

Revision History

Date	Review by	Comment
18/09/17	Emma Rose	Version 1

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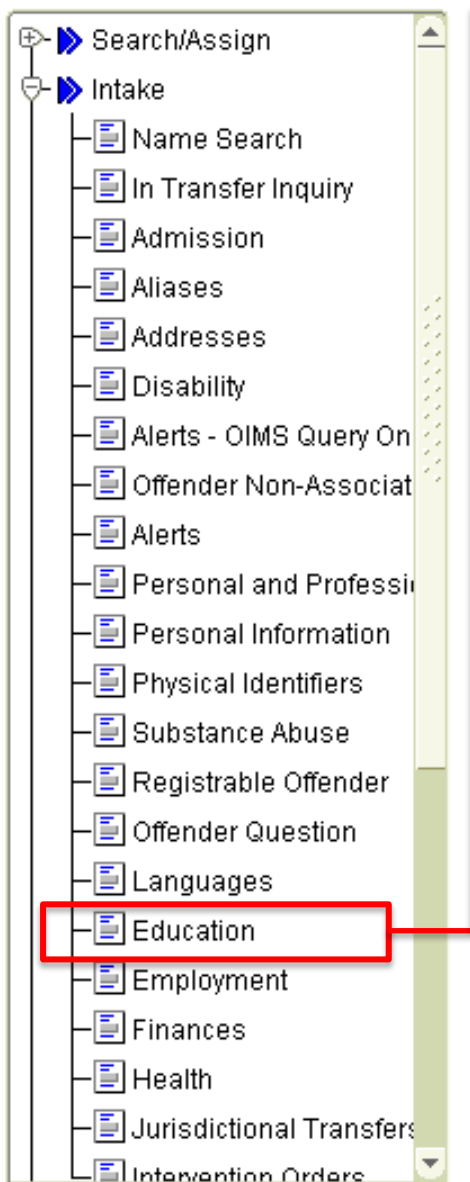
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1. Scope and Purpose

When an inmate has achieved a full qualification the details are to be entered in OIMS. This builds the inmates Education History and will then be available for all staff in CSNSW for Case Management purposes.

2. Entering Education Information

In OIMS select Intake – Education.



Enter MIN and then CTRL F11, or click on 'perform the query'



ADMIN1 | NSW | SEARCH/ASSIGN | Intake | Name Search | In Transfer Inquiry | Admission | Aliases | Addresses | Disability | Alerts - OIMS Query On | Offender Non-Associat | Alerts | Personal and Professi | Personal Information | Physical Identifiers | Substance Abuse | Registrable Offender | Offender Question | Languages | Education | Employment | Finances | Health | Jurisdictional Transfers | Intervention Orders

QUERY MIN# [Last] [First Name] [Middle Name] [Birth Date] Age Gender Alerts
 BOOK# Facility Status In/Out Reason [Custody]

Education Record

Level Attained*	Area of Study	P	Start Date	P	End Date	Years Completed	Year Graduated	Copy
▼	▼	▼	▼	▼	▼	▼	▼	▼
▼	▼	▼	▼	▼	▼	▼	▼	▼
▼	▼	▼	▼	▼	▼	▼	▼	▼
▼	▼	▼	▼	▼	▼	▼	▼	▼
▼	▼	▼	▼	▼	▼	▼	▼	▼

Comment

School

School Name
 Address
 City/Town Post Code
 State Country

Contact

Description Detail

My Offenders | My Work | Offender Schedules | Offender Updates | Offender Detail

Select the down arrow at Level Attained – select from the appropriate Education Level

MIN# [Last] [First Name] [Middle Name] [Birth Date] Age Gender Alerts
 0000243252 NUESINK MICHAEL AMY 29/10/1977 39 MALE

BOOK# Facility Status In/Out Reason [Custody]
 2009066727 CES-B WING-BOTTOM-21 22-B2; : SILPU Active IN C2 MINIMUM 5

