

RTO Quick Guide

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Introduction

The Victorian Administrative Software System (VASS) is the database used by schools to record student enrolments and results and by the VCAA to report VCE, VET and VCAL assessment information to schools.

VASS can be accessed using any PC with a Windows operating system and Internet Explorer (up to version 11) with the correct browser settings (available from the VASS Browser booklet) and the MeadCo Software and License installed.

The browser booklets can be downloaded from the VCAA website. [Browser settings](#)

Web address

VASS Production database <https://www.vass.vic.edu.au>

Logging in

VASS has a three-layered security system. To access VASS, a user requires a Username, Password and Passcode.

Users will be locked out after 30 minutes of inactivity.

- Open Internet Explorer and <https://www.vass.vic.edu.au/> The 'Welcome to VASS' screen will be displayed.
- Click on VASS User Login and enter your username and password; click **[Login]**
- Click **[OK]** The Passcode grid and Privacy statement screen will be displayed.
- Enter your passcode pattern using the characters that appear in the grid; it's case-sensitive.
- Click **[Accept]** You have logged in successfully when the VASS Home Page appears.

The first time a user logs into VASS from any computer, the MeadCo Software and Licence agreement should appear but only if the user has sufficient network permissions for the download to occur.

If the MeadCo Software and Licence agreement is not downloaded then VASS will not function correctly.

Please refer to the VASS Browser booklet for instructions. (available from the VCAA website <http://www.vcaa.vic.edu.au/Pages/schooladmin/vass/iesettings.aspx>)

Key Administrative dates

Key Administrative dates are displayed on the VASS home page. A more detailed document for the current year, 'Important Administrative Dates' can be found by clicking on the Help link in the home page of VASS. Schools must adhere to these dates as penalties can and are applied for late enrolments and results entry.

Schools are notified by Notices to Schools sent via email or on the VCAA website. For more information, see: [Notices to Schools](#).

Download function

The Download function in VASS contains many useful documents; RTO's have access to ones relevant to them such as assessment plan templates. The menu path is: **SYSTEM ADMIN > Downloads.**

Contact Details

VET Unit for information regarding Vet within the VCE or VCAL on 9032 1737 or vet.vcaa@edumail.vic.gov.au

Student Records and Results for information regarding VET enrolments 9032 1760 or student.records@edumail.vic.gov.au

VASS Operations regarding the use of VASS on (03) 9032 1758, 1800 623 681, or vass.support@edumail.vic.gov.au.

Other functions in VASS

This Quick Guide has been designed to assist users in navigating around VASS.

Types of school/provider users

There are different types of user access to VASS. RTO access is limited to:

- updating their provider contact details
- searching for units of competency (UoC's) by code
- viewing Certificate UoC Structure reports
- Checking their Assessing Group enrolments
- Checking assessment plans
- Checking student enrolments
- Producing RTO reports

Modifying School/Provider Details

School/provider contact details should be updated on VASS as soon as changes occur, e.g. address, telephone etc.

School Details

- Select **SCHOOL ADMIN > Modify School Details**
- Check the details in this screen.
- If any changes are made, click **[Save]** The message 'Do you want to save the changes ...?'
- Click **[Yes]** The message 'School details saved successfully' will be displayed.
- Click **[OK]**

Viewing Other School/Provider Details

Contact details for other schools/providers

- Select **SCHOOL ADMIN > View School Details**
- Enter part or complete school name and click **[Find]**
- Highlight the appropriate line and click **[View]**
- Click **[Close]**

Certificate UoC Structure Report

The Certificate UoC Structure Report is an extremely useful report that provides information about a certificate, its streams, and the compulsory and elective Units of Competency (UoCs).

It also contains the UoC codes and titles. This is particularly important when confirming with schools exactly what UoCs are being delivered to the students.

