



Catholic Education
Commission NSW

PO Box 20768

World Square NSW 2002

(+61 2) 9287 1555

cecsw@cecsw.catholic.edu.au

www.cecsw.catholic.edu.au

ABN: 33 266 477 369

User Guide

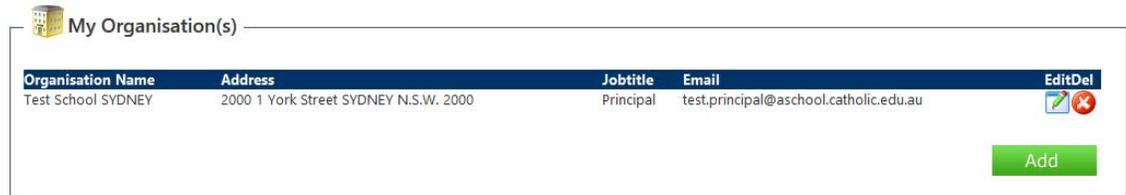
Vocational Education – Principals

NETiD Application

Vocational Education – Information sheet - PRINCIPALS

Getting Access to Vocational Education

- Create a NetID account. Follow the instructions contained in the **NetID – Create a New Account** document.
- Ensure you have the correct organisation associated with your account
Ensure that email address on this record is your current email address. This will be the email address used for automated emails generated as part of the approval workflow for training applications.



The screenshot shows a table titled "My Organisation(s)" with the following data:

Organisation Name	Address	Jobtitle	Email	EditDel
Test School SYDNEY	2000 1 York Street SYDNEY N.S.W. 2000	Principal	test.principal@school.catholic.edu.au	 

Below the table is a green "Add" button.

TIP: If you do not have this record, contact your Diocesan or Congregational School IT Support

- Principals are automatically given access to Vocational Education Management (VocEd), so you should be able to log into VocEd once you have logged into NetID from My Applications list.
- Principals are required to assign the VocEd Application to all VET teachers within your school. You will also need to assign the VocEd Application to any new VET Teachers that will be submitting an application to undertake training. Please refer to the **Principal - Authorise Access to Application**.



The screenshot shows the NetID interface for a user. At the top left is the Catholic Education Commission NSW logo. Below it are navigation tabs: "My Applications", "Edit My Details", and "Contact & Support". A dropdown menu shows "Select organisation" with "Test School SYDNEY" selected. Below this is a section titled "Application(s) 5" with a list of applications:

- Test School SYDNEY
- EducationalFacility
- Personalised Planning for Students with Disability
- School Census
- SharePoint Staff
- Vocational Education Management

Workflow for Training Applications

VET Training applications are now processed via the new Vocational Education Management application. Below is a summary of the workflow:

- 1) Teacher will log into NetID and VocED and submit a VET training application (Full Course)

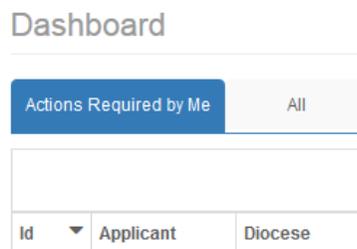
- 2) A submitted training application is sent to the appropriate RTO Manager for their review. If the RTO manager finds the application to be full and complete, they will 'Accept' the application and the application will come to you (principal) for acceptance.
- 3) You (the principal) will review the application, check that you can support the training application and if you are happy with it, you too will 'Accept' the application.
- 4) The application will then go to CECNSW for review. CECNSW will review for completeness and if they 'Accept' the application, which means the application will then go to the Application Review Committee (ARC).
- 5) After the ARC meeting, the teacher, RTO manager and yourself will be notified of the decision (Approve/Reject).

Along the way, RTO managers and Principals can ask for more information from the Teacher, which will return the application back to the teacher (via the dashboard and email). It is then up to the teacher to provide the additional information.

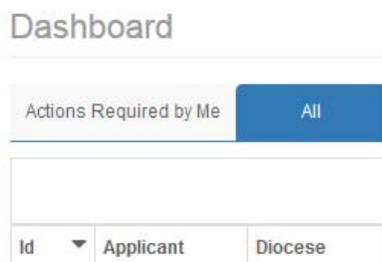
If the application is found to be unacceptable, the RTO Manager or the Principal can 'Reject' the application. The teacher will be notified (via Email and Dashboard) that the application was rejected. There should also be a reason attached to the rejection.

How to review VET Training Applications in VocEd

- 1) Once a VET training application has been 'Accepted' by the RTO Manager, you will receive an email indicating there is an application awaiting your review.
- 2) Log into NetID and navigate to 'Vocational Education Management' from 'My Applications'
- 3) As soon as you open VocEd you will be presented with a dashboard called 'Actions Required by Me'. You will find the training application on this list.



TIP: - To see all training applications for teachers at your school, select the ALL dashboard



- 4) Open the VET Training application form by either clicking on the applicant name that is hyperlinked OR click on the EDIT button on the right hand side 
- 5) There are four (4) pages/tabs with information. Review each. You will NOT be able to change most of the data, except the FUNDING SOURCE (i.e. who is paying for the training) and the recommendations for exemptions. The RTO Manager will have already captured their suggestions in this section, so should be a matter of reviewing and accepting.

