



ASBA Online User Manual

Training and Tertiary Education
Education and Training Directorate
ACT Government
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Information webpage: http://www.det.act.gov.au/vhe/australian_apprenticeships
Interactive webpage: <http://www.det.act.gov.au/vetadmin>
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Everyone matters

Glossary of Terms

AAC	Australian Apprenticeships Centre
ASBA	Australian School-based Apprenticeship
AVMS	ACT VET Management System
Directorate	Education and Training Directorate
DEEWR	Department of Education Employment and Workplace Relations
STA	State (or Territory) Training Authority
TaTE	Training and Tertiary Education
TYIMS	DEEWR's Australian Apprenticeships Database

Table of Contents

1. Introduction	3
2. User Name and Password	3
3. Log In	3
4. View/Endorse New ASBA Sent Contracts	4
5. Past Contracts (Previously Endorsed/Rejected ASBA contracts)	6
6. Change Password	8
7. Change Contract Details.....	8
8. Log Off	9
9. Troubleshooting and Help.....	9

1. Introduction

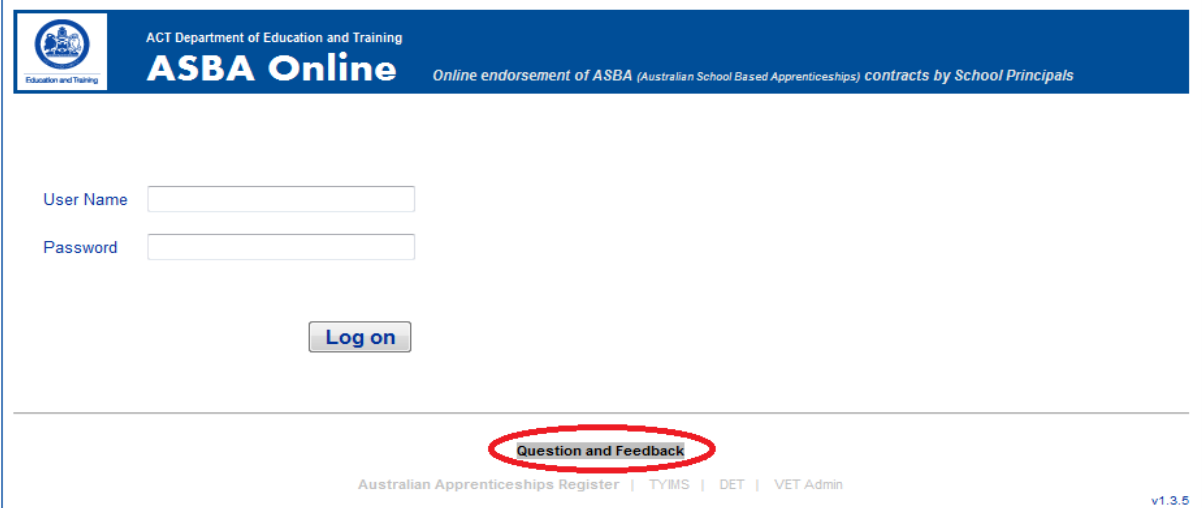
ASBA Online, at <https://www.vetadmin.act.gov.au/ASBA/Logon.aspx>, is a web application that enables online endorsement and management of Australian School-based Apprenticeships for school principals and their delegates.

This facility provides the following functionality:

- Enables ASBA Online users (school principals and their delegates) to process ASBA pending contract(s)
- View historical ASBA contracts
- Maintain ASBA Online user information

2. User Name and Password

To obtain a user name and password, open the ASBA Online on the website (<https://www.vetadmin.act.gov.au/ASBA/Logon.aspx>) then click on the “Question and Feedback” email link at the bottom of this page. In the email, request a user name and password. A username and password will be forwarded to you via return email.



