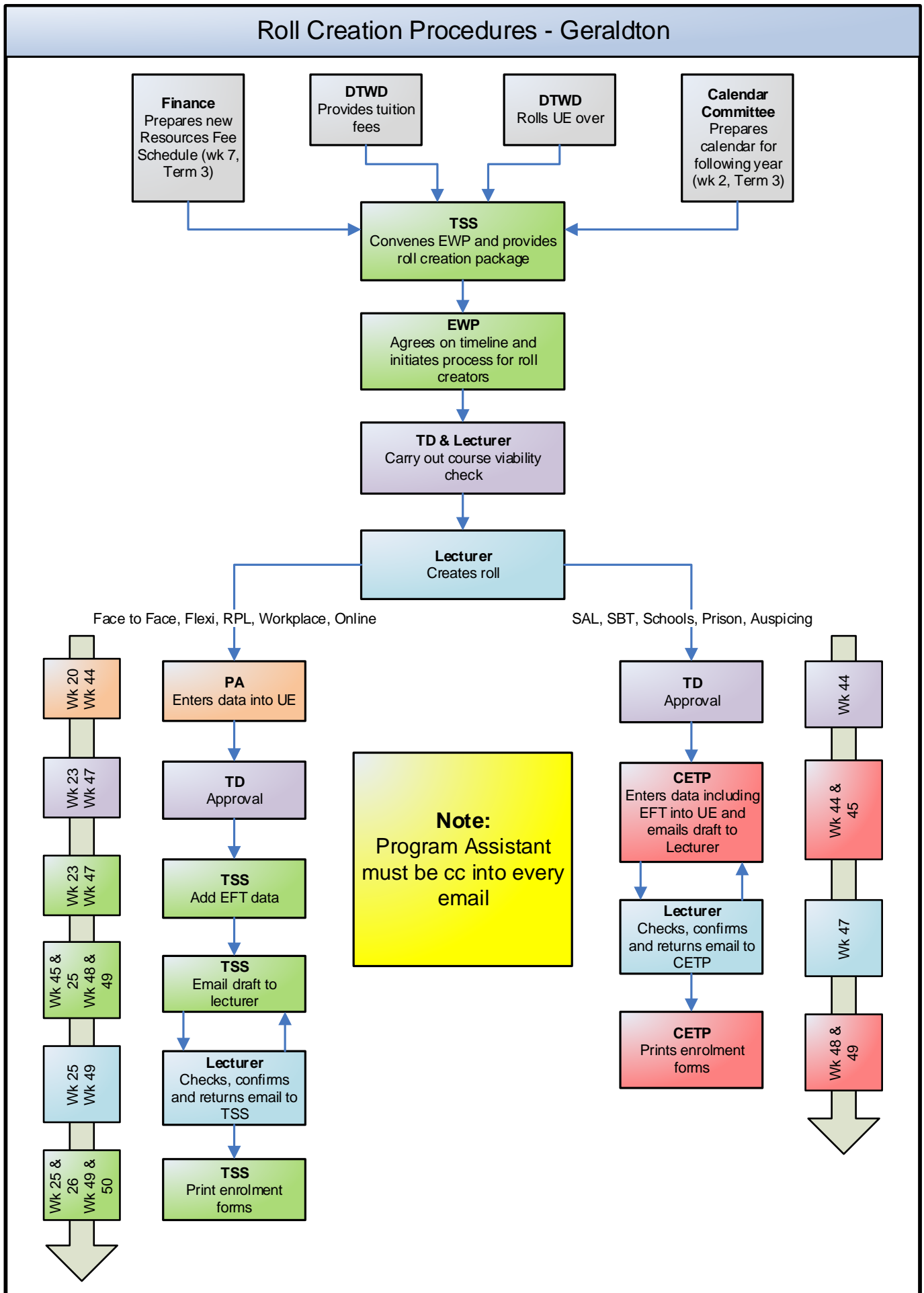




Flowchart for Roll Creation Procedures - Geraldton (SA014C1)



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Instructions for Face to Face, RPL, Workplace Assessment, Online, Flexi, Open Learning, Fee for Service

Step 1 – Training Director and Lecturer Agreement

- Check the total hours of the course, viability of course, cost centre and status of resources required for delivery and assessment
- Confirm qualification is on Durack scope

Step 2 – Lecturer

- Download current packaging rules from TGA
- Download and check TE77 against TGA for currency and accuracy.
- Save a copy and electronically highlight units selected for roll creation on TE77 – where a unit is not on the TE77 type this in and highlight
- Access roll creation template (SA014T1) from Lecturers Guide and enter all details
- Email roll creation package, including completed roll creation, TE77 and packaging rules, 'O' code supporting documentation & Bookshop Order Form (TA003F2) to Program Assistant

Step 3 - Program Assistant

- Confirm TD has approved course
- Check roll creation against packaging rules (seek assistance from PC or PL if needed)
- Check TE77
- Create roll in UE (enter data)
- Email updated roll creation package to Training Director

Step 4 – Training Director

- Check the total hours of the course match the profile (DPA) National ID, State ID codes and course is approved on scope.
- Complete the approval section of the Roll Creation Template (SA014T1)
- Email approved package to rollcreations@durack.edu.au
- Approve Bookshop Order Form (SA014F1)
- Email Bookshop Order Form to bookshop@durack.edu.au

Step 5 – TSS

- Add EFT data to roll creation in UE
- Sample audit selected rolls
- Email draft enrolment form to Lecturer

Step 6 – Lecturer

- Check draft enrolment form received from TSS
- Provide feedback if required
- Email confirmed draft to TSS

Step 7 – TSS

- Print enrolment forms

Acronym Key

- **TD:** Training Director
- **PA:** Program Assistant
- **CETP:** Coordinator Education & Training
- **TSS:** Training Support Services
- **TE77:** Qualification outline from VETinfoNet
- **TGA:** training.gov.au
- **DTWD:** Department of Training and Workforce Development
- **PL:** Principal Lecturer
- **PC:** Portfolio Coordinator
- **UE:** Unified Enrolments
- **EWP:** Enrolment Working Party

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