



FACT SHEET: Amending student enrolment details in STELA V2

From April 2021 Training Organisations will have greater ability to amend student enrolment data in STELA, including where a final outcome has been entered, as long as the enrollment relates to the current year.

What has changed?

Previously where a final outcome/result was entered into STELA for a unit/module enrolment the record would be locked down and unable to be updated.

STELA will allow training organisations to make updates to the following enrolment information where a final outcome/result has been entered against a unit/module enrolment for a student and the finish date is in the current year:

Mode of Delivery, Funding Type, Contract ID, SACE ID and Start and Finish Date.

Organisations will also be able to update the outcome where this has been reported incorrectly and the finish date is in the current year. Please be aware that changing or deleting activity that has been funded by the department could trigger a payment reversal if the change renders the activity ineligible for funding.

Note: As was the case previously, where an outcome remains blank for a unit/module enrolment organisations will still be able to update ALL enrolment details in STELA regardless of the finish date of the enrolment.

Which data will I still need the STELA helpdesk to update?

- Any unit/module enrolments with a final outcome and a finish date that relates to a previous year
- All Course/Qualification completion information (parchment number and issue date)

These changes will require organisations to continue to liaise with the STELA helpdesk who can assess the impact of the change to government funding (where applicable) and to the students' unique student identifier (USI) transcript.

Any requests to change any enrolment data in STELA should be made via an email to stelahelpdesk@sa.gov.au ensuring the following details are included for each change:

Student ID	123456	Student Name	Jon Citizen
Unit/Module ID	BSBCO21A	Course/Qual ID	BSB40420
Description of change	Update finish date from 29/03/2020 to 31/03/2021	Reason for change	Data Entry Error

Updating Enrolment Details for a Student

1. On the STELA Menu Bar, under the heading **Students / Enrolments** click **Students** which will open the Student Search screen.
2. Search for the Student you wish to update an enrolment for. Open the student record by clicking on State Student ID.
3. Select the **Student Enrolments** tab which will list all enrolments for the student.
4. Click on the course name to the left of the screen which you wish to edit. This will open the relevant course enrolment.
5. To update the enrolment, select the relevant tab at the top of the course enrolment.
6. Once you have updated the enrolment, keep clicking the **Next** button at the bottom of the page until you reach the **Confirm Enrolment** tab and click **Finish** to save your changes.

Note: Edits cannot be made to any enrolments where they have an outcome/result code and the finish date is less than the current year. Contact the STELA helpdesk to discuss these updates.

Updating Resulting information for a Student

1. On the STELA Menu Bar under the heading **Students/Enrolments**, select **Students** which will open the Student Search screen.
2. Search for the Student you wish to update an enrolment for. Open the student record by clicking on **State Student ID**.
3. Select the **Student Enrolments** tab to display all enrolments associated with the student.
4. Select the **Results for this Enrolment** option located beneath the last subject for the relevant course enrolment you wish to update. This will open the Enrolment Results screen.
5. Update the relevant details (Outcome, Actual Hours, Start Date, Finish Date) for each student enrolment.
6. Click on the **Save** button to save the results.

Note: Edits cannot be made to any completion details once entered (Parchment Number and Issue date). Contact the STELA helpdesk to discuss these updates.

Where can I get more information or support?

More detailed information on how to update training activity in STELA can be found in the STELA V2 User Guide. Refer to the 'Update' sections within Sections 4 *Student Enrolments* and 5 *Resulting* of the User Guide.

If you have any queries please contact the STELA helpdesk at stelahelpdesk@sa.gov.au or 08 8226 3050 (9am-5pm CST).

Refer to [STELA V2 user guide](#) for detailed instructions

Useful Links

- STELA Website - <https://www.skills.sa.gov.au/stela>
STELA V2 User guide – https://providers.skills.sa.gov.au/DMX?Command=Core_Download&EntryId=868