



Handbook for school administrators

January 2021

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

.

Table of Contents

INTRODUCTION	3
Who should be appointed as LEXICON Administrator?	3
When should data be updated?	3
Privacy Policy	3
Need help?.....	3
LOGGING IN.....	4
HOME VIEW.....	5
School home view	5
SEARCHING.....	6
Search for a school.....	6
Search for a staff member	6
ADDING A NEW STAFF MEMBER.....	7
Who is to be included in the database?.....	7
Entering a new staff member: KEY data	7
Entering a new staff member: ADDITIONAL data	8
MAINTAINING STAFF DATA	10
When a staff member leaves a school.....	11
ACCREDITATION TRACKING	12
Required Accreditation Status	12
Entering completed accreditation.....	12
ACCREDITATION CURRENCY	13
Entering PD hours in the training screen	14
Reporting on PD hours.....	14
VALUING SAFE COMMUNITIES	17
REPORTS.....	19
Accreditation Progress.....	19
Age of Staff	19
Buzz Book	19
Staff by Religion	19
Theological Status	19
Valuing Safe Communities Training Report.....	19
Valuing Safe Communities Accredited.....	19
Years in Service	19
Report Builder.....	19
How to produce a report	19
APPENDIX 1: Staff details: field explanatory notes.....	20
APPENDIX 2: Using the Report Builder	23
APPENDIX 3: Security	26
APPENDIX 4: Staff data entry form.....	27
APPENDIX 5: Bulk uploading of data via a CSV file	30
APPENDIX 6: LEA Privacy Policy.....	32

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 child care 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 from unauthorised access, modification and disclosure
2. LEA's staff are required to respect the confidentiality of personal information concerning Australia 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

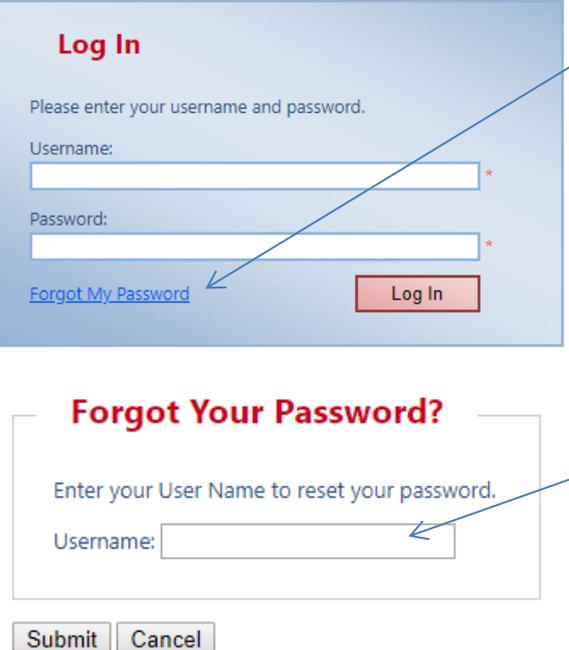
LEXICON administrators act on behalf of LEA and need to be aware of and agree to meet the requirements of the LEA Privacy Policy.

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>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 login details contact lexicon@lutheran.edu.au or Tel 08 8267 7318</p>
	<p>Once set up as a LEXICON user it is possible to reset a password using the 'Forgot My Password' link on the login screen.</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>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>Downloading Mozilla Firefox</p> <p>Go to www.mozilla.org</p> <p>Click <i>free download</i> 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 login.</p>
<p>Change My Password</p>	
<p>Change My Password</p>	<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" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e74c3c; color: white;"> <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 Cooke</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>Kodi 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 Hilder</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 Kamussaar</td><td>Navigator College</td><td>Port Lincoln</td><td>Teacher</td><td>No</td><td>Yes</td></tr> <tr><td>Alysha Kerin</td><td>Navigator College</td><td>Port Lincoln</td><td>Teacher</td><td>No</td><td>Yes</td></tr> <tr><td>Elise 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 Cooke	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	Kodi 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 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 Kamussaar	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>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>
Name	School	Suburb	Position	Left Employment	Teacher?																																																																																
Lyn Cooke	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																																																																																
Kodi 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 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 Kamussaar	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																																																																																

SEARCHING

Search for a school






Home
Schools
Staff Members
Accreditation
Reports
Help
Log Out

School Search

Searching for a school will include any early learning centres, kindergartens, child care centres, pre- schools and high schools.

School Name:

Region:

Type:

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






Home
Schools
Staff Members
Accreditation
Reports
Email
Mail Merge
Admin
Help
Log Out

Staff Search

Surname: First Name:

Maiden Name:

School:

Region:

Position:

Teacher? Yes No Left Employment? Yes No

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.

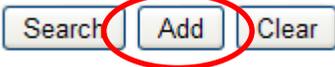
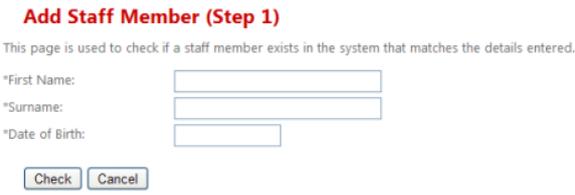
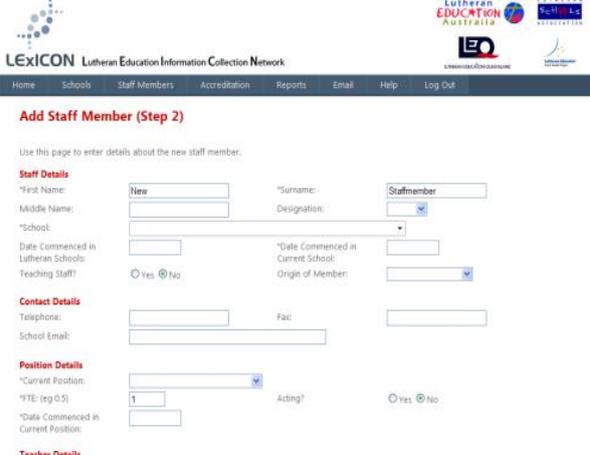
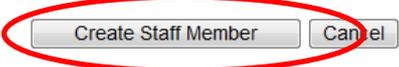
ADDING A NEW STAFF MEMBER

Who is to be included in the database?

