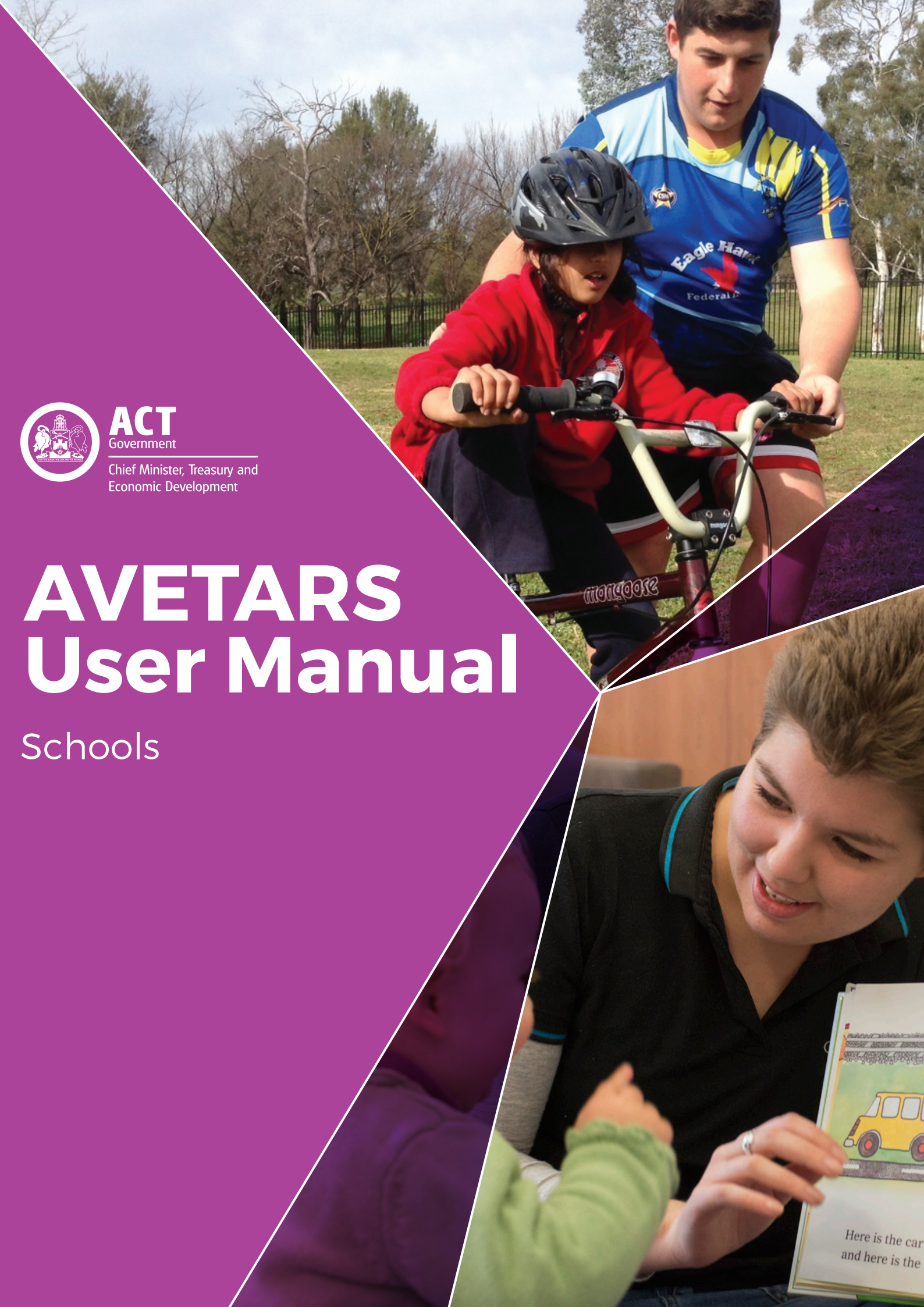


ACT Government

Chief Minister, Treasury and Economic Development

# AVETARS User Manual

## Schools

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# INTRODUCTION TO AVETARS

The ACT Vocational Education and Training Administration Records System (AVETARS) is the online application used by Skills Canberra to manage vocational education and training initiatives in the ACT. As a school, all of the contracts of your Australian School Based Apprentices (ASBAs) are in AVETARS.

You can:

> Use AVETARS to endorse a student commencing an ASBA ("Principal Endorsement");

> Initiate and approve variations to the training contract between the employer and student;

> View what qualifications are on offer, and the RTOs that deliver them, on the ACT Qualifications Register;

> Generate and extract reports of your ASBAs.

# ACCESSING AVETARS

## REQUESTING AN INVITATION

All VET coordinators from ACT schools with ASBAs were invited to join AVETARS in 2017. However, to seek a new invitation, or an invitation for your school principal, simply email skills@act.gov.au to ask for an invitation to be issued by Skills Canberra. Please ensure that the email comes from a school email address for verification purposes.

## RESETTING YOUR PASSWORD

If you have forgotten your password, click the "Sign in" button and then "Forgot your password?" Enter your email address, and you will be sent password reset instructions.

If you do not receive an email after waiting for ten minutes or so and checking your junk folder, send an email to skills@act.gov.au explaining your situation. Include a phone number, as it might be easier to settle the issue over the phone.

