



Government of **Western Australia**  
Department of **Training**  
and **Workforce Development**



# **TAFE International Western Australia School Portal Training Manual**

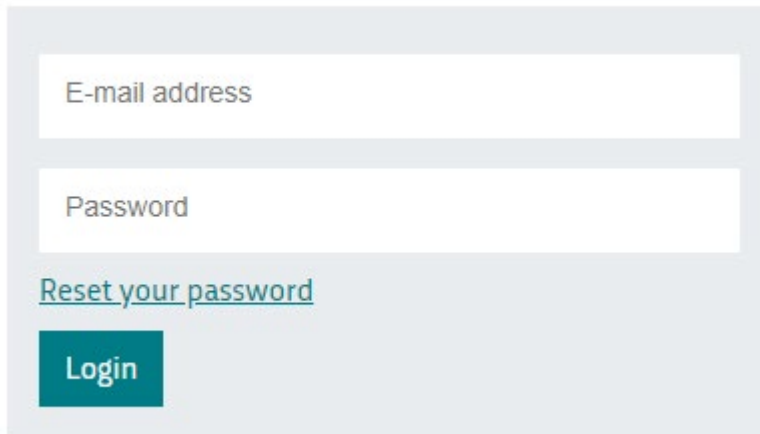
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## 1 Login page

- Open the schools portal at <https://portals.tafeinternational.wa.edu.au>.
- Enter your username and password then select the button **Login**.

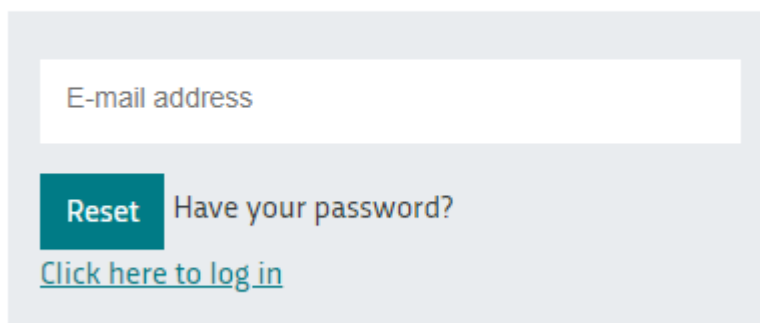
### Portal



A screenshot of the login page. It features a light gray background with a white input field for 'E-mail address' and another white input field for 'Password'. Below the password field is a blue link that says 'Reset your password'. At the bottom left is a teal button with the word 'Login' in white text.

- If you have forgotten your password, select link **Reset your password**
- Enter the email address associated with your portal account then select **Reset**.
- A new password will be emailed to you.

### Portal



A screenshot of the password reset page. It features a light gray background with a white input field for 'E-mail address'. Below the input field is a teal button with the word 'Reset' in white text, followed by the text 'Have your password?'. At the bottom is a blue link that says 'Click here to log in'.

## 2 Announcements page

When you log in from the main Portal page, you will land on the Announcements page. Please note any information posted here by TIWA.

You are logged in as:  
Username [→]

### Announcements

	Date	Body
<b>Announcements</b>		<b>WHERE TO ACCESS YOUR PORTAL ACCOUNT</b>
<b>Mark Attendance</b>		You would have noticed when logging into the portal today, that the location of the log in page has changed.
<b>Search Knowledge Base</b>		
<b>Search Students</b>	02 December 2022 @ 08.00am	Please be advised that future email communication should now be pointing you directly to the portal log in page of the website, so there will be no need to navigate to the bottom of our website for the "Government schools staff portal" link.
<b>Reporting</b>		
<b>Documents and Templates</b>		We recommend saving this page to your favourites for easy access: <a href="https://portals.tafeinternational.wa.edu.au/portal">https://portals.tafeinternational.wa.edu.au/portal</a>
<b>Administration / Settings</b>		TAFE International Western Australia

Showing 1 to 1 of 1 entries ◀ Previous Next ▶

### 3 Placement Requests

When your school has been nominated as a preference in a new student application, TIWA generates a placement request that appears on this page. You will receive a notification email asking you to log in, view the placement request and act on it.

- Select the **Placement Requests** item in the navigation menu.

The screenshot shows the 'Placement requests' dashboard. At the top, it says 'You are logged in as: User name [arrow]'. Below this is a search bar and a 'Show 20 entries' dropdown. A navigation menu on the left includes 'Placement Requests', 'Mark Attendance', 'Disbursements / Invoices', 'Student Debtors', 'Search Knowledge Base', and 'Search Students'. The main area contains a table with the following data:

	Date	Name	Start Year	
	1/07/2022	Student name	7	<a href="#">View</a> <a href="#">Report</a> <a href="#">Decision</a>
Mark Attendance	4/07/2022	Student name	8	<a href="#">View</a> <a href="#">Report</a> <a href="#">Decision</a>
Disbursements / Invoices	4/07/2022	Student name	9	<a href="#">View</a> <a href="#">Report</a> <a href="#">Decision</a>
Student Debtors	8/07/2022	Student name	8	<a href="#">View</a> <a href="#">Report</a> <a href="#">Decision</a>

Below the table, it says 'Showing 1 to 4 of 4 entries'. At the bottom right, there is a button labeled 'Placement requests for decision'.

From here you can view current and past placement requests for your school.

- Select button **View** to open a student placement request.  
On this screen, you can download any related documents and attachments for their placement request.

