



Government  
of South Australia

Department for  
Innovation and Skills

# STELA NAT Upload **User Guide**

Updated September 2019

**VERSION 2.1**

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## Getting Started

### VET Data Reporting in South Australia

Training organisations providing Vocational Education and Training (VET) are required to collect and report 'Total VET activity' in accordance with the [National VET Data Policy](#). The AVETMIS Standard provides the national framework for the collection of this activity.

Government funded training organisations in South Australia, registered and non-registered, must have an AVETMISS compliant system to collect their VET activity. This system must also meet [South Australian reporting requirements](#). Training organisations may purchase commercial software systems that are AVETMISS compliant. A list of compliant systems is available from the National Centre of Vocational Education and Research (NCVER) website at [www.ncver.edu.au](http://www.ncver.edu.au).

This activity must be reported quarterly into the Student Training Enrolment Logistics Application (STELA). STELA is an online application enabling training organisations to report their VET activity in a format that complies with both National AVETMISS and South Australian reporting specifications and requirements.

There are two ways to submit your South Australian Total VET activity into STELA:

#### NAT UPLOAD

Training organisations using AVETMISS compliant Student Management Systems (SMS) will need to produce a set of NAT Files from their SMS, validate them using the NCVER online AVETMISS Validation Software (AVS), and upload error free NAT Files into STELA.

#### DIRECT ENTRY

Training organisations can report their VET activity by directly entering data into STELA Direct Entry which fully complies with the AVETMIS Standard. AVS validation is not required for organisations choosing this method of submitting their data.

For further information please refer to the STELA Direct Data Entry User Manual available at [www.skills.sa.gov.au/stela](http://www.skills.sa.gov.au/stela).

All finalised training activity reported through STELA will be submitted to NCVER for inclusion in the National VET Data collection. In the event that the Department has identified issues with a training organisation's submission, they will be individually contacted for resolution of these issues.

The following information in this STELA NAT Upload User Guide provides detailed instructions for training organisations who have chosen to upload their VET activity using NAT files.

If any support is required in using STELA NAT Upload please contact the STELA Helpdesk on 08 8226 3050 (9am – 5pm CST) or email [stelahelpdesk@sa.gov.au](mailto:stelahelpdesk@sa.gov.au).

## System requirements

	Minimum System Requirements
Operating system	Any
Memory	Any
Disk	20MB Free (for Zip file)
Processor	Any
Browser	Firefox - 38.0.5+ Google Chrome - 43.0.2357.124+ Internet Explorer (Windows only) – 9+Safari (Mac OS only) - 7.0.6+

## Obtaining access

To obtain access to STELA NAT Upload **each user** in your organisation is required to have an individual STELA login and email address.

To request access to STELA new users will need to complete the “Online STELA application form” which can be accessed at [www.skills.sa.gov.au/stela](http://www.skills.sa.gov.au/stela) . When completing the form new users will need to provide details of a Delegate within their organisation who can approve the access request. When the application has been submitted, an email will be sent to the Delegate requesting their approval. Once approved the request will be forwarded to the STELA Helpdesk for processing. Account details will be forwarded to the user via email within 5 business days of receiving the approved request.

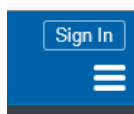


If you have not had your account details emailed to you within 5 business days check with the nominated Delegate to see if they approved your application.

If they have not received the email have them check their ‘junk’ folder.

## Sign-in

1. Open your web browser and type in <https://portal.statedevelopment.sa.gov.au/Stela>
2. Click on the **Sign-In** Icon at the top right of screen



3. The Sign in to continue screen will be displayed. Enter your Username (email address) and **Password** into the fields provided and click on **Sign In**

Sign in to continue

Username

Password

[Forgot Password?](#)

Sign in



Add the website to your list of Favourites.

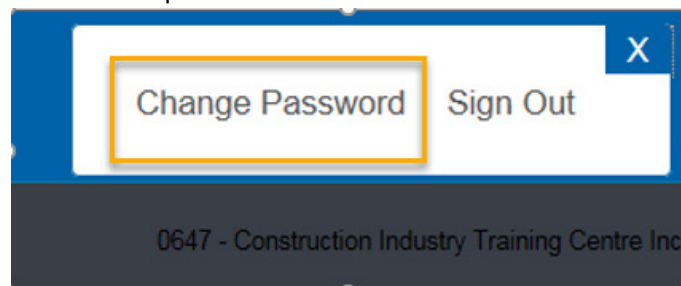
## Changing Password

When signing in for the first time we recommend you change your password to ensure you comply with the STELA user agreement. If you are an existing Skills and Employment Portal User and your STELA username has been linked to your Portal account then there is no need to change your password.


1. To change your password, click on your **Login Name** located top right of screen



2. Click **Change Password** option



3. Enter your new password, re-confirm with the same password and click **Change Password**



Your new password must contain minimum 8 characters and can consist of letters, numbers and symbols (except ';' semicolon).

### Change Password

New passwords require a minimum of 8 characters.

New password

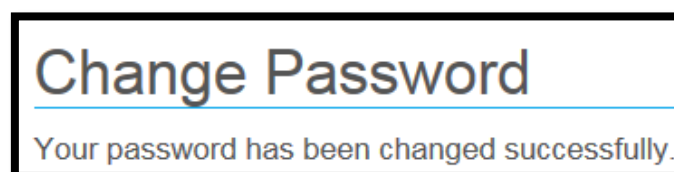
  

Confirm new password

Change Password

4. The following message will appear when your password has changed successfully.



## Forgotten Password

1. If you have forgotten your password go to the STELA NAT Upload Sign-In page - <https://portal.statedevelopment.sa.gov.au/stela>
2. Click on the **Forgot Password?** link



Sign in to continue

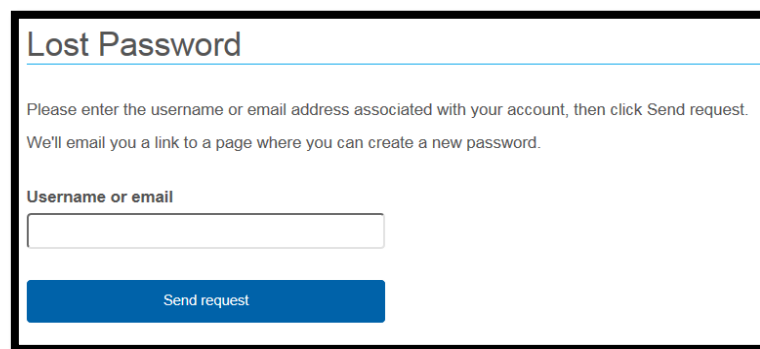
Username

Password

[Forgot Password?](#)

Sign in

3. The Lost Password screen will be displayed. Enter your e-mail address and click **Send Request**.



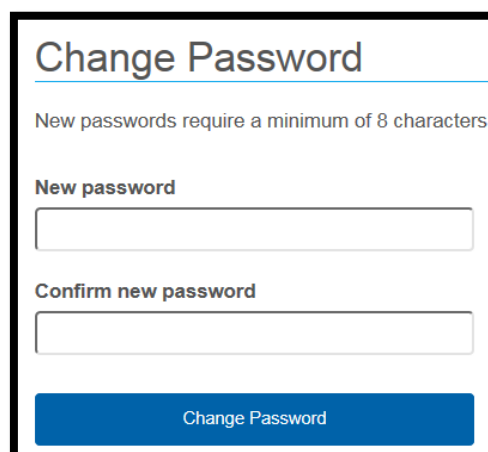
Lost Password

Please enter the username or email address associated with your account, then click Send request.  
We'll email you a link to a page where you can create a new password.

Username or email

Send request

4. An email from the STELA Helpdesk titled 'Lost Password' will be sent to your email account. Open email and click on the **Click Here** link.
5. The Change Password screen will be displayed. Enter new password and re-confirm then click **Change Password**. Note: Your new password must contain minimum 8 characters and can consist of letters, numbers and symbols (except ';' semicolon)



Change Password

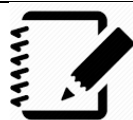
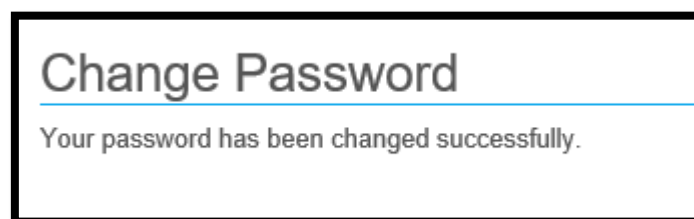
New passwords require a minimum of 8 characters.

New password

Confirm new password

Change Password

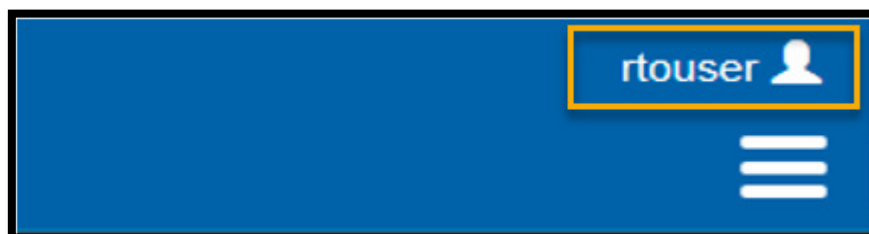
6. The following message will be displayed if the password change was successful and met the minimum character length mentioned above.



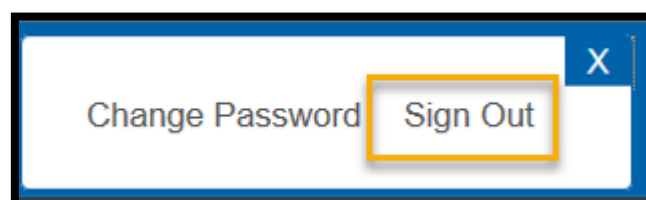
If your STELA account is linked to your Skills and Employment Portal account then your password change will also be applied to your Skills and Employment Portal account.

## Signing out

1. To sign out click on your **Login Name**, located top right of screen



2. Click **Sign Out**



3. The system will sign you out. You will notice your username disappears from the top right of screen and is replaced with the **Sign-In** icon.

## Helpdesk Support

The STELA Helpdesk can assist you with questions about the STELA system and complying with the AVETMISS and South Australian reporting requirements.

When you contact the STELA Helpdesk for support/assistance we will ask you to provide your **National RTO Number** to assist us with your enquiry. When logged into STELA this can be found in the top right hand corner of STELA.