## VIEWING YOUR DASHBOARD

When you log into AVETARS you arrive on your dashboard. Your dashboard contains your school's basic details. It also contains a "Variation Actions" table, which contains all variations initiated on your student's contracts. The status of each variation is included:

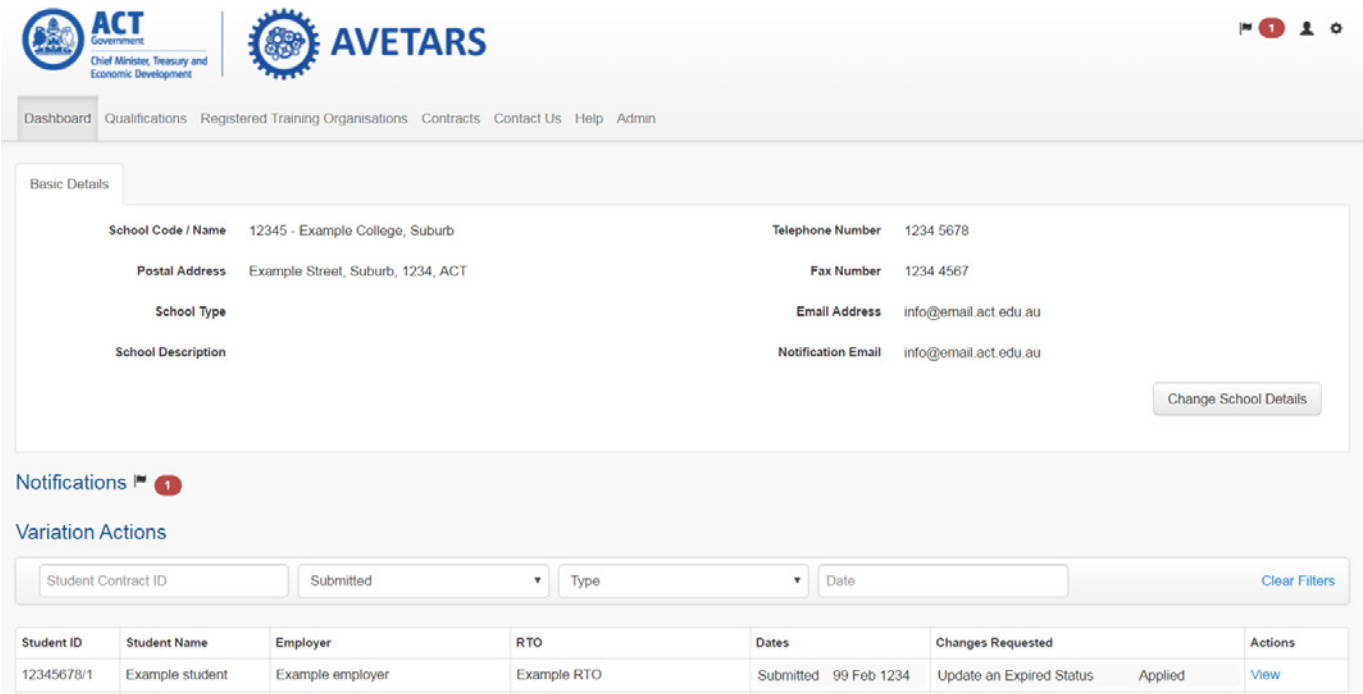
> Pending variations that have been submitted by other stakeholders and are awaiting your approval;

> Submitted variations that have been submitted by you and are awaiting the approval of others;

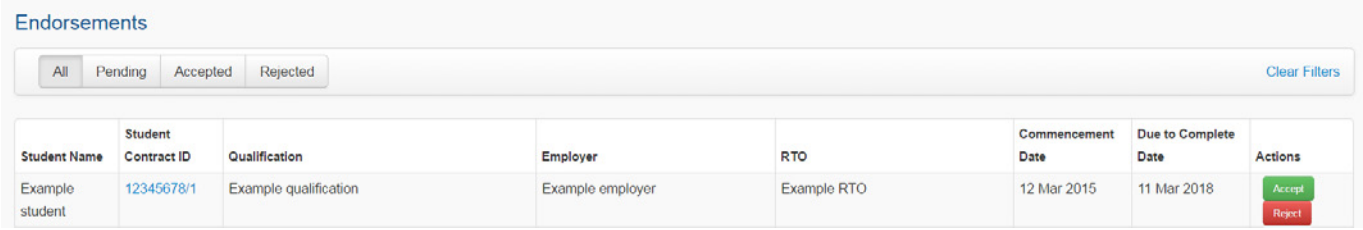
> Applied variations that have been approved by all parties and have taken effect;

> Expired variations that were not approved within 10 days by all parties and have lapsed;

> Rejected variations that were rejected by a stakeholder or Skills Canberra.




Below the variations table is the Endorsements table. It lists all pending, accepted and rejected endorsements.




On the top right of the page, you will see:

A flag icon representing all the notifications you have received since you last signed in. When clicked, you can view and clear these notifications.

A person icon. When clicked, you can change your password in the “Security” tab.

A cog icon. When clicked, you can choose to sign out.

# VIEWING YOUR CONTRACTS

Click on the menu button in the top ribbon menu labelled “Contracts”.

To view individual contract’s details, click on the link in the Student ID column. The contract record itself contains the same information as the training contract signed by the Australian Apprentice and their employer, subject to any approved variations which may have taken place since that time. These details are arranged across various tabs down the left of the screen. When you click one of the tabs it will be highlighted so that you know which portion of the contract you are viewing.

## “L” AND “M” RECORDS

You may notice that in the ‘Employer’ column of the ‘Contracts’ table, the trading name may change between different contracts. You may also notice that in these circumstances, the letters “L” or “M” may appear after the trading name.

