

TRACS UPDATE:

INFORMATION FOR SCHOOLS



The following provides information for Tasmanian Senior Secondary schools regarding processes for lodging materials and corresponding with the Office of TASC. In some cases, with the introduction of the TRACS portal, the processes for schools may be slightly different to previous years. Please visit <https://www.tasc.tas.gov.au/school-registration/> for further information and relevant dates.

	Question	Government schools	Independent and Catholic Schools
School registration and TASC School Scope	What is the process for school registration?	In 2019 Schools will register as in previous years. A registration form is sent to schools in February. This form is completed and returned to TASC via the enquiries email. In early 2020, schools will be asked to register in TRACS via a simple process.	
	What is the process for submission of the TASC School Scope?	In 2019, schools will be asked to provide their scope (TASC accredited courses) via the TRACS platform. Schools will be asked to login, visit the provider tab and choose 'scope'. TRACS will be pre-populated with 2018 offerings and schools can add and delete courses based on current 2019 course offerings. This feature will be open to schools in early April. Scope must be submitted by Monday 15 April.	
	Can schools update the TASC School Scope?	Schools will be able to update their TASC school scope via the TRACS platform until July 5 2019 (end of Term 3). The changes made in TRACS will pass through the approval process at TASC and be updated in TRACS.	
Student data management	How will course enrolments be managed?	<i>For Government, schools it will be business as usual.</i> Schools will enrol students via Edupoint and this data will be updated in TRACS nightly.	In 2019, Catholic and Independent schools will be asked to complete spreadsheet templates and send these back to TASC via the enquiries email – enquiries@tasc.tas.gov.au TASC will enter staff, course and student details in TRACS on behalf of schools. Catholic and Independent schools will then be responsible for managing this data directly in TRACS throughout the year. From 2020, this process will take place entirely in TRACS.
	How will updates to course enrolments be managed?	<i>For Government schools it will be business as usual.</i> Schools will update course enrolments in Edupoint and this information will be updated in TRACS nightly.	For Catholic and Independent students' course enrolments will be updated directly in TRACS by the school's nominated Superuser.

	How will students' personal details be managed?	<p><i>For government schools it will be business as usual.</i></p> <p>Schools will update student's personal details in Edupoint and this information will be updated in TRACS nightly.</p>	<p>Students' details can be updated directly in TRACS by school's nominated Superuser. The Office of TASC is able to assist schools who require help with this process.</p> <p>Certain areas will of course be fixed for the year, including details like name, date of birth. Contact TASC for changes such as these.</p>
	Will schools be able to generate reports from TRACS?	The reporting module for TRACS will be available in August and further information about this feature will be provided in due course.	
	How will student registration with TASC be managed?	<p>Schools will print registration forms directly from TRACS.</p> <p>Students confirm that details are correct and sign the statutory declaration.</p> <p>Schools then return the SIGNED form to TASC by nominated date.</p> <p>For government schools, any changes to student details (personal/course) must be updated by schools in <u>Edupoint</u> and this information will be updated in TRACS nightly.</p>	
Communicating with TASC	How will enquiries be managed?	<p>The school's TLO will remain as the conduit for general enquiries to TASC.</p> <p>Once TRACS is launched, <u>the correspondence function</u> within the portal will become the means by which the Office of TASC communicates with schools.</p> <p>The status of an enquiry will be visible in TRACS in the correspondence section.</p>	
	How will enquiries and correspondence be archived?	Correspondence will be tracked and archived on TRACS. The trail of communication will be attached to provider or student depending on the enquiry.	
Special Provisions	How will special provisions be lodged with TASC?	<p>From April 2019, schools will be able to lodge special provisions via the TRACS Correspondence feature (Task type>Special Provisions).</p> <p>Once approved, these special provisions will appear against the student's profile, linked to their student ID within TRACS</p>	
TCEA	How will TCEAs be lodged with TASC?	<p>From April 2019, schools will be able to lodge TCEA applications via the TRACS Correspondence feature (Task type>TCEA).</p> <p>As per the existing process, there are two parts to the application – the initial application and the corresponding evidence.</p> <p>Once approved, this information will be stored against the student's profile, linked to their student ID within TRACS.</p>	

Further updates will be provided as additional features of TRACS and information will be released on the TASC website.