TRACS. A new way to manage student information

>>> Update for VET providers about first quarter AVETMISS Submission. April 2019

The Office of Tasmanian Assessment, Standards and Certification (the Office of TASC) would like to provide an update to Registered Training Organisations (RTO) and Vocational Education and Training (VET) providers who are delivering training to Tasmanian clients, about their quarterly validated AVETMISS file submission for Quarter 1, 2019.

Submitting your AVETMISS data for 15 April 2019

It was expected that by early April, RTOs who are delivering training to Tasmanian clients would upload NAT Files information directly into TRACS, the Office of TASC's new student management system.

At this stage, for Quarter 1, we ask that RTOs use the existing process to provide the files.

This is outlined on the TASC website - https://www.tasc.tas.gov.au/providers/rto-reporting/

How will RTOs and VET providers submit Natfiles for this quarter?

The Office of TASC is asking RTOs to upload their files by email as per the following steps:

Step 1	Zip your 10 NAT Files as per normal
Step 2	Name the files so we can link your file to you. Use the following protocol: -VET provider name_natfile_date eg. *WorkplaceVETprovider_NATfile_April 2019*
Step 3	Email the zipped and named files to results@tasc.tas.gov.au
Step 4	TASC receives and processes your files.

What will happen next quarter?

Our plan is that by the Quarter 2 deadline (15/7/19) that RTOs will be able to log into TRACS and upload these files as previously advised. We will resend information about how to do this closer to your Quarter 2 deadline.

It is expected that TRACS will Go Live later in April 2019.

For more information about TRACS please visit www.tasc.tas.gov.au/about-tracs or contact Jenny McQuilkin on 6165 6367 or Anne Gigney on 6165 6147.