

Recording student achievement data on the Client Qualifications Register

Recording Units of Competency (UoCs) only

This applies to students who have only completed Units of Competency (UoCs) but who have not been issued with a Statement of Attainment or Qualification.

The Client Qualifications Register (CQR) will accept records that contain only UoCs as shown in **Example 1**. The CQR system will accept records with the Qualification field left blank but there must be *at least one UoC entered (with the exception of Accredited Courses. See page 5)*.

Example 1 – only completed UoCs are recorded

The screenshot shows the 'CQR - Batch Detail' page for 'Test 21' with 'RTO' status. A message indicates the system will be unavailable from 5pm until 7pm WST. Below is a table with one record:

TRS ID	Provider Id	Given Names	Surname	DOB	Gender	Qualification	Issued Type	Issued Date	Parchment No	Language	UoCs
1001		Denise	Radcliffe	1/01/1990	Female		...			English	BSB211A BSBADM101A BSBADM307A

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The CQR will also accept records that contain the UoCs and the Qualification that they are linked to as shown in **Example 2**. In this instance, the student has completed several UoCs related to the Qualification but has not been issued with a Statement of Attainment or a Qualification.

Example 2 – the Qualification code and the UoCs are recorded

The screenshot shows the 'CQR - Batch Detail' page for 'Test 21' with 'RTO' status. A message indicates the system will be unavailable from 5pm until 7pm WST. Below is a table with one record:

TRS ID	Provider Id	Given Names	Surname	DOB	Gender	Qualification	Issued Type	Issued Date	Parchment No	Language	UoCs
2001		Gary	Madison	1/01/1990	Male	TAA40104				English	TAAASS401A TAAASS402A TAAASS403A TAAASS01A

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The qualification code and the UoCs related to the Qualification have been entered.

If the student in **Example 2** completes more UoCs at a later stage (but has not been issued with a Statement of Attainment or Qualification), the new UoCs completed can be added on to the existing record and it can be updated to reflect the new UoCs completed (see **Example 3**).

In this instance, it is *not* necessary to enter UoCs previously completed. Simply enter/upload the new UoCs to update the record. However, ensure that the student's personal details and the qualification code are the same or a duplicate record will be created.

Example 3 – a new UoC has been added to this student's record

The screenshot shows the 'CQR - Batch Detail' page for 'RTO Demo10'. The system is currently unavailable from 5pm to 7pm WST. The student's given name is 'gary' and the qualification NTIS ID is 'TAA40104'. A red box highlights the text 'New UoC added to record' next to the 'Unit of Competence NTI' field. Below the search form is a table of records.

TRS ID	Provider Id	Given Names	Surname	DOB	Gender	Qualification	Issued Type	Issued Date	Parchment No	Language	UoCs
2001		Gary	Madison	1/01/1990	Male	TAA40104	...			English	TAACMQ502A TAAASS401A TAAASS402A TAAASS403A TAAASS501A

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Note: When a Statement of Attainment or a Qualification is issued, **ALL** the UoCs together with the issued details like *Issued Type*, *Issued Date* and *Parchment Number*, need to be entered or uploaded. It is also important to note the student's personal details (*Provider Student Id*, *Given Names*, *Surname*, *DOB* and *Gender*) must remain the same to avoid duplicate records from being created.



Statement of Attainment records

This applies to students who have completed several Units of Competency (UoCs) and have been issued with a Statement of Attainment.

Example 4 shows a record of a student who has completed several UoCs and has been issued with a Statement of Attainment. When 'SO Attainment' under *Issued Type* has been selected, the *Issued Date* and *Parchment Number* fields are required. The *Qualification* field can either contain the qualification code that the UoCs are linked to or it can be left blank (as shown in **Example 5**).

Example 4 – Statement of Attainment issued for several UoCs completed (with the Qualification code entered)

TRS ID	Provider Id	Given Names	Surname	DOB	Gender	Qualification	Issued Type	Issued Date	Parchment No	Language	UoCs
4001	Dave	Brown	1/01/1990	Male	ICT20208	SO Attainment	1/06/2005	20022	English	ICTCC111A ICTCC112A ICTCC130A ICTCC231A	

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Example 5 – Statement of Attainment issued for several UoCs completed (without the Qualification code entered)

TRS ID	Provider Id	Given Names	Surname	DOB	Gender	Qualification	Issued Type	Issued Date	Parchment No	Language	UoCs
3001	Hayley	Smith	1/01/1990	Female		SO Attainment	1/06/2005	10022	English	ICTCC101A ICTCC112A ICTCC121A ICTCC130A	

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Note: Remember to enter or upload ALL the UoCs that make up the Statement of Attainment, together with the issued details like *Issued Type*, *Issued Date* and *Parchment Number*. Check that the student's personal details (*Provider Student Id*, *Given Names*, *Surname*, *DOB* and *Gender*) are the same to avoid duplication of records.



Qualification records

Qualification records will reflect all the Units of Competency (UoCs) related to a Qualification that the student has completed and contain the details of the parchment or certificate that has been issued.

Example 6 shows an example of a student who completed several UoCs and was issued with a Statement of Attainment for the completed UoCs, and was later issued with a certificate after completing the remaining UoCs related to the Qualification. Two rows of records will be created for the student as the Statement of Attainment will have a different *Issued Date* and *Parchment Number* to the Qualification issued.

