EARLY CHILDHOOD EDUCATORS GUIDE:

ONLINE TRANSITION LEARNING AND DEVELOPMENT STATEMENTS (Online TLDS)

THE **EDUCATION STATE**

Welcome to the
Insight Assessment Platform

Home of the online TLDS

VICTORIA State Government | Education and Training

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USING THE ONLINE TRANSITION LEARNING AND DEVELOPMENT STATEMENT (ONLINE TLDS)

What is the Insight Assessment Platform (Insight)?

Insight is an Education State initiative aimed at helping teachers assess the progress of all learners.

Insight is managed by the Victorian Curriculum and Assessment Authority (VCAA) and houses a collection of online assessment instruments, designed to support teachers to apply targeted teaching practices and a continuity of learning for the child.

What is new in 2020?

The Online TLDS will be the same in appearance as 2019 with some minor changes, including:

- on the creation of a new TLDS, you will be asked to confirm that the child's family is aware that the TLDS for their child is being created on the Insight Assessment Platform

- text amendments to guiding instructions in each section for additional clarity

- image rotation buttons to allow uploaded photos or documents to be rotated if required.

Before you start

Please note that new log in details are issued annually to all services. This information will be sent via your service email address as specified on the National Quality Agenda IT System (NQAITS).

If your service did not receive the email alerting them to their log on details, please check that the service email address in the NQAITS database is correct.

For privacy reasons only your service email address as specified on NQAITS can be used. You can update your details here: NQAITS

Please note that NQAITS data is uploaded daily to the Online TLDS meaning that your service will receive an email within 24 hours.

If you have not received your login details **by 1 August 2020** or if you are having difficulties logging in, please contact the SLV Kindergarten IT Program helpdesk on :

- phone the helpdesk on (03) 8664 7001, open weekdays between 9.00am-5.00pm (toll free 1800 629 835)

- email support@kindergarten.vic.gov.au

Important note on privacy:

- Educators completing TLDS, regardless of the format they are using, are required to abide by all aspects of privacy legislation as outlined in the Transition: A Positive Start to School Resource Kit (refer to Section 6, page 122)

- Hard copies of the Resource Kit can be ordered from: Transition to school resource kit

System Requirements

A stable, high-speed (wired or wireless) Internet connection is required for the efficient use of Insight. The response time will be impacted by the reliability and performance of your service's internet connection and network. The performance of the Insight will depend on a number of factors, including bandwidth, total number of concurrent online assessment sessions, size of assessment content, secure browser installation, proxy server settings and network configuration.

Minimum browser requirements

Insight and the Online TLDS work best on the following browsers:

- Google Chrome 29+
- Apple Safari 9+
- Mozilla Firefox 28+
- Microsoft Edge 17+

To log in to Insight:

To reach the login page:

- click on the link in the email your service received containing your service's username and temporary password.
- visit the VCAA's Accessing the Insight Assessment Platform webpage and selecting the 'EC' button at the bottom of the page: Accessing Insight for Early Childhood

Access, correction or queries

If you have a query about any data in the Insight Assessment Platform, contact your school in the first instance.

Individuals have the right to seek access to their personal and health information held by the VCAA/DET and to have that information corrected if it is inaccurate. Initial inquiries regarding access to personal information held by the VCAA in relation the Insight Assessment Platform can be made by contacting:

Project Manager, Assessment Systems Development, **insight@edumail.vic.gov.au**

Requests for access to personal and health information held by the VCAA should be made in writing to:

The Privacy Officer
Victorian Curriculum and Assessment Authority
Level 7, 2 Lonsdale Street
MELBOURNE VIC 3000
vcaa.privacy@edumail.vic.gov.au

For more information on how the VCAA collects and handles information, please visit our **privacy policy** page.

To access the Insight Assessment Platform, select your school sector or service below:

| DET | CECV | ISV | EC |

- visit the Department's webpage: Complete an online transition statement

To log in:

1. Login using the username and temporary password that you received from insight@linkit.com in July 2020.
2. You will be prompted to change your password. You should keep this password secure but share with the other educators in your service also completing the Online TLDS.

3. Once you have reset your password, you will be redirected to the Online TLDS home page on Insight. Your service name will appear in the top right corner of the page.
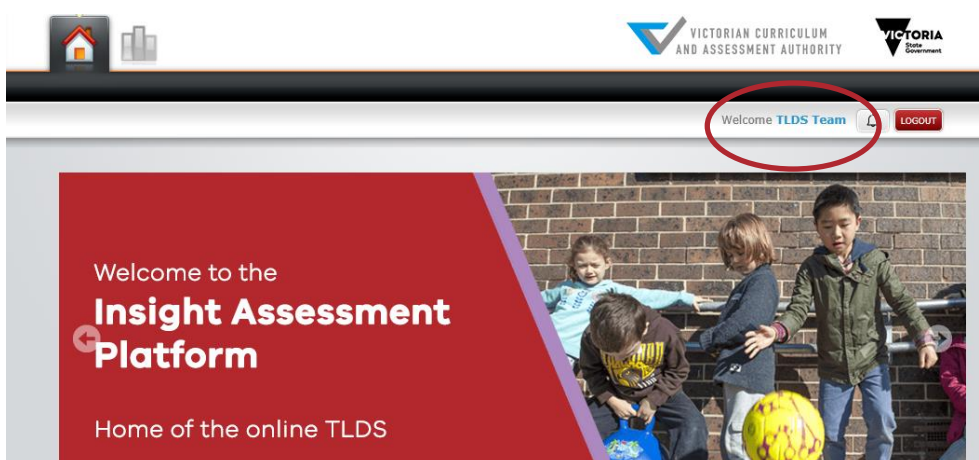
Where to find support for Online TLDS

IT support – State Library Victoria (SLV):

- dedicated Kindergarten IT Program help desk (available weekdays 9.00am-5.00pm) on phone (03) 8664 7001 - Regional Victoria 1800 629 835 or email support@kindergarten.vic.gov.au

- dedicated TLDS support webpage: Kindergarten IT Project - TLDS

- visit the TLDS support webpage above to find online training for the Online TLDS for educators with limited IT experience

Non-IT related questions

- other questions regarding Transition to School can be emailed to: psts@edumail.vic.gov.au

Transition to School Resource Kit

- the Transition to School Resource Kit, as referenced in this document, can be found on the Department of Education and Training website: Transition to School resource kit

IT Troubleshooting

- Troubleshooting information is provided at the end of this document.

Helpful hints

Passwords

- although your service only has one username, multiple educators can access it to write statements for different children at the same time

- the system will allocate a temporary password, which you should change as soon as possible. All passwords should be held in confidence and only shared with those completing the Online TLDS at your service

- an automatic prompt on the log in page can be activated to retrieve lost or reissue passwords to the service email address (as listed on the NQAITS database)

Security

- You will be prompted to set up your security questions and answers when you log in for the first time

- CAPTCHA security is also enabled to protect the Insight Assessment Platform from automated software

Further guidance

- remember fields marked with an asterix * must be completed to move onto another section of the Online TLDS. An error message will appear and prevent you from moving on to the next screen if you have not completed all the required fields – if this happens, please go back and ensure you have provided all the required information

- Information on supporting children and families to complete the Statement, is provided