VETtrak **Academy**Plus

Organising Enrolments
with Enrolment Linking

Welcome to VETtrak Academy**Plus!**

This session is specially designed for your learning experience, based on your feedback.

We will be covering the subject of **Enrolment Linking** to demonstrate how you can utilise unique options to manage long offerings within your **Enrolment Information.**

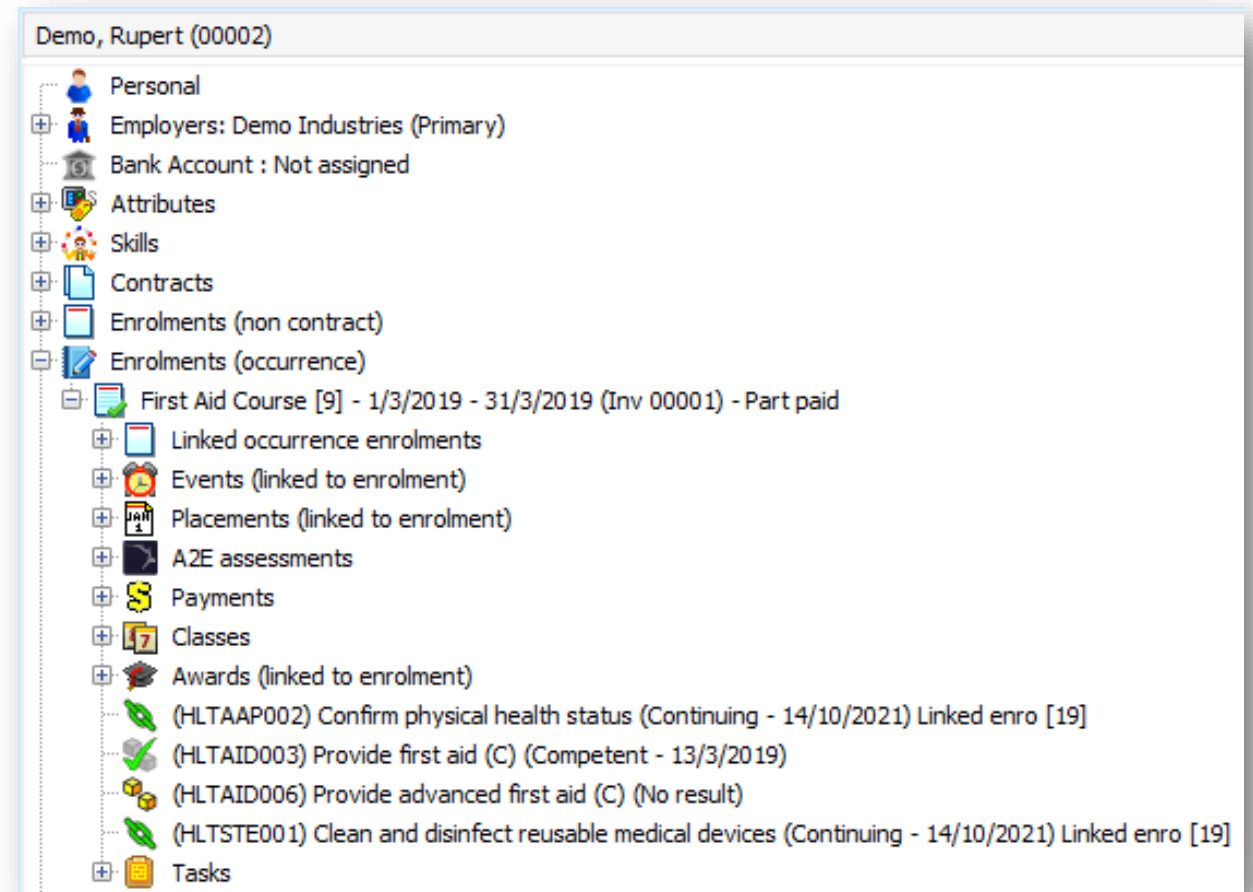**Let's collaborate and learn together.**

This session will cover:

1. What is Enrolment Linking

2. Setting up Enrolment Linking Options

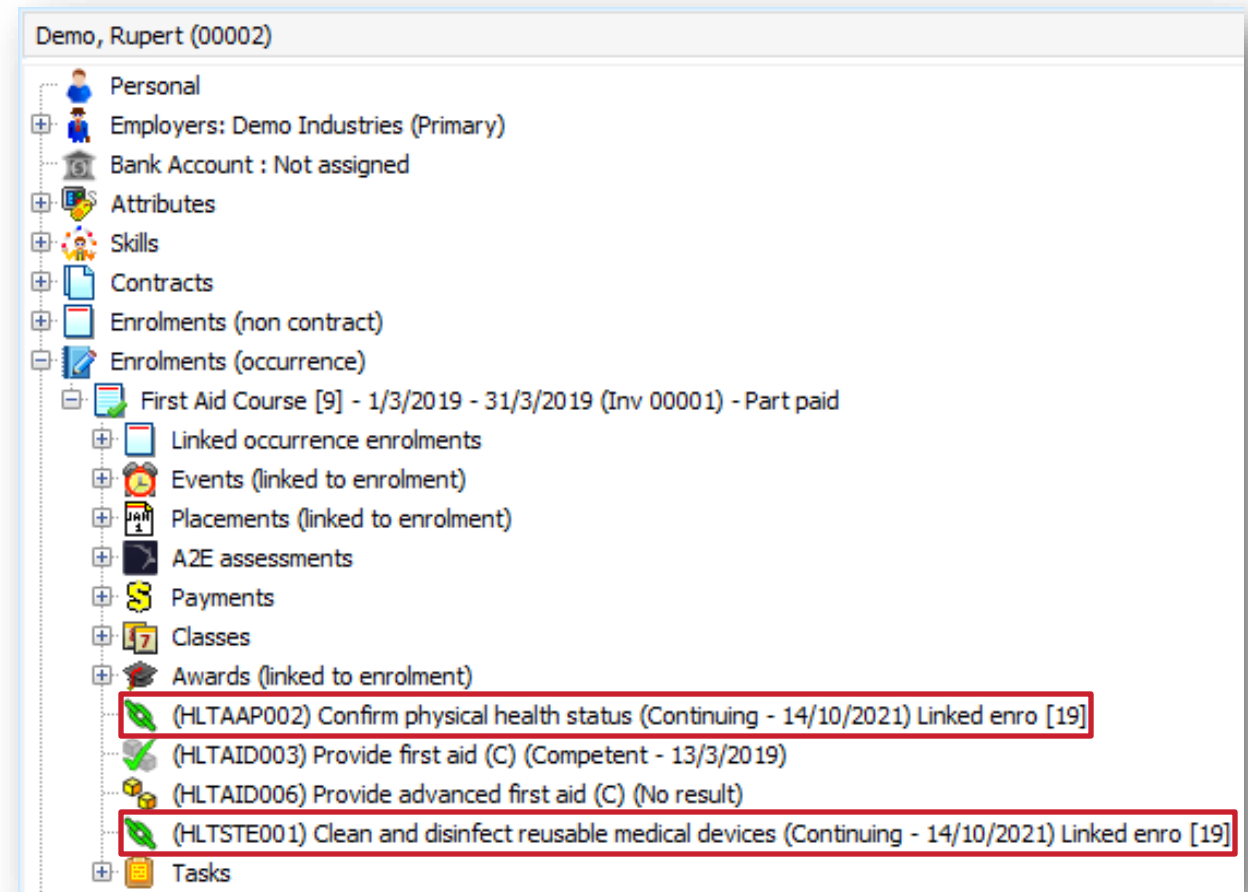3. When is best to use Enrolment Linking

4. Admin Benefits

What *IS* Enrolment Linking?

