

GOVERNMENT
OF THE REPUBLIC
OF VANUATU

DEPARTMENT OF EDUCATION AND
TRAINING

Division of Policy and Planning Services
Private Mail Bag 028
Port Vila, Vanuatu



GOUVERNEMENT
DE LA REPUBLIQUE
DE VANUATU

DEPARTEMENT DE L'EDUCATION ET
DE LA FORMATION

Services des Politiques Educatives
et de la Planification
Sac De Courier Privé 028
Port Vila, Vanuatu

4th September 2018

Attention: All Principals, All SIOs
All ECCE Coordinators, All Provincial Officers
Teachers Management Unit or HRM staff, PEO Exams

Re: Open VEMIS data update Term 3 – accurate information on students and teachers.

School Principals and VEMIS officers are accountable for maintaining correct enrolment data, and report on Open VEMIS any problem with Teachers' data, namely the correct teachers' placement in each school. At the moment data quality remains a significant issue in OV.

The purpose of this memo is to instruct all school Principals, VEMIS officers and other data entry staff to keep Open VEMIS up to date, namely:

1. The enrolment data in each class for Term 3:
 - a. Check individual records, namely insert birth certificates numbers;
 - b. Verify that number of students in each class is correct;
 - c. Allocate a teacher, as responsible for each class.
2. Verify accuracy of teacher's placements and report any problem to the teachers' management unit.

This exercise applies to all schools of Vanuatu and needs to be completed by 30th September.

Accurate student and teachers' data is essential to ensure grants are calculated correctly and teacher student ratio are maintained and also important for exam years. From now onwards, the Exam Unit will only use OV data, hence, it is important that you have correct data to ensure no student is missed out during exams.

Regarding processes to account for the school population of the evacuated island of Ambae, attached are specific technical instructions to properly record these students and teachers, stating the reason of their movements into another school, avoiding any duplication.

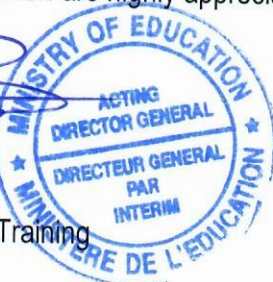
Your efforts and cooperation are highly appreciated.

Sincerely,

Bergmans Iati

Director General

Ministry of Education & Training



Cc: File, MoET Directors

Process For Recording Teachers' Movements due to Volcano in Open VEMIS

Schools

Report any issue to Teachers Management Unit of Education Services or HRM using Open VEMIS

Teachers (for Teachers Management Unit or HRM)

When Transferring a teacher, and the reason is due to the 2018 Ambae Volcano, set the Appointment Reason to "Ambae Volcano 2018" Otherwise set the reason to "Standard".

OPEN VEMIS - THE VANUATU EDUCATION PLANNING TOOLBOX log out

Dashboard School Search **Teachers** Qualifications Setup Assessment Admin > Reports > Resources Finance Help >

Teacher ID: 2822 Relson Banga

Staff Details Qualifications Registration Prof Dev Leave Placements Classes Children Docs Scholarships

Existing Placement - Teacher ID: 2822 Relson Banga

Most Recent Placement: Londua, 01/01/2015 to

Start Date: 01/01/2015 End Date:

School Code: Londua (0426301) SS/ENG/Penama Appointment: PERMANENT

Job: Teacher (Secondary) Salary: E03.6 (1270080)

Appointment Reason: **Ambae Volcano 2017** Salary Percentage(%): 100

Post: Standard OST

Placement Comment:

Location Allowance:

Allowance	Cease/Pay
Permanent Wages	Pay
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="button" value="Add Allowance"/>	

Cost Estimate for Transfer:

Children Allowance: No children allowance.

