

OP ineligible Estimator Instructions

QTAC's OP ineligible Estimator assists you to estimate the OP ineligible rank that may be allocated to a Queensland Year 12 student's Senior studies results if the student does not qualify for an OP.

(Apart from the Instructions, the only worksheet within the Estimator you need to use is the worksheet called 'Estimator'. The 'Weightings', 'VRQADData' and 'Rank' worksheets are not interactive. They contain source data only.)

DISCLAIMER: Results produced by this spreadsheet are intended as a guide only! The schedules and the numerical equivalents used are based on Queensland Senior studies completed in 2011. These are not the values that will be used for OP ineligible students completing Year 12 in 2012. Both the ranks shown and the numerical equivalents will change for 2012 dependent upon actual Year 12 achievement patterns. Please also be aware that the OP ineligible rank may not be recognised in other states of Australia or overseas.

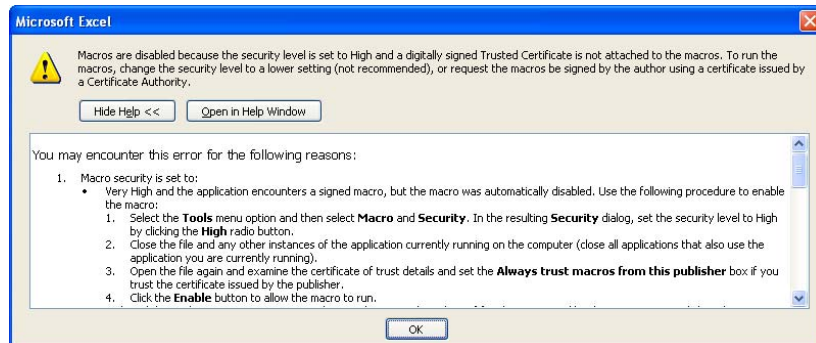
How to use the OP ineligible Estimator

Open the Estimator:

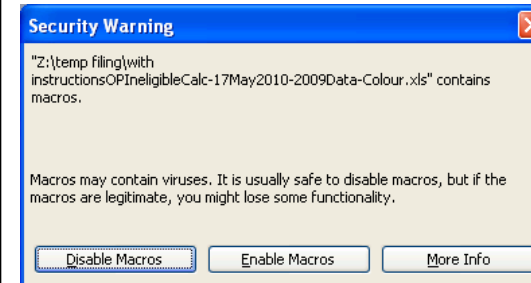
If the following pop-up window displays when attempting to open the OP ineligible Estimator, you will need to reduce your security level.

If you need to read the instructions in the pop-up in order to do this, click on the 'Open in Help Window' button. Then follow the instructions in the separate Help window.

Please note that your security may need to be set at '**Medium**' rather than 'High'.



If the following pop-up window displays when attempting to open the OP ineligible Estimator, click on the 'Enable Macros' button:



You should now be able to use the Estimator.

Please note: Yellow fields in the Estimator are interactive. Yellow fields in the left hand table of the Estimator refer to Authority and Authority-registered subjects including Subject Area Specifications (SAS) (listed alphabetically).

Yellow fields in the right hand table of the Estimator refer to VET Units of Competency (listed firstly by type of training package eg, 'Business Services Training Package' etc then numerically/alphabetically within each training package).

Enter student's data:

Authority, Authority-registered subjects, SAS	
Column A	Click on an individual cell eg A2. A down arrow will appear at the right of the cell. Enter Subject name either by (1) entering the first letter of the subject (the Estimator will find the first subject beginning with this letter) or, (2) clicking on the right down arrow and scrolling to select the subject.
Column B	Once the Subject name is entered in Column A the Subject Type (Authority, Authority-registered or SAS) in Column B will populate.
Column C	Enter Level of Achievement as per method (2) above for entering data into Column A (Levels = VHA, HA, SA, LA, or VLA).
Column D	Enter the number of Semesters the subject was studied as per method for entering data into Column A (range = 1 - 4).
Columns E and F	'Subject Weightings' and 'Semesters x Weighting' will be calculated and populate the respective fields.
Units of Competency	
Column H	Enter Certificate Unit Code for the Unit of Competency via method for entering data into Column A.
Columns I and J	Once the Certificate Unit Code is entered into Column H, the Level and Points values in Columns I and J will populate.
Columns K, L, M	These columns provide for more Units of Competency if required.
Total	(Row 21 of the left hand table): The total number of Semesters (Column D) and total 'Semester x Weighting' (Column F) are progressively updated as each line of data is entered. Students may have a Semesters Total of <20, =20 or >20. Fractions of Units of Competency may be used to calculate the Best 20 Semesters.
Step 1	Once all Subjects and Units of Competency have been entered, click on the 'Step 1: Calculate Best 20' button. The Grade Point Average will display.
QCS	(Queensland Core Skills Test): Enter the QCS result (Grade A – E, or 'No' QCS result).
Step 2	Click on the 'Step 2: Calculate Rank' button. The OP ineligible rank estimate will display.