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ASBA Online Online endorsement of ASBA (Australian School Based Apprenticeships) Contracts by School Principals

User Name

Password

Log on

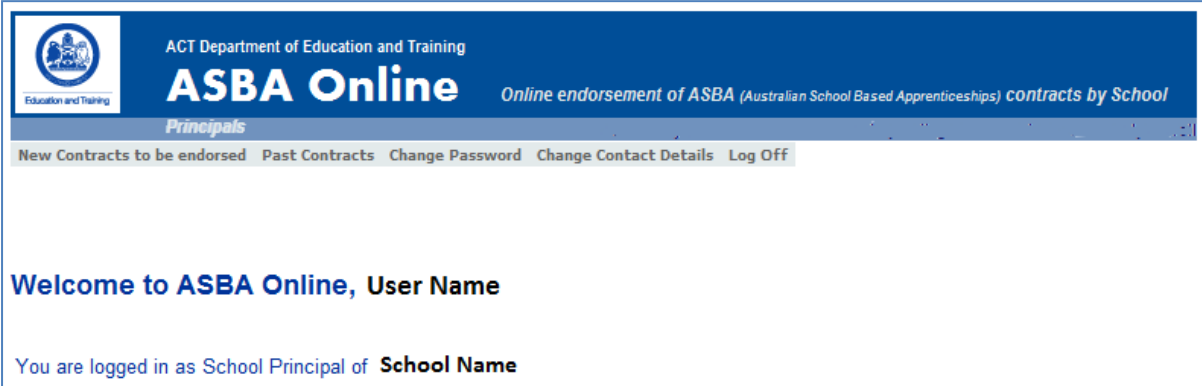
Question and Feedback

Australian Apprenticeships Register | TYIMS | DET | VET Admin

v1.3.5

3. Log In

After you have registered as an approved ASBA Online user, you can login to ASBA Online by entering your assigned user name and password. You will only be able to retrieve details of training contracts associated with your school.



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ASBA Online Online endorsement of ASBA (Australian School Based Apprenticeships) contracts by School Principals

Principals

New Contracts to be endorsed Past Contracts Change Password Change Contact Details Log Off

Welcome to ASBA Online, User Name

You are logged in as School Principal of **School Name**

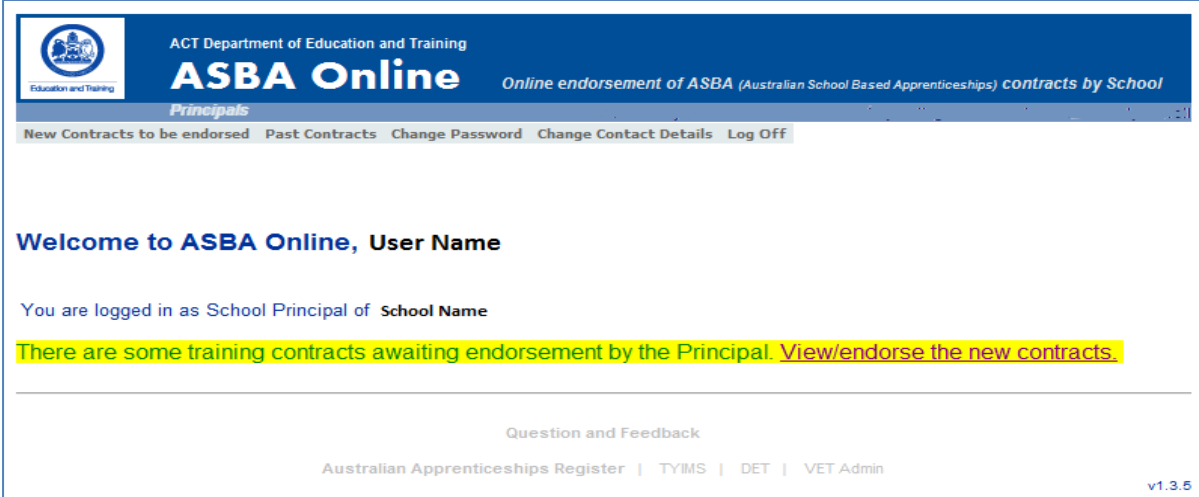
4. View/Endorse New ASBA Sent Contracts

ASBA Online displays a list of ASBA pending approval Training Contracts and allows the School Principals or their delegates to endorse or reject these Training Contracts.

