



ReadyTech Education

ReadySkills for Training Providers

Intro



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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

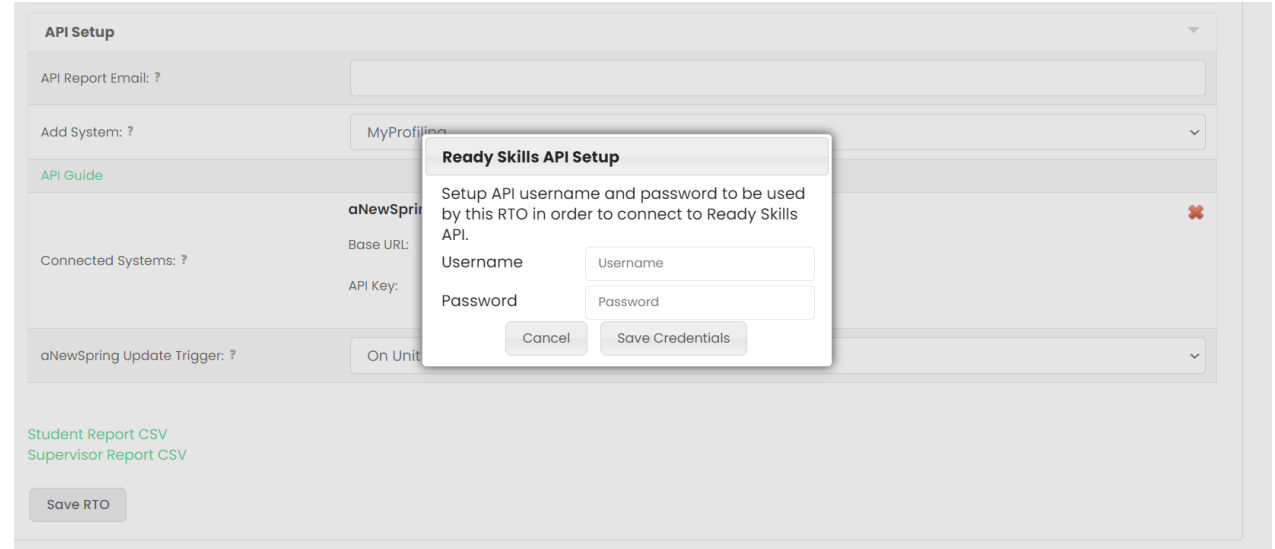
In ReadySkills

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



The screenshot shows the 'API Setup' configuration page. It includes fields for 'API Report Email', 'Add System' (set to 'MyProfiling'), 'API Guide', 'Connected Systems', 'Base URL', 'API Key', and 'aNewSpring Update Trigger'. A modal window titled 'Ready Skills API Setup' is open, prompting the user to 'Setup API username and password to be used by this RTO in order to connect to Ready Skills API.' The modal contains input fields for 'Username' and 'Password', and buttons for 'Cancel' and 'Save Credentials'. At the bottom of the main page, there are links for 'Student Report CSV' and 'Supervisor Report CSV', and a 'Save RTO' button.

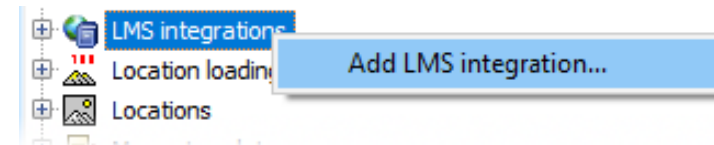
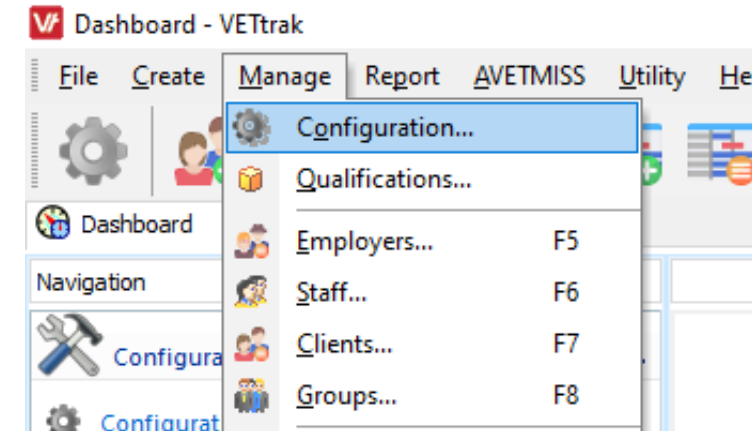
API Setup

