



SKILLS & KNOWLEDGE TABLE



CMS User Manual

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Skills and Knowledge Table

CHANGE STATE AMEND MODIFY VIEW + NEW

1 Buttons

SEARCH BY NAME
e.g. Bachelor of Engineering

ORGANISATION STATE DATE
All All Select date...
Include child orgs Clear All Filters

2 Filters

	NAME II	VER II	ORGANISATION II	STATE II	DATE II	
1	<input type="checkbox"/> Test	001	CBE - ANU College of Business and Economics - The Austral...	DRAFT	28/05/2020	
2	<input type="checkbox"/> test	001	ANU - The Australian National University	DRAFT	20/05/2020	
3	<input type="checkbox"/> Retest	001	CMBE_CPS - ANU Joint Colleges of Science - The Australian ...	CEC endorse p...	12/05/2020	
4	<input type="checkbox"/> RE_course_Coll	001	ANU - The Australian National University	APPROVED	24/04/2020	
5	<input type="checkbox"/> PVT 24/03/2020	002	09 - ANU Medical School - ANU College of Health and Medic...	APPROVED	03/04/2020	
6	<input type="checkbox"/> PVT 24/03/2020	001	09 - ANU Medical School - ANU College of Health and Medic...	APPROVED	25/03/2020	
7	<input type="checkbox"/> S&K Placeholder_amend	002	ANU - The Australian National University	APPROVED	24/03/2020	
8	<input type="checkbox"/> R_skills&knowledge	001	ANU - The Australian National University	DRAFT	24/03/2020	
9	<input type="checkbox"/> SKT_Test	001	ANU - The Australian National University	Submitted for ...	18/03/2020	
10	<input type="checkbox"/> Bachelor Degree - AQF Level 7	001	ANU - The Australian National University	APPROVED	16/03/2020	
11	<input type="checkbox"/> Diploma - AQF Level 5	001	ANU - The Australian National University	APPROVED	16/03/2020	
12	<input type="checkbox"/> S&K Placeholder_amend	001	ANU - The Australian National University	APPROVED	16/03/2020	
13	<input type="checkbox"/> Doctoral Degree - AQF Level 10	001	ANU - The Australian National University	ASQO endorse ...	06/08/2019	
14	<input type="checkbox"/> Masters Degree (Extended) - AQF Level 9	001	ANU - The Australian National University	ASQO endorse ...	06/08/2019	
15	<input type="checkbox"/> Masters Degree (Coursework) - AQF Level 9	001	ANU - The Australian National University	ASQO endorse ...	06/08/2019	
16	<input type="checkbox"/> Masters Degree (Research) - AQF Level 9	001	ANU - The Australian National University	ASQO endorse ...	06/08/2019	
17	<input type="checkbox"/> Graduate Diploma - AQF Level 8	001	ANU - The Australian National University	ASQO endorse ...	06/08/2019	
18	<input type="checkbox"/> Graduate Certificate - AQF Level 8	001	ANU - The Australian National University	ASQO endorse ...	06/08/2019	
19	<input type="checkbox"/> Bachelor Honours Degree - AQF Level 8	001	ANU - The Australian National University	ASQO endorse ...	06/08/2019	

3 Header – icons sort

Expand/Contract row height in table

4 Table View – based on filters

Currently displaying 21 results page 1 of 2 20 items per page

5 Display results, list size, page selection

1 Button Functionality

Selecting a skills and knowledge (S&K) table enables buttons based on your role permissions:

- New**
 - Create a new S&K Table
- View**
 - Read only access to S&K Table content;
 - Allows print to PDF
- Modify**
 - Edit content of the selected S&K Table
- Amend**
 - Create new version of existing S&K table
 - Item must be in Approved state AND user must have role in organisation owning the item
- Change State**
 - Supports change state and view history and comments
 - Only **APPROVED** S&K tables are available for use in the Mapping module

2 Filters

Filters add together – allowing for complex searching

- Search by Name**
 - Free text, searches Name column
- Organisation, State**
 - Provide drop down lists relating to content stored in the columns of the same name.
 - Items in drop downs are multi-selectable
- Date**
 - Allows date range selection
- Checkbox Controls**
 - Include child orgs – on by default, includes parent and child academic organisations in filter

3 4 5 Other

- Header** – columns can be sorted by clicking on icons
- Row Height** – Icon at far right of columns controls row height – Alternates between condensed view or expanded view so all text can be displayed
- Table View** – To select an item click anywhere in the row. Some buttons require an item to be selected to become active
- Display** – A page number can be entered in small box to jump to any page. Items per page can be 10, 20 or 50

Skills & Knowledge Table Components

Each Skills & Knowledge Table has four key components:

- A Registration**
 - Title, Organisation, Accreditation Body and Description – added during creation, editable on amendment.
- B Application Notes**
 - Optional free text field to provide other information.
- C Details**
 - Order list of items that is the basis of mapping
- D Guidance Notes**
 - Optional free text. Information to assist review, this text does not appear in mapping

The screenshot shows the 'MODIFYING SKILLS AND KNOWLEDGE TABLE' form for 'DIPLOMA - AQF LEVEL 5'. It includes fields for title, organisation, and accreditation body. Below these are sections for 'APPLICATION NOTES', 'DETAILS' (a list of items), and 'GUIDANCE NOTES' (a text area for additional information).