- 6) To 'Accept' the training application (i.e. send it to CECNSW VET administrators) click the ACCEPT button on the third page. You can only do this once you have accepted the declaration. This application will now appear in the CECNSW Administrators dashboard for them to action.
- 7) IF you do not wish to ACCEPT the application, you have two options
 - a. Reject the application: - this will cancel the application altogether. Be certain this is what you wish to do. The teacher will be required to create a new application if you accidentally REJECT their application. You would only REJECT the application if you cannot support the training application
 - b. Request More Information: - if the teacher has not provided enough information on their application, then you can ask them to provide more information. Also if they have incorrectly filled in the form, you can send it back for MORE INFORMATION and they can correct the form and re-submit. When this happens, you will be required to review again, once it has accepted by the RTO manager.

For your information only – How teachers fill in a VET training application form

Before you start, ensure you have:

1. Log into Vocational Education Management (VocEd)
2. Ensure you have read all the relevant material on the following website prior to submitting a training application: [Training Guidelines](http://www.cecnsw.catholic.edu.au/dbpage.php?pg=veticfip&_navlink=6)
http://www.cecnsw.catholic.edu.au/dbpage.php?pg=veticfip&_navlink=6
3. As part of the training application you will be asked to provide supporting documentation appropriate to the course you are applying for. You MUST have that available before you start. There is no facility to save an incomplete application. Ensure you PDF copies of all your qualifications and industry experience. The documentation MUST be in a PDF format. If it is not, please convert to PDF before starting application
4. Unique Student Identifier (USI). If you do not have this, you will not be able to apply for training. Go to www.usi.gov.au to apply for one.

Application Form

- From the Dashboard page, click on the 'Apply for Training' button
-
- The training application form will display (after reading the initial pop up message).

Tab 1 – Applicant Details

- The first page of the application form is for your details. Capture all details.

Tab 2 – Training Details

- Select the training program you wish to apply for.
- You will now be required to upload all the relevant documentation to support your training application. The documentation MUST be in a PDF format.
Some documentation is mandatory. You will not be able to submit your application without providing documentation for this item.

 **My Profile** These documents are then stored under 'My Profile' and can be used to support future training applications.

- Choose your funding source. If you are uncertain consult your Principal

Tab 3 – Teaching Profile

- For Transition courses, the declaration will display. Read, accept and submit the application
- For Full Courses, capture all relevant Subjects you are accredited to teach. If you are uncertain if the subject is relevant, add it. Ensure you have added what stage you have taught at and the number of years. This field is MANDATORY.
Click on the PLUS button to add a new subject and use the drop down box to select subjects.

- Provide a reason for training using the drop down box
- Capture the details about the VET subject at your school. If there is currently NO classes, enter 0 in all the fields.
- If you know the teachers already training in this area at your school, please add them in the
List all teachers trained.... section by selecting the green PLUS button 
- Read and accept the Declaration.
- Press the SUBMIT button

What happens now?

Your application now needs to go through an approval process. You can review the status of your application at any time by going to the ALL tab in the dashboard. The **Status** and **Action Required By** tell you where the application is in approval workflow

What happens if my application is rejected?

That application is over. You will need to speak with your principal or RTO Manager at the Diocese to find out any details.

If the application was accidentally rejected, you will need to redo the application.

What happens if my application is sent back for more information?

Any one of the approvers in the workflow may request more information. You will receive an email to say your application is back with you for more information. You will need to log into NetID and open VocEd. The application will be on the dashboard 'Actions Required by Me'.

There may be comments for you, if you go to the HISTORY tab on your application. To open your application, click on the edit button (or your name) 

Provide additional information as requested by moving through the tabs.

You will need to accept the declaration statement again and submit

What do I do if I have issues applying?

Click on the link to send support an email in the top right hand corner of VocEd. Ensure you provide as much detail as possible within the email.

Someone will help you as soon as possible.

Navigation tips

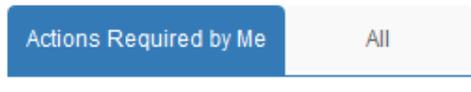
Getting back to the home page

Clicking on the 'Dashboard' button will always return you to the initial dashboard screen



Tabs

VocEd uses TABS to get around. You will notice them both horizontally (as shown on the Dashboard)



and vertically as shown when viewing the VET Training application form.



How do I print a VET Training Application form?

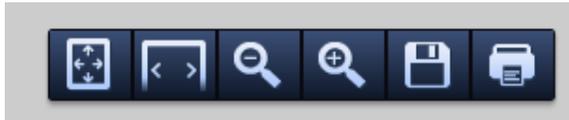
There are times when you will need to print the application form, OR create an electronic copy of the application form. This can be done by clicking on the PDF icon to the right of the training

application in question 

This will produce a printed version of the application as well as including all supporting documentation, in the one PDF.

You can choose to save it to file OR print it by clicking on the SAVE or PRINT icons displayed in the form (depending on your browser)

Chrome will display this toolbar in the bottom right hand corner:



Firefox will display a toolbar similar to this in the top right



Internet Explorer will display a toolbar similar to this in the bottom centre of the page

