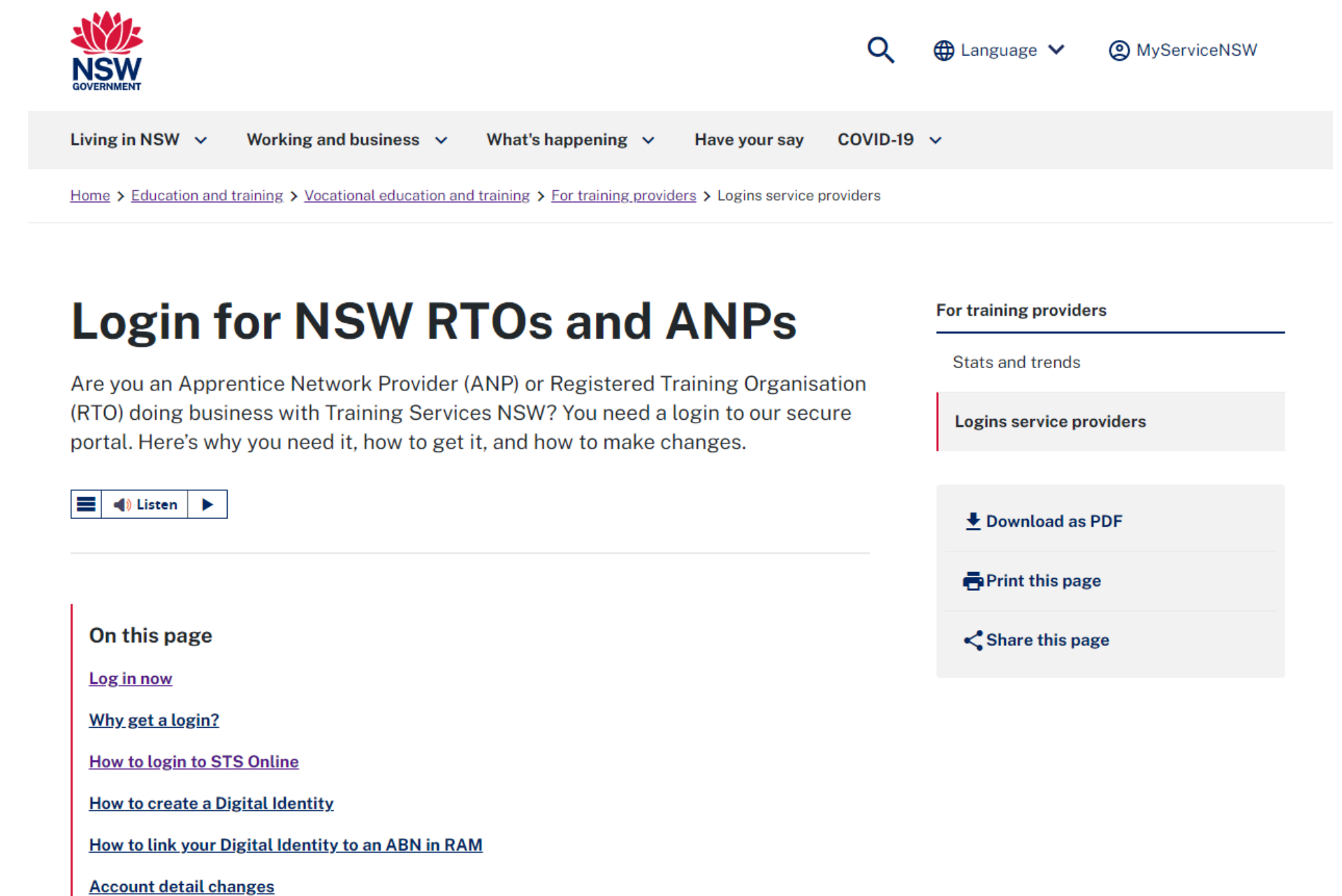
STS online

To submit your files to the reporting body for NSW the secure portal - STS online is used

Registered providers will need to login to the system to perform required steps

Details about this system are available here:

<https://www.nsw.gov.au/education-and-training/vocational/for-vet-training-providers/logins-service-providers#>



