

STELA Direct Entry User Guide

Version 4.3, updated December 2022

Version	Date	Type	Any
4.3	Dec 2022	Minor	Updated branding
4.2	Apr 2021	Minor	Updates to editing enrolments that have final outcomes.
4.1	Feb 2021	Minor	Addition of UAN for Foundation Skills.
4.0	Mar 2018	Major	AVETMISS 8.0 update



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1. Overview and access

VET Data Reporting in South Australia

Training organisations providing Vocational Education and Training (VET) are required to report all VET activity data that has occurred in each calendar year. The AVETMIS Standard provides the national framework for the collection of VET activity.

South Australian training organisations, registered and non-registered¹, must have an AVETMISS compliant system to collect their VET activity. This system must also meet the requirements of [South Australian reporting requirements](#). Training organisations may purchase commercial software systems that are AVETMISS compliant. A list of compliant systems is available from the National Centre of Vocational Education and Research (NCVER) website at www.ncver.edu.au.

From 1 January 2014, all training organisations delivering nationally recognised training, except as exempted by regulators, are required to report all of this training (referred to as Total VET Activity) to NCVER under the authority of the Data Provision Requirements under the *National Vocational Education and Training Regulator Act 2011*. South Australian providers receiving state government funding must report this activity into the Student Training Enrolment Logistics Application (STELA). STELA is an online application enabling training organisations to report their VET activity in a format that complies with both National AVETMIS and South Australian reporting specifications and requirements.

There are two ways to submit your South Australian Total VET activity into STELA:

Direct Entry

Training organisations can report their VET activity by directly entering data into STELA Direct Entry (V2) which fully complies with the AVETMIS Standard. AVS validation is not required for organisations choosing this method of submitting their data.

NAT Upload

Training organisations using AVETMISS compliant Student Management Systems (SMS) will need to produce a set of NAT Files from their SMS, validate them using the NCVER online AVETMISS Validation Software (AVS), and upload error free NAT Files into STELA.

All finalised training activity reported through STELA will be submitted to NCVER for inclusion in the National VET Data collection. In the event that the Department has identified issues with a training organisation's submission, they will be individually contacted for resolution of these issues.

The following information in this STELA Direct Entry V2 User Guide provides detailed instructions for training organisations who have chosen to direct enter their VET activity rather than using NAT files.

If any support is required in using STELA V2 please contact the STELA Helpdesk on 08 8226 3050 (9am – 5pm CST) or email stelahelpdesk@sa.gov.au.

¹ If delivering government funded training activity



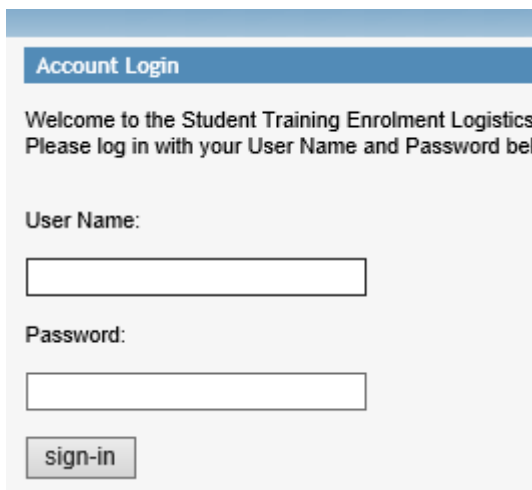
Obtaining access

To obtain access to STELA V2 **each user** in your organisation is required to have an individual STELA login and email address.

To request access to STELA new users will need to complete the “Online STELA application form” which can be accessed at providers.skills.sa.gov.au/tools/help-using-stela. When completing the form new users will need to provide details of a Delegate within their organisation who can approve the access request. When the application has been submitted, an email will be sent to the Delegate requesting their approval. We suggest check with the nominated Delegate to see if they have received your application. If they have not received the email have them check their ‘junk’ folder. Once approved the request will be forwarded to the STELA Helpdesk for processing. Account details will be forwarded to the user via email within 5 business days of receiving the approved request.

Sign-In

1. Open your web browser and type in <https://stela.statedevelopment.sa.gov.au>
2. The Account Login screen will open. Enter your **User Name** and **Password** into the fields provided and click **Sign In**



Account Login

Welcome to the Student Training Enrolment Logistics
Please log in with your User Name and Password below

User Name:

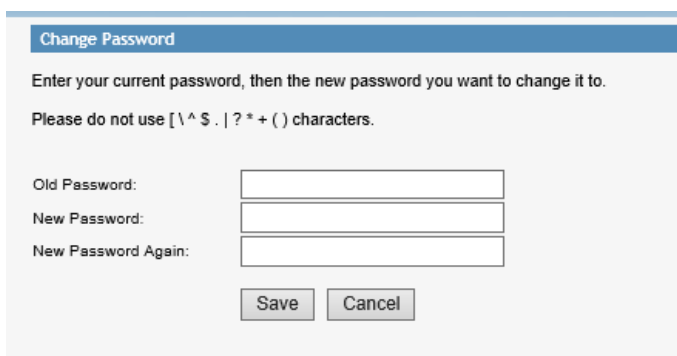
Password:

sign-in

Changing Password

When signing in for the first time we recommend you change your password to ensure you comply with the STELA user agreement.

1. To change your password, click on **Change Password** located bottom left of screen



Change Password

Enter your current password, then the new password you want to change it to.
Please do not use [\ ^ \$. | ? * + () characters.

Old Password:

New Password:

New Password Again:

Save Cancel



2. Enter your Current Password in the Old Password field. Enter a new password and re-confirm the new password and click Save. If your password change was successful you will be taken to the STELA home page.

Forgotten Password

If you have forgotten your password, please contact the STELA helpdesk (details below) to have your password re-set.

Logout

1. To log out of STELA click on the word **Logout** located top right of screen or simply close your internet browser.

Note: STELA will automatically log you out where the system remains idle for 20 minutes.

Helpdesk Support

The STELA Helpdesk can assist you with questions about the STELA system and complying with the AVETMISS and South Australian reporting requirements.

When you contact the STELA Helpdesk for support/assistance we will ask you to provide your **STELA ID Number** to assist us with your enquiry. When logged into STELA this can be found in the top right-hand corner of STELA.



stelahelpdesk@sa.gov.au



1800 673 097



Home Screen

Upon successful login to STELA, your login name will appear top right of screen (along with your STELA Organisation ID) and you will be directed to the Home page (see image below).

The screenshot shows the STELA v2 Home page. The top navigation bar includes 'Contact Us', 'About', 'Help', and 'Logout'. The user is logged in as 'Ben Abdilla' with 'Planning & Evaluation Training, STELA ID = 40689'.

STELA Menu Bar (Left Side):

- Home
- Students / Enrolments
 - Students
 - Enrolment Templates
 - Bulk Enrolment
 - Bulk Resulting
 - Reports
- AVETMISS Submission
 - Submission Progress
 - Additional Commonwealth Requirements
- Organisation
 - Organisation Information
 - Qualification/Course/Skill Set Scope
 - Competency/Module Scope
- Training Information
 - Qualifications
 - Courses
 - Skill Sets
 - Competencies
 - Modules
- User Account Management
 - Maintain User
- Change My Password
 - Change Password

Login Details including STELA ID (Top Right):

Welcome Ben Abdilla
Planning & Evaluation Training, STELA ID = 40689

List of Users for your training organisation (RTO User List):

Data Usage Agreement that must be acknowledged on an annual basis (Acknowledgement Section):

News items including reporting deadlines and STELA helpdesk contact details (Main Content Area):

2017 End of Year Reporting
The collection window for reporting your final 2017 AVETMISS training activity is now open and will close on Wednesday 31 January 2018.

Please refer to the [2017 Checklist](#) which outlines all the necessary steps you need to take to ensure your data is complete and accurate for the reporting period 1 January – 31 December 2017. Please advise us via email when your data submission is complete and error free.

AVETMISS Quarterly Reporting Periods
DSD requires all training providers to report their VET Training Activity for South Australian students in STELA on a quarterly basis. The dates below identify the quarter period and the deadline to report for each quarter:

Quarter	Date	Deadline to Report
Quarter 1	1 January - 31 March	28th April 2017
Quarter 2	1 April - 30 June	21st July 2017
Quarter 3	1 July - 30 September	13th October 2017
Quarter 4	1 October - 31 December	31st January 2018

The VET Training Activity to be reported includes Government funded training, Fee for Service training and VET in Schools training. If you are not able to meet these quarterly requirements you need to advise the STELA helpdesk when you will be ready to meet the requirements.

Stela Online Manual, Provider Reporting Guidelines

Useful information to assist you to meet your reporting requirements

- [Stela Online Manual](#) - access the STELA Manual online
- [Provider Reporting Guidelines](#) (pdf)

Experiencing issues with STELA or have a question? Please contact us on the details below.
Telephone: (08) 8226 3050
E-mail: DSD.StelaHelpDesk@sa.gov.au

This system contains information that is confidential. Any unauthorised viewing, dissemination, distribution or copying of this information is strictly prohibited.

STELA navigation menu bar

The STELA menu bar is viewable across the left section of STELA. Clicking on a menu item will take you to that section of the system. A summary of each section and the functionality can be found below:

Menu Item	Description
<p>Home</p>	<p>This section is the default landing page for users and contains a range of useful support tools and information to assist users meet AVETMISS reporting requirements in SA.</p>
<p>Students / Enrolments</p> <ul style="list-style-type: none"> ▶ Students ▶ Enrolment Templates ▶ Bulk Enrolment ▶ Bulk Resulting ▶ Reports 	<p>This section allows users to:</p> <ul style="list-style-type: none"> • Create, Modify and View Students and Enrolments • Create, Modify and View Enrolment Templates which can be used to enrol students • Create new Bulk Enrolments using an existing Enrolment Template or make changes to an existing Bulk Enrolment. • Run a range of reports relating to training activity entered by your organisation for the current and past collection years. <p>More information on these sections are covered in this user guide.</p>
<p>AVETMISS Submission</p> <ul style="list-style-type: none"> ▶ Submission Progress ▶ Additional Commonwealth Requirements 	<p>This section allows users to monitor potential discrepancies with an organisation’s AVETMISS data submission to date. Discrepancies can include duplicate students, duplicate enrolments, parchment numbers and actual hours. All discrepancies must be resolved for end of year reporting.</p> <p>More information on these sections are covered in this user guide.</p>
<p>Organisation</p> <ul style="list-style-type: none"> ▶ Organisation Information ▶ Qualification/Course/Skill Set Scope ▶ Competency/Module Scope 	<p>Organisation Information</p> <p>The section is made up of four sub tabs:</p> <p>Organisation tab - displays organisation details specific to the organisation your login is linked with. This information is sourced from training.gov.au for RTOs and where incorrect you should contact ASQA to have these details updated. For non-registered organisations, these details are maintained by STELA help desk. If incorrect, please contact the STELA helpdesk to have this information updated.</p> <p>Contacts tab – this area is obsolete and was used for the purposes of communicating with a key contact person in a training organisation in relation to any AVETMISS reporting issues. Communication is now sent to all active users in STELA.</p>



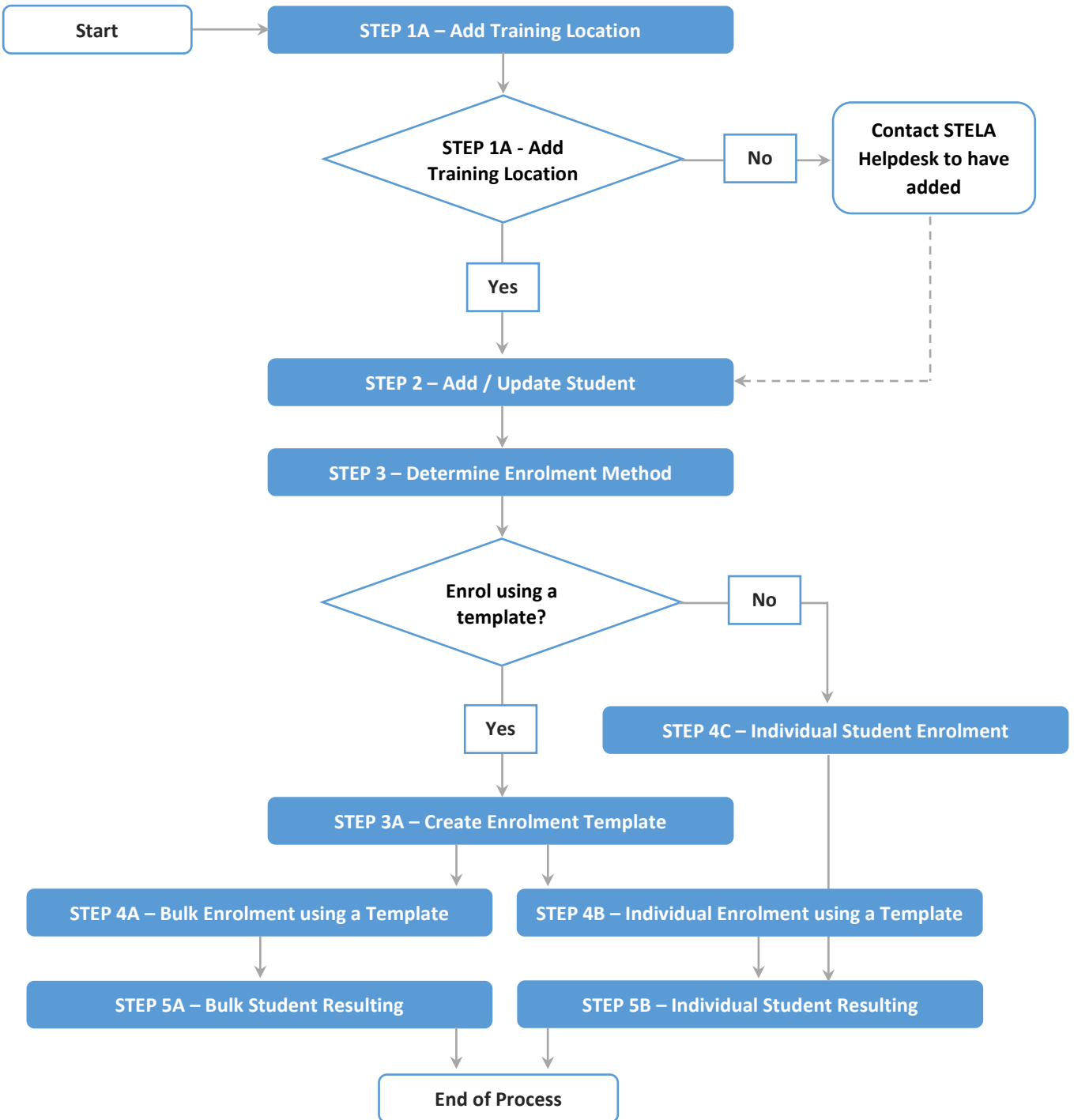
	<p>Training Locations tab – this area is used to add/maintain delivery locations where training is delivered by your organisation. More information on how to add/modify training locations is covered in this user guide.</p> <p>Funding Types tab – lists all available funding types linked to your organisation. More information on funding types is covered in this user guide.</p> <p>Qualification/Course/Skill Set Scope and Competency Module Scope This section allows Registered Training Organisations (RTOs) to view their scope of registration as listed on training.gov.au. STELA will only allow training activity to be reported where it is on your approved scope of registration. This section will appear blank for users who are linked to a non-registered training organisation.</p>
<p>Training Information</p> <ul style="list-style-type: none"> ▶ Qualifications ▶ Courses ▶ Skill Sets ▶ Competencies ▶ Modules 	<p>This section allows users to view a list of all accredited and non-accredited training products in STELA. All accredited training information is sourced from training.gov.au.</p>
<p>User Account Management</p> <ul style="list-style-type: none"> ▶ Maintain User 	<p>This section allows users who are ‘Training Organisation Administrators’ to update the email and phone numbers for users associated with their organisation. Organisations must notify the STELA Helpdesk via email stelahelpdesk@sa.gov.au when user accounts are no longer required so they can be deactivated.</p>



2. Students and Enrolments in STELA

This section outlines the steps required to create and result student enrolments in STELA.

STELA V2 Enrolment Process



Step 1 – Training Locations and Fund Types

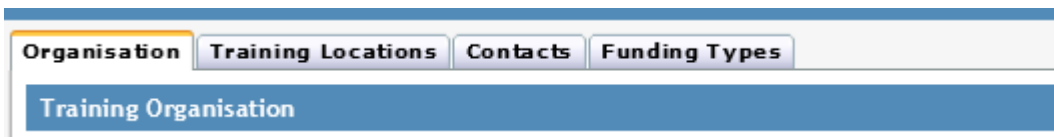
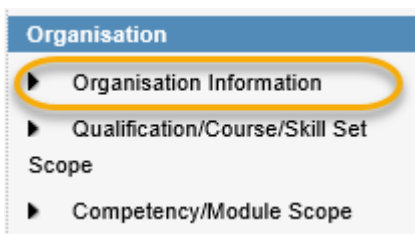
Before creating student enrolments in STELA, you must ensure the delivery location of where the training is taking place exists and that the correct funding type for the training is linked to your organisation in STELA.

1A – Training Locations

1A - Training Locations are the physical location of where training delivery takes place for your organisation. This may be at one site or numerous sites. A delivery location must exist for all delivery sites. Where training is online or via correspondence the delivery location would be the site where the assessment/administrative processing occurs at. Examples of names could be 'ABC Institute', 'XYZ Campus', 'Civic Park' or 'Adelaide City'.

Below are the steps needed to add, modify or delete a training location. Skip this step and proceed to **1B - Funding Types** if the delivery location already exists.

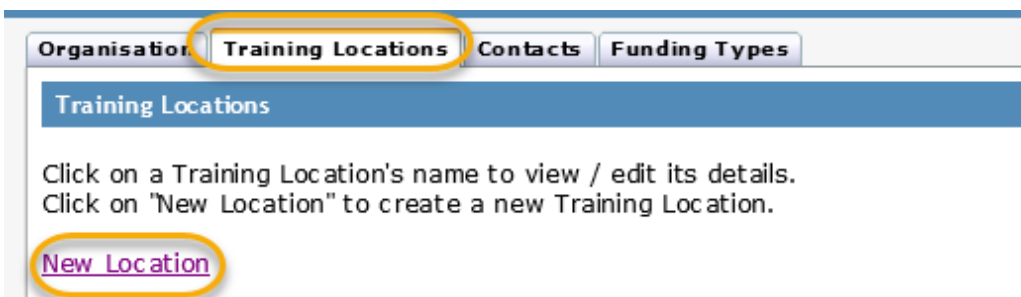
1. On the STELA Menu Bar under the heading **Organisation** click **Organisation Information** to open the Training Organisation screen which has four sub tabs.



2. Select the Training Locations tab

Create New Location

Click the **New Location** link to open the 'New Training Location' screen.



Complete the required fields, click Save. Once saved you will be returned to the 'Training Locations' tab where your new location will be listed.

Note: As a minimum you must enter Location Name, State and suburb to create a new location.

