

**Discovery Conference 2008**

# **Certification and RTO Requirements**



# About IServices Consulting

- Melbourne based consulting company specialising in information management, technology planning and coaching
- Although we are technology independent we have been supporting iMIS clients for over 5 years
- Offering wide range of services
- Business focused

# About Me

- 10 years of IT background including teaching
- Have been working with iMIS over 5 years
- Managed an iMIS database that supported 40,000 members and an online event registration system that banked over \$1,000,000 daily during peak periods
- At IServices, I help clients achieve best performance from iMIS



# Is this product for you?

- Do you run training courses?
- Do your members earn their specialist title?
- Do you need to maintain course outcomes at the individual student level?
- Do you certify your members?

# Certification Module

Designed to record and maintain training programs that assist individuals achieve a recognised Professional Certification and ongoing Continuing Educational program.

By designing the program requirements yourself this module allows you to adapt the system to suit your special needs.



# Key benefits

- Easy access to full class list
- Allows passing/failing a full class of students who enrolled to the same course
- Supports three program types:  
Standard, Maintenance and Rotating

## Key benefits – Cont.

- Captures information about course providers and instructors
- Easy to track progression of students records
- Tracks and records balances owed



# Special features

- User defined fields, tables and activities
- Ability to clone programs and components
- Automatic activity generation

# Special Features – Cont.

- Same course can be used for different programs
- Ability to purge student records and programs
- Standard reports including Student Transcript, Board and Student Notification

# Interaction with other modules

## Events module

- Generates credit from attendance at an event function
- Enables to take online registration of a component

## Orders module

- Automatically generates an order when a student registers to a component

# Missing anything?

- Current release doesn't have web interface
  - Solution = IBO custom code
- Not available in iMIS Web View in 10.15
  - Solution = Desktop View + development of IQA queries and business objects

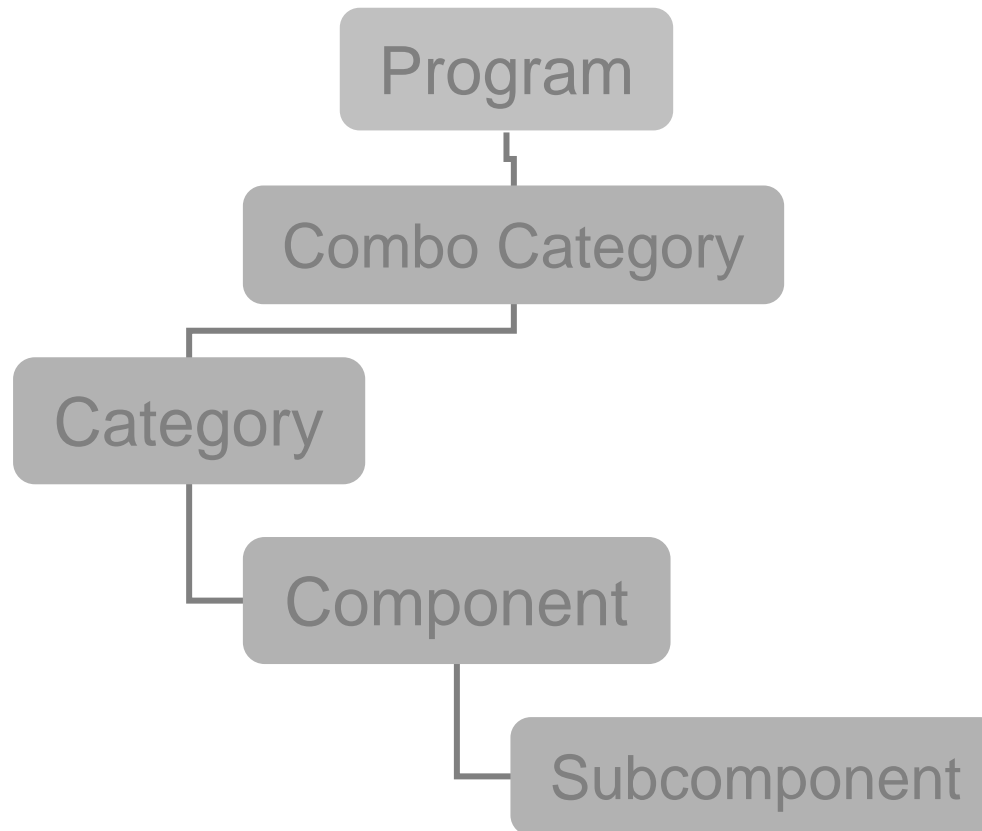
# What are the building blocks?

