SCHOOL USER’S GUIDE TO MEVI

School access to TVET student information on MEVI

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Introduction

MEVI (Mainstream Enrolments via the Internet) is the mechanism by which students’ applications for TVET courses are registered, records of offer and acceptance of places are kept, and students are enrolled.

Schools can use their access to MEVI to follow the progress of their students’ applications for TVET courses for the following year, and to view their students’ registration and enrolment status in the current year1.

- Schools have access to records of students from only their school (or a number of related schools for senior college / junior school groupings).
- Schools are able to view records of students regardless of which TAFE institute they may be applying for, or be enrolled in.
- Schools will be able to view course and student information and to produce a report.
- Schools have read-only access to student registration information – they are not able to amend records.

The MEVI system also records enrolments for a number of mainstream TAFE students, but school access to MEVI records is limited to only TVET course offers and to TVET student information for students from their school.

Any questions regarding interpretation of data in student records should be addressed to the local TVET campus or TAFE institute coordinator.

The following pages indicate:

- how to log on to MEVI
- how to locate student records and view them on screen
- how to produce reports of student records

Note: the sample screens provided have been partially obscured to protect privacy.

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1 For online access to information on students’ attendance and progress, school users need to use the separate system, CLAMS for Schools.
Accessing MEVI

MEVI is accessed on the TAFE NSW internet site. Users can go directly to the url: http://www.tafensw.edu.au/.

Note for government school users:

- Users can link to TAFE NSW at the external link given on the DET home page (intranet site shown below).
- It is not necessary to access MEVI through the DET portal but local school network systems may require you to do this. The TAFE NSW website can be accessed from the My Websites tab of the portal.
- You should always update passwords through the portal. Passwords updated within the portal are synchronised within 30 minutes with MEVI access.

Clicking the TAFE NSW link takes you to the following home page for this internet site, which will open in another window.
Select the e-Services link.

Use the Staff Logon\(^2\) to enter e-Services – click on this button.

\(^2\) If you will be using the system often, it would be convenient to create a shortcut for your desktop at this point. Do this by right clicking on your mouse and selecting Create Shortcut. The following message appears:

Click on OK if you want to proceed. Alternatively, add the TAFE NSW internet site to your favourites list.
At the next log on screen, you will need to key in your user name and current password, and then click the Log On button.

You should then see the following screen with a welcome message.

After your MEVI session, you should log off by clicking on the Log Off link. It is important to log off properly to ensure the privacy and security of the student records you are accessing.

Users on MEVI are automatically logged off (timed out) if there is no activity for 15 minutes. You can modify this time (to a maximum of 120 minutes) by going to the My Profile menu and adjusting the entry in the session timeout box, and clicking on submit.
Navigating in MEVI

When logged on to MEVI, registered school users have access to the following menus:

- Student Place Management
- Registration Enquiry
- Reporting, and
- TVET Student Registration.

Click on the menu name to access the required function.

More screen space can be obtained by hiding the menu column on the left. You do this by clicking on the bar to the right of the menu column.

Click on the same bar to return the menu column to view.
The following symbols may appear on pages being viewed:

- Back arrow – returns you to the previous page
- Forward arrow – returns you to page being used before the back arrow was activated; this will be disabled when not relevant
- G icon – refreshes the screen
- Printer icon – opens a print command dialog box; any page with this symbol can be printed
- Reset button – when specifying search criteria, for example for reporting, pressing the reset button removes the current set of criteria and allows new entries to be made
- Clear button – similar to reset, use the clear button to remove current search criteria when locating records
- Back button – as for back arrow, returns user to previous screen
- Close button – closes window and returns user to main screen. Users can generally also close windows by clicking the cross in the top right corner.
- The Search button and submit button are used to execute a search or complete an action once search criteria have been entered.

Tips for schools

To locate an individual student:
- use the Registration Enquiry menu and search by student name.