- Select **SCHOOL PROGRAM > VET > Certificate UOC Structure Report**
- Enter all or part of the certificate code and click **[Find]**
- Select the certificate from the list
- Click **[Run Certificate UOC Structure Report]**

Certificate UOC Structure for Demonstration College - Year 2019
 Program Name: VCE VET Information, Digital Media and Technology
 Certificate Code: ICT30115
 Certificate Name: Certificate III in Information, Digital Media & Technology
 Certificate Type: VE 1 - VCE VET
 Industry Area: Information Technology
 Minimum Hours: 465
 Minimum Points/UOCs: 17.00
 Minimum Streams: 0
 Maximum Units: 6
 Maximum Sequences: 2
 Apprenticeship/Traineeship Allowed? No
 Report Order: UOC Code

Unit Code	Unit Name	Accrued VCAA Value	Scored?	Sequence Code	Stream
IN601	Information Technology (VCE VET) K 1	90.00	N		A
IN602	Information Technology (VCE VET) K 2	150.00	N		A
IN603	Information Technology (VCE VET) K 3	90.00	Y	60	B
IN604	Information Technology (VCE VET) K 4	190.00	Y	60	B
IN613	Information Technology (VCE VET) P 3	90.00	N	61	C
IN614	Information Technology (VCE VET) P 4	150.00	N	61	C

Certificate UOC Structure for Demonstration College - Year 2019
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 Report Order: UOC Code

Stream	Stream Compulsory	Min Hours	Min Points	Min Optional Parts	Part Code	Part Compulsory	Min Optional UOCs	UOC	UOC Compulsory	Class Set Up?	UOC Hours	Points/Count	VCAA Value	Scored
A - VCE VET Units 1-2	Y	150	0	0	1	Y	0	BSBWHS304 - Participate effectively in WHS processes	Y	Y	30	1.00	30.00	N
								ICTICT002 - Work/communicate effectively - ICT environments	Y	Y	40	1.00	40.00	N
								ICTSAS301 - Run standard diagnostic tests	Y	Y	20	1.00	20.00	N
					2	Y	2	ICTQAM301 - Apply simple modelling techniques	N	Y	50	1.00	50.00	N
								ICTICT003 - Operate application software packages	N	Y	60	1.00	60.00	N
								ICTNWK305 - Install and manage network protocols	N	Y	40	1.00	40.00	N
								ICTSAS303 - Care for computer hardware	N	Y	20	1.00	20.00	N
								ICTSAS304 - Provide basic system administration	N	Y	20	1.00	20.00	N
								ICTWEB301 - Use social media tools for collaboration	N	Y	20	1.00	20.00	N
								ICTWEB303 - Produce digital images for the web	N	Y	30	1.00	30.00	N
B - VCE VET Units 3-4	Y	190	0	0	1	Y	0	ICTICT001 - Create user documentation	Y	Y	20	1.00	20.00	Y
								ICTICT002 - Install/optimize operating systems software	Y	Y	20	1.00	20.00	Y
								ICTSAS305 - Provide ICT advice to clients	Y	Y	40	1.00	40.00	Y
								ICTSAS306 - Maintain equipment and software	Y	Y	20	1.00	20.00	Y
								ICTSAS307 - Install, configure, secure email clients	Y	Y	50	1.00	50.00	Y
					2	Y	1	BSBEBU401 - Review and maintain a website	N	Y	50	1.00	50.00	Y
								BSBPR301 - Comply with org req for use of intel prop	N	Y	40	1.00	40.00	Y
								BSBSUS401 - Implement monitoring into work practices	N	Y	40	1.00	40.00	Y

Figure 1: Certificate UoC Structure Report

UoC/Certificate Search

- Select **SCHOOL PROGRAM > VET > UoC/Certificate Search**.
- Enter partial details (e.g. SIS) and click on the binoculars. A list of all UoCs matching the entered details will be displayed.
- Highlight the required UoC and click **[Select]**
- Click **[Find]** and a list of certificates will appear.

