



Handbook for school administrators

August 2025

LEExICON [Lutheran Education Information Collection Network] is the national school database for Australian Lutheran schools and early childhood services

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INTRODUCTION

LExICON [Lutheran Education Information Collection Network] is the national school database for Australian Lutheran schools and early childhood services.

Through LExICON school [*], regional and national leaders are able to access data for:

- tracking staff through the Lutheran Church of Australia's accreditation process requirement
- recording Valuing Safe Communities training
- service histories for staff
- generating reports for staff within their school or region
- generating regional 'buzz books' (eg Making Connections, Who's Who, LEVNT Directory)
- communicating with groups within regions or nationally
- statistical information for strategic planning purposes

Your contribution as a LExICON Administrator is valuable and greatly appreciated.

[*] *Throughout this handbook, the term 'school' will be used to describe the various educational institutions of the LCA. 'School' could refer to a primary school, a secondary school, a college, a kindergarten, a preschool, a childcare centre, etc. The term 'school' is generic and inclusive*

Who should be appointed as LExICON Administrator?

School principals and regional directors will approve staff to act as school or regional LExICON administrators.

When should data be updated?

Ideally school administrators should add a staff member or amend data when they become aware of the change. LEA requires all data to be accurate by **February each year** and at the **end of terms one, two and three**. Changes in staffing may include: appointment of new staff, resignation or retirement of staff or existing staff changing FTE, role, year levels taught, specialities or subjects taught. The staff data entry form (see Appendix 5) can be used to assist in the collection of data ready for entry into LExICON.

Privacy Policy

The data recorded in LExICON is covered by the LEA Privacy Policy (see Appendix 7) which says in part:

1. LEA will take reasonable steps to protect the personal information held from misuse and form unauthorised access, modification and disclosure
2. LEA's staff are required to respect the confidentiality of personal information concerning Australian Lutheran ECEs, schools, college and regional office staff and other individuals
3. Examples of personal information can include (without limitation) the name, age and date of birth of the individual

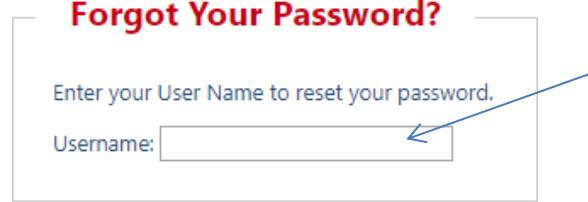
LExICON administrators act on behalf of LEA and need to be aware of and agree to meet the requirements of the LEA Privacy Policy.

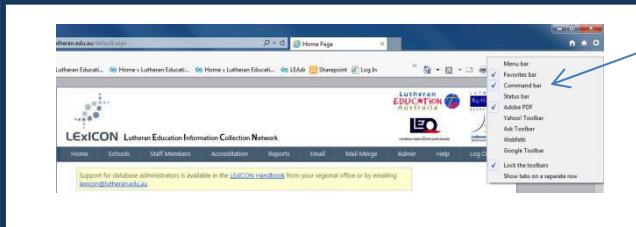
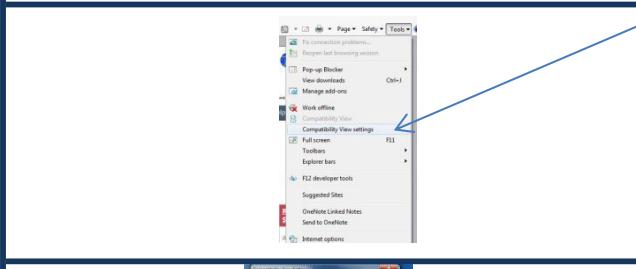
Need help?

Administrators will find help readily available:

- Online helpnotes are available when the mouse hovers over most data fields
- Clicking on the 'Help' tab will bring up online help notes for most sections
- The LExICON handbook provides more information than can be accommodated online
- For any other queries please email Lexicon@lutheran.edu.au or phone 08 8267 7318 and one of our national administrators will be available to assist you

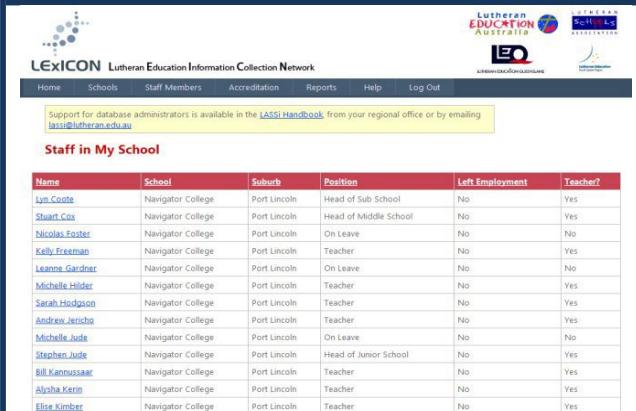
LOGGING IN

 <p>Log In</p> <p>Please enter your username and password.</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Log In</p>	<p>Access to LExICON is available at https://lexicon.lutheran.edu.au</p> <p>A link can be found at the top right corner of the www.lutheran.edu.au website</p>  <p>For assistance with log in details contact lexicon@lutheran.edu.au or Tel 08 8267 7318</p>
 <p>Log In</p> <p>Please enter your username and password.</p> <p>Username: <input type="text"/> *</p> <p>Password: <input type="password"/> *</p> <p>Forgot My Password Log In</p>	<p>Once set up as a LExICON user it is possible to reset a password using the 'Forgot My Password' link on the log in screen.</p>
 <p>Forgot Your Password?</p> <p>Enter your User Name to reset your password.</p> <p>Username: <input type="text"/></p> <p>Submit Cancel</p>	<p>Enter your LExICON username and the password reset link will be sent to the email address that is linked with that username.</p> <p>Contact lexicon@lutheran.edu.au or Tel 08 8267 7318 for assistance.</p>
 <p>mozilla Firefox</p> 	<p>A note regarding web browsers</p> <p>If viewing LExICON in newer versions of Internet Explorer the display can become skewed and even appear to be repeatedly logging out. This problem can be rectified by:</p> <ol style="list-style-type: none"> Viewing LExICON using an alternate web browser eg Mozilla Firefox (see below) Adding the website to the <i>Compatibility View</i> on your computer (see below)
 <p>We are mozilla Doing good is part of our code</p> <p>WATCH THE WATCHERS • LOOK AHEAD • LEARN THE WEB • SEE THE NEW MON</p> <p>Firefox Different by design FREE DOWNLOAD</p>	<p>Downloading Mozilla Firefox</p> <p>Go to www.mozilla.org Click free download and follow the prompts</p>

	<p>Adding a website to <i>Compatibility View</i> Right click on the top of the web browser and ensure the <i>command bar</i> is ticked.</p>
	<p>Select <i>Compatibility View</i> by first selecting <i>Tools</i> and then <i>Compatibility View Settings</i></p>
	<p>Add the current webpage to the <i>Websites you've added to Compatibility View</i>. This should then remain each time you log in.</p>
Change My Password	<p>Once logged in administrators can change their password using the <i>Change My Password</i> link at the bottom of the home screen. Every 90 days there will be a prompt to create a new password.</p>

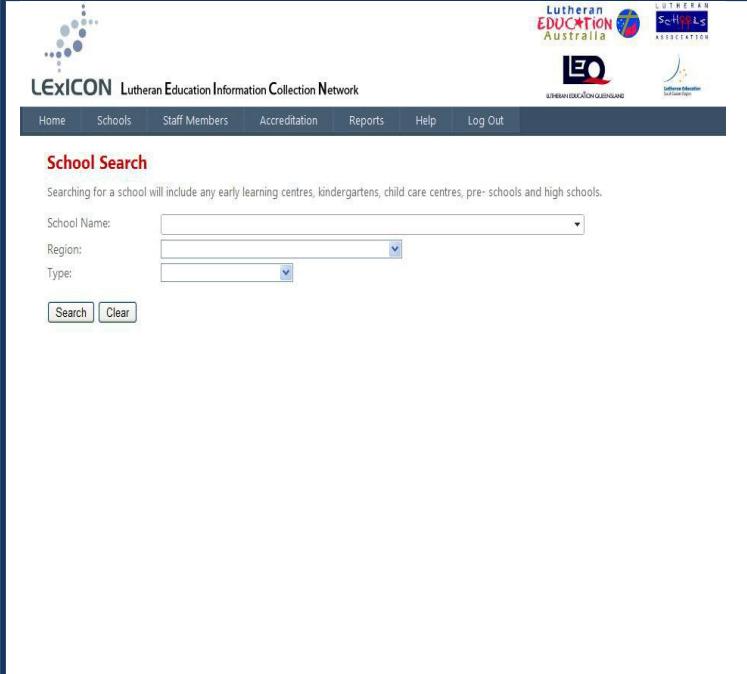
HOME VIEW

School home view

 <table border="1" data-bbox="224 1327 807 1577"> <thead> <tr> <th>Name</th> <th>School</th> <th>Suburb</th> <th>Position</th> <th>Left Employment</th> <th>Teacher?</th> </tr> </thead> <tbody> <tr> <td>Lyn Coote</td> <td>Navigator College</td> <td>Port Lincoln</td> <td>Head of Sub School</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Stuart Cox</td> <td>Navigator College</td> <td>Port Lincoln</td> <td>Head of Middle School</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Nicolas Foster</td> <td>Navigator College</td> <td>Port Lincoln</td> <td>On Leave</td> <td>No</td> <td>No</td> </tr> <tr> <td>Kelly Freeman</td> <td>Navigator College</td> <td>Port Lincoln</td> <td>Teacher</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Leanne Gardner</td> <td>Navigator College</td> <td>Port Lincoln</td> <td>On Leave</td> <td>No</td> <td>No</td> </tr> <tr> <td>Michelle Hilde</td> <td>Navigator College</td> <td>Port Lincoln</td> <td>Teacher</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Sarah Hodgson</td> <td>Navigator College</td> <td>Port Lincoln</td> <td>Teacher</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Andrew Jericho</td> <td>Navigator College</td> <td>Port Lincoln</td> <td>Teacher</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Michelle Jude</td> <td>Navigator College</td> <td>Port Lincoln</td> <td>On Leave</td> <td>No</td> <td>No</td> </tr> <tr> <td>Stephen Jude</td> <td>Navigator College</td> <td>Port Lincoln</td> <td>Head of Junior School</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Bill Kannusaa</td> <td>Navigator College</td> <td>Port Lincoln</td> <td>Teacher</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Alphie Kerin</td> <td>Navigator College</td> <td>Port Lincoln</td> <td>Teacher</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Eliza Kimber</td> <td>Navigator College</td> <td>Port Lincoln</td> <td>Teacher</td> <td>No</td> <td>Yes</td> </tr> </tbody> </table>	Name	School	Suburb	Position	Left Employment	Teacher?	Lyn Coote	Navigator College	Port Lincoln	Head of Sub School	No	Yes	Stuart Cox	Navigator College	Port Lincoln	Head of Middle School	No	Yes	Nicolas Foster	Navigator College	Port Lincoln	On Leave	No	No	Kelly Freeman	Navigator College	Port Lincoln	Teacher	No	Yes	Leanne Gardner	Navigator College	Port Lincoln	On Leave	No	No	Michelle Hilde	Navigator College	Port Lincoln	Teacher	No	Yes	Sarah Hodgson	Navigator College	Port Lincoln	Teacher	No	Yes	Andrew Jericho	Navigator College	Port Lincoln	Teacher	No	Yes	Michelle Jude	Navigator College	Port Lincoln	On Leave	No	No	Stephen Jude	Navigator College	Port Lincoln	Head of Junior School	No	Yes	Bill Kannusaa	Navigator College	Port Lincoln	Teacher	No	Yes	Alphie Kerin	Navigator College	Port Lincoln	Teacher	No	Yes	Eliza Kimber	Navigator College	Port Lincoln	Teacher	No	Yes	<p>When you log in the staff members assigned to your school will be displayed. Click on the blue link to access the staff member's information.</p>
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SEARCHING