ASBA Online User clicks through the following sequence to endorse/reject ASBA sent contracts:

- a. ASBA Online user is logged on to the system
- b. Web page displays the message: 'There are some training contracts awaiting endorsement by the Principal.'

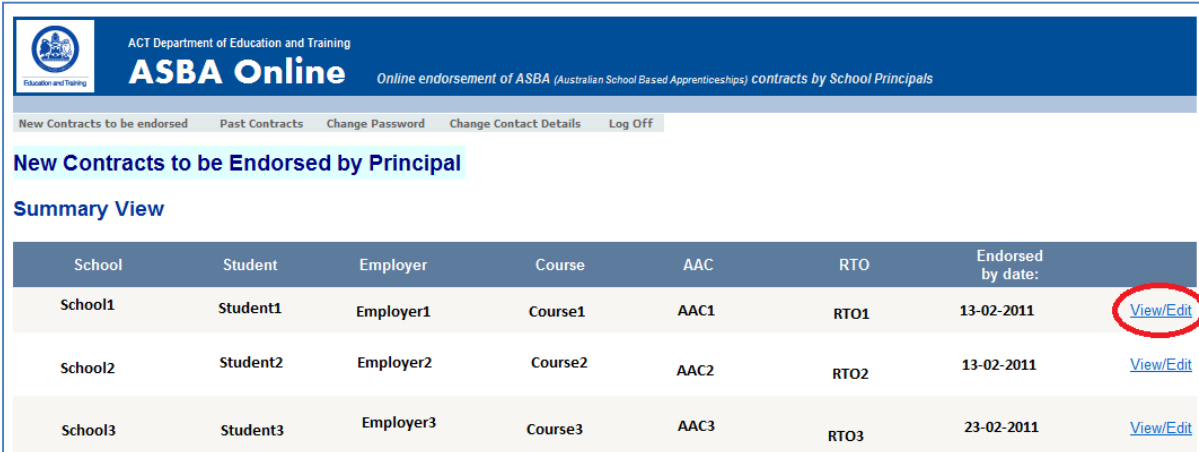
Or Click 'New Contracts to be endorsed' in the main menu



The screenshot shows the ASBA Online interface. At the top, there is a blue header with the ACT Department of Education and Training logo and the text 'ASBA Online Online endorsement of ASBA (Australian School Based Apprenticeships) contracts by School Principals'. Below the header is a navigation menu with links: 'New Contracts to be endorsed', 'Past Contracts', 'Change Password', 'Change Contact Details', and 'Log Off'. The main content area displays a welcome message: 'Welcome to ASBA Online, User Name'. Below this, it says 'You are logged in as School Principal of School Name'. A yellow highlighted box contains the message: 'There are some training contracts awaiting endorsement by the Principal. View/endorse the new contracts.' At the bottom, there is a 'Question and Feedback' link and a footer with 'Australian Apprenticeships Register | TYIMS | DET | VET Admin' and the version number 'v1.3.5'.

*If there are no Training Contracts awaiting Endorsement, a message appears 'There is no Training Contract awaiting endorsement by the Principal.'

- c. User clicks 'View/endorse the new contracts' link, the web page displays a list of ASBA Pending contracts and a 'View/Edit' link.



The screenshot shows the ASBA Online interface displaying a table of 'New Contracts to be Endorsed by Principal'. The table has the following columns: School, Student, Employer, Course, AAC, RTO, and Endorsed by date. The first row is highlighted in yellow and has a 'View/Edit' link circled in red. The second and third rows also have 'View/Edit' links.

School	Student	Employer	Course	AAC	RTO	Endorsed by date:	
School1	Student1	Employer1	Course1	AAC1	RT01	13-02-2011	View/Edit
School2	Student2	Employer2	Course2	AAC2	RT02	13-02-2011	View/Edit
School3	Student3	Employer3	Course3	AAC3	RT03	23-02-2011	View/Edit

- d. User clicks the 'View/Edit' link, and then the web page displays the individual contract view and endorse/reject options.