M Master

L Linked

One employer may have numerous trading names and this can be for a number of reasons. For example, occasionally duplicate employer records are created due to the differing spelling of the name by the individual from the Australian Apprenticeship Network provider (ANP) who has lodged the training contract. Unfortunately, it is not possible to delete/remove the duplicate records. As a result, these records have been linked in AVETARS so that an employer with duplicate records only requires one account.

“M” refers to the master record, and is the record with which your account is directly associated. “L” is the linked record, and refers to those records linked to your master account.

# UPDATING YOUR DETAILS

It is important to note that while you can update basic details on your account, these apply to the school as a whole. Any update of these details should be considered and performed carefully.

To update the school’s basic details, click “Change School Details”. The details you can change include:

> Physical Address;

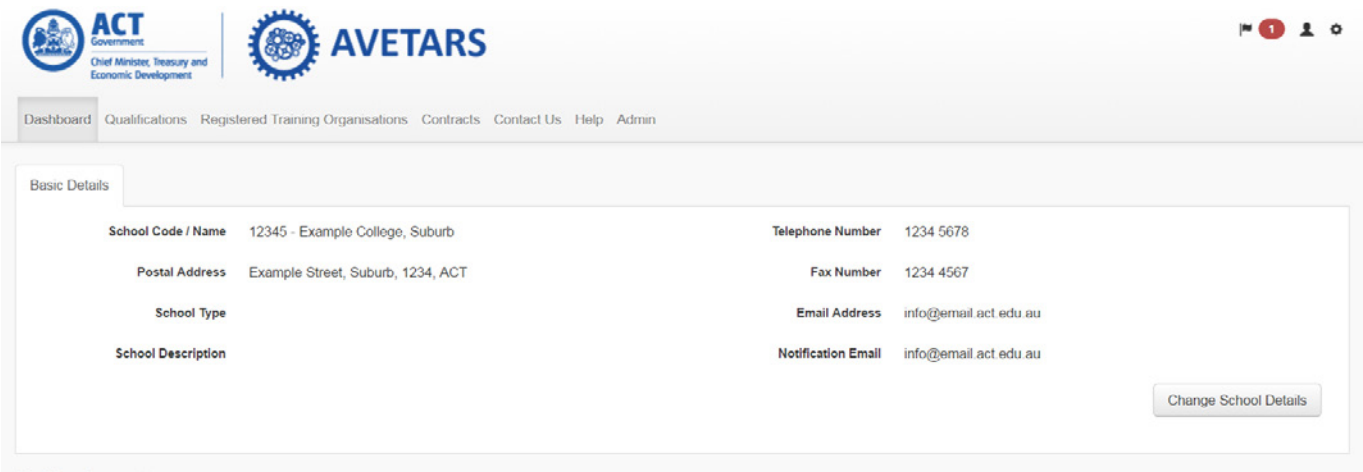
> Postal Address;

> Phone;

> Fax;

> Email; and

> Email for notifications.

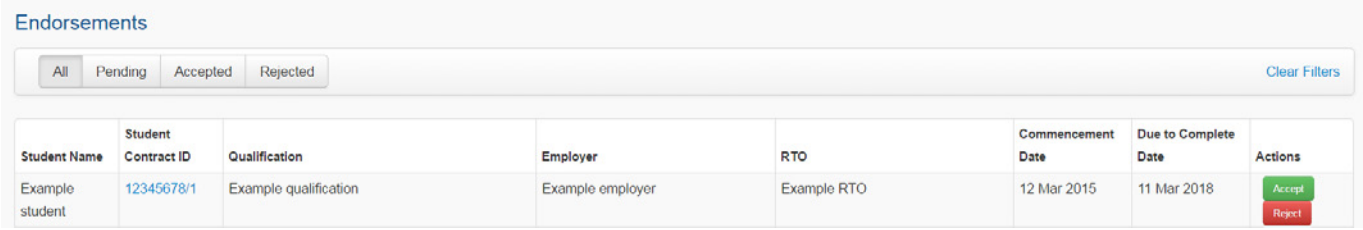


# ENDORSING AN ASBA

When a contract between an employer and student from your school is lodged, it will not be approved until it has received an endorsement for the school's principal or their representative.

You will receive an email to your notification email address asking that you log into AVETARS to accept or reject an endorsement.

To accept or reject an endorsement, simply scroll down to the endorsements table on your dashboard and click the relevant action button.




# LODGING A VARIATION

## VARIATIONS

A variation is a change to the training contract between the Australian Apprentice and the Employer. Different parties are allowed to lodge particular variations, and different parties are required to approve particular variations. Any combination of the following might be able to lodge – or might be required to approve – a given variation:

> The employer

> The Australian Apprentice

> The Australian Apprentice's RTO

> The ANP

> The School

> Skills Canberra

There are 23 training contract variations available in AVETARS, and schools can initiate 9. A number of details can be changed as part of each of these variations. As a result, it can be complicated working out which variation to lodge when you want to update a particular detail.