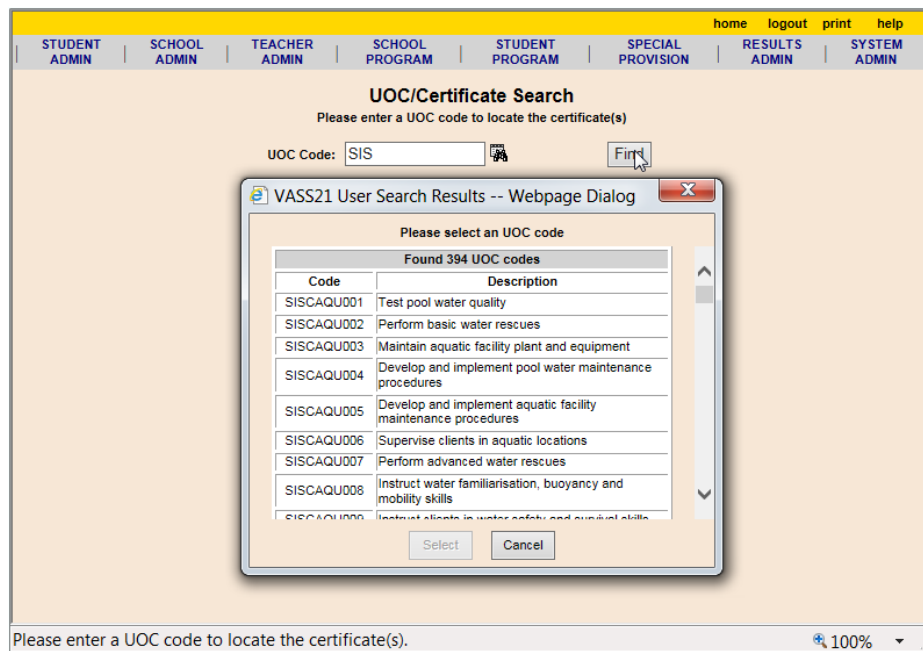


Figure 2: UoC/Certificate Search screen

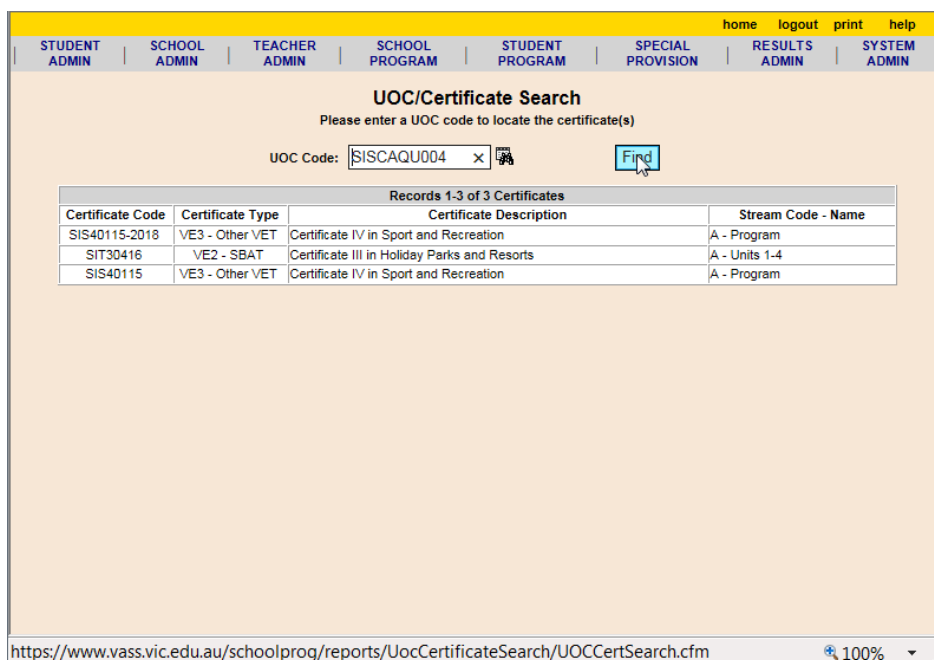


Figure 3: UoC/Certificate Search results

RTO Reports

There are some functions in VASS that have been specifically provided for RTO use only.

Student VET Results

Student VET Results is a report listing each student's VET Certificate and UoC results, along with various other details. This report can be generated before results are entered to check the student's enrolments.