Accommodation: School/Government House

Prepared By: Prepared When: **Not blocking rural allowances for non-rural schools yet.**

Last Saved By: monel_priec Last Saved When: 06/09/2016

Process For Recording Student Movements due to Volcano in Open VEMIS

Students

Record the student transfer OUT of the first school;

1. Set the date the student transferred out
2. Set the reason to "Transfer OUT due to Volcano"

Student Details For: Alick, Betty Student ID: 7838 Date of Birth: 30/11/2000

Basic Information	Subjects	Home Life	Disability	Move/Remove	VANSTA	Attendance	Fees	Financial Assistance	Health
Siblings	Student Record	Consent Form	Transf Letter	Discipline	Notes				

Basic Information - for the student above. * The Birth Certificate number is the BDM number. Or, provide a passport number for non-citizens.

Student ID: 7838 Birth Reg (or passport) No.: * Gender: Female Attended ECE:

First Name: Betty Other Name: Ethnicity: Vanuatu

Surname: Alick Mother's name: Jenny Date of Birth: 30/11/2000

Show details for: Year: 2017 Class: 8 Stream: A

Term	Start Date	End Date	Start Reason	End Reason
Term 1	13/02/2017	12/05/2017	Student started term normally	Student finished term normally
Term 2	29/05/2016	25/08/2016	Student started term normally	Student finished term normally
Term 3	11/09/2017	10/10/17	Student started term normally	Transfer OUT Due to Disaster

New Student: Citizenship of Student: Island of Origin:
 Repeater: Transport: Student Email:
 Boarder: Had Yearly health check: Had Dental Check:
 Consent School Activities: Consent Dental Check: Consent Sports:
 Consent Health Check: Consent Swimming: Consent Excursions:
 Created by: colin_dist Created when: 13/10/2017 2:53:00 PM Leaver:

Record the transfer IN to the second school

1. Add the student to the class in the new school **USING THE STUDENT ID**.

OPEN VEMIS - KAMAI (042926) Exit School View [log out](#)

School Staff Establishment **Class/Stream** Reports > Manage Teacher Accounts Resources Help >

Class - Year: 2017 **Class: 8 Stream: A Teacher: Unknown**

Student List **Add Student to This Class** Change the Class/Stream/Teacher Attendance Subjects Carry Over Class Audit Att Rep

BMI

Student List - the list of students currently in the class

10 students in the class are listed below (red highlights not current as of today). VANSTA Class Exams are listed below

Surname	First Name	DoB	Student ID	Birth Reg. (passport) No.	
Agnes	Malmedao	25/09/2001	47774	UKNOWN	ViewStudentInfo
Aisick	Malmeldao	12/02/2002	47769	UKNOWN	ViewStudentInfo
eline	Naty	10/02/2002	47792	UKNOWN	ViewStudentInfo
Estel	Naty	15/05/2002	47793	UKNOWN	ViewStudentInfo
Joeline	Herong Massing	29/06/2003	47766	UKNOWN	ViewStudentInfo
Lesra	Mensure	5/02/2001	47787	UKNOWN	ViewStudentInfo
Lili	Fanai	15/06/2002	47762	UKNOWN	ViewStudentInfo
Pari	Manfarin	13/07/2002	47782	UKNOWN	ViewStudentInfo
Reymon	Mensure	20/02/2000	47790	UKNOWN	ViewStudentInfo
Willy	Mensure	9/10/2000	47785	UKNOWN	ViewStudentInfo

Subjects are listed below
No subjects selected for this class

2. You must locate the student by either using the student ID, or other fields. The easiest way is the student ID.

Student List **Add Student to This Class** Change the Class/Stream/Teacher Attendance Subjects Carry Over Class Audit Att Rep

BMI

Add a Student to This Class - Use this screen to find your students in the hundreds of thousands already registered.

If you have any questions please call the Province Office for assistance.

There are several ways of finding the right student. The easiest way is to enter the BDM/Passport number and click 'Search by BDM/Passport Number'. The next easiest way is to look 'All Students in My School'. If you still cannot find the student you can provide more details on the student in the blue shaded area and look for students in the Province or the entire country. You only need to enter the first few letters of the names when searching. **Less information provided will find more students.** For example, a search by first name, surname and date of birth is improved by removing the surname from the search to find students that match the first name and date of birth only, ignoring possible spelling mistakes in the surname. Remember you can always use the training version to practice VEMIS.