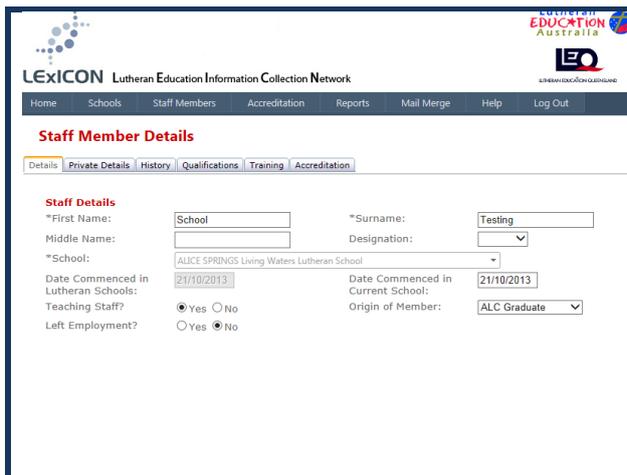
All teaching and non-teaching staff who are required to complete Valuing Safe Communities training are to be included in the database. All permanent staff (both teaching and non-teaching) and all contract staff with a contract for two or more terms are required to complete Valuing Safe Communities.

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, 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="215 1668 534 1697">Accredited as a teacher (At)</td> <td data-bbox="534 1668 1380 1697">For teachers who do not teach Christian Studies</td> </tr> <tr> <td data-bbox="215 1697 534 1758">Accredited as a Christian Studies teacher (Ac)</td> <td data-bbox="534 1697 1380 1758">For teachers who teach Christian Studies</td> </tr> <tr> <td data-bbox="215 1758 534 1818">Accredited as a leader (Al)</td> <td data-bbox="534 1758 1380 1818">For staff who have a designated leadership position, ie, principals, deputy principals and heads of sub-schools</td> </tr> <tr> <td data-bbox="215 1818 534 1921">Accredited as a Christian Studies teacher and leader (Acl)</td> <td data-bbox="534 1818 1380 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	
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								
	<p>Once all data has been entered click 'Create Staff Member'.</p>								

Entering a new staff member: ADDITIONAL data

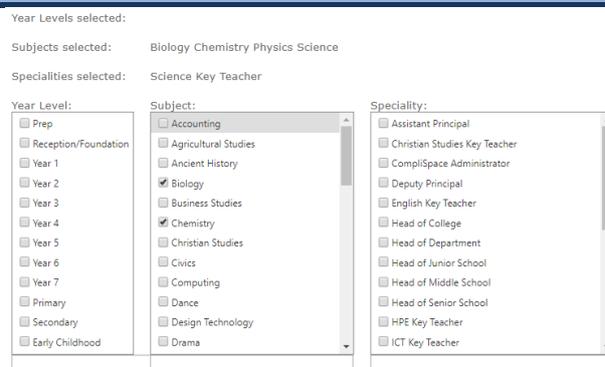


When a new staff member has been created, the *Staff Member Details* screen will display with sub-section tabs (see left).

From this screen more detailed information is entered or viewable.

See page Appendix 1 (page 16) for further explanatory notes

Details tab



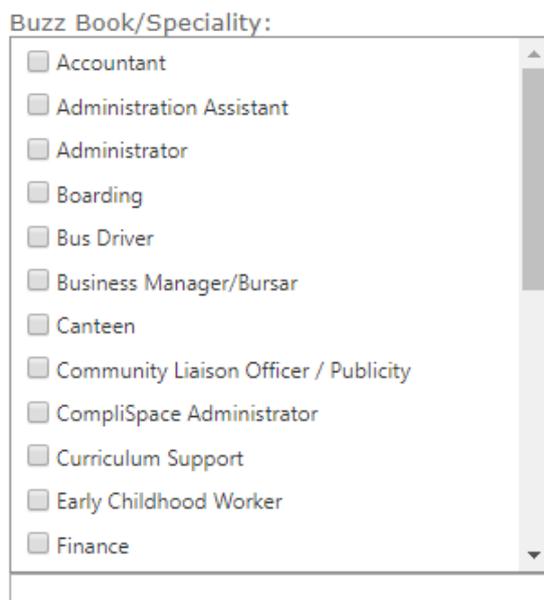
Details tab: Year level, subject, speciality
If *Teaching staff yes* has been selected, three data fields (year level, subject, and speciality) are available to provide significant flexibility for defining each staff member's role within their school. **The combination of these fields will determine the entry for each staff member in the regional Buzz Books.**

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.

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*.

See page Appendix 1 (page 16) for further explanatory notes

Buzz Book/Specialities Maintenance / Grounds selected:



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.**

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 *Buzz Books*.

See page Appendix 1 (page 16) for further explanatory notes

Private Details tab

Staff Member Details
School Testing from Living Waters Lutheran School

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

*Date of Birth:
 Gender: Male Female
 *Religion:
 Employment Type:
 Staff Classification:
 Previous Surnames:

Private Details tab:

- 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

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

School	Position	FTE	Teacher?	Acting?	From	To
MILDURA Trinity Lutheran College	Teacher	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/1/1990	31/12/1992
WAGGA WAGGA Wagga Wagga Lutheran Prim	Teacher	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/1/1992	31/12/1995
HAMILTON Good Shepherd College	Deputy Principal	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/1/1995	31/12/1997
CROYDON HILLS The Good Shepherd Lutheran	Teacher	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/1/1998	31/12/2001

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

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

Qualification	Institution	Year	
MasterofEducation	ALC	2008	<input type="button" value="Delete"/>
BachelorofEducation	Deakin University	1997	<input type="button" value="Delete"/>
DiplomainTeaching(Primary)	Bendigo CAE	1990	<input type="button" value="Delete"/>

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.