Within **VET**trak you can associate particular enrolments with each other, to provide an admin-level relationship between the enrolments.
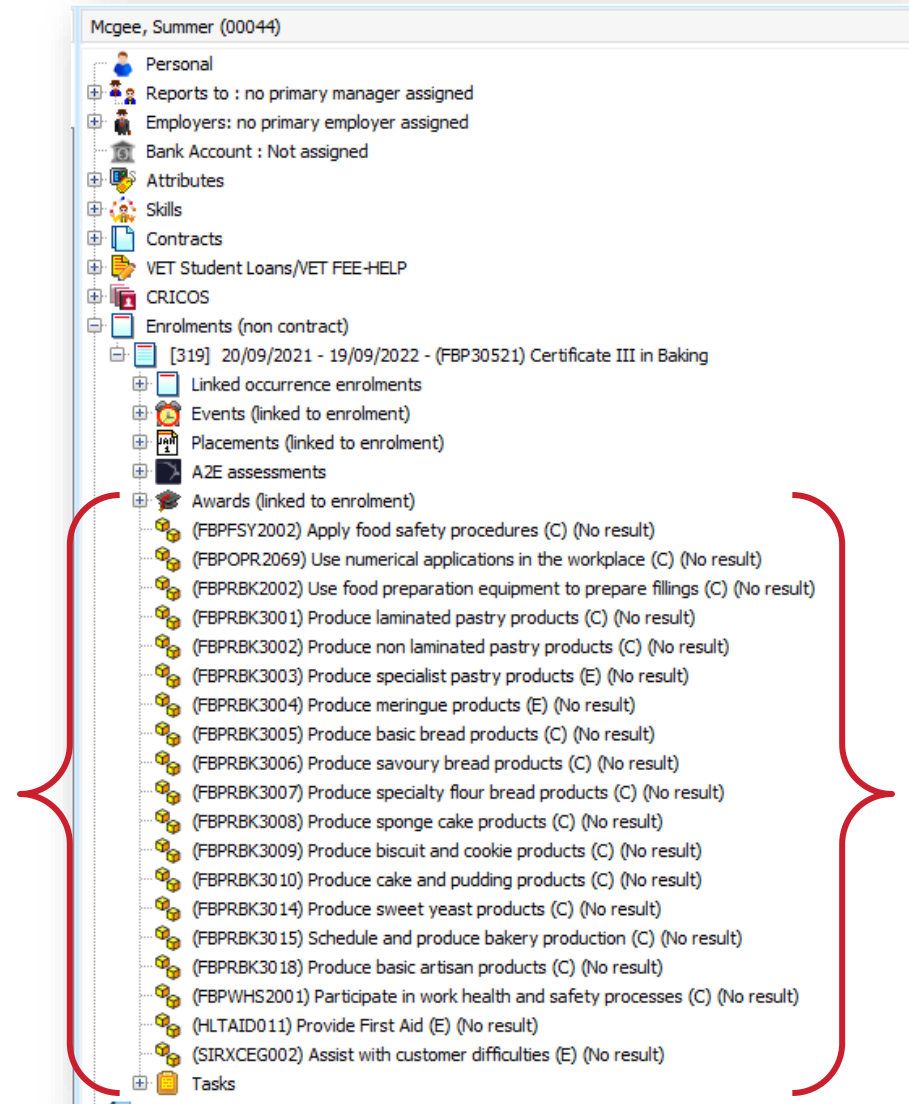
This allows a cosmetic relationship to be established and provides the ability to both review linked information within VETtrak's user interface and section learning items into their own entity.