Modify/Delete Training Locations

Select the Location you wish to edit or delete by clicking on the name.

- a. To Modify - edit the fields as required then click Save, OR
- b. To Delete – click Delete

1B – Funding Types

1B - Funding Types tab – lists all available funding types in which a training organisation can report against. By default, your organisation will have the following 'fee for service' fund types to use:

- Domestic Full Fee Paying Student
- International On-Shore full fee paying student
- Overseas Off Shore fee paying student

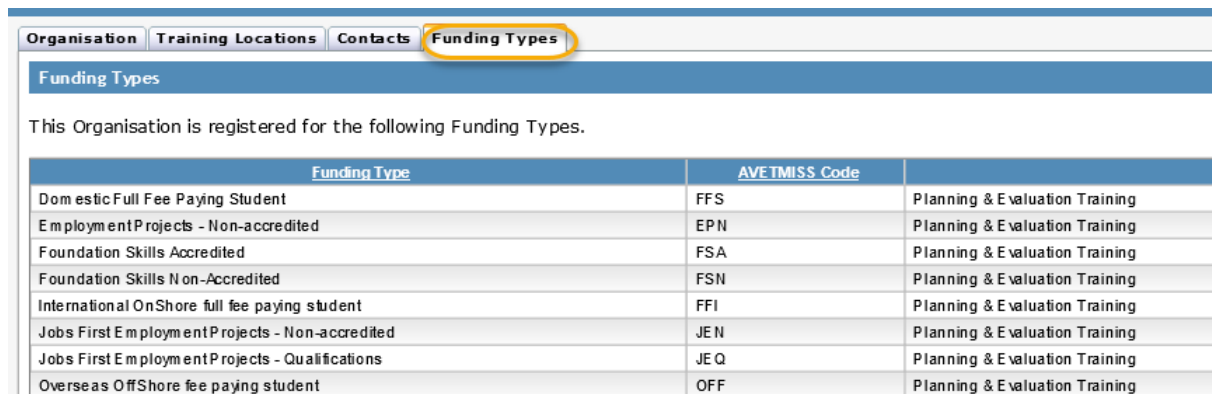
Where your organisation receives government funding you will be required to report your funded enrolments against a specified state fund type as outlined in your contract schedule.

Below are the steps needed to check the funding type available to your organisation. Skip this step and proceed to [Step 2 – Students](#) if the fund type is already linked to your organisation.

1. On the STELA Menu Bar under the heading **Organisation** click **Organisation Information** which will open the Training Organisation screen which has four sub tabs.



2. Select the **Funding Types** tab to view all fund sources linked to your organisation.



Funding Type	AVE TMISS Code	Planning & Evaluation Training
Domestic Full Fee Paying Student	FFS	Planning & Evaluation Training
Employment Projects - Non-accredited	EPN	Planning & Evaluation Training
Foundation Skills Accredited	FSA	Planning & Evaluation Training
Foundation Skills Non-Accredited	FSN	Planning & Evaluation Training
International OnShore full fee paying student	FFI	Planning & Evaluation Training
Jobs First Employment Projects - Non-accredited	JEN	Planning & Evaluation Training
Jobs First Employment Projects - Qualifications	JEQ	Planning & Evaluation Training
Overseas OffShore fee paying student	OFF	Planning & Evaluation Training

If this fund type does not exist in your funding type list or you are unsure of the correct fund type to use, contact the STELA Helpdesk on 1800 673 097.

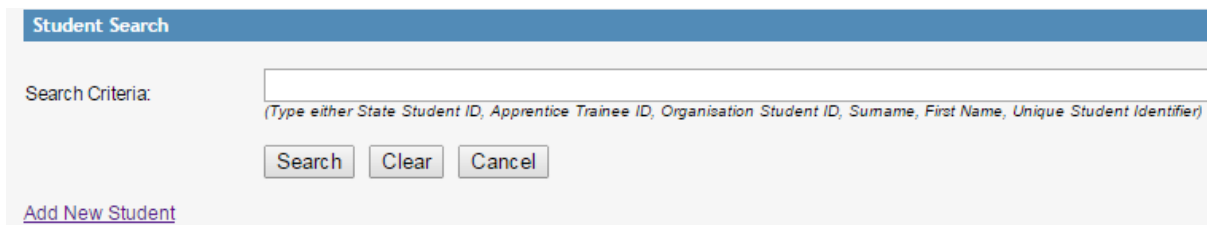
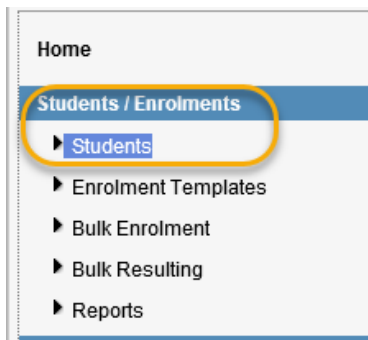


Step 2 – Students

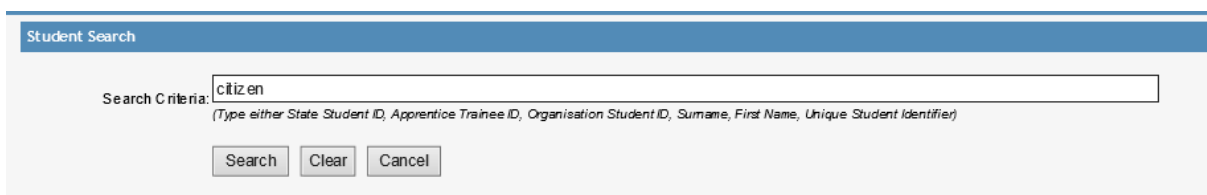
Before you create an enrolment in STELA the student(s) must exist in STELA. Below are the steps required to add or update student(s) in STELA.

2A – Search for a Student

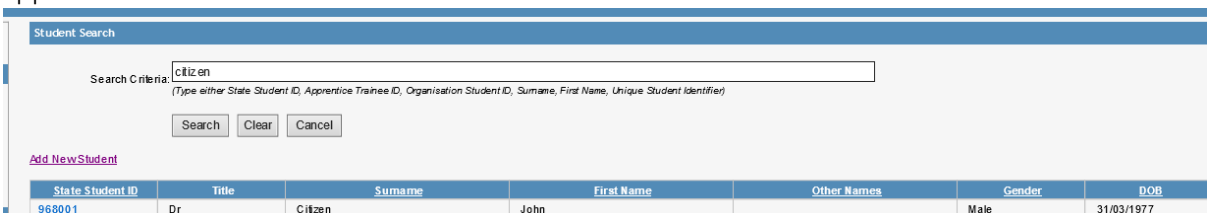
1. On the STELA Menu Bar under the heading **Students / Enrolments**, click **Students** to open the Student Search screen.



2. Enter one of the following search criteria into the search field:
 - State Student ID
 - Apprentice/Trainee ID
 - Organisation Student ID
 - Surname
 - First Name
 - Unique Student Identifier



3. Click **Search** to execute search. If any students are found matching your search criteria they will appear in the results screen.



Note: To clear your search criteria, select the **Clear** Button

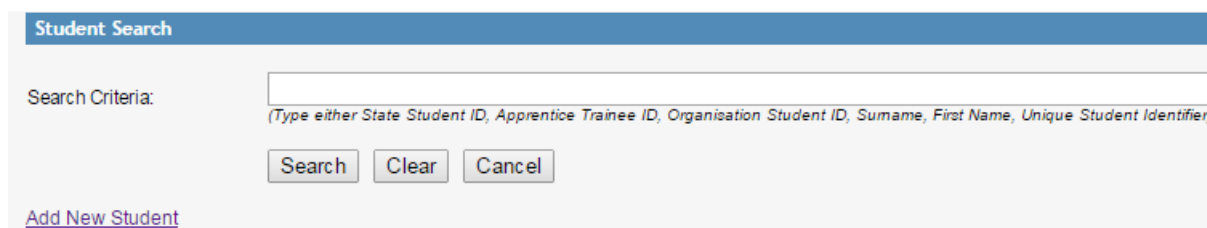
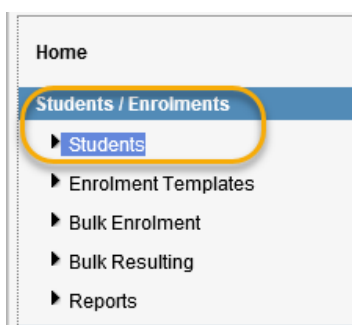


If the Student does not exist proceed to [2B - Add a new Student](#). If the student is found proceed to [2C - Update an Existing Student](#).

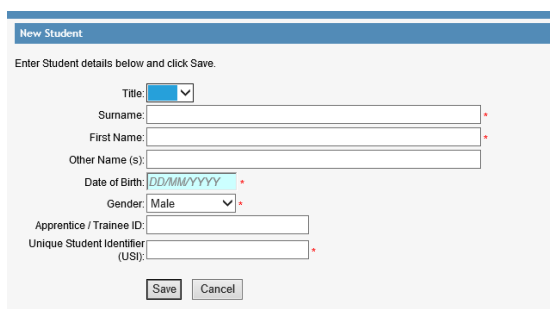
2B - Add a new Student

Note: Once confirmed that the student does not already exist (See [2A – Search for a Student](#)) proceed with steps below to add a new student.

1. On the STELA Menu Bar, from the **Students / Enrolments** heading click **Students** to open the Student Search screen.

A screenshot of the 'Student Search' screen. It features a search criteria input field with a placeholder text: '(Type either State Student ID, Apprentice Trainee ID, Organisation Student ID, Surname, First Name, Unique Student Identifier)'. Below the input field are three buttons: 'Search', 'Clear', and 'Cancel'. At the bottom left, there is a link labeled 'Add New Student'.

2. Click the **Add New Student** link under the Student Search screen.
3. Enter all mandatory student details (marked with a red asterisk) and click **Save**.

A screenshot of the 'New Student' form. The form title is 'New Student' and the instruction is 'Enter Student details below and click Save.' The form contains several fields: 'Title' (dropdown), 'Surname' (text input with a red asterisk), 'First Name' (text input with a red asterisk), 'Other Name (s):' (text input), 'Date of Birth' (text input with a red asterisk and a date mask 'DD/MM/YYYY'), 'Gender' (dropdown with 'Male' selected and a red asterisk), 'Apprentice / Trainee ID' (text input), and 'Unique Student Identifier (USI):' (text input with a red asterisk). At the bottom are 'Save' and 'Cancel' buttons.

Note: Unique Student Identifier (USI) is not required where a student is undertaking non-accredited training. However, if provided by Student at time of enrolment you can still enter the details in STELA.



- Upon saving, STELA will check to see if the Student has been reported previously to the department by your organisation or another. If a match is found on Surname, First Name, Gender and Date of Birth (DOB) you will be presented with possible matches.

Matched Students								
Please select your student if he or she is in the list below, or click "No Match" if the Student does not appear on the list.								
Title	Family Name	First Name	Other Names	Gender	Date Of Birth	Suburb	PCode	Trainee Apprent. ID
Mr	Biggs	Ronald		Male	20/04/1950	MACCLESFIELD	5153	MATCH
				1				
Total Records Found: 1 Page 1 of 1 (Records 1 - 1)								
<input type="button" value="No Match"/>								

- Check the details in the Matched Students screen to see if there are potential matches. Where an exact match exists on Name, Gender and DOB click **Match** which will link the student record you are adding with other instances of the student in STELA. This allows us to link training activity for the student across multiple training organisations. Where no match exists click **No Match**.
- You will be now prompted to enter the remaining student profile information to create the student in STELA.

Note: Mandatory fields are marked with a red asterisk

New Student

Enter remaining Student details below and click Save.

Mandatory information is indicated with a red asterisk *

State Student ID:

Title: ▼

Surname:

First Name:

Other Name (s):

Date of Birth: 🇺🇸

Gender: ▼

Apprentice / Trainee ID:

Unique Student Identifier (USI):

Residential Address

Building/Property Name:

Flat/Unit Details:

Street Number: *

Street Name: *

Overseas

Suburb Name / Post Code:

Postal Address

Same as Above

Delivery Box: OR

Building/Property Name:

Flat/Unit Details:

Street Number:

Street Name:

Overseas

Suburb Name / Post Code:

Contact Details

Home Phone:

Work Phone:

Mobile Phone:

Email:

Alternative Email:

Emergency Contact Details

Name:

Relationship to Student:

Home Phone:

Work Phone:

Mobile Phone:

Address Line 1:

Address Line 2:

Overseas

Suburb Name / Post Code:

Profile Information

Country of Birth: *

Main Language Spoken at Home: *

Indigenous Status: *

Disability: *

Hearing/Deaf

Physical

Intellectual

Learning

Disabilities: Mental Illness

Acquired Brain Impairment

Vision

Medical Condition

Other

Not Specified

At School?: *

Highest School Level Completed: *

Completed Qualification: *

Bachelor Degree or Higher Degree level

Advanced Diploma or Associate Degree Level

Diploma Level

Prior Educational Achievements (other than School): Certificate IV

Certificate III

Certificate II

Certificate I

Other Education (Incl certificates or overseas qualifications not already listed)

Labour Force Status: *

Survey Contact Status: *

Note: For AVETMISS compliance, training organisations must collect student profile information as outlined in the AVETMISS 8.0 student enrolment form which can be downloaded from: www.ncver.edu.au/rto-hub/statistical-standard-software/standard-enrolment-questions-example-form



You can add additional details to the enrolment form to meet the needs of your organisation; however, you cannot modify or remove any of the AVETMISS fields specified on the form.

7. Click **Save** when complete. If any mandatory fields are missing or data has been entered in an incorrect format, an error message will appear highlighted in red next to the relevant field(s). All discrepancies must be fixed before you can save the record.
8. Once the record has been saved successfully a new State Student ID will be created and you will be taken to the Student Details Screen.

Student Details | Other Student Details | Student Enrolments | New Enrolment | Enrol using a Template

Student Detail

View and Update Student Information.

State Student ID: 958001

Unique Student Identifier: *

Title: Dr

Surname: Citizen *

First Name: John *

Other Name (s):

Date of Birth: 31/03/1977 *

Gender: Male *

Apprentice / Trainee ID:

Organisation Student ID:

Notes:

Notes are optional. Maximum 500 characters.

Save Back Delete

Note: It is recommended you record the State Student ID on the Enrolment Form as this will be required for enrolment purposes and allows you to search for the student by their unique ID.

9. Repeat the above process for each new student you need to add.



2C – Update an Existing Student

1. Search for the student – see Step [2A – Search for a Student](#).
2. Select the student from search results by clicking **State Student ID**. This will open the Student Details screen.

Student Details | Other Student Details | Student Enrolments | New Enrolment | Enrol using a Template

View and Update Student Information.

State Student ID: 968001
 Unique Student Identifier: *
 Title: Dr
 Surname: Citizen
 First Name: John
 Other Name (s):
 Date of Birth: 31/03/1977
 Gender: Male
 Apprentice / Trainee ID:
 Organisation Student ID:
 Notes:
Notes are optional. Maximum 500 characters.

Save Back Delete

Student Details | Other Student Details | Student Enrolments | New Enrolment | Enrol using a Template | Academic Transcript

State Student ID: 968001
 Student: Dr Citizen, John

1. Residential Address

Building/Property Name:
 Flat/Unit Details:
 Street No: 2
 Street Name: Citizen
 State: Other (Overseas but not an Australian Territory or Dependency)
 Overseas Suburb / Town:
 Overseas Post Code:
 Country: Australia

Same as Above

2. Postal Address

Delivery Box: OR
 Building/Property Name:
 Flat/Unit Details:
 Street No: 2
 Street Name: Citizen
 State: Other (Overseas but not an Australian Territory or Dependency)
 Overseas Suburb / Town:
 Overseas Post Code:
 Country: Australia

3. Contact Details

Home Phone: 0812341234
 Work Phone: 0812341234
 Mobile Phone: 0404040404
 Email: john.citizen@citizen.com
 Alternative Email:

5. Profile Information

Country of Birth: Australia
 Main Language Spoken at Home: English
 Proficiency in English:
 Indigenous Status: Not Specified

Disabilities: Hearing/Deaf Physical Intellectual
 Learning Mental Illness Acquired Brain Impairment
 Vision Medical Condition Other
 Not Specified

At School?: Yes - the client is still attending secondary school
 Highest School Level Completed: Not Specified
 Year Highest School Level Completed:

Prior Educational Achievements (other than School): Bachelor Degree or Higher Degree level
 Certificate IV Certificate III Certificate II
 Certificate I Other Education (incl certificates or overseas qualifications not already listed)

Labour Force Status: Full-time employee
 Survey Contact Status: Available for survey use

3. Update the student details as required on the 'Student Details' tab and/or the 'Other Student Details' tab.

Note: Fields that appear shaded in grey cannot be modified.

4. Click **Save** to save any updates. Repeat the above process for each student record you need to update.



Step 3 – Enrolment Methods

There are two ways of creating student enrolments in STELA:

1. Using an Enrolment Template which can be used to enrol one or multiple students at a time.
2. Individual Student Enrolment.

Enrolment Templates

The Enrolment Template feature in STELA allows users to create a series of templates for each different 'course offering' an organisation provides such as 'Certificate IV in Accounting' or short courses such as 'Workplace Health and Safety' or 'Senior First Aid'.

An enrolment template contains the following key enrolment information relating to the 'course offering':

- Course/qualification (hereinafter referred to as 'Program')
- Unit(s)/module(s) (hereinafter referred to as 'Subject(s)')
- Funding types
- Modes of delivery
- Delivery locations
- Purchasing contract ID (where government funded)
- Start and end dates

Once a template is created it can then be re-used on an as needs basis to enrol one or multiple students without needing to re-create all the enrolment details individually.

Where your organisation provides 'offerings' that contain different electives, delivery locations, modes of delivery or funding types it is recommended that a different template be created for each 'course offering' to avoid having to customise templates each time prior to use.

This enrolment option is recommended where your organisation runs the same or similar offerings throughout the year to multiple students.

See [3A – Create a New Template](#) or [3B – Update an Existing Enrolment Template](#).

Individual Student Enrolment

Individual enrolment is where users create individual student enrolments without using an Enrolment Template. Each enrolment requires users to manually add course offering details including individual subjects, funding types, modes of delivery, delivery locations, etc.

This enrolment option is recommended where an offering is unique to an individual student as opposed to a group of students.

See [4A – Enrol a Single Student Using a Template](#) or [4C - Individual Student Enrolment](#)



Create/Update Existing Enrolment Template

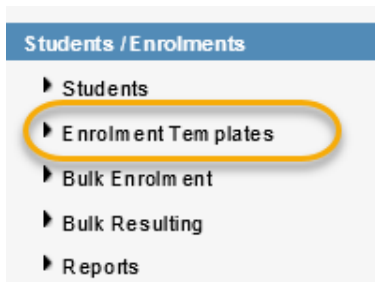
Before you enrol students using a template you need to create an enrolment template or utilise an existing template (which may or may not require updating). Below are the steps needed to create a new template or search and update an existing template in STELA.