To view a class group in which a number of your students are registered:
- use the TVET student registration or Student place management menus, and search by offer code or other course identifiers.

The menus TVET student registration and Student Place management are very similar in function – there is only a slight variation in the course information detail provided in each. The student information provided in each menu is the same.
TVET Student Registration

Students are registered against course offers. Course offers can be located using the range of search criteria shown below in the TVET Student Registration screen for those fields where question marks are indicated. Search criteria can include the TVET course name, eg Accounting, Tourism. For descriptions of each of these criteria refer to the section Reporting Fields and Search Criteria.

Criteria can be entered directly if known, or selected from the search screens when the question marks are clicked. When criteria are entered and the search button clicked, the following results screen is shown, if there is more than one course offer record which answers the search criteria. (If no search criteria are entered and the search button is clicked, all course offers in which students from your school are registered will be shown. It would be best however to enter at least the offering year, to make scrutiny of the results easier.)

The search results screen will display only those course offers in which students from your school are registered. If there is only one record, users are taken directly to the TVET student registration screen.

This results list provides information about each course offer, as well as the number of vacancies and the current number of places taken. To open a course offer record, click on the course offer name.

If there is more than one course offer which you wish to view, check the box next to the selected course offer names, or click on the select all button if you wish to view them all, and then click on submit.
If you have selected more than one course offer, you can move between course offers via a toggle in the upper left corner of the TVET student registration screen.

When a specific course offer is opened, the following TVET student registration screen is presented. The list of students can be re-ordered by clicking on the column heading, for example to re-order by BOS Student ID, or gender. Clicking the column heading a second time sorts the column in the reverse order. If a column is sorted in this way, a down arrow in the column heading will indicate the sort order in current use.

The information presented about each student is entered from the TVET application form received. The data displayed is as follows:

- BOS student ID
- School name (school attended in the year of course delivery)
- Surname, first name and other names
- Year of study (in the year of course delivery)
- Gender
- Date of birth - Day, month and year of birth
- Notes – if the TAFE college has recorded information about this student eg date of withdrawal from a course, this column will display as Yes. The note can be accessed by clicking on the Yes entry.
- Billable status shown above is not viewable by school users.
- Status – the student’s current registration status. The range of possible statuses are:
  - Registered – the student has been registered against the course offer
  - Offered – a place in this course offer has been made, no response yet recorded
  - Accepted – an acceptance of a place in this course offer has been recorded
  - Placed – a place in this course offer has been granted
  - Standby – the student is registered but there are currently insufficient places available in the course offering to offer a place
  - Confirmed SIS – the student has been enrolled in the course and an enrolment record has been created in the TAFE Student Information System (SIS)
  - Withdrawn – the student has been withdrawn from this course offer before being enrolled
Withdrawn SIS – the student has withdrawn from the TAFE course after enrolment, and the enrolment record in TAFE Student Information System (SIS) has been closed.

The statuses related to stages of application (ie offered, accepted, placed) are more likely to be used and therefore be more commonly seen in the second half of the year, when applications for the following year are being managed. Students are not likely to be formally enrolled (ie confirmed) until they have attended the TAFE campus at least once at the commencement of the course to complete an Enrolment Confirmation form. Schools should refer to local college or institute timetables for information about local timelines.

The course offer information shown on this screen is as follows:
- Year – the delivery year of the course offer
- Course – the TAFE course number and name
- Location – the location of the campus delivering the course (the actual delivery location may be different)
- Offer code – the identifier code for the course offering (this will be unique to the year/TAFE course/location combination)
- Start Date; End Date – these are standard dates of 01/01/xx and 31/12/xx
- Offer Status – the status of the course offer. Schools would normally be viewing available and finalised course offers (refer to Reporting Fields and Search Criteria for more detailed information).
- TVET course – this provides the V number (for internal use) and name of the TVET course; this name reflects Board of Studies terminology and may also include details about the target student cohort
- Delivery Days – the day of week for course offer delivery (for face-to-face weekly classes) or the first day for a block release offering.

