



Catholic Education
Commission NSW

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User Guide

Vocational Education - Teachers

Vocational Education – Information sheet - TEACHERS

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

Add organisation

Search by organisation name or deewr code Search

Organisation Name	Deewr Code	Address	My Email	Jobtitle	Select
Test School SYDNEY	99998	2000 1 York Street SYDNEY N.S.W. 2000	testteacher@cathol	Teacher	<input checked="" type="checkbox"/>

My Organisation(s)

Organisation Name	Address	Jobtitle	Email	EditDel
Test School SYDNEY	2000 1 York Street SYDNEY N.S.W. 2000	Teacher	testteacher@catholic.edu.au	

Add

- Ask your principal to give you access to Vocational Education as a user
- Once you have been given access log into NetID and select Vocational Education Management from My Applications list

Catholic Education
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NETiD

My Applications
Edit My Details
Contact & Support

Select organisation

Test School SYDNEY ▾

Application(s) 5

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

Apply for Training

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=veticfp&_navlink=6)
http://www.cecnsw.catholic.edu.au/dbpage.php?pg=veticfp&_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

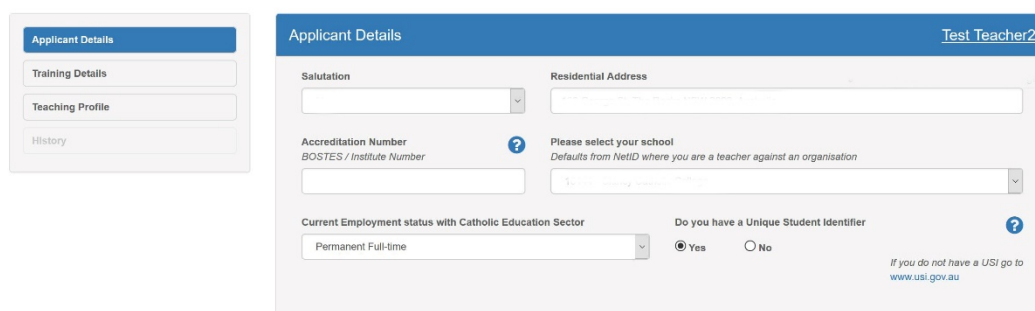



- The training application form will display (after reading the initial pop up message).

Tab 1 – Applicant Details

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

VET Teacher Training Application Form



- Teachers must complete all sections of this tab. If a teacher doesn't have a USI then the teacher must obtain the USI by following the link provided.
- Once this section is completed teachers click next. 

Tab 2 – Training Details

- Select the training program you wish to apply for from the drop down menu.
- 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.

Supporting Documentation Required


Please provide a certified copy of all relevant documentation to assist in the assessment of your training application in **PDF** format only.

⚠ Scan both the certificate and transcript together into the one PDF document. You can upload multiple files for the one item below simply by selecting the browse button.

Documentation Requirements ?

Supporting Documentation	Link to existing	Files uploaded/My Documents
Additional Experience	Browse...	My Docs
Certificate	Browse...	My Docs
Identity Document	Browse...	
Document Security Policy ?		
Other	Browse...	My Docs
Previous Training	Browse...	My Docs
Teacher Qualification	Browse...	My Docs
Transcript	Browse...	My Docs

- Examples of documents that can be uploaded include;
 - Additional Experience – this includes evidence of industry experience
 - Certificates – previous VET qualifications (Testamur and Transcript)
 - Identification Documents – to be uploaded if teacher has changed names.
 - Other – additional supporting evidence
 - Previous Training – training that has been undertaken that is not a VET
 - Teacher Qualification – testamur and transcript
 - Transcripts – VET training where the outcome was a Statement of Attainment

 **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 Full Courses, provide 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

Teaching Profile

Information about subject specialisations is required to determine whether a teacher meets the agreed entry requirements (benchmark) for training to deliver a VET course. Please list the subjects you are accredited to teach and also currently teaching.

Subject name	Stage	No. years taught	+
<input style="width: 95%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	✕

Reason for Training

Please provide the reason you are applying for training

Details of Primary Industries classes at your school for 2016

Year 11		Year 12	
No. of Classes	No. of Students	No. of Classes	No. of Students
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

List all teachers trained in Primary Industries

Name	+
<input style="width: 95%;" type="text"/>	+

use the drop down box to select subjects.

- Provide a reason for training using the drop down box.

Reason for Training

Please provide the reason you are applying for training

○

- Provide 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.

Declaration

I understand that if offered a position in the 2016 VET Teacher Training Program, I will be obliged to sign an ACCEPTANCE OF VET TEACHER TRAINING, stating that I:

- Have read the relevant VET Teacher Training information concerning the training program for the Primary Industries curriculum framework
- Am aware that unless otherwise advised,
- I will be required to attend all components of the training program, and
- Understand that training may be held at venues which may require travel. In some circumstances, overnight accommodation may be required.

All costs associated with participation in the training program will be met from the funding source outlined above. I am aware that all components of this training program will need to be completed within **SIX MONTHS** of commencing training. Failure to complete training within this timeframe may result in the withdrawal from training, incurring additional costs for my school or diocese, and could jeopardise my accreditation. **RTOs/Schools will only pay the original enrolment fee to the training provider. Teachers who do not meet the training provider's deadlines will be responsible for any re-enrolment fees.**

I certify that the information I have provided on this form is accurate and complete. In applying, I acknowledge that personal information about me will be provided to Catholic Education Commission NSW (CECNSW) for the purpose of gaining my VET accreditation and that in the interest of proper and prudent management of its training program, CECNSW may liaise with and share VET teacher accreditation information about me with other education authorities in both the public and private sectors.

Statement of understanding: I have

- Completed all sections of this application form and have attached copies of supporting evidence including my university academic transcript

I Accept Yes No

Your information will be used in accordance with our [Privacy Notice](#) and [Privacy Manual](#)

Cancel ◀ Back ✔ Submit

- 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

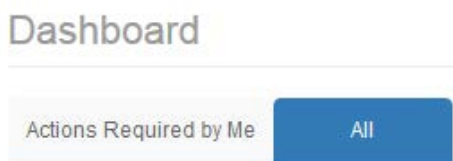
What happens if my application is rejected?

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.

If the application is rejected, it is automatically archived. To view the application:

- 1) Go to VocEd and go to the ALL dashboard




- 2) Click on the 'Show archived' checkbox at top right of the dashboard



- 3) The rejected application will now be visible in the list of applications.

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?

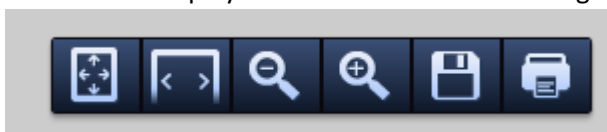
There are times when you will need to print the application form, OR create an electronic copy of the application form. This can be done by clicking on the PDF icon to the right of the training

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

