

If you require assistance please contact lexicon@lutheran.edu.au or call 08 8267 7318
The LExICON handbook is available via the link at the very top of the screen when you first login to LExICON

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

LExICON changes are coming for 2019

Updates to the Accreditation and Valuing Safe Communities programs means an upgrade for LExICON. These will be visible from the start of 2019.

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

More information about these changes will be sent in January 2019.

Why does LExICON exist?

The main purpose of the Lutheran education staff database LExICON is to record Valuing Safe Communities (VSC) training and progress towards Accreditation. VSC and Accreditation are requirements of staff in Lutheran schools as defined by the Lutheran Church of Australia.

Who can login to LExICON?

The principal approves staff to be the LExICON administrator. The role varies with some principals doing it themselves while others delegate to admin staff, HR staff or Business Managers. Access to LExICON is managed centrally by Lutheran Education Australia.

What is Accreditation?

Accreditation is the means whereby the Lutheran Church of Australia can be assured that its teachings are known to, and understood by, those who work in Lutheran schools, and that those who lead the school or teach Christian Studies have an adequate grounding

in Lutheran theology. Responsibility for Accreditation data entry is determined by where each element of the program is delivered.

What is Valuing Safe Communities (VSC)?

VSC is a school specific training program developed to comply with the LCA Standards of Ethical Behaviour and related policies. LExICON school administrators enter the face-to-face training completion dates for staff in their school.

What to do when a staff member leaves a school...

1. Click on the staff member's name to open their record.
2. The last line under the red 'staff details' header is 'left employment?' Click the 'yes' button.
3. You will immediately see some red prompts. There are three fields to enter:
 - a. Date commenced in current school: This is the day AFTER they left your school as 'left employment' is now their current school.
 - b. Destination: Choose from the drop-down list
 - c. Date commenced in 'current position': This is the same date you entered in a. above.
4. Select 'save' at the bottom of the page.

[More instructions and help can be found on page 11 of the handbook.](#)

What to do when a staff member joins a school...

A staff member can be added from the school list page or within the staff search screen. Enter the first name, surname and DOB for the new staff member. If they already exist contact the regional office with staff member name, school moved to, commencement date, position details and FTE.

[More instructions and help can be found on page 11 of the handbook.](#)

Did you know...

**LExICON stands for Lutheran Education Information
Collection Network**

