



ReadyTech Education

ReadySkills for Training Providers

Intro



Bridgette Kaminski
Education Consultant



Gemma Cameron
Education Consultant

Questions

Following this session please reach out to:

Support

- E: support@readyskills.io
- P: 1300 697 763

Onboarding

- E: customeronboarding@ewp.readytech.io



Integrations

ReadySkills - VETtrak



Agenda



Topics Covered

- 1 API Setup
- 2 Transferring Students
- 3 Transferring Results





Integrations

ReadySkills - VETtrak

NOTE!

This process can be used for Profiling and RPL Extensions



API Setup



API Setup

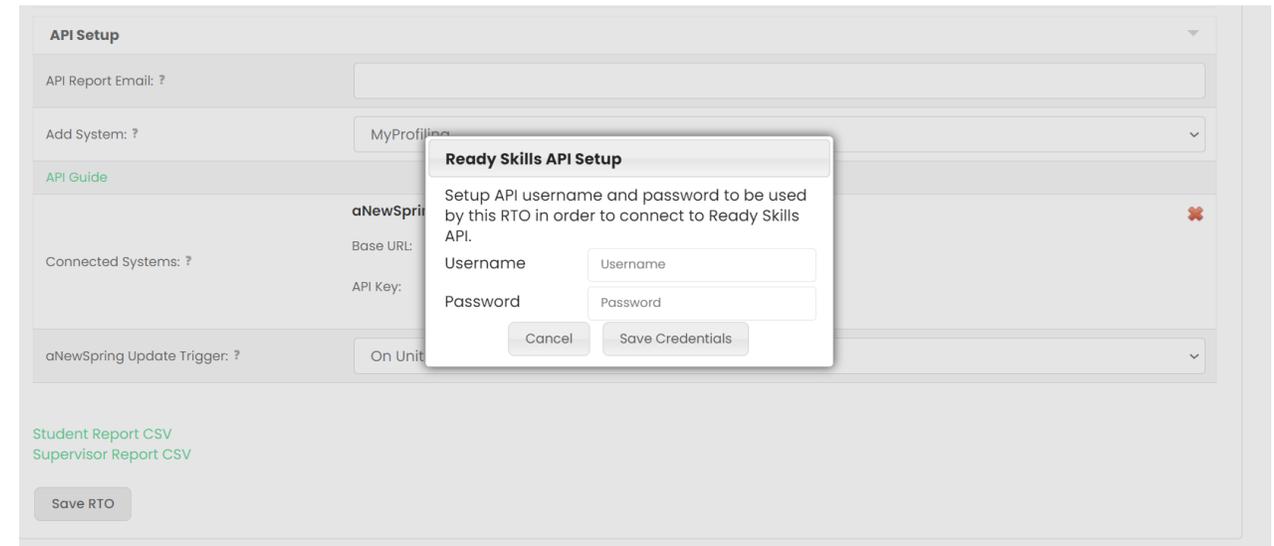
In ReadySkills

Control Panel > RTO Settings > General > API Setup

Select “My Profiling” under > Add System

Add a username and password for the integration (self-selected)

If this field is already completed, make note of the details for later



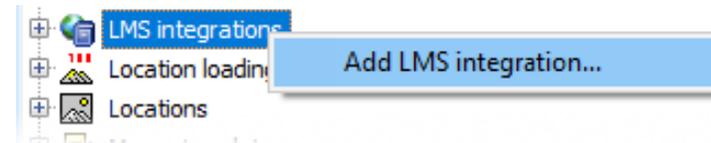
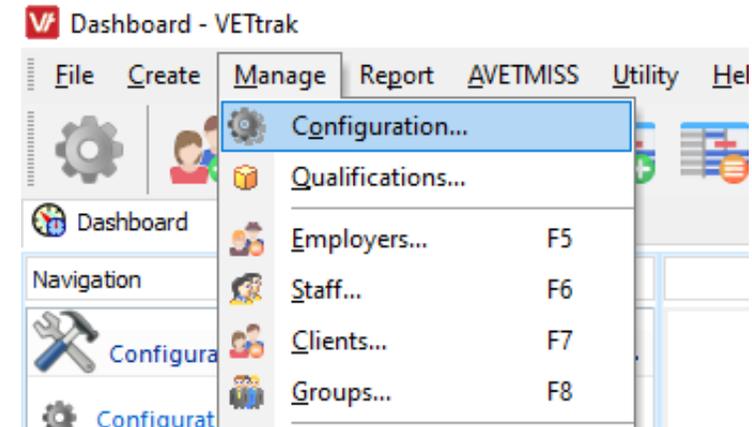
API Setup