Viewing individual student records
To view an individual student’s record, click on the student’s name in the offer listing. The following window opens with student details as entered from the TVET application form, and where applicable, from the Enrolment Confirmation Form, completed by the student at enrolment. The information is presented in sections:
- TVET student details: BOS student ID
- Personal details: Names, gender, date of birth, address, phone numbers and email details (if available)
- Application details: Year of study, school attended in year of application, school attended in year of course delivery, whether continuing TVET course from previous year, ATSI, NESB and disability status responses on application form, school confirmation of disability status, citizenship / residency status (billable status not viewable by school users)
- BOS course registrations: BOS course number and name and the student’s registration type status for that BOS course. Possible registration types are: TVET, SBT (school-based trainee), SBA (school-based apprentice). There may be more than one BOS course listing if a student is doing more than one BOS course as part of the one course offering, eg 240 hours framework course and an extension course in the one enrolment.
- Previous study at TAFE NSW: (may not be entered)
- Current study at school: (may not be entered)
- Declaration details: record of signatures provided by student, school, parents and dates of signatures
- Enrolment key questions: responses given by students when completing the Enrolment Confirmation form. If students give different responses to the disability question on the application form and the enrolment confirmation, both responses are recorded and reported separately.
- Student declaration: Record of declaration
- TAFE NSW Credit Transfer: If a student has completed previous TAFE study in a similar industry area, they can be given recognition for the same or equivalent units/modules in this enrolment.

After viewing this information, click on the back arrow to return to the course offer screen.
### TVET Student Details

**BOS Student No.** 19

#### Personal Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Family Name</em></td>
<td></td>
</tr>
<tr>
<td><em>Given Name</em></td>
<td></td>
</tr>
<tr>
<td><em>Other Name</em></td>
<td></td>
</tr>
<tr>
<td><em>Gender</em></td>
<td>Male</td>
</tr>
<tr>
<td><em>Date of Birth</em></td>
<td>12/09/1989</td>
</tr>
<tr>
<td>Preferred Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
</tr>
</thead>
</table>

#### Address Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>UNI</em></td>
<td></td>
</tr>
<tr>
<td><em>Suburb</em></td>
<td></td>
</tr>
<tr>
<td><em>State</em></td>
<td>NSW</td>
</tr>
<tr>
<td><em>Post Code</em></td>
<td>2222</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Home</em></td>
<td>(home)</td>
</tr>
<tr>
<td><em>Mobile</em></td>
<td>(mobile)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>eMail Address</th>
<th></th>
</tr>
</thead>
</table>

#### Application Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of Study</td>
<td>Year 12</td>
</tr>
<tr>
<td>School Attended in 2007</td>
<td>HIGH SCHOOL</td>
</tr>
<tr>
<td>School Attended in 2008</td>
<td>HIGH SCHOOL</td>
</tr>
<tr>
<td>Continuing same course</td>
<td>No</td>
</tr>
<tr>
<td>Aboriginal Tiger Strait Islander</td>
<td>No</td>
</tr>
<tr>
<td>Non English speaking background</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability</td>
<td>No</td>
</tr>
<tr>
<td>Disability Confirmed</td>
<td>No</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Australian citizen, or New Zealand Citizen, or an Australian temporary visa holder (please specify subclass)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship</td>
<td>Australian citizen, or New Zealand Citizen, or an Australian temporary visa holder (please specify subclass)</td>
</tr>
<tr>
<td>Permanent Resident</td>
<td>Yes</td>
</tr>
<tr>
<td>Domestic Address</td>
<td>YES</td>
</tr>
</tbody>
</table>

#### BOS Course Registrations

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Registration Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>3101</td>
<td>ACCOUNTING</td>
<td>TVET</td>
</tr>
</tbody>
</table>