ALC graduates of the Lutheran Strand also complete the requirements for the Vocational Certificate from Australian Lutheran College and have this qualification recorded by selecting *ALC Educational Ministry Program*

Compliance/Training tab

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

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

Date	Compliance/Training	
14/11/2008	VSC Level 3: Accreditation Training	<input type="button" value="Delete"/>
30/11/2012	VSC2 Level 3: Trainer Accreditation	<input type="button" value="Delete"/>

Additional Training:
 Additional Training Date:

Date:

Compliance/Training:

- SC2 Level 2: School Staff Training
- SC2 Level 2: School Staff Training
- SC2 Level 2: School Staff Training
- SC3 refresher training

Compliance/Training tab:

- 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

Staff Member Details

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

Staff Details

*First Name: *Surname:
 Middle Name: Designation:
 *School:
 Date Commenced in Lutheran Schools: Date Commenced in Current School:
 Teaching Staff? Yes No Origin of Member:
 Left Employment? Yes No

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

Details Private Details History Qualifications Training Accreditation

Staff Details

*First Name: *Surname:

Middle Name: Designation:

*School:

Staff data will require amendment from time to time. Such amendments will often include changes to:

- 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

When data has been amended, click *Save*

Note: Each time a staff member's entry for school, current position or FTE is changed a new history record is automatically created

Lexicon Lutheran Education Information Collection Network

Home Schools Staff Members Accreditation Reports Help Log Out

Support for database administrators is available in the [LASSI Handbook](#) from your regional office or by emailing lasi@lutheran.edu.au

Staff in My School

Name	School	Suburb	Position	Left Employment	Teacher?
Lyn Coote	Navigator College	Port Lincoln	Head of Sub School	No	Yes
Sharrl 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 Hilder	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
Stephan Jude	Navigator College	Port Lincoln	Head of Junior School	No	Yes
Bill Kamussaar	Navigator College	Port Lincoln	Teacher	No	Yes
Alpha Kern	Navigator College	Port Lincoln	Teacher	No	Yes
Elex Kimber	Navigator College	Port Lincoln	Teacher	No	Yes

Each year, school administrators are required to check the records of all staff to ensure details are correct before regional Buzz Books are prepared. Changes are commonly required to the *year level, subject and speciality fields*.

Lexicon Lutheran Education Information Collection Network

Home Schools Staff Members Accreditation Reports Email Mail Merge Admin Help Log Out

Support for database administrators is available in the [Lexicon Handbook](#) from your regional office or by emailing lexicon@lutheran.edu.au

Staff Upload Bulk VSC

Data for existing staff can also be updated via the bulk CSV file option. Please see Appendix 6 for details.

When a staff member leaves a school

Staff Details

*First Name: *Surname:

Middle Name: Designation:

*School:

Date Commenced in Lutheran Schools: Date Commenced in Current School:

Teaching Staff? Yes No Origin of Member:

Left Employment? Yes No

Date Commenced in Lutheran Schools: Date Commenced in Current School:

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:

When a staff member leaves a school either through

- transfer
- retirement
- resignation, etc,

the School Administrator will need to move the person to:

- the Lutheran school to which they are transferring (School Administrators will need to contact their regional office to ask that this change be made. 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.)
- *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 email address will revert to NONE and 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

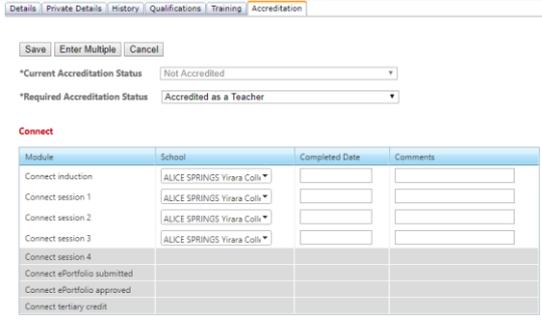
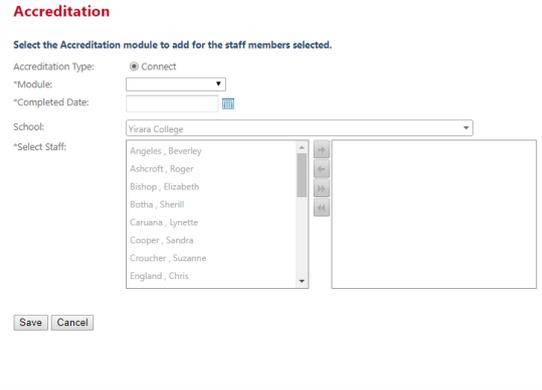
Accredited as a teacher (At)	For teachers who do not teach Christian Studies
Accredited as a Christian Studies teacher (Ac)	For teachers who teach Christian Studies
Accredited as a leader (Al)	For staff who have a designated leadership position, ie, principals, deputy principals and heads of sub-schools
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.

Option 1	
	<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</i> tab.</p> <p>Enter the completion date alongside the training type.</p>
Option 2	
	<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 <small>(Induction, Sessions 1-4) Pre-requisite for Equip 1 & 2</small>	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	
AcI Accredited as a Christian Studies teacher and leader	Connect	Equip 1	Equip 2	GradCert Leadership OR LDP OR equivalent
AI 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, AI and AcI 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
<input type="button" value="Add Compliance/Training"/>		

