

ENROLLER GUIDE: TEACHING SKILLS VIDEO SERIES

OVERVIEW

The Teaching Skills Video Series provides professional development resources aligned with Australian Professional Standards (AITSL). Enrollers can efficiently manage candidate enrolments through the streamlined process within SCORE.

STEPS TO ENROL CANDIDATES

1. Access the Enrolment Page

- Use our online enrolment platform, SCORE, to enrol in our Teaching Skills Video Series. New to SCORE? Start by heading to the [Log in page](#), where you can create your account and log in.
- Navigate to the **Dashboard** or use the **'Enrol Now'** button on the left-hand menu.
- Select the **'Teaching Skills Video Series'** tile.

2. Select a Video

- View available videos (e.g., **1: Teaching Music Foundations**).
 - **Available videos** – videos open for enrolments will be clickable and include detailed content descriptions and a brief outline of which AITSL standards the video meets.
 - **Unavailable videos** – videos not yet open for enrolments will display a 'Coming Soon' image.

3. Enrol Candidates

- Click **'Enrol My Candidate'** button (*a pop-up window will appear*):
 - Enter **candidate details** (name, gender).
 - Click 'Save' – you will see the candidate details displayed in a table on-screen.
- **Optional:** Alternatively, you may select 'Upload candidate list' to upload a CSV/Excel file to enrol multiple candidates at once.

4. Finalise the Process

- Review the enrolments in **'View My Cart'** and modify as needed (you can **delete** or **add** more candidates).
- Proceed with **payment** to complete the enrolment process.

5. Confirmation Email

- You will **receive a confirmation email** that outlines the enrolments, including the candidates' Enrolment Key and PIN (*these details are unique to each candidate*).
- Provide each candidate with their **Enrolment Key and PIN** (*the candidate will use these details to log into SCORE to watch the video*).

POST-ENROLMENT FEATURES

1. Dashboard Overview:

Teaching Skills Video Series enrolments are listed separately with colour-coded statuses:

- **Orange:** **Active** (video not watched, survey not yet completed).
- **Blue:** **Completed** (video watched, survey completed).

2. Options Menu overview:

(accessible via 'My Enrolments'), enrollers can:

- **View/Edit Candidate Details:** View or update candidate details, view enrolment key and pin.
- **Change enrolment PIN:** request a new enrolment PIN (if needed).
- **Go to Candidate Dashboard:** Allowing enrollers to switch over to be logged in as a candidate in SCORE. Allowing enrollers/candidates to access Teaching Skills videos and complete each video survey.
- **Download Certificates:** Available after the candidate has submitted the short online survey.

For questions or assistance, contact your local AMEB state office or email the Federal AMEB Ltd office directly at online@ameb.edu.au.