#### Previous Study at TAFE NSW

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous TAFE Study</td>
<td>No</td>
</tr>
<tr>
<td>College</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td></td>
</tr>
</tbody>
</table>

#### Current Study at School

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td></td>
</tr>
</tbody>
</table>

### Declaration Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Statement</td>
<td>Edit</td>
</tr>
<tr>
<td>Parent/Caregiver Name</td>
<td>Edit</td>
</tr>
<tr>
<td>Student Declaration Date</td>
<td></td>
</tr>
<tr>
<td>Parent/Caregiver Declaration Date</td>
<td></td>
</tr>
<tr>
<td>School Endorser Declaration Date</td>
<td></td>
</tr>
<tr>
<td>School Endorser comment</td>
<td>Edit</td>
</tr>
<tr>
<td>School Sector for Parental Declaration</td>
<td></td>
</tr>
</tbody>
</table>

#### Enrolment Key Questions

1. Are you of Aboriginal or Torres Strait Islander origin?
   - No

2a. Do you consider yourself to have a disability, impairment or a long term condition?
   - No

2b. If YES, then select any applicable boxes:
   - Vision
   - Hearing/Deaf
   - Physical
   - Intellectual
   - Medical Condition
   - Mental Illness
   - Acquired Brain Impairment
   - Learning
   - Other

2c. Do you require assistance because of a disability, impairment or a long term condition from a TAFE NSW Teacher Consultant?
   - Please specify

If YES, please contact a Disability Teacher Consultant for further information (contact details are available at the college enrolment centre, in the student handbook or on the TAFE NSW website under ‘Student Support’).

### Student Declaration

- The student understands their Student Declaration, Privacy Statement and Notes

### TAFE NSW Credit Transfer

- I wish to transfer the relevant recognition from ALL previously studied courses in TAFE NSW
Student Place Management

This menu provides similar information to the TVET student registration screen, but differs slightly in the additional information provided about the course offer in which students are registered.

Selection of course offers is through the same screen as for TVET student registration. Refer to this section and the Reporting Fields and Search Criteria section for more information about selecting course offers.

After submitting the search criteria, the results screen will display those course offers in which students from your school are registered.
Clicking on a course offer name will open the course record. The following screen is then displayed. This lists the registration details of the school’s students, as well as course and registration information.

The student registration and individual student record data is the same as for the TVET Student Registration menu – refer to this section for further information.

The Notes button provides access to any notes on students from your school (if a note record has been created for a student) – users will be asked to check one box to indicate which student’s note is to be opened. Alternatively users can click on Yes in the Notes column to access the notes record.

The course offer information shown at the top of this screen is as follows:

- **Year** – the delivery year of the course offer
- **Course/version** – the TAFE course number, version number and TAFE course name
- **Location** – the location of the campus delivering the course (the actual delivery location may be different)
- **Offer code** – the identifier code for the course offering (this will be unique to the year/TAFE course/location combination)
- **Start Date; End Date** – these are standard dates of 01/01/xx and 31/12/xx
- **Offer Status** – the status of the course offer. Schools would normally be viewing available and finalised course offers (refer to Reporting Fields and Search Criteria for more detailed information).
- **Offer type** – indicates that this is a TVET course offer
- **Offer mode** – this can be PTD (part time day); PTE (part time evening); flexible delivery; full time; or not specified.
- **Qualification Name**: this is the qualification available on completion of the full TAFE course (not necessarily the TVET course); options may be Certificate I, Certificate II, Certificate III, Statement of Attainment.
- **Offer name**: this is the local name given to the specific course offer and is generally used to distinguish this particular offering from others based on the same TAFE course or BOS course, eg Hospitality – Food and Beverage, or Hospitality - Access.