The screenshot shows the 'Placement request' details page. On the left is a navigation menu with 'Placement Requests' selected. The main content area displays the following information:

- Date:** 1/07/2022
- Student Type:** Full Fee Paying Student
- Name:** Student name
- DOB:** 3/01/2012
- Start year:** 7
- From:** 29/01/2024
- To:** 8/12/2028
- Is IEC:** No
- Comments:** Notes about the student
- Decision:** Decision Pending (dropdown menu)
- Documents:** Attached file.pdf

At the bottom right, there is a 'Download' button.

- To return to the Placement Requests screen, select **Cancel**, or **Placement Requests** in the navigation menu.

- To download a PDF version of the student placement request, select **Report**.
- To make your placement decision, select **Decision** then one of these options then select Save to notify TIWA of your decision:
  1. **Accepted** – Select **Accepted**.
  2. **Accepted with changes** – if you accept the student with conditions, please provide a comment as to why this change is needed.
  3. **Rejected** – please provide a reason for rejection and any comments regarding the decision.

**Decision:**

Decision Pending
Please select a year level..
Decision Pending
<b>Accepted</b>
Accepted With Changes
Rejected

## 4 Mark Attendance

At the beginning of each semester an attendance register for your school will be generated.

- Select **Mark Attendance** in the navigation menu. This screen displays a list of students expected to attend. You can mark the student first attendance here.

You are logged in as: **Attendance**

User name

Show  entries Search:

Announcements

Placement Requests

**Mark Attendance**

Year	IEC	FileRef	Name	Attendance	
8	No	123456	Student name	Not marked	<a href="#">View</a> <a href="#">Edit</a>
9	No	123457	Student name 2	Not marked	<a href="#">View</a> <a href="#">Edit</a>

- Select **View** to see more details of the student.
- Select **Edit** to mark the student attendance as **Attend** or **Did Not Attend**. You can add comments in the box regarding the student enrolment. Select **Save** to register the attendance status.

Student Details

Search Knowledge Base

Search Students

Reporting

Documents and Templates

Administration / Settings

**Attendance:**

Attended

Please select a value..

Did Not Return

Not Marked

**Attended**

Did Not Attend

**Enrolment status:**

Confirmed

**Start date:**

2/02/2023

**End date:**

8/07/2023

**Comments:**

[Cancel](#) [Save](#)


If you have a student who is not commencing at the start of the semester, you will need to mark their attendance when they start. The attendance record for a student will be accessible from their start date until the end date of their enrolment. You can find student start and end dates in the Summary Sheet report, available from the Reports section.

## 5 Disbursements / Invoices

You can view school disbursement invoices in this section.

- Select Disbursements / Invoices in the navigation menu

You are logged in as: **Disbursements / Invoices**

User name  Show  entries Search:

	Invoice date	Invoice number	Status		
Announcements					
Placement Requests	30/05/2022	SCHOOLNAME_27	Request for Review	<a href="#">Request review</a>	<a href="#">Approve</a>
Mark Attendance	20/10/2022	SCHOOLNAME_30	Client Review	<a href="#">Request review</a>	<a href="#">Approve</a>
<b>Disbursements / Invoices</b>	14/11/2022	SCHOOLNAME_31	Client Review	<a href="#">Request review</a>	<a href="#">Approve</a>

Each semester, an invoice will be generated for your school. The invoice lists the disbursement amount for each student attending.

- To view the invoice amount, select **View**.
- To view the invoice, select **Report**.

Check that the information and amounts on the invoice.

- If the invoice is correct, select **Approve** – this will notify TIWA.
- If the invoice is incorrect (e.g. any incorrect students or amounts), select **Request Review** – this will notify TIWA and a finance officer will review the disbursements for this invoice.



## 6 Search Knowledge Base

The knowledge base contains articles that answer general questions about the schools portal.

Select **View** to open a knowledge base article. To close the article, select **View All Articles**.

You can also search for text within knowledge base articles by using the text search box.

## 7 Search Students

Here you can search for students enrolled in the current semester, attending your school.

If a student is enrolled outside of the current semester, they will be searchable between their start and end dates.

- Select **Search students** in the navigation menu
- To update the student local address and contact details, select **Edit**, make updates then **Save**

## 8 Reporting

This section provides access to print summary sheet reports and some enrolment reports.

- Select **Reporting** in the navigation menu
- Select **View** to open the available report/s.

Show 10 entries Search:

Report	Description
Summary Sheet - Schools Individual.rdl	<a href="#">View</a>

Showing 1 to 1 of 1 entries Previous Next

## 9 Documents and Templates

TIWA policy documents and templates are available here.

- Select **Documents and Templates** in the navigation menu
- To open, select **View** then **Download**

SCHOOL FORMS, PUBLICATIONS & POLICY DOCUMENTS	For more forms, publications and policy documents please visit the link - <a href="https://www.tafeinternational.wa.edu.au/your-study-options/study-at-school/forms-and-policies">https://www.tafeinternational.wa.edu.au/your-study-options/study-at-school/forms-and-policies</a>	<a href="#">View</a>
SCHOOL PORTAL USER GUIDE	A comprehensive manual detailing every link and step regarding placement requests, attendance marking and other functions of the TIWA School Portal.	<a href="#">View</a>

Showing 1 to 4 of 4 entries

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## 10 Administration / Settings

This section allows you to view and edit your school portal account, including password changes.

- Select Administration / Settings in the navigation menu
- To update your email address or work/mobile phone numbers, select **Edit** then enter these fields and select **Save**
- To update your password, select **Change password** then enter the required fields and select **Save**

### User details

Email	Work phone	Mobile phone		
name@education.wa.edu.au			<a href="#">edit</a>	<a href="#">change password</a>