Handbook for school administrators

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

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Table of Contents

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 childcare 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 form 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

Log In Please enter your username and password. Username: [ ] Password: [ ] [Log In]	Access to LExICON is available at https://lexicon.lutheran.edu.au A link can be found at the top right corner of the www.lutheran.edu.au website Lutheran Education AUSTRALIA For assistance with login details contact lexicon@lutheran.edu.au or Tel 08 8267 7318
Log In Please enter your username and password. Username: [ ] * Password: [ ] * Forgot My Password [Log In] **Forgot Your Password?** Enter your User Name to reset your password. Username: [ ] [Submit] [Cancel]	Once set up as a LExICON user it is possible to reset a password using the 'Forgot My Password' link on the login screen. Enter your LExICON username and the password reset link will be sent to the email address that is linked with that username. Contact lexicon@lutheran.edu.au or Tel 08 8267 7318 for assistance.
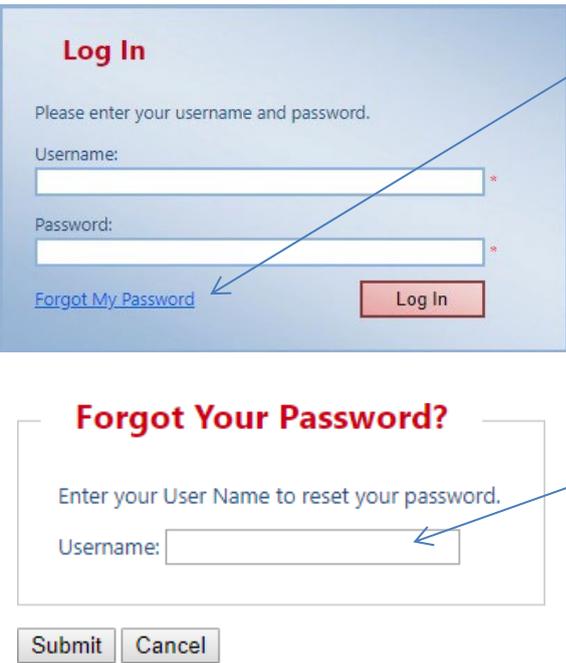
mozilla **Firefox**	**A note regarding web browsers**
	If viewing LExICON in newer versions of Internet Explorer the display can become skewed and even appear to be repeatedly logging out. This problem can be rectified by:
	  a) Viewing LExICON using an alternate web browser eg Mozilla Firefox (see below)
	  b) Adding the website to the *Compatibility View* on your computer (see below)

We are mozilla Doing good is part of our code Firefox Different by design [FREE DOWNLOAD]	**Downloading Mozilla Firefox** Go to www.mozilla.org Click *free download* and follow the prompts

	Adding a website to *Compatibility View* Right click on the top of the web browser and ensure the *command bar* is ticked.
	Select *Compatibility View* by first selecting *Tools* and then *Compatibility View Settings*
	Add the current webpage to the *Websites you've added to Compatibility View*. This should then remain each time you login.
Change My Password	Once logged in administrators can change their password using the *Change My Password* link at the bottom of the home screen. Every 90 days there will be a prompt to create a new password.

HOME VIEW

School home view

	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.

SEARCHING

Search for a school
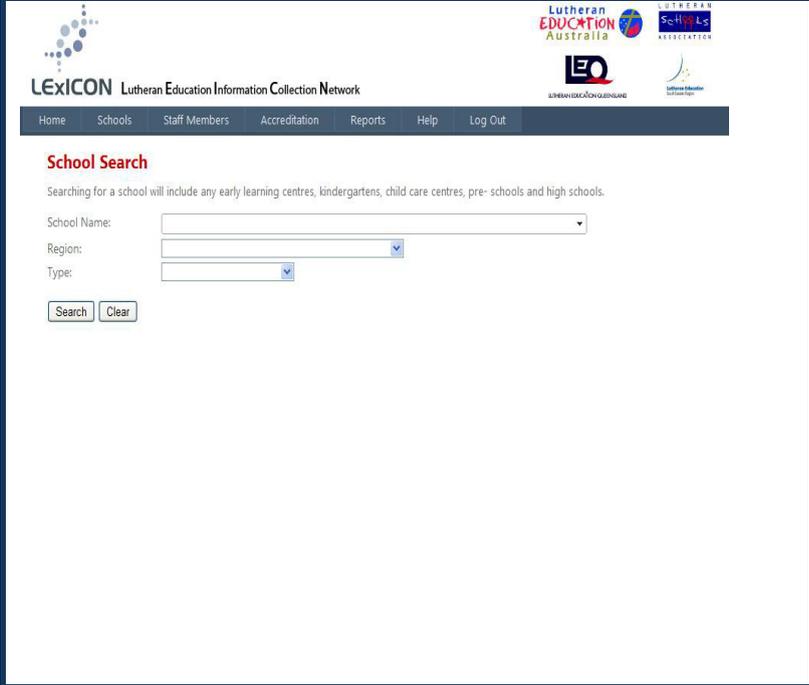
Click on **Schools** on top menu bar