Note: When a Qualification is achieved and a certificate is issued to a student, ALL the UoCs that the student has achieved must be submitted (either by manual data entry or via file upload) to the CQR.

Example 6 – Two records have been created for this student as a Statement of Attainment and a certificate for the Qualification have been issued to the student.

My Details
Registration
Products
TRS
Contact Us

CQR - Batch Detail

Test 21

RTO ✔

This system will be unavailable from 5pm until 7pm WST.

Student Given Name(s):

Student Surname Name:

Qualification NTIS ID:

Unit of Competence NTIS ID:

Search
Clear

TRS ID	Provider Id	Given Names	Surname	DOB	Gender	Qualification	Issued Type	Issued Date	Parchment No	Language	UoCs
4001	Dave	Brown	1/01/1990	Male	ICT20208	Qualification	30/11/2006	400101	English	ICTCC111A ICTCC112A ICTCC130A ICTCC231A ICTCC241A ICTCC252A ICTCC261A ICTCC270A	
4001	Dave	Brown	1/01/1990	Male	ICT20208	Statement of Attainment	1/06/2005	20022	English	ICTCC111A ICTCC112A ICTCC130A ICTCC231A	

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Example 7A shows a record of a student who completed several UoCs, but who has neither been issued with a Statement of Attainment for the completed UoCs nor achieved a Qualification.

TRS ID	Provider Id	Given Names	Surname	DOB	Gender	Qualification	Issued Type	Issued Date	Parchment No	Language	UoCs
2001		Gary	Madison	1/01/1990	Male	TAA40104	...			English	TAAASS401A TAAASS402A TAAASS403A TAAASS501A



Example 7B shows an updated record of the student after the remaining UoCs for the Qualification have been completed and a certificate for the Qualification has been issued.

Note: ALL completed UoCs that make up the Qualification, together with the issued details like the Issued Type, Issued Date and Parchment Number need to be entered or uploaded. Check that the student's personal details (Provider Student Id, Given Names, Surname, DOB and Gender) are the same to avoid duplication of records.

TRS ID	Provider Id	Given Names	Surname	DOB	Gender	Qualification	Issued Type	Issued Date	Parchment No	Language	UoCs
2001		Gary	Madison	1/01/1990	Male	TAA40104	Qualification	1/12/2005	200111	English	TAACMQ505A TAADEL301A TAAASS401A TAAASS402A TAAASS403A TAAASS501A TAACMQ502A TAACMQ503A

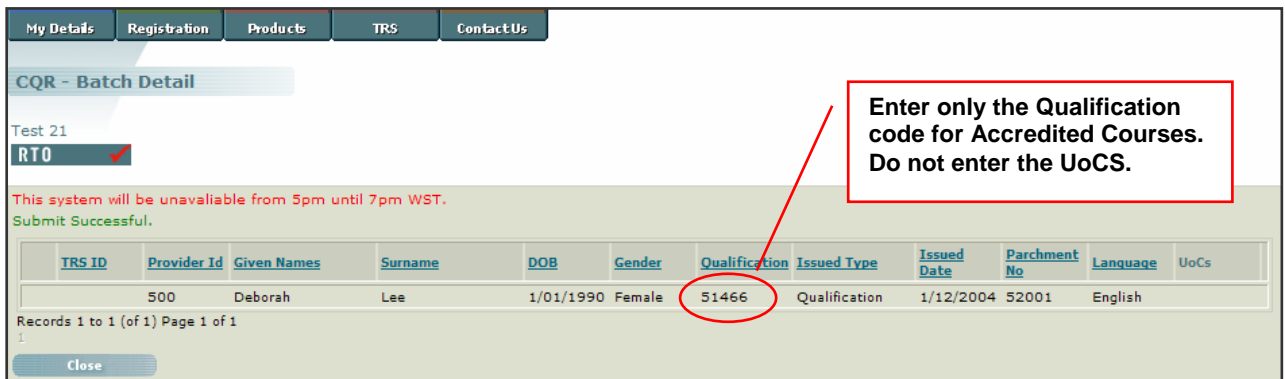


Records for Accredited Courses

With the exception of Accredited Courses, all other records need to contain at least one UoC in order for the record to be successfully submitted to the CQR system.

Entries for Accredited Courses are not allowed to contain UoC codes.

Example 7 shows an example of a student who has completed an Accredited Course.



The screenshot displays the 'CQR - Batch Detail' page. At the top, there are navigation tabs: 'My Details', 'Registration', 'Products', 'TRS', and 'Contact Us'. Below the tabs, the page title is 'CQR - Batch Detail'. There is a 'Test 21' section with a 'RTO' status and a checkmark. A message states: 'This system will be unavailable from 5pm until 7pm WST. Submit Successful.' Below this is a table with the following data:

TRS ID	Provider Id	Given Names	Surname	DOB	Gender	Qualification	Issued Type	Issued Date	Parchment No	Language	UoCs
500		Deborah	Lee	1/01/1990	Female	51466	Qualification	1/12/2004	52001	English	

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Close

Enter only the Qualification code for Accredited Courses. Do not enter the UoCS.

