

Course Approval Proposal System (CAPS) User Guide

Creating a Resource and Planning (R&P) / Training and Assessment Strategy (TAS) Proposal – Vocational Education Training (VET)

About this guide

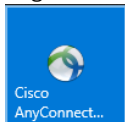
This guide is for staff creating VET R&P/ TAS proposals.

The R&P is Stage 1 of the process and the TAS is Stage 2.

All VET proposals should follow the [VET Quality Management Systems \(VETQMS\)](#) and further information can be found on the Registration and Accreditation webpage under [Registering for VET Qualifications, Courses and Units](#).

Login

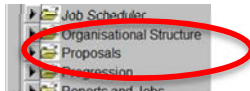
1. Login to the Cisco AnyConnect Secure Mobility Client via your computer’s “Start” button.



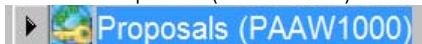
2. Go to <https://www.cdu.edu.au/staff-net/callista-login>



3. Click on Callista login. Use your Callista username and password to login.
4. Scroll down to the Proposals heading and click on the chevron.



5. Click on Proposals (PAAW1000).



6. Login to Callista JSF using your computer username and password, **not** your Callista login.

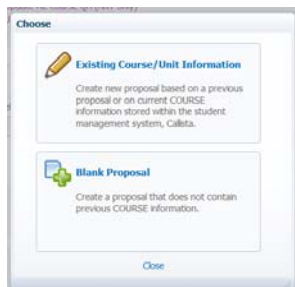
Creating a R&P / TAS proposal

If the screen is blank click on the **Proposals** tab on the left side of the screen. Then click on Proposals (PAAW1000) and choose from **Create a VET Course R&P** or **Create a VET Course TAS** at the top of the page.

[Create a VET Course R&P](#)
[Create a VET Course TAS](#)

- Once the R&P or TAS is selected a popup will appear asking to choose whether the new proposal is to be based on **Existing Course/Unit Information** or from a **Blank Proposal**.
 - Existing Course/Unit information** prepopulates the proposal based on previously collected course data.
 - Blank Proposal** will not prepopulate any data into the proposal.

Please Note: Always create the R&P from blank and the R&P should be completed first. Once a R&P proposal has been completed using this new template a **TAS can then be based on a previous R&P**.

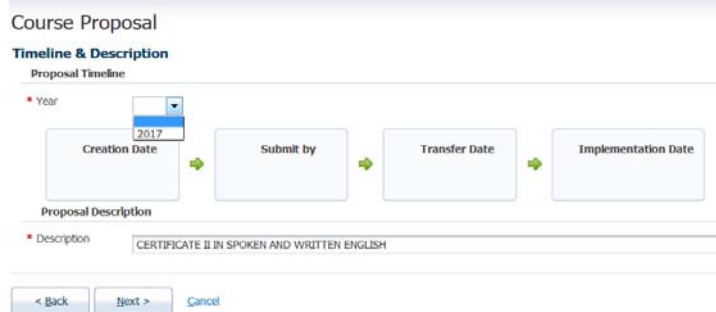


- If you choose **Existing Course/Unit Information** search for the course in CAPS by typing in the course title or code or course description. Click on the Course Code **without** any proposal ID adjacent to the code. This will enable the data to be prepopulated from the Callista data tables.

Proposal ID	Course or Unit Code	Description / Title
	RII30813 1	CERTIFICATE III IN CIVIL CONSTRUCTION PLANT OPERATIONS
	RII30913 1	CERTIFICATE III IN CIVIL CONSTRUCTION
459	RII10113	RII10113 VETR&P 2014
460	RII10113	RII10113 VET TAS 2015

[Create New Proposal](#)