The primary benefit of this functionality is its use as a method of breaking down a larger enrolment offering into a smaller set of enrolments that all contribute towards a whole learning package.
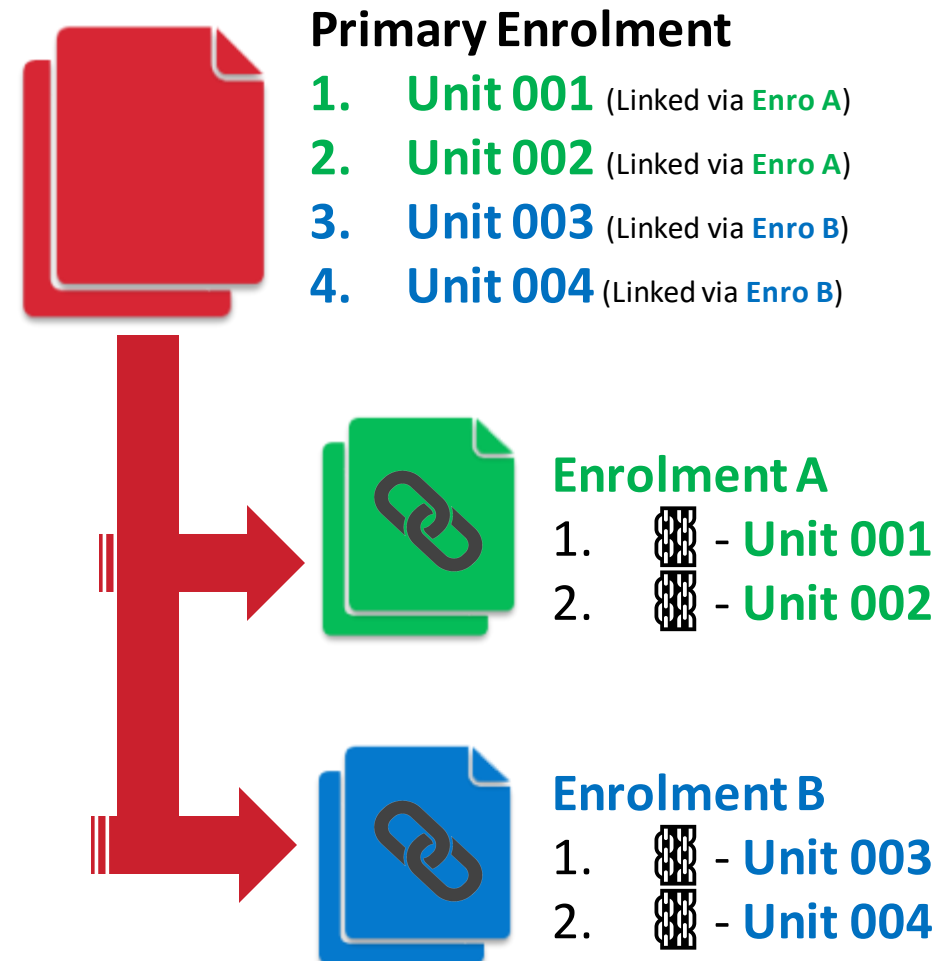
This is particularly strong when combined with the use of **Occurrences** as a method of managing learning periods.
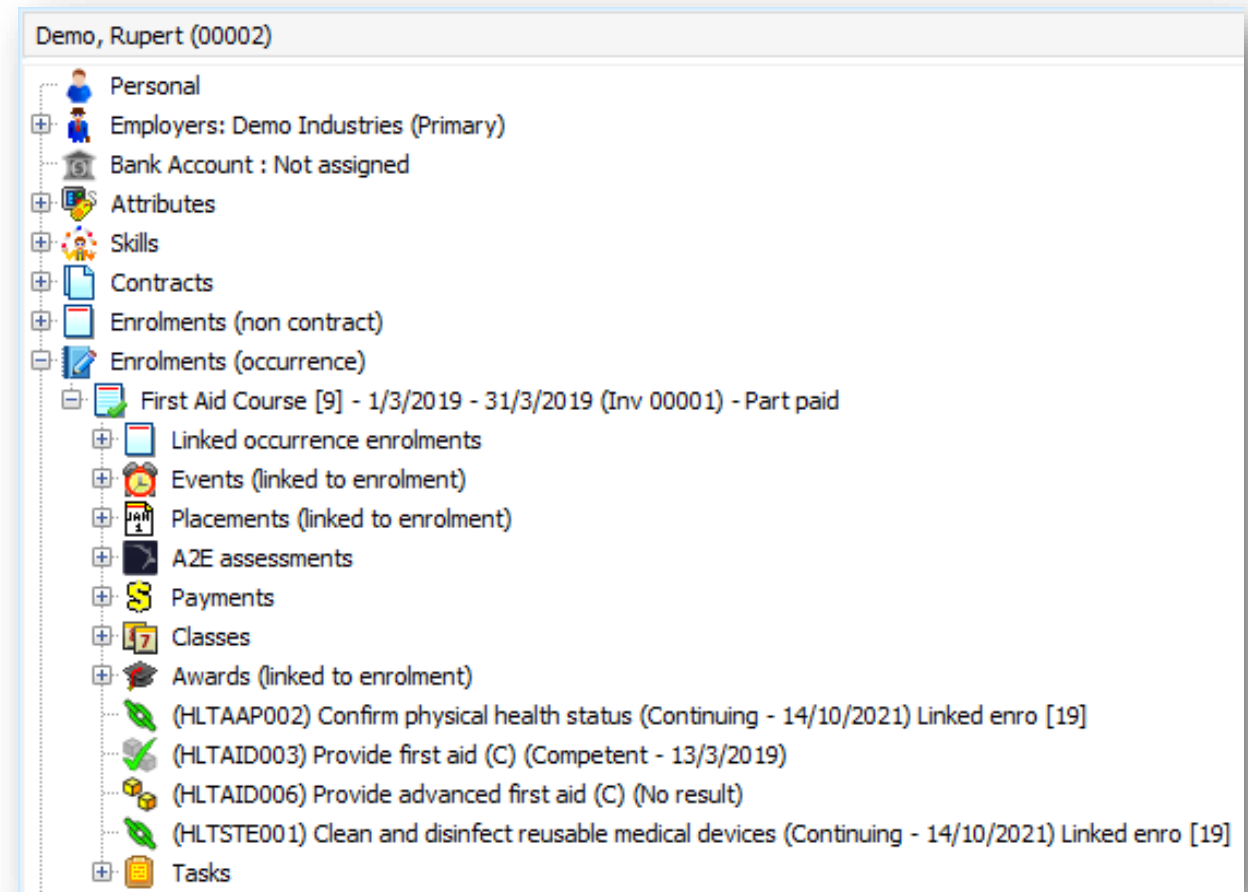
Linked Enrolments – Visual Example