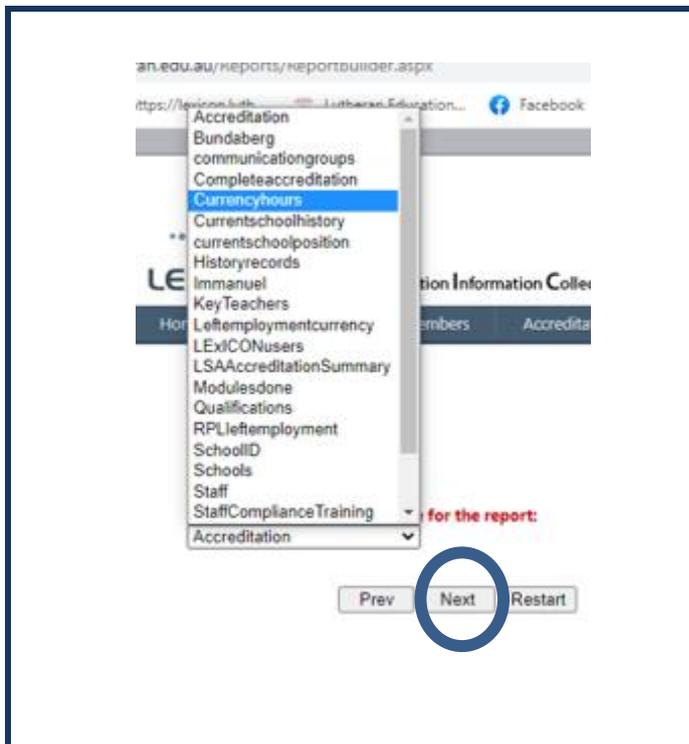
Entering PD hours in the training screen

	<p>Locate the staff member.</p> <p>Go to the <i>Training</i> tab and scroll down to the Compliance/Training 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.

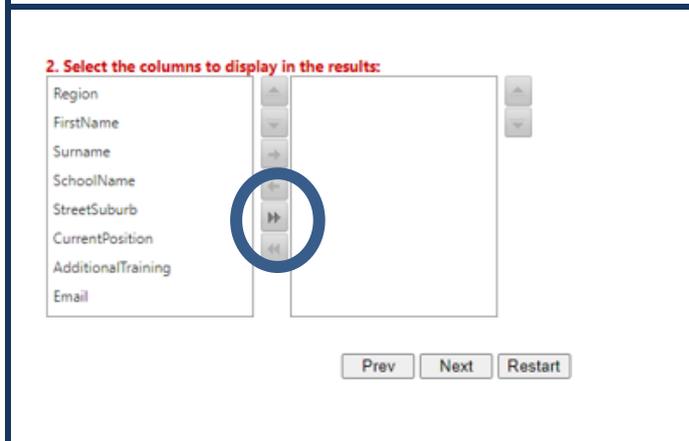
	<p>Select Reports</p>
	<p>Select Report Builder</p>
<p>This wizards allows reports to be built.</p>	<p>Click Next</p>
<p>Select the type of action you want to perform:</p> <p><input type="radio"/> Load Saved Report</p> <p><input checked="" type="radio"/> Create New Report</p>	<p>If this is the first 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>



Select 'Currencyhours' from the dropdown options.

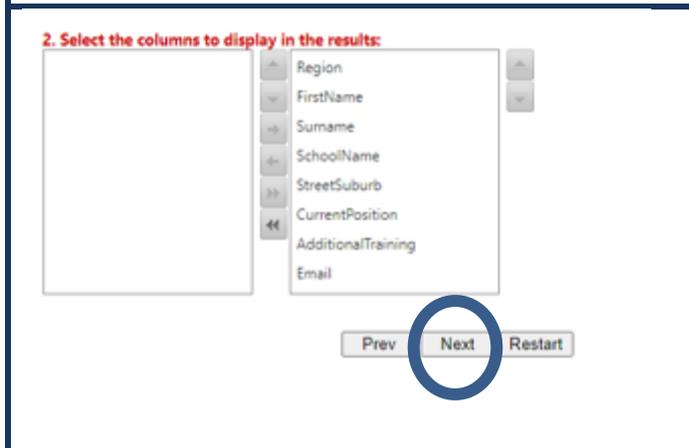
Click Next

2. Select the columns to display in the results:



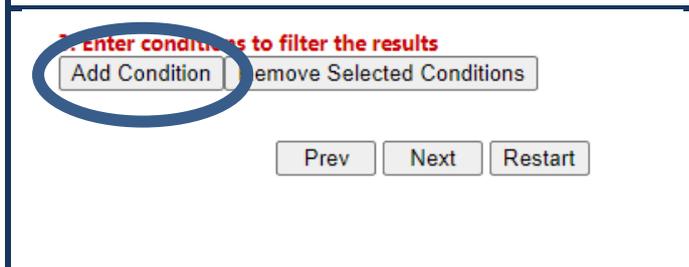
Use the double arrow to move all fields from the left to the right

2. Select the columns to display in the results:



Click Next

3. Enter conditions to filter the results



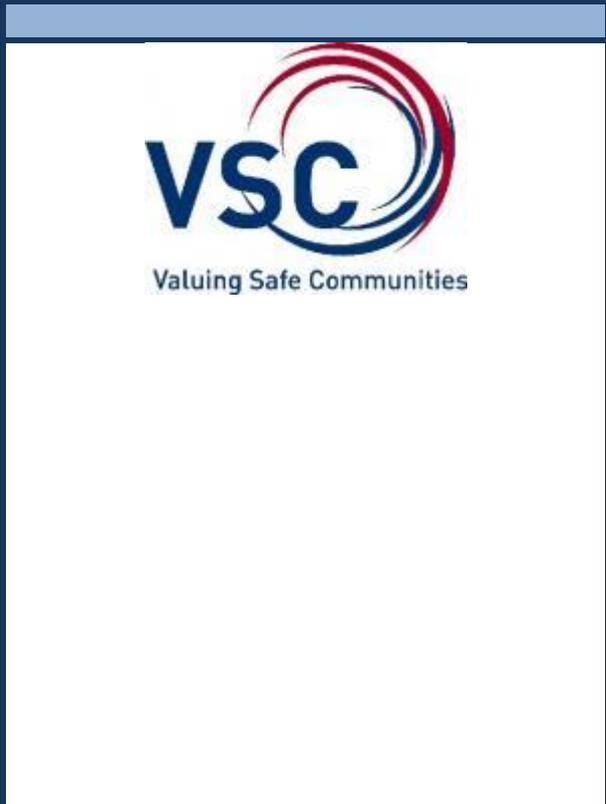
Click 'Add Condition'