3. Click on .
4. Click on the **Year** drop down and select the accreditation cycle year.



Course Proposal

Timeline & Description

Proposal Timeline

* Year: 2017

Creation Date → Submit by → Transfer Date → Implementation Date

Proposal Description

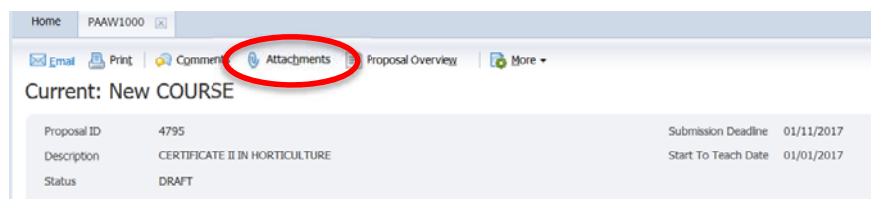
* Description: CERTIFICATE II IN SPOKEN AND WRITTEN ENGLISH

< Back Next > Cancel

5. The description should contain the **course code**, the **proposal type** and **course commencement year**. For example: *RII30913 VET R&P 2018*.
6. Click **Next** to continue filling out the proposal.

Adding attachments

Additional documents can be added to the proposal as attachments throughout the R&P / TAS by clicking '**Attachments**' at the top of the page.



Home PAAW1000


Email Print Comment **Attachments** Proposal Overview More

Current: New COURSE

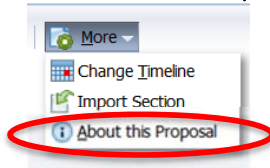
Proposal ID	4795	Submission Deadline	01/11/2017
Description	CERTIFICATE II IN HORTICULTURE	Start To Teach Date	01/01/2017
Status	DRAFT		

Adding an editor to a single proposal

This option allows other staff to edit the R&P / TAS in the draft stage. Editors will receive an e-mail to notify them that they have been added to the proposal and can perform the same actions as the Proposer i.e. make changes to the proposal in its draft format. Once it has been submitted neither the proposer or the additional editor can make changes.

1. Click on the  icon found at the top of each proposal screen.

2. Click on **About this Proposal**

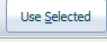


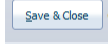
3. Click on 

4. Click on the  button

5. Search for the person by clicking on the magnifying glass. Type either their given or surname into the blank field and push the enter key.

6. Click on the name of the person so it is highlighted.

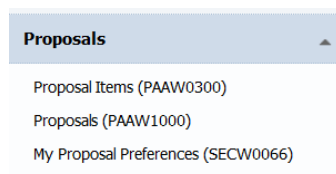
7. Click on the  button at the bottom of the page and the person is added as an editor.

8. Click on  at the bottom of the screen.

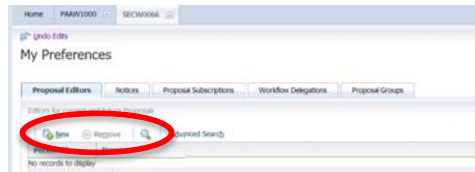
Adding an editor to all proposals created by a proposer

1. Click on the Proposals menu on the left side of the screen.

2. Click on My Proposal Preferences (SECW0066)



- Click on **New** under the Proposal Editors tab



- Follow **steps 5** onwards from the above section.

Navigating within a proposal

To navigate through the different sections of the proposal (while in draft) it is easiest to use the **Proposal Overview** as this brings up all sections of the proposal together to allow you to move between them.

- Click on the **Proposal Overview** at the top of each proposal page  [Proposal Overview](#)

Proposal Overview

Complete	Proposal Sections	Attachments	Comments	Last Viewed	View
✓	Training Product Information	1	0	29/08/2018	
✓	More information	0	0		
✓	VET Teams	0	0		

- Click on the heading within the proposal that you wish to move to.
- The proposal overview also displays if there are any attachments or comments that have been added to each section and who was last to view the proposal and when.

Please Note: In any section a mandatory item is indicated with a red asterisk. All mandatory items must be completed or the proposal will not submit.

***Responsible Organisational Unit**

Once the proposal has been submitted the Proposal Overview will become Review Content and will show expandable sections to view the content but no changes can be made.

Review Content

Proposal ID	6377	Final Review Deadline	01/11/2019
Description	HLTSS00043 VET TAS 2018	Start To Teach Date	01/01/2019
Status	IN-REVIEW		

Expand All Collapse All View

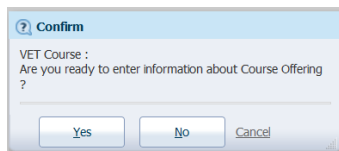
Training Product Information Complete

More information Complete

VET Teams Complete

Multiple Entries/ Multi Instance Screens

When a section of the proposal requires multiple sets of data a pop-up appears asking if you are ready to enter information in that section. In these screens **only one set of data** can be added per screen.