Education Record

Level Attained*	Area of Study	P	Start Date	P	End Date	Years Completed	Year Graduated	Copy
▼	▼	▼	▼	▼	▼	▼	▼	▼
▼	▼	▼	▼	▼	▼	▼	▼	▼
▼	▼	▼	▼	▼	▼	▼	▼	▼
▼	▼	▼	▼	▼	▼	▼	▼	▼
▼	▼	▼	▼	▼	▼	▼	▼	▼

Comment

School

School Name
 Address
 City/Town Post Code
 State Country

Contact

Description Detail

My Offenders | My Work | Offender Schedules | Offender Updates | Offender Detail

Select the down arrow at Area of Study – Select from areas of study

EDUCATION - (OCDEDUCO)

MIN# [Last] [First Name] [Middle Name] [Birth Date] Age Gender Alerts
 0000243252 NUESINK MICHAEL AMY 29/10/1977 39 MALE

BOOK# Facility Status In/Out Reason [Custody]
 2009066727 CES-B WING-BOTTOM-2122-B2; : SILPU Active IN C2 MINIMUM E

Education Record

Level Attained*	Area of Study	P	Start Date	P	End Date	Years Completed	Year Graduated	Copy
Year 10 (No School Certificate)	[Dropdown]	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>

Comment

School
 School Name
 Address
 City/Town Post Code
 State Country

Contact
 Description Detail

My Offenders My Work Offender Schedules Offender Updates Offender Detail

OIMS will always have a date default; de-select the tick at Start Date and End Date

EDUCATION - (OCDEDUCO)

MIN# [Last] [First Name] [Middle Name] [Birth Date] Age Gender Alerts
 0000243252 NUESINK MICHAEL AMY 29/10/1977 39 MALE

BOOK# Facility Status In/Out Reason [Custody]
 2009066727 CES-B WING-BOTTOM-2122-B2; : SILPU Active IN C2 MINIMUM E

Education Record

Level Attained*	Area of Study	P	Start Date	P	End Date	Years Completed	Year Graduated	Copy
Year 10 (No School Certificate)	General Education	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>


Comment

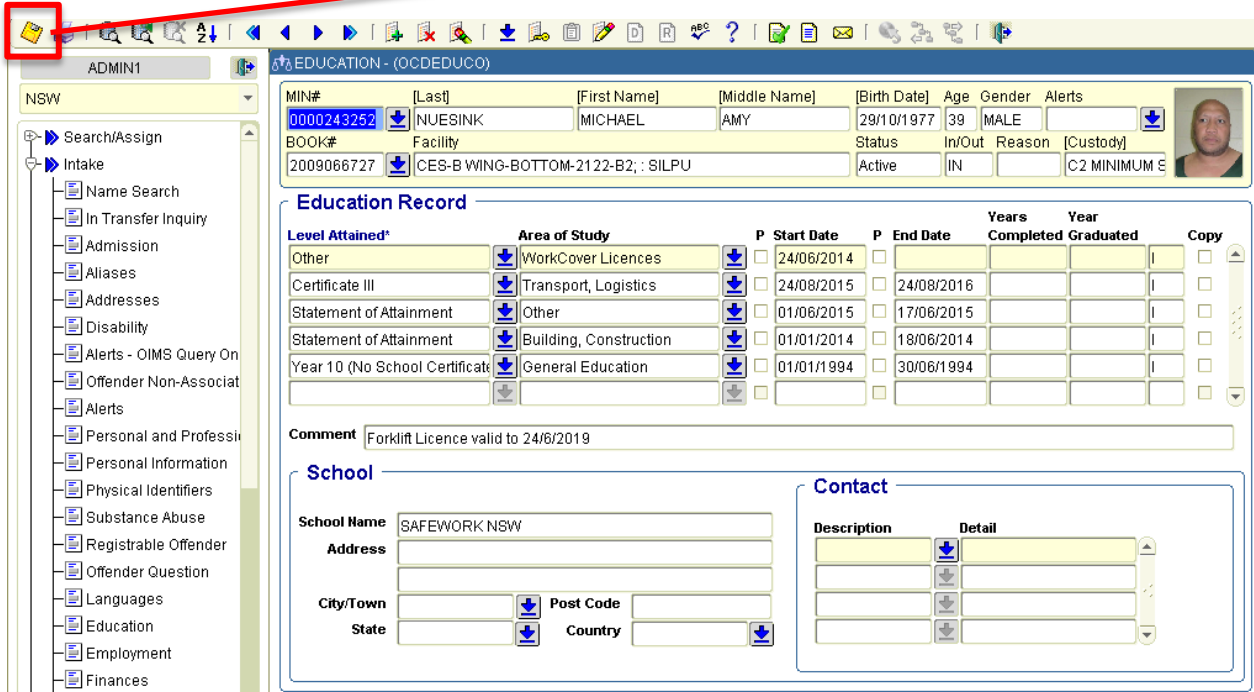
School
 School Name
 Address
 City/Town Post Code
 State Country