The screenshot shows the NSW Government website. At the top is the NSW Government logo and a navigation bar with links: Living in NSW, Working and business, What's happening, Have your say, and COVID-19. Below this is a breadcrumb trail: Home > Education and training > Vocational education and training > For training providers > Logins service providers. The main heading is "Login for NSW RTOs and ANPs". Below the heading is a paragraph: "Are you an Apprentice Network Provider (ANP) or Registered Training Organisation (RTO) doing business with Training Services NSW? You need a login to our secure portal. Here's why you need it, how to get it, and how to make changes." To the right of the main content is a sidebar with the heading "For training providers" and a list of links: Stats and trends, Logins service providers (highlighted), Download as PDF, Print this page, and Share this page. Below the main content is a section titled "On this page" with a list of links: Log in now, Why get a login?, How to login to STS Online, How to create a Digital Identity, How to link your Digital Identity to an ABN in RAM, and Account detail changes.

Claims Reports

View Previous Exports

Previous exports can be re-viewed
Administration > Funding > Claims Reports

Claims Reports

+ New Report

1 - 4 of 41 Page

Report ID	State	Report Type	Date	Claims	Open Claims
VETREA00004	NSW	Smart and Skilled	18 April 2023 1:21 PM	3	3
VETREA00003	NSW	Smart and Skilled	31 March 2023 2:57 PM	0	0
VETREA00002	ACT	NAT File Export	22 March 2023 3:38 PM	12	12
VETREA00001	ACT	NAT File Export	22 March 2023 1:58 PM	0	0

1 - 4 of 41 Page

VETREA00004 Claims Reports

EditDelete

Summary

Report ID: VETREA00004
State: New South Wales
Report Type: Smart and Skilled
Lodgement ID:
Date Submitted: 18 April 2023 1:21 PM
Submitted By: BridgetteOnboardingAdmin
Submission File: avetmiss8_1681788067.zip

Total Submitted: \$0.00
Total Received: \$0.00
Number of Claims: 3
Number of Open Claims: 3
Number of Enrolments Reported: 4
Number of Units Reported: 36

Claims

Filter by status:

Filter

Download as: Spreadsheet

1 - 3 of 31 Page

Student/Unit	Name	Contract	Claim Status	Amount Submitted	Amount Received	Receipt #	Date Received
Smith, Spencer: Diploma of Business (NSW) / ENREA00500	Commencement	NSW Smart and Skilled (SmartandSkilledNSW)	Lodged	\$0.00			
Smith, Holly: Diploma of Business (NSW) / ENREA00501	Commencement	NSW Smart and Skilled (SmartandSkilledNSW)	Lodged	\$0.00			
Smithson, Zander: Diploma of Business (NSW) / ENREA00502	Commencement	NSW Smart and Skilled (SmartandSkilledNSW)	Lodged	\$0.00			

1 - 3 of 31 Page

Lets go do it!

Let's take a look at:

- Run a Claims Report



 **readytech**



Claim Payment Import

ReadyTech Education

Claim Payment Import



NOTE!

This feature is optional and will not affect your government reporting
Let's you track payments within the system – but non compulsory

Claim Payment Import

Contract

A Claim Schedule must be set against a contract for the system to set the amounts against the enrolments finalised claims

NSW Smart and Skilled Contracts

Edit

Reload Schedules

Details

Enrolments

Programs

Contract Details

Name

Code

State/Region

Funding Source

Program

Qualification

NSW Smart and Skilled

SmartandSkilledNSW

New South Wales

Smart and Skilled

\$2500.00

Schedule

Booking Identifier

Course Site Identifier

Commitment Identifier

Start Date

End Date

Reporting Period

Acquitted

Enabled

☐

☒

Claim Schedule

Claim	Days From Start	Units Completed	% of Subsidy
Commencement	2		25
1st Claim		5	25
2nd Claim		10	25
3rd Claim		12	25
4th Claim	Estimated		
5th Claim	Estimated		
Completion	On enrolment completion		

Claim Payment Import

Claims Report Completed

On completion of the claims report ([Administration > Funding > Claims Reports](#)) the system will update the claims section of the student's enrolment

Any claims that meet the contract setup requirements will be recorded as Lodged

[Community > List All > select student > Select Enrolment > Claims](#)

Person

Profile

Compliance

Career/Employment

Enrolments 1 / 1

Diploma of Business (NSW)

Diploma of Business (NSW)