Search for a school



Click on **Schools** on top menu bar

Schools can be located or filtered by:

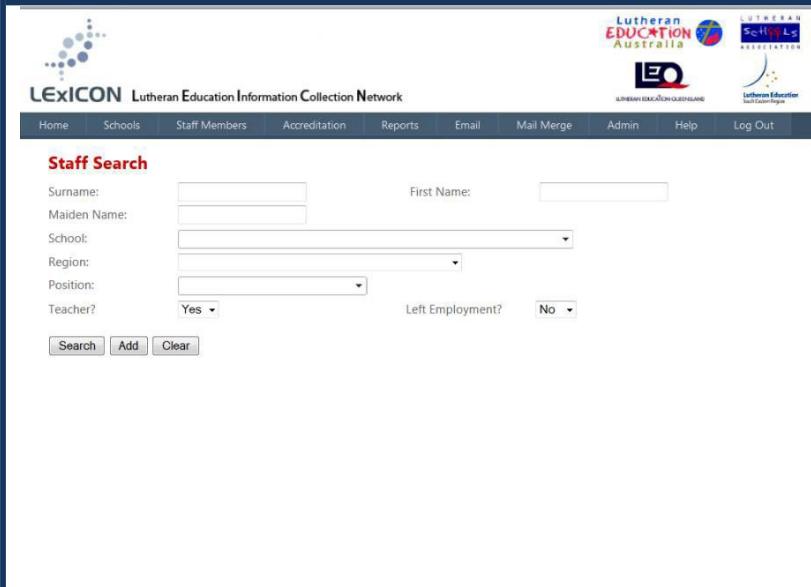
- *School Name*
- *Region*
- *Type*

School Name
Schools are listed by suburb. Use the drop-down menu option or start typing the school name or suburb.

Region
Locate schools by region (LEQ, LESNW, LEVNT, QLECS) using the drop-down menu option.

Type
Schools can be located or filtered by type [*Combined, Early Childhood, Outdoor Education Centre, Primary or Secondary*] using the drop down menu option.

Search for a staff member



Select **Staff Members** from top menu bar

Staff can be located or filtered by:

- *Surname*
- *First Name*
- *Maiden Name*
- *School*
- *Region*
- *Position*
- *Teacher: Yes/No*
- *Left Employment: Yes/No*

Any combination of the above search criteria can be used to locate staff within LExICON. When search criteria have been entered click on 'Search' to locate results. Click on 'Clear' to remove any previously entered search criteria.

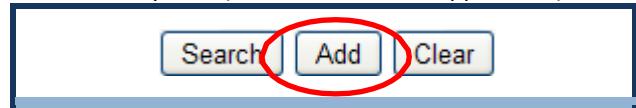
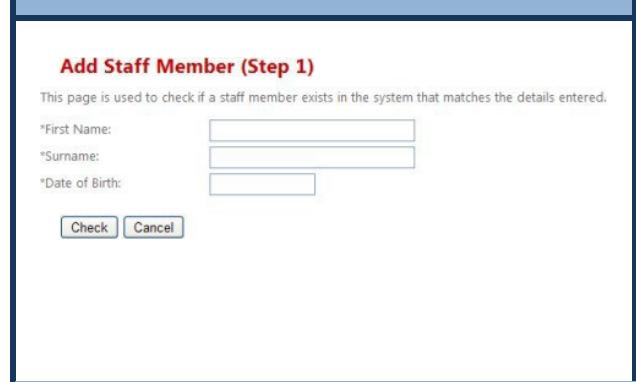
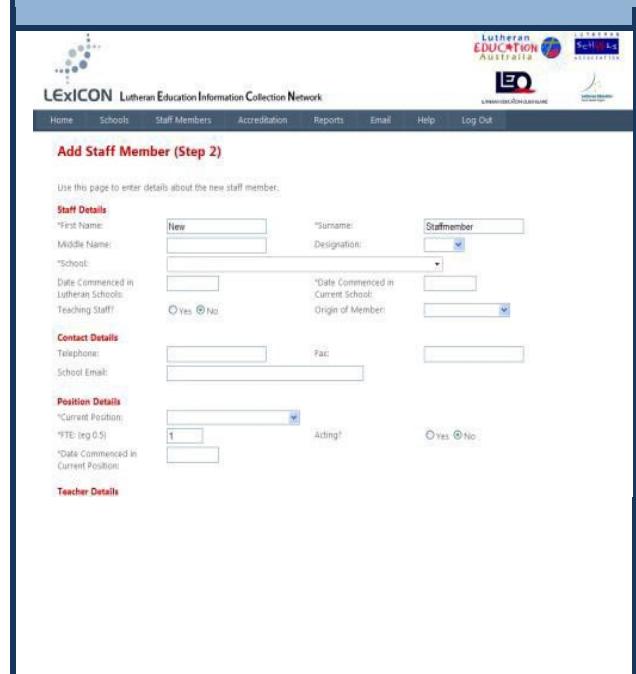
ADDING A NEW STAFF MEMBER

Who is to be included in the database?

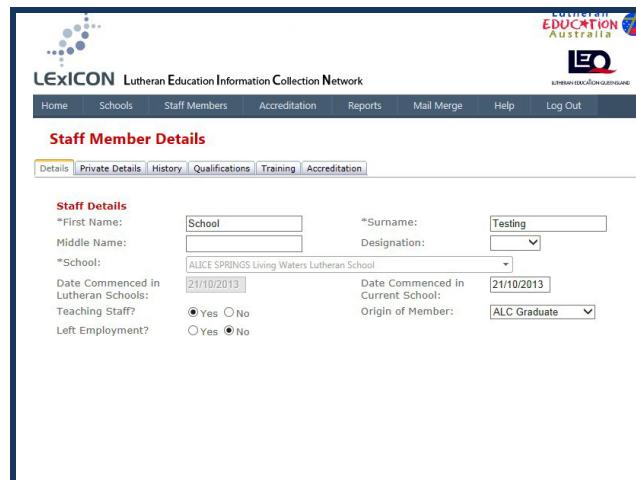
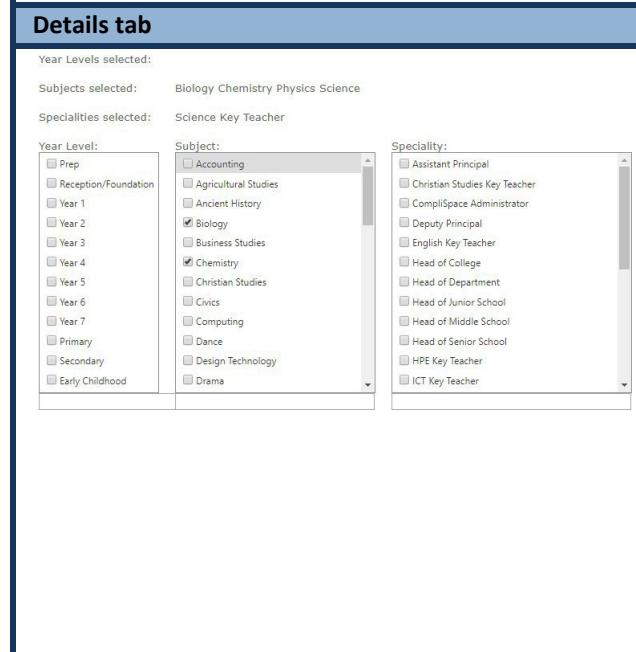
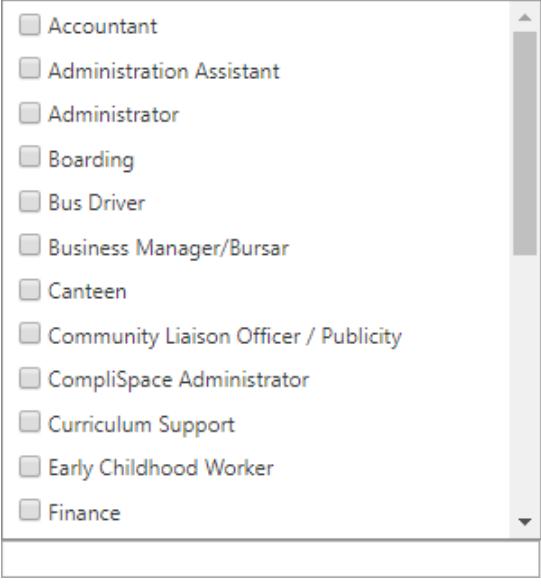
All teaching and non-teaching staff who are required to complete Valuing Safe Communities training are to be included in the database. All permanent staff (both teaching and non-teaching) and all contract staff with a contract for two or more terms are required to complete Valuing Safe Communities.

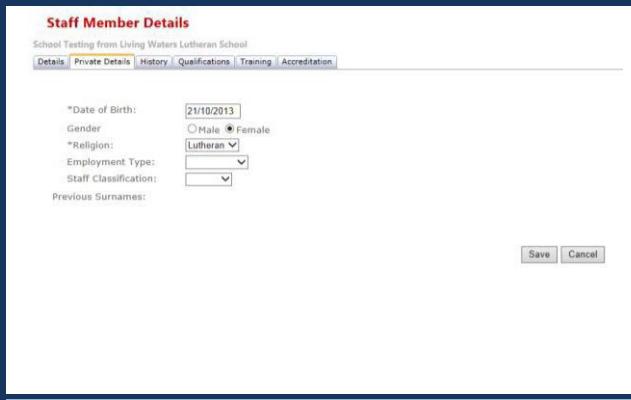
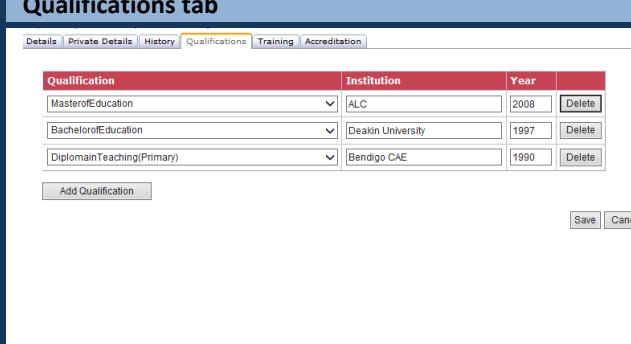
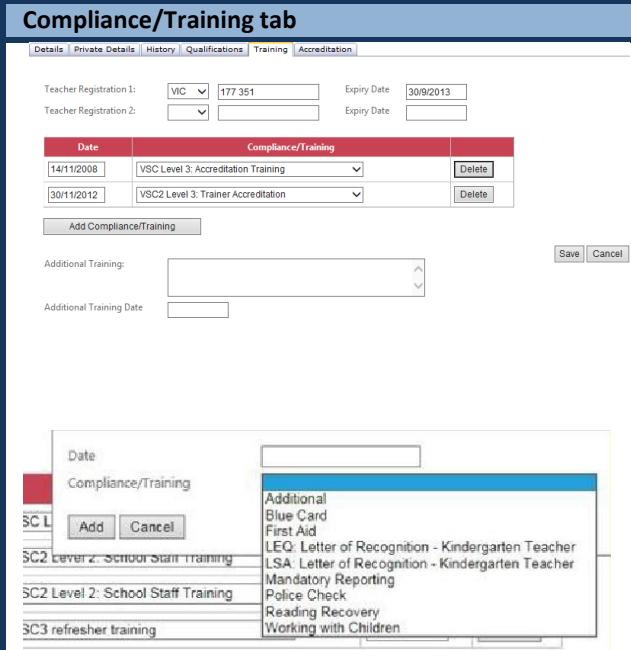
Entering a new staff member: KEY data

Staff can be added to LExICON individually using the steps described below, or in bulk via a CSV file from your school's HR system (see instructions in Appendix 6).