An N result is shown in the report before the results are released - Not Yet Completed

- Select **RESULTS ADMIN > RTO Reports > Student VET Results**.
- In the *Student VET Results for RTO Report Parameters* screen, select the required VET Certificate using the drop down arrow to the right of the VET Certificate box.
- If necessary, select other options such as Home School (default is *ALL*), student number (default is all students) and Report Order.
- Click **[Run Student VET Results Report]**.

home logout print help

STUDENT ADMIN | SCHOOL ADMIN | TEACHER ADMIN | SCHOOL PROGRAM | STUDENT PROGRAM | SPECIAL PROVISION | RESULTS ADMIN | SYSTEM ADMIN

Student VET Results for RTO Report Parameters

VET Certificate: 22338VIC - VE1 - VCE VET - Certificate II in Building and Construction Pre-apprenticeship

Home School: ALL

Student Number: 🔍

Report Order: Home School Name, Student
 Student

Run Student VET Results Report

100%

Figure 4a: Student VET Results for RTO Report Parameters Screen

home logout help

Print this Student Print ALL Students Print FROM this Student Close

[Next >>](#)

Student VET Results Report for [Redacted] - **7 May 2019**
Year 2019
Student 1 of 154 selected

Certificate : 22338VIC - VE1 - VCE VET - Certificate II in Building and Construction Pre-apprenticeship
 Report Order : School

Student Number : [Redacted]
 Student Name : [Redacted]
 Home School : [Redacted]
 Certificate Result :
 Assessment Plan : Not Required

Year	Unit Code	Name	Result
2019	BC183	BUILDING & CONSTRUCTION (VCE VET) E 3	
2019	BC184	BUILDING & CONSTRUCTION (VCE VET) E 4	

Number of VCE/VET units in current year: 2

Year	Stream Code	Name	Result
2018	A	Common Core	N
	UOC		VCAA Value Result
	CPCCCM1012A	Work effectively and sustainably in the construction industry	20.00 S
	CPCCCM1015A	Carry out measurements and calculations	20.00 S
	CPCCOHS2001A	Apply OHS requirements/policies/procedures in construction industry	20.00 S
	CPCCWHS1001	Prepare to work safely in the construction industry	6.00 S
	HLTAID002	Provide basic emergency life support	12.00 S
2018	C	Carpentry	N
	UOC		VCAA Value Result
	VU22022	Identify and handle carpentry tools and equipment	100.00 S
2019	A	Common Core	
	UOC		VCAA Value Result
	CPCCCM1014A	Conduct workplace communication	20.00
	VU22014	Prepare for work in the building and construction industry	16.00
2019	C	Carpentry	
	UOC		VCAA Value Result
	VU22025	Construct basic wall frames	48.00
	VU22026	Construct a basic roof frame	40.00
	VU22027	Install basic external cladding	24.00
	VU22028	Install basic window and door frames	24.00
	VU22030	Carry out basic demolition of timber structures	20.00

Number of streams : 4
 Number of streams with tasks in current year: 0
 Number of streams with GAs in current year: 0

Figure 4b: Student VET Results for RTO Report

VET Results Export

The VET Results Export will produce: Certificate Code, Certificate Type, Certificate Name, Home School Code, Home School Name, Family Name, Given Names, Student Number, Year, Certificate Result, Stream Code, Stream Name, Stream Result, UOC Code, UOC Name, VCAA Value, UOC Result.

The export file is a text file with pipe (|) delimiters, which can then be opened in MS Excel.

Exporting the VET Results report can produce a list of home schools for the RTO.

- Select **RESULTS ADMIN > RTO Reports > VET Results Export**.
- Use the drop down arrows to select the VET Certificate (default is ALL) and/or Home School (default is ALL) and select other parameters from the remaining fields as needed
- Click **[Run VET Results Export]**.
- Click **[Yes]** to continue. A File Download pop-up now appears.
- The **[Save as]** option should always be selected