CSEREA00060 | 26/3/2023 - 6/4/2023

Employers 1 / 0

Certificates 0

Finance

Balance: \$0.00

Schedule

Notes / Checklists 0 +

Email

Enrolment

Student: Julian

Course: CSE

Program: BSE

Enrolment Status (599): Act

GPA: 0

Details

Units

Electives

Attendance

Events

Claims

Fees

Invoice options

Employers

Transfer

Sullivan, Julian > Claims Details > ENREA00509

Claims

BSB50120 / Diploma of Business (NSW)

Claiming

Claimable: Yes

Contract: NSW Smart and Skilled (SmartandSkilledNSW)

Predicted Funding: \$0.00

Warnings: You need to mark at least one unit with an outcome in order to trigger claims.

Claims

Total Claims: 4

Claims Lodged: 0

Claims Remaining: 3

Amount

Amount: \$1,875.00

Forecast: \$0.00

Lodged: \$0.00

Received: \$0.00

Remaining: \$1,875.00

Student Contribution

Student Contribution (Total): \$0.00

Student Contribution (Per Unit): \$0.00

Finalised Claims

Name	Associated	Contract	Claimed	Hours	Amount	Received	Status
Commencement	Diploma of Business (NSW) / ENREA00509	NSW Smart and Skilled (SmartandSkilledNSW)			\$625.00	\$0.00	Not claimable

Scheduled Claims

Name	Associated	Contract	Due	Hours	Amount	Status
1st Claim	Diploma of Business (NSW) / ENREA00509	NSW Smart and Skilled (SmartandSkilledNSW)	On Units Marked		\$625.00	Not yet claimable
2nd Claim	Diploma of Business (NSW) / ENREA00509	NSW Smart and Skilled (SmartandSkilledNSW)	On Units Marked		\$625.00	Not yet claimable

Claim Payment Import

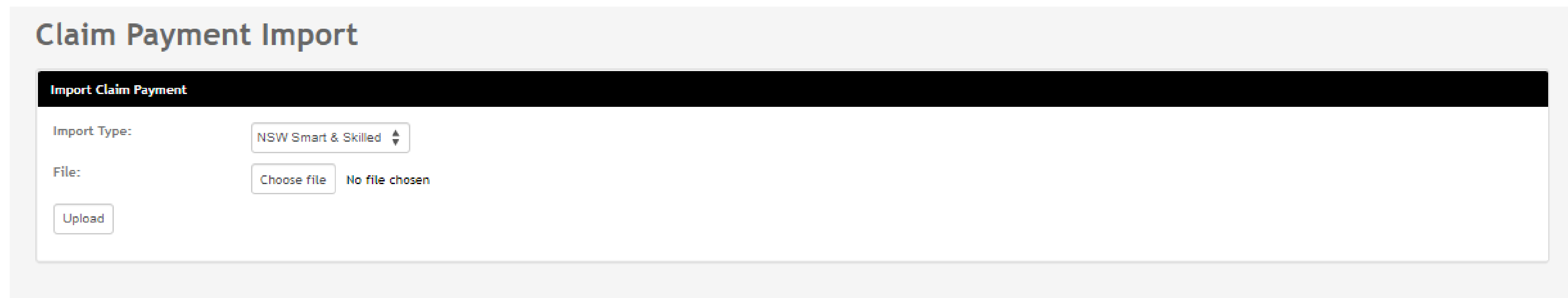
Open Importer

For reconciliation purposes, the Claim Payments Import recognises the NSW Smart and Skilled spreadsheet format

Administration > Funding > Claim Payments Import > NSW Smart & Skilled

The system matches each student found within the file uploaded

It will try to match: Commitment Identifier, then TCID, then name



The screenshot shows a web interface titled "Claim Payment Import". Inside, there is a black header bar with the text "Import Claim Payment". Below this, the "Import Type:" is set to "NSW Smart & Skilled" via a dropdown menu. The "File:" section includes a "Choose file" button and the text "No file chosen". At the bottom left of the form area is an "Upload" button.

Claim Payment Import

Upload and Review

The spreadsheet received from the Government must be in a CSV (Comma-Separated Values) format before import

Once uploaded, you can review the values provided for Successful Matches, New Claims to Create, Errors, Wanings, and Ignored

NOTE!