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
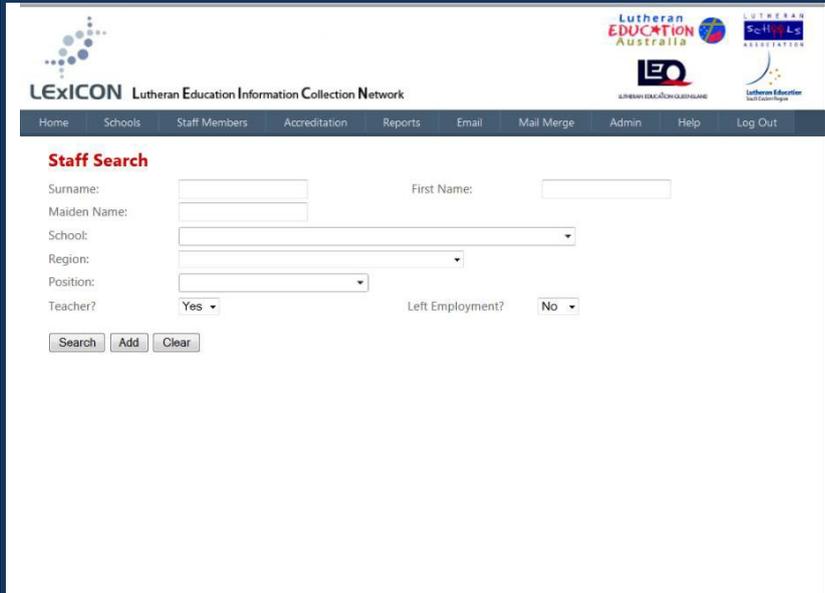
Select **Staff Members** from top menu bar

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).

Search Add Clear	Click on the **Add** button to enter in a new staff member
Add Staff Member (Step 1) This page is used to check if a staff member exists in the system that matches the details entered. *First Name: *Surname: *Date of Birth: Check Cancel	**Step 1** The *First Name, Surname* and *Date of Birth* are required for Step 1. With this data LExICON will automatically check whether the staff member exists within the system. • **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 does not exist** in the system, you will be automatically taken to **Step 2**
Add Staff Member (Step 2)	**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 *Staff details: what the fields mean*. Selecting *Teacher Yes/No* will open different drop-down menu options from which to select for: current position, teacher type, accreditation. 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. **See Appendix 1 (page 16) for explanatory notes regarding data fields**

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

Create Staff Member Cancel	Once all data has been entered click 'Create Staff Member'.

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

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: 21/10/2013 Gender: ○ Male ● Female *Religion: Lutheran Employment Type: �?? Staff Classification: ▿ Previous Surnames: Save Cancel	**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	✓	☐	1/1/1990	31/12/1992
WAGGA WAGGA Wagga Wagga Lutheran Prim	Teacher	1	✓	☐	1/1/1993	31/12/1995
HAMILTON Good Shepherd College	Deputy Principal	1	✓	☐	1/1/1996	31/12/1997
CROYDON HILLS The Good Shepherd Lutheran	Teacher	1	✓	☐	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	Delete
BachelorofEducation	Deakin University	1997	Delete
DiplomainTeaching(Primary)	Bendigo CAE	1990	Delete | Add Qualification Save Cancel	**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: VIC 177 351 Expiry Date 30/9/2013 Teacher Registration 2: Expiry Date 	Date	Compliance/Training	
---	---	---
14/11/2008	VSC Level 3: Accreditation Training	Delete
30/11/2012	VSC2 Level 3: Trainer Accreditation	Delete | Add Compliance/Training Save Cancel Additional Training: Additional Training Date Date Compliance/Training Add Cancel Additional Blue Card First Aid LEQ: Letter of Recognition - Kindergarten Teacher LSA: Letter of Recognition - Kindergarten Teacher Mandatory Reporting Police Check Reading Recovery Working with Children	**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: Andrew *Surname: Baker Middle Name: John Designation: ▿ *School: WODONGA Victory Lutheran College Date Commenced in Lutheran Schools: 18/7/2011 Date Commenced in Current School: 18/7/2011 Teaching Staff? ● Yes ○ No Origin of Member: Government 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