Use the following table to determine which variation to lodge:

| Detail | Variation | Also consider changing… |
|---|---|---|
| Change Australian Apprentice first name<br>Change Australian Apprentice second name<br>Change Australian Apprentice last name | Change Australian Apprentice Name[1] | |
| Say that the Australian Apprentice is or is not attending school<br>Update the Australian Apprentice's current year level<br>Change the Australian Apprentice's school<br>Update the Australian Apprentice's highest school level & year completed | Change School Details | ASBA Status;<br>Work Hours |

| Detail | Variation | Also consider changing… |
|---|---|---|
| Update the Australian Apprentice's identification as a person with a disability | Change of Disability Status | |
| Move the student to and from an Australian School-based Apprenticeship | Change of ASBA Status | School Details;<br>Work Hours |
| Delay the Australian Apprentice's Due to Complete Date so they have longer before their contract expires | Extend a Training Contract | |
| Put the Australian Apprentice's training on hold[2] | Suspend a Training Contract | |
| Cancel the Australian Apprenticeship or traineeship | Cancel a Training Contract | |
| Change any previous qualification details, and when the Australian Apprentice completed<br>Update whether the Australian Apprentice can or can't use their previous qualification because of disability or injury<br>Update whether the Australian Apprentice is an Intensive Support Customised Assistance Client<br>Update whether the Australian Apprentice has been unemployed and registered as such with Centrelink for 12 months or more<br>Correct whether the Australian Apprentice has previously worked as an Australian Apprentice or Trainee | Update Previous Qualifications | Apply for Credit of Time |

You should also be aware that there are certain variations which must be lodged by others as follows.

| Detail | Variation | Also consider changing… |
|---|---|---|
| Reactivate the contract after it has expired | Update an Expired Status | |
| Report the date the Australian Apprentice returned to training after it has been suspended | Enter a Return to Work Date | |
| Change the Australian Apprentice's registered training organisation | Change Registered Training Organisation | |
| Update the Australian Apprentice's identification as an Aboriginal and/or Torres Strait Islander | Change ATSI Status | |
| Change the Australian Apprentice's citizenship | Change Citizenship Status | |
| Correct the Australian Apprentice's Date of Birth | Change of Date of Birth | |
| Apply for Credit of Time to reduce the Australian Apprentice's nominal duration, or remove an application to increase it[3] | Apply for Credit of Time | Update Previous Qualifications |
| Change workplace name | Change Workplace Details | |
| Change workplace address | | |

| Detail | Variation | Also consider changing... |
|---|---|---|
| Update workplace contact person | | |
| Change the employment arrangement/award | | |
| Say that the Australian Apprentice is full or part-time<br><br>Change the hours the Australian Apprentice works a week | Change Workplace Hours | |
| Correct whether the Australian Apprentice worked for the employer before<br><br>Correct the hours, start and end date of the Australian Apprentice's previous work with the employer<br><br>Correct whether the employer had an existing business relationship with the Australian Apprentice<br><br>Correct whether the employer has already received an Australian Government Incentive | Change Previous Work | Existing/New Worker Status |
| Change what the Australian Apprentice is studying | Change Qualification | Registered Training Organisation[4] |
| Update the employer details where there has been no change of ABN[5] | Change of Employer Details | |
| Correct the Australian Apprentice's New Worker status | Change Existing Worker Status | Previous Work Hours |
| Correct the Australian Apprentice's Existing Worker status | | |
| Change the employer on the contract due to a change of ABN[6] | Change of Ownership | |

[1] Currently, AVETARS is not compatible with single-name names. If the name is a single-name, please input a "-" instead of a last name.

[2] Note you will need to identify a return to work date to lodge a suspension.

[3] Credit of Time can only be applied in apprenticeships, not traineeships.

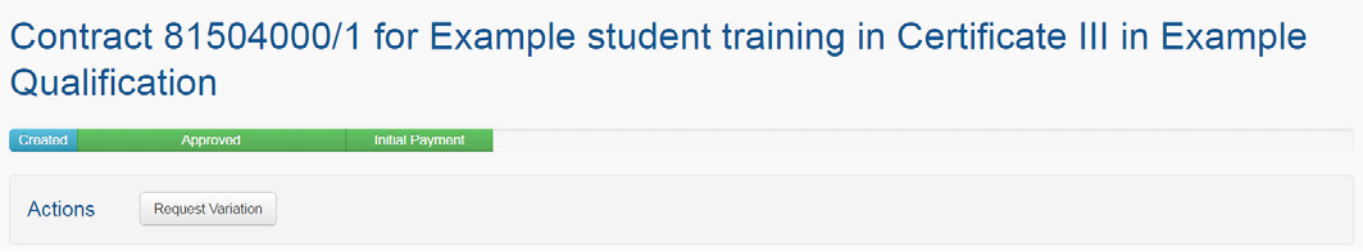
[4] If the Australian Apprentice is changing to a qualification that is not offered at their RTO, you will need to change their RTO first. You can lodge these two variations at the same time. Note, though, that if the Australian Apprentice is completely changing career path but remaining with the same employer, you may need to start a new contract, or also change the employment arrangement/award.

[5] These details include employer address, trading name, and legal name.

[6] This variation is used where an employer has been bought by another legal entity, or where an employer has changed their ABN. It can't always be used to swap an Australian Apprentice from one employer to another. Usually, this will require that the contract be cancelled and that one be commenced with the new employer.

# TRAINING CONTRACT VARIATION LODGEMENT PROCESS

To lodge a variation, navigate to the contract in question (see “Viewing your Contracts”) above. On the contract itself, click “Request Variation”.