In VETtrak

Manage > Configuration

Right click on LMS Integrations > Add LMS Integration

If you can't see the LMS Integration feature, please reach out to support@vettrak.com.au



API Setup

Name: Ready Skills

Code: user configurable

> Next

LMS Integration Configuration Wizard

Configure LMS integration
Specify the name, product, and other options for your LMS integration. Press Next to continue.

Name: Ready Skills Code: RS

LMS Product: Ready Skills - formerly MyProfiling Archive this LMS integration

Available transfer levels		Available for organisations		
Result	Level	Use	Organisation	Default
<input checked="" type="checkbox"/>	Unit	<input checked="" type="checkbox"/>	BK	<input type="checkbox"/>

Buttons: Cancel, Back, Next

API Setup

Live

Add Username and Password from Ready Skills API setup

> Test Connection

LMS Integration Configuration Wizard

Configure LMS connection
Specify the details to connect to your LMS. Press Next to continue.

Ready Skills API Details

Ready Skills web address: Live Staging

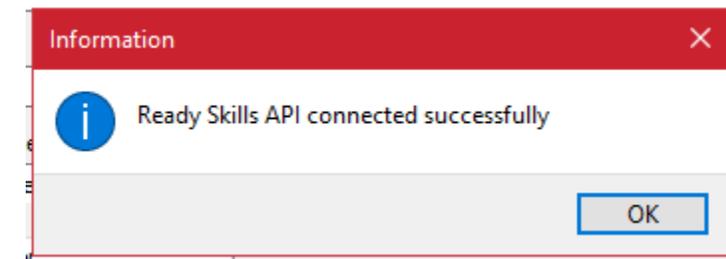
Username: Password:

Ready Skills trainer staff types

Use	Staff type
<input checked="" type="checkbox"/>	Instruct
<input checked="" type="checkbox"/>	Supervisor
<input checked="" type="checkbox"/>	Trainer

Restrict clients to one enrolment each in Ready Skills [Info](#)

Use email address as Ready Skills username



API Setup

Unit Results Mapping

Allows you to synchronise what Result Types within VETtrak represent the unit outcomes present in ReadySkills

LMS Outcomes: Match with VETtrak Result Types that suit your needs

Months in future: Your result end dates will be populated as this when the unit is started within the LMS

Delivery Strategy: Entered for units actioned within the LMS

The screenshot shows the 'LMS Integration Configuration Wizard' window. The title bar reads 'LMS Integration Configuration Wizard'. Below the title bar, there is a subtitle 'Configure LMS to VETtrak unit resulting options' and a instruction: 'Tick which LMS outcomes you want to record in VETtrak. For each, select the VETtrak unit result type to use in each state. Press Next to continue.' There is a 'Vf' logo in the top right corner of the window.

The main content area is titled 'Map LMS results to VETtrak result types (9 selected of 9)'. It contains a table with the following columns: State, Commenced, Competent, Failed, Withdrawn, RPL, RCC, Credit transfer, Off-job complete, and Tick unit. Each column has a checkbox in the 'Record result' row. Below this, there are rows for each state: ACT, NSW, NT, Other, Overseas, Qld, SA, Tas, Vic, and WA. Each row contains dropdown menus for each of the result types.