	<p>Click on the Add button to enter in a new staff member</p>								
	<p>Step 1 The <i>First Name</i>, <i>Surname</i> and <i>Date of Birth</i> are required for Step 1. With this data LExICON will automatically check whether the staff member exists within the system.</p> <ul style="list-style-type: none"> • If the staff member already exists you will be shown a message <i>The Staff Member entered already exists</i> in which case your regional office will need to allocate the staff member to your school • If the staff member does not exist in the system, you will be automatically taken to Step 2 								
	<p>Step 2 Enter details for the staff member using the drop-down menus available for most fields. The new staff record will not save unless all of the mandatory fields are completed. Further information relating to the information to be entered in each field is included in the following section <i>Staff details: what the fields mean</i>.</p> <p>Selecting <i>Teacher Yes/No</i> will open different drop-down menu options from which to select for: current position, teacher type, accreditation.</p> <p>It is important that the correct Required Accreditation status is selected as this has implications on the training a staff member is required to undertake. See the table below for explanations. If there is any doubt regarding the Required Accreditation Status, then please refer to your principal or regional office.</p> <p>See Appendix 1 (page 16) for explanatory notes regarding data fields</p>								
<table border="1"> <tr> <td data-bbox="182 1651 516 1685">Accredited as a teacher (At)</td> <td data-bbox="516 1651 818 1685">For teachers who do not teach Christian Studies</td> </tr> <tr> <td data-bbox="182 1685 516 1741">Accredited as a Christian Studies teacher (Ac)</td> <td data-bbox="516 1685 818 1741">For teachers who teach Christian Studies</td> </tr> <tr> <td data-bbox="182 1741 516 1797">Accredited as a leader (Al)</td> <td data-bbox="516 1741 818 1797">For staff who have a designated leadership position, ie, principals, deputy principals and heads of sub-schools</td> </tr> <tr> <td data-bbox="182 1797 516 1921">Accredited as a Christian Studies teacher and leader (Acl)</td> <td data-bbox="516 1797 818 1921">For staff who have a designated leadership position, ie, principals, deputy principals and heads of sub-schools, AND either a) already have Ac status, or b) also teach Christian Studies</td> </tr> </table>	Accredited as a teacher (At)	For teachers who do not teach Christian Studies	Accredited as a Christian Studies teacher (Ac)	For teachers who teach Christian Studies	Accredited as a leader (Al)	For staff who have a designated leadership position, ie, principals, deputy principals and heads of sub-schools	Accredited as a Christian Studies teacher and leader (Acl)	For staff who have a designated leadership position, ie, principals, deputy principals and heads of sub-schools, AND either a) already have Ac status, or b) also teach Christian Studies	
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	<p>Once all data has been entered click 'Create Staff Member'.</p>								

Entering a new staff member: ADDITIONAL data

	<p>When a new staff member has been created, the <i>Staff Member Details</i> screen will display with sub-section tabs (see left).</p> <p>From this screen more detailed information is entered or viewable.</p> <p>See page Appendix 1 (page 16) for further explanatory notes</p>
<p>Details tab</p> 	<p>Details tab: Year level, subject, speciality</p> <p>If Teaching staff yes has been selected, three data fields (year level, subject, and speciality) are available to provide significant flexibility for defining each staff member's role within their school. The combination of these fields will determine the entry for each staff member in the regional Buzz Books.</p> <p>Three drop down menus are provided for the most commonly used terms. In addition, a free text field is available at the end of each field to enable particular terms to be entered manually.</p> <p>Note: It is not necessary to select data from all three fields. However, if nothing is selected or entered into the free text field, no details, apart from the staff member's name, will appear in the regional <i>Buzz Books</i>.</p> <p>See page Appendix 1 (page 16) for further explanatory notes</p>
<p>Buzz Book/Specialities selected:</p> <p>Buzz Book/Speciality:</p> 	<p>If Teaching staff no has been selected one data field (ie, speciality) is available to define each staff member's role within their school. The data from this field will determine the entry for each staff member in the regional Buzz Books.</p> <p>Note: If nothing is selected from the Speciality menu or entered into the free text field, no details, apart from the staff member's name, will appear in the regional <i>Buzz Books</i>.</p> <p>See page Appendix 1 (page 16) for further explanatory notes</p>
<p>Private Details tab</p>	

Staff Member Details 	Private Details tab: <ul style="list-style-type: none"> employment type previous name (automatically generated when a person's surname is changed NB any errors can be deleted contact lexicon@lutheran.edu.au) awards (added only by regional or national administrators) staff classification (new field under construction) please leave blank the Date of Birth initially entered when checking if a staff member already exists will automatically flow through to the Private Details screen
History tab 	History tab: Entries are automatically generated based on changes to school, position and FTE. Staff history is editable at a regional and national level. If any amendments are required send the details through to lexicon@lutheran.edu.au and the necessary changes will be made.
Qualifications tab 	Qualifications tab: Choose relevant qualifications from drop down menu provided. If the qualification required is not available, then please email lexicon@lutheran.edu.au and the required qualification will be added to this list.
Compliance/Training tab 	Compliance/Training tab: <ul style="list-style-type: none"> Teacher registration/s and expiry date/s Other training as per drop down menu (see left) Multiple Compliance/Training options can now be saved with corresponding dates NB See 'Bulk entry Valuing Safe Communities' for details on how to enter data for multiple staff members at one time.
Accreditation tab 	Accreditation tab: Please see further information regarding accreditation in the section titled Accreditation Tracking. See Accreditation Tracking (page 12) for further explanation

MAINTAINING STAFF DATA

	<p>Staff data will require amendment from time to time. Such amendments will often include changes to:</p> <ul style="list-style-type: none"> • FTE (this can be no greater than 1.0) • position • year level, subject, speciality • name and/or title (eg, staff member marries) • employment type (eg, from contract to permanent) • Accreditation <p>When data has been amended, click <i>Save</i></p> <p>Note: Each time a staff member's entry for school, current position or FTE is changed a new history record is automatically created</p>																																																																																				
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Kelly Freeman	Navigator College	Port Lincoln	Teacher	No	Yes																																																																																
Leanne Gardner	Navigator College	Port Lincoln	On Leave	No	No																																																																																
Michelle Hilder	Navigator College	Port Lincoln	Teacher	No	Yes																																																																																
Sarah Hodgson	Navigator College	Port Lincoln	Teacher	No	Yes																																																																																
Andrew Jencho	Navigator College	Port Lincoln	Teacher	No	Yes																																																																																
Michelle Jude	Navigator College	Port Lincoln	On Leave	No	No																																																																																
Stephen Jude	Navigator College	Port Lincoln	Head of Junior School	No	Yes																																																																																
Bill Kannusaar	Navigator College	Port Lincoln	Teacher	No	Yes																																																																																
Alysha Kerin	Navigator College	Port Lincoln	Teacher	No	Yes																																																																																
Elise Kimber	Navigator College	Port Lincoln	Teacher	No	Yes																																																																																
	<p>Data for existing staff can also be updated via the bulk CSV file option. Please see Appendix 6 for details.</p>																																																																																				

When a staff member leaves a school

Moving staff to Left Employment

School: Date Commenced in Current School: Date Commenced in Current School is required.

Teaching Staff? Yes No Origin of Member:

When moving a staff member to Left Employment, the Date Commenced in Current School must be the date AFTER the staff member completes their service in your school, eg, a staff member leaving a Lutheran school on 24 May, will commence in Left Employment on 25 May.

Left Employment? Yes No Destination of Member: Destination is required.

Contact Details
 Telephone: Fax:
 School Email:

Position Details
 Current Position: Acting? Yes No
 FTE: (eg 0.5) Date Commenced in Current Position: Date Commenced in Current Position is required.

When a staff member leaves a school either through

- transfer
- retirement
- resignation, etc,

the School Administrator will need to either:

- contact their regional office to ask for the person to be moved to the staff list of the Lutheran school to which they are transferring. *Note, the regional administrator will need to know the effective transfer date. When a transfer is made the school contact details will automatically update to those at the 'new' school.*

or,

- move the person to *Left Employment*, which is regarded as a 'school' in LExICON:
 - Click on **Left Employment YES**. This will automatically change the person's school to *Left Employment* and prompt the completion of two fields: date commenced in current school and destination of the staff member. To assist in maintaining the integrity of the data within the system a prompt has been included to remind users of the dates required. The text reads:

When moving a staff member to Left Employment, the Date Commenced in Current School must be the date AFTER the staff member completes their service in your school, eg, a staff member leaving a Lutheran school on 24 May, will commence in Left Employment on 25 May.

- **Date Commenced in Current School:** The day after the staff member left your school will be the date commenced in *Left Employment*
- **Destination of the staff member:** Select from:
 - end of contract
 - retired
 - out of teaching (new profession)
 - non-Lutheran school
 - deceased
 - unknown

The staff member will be removed from your school's data but not from the system. The staff member's name will be removed from any committees that had been assigned through the regional office. The record for staff who have previously taught in a Lutheran school who come back into service at a Lutheran school is to be retrieved (this can only be done by regional or national administrators).

ACCREDITATION TRACKING

Required Accreditation Status

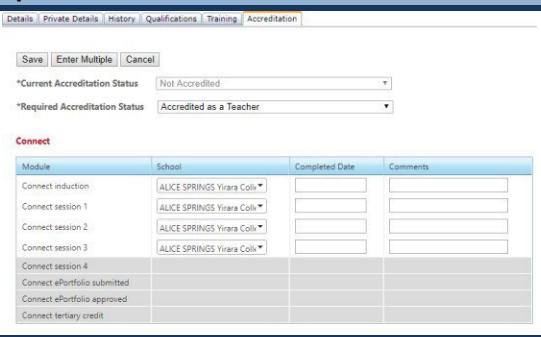
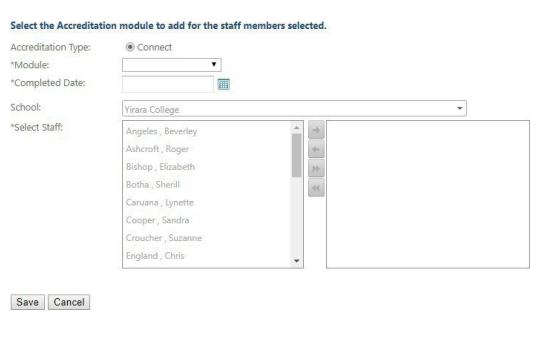
Accredited as a teacher (At)	For teachers who do not teach Christian Studies
Accredited as a Christian Studies teacher (Ac)	For teachers who teach Christian Studies
Accredited as a leader (Al)	For staff who have a designated leadership position, ie, principals, deputy principals and heads of sub-schools
Accredited as a Christian Studies teacher and leader (Acl)	For staff who have a designated leadership position, ie, principals, deputy principals and heads of sub-schools, AND either a) already have Ac status, or b) also teach Christian Studies

Entering completed accreditation

School administrators are responsible for the entry of session completions for:

- *Connect induction*
- *Connect session 1*
- *Connect session 2*
- *Connect session 3*

Completions can be entered in two ways.