Skip this step and proceed to [Step 4 – Student Enrolments](#) if the template already exists and does not require any updating.

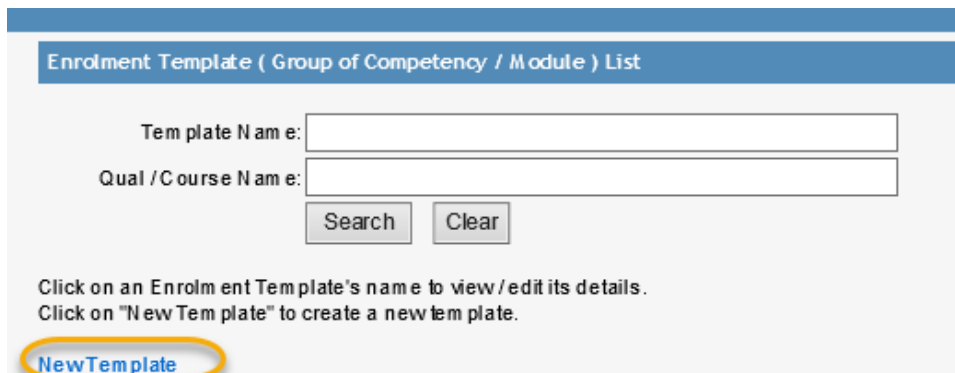
Refer to [3B – Update an Existing Enrolment Template](#).

3A – Create a New Template

1. On the STELA Menu Bar under the heading of **Students/Enrolments**, click **Enrolment Templates** to open the Enrolment Template screen.

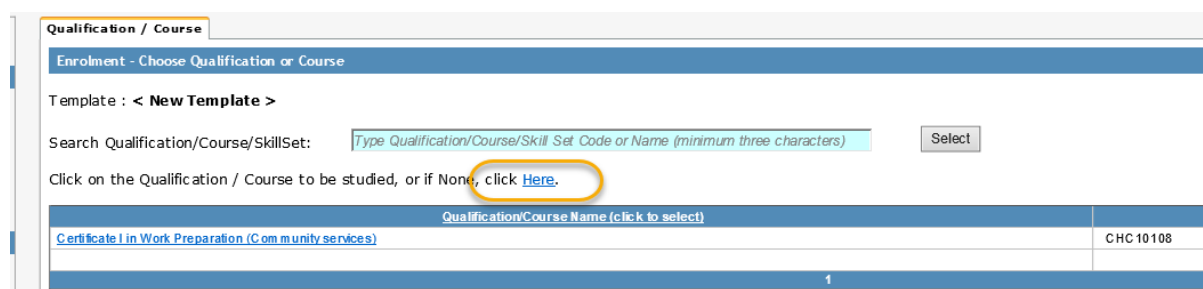


2. Click on **New Template** link.



3. The **Qualification / Course** tab will open.

For non-accredited training or accredited training that leads to a Statement of Attainment only, click on the [Here](#) option.



For accredited training that leads to a nationally recognised qualification select the program from the list available.

Note: The list of programs is obtained from your scope of registration listed on training.gov.au. Where any programs are missing please contact the STELA helpdesk.

If you have many programs on scope, you can use the search function to locate the relevant program or click on the page numbers beneath the list to scroll through your list of available programs.

- The 'Enrolment Competencies' tab will open which will allow you to attach the relevant subjects to the enrolment template you are creating for your offering. By default, a list of every subject that exists in STELA will be listed in alphabetical order.

Name (click to select)	Code
/A to Z qualification/Assemble/disassemble electrical/electronic components	UTENES202C
/A to Z qualification/Assemble/disassemble electrical/electronic components	UTENES202E
/A to Z qualification/Perform basic repair to electrical/electronic apparatus	UTENES201C
/A to Z qualification/Perform basic repair to electrical/electronic apparatus	UTENES201E
/A to Z qualification/Perform functional apparatus checks	UTENES401E
/A to Z qualification/Perform functional apparatus checks	UTENES401C
0030 F 4 A/B1 Spotweld	AUBS3029
010 B 1 A/S/W	AUBS1010
010 B 3 EL S/W	AUBS1015
010 B 3 ER S/W	AUBS1016

- Search for the subject you wish to attach to your template (see search tips and examples below)

Search tips: Relevant subjects can be found by searching on code or name. We recommend using the code field to search as it allows you to better narrow your search results. Searches can be executed using exact or partial combinations.



Example 1: - Partial Search - If you want to see a list of all subjects that belong to the CHC training package, enter CHC in the code field and click **Search**.

Search for and Select Competencies

Search for and select the Competency to add it to your Enrolment below.

Code

Name:

Name (click to select)	Code
Access evidence and apply in practice	CHCPOL591A
Acquire properties by purchase or transfer	CHCCH6200
Acquire properties by purchase or transfer	CHCCH20A
Acquire properties by purchase or transfer	CHCCH20C
Acquire properties by purchase or transfer	CHCSOH012
Act as a resource to other services	CHCORG621D
Act as a resource to other services	CHCOR021A
Act as a resource to other services	CHCOR021B
Act as a resource to other services	CHCOR0621C
Act as a resource to workers	CHCSD512C

<< First < Previous [Next](#) > Last >>

Displaying Page 1 of 195 Pages. Total Records found: 1950

Example 2: Individual Subject Search - If you want to find a particular subject for example NFSKOCM02, enter NFSKOCM02 into the code field and click **Search**.

Search for and Select Competencies

Search for and select the Competency to add it to your Enrolment below.

Code

Name:

Name (click to select)	Code
Engage in basic spoken exchanges at work	NFSKOCM02

This search method will return one subject at a time. Repeat this search for all competencies you wish to add to your template.

- Click on the name of the subject to attach to the template. Once attached to the template the subject name will be 'greyed out' and will appear in the bottom section of the Enrolment screen.

Search for and Select Competencies

Search for and select the Competency to add it to your Enrolment below.

Code

Name:

Name (click to select)	Code
Engage in basic spoken exchanges at work	NFSKOCM02

<< First < Previous [Next](#) > Last >>

Displaying Page 1 of 1 Pages. Total Records found: 1

Competencies Selected in Enrolment

Below is a listing of Competencies in the Enrolment. Click 'Remove' to remove a Competency. When you have selected the required Competencies, click 'Next' to continue.

Name	Code	
Engage in basic spoken exchanges at work	NFSKOCM02	<input type="button" value="Remove"/>

- Repeat steps 5 and 6 for each subject that needs to be attached to the template. If you select an incorrect subject, click on the remove button against the subject and it will be removed from your enrolment template list.

8. Once all subjects have been attached click **Next**.

Competencies Selected in Enrolment

Below is a listing of Competencies in the Enrolment. Click 'Remove' to remove a Competency. When you have selected the required Competencies, click 'Next' to continue.

Name	Code	
Engage in basic spoken exchanges at work	NFSKOCM02	Remove
Locate, compare, measure and use highly familiar measurements for work	NFSKNUM04	Remove
Participate in highly familiar spoken exchanges	NFSKOCOM01	Remove

< Back Next > Cancel

9. The 'Funding Type' tab will open where you need to select the Funding Type, Mode of Delivery, Predominant Delivery Mode and flag if the training in your template relates to VET in Schools.

Qualification / Course Enrolment Competencies Funding Type

Enrolment - Select Funding Type and Delivery Method

Template:
Course: CHC10108 Certificate I in Work Preparation (Community services)

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET in Schools	Study Reason
NFSKOCM02: Engage in basic spoken exchanges at work	Domestic Full Fee Paying Student			<input type="checkbox"/>	
NFSKNUM04: Locate, compare, measure and use highly familiar measurements for work	Domestic Full Fee Paying Student			<input type="checkbox"/>	
NFSKOCOM01: Participate in highly familiar spoken exchanges	Domestic Full Fee Paying Student			<input type="checkbox"/>	

< Back Next > Cancel

Notes:

- If the funding type you required is not in the list contact the STELA helpdesk to have it added.
- VET in Schools should only be selected where the training is accredited and is being counted towards a student’s senior secondary certificate known as SACE in SA.
- Study Reason is provided at a later stage when attaching students to the template.
- Predominant Delivery Mode is a mandatory field that identifies which delivery mode is the largest or only component of delivery for each subject enrolment. STELA requires Predominant Delivery Modes to align with at least one of the reported values under ‘Mode of Delivery’. See the table below for guidance on selecting the correct Predominant Delivery Mode.

Mode of Delivery selected in STELA	Predominant Delivery Mode for STELA (one of the following must be chosen as the largest component of delivery)
Internal only	“Internal delivery”
External only	“External delivery”
Workplace-based only	“Workplace-based delivery”
Combination of internal and external	“Internal delivery” OR “External delivery”
Combination of internal and workplace- based	“Internal delivery” OR “Workplace-based delivery”
Combination of external and workplace- based	“External delivery” OR “Workplace-based delivery”
Combination of all modes	“External delivery” OR “Workplace-based delivery” OR “Internal delivery”
Not applicable (RPL or credit transfer)	“Not Applicable – Recognition of Prior Learning/Credit Transfer”

10. Once you have entered the required information for each subject click **Next** to go to the 'Competency Details' tab.

Qualification / Course | Enrolment Competencies | Funding Type

Enrolment - Select Funding Type and Delivery Method

Template:
Course: CHC10108 Certificate I in Work Preparation (Community services)

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET In Schools?	Study Reason
NFSKOCM02 : Engage in basic spoken exchanges at work	Domestic Full Fee Paying Student	Internal only	Internal delivery	<input type="checkbox"/>	
NFSKNJM04 : Locate, compare, measure and use highly familiar measurements for work	Domestic Full Fee Paying Student	External only	External delivery	<input type="checkbox"/>	
NFSKOCOM01 : Participate in highly familiar spoken exchanges	Domestic Full Fee Paying Student	Workplace-based only	Workplace-based delivery	<input type="checkbox"/>	

< Back **Next >** Cancel

11. Enter the approximate start and finish dates for each subject and select the relevant training location. Where the subject is 'VET in Schools' select the School Location. Click **Next** when completed to take you to the 'Confirm Enrolment' tab.

Qualification / Course | Enrolment Competencies | Funding Type | Competency Details | Confirm Enrolment

Enrolment - Competency Details

Template:
Course: CHC10108 Certificate I in Work Preparation (Community services)

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET In Schools?	Start Date (dd/mm/yyyy)	Finish Date (dd/mm/yyyy)	Location	Contract	Study Reason	SACE ID	School Location
CHCH620D : Acquire properties by purchase or transfer	FFS : Domestic Full Fee Paying Student	Internal only	Internal delivery	Yes	04/01/2018	08/02/2018	City Central				Banksia Park International
CHCOR021D : Act as a resource to other services	FFS : Domestic Full Fee Paying Student	External only	External delivery	No	04/01/2018	08/02/2018	City Central				
CHCSD512C : Act as a resource to workers	FFS : Domestic Full Fee Paying Student	External only	External delivery	No	04/01/2018	08/02/2018	City Central				

< Back **Next >** Cancel

Notes:

- Start and finish dates can be adjusted at time of resulting to reflect the actual start and finish dates of the training.
- If the training location you require is not in the list, you will need to exit out of the template and add the location. See Step 1 Check Training Locations and Fund Types

12. Review your template for accuracy before saving. If any details are incorrect use the Back button to make any necessary changes or Click on the relevant tab(s). Once changes have been made click **Next** until you return to the 'Confirm Enrolment' tab.

Qualification / Course | Enrolment Competencies | Funding Type | Competency Details | Confirm Enrolment

Enrolment - Confirm Enrolment Details

Template:
Course: CHC10108 Certificate I in Work Preparation (Community services)

Review and Confirm the Enrolment details. To save this enrolment as a template for other student enrolments, check "Save as Enrolment Template" and enter a Template Name. Click "Finish" to finalise this Enrolment.

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET In Schools?	Start Date (dd/mm/yyyy)	Finish Date (dd/mm/yyyy)	Location	Contract	Study Reason	SACE ID	School Location
CHCH620D : Acquire properties by purchase or transfer	FFS : Domestic Full Fee Paying Student	Internal only	Internal delivery	Yes	4/1/2018	8/2/2018	City Central				Banksia Park International High School
CHCOR021D : Act as a resource to other services	FFS : Domestic Full Fee Paying Student	External only	External delivery	No	4/1/2018	8/2/2018	City Central				
CHCSD512C : Act as a resource to workers	FFS : Domestic Full Fee Paying Student	External only	External delivery	No	4/1/2018	8/2/2018	City Central				

Enrolment Template

Template Name:

< Back Finish Cancel

13. Once satisfied the details are correct enter a template name and click Finish to Save the Enrolment Template.

Note: Template names are for your reference only and are not used by the Department for reporting purposes. We suggest using naming conventions that will allow you to easily identify the course offering. Examples may be:

- 2018 - Certificate I in Work Preparation (Elective Stream 1)
- 2018 – Work Readiness
- Senior First Aid 2018
- 2017 - CHC10108

Qualification / Course | Enrolment Competencies | Funding Type | Competency E

Enrolment - Confirm Enrolment Details

Template:
Course: **CHC10108 Certificate I in Work Preparation (Community services)**

Review and Confirm the Enrolment details. To save this enrolment as a template

Competency	Funding Type	Mode of Delivery
CHCCH620D : Acquire properties by purchase or transfer	FFS : Domestic Full Fee Paying Student	Internal only
CHCOR621D : Act as a resource to other services	FFS : Domestic Full Fee Paying Student	External only
CHCSD512C : Act as a resource to workers	FFS : Domestic Full Fee Paying Student	External only

Enrolment Template

Template Name: CHC10108

< Back Finish Cancel

14. Once the template has been saved you will be taken back to the Enrolment Template Screen where your template will appear in the list of 'Existing Templates'.

Enrolment Template (Group of Competency / Module) List

Template Name:

Qual / Course Name:

Search Clear

Click on an Enrolment Template's name to view/edit its details.
Click on "New Template" to create a new template.

[New Template](#)

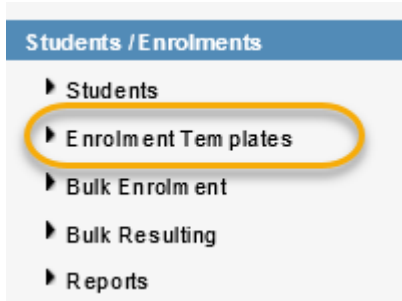
Existing Template (Group of Competency / Module) - (click to edit)	Qualification / Course	Qualification / Course Code
CHC10108	Certificate I in Work Preparation (Community services)	CHC10108

15. Repeat the above steps for each template you need to create.

16. End of process. To enrol a student using a template refer to [Step 4 – Student Enrolments](#).

3B – Update an Existing Enrolment Template

1. On the STELA Menu Bar under the heading **Students/Enrolments**, click **Enrolment Templates** which will open the Enrolment template screen and list all available templates in alphabetical order by template name.



2. To edit a template, use the search feature to locate your template or simply select from the list of available templates. Once found click on the template name to commence editing.



The screenshot shows the 'Enrolment Template (Group of Competency / Module) List' screen. It includes search fields for 'Template Name' and 'Qual / Course Name', with 'Search' and 'Clear' buttons. Below the search fields, there is a 'New Template' link and a table of existing templates. A yellow dashed arrow points to the first row of the table, which is highlighted with a yellow oval.

Existing Template (Group of Competency / Module) click to edit	Qualification / Course	Q
CHC10108	Certificate I in Work Preparation (Community services)	CHC 10108
CHC10108 Certificate I in Work Preparation (Community services) 2013	Certificate I in Work Preparation (Community services)	CHC 10108
CHC20108 Certificate II in Community Services (Semester 2, 2012)	Certificate II in Community Services	CHC 20108

3. The template will open onto the 'Confirm Enrolment' tab. Use the **Back** button or click on the various tabs to make amendments as required. When updates have been made use the **Next** button until you return to the 'Confirm Enrolment' tab. Enter a template name and click **Finish** to update the Enrolment.

Notes:

- You can use the same template name as used previously or you can update the name if necessary.
- If you need to add or remove competencies refer to relevant instructions in [Step 3A Create a New Template](#).



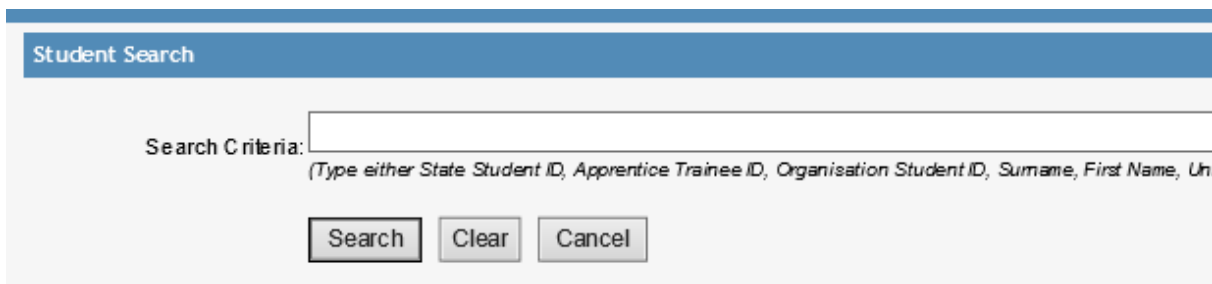
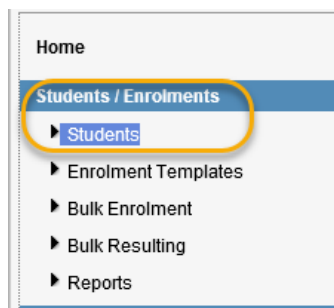
Step 4 – Student Enrolments

Below are the steps for enrolling students in STELA using the various enrolment methods:

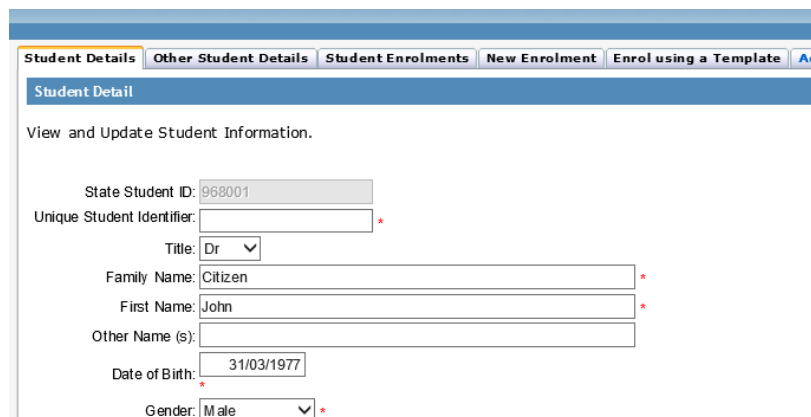
- A. [Enrol a Single Student Using a Template](#)
- B. [Bulk Enrolment](#)
- C. [Individual Student Enrolment](#)

4A – Enrol a Single Student Using a Template

1. On the STELA Menu Bar, under the heading **Students / Enrolments** click **Students** which will open the Student Search screen.