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

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.*

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

Moving staff to Left Employment

Step 1:

Staff Member Details
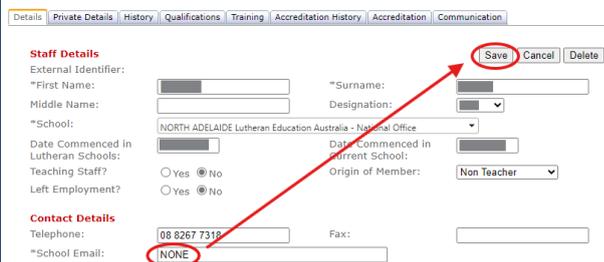
| Details | Private Details | History | Qualifications | Training | Accreditation History | Accreditation | Communication |

Staff Details

External Identifier:

*First Name: *Surname:

Middle Name: Designation:

*School: NORTH ADELAIDE Lutheran Education Australia - National Office

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

Teaching Staff?   ○ Yes ● No   Origin of Member: Non Teacher

Left Employment?   ○ Yes ● No

Contact Details

Telephone: 08 8267 7318   Fax:

*School Email: NONE

Save | Cancel | Delete

Step 2:

*School: Z Left Employment

Date Commenced in   15/2/2013   Date Commenced in
Lutheran Schools: Current School: Date Commenced in Current
                                                            School is required.

Teaching Staff?   ○ Yes ● No   Origin of Member: Government

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:
                                                            Destination is
                                                            required.

Contact Details

Telephone: Fax:

*School Email: NONE

Position Details

*Current Position: Other

*FTE: (eg 0.5)   1   Acting?   ○ Yes ● No

Date Commenced in
Current Position: Date Commenced in Current
                                     Position is required.

When a staff member leaves a school either through

- transfer
- retirement
- resignation, etc,

the School Administrator will need to either:

- contact their regional office to move the person to the Lutheran school to which they are transferring. *Note, 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.*

or,

- move the person to *Left Employment*, which is regarded as a 'school' in LExICON:
  1. Change the **School Email* field to the text NONE and click *Save*.
  2. At *Left Employment* click on the *Yes* option.

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 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	
	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. Select individual staff member *Accreditation tab.* Enter the completion date alongside the training type.
Option 2	
	Enter via Accreditation screen (click on *Accreditation* on top menu bar) All staff in your school who have not gained their *Required Accreditation Status* will automatically display in the *Select Staff* 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. Enter session details and completion date. When the records are *Saved,* the staff selected will have the accreditation information automatically added to their individual records.

ACCREDITATION CURRENCY

All teaching staff who have met their accreditation requirements are required to keep their accreditation current.

Accreditation program

Lutheran Education AUSTRALIA

	Connect (Induction, Sessions 1-4) Pre-requisite for Equip 1 & 2	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	
Acl Accredited as a Christian Studies teacher and leader	Connect	Equip 1	Equip 2	GradCert Leadership OR LDP OR equivalent
Al 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, Al and Acl 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

Add Compliance/Training

Entering PD hours in the training screen

	Locate the staff member. Go to the *Training tab* and scroll down to the Compliance/Training section Select 'Add Compliance/Training' Enter the date and details about the PD. The number of hours is required.
	The PD hours can then be viewed on the training screen of each individual or by creating an Accreditation hours report (see below).

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.