State	Commenced	Competent	Failed	Withdrawn	RPL	RCC	Credit transfer	Off-job complete	Tick unit
Record result	<input checked="" type="checkbox"/>								
ACT	Continuing	Competent	Not competent/fail	Not competent/fail	RPL	Competent	Credit Transfer	Continuing	Competent
NSW	Continuing	Competent	Not competent/fail	Not competent/fail	RPL	Competent	Credit Transfer	Continuing	Competent
NT	Continuing	Competent	Not competent/fail	Not competent/fail	RPL	Competent	Credit Transfer	Continuing	Competent
Other	Continuing	Competent	Not competent/fail	Not competent/fail	RPL	Competent	Credit Transfer	Continuing	Competent
Overseas	Continuing	Competent	Not competent/fail	Not competent/fail	RPL	Competent	Credit Transfer	Continuing	Competent
Qld	Continuing	Competent	Not competent/fail	Not competent/fail	RPL	Competent	Credit Transfer	Continuing	Competent
SA	Continuing	Competent	Not competent/fail	Not competent/fail	RPL	Competent	Credit Transfer	Continuing	Competent
Tas	Continuing	Competent	Not competent/fail	Not competent/fail	RPL	Competent	Credit Transfer	Continuing	Competent
Vic	Continuing	Competent	Not competent/fail	Not competent/fail	RPL	Competent	Credit Transfer	Continuing	Competent
WA	Continuing	Competent	Not competent/fail	Not competent/fail	RPL	Competent	Credit Transfer	Continuing	Competent

At the bottom of the window, there are two sections: 'Months in future to set unit end date when unit started in LMS' with a dropdown set to '3', and 'Delivery strategy' with a dropdown set to 'External - 5'. There are 'Order' and 'Clear' buttons next to the delivery strategy dropdown. At the very bottom, there are 'Cancel', 'Back', and 'Next' buttons.

Lets go do it!

Let's take a look at:

- Setting up the API





Transferring Users



Transferring Users

Users that can be transferred:

- Students
- Trainers
- Employer

Please note:

Please manually fill in any additional details required

If the employer is being entered for the first time, please add all supervisors manually in ReadySkills

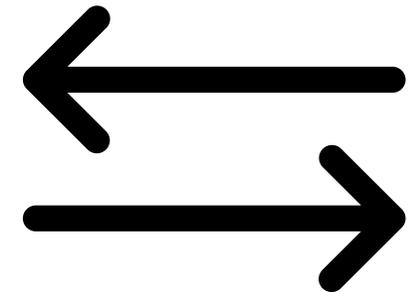
The screenshot shows the 'Enrolment Wizard' interface for a student named Rogger (00175). The 'Optional details' step is active, and the 'Employer' field is set to 'Bill's Building'. The 'Enrolment staff' table below it contains one entry: 'Trainer, Jill (00176)'. Other fields include 'Programme' (Certificate I in Construction), 'Bar Colour' (Blue), 'Enrolled' (1), 'Occ ID' (984), and 'Min clients' (0). The interface includes navigation buttons for 'Cancel', 'Back', and 'Next'.

Pri	Staff type	Staff member	Del
<input checked="" type="checkbox"/>	Trainer	Trainer, Jill (00176)	<input type="checkbox"/>