Program = set of requirements an individual must complete in order to get a specific certification

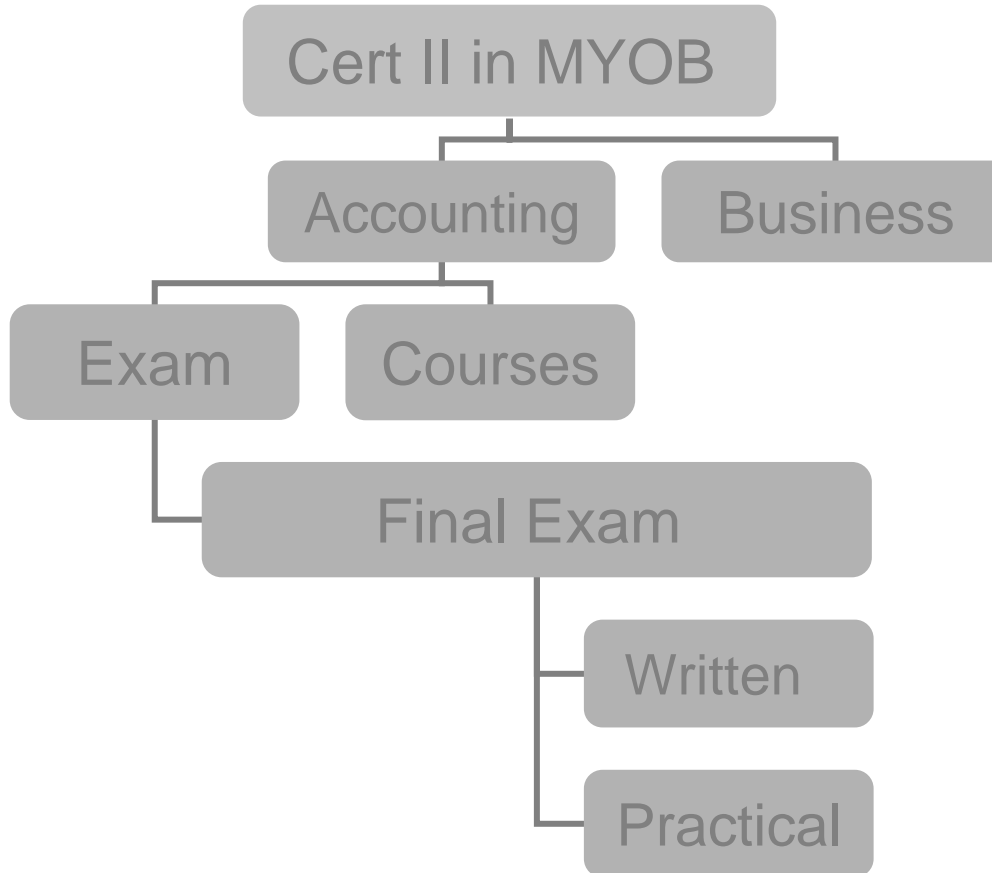
Category = group of components

Component = individual program requirement

# Hierarchy amongst these blocks



# Simple example



# Student record summary - example

## Program Requirements



Initial Requirements for ACC - (10/10/2008 - )

For Ms. Kati Reti (SOUTH MELBOURNE, VIC)

Code	Title	Units	Status	Earned
- APPFEE	Application Fee	1	Completed	1.00
- COURSE	Courses	32		6.00
- ACC101	101 Accounting	2	Completed	2.00
- CHR101	101 Chart of Accounts	2	Completed	2.00
- MYOB	How to use MYOB	28		
- PRL101	101 Payroll	2	Completed	2.00
- EXAM	Exams	2		
- FINEXAM	Final Exam	2		
- PRAC	Practical Exam	1		
- WRITTEN	Written Exam	1		

Register

Refresh

Contract All

Expand All

# Component Roster - example

Component	Description	Enrolled
ACC101	101 Accounting	4

Attended	Name
E 0.00	Alexander Markov,
E 0.00	Bruce Drury, Sr.,
E 0.00	Mr. Newlin C. Joime, IServices Consulting
E 0.00	Ms. Kati Reti, IServices

Buttons:

# Register a student

By program = enroll a student to a program and view/update his/her registration

By component = register a student or list of students to the same component

View component list and roster = allows maintenance of class list (roster) per component



# How to Start

1. Review your business processes



2. Identify the information you need to capture about your program(s)

## How to Start – Cont.

3. Work out your building blocks and their relationship to each other
4. Decide if you need to use other modules with your program
5. Configure the module(s) and setup your program(s)

# What's in the pipe line?

- Not commonly used - often overlooked
- Has been getting more exposure and interest in the last year or two
- Ask ASI about plans

# Is this the right product for you?

- Structured environment
- Managing individual records (students) of training programs
- Enforcing unique conditions and qualifying factors at both component and student level
- Provides evidence and supports various RTO requirements

# Meeting RTO Requirements

## Registered Training Organisation (RTO)

- has obligations to register and remain registered
- deliver nationally recognised training programs
- comply with standards set under the Australian Quality Training Framework (AQTF)

# How



## Certification Module

# Some RTO Standards

- Quality training and assessment across all of its operation
- Ensuring that data is relevant and efficient
- Providing accurate information

# Some RTO Standards – Cont.

- Monitoring learners' progress
- Informing learners
- Continuously improves client services by collecting, analysing and acting on relevant data

# Any questions?