<p>3. Enter conditions to filter the results</p> <p><input type="button" value="Add Condition"/> <input type="button" value="Remove Selected Conditions"/></p> <table border="1"> <thead> <tr> <th>Column</th> <th>Condition</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>AdditionalTraining</td> <td>Is Not Empty</td> <td>1</td> </tr> </tbody> </table> <p><input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Restart"/></p>	Column	Condition	Value	AdditionalTraining	Is Not Empty	1	<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>
Column	Condition	Value					
AdditionalTraining	Is Not Empty	1					
<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><input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="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><input type="button" value="Add Order By"/> <input type="button" value="Remove Selected Columns"/></p> <p><input type="button" value="Prev"/> <input type="button" value="Finish"/> <input type="button" value="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><input type="button" value="Save Report"/></p> <p><input type="button" value="Export To Excel"/> <input type="button" value="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 Accreditationhours report.</p>						
<p>Report Name</p> <p>CurrencyPDhours</p> <p><input type="button" value="Save Report"/></p> <p><input type="button" value="Export To Excel"/> <input type="button" value="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



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.

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.

Lutheran schools seek to ensure that each member of the school community enjoys a positive, safe, healthy and respectful workplace.

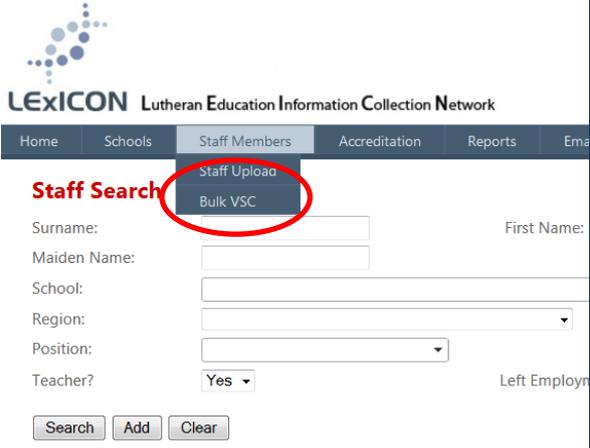
Contact your school VSC Accredited Trainer for login details for the online training (module one and refresher). It is the responsibility of the VSC Accredited Trainer in each school to ensure the face-to-face component of the training is offered and training completions are recorded in LEXICON.

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.

BULK ENTRY of FACE-TO-FACE TRAINING

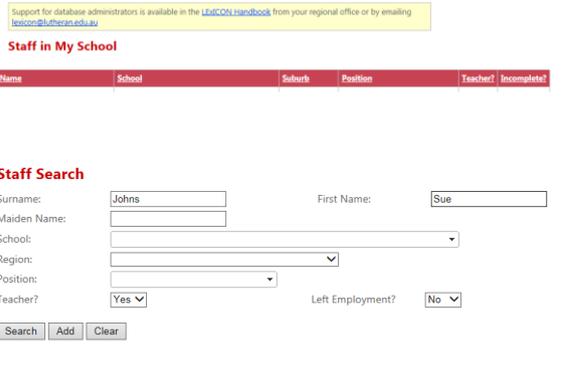
Locate the *Bulk VSC* option within the *Staff Members* drop-down menu



The screenshot shows the LEXICON Lutheran Education Information Collection Network interface. The 'Staff Members' menu is open, and 'Bulk VSC' is highlighted with a red circle. Below the menu is a 'Staff Search' form with fields for Surname, Maiden Name, School, Region, Position, and Teacher? (Yes/No). There are 'Search', 'Add', and 'Clear' buttons at the bottom.

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 *Staff Search* screen.



The screenshot shows the 'Staff Search' form in the LEXICON system. It includes fields for Surname (Johns), Maiden Name, School, Region, Position, and Teacher? (Yes/No). There are 'Search', 'Add', and 'Clear' buttons at the bottom. A 'Staff in My School' table is visible above the search form.

Your school will automatically be determined based on your login details.

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.

Click on the *Training Tab* for the staff member and enter the face-to-face completion date in the empty field alongside the VSC4 initial training module 2 face-to-face training line.

NB in the example below the person HAS completed module one online.

Training Date	Valuing Safe Communities Training	Due Date	
06/04/2020	VSC4 initial training module 2 face-to-face		Delete
	VSC4 initial training module 1 online	6/4/2020	Delete

The screenshot shows a table with training records. The second row is highlighted with a red circle, showing 'VSC4 initial training module 1 online' with a due date of '6/4/2020'. There are 'Delete' buttons for each row and an 'Add VSC training' button at the bottom.

Valuing Safe Communities

School: Lutheran Education Australia - National Office

*Select Staff:

Nelson, Tania	Datecheck, VSC
Ruwooldt, Meryn	Example, LSA
Schultz, Ken	Test, VSCemail
Scriven, Joan	Websiteuser, LEA
Seng, Susan	
WILSON, Tanya	
Wiltshire, Daniel	
Zimmermann, Ruth	

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

Training Date	Valuing Safe Communities Training	Due Date	
	VSC4 initial training module 1 online	1/5/2020	Delete
	VSC4 initial training module 2 face-to-face	1/5/2020	Delete

The VSC4 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 VSC4 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.

The online training modules (module one or refresher training) is entered centrally by the LEA national office.

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

- Details
- Private Details
- History
- Qualifications
- Training**
- Accreditation History
- Accreditation
- Communication

Save Cancel

Teacher Registration 1: Expiry Date

Teacher Registration 2: Expiry Date

Training Date	Valuing Safe Communities Training	Due Date	
15/1/2019	VSC4 initial training module 1 online		Delete
29/1/2019	VSC4 initial training module 2 face-to-face		Delete
	VSC4 refresher training	30/6/2022	Delete

Add VSC Training

Add Compliance/Training

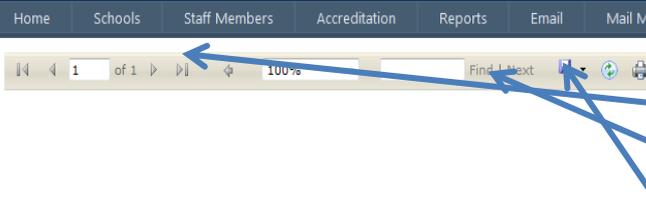
Save Cancel

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.

