Department of
Employment, Small Business and Training

Skilling Queenslanders for Work

Participant Reporting
Instruction Booklet

Queensland Government

Table of Contents

1. Introduction

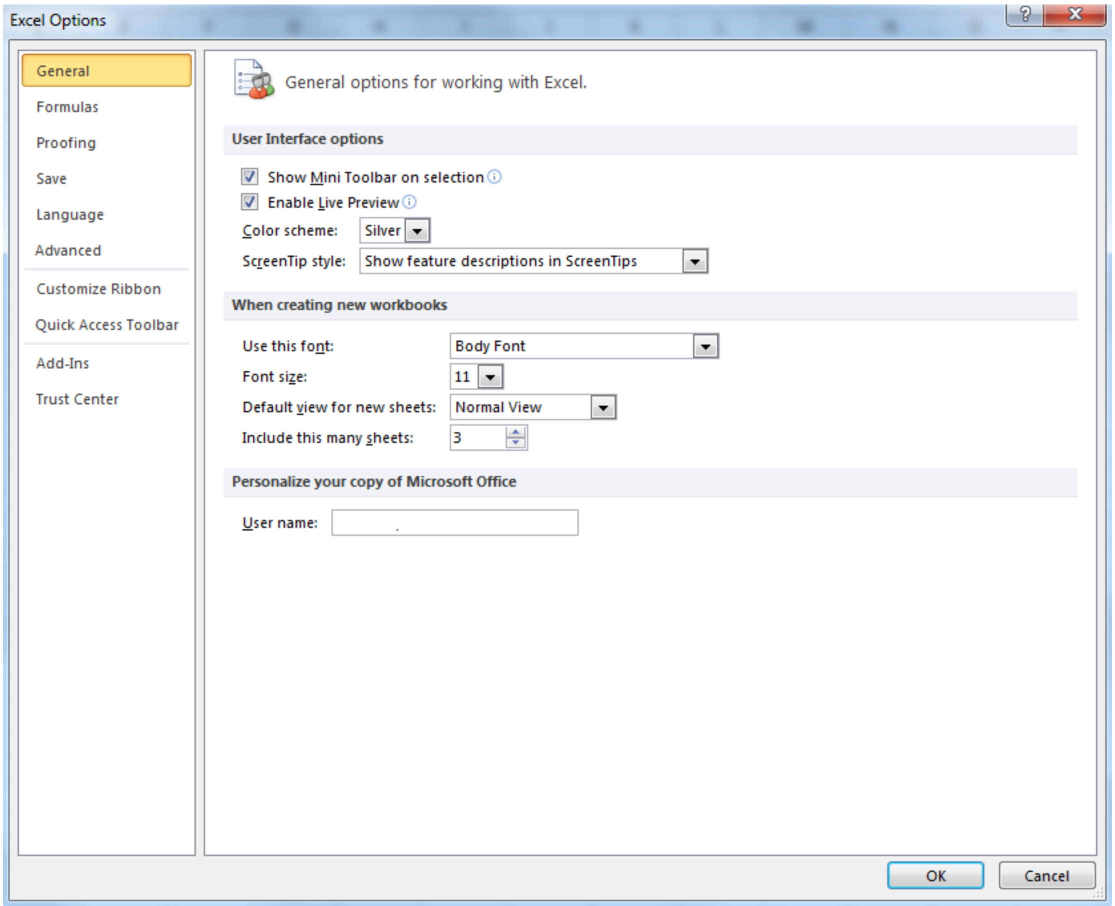
1.1 Getting Started

After opening the Participant Form, save the form to your local directory. When prompted, enable the macros.