New Contracts to be endorsed	Past Contracts	Change Password	Change Contact Details	Log Off
Previous ASBA Training Contracts				
Individual Contract View				
TaTE Contract File No.	87654321/1			
AAC	AAC Name			
AAC Contact Name	AAC Contact Name			
AAC Contact Phone	1234 567 890			
App/Trainee Name	Student name			
Employer Name	Employer Name			
Employer Address	Employer Address			
Workplace Contact Person	Contact Person Name			
Employer phone	02 1234 5678			
Employer fax	02 8765 4321			
Study Course	UEE30807 Certificate III in Electrotechnology Electrician			
RTO	RTO Name			
ApprenticeshipType	Apprenticeship			
App/Trainee Indigenous	Not Aboriginal OR Torres Strait Islander			
App/Trainee Disability	No			
App/Trainee School Level	Year 12 or Equivalent			
SchoolID/Name	School Name			
TaTE Received Date	12/05/2009 12:00:00 AM			
Start Date	13/03/2009 12:00:00 AM			
Expected Completion Date	2/07/2013 12:00:00 AM			
Parties signed	Yes			
Weekly Hours	15			
Program status	Approved by STA			

- e. User clicks 'I endorse this contract' or 'I reject this contract' and then clicks 'Submit'.
Please contact the Directorate via 02 6205 8555 prior to rejecting any Training Contract.

Please check the appropriate and enter the reason if rejecting:

I have read and verified the above information pertaining to this contract

I endorse this contract
 I reject this contract

Comments (optional) or Rejection Reason:

Submit

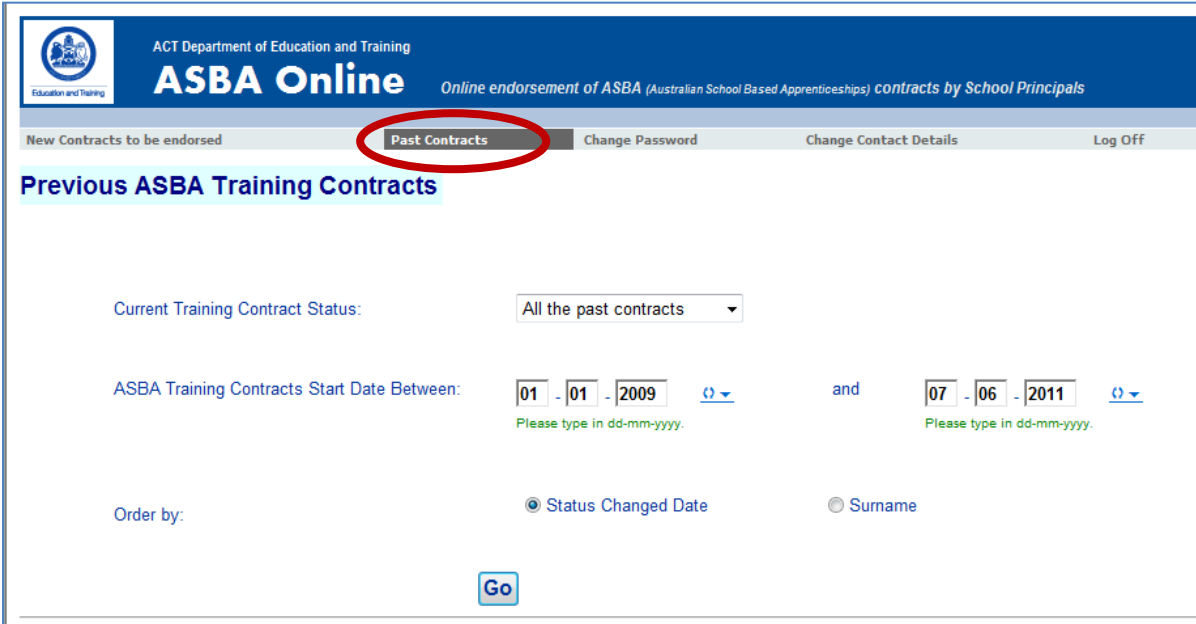
* Rejection Reason: Please enter comments for rejection.

