RTO Records Management System

- Distribute year 10-12 VET student with RTO enrolment forms and information for enrolling in VET courses through Berendale RTO
- Teachers assist year 10-12 VET students to fill in enrolment forms and return forms back to RTO admin
- RTO admin places new enrolments onto VETTRAK and sets up student files
- RTO admin assigns students into classes and subjects on database
- During the year and at the end of year RTO admin asks for results to be forwarded for database entering.
- Results entered into database.
- Certificates generated – given to teachers to check. Copies made and filed
- Certificates presented to students
- Certificates placed on registry