<b>STELA Helpdesk</b>	
 <a href="mailto:stelahelpdesk@sa.gov.au">stelahelpdesk@sa.gov.au</a>	 (08) 8226 3050



If your query relates to the AVETMISS validation software (AVS) please contact NCVER's support team on the details below.

**AVETMISS validation software (AVS) support:**



[support@ncver.edu.au](mailto:support@ncver.edu.au)



1800 649 452 or 08 8230 8400

## Home Screen

Upon successful login to STELA NAT Upload, your login name will appear top right of screen and you will be directed to the **Home** page (see image below).

The screenshot shows the STELA NAT Upload Home Screen. At the top, there is a blue header with the South Australia Government of South Australia logo and Department of State Development. A 'Show/Hide Menu' button is located in the top right. Below the header, a dark blue navigation bar contains the 'STELA NAT Upload' title and a dropdown menu. The main content area is white and contains a welcome message, a version number, and a section for 'Quarterly Reporting Requirements'. A table lists reporting quarters, dates, and deadlines. Below the table is a section for 'STELA Helpdesk Contact Details'. On the right side, there are sections for 'Related Content' and 'Useful Links'. A footer at the bottom contains copyright information and a link to the South Australian government website.

**STELA NAT Upload** Show/Hide Menu

Home Upload NAT Data Submission Progress Reports Organisation Student Details Users

Please note that each user in your organisation **MUST** have their own and sharing of logins is in breach of the STELA User Agreement. New user request form [sa.gov.au/stela](https://sa.gov.au/stela)

**Welcome to the Student Training and Enrolment Logistics Application - NAT Upload**  
Version: 1.0.0

**Quarterly Reporting Requirements**

It is compulsory that all training activities delivered to South Australian students is submitted for each reporting quarter by the specified deadline as per table below.

Quarter	Dates	Deadline to Report
1	1 January - 31 March	28 April 2017
2	1 April - 30 June	21 July 2017
3	1 July - 30 September	13 October 2017
4	1 October - 31 December	31 January 2018

Where you are not able to meet these reporting deadlines, you are requested to contact the helpdesk on the details below

**STELA Helpdesk Contact Details**

Telephone: 08 8226 3050 (9am - 5pm CST)  
E-mail: [dsd.stelahelpdesk@sa.gov.au](mailto:dsd.stelahelpdesk@sa.gov.au)

**Related Content**

- [Newsletters](#)
- [PowerPoint Presentation](#)
- [Tutorial Video](#)
- [STELA NAT Upload User Guide](#)

**Useful Links**

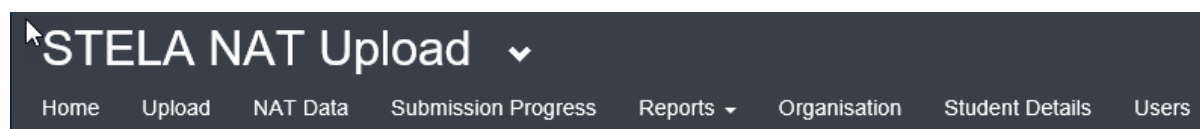
- [FAQ](#)
- [AVETMISS Standards and Data Element Definitions](#)
- [NCVER AVETMISS FAQ's](#)

**External Systems**

- [AVETMISS Validation Software \(AVS\)](#)
- [Google](#)

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## STELA NAT Upload Menu

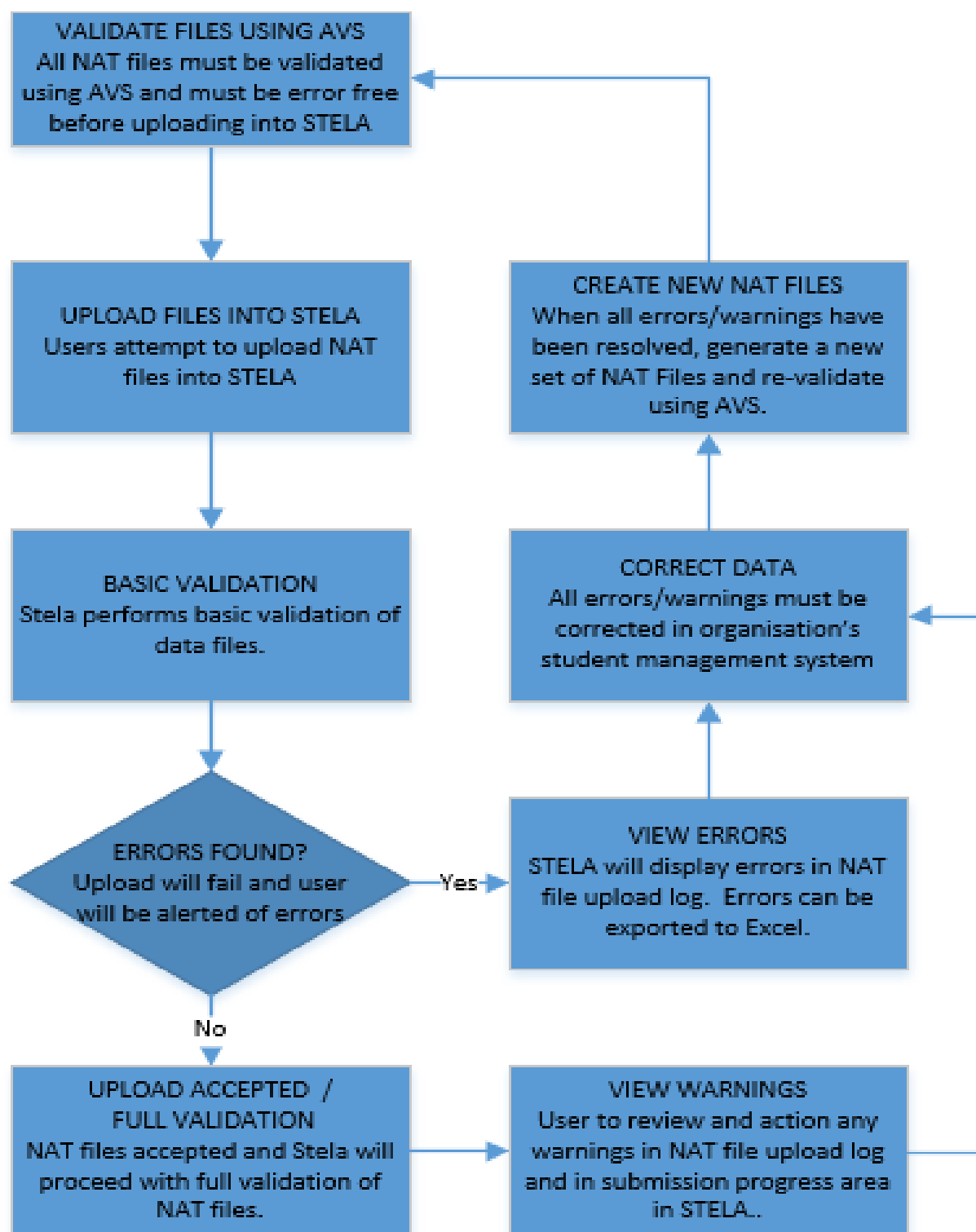


The STELA menu bar is viewable across the top section of STELA. Clicking on a menu item will take you to that section of the system. A summary of each section and the functionality can be found below:

Menu Item	Description
<b>Home</b>	This section is the default landing page for users and contains a range of useful support tools and links to assist users meet AVETMISS reporting requirements in SA.
<b>Upload</b>	This section allows users to upload new NAT files and monitor the outcome via the Import Log. Users can also view all previous upload attempts, and their outcomes and download any NAT files associated with each upload.
<b>NAT Data</b>	This section allows users to view all NAT files associated with the last successful upload for the provider for the chosen collection year in a user-friendly format.
<b>Submission Progress</b>	This section allows users to monitor potential discrepancies with a provider's AVETMISS data submission to date. Discrepancies can include duplicate students, duplicate enrolments, parchment numbers and actual hours. All discrepancies must be resolved for end of year reporting.
<b>Reports</b>	This section allows users to run a range of reports relating to training activity uploaded for the current and past collection years.
<b>Organisation</b>	This section allows users to view a range of information relating to the organisation they are associated with such as legal and trading names, address details and scope of registration as listed on <a href="http://training.gov.au">training.gov.au</a> . It also contains a list of state fund sources that the organisation can report training activity against.
<b>Student Details</b>	This section allows users to view all students and related training activity that has been reported by your organisation in STELA since 1 January 2014 or when you first began uploading (whichever one is earlier).
<b>Users</b>	This section allows users to view a list of other users who are registered to access the organisation's data. Organisations must notify the STELA Helpdesk via email <a href="mailto:stelahelpdesk@sa.gov.au">stelahelpdesk@sa.gov.au</a> when user accounts are no longer required.

## STELA NAT Upload and Validation Process

The diagram below provides an overview of the STELA NAT file upload and validation process once you have generated your NAT files from your Student Management System.



## STELA NAT Upload Validations

When NAT files are uploaded into STELA numerous validations occur to determine if the upload will be successful or not. The validations occur in a two-step process which is explained in the table below.

BASIC VALIDATION	
Step 1	<ul style="list-style-type: none"> <li>Checks NAT files comply with AVETMISS and that files have been validated by AVS and are error free.</li> </ul>
<p>Once completed if no errors are detected STELA will proceed to step 2 validation. If errors are detected, then step 2 validation will not proceed and the upload will fail. The import log will capture error messaging associated with the failed upload in STELA.</p> <p>The errors will need to be fixed at the source and a new set of NAT files will need to be generated, revalidated through AVS and re-uploaded into STELA. STELA will begin the process again from Step 1.</p>	
FULL VALIDATION	
Step 2	<ul style="list-style-type: none"> <li>Checks state specific validations such as Apprentice and Trainee Contract IDs are provided and are in the correct format (where applicable) and SACE ID and School Location is provided (where applicable).</li> <li>Checks subjects and programs are valid and on scope, enrolments relate to current collection year, contract format is valid, and fund source is valid and linked to your training organisation.</li> <li>Checks for duplicate students and enrolments, incomplete student details, un-resulted enrolments, actual hours and USI discrepancies.</li> </ul>
<p>Once validated the data will be uploaded into STELA. If any validations failed, they will be displayed as warnings in the import log associated with the upload. These need to be resolved as soon as possible.</p> <p>A full list of STELA validations can be found at <a href="http://www.skills.sa.gov.au/stela">http://www.skills.sa.gov.au/stela</a></p>	

# Begin the NAT file Upload Process

## Generating South Australian NAT Files

First step is to ensure you have generated a set of SA NAT files from your Student Management System (SMS). When generating NAT files please ensure that they are for the full calendar year as each time you upload NAT files into STELA these will replace any data reported in your previous upload.