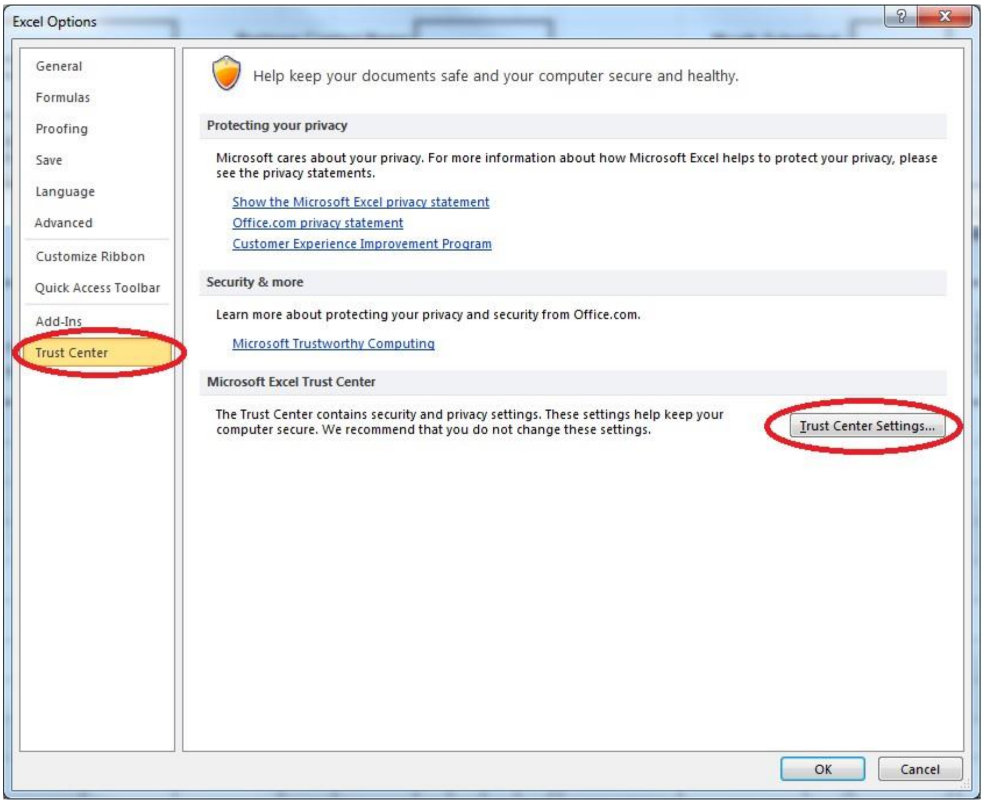
The *Skilling Queenslanders for Work* participant spreadsheet contains a number of macros that validate data input as well as automating many system functions. Microsoft Excel incorporates various levels of security for handling macros embedded in spreadsheets. Prior to inputting data into the spreadsheet you must first check you have the correct security level selected.

To check you have the correct security level please follow the below instructions:

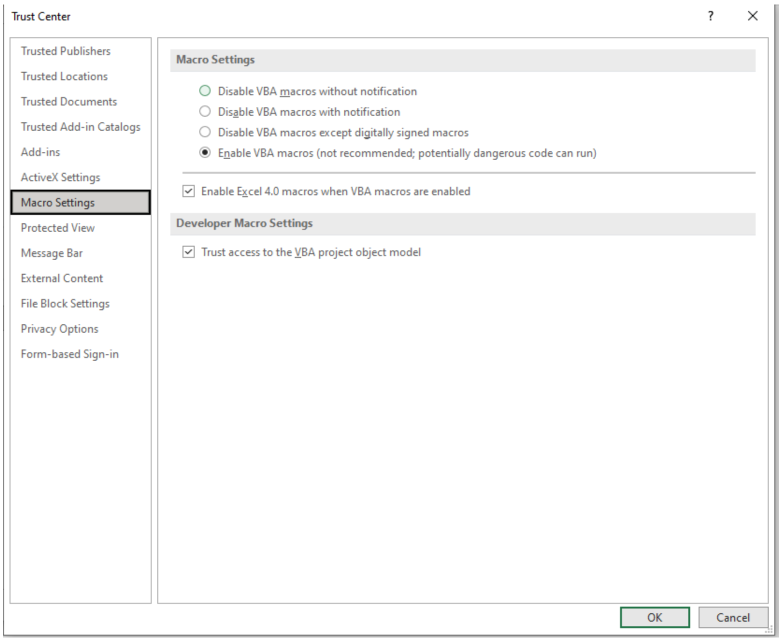
Click the “File” tab at the top left-hand side of your screen then select “Options”. The following box will appear:



Select “Trust Center” from the list on the left and then “Trust Center Settings”:

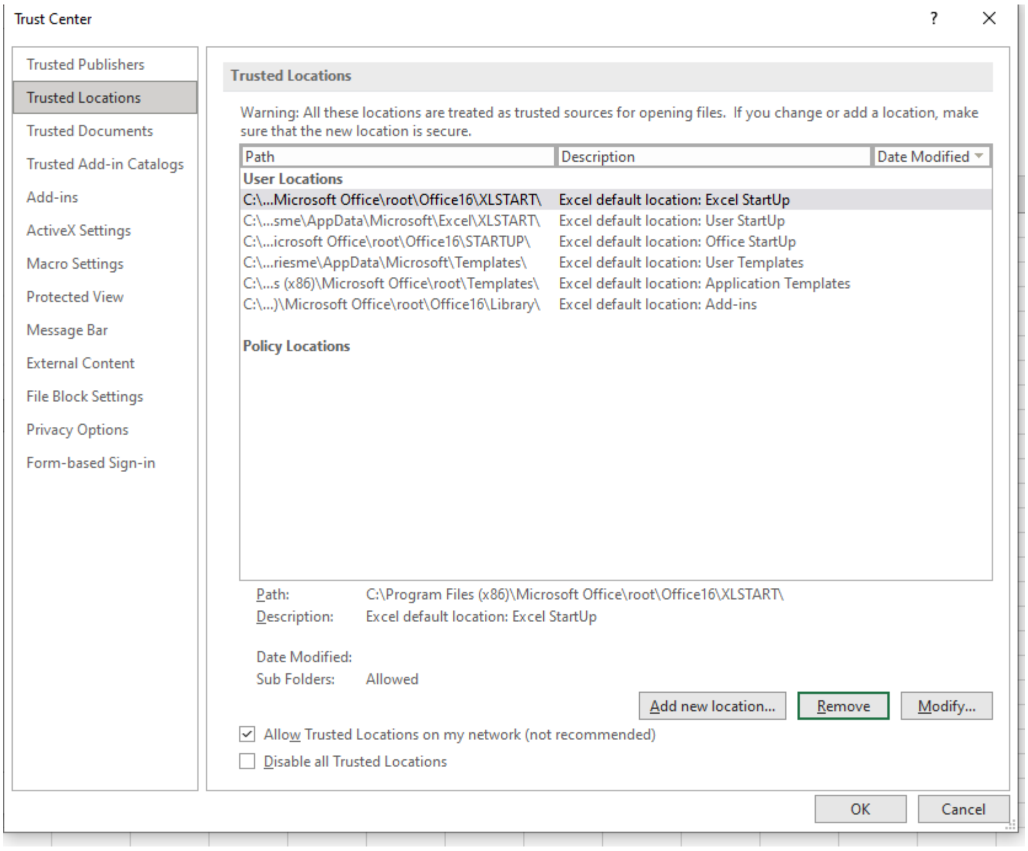


From here you will need to selection “Macro Settings” from the left hand list:

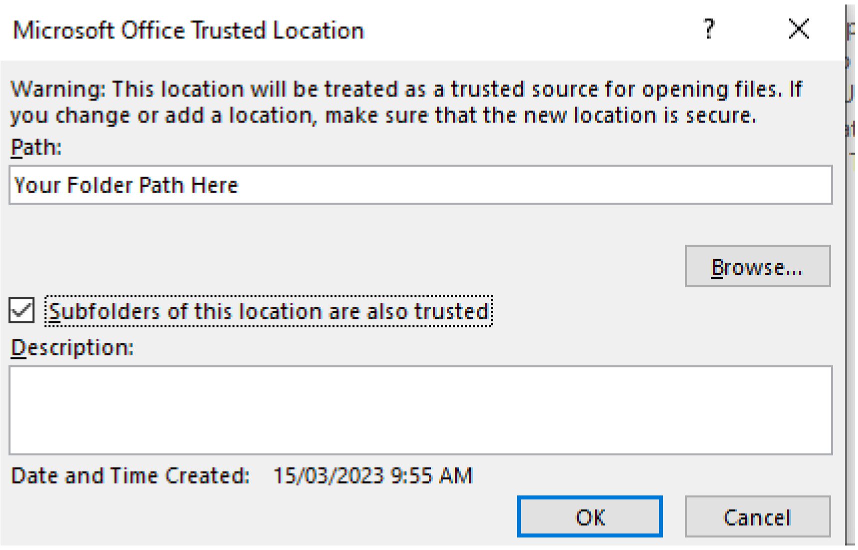


The Macro Setting required for this application is **“Enable VBA macros (not recommended; potentially dangerous code can run)**

After enabling the macros, click on **Trusted Locations**. Ensure the bottom ‘Allow Trusted Locations on my network (not recommended)’ is checked.



Click **Add new location**. Put in the folder path in you wish to add. Ensure the ‘Subfolders of this location are also trusted’ is checked. Click OK.



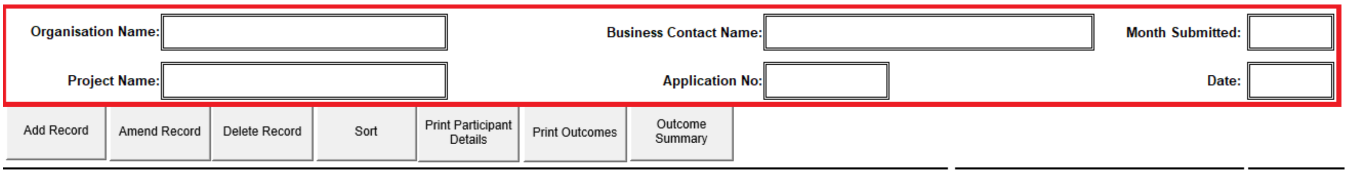
You can add as many trusted locations as you wish. Click OK in Trusted Locations to go back to previous screens.