	Select Reports
	Select Report Builder
	Click Next
	If this is the first time you have prepared this report you must select *Create New Report*. If you have previously run this report and SAVED the report you can select *Load Saved Report.*
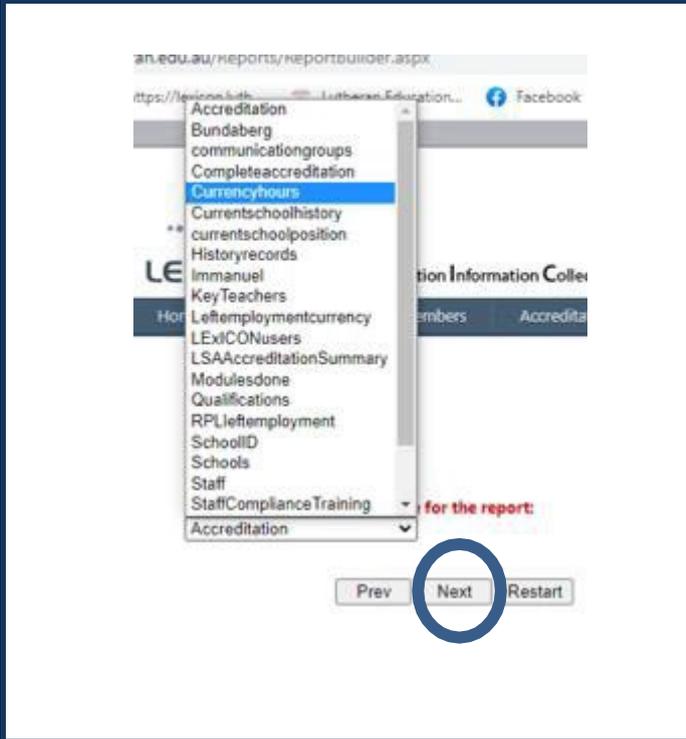
Select 'Currencyhours' from the dropdown options.

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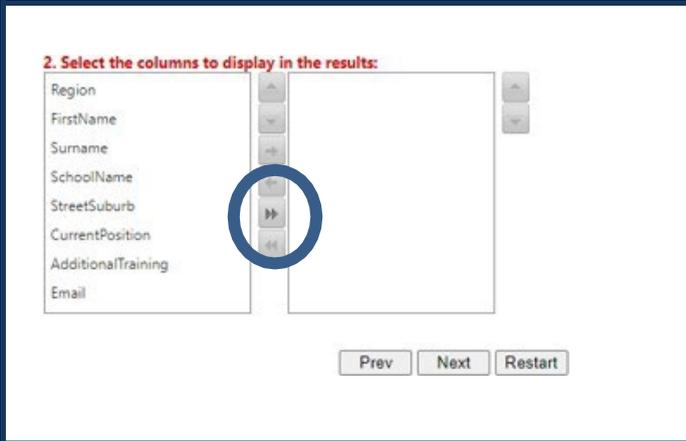
Use the double arrow to move all fields from the left to the right

Click Next

Click 'Add Condition'

Column: Select 'AdditionalTraining' from the dropdown options.

Condition: Select 'Is Not Empty' from the dropdown options.

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.

Click Next

If you require the data to appear in a particular order you can change it at this point, but otherwise click Next.

If you require the data to appear in a particular order you can change it at this point, but otherwise Click Finish.

It is at this point that you can save the report. It will then be available for next time when you select the *Open Saved Report* in the Report Builder.

If you do not save the report you will have to go through these steps each time you want to run the Accreditation hours report.

Export the report to Excel or Word.

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 1 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

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.

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.

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

NB in the example below the person HAS completed module 1 online.

Valuing Safe Communities

School: Lutheran Education Australia - National Office

*Select Staff:
Nelson , Tania
Ruwoldt , Merryn
Schultz , Ken
Scriven , Joan
Seng , Susan
WILSON , Tanya
Wiltshire , Daniel
Zimmermann , Ruth

Datecheck , VSC
Example , LSA
Test , VSCemail
Websiteuser , LEA

The VSC 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 VSC 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.

In the example below the person is yet to complete module 1 online but the face-to-face training date still can be entered.

Training Date	Valuing Safe Communities Training	Due Date	
	VSC initial training module 1 online	12/11/2024	Delete
	VSC initial training module 2 face-to-face	12/11/2024	Delete

Click the *Save* button for that section of the page.