In South Australia, there are additional reporting requirements for data elements in the NAT00010, NAT00120 and NAT00130 files. It is important when generating your NAT files from your system that you select the option of 'South Australia' to ensure your files contain the additional SA specific data elements. For further information on SA reporting requirements please visit [www.skills.sa.gov.au/stela](http://www.skills.sa.gov.au/stela)

Refer to your SMS user guide for instructions on how to generate NAT files. If you are experiencing issues with generating NAT Files you should contact your software vendor for assistance.

## AVETMISS Validation Software (AVS)

Prior to uploading your NAT files into STELA, you must validate your files using NCVER's [AVETMISS Validation Software \(AVS\)](#). This system ensures that your NAT files are AVETMISS compliant and are error free. If you encounter errors as part of your validation process you will need to correct these in your SMS. You will then be required to re-generate a new set of NAT files and repeat the AVS validation process again.

Once your AVS validation is successful and error free you will receive an email from 'AVETMISS Validation Software' titled 'AVETMISS Validation Software - Successful file validation'. This email will contain an attachment called 'Collection Processing Summary Report' which must be included along with your NAT files to perform a successful upload into STELA.



You will not be able to upload your NAT files into STELA until you have an error free AVS validation.

STELA requires the file format of the 'Collection Processing Summary Report' file to be .CSV. The format of this file can be changed in the 'Account Settings' section of AVS once you have logged in. For detailed instructions on AVS visit [www.ncver.edu.au](http://www.ncver.edu.au) and click on the AVETMISS Validation Software icon.

AVS is owned and maintained by the NCVER. If you have any questions or require any support using AVS please contact NCVER AVETMISS support on 1800 649 452 or [support@ncver.edu.au](mailto:support@ncver.edu.au)

## Zipping your NAT Files and AVS Report

Before uploading your NAT files into STELA, you will need to create a single zipped file which contains all of your NAT files (.txt format) and the AVS 'Collection Processing Summary Report' (CSV format).

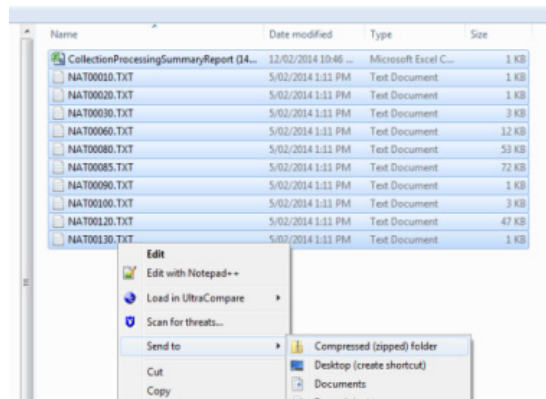
1. To begin the process, save all your NAT files along with your AVS 'Collection Processing Summary Report' within a folder on your computer or network drive.



Unlike AVS you must include all NAT files in STELA even where they are blank. Failure to do so will result in an unsuccessful upload.

STELA NAT Upload will only accept Zip files (these are files saved in a .zip format.)

2. Open the file that contains the NAT files and AVS 'Collection Processing Summary Report'
3. Select all files by clicking on the first file, at the same time hold down the **Shift Key** and select the last file (this should highlight all files – see screenshot below).
4. Whilst all files are highlighted right click the mouse button and select **Send To** then select **'Compressed (Zipped) folder'**. This will create a zipped version of the files selected in the same folder location.

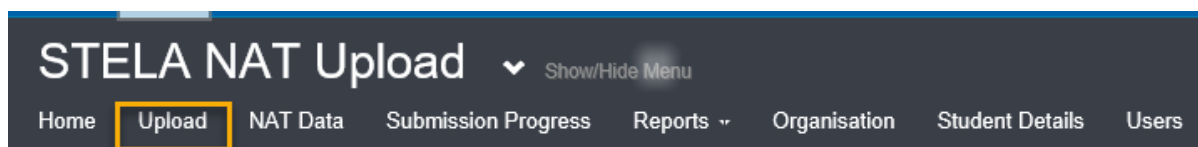


Note: Windows will randomly give the ZIP file the name of one of the files contained in the Zipped file (e.g. NAT00130.zip – seen in screenshot below). STELA does not require the name of the zipped file to be named in any particular format or length as long as the extension of the file is '.zip'. If you wish to rename the file, right-click on the file, click **Rename** and then enter the new file name.

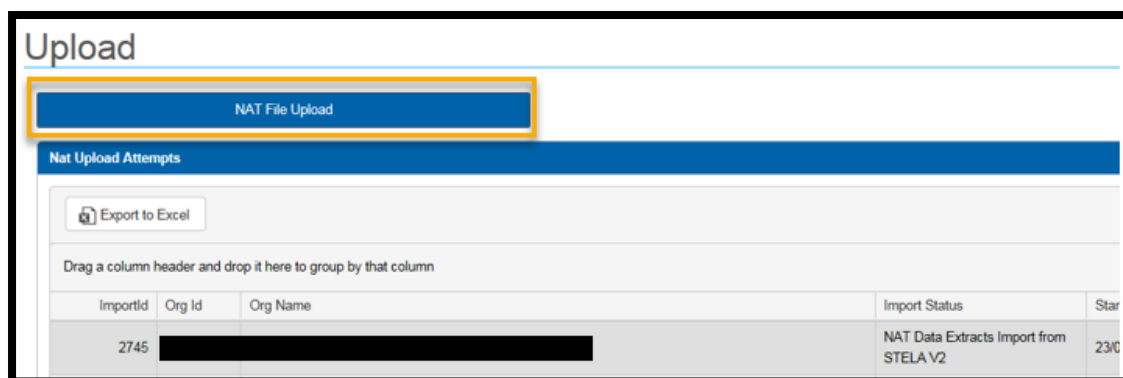


## Uploading NAT files in STELA

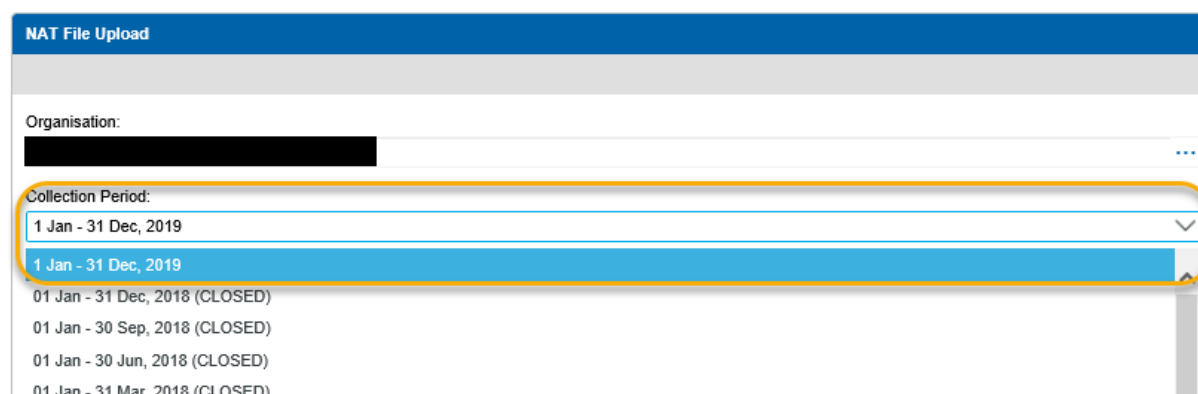
1. Click **Upload** from the STELA menu bar



2. Click **NAT File Upload** to begin the upload process



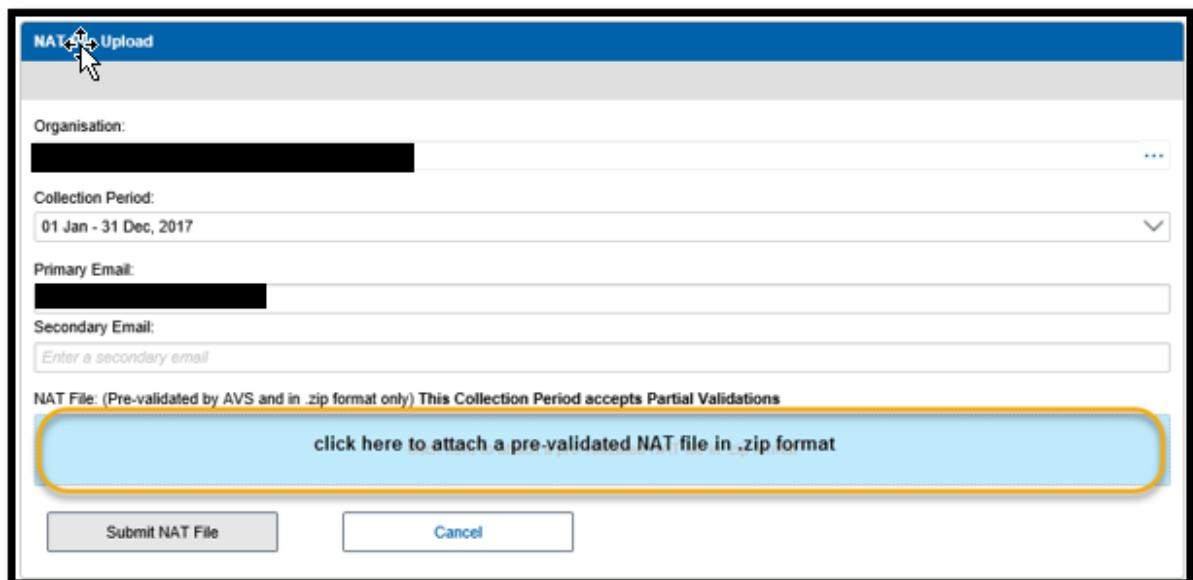
3. Select the required **Collection Period** from the drop down list.



4. The email address associated with your login will appear in the Primary Email field. This is the address that will be used by STELA to send an email notifying you of the outcome of your upload. If you want the outcome email sent to a secondary email address you can enter an alternate email address in the **Secondary Email** field.