2. Search for the Student you wish to create an enrolment for. For instructions on how to search for a student refer to [2A – Search for a Student](#).
3. Once you have found the Student click on the State Student ID to open the student record.



- Click on the **Enrol using a Template** tab.

- Using the Enrolment Template dropdown list select the template you wish to use for enrolment. Click **Next** This will take you to the 'Funding Type & Delivery Method' tab.

- Enter the Study Reason for each subject enrolment as specified on the student enrolment form. If required update the Funding Type, Mode of Delivery and VET in Schools fields.

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET in Schools?	Study Reason
CHCH6200 : Acquire properties by purchase or transfer	Domestic Full Fee Paying Student	Not applicable (RPL or credit transfer)	Not applicable (RPL or credit transfer)	<input checked="" type="checkbox"/>	To develop my existing business
CHCOR621D : Act as a resource to other services	Domestic Full Fee Paying Student	External only	External delivery	<input type="checkbox"/>	To develop my existing business
CHCSD512C : Act as a resource to workers	Domestic Full Fee Paying Student	External only	External delivery	<input type="checkbox"/>	To start my own business

- Click **Next** which will take you to the 'Competency Details' tab. Where any subject enrolments are marked 'Vet in Schools' you will need to enter the SACE ID for the student (e.g. 456121F) and the School Location. If required update the Start Date, Finish Date, Location and if applicable Contract

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET in Schools?	Start Date (dd/mm/yyyy)	Finish Date (dd/mm/yyyy)	Location	Contract	Study Reason	SACE ID	School Location
CHCH6200 : Acquire properties by purchase or transfer	FFS: Domestic Full Fee Paying Student	Not applicable (RPL or credit transfer)	Not applicable (RPL or credit transfer)	Yes	04/01/2018	08/02/2018	City Central		To develop my existing business	123456Y	Type to search Bankisia Park International
CHCOR621D : Act as a resource to other services	FFS: Domestic Full Fee Paying Student	External only	External delivery	No	04/01/2018	08/02/2018	City Central		To develop my existing business		
CHCSD512C : Act as a resource to workers	FFS: Domestic Full Fee Paying Student	External only	External delivery	No	04/01/2018	08/02/2018	City Central		To start my own business		

- Click **Next** which will take you to the 'Confirm Enrolment' tab. If any details are incorrect use the **Back** button to make any necessary changes. Once changes have been made click **Next** until you return to the 'Confirm Enrolment' tab. Once satisfied the details are correct click **Finish**.

Qualification / Course | Enrolment Competencies | Funding Type & Delivery Method | Competency Details | **Confirm Enrolment**

Enrolment - Confirm Enrolment Details

Student: **Abdilla, Ben**
 Course: **CHC10108 Certificate I in Work Preparation (Community services)**
 Trainee Apprentices ID:
 Training Contract ID:

Review and Confirm the Enrolment details. To save this enrolment as a template for other student enrolments, check "Save as Enrolment Template" and enter a Template Name. Click "Finish" to finalise this Enrolment.

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET in Schools?	Start Date (dd/mm/yyyy)	Finish Date (dd/mm/yyyy)	Location	Contract	Study Reason	SACE ID	School Location
CHCCH620 - Acquire properties by purchase or lease	FFS - Domestic Full Fee Paying Student	Internal only	Internal delivery	Yes	4/6/2018	8/02/2018	City Central		To get a job		Banksia Park International High School
CHCOR062 ID - Act as a resource to other services	FFS - Domestic Full Fee Paying Student	External only	External delivery	No	4/6/2018	8/02/2018	City Central		To get a job		
CHCSD512C - Act as a resource to workers	FFS - Domestic Full Fee Paying Student	External only	External delivery	No	4/6/2018	8/02/2018	City Central		To get a job		

Enrolment Template

Save this Enrolment as a Template?

Template Name:

[Back](#) [Finish](#) [Cancel](#)

- This will save the enrolment and you will be returned to the 'Student Enrolments' tab with the enrolment details listed.

Student Details | Other Student Details | **Student Enrolments** | New Enrolment | Enrol using a Template | Academic Transcript

Student Enrolments

Current and past Student Enrolments.
 To view an Enrolment in detail or modify it, click on the Course name.
 Click 'New Enrolment' to start a new Enrolment, or 'Enrol using a Template' to enrol student in a pre-defined Enrolment Template.

Student: **Abdilla, Ben**
 State Student ID: **962420**

Course (click to view / modify Enrolment)	Competency Code	Competency Name	Start Date	Finish Date
BSB40407 - Certificate IV in Small Business Management	QHCPOL501A	Access evidence and apply in practice	9/01/2017	5/01/2017
	BSBCCO201A	Action customer contact	17/07/2017	17/07/2017
	BSBQM418A	Address customer needs	17/07/2017	17/07/2017
	BSBCUE407	Administer customer engagement technology	17/07/2017	17/07/2017
	BSBLEG509A	Administer inhouse mortgage practice	17/07/2017	7/09/2017
	BSBADM407B	Administer projects	17/07/2017	17/07/2017

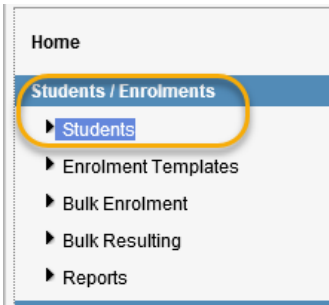
Note: If you need to make any amendments to the enrolment, click on the course name (appears in blue) on the left of screen which will open the enrolment allowing you to make amendments as required.

- End of Process. To result student enrolments, refer to [Step 5 - Resulting](#).

Update/Delete Student Enrolment

Note: You cannot edit enrolment records where they have a outcome/result code and the finish date is less than the current year. Contact the STELA helpdesk to update where required. Where updates are required to subject results/outcomes, refer to [Step 5 - Resulting](#).

1. On the STELA Menu Bar, under the heading **Students / Enrolments** click **Students** which will open the Student Search screen.



2. Search for the Student you wish to update/delete an enrolment for. For instructions on how to search for a student refer to '[Step 2A - Search for a Student](#)'.

3. Once you have found the Student click on the State Student ID to open the student record.

The screenshot shows the 'Student Detail' form. At the top, there are tabs: 'Student Details', 'Other Student Details', 'Student Enrolments', 'New Enrolment', 'Enrol using a Template', and 'Ac'. The 'Student Detail' tab is active. Below the tabs, the text 'View and Update Student Information.' is displayed. The form contains the following fields:

- State Student ID: 968001
- Unique Student Identifier: (empty field with a red asterisk)
- Title: Dr (dropdown menu)
- Family Name: Citizen (with a red asterisk)
- First Name: John (with a red asterisk)
- Other Name (s): (empty field)
- Date of Birth: 31/03/1977 (with a red asterisk)
- Gender: Male (dropdown menu with a red asterisk)

4. Select the Student Enrolments tab which will list all enrolments for the student

The screenshot shows the 'Student Enrolments' tab. At the top, there are tabs: 'Student Details', 'Other Student Detail', 'Student Enrolments', 'New Enrolment', 'Enrol using a Template', 'Academic Transcript', and 'UAN and Pathways Outcome for Community Education'. The 'Student Enrolments' tab is active. Below the tabs, the text 'Current and past Student Enrolments. To view an Enrolment in detail or modify it, click on the Course name. Click 'New Enrolment' to start a new Enrolment, or 'Enrol using a Template' to enrol student in a pre-defined Enrolment Template.' is displayed. The student information is: Student: Dr Citizen, John; State Student ID: 962420. Below this is a table of enrolments:

Course (click to view / modify Enrolment)	Competency Code	Competency Name	Start Date	Finish Date
BSB40407 - Certificate IV in Small Business Management	CHCPOL501A	Access evidence and apply in practice	1/01/2019	1/01/2019
	BSBCCO201A	Action customer contact	17/07/2017	25/03/2021
	BSBCCM418A	Address customer needs	17/07/2017	8/04/2021
	BSBCE407	Administer customer engagement technology	17/07/2017	17/07/2017
	BSBLE3509A	Administer inhouse mortgage practice	17/07/2017	7/09/2017
	BSBADM407B	Administer projects	17/07/2017	17/07/2017
	BSBOHS607A	Advise on application of safe design principles to control OHS risk	17/07/2017	17/07/2017
	BSBWHS609	Advise on the application of safe design principles to control WHS risks	17/07/2017	17/07/2017
	BSBUN504A	Advocate and present cases for members	17/07/2017	7/09/2017
	BSBB	Agricultural Aviation Operations	17/07/2017	17/07/2017
	BSBMKG403A	Analyse market data	17/07/2017	17/07/2017
	BSBUN409A	Appear before tribunals and represent members	17/07/2017	17/07/2017
	BSBLEG506A	Appear in court	17/07/2017	17/07/2017
	NFSKVTG05	Complete simple workplace formatted texts	17/07/2017	17/07/2017
	NFSKOCOM02	Engage in basic spoken exchanges at work	17/07/2017	17/07/2017
	NFSKLRG02	Identify strategies to respond to basic workplace problems	17/07/2017	17/07/2017
	NFSKNUM09	Identify, measure and estimate familiar quantities for work	17/07/2017	7/09/2017
	NFSKNUM04	Locate compare and use highly familiar measurements for work	17/07/2017	17/07/2017
	NFSKCOM01	Participate in highly familiar spoken exchanges	17/07/2017	17/07/2017
Results for this Enrolment				
CHC10108 - Certificate I in Work Preparation (Community services)	AUBS1016	010 B 3ER S/W	17/07/2017	31/07/2018
Results for this Enrolment				
NON - Non Course	NFSKOCM02	Engage in basic spoken exchanges at work	4/08/2017	4/08/2017
	NFSKLRG02	Identify strategies to respond to basic workplace problems	4/08/2017	4/08/2017
Results for this Enrolment				

5. Click on the relevant course name to the left of the screen in which you want to edit/delete. This will open the relevant course enrolment.

6. To delete the course enrolment go to Step 6a. To update the course enrolment go to step 7.

- scroll to the bottom of the screen and select the **Delete** button.

Enrolment - Confirm Enrolment Details

Student: **Citizen, John**
Course: **CHC10108 Certificate I in Work Preparation (Community services)**
Trainee Apprentice ID:
Training Contract ID:

Review and Confirm the Enrolment details. To save this enrolment as a template for other student enrolments, click the 'Save this Enrolment as a Template?' checkbox.

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET In Schools?
AUBS1016 : 010 B 3ER S/W	FFS : Domestic Full Fee Paying Student	Internal only	Internal delivery	No

Enrolment - Delete

You have selected the following Enrolment to Delete.

Student: Citizen, John
Course: CHC10108 Certificate I in Work Preparation (Community services)

Competencies:
AUBS1016 010 B 3ER S/W

Are you sure you want to Delete?

Buttons: **Yes, Delete** | **No, Don't Delete**

- Click Yes, Delete to delete the record.

7. To update the enrolment, select the relevant tab at the top of the course enrolment.

Enrolment - Confirm Enrolment Details

Student: **Citizen, John**
Course: **CHC10108 Certificate I in Work Preparation (Community services)**
Trainee Apprentice ID:
Training Contract ID:

Review and Confirm the Enrolment details. To save this enrolment as a template for other student enrolments, click the 'Save this Enrolment as a Template?' checkbox.

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET In Schools?	St (dd/
AUBS1016 : 010 B 3ER S/W	FFS : Domestic Full Fee Paying Student	Internal only	Internal delivery	No	17/0

- **Competencies** – will let you add or delete subjects associated with the enrolment
- **Funding Type & Delivery Method** – will let you update the funding type, mode of delivery and study reason
- **Competency Details tab** – will let you update the start date, finish date, location, contract ID, SACE ID or school location



8. Once you have updated the enrolment, keep clicking the **Next** button at the bottom of the page until you reach the **Confirm Enrolment** tab and click **Finish** to save your changes.

Qualification/Course | Competencies | Funding Type & Delivery Method | Competency Details | **Confirm Enrolment**

Enrolment - Confirm Enrolment Details

Student: **Citizen, John**
Course: **CHC10108 Certificate I in Work Preparation (Community services)**
Trainee Apprentice ID:
Training Contract ID:

Review and Confirm the Enrolment details. To save this enrolment as a template for other student enrolme

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET In Schools
AUBS1016 : 010 B 3ER SW	FFS - Domestic Full Fee Paying Student	Internal only	Internal delivery	No

Enrolment Template

Save this Enrolment as a Template?

Template Name:

Finish Cancel Delete

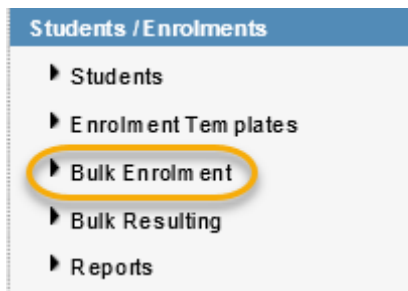


4B – Bulk Enrolment

This feature allows you to enrol multiple students into an existing enrolment template at one time.

Create Bulk Enrolment Using a Template

1. On the STELA Menu Bar, under the heading **Students / Enrolments** click **Bulk Enrolment** to open the Bulk Enrolments screen whereby you can create new bulk enrolments and edit existing bulk enrolments. To edit an existing bulk enrolment, refer to [Update Bulk Enrolment](#)



2. Click on the name of the relevant template from the list on the left of screen under the heading 'Templates' to create a new bulk enrolment.

Notes:

- Templates appear in order of date in which they were created. The first template created will appear at the top of the list with the latest one appearing at the end.
- A maximum of 15 templates are shown on each page.

Bulk Enrolment based on a Template (Group of Competency / Module)			
Please select a Template for Bulk Enrolment or select an Existing Bulk Enrolment for editing. Bulk enrolments cannot be made from deleted templates, if there are any bulk enrolments for a deleted template you can remove students and result the enrolments.			
Templates (Group of Competency / Module)	Qualification Course Name		E
Employability Skills Term 1 2012	Non Course		Employability Skills
Health and Lifestyle Course Term 1 2012	Non Course		Health and Lifestyle

3. The 'Bulk Enrolment Template' screen will open. Click on the [Show/Hide Competencies](#) link to reveal the enrolment details for the chosen template. Click **Back** if the incorrect template has been chosen and repeat steps 1 and 2.

Bulk Enrolments Template (Group of Competency / Module) for : CHC10108									
Certificate I in Work Preparation (Community services) : CHC10108									
Show/Hide Competencies									
Competency	Display Name	Delivery Mode	Predominant Delivery Mode	Start Date	Finish Date	VET in Schools	Funding Type		
CHCCH520D - Acquire properties by purchase or transfer	CHC10108	Internal only	Internal delivery	04-01-2018	03-02-2018	Yes	FFS - Domestic Full Fee Paying Student		
CHCOR621D - Act as a resource to other services	CHC10108	External only	External delivery	04-01-2018	03-02-2018	No	FFS - Domestic Full Fee Paying Student		
CHCSD512C - Act as a resource to workers	CHC10108	External only	External delivery	04-01-2018	03-02-2018	No	FFS - Domestic Full Fee Paying Student		

Student Search Criteria:

Student ID:

Surname:

First Name:

Date of Birth:

Gender:

Organisation Student ID:

Apprentice Trainee ID:

Training Contract ID:

SACE ID:

Study Reason:

Please select a Study Reason for this student. The selected study reason applies for all units of competency modules. If you need to change the study reason for each unit of competency module, please use the student enrolment page and change it there.

- To add a student to the bulk enrolment, enter their **Student ID**, **First Name** or **Surname** in the **Student Search Criteria** field. Once you have entered the first three numbers of the student's ID or the first three characters of the name a list of possible matches will begin to appear. At this point you can select the student from the list by clicking on their name. If multiple students with the same or similar names are listed, continue entering the remainder of their student ID or Surname which will further refine the search results.

Bulk Enrolments Template (Group of Competency / Module) for : CHC10108
 Certificate I in Work Preparation (Community services) : CHC10108

[Show/Hide Competences](#)

Student Search Criteria: john

Student ID : Ablett, John
 Surname : Biggs, Johnny
 Citizen, John
 First Name : John, Howard
 Date of Birth : Jonh, Johns
 Gender : Smith, John

- Once the student has been selected from the list their profile details will pre-populate the Student ID, Surname, First Name, Date of Birth and Gender fields.

Student Search Criteria: Citizen, John

Student ID : 968001
 Surname : Citizen
 First Name : John
 Date of Birth : 31/03/1977
 Gender : Male
 Organisation Student ID :
 Apprentice Trainee ID :
 Training Contract ID :
 SACE ID :
 Study Reason :
 Please select a Study Reason for this student. The selected study reason will be used for all units of competency. If you need to change the study reason for each unit of competency, change it there.

Add Clear Back

- Add the Students Training Contract ID and SACE ID (where relevant) and select the appropriate Study Reason. Click **Add** to link the student to the template. This will add the student and their enrolment details beneath the bulk enrolment.

Add Clear Back

Student ID	Surname	First Name	Gender	Date of Birth	Organisation Student ID	Apprent Trainee ID	Training Contract ID	SACE ID	Resulted	Remove All
968001	Citizen	John	Male	31/03/2004	40689	54545			No	Remove
968002	Heroux	Melanie	Female	16/03/1974	40689				No	Remove

- Repeat steps 4-6 for each student you wish to add to the bulk enrolment. If you have added a student in error, click on the **Remove** link to the far right of the student's enrolment.

Add Clear Back

Student ID	Surname	First Name	Gender	Date of Birth	Organisation Student ID	Apprent Trainee ID	Training Contract ID	SACE ID	Resulted	Remove All
968001	Citizen	John	Male	31/03/2004	40689	54545			No	Remove
968002	Heroux	Melanie	Female	16/03/1974	40689				No	Remove



- Once you have added all students to the enrolment template, you need to provide a name for the Bulk Enrolment. Enter the name and click **Save Enrolment**.

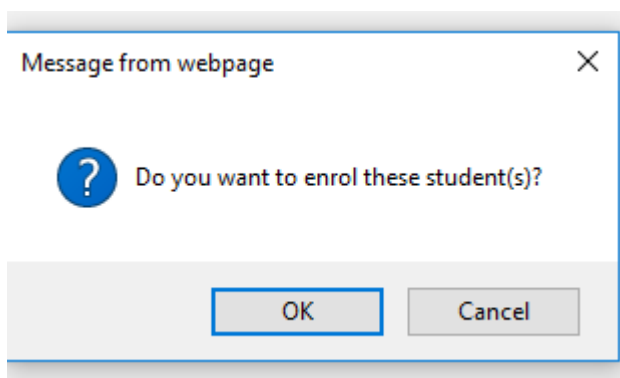
Note: Bulk enrolment names are for your reference only and are not used by the Department for reporting purposes. We suggest using naming conventions that will allow you to easily identify the course offering. Examples may be:

- CHC10108 Semester 1 2018
- 2018 – Work Readiness Term 2
- Senior First Aid 2018 Wk1 evening class

Student ID	Surname	First Name	Gender	Date of Birth	Organisation Student ID	Apprnt Trainee ID	Training Contract ID
968001	Citizen	John	Male	31/03/2004	40689	54545	
968002	Heroux	Melanie	Female	16/03/1974	40689		

Bulk Enrolment Name :

- You will be asked to confirm if you wish to save the enrolment. Click **OK** to confirm and save the Bulk Enrolment or click **Cancel** to allow you to make further changes before saving.