The variations you see displayed as choices for lodgement will depend on:

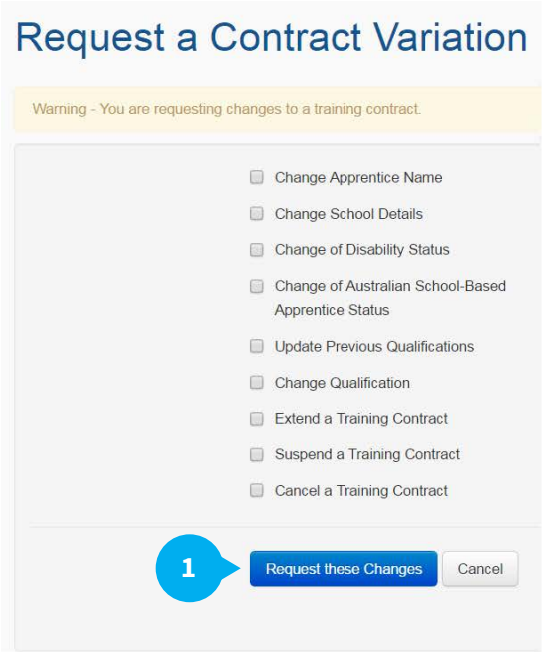
> Which variations can be lodged by a school; and

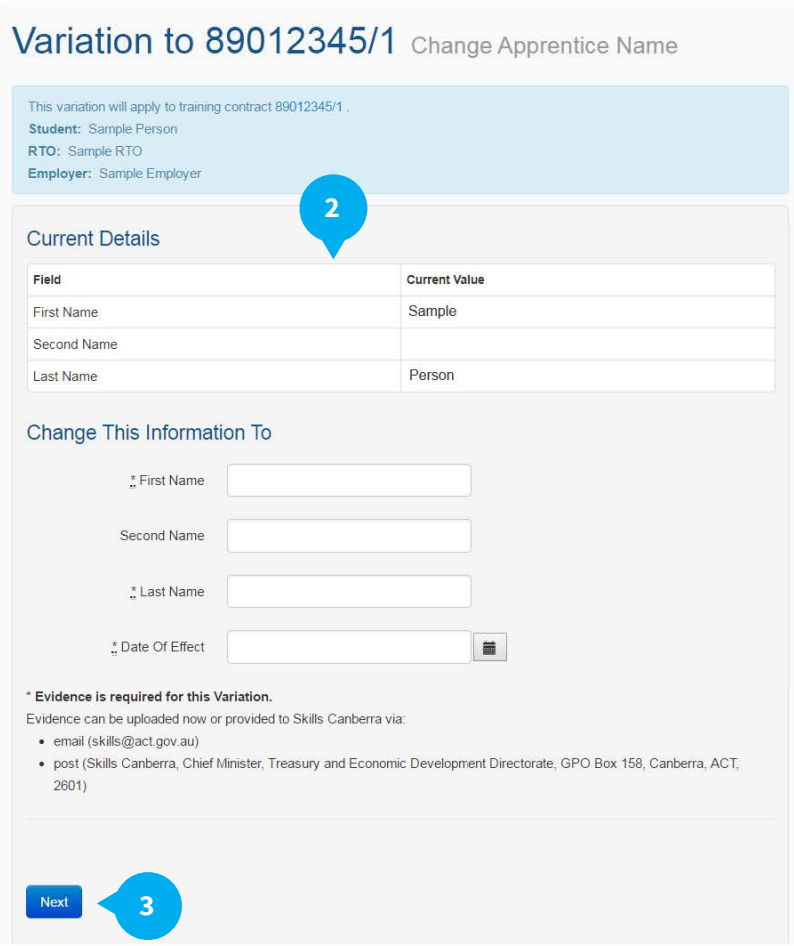
> The current status of the contract.

For example, most variations can only be lodged while a contract is “approved”, meaning it is active. If the contract is “cancelled” or “completed”, you cannot lodge a contract variation.

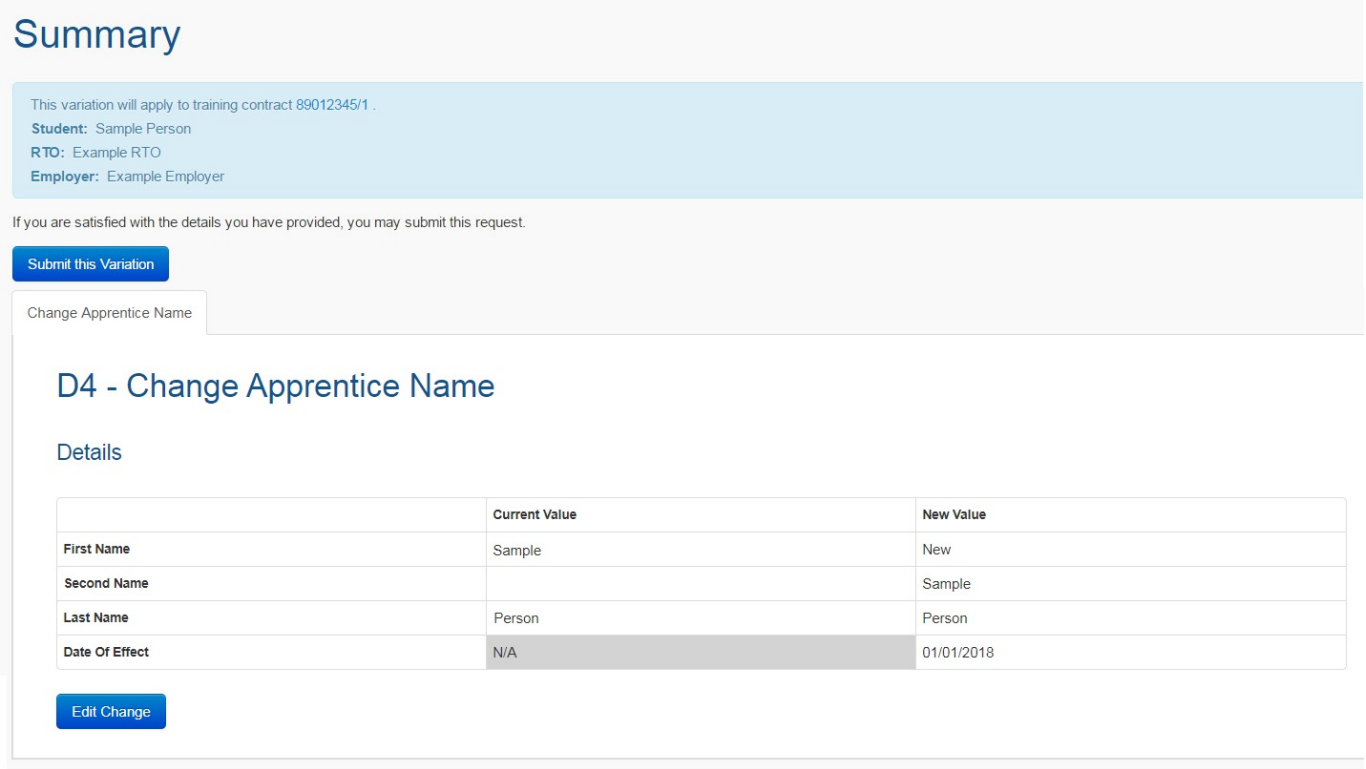
Once you have selected the type of variation(s) you wish to lodge, click “Request these Changes”.