Save the file that contains the macro to the nominated trusted location.

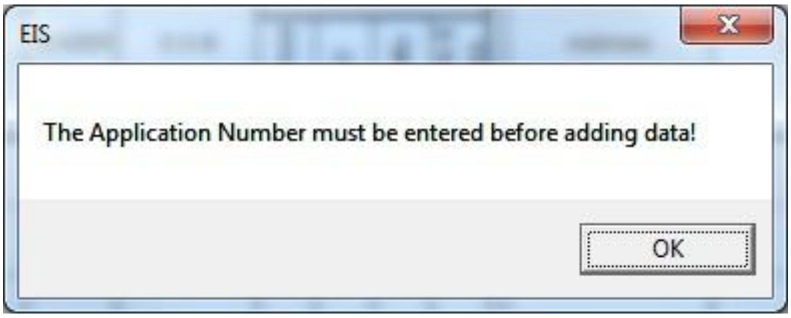
2. Navigation

2.1 Add a Record

Before adding any participant details, the relevant organisational details should be entered into the spreadsheet.

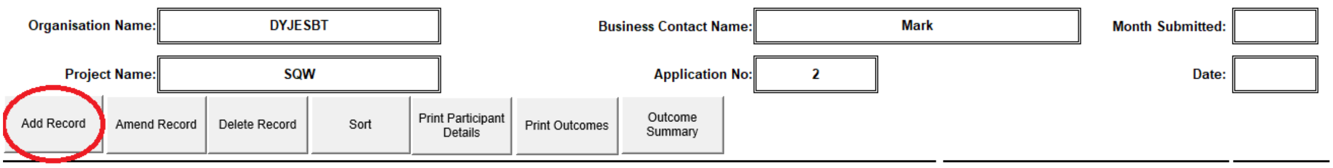


Cell I4 (Application No.) is a **mandatory field** and must be completed before any records can be added to the spreadsheet. If the Application ID has not been completed the following message will be displayed:

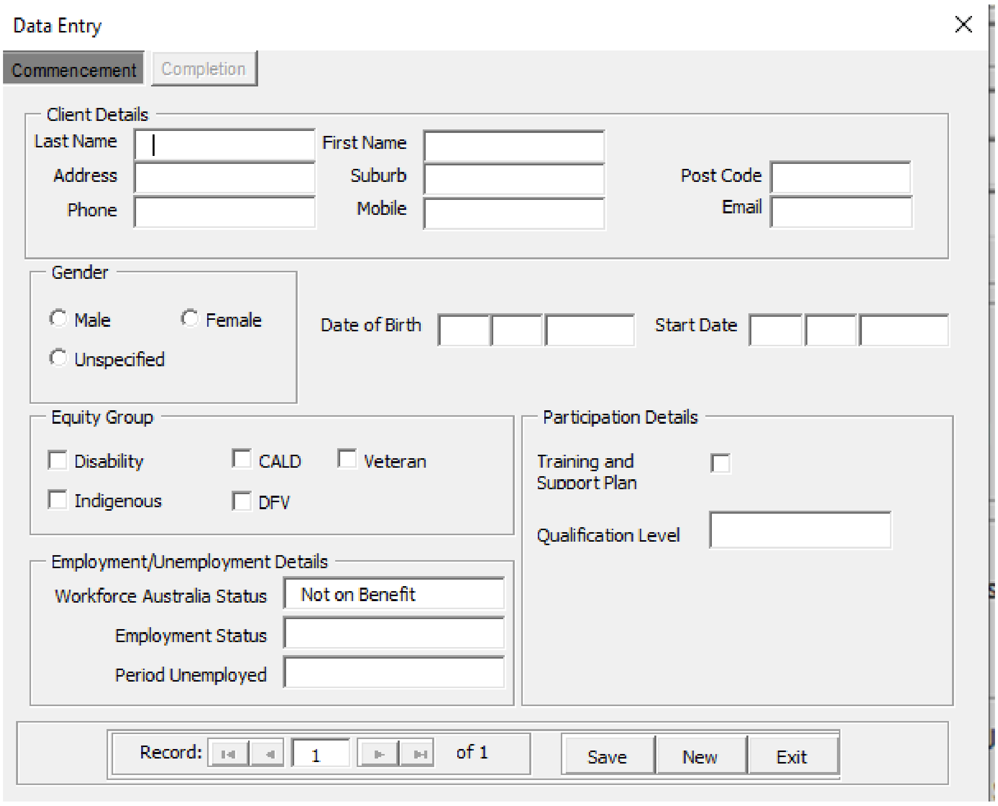


Cells C2 (Organisation Name), I2 (Organisation Contact Name) and C4 (Project Name) should be completed immediately on entering the system. Cell R4 (Date) should be completed just prior to sending the spreadsheet to the Department of Employment, Small Business and Training.