- Upon clicking **OK** the record will save and you will be returned back to the Bulk Enrolment screen.

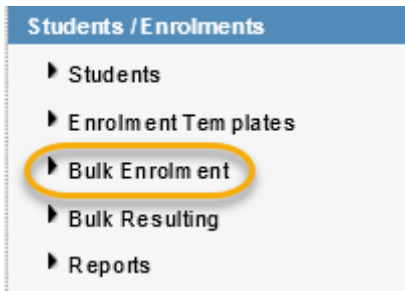
Note: you can add or remove students at any time from a saved Bulk Enrolment (unless you have already provided a final result for the student). See [Update Bulk Enrolment](#).

- End of Process. To result student enrolments, refer to [Step 5 - Resulting](#).



Update Bulk Enrolment

1. On the STELA Menu Bar, under the heading **Students / Enrolments** click **Bulk Enrolment** to open the Bulk Enrolments screen.



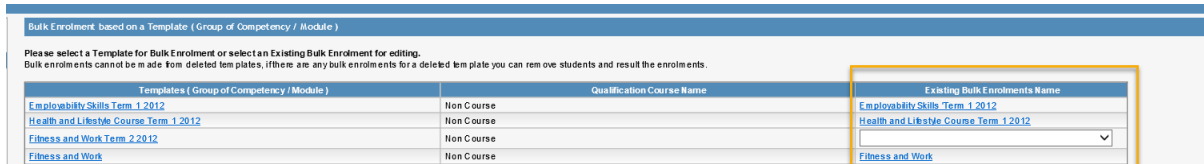
2. To edit a bulk enrolment, find the enrolment template name in the list on the left of screen under the heading 'Templates'.

Notes:

- Templates appear in order of date in which they were created. The first template created will appear at the top of the list with the latest one appearing at the end.
- A maximum of 15 templates are shown on each page.



3. Once you have found the required template, select from the far right of screen the Bulk Enrolment associated with the Template.



Note: where multiple bulk enrolments exist click on the dropdown list to select the correct one.

- Click on the **Show/Hide Competencies** link to reveal the enrolment details for the chosen bulk enrolment. Click **Back** if the incorrect one has been chosen and repeat steps 1 and 2.

Bulk Enrolments Template (Group of Competency / Module) for : CHC10108
Certificate I in Work Preparation (Community services) : CHC10108

[Show/Hide Competencies](#)

Competency	Display Name	Delivery Mode	Predominant Delivery Mode	Start Date	Finish Date	VET In Schools	Funding Type
CHCCH620D : Acquire properties by purchase or transfer	CHC10108	Internal only	Internal delivery	04-01-2018	08-02-2018	Yes	FFS : Domestic Full Fee Paying Student
CHCORG621D : Act as a resource to other services	CHC10108	External only	External delivery	04-01-2018	08-02-2018	No	FFS : Domestic Full Fee Paying Student
CHCSD512C : Act as a resource to workers	CHC10108	External only	External delivery	04-01-2018	08-02-2018	No	FFS : Domestic Full Fee Paying Student

Student Search Criteria:

Student ID:

Surname:

First Name:

Date of Birth:

Gender:

Organisation Student ID:

Apprentice Trainee ID:

Training Contract ID:

SACE ID:

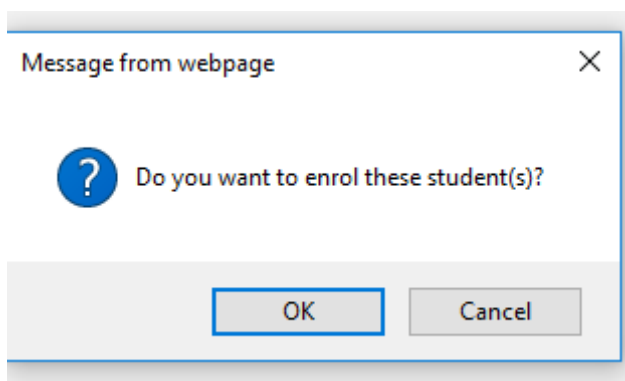
Study Reason:

Please select a Study Reason for this student. The selected study reason applies for all units of competency modules. If you need to change the study reason for each unit of competency module, please use the student enrolment page and change it there.

- To add a student to the bulk enrolment, repeat steps 4-6 above under [4B – Bulk Enrolment](#).
- To remove a student from the bulk enrolment, click on the Remove link to the far right of the student's enrolment you wish to remove. Repeat for each student you wish to remove.

Student ID	Surname	First Name	Gender	Date of Birth	Organisation Student ID	Apprnt Trainee ID	Training Contract ID	SACE ID	Resulted	Remove All
968001	Citizen	John	Male	31/03/2004	40689	54545			No	Remove
968002	Heroux	Melanie	Female	16/03/1974	40689				No	Remove

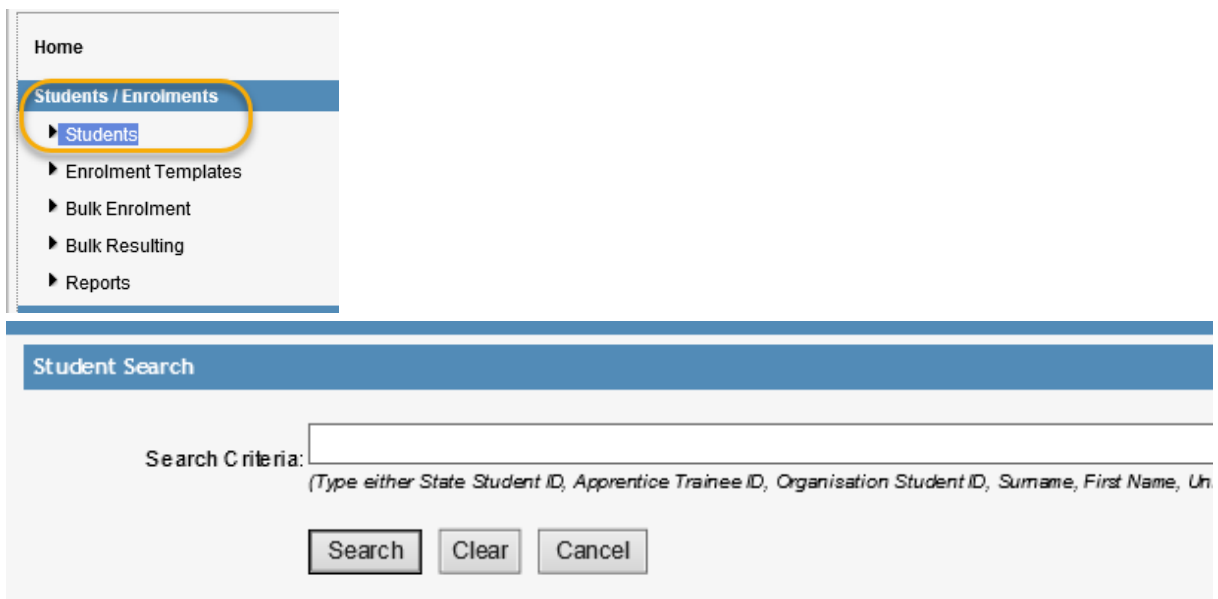
- Once all amendments have been made click **Save Enrolment**.
- You will be asked to confirm if you wish to save the enrolment. Click **OK** to confirm and save the Bulk Enrolment or click **Cancel** to allow you to make further changes before saving.



- Upon clicking **OK** the record will save and take you back to the Bulk Enrolment screen.

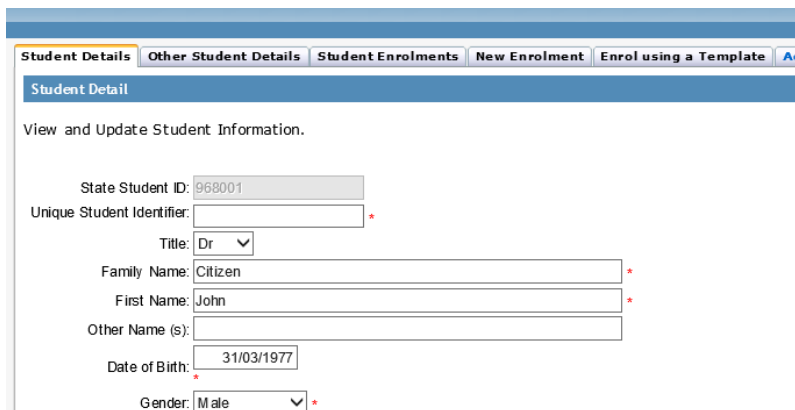
4C - Individual Student Enrolment

1. On the STELA Menu Bar, under the heading **Students / Enrolments** click **Students**, to open the Student Search screen.



The screenshot shows the STELA menu bar with 'Students / Enrolments' highlighted. Under this menu, 'Students' is selected and highlighted with a blue box. Below the menu bar, the 'Student Search' screen is displayed. It features a search criteria input field with a placeholder text: '(Type either State Student ID, Apprentice Trainee ID, Organisation Student ID, Surname, First Name, Un)'. Below the input field are three buttons: 'Search', 'Clear', and 'Cancel'.

2. Search for the Student you wish to create an enrolment for. For instructions on how to search for a student refer to [2A – Search for a Student](#).
3. Once you have found the Student click on the **State Student ID** to open the student record.



The screenshot shows the 'Student Detail' form. The form has several tabs: 'Student Details', 'Other Student Details', 'Student Enrolments', 'New Enrolment', and 'Enrol using a Template'. The 'Student Details' tab is active. The form contains the following fields:

- State Student ID: 968001
- Unique Student Identifier: *
- Title: Dr
- Family Name: Citizen *
- First Name: John *
- Other Name (s):
- Date of Birth: 31/03/1977 *
- Gender: Male *

4. Click on the **New Enrolment** tab. The Enrolment – 'Choose Qualification or Course' screen will open.



For non-accredited training or accredited training that leads to a Statement of Attainment only, click the [Here](#) option.

The screenshot shows the 'Enrolment - Choose Qualification or Course' page. At the top, there are tabs for 'Qualification / Course' and 'Competencies'. Below the tabs is a blue header 'Enrolment - Choose Qualification or Course'. The student's name is 'Dr Citizen, John'. There is a search field for 'Search Qualification/Course/SkillSet:' with a placeholder 'Type Qualification/Course/Skill Set Code or Name (minimum three characters)' and a 'Select' button. Below the search field, it says 'Click on the Qualification / Course to be studied, or if None, click [Here](#).' A table below shows a single row with the qualification name 'Certificate I in Work Preparation (Community services)' and the code 'CHC10108'. The word 'Here' in the text above is circled in orange.

For accredited training that leads to a nationally recognised qualification select the program from the list available.

The screenshot shows the 'Enrolment - Choose Qualification or Course' page. At the top, there are tabs for 'Qualification / Course' and 'Competencies'. Below the tabs is a blue header 'Enrolment - Choose Qualification or Course'. The student's name is 'Dr Citizen, John'. There is a search field for 'Search Qualification/Course/SkillSet:' with a placeholder 'Type Qualification/Course/Skill Set Code or Name (minimum three characters)' and a 'Select' button. Below the search field, it says 'Click on the Qualification / Course to be studied, or if None, click [Here](#).' A table below shows a single row with the qualification name 'Certificate I in Work Preparation (Community services)' and the code 'CHC10108'. The word 'Here' in the text above is circled in orange.

Notes: The list of programs is obtained from your scope of registration listed on training.gov.au. Where any programs are missing please contact the STELA helpdesk.

If you have many items on scope you can use the search function to locate the relevant program or click on the page numbers beneath the list to scroll through your list of available programs.

5. Once the program has been selected, the 'Competencies' tab will open with the name of the program selected beneath the student name.

The screenshot shows the 'Enrolment - Select Competencies' page. At the top, there are tabs for 'Qualification / Course' and 'Competencies'. Below the tabs is a blue header 'Enrolment - Select Competencies'. The student's name is 'Citizen, John'. The course name 'CHC10108 Certificate I in Work Preparation (Community services)' is displayed and circled in orange. Below the course name, there is a section titled 'Search for and Select Competencies' with the instruction 'Search for and select the Competency to add it to your Enrolment below.' and a search input field.

- This tab allows you to attach the relevant subjects to the enrolment you are creating for the chosen student. By default, a list of every subject that exists in STELA will be listed in alphabetical order.

- Search for the subject you wish to attach (refer to Step 5 in [3A – Create a New Template](#) for search tips).
- Once you have found the relevant subject, click on the name to attach to the enrolment. Once attached to the enrolment the subject name will be 'greyed out' and will appear in the bottom section of the Enrolment screen.

- Repeat steps 7 and 8 for each subject that needs to be attached to the enrolment. If you attach a subject incorrectly, click the **Remove** button (located far right) against the relevant subject and it will be removed from your enrolment.
- Once all subjects have been attached click **Next**.

- This will open the 'Funding Type and Delivery Method' tab where you need to select the Funding Type, Mode of Delivery, Predominant Delivery Mode, Study Reason and indicate if any of the enrolments are VET in Schools. If the student is undertaking the training as part of an apprenticeship or traineeship enter the Training Contract ID.

Notes:

- If the funding type needed is not in the list contact the STELA helpdesk to have it added.
- VET in Schools should only be selected where the training is accredited and is being counted towards a student’s senior secondary certificate known as SACE in SA.
- Predominant Delivery Mode is a mandatory field that identifies which delivery mode is the largest or only component of delivery for each subject enrolment. STELA requires Predominant Delivery Modes to align with at least one of the reported values under ‘Mode of Delivery’. See the table below for guidance on selecting the correct Predominant Delivery Mode.

Mode of Delivery selected in STELA	Predominant Delivery Mode for STELA (one of the following must be chosen as the largest component of delivery)
Internal only	“Internal delivery”
External only	“External delivery”
Workplace-based only	“Workplace-based delivery”
Combination of internal and external	“Internal delivery” OR “External delivery”
Combination of internal and workplace-based	“Internal delivery” OR “Workplace-based delivery”
Combination of external and workplace-based	“External delivery” OR “Workplace-based delivery”
Combination of all modes	“External delivery” OR “Workplace-based delivery” OR “Internal delivery”
Not applicable (RPL or credit transfer)	“Not Applicable – Recognition of Prior Learning/Credit Transfer”



12. Once you have entered the required information for each subject click **Next** to go to the 'Competency Details' tab.

13. Enter the approximate start and finish dates for each subject and select the relevant training location. Where the subject is 'VET in Schools' enter the Students SACE ID and select the School Location. Click **Next** when completed to the 'Confirm Enrolment tab'.

Notes:

- Start and finish dates can be adjusted later when resulting the enrolment to reflect the actual start and finish date of the training.
- If you the training location is not in the list, you will need to exit out of the enrolment and add the location. See [1A – Training Locations](#)

14. The 'Confirm Enrolment' tab allows you to review your enrolment for accuracy before saving. If any details are incorrect use the **Back** button to make any necessary changes. Once changes have been made click **Next** until you return to the 'Confirm Enrolment' tab.

15. You now have two options available for saving the enrolment:

- A. Save the student enrolment only, OR
- B. Save the student enrolment and create a template which can be used at a later stage to enrol other student(s) undertaking a similar course offering.

To save the student enrolment ONLY select **Finish** to Save.

Qualification/Course | Competencies | Funding Type & Delivery Method | Competency Details | **Confirm Enrolment**

Enrolment - Confirm Enrolment Details

Student: **Crizen, John**
 Course: **CHC10108 Certificate I in Work Preparation (Community services)**
 Trainee Apprentice ID: **54545**
 Training Contract ID:

Review and Confirm the Enrolment details. To save this enrolment as a template for other student enrolments, check 'Save as Enrolment Template' and enter a Template Name. Click 'Finish' to finalise this Enrolment.

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET In Schools?	Start Date (dd/mm/yyyy)	Finish Date (dd/mm/yyyy)	Location	Contract	Study Reason	SACE ID	School Location
CHCORG21B - Act as a resource to other services	FFS - Domestic Full Fee Paying Student	Internal only	Internal delivery	Yes	10/01/2018	14/02/2018	City Central		To get a job	123456F	Aberfyle Park High School
CHCCH20A - Acquire properties by purchase or transfer	FFS - Domestic Full Fee Paying Student	Internal only	Internal delivery	No	10/01/2018	14/02/2018	City Central		To get a job		
CHCPOL501A - Access evidence and apply in practice	FFS - Domestic Full Fee Paying Student	Internal only	Internal delivery	No	10/01/2018	14/02/2018	City Central		To get a job		

Enrolment Template

Save this Enrolment as a Template?

Template Name:

< Back **Finish** Cancel

To Save the enrolment AND create a new template select the tick box adjacent to 'Save the Enrolment as a Template' and enter a name for the template. Click **Finish** to save both.

Qualification/Course | Competencies | Funding Type & Delivery Method | Competency Details | **Confirm Enrolment**

Enrolment - Confirm Enrolment Details

Student: **Crizen, John**
 Course: **CHC10108 Certificate I in Work Preparation (Community services)**
 Trainee Apprentice ID: **54545**
 Training Contract ID:

Review and Confirm the Enrolment details. To save this enrolment as a template for other student enrolments, check 'Save as Enrolment Template' and enter a Template Name. Click 'Finish' to finalise this Enrolment.

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET In Schools?	Start Date (dd/mm/yyyy)	Finish Date (dd/mm/yyyy)	Location	Contract	Study Reason	SACE ID	School Location
CHCORG21B - Act as a resource to other services	FFS - Domestic Full Fee Paying Student	Internal only	Internal delivery	Yes	10/01/2018	14/02/2018	City Central		To get a job	123456F	Aberfyle Park High School
CHCCH20A - Acquire properties by purchase or transfer	FFS - Domestic Full Fee Paying Student	Internal only	Internal delivery	No	10/01/2018	14/02/2018	City Central		To get a job		
CHCPOL501A - Access evidence and apply in practice	FFS - Domestic Full Fee Paying Student	Internal only	Internal delivery	No	10/01/2018	14/02/2018	City Central		To get a job		

Enrolment Template

Save this Enrolment as a Template?

Template Name:

< Back **Finish** Cancel

16. Upon saving you will be returned to the 'Student Enrolments' tab which will list the enrolment you just created for the chosen student as well as any other existing enrolments that existed for them previously.

Student Details | Other Student Details | **Student Enrolments** | New Enrolment | Enrol using a Template | Academic Transcript

Student Enrolments

Current and past Student Enrolments.
 To view an Enrolment in detail or modify it, click on the Course name.
 Click 'New Enrolment' to start a new Enrolment, or 'Enrol using a Template' to enrol student in a pre-defined Enrolment Template.