<h4>Option 1</h4> 	<p>Locate the staff member who has completed the training. This can be done via your home screen or by searching for them within the <i>Staff Search</i> screen.</p> <p>Select individual staff member <i>Accreditation tab</i>.</p> <p>Enter the completion date alongside the training type.</p>
<h4>Option 2</h4> 	<p>Enter via Accreditation screen (click on <i>Accreditation</i> on top menu bar)</p> <p>All staff in your school who have not gained their <i>Required Accreditation Status</i> will automatically display in the <i>Select Staff</i> field. Select those staff members who have completed the session by highlighting their name and clicking the single across arrow. More than one name can be selected at a time using the CTRL key or the whole staff can be selected by using the double arrow.</p> <p>Enter session details and completion date. When the records are <i>Saved</i>, the staff selected will have the accreditation information automatically added to their individual records.</p>

ACCREDITATION CURRENCY

All teaching staff who have met their accreditation requirements are required to keep their accreditation current.

Accreditation program



	Connect (Induction, Sessions 1-4) Pre-requisite for Equip 1 & 2	Equip 1	Equip 2	
Time commitment	3 days	3 days	3 days	
Delivered by	School / region	Region	Region	
At Accredited as a teacher	Connect			
Ac Accredited as a Christian Studies teacher	Connect	Equip 1	Equip 2	
Acl Accredited as a Christian Studies teacher and leader	Connect	Equip 1	Equip 2	GradCert Leadership OR LDP OR equivalent
Al Accredited as a leader (3)	Connect	Equip for leaders (1 day for leaders who do not have Ac status)		GradCert Leadership OR LDP OR equivalent
Ai Accredited induction for Lutheran education [Refer notes 3 and 7 below]	Connect			
Maintaining accreditation All staff (7)	Accreditation is renewable every five years: Required PD hours : 25 to maintain At and Ai status and 50 hours to maintain Ac, Al and Acl status			

Accreditation currency due dates are on the *Accreditation* screen:

Accreditation Currency

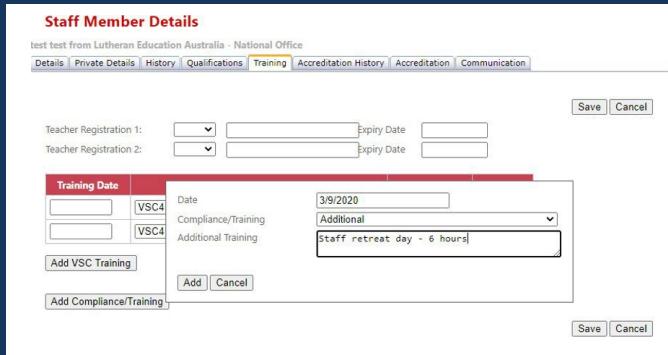
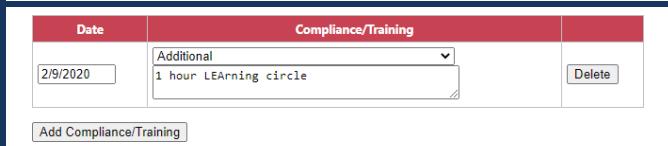
Completed Date	Accreditation Currency	Due Date	
31/12/2018	Accreditation Achieved ▾		Delete
	Accreditation Currency ▾	31/12/2023	Delete

The PD hours towards currency can be added to the *Training* screen:

Date	Compliance/Training	
3/9/2020	Additional Staff retreat day - 6 hours	Delete

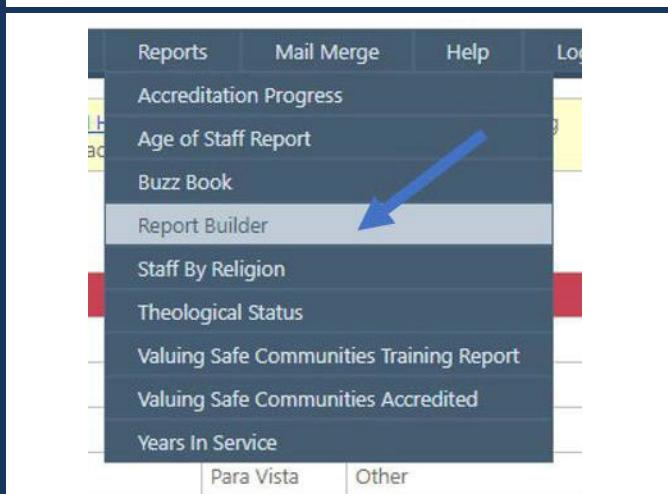
[Add Compliance/Training](#)

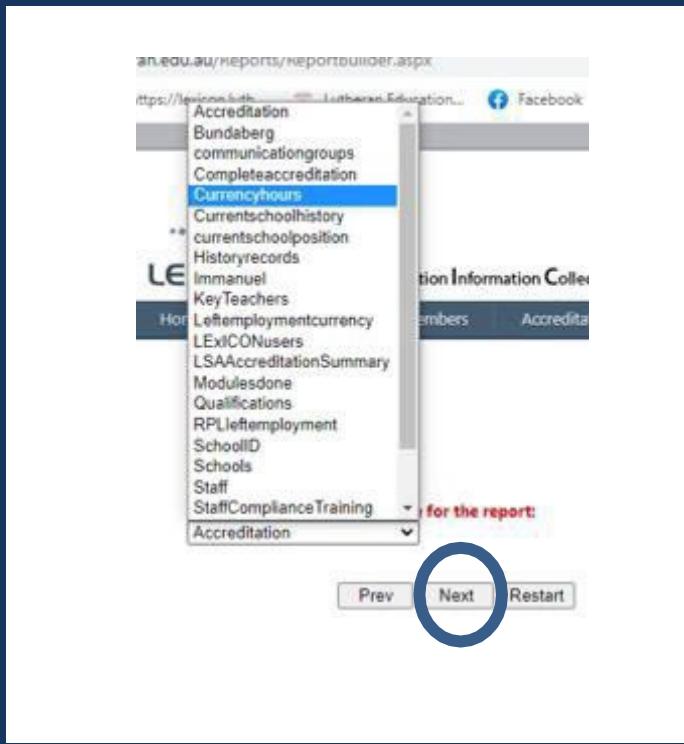
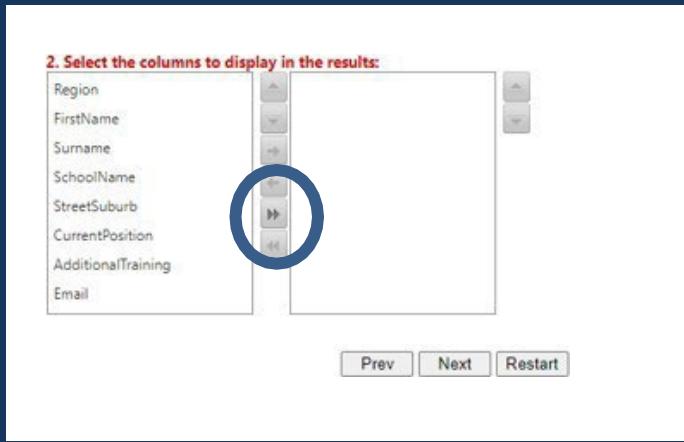
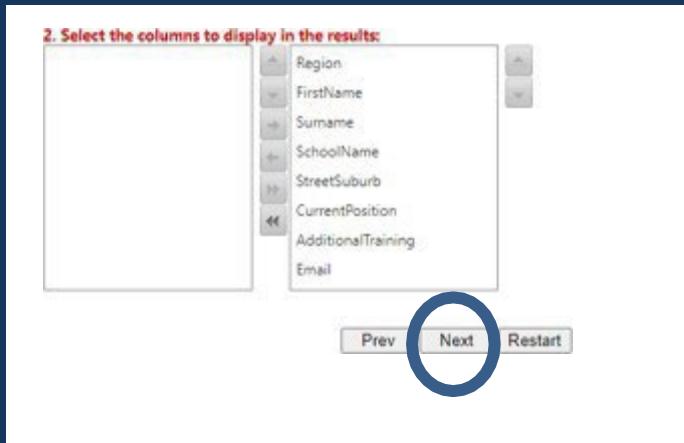
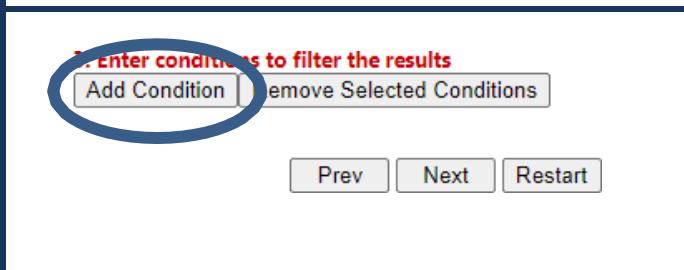
Entering PD hours in the training screen

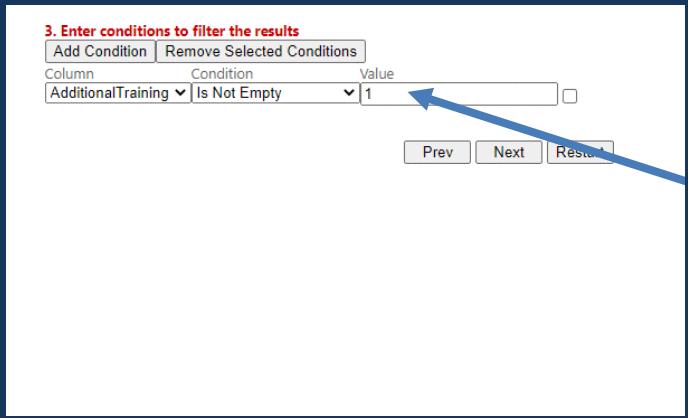
	<p>Locate the staff member.</p> <p>Go to the <i>Training tab</i> and scroll down to the <i>Compliance/Training</i> section</p> <p>Select 'Add Compliance/Training'</p> <p>Enter the date and details about the PD. The number of hours is required.</p>
	<p>The PD hours can then be viewed on the training screen of each individual or by creating an Accreditation hours report (see below).</p>

Reporting on PD hours

The Report Builder can be used to report on the additional training that has been entered. The report template can be prepared once and then saved, or created fresh each time using the steps below.