The number of registrations section provides the following data for all schools participating in this course offer:

- the number of students who are
  - placed – students granted a place, prior to formal enrolment
  - reg. (registered) – application form received and entered
  - accep. (accepted) – place offered and acceptance of place recorded
  - conf. (confirmed) – student has been formally enrolled
- offered – place offered, no acceptance of place yet recorded
- w/drawn (withdrawn) – student withdrawn from course offer
- standby – student registered but no vacant place currently available
- the number of places
  - mini (minimum) – the minimum number of places required to make the course offer viable
  - maxi (maximum) – the maximum number of places which can be feasibly managed
  - consumed – the number of places already used (based on the number of offered, accepted, and confirmed registrations)
  - available – the number of vacant places currently available (the maximum less consumed places).

**Note:** Some institutes have the practice of creating “holding” or “storage” course offers in the early stages of course applications. These may have a large maximum number of places (eg 50). Students are usually transferred from these offers to the specific course offer in which they will be enrolled, when an indication of the level of demand and number of classes which can be formed is known.

The course offer texts drop-down list may provide course offer information on
- **Additional information (internal use)** – notes recorded by the TAFE college/institute about this course offer
- **Shared delivery comments** – if the course offer relates to delivery of a qualification shared with a school RTO, there may be comments recorded
- **Additional information** - notes recorded by the TAFE college/institute about this course offer, for publication on the web (if the availability of the course offer is advertised in the TAFE Handbook on the Web³).

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³ The TAFE Handbook on the Web may also be referred to as Howex by TAFE staff.
Registration Enquiry

This feature can be used to search for individual students.

The search of most relevance for TVET students is via Personal Details. Search enquiries need to include at least Family Name and Given Name, or BOS student ID.

The results screen will list entries for students who match the search criteria across all years, with the most recent entries at the top of the list. The user needs to choose the relevant student from the list, based on student identification data and the course information included. Student identification data provided is BOS student ID, name, gender, date of birth, student registration status and address. Course information is TAFE course number, version and name, offer code, college location, year of enrolment/registration.

Clicking on one entry (click on the orange BOS ID number) will take the user to the student place management screen. If the Board of Studies Student ID is not known or recorded, an entry of n/a will be shown instead.

If there is only one student record returned, the user is taken directly to the student registration list under Student Place Management for the course offer in which the student is registered.

The detailed search button option provides access to detailed reports on the found student. Click on this button after entering the search criteria.
The quicklinks for Status history tracks the changes in the student's registration status, as illustrated below, with initial registration recorded in the status column at the bottom of the list, and the most recent change as the last entry.

The Place Management link is to the course offer in which the student is placed (student place management screen). The Notes link takes users to any text notes recorded about the student.

The Payment History, Correspondence details, and TAFE enrolments links are not especially relevant to schools, or are not accessible to schools.
Report selection

Selecting the reports menu takes users to the following screen.

The report is requested by first entering the search request in the relevant fields shown on the screen above; any combination of search fields can be used.

Refer to the Reporting Fields and Search Criteria section for more detailed information on each criteria.

As well as specifying the search criteria, users need to indicate the report form required, ie html, csv or PDF: see the Report Formats section for more detailed information.

When all relevant selection criteria have been entered and the report format selected, click on submit. Click on reset to remove the current selection criteria and start again.

If there are no records which match the selection criteria specified, you will receive the following message:

Student Details By School 2008

No Data matches your selection criteria.
### Reporting Fields and Search Criteria

