



AAC Online User Manual

Training and Tertiary Education
Education and Training Directorate
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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
Australian Apprentice	Includes both trainees and apprentices
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	Training and Youth Internet Management System

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1. Introduction

AAC Online, at <http://www.det.act.gov.au/vetadmin>, is an interactive website facility for AACs provided by the Education and Training Directorate.

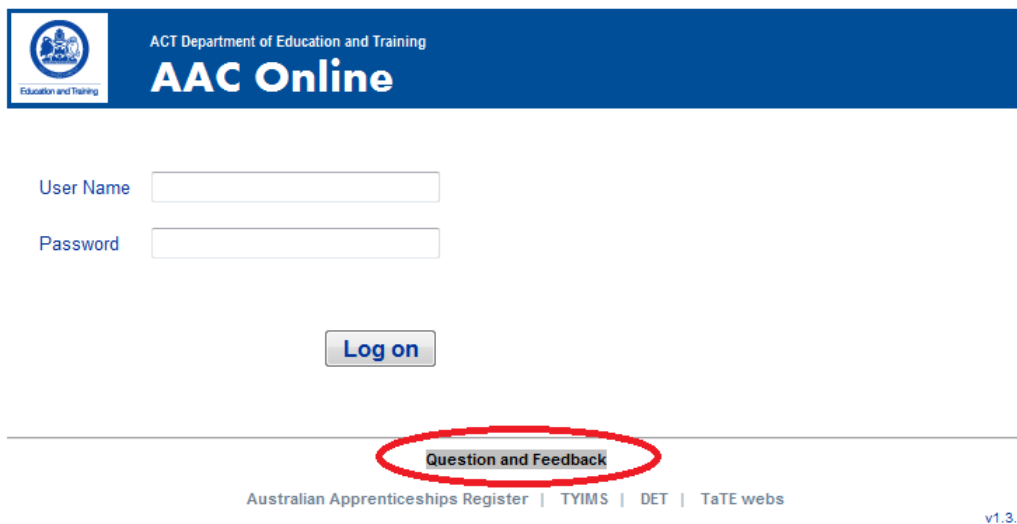
This facility shows the status of all Training Contracts associated with your AAC and draws data directly from the Directorate's ACT VET Management System (AVMS). AACs are required to use this facility to monitor activity and updates by the Directorate on their own Training Contracts.

AAC Online can generate three kinds of reports:

- Individual Training Contract information and status can be searched in "Contract Search" and "Student Contract History", by Australian Apprentice's name or AVMS/TYIMS numbers.
- All Training Contracts associated with your AAC can be searched in "Employer Search" by Employer Trading Name/Legal Name or Employer AVMS/TYIMS numbers.
- Pre-approval and post-approval status and actions on all Training Contracts including ASBAs within a chosen date range.

2. User Name and Password

To obtain a user name and password, open the AAC Online button on the website (<http://www.det.act.gov.au/vetadmin>) 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.



ACT Department of Education and Training
AAC Online

User Name

Password

Log on

Question and Feedback

Australian Apprenticeships Register | TYIMS | DET | TaTE webs

v1.3.1

3. Log In

After your AAC is registered as an approved AAC Online user, you can login to AAC Online by entering your assigned User name and Password. Your AAC will only be able to retrieve details of training arrangements associated with your organisation.



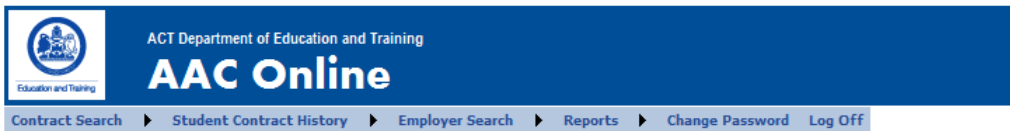
Apprenticeship Centre :

[Log on as above AAC user](#)

[Question and Feedback](#)