1. Click on **Yes** to enter information.
2. Click on **Next** at the bottom of the screen.
3. To add the next piece of information, click on the **New** icon.

Training Product Offering for HLTSS00039

This section is not required to be completed for an Amendment Unit and Amendment Delivery proposal.

To add additional campus locations, click the Next button then select the New button.

New Remove Reinststate Export to Excel


	Campus Location	INTERNAL ONLY (Classroom Based)	EXTERNAL ONLY (Offered Online)	WORKPLACE-BASED ONLY	COMBINATION OF INTERNAL AND EXTERNAL	COMBINATION OF INTERNAL AND WORKPLACE-BASED
Details	PALMERSTON CA...	N	N		N	N
Details	CASUARINA CAM...	N	Y	N	N	N

< Back < Prev Next > Save Close Proposal


4. Repeat until all information has been added then click on **Next**.

Printing a proposal

To **print** a proposal:

1. Open the proposal.
 - a. Click on the  icon at the top of the screen to view the print preview.

Please Note: The print function only displays and prints fields that contain content.

- b. Scroll to the bottom of the page and click  then follow the prompts for your individual printer settings.

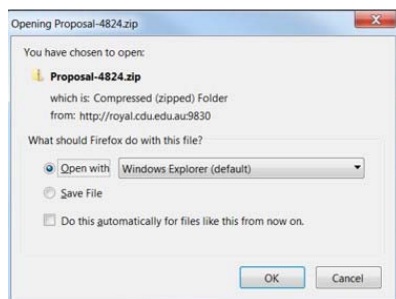
Downloading the proposal and attachments

It is possible to download the attachments associated with a proposal from CAPS once it has been submitted. These can be downloaded as a **zip folder**.

1. From the **Review Content** page of the proposal click **Generate File** at the top of the screen.



2. A pop-up appears asking if you would like to 'Open with...' or 'Save'




3. Both options download all of the attachments related to the proposal which enables them to be saved or printed as required.

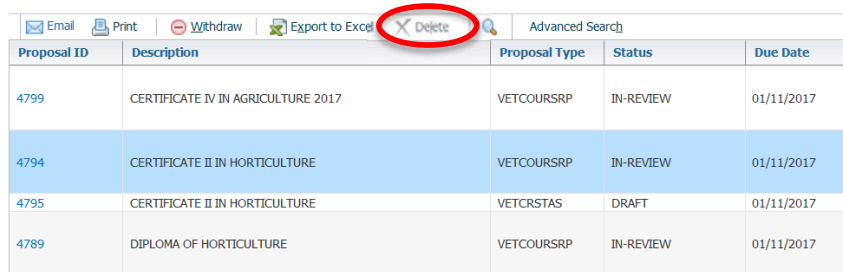
Please note: If you want to open the proposal itself from the downloaded file you need to be logged into Callista.

Deleting or Withdrawing a Proposal

Deleting a proposal

A **Draft** proposal can be deleted at any time before submission.

1. From the **My Proposals** table select the row of the proposal to be deleted. Do not select the Proposal ID number or the proposal will open.
2. With the selected proposal/s highlighted click the  **Delete** button.




Proposal ID	Description	Proposal Type	Status	Due Date
4799	CERTIFICATE IV IN AGRICULTURE 2017	VETCOURSRP	IN-REVIEW	01/11/2017
4794	CERTIFICATE II IN HORTICULTURE	VETCOURSRP	IN-REVIEW	01/11/2017
4795	CERTIFICATE II IN HORTICULTURE	VETCRSTAS	DRAFT	01/11/2017
4789	DIPLOMA OF HORTICULTURE	VETCOURSRP	IN-REVIEW	01/11/2017

Please Note: This is a permanent action and cannot be undone. Once this option is selected the proposal is removed completely from CAPS.