If the CSV File does not match existing claims in the system, it will create a new claim record

Claim Payment Import

Uploading Claim Payments...

✓

The spreadsheet has been uploaded. Click confirm to import the payments.

Successful matches:1

New claims to create:0

Errors:0

Warnings:0

Ignored:0

Confirm

1 - 1 of 11 Page

Row	Party	Course	Claim	DET Identifier	Amount	Receipt	Status
2	Sullivan, Jullian 00020073	Diploma of Business (NSW)	Commencement - \$625.00	2,500.00	\$625.00	123554	✓ OK

Confirm

1 - 1 of 11 Page

Claim Payment Import

Confirm

Once reviewed, confirm the payments
They will be uploaded in a batch

Claim Payment Import

Uploading Claim Payments...

✓

The spreadsheet has been uploaded. Click confirm to import the payments.

Successful matches:

1

New claims to create:

0

Errors:

0

Warnings:

0

Ignored:

0

Confirm

1 - 1 of 1

1 Page

Row	Party	Course	Claim	DET Identifier	Amount	Receipt	Status
2	Sullivan, Jullian 00020073	Diploma of Business (NSW)	Commencement - \$625.00	2,500.00	\$625.00	123554	✓ OK

Confirm

1 - 1 of 1

1 Page

Batch #132313 Batch Log			
Batch ID:	132313	Status:	Completed Successfully
Log Type:	Claim Payment Import	Enqueued:	Wed 19 Apr 2023 16:17:26 +1000
Parameters:		Finished:	Wed 19 Apr 2023 16:17:26 +1000
User:	Bridgette Kaminski	Created On:	Wed 19 Apr 2023 16:17:26 +1000
		Last Updated On:	Wed 19 Apr 2023 16:17:26 +1000
Detailed Log			
Type	Time	Message	
Message	19 April 2023 4:17:26 PM	Processing Completed	
Message	19 April 2023 4:17:26 PM	Applying 1 successful payments...	
Message	19 April 2023 4:17:26 PM	Ignoring 0 warnings	
Message	19 April 2023 4:17:26 PM	Ignoring 0 new claims...	
Message	19 April 2023 4:17:26 PM	Ignoring 0 errors	

View

You can then review the changes that have been made

Community > list all > select
student > Select Enrolment >
Claims



Lets go do it!

Let's take a look at:

- Review Claims Payment import



 **readytech**



Funding Reports

Funding Reports

Standard Reports

The SMS has two standard reports that are useful for claims reporting

Reports > Standard Reports

Reports

Academics

- Academic Detail
- Academic Matrix
- Academic Matrix: Enrolment Level
- Academic Performance

Administration

- Certificates
- Notes

Agents

- Agent Commissions
- Agent Referrals

Course

- Attendance
- Course Progress
- Events

Financial

- Attributable Revenue
- Deferred Revenue
- Expected and Actual Revenue
- Financial Reconciliation
- Outstanding Invoices

Funding

- Contract Overview
- Enrolment Claims Overview
- Outstanding Claims

Overview

- Top Courses
- Top Employers
- Top Students

Students

- Enrolment Status
- Student Completions
- Student Overview
- Student Progress
- Student Health Insurance

Custom Reports

- List All

Can't find the right report? Create your own using Report Builder.

Report Builder

Funding Reports

Contract Overview

This report will list each contract and the students under them

This will give you an overview of the:

- Amount claimed
- Amount received
- Amount scheduled

Hide filters

Report Criteria

☐ Hide Report Criteria in Download reports.

Check this box if you are going to produce this report as PDF and want the filter-criteria not to display at the top.

General Filters

Location:

State:

all

Employer:

Sales/Agent:

☒ Include Child Employers

Course Filters

Program:

Course:

Course Type:

all

Academic:

Enrolment Status:

all

Report Criteria

Study Period:

 -

Contract:

NSW Smart and Skilled (SmartandSkill)