Transferring Students

Students can be transferred from VETtrak to ReadySkills in a variety of ways

1. Individual Enrolments
2. Multiple Enrolments
3. Bulk Selection
4. New Enrolment

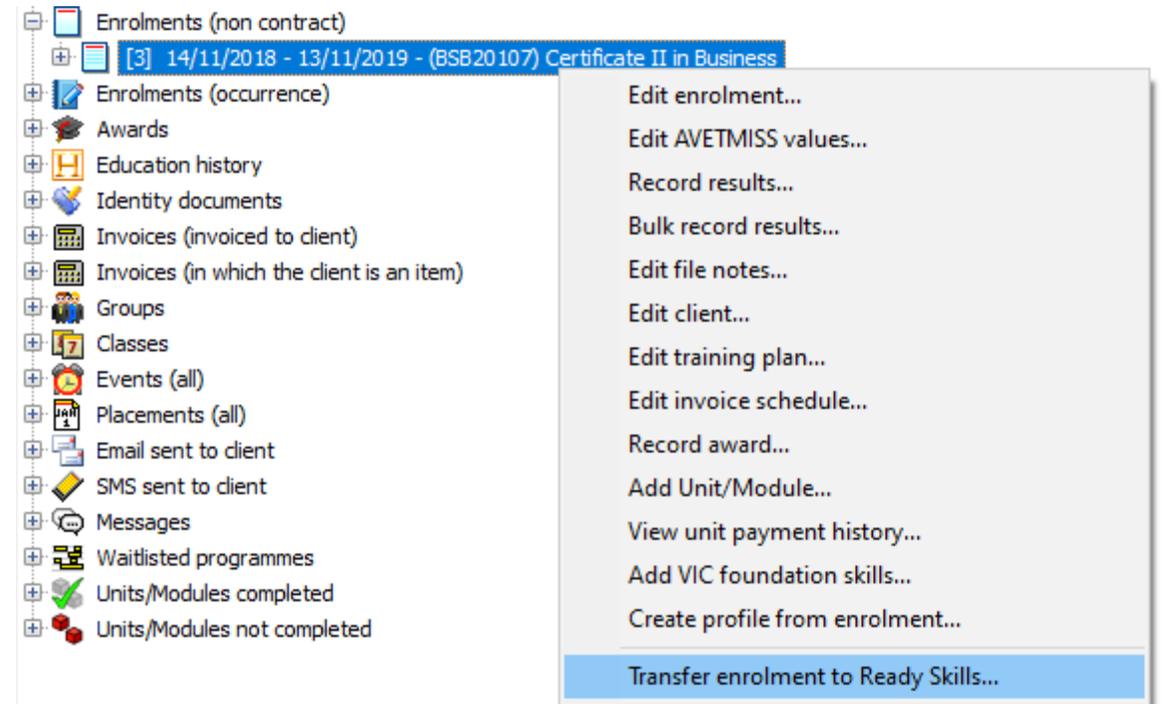


Transferring Students

1. Individual Enrolments

Right click on the enrolment within the appropriate manager (client manager, etc)