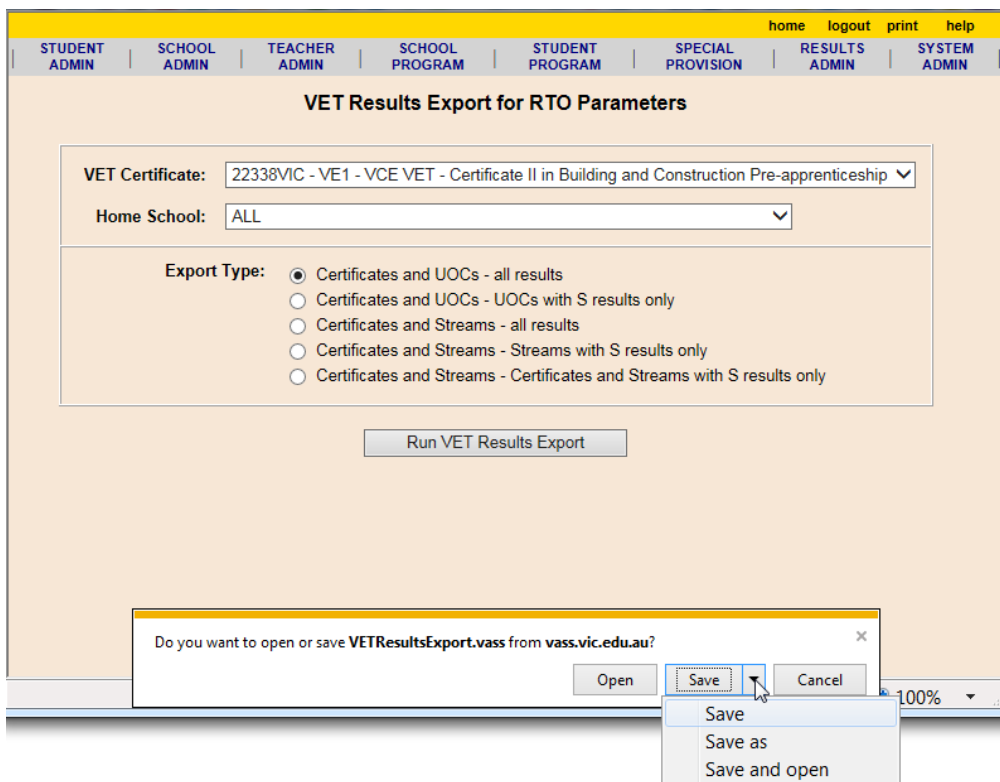
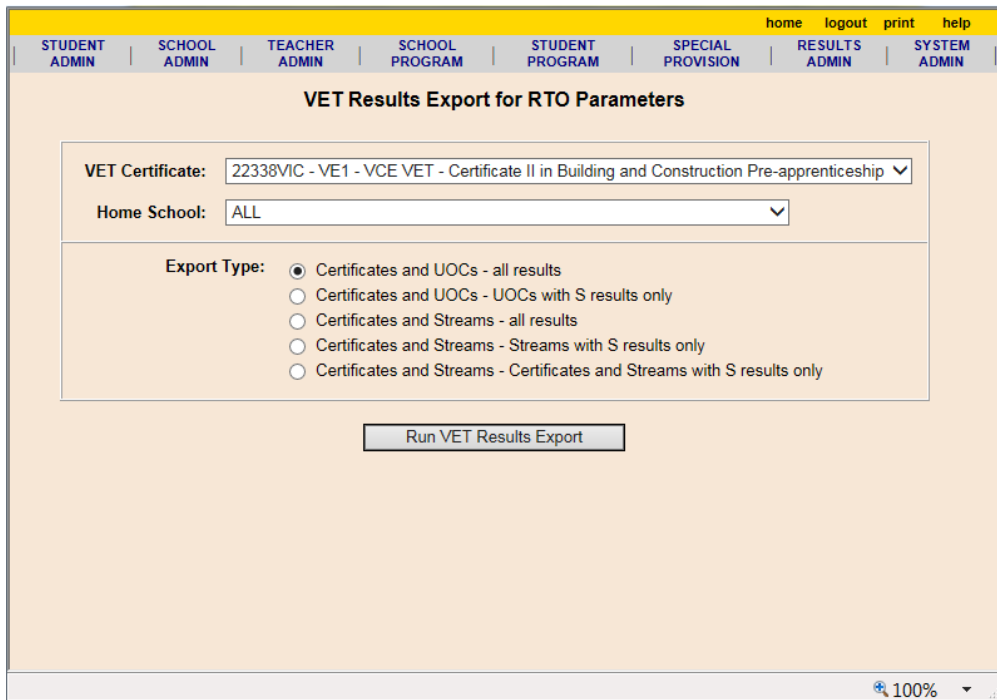