This information applies to search fields encountered on the TVET Student Registration, Student Place Management and Reporting screens, and data included in the available report, Student Details by School.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year/offering period year</strong></td>
<td>Selected from the drop-down list. This could be the current year, or previous years (back to 2005), or the following year, if using the system in the second part of the current year. Select only Year and ignore the Semester 1/ Semester 2/ Full Year fields where these are offered on selection screens, i.e., it is not necessary to select on these fields for TVET courses.</td>
</tr>
<tr>
<td><strong>BOS course</strong></td>
<td>The BOS course name and number for which students will be entered. <em>See below for detailed information on selection.</em></td>
</tr>
<tr>
<td><strong>Course/TAFE course</strong></td>
<td>The TAFE course in which students are enrolled and for which they will be credentialed. <em>See below for detailed information on selection.</em></td>
</tr>
<tr>
<td><strong>Course version</strong></td>
<td>The version related to the TAFE course on which the course offer is based; TAFE courses may have a number of versions if minor changes occur to some course details. It would not normally be necessary for schools to search on this field.</td>
</tr>
<tr>
<td><strong>TVET course</strong></td>
<td><em>See below for detailed information on selection.</em> This field provides the V number (for internal use) and name of the TVET course; this name reflects Board of Studies terminology but usually provides more detail than the BOS primary descriptor, e.g., Beauty Therapy (Nail Technology).</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>TAFE institute or individual campus location delivering the course - <em>see below for detailed information on selection.</em></td>
</tr>
<tr>
<td><strong>Offer code</strong></td>
<td>The specific offer in which the student is registered; the format of codes differ from institute to institute.</td>
</tr>
<tr>
<td><strong>Functional location and functional unit (delivery)</strong></td>
<td>Not relevant to schools; this data identifies the institute/campus teaching sections involved in course delivery.</td>
</tr>
<tr>
<td><strong>Offer start date, offer end date.</strong></td>
<td>These are default start dates of the 1 January and the 31 December of the current year. They do not need to be modified. Note that the Offer Start date is not the same as the Classes Start date.</td>
</tr>
<tr>
<td><strong>Offer/offering status</strong></td>
<td>This indicates the stage that the course offer in which students are registered has reached. Select the relevant status by ticking in one or more boxes. The only options which involve student registration and which are relevant to schools are: <em>available</em> – registrations can be accepted and places offered and accepted. This would be the offer status to use to view student applications. <em>finalised</em> – the course offer has been finalised and some or all of the placed students have been enrolled. This would be the status to use to view enrolled students. <em>cancelled</em> – the course offer has been cancelled and will not proceed. This status would be used to view registered students affected by course cancellation.</td>
</tr>
<tr>
<td><strong>Registration status</strong></td>
<td>This is the student’s registration status. Note that not all institutes follow the full process of offering and accepting places, and students’ statuses may change directly from ‘registered’ to ‘placed’. The possible options are: <em>Registered</em> – the student has been registered against the course offer. <em>Standby</em> – the student is registered but there are insufficient available places currently to offer a place.</td>
</tr>
</tbody>
</table>
- **Offered** – a place in this course offer has been made, no response yet recorded
- **Accepted** – an acceptance of a place in this course offer has been recorded
- **Placed** – a place in this course offer has been granted
- **Confirmed** – the student has been enrolled in the course and an enrolment record has been created in the TAFE Student Information System (SIS)
- **Withdrawn** – the student has been withdrawn from this course offer before or after enrolment

**School/BOS school**
Searching on this field would only be needed if you have access to more than one school and you wanted to search for only one school; otherwise no entry in this field is required for producing a report – only records for your school would be included in the report. See below for detailed information.

**School region**
If you have region access, this provides a drop-down list of each DET school region.

**Student contact details**
The student’s address, phone and other contact details can be included in the csv format of the Student Details by School report. Refer to the section **Student details by school report – report content** for more information.

### Selection by BOS course
Selection by BOS course is through the search screen below, accessed by clicking on the question mark next to BOS course:

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
<th>BOS Course Type</th>
<th>Unit Value</th>
<th>Study Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitality</td>
<td>12750</td>
<td>INDUSTRY CURRICULUM FRAMEWORK COURSE</td>
<td>2</td>
<td>11</td>
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<tr>
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<td>42000</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hospitality</td>
<td>42001</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hospitality</td>
<td>42002</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hospitality</td>
<td>42003</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hospitality</td>
<td>54013</td>
<td>LOCALLY DESIGNED SCHOOL CERTIFICATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospitality</td>
<td>04410</td>
<td>BOARD ENDORSED FOR DELIVERY BY SCHOOLS</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>

Selection can be
- by specific BOS course entry number – enter the number (if known) in the BOS Course No. box
- by BOS course name (from the results in the example above, users click on a specific listing eg **Hospitality** - 12750, and this value would then be added to the selection criteria)
- by TVET course type – the options are as follows:
or by BOS endorsement period, e.g. 2007 to 2008.

