

## VETRO Reports Frequently Asked Questions (FAQs)

### 1. What are VET Readiness Orientation Reports?

The VET Readiness Orientation Reports, or VETRO Reports for short, contain all the data from the School Students Referral to VET form.

### 2. How will the reports help my RTO?

You can use reports to help you track the referrals that are being sent to your RTO by schools:

- to monitor the different stages in the process,
- filter the data to keep an eye on volume of referrals by course code or by referring school for example,
- manage work associated with the referrals,
- download the data in spreadsheets for point in time use for follow-up calls or actions or to record notes,
- use downloaded data for undertaking analysis by a range of different fields of data for patterns, trends, or future planning processes and,
- use downloaded data to filter for support needs, for example, for school students found 'Suitable with Supports' to help with planning by course and for individuals.

### 3. Will I only see the data for our RTO?

Yes, you will only have access to the data for referrals where you are the nominated training provider by the school.

### 4. How often does the VETRO reports data get updated?

VETRO reports data is updated at 7am every morning. This means that new referrals made after 7am on one day will appear in the data the next day after the update. However, email notification for submitted referrals happens in real time.

### 5. Where can I access the VETRO reports?

You can access the VETRO reports in the Skills and Employment Portal. Your RTO will already have a login because the Portal is also where you establish Training Accounts. Here is a picture of where to find VETRO reports.

Form ID	Edit Link	Application Status	Referring School	Student First Name	Student Last Name	Student Date c
411-19	<a href="#">Edit Link</a>	Assessed as not suitable: Referral finalised	Adelaide High School	Michael	Kay	12/Oct/1983
411-18	<a href="#">Edit Link</a>	Part A complete: Awaiting Training Provider	Adelaide Botanic High School	Alistair	Boyd	12/Oct/2000

## 6. What kind of VETRO reports can I get?

There are two options – Summary or All Data that can be viewed on screen and searched or that can be downloaded into Excel spreadsheets by clicking on the blue button 'Export data to excel'.

Summary Data contains data from key fields so you can get a quick overview of what you have received and where things are up to with those. On screen filters enable you to do a quick search of referrals by what stage the referral is at, what referrals you have from a school, finding a particular student by name or date of birth or checking on referrals by course code to see what you have received so far for that course.

All Data contains the information provided in the Referral form for everything recorded within it. The same filters will appear on screen as for the Summary Data so you can still do the same searches but overtime as your referrals increase the amount of data available in All Data will mean searching on screen will take longer.

## 7. What does the Edit Link do that I can see on screen next to the Form ID field?

The Edit Link will open the Referral form on screen in a new tab. Depending on the stage the referral process is at, you will see different levels of information.

- If the referring school has completed Part A and submitted the form you will see all the information in Part A entered by the school and Part B, which you complete.
- If you have completed Part B and submitted the form, then you will see just the information in Part C that the parent/guardian/student sees.
- If Part C has been completed, you will only see that section on screen.
- If the student was found unsuitable you will see Part C and it will remain incomplete as the referral form is not sent to the parent/student if they are found unsuitable.

## 8. Can I use the Edit Link to correct errors in Part A?

You will only be able to change things in Part A through the Edit Link if you have not yet submitted Part B. However, it is very important to note that any changes to Part A will not automatically notify the school that you have made changes and they will not know until after Part C has been completed and a copy of the completed referral is sent to the school, your RTO and the parent/student. It is important that you notify the school you are making a correction before you make it and have a record the school has agreed to the changes.

If editing Part A ensure this is done just before you are ready to submit Part B to ensure they 'stick'.

**9. What does the information in the field Entry Date Updated mean given there is also an Entry Date Created and Entry Date Submitted?**

The Entry Date Created is the date information is entered for the first time in Part A. Entry Date Submitted is the date is when Part A was submitted. The Entry Date Updated changes when Part B or C are submitted.

**10. Many of the questions in the referral form have options, are they all included in the VETRO Reports?**

Yes, all options for each question in the referral form are shown in the VETRO Report in All Data, however they don't always follow the initial question in terms of the field sequencing. This is because the Summary picks the most important fields needed for quick on screen searching or downloads and then in the All Data view the remaining fields follow there after in sequence. For example, in the Summary you will see the field 'Is this referral a re-application?' and visible will be the 'Yes' or 'No'. You will need to look at the All Data view either on screen or by exporting into Excel to see the options and what was selected by the school.

**11. There is a lot of data in the All Data view, any tips for making it easier to use?**

Downloading the All Data view into Excel will give you a lot more control over the fields of data and enable you to add filters to the field names so you can then select different cuts of the data to look at. Also, in Excel you can hide the columns you might not be needing at that point in time so you can just see the ones you need or want to focus on.

Excel help is also a good place to start by asking 'how to...' and depending on your version of Excel may include very short instructional videos as well as the steps to follow. Most finance personnel in an organisation have a good grasp of the basics of Excel and may also be a good source of tips or hints.

**12. Who do I contact if I need help with accessing or using VETRO reports in the Portal?**

Call the Infoline on 1800 673 097 and they will be able to direct you to help, depending on what you need.