

PRISMS SUPPORT TOOL

This guide provides step-by-step instructions for entering and updating student information in PRISMS.

Step 1: Log in to PRISMS

- Go to the PRISMS login page.
- Enter your username and password.
- Click 'Login'.

Step 2: Enter Student Information

- Navigate to the 'Student Management' section.
- Click on 'Add New Student'.
- Fill in the required fields (personal details, course enrolment, visa information).
- Click 'Save'.

Step 3: Update Student Information

- Navigate to the 'Student Management' section.
- Search for the student using their ID or name.
- Click on the student's profile.
- Make the necessary updates.
- Click 'Save'.

Step 4: Reporting Critical Incidents

- Navigate to the 'Incident Reporting' section.
- Click on 'Report New Incident'.
- Fill in the required details (incident type, date, description).
- Click 'Submit'.

Ensure all data entered is accurate and complete. For further assistance, refer to the PRISMS help section or contact the Quality & Compliance Manager.

2. Data Entry Checklist

Use this checklist to ensure all required information is accurately entered into PRISMS during initial enrolment and updates.

Initial Enrolment:

- ☐ Personal details (name, date of birth, contact information)
- ☐ Course enrolment details (course name, start date, end date)
- ☐ Visa information (visa type, expiry date)
- ☐ Emergency contact information
- ☐ Confirmation of enrolment (CoE)

Updates:

- ☐ Change of address or contact details
- ☐ Course changes (transfers, deferrals)
- ☐ Visa updates
- ☐ Completion or termination of studies
- ☐ Reporting of critical incidents

Ensure all updates are entered within 5 working days.

3. Compliance Monitoring Log Template

This log is maintained by the Quality & Compliance Manager to track the accuracy and timeliness of data entries and updates in PRISMS.

Date	Student ID	Update Type	Entered by	Verified by	Comments

Regularly review this log to ensure compliance with data entry requirements.

4. Incident Reporting Form

Use this form to report critical incidents involving overseas students. Submit the completed form to the Quality & Compliance Manager for PRISMS entry.

Incident Reporting Form:

Student ID: _____

Student Name: _____

Incident Date: _____

Incident Type (e.g., health, safety, behavioral): _____

Description of Incident:

Actions Taken:

Reported By: _____

Date of Report: _____

Ensure all incidents are reported within 24 hours.

5. Training Materials Outline

Outline for training materials to ensure staff are knowledgeable about PRISMS procedures and compliance requirements.

1. PowerPoint Presentation:

- Overview of PRISMS
- Importance of accurate data entry
- Step-by-step instructions for using PRISMS
- Common issues and troubleshooting

2. Handouts:

- Quick reference guide for PRISMS data entry
- Checklist for data entry and updates
- Contact information for support

3. Quizzes:

- Multiple-choice questions on PRISMS procedures
- Scenario-based questions to test understanding
- Answer key and explanations

Regularly update training materials to reflect any changes in procedures or compliance requirements.

VERSION HISTORY

Version Number	Date	Summary of changes
1.0	September 2021	New policy
2.0	July 2025	Revised and updated to include the changes according to the Standards for Registered Training Organisations (2025).
3.0	December 2025	Revised and updated to include the changes according to the ESOS 2000 Act.