[Australian Apprenticeships Register](#) | [TYIMS](#) | [DET](#) | [TaTE webs](#)

v1.3.1



Welcome to AAC Online, **Your AAC Online User Name**

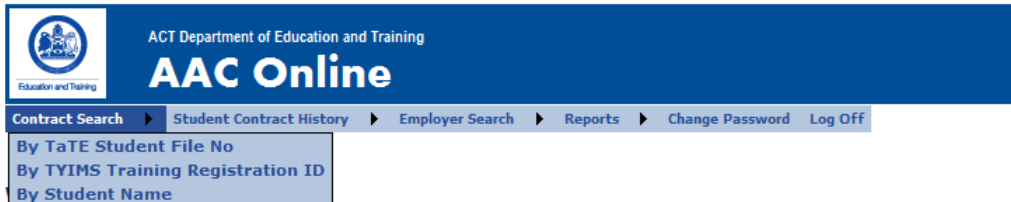
You are logged in as a user of **AAC Name**

4. Contract Search

4.1 Retrieving individual Training Contract

When retrieving individual Training Contracts, your AAC can search:

- By TaTE Student File No
- By TYIMS Training Registration ID
- By Student Name

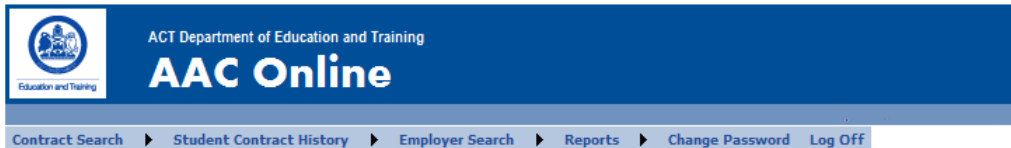


The screenshot shows the AAC Online header with the ACT Department of Education and Training logo. Below the header is a navigation menu with options: Contract Search, Student Contract History, Employer Search, Reports, Change Password, and Log Off. A dropdown menu is open under 'Contract Search', listing search criteria: By TaTE Student File No, By TYIMS Training Registration ID, and By Student Name.

You are logged in as a user of **AAC Name**

4.2 View Training Contract Details

To view Training Contract Details for this TaTE Student File No, click "Show Details" on search result.



The screenshot shows the AAC Online header and navigation menu. Below the menu, the page title is 'Contract History by TaTE Student File No.' There is a search input field containing '123456' and a 'Search' button.

TaTE Student File No. (ex. 1234567, not 1234567/1):

Search

	TaTE File No/Sequence No	App/Trainee Name	Qualification/Course Name	Employer Name	Contract Status	Start Date
Show Details	123456/3	SURNAME, Firstname	Qualification Name	Employer Name	Approved by STA	01-10-2010

Search Again

4.3 Sample of Contract Details

After clicking "Show Details" on search result, the Contract Details will show as below:

Contract Details



TYIMS Training Contract ID:	1234567	TYIMS Client ID:	654321
TYIMS Employer ID:	123456	TYIMS Registration ID:	123456

TaTE File No./Sequence No. 123456/3
Training Status: Approved by STA
Apprenticeship Centre Name: AAC Name
Apprenticeship type: Traineeship
Start Date: 01-Jan-2010
Service Start Date:
Expected Completion Date: 30-Dec-2013
Actual End Date:
Training Length: 36 months
Funding Type: Full Funding (User Choice)
Existing Worker? No

App./Trainee: SURNAME, Firstname (TaTE Student File No.: 123456)

DOB: xx/xx/xxxx
Address: xx/xxx xxx xxxx
Postal Address: xx/xxx xxx xxxx
Phone:
Mobile Phone: xxxx xxx xxx
Comments:

Employer: Employer Name (TaTE File No.: 1234 5678)

Legal Name: Employer Legal Name
ABN: xxxxxxxxxxxx
Postal Address: xxxx xxx xxx
Phone: 1234 5678
Comments:

Qualification/Course: Qualification Name

Code: xxx12345
RTO: xxx xxx xxx
RTO Contact:
NOB 30-Dec-2010

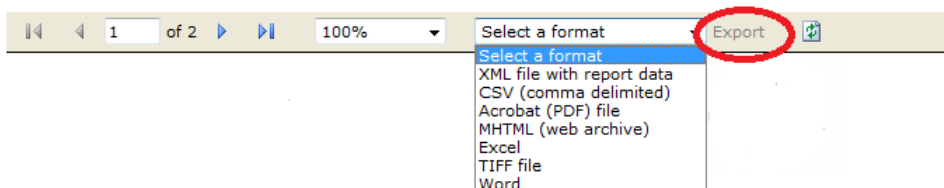
Workplace Details:

Employer: Employer Name
Contact person: xxxx
Phone: 1234 5678
Fax:
Award: Award Name
Training Hours: Training hours
Attendance Type: Part-time
Employment Arrangement type: Federal Award
Prior Employment with this Employer: No

From TaTE's History:

Date	Training Contract Status Type	Description
30/12/2010 10:10 AM	Approved by STA	

To print the Contract Details export the data to XML, CSV, PDF, MHTML, MS Excel, TIFF or MS Word format as shown below.