	<p>Select Reports</p>
	<p>Select Report Builder</p>
<p>This wizard allows reports to be built.</p> <p style="text-align: center;">Next</p>	<p>Click Next</p>
<p>Select the type of action you want to perform:</p> <p><input type="radio"/> Load Saved Report</p> <p><input checked="" type="radio"/> Create New Report</p> <p style="text-align: center;">Prev Next Restart</p>	<p>If this is the first time you have prepared this report you must select <i>Create New Report</i>.</p> <p>If you have previously run this report and SAVED the report you can select <i>Load Saved Report</i>.</p>

	<p>Select 'Currencyhours' from the dropdown options.</p> <p>Click Next</p>
<p>2. Select the columns to display in the results:</p> 	<p>Use the double arrow to move all fields from the left to the right</p>
<p>2. Select the columns to display in the results:</p> 	<p>Click Next</p>
<p>3. Enter conditions to filter the results</p> <p>Add Condition remove Selected Conditions</p> 	<p>Click 'Add Condition'</p>

	<p>Column: Select 'AdditionalTraining' from the dropdown options.</p> <p>Condition: Select 'Is Not Empty' from the dropdown options.</p> <p>Value: Put a letter/number in the blank Value field. This value is not used as a filter for this report (the data is pulled using the 'Is Not Empty' requirement), but as the report will not progress with this field being blank you must enter a keyboard character.</p> <p>Click Next</p>
<p>4. Select a column to group data by:</p> <p><input type="checkbox"/> Do you want to Group rows by a column?</p> <p>Region</p> <p>Prev Next Restart</p>	<p>If you require the data to appear in a particular order you can change it at this point, but otherwise click Next.</p>
<p>5. Add Columns to order by</p> <p>Add Order By Remove Selected Columns</p> <p>Prev Finish Restart</p>	<p>If you require the data to appear in a particular order you can change it at this point, but otherwise Click Finish.</p>
<p>Report Name</p> <p>CurrencyPDhours</p> <p>Save Report</p> <p>Export To Excel</p> <p>Export To Word</p>	<p>It is at this point that you can save the report. It will then be available for next time when you select the <i>Open Saved Report</i> in the Report Builder.</p> <p>If you do not save the report you will have to go through these steps each time you want to run the Accreditation hours report.</p>
<p>Report Name</p> <p>CurrencyPDhours</p> <p>Save Report</p> <p>Export To Excel</p> <p>Export To Word</p>	<p>Export the report to Excel or Word.</p>

If you export your report to Excel you can filter and sort columns.

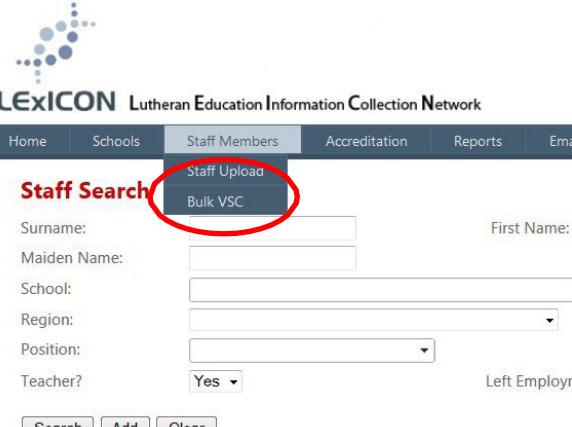
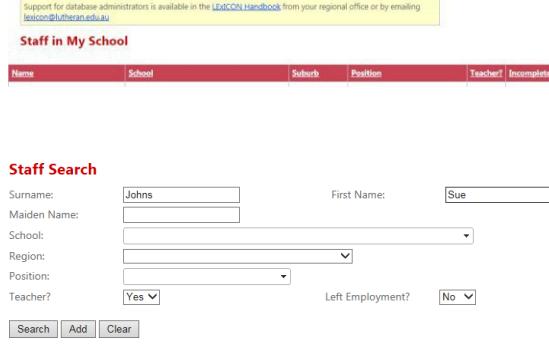
A	B	C	D	E	F	G
Region	First Name	Surname	School Name	Street Suburb	Current Position	Additional Training
Global	Person	One	Lutheran Education Australia - National Office	North Adelaide	Teacher	1 hour LEarning circle
Global	Person	One	Lutheran Education Australia - National Office	North Adelaide	Teacher	1 hour LEArning circle
Global	Person	One	Lutheran Education Australia - National Office	North Adelaide	Teacher	1 hour LEArning circle
Global	Person	Tw	Lutheran Education Australia - National Office	North Adelaide	Teacher	Staff retreat day - 6 hou
Global	Person	Three	Lutheran Education Australia - National Office	North Adelaide	Other (teacher)	1 hour LEArning circle
Global	Person	Three	Lutheran Education Australia - National Office	North Adelaide	Other	1 hour LEArning circle

VALUING SAFE COMMUNITIES

 <p>As schools of the Lutheran Church of Australia (LCA), staff and volunteers of Lutheran schools and early childhood services are obliged to meet the requirements of the 'LCA Standards of Ethical Behaviour' and related LCA policies. Valuing Safe Communities (VSC) is a school specific training program developed to comply with this expectation.</p> <p>VSC integrates a range of national policies, procedures and guidelines that impact on relationships in Lutheran schools and embeds the LCA Standards of Ethical Behaviour and related LCA policies within it. It provides school leaders and trainers with information and resources to ensure staff and volunteers in their school receive training in developing positive and safe communities.</p> <p>Lutheran schools seek to ensure that each member of the school community enjoys a positive, safe, healthy and respectful workplace.</p> <p>Contact your school VSC Accredited Trainer for log in details for the online training (module 1 and refresher). It is the responsibility of the VSC Accredited Trainer in each school to ensure the face-to-face component of the training is offered and training completions are recorded in LEXICON.</p>	
--	--

It is the responsibility of each school to enter the face-to-face training.

There are two ways of entering face-to-face training: via the individual training record tab for each staff member OR by using the *Bulk VSC* feature available via the *Staff Members* menu.

<p>BULK ENTRY of FACE-TO-FACE TRAINING Locate the <i>Bulk VSC</i> option within the <i>Staff Members</i> drop-down menu</p> 	<p>INDIVIDUAL ENTRY OF FACE-TO-FACE TRAINING Locate the staff member who has completed the training. This can be done via your home screen or by searching for them within the <i>Staff Search</i> screen.</p> 												
<p>Your school will automatically be determined based on your log in details.</p> <p>Select the names of the staff members who have completed the face-to-face training (multiple names can be selected using the CTRL key) and click the right arrow. This will shift the names from the left column to the right.</p>	<p>Click on the <i>Training Tab</i> for the staff member and enter the face-to-face completion date in the empty field alongside the VSC initial training module 2 face-to-face training line.</p> <p><i>NB in the example below the person HAS completed module 1 online.</i></p> <table border="1" data-bbox="799 1939 1403 2044"> <thead> <tr> <th>Training Date</th> <th>Valuing Safe Communities Training</th> <th>Due Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>4/5/2024</td> <td>VSC Initial training module 1 online</td> <td></td> <td>Delete</td> </tr> <tr> <td></td> <td>VSC Initial training module 2 face-to-face</td> <td>4/7/2024</td> <td>Delete</td> </tr> </tbody> </table>	Training Date	Valuing Safe Communities Training	Due Date		4/5/2024	VSC Initial training module 1 online		Delete		VSC Initial training module 2 face-to-face	4/7/2024	Delete
Training Date	Valuing Safe Communities Training	Due Date											
4/5/2024	VSC Initial training module 1 online		Delete										
	VSC Initial training module 2 face-to-face	4/7/2024	Delete										

Valuing Safe Communities

School:

*Select Staff:

Nelson, Tania
 Ruwoldt, Merryn
 Schultz, Ken
 Scriven, Joan
 Seng, Susan
WILSON, Tanya
 Wiltshire, Daniel
 Zimmermann, Ruth

The VSC initial training module 2 face-to-face training is the only training that can be entered in this way. This is therefore the only selectable option. Type or select the training date.

Once the **Save** button has been clicked the records will be updated and viewable in the Training tab of an individual's record.

Multiple VSC initial training module 2 face-to-face sessions can be recorded in LExICON but only the first record will be matched against the due date.

In the example below the person is yet to complete module 1 online but the face-to-face training date still can be entered.

Training Date	Valuing Safe Communities Training	Due Date	
<input type="text"/>	VSC initial training module 1 online	12/11/2024	<input type="button" value="Delete"/>
<input type="text"/>	VSC initial training module 2 face-to-face	12/11/2024	<input type="button" value="Delete"/>

Click the **Save** button for that section of the page.

Valuing Safe Communities Training	Due Date	
VSC initial training module 1 online	12/11/2024	<input type="button" value="Delete"/>
VSC initial training module 2 face-to-face	12/11/2024	<input type="button" value="Delete"/>

Online VSC training is entered centrally by the LEA national office.

When module 1 and module 2 dates are entered then a new training line, with due date, will be created.

Teacher Registration 1: Expiry Date

Teacher Registration 2: Expiry Date

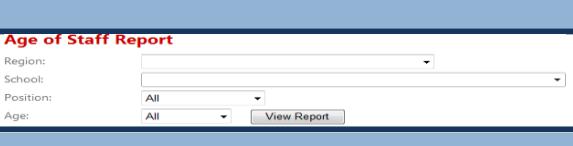
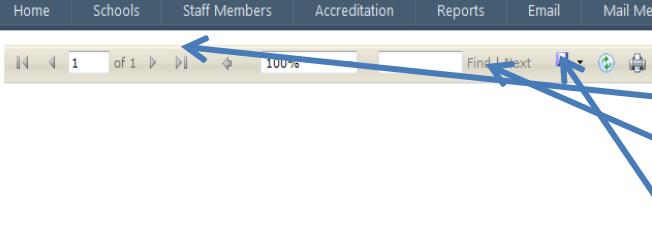
Training Date	Valuing Safe Communities Training	Due Date	
15/8/2023	VSC initial training module 1 online	<input type="text"/>	<input type="button" value="Delete"/>
20/11/2023	VSC initial training module 2 face-to-face	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/>	VSC refresher training	30/6/2026	<input type="button" value="Delete"/>

REPORTS

The following reports can be generated from the LExICON database. School Administrators can run these reports for the staff in their school. Regional Administrators can run these reports for individual or all schools within their region.