Withdrawing a proposal

If a proposal is withdrawn it will remain within CAPs but removed from **My Proposals** view. This option is preferable over deleting a proposal as it enables the proposal and its content to be retrieved at a later date if required.

Please Note: Proposals **In-Review** can be withdrawn.

1. From the **My Proposals** table select the row of the proposal to be withdrawn. Do not select the Proposal ID number or the proposal will open.
2. With the selected proposal/s highlighted click the  **Withdraw** button.

Submitting a proposal

To submit a proposal, complete all sections; including mandatory questions.

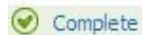
1. Ensure the **appropriate VET Teams** are selected so that the **correct workflow** is applied to the proposal.


» VET Teams

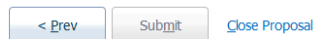
Select the VET team or teams that are applicable to this Course TAS Proposal.

School of Trades	
Electrotechnology	<input type="radio"/> Yes <input checked="" type="radio"/> No
Automotive & Civil	<input type="radio"/> Yes <input checked="" type="radio"/> No
Metal Trades and Engineering	<input type="radio"/> Yes <input checked="" type="radio"/> No
Building Technology	<input type="radio"/> Yes <input checked="" type="radio"/> No
Trades (Central)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Conoco Phillips	<input type="radio"/> Yes <input checked="" type="radio"/> No
School of Primary Industries	
Conservation and Land Management (Top End)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Conservation and Land Management (Central)	<input type="radio"/> Yes <input checked="" type="radio"/> No

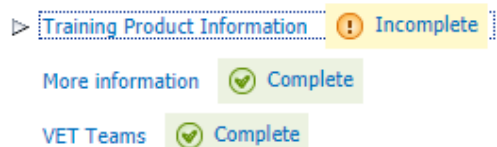
2. Click **Next**.
3. Click **Submit and Review** to view the **Review Content** page and check all sections are marked as



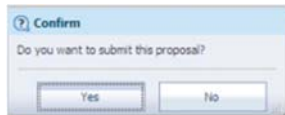
4. Once all sections are complete click on the  button. If this button is **greyed out** it indicates that a mandatory field is **incomplete**.




5. You will need to look for the section marked in **yellow** that is **incomplete**. Once this is completed the proposal is ready to submit.



- When you have clicked the submit button a pop-up reminder will appear asking you to confirm you want to submit the proposal.




- Click **Yes** to submit the proposal.
- All sections need to be marked  **Complete** in the proposal overview before a proposal can be submitted.
- A pop up will advise when the proposal has been successfully submitted.

Please Note: Once a proposal has been submitted it cannot be edited. Please check all details have been completed fully and accurately before submission.

General Notes and Other Information


Amending the course description:

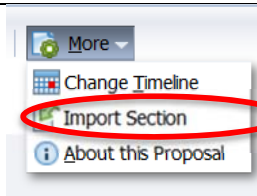
If the course description needs to be amended to change the code or alter the naming convention this can be changed through the **About this Proposal** option from the  icon.

Please note: This can only be changes whilst the proposal is still in **Draft**, once it has been submitted no further changes can be made.

Importing information from another proposal

It is possible to import parts of another proposal in to the one currently under development. This is particularly useful if there are lots of units and this information has been provided as part of another proposal.

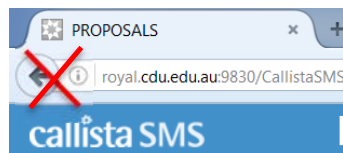
- Click on the  icon found at the top of each proposal screen.
- Click on **Import Section**



3. Use the search to find a previous proposal or course you wish to import from.
4. Select the course by clicking on the **proposal ID**.
5. Select **Import from Current View** to add the required section to another proposal

Top tips and FAQ

1. There is no need to click **Save** at the end of each section as clicking **Next** does and automatic save.
2. **DO NOT** use the back browser option at the top of the screen as this will take you out of CAPS and you could lose your work.



3. **Users should always create an R&P from blank**, users will then be able to base a VET TAS on the completed R&P proposal. If users are only creating a VET TAS then this should always be created from blank. It is also possible to avoid re-typing information already existing in another proposal instance by **importing sections** from another proposal.