Valuing Safe Communities Training	Due Date	
VSC initial training module 1 online	12/11/2024	Delete
VSC initial training module 2 face-to-face	12/11/2024	Delete

Save Cancel

The online training modules (module 1 or refresher training) is entered centrally by the LEA national office.

When module 1 and module 2 dates are entered then a new training line, with due date, will be created.

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

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

Save Cancel

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

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 *Current Accreditation Status* and *Required Accreditation Status* 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

	Step 1: Select report type you require
	Step 2: Define the report parameters from the options available [Example here is Age of Staff Report]
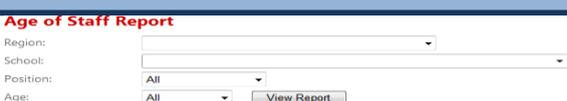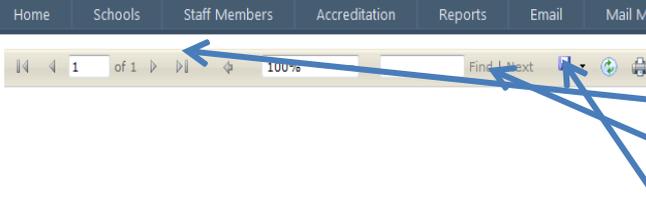
	Step 3: Displaying the report
	The report can be viewed:
	• on screen – use the
	  ○ *Arrows* (forward and back) to scroll through multi-page reports
	  ○ *Find* option to locate a particular person or data within the report
	• exported to Excel, Word or PDF

APPENDIX 1: Staff details: field explanatory notes

(Staff Details form screenshot: Details | Private Details | History | Qualifications | Training | Accreditation tabs; First Name: Gary, Surname: Harding, Middle Name: Michael, Designation: Mr, School: WODONGA Victory Lutheran College)	**First Name, Surname, Middle Name:** Where a staff member has a preferred name enter the preferred name in the *First Name* field and their other names in the *Middle Name* field (See example, left) These fields are how their name will appear in the Buzz Book. The use of brackets in the First Name field is not advisable.
(Staff Details form screenshot: Details | Private Details | History | Qualifications | Training | Accreditation tabs; First Name: Gary, Surname: Harding, Middle Name: Michael, Designation: Mr, School: WODONGA Victory Lutheran College)	**School:** For school administrators, this will automatically default to the school for which you have administrator access.
(Staff Details form screenshot: First Name: Marty, Surname: Luther, Middle Name: Martin Paul, Designation: Dr, School: NORTH ADELAIDE Lutheran Education Australia - National Office, Date Commenced in Lutheran Schools: 30/10/2011, Date Commenced in Current Position: 30/10/2011)	**Date Commenced in Current School:** Enter the date the person was employed. **Date Commenced in Lutheran Schools:** When entering a new staff record this field will automatically generate based on the details entered for *Date Commenced in Current School*.
(Teaching Staff? ● Yes ○ No)	**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'.
(Origin of Member: Return to Service)	**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: *ALC Graduate, Non ALC Graduate, Government, Non Government, Return to Service or Non Teacher*
(Contact Details: Telephone, Fax, School Email fields)	**Contact Details** will automatically populate based on data entered for the school.
(Position Details: Current Position dropdown, FTE (eg 0.5): 1, Acting? ○ Yes ● No, Date Commenced in Current Position field)	**Current Position** is the main function performed by the staff member at the school. The *Current Position* drop down options will vary depending on whether *Teacher: Yes* or *Teacher: No* is selected. A current position of *On Leave* 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 *On Leave* in LExICON. For example, annual leave, sick leave or long service leave. **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

	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: [Not Applicable ▼] **Comments** [text box] **Private Details** *Date of Birth: [3/11/2011] 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: [4/12/1968] Gender: ● Male ○ Female *Religion: [Lutheran ▼] Employment Type: [Permanent ▼] Previous Name: Staff Classification: [▼] [Add Awards]	**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] [Save] [Enter Multiple] [Cancel] *Current Accreditation Status [Not Accredited ▼] *Required Accreditation Status [Accredited as a Christian Studies Teacher ▼] **Connect** | Module	School	Completed Date	Comments | Connect induction, Connect session 1, Connect session 2, Connect session 3, Connect session 4, Connect ePortfolio submitted, Connect ePortfolio approved, Connect tertiary credit (NORTH ADELAIDE Luthera ▼) **Equip** | Module	School	Completed Date	Comments | Equip 1A, Equip 1B, Equip 1C, Equip 1 ePortfolio submitted, Equip 1 ePortfolio approved, Equip 1 tertiary credit, Equip 2A, Equip 2B, Equip 2C, Equip 2 ePortfolio submitted, Equip 2 ePortfolio approved, Equip 2 tertiary credit (NORTH ADELAIDE Luthera ▼)	**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 (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

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 list 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.