Accreditation Progress	The Accreditation Progress report generates a list of staff whose <i>Current Accreditation Status</i> and <i>Required Accreditation Status</i> are not in alignment.
Age of Staff	The report generates lists of staff according to their age.
Buzz Book	'Buzz Book' is the generic name given to the regional directories that are produced each year. They contain a list of all schools/early childhood centres within a region and includes address details, staff names and specialities. School users are able to run the Buzz Book report and view the school and staff details for all schools in their region. This access is automatically determined when a user is set up in the system. Contact your regional office for further information relating to your Buzz Books.
Staff by Religion	This report generates a list of staff according to the designation of Lutheran, Other Christian or Other.
Theological Status	This report generates lists of staff according to their Theological Status.
Valuing Safe Communities Training Report	This report generates lists of staff with the due date of their Valuing Safe Communities requirements. This report shows the due dates for training rather than the training that has been completed.
Valuing Safe Communities Accredited	This report generates a list of Valuing Safe Communities Accredited Trainers. This report shows the due dates for the training.
Years in Service	This report generates lists of staff according to when they commenced service in Lutheran schools. The report results will depend on the accuracy of data within the system. Any overlaps in service history may result in obscure results. Corrections may need to be made to history records to ensure an accurate report result.
Report Builder	This flexible report option enables the LExICON Administrator to filter data for their school or region by almost all data fields. Full instructions for the use of the Report Builder are available at Appendix 3

How to produce a report

	Step 1: Select report type you require
	Step 2: Define the report parameters from the options available [Example here is Age of Staff Report]
	Step 3: Displaying the report The report can be viewed: <ul style="list-style-type: none"> on screen – use the <ul style="list-style-type: none"> Arrows (forward and back) to scroll through multi-page reports Find option to locate a particular person or data within the report exported to Excel, Word or PDF

APPENDIX 1: Staff details: field explanatory notes

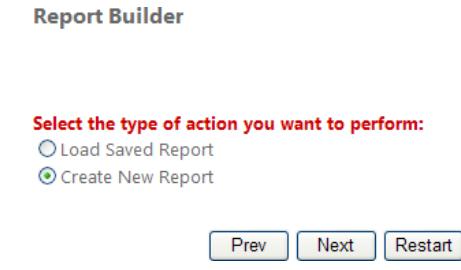
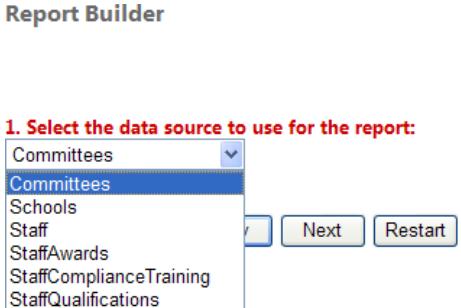
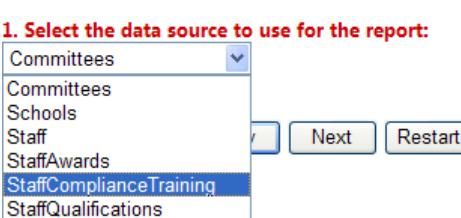
	First Name, Surname, Middle Name: Where a staff member has a preferred name enter the preferred name in the <i>First Name</i> field and their other names in the <i>Middle Name</i> field (See example, left) These fields are how their name will appear in the Buzz Book. The use of brackets in the First Name field is not advisable.
	School: For school administrators, this will automatically default to the school for which you have administrator access.
	Date Commenced in Current School: Enter the date the person was employed. Date Commenced in Lutheran Schools: When entering a new staff record this field will automatically generate based on the details entered for <i>Date Commenced in Current School</i> .
Teaching Staff? <input checked="" type="radio"/> Yes <input type="radio"/> No	Teaching Staff: Select Yes ONLY if the staff member is a registered teacher. Note: School Pastors/Chaplains will need to be allocated on a case-by-case basis. Those who are qualified/registered teachers should be designated as 'Teaching Staff: Yes'. Those who have no teaching qualification or registration, or come in from congregations should be entered as 'Teaching Staff: No'.
Origin of Member: <input type="button" value="Return to Service"/>	Origin of Member: In this mandatory field we record where the staff member was prior to employment at the school based on the following options: <i>ALC Graduate, Non ALC Graduate, Government, Non Government, Return to Service or Non Teacher</i>
Contact Details Telephone: <input type="text"/> Fax: <input type="text"/> School Email: <input type="text"/>	Contact Details will automatically populate based on data entered for the school.
Position Details *Current Position: <input type="button" value="Select"/> *FTE: (eg 0.5) <input type="text" value="1"/> *Date Commenced in Current Position: <input type="text"/>	Current Position is the main function performed by the staff member at the school. The <i>Current Position</i> drop down options will vary depending on whether <i>Teacher: Yes</i> or <i>Teacher: No</i> is selected. A current position of <i>On Leave</i> is to be selected when a person is on leave from their usual role and IS NOT accruing employment entitlements. For example, parenting leave (maternity or paternity) or 'special' leave without pay. A person who is on leave but is still accruing employment entitlements does not need to be designated as <i>On Leave</i> in LExICON. For example, annual leave, sick leave or long service leave. FTE: FTE stands for full time equivalent. If a staff member is full time, then enter 1 (this is the maximum that can be entered for one person). All part-time staff will have a fraction that should be

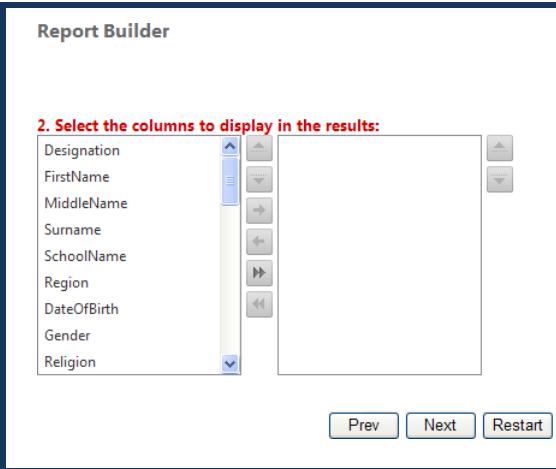
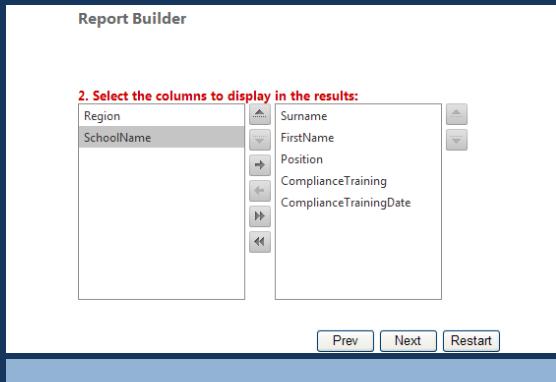
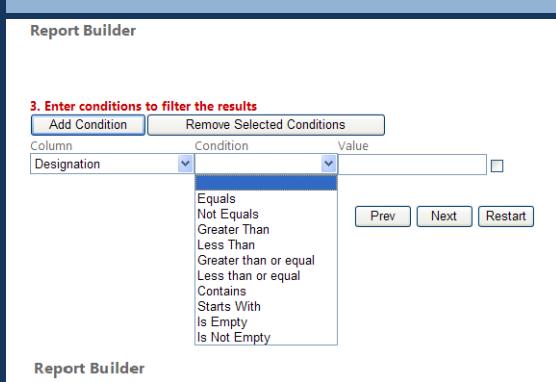
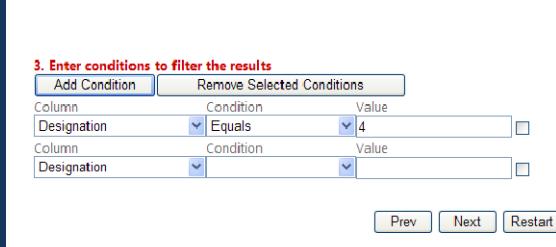
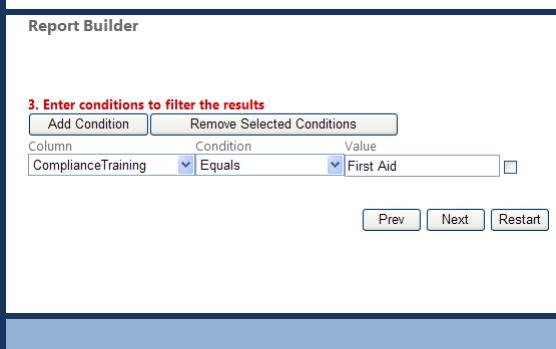
	<p>expressed as a decimal, eg 0.4 for those who work 2 days per week. The date the person commenced on that FTE needs to be included prior to saving the record.</p> <p>When a change is made to the FTE a new history record is automatically created.</p>																																																																																								
<p>Teacher Details</p> <p>Teacher Type: <input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="Not Applicable"/></p> <p>Comments</p> <div style="border: 1px solid #ccc; width: 100%; height: 40px; margin-top: 5px;"></div> <p>Private Details</p> <p>*Date of Birth: <input type="text" value="3/11/2011"/></p> <p>Gender <input checked="" type="radio" value="Male"/> Male <input type="radio" value="Female"/> Female</p> <p>*Religion: <input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button"/></p>	<p>Teacher Details</p> <p>If <i>Teaching staff no</i> has been selected, this field will automatically default to 'Not Applicable'</p> <p>If <i>Teaching staff yes</i> has been selected, you must indicate whether a staff member teaches:</p> <ul style="list-style-type: none"> • Cross Campus • Across all levels – reception/prep to year12 Entry – year of primary schooling before year one (prep or reception) • Kindergarten – year before beginning schooling ie year before Entry (prep/reception) • Primary • Secondary 																																																																																								
<p>Details Private Details History Qualifications Training Accreditation</p> <p>*Date of Birth: <input type="text" value="4/12/1968"/></p> <p>Gender <input checked="" type="radio" value="Male"/> Male <input type="radio" value="Female"/> Female</p> <p>*Religion: <input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button"/></p> <p>Employment Type: <input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button"/></p> <p>Previous Name:</p> <p>Staff Classification: <input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button"/></p> <p>Add Awards</p>	<p>Private Details</p> <p>Enter as applicable.</p> <p>Note: Staff classification (new field under construction) please leave blank</p>																																																																																								
<p>Details Private Details History Qualifications Training Accreditation History Accreditation Communication</p> <p>Connect</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Module</th> <th>School</th> <th>Completed Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td>Connect induction</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Connect session 1</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Connect session 2</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Connect session 3</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Connect session 4</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Connect ePortfolio submitted</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Connect ePortfolio approved</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Connect tertiary credit</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> </tbody> </table> <p>Equip</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Module</th> <th>School</th> <th>Completed Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td>Equip 1A</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Equip 1B</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Equip 1C</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Equip 1 ePortfolio submitted</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Equip 1 ePortfolio approved</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Equip 1 tertiary credit</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Equip 2A</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Equip 2B</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Equip 2C</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Equip 2 ePortfolio submitted</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Equip 2 ePortfolio approved</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> <tr><td>Equip 2 tertiary credit</td><td>NORTH ADELAIDE Luther*</td><td></td><td></td></tr> </tbody> </table>	Module	School	Completed Date	Comments	Connect induction	NORTH ADELAIDE Luther*			Connect session 1	NORTH ADELAIDE Luther*			Connect session 2	NORTH ADELAIDE Luther*			Connect session 3	NORTH ADELAIDE Luther*			Connect session 4	NORTH ADELAIDE Luther*			Connect ePortfolio submitted	NORTH ADELAIDE Luther*			Connect ePortfolio approved	NORTH ADELAIDE Luther*			Connect tertiary credit	NORTH ADELAIDE Luther*			Module	School	Completed Date	Comments	Equip 1A	NORTH ADELAIDE Luther*			Equip 1B	NORTH ADELAIDE Luther*			Equip 1C	NORTH ADELAIDE Luther*			Equip 1 ePortfolio submitted	NORTH ADELAIDE Luther*			Equip 1 ePortfolio approved	NORTH ADELAIDE Luther*			Equip 1 tertiary credit	NORTH ADELAIDE Luther*			Equip 2A	NORTH ADELAIDE Luther*			Equip 2B	NORTH ADELAIDE Luther*			Equip 2C	NORTH ADELAIDE Luther*			Equip 2 ePortfolio submitted	NORTH ADELAIDE Luther*			Equip 2 ePortfolio approved	NORTH ADELAIDE Luther*			Equip 2 tertiary credit	NORTH ADELAIDE Luther*			<p>Accreditation Details</p> <p>In these fields we record the current and required accreditation status of the educator according to the LCA Staffing Policy.</p> <p>If <i>Teaching staff no</i> has been selected, these fields will automatically default to 'Not Applicable' for both Current and Required Accreditation.</p> <p>If <i>Teaching staff yes</i> has been selected:</p> <p>Current Accreditation will default to 'Not accredited'</p> <p>Required Accreditation will need to be selected from one of the following:</p> <ul style="list-style-type: none"> • Accredited as a teacher • Accredited as a Christian Studies teacher • Accredited as a leader • Accredited as a Christian Studies teacher and leader <p>The table below explains how to determine which Required Accreditation Status is applicable</p>
Module	School	Completed Date	Comments																																																																																						
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<p>Accredited as a teacher (At)</p> <p>Accredited as a Christian Studies teacher (Ac)</p> <p>Accredited as a leader (Al)</p> <p>Accredited as a Christian Studies teacher and leader (Acl)</p>	<p>For teachers who do not teach Christian Studies</p> <p>For teachers who teach Christian Studies</p> <p>For staff who have a designated leadership position, ie, principals, deputy principals and heads of sub-schools</p> <p>For staff who have a designated leadership position, ie, principals, deputy principals and heads of sub-schools, AND either</p> <ul style="list-style-type: none"> a) already have Ac status, or b) also teach Christian Studies 																																																																																								