Contact
 Description Detail

My Offenders My Work Offender Schedules Offender Updates Offender Detail

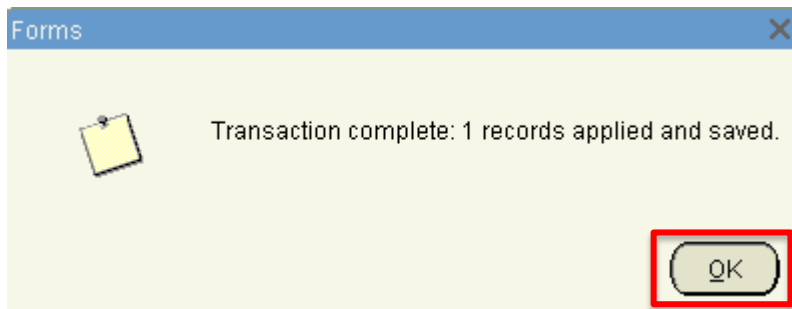
Enter an estimate date period; it does not need to be exact. Enter any additional information that may be provided in the Education & Employment Planning Interview into the comment field.

Once all the information is entered, click on SAVE 



Level Attained*	Area of Study	P	Start Date	P	End Date	Years Completed	Year Graduated	Copy
Other	WorkCover Licences	<input type="checkbox"/>	24/06/2014	<input type="checkbox"/>				<input type="checkbox"/>
Certificate III	Transport, Logistics	<input type="checkbox"/>	24/08/2015	<input type="checkbox"/>	24/08/2016			<input type="checkbox"/>
Statement of Attainment	Other	<input type="checkbox"/>	01/06/2015	<input type="checkbox"/>	17/06/2015			<input type="checkbox"/>
Statement of Attainment	Building, Construction	<input type="checkbox"/>	01/01/2014	<input type="checkbox"/>	18/06/2014			<input type="checkbox"/>
Year 10 (No School Certificate)	General Education	<input type="checkbox"/>	01/01/1994	<input type="checkbox"/>	30/06/1994			<input type="checkbox"/>

This prompt will appear, select OK.



Forms

Transaction complete: 1 records applied and saved.

OK

3. Level Attained Options

Level Attained (domain= 'EDU_LEVEL') X

Find %

Description	Code
No Schooling	NS
Primary Education Only	PEO
Year 7	G7
Year 8	G8
Year 9	G9
Year 10 (School Certificate)	G10
Year 10 (No School Certificate)	G10N
Year 11	G11
Year 12 (Higher School Certificate)	G12
Year 12 (No Higher School Certificate)	G12N
Statement of Attainment	SOA
Certificate I	C1
Certificate II	C2
Certificate III	C3
Certificate IV	C4
Diploma	GED
Advanced Diploma	AD
Vocational Graduate Certificate	VGC
Vocational Graduate Diploma	VGD
Associate Degree	ASD
Bachelor Degree	BDQA
Master Degree	MD
Doctoral Degree	DD
Other	OTH
Licence never held	LNH
Driver Learner Licence	DLL
Provisional P1 Licence	PPL
Provisional P2 Licence	PPL2
C Class Licence	CCL
Light Rigid Licence	LRL
Medium Rigid Licence	MRL
Heavy Rigid Licence	HRL
Rider Licence	RL
Heavy Combination	HC
Multi Combination	MC