Once you have completed the relevant organisational details, click the “Add Record” button to begin entering participants.



This will open a blank data entry screen as shown below. All data must be entered through this screen:



Once a record has been completed a new record can be entered by simply clicking on the “Save” button and then “New”. This will open a blank Data Entry screen for new data input. **Note: you can only complete this action through the ‘Commencement’ tab.**

Once all participants have been recorded, simply click on the “Save” button and then “Exit”. You will then return to the spreadsheet and find the participants listed similar to the below:

Organisation Name: DYJESBT **Business Contact Name:** Mark **Month Submitted:**

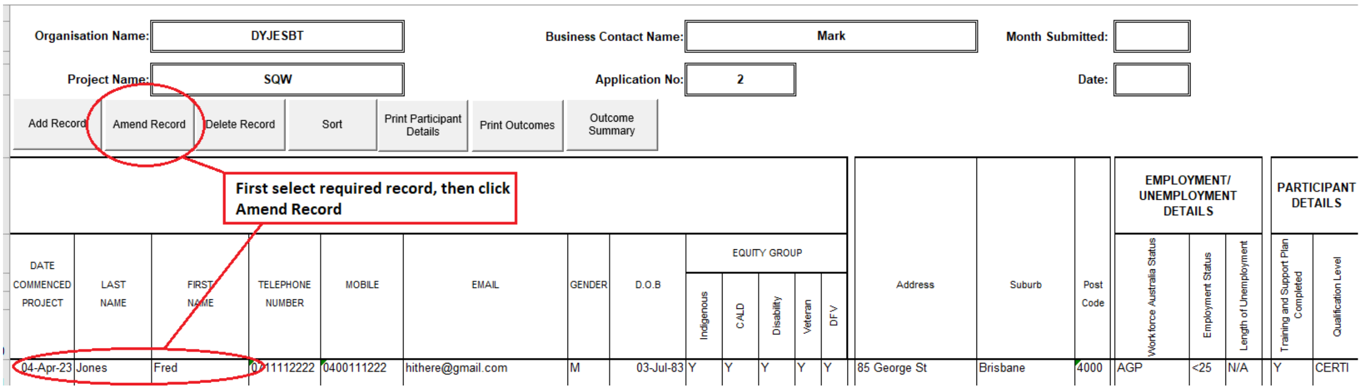
Project Name: SQW **Application No:** 2 **Date:**

Add Record | Amend Record | Delete Record | Sort | Print Participant Details | Print Outcomes | Outcome Summary

PARTICIPANT DETAILS																EMPLOYMENT/ UNEMPLOYMENT DETAILS			PARTICIPANT DETAILS	
								EQUITY GROUP												
DATE COMMENCED PROJECT	LAST NAME	FIRST NAME	TELEPHONE NUMBER	MOBILE	EMAIL	GENDER	D.O.B	Indigenous	CALD	Disability	Veteran	DFV	Address	Suburb	Post Code	Workforce Australia Status	Employment Status	Length of Unemployment	Training and Support Plan Completed	Qualification Level
04-Apr-23	Jones	Fred	0711112222	0400111222	hithere@gmail.com	M	03-Jul-83	Y	Y	Y	Y	Y	85 George St	Brisbane	4000	AGP	<25	N/A	Y	CERTI

2.2 Amend a Record

To amend a particular record, click on the row containing the record you wish to amend and click “Amend Record” as shown below:

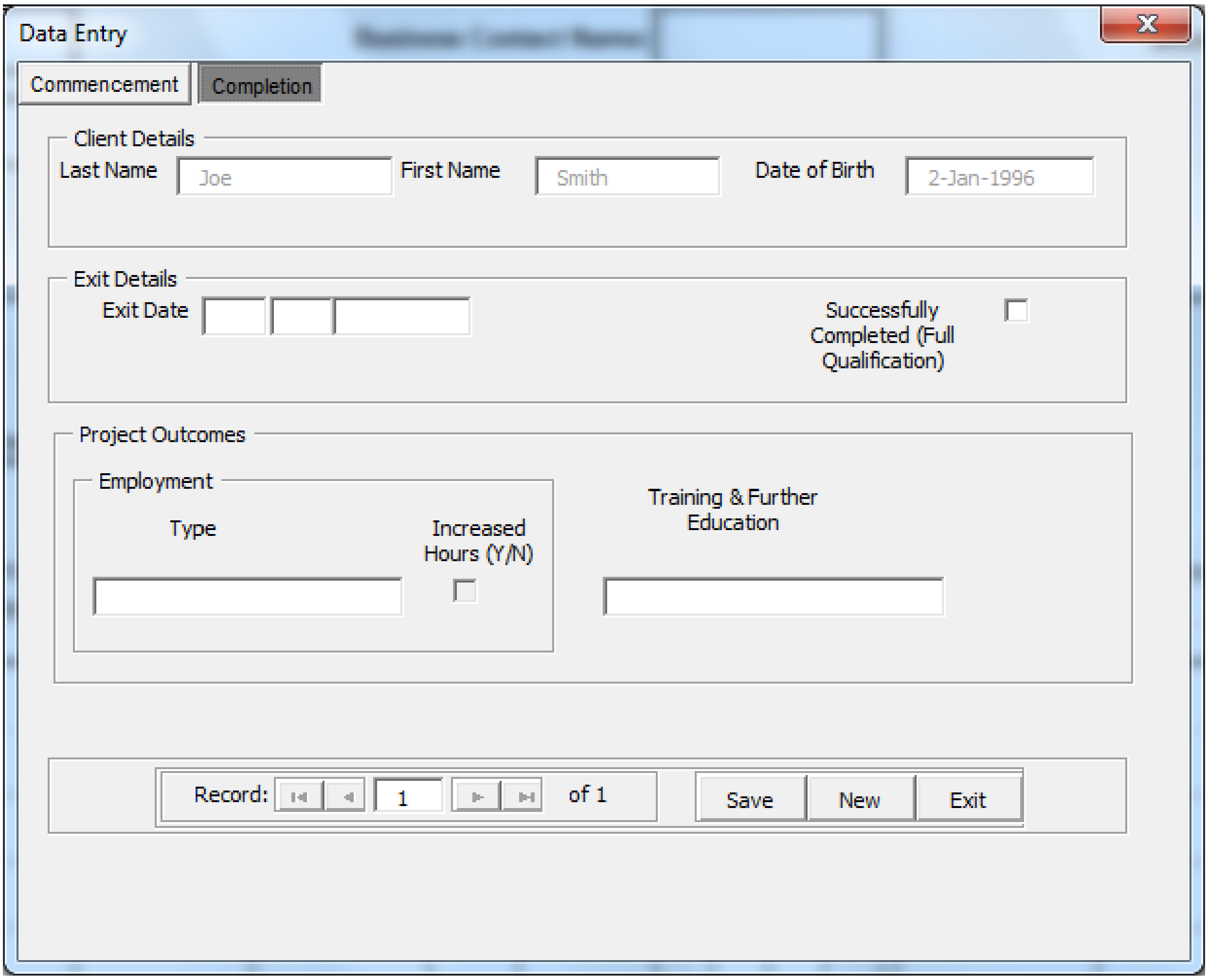


This will open the Data Entry screen for the chosen record. Once in this record you can move between records by using the Previous and Next record options.

Note: It is extremely important to **amend participant details** when necessary rather than deleting an entry and adding a new one.

2.3 Adding Outcomes

To add outcomes for participants at the completion of a project, follow the 'Amend Record' steps to access the Data Entry screen. Once in the Data Entry screen click on the 'Completion' tab (top left):