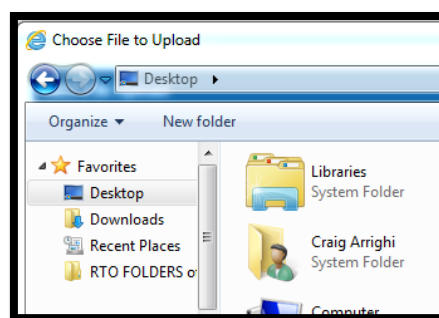


5. Click on the text '**Click here to attach a pre-validated NAT file in .zip format.**'

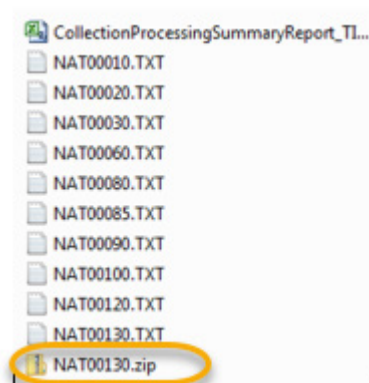


The screenshot shows a web form titled "NAT File Upload". It contains several input fields: "Organisation:" (with a dropdown menu), "Collection Period:" (set to "01 Jan - 31 Dec, 2017"), "Primary Email:" (with a dropdown menu), and "Secondary Email:" (with a placeholder "Enter a secondary email"). Below these fields is a note: "NAT File: (Pre-validated by AVS and in .zip format only) This Collection Period accepts Partial Validations". A large blue button with the text "click here to attach a pre-validated NAT file in .zip format" is highlighted with an orange border. At the bottom are two buttons: "Submit NAT File" and "Cancel".

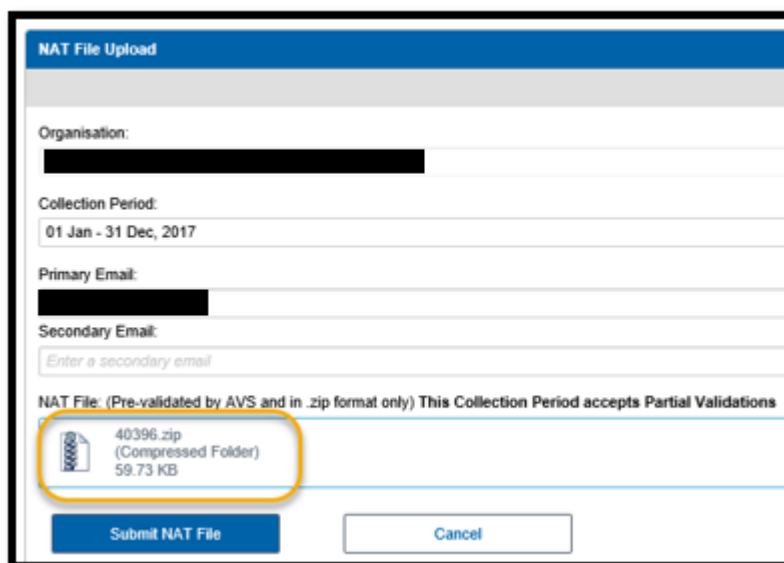
6. This will launch the **Choose File to Upload** screen. Locate the zipped NAT File on your computer or network drive.



7. **Double click** the zipped folder to select for uploading.

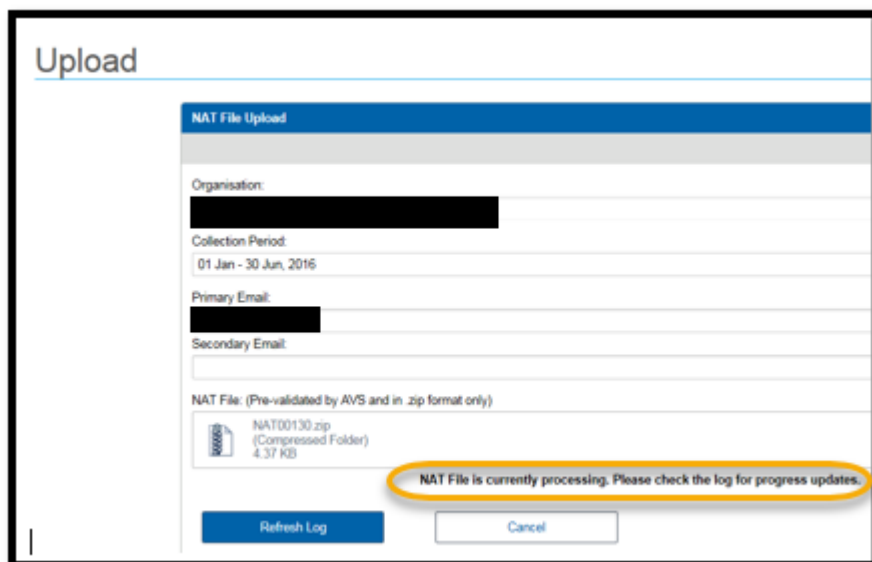


8. The zipped file will appear as an attachment underneath the heading '**NAT File: (Pre-validated by AVS and in .zip format Only.)**'



The screenshot shows the 'NAT File Upload' form. It includes fields for Organisation, Collection Period (01 Jan - 31 Dec, 2017), Primary Email, and Secondary Email. Below these fields, a message states: 'NAT File: (Pre-validated by AVS and in .zip format only) This Collection Period accepts Partial Validations'. A file icon and details for '40396.zip (Compressed Folder) 59.73 KB' are displayed and highlighted with a yellow box. At the bottom, there are 'Submit NAT File' and 'Cancel' buttons.

9. If you accidentally attach an incorrect file or wish to stop the upload, click **Cancel** which will take you back to the Upload screen. You can commence the process again by starting at step 2.
10. Click **Submit NAT File** to begin the upload process. A message will appear **“NAT File is Currently Processing. Please check the log for progress updates”**. This indicates that STELA is validating your NAT files to ensure they meet both state and national reporting requirements.



The screenshot shows the 'NAT File Upload' form with the same fields as before. The file details now show 'NAT00130.zip (Compressed Folder) 4.37 KB'. A yellow box highlights a message at the bottom: 'NAT File is currently processing. Please check the log for progress updates.' Below this message are 'Refresh Log' and 'Cancel' buttons.



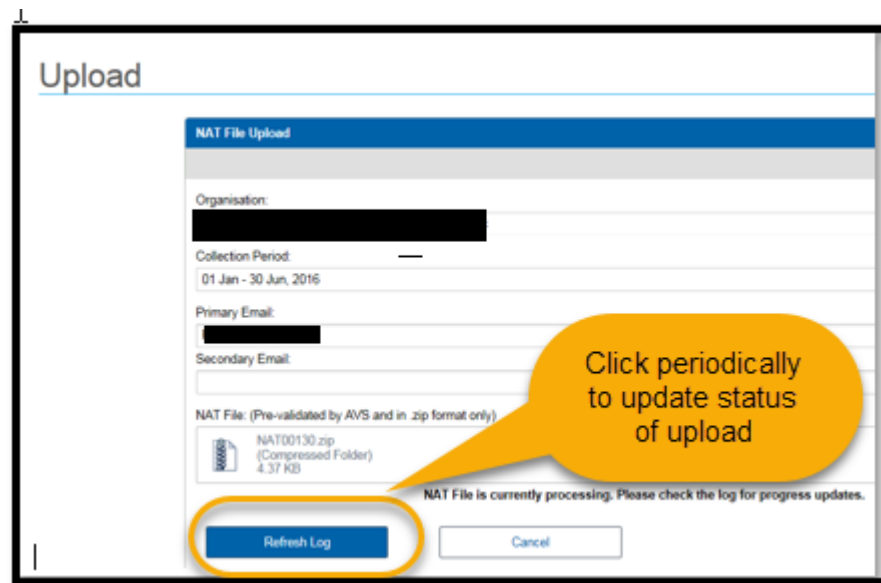
There are two methods available to you to learn the outcome of your upload:

- a. You can remain logged into STELA where you can view the results within the NAT upload section using the import log, **OR**

- b. Once your upload is in progress you can logout and STELA will send an email confirming the result of your upload. If the email indicates your upload has 'Completed Successfully but with Warnings, or Failed with Errors and/or Warnings you will need to refer to [Section View NAT Upload results including errors and warnings](#)

If you do not receive an email within 30 minutes, please log into STELA to check the status of your upload or contact the STELA Helpdesk on 08 8226 3050.

11. If you choose to remain logged into STELA to learn the outcome of your upload you will need to click the **Refresh Log** button periodically to update the status of the upload. Uploads generally complete within 2-5 minutes however this can vary depending on the size of your NAT files and whether other training organisations are uploading at the same time



12. Once your upload has completed the status will update to one of the following:
- a. Upload Completed Successfully, or
  - b. Upload Completed Successfully with Warnings, or
  - c. Upload Failed with Errors and/or Warnings
13. If your upload has 'Completed Successfully' there is no further action to take. Where your upload has 'Completed Successfully with Warnings', OR 'Failed with Errors and/or Warnings' you will need to refer to **Step 5** in the section '[View NAT Upload results including errors and warnings](#)'



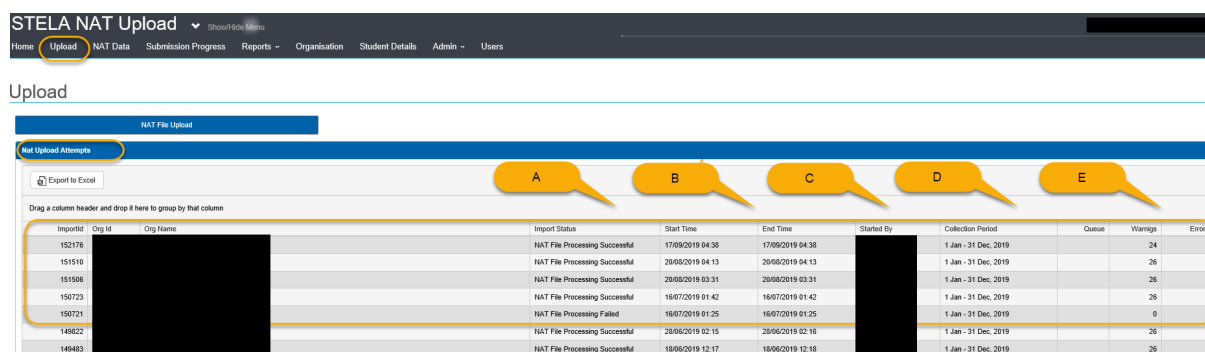
Remember to review the **submission progress** section of STELA periodically to monitor the completeness of your AVETMISS data submission to date. Your submission progress status must show as 'Complete' for end of year reporting. See [Submission Progress](#) for more details.