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 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 regional Buzz Books.

APPENDIX 2: Using the Report Builder

	Access to the *Report Builder* is located under the *Reports* tab. *Report Builder* can be used to create a range of reports by filtering the data of interest. The *Report Builder* leads you through a step-by-step process for building the report needed. See the following example which examines: *Who in my school has completed First Aid training?*
	Click on 'Create New Report' to build a new report and select *Next*.
	Step 1: Select the date source to use for the report Reports are built using information currently entered into the database which is grouped by: • **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) Only one of these data sources can be selected for each report and select *Next*
	Example *Who in my school has completed First Aid training?* Since First Aid training information is recorded under the *Staff Compliance Training* tab for each staff member, this is the data source needed.
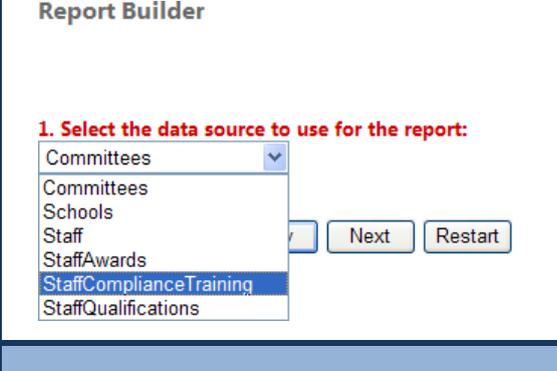
	Step 2: Select the columns to display in the results
	You now need to select from the data fields available those required for the report. These will be displayed in the right-hand column.
	Fields can be selected:
	• *individually* by clicking on the field name and then the single right arrow
	• *in 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.
	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.

	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.
	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: ComplianceTraining
	• Change the *Condition* to: Equals
	• Type in the *Value*: First Aid

Report Builder **4. Select a column to group data by:** ☐ Do you want to Group rows by a column? ┌─────────────────┐ │ FirstName ▼ │ ├─────────────────┤ │ **FirstName** │ │ Surname │ Prev Next Restart │ CurrentPosition │ │ RegistrationNo1 │ │ RegistrationNo2 │ └─────────────────┘	**Step 4: Select a column to group data by** If desired, data can be sorted at this stage by the field options selected. Alternatively, click *Next* to move to Step 5 If wanting to sort at this point, select the field you would like the data sorted by and click *Next*.
Report Builder **4. Select a column to group data by:** ☐ Do you want to Group rows by a column? ┌─────────────────┐ │ Position ▼ │ ├─────────────────┤ │ Surname │ │ FirstName │ Next Restart │ **Position** │ │ ComplianceTraining │ │ ComplianceTrainingDate │ └─────────────────┘	**Example** *Who in my school has completed First Aid training?* In this example the data will be sorted by position. Select 'position' from the drop-down menu options. Click *Next*
Report Builder **5. Add Columns to order by** [Add Order By] [Remove Selected Columns] Column Direction ┌──────────┐ ┌──────────┐ │Designation▼│ │ ▼ │ ☐ └──────────┘ └──────────┘ Prev Finish Restart	**Step 5: Add columns to order by** The columns within the report can be displayed in ascending or descending order if selected at this step. Click *Finish*
Report Builder **5. Add Columns to order by** [Add Order By] [Remove Selected Columns] Prev Finish Restart	**Example** *Who in my school has completed First Aid training?* No further ordering/sorting is required for this example report. Click *Finish*
Report Name [Save Report] [Export To Excel] [Export To Word] 	First Name	Surname	Current Position	RegistrationNo1	RegistrationNo2
---	---	---	---	---
Raffaela	Menzinger	Administration		
Mary	Prunty	Other		
Michaela	Harvey	Other		
Pamela	Dry	Teacher	VIT 174606	
Ian	Marks	Principal	QLD 757693	SA 363995
Nicholas	Holmes	Teacher		
Kerwyn	Kleinschmidt	Teacher	QLD 644754	
Leon	Harris	Teacher	WA 33065837	
Sarah	Craig	Teacher	SA 585629	
Lisa	O'Donovan	Teacher	SA 597631	| [Export To Excel] [Export To Word] ⏮ ◀ 1 2 3 4 5 6 7 8 9 10 … ▶ ⏭ Page size: 10 ▼ 5541 items in 555 pages	**Finished report** The report results are displayed on screen and from this screen can be exported to Word or Excel. Exporting to Excel allows easy sorting of data depending on your requirements. Reports can be saved for re-use at a later time. Type in a name and click *Save report*.
	Example *Who in my school has completed First Aid training?* Example report exported to Excel.