You then need to follow the prompts to complete lodgement. The details you need to fill in will depend on the nature of the variation you are requesting. If evidence is required, you can upload it or send it to Skills Canberra via email or post. For example, see the following for a Change of Date of Birth variation:



Once you hit “Next”, you will have an opportunity to review and edit your changes on a summary page. Otherwise, you can click “Submit this Variation”.




It is important to note that your variation will not take effect straight away. Variations require the approval of stakeholders, such as the RTO or apprentice, and other variations require Skills Canberra to review ahead of their approval.

You will be notified via email if your variation has been approved, if it has been rejected by Skills Canberra or another party, or if it has expired because a relevant party has not approved it within 10 business days.

## APPRENTICES UNDER 18

Apprentices under the age of 18 require the approval of their parent or guardian for variations to their training contracts. When lodging a variation for a student under 18, the lodgement button will read “Send Email with Printable Form” rather than “Submit Variation”. This is because lodging a variation in these circumstances sends an email notification to the apprentice with a .pdf document attached for printing, to be used to obtain this parent/guardian approval.

Information is available for apprentices in these circumstances in the AVETARS guide for Australian Apprentices on the Skills Canberra website. If you wish to support your students through the variation process, please refer to that guide which details the relevant procedure in more detail.

## FOLLOW-UP IF YOUR VARIATION IS REJECTED OR EXPIRED

If you are concerned because of a delay, contact Skills Canberra as we can enquire with other parties on your behalf.

If your variation is rejected, Skills Canberra can inform you which party rejected it. If it was Skills Canberra, we can tell you why.

If your variation expires, Skills Canberra can inform you which party did not approve it in time. You are free to lodge it again.