Essentially the relationship established for **Linked Enrolments** is that **each separate Enrolment** still exists and can be managed as an individual, however learning information (**Units**) are collected and displayed together, but can be managed separately.

Note: A common misconception is that **Linked Enrolments** are entirely managed together as a 'meta' Enrolment. This is not the case. Each enrolment still accesses its own unique management tools.

Primary Enrolment
1. **Unit 001** (Linked via **Enro A**)
2. **Unit 002** (Linked via **Enro A**)
3. **Unit 003** (Linked via **Enro B**)
4. **Unit 004** (Linked via **Enro B**)

Enrolment A
1. - **Unit 001**
2. - **Unit 002**

Enrolment B
1. - **Unit 003**
2. - **Unit 004**

The amount of information to be entered in the smaller enrolments can actually be a great deal smaller, as their purpose is more suited to the management of the learning items – while AVETMISS relevant information can be recorded and managed within the **Primary** enrolment item, saving time on needless data entry!

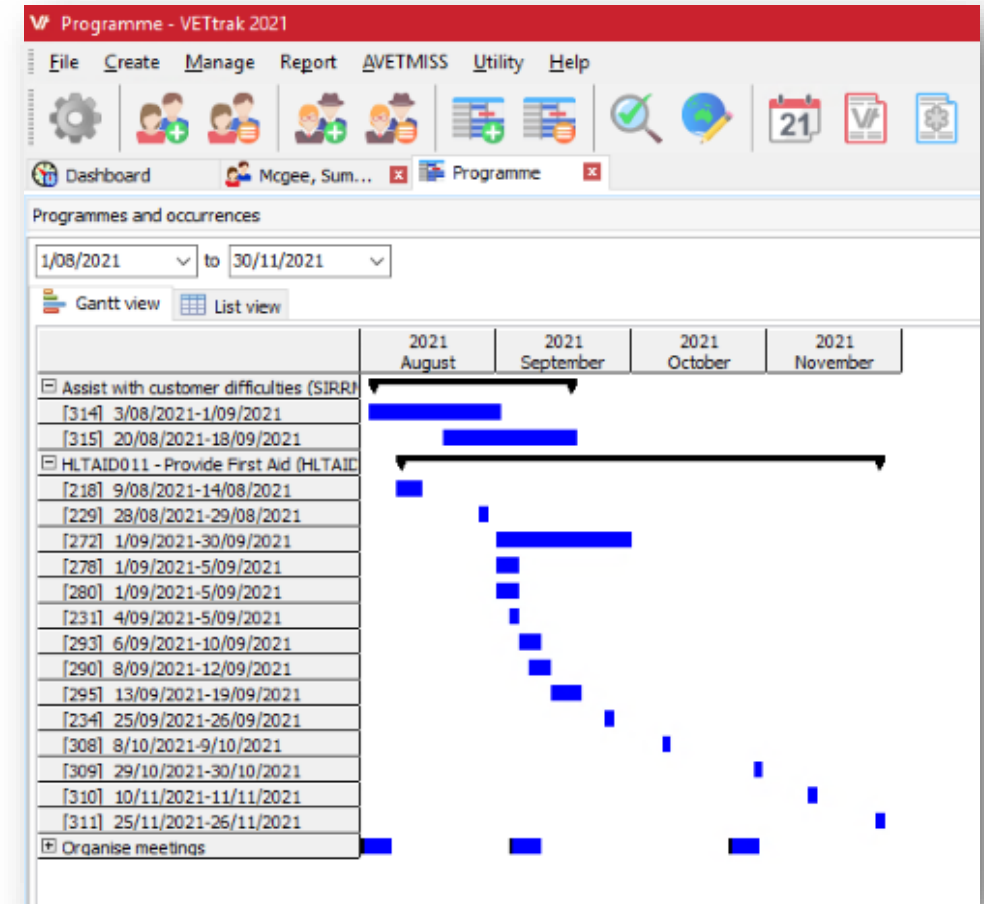Setting up Enrolment Linking Options

What kind of Enrolments can be linked?

While all enrolments can essentially be linked in some way, commonly the most beneficial offerings are based around **Occurrences** and **Contract/Apprenticeship** type offerings.
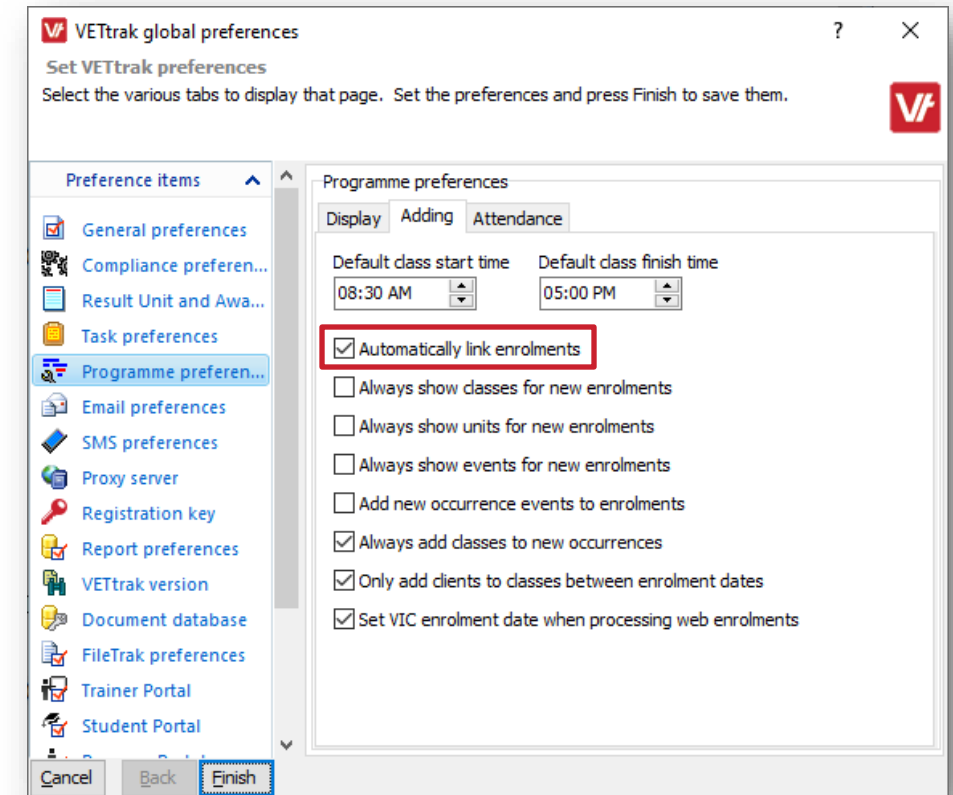
What kind of Enrolments can be linked?