*If the endorsement timeframe has expired, ASBA Online user may not endorse or reject ASBA Training Contract and a system message appears 'The 21-day deadline for your endorsement of this contract has expired!' Please email the Directorate (ASBAs@act.gov.au) for further advice.

5. Past Contracts (Previously Endorsed/Rejected ASBA contracts)

ASBA Online enables users to view previously endorsed ASBA Training Contracts using the following sequence:

- a. Select 'Past Contracts' from menu



The screenshot shows the ASBA Online web application interface. At the top, there is a blue header with the ACT Department of Education and Training logo and the text "ASBA Online Online endorsement of ASBA (Australian School Based Apprenticeships) contracts by School Principals". Below the header is a navigation menu with several items: "New Contracts to be endorsed", "Past Contracts" (which is circled in red), "Change Password", "Change Contact Details", and "Log Off". Below the navigation menu is a section titled "Previous ASBA Training Contracts". This section contains a search form with the following elements: "Current Training Contract Status:" with a dropdown menu set to "All the past contracts"; "ASBA Training Contracts Start Date Between:" with two date pickers (01/01/2009 and 07/06/2011) and a "Go" button; and "Order by:" with two radio buttons: "Status Changed Date" (selected) and "Surname".

- b. When retrieving Training Contracts, user can search previously endorsed/Rejected ASBA contracts by:
 - Current Training Contract Status:
 - All the past contracts (all the Previously Endorsed/Rejected ASBA contracts)
 - Rejected by Principal
 - Principal endorsed ASBA
 - Approved by STA
 - Extended
 - Suspended
 - Cancelled
 - Completed
 - Expired
 - Reactivated
 - ASBA Training Contracts Start Date

The Training Contracts search results can be ordered by Training Contracts' 'Status Changed Date' or student 'Surname'.

c. Report function

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ASBA Online Online endorsement of ASBA (Australian School Based Apprenticeships) contracts by School Principals

New Contracts to be endorsed Past Contracts Change Password Change Contact Details Log Off

Previous ASBA Training Contracts

1 of 1 100% Select a format Export

Principal endorsed ASBA (Contracts start date between 01-Jan-2010 and 14-Jun-2011)

**Please click TaTE Contract File No to view individual training contract details.

TaTE Contract File No.	School	Student	Employer	Course	AAC	RTO	Start Date	Expected Completion Date	Status	Status Changed On
12345678/1	School Name1	Name1	Employer1	Certificate III in Automotive Mechanical Technology	AAC1	RTO1	08/03/2011	07/03/2017	Principal endorsed ASBA	23/03/2011
87654321/1	School Name2	Name2	Employer2	Certificate III in Electrotechnology Electrician	AAC2	RTO2	02/03/2011	01/03/2017	Principal endorsed ASBA	23/03/2011

1/1
 - This report was generated by ASBA Online -

* User can sort or filter the search results by School, Student, AAC, RTO, Employer and Course.

User clicks 'TaTE Contract File No' link in search results, and then web page displays details of individual Training Contract.

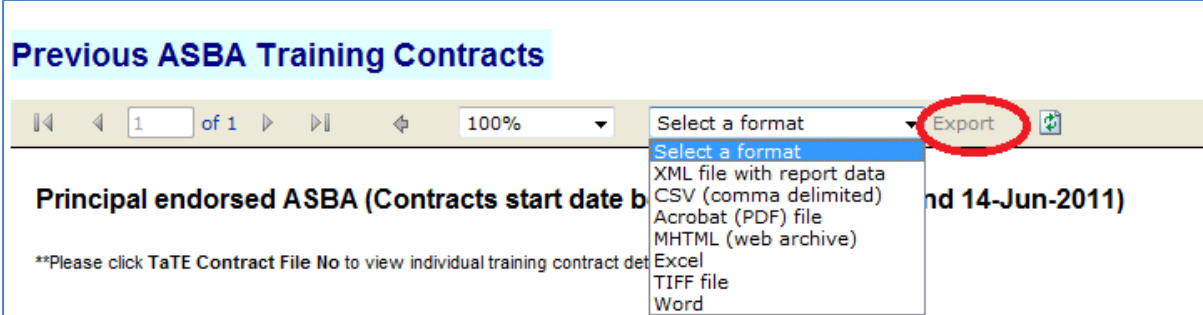
New Contracts to be endorsed Past Contracts Change Password Change Contact Details Log Off