5. Student Contract History

5.1 Retrieving individual Student Contract History

When retrieving individual Student Contract History, your AAC can search:

- By TaTE Student File No
- By TYIMS Client ID
- By Student Name

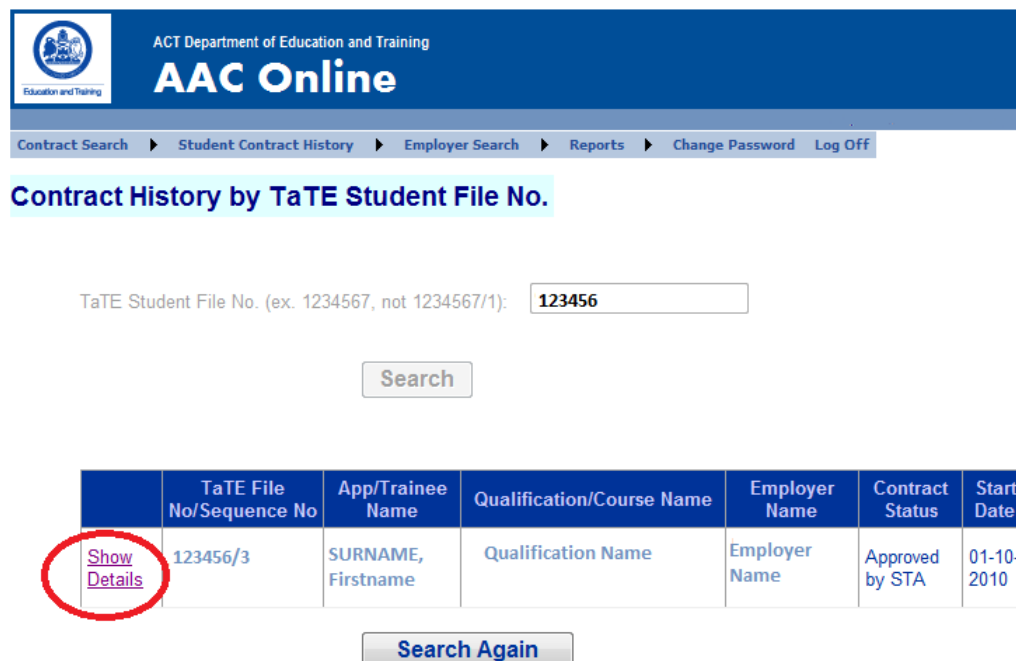


The screenshot shows the AAC Online interface. At the top left is the ACT Department of Education and Training logo. The main header is "AAC Online". Below the header is a navigation menu with the following items: Contract Search, Student Contract History (highlighted), Employer Search, Reports, Change Password, and Log Off. A dropdown menu is open under "Student Contract History", showing three options: "By TaTE Student File No", "By TYIMS Client ID", and "By Student Name". Below the navigation menu, the text "Welcome to" is visible.

You are logged in as a user of **AAC Name**

5.2 View a sequence of training contract history

To view a sequence of training contract history for this TaTE Student File No, click "Show Details" on search result.



The screenshot shows the AAC Online search results page. At the top is the ACT Department of Education and Training logo and the "AAC Online" header. Below the header is a navigation menu with the following items: Contract Search, Student Contract History (highlighted), Employer Search, Reports, Change Password, and Log Off. The main heading is "Contract History by TaTE Student File No.". Below this heading is a search form with the label "TaTE Student File No. (ex. 1234567, not 1234567/1):" and a text input field containing "123456". Below the input field is a "Search" button. Below the search button is a table with the following columns: TaTE File No/Sequence No, App/Trainee Name, Qualification/Course Name, Employer Name, Contract Status, and Start Date. The table contains one row with the following data: TaTE File No/Sequence No: 123456/3, App/Trainee Name: SURNAME, Firstname, Qualification/Course Name: Qualification Name, Employer Name: Employer Name, Contract Status: Approved by STA, Start Date: 01-10-2010. The "Show Details" link in the first column of the table is circled in red. Below the table is a "Search Again" button.