Find OK Cancel

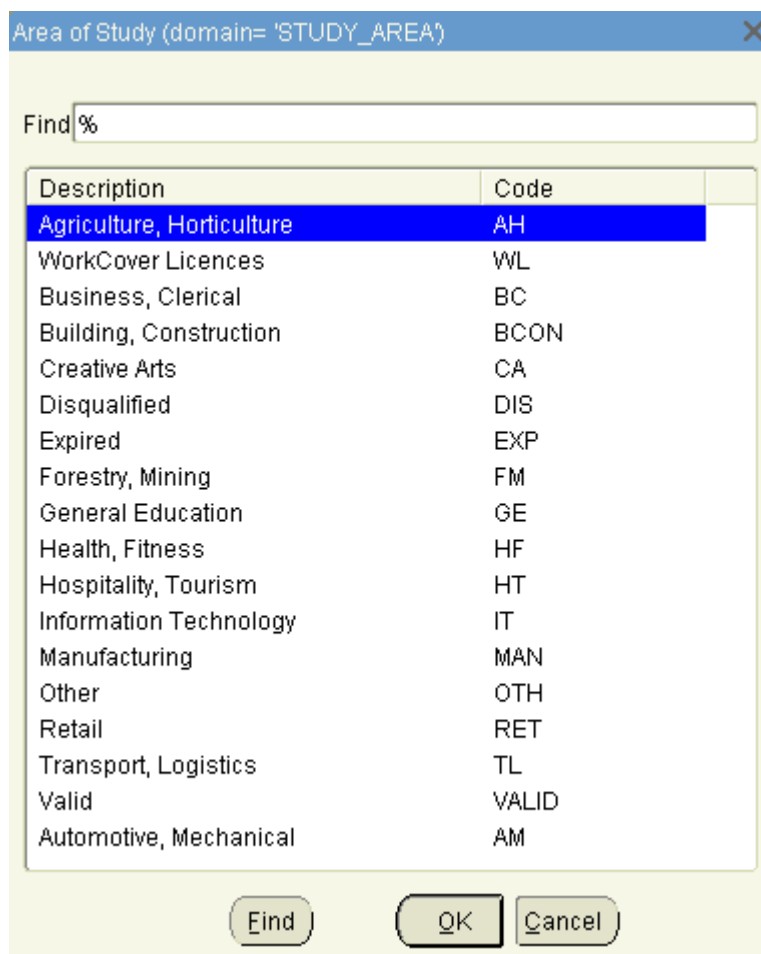
4. Area of Study Options

Where possible the area of study should be similar to the type of training package that the qualification is delivered under.

Note: Where a course results in the issuance of a work licence the appropriate information should be entered into the Education Intake Screen.

Work Licence – Select Other for Level of Attainment, but for Area of Study select WorkCover Licences and provide detail of the licence in the comment field.

Drivers Licence – Ensure you select from Disqualified, Expired or Valid.



The screenshot shows a dialog box titled "Area of Study (domain= 'STUDY_AREA')". It features a search field labeled "Find %" and a list of options with two columns: "Description" and "Code". The option "Agriculture, Horticulture" with code "AH" is highlighted in blue. At the bottom, there are three buttons: "Find", "OK", and "Cancel".

Description	Code
Agriculture, Horticulture	AH
WorkCover Licences	WL
Business, Clerical	BC
Building, Construction	BCON
Creative Arts	CA
Disqualified	DIS
Expired	EXP
Forestry, Mining	FM
General Education	GE
Health, Fitness	HF
Hospitality, Tourism	HT
Information Technology	IT
Manufacturing	MAN
Other	OTH
Retail	RET
Transport, Logistics	TL
Valid	VALID
Automotive, Mechanical	AM

5. Information required for Education Intake Screen

The Education Intake Screen should show the history of educational achievements for inmates and may include:

- AEVTI Certificates – Certificates issued by AEVTI prior to 1st July 2017 and certificates issued for participation the Intensive Learning Centres.
- TAFE Certificates – Details of the full qualification should be entered when TAFE has sent through a certificate
- BSI Learning – Details should be entered when an inmate has achieved a full qualification and a certificate has been provided by the external education service provider
- Traineeships/
Apprenticeships – Details should be entered when State Training Services has sent through the Letter of Proficiency and details of the full qualification.