Previous ASBA Training Contracts

Individual Contract View

TaTE Contract File No.	87654321/1
AAC	AAC Name
AAC Contact Name	AAC Contact Name
AAC Contact Phone	1234 567 890
App/Trainee Name	Student name
Employer Name	Employer Name
Employer Address	Employer Address
Workplace Contact Person	Contact Person Name
Employer phone	02 1234 5678
Employer fax	02 8765 4321
Study Course	UEE30807 Certificate III in Electrotechnology Electrician
RTO	RTO Name
ApprenticeshipType	Apprenticeship
App/Trainee Indigenous	Not Aboriginal OR Torres Strait Islander
App/Trainee Disability	No
App/Trainee School Level	Year 12 or Equivalent
SchoolID/Name	School Name
TaTE Received Date	12/05/2009 12:00:00 AM
Start Date	13/03/2009 12:00:00 AM
Expected Completion Date	2/07/2013 12:00:00 AM
Parties signed	Yes
Weekly Hours	15
Program status	Approved by STA

- d. To print the Contract Details, user can export the Training Contracts report to XML, CSV, PDF, MHTML, MS Excel, TIFF or MS Word format as shown below.



Previous ASBA Training Contracts

1 of 1 100%

Select a format **Export**

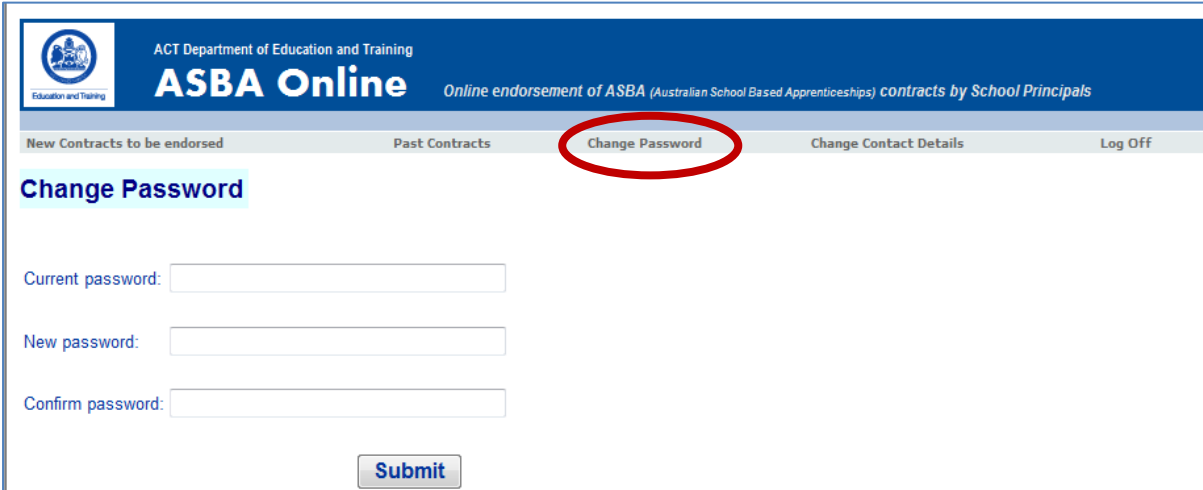
- Select a format
- XML file with report data
- CSV (comma delimited)
- Acrobat (PDF) file
- MHTML (web archive)
- Excel
- TIFF file
- Word

Principal endorsed ASBA (Contracts start date b... and 14-Jun-2011)

**Please click TaTE Contract File No to view individual training contract det

6. Change Password

To change the user password, click 'Change Password' on the main menu.