Just show me the list of students already registered in my school in 2017

OR - ADD Student with this BDM/Passport number

OR - ADD Student with this Student ID

OR - To search for student in other schools, provide some partial details below and click buttons to search the district or search all registered students. You do not need the whole name just the first three characters to start searching. If you don't find the student you are looking for try using only the first three characters of first name and first three characters of last name and sometimes the date of birth, then click a button to search the Province or search all registered students nationally. Don't include the date of birth in the search if you think you may have the wrong date of birth.

Surname: First Name:

Date of Birth: Father's Name:

3. Select the recently added student and view the details of the student as below.

[Student List](#) | [Add Student to This Class](#) | [Change the Class/Stream/Teacher](#) | [Attendance](#) | [Sub](#)

BMI

Student List - the list of students currently in the class

11 students in the class are listed below (red highlights not current as of today). VANSTA Class Exam

Surname	First Name	DoB	Student ID	Birth Reg. (passport) No.	
Agnes	Malmedao	25/09/2001	47774	UNKNOWN	ViewStudentInfo
Aisick	Malmeldao	12/02/2002	47769	UNKNOWN	ViewStudentInfo
Alick	Betty	30/11/2000	7838	UNKNOWN	ViewStudentInfo
eline	Naty	10/02/2002	47792	UNKNOWN	ViewStudentInfo
Estel	Naty	15/05/2002	47793	UNKNOWN	ViewStudentInfo
Joeline	Herong Massing	29/06/2003	47766	UNKNOWN	ViewStudentInfo
Lesra	Mensure	5/02/2001	47787	UNKNOWN	ViewStudentInfo
Lili	Fanai	15/06/2002	47762	UNKNOWN	ViewStudentInfo
Pari	Manfarin	13/07/2002	47782	UNKNOWN	ViewStudentInfo
Reymon	Mensure	20/02/2000	47790	UNKNOWN	ViewStudentInfo
Willy	Mensure	9/10/2000	47785	UNKNOWN	ViewStudentInfo

Subjects are listed b
No subjects selecte

4. Set Term 1 and Term 2 to "Did not attend this term"

5. Set the Term 3 start reason to "Transferred IN due to Volcano" with the transfer in date.

Student Details For: Alick, Betty Student ID: 7838 Date of Birth: 30/11/2000

[Basic Information](#) | [Subjects](#) | [Home Life](#) | [Disability](#) | [Move/Remove](#) | [VANSTA](#) | [Attendance](#) | [Fees](#) | [Financial Assistance](#) | [Health](#)

[Siblings](#) | [Student Record](#) | [Consent Form](#) | [Transf Letter](#) | [Discipline](#) | [Notes](#)

Basic Information - for the student above. * The Birth Certificate number is the BDM number. Or, provide a passport number for non-citizens.

Student ID: 7838 Birth Reg (or passport) No.: * Gender: Attended ECE:
 First Name: Other Name: Ethnicity:
 Surname: Mother's name: Date of Birth:

Show details for:

Term	Start Date	End Date	Reason
Term 1	<input type="text" value="13/02/2017"/>	<input type="text" value="12/05/2017"/>	<input type="text" value="Did not attend this term"/>
Term 2	<input type="text" value="29/05/2016"/>	<input type="text" value="25/08/2016"/>	<input type="text" value="Did not attend this term"/>
Term 3	<input type="text" value="12/10/2017"/>	<input type="text" value="08/12/2017"/>	<input type="text" value="Transfer IN Due to Disaster"/>

New Student: Citizenship of Student: Island of Origin:
 Repeater: Transport: Student Email:

Done.

You have moved a student from one school to another and indicated the reason was due to a disaster.