TaTE File No/Sequence No	App/Trainee Name	Qualification/Course Name	Employer Name	Contract Status	Start Date
123456/3	SURNAME, Firstname	Qualification Name	Employer Name	Approved by STA	01-10-2010

5.3 Sample of Training Contract History

After clicking "Show Details" on search result, the Contract History will show as below:

Contract History



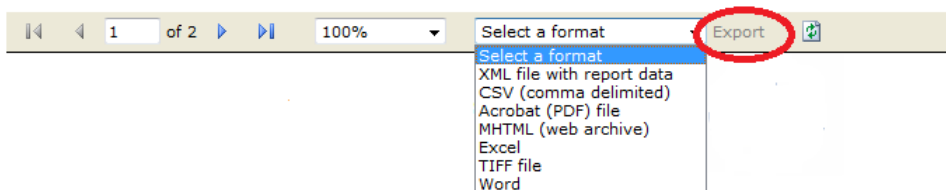
App/Trainee: SURNAME, Firstname
TaTE Student File No.: 12345678
TYIMS Client ID: 1234567
DOB: xx/xx/xxxx
Residential Address: xxxxxxxx
Postal Address: xxxxxxxx
Phone: (H) xxx xxx xxx (M)
Comments: xxxxxxxx

Tate File No./
Sequence No.: **12345678/1**
AAC: **Other**
Employer: **Employer Name**
TYIMS Employer ID:654321 TaTE Employer File No.:12345678
Qualification: **Qualification Name**
Program Status: Cancelled
Start Date: xx/xx/xxxx Service Start Date: xx/xx/xxxx
Expected Completion Date: xx/xx/xxxx Actual End Date: xx/xx/xxxx

Tate File No./
Sequence No.: **12345678/2**
AAC: **Other**
Employer: **Employer Name**
TYIMS Employer ID:123456 TaTE Employer File No.:1234567
Qualification: **Qualification Name**
Program Status: Cancelled
Start Date: xx/xx/xxxx Service Start Date: xx/xx/xxxx
Expected Completion Date: xx/xx/xxxx Actual End Date: xx/xx/xxxx

Tate File No./
Sequence No.: **12345678/3**
AAC: **AAC Name**
Employer: **Employer Name**
TYIMS Employer ID:123456 TaTE Employer File No.:12345678
Qualification: **Qualification Name**
Program Status: Approved by STA
Start Date: xx/xx/xxxx Service Start Date:
Expected Completion Date: xx/xx/xxxx Actual End Date:

To print the Contract History export the data to XML, CSV, PDF, MHTML, MS Excel, TIFF or MS Word format as shown below.



6. Employer Search

6.1 Retrieving all Training Contract

When retrieving all Training Contract associated with your AAC, your AAC can search:

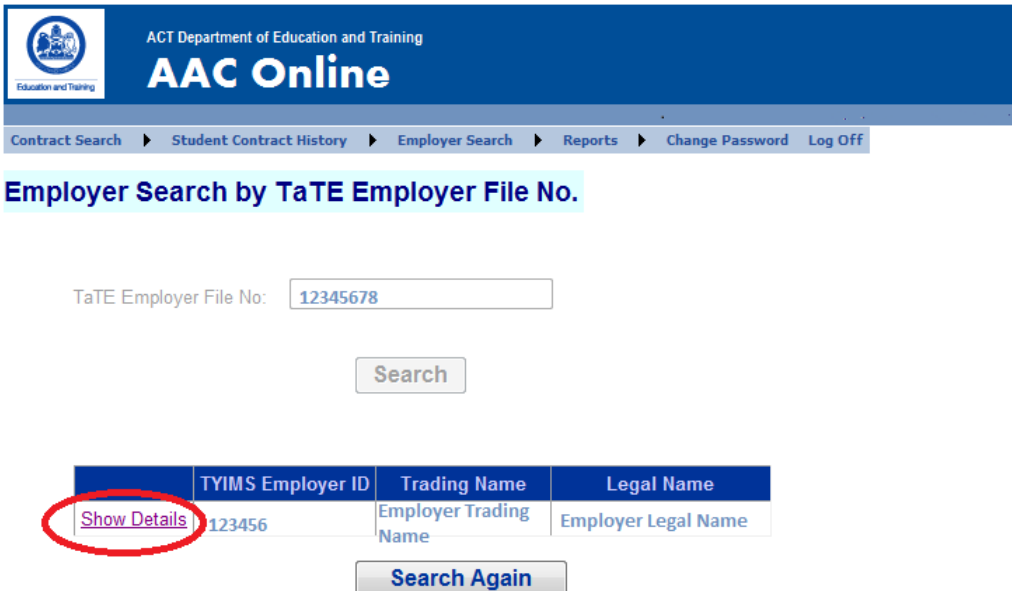
- By TaTE Employer File No
- By TYIMS Employer ID
- By Trading Name
- BY Legal Name