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New Contracts to be endorsed Past Contracts **Change Password** Change Contact Details Log Off

Change Password

Current password:

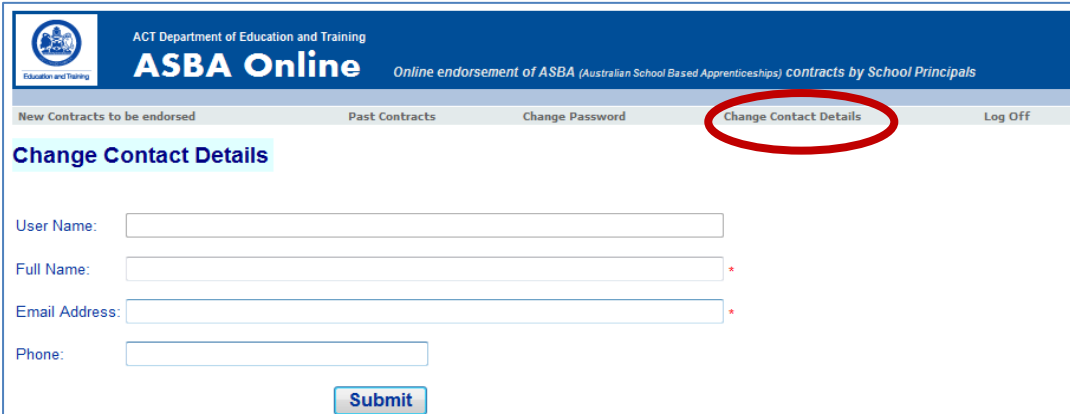
New password:

Confirm password:

Submit

7. Change Contract Details

To change the user contact details, click 'Change Contact Details' on the main menu.



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New Contracts to be endorsed Past Contracts Change Password **Change Contact Details** Log Off

Change Contact Details

User Name:

Full Name: *

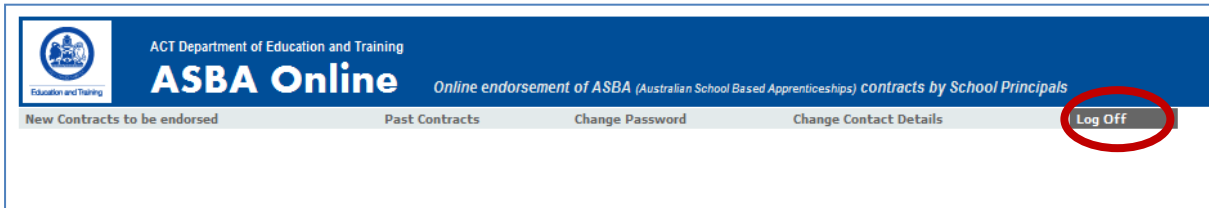
Email Address: *

Phone:

Submit

8. Log Off

To exit the system, click 'Log Off' button on the main menu.



9. Troubleshooting and Help

9.1 Training Contract Not Found

User will only be able to retrieve training contracts that are associated with their school.

9.2 If Information is Incorrect

If any information on this website is incorrect, please help us to correct it by:

- Recording the Student File No and Student Name
- Sending details to ASBAs@act.gov.au.

9.3 How to use Internet Explorer 8 with the AAC Online website?

Internet Explorer 8 includes a Compatibility View feature that displays Websites that were created for older browsers as they were designed to appear. You can enable Compatibility View in Internet Explorer: on the Tools menu, click to select the option 'Compatibility View'.

9.4 Contacts

For training matters related to Australian Apprenticeships in the ACT, all enquiries should be directed to Training and Tertiary Education, Education and Training Directorate
Ph: 02 6205 8555

For issues related to ASBA Online, please email to ASBAs@act.gov.au.