Occurrences work very effectively with Enrolment Linking because utilising smaller subsets of units can be beneficial to both trainer and class-based management options for your admin team.
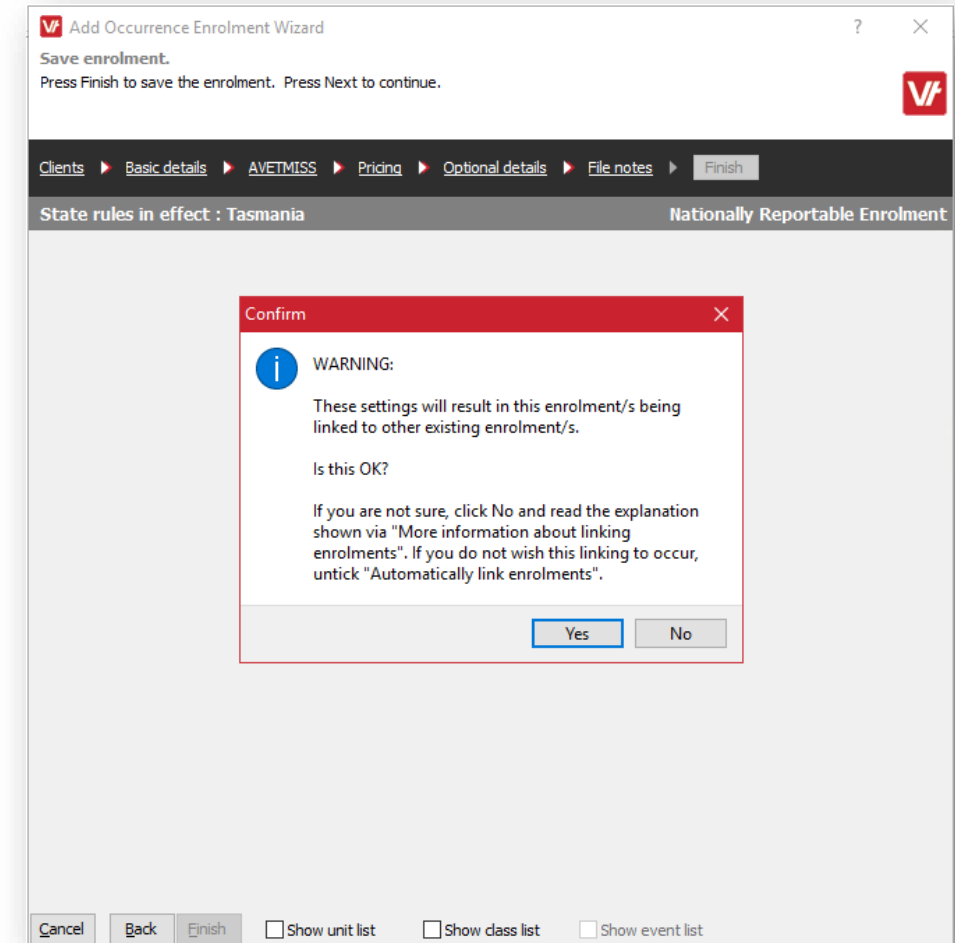
What kind of Enrolments can be linked?

In fact, there is even an option to **Automatically Link Enrolments** within the **Global Preferences** area of VETtrak, anticipating this use.

The procedure to create a series of Link-friendly Occurrence items is straight forward but does require some key forward planning.