Student: **Dr Crizen, John**
 State Student ID: **968001**

Course (click to view / modify Enrolment)	Competency Code	Competency Name	Start Date	Finish Date
CHC10108 - Certificate I in Work Preparation (Community services)	CHCPOL501A	Access evidence and apply in practice	10/01/2018	14/02/2018
	CHCCH20A	Acquire properties by purchase or transfer	10/01/2018	14/02/2018
	CHCORG21B	Act as a resource to other services	10/01/2018	14/02/2018

[Results for this Enrolment](#)

Back

17. End of Process.

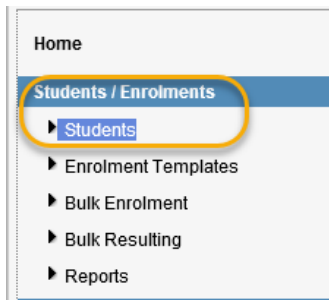
To Result the student enrolment, see [Step 5 - Resulting](#).

To use the Template to create further enrolments see [Step 4 – Student Enrolments](#).

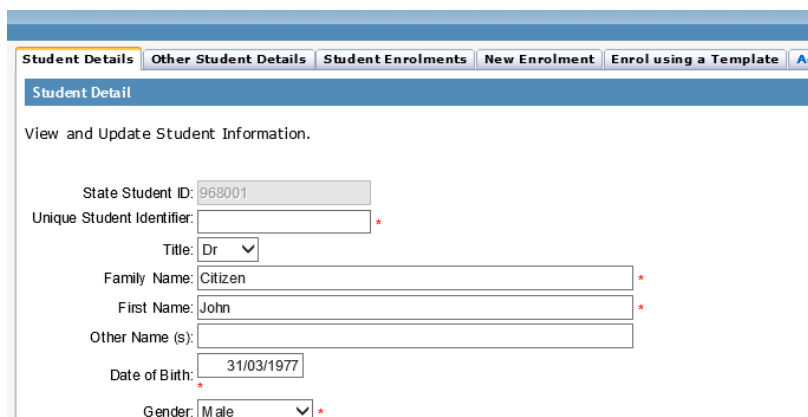
Update/Delete Student Enrolment

Note: You cannot edit enrolment records where they have a outcome/result code and the finish date is less than the current year. Contact the STELA helpdesk to update where required. Where updates are required to subject results/outcomes, refer to [Step 5 - Resulting](#).

1. On the STELA Menu Bar, under the heading **Students / Enrolments** click **Students** which will open the Student Search screen.



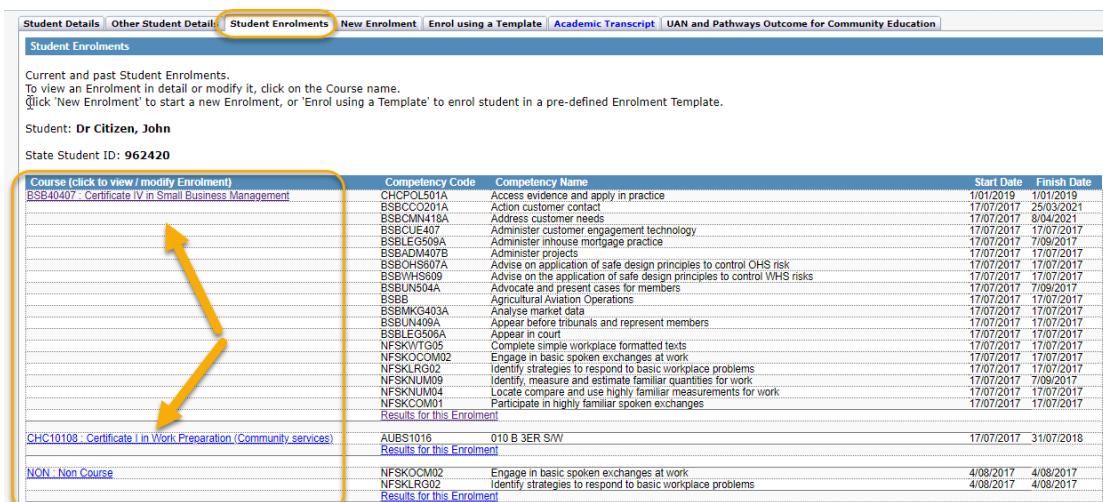
2. Search for the Student you wish to edit/delete an enrolment for. For instructions on how to search for a student refer to [2A – Search for a Student](#).
3. Once you have found the Student click on the [State Student ID](#) to open the student record.



The screenshot shows the 'Student Detail' form with the following fields and values:

- State Student ID: 968001
- Unique Student Identifier: *
- Title: Dr
- Family Name: Citizen *
- First Name: John *
- Other Name (s):
- Date of Birth: 31/03/1977 *
- Gender: Male *

4. Select the Student Enrolments tab which will list all enrolments for the student.



The screenshot shows the 'Student Enrolments' tab with a list of enrolments. The 'Student Enrolments' tab is highlighted with a yellow circle. The list includes the following data:

Course (click to view / modify Enrolment)	Competency Code	Competency Name	Start Date	Finish Date
BSB40407 - Certificate IV in Small Business Management	CHCPOL501A	Access evidence and apply in practice	1/01/2019	1/01/2019
	BSBCCO201A	Action customer contact	17/07/2017	25/03/2021
	BSBCMN418A	Address customer needs	17/07/2017	8/04/2021
	BSBCUE407	Administer customer engagement technology	17/07/2017	17/07/2017
	BSBLEG509A	Administer inhouse mortgage practice	17/07/2017	7/09/2017
	BSBADM407B	Administer projects	17/07/2017	17/07/2017
	BSBCHS507A	Advise on application of safe design principles to control OHS risk	17/07/2017	17/07/2017
	BSBVHS509	Advise on the application of safe design principles to control WHS risks	17/07/2017	17/07/2017
	BSBUN504A	Advocate and present cases for members	17/07/2017	7/09/2017
	BSBB	Agricultural Aviation Operations	17/07/2017	17/07/2017
	BSBMK403A	Analyse market data	17/07/2017	17/07/2017
	BSBUN409A	Appear before tribunals and represent members	17/07/2017	17/07/2017
	BSBLEG509A	Appear in court	17/07/2017	17/07/2017
	NFSK1T1G05	Complete simple workplace formatted texts	17/07/2017	17/07/2017
	NFSKOCOM02	Engage in basic spoken exchanges at work	17/07/2017	17/07/2017
	NFSKLRG02	Identify strategies to respond to basic workplace problems	17/07/2017	17/07/2017
	NFSKNUM09	Identify, measure and estimate familiar quantities for work	17/07/2017	7/09/2017
	NFSKNUM04	Locate compare and use highly familiar measurements for work	17/07/2017	17/07/2017
	NFSKCOM01	Participate in highly familiar spoken exchanges	17/07/2017	17/07/2017
Results for this Enrolment				
CHC10108 - Certificate I in Work Preparation (Community services)	AUBS1016	010 B 3ER SW	17/07/2017	31/07/2018
Results for this Enrolment				
NON - Non Course	NFSKOCOM02	Engage in basic spoken exchanges at work	4/08/2017	4/08/2017
	NFSKLRG02	Identify strategies to respond to basic workplace problems	4/08/2017	4/08/2017
Results for this Enrolment				



5. Click on the relevant course name to the left of the screen in which you want to edit/delete. This will open the relevant course enrolment.
6. To delete the course enrolment go to Step 6a. To update the course enrolment go to step 7.
 - scroll to the bottom of the screen and select the **Delete** button.

Enrolment - Confirm Enrolment Details

Student: **Citizen, John**
 Course: **CHC10108 Certificate I in Work Preparation (Community services)**
 Trainee Apprentice ID:
 Training Contract ID:

Review and Confirm the Enrolment details. To save this enrolment as a template for other student enrolment

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET In Schools?
AUBS1016 : 010 B 3ER S/W	FFS : Domestic Full Fee Paying Student	Internal only	Internal delivery	No

Enrolment Template

Save this Enrolment as a Template?

Template Name:

Finish Cancel **Delete**

- Click **Yes, Delete** to delete the record.

7. To update the enrolment, select the relevant tab at the top of the course enrolment.

Enrolment - Confirm Enrolment Details

Student: **Citizen, John**
 Course: **CHC10108 Certificate I in Work Preparation (Community services)**
 Trainee Apprentice ID:
 Training Contract ID:

Review and Confirm the Enrolment details. To save this enrolment as a template for other student enrolments, ch

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET In Schools?	St (dd)
AUBS1016 : 010 B 3ER S/W	FFS : Domestic Full Fee Paying Student	Internal only	Internal delivery	No	17/0

- **Competencies** – will let you add or delete subjects associated with the enrolment
- **Funding Type & Delivery Method** – will let you update the funding type, mode of delivery and study reason
- **Competency Details tab** – will let you update the start date, finish date, location, contract ID, SACE ID or school location

8. Once you have updated the enrolment, keep clicking the **Next** button at the bottom of the page until you reach the **Confirm Enrolment** tab and click **Finish** to save your changes.

Qualification/Course | Competencies | Funding Type & Delivery Method | Competency Details | **Confirm Enrolment**

Enrolment - Confirm Enrolment Details

Student: **Citizen, John**
Course: **CHC10108 Certificate I in Work Preparation (Community services)**
Trainee Apprentice ID:
Training Contract ID:

Review and Confirm the Enrolment details. To save this enrolment as a template for other student enrolms

Competency	Funding Type	Mode of Delivery	Predominant Delivery Mode	VET In Schools
AUBS1016 - 010 B 3ER S/W	FFS - Domestic Full Fee Paying Student	Internal only	Internal delivery	No

Enrolment Template

Save this Enrolment as a Template?

Template Name:

Finish Cancel Delete



Step 5 - Resulting

There are two methods you can use to result students who are enrolled within STELA:

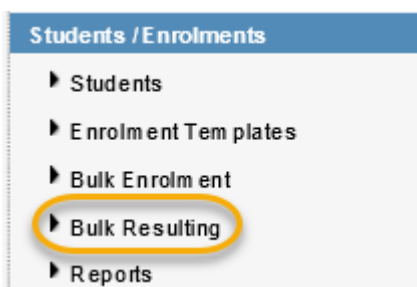
Bulk Resulting is used to result multiple students and associated enrolments at one time. This feature can only be used where the enrolment was created using the Bulk Enrolment function.

Individual Student Resulting is used to result an individual student and associated enrolments.

5A Bulk Resulting

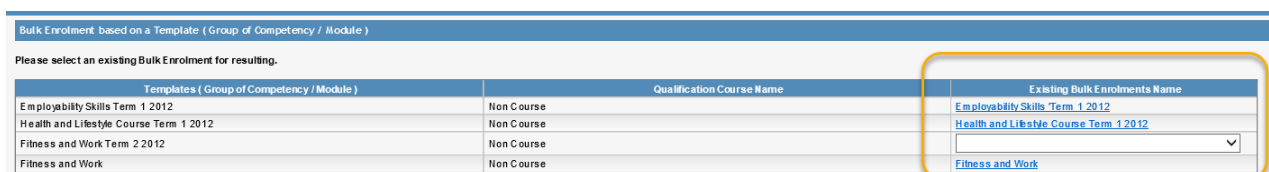
Once a **Bulk Enrolment** has been created you can result students at any time and do not have to wait until all students and associated enrolments have been completed.

1. On the STELA Menu Bar under the heading **Students/Enrolments**, select **Bulk Resulting** which will open the Bulk Enrolment screen with a list of existing bulk enrolments created for your organisation.



Notes:

- Bulk enrolments will appear in the order of when the template they have been associated with were created. The first template created will appear at the top of the list with the latest one appearing at the end.
 - A maximum of 15 templates are shown on each page.
 - Where more than one bulk enrolment exists for a template use the Bulk Enrolment drop down list to select the relevant Bulk Enrolment.
2. Select the relevant 'Bulk Enrolment' you wish to begin resulting



3. Update the relevant details for each completed student enrolment listed in the bulk enrolment which includes:
 - Outcome (refer to [Resulting Codes, Descriptions and Guidance for Correct Use](#)).

Note: Once an outcome has been recorded and the finish is less than the current year you will be unable to make any changes to the enrolment once the record has been saved. Contact the STELA helpdesk to update where required.



- Actual Hours (only required where subject is non-accredited training. Must be entered as full hours and not half e.g. 2 and not 2.5)
- Start and finish dates (these should reflect the actual dates the student commenced and finished training)

Certificate I in Work Preparation (Community services) : CHC10108 - CHC10108

Update Results for a Student Enrolment.

Note that the Outcomes available for a Competency are dependant on the Mode of Delivery selected during the Enrolment process.

Please enter parchment information where you have issued a parchment for a complete and accredited qualification only. Statement of Attainment information should not be entered here.

Date Program Completed: DD/MM/YYYY

Student: Heroux, Melanie Student ID : 968002 Parchment No : Issue Date : DD/MM/YYYY

Competencies	Outcome	Actual Hours	Start Date	Finish Date
CHCCH620D : Acquire properties by purchase or transfer	Credit transfer	0	04/01/2018	08/02/2018
CHCORG621D : Act as a resource to other services	Competency achieved/pass	0	04/01/2018	08/02/2018
CHCSD512C : Act as a resource to workers		0	04/01/2018	08/02/2018

Please enter parchment information where you have issued a parchment for a complete and accredited qualification only. Statement of Attainment information should not be entered here.

Date Program Completed: DD/MM/YYYY

Student: Citizen, John Student ID : 968001 Parchment No : Issue Date : DD/MM/YYYY

Competencies	Outcome	Actual Hours	Start Date	Finish Date
CHCCH620D : Acquire properties by purchase or transfer	Continuing enrolment	0	04/01/2018	08/02/2018
CHCORG621D : Act as a resource to other services	Withdrawn	0	04/01/2018	08/02/2018
CHCSD512C : Act as a resource to workers		0	04/01/2018	08/02/2018

Save Back

4. Where the enrolment is for an accredited program and the Student has completed all requirements of the program you can also enter:

- Date Program Completed
- Parchment Number and Issue date (only once parchment has been issued)

Notes:

Once completion details have been entered (Parchment Number and Issue date) you will be unable to make any changes to these details once the record has been saved. Contact the STELA helpdesk to update where required.

Date Program Completed and **Parchment Number** and **Issue Date** can only be entered:

- for accredited training attached to an AQF qualification. Do not use this section to record details relating to a Statement of Attainment.
- where the student has a valid USI
- for a student where all subject enrolments have been resulted with an outcome and at least one outcome must have a pass mark (Competency Achieved, RPL, Credit Transfer)

Date Program Completed can be entered at the time the student has completed the requirements of the program. Parchment Number and Issue date can only be entered once the parchment has been issued.



Certificate I in Work Preparation (Community services) : CHC10108 - CHC10108

Update Results for a Student Enrolment.

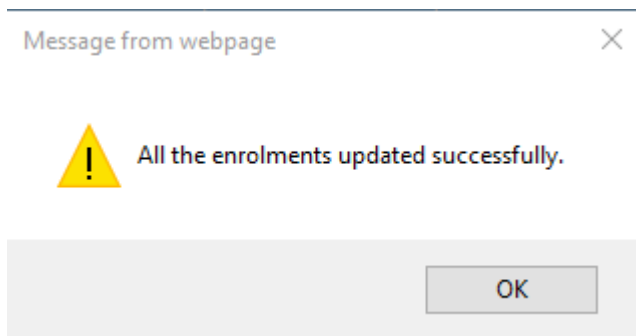
Note that the Outcomes available for a Competency are dependant on the Mode of Delivery selected during the Enrolment process.

Please enter parchment information where you have issued a parchment for a complete and accredited qualification only. Statement of Attainment information should not be entered here.

Student: Heroux, Melanie Student ID: 968002 Parchment No: 1277FHA2W Date Program Completed: 4/1/2018 Issue Date: 08/02/2018

Competencies	Outcome	Actual Hours	Start Date	Finish Date
CHCH020D : Acquire properties by purchase or transfer	Credit transfer	0	04/01/2018	08/02/2018
CHCOR021D : Act as a resource to other services	Competency achieved/pass	0	04/01/2018	08/02/2018
CHCSD012C : Act as a resource to workers	Competency achieved/pass	0	04/01/2018	08/02/2018

- Click on the **Save** button to save the results. If any completion rules are not met relevant messaging will appear in red. These will need to be corrected before you can save the changes. Once saved the following pop-up message will be displayed.



- End of process.

Update Bulk Resulting

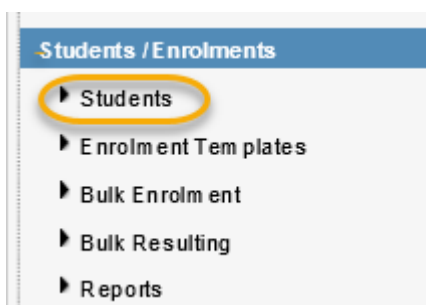
To make any changes to an existing bulk enrolment follow steps 1 – 6 above.

Notes:

- You cannot make edits to any enrolment records where they have an outcome/result code and the finish date is less than the current year. Contact the STELA helpdesk to update where required.
- Once completion details have been entered (Parchment Number and Issue date) you will be unable to make any changes to these details once the record has been saved. Contact the STELA helpdesk to update where required.

5B Individual Student Resulting

1. On the STELA Menu Bar under the heading **Students/Enrolments**, select **Students** which will open the Student Search screen.



2. Search for the student using the search option. Refer to [2A – Search for a Student](#).
3. Open the Student record by clicking on the State Student ID to the left of the Student Search screen which will open the 'Student Details' tab for the selected student.

A screenshot of the 'Student Search' screen. At the top, there is a search criteria input field containing the text 'citizen'. Below the input field are three buttons: 'Search', 'Clear', and 'Cancel'. Below the buttons is a link labeled 'Add New Student'. At the bottom of the screen is a table with the following data:

State Student ID	Title	Family Name	First Name
968001	Dr	Citizen	John

The '968001' value in the first row of the table is highlighted with a yellow oval.

- Select the **Student Enrolments** tab to display all enrolments associated with the student.

The screenshot shows the 'Student Detail' form with the 'Student Enrolments' tab highlighted. The form contains the following fields:

- State Student ID: 968001
- Unique Student Identifier: 3U46L5Y 5ZP *
- Title: Dr ▾
- Family Name: Citizen *
- First Name: John *
- Other Name (s):
- Date of Birth: 31/03/2004 *
- Gender: Male ▾ *
- Apprentice / Trainee ID: 54545
- Organisation Student ID:
- Notes: (Empty text area)

Buttons at the bottom: Save, Back, Delete.

- For the program enrolment you wish to result, select the Results for this Enrolment option located beneath the last subject for the enrolment. This will open the Enrolment Results screen.

The screenshot shows the 'Student Enrolments' table for student Dr Citizen, John (State Student ID: 968001). The table lists several enrolments with their respective competency codes and names. The 'Results for this Enrolment' link is highlighted for the last subject in each row.