## View NAT Upload results including errors and warnings

Each time a user within a training organisation attempts a NAT file upload in STELA a log of the attempt will be created in the **NAT Upload Attempts** section within STELA. Logs will begin to appear once the first upload attempt for an organisation has been made. Logs will be viewable to all users associated with an organisation regardless which user did the upload. The following details are captured:

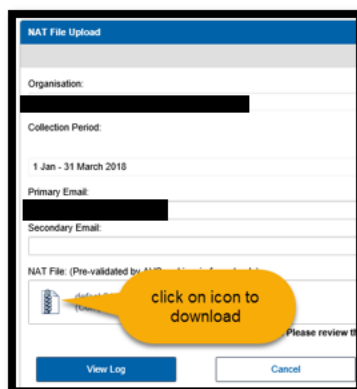
- the status of each upload attempt
- the date and time of the upload attempt
- the user who performed the upload attempt
- the collection period
- number of errors and warnings (if applicable)
- detailed information about errors and warnings (if applicable)
- details on the numbers of records that have been created, deleted or updated for each NAT file when compared to your previous successful upload (only where upload has been successful).
- set of NAT files associated with the upload

- To view NAT File Upload Attempts for your training organisation, select **Upload** from the STELA menu bar. This will take you to the Upload screen which will list all upload attempts.



Import ID	Org ID	Org Name	Import Status	Start Time	End Time	Started By	Collection Period	Queue	Warnings	Errors
152176			NAT File Processing Successful	17/09/2019 04:38	17/09/2019 04:38		1 Jan - 31 Dec, 2019		24	0
151510			NAT File Processing Successful	20/08/2019 04:13	20/08/2019 04:13		1 Jan - 31 Dec, 2019		26	0
151506			NAT File Processing Successful	20/08/2019 03:31	20/08/2019 03:31		1 Jan - 31 Dec, 2019		26	0
150723			NAT File Processing Successful	16/07/2019 01:42	16/07/2019 01:42		1 Jan - 31 Dec, 2019		26	0
150721			NAT File Processing Failed	16/07/2019 01:25	16/07/2019 01:25		1 Jan - 31 Dec, 2019		0	2
149822			NAT File Processing Successful	28/05/2019 02:15	28/05/2019 02:16		1 Jan - 31 Dec, 2019		26	0
149483			NAT File Processing Successful	18/06/2019 12:17	18/06/2019 12:18		1 Jan - 31 Dec, 2019		26	0

- To view details for a specific upload attempt, search through the upload attempts (remembering they appear in date order). The log will display information relating to a-e above. If you need to view information relating to f-h above (such as specific errors and warnings or view the NAT files relating to the upload) **double click** on the Import ID related to the upload you wish to open.
- This will open the **NAT File Upload screen** where you can
  - view detailed logs relating to the upload including validation errors and warnings
  - download a copy of the NAT files associated with the upload
- If you need to download a copy of the NAT files, click on the **NAT file icon** to begin the download process and follow the instructions on screen. If not proceed to the next step.



NAT File Upload


Organisation: [redacted]

Collection Period: 1 Jan - 31 March 2018

Primary Email: [redacted]

Secondary Email: [redacted]

NAT File: (Pre-validated by NAT)

 click on icon to download

Please review the log

View Log Cancel

- To view the import logs associated with the upload click **View Log**. This will display detailed log records including warning and error messaging (if applicable).

**Upload**

**NAT File Upload**

Organisation: [Redacted]

Collection Period: 1 Jan - 31 March 2018

Primary Email: [Redacted]

Secondary Email: [Redacted]

NAT File: (Pre-validated by AVS and in .zip format only)

NAT00030A.zip (Compressed Folder)

Upload Failed with errors. Please fix the items from the log below before attempting a new upload.

**View Log** **Cancel**

**Import Log**

**Export to Excel**

Drag a column header and drop it here to group by that column

Source	Message	Type
Validate NAT00120	The NAT00120 record for the Client with ID 'CEL0000003' in Subject 'BSBWOR402A' and Program 'HLT51612' failed validation. The Outcome and/or Activity Dates '01/01/2019' to '03/07/2019' are not valid for this collection year.	Warning
Validate NAT00120	The NAT00120 record for the Client with ID 'CEL0000000' in Subject 'BSBWOR402A' and Program 'HLT51612' failed validation. The Outcome and/or Activity Dates '01/01/2017' to '01/01/2017' are not valid for this collection year.	Error

- Click on the **Type** column to sort and group all warnings and errors together. The log can also be exported to Excel by clicking on the **Export to Excel** button in the top left of the Import Log. This is particularly helpful where you have a large number of errors and warnings so you can easily sort and filter the records.

By default, the log will display up to 50 records within the window. Use the left and right arrows or page numbers at the bottom of the page to navigate to other records on different pages or use the items per page drop down list to increase the number of records to display on the page.



The log provides in-depth information about the errors and warnings associated with your upload and includes relevant client/subject/program Id's to assist you with correcting any issues in your SMS.

All errors and warnings must be corrected in your SMS. You will then need to re-generate a new set of NAT files, re-validate through AVS and re-upload your new NAT files into STELA. This process will need to be repeated until all errors and warnings are resolved and receive confirmation the upload into STELA has been successful.

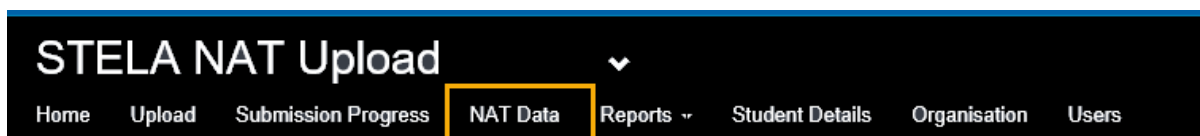
A comprehensive list of all STELA warnings and errors can be accessed from [www.skills.sa.gov.au/stela](http://www.skills.sa.gov.au/stela). The document contains information on all errors and warnings by relevant files and fields. You can search/filter through this document to find specific warning and/or error details. It describes the business rules that trigger errors and warnings including the error and warning messages that are displayed and tips on how to resolve the issues. Please contact the STELA Helpdesk on 08 8226 3050 if you need assistance in resolving any errors or warning.

## NAT Data

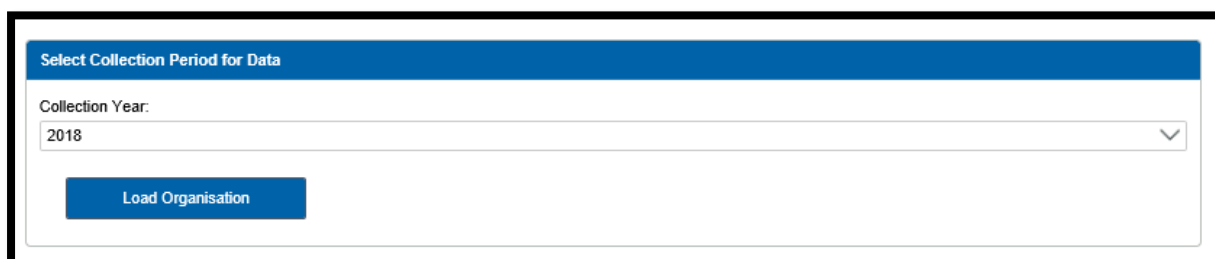
This section allows users to view NAT files associated with their organisation's last successful upload for the chosen collection year in a user-friendly format that can also be exported to Microsoft Excel.

### View NAT files

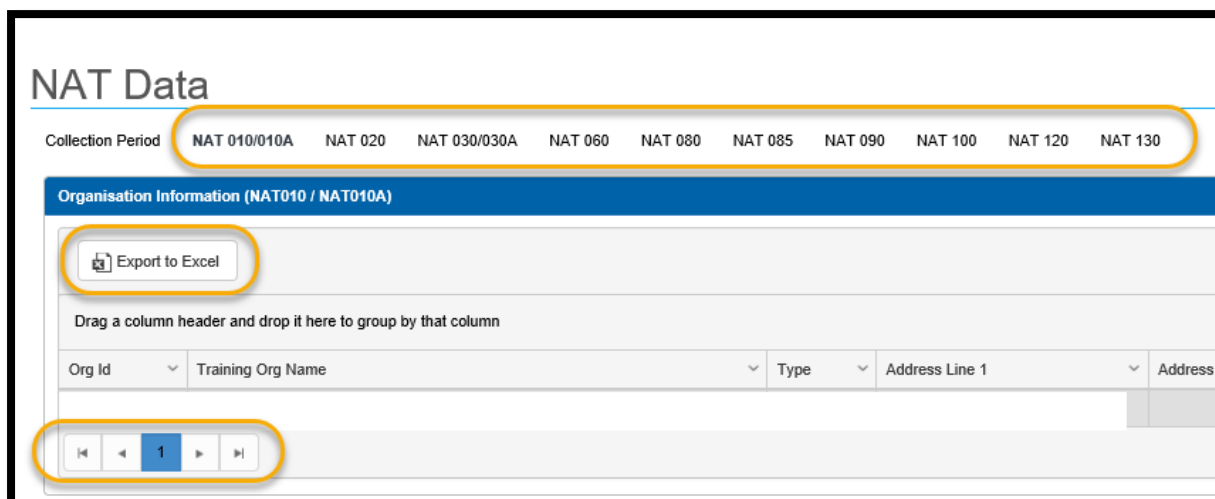
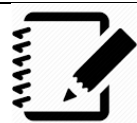
1. To view NAT files, click on **NAT Data** from the STELA menu bar.



2. Select the **Collection Year** that you wish to view NAT files for from the drop down list and click **Load Organisation**

A screenshot of the 'Select Collection Period for Data' form. The form has a blue header bar with the text 'Select Collection Period for Data'. Below the header, there is a 'Collection Year:' label and a dropdown menu showing '2018'. At the bottom of the form is a blue button labeled 'Load Organisation'.

3. This will load the NAT files associated with the last successful upload for the chosen collection year. Select the NAT file you wish to view by clicking on the name of the NAT file (identified in the yellow box below)

A screenshot of the 'NAT Data' view. The page has a header 'NAT Data' and a sub-header 'Collection Period'. Below the sub-header is a row of buttons for different NAT files: NAT 010/010A, NAT 020, NAT 030/030A, NAT 060, NAT 080, NAT 085, NAT 090, NAT 100, NAT 120, and NAT 130. The 'NAT 010/010A' button is highlighted with a yellow box. Below this is a section titled 'Organisation Information (NAT010 / NAT010A)'. It contains an 'Export to Excel' button (highlighted with a yellow box) and a table with columns: Org Id, Training Org Name, Type, Address Line 1, and Address. At the bottom of the table is a navigation bar with arrows and the page number '1' (highlighted with a yellow box).