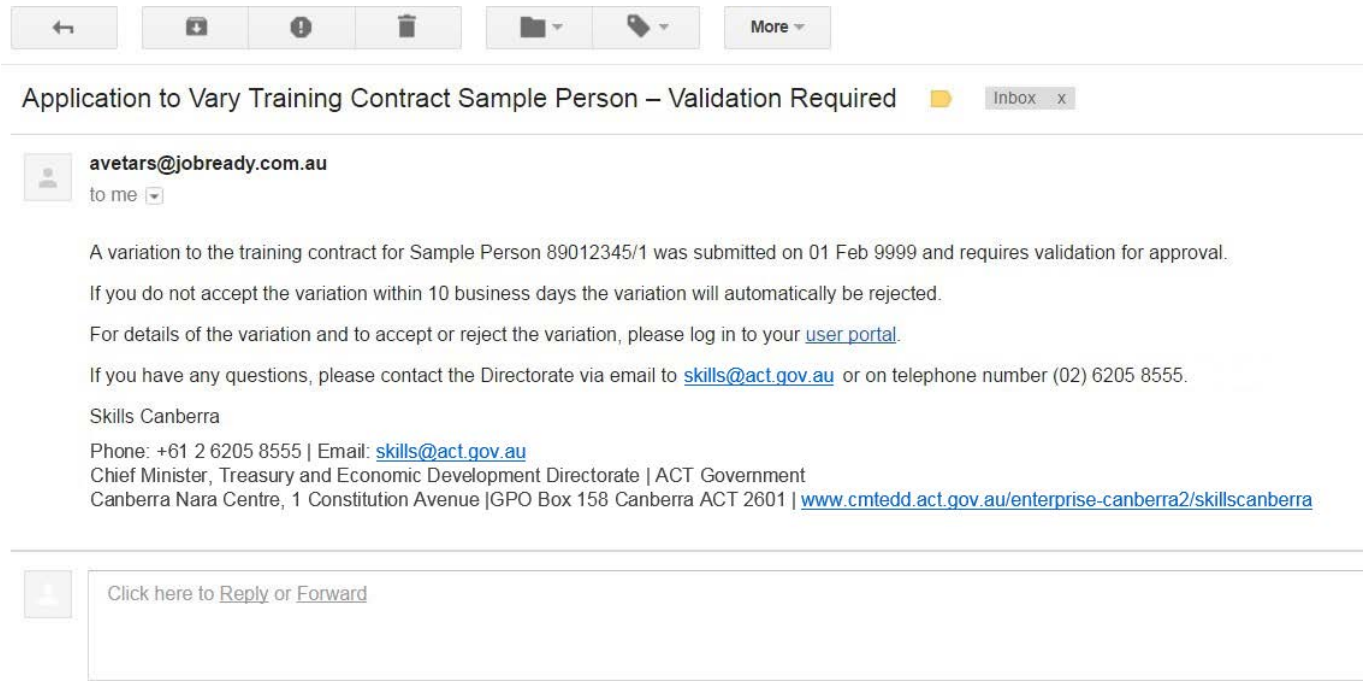
# VARIATION APPROVAL

## NOTIFICATIONS

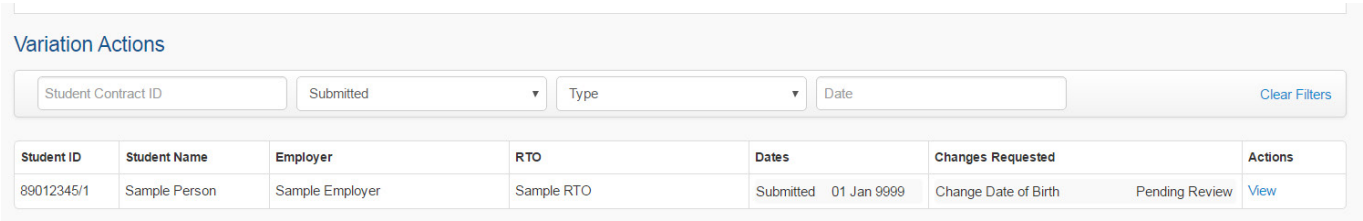
Schools are required to approve variations for a Change of ASBA Status, and a Change of School Details. Schools will receive a notification to their nominated notification address requesting approval for these variations as they arise.

## PROCESS

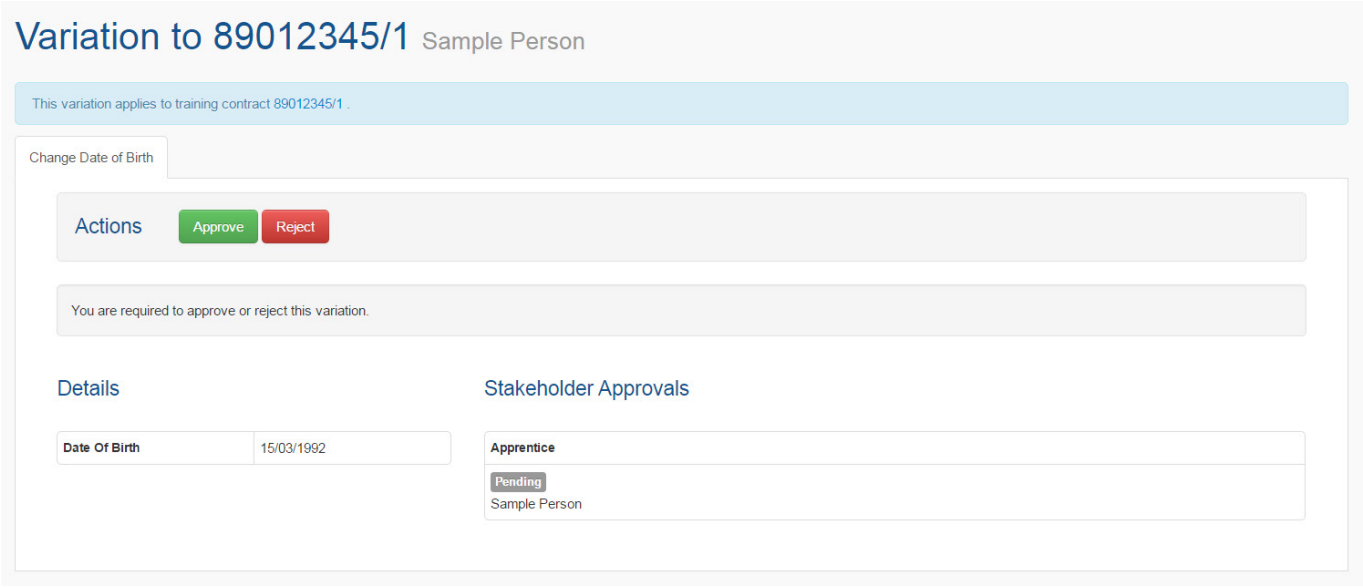
When approving parties receive a notification email, they click on “user portal” and login to AVETARS.




Next, they follow the prompts to approve or reject the variation from their dashboard. The variation will be listed in the “Variation Actions” table, and it will be marked “Pending Review”.




Under Actions heading the party click on “View”, and then approves or rejects the variation.