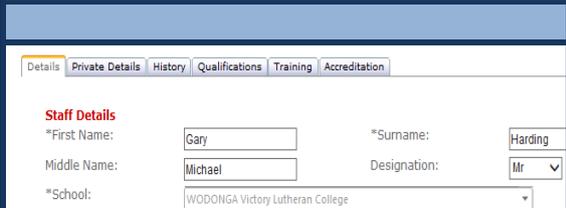
Accreditation Progress	The Accreditation Progress report generates a list of staff whose <i>Current Accreditation Status</i> and <i>Required Accreditation Status</i> are not in alignment.
Age of Staff	The report generates lists of staff according to their age.
Buzz Book	'Buzz Book' is the generic name 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

	<p>Step 1: Select report type you require</p>
	<p>Step 2: Define the report parameters from the options available [Example here is Age of Staff Report]</p>
	<p>Step 3: Displaying the report The report can be viewed:</p> <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

To print a report it is recommended that it is initially exported to Excel, Word or PDF

APPENDIX 1: Staff details: field explanatory notes

	<p>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)</p> <p>These fields are how their name will appear in the Buzz Book. The use of brackets in the First Name field is not advisable.</p>
	<p>School: For school administrators, this will automatically default to the school for which you have administrator access.</p>
	<p>Date Commenced in Current School: Enter the date the person was employed.</p> <p>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>.</p>
<p>Teaching Staff? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>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'.</p>
<p>Origin of Member: <input type="text" value="Return to Service"/></p>	<p>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></p>
<p>Contact Details</p> <p>Telephone: <input type="text"/> Fax: <input type="text"/></p> <p>School Email: <input type="text"/></p>	<p>Contact Details will automatically populate based on data entered for the school.</p>
<p>Position Details</p> <p>*Current Position: <input type="text"/></p> <p>*FTE: (eg 0.5) <input type="text" value="1"/> Acting? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>*Date Commenced in Current Position: <input type="text"/></p>	<p>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.</p> <p>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.</p> <p>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.

When a change is made to the FTE a new history record is automatically created.

Teacher Details
 Teacher Type:

Comments

Private Details
 *Date of Birth:
 Gender: Male Female
 *Religion:

Teacher Details
 If *Teaching staff no* has been selected, this field will automatically default to 'Not Applicable'
 If *Teaching staff yes* has been selected, you must indicate whether a staff member teaches:

- Cross Campus
- Across all levels – reception/prep to year 12
 Entry – year of primary schooling before year one (prep or reception)
- Kindergarten – year before beginning schooling ie year before Entry (prep/reception)
- Primary
- Secondary

Details Private Details History Qualifications Training Accreditation

*Date of Birth:
 Gender: Male Female
 *Religion:
 Employment Type:
 Previous Name:
 Staff Classification:

Private Details
 Enter as applicable.

Note: Staff classification (new field under construction) please leave blank

Details Private Details History Qualifications Training Accreditation history Accreditation Communication

*Current Accreditation Status:
 *Required Accreditation Status:

Connect

Module	School	Completed Date	Comments
Connect Induction	NORTH ADELAIDE Lutheran		
Connect session 1	NORTH ADELAIDE Lutheran		
Connect session 2	NORTH ADELAIDE Lutheran		
Connect session 3	NORTH ADELAIDE Lutheran		
Connect session 4	NORTH ADELAIDE Lutheran		
Connect ePortfolio submitted	NORTH ADELAIDE Lutheran		
Connect ePortfolio approved	NORTH ADELAIDE Lutheran		
Connect tertiary credit	NORTH ADELAIDE Lutheran		

Equip

Module	School	Completed Date	Comments
Equip 1A	NORTH ADELAIDE Lutheran		
Equip 1B	NORTH ADELAIDE Lutheran		
Equip 1C	NORTH ADELAIDE Lutheran		
Equip 1 ePortfolio submitted	NORTH ADELAIDE Lutheran		
Equip 1 ePortfolio approved	NORTH ADELAIDE Lutheran		
Equip 1 tertiary credit	NORTH ADELAIDE Lutheran		
Equip 2A	NORTH ADELAIDE Lutheran		
Equip 2B	NORTH ADELAIDE Lutheran		
Equip 2C	NORTH ADELAIDE Lutheran		
Equip 2 ePortfolio submitted	NORTH ADELAIDE Lutheran		
Equip 2 ePortfolio approved	NORTH ADELAIDE Lutheran		
Equip 2 tertiary credit	NORTH ADELAIDE Lutheran		

Accreditation Details
 In these fields we record the current and required accreditation status of the educator according to the LCA Staffing Policy.