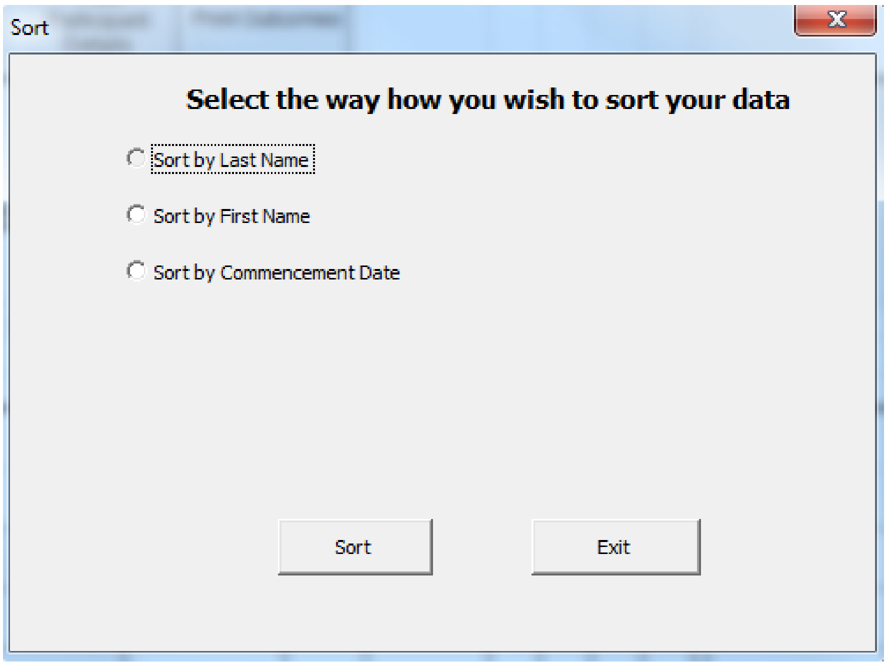
2.4 Delete a Record

To delete a record, click on the row containing the record you wish to delete and click “Delete Record”. Only delete the record if the participant was entered in error or was not eligible. If a participant enrolls in the project and subsequently withdraws, they should not be deleted from the participant form.

Note: You must advise the Department if you are deleting a participant that has previously been reported on.

2.5 Sort Records

Clicking the “Sort” button will provide the user with a selection of automatic sort options



3. Data Entry

This section will explain what details need to be entered on the Participant Form.

3.1 Initial Entry

Organisation Name
This should be the same as it appears on your Services Agreement with the Department of Employment, Small Business and Training.

Organisation Contact Name
This should be the relevant person that can be contacted if there are any questions regarding this report.

Project Name
This should be the same as it appears on your Services Agreement with the Department of Employment, Small Business and Training.

Application No.
This should also be the same as it appears on your Services Agreement. **This is a mandatory field and must be completed prior to adding any new records to the reporting form.**

3.2 Commencement Entry

Overview
This form is used to record the information about a participant upon their commencement on the project. Most fields will be mandatory with some exceptions. This is explained in further detail below.

Participant's Name
Both the First Name and Last Name fields **are mandatory**.

Participant's Address
Enter the participant's residential street address including Suburb and Postcode. Please do not provide a post office box as these fields are used to derive locality statistics. All address fields **are mandatory**.

Telephone and/or Mobile Contacts
It is highly desirable to have either a home phone or mobile contact number (or both) for participants. However these fields are **NOT mandatory**. Please note though, while the contact number fields are not mandatory, if they are left blank the system will prompt the user to enter one before the record can be saved. In this instance, the user can answer 'No' to the prompt and the record will be saved without a phone contact.

Both telephone and mobile phone numbers are to be entered as a 10 digit number with no spaces. The telephone number includes the area code.

Email address

It is highly desirable to have an email address recorded against a participant. However, this is **not** a **mandatory** field.

Gender, Date of Birth and Start Date

All these fields are mandatory. Where a drop down box applies to fields, use these to enter the information. The Start Date cannot be in the future, if a future date is entered a message will appear requesting the user to correct it.

Equity Group

This section is for recording any equity groups the participant may belong to and is **NOT mandatory**. Please note: more than one box can be checked where relevant.

Participation Details

The Participation Details section contains information on whether a Training and Support Plan has been completed for a participant and what the **highest qualification level** a participant is intending on achieving. For example, if a participant is intending to complete a Certificate III but needs to complete lower level qualifications (Certificate I/II) in order to undertake the Certificate III, then Certificate III must be selected in the Qualification Level drop down. If the participant is participating on a Ready for Work program, select Not Applicable. The Qualification Level field is **mandatory. Note: you cannot add a participant multiple times on the spreadsheet for achieving multiple qualifications.**

Employment/Unemployment Details

Jobactive Status – this will default to record "Not on Benefit"
Employment Status – select from the appropriate dropdown.
Period of Unemployment– select from the appropriate dropdown. Note: this field will default to 'Employed – N/A' if an 'employed' status is selected in the 'Employment Status' field. Both these field are **mandatory**.

3.3 Completion Entry

Overview

This form contains outcome information regarding the exit and outcomes achieved by the participant.

The Last Name, First Name and Date of Birth fields on this form will be automatically populated from information previously entered via the Commencement Form. These fields are not editable. Any changes required are to be made via the Commencement tab.

Exit Date

This field should be completed when the participant exits the program. The Exit Date cannot be in the future, if you enter a date in the future a message will appear requesting you change the end date.

Successfully Completed

This box should be checked where a participant has successfully completed the training and obtained the qualifications or statement of attainments as outlined in the organisation's project.

Employment and Training and Further Education

Select the appropriate option from the drop down boxes.

