

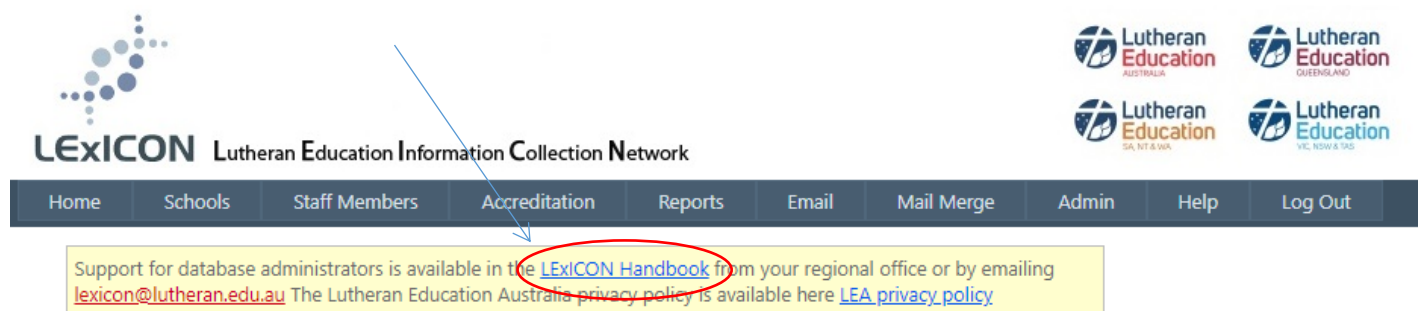


*Thank you
to all LEXICON administrators for the role
you play in maintaining the database.*

As we reach the end of another school year and get ready for 2020 there will be an increase in staffing changes, so we have provided some notes in this edition of the LEXICON newsletter to help you with this.

LEXICON Handbook

The LEXICON Handbook has been developed to assist LEXICON administrators. The most up to date version is available using the link in the 'Home' screen when you first login.



Adding a staff member



Click to add button within the Staff Members tab

If the staff member already exists you will be shown a message

The Staff Member entered already exists

in which case your regional office will need to allocate the staff member to your school. If the staff member is moving from one region to another email lexicon@lutheran.edu.au to add them to your school.

If the staff member does not exist in the system, you will be able to create their record.

It is important that the correct Required Accreditation status is selected as this has implications on the formation opportunities a staff member is required to participate in. 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.

Required 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

See page 7-9 of the LEXICON handbook for further information

Removing a staff member

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. **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.**

See page 11 of the LEXICON handbook for further information

Accreditation data entry

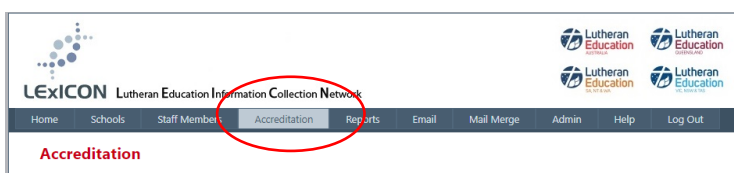
Single staff member entry for accreditation

Locate the individual staff member via your home screen or staff search screen. Enter the date the accreditation module was completed alongside the training name and click save.

Module	School	Completed Date	Comments
Connect induction	ALICE SPRINGS Yirara Coll		
Connect session 1	ALICE SPRINGS Yirara Coll		
Connect session 2	ALICE SPRINGS Yirara Coll		
Connect session 3	ALICE SPRINGS Yirara Coll		
Connect session 4			
Connect ePortfolio submitted			
Connect ePortfolio approved			
Connect tertiary credit			

Bulk staff member entry for accreditation

Use the accreditation tab to enter bulk session completions.



Page 12 of the LEXICON handbook provides further information

Save Cancel

Valuing Safe Communities data entry

School administrators are required to enter the face-to-face sessions in to LEXICON. The other aspects of VSC training (VSC4 initial training module 1 and VSC4 refresher training) are done online and this is entered by national administrators.

Training Date	Valuing Safe Communities Training	Due Date	
22/2019	VSC4 initial training module 1 online		Delete
	VSC4 initial training module 2 face-to-face	2/4/2019	Delete

Add VSC Training

Page 13-14 of the LEXICON handbook provide further information

New LEXICON administrators

If you have recently become a LEXICON administrator and require any assistance, or would like 1:1 training please contact us on lexicon@lutheran.edu.au or call 08 8267 7318

Reminders

School administrators are asked to review their LEXICON data regularly to ensure:

- resigning or retiring staff** are moved to *left employment*
- new staff** are entered (staff who are employed for more than two terms must do Valuing Safe Communities and therefore need to be entered in to the database)
- existing staff** are updated in relation to their role, FTE, subjects taught, specialties

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

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