If *Teaching staff no* has been selected, these fields will automatically default to 'Not Applicable' for both Current and Required Accreditation.
 If *Teaching staff yes* has been selected:
Current Accreditation will default to 'Not accredited'
Required Accreditation will need to be selected from one of the following:

- Accredited as a teacher
- Accredited as a Christian Studies teacher
- Accredited as a leader
- Accredited as a Christian Studies teacher and leader

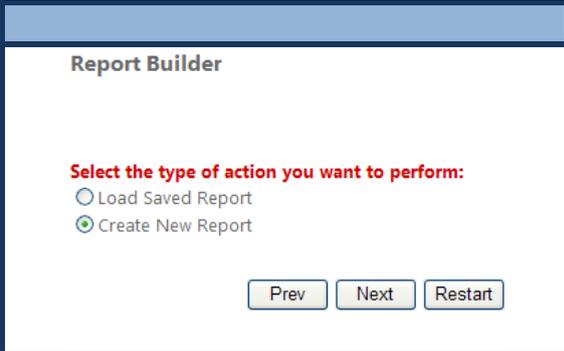
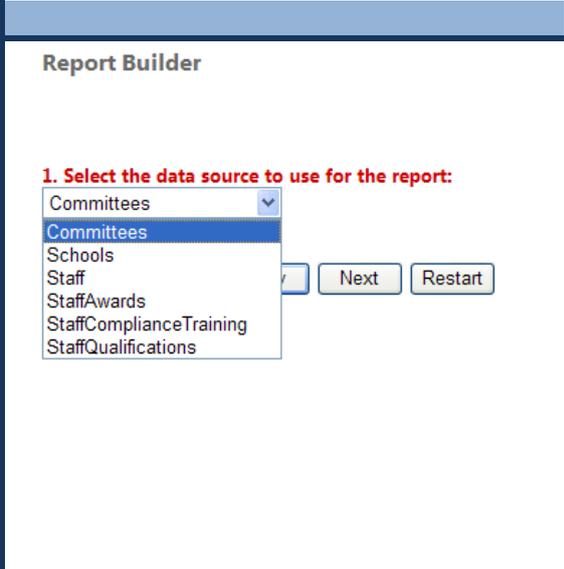
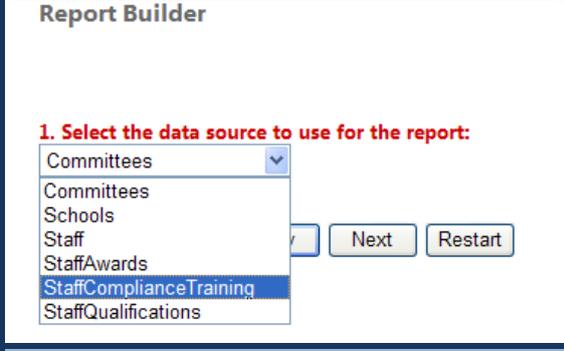
The table below explains how to determine which Required Accreditation Status is applicable

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 (AI)	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

Year level, subject, speciality

<p>Year Levels selected:</p> <p>Subjects selected: Biology Chemistry Physics Science</p> <p>Specialities 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>Speciality:</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/Specialities Maintenance / Grounds selected:</p> <p>Buzz Book/Speciality:</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>

Report Builder

2. Select the columns to display in the results:

Designation
 FirstName
 MiddleName
 Surname
 SchoolName
 Region
 DateOfBirth
 Gender
 Religion

Prev Next Restart

Step 2: Select the columns to display in the results
 You now need to select from the data fields available those required for the report. These will be displayed in the right hand column.

Fields can be selected:

- *individually* by clicking on the field name and then the single right arrow
- *in groups* by holding the Control key and clicking on the field names required
- *in entirety* by clicking on the double arrow

Once the required fields have been selected click the *Next* button.

Report Builder

2. Select the columns to display in the results:

Region
 SchoolName
 Surname
 FirstName
 Position
 ComplianceTraining
 ComplianceTrainingDate

Prev Next Restart

Example *Who in my school has completed First Aid training?*

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.

Report Builder

3. Enter conditions to filter the results

Add Condition Remove Selected Conditions

Column Condition Value

Designation Equals 4

Prev Next Restart

Report Builder

3. Enter conditions to filter the results

Add Condition Remove Selected Conditions

Column Condition Value

Designation Equals 4

Designation

Prev Next Restart

Step 3: Enter conditions to filter the results

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.

Filtering parameters are set by completing the column, condition, value fields. Click the *Next* button.

Adding conditions can be done by clicking the *Add Condition* button and the required Column, Condition and Value entered in. Multiple conditions can be entered by clicking the *Add Condition* button.

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 *Remove Selected Conditions*.

Click the *Next* button.

Report Builder

3. Enter conditions to filter the results

Add Condition Remove Selected Conditions

Column Condition Value

ComplianceTraining Equals First Aid

Prev Next Restart

Example *Who in my school has completed First Aid training?*

Since First Aid is the only compliance/training value required

- Click *Add Condition*
- Change the *Column* to: compliance/training
- Change the *Condition* to: equals
- Type in the value: *First Aid*

APPENDIX 3: Security

LEXICON requires a username and password to login 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 Government		Return to Service
			Non ALC Graduate
			Non Teacher
Teacher?			
	YES – go to section B		NO – go to section C

B. Teaching staff

Current position			
	College of Directors		Deputy Principal
	Early Childhood Staff		Head of Sub School
	Principal		School Pastor/Chaplain
			Director Early Childhood Centre
			Other
			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
	Primary		Secondary
			Kindergarten