Course (click to view / modify Enrolment)	Competency Code	Competency Name	Start Date	Finish Date
CHC10108 - Certificate I in Work Preparation (Community services)	CHCPOL501A	Access evidence and apply in practice	10/01/2018	14/02/2018
	CHCCH20A	Acquire properties by purchase or transfer	10/01/2018	14/02/2018
	CHCOPC210	Act as a resource to other services	10/01/2018	14/02/2018
		Results for this Enrolment		
NON - Non Course	CHCDSP002	Adhere to ethical standards in family dispute resolution	16/02/2018	16/02/2018
	CHCAD1A	Advocate for clients	16/02/2018	16/02/2018
		Results for this Enrolment		

- Update the relevant details for each completed student enrolment listed in the enrolment which includes:
 - Outcome (refer to [Resulting Codes, Descriptions and Guidance for Correct Use](#)) **Note:** Once an outcome has been recorded and the finish is less than the current year you will be unable to make any changes to the enrolment once the record has been saved. Contact the STELA helpdesk to update where required.
 - Actual Hours (only required where subject is non-accredited training. Must be entered as full hours and not half e.g. 2 and not 2.5)
 - Start and finish dates (these should reflect the actual dates the student commenced and finished training)

Enrolment Results

Update Results for a Student Enrolment.

Note that the Outcomes available for a Competency are dependant on the Mode of Delivery selected during the Enrolment process.

Student: Dr Citizen, John
State Student ID: 968001

CHC10108 Certificate I in Work Preparation (Community services)

Date Program Completed:

Please enter parchment information where you have issued a parchment for a complete and accredited qualification only. Statement of Attainment information should not be entered here.

Parchment No:

Issue Date:

Competencies

Competencies	Outcome	Actual Hours	Start Date	Finish Date
CHCPOL501A: Access evidence and apply in practice	Competency achieved/pass	0	10/01/2018	14/02/2018
CHCCH20A: Acquire properties by purchase or transfer	Withdrawn	0	10/01/2018	14/02/2018
CHCOR021B: Act as a resource to other services	Continuing enrolment	0	10/01/2018	14/02/2018

Save Cancel

7. Where the enrolment is for an accredited program and the Student has completed all requirements of the program you can also enter:

- Date Program Completed
- Parchment Number and Issue date (only once parchment has been issued)

Notes:

Once completion details have been entered (Parchment Number and Issue date) you will be unable to make any changes to these details once the record has been saved. Contact the STELA helpdesk to update where required.

Date Program Completed and **Parchment Number** and **Issue Date** can only be entered:

- for accredited training attached to an AQF qualification. Do not use this section to record details relating to a Statement of Attainment.
- where the student has a valid USI
- for a student where all subject enrolments have been resulted with an outcome and at least one outcome must have a pass mark (Competency Achieved, RPL, Credit Transfer).

Date Program Completed can be entered at the time the student has completed the requirements of the program. Parchment Number and Issue date can only be entered once the parchment has been issued.

Certificate I in Work Preparation (Community services) - CHC10108 - CHC10108

Update Results for a Student Enrolment.

Note that the Outcomes available for a Competency are dependant on the Mode of Delivery selected during the Enrolment process.

Please enter parchment information where you have issued a parchment for a complete and accredited qualification only. Statement of Attainment information should not be entered here.

Student: Heroux, Melanie Student ID: 968002 Parchment No: 1277FHA2W Date Program Completed: 04/01/2018 Issue Date: 08/02/2018

Competencies	Outcome	Actual Hours	Start Date	Finish Date
CHCCH1620D: Acquire properties by purchase or transfer	Credit transfer	0	04/01/2018	08/02/2018
CHCOR0621D: Act as a resource to other services	Competency achieved/pass	0	04/01/2018	08/02/2018
CHCSD512C: Act as a resource to workers	Competency achieved/pass	0	04/01/2018	08/02/2018

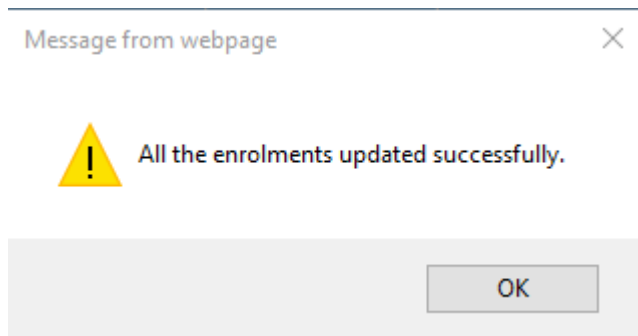
Please enter parchment information where you have issued a parchment for a complete and accredited qualification only. Statement of Attainment information should not be entered here.

Student: Citizen, John Student ID: 968001 Parchment No: 12121F Date Program Completed: 19/02/2018 Issue Date: 19/02/2018

Competencies	Outcome	Actual Hours	Start Date	Finish Date
CHC DSP002: Adhere to ethical standards in family dispute resolution	Competency achieved/pass	0	19/02/2018	19/02/2018
CHCAD1A: Advocate for clients	Competency achieved/pass	0	19/02/2018	19/02/2018

Save Back

- Click on the **Save** button to save the results. If any completion rules are not met relevant messaging will appear in red. These will need to be corrected before you can save the changes. Once saved the following pop-up message will be displayed.



- End of process.

Update Individual Student Resulting

To make any changes to results for an individual student enrolment follow steps 1 – 9 above.

Notes:

- You cannot make edits to any enrolment records where they have an outcome/result code and the finish date is less than the current year. Contact the STELA helpdesk to update where required.
- Once completion details have been entered (Parchment Number and Issue date) you will be unable to make any changes to these details once the record has been saved. Contact the STELA helpdesk to update where required.



Resulting Codes, Descriptions and Guidance for Correct Use

Notes: All result codes can be used for accredited training (where relevant). Non-Accredited training can only be reported with outcomes highlighted in grey.

AVETMISS Codes	Outcome Name	Available to use where Predominant Delivery mode in STELA is	Business Rules (when to use)
20	Competency achieved/pass	Internal, External or Workplace	To be used for accredited training where a student has been assessed and satisfied all of the requirements in a unit or module.
30	Competency not achieved/fail	Internal, External or Workplace	To be used for accredited training where a student has attempted all of the requirements for assessment and has been deemed not yet competent or as not satisfying one or more of the requirements for the unit or module.
40	Withdrawn	Internal, External or Workplace	To be used when a student has engaged in learning activity in a unit or module but has either formally withdrawn, has stopped attending class or does not attempt all assessments for the unit or module. Do not use for students who did not commence training, instead use 85 Not Started.
41	Incomplete due to RTO closure	Internal, External or Workplace or Not Applicable	To be used when the training organisation ceases operations while training activity is still in progress and a final result for the training activity is not available.
51	RPL - Granted	Not Applicable	To be used when a student has undergone a Recognition of Prior Learning (RPL) process and has been granted RPL. RPL is an assessment process that assesses the competency of an individual that may have been acquired through formal, non-formal (such as previously unrecognised skills and knowledge), or informal learning. This outcome should also be used for Recognition of Current Competencies (RCC). RCC applies if a client has successfully completed the requirements for a subject previously and is now required to be reassessed to ensure that the competence is being maintained.
52	RPL - not Granted	Not Applicable	To be used when the student has undergone an RPL assessment process and RPL is not granted.
60	Credit Transfer	Not Applicable	To be used where a student has successfully completed training in a subject and credit or mutual recognition is to be granted. This is an administrative process and requires no formal enrolment or training or assessment of the students' knowledge.



AVETMISS Codes	Outcome Name	Available to use where Predominant Delivery mode in STELA is	Business Rules (when to use)
61	Superseded Subject	Internal, External or Workplace	To be used when a student has enrolled into and commenced training in a unit or module which is superseded by another, part way through. The final outcome for the student should appear against the replacement unit or module.
70	Continuing Enrolment	Internal, External, Workplace or Not Applicable	To be used when a student has commenced training in a module or unit but will not receive a final outcome before the end of the Collection year and will continue study in the following year.
70 - AP	Academic Pass	Internal, External or Workplace	To be used only when a government funded student has completed the off-job component in an approved* AP accredited subject. Once the on-job component has been assessed the outcome should be updated to a 20 – Competency Achieved/Pass, 30 Competency Not Achieved/Fail or 40 Withdrawn (where student fails to complete work placement). * refer to approved list of subjects - providers.skills.sa.gov.au/tools/academic-pass-70-approved-units-of-competency
81	Non-Assessed enrolment - satisfactorily completed	Internal, External or Workplace	To be used when a student has completed the program of study in a way that satisfies the requirements of the training organisation. Not to be used against accredited subjects which are government funded. NOTE: Non-assessable activity is reported when training activity in a program is designed so that the client is not required to undertake an assessment or the client has elected by agreement with the training organisation at enrolment not to be assessed.
82	Non-Assessed enrolment - withdrawn or not satisfactorily completed	Internal, External or Workplace	To be used when a student has not completed the program of study in a way that satisfies the requirements of the training organisation or the client has withdrawn after engaging in the program's activities. Not to be used against accredited units or modules which are Government funded.
85	Not Started	Internal, External or Workplace or Not Applicable	To be used where a student has enrolled in a subject, but has not yet commenced activity OR where a student was enrolled but will no longer start training.



3. Submission Progress Reports

The Submission Progress page in STELA allows training organisations to monitor the progress of their reported AVETMISS data (for the chosen collection year) to ensure their data complies with both state and national reporting requirements. Where potential discrepancies are identified with your data these will be listed on this page for you to review and action as necessary.

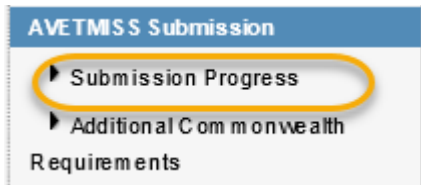
Discrepancies can include:

- Duplicate Students
- Duplicate Subject Enrolments
- Parchment Discrepancies
- Missing Details
- USI discrepancies

In addition to the above discrepancies you will also be able to identify and monitor any enrolments you have reported for the collection year that are:

- Un-resulted
- Continuing
- Resulted as Academic Pass

1. To view your Submission Progress page, under the heading **AVETMISS Submission** select **Submission Progress**.



Submission Progress Page Explained

The screenshot shows the 'AVETMISS Submission Progress' page for the year 2018. It features a table of reports with their completion statuses. Callouts provide the following information:

- Click on report name to open.** (Points to the 'Duplicate Students Report' link)
- Status of AVETMISS data submission to date. Must be complete for end of year reporting.** (Points to the 'Overall AVETMISS Submission Completion Status' row)
- Reports highlighted in red are potential errors with your data and should be actioned ASAP and may impact payments.** (Points to the 'Duplicate Students Report' row)
- Reports highlighted in yellow need to be monitored and actioned as necessary.** (Points to the 'UnResulted Students Report' row)
- In this example 2 continuing enrolments have been detected** (Points to the 'Continuing Studies Report' row)
- Status of reports. Where 'Complete' no action is required. Where status is 'Partial' potential discrepancies have been identified** (Points to the 'Status' column)

Report Name	Status
Overall AVETMISS Submission Completion Status	Partial *
Data Entered into Stela	Complete
Duplicate Enrolments Report	Partial (13)
Duplicate Students Report	Partial (30)
Unique Student Identifier Report	Complete
UnResulted Students Report	Partial (2)
Continuing Studies Report	Complete **
Academic Pass Enrolments Report	Complete
High School Public Report	Complete

2. Where any data discrepancies or un-resulted, continuing or academic pass enrolments are identified, the number of affected records will appear on screen. To view the report, click on the report name.

3. Reports highlighted in **Red** are potential errors with data in your submission and should be fixed as soon as possible. Where your organisation receives public funding these errors have the potential to affect payments until resolved.
4. Reports **highlighted** in **Yellow** are possible data discrepancies in your submission and may require fixing by the end of the annual collection period.

Notes:

Refer to the table below for a description of each report and an explanation of the action you need to take. Remember that where you have applied a final outcome to an enrolment you will be unable to make any changes to the enrolment. Contact the STELA helpdesk for assistance.

For end of year reporting all discrepancies must be resolved and the **Overall AVETMISS Submission Completion Status** for your organisation must show as 'Complete' for your data submission to be considered final.

In some cases, discrepancies that appear on the submission progress page are permissible under the AVETMIS Standard and do not require your organisation to take any further action. Where this is the case contact the STELA Helpdesk and the report can be overwritten where valid reasons are provided.

Submission Progress Descriptions and Actions to be taken:

Report name and description	Action / Notes
Duplicate Enrolments - Identifies where the same Subject and Program has been reported multiple times for the same student in the current and previous collection years.	<p>Please delete any genuine duplicates from STELA.</p> <p>Duplicate enrolments are permitted where industry requires regular refresher training to maintain competence. Where this is the case the enrolment should be reported as a subject only enrolment.</p> <p>This report will never show as 'Complete' where possible duplicate enrolments have been identified. The STELA help desk will mark this report as 'Complete' at the end of the year where you can verify the enrolments are not duplicates.</p>
Duplicate Students - Identifies where the same student has been reported in STELA with a different Student ID.	Contact the STELA helpdesk to have these records merged in STELA.
Report name and description	Action / Notes
Continuing Studies - Identifies enrolments	Where the End Date has passed, enrolments will show in red.



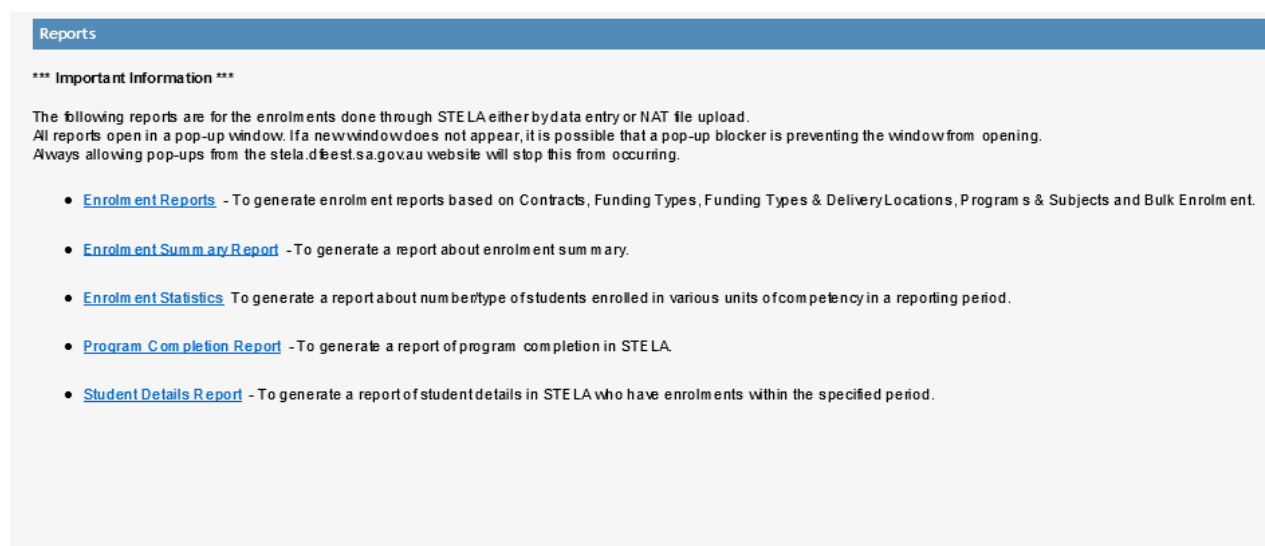
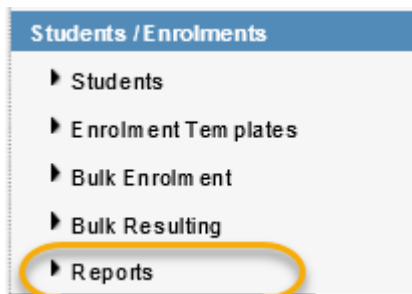
<p>reported with an outcome of Continuing Enrolments. It does not include those reported with outcomes of Academic Pass (See the Academic Pass report).</p>	<p>Review the report periodically and where relevant, provide a final outcome for any completed enrolments.</p> <p>For end of year reporting where training is continuing update the finish date in STELA into the next collection year.</p> <p>Note: This report will never show as 'Complete' where you have reported Continuing Enrolments. The STELA help desk will mark this report as 'Complete' at the end of the year where the finish date for all enrolments is in the following collection year."</p>
<p>Academic Pass Enrolments - Identifies enrolments reported with an outcome of 70 - Academic Pass. It does not include those reported with outcomes of 70 - Continuing Enrolment (See the Continuing Enrolment report).</p>	<p>Where the Finish Date has passed, enrolments will show in red. Review the report periodically and where relevant provide a final outcome for any completed enrolments.</p> <p>For end of year reporting where training is continuing update the finish date in STELA into the next collection year.</p> <p>Note: This report will never show as 'Complete' where you have reported Academic Pass Enrolments. The STELA help desk will mark this report as 'complete' at the end of the year where the finish date for all enrolments is in the following collection year."</p>
<p>Not Specified Details - Identifies student demographic information that is missing or reported as 'not specified'.</p> <p>This data is required by NCVET, State and Commonwealth departments for national reporting and decision making.</p> <p>'Not specified' values can only be provided where a student has NOT given this information at time of enrolment.</p>	<p>Please review the Information to ensure the details you have reported matches the information provided by the student on their enrolment form and update where necessary.</p> <p>Amend the identified records in STELA.</p> <p>Note: This report will never show as 'Complete' where you have reported 'Not specified' values. The STELA help desk will mark this report as complete at the end of the year where you can confirm the student never reported these values at time of enrolment.</p>
<p>Unique Student Identifier - Identifies where the same student has been reported in STELA across multiple training organisations and there is a discrepancy between the USI, First name, Last Name or Date of Birth</p>	<p>Verify the student against the USI registry to ensure the Student Details match.</p> <p>Amend the identified records in STELA.</p> <p>Please note that if you have verified this information is correct, the student will continue to appear on the report until the training organisation who has reported the incorrect details resolves the discrepancy in their SMS. This is due to STELA not knowing which organisation has reported the correct details.</p>



4. Reports

The reports section allows users to generate a range of reports relating to training activity reported for an organisation within a specified time period.

To view available reports in STELA, under the heading **Students / Enrolments** click on **Reports** to open the reports window.

A screenshot of the 'Reports' page. The page has a blue header with the word 'Reports'. Below the header, there is a section titled '*** Important Information ***'. The text below this section reads: 'The following reports are for the enrolments done through STELA either by data entry or NAT file upload. All reports open in a pop-up window. If a new window does not appear, it is possible that a pop-up blocker is preventing the window from opening. Always allowing pop-ups from the stela.devel.sa.gov.au website will stop this from occurring.' Below this text is a bulleted list of five reports: 'Enrolment Reports', 'Enrolment Summary Report', 'Enrolment Statistics', 'Program Completion Report', and 'Student Details Report', each with a brief description of what the report generates.