A combination of search criteria can be used, as in the following example:

Selection by TAFE course
Selection is from the following screen, accessed by clicking on the question mark next to TAFE course.

Because a large number of TAFE courses are likely to be presented in these results, it is not recommended as a means of selecting TAFE courses for reporting. Instead, users should enter the course number if known. If not known, it would be preferable not to use this as a report selection criteria. The information presented in this screen is

- Course name
- Course number
- Version – courses may have a number of versions if minor changes occur to some course details
o Availability – CU is current, meaning new enrolments are possible; PO is phasing out which means that only continuing students can re-enrol in the course or version; OB is obsolete.

o Qualification – the level of qualification which successful completion of the full TAFE course (not necessarily the TVET course) provides.

**Selection by TVET Course**

This is a possible search criterion on the TVET student registration search screen. This selection screen is accessed by clicking on the question mark next to TVET Course. Selection can be by TVET course name or ID (V) number (although this is unlikely to be applicable to schools). Users can also select for only locally designed TVET courses.

Users would also need to know the specific course that they were looking for, unless there is clear differentiation between TVET course names, as in the example below.

**Selection by Location**

Selection can be by institute or within an institute by college/campus location (by clicking on the detail link under colleges). These screens are accessed by clicking on the question mark next to Location.
School selection
This is only relevant if your profile gives you access to more than one school. Selection by school is by entry of the school details in the following search screen – this screen is accessed by clicking on the question mark next to **BOS School**. School data is sourced from the Board of Studies.

The information provided is school name, BOS school code, government/non-government sector indicator, and address. Select the relevant school by clicking on the school name.

Non-government school selection may need to be made on the basis of BOS school code or location, where there is similarity of school names.
Student Details by School report – report content

The year of the course offer is shown as part of the title of each report. This report is sorted by school (if more than one school is included in the report) and by student surname.

The fields included in this report (html and PDF versions) are:

- School name
- For each registered student from the school:
  - student surname, first name and other name,
  - DET ID (an internal TAFE identification code for the student)
  - gender,
  - date of birth,
  - BOS student ID,
  - registration status,
  - offer code,
  - disability 4,
  - NESB (non-English speaking background) status
  - ATSI (Aboriginal and Torres Strait Islander) status
- Total of number of students according to the possible registration statuses: registered, standby, offered, accepted, placed, confirmed, withdrawn.
- Total of number of students with following statuses: disability, NESB, ATSI
- Total number of students from the school

Totals figures are for the records selected for inclusion in the report.

In the csv download version, the student totals are not included, but the following additional fields are included:

- BOS course number and BOS course name
- Year of student (eg 10, 11, 12)
- college/campus location,
- classroom ID (the building and room location, if entered)
- start date (the date for the first class attendance)
- day (day or days of week for attendance)
- start time (time of commencement for class)
- block start date, block day and block time (if applicable).

The Student Details by School report can also include student contact details in the csv download version. This is requested by ticking the Include Student Contact Details check box on the report selection screen, shown below.