Finished report — Excel export table

Position	Compliance Training	Compliance Training Date
Head of Sub School	First Aid	2/07/2010 0:00
Teacher Aide	First Aid	28/01/2011 0:00
Teacher Aide	First Aid	2/07/2010 0:00
Teacher Aide	First Aid	13/11/2009 0:00
Teacher	First Aid	2/07/2010 0:00
Head of Sub School	First Aid	2/07/2010 0:00
Head of Sub School	First Aid	2/07/2010 0:00
Teacher	First Aid	2/07/2010 0:00
Teacher	First Aid	2/07/2010 0:00
On Leave	First Aid	12/02/2012 0:00
Teacher	First Aid	2/07/2010 0:00
Administration	First Aid	28/05/2010 0:00
Teacher	First Aid	2/07/2010 0:00
Teacher	First Aid	2/07/2010 0:00
Teacher	First Aid	2/07/2010 0:00
Teacher	First Aid	2/07/2010 0:00
Teacher	First Aid	2/07/2010 0:00
Teacher	First Aid	4/12/2009 0:00

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 ALC Graduate
	Non Government		Return to Service		Non Teacher
Teacher?					
	YES – go to section B			NO – go to section C	

B. Teaching staff

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

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.		

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

	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.**

	Any school-based HR/payroll system from which a CSV file can be extracted is suitable for the process.
	The CSV template is available within *Staff members* via *Import School Data* if logged in as a school user. 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
	It is essential that the data is saved in a CSV file in the precise order of the fields listed in the template provided. 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 An example of the CSV template can be seen adjacent

	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
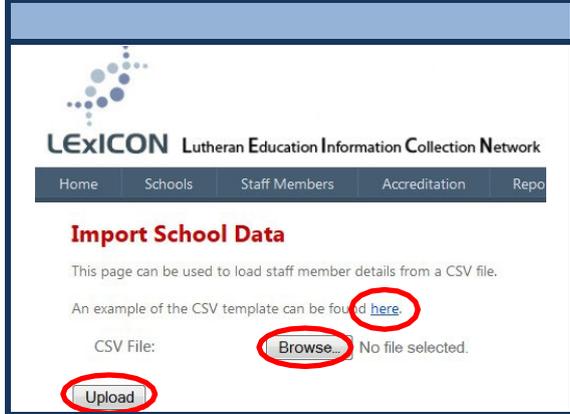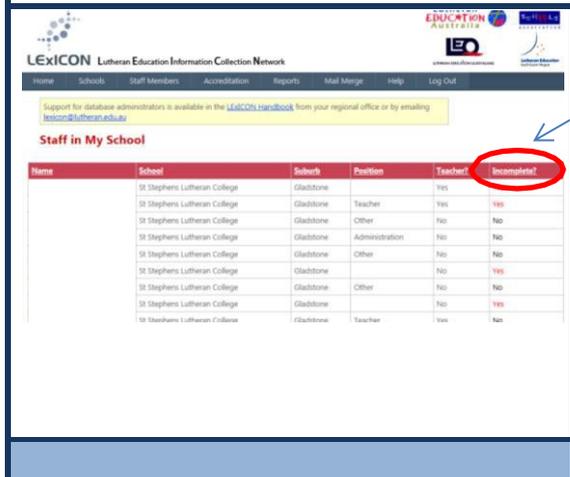
APPENDIX 6: LEA Privacy Policy

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