Increased Hours (Y/N)

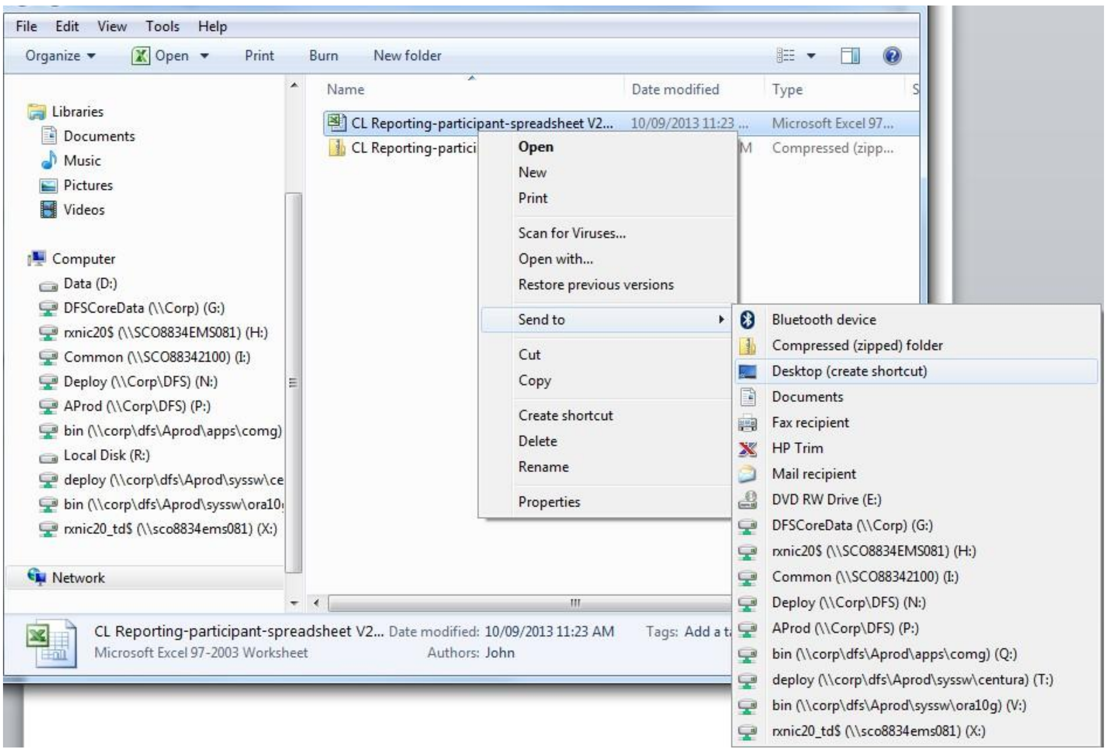
If a participant was in employment prior to commencing the project, indicate here whether they achieved increased hours at their completion of the project.

4. Reporting

4.1 Submitting Data

Data is to be submitted to the Department of Employment, Small Business and Training on a monthly basis via sqwapps@desbt.qld.gov.au and should be provided as a ZIP file.

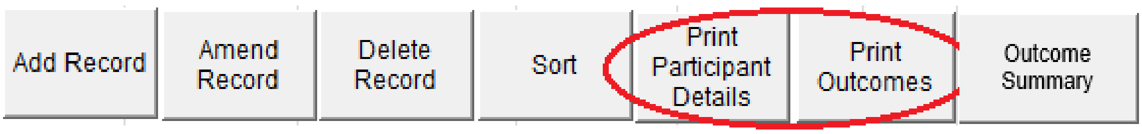
To ZIP (or compress) a file first locate the file through Microsoft Windows Explorer. Once you've located the file, right click and select "Send to", followed by "Compressed (zipped) folder" as demonstrated below.



This will have generated a zipped version of the spreadsheet (file extension .zip).

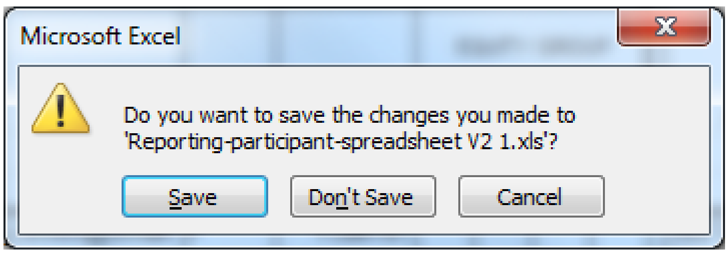
5. Printing

To print information from this spreadsheet for your records simply select the option you require (either Participant Details or Outcomes) to display the printable version.



6. Closing the Spreadsheet

When closing the participant spreadsheet the user will be prompted by a system message asking whether they want to save the changes made to the document as shown below. This message will be displayed even if the user has already saved the document.



This is a function that has been incorporated for the purposes of the Department of Employment, Small Business and Training and may be ignored, however it is good practise to select the 'yes' option to ensure all changes have been saved.