The screenshot shows the AAC Online interface. At the top left is the ACT Department of Education and Training logo. The main header is blue with the text "AAC Online". Below the header is a navigation menu with options: "Contract Search", "Student Contract History", "Employer Search", "Reports", "Change Password", and "Log Off". A dropdown menu is open under "Employer Search", listing search criteria: "By TaTE Employer File No", "By TYIMS Employer ID", "By Trading Name", and "By Legal Name". Below the navigation is a welcome message: "Welcome to AAC Online," followed by a login status: "You are logged in as a user of AAC Name".

6.2 View all training contracts for this TaTE Employer

To view all training contracts for this TaTE Employer File No, click "Show Details" on search result.



The screenshot shows the AAC Online search results page. The header is the same as in the previous screenshot. Below the header, the page title is "Employer Search by TaTE Employer File No.". There is a search form with the label "TaTE Employer File No:" and a text input field containing "12345678". A "Search" button is below the input field. Below the search form is a table with the following data:

	TYIMS Employer ID	Trading Name	Legal Name
Show Details	123456	Employer Trading Name	Employer Legal Name

Below the table is a "Search Again" button. The "Show Details" link in the table is circled in red.

6.3 Sample of Employer Details

Employer Details



Trading Name: **Employer Trading Name**
 Legal Name: **Employer Legal Name**
 TaTE Employer File No.: **12345678**
 TYIMS Employer ID: **123456**
 ABN: **12345678901**

Postall Address: **xxxxxxxxxx**
 Contact:
 Phone: **xx xxxx xxxx**

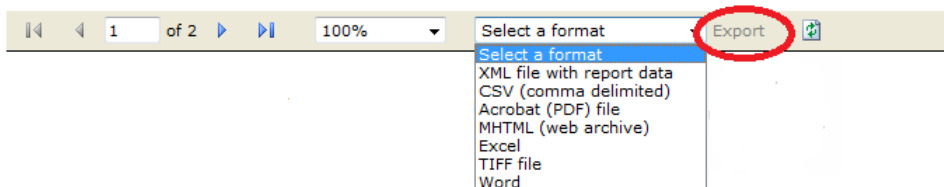
Fax: **xx xxxx xxxx**
 Email xx.xx@xxx.xxx

Comments:

Current Active Contracts

TYIMS Contract ID	TaTE File No./ Sequence No.	App Trainee Name	Qualification Course Name	Contract Status
1111111	21111111/1	App Trainee Name1	Qualification Course Name 1	Approved by STA
1111112	21111112/2	App Trainee Name2	Qualification Course Name 2	Approved by STA
1111113	21111113/2	App Trainee Name3	Qualification Course Name 3	Approved by STA
1111114	21111114/1	App Trainee Name4	Qualification Course Name 4	Approved by STA
1111115	21111115/1	App Trainee Name5	Qualification Course Name 5	Approved by STA
1111116	21111116/2	App Trainee Name6	Qualification Course Name 6	Approved by STA
1111117	21111117/1	App Trainee Name7	Qualification Course Name 7	Approved by STA
1111118	21111118/1	App Trainee Name8	Qualification Course Name 8	Approved by STA
1111119	21111119/1	App Trainee Name9	Qualification Course Name 9	Approved by STA
1111120	21111120/1	App Trainee Name10	Qualification Course Name 10	Approved by STA
1111121	21111121/1	App Trainee Name11	Qualification Course Name 11	Approved by STA

To print Employer Details export the data to XML, CSV, PDF, MHTML, MS Excel, TIFF or MS Word format as shown below.