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"/>

Cancel Back Next

API Setup

Live

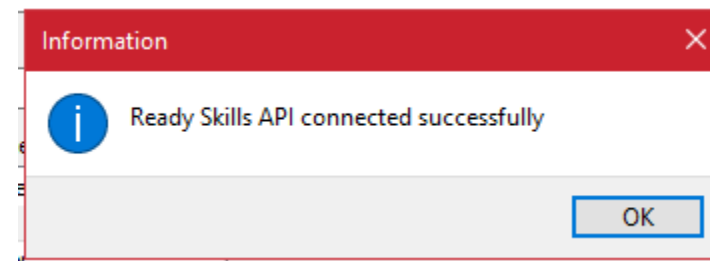
Add Username and Password from Ready Skills API setup

> Test Connection

The screenshot shows the 'LMS Integration Configuration Wizard' window. The title bar is red with the 'Vf' logo. The main area is titled 'Configure LMS connection' and includes the instruction 'Specify the details to connect to your LMS. Press Next to continue.' Below this, there are two tabs: 'Live' (selected) and 'Staging'. The 'Ready Skills API Details' section contains a text box for 'Ready Skills web address' with the value 'https://app.mytrainingplan.com.au'. Below this, there are two text boxes: 'Username' with the value 'ReadySkills' and 'Password' with masked characters. To the right of these fields is a 'Test connection' button. Below the password field, there is a section for 'Ready Skills trainer staff types' with a table:

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

To the right of the table, there are two checkboxes: 'Restrict clients to one enrolment each in Ready Skills' (unchecked) and 'Use email address as Ready Skills username' (unchecked). At the bottom of the window are 'Cancel', 'Back', and 'Next' buttons.



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 is red with a white 'Vf' logo. The main content area has a white background with a red header bar. The header bar contains the text 'Configure LMS to VETtrak unit resulting options' and a sub-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.' Below the header, there is a table titled 'Map LMS results to VETtrak result types (9 selected of 9)'. The table has 11 columns: 'State', 'Commenced', 'Competent', 'Failed', 'Withdrawn', 'RPL', 'RCC', 'Credit transfer', 'Off-job complete', and 'Tick unit'. Each column has a checkbox in the header row. The 'State' column lists various states: ACT, NSW, NT, Other, Overseas, Qld, SA, Tas, Vic, and WA. Each state row has a dropdown menu for each of the other columns. The 'Next' button is highlighted in blue.

State	Commenced	Competent	Failed	Withdrawn	RPL	RCC	Credit transfer	Off-job complete	Tick unit
Record result	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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

Months in future to set unit end date when unit started in LMS: 3

Delivery strategy: External - 5

Buttons: Cancel, Back, Next

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

Enrolment Wizard : [985] Student, Rogger (00175)

Enter optional information.
Select staff and status along with various optional fields for enrolment. Press Next to continue.

Basic details ▶ AVETMISS ▶ Pricing ▶ **Optional details** ▶ File notes ▶ Finish

State rules in effect : Tasmania

Programme: Certificate I in Construction | Bar Colour: Blue | Short code: | Long code: | Enrolled: 1 | Occ ID: 984 | Min clients: 0 | Max clients: 0

☐ Report employer as location in AVETMISS [Information about reporting employers as locations](#)

Employer: Bill's Building | Clear

Third party delivery provider: | Clear

Online class link: | Add

Enrolment staff:

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

Contact: | Clear

Referral source: | Clear

Enrolment type: | Clear

Vocation: | Clear

Agent commission:

Agency: | Clear

Agent: | Order | Clear

Commission rule: | Order | Clear

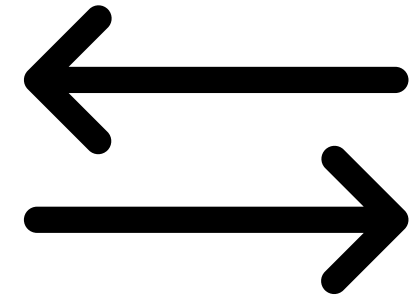
No agent commission applies to this enrolment

Cancel Back Next

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

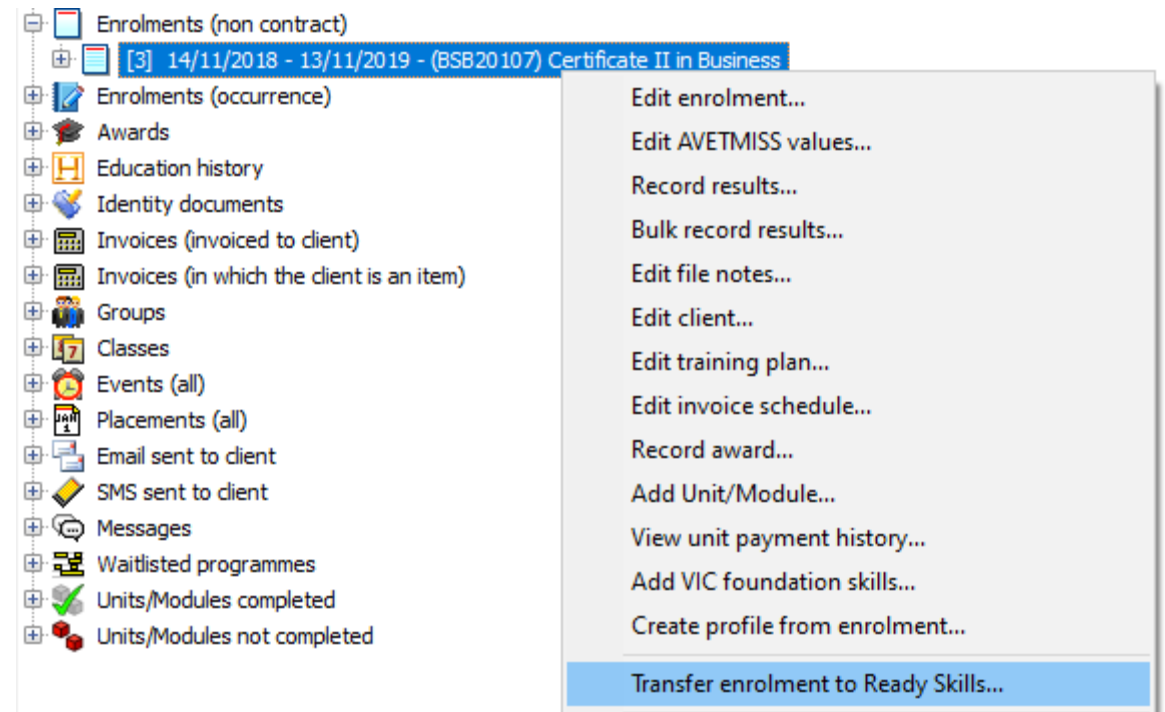


Transferring Students

1. Individual Enrolments

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

> Transfer enrolment to Ready Skills

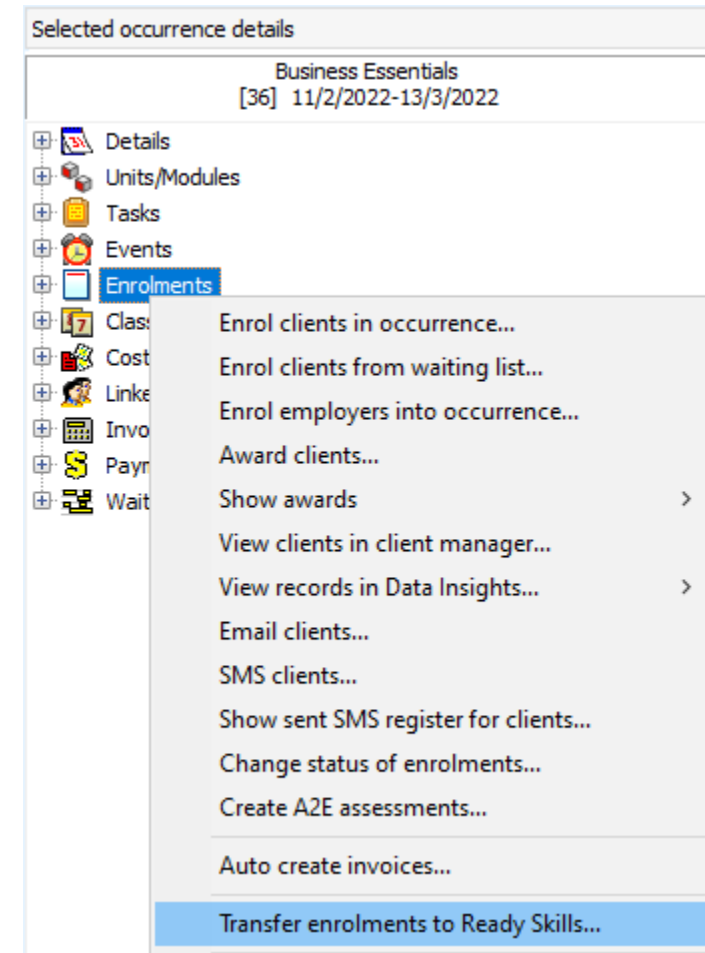


Transferring Students

2. Multiple Enrolments

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

> Transfer enrolments to Ready Skills

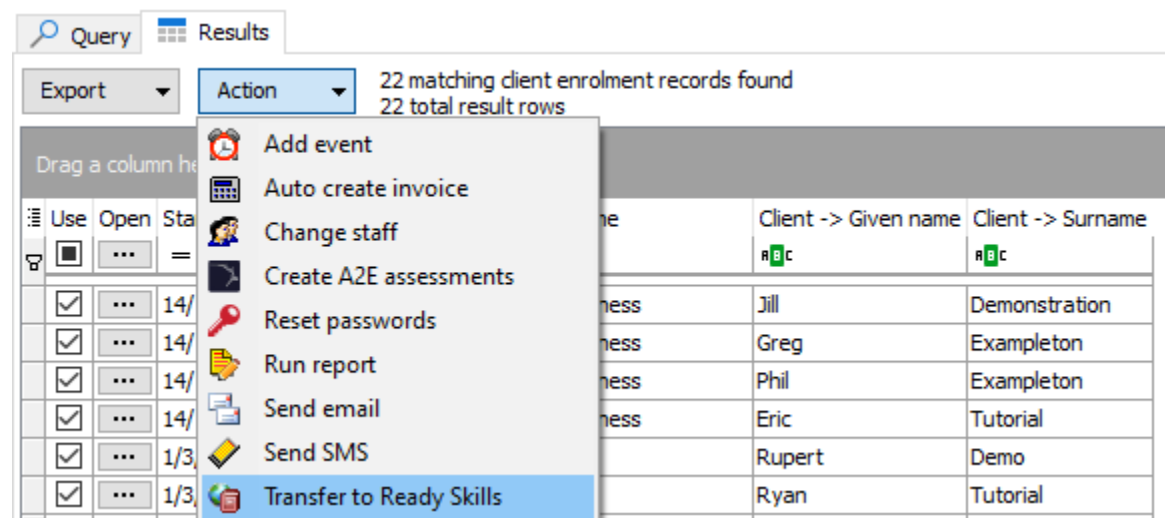


Transferring Students

3. Bulk Transfer

Within Data Insights Manager, perform an enrolment-based query