> Transfer enrolment to Ready Skills

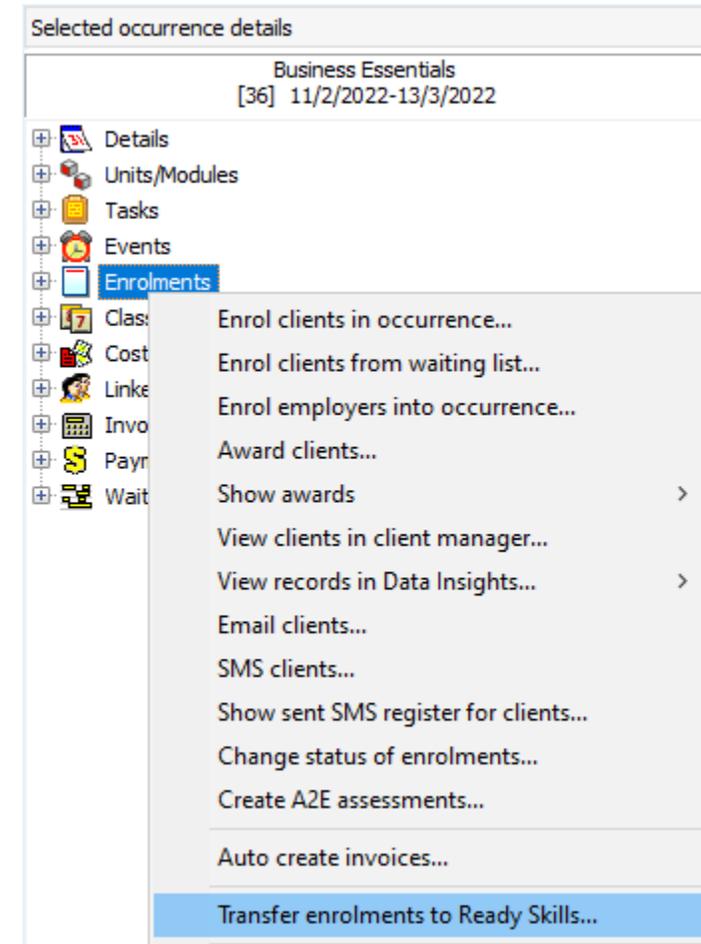


Transferring Students

2. Multiple Enrolments

Right click the Enrolments node for an Occurrence in the Programme Manager

> Transfer enrolments to Ready Skills



Transferring Students

3. Bulk Transfer

Within Data Insights Manager, perform an enrolment-based query

> Transfer to Ready Skills

The screenshot shows the 'Results' tab of a query in Data Insights Manager. It displays a table with 22 rows of client enrolment records. The table has columns for 'Client -> Given name' and 'Client -> Surname'. An 'Action' dropdown menu is open over the table, listing various actions such as 'Add event', 'Auto create invoice', 'Change staff', 'Create A2E assessments', 'Reset passwords', 'Run report', 'Send email', 'Send SMS', and 'Transfer to Ready Skills'. The 'Transfer to Ready Skills' option is highlighted in blue.

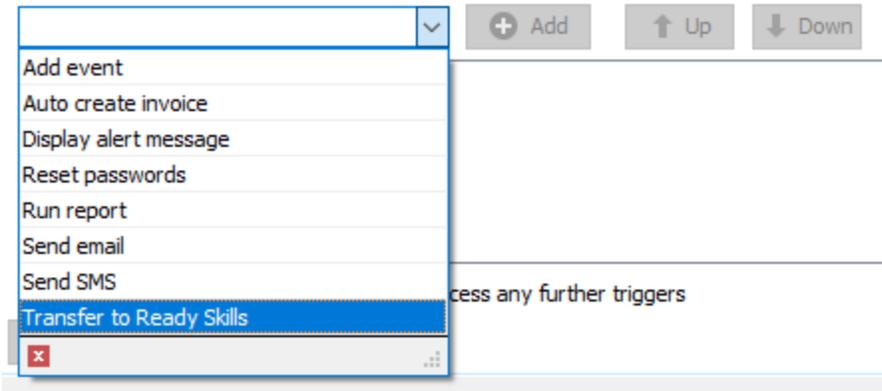
Client -> Given name	Client -> Surname
Jill	Demonstration
Greg	Exampleton
Phil	Exampleton
Eric	Tutorial
Rupert	Demo
Ryan	Tutorial

Transferring Students

4. New Enrolment

New enrolments can be transferred to Ready Skills by selecting > **Transfer to Ready Skills** for a new enrolment

2. Perform these actions:



The screenshot shows a workflow configuration interface. At the top, there is a dropdown menu with a downward arrow. Below it, a list of actions is displayed: 'Add event', 'Auto create invoice', 'Display alert message', 'Reset passwords', 'Run report', 'Send email', 'Send SMS', and 'Transfer to Ready Skills'. The 'Transfer to Ready Skills' option is highlighted in blue. To the right of the list, there are three buttons: '+ Add', '↑ Up', and '↓ Down'. Below the list, there is a text label 'Process any further triggers'.

Transferring Students

Wizard

If you have multiple Ready Skills instances, select them here

Select any/all enrolments to be transferred to Ready Skills

Press Transfer to complete process

Transfer Enrolments to Ready Skills (formerly MyProfiling) Wizard

Select the valid enrolments to transfer to Ready Skills

Select the enrolments to transfer to Ready Skills. Enrolments with a red status cannot be transferred, click the status for details. Press Transfer to perform the transfer, review the results, then press Close.

