LExICON newsletter – January 2019

Four times each year this newsletter will be distributed to LExICON administrators to highlight common functions performed in the database and to provide information regarding updates.

Welcome to 2019

Lutheran Education Australia is pleased to welcome LExICON administrators to 2019. The work you do in maintaining data for your school or region is greatly appreciated and highly valued.

As indicated in our inaugural newsletter last November, LExICON is being updated to accommodate changes to:
- the staff accreditation programs, and,
- Valuing Safe Communities

In addition you will also notice updates for other functions including years in service reports, the staff history screen and alphabetical display of subjects and specialties on the staff details screen.

These changes have been completed and fully tested. They will be moved to the 'production' site next Tuesday evening (22 January 2019) which means **you will see them when you log in from Wednesday 23 January 2019**.

The LExICON handbook will be updated and available via the link on the database home screen by the end of January 2019. In the meantime, this newsletter provides interim information about the changes you will soon see.

LExICON changes: accreditation

The Pathways program has been rewritten and is now called **Connect**. Connect is similar to Pathways in that some elements are delivered at the school level and others by regional staff.

Equip is being updated and will now comprise two modules (Equip 1 and Equip 2) rather than the previous ten modules. Equip 1 is almost complete and will be delivered by regional staff. Equip 2 will be completed later in 2019.

Data entry responsibility?

As was the case previously, the responsibility for data entry is determined by where/who is responsible for delivery of the courses.

Schools are responsible for entering data for Connect induction, Connect sessions 1, 2 and 3. **Regional and national staff are responsible** for entering all other accreditation data. The screen dump (right) provides the school administrator view of the new accreditation screen in LExICON. Where schools are not responsible for data entry, the relevant fields are greyed out.

If you have data yet to be entered for the old Pathways program, please contact the LEA office as we will be able to enter this data for you.

Accreditation currency

A new element for accreditation has been created. As a result of decisions made by the Board for Lutheran Education Australia and the national and regional directors, all teaching staff who have met their accreditation requirements will now be required to keep their accreditation 'current'. This is a new element to the accreditation screen which will not require any immediate attention.

Further information about this will be provided in the updated LExICON handbook.

LExICON changes: VSC4

The Valuing Safe Communities program has been reviewed and updated. VSC3 has now been replaced with VSC4. The mode of delivery has not changed with most modules delivered online and one of the initial training modules delivered by schools via a face-to-face workshop.

From a data entry perspective, little has changed. Schools are responsible for entering data for the completion of the VSC initial training module 2 face-to-face. All other data is entered by the LEA national office.

| Details | Private Details | History | Qualifications | **Training** | Accreditation |

Teacher Registration 1:   Expiry Date
Teacher Registration 2:   Expiry Date

Training Date	Valuing Safe Communities Training	Due Date	
	VSC4 initial training module 1 online	31/3/2019	Delete
	VSC4 initial training module 2 face-to-face	31/3/2019	Delete

Add VSC Training

VSC4 accredited trainer
VSC4 accredited trainer refresher
VSC4 initial training module 1 online
VSC4 initial training module 2 face-to-face
VSC4 refresher training

Date			
25/1/2013			Delete

If you have VSC3 data that has not yet been entered into LExICON, please contact the LEA office as we will be able to enter this data for you.

LExICON other changes

You will see other changes which have been made as a result of requests from school and regional administrators. These include:

- **Alphabetical order of subjects and specialties**
  These lists will automatically re-order alphabetically when new options are added.

- **History screen**
  This has been adjusted so that an additional line is generated when a staff member moves to a new school, thereby creating the start of their next service history line.

- **School council chair email address**
  This new field has been included in school details screen (Fax field has been removed and replaced with the council chair email address). School administrators are asked to complete this field.

- **Religion of staff**
  This change has been made to enable the recording of the religious affiliation of staff by
  ► Lutheran
  ► Other Christian
  ► Other
  This change brings LExICON data into line with the religion categories LEA records each year following the annual school census.
  Schools are encouraged to not only use these religion options when entering new staff, but also to review all of their staff (both teaching and non-teaching) to re-designate them as needed into the above three categories.

Reminders

School administrators are asked to review their LExICON data at the start of each school year to ensure:
a) **new staff** are entered (All teaching and non-teaching staff who are required to complete Valuing Safe Communities training need to be entered in to LExICON. Staff who are employed for more than two terms must do Valuing Safe Communities)
b) **existing staff** are updated in relation to their role, FTE, subjects taught, specialties.

Need help?

If you require assistance please contact lexicon@lutheran.edu.au or call 08 8267 7318

LExICON updates will be viewable from Wednesday, 23 January 2019