Note: STELA reports will appear in a new window. Depending on your security settings for your internet browser it may be set to block pop-ups from automatically showing on your screen. If the reports window fails to appear, it is most likely being blocked by your browser. We recommend that you adjust your browser to allow pop-ups or add stela.statedevelopment.sa.gov.au as a trusted website. You may need to seek assistance from your ICT department.

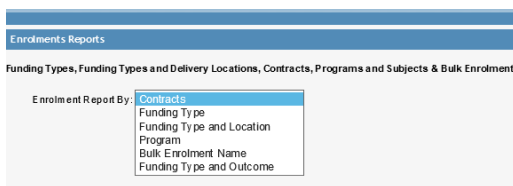


Enrolment Reports

Provides a detailed summary of student enrolments including names, subjects, start and end dates, outcomes, scheduled hours and parchment based on:

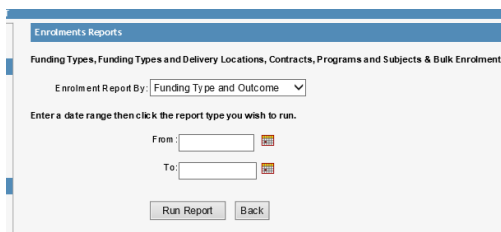
- Contract
- Funding Type
- Funding Type and Location
- Program (Course/Qualification)
- Bulk Enrolment Name
- Funding Type and Outcome

1. To run the report, click on **Enrolment Reports** from the reports window where you will need to select the report type:



The screenshot shows the 'Enrolment Reports' window. The title bar reads 'Enrolment Reports'. Below the title bar, there is a subtitle: 'Funding Types, Funding Types and Delivery Locations, Contracts, Programs and Subjects & Bulk Enrolment.' The main content area has a label 'Enrolment Report By:' followed by a dropdown menu. The dropdown menu is open, showing the following options: 'Contracts', 'Funding Type', 'Funding Type and Location', 'Program', 'Bulk Enrolment Name', and 'Funding Type and Outcome'.

2. Select the relevant report option from the drop-down list. Depending on the report option chosen you may be asked to specify a date range.



The screenshot shows the 'Enrolment Reports' window. The title bar reads 'Enrolment Reports'. Below the title bar, there is a subtitle: 'Funding Types, Funding Types and Delivery Locations, Contracts, Programs and Subjects & Bulk Enrolment.' The main content area has a label 'Enrolment Report By:' followed by a dropdown menu set to 'Funding Type and Outcome'. Below this, there is a prompt: 'Enter a date range then click the report type you wish to run.' There are two input fields labeled 'From:' and 'To:' with calendar icons. At the bottom, there are two buttons: 'Run Report' and 'Back'.

3. Click **Run Report** will open a new window. Depending on the report type selected in step 2 you will need select the required Contract No, Funding Type, Funding Type and Location, Program, Bulk Enrolment Name or Funding Type and Outcome that you wish to run the report by.

Example where report option 'Funding Type' was chosen you will need to select the funding type you wish to report against.



The screenshot shows a dropdown menu for 'Funding Type'. The dropdown menu is open, showing the following options: '<Select a Value>', 'DPE - Productivity General Existing Worker', 'PFS - Domestic Full Fee Paying Student', 'OCF - Other Commonwealth Funding', 'RBR - Regions Barossa', 'RNF - Regions Northern Futures', 'S4A - SKILLS FOR ALL', 'SWQ - Skills in the Workplace - Qualifications', 'SWS - Skills in the Workplace - Skill Sets', 'TGS - Training Guarantee for SACE Students', 'USC - User Choice', 'VIS - VET in School', and 'WRG - WorkReady - General'. To the right of the dropdown menu, there is a button labeled 'View Report'.

4. Select the required option from the drop-down list, then click **View Report** to the right of screen.
5. Once the report has run the report results will appear within the report window.



Screenshot below is an example of report: **Enrolment Report by Funding Type**. Note: Where fields appear in blue click on the link to drill down to a lower level.

Enrolment Report by Funding Type - Internet Explorer

Funding Type: WRG - WorkReady - General

1 of 1 | 100% | Find | Next

STELA Enrolment Report by Funding type
Government of South Australia
Department of State Development

Period: 01/01/2015 - 01/01/2017

Selection of enrolments in the report is based on subjects with a Start Date before the 'Date To' or a Finish Date after the 'Date From' by specific state fund type. Enrolments resulted as 'Not Started' are excluded.

Please click on the Program to view list of enrolled students.

Fund Source: WRG - WorkReady - General

Contract No	Program Code	Program Name	Students	Subjects	Parch Issued	Actual Hours	Nominal Hours
WRG	CPC30111	Certificate III in Bricklaying/Blocklaying	4	30	0	880	880
	CPC30211	Certificate III in Carpentry	44	414	0	5,728	11,560
	CPC30511	Certificate III in Painting and Decorating	12	83	0	1,888	2,634
	CPC32413	Certificate III in Plumbing	31	454	0	5,234	7,651
	MEM30205	Certificate III in Engineering - Mechanical Trade	10	138	0	3,220	4,180
	MEM30305	Certificate III in Engineering -	11	126	0	1,880	3,020

Screenshot below demonstrates how the report can be drilled down further to display detailed information on CPC30111 Certificate III in Bricklaying/Blocklaying.

Date From: 1/01/2015 | Date To: 1/01/2017

Select Program: CPC30111 - Certificate III in Bri

1 of 2 | 100% | Find | Next

STELA Enrolment Report by Program
Government of South Australia
Department of State Development

Period: 01/01/2015 - 01/01/2017

by Students

Selection of enrolments in the report is based on subjects with a Start Date before the 'Date To' or a Finish Date after the 'Date From' by specific program. Enrolments resulted as not started are excluded.

Please click on the Student Name to view subject enrolments details in the separate report or click on the plus sign near the Student ID to expand subject enrolments on the same page.

Program: CPC30111 - Certificate III in Bricklaying/Blocklaying | 960

Fund Source: WRG - WorkReady - General

Contract No: WRG | [Show subject menu](#)

StudentID	Student Name	Org Student ID	Trainee ID	Subjects	Actual Hours	Nominal hours	Issue Flag	Parchment No	Issue Date
<input type="checkbox"/> 755151		32986	623897	6	232	232			
<input type="checkbox"/> 817109		35628	646504	9	242	242			
<input type="checkbox"/> 883026		37737	641737	4	76	76			
<input type="checkbox"/> 901540		34983	633802	11	330	330			
Contract No	WRG		4	4	30	880	880	0	
Fund Source	WRG - WorkReady - General		4	4	30	880	880	0	
Total	CPC30111		4	4	30	880	880	0	

Notes:

To print the report, click on the printer icon from the reports window. 

To export the report and save in a different format, click the disc icon and select the required format.

Date From: 1/01/2015 | Date To: 1/01/2017

Select Program: CPC30111 - Certificate III in Bri

1 of 2 | 100% | Find | Next

STELA Enrolment Report by Program
Government of South Australia
Department of State Development

Period: 01/01/2015 - 01/01/2017

by Students

Selection of enrolments in the report is based on subjects with a Start Date before the 'Date To' or a Finish Date after the 'Date From' by specific program. Enrolments resulted as not started are excluded.

Please click on the Student Name to view subject enrolments details in the separate report or click on the plus sign near the Student ID to expand subject enrolments on the same page.

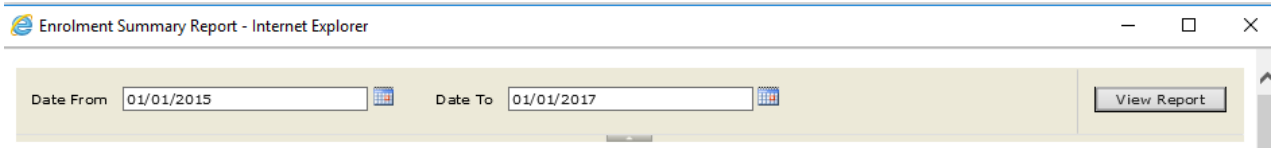
Export

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Enrolment Summary

Provides a high-level summary of the number of students, subject enrolments, hours and parchments by fund type for the chosen time period.

1. To run the report, click on **Enrolment Summary Report** from the reports window where you will need to specify a date range.



2. Once the **From** and **To** dates have been entered, click **View Report** to the right of screen.
3. Once the report has run the report results will appear within the report window.

Screenshot below is an example of the **Enrolment Summary Report**.

Note: Click on the plus icon that appear to the left of the report to drill down to a lower level.

STELA **Enrolment Summary Report**
 Period: 01/01/2015 - 01/01/2017

Selection of enrolments in the report is based on subjects with Start Date before 'Date To' or a Finish Date after the 'Date From'. Enrolments are grouped by State fund sources and Program. Enrolments resulted as Not Started are excluded.

Please click on the Program to view list of enrolled students under specific Program. Click on the Contract No to get all program enrolments associated with this contract.

Fund Source	Contract No	Program Code	Program Name	Students	Subjects	Parch Issued	Actual Hours	Nominal Hours
<input type="checkbox"/> DPE - Productivity General Existing Worker				1	2	1	40	60
<input type="checkbox"/> FFS - Domestic Full Fee Paying Student				3,181	13,322	424	395,670	464,364
<input type="checkbox"/> OCF - Other Commonwealth Funding				5	64	5	1,370	1,810
<input type="checkbox"/> RBR - Regions Barossa				1	1	0	40	40
<input type="checkbox"/> RNF - Regions Northern Futures				18	35	0	280	310
<input type="checkbox"/> S4A - SKILLS FOR ALL				1,580	19,517	582	493,141	635,103
<input type="checkbox"/> SWQ - Skills in the Workplace - Qualifications				6	14	0	540	560
<input type="checkbox"/> SWS - Skills in the Workplace - Skill Sets				9	20	0	380	600
<input type="checkbox"/> TGS - Training Guarantee for SACE Students				4	35	0	788	964
<input type="checkbox"/> USC - User Choice				2	2	0	56	56
<input type="checkbox"/> VIS - VET in School				271	2,001	88	50,517	59,799
<input type="checkbox"/> WRG - WorkReady - General				218	1,776	11	32,605	49,433
Total			Reconciled	4,869	36,789	1,061	975,407	1,213,099

4. To view the detailed information for each fund source, select the disc icon and export the report to excel.

STELA **Enrolment Summary Report**
 Period: 01/01/2016 - 31/05/2017

Selection of enrolments in the report is based on subjects with Start Date before 'Date To' or a Finish Date after the 'Date From'. Enrolments are grouped by State fund sources and Program. Enrolments resulted as Not Started are excluded.

Please click on the Program to view list of enrolled students under specific Program. Click on the Contract No to get all program enrolments associated with this contract.

- To view detailed information relating to a specific fund source click on the + button to the left of the line.

Fund Source	Contract No	Program Code	Program Name	Students	Subjects	Parch Issued	Actual Hours	Nominal Hours
FFS - Domestic Full Fee Paying Student				1,267	4,783	94	152,878	174,546
S4A - SKILLS FOR ALL				785	4,380	141	151,781	158,791
SWQ - Skills in the Workplace - Qualifications				1	5	0	200	200
TGS - Training Guarantee for SACE Students				4	35	0	768	964
VIS - VET in School				160	641	10	20,470	21,566
WRG - WorkReady - General				217	1,616	11	31,148	46,092
Total			Reconciled	2,335	11,460	248	357,245	402,159

Screenshot below demonstrates fund source VIS – VET in School in more detail after selecting the + button.

Fund Source	Contract No	Program Code	Program Name	Students	Subjects	Parch Issued	Actual Hours	Nominal Hours
VIS - VET in School				160	641	10	20,470	21,566
		BSB30115	Certificate III in Business	85	267	0	10,985	11,075
		CPC10111	Certificate I in Construction	18	83	0	2,054	2,060
		CPC20112	Certificate II in Construction	5	64	2	896	1,976
		MEM20105	Certificate II in Engineering	4	9	0	150	150
		MEM30305	Certificate III in Engineering - Fabrication Trade	1	1	0	20	20
		MSF20313	Certificate II in Furniture Making	6	21	0	590	590
		SIR10112	Certificate I in Retail Services	18	85	8	2,510	2,510
		SIR20212	Certificate II in Retail Services	30	99	0	2,865	2,865
		UEE22011	Certificate II in Electrotechnology (Career Start)	4	12	0	400	320
WRG - WorkReady - General				217	1,616	11	31,148	46,092
Total			Reconciled	2,335	11,460	248	357,245	402,159

To view details for all fund sources, click on button 2 located top left of the worksheet.

Fund Source	Contract No	Program Code	Program Name	Students	Subjects	Parch Issued	Actual Hours	Nominal Hours
FFS - Domestic Full Fee Paying Student				1,267	4,783	94	152,878	174,546
	FFS	BSB30112	Certificate III in Business	2	15	1	620	620
	FFS	BSB30115	Certificate III in Business	59	308	0	11,305	11,575
	FFS	BSB30412	Certificate III in Business Administration	3	19	2	720	720
	FFS	BSB30415	Certificate III in Business Administration	63	267	17	10,790	11,145
	FFS	BSB40812	Certificate IV in Frontline Management	2	5	1	250	250
	FFS	BSB41412	Certificate IV in Work Health and Safety	2	16	1	396	651

Program Completion Report

Provides a list of program completions including parchment details for students by program within a specified date range.

- To run the report, click on **Program Completion Report** from the reports window where you will need to specify a date range.

- Once the **From** and **To** dates have been entered, click **Run Report**.
- Once the report has run the report results will appear within the report window.

LOEDesc	Student ID	Organisation Student ID	Student Name	Program Code	Program Name	Qual Issued	Parchment No	Issue Date	Year Completed
				BSB20112	Certificate II in Business	2			
Certificate II	800122	34802		BSB20112	Certificate II in Business	Y	26212	14/07/2015	2015
Certificate II	800181	34803		BSB20112	Certificate II in Business	Y	25935	25/06/2015	2015
				BSB20115	Certificate II in Business	7			
Certificate II	831637	36465		BSB20115	Certificate II in Business	Y	26215	26/06/2015	2015
Certificate II	831656	36458		BSB20115	Certificate II in Business	Y	26073	02/07/2015	2015
Certificate II	831737	36463		BSB20115	Certificate II in Business	Y	26072	26/06/2015	2015
Certificate II	831760	36464		BSB20115	Certificate II in Business	Y	26129	10/07/2015	2015
Certificate II	831799	36467		BSB20115	Certificate II in Business	Y	26071	26/06/2015	2015

Notes:

To print the report, click on the printer icon from the reports window.



To export the report and save in a different format, click the disc icon and select the required format.

LOEDesc	Student ID	Organisation Student ID	Student Name	Program Code	Program Name	Qual Issued	Parchment No	Issue Date	Year Completed
				BSB20112	Certificate II in Business	2			



5. Record Upfront Assessment of Need (UAN) and Pathway Outcomes

NOTE: The requirement to record UAN and student pathway outcomes in STELA only applies to Community Education Providers who are in receipt of funding for Foundation Skills Projects. Whilst RTOs are required to also undertake a UAN process, they are not required to record the results in STELA.

As per the [ACE Program Guidelines](#) training providers must undertake a UAN process prior to each participant commencing training to ensure students get the support they need to successfully complete their subsidised training. This process must be undertaken for each financial year a student participates in subsidised training.

Providers must record the date the student undertook the UAN at the time of creating the student enrolment in STELA. Refer to [2. Students and Enrolments in STELA](#) for information on creating Students and Enrolments.

At the conclusion of training, providers are also expected to report relevant pathway outcomes for each participant in STELA.

Instructions on how to record/view/edit UAN and student pathway outcomes in STELA can be found below.

Record UAN details for a Student

Search for a Student

1. On the STELA Menu Bar under the heading **Students / Enrolments**, click **Students** to open the Student Search screen.



The image shows two parts of the STELA interface. The top part is a menu bar with 'Home' at the top, followed by 'Students / Enrolments' which is highlighted with a blue bar and a yellow circle. Below it are several options: 'Students' (highlighted with a blue bar), 'Enrolment Templates', 'Bulk Enrolment', 'Bulk Resulting', and 'Reports'. The bottom part is the 'Student Search' screen, which has a blue header. Below the header is a search criteria input field with a placeholder text: '(Type either State Student ID, Apprentice Trainee ID, Organisation Student ID, Surname, First Name, Unique Student Identifier)'. Below the input field are three buttons: 'Search', 'Clear', and 'Cancel'. At the bottom left of the search screen is a link 'Add New Student'.

2. Enter one of the following search criteria into the search field:
 - State Student ID
 - Surname
 - First Name

Student Search

Search Criteria:

(Type either State Student ID, Apprentice Trainee ID, Organisation Student ID, Surname, First Name, Unique Student Identifier)

3. Click **Search** to execute search. If any students are found matching your search criteria they will appear in the results screen.
4. Select the student from search results by clicking **State Student ID**. This will open the Student Details screen.

Student Details | Other Student Details | Student Enrolments | New Enrolment | Enrol using a Template

View and Update Student Information.

State Student ID:

Unique Student Identifier:

Title:

Surname:

First Name:

Other Name (s):

Date of Birth:

Gender:

Apprentice / Trainee ID:

Organisation Student ID:

Notes:

Notes are optional. Maximum 500 characters.

5. Click on the **UAN and Pathways Outcome for Community Education** tab. This will open the following screen:

Student Details | Other Student Details | Student Enrolments | New Enrolment | Enrol using a Template | Academic Transcript | **UAN and Pathways Outcome for Community Education**

Upfront Assessment of Need and Pathway Outcomes

This information below is only to be completed by Community Education Providers who are in receipt of funding for Foundation Skills Projects.

Each financial year a student is participating in a foundation skills project, training providers must undertake an Upfront Assessment of Need (UAN) and record the date of the assessment below.

At the conclusion of training, providers are also expected to report pathway outcomes for each participant (where applicable). These outcomes can be recorded below.

You can provide a record for each student each Financial Year.

Financial Year:

- Select the relevant financial year from the drop-down list which will allow you to enter UAN details for the chosen financial year.

- Enter the following details:
 - Contract ID (as per attachment 4, Item 16 of your Funded Activities Agreement - begins with TAFSN followed by 5 numbers e.g. TAFSN01234)
 - Select the tick box to indicate a UAN has been undertaken
 - Date in which the UAN for the student was undertaken
- Click Save to complete the process.

Record Pathway Outcomes for a Student

- Undertake steps 1-5 above under Record UAN details for a Student - [2A – Search for a Student](#).
- Select the relevant financial year from the drop-down list. This will display the UAN and pathway outcomes details relevant to the chosen financial year.
- Select the appropriate pathway outcome(s) from the list (multiple can be selected where relevant)
- Click **Save** to complete the process.

Edit/View UAN and Pathway Outcomes for a Student

- Undertake steps 1-5 above under Record UAN details for a Student - [2A – Search for a Student](#)
- Select the relevant financial year from the drop-down list. This will display the UAN and pathway outcomes details relevant to the chosen financial year.
- Update details as required.
- Click **Save** to complete the process.