Ready Skills LMS integration: RS - Ready Skills

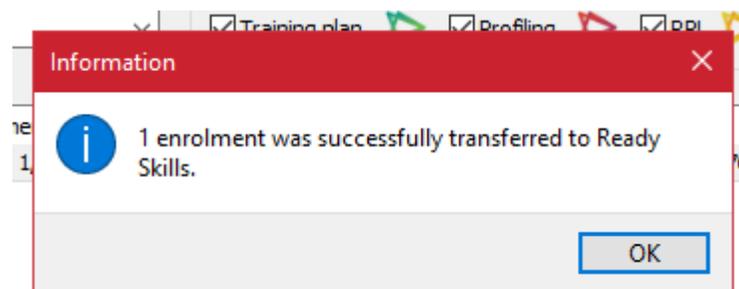
Allow access to: Training plan Profiling RPL

Enrolments to transfer to Ready Skills (1 selected)

Use	Status	Open	Client	Enrolment	Contract code	Trainers	Employer
<input checked="" type="checkbox"/>	Green	▼	Student, Rogger (00175)	[985] 1/09/2023 - 31/12/2023 - (CPC10120) C		Trainer, Jill (00176) - Train	Bill's Building

Buttons: Cancel, Transfer, Export

Select which Ready Skills Extensions the student can access



Transferring Students

Following Transfer

Employer

Edit Employer

[« Back to Employers](#)

Employer details should be completed as fully as possible to help avoid issues caused by having duplicates. ABN will be a required field in the future and it is strongly recommended that ABNs are completed to assist in minimising duplication. [More](#)

Legal Name	Bill's Building		
ABN	53 004 085 616		
Trading Name	Bill's Building		
Address		Suburb	
Postcode			
Contact Name		Email	bridgette.kaminski+bill@
Phone	0366995544	Mobile	

[Add branch/office](#)

[Save Employer](#)

Supervisors

Students

- Student, Hamish
- Student, Rogger

Trainer

Edit Trainer Details

[« Back to Users](#)
[» Add Another User](#)

[Activity Log](#)

Added: 04/09/2023

[Archive User](#)

User Level: **Trainer**

First Name: * Jill

Last Name: * Trainer

Username: * trainerj2

Email: * Bridgette.kaminski+JillTrainer@readytech.io

Students ?

Select Tags (if required) [Filter](#)

Display unassigned students using the alphabetical links.
** recently archived students with unapproved entries*

A-C D-F G-I J-L M-O P-R S-U V-X Y-Z All Ticked

- Student, Hamish
- Student, Rogger

Student

Edit Student Details

[« Back to Users](#)
[» Add Another User](#)

[Activity Log](#) [RPL Communication Log](#) [Blocked Weeks](#)

Added: 04/09/2023

[Transition](#) [Archive User](#)

User Level: **Student**

First Name: * Rogger

Last Name: * Student

Username: * studentr2l

Student Number: 985

USI:

Supervisors

Display unassigned supervisors using the alphabetical links.
No supervisors meet the current selection criteria.

Trainers ?

Trainers with matching qual tags are in bold. Default is student's qual.

CPC10120 [Highlight Matching](#)

Display unassigned trainers using the alphabetical links.
A-C D-F G-I J-L M-O P-R S-U V-X Y-Z All Ticked

- Trainer, Bridgette
- Trainer, Jill
- Trainer, Tom

- [View Training Plan](#)
- [View Unit Profiles](#)
- [View Profiling History](#)
- [View RPL Progress](#)
- [LMS & Assessments](#)

Lets go do it!

Let's take a look at:

- Transferring students to ReadySkills

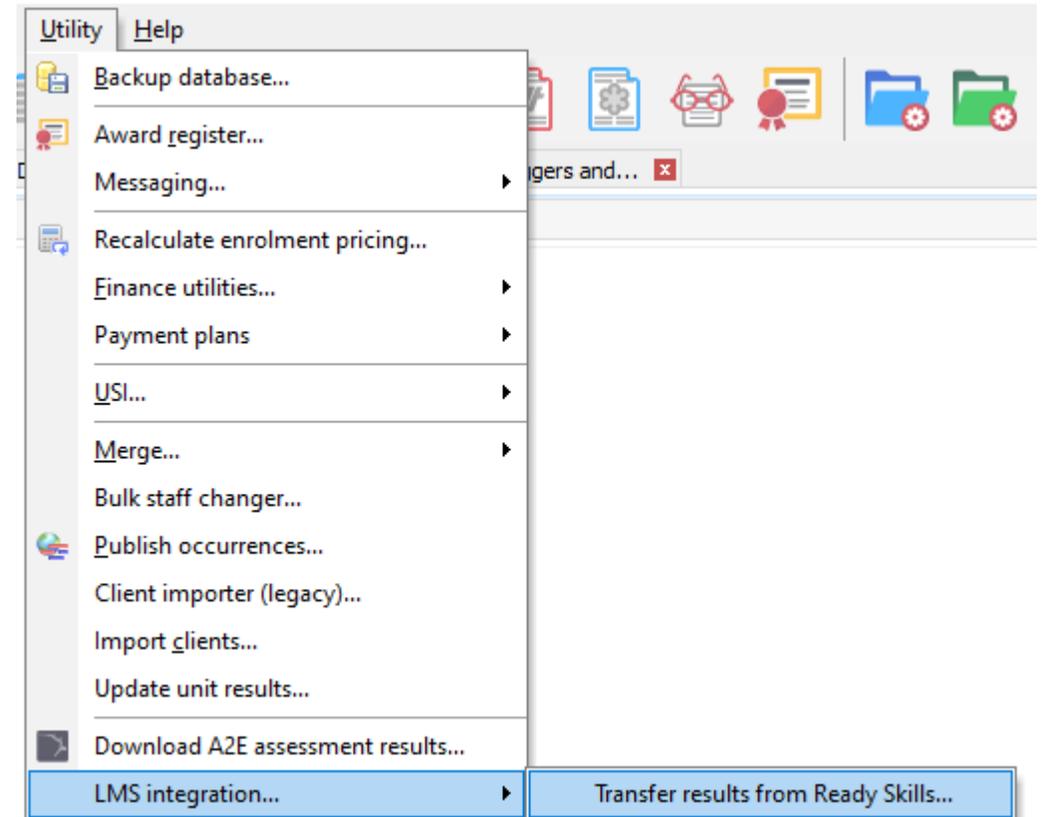


Transferring Results



Transferring Results

Utility > LMS Integration > Transfer results from Ready Skills



Transferring Results

Download Results

The transfer wizard will enable you to download results

Transfer Results from Ready Skills (formerly MyProfiling) Wizard

Transfer results from Ready Skills

Click the Download Results button to download a new batch of results from Ready Skills, or select a past batch to review it. Review the results from Ready Skills and how they will be translated to VETtrak. Press a red status to see the reasons for the error. Press Save to save the valid results into VETtrak.

Please press "Download results" to download a new batch of results from Ready Skills

Ready Skills LMS integration

Rskills - Ready Skills

Download new batch

Download results

Modified since

1/10/2021

Status	Client	Enrolment	Contract code	Unit	RS result	RS start date	RS end date	VT result	VT start date	VT end date
<No data to display>										