Produce

Download as: PDF Document XLS Spreadsheet

1 - 7 of 71 Page

Contract		Code		Schedule		State		Total Amount	Total Hours	Maximum Places	Students
NSW Smart and Skilled		SmartandSkilledNSW				New South Wales		\$0.00			7
Student	Party ID	Enrolment ID	Qualification	Start Date	End Date	Hours Claimed	Hours Scheduled	Amount Claimed	Amount Received	Amount Scheduled	
Smith, Spencer	00020006	ENREA00500	BSB50120 Diploma of Business	26/3/2023	26/4/2023	0	0	\$600.00	\$0.00	\$0.00	
Smith, Holly	00020050	ENREA00501	BSB50120 Diploma of Business	27/3/2023	6/4/2023	0	0	\$1250.00	\$625.00	\$1250.00	
Smithson, Zander	00020070	ENREA00502	BSB50120 Diploma of Business	27/3/2023	6/4/2023	0	0	\$600.00	\$0.00	\$1250.00	
Sullivan, Jullian	00020073	ENREA00509	BSB50120 Diploma of Business	26/3/2023	6/4/2023	0	0	\$625.00	\$625.00	\$1875.00	
Sanderson, Sally	00020002	ENREA00628	BSB50120 Diploma of Business	26/3/2023	30/4/2023	0	0	\$0.00	\$0.00	\$2500.00	
Smith, John	00020039	ENREA00657	BSB50120 Diploma of Business	26/3/2023	30/4/2023	0	0	\$150.00	\$0.00	\$2500.00	
Stevenson, Susan	00020060	ENREA00661	BSB50120 Diploma of Business	31/3/2023	30/4/2023	0	0	\$0.00	\$0.00	\$2500.00	
Sub-total:						0	0	\$3225.00	\$1250.00	\$11875.00	

1 - 7 of 71 Page

Funding Reports

Enrolment Claims Overview

This report is more detailed and will break information down per unit

You can see what has been claimed and when

Hide filters

Report Criteria

☐ Hide Report Criteria in Download reports.

Check this box if you are going to produce this report as PDF and want the filter-criteria not to display at the top.

General Filters

Location:

State:

all

Employer:

Sales/Agent:

☒ Include Child Employers

Course Filters

Program:

Course:

Course Type:

all

Academic:

Enrolment Status:

all

Report Criteria

Study Period:

-

4/5/2023

Contract:

NSW Smart and Skilled (SmartandSkill)

Produce

Download as: [PDF Document](#) [Spreadsheet](#)

1 - 29 of 291 Page

Student	Party ID	Enrolment	Employer	Qualification	Start Date	End Date
Sanderson, Sally	00020002	ENREA00628		BSB50120 Diploma of Business	26/3/2023	30/4/2023
Name	Unit	Contract	Claimed at	Predicted	Received	
Commencement		NSW Smart and Skilled		\$625.00	\$0.00	
1st Claim		NSW Smart and Skilled		\$625.00	\$0.00	
2nd Claim		NSW Smart and Skilled		\$625.00	\$0.00	
3rd Claim		NSW Smart and Skilled		\$625.00	\$0.00	
Sub-total:				\$2500.00		
Smith, Holly	00020050	ENREA00501		BSB50120 Diploma of Business	27/3/2023	6/4/2023
Name	Unit	Contract	Claimed at	Predicted	Received	
1st Claim		NSW Smart and Skilled	19/4/2023	\$625.00	\$625.00	
2nd Claim		NSW Smart and Skilled		\$625.00	\$0.00	
3rd Claim		NSW Smart and Skilled		\$625.00	\$0.00	
Commencement		NSW Smart and Skilled	19/4/2023	\$625.00	\$0.00	
Sub-total:				\$2500.00		
Smith, John	00020039	ENREA00657		BSB50120 Diploma of Business	26/3/2023	30/4/2023
Name	Unit	Contract	Claimed at	Predicted	Received	
Commencement		NSW Smart and Skilled		\$625.00	\$150.00	
1st Claim		NSW Smart and Skilled		\$625.00	\$0.00	
2nd Claim		NSW Smart and Skilled		\$625.00	\$0.00	

Lets go do it!

Let's take a look at:

- Running Standard reports
 - Contract overview
 - Enrolment Claims overview



Summary

What have we done today?