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

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 _____

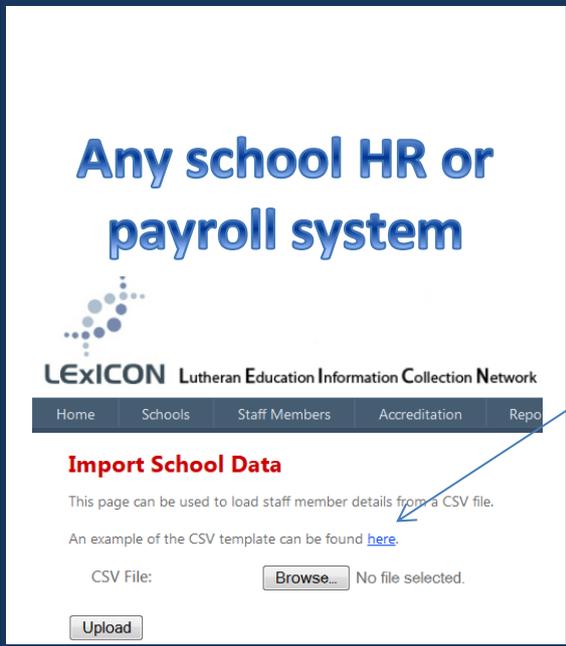
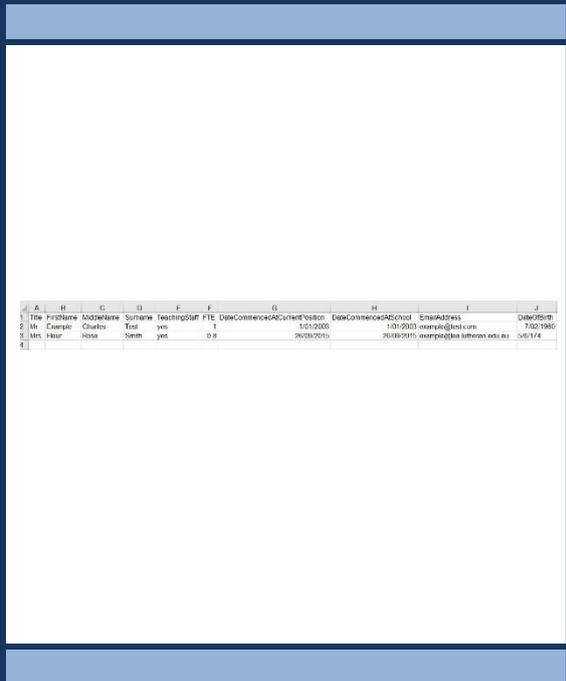
LEQ: Blue Card _____

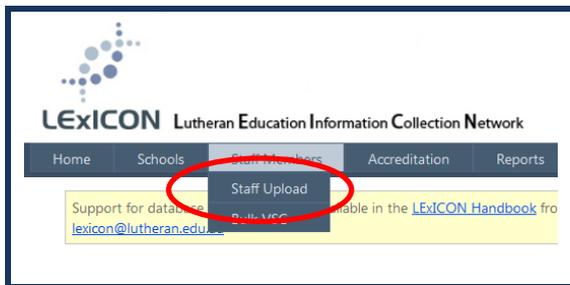
APPENDIX 5: Bulk uploading of data via a CSV file

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

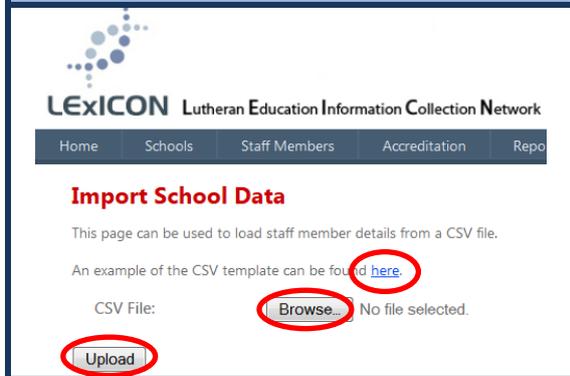
The number of LEXICON fields that can be populated using this option is dependent on the number of fields in the school HR system that align with LEXICON. It has been determined that 19 fields are likely to correlate for most schools, and a CSV template is available for schools wishing to use this option.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

	<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> <ul style="list-style-type: none"> 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>An example of the CSV template can be seen adjacent</p>

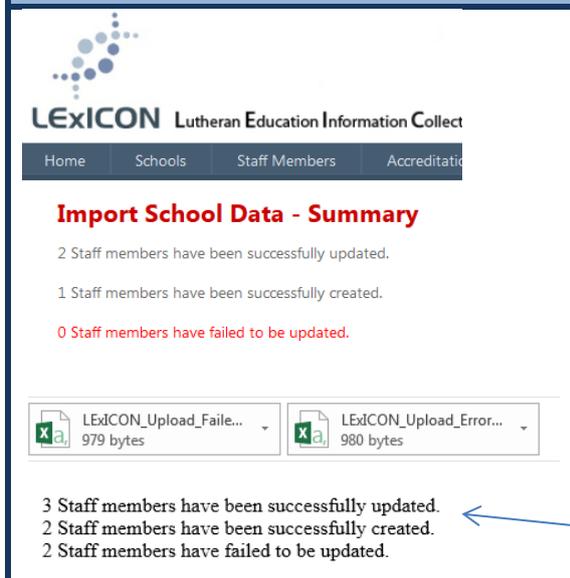


When the CSV file is ready for uploading into LEXICON, you can access the CSV screen by selecting *Staff Upload* from the drop down menu under *Staff Members*



To upload the CSV file data:

- a) Click on *Browse* which will open your PC's drive folders
- b) Select the CSV file required
- c) Click on *Upload*

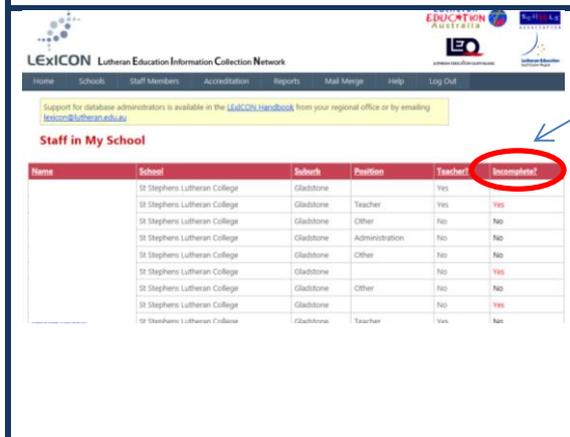


An onscreen Import School Data – Summary will display which indicates how many staff were successfully updated or created. It also indicates how many staff were not successfully updated.

This information will also be sent automatically via email to the school administrators in the LEXICON system.

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.

An email including spreadsheet attachments is sent to the LEXICON administrator with further information detailing the successful or unsuccessful staff member creation /update.



When first logging in you will see the *Staff in My School*. The final column **Incomplete?** will display:

Yes for the records with incomplete mandatory fields

- *Origin of Member*
- *Current position*
- *Teacher Type*
- *Required accreditation status*

or

No for the records that have all mandatory fields complete

APPENDIX 6: LEA Privacy Policy

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