The NAT file viewing windows are limited to a maximum of 20 records per page. Use the left and right arrows or page numbers at the bottom of the page to navigate to other records on different pages or use the items per page drop down list to increase the number of records to display on the page. You can also sort columns or filter records by selecting the arrow down icon to the right of each column heading.

NAT Files can be exported to Excel by clicking on **Export to Excel** at the top left hand corner of the screen. This process will need to be repeated for each NAT file you wish to download.

## Submission Progress

The **Submission Progress** page in STELA allows training organisations to monitor the progress of their reported AVETMISS data to ensure their data complies with both state and national reporting requirements. Where discrepancies are identified with your data these will be listed as errors or warnings in one or more discrepancy report(s).

Errors and Warnings can include:

- Duplicate Subject Enrolments
- Duplicate Students
- Not specified or potentially incorrectly reported Client Details
- USI discrepancies
- Discontinued enrolments (studies)
- Continuing enrolments (studies) where the activity end date is in the past

To view the Submission Progress section in STELA:

1. Click on **Submission Progress** from the STELA menu bar.



2. By default the Submission Progress Page will display reports for the current collection year. If you need to view records for a previous collection year, select the relevant year from the **Collection Year** drop down box.

## Submission Progress Page Explained

A screenshot of the Submission Progress page in STELA. The page title is 'Submission Progress'. Below the title is a paragraph explaining the page's purpose: 'The Submission Progress Page allows providers to monitor the completeness and accuracy of their AVETMISS data submission for the chosen collection year. When the status of the page is showing as 'Complete' no further action is needed. When the status is showing as 'Partial' errors and/or warnings have been detected within your STELA data submission and will be listed below in one or more discrepancy reports highlighted in RED contain errors and those highlighted in YELLOW contain warnings. The number of errors/warnings contained within the report will be listed. All errors (and warnings where relevant) should be reviewed and corrected as part of your quarterly reporting requirements. Once corrected in your student management system, a new set of NAT files will need to be uploaded into STELA to resolve the errors/warnings. For any errors/warnings that cannot be resolved, DIS will mark your submission as complete where valid reasons are provided to finalise your end of year data submission.' Below this text is a form with 'Organisation:' and 'Collection Year:' (set to 2019) and a 'Status:' dropdown (set to Partial). The main section displays various discrepancy reports with counts and download links for Excel files. The reports are: Duplicate Enrolments (16), Duplicate Students (0), Actual Hours Discrepancies (0), Parchment Number Discrepancies (6), Unique Student Identifier Discrepancies (4), Continuing Studies (721), Pass Enrolments (304), Discontinued Studies (3), and Not Specified Details (1). Callouts explain the status (Partial), the collection year (2019), the number of students reported to date (NAT000080), the status of AVETMISS submission to date, the number of enrolments reported to date (NAT000120), the number of errors identified in relation to parchment numbers reported (6), that reports are generated in Excel and can be clicked to open, that reports highlighted in red are potential errors with your data, and that reports highlighted in yellow are possible discrepancies with your data.

Reports highlighted in **RED** contain errors and those highlighted in **YELLOW** are warnings where records are found that may not comply with state and national reporting requirements. The number of errors/warnings contained within each report will be appear alongside the report name and an Excel icon allows you to view the records (to the right of the report).

The example below indicates there are 304 errors identified in relation the Academic Pass Enrolments:

Academic Pass Enrolments: 304



AcademicPassEnrolments.xlsx  
(Microsoft Office Excel Worksheet)

To view the report, click on the Excel icon which will open the report in Microsoft Excel.

Errors should be fixed as soon as possible as these have the potential to:

- a. affect payment subsidies (where applicable)
- b. prevent your training activity being submitted to NCVER and the USI transcript tool.

Warnings should be reviewed regularly and actioned as necessary.

Where you have errors or warnings to resolve, the status of the Submission Progress Page will show as **Partial**.

Refer to the table below for a description of each report and an explanation of the action you need to take.

Remember that where you have made amendments to your SMS to rectify any discrepancies you will need to re-generate a new set of NAT files, re-validate through AVS and re-upload to STELA to update your data.

For end of year reporting all discrepancies must be resolved and the submission progress status for your organisation must show as **Complete** for your AVETMISS data submission to be considered final and complete.

We understand that some discrepancies may be permissible under the AVETMIS Standard or cannot be corrected for various reasons. Where this is the case DIS will overwrite these discrepancies at the end of year where valid reasons are provided.

## Submission Progress Descriptions and Actions to be taken:

Report name and description	Action/Tolerance
<b>Duplicate Enrolments</b> - Identifies where the same Subject and Program and a successful outcome (20, 51) has been reported multiple times for the same student in the current and previous collection years.	<p>Delete any genuine duplicates from your enrolment system and re-report a new set of validated NAT files into STELA to update your data.</p> <p>Duplicate enrolments are permitted where industry requires regular refresher training to maintain competence. Where this is the case the enrolment should be reported as a subject only enrolment.</p> <p>In some instances, this report may show records that are valid or cannot be corrected. Where this is the case DIS will mark the report as 'Complete' at the end of the year where you can provide valid justification.</p>



Report name and description	Action/Tolerance
<b>Duplicate Students</b> - Identifies where the same student has been reported in STELA with a different Student ID or different students with the same ID.	<p>These records should be merged in your enrolment system ensuring the earliest Student ID reported for the student is retained. Once corrected re-report a new set of validated NAT files into STELA to update your data.</p> <p>In some instances, this report may show records that are valid or cannot be corrected. Where this is the case DIS will mark the report as 'Complete' at the end of the year where you can provide valid justification.</p>
<b>Actual Hours Discrepancies</b> – Identifies Non-accredited modules which have been reported with no actual hours ('Scheduled Hours' in the NAT00120 file).	<p>Update the missing hours in your enrolment system re-report a new set of validated NAT files into STELA to update your data.</p> <p>For end of year reporting all errors must be resolved.</p>
<b>Parchment Number Discrepancies</b> – Identifies students with different parchment numbers for the same Program or the same parchment number for two different students or programs.	<p>Update the discrepancies in your enrolment system and re-report a new set of validated NAT files into STELA to update your data.</p> <p>For end of year reporting all errors must be resolved.</p>
<b>Unique Student ID Discrepancies</b> - Identifies students in your data with discrepancies when matched to the USI registry. Discrepancies can include: <ul style="list-style-type: none"> <li>· Missing USIs,</li> <li>· Invalid USIs,</li> <li>· Incorrect names and/or Date of Birth</li> <li>· Incorrect use of exemption codes SHORT or INTOFF.</li> </ul>	<p>Refer to our <a href="#">USI fact sheet</a> for guidance on resolving discrepancies.</p> <p>Update the discrepancies in your enrolment system and re-report a new set of validated NAT files into STELA to update your data.</p> <p>The USI verification process in STELA is an overnight process. Where updates have been made to your data please check the report the following day. If the report continues to show discrepancies that have been resolved, please contact the STELA Helpdesk.</p> <p>In some instances, this report may show records that cannot be corrected. Where this is the case DIS will mark the report as 'Complete' at the end of the year where you can provide valid reasons.</p>
<b>Continuing Studies</b> – identifies enrolments reported in the current collection year with an outcome of '70 - Continuing Enrolment' and where the activity end date is equal to or less than today's date.	<p>Update these enrolments with a final outcome (where applicable) or if training is still continuing, the activity end date must be updated in your enrolment system.</p> <p>Re-report a new set of validated NAT files into STELA to update your data.</p> <p>For end of year reporting all errors must be resolved. Where training has not yet finished update the end date in your enrolment system into the next collection year.</p>
<b>Academic Pass Enrolments</b> - identifies enrolments reported in the current collection year with an outcome of '70 – Academic Pass' and	<p>Update these enrolments with a final outcome (where applicable) or if work placement is</p>

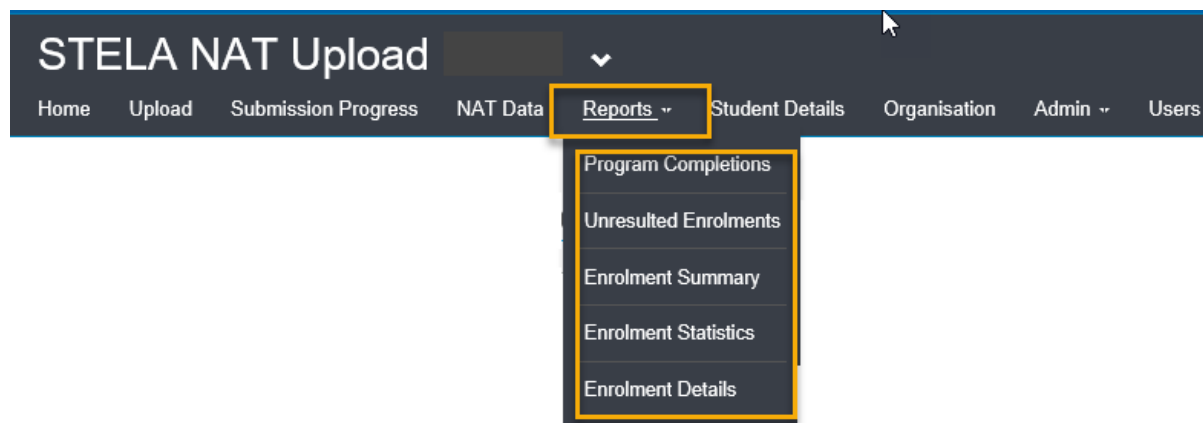
Report name and description	Action/Tolerance
where the activity end date is equal to or less than today's date.	<p>continuing, the activity end date must be updated in your enrolment system.</p> <p>Re-report a new set of validated NAT files into STELA to update your data.</p> <p>For end of year reporting all errors must be resolved. Where on the job assessment has not yet finished update the end date in your enrolment system into the next collection year.</p>
<p><b>Discontinued Studies</b> - identifies training activity reported by your organisation last year with an end date in or after the current collection year with an Outcome of '70 – Continuing activity', but the training activity is no longer appearing in this year's data..</p>	<p>It is expected where training activity was previously reported as 'Continuing activity' that it is re-reported in the current collection.</p> <p>Review and include the missing training activity in your next upload to STELA. If you incorrectly reported the outcome as '70 – Continuing activity' last year and the student did not commence training in the subject, please report the activity in your NAT files with an outcome of '85 – Not yet started' with an end date in the current collection year.</p> <p>Note: You will also need to remove the training activity from the Student's USI transcript.</p>
<p><b>Not Specified Details</b> –identifies students that have been reported with a mismatch on Title and Gender OR with a 'Not Specified' value for Gender or Date of Birth.</p>	<p>Update the discrepancies in your enrolment system and re-report a new set of validated NAT files into STELA to update your data.</p> <p>For end of year reporting all errors must be resolved.</p>

## Reports

The reports area allows users to generate a range of reports relating to training activity reported for an organisation within a specified time period.