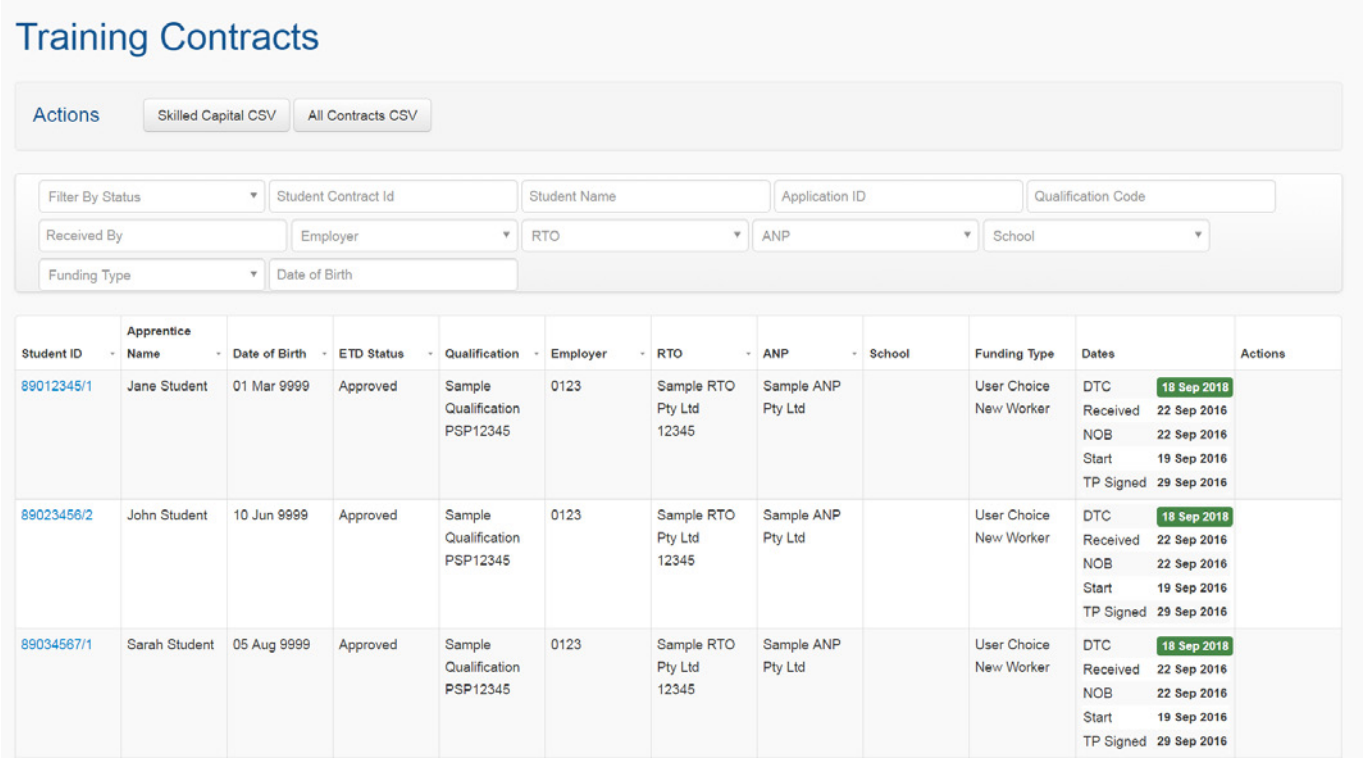



All parties will be notified of approval or rejection via email.

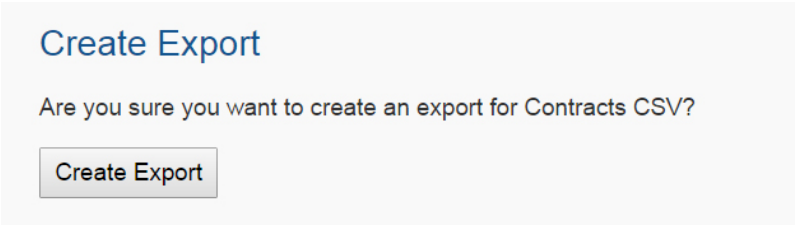
# CREATING A REPORT

Schools are able to download reports in the form of .csv files (which can be opened in Microsoft Excel) listing all of their current and former contracts along with a large portion of the information held within those contracts (e.g. student name, date of birth, email, RTO, Apprenticeship Network Provider, workplaces details etc.)

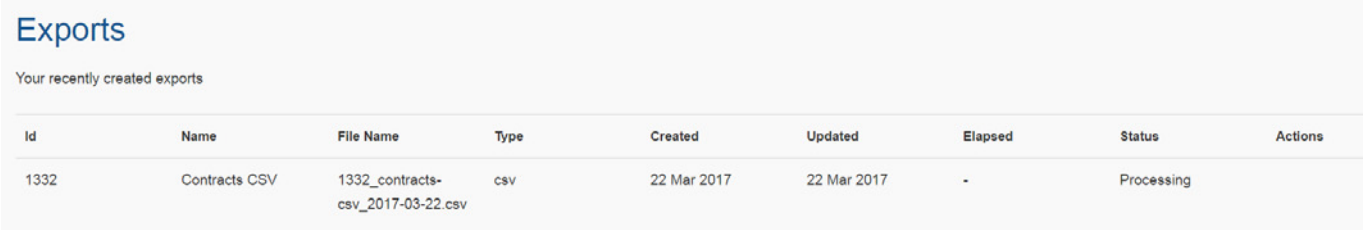
To generate such a report, navigate to the Contracts table. To generate a report of all of your contracts, active and inactive, simply click “All Contracts CSV”. Otherwise, you can impose restrictions using the search and filter functions available.



Confirm that you wish to create the export.




You will be navigated to your exports. Depending on the size of the report you requested, you may have to wait some minutes and refresh the page while the system generates your file. Once the file is created, you will see that it is available for download.




You can revisit and re-download reports that you have created in the past at any time. Simply click on the "person" icon at the top right of your screen, and then click the "Exports" tab.

# CONTACTING SKILLS CANBERRA

If you need to contact Skills Canberra for any purpose, please send an email to skills@act.gov.au, or phone us on 02 6205 8555.

ACT Government

Skills Canberra
Chief Minister, Treasury and
Economic Development Directorate

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