- It's important to note what will be considered your **Main Occurrence**, as it will need to have it's details carefully entered.
- Consider what enrolments may be set to **Do Not Report** for the sake of keeping your AVETMISS files accurate.
- Consider what portion of **Units** may be grouped together, considering if they possibly represent predetermined blocks, semesters, etc.
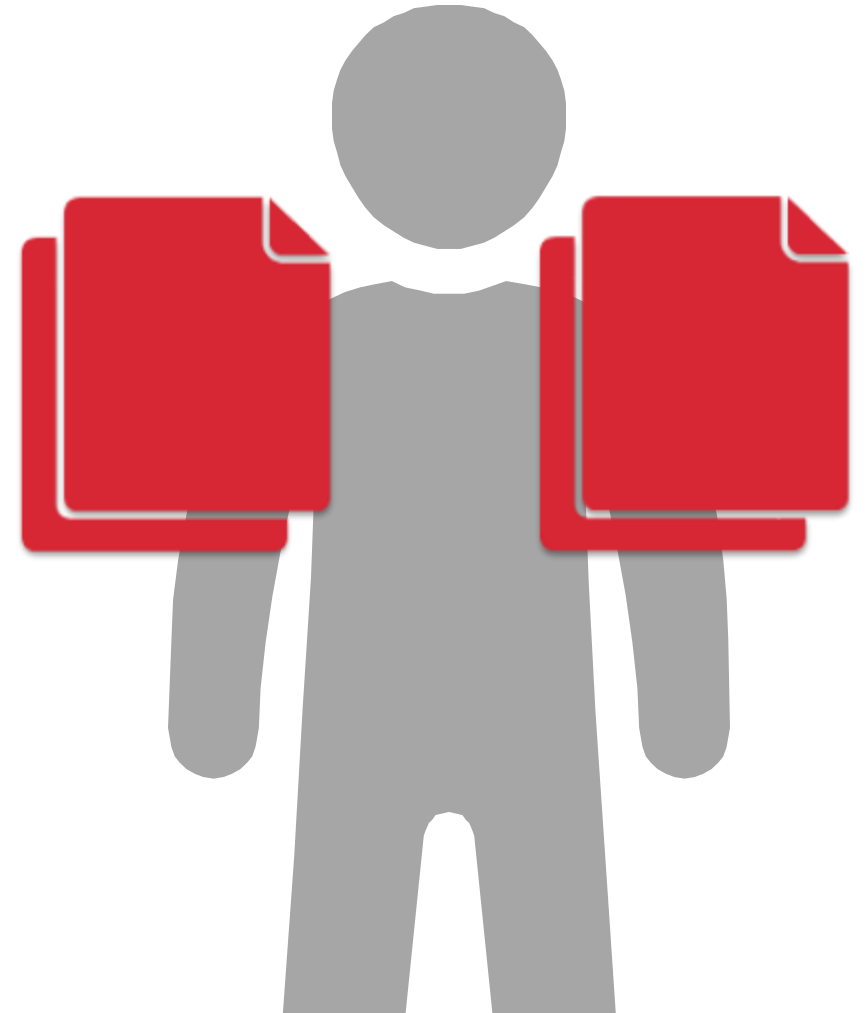
When is best to use Enrolment Linking

While the initial set up of information for enrolment linking needs to be deliberately careful, the longterm benefit comes from a far more focused scope of **Unit/Enrolment** management.

In the event of offering a qualification that may take a **very** long time to complete, this compartmentalisation of data can be a real advantage for your admin team.

Why not link *every* enrolment for a Student?

Realistically, some **Courses/Qualifications** just have a natural progression that will not truly benefit from Enrolment Linking. Smaller unit numbers, more rigid delivery structures and generic learning may be easiest to maintain with singular enrolments – particularly if the admin work required is more structured around a simple course plan.

It really means you can pick and choose when **Enrolment Linking** may best work for your situation.

Admin benefits to Enrolment Linking

- Leverage your student cohort management (**Classes**, etc) in a more efficient way

- Reduce the hassle of managing loooong **Enrolment** offerings, with greater control over recording date periods

- Micromanagement means you can separate aspects of a student's learning and entrust it to specific staff

- **Award** (certificate/statements) creation works flawlessly, displaying the collected learning without any special intervention

- **AVETMISS** reporting also functions with no issue

Item:

That's a Wrap!

With an emphasis on breaking down the lions share of learning into more manageable chunks, **Enrolment Linking** represents a freedom to portion your learner management as you see fit.

Organising Enrolments with Enrolment Linking

The **VET**trak Help Centre has a wide range of materials to assist with creating **Enrolment Offerings** suitable for **Linking**.

- Organising Lengthy Offerings with Enrolment Linking

- Duplicating an Occurrence

- Link Occurrence Units and Classes

- Managing Occurrence Details

Our Academy**Plus** offerings:

- [Data Insights Deep Dive](#)

- [Let's Talk Finance Features](#)

- [Self Service Reports](#)

- [Enhancing Your VT Admin Experience (Part 1)](#)

- [Enhancing Your VT Admin Experience (Part 2)](#)

- [VETenrol Communication](#)

- [Digital Documents](#)

- [Get The Most Out Of VETtrak Support!](#)

- [Getting the full picture with data completions](#)

- [Customise your VETtrak and VETenrol experience](#)

- [VETsurvey: VETtrak's Survey Solution](#)

- [Exploring VETenrol](#)

- [Explore Template-Driven Data Entry With Enrolment Profiles](#)

Thank you.