Figure 5a & 5b: VET Results Export for RTO Parameters and with download dialog. (always select **Save As**)

- Select the location in the Save In field.
- Click **[Save]** then **[Close]**. Do not open the file at this stage.

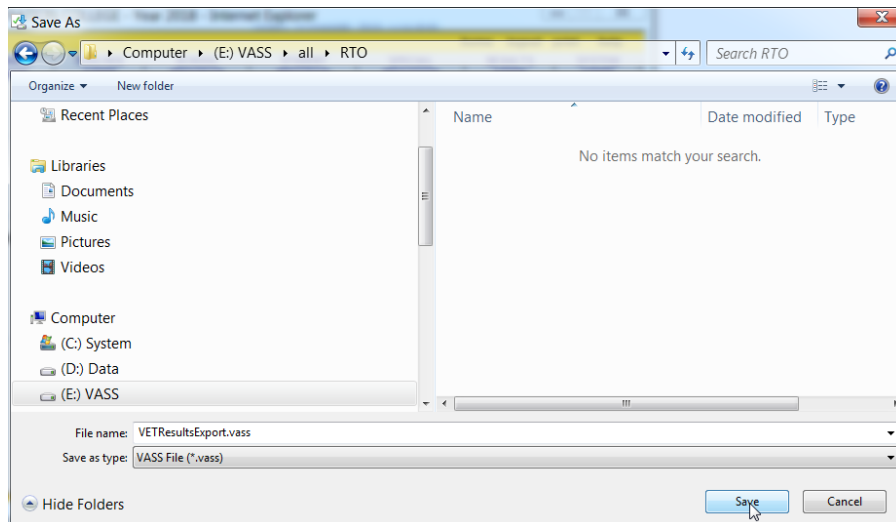


Figure 6: Save VET Results Export

Opening a VASS file in Microsoft Excel

Open a blank Microsoft Excel workbook.

- Select **File > Open**.
- In the 'Location' field browse to the location of the saved file.
- In the 'Files of type' field select All files.
- Select the file you saved.
- **Text import Wizard – Step 1 of 3** - Click **[Open]** Click on the radio button next to 'Delimited'. Click **[Next]**
- **Text import Wizard – Step 2 of 3** - Click **[Tab]** check box to remove the tick then click **[Other]** check box to select it and type a '|' symbol in the 'Other' field.
- The pipe symbol is usually located on the same key as the backslash key on the computer keyboard and is shown as a broken vertical line. When the 'pipe' is entered, vertical lines will appear in the data preview pane. Click **[Next]**
- **Text import Wizard – Step 3 of 3** - This step is used to mark certain fields as 'text' to preserve the format. Highlight the columns to be saved as text, change the radio button from General to Text and click **[Finish]**
- You can save this file in any format you require e.g. Excel workbook (*.xlsx)



The Pipe symbol on a keyboard (above the backslash)

** Once the file is saved as an Excel file, it can be sorted and checked.

Assessing Group Reports

Only schools or RTO's selected as an Assessing Group by a school or schools can view any of these reports

Assessing Group Report

- Select **School Program > VET > Assessing Group Report**

This Report allows the user to view all Certificates where they have been selected as the Assessing Group. The Report details which schools have made the selection, which RTO they have selected, and how many students are enrolled.

The user's home school and current selection will be listed first where applicable and can be used as a point of reference.

An Assessing Group can be:

- Home School: where the VET curriculum and scored assessment is delivered at your school
- RTO: where Students attend a TAFE/RTO for delivery of VET curriculum and scored assessment
- Other: where a VET cluster agreement exists between schools where Students attend another school for the delivery and administration of VET curriculum/scored assessment or where schools have less than 5 enrolments.