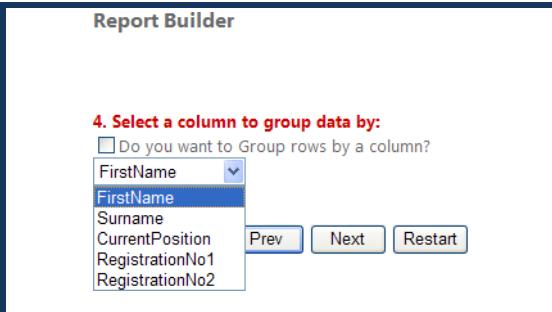
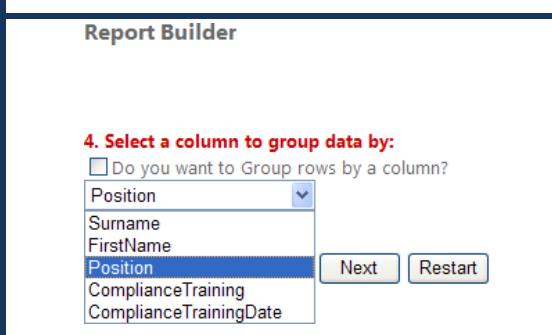
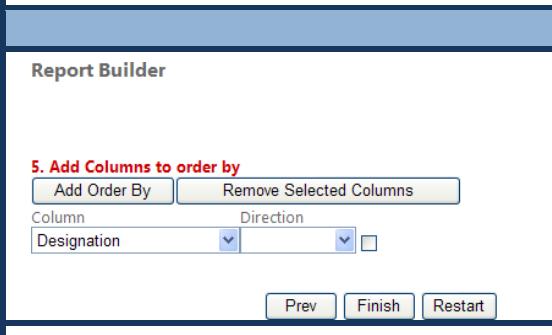
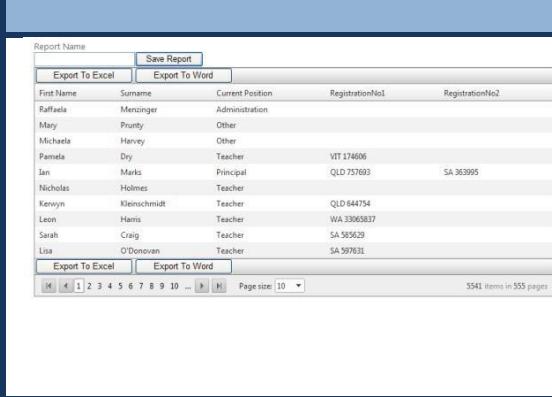
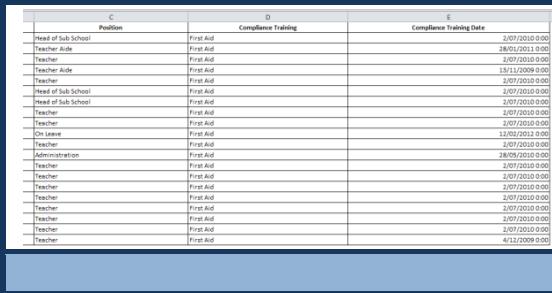
Year level, subject, speciality

<p>Year Levels selected:</p> <p>Subjects selected: Biology Chemistry Physics Science</p> <p>Specialties selected: Science Key Teacher</p> <p>Year Level:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prep <input type="checkbox"/> Reception/Foundation <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Year 6 <input type="checkbox"/> Year 7 <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Early Childhood <p>Subject:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accounting <input type="checkbox"/> Agricultural Studies <input type="checkbox"/> Ancient History <input checked="" type="checkbox"/> Biology <input type="checkbox"/> Business Studies <input checked="" type="checkbox"/> Chemistry <input type="checkbox"/> Christian Studies <input type="checkbox"/> Civics <input type="checkbox"/> Computing <input type="checkbox"/> Dance <input type="checkbox"/> Design Technology <input type="checkbox"/> Drama <p>Specialty:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assistant Principal <input type="checkbox"/> Christian Studies Key Teacher <input type="checkbox"/> CompliSpace Administrator <input type="checkbox"/> Deputy Principal <input type="checkbox"/> English Key Teacher <input type="checkbox"/> Head of College <input type="checkbox"/> Head of Department <input type="checkbox"/> Head of Junior School <input type="checkbox"/> Head of Middle School <input type="checkbox"/> Head of Senior School <input type="checkbox"/> HPE Key Teacher <input type="checkbox"/> ICT Key Teacher 	<p>If <i>Teaching staff yes</i> has been selected, three data fields (year level, subject, and speciality) are available to provide significant flexibility for defining each staff member's role within their school. The combination of these fields will determine the entry for each staff member in the regional Buzz Books.</p> <p>Three drop down menus are provided for the most commonly used terms. In addition, a free text field is available at the end of each list to enable particular terms to be entered manually.</p> <p>Note: It is not necessary to select data from all three fields. However, if nothing is selected or entered into the free text field, no details, apart from the staff member's name, will appear in the regional Buzz Books.</p>
<p>Buzz Book/Specialties Maintenance / Grounds selected:</p> <p>Buzz Book/Specialty:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accountant <input type="checkbox"/> Administration Assistant <input type="checkbox"/> Administrator <input type="checkbox"/> Boarding <input type="checkbox"/> Bus Driver <input type="checkbox"/> Business Manager/Bursar <input type="checkbox"/> Canteen <input type="checkbox"/> Community Liaison Officer / Publicity <input type="checkbox"/> CompliSpace Administrator <input type="checkbox"/> Curriculum Support <input type="checkbox"/> Early Childhood Worker <input type="checkbox"/> Finance 	<p>If <i>Teaching staff no</i> has been selected one data field (ie, speciality) is available to define each staff member's role within their school. The data from this field will determine the entry for each staff member in regional Buzz Books.</p> <p>Note: If nothing is selected from the Speciality menu or entered into the free text field, no details, apart from the staff member's name, will appear in regional Buzz Books.</p>

APPENDIX 2: Using the Report Builder

	<p>Access to the <i>Report Builder</i> is located under the <i>Reports</i> tab.</p> <p><i>Report Builder</i> can be used to create a range of reports by filtering the data of interest. The <i>Report Builder</i> leads you through a step-by-step process for building the report needed.</p> <p>See the following example which examines: <i>Who in my school has completed First Aid training?</i></p>
	<p>Click on 'Create New Report' to build a new report and select <i>Next</i>.</p>
	<p>Step 1: Select the date source to use for the report</p> <p>Reports are built using information currently entered into the database which is grouped by:</p> <ul style="list-style-type: none"> • Committees (for use at regional and national level) • Schools (information relating to schools) • Staff (information that is included in the Details tab within Staff Members) • Staff Awards (information entered in regarding staff awards) • Staff Compliance Training (information entered regarding compliance and training) • Staff Qualifications (information entered within a staff member's qualifications tab) <p>Only one of these data sources can be selected for each report and select <i>Next</i></p>
	<p>Example <i>Who in my school has completed First Aid training?</i></p> <p>Since First Aid training information is recorded under the <i>Staff Compliance Training</i> tab for each staff member, this is the data source needed.</p>

	<p>Step 2: Select the columns to display in the results</p> <p>You now need to select from the data fields available those required for the report. These will be displayed in the right-hand column.</p> <p>Fields can be selected:</p> <ul style="list-style-type: none"> • <i>individually</i> by clicking on the field name and then the single right arrow • <i>in groups</i> by holding the Control key and clicking on the field names required • <i>in entirety</i> by clicking on the double arrow <p>Once the required fields have been selected click the <i>Next</i> button.</p>
	<p>Example Who in my school has completed First Aid training?</p> <p>For this report a list of staff is required by surname, first name, position, compliance training, compliance training date information. Select each of these fields and click the right arrow to move them from the left to the right-hand side of the screen.</p>
 	<p>Step 3: Enter conditions to filter the results</p> <p>Report results can be filtered by specific conditions based on the values available for the fields selected. Reports can be built with no conditions or multiple conditions.</p> <p>Filtering parameters are set by completing the column, condition, value fields. Click the <i>Next</i> button.</p> <p>Adding conditions can be done by clicking the <i>Add Condition</i> button and the required Column, Condition and Value entered in. Multiple conditions can be entered by clicking the <i>Add Condition</i> button.</p> <p>If an error is made and you no longer want a condition, click to make the tick appear at the right-hand side of the condition and click <i>Remove Selected Conditions</i>.</p> <p>Click the <i>Next</i> button.</p>
	<p>Example Who in my school has completed First Aid training?</p> <p>Since First Aid is the only compliance/training value required</p> <ul style="list-style-type: none"> • Click <i>Add Condition</i> • Change the <i>Column</i> to: <i>ComplianceTraining</i> • Change the <i>Condition</i> to: <i>Equals</i> • Type in the <i>Value</i>: First Aid

	<p>Step 4: Select a column to group data by</p> <p>If desired, data can be sorted at this stage by the field options selected. Alternatively, click <i>Next</i> to move to Step 5</p> <p>If wanting to sort at this point, select the field you would like the data sorted by and click <i>Next</i>.</p>
	<p>Example Who in my school has completed First Aid training?</p> <p>In this example the data will be sorted by position. Select 'position' from the drop-down menu options.</p> <p>Click <i>Next</i></p>
	<p>Step 5: Add columns to order by</p> <p>The columns within the report can be displayed in ascending or descending order if selected at this step.</p> <p>Click <i>Finish</i></p>
	<p>Example Who in my school has completed First Aid training?</p> <p>No further ordering/sorting is required for this example report.</p> <p>Click <i>Finish</i></p>
	<p>Finished report</p> <p>The report results are displayed on screen and from this screen can be exported to Word or Excel.</p> <p>Exporting to Excel allows easy sorting of data depending on your requirements.</p> <p>Reports can be saved for re-use at a later time. Type in a name and click <i>Save report</i>.</p>
	<p>Example Who in my school has completed First Aid training?</p> <p>Example report exported to Excel.</p>

APPENDIX 3: Security

LExICON requires a username and password to log in and access data. LEA National Administrators are responsible for managing LExICON users. There are four levels of access as follows:

Read only access (level one)

Level one users can view all school details and staff members' public data.