Cancel Save Export

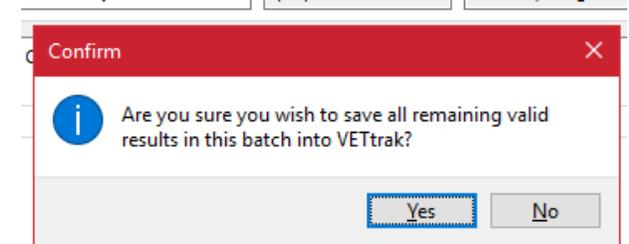
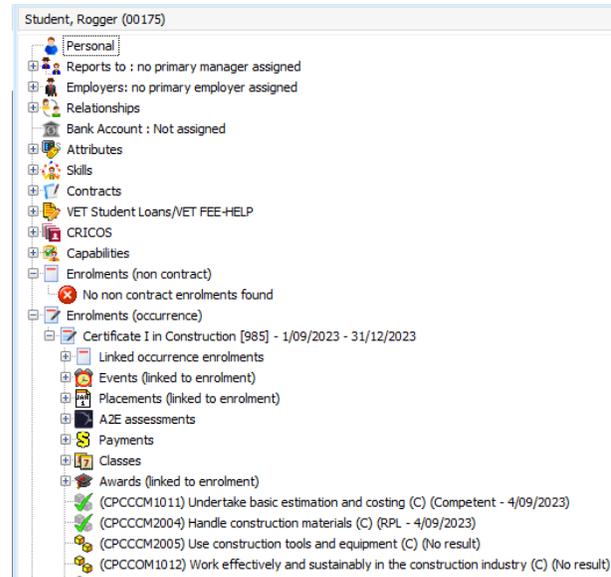
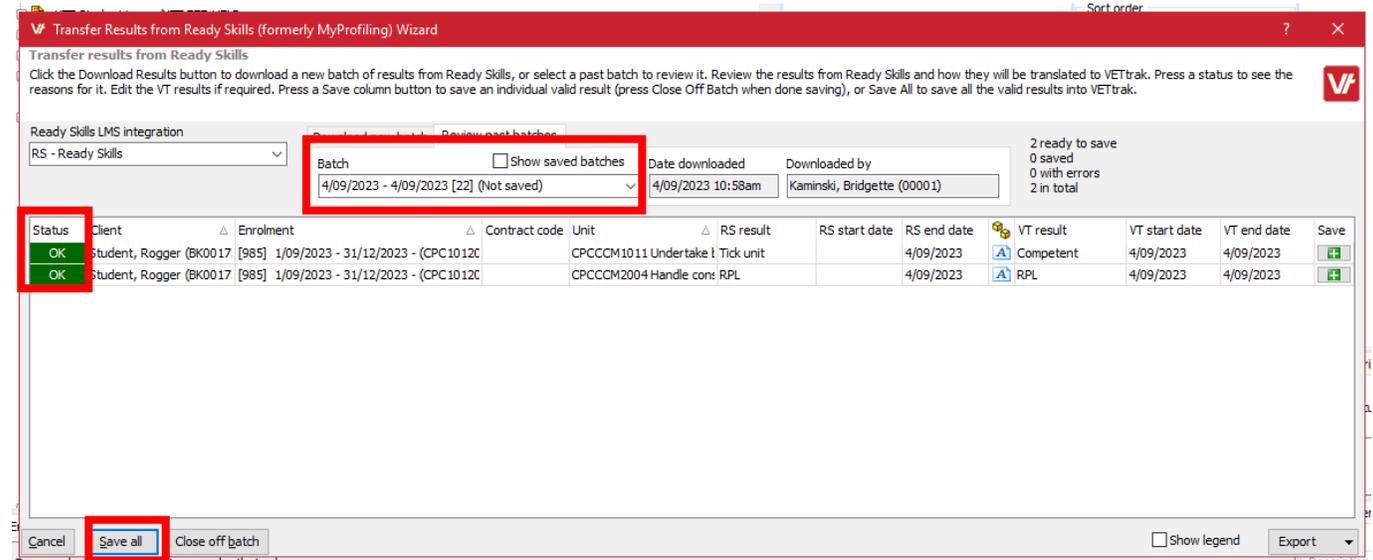
Transferring Results

Wizard

Batch: view previous batches of results

Status: Highlights warnings and errors

Save: Process results into VETtrak



Lets go do it!

Let's take a look at:

- Transferring results from ReadySkills



Summary

What have we done today?

- How to setup the API between VETtrak and ReadySills
- How to transfer students from VETtrak to ReadySkills
- How to transfer results from ReadySkills to VETtrak



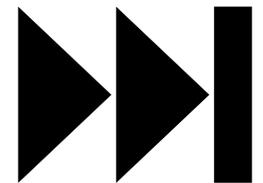
What's Next?

Site Setup Action Items

In the next step, you will complete the action items for this session

It's important that you complete all steps fully before you progress

Please remember to complete the setup IN ORDER as displayed in the slides



Thank you

For more information please contact:

Readyskills Support

- E: support@ewp.readytech.io
- P: 1300 697 763

VETtrak Support

- E: Support@vettrak.com.au
- P: 03 63 33 01 66

Onboarding

- E: customeronboarding@ewp.readytech.io