Schools which have less than 5 students in a certificate are recommended to form a partnership.

Where you are forming a partnership, the partners need to decide who will be the assessing group. The school that is the assessing group will enter 'home' as the assessing group and the 'partner' will enter 'other' and then the other schools' code

home logout help

Print Report Close

Assessing Group Report for Bendigo Senior Secondary College - Year 2019 7 May 2019

Certificate Code : AUR20716
Certificate Type : VE1 - VCE VET

Certificate Details: AUR20716 - VE1 - VCE VET - Certificate II in Automotive Vocational Preparation

Home School Code	Home School Name	RTO Code	RTO Name	Students
01226	Bendigo Senior Secondary College	01226	Bendigo Senior Secondary College	60
11797	Bendigo South East T-12 Secondary College	01226	Bendigo Senior Secondary College	24
01540	Catherine McKelvey College	01226	Bendigo Senior Secondary College	20
11863	Katherine Special School	01226	Bendigo Senior Secondary College	5
11576	Victoria Christian College	01226	Bendigo Senior Secondary College	1

Number of schools: 5

Number of certificates: 1

Figure 7: Assessing Group Report

Assessing Groups - UOC Enrolment List

The UOC Enrolment List Report allows the user to view Students with an enrolment that is linked to the users Assessing Group. The Students will be listed against the specific Certificate/UOC's they are undertaking.

- Select **STUDENT PROGRAM > VET Reports > Assessing Groups > UOC Enrolment List**.
- Select the certificate or leave as **ALL**.
- Optionally enter a UOC code or click on the binoculars to select from the pick list.
- Click **[Run UOC Enrolment List Report]** A list of students enrolled in the selected certificate and their UOC's will be displayed.

Home School Code		Home School Name	RTO VCAA Code	RTO Name	Student Number	Family Name	Given Names	Year Level
			01174	XBox Hill Institute	18330421R	XABBOTT	CHELSEA ANN	12
			01174	XBox Hill Institute	17199499J	XABEL	COURTNEY ANN	11
			01174	XBox Hill Institute	18285931W	XADAMS	HARRISON ETHAN	11
			01174	XBox Hill Institute	17190775W	XADDISON	SHAUN CAMERON	12
01622	XLilydale Heights College				18343227R	XAMIET	BRIANNA JADE	11

Total Number of Students : 5

Figure 8: Assessing Groups – UOC Enrolment List Report

The report lists by certificate order:

- One page per UOC listing each student enrolled, their home school, RTO, student number, name and year level.
- If the Assessing Group and home school are the same, the home school column is left blank
- If the Assessing Group and RTO are the same, the RTO column is left blank

Assessing Groups - Student VET Results

- Select **Results Admin > VET Reports > Assessing Groups - Student VET Results**

This report is used only by Assessing Groups and provides details of the results of students undertaking VET Certificates within the Assessing Group and is generated as one report for each student.

vass_uat home logout help

Print this Student

[Next >>](#)

Student VET Results Report for Demonstration College - Year 2019 7 May 2019
Student 1 of 4 selected

Certificate : ICT30115 - VE1 - VCE VET - Certificate III in Information, Digital Media & Technology
 Report Order : Home School

Student Number : 19243540G
 Student Name : TEST, STUDENT TWO
 Home School : 01226 - Demonstration College
 RTO : 15090 - XWorkventures Ltd
 Certificate Result : N
 Assessment Plan : Not Required

Year	Unit Code	Name	Result
2019	IN613	INFORMATION TECHNOLOGY (VCE VET) P 3	S
2019	IN614	INFORMATION TECHNOLOGY (VCE VET) P 4	S