> Transfer to Ready Skills

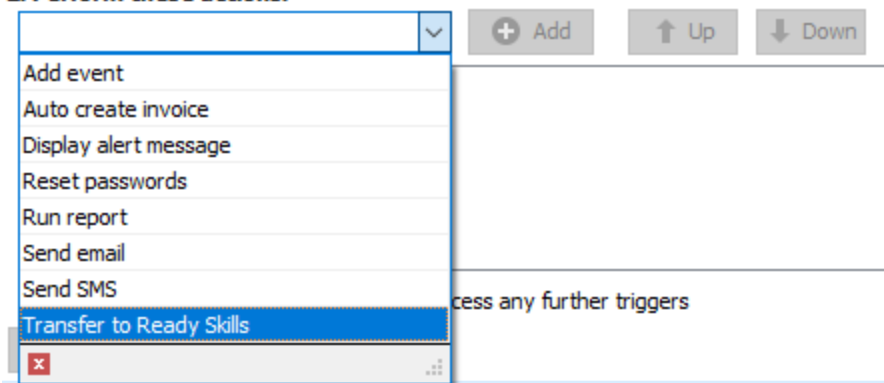


Transferring Students

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 software interface with a dropdown menu titled "2. Perform these actions:". The dropdown list contains the following options: "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 dropdown are three buttons: "+ Add", "↑ Up", and "↓ Down". Below the dropdown, there is a text label "Process any further triggers" and a red "x" icon in a small box.

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

Select which Ready Skills Extensions the student can access

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.

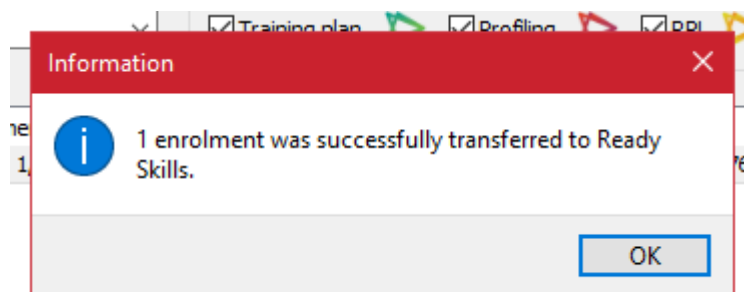
Ready Skills LMS integration: RS - Ready Skills

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



Transferring Students

Following Transfer

Trainer

Edit Trainer Details

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

Activity Log

Added: 04/09/2023

User Level:

First Name: *

Last Name: *

Username: *

Email: *

Trainer

Jill
Trainer
trainerj2
Bridgette.kaminski+JillTrainer@readytech.io

Archive User

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

User Level:

First Name: *

Last Name: *

Username: *

Student Number:

USI:

Student

Rogger
Student
studentr2l
985

Transition

Archive User

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

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

Lets go do it!

Let's take a look at:

- Transferring students to ReadySkills

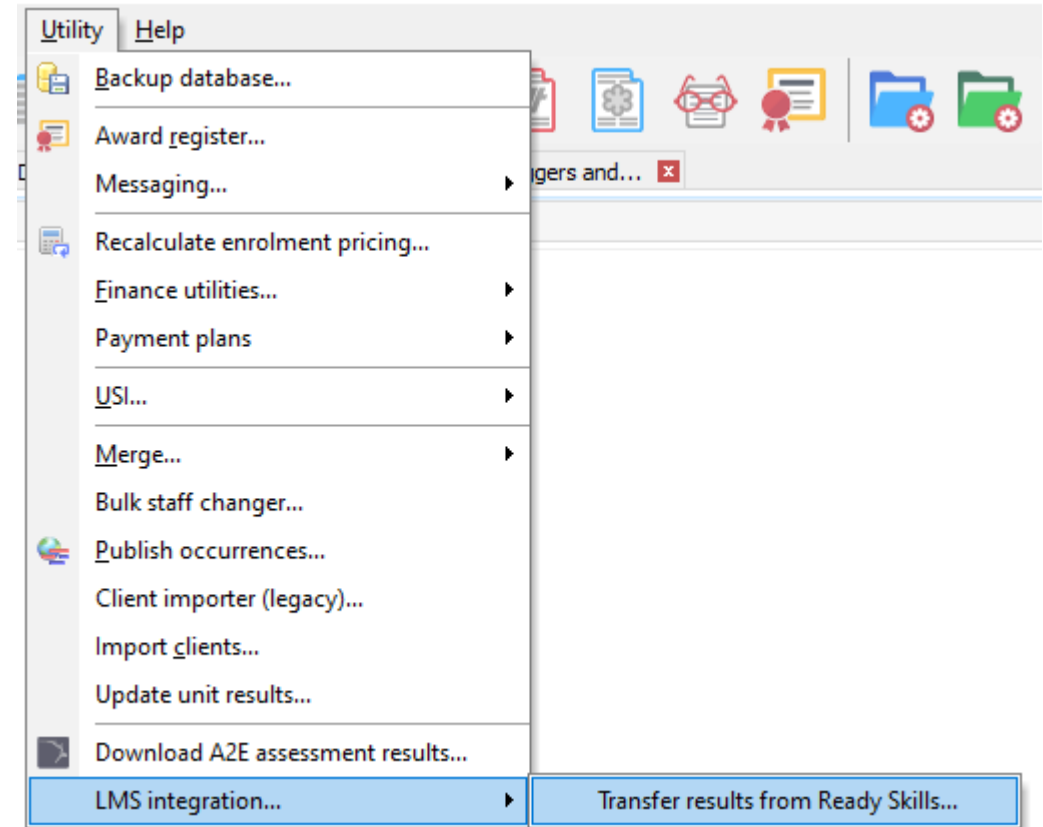


Transferring Results



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 | Review past batches

Modified since: 1/10/2021

Download results

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

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 status to see the reasons for it. Edit the VT results if required. Press a Save column button to save an individual valid result (press Close Off Batch when done saving), or Save All to save all the valid results into VETtrak.

Ready Skills LMS integration
RS - Ready Skills

Batch: 4/09/2023 - 4/09/2023 [22] (Not saved) ☐ Show saved batches

Date downloaded: 4/09/2023 10:58am
Downloaded by: Kaminski, Bridgette (00001)

2 ready to save
0 saved
0 with errors
2 in total

Status	Client	Enrolment	Contract code	Unit	RS result	RS start date	RS end date	VT result	VT start date	VT end date	Save
OK	Student, Rogger (BK0017 [985]	1/09/2023 - 31/12/2023 - (CPC10120		CPCCCM1011 Undertake basic estimation and costing (C)	Competent	4/09/2023	4/09/2023	Competent	4/09/2023	4/09/2023	Save
OK	Student, Rogger (BK0017 [985]	1/09/2023 - 31/12/2023 - (CPC10120		CPCCCM2004 Handle construction materials (C)	RPL	4/09/2023	4/09/2023	RPL	4/09/2023	4/09/2023	Save

Cancel Save all Close off batch

Show legend Export

Student, Rogger (00175)

Personal

- Reports to : no primary manager assigned
- Employers: no primary employer assigned
- Relationships
- Bank Account : Not assigned
- Attributes
- Skills
- Contracts
- VET Student Loans/VET FEE-HELP
- CRICOS
- Capabilities
- Enrolments (non contract)
No non contract enrolments found
- Enrolments (occurrence)
 - Certificate I in Construction [985] - 1/09/2023 - 31/12/2023
 - Linked occurrence enrolments
 - Events (linked to enrolment)
 - Placements (linked to enrolment)
 - AZE assessments
 - Payments
 - Classes
 - Awards (linked to enrolment)
 - CPCCCM1011 Undertake basic estimation and costing (C) (Competent - 4/09/2023)
 - CPCCCM2004 Handle construction materials (C) (RPL - 4/09/2023)
 - CPCCCM2005 Use construction tools and equipment (C) (No result)
 - CPCCCM1012 Work effectively and sustainably in the construction industry (C) (No result)

Confirm

Are you sure you wish to save all remaining valid results in this batch into VETtrak?

Yes No

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



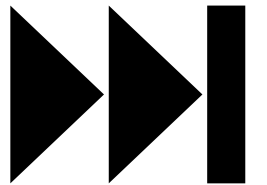
What's Next?

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