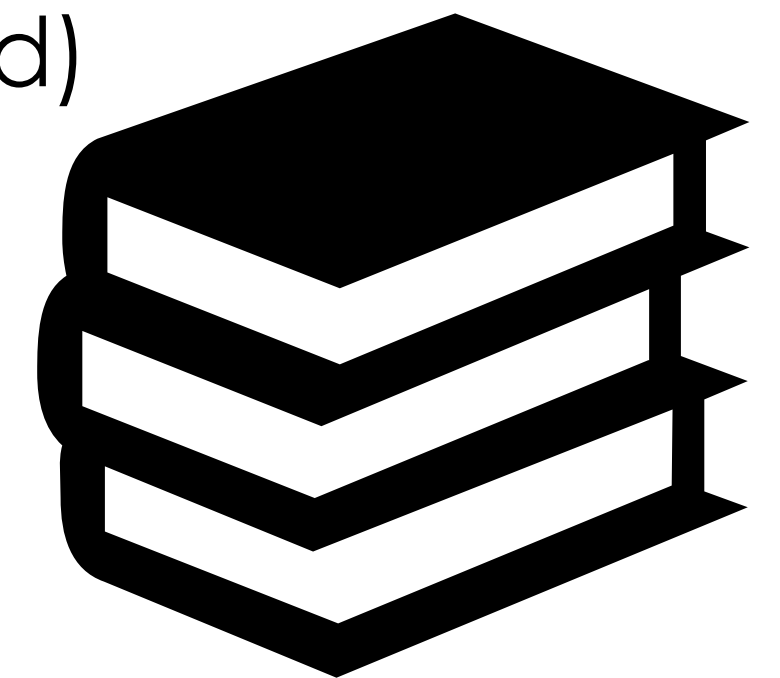
- Funding Source State
- Skill Sets
- Contracts
- *Smart and Skilled: Enrolment*
- *Smart and Skilled: Unit of Competency start and end dates*
- *Smart and Skilled: Training plan*
- *ACE: Student support*
- *ACE: Reporting*
- Traineeship/ Apprenticeship
- Claims Reports
- Claim Payment Import
- Funding report



Action Items

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

- Update/add additional funding course (if required)
- Add skill sets (if required)
- Add all funding contracts into the system
- Link funding contracts to Courses
- Create Trainee/Apprentice enrolment (if required)
- Enrol a student and enter the Smart and Skilled details within the enrolment
- Review unit dates and update any that have passed and/or need pushing out
- Review the training plan and check it meets your reporting requirements (if required)
- Run a Claims Report and review the data within it
- Validate your data from your claims report with the reporting body
- Review Claims Payment import



Enjoyed today's session?

Please navigate to article [here](#) for the STA information

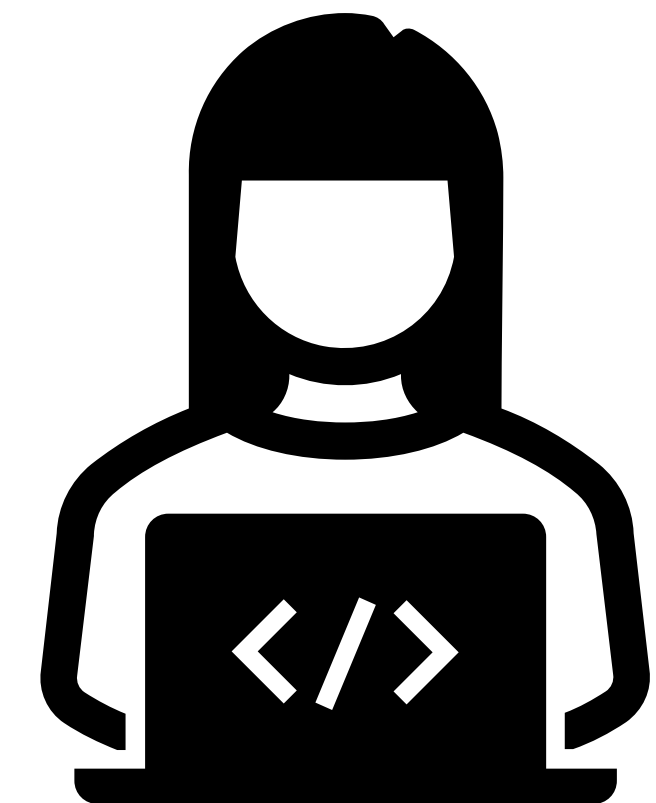
Here you will find all the information and resources for this series

- 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](#)

To view more information about the full training series.



Thank you

For more information please contact:

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- P: 02 9018 5525

Onboarding

- E: customeronboarding@ewp.readytech.io