Number of VCE/VET units in current year: 2

Year	Stream Code	Name	VCAA Value	Result
2019	C	Extra Electives		S
	UOC			
	BSBEBU401-1	Review and maintain a website	50.00	S
	BSBPR301-1	Comply w org requiremts for protection/use of intellectual property	40.00	S
	BSBSUS401-1	Implement and monitor environmentally sustainable work practices	40.00	S
	CUAANM301-1	Create 2D digital animations	35.00	S
	CUAANM302-1	Create 3D digital animations	75.00	S
	CUAANM402	Create digital visual effects	70.00	S
	CUAPPM407	Create storyboards	40.00	S
	ICTDMT346-1	Incorporate video into multimedia presentations	40.00	S
	ICTBWN301-1	Perform tests on optical communication system and components	40.00	S
	ICTBWN302-1	Install optical fibre splitters in fibre distribution hubs	40.00	S
	ICTBWN303-1	Install lead-in module and cable for fibre to the premises	50.00	S
	ICTCBL208-1	Splice/terminate optical fibre cable for carriers/service provider	40.00	S
	ICTCBL219-1	Apply safe tech work practices for cabling reg. when config. ADSL	40.00	S
	ICTCBL236-1	Install, maintain and modify customer premises communications cabin	60.00	S
	ICTDMT402	Produce interactive animation	60.00	S
	ICTDMT403	Produce and edit digital images	40.00	S

Number of streams : 1

Number of streams with tasks in current year: 0

Number of streams with GAs in current year: 0

Figure 9: Assessing Groups – VET Results Report

Assessing Groups - Task Results Report

- **Select Results Admin > VET Reports > Assessing Groups – Task Scores**

This report lists, for each student who is enrolled into a scored stream and is part of your assessing group, the Certificate name and code, stream, report order, home school, RTO and missing results only if option selected (one certificate per page)

- For all students with an assessment plan entered; the report lists plan status, total score, task selected, percentage of weighted score, score, weighted score, UOC code and description
- For students without a plan entered; the plan status of No Plan and the score after NA has been entered in the task score entry screen
- For all students with a valid assessment plan, the score for each assessment task in the plan and the weighting of the task is reported
- Where a student has achieved an 'S' result for all the units of competence (UOCs) assigned to the task, then a weighted score is displayed
- Where a weighted score is calculated for each of the study tasks, then a total score for the student is displayed.

Student Number	Name	Plan Status	Total Score	Task	Wght %	Score	Wght Score	UOCs
17230282R	RAJENDR SAI	Valid		01-Work performance	50.00			BSBIPR301-Comply w org requirements for protection/use of intellectual property ICPDMT346-Incorporate video into multimedia presentations ICTBWN301-Perform tests on optical communication system and components
				03-Work project	25.00			ICTBWN302-Install optical fibre splitters in fibre distribution hubs ICTCT301-Create user documentation
				07-Portfolio	25.00			ICTCT302-Install & optimise operating system software ICTPRG301-Appl introductory programming techniques
18330421R	SABBOTT CHELSEA ANN	No Plan						
17336180R	NADE, ANNE ANTON	No Plan						

Total number of students : 3

Figure 10: Assessing Groups – Task Scores Report

Assessing Groups - UOC Results Sheets Report

- Select Results Admin > VET Reports > Assessing Groups - UOC Results

This report can be produced for all the UOC Results for the selected Certificate or only the results for a selected UOC. The UOC Results sheets can be ordered by Home School or by Student Name

The *Display Missing Results Only?* can be selected to check that all UOC results have been entered.

vass_uat		home	logout	print	help		
STUDENT ADMIN	SCHOOL ADMIN	TEACHER ADMIN	SCHOOL PROGRAM	STUDENT PROGRAM	SPECIAL PROVISION	RESULTS ADMIN	SYSTEM ADMIN
Assessing Group UOC Results Sheets Report Parameters							
VET Certificate:		ICT30115 - VE1 - VCE VET - Cert III in Info, Digital Media & Tech					
Home School:		ALL					
RTO:		ALL					
UOC Code:		<input type="text"/>					
Student Number:		<input type="text"/>					
Display Missing Results Only?		<input type="radio"/> Yes <input checked="" type="radio"/> No					
Report Order:		<input checked="" type="radio"/> By Home School (per home school per page) <input type="radio"/> By Student Name (per UOC per page)					
<input type="button" value="Run UOC Results Sheets Report"/>							
Please select the certificate you want to match. 100%							

Figure 11: Assessing Groups – UOC Results parameters