School Administrator (level two)

School Administrators can view all school details and staff members' public data and maintain both the public and private data of staff members at their designated school. School Administrators

- maintain staff data for their school (enter new staff and update current staff)
- record accreditation completions as outlined above
- annually update staff year level, subject and speciality in preparation for the publication of regional Buzz Books

Regional Administrator (level three)

Regional Administrators can view all school details and staff members' public data view and maintain all data within their designated region. Regional Administrators:

- supervise the maintenance of data for all schools and staff in their region by supporting their school administrators
- assist with the transfer of staff from one school to another (including those who leave employment)
- record accreditation completions as outlined above

National Administrator (level four)

National Administrators users can view and maintain all data. National Administrators

- manage access to LExICON for all administrators
- manage drop down menus
- develop and maintain the LExICON handbook
- provide assistance for all users via lexicon@lutheran.edu.au

APPENDIX 4: Staff data entry form

The staff data entry form (see next page) is available for use in schools to collect data ready for entry into LExICON. The form is provided as a means of assisting in the creation of new staff members within the system.

Staff data entry form

Name of school _____

A. Personal data

Designation Dr Miss Mr Mrs Ms Rev Rev Dr

First Name _____ **Middle Name** _____

Surname _____ **Date of Birth** _____

Date commenced in current school? _____

Date commenced in Lutheran schools? _____

Origin				
	ALC Graduate		Government	Non ALC Graduate
	Non Government		Return to Service	Non Teacher
Teacher?				
YES – go to section B				NO – go to section C

B. Teaching staff

Current position				
	College of Directors		Deputy Principal	Director Early Childhood Centre
	Early Childhood Staff		Head of Sub School	Other
	Principal		School Pastor/Chaplain	Teacher
FTE Full-time = 1.0, Part-time is a fraction and expressed as a decimal eg 0.4				
Teacher type				
	Across all levels		Entry	Kindergarten
	Primary		Secondary	

Year level _____ **Subject/s** _____

Speciality (this information is printed next to the staff member's name in the staff directory)				
	Assistant Principal		Christian Studies Key Teacher	
	Deputy Principal		Director Early Childhood Centre	
	English Key Teacher		Head of College	
	Head of Junior School		Head of Middle School	
	Head of Senior School		HPE Key Teacher	
	ICT Key Teacher		Learning Support/Special Ed	
	Librarian		Maths Key Teacher	
	OSHW		Principal	
	School Pastor/Chaplain		Science Key Teacher	
	SOSE Key Teacher		Year Level Coordinator	

Gender		Religion				
	Male		Female		Lutheran	Other Christian

Employment Type				
	Casual			
	Contract (End Date _____)			
	Permanent			
	Term Time			

Qualifications				
Qualification		Institution		Year
Teacher Registration		State of Issue		Expiry Date
1.				
2.				

Section B: Teaching staff cont...

First Aid _____

Police Clearance _____

Reading Recovery _____

LEQ: Blue Card _____

LEQ: Letter of Recognition (Kindergarten Teacher) _____

Required Accreditation Status			
	Accredited as a Christian Studies Teacher		Accredited as a Christian Studies Teacher and Leader
	Accredited as a Leader		Accredited as a Teacher

C. Non-teaching staff

Current position				
	Administration		Business Manager/Bursar	Ministry Staff
	Other		School Pastor/Chaplain	
FTE Full-time = 1.0, Part-time is a fraction and expressed as a decimal eg 0.4				

Speciality			(this information is printed next to the staff member's name in the staff directory)		
	Accountant			Administration Assistant	
	Administrator			Boarding Staff	
	Bus Driver			Business Manager/Bursar	
	Canteen			Community Liaison Officer/Publicity	
	Curriculum Support			Early Childhood Worker	
	Finance			ICT	
	Laboratory			LExICON Administrator	
	Library Assistant			Lutheran School Officer	
	Maintenance/Grounds			Ministry Staff	
	Pastoral Care Coordinator/Counsellor			Principal's PA	
	School Pastor/Chaplain			School Secretary/Receptionist	
	Teacher Aide			Uniform Shop	

Gender			Religion				
	Male	Female	Lutheran		Other Christian		Other
Employment Type							
	Casual		Contract (End Date _____)				
	Permanent		Term Time				
Qualifications							
Qualification			Institution			Year	

First Aid _____

Police Clearance _____

Reading Recovery _____

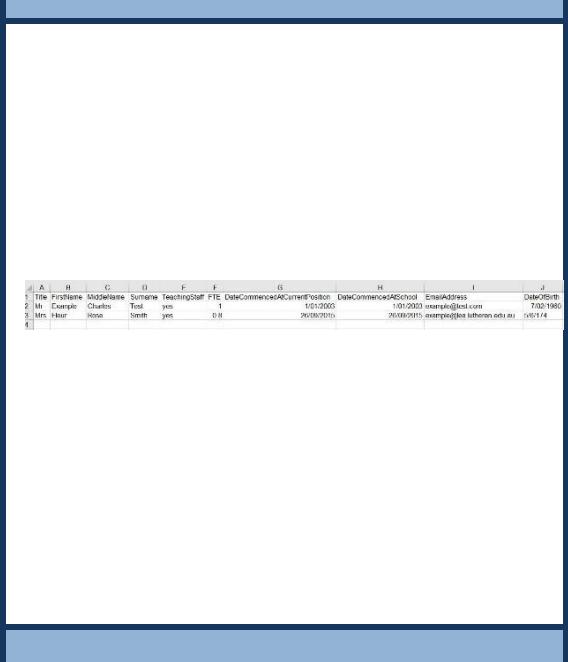
LEQ: Blue Card _____

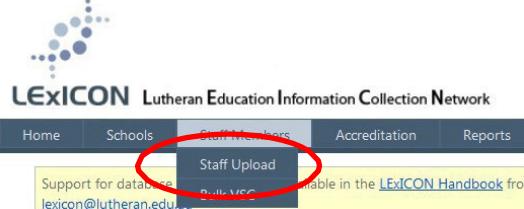
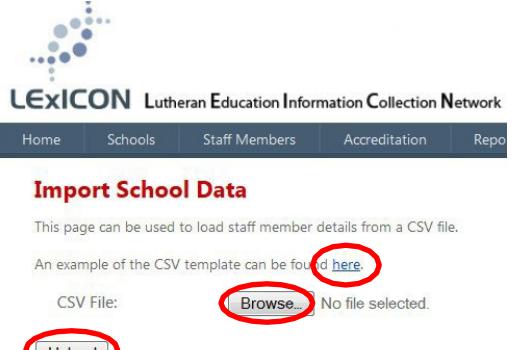
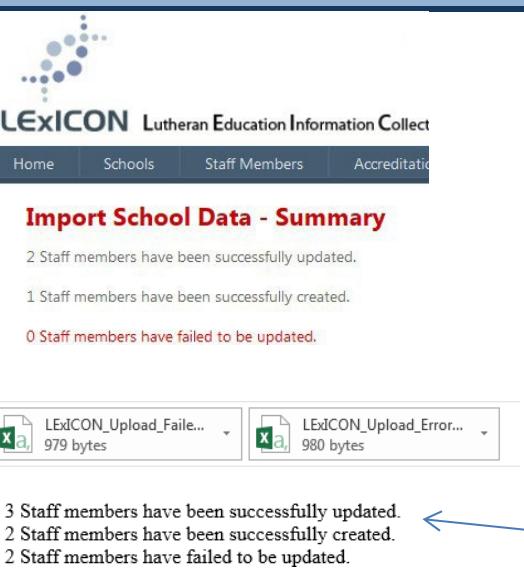
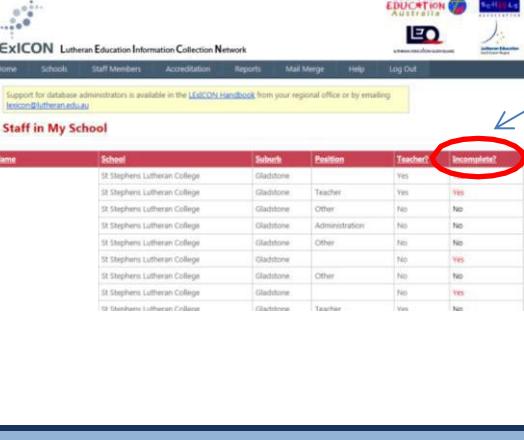
APPENDIX 5: Bulk uploading of data via a CSV file

School administrators are able to upload data for new and existing staff directly from their school's HR/payroll system via a CSV file.

The number of LExICON fields that can be populated using this option is dependent on the number of fields in the school HR system that align with LExICON. It has been determined that 19 fields are likely to correlate for most schools, and a CSV template is available for schools wishing to use this option. The procedure for uploading data via a CSV file is detailed below.

Although the transfer of data using the CSV option will reduce the amount of data entry required of school administrators, it must be noted that the data for new staff in LExICON will require further data input as it is not possible to populate more than the 19 fields included in the template. **It will be necessary for school LExICON administrators to log in to LExICON to complete data for all new staff. The prompt (detailed below) will assist in identifying records that are yet to have all mandatory fields entered.**

here' is shown. A 'CSV File:' input field with a 'Browse...' button and 'No file selected.' message, and a 'Upload' button. A blue arrow points from the text 'Any school-based HR/payroll system from which a CSV file can be extracted is suitable for the process.' to the 'Import School Data' button." data-bbox="121 330 478 628"/>	<p>Any school-based HR/payroll system from which a CSV file can be extracted is suitable for the process.</p> <p>The CSV template is available within <i>Staff members</i> via <i>Import School Data</i> if logged in as a school user.</p> <p>When the first CSV file has been created it will be a simple process to have that file updated periodically from your school HR/payroll system</p>
	<p>It is essential that the data is saved in a CSV file in the precise order of the fields listed in the template provided.</p> <p>Column A = Title Column B = First name Column C = Middle name Column D = Surname Column E = Previous name (maiden name), etc. Column F = FTE Column G = Date commenced at current position Column H = Date commenced at school Column I = Email address Column J = Date of birth Column K = Gender Column L = Religion Column M = Teacher registration number Column N = Teacher registration state Column O = Teacher registration expiry date Column P = Mandatory Reporting Column Q = Police check date Column R = First aid date</p> <p>An example of the CSV template can be seen adjacent</p>

 <p>When the CSV file is ready for uploading into LExICON, you can access the CSV screen by selecting <i>Staff Upload</i> from the drop-down menu under <i>Staff Members</i></p>	
 <p>To upload the CSV file data:</p> <ol style="list-style-type: none"> Click on <i>Browse</i> which will open your PC's drive folders Select the CSV file required Click on <i>Upload</i> 	
 <p>An onscreen Import School Data – Summary will display which indicates how many staff were successfully updated or created. It also indicates how many staff were not successfully updated.</p> <p>This information will also be sent automatically via email to the school administrators in the LExICON system.</p> <p>Where data from the school HR/payroll system aligns with the CSV template, no errors will occur and the staff member will be created or updated if they already existed.</p> <p>An email including spreadsheet attachments is sent to the LExICON administrator with further information detailing the successful or unsuccessful staff member creation /update.</p>	
 <p>When first logging in you will see the <i>Staff in My School</i>. The final column Incomplete? will display:</p> <p>Yes for the records with incomplete mandatory fields</p> <ul style="list-style-type: none"> Origin of Member Current position Teacher Type Required accreditation status <p>or</p> <p>No for the records that have all mandatory fields complete</p>	

APPENDIX 6: LEA Privacy Policy

Available <http://www.lutheran.edu.au/download/lea-privacy-policy-june-2014/?wpdmld=1096>