7. Reports

7.1 Types of reports

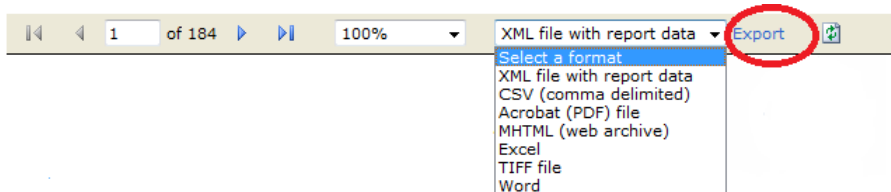
AACs can use the “Reports” button on the screen to produce activity reports, which can be produced daily, weekly or monthly as each AAC determines appropriate for their needs.



Welcome to AAC Online

You are logged in as a user of **AAC Name**

To print reports export the data to XML, CSV, PDF, MHTML, MS Excel, TIFF or MS Word format as shown below.



7.2 New Contracts from TYIMS

The screenshot displays the "Reports for New Contracts from TYIMS (Including ASBA new)" page. At the top is the AAC Online header. Below it is a navigation menu with "Reports" selected. The main content area includes:

- "Trading Contract Status:" with a dropdown menu showing "Pending Approval (New)" selected. The dropdown list includes: "Pending Approval (New)", "Resubmitted to TYIMS", "Rejected by STA", "Modified record submitted to STA", "Waiting for processing in ASBA Online", "Rejected by Principal", "Principal endorsed ASBA", and "All of above".
- "Between:" with a date range selector showing "18 - 12 - 2010". A note below says "Please type in dd-mm-yyyy".
- "Order by:" with radio buttons for "Date" (selected) and "Surname".
- A "Generate Report" button.

7.3 Activated Contracts

ACT Department of Education and Training
AAC Online

Contract Search ▶ Student Contract History ▶ Employer Search ▶ Reports ▶ Change Password Log Off

Reports for Activated Contracts

Trading Contract Status: Approved by STA ▼

Between: (Default date range is for last week between Sunday and Saturday.) ↻ ▼ and 18 - 12 - 2010 ↻ ▼
Please type in dd-mm-yyyy.

Order by: Date Surname

Generate Report

8. Training Contract Status

8.1 Pre-approval Status

- **Pending Approval (New)** – The Training Contract has been entered into TYIMS and is awaiting approval by the Directorate.
- **Resubmitted to TYIMS** – The Training Contract has been resubmitted to the AAC for amendment.
- **Rejected by STA** – The Training Contract has been rejected by the Directorate as the Australian Apprentice does not meet the eligibility criteria as outlined in section 4 of the AAC Requirements.
- **Modified record submitted to STA** – AAC has made amendments as required and resubmitted the Training Contract for approval.
- **Waiting for processing in ASBA Online** – The Australian School-based Apprenticeship Training Contract is awaiting school Principal endorsement.
- **Rejected by Principal** – The Australian School-based Apprenticeship Training Contract has been rejected by the Principal.
- **Principal endorsed ASBA** – The Australian School-based Apprenticeship Training Contract has been endorsed by the Principal and is awaiting approval by the Directorate.

8.2 Post-approval Status

- **Approved by STA** – The Training Contract has been approved by the Directorate.
- **Extended** - The Training Contract has been extended and the Directorate has received and approved the *Application to Extend Training Contract form F1*.
- **Suspended** – The Training Contract has been suspended and the Directorate has received and approved the *Application to Suspend Training Contract form F2*.
- **Cancelled** – The Training Contract has been cancelled and the Directorate has received and approved the *Application to Cancel Training Contract form F3*.
- **Completed** – The Training Contract has been successfully completed.
- **Expired** - The Training Contract has reached nominal term and neither cancellation or completion notification has been received or approved by the Directorate.
- **Reactivated** – The Training Contract has been completed/cancelled/expired however the Directorate has reactivated the Training Contract to make amendments.

9. Troubleshooting and Help

9.1 Training Contract Not Found

Your AAC will only be able to retrieve training contracts that are associated with your AAC.

9.2 If Information is Incorrect

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

- a. Recording the TaTE Student File No, TYIMS Client ID and Student Name
- b. Sending details to Australian Apprenticeships mailbox apprenticeships@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 AAC Online, please email the Australian Apprenticeships mailbox – apprenticeships@act.gov.au.