

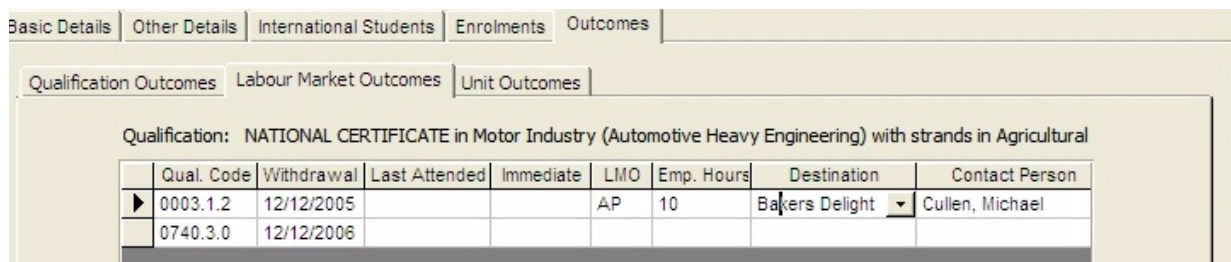
## TEC Trainee Withdrawal (Paper Based Return)

The Electronic Receipting System (ERS) is designed to offer providers the option of electronically submitting forms to the TEC for targeted funding trainees (TOPS and Youth Training).

The ERS provides the ability to electronically lodge transactions and know immediately that they are accepted and complete resulting in fewer amendments and faster enrolment management.

Contact the Meta Office Help Desk for more information.

1. Click on the **Student Management** button.
2. Click on the **Outcomes** button.
3. Click on the **Single Student** button.
4. Type in the name of the student and click on the **Find** button.
5. Click on the **Labour Market Outcomes** tab.



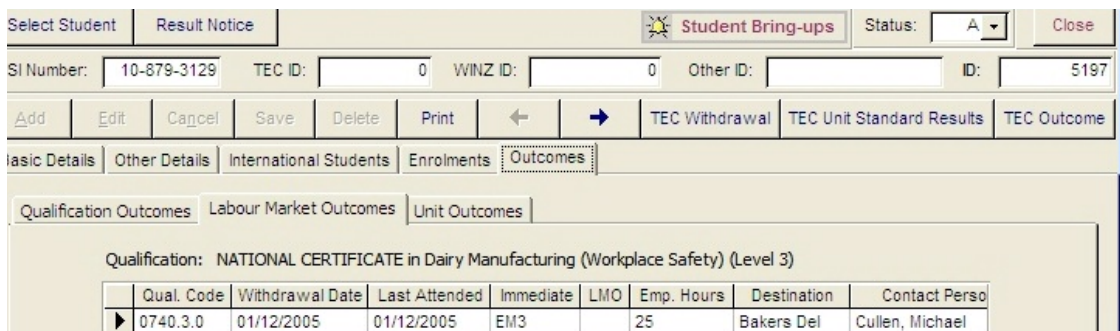
Basic Details | Other Details | International Students | Enrolments | Outcomes

Qualification Outcomes | Labour Market Outcomes | Unit Outcomes

Qualification: NATIONAL CERTIFICATE in Motor Industry (Automotive Heavy Engineering) with strands in Agricultural

	Qual. Code	Withdrawal	Last Attended	Immediate	LMO	Emp. Hours	Destination	Contact Person
▶	0003.1.2	12/12/2005			AP	10	Bakers Delight	Cullen, Michael
	0740.3.0	12/12/2006						

6. Enter the details of the outcome.



Select Student | Result Notice | Student Bring-ups | Status: A | Close

SI Number: 10-879-3129 | TEC ID: 0 | WINZ ID: 0 | Other ID: | ID: 5197

Add | Edit | Cancel | Save | Delete | Print | ← | → | TEC Withdrawal | TEC Unit Standard Results | TEC Outcome

Basic Details | Other Details | International Students | Enrolments | Outcomes

Qualification Outcomes | Labour Market Outcomes | Unit Outcomes

Qualification: NATIONAL CERTIFICATE in Dairy Manufacturing (Workplace Safety) (Level 3)

	Qual. Code	Withdrawal Date	Last Attended	Immediate	LMO	Emp. Hours	Destination	Contact Person
▶	0740.3.0	01/12/2005	01/12/2005	EM3		25	Bakers Del	Cullen, Michael

7. Click on the **TEC Withdrawal** button.
8. The required form to be sent to TEC will appear on screen.