



Thank you

to all LEXICON Administrators for the role you play in maintaining the database.

LExICON Updates

Many of you will have been aware of two recent issues, regarding access to the Training tab in staff records and moving staff to Left Employment. These have now been addressed and the LEXICON Handbook - available using the link in the 'Home' screen when you first login - has been updated. Please read on for a quick update on some small differences you will now find.

Staff training records

All LEXICON Administrators should now be able to access the Training tab for their school staff, to view training records and record VSC face-to-face training.

The VSC bulk upload option for face-to-face training records is now working again too, but if you are just entering one or two training records individually, remember to click the Save button for that section:

Training Date	Valuing Safe Communities Training	Due Date	
15/8/2023	VSC initial training module 1 online		Delete
20/11/2023	VSC initial training module 2 face-to-face		Delete
	VSC refresher training	30/6/2026	Delete

Add VSC Training

Save Cancel

One change you will note is that we have removed the version number for VSC staff training modules. For example, where modules were labelled, "VSC 4/5 initial training...", they are now labelled, "VSC initial training...".

The only exceptions to this change are the accredited trainer modules, where the new modules are labelled, "VSC6 Accredited Trainer" and "VSC6 Accredited Trainer Refresher".

Exiting a staff member to 'Left Employment'

When a staff member resigns or retires, the process of changing their status to "Left Employment" now requires one quick extra step:

1. Change the staff member's email to the text **NONE** and **Save**.
(You may first need to ensure all others in your LEXICON staff list have an active email address recorded.)
2. Then follow the usual process to shift them to Left Employment and Save. More detail is recorded in the Handbook.

If a staff member is transferring to another Lutheran school in the same region, contact your regional office to move them for you in LEXICON. If a staff member is transferring to another Lutheran school in a different region, contact the LEA office for assistance. In either case, when reaching out for assistance, please provide the transfer date.

**If you require any assistance, please contact the LEA office:
lexicon@lutheran.edu.au or call 08 8267 7318**