Reports include:

- Program Completions
- Enrolment Summary
- Enrolment Statistics
- Enrolment Details



## Program Completions

Provides a list of program completions including parchment details for students by program within a specified date range.

STELA NAT Upload								
Program Completions								
LoE	Program	Program Name	Client Id	Client Name	Issued	Parchment Number	Issued Date	
Certificate IV	BSB41412	Certificate IV in Work Health and Safety	CEL00000RK		Y	CEL0000324	14/02/2017	
Certificate III	CHC33015	Certificate III in Individual Support	CEL000017G		Y	CEL0000473	17/07/2017	
			CEL000017E		Y	CT17110	15/05/2017	
			CEL000012H		Y	CEL0000299	01/02/2017	
			CEL000012P		Y	CT17016	10/02/2017	
			CEL000042H		Y	CT17017	24/02/2017	

1. To run the report, select **Program Completions** from the reports dropdown list on the STELA menu bar. This will launch the Program Completion Report window.

The screenshot shows the 'Program Completion Report' window. It has a title bar 'Program Completion Report' and a tab '1'. The window contains the following fields and controls:

- From Date:** 1/01/2017 (with a calendar icon on the right, labeled '2')
- Date To:** 24/01/2018 (with a calendar icon on the right, labeled '3')
- Format:** Radio buttons for Excel (selected), Word, and PDF (labeled '4')
- Generate:** A blue button (labeled '5')
- Download:** A button with a download icon and the text 'Program Completions.xls (Microsoft Office Excel Worksheet)' (labeled '6')

2. Enter the **From Date** and **To Date** in the fields provided in the format DD/MM/YYYY or select the dates by selecting the calendar icon on the right of the date fields.

3. Select your preferred report format (Excel, Word or PDF)
4. Click the **Generate** button to run the report.
5. Once complete the report will appear beneath the Generate button. Click on the report name or icon to open the report.

## Unresulted Enrolments

Provides a list of enrolments reported for the chosen collection year where the outcome is blank or Not Started (85). Where the End Date has passed, enrolments will appear in red.

The screenshot shows the 'STELA NAT Upload' interface for the Government of South Australia. The main heading is 'Unresulted Enrolments'. Below this is a table with the following columns: Client ID, Client Name, Program ID, Program Name, Subject ID, Subject Name, Activity Start Date, Activity End Date, and Nat. Outcome.

1. To run the report, select **Unresulted Enrolments** from the reports dropdown list on the STELA menu bar. This will launch the Unresulted Enrolments report window.

The screenshot shows the 'Unresulted Enrolments' report window. It includes a 'Collection Year' dropdown menu set to '2018', a 'Format' section with radio buttons for 'Excel', 'Word', and 'PDF', a 'Generate' button, and a download link for 'Unresulted Enrolments.xls (Microsoft Office Excel Worksheet)'. Numbered callouts (1-5) highlight the window title, collection year dropdown, format selection, generate button, and the resulting report link respectively.

2. Select the required **Collection Year** from the drop down list for the period you wish to run the report for.
3. Select your preferred report format (Excel, Word or PDF)
4. Click the **Generate** button to run the report.
5. Once complete the report will appear beneath the Generate button. Click on the report name or icon to open the report.

## Enrolment Summary

Provides a high level summary of the number of students, subject enrolments, hours and parchments by program for the chosen fund source(s) for the chosen collection year.

Enrolment Summary										
Collection Year: 2018										
FSI	FSI Desc	Purchase Contract Id	Program Id	Program Name	Students	Subjects	Parchment Issued	Actual Hours	Nominal Hours	
FFS	Domestic Full Fee Paying Student				53	722	19	0	42,004	
	FFS				53	722	19	0	42,004	
			BSB41412	Certificate IV in Work Health and Safety	1	10	1	0	418	
			CHC32015	Certificate III in Community Services	2	11	0	0	420	
			CHC33015	Certificate III in Individual Support	9	113	3	0	6,105	
			CHC43115	Certificate IV in Disability	19	248	2	0	16,075	
			CHC43415	Certificate IV in Leisure and Health	12	111	4	0	6,930	
			FNS42115	Certificate IV in Personal Injury Management	1	13	1	0	590	
			HLT33015	Certificate III in Allied Health Assistance	1	11	1	0	518	
			HLT51612	Diploma of Nursing (Enrolled-Division 2 nursing)	8	205	7	0	10,948	
JFS	Jobs First STL Projects				132	1,997	69	0	102,686	
	00000097				132	1,997	69	0	102,686	
			CHC33015	Certificate III in Individual Support	68	887	57	0	48,140	
			HLT51612	Diploma of Nursing (Enrolled-Division 2 nursing)	52	1,007	12	0	49,541	
			HLT54115	Diploma of Nursing	16	103	0	0	5,005	

- To run the report, select **Enrolment Summary** from the reports dropdown list on the STELA menu bar. This will launch the Enrolment Summary report window.

Enrolment Summary

Collection Year:

2018

Funding Source:

☒ FFS, JFS, S4A, WRG
 ☐ Select All
 ☐ FFS - Domestic Full Fee Paying Student
 ☒ JFS - Jobs First STL Projects
 ☒ S4A - SKILLS FOR ALL
 ☒ WRG - WorkReady - General

Format:

☒ Excel
 ☐ Word
 ☐ PDF

Generate

Enrolment Summary.xls

(Microsoft Office Excel Worksheet)

- Select the required **Collection Year** from the drop down list for the period you wish to run the report for.
- Select the **Fund Source(s)** to be included in the report.
- Select your preferred report format (Excel, Word or PDF)
- Click the **Generate** button to run the report.
- Once complete the report will appear beneath the Generate button. Click on the report name or icon to open the report.

## Enrolment Statistics

Provides a breakdown of student enrolments for the chosen collection year by chosen fund source(s) by student demographic such as country of birth, indigenous status, employment status etc.

Government of South Australia Department of State Development																	
STELA NAT Upload																	
Enrolment Statistics																	
FSI	FSI Desc	Purchase Contract Id	Males	Females	Total	Indigenous Status - Y	Indigenous Status - N	Born In Australia	Born Overseas	English Spoken At Home	Other Language Spoken At Home	Disabled - Y	Disabled - N	At School - Y	At School - N	Employed	Unemployed
FFS	Domestic Full Fee Paying Student		19	34	53	0	53	32	21	51	2	3	50	0	53	42	11
JFS	Jobs First STL Projects	00000097	39	93	132	1	131	57	75	106	26	4	128	0	132	63	69
S4A	SKILLS FOR ALL	00000097	0	3	3	0	3	1	2	3	0	0	3	0	3	3	0
WRG	WorkReady - General	00000097	15	58	73	0	73	26	47	67	6	6	67	0	73	36	37

- To run the report, select **Enrolment Statistics** from the reports dropdown list on the STELA menu bar. This will launch the Enrolment Statistics report window.

- Select the required **Collection Year** from the drop down list for the period you wish to run the report for.
- Select the **Fund Source(s)** to be included in the report.
- Select your preferred report format (Excel, Word or PDF)
- Click the **Generate** button to run the report.
- Once complete the report will appear beneath the Generate button. Click on the report name or icon to open the report.

## Enrolment Details

Provides a detailed summary of student enrolments including names, subjects, start and end dates, outcomes, delivery locations, scheduled hours and parchment details by program for the chosen fund source(s) and specified date range.

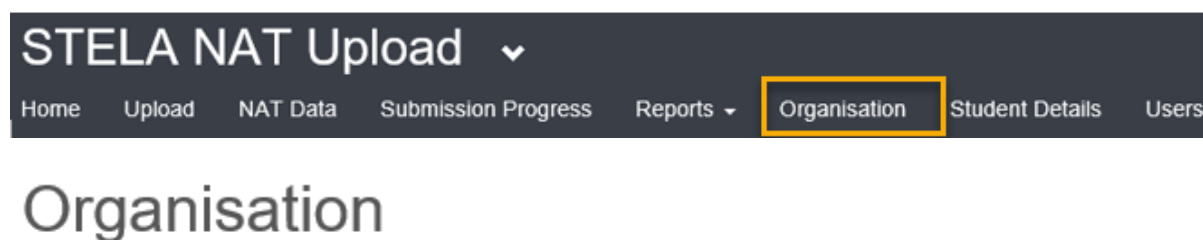


# Organisation

This section allows users to view information specific to their organisation such as:

- legal and trading name, address and contact details (as per training.gov.au)
- Programs and Subjects your training organisation is approved to deliver (as per training.gov.au)
- Fund Sources linked to your training organisation for reporting purposes.

To view this information, click on **Organisation** from the STELA menu bar. This will display the Organisation page with four sub menus.



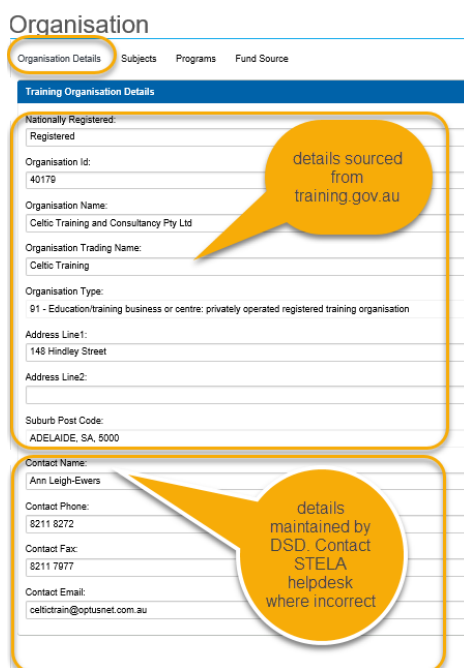
Organisation Details   Subjects   Programs   Fund Source

Click on the sub-menu items to view the relevant information for the chosen item. Refer below for screenshots and descriptions of each area.

## Organisation Details

This section provides details on the organisation that the user is associated with. The details listed here are sourced from TGA with the exception of the contract person.