4 Disability responses are asked of students on the TVET application form and Enrolment confirmation form. Both responses are recorded separately and if there is inconsistency in responses both will be displayed under the separate column headings of Disability – App (from TVET application form) and Disability – Enrol (from Enrolment confirmation form).
If this is checked, the **csv** report will include:

* Address line 1, address line 2, suburb, state, post code
* Home telephone, work telephone, mobile, fax, email, email contact (if provided)

If the report selection criteria included a specific student registration status, this is recorded below the report title.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>DET ID</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>BSU Student ID</th>
<th>Status</th>
<th>Offer Code</th>
<th>Disability</th>
<th>App 1/2</th>
<th>RESE</th>
<th>ATSI</th>
</tr>
</thead>
<tbody>
<tr>
<td>BF</td>
<td>12</td>
<td>M</td>
<td>1992 20</td>
<td>Withdrawn DB/ULSTORNO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Di</td>
<td>M</td>
<td>M</td>
<td>1991 18</td>
<td>Withdrawn DB/ULSTORNO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>De</td>
<td>A.</td>
<td>F</td>
<td>1991 18</td>
<td>Withdrawn DB/ULSTORNO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>N</td>
<td>E</td>
<td>1992 97</td>
<td>Withdrawn DB/ULSTORNO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Report formats
The report formats available are
- HTML – this provides a report to the screen for immediate viewing
- csv download – this downloads a comma separated value file which can then be opened within a spreadsheet application for further analysis.
- csv email – this downloads the csv file to the user’s email address and (if specified) another nominated user’s email address
- PDF download – this creates a PDF document in Adobe Acrobat which can then be printed or saved. To use this format you will need to have a copy of Adobe Acrobat Reader installed on your computer. Free downloads are available at http://www.adobe.com/products/acrobat/readstep2.html

Whichever format is used, care should be taken to ensure privacy and security in the storage of individual student data which has been downloaded in printed or electronic reports.

**HTML** output will open in another window, shown below. Click on the cross in the upper right corner to close this window and return to the report selection screen.

![HTML output](image)

Viewing of the html screen reports can be adjusted by increasing or reducing the zoom level in the lower right corner, if using Windows Internet Explorer.

It is possible to print from this screen (using the File – Print command) but using the PDF format for printing is the preferred option.

**Downloading csv reports**
After selecting csv download as the report form option, entering the necessary search criteria and clicking on submit, the following screen is presented:
You have the option of opening the file directly or saving it first. If you select Open, Microsoft Excel will open the file. This can then be saved as a Microsoft Office Excel workbook if desired in the folder which you specify.

If you select Save, you need to specify where you wish to save the file, the file name and the format for it to be saved. You then need to open the saved file within Microsoft Excel. Files should be saved with the report date as part of the file name.

Once you are in Excel, the functions of sorting, data filtering, sub-totalling etc can be used to analyse the records saved.

**Csv reports by email**

When specifying csv email reports your email address should automatically appear in the email address box, and you also have the opportunity to specify a second copy of the report be sent to another email address by keying in the email address in the & box.

You can also specify that the report be run more than once by amending the default entry in the frequency box.

After clicking submit, you should receive the following message:

The time delay in the transmission of the email report will depend on its complexity. The email message will include the csv report as an attachment (or a zipped attachment if a large file); the body of the message includes details of the report parameters used.
This email was sent to you as you requested in SIS MEVI system.

Report log Id : 728846
Report Format : CSV Email
Primary Email Address :
Secondary Email Address :
User Name :
Start Time : 28-Feb-2008 04:31 PM
End Time : 28-Feb-2008 04:31 PM
Report Size : 2
Report Parameters
AuditDate : 28-Feb-2008
AuditUsername : 
SchoolName1 : BLAKEHURST HIGH SCHOOL
SchoolName2 : 
EndDate : 31-Dec-2008
ImportFormat : TSV
PrimaryEmail : 
RegStatusString : 'Registered'
ReportFormat : CSV Email
ReportPass : Student Details By School
ShowFijiTable : Y
SortCode : 1
StartDate : 01-Jan-2008
StatusTitle : Registration Status for Registered Students
today
DataActionTime : 28-Feb-2008
Valid : True
Year : 2008

"IMPORTANT!" This is an automatically generated email, please don’t reply.

A PDF format report will open in a new window. It can then be printed or saved using the relevant icons on the menu bar. The zoom controls on the menu bar can be used to increase or reduce the viewing size.
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