Where TGA information is incorrect please contact ASQA to have your information updated. Where the contact is incorrect please contact the STELA Helpdesk to have these details updated.





## Subjects

Provides a list of all Accredited and Non Accredited Modules/Units of Competency (Subjects) that exist in STELA and may be reported against. Information includes Subject ID, Name, Type, Field of Education and Nominal Hours.

The top section of the page displays accredited subjects whilst non accredited subjects are listed underneath.

You will be unable to report any training activity for subjects that do not exist in STELA. Contact the STELA Helpdesk if you cannot locate an accredited or non accredited subject.

You can search for subjects by name or code by using the search field identified in purple below.

Subject ID	Subject Name	Subject Type	FOE ID	FOE Desc	VET	Nom. Hours	Active	Supersedes
050303	Manage basic small wine making processes	Module	050303	Viticulture	Y	0	Y	
05030301A	Deliver wine making education to Families	Module	050303	Health Promotion	Y	90	Y	
050305	Develop understanding of human anatomy & physiology	Module	050305	General Nursing	Y	90	Y	
050305	Develop effective academic skills	Module	050305	General Nursing	Y	40	Y	
050305	Use mathematics in nursing applications	Module	050305	General Nursing	Y	48	Y	
050305	Develop knowledge of microbiology for use in health settings	Module	050305	General Nursing	Y	30	Y	
050304	Use fundamentals of physics and chemistry in a health context	Module	050304	General Nursing	Y	35	Y	
AAA-001	Work placement	Module	120599	Employment Skills Programmes, n.e.c.	Y	0	Y	
AAA-031	Scientific Spreadsheet Applications	Module	050305	Practical Computing Skills	Y	25	Y	
AAA-032	Scientific Database Applications	Module	050305	Practical Computing Skills	Y	25	Y	

Subject ID	Subject Name	Subject Type	FOE ID	FOE Desc	VET	Nom. Hours	Active
01	Practical Skills	Module	120599	Employment Skills Programmes, n.e.c.	Y		Y
144	PARTICIPATE IN THE INVESTIGATION OF INCIDENT	Module	051301	Occupational Health and Safety	Y		Y
41000R	OFF ROAD AND Training - 2 day	Module	070303	Education Studies	Y		Y
AAAA	Advanced nursing	Module	110301	Beauty Therapy	Y	7	Y
AAAA	Advanced training	Module	110301	Beauty Therapy	Y	7	Y
AAAA	Acromioclavicular and back massage	Module	051711	Massage Therapy	Y	14	Y
AAAA	Body exfoliation and body wraps	Module	110301	Beauty Therapy	Y	7	Y
AAAA	Ear candling	Module	110301	Beauty Therapy	Y	7	Y
AAAA	Hot stone massage	Module	051711	Massage Therapy	Y	14	Y
AAAA	Indian head massage	Module	051711	Massage Therapy	Y	14	Y

## Programs

Provides a list of Qualifications, Accredited Courses and Skill Sets (Programs) that your organisation is approved to deliver on training.gov.au.

You can search for programs by name or code by using the search field identified in purple below.

Program ID	Program Name	Accredited	Effective From	Effective To	No New Enrollments	Min/Max Hours	Prog Rec ID	ANZSCO	Full
30030101	Diploma of Nursing (Pre-Enrollment)	Y	12/02/2007	30/06/2010		1343	12	411411	0503
30040101	Diploma of Nursing (Post-Enrollment)	Y	12/02/2007	30/06/2010		550	12	411411	0503
405105A	Certificate IV in Injury Rehabilitation Management	Y	7/11/2009	30/06/2011		0	12	251312	0517
405105A	Certificate IV in Injury Claims Administration	Y	7/11/2009	30/06/2011		0	12	251312	0513
640500004	Production Horticulture Administration Supervisor Skill Set	N	15/06/2015	30/06/2020		0	13		

## Fund Source

Provides a list of Fund Sources linked to your training organisation for reporting purposes. Some state fund sources require the Purchasing Contract ID to be provided in a particular format. This can be easily identified by referring to the 'Contract Validation Error Message' column to the right of the screen. If a particular format is required, this column will specify the format. For example fund source EPA requires the purchasing contract ID to be 'begin with 'JF-' followed by 6 numeric characters (this is highlighted in purple below). Failure to provide the ID in this format will result in a validation error whilst trying to upload your data.

Refer to your contract schedule for the relevant Purchasing Contract IDs that your organisation should be reporting in STELA.

Organisation			
Organisation Details	Subjects	Programs	Fund Source
State Fund Sources linked to this Training Organisation			
Quick Search: All fields			
FBI	Fund Source State Description	Contract Validation Reg Ex	Backend Validation Error Message
EPA	Employment Projects Accredited	^E-[0-9]{2}-[0-9]{2}-[0-9]{2}-[0-9]{2}\$	Contract ID of EPA funding type begins with EP followed by 6 numeric characters
EPN	Employment Projects - Non-accredited	^E-[0-9]{2}-[0-9]{2}-[0-9]{2}-[0-9]{2}\$	Contract ID of EPN funding type begins with EP followed by 6 numeric characters
IFI	International Offshore full fee paying student		
FTO	Revenue from another registered training organisation		
FFS	Domestic Full Fee Paying Student		
ICN	ICANFLO students		
JEN	Jobs First Employment Projects - Non-accredited	^JFJEN[0-9]{2}-[0-9]{2}-[0-9]{2}-[0-9]{2}\$	Contract ID of JEN funding type begins with JFJEN followed by 5 numeric characters

Where you need to report enrolments against a Fund Source that does not exist in your list, contact the STELA Helpdesk to have it added to your organisation. You will be unable to report any training activity with fund sources that are not linked to your organisation.

NOTE: Once a new fund source has been added for your organisation there is a time lag and it will not appear in STELA NAT Upload until the morning the following day.

## Student Details

Student Details contains details on all students and relevant training activity your organisation has reported since (a) you began uploading in STELA or (b) from collection year 2014 onwards (whichever one is first). It allows you to search for students and view reported student profile information including subject enrolments and program completions.

For security purposes the screenshots listed below have had sensitive information removed.

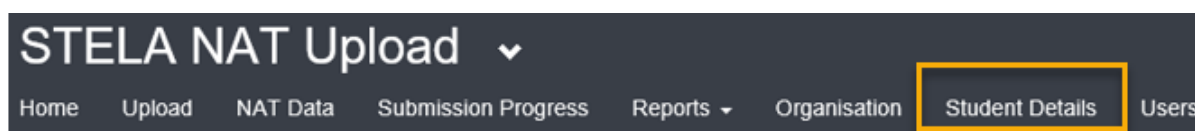


By default, the Student Details window will display all Students your organisation has reported in STELA. Where this exceeds 50 you will need to use the left and right arrows or page numbers at the bottom left of the page to navigate to different pages. You can also sort columns or filter records by selecting the arrow down icon to the right of each column heading.

Student details can be exported to Excel by clicking on the **Export to Excel** at the top left hand corner of the screen.

## Search for a Student

1. To search for a Student, select **Student Details** from the STELA menu bar which will display the Students screen.



2. To search for a student enter one of the following values into the Quick Search field:

- USI,
- Client ID,
- First Name
- Family Name

3. Click **Search** which will display any matching records.

Student Details

ClientId	Title	Firstname	FamilyName	Gender	DOB	USI	Suburb	State	PostCode	MobilePhone	EmailAddress
54523		Rebekah									
54700		Samantha									
55433		Melissa									
55555		Pete									
57439		ROBERT									
55433		Doree	Macintosh	Female	03/10/1974		EVERARD PARK	SA	5035		

4. To open the student record and view their student profile and training history double click on the relevant record to open the Student Details Screen

The top section of screen (Student Details) will display profile information for the chosen student record which includes name, USI, Contact Details and other demographic information as per screenshot below.

## Student Details

Student Details	
First Name	Family Name
Gender	DOB
USI	Disability
Indigenous Status	Home Country
Language	Year School Completed
Employment Status	Currently At School
Highest Schooling Level	Survey Contact Status

The middle section of the screen (Student Completions) will display any Program Completions reported for the chosen student and includes relevant parchment details as per screenshot below.

Student Completions									
Drag a column header and drop it here to group by that column									
LoE	Client Id	Client Name	Prog Id	Program Name	Date Program Completed	Year Completed	Issued	Parchment Number	Issued Date

The bottom section of the screen (Student Enrolments) will display any enrolments reported for the chosen student and includes subject name, start and end dates, outcome and other relevant details as per screenshot below.

Student Enrolments											
Export to Excel											
Drag a column header and drop it here to group by that column											
Client Id	Client Name	Subj Id	Subject Name	Prog Id	Program Name	Start Date	End Date	Outcome Not	Actuality	FBI State	FBI Name

To search for another student or return to the list of students in your previous search click **Back to Students** at the bottom left of the screen.

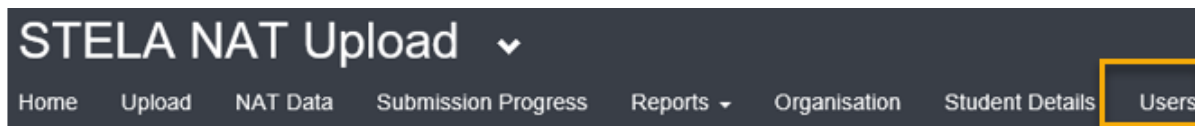
Note: Student completions and enrolments can be exported to Excel by clicking on the **Export to Excel** at the top left hand corner of the screen.

## Users

The Users section provides a list of staff in your organisation that have STELA access.

For security purposes the screenshots listed below have had sensitive information removed.

1. To see the STELA users for your organisation, select **Users** from the STELA menu bar.



A list of users will be displayed as per screenshot below:

Users

User List											
Support User List To Email (Filters Not Applied)											
Quick Search: All Fields											
Organisation ID	Organisation Name	Role	Username	First Name	Last Name	Active	Email	Phone	Last Login	Last Failed Login	Failed Login Count
40170		RTD User				Y					0
40170		RTD User				Y			31/01/2017		0
40170		RTD User				Y			1/02/2017		0
40170		RTD User				Y			25/01/2016		0

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2. To request the deactivation of a user please email the STELA Helpdesk [stelahelpdesk@sa.gov.au](mailto:stelahelpdesk@sa.gov.au) with the user details and request the account be deactivated.
3. To request a new user account please complete the request for access form <http://www.skills.sa.gov.au/stela>. For more information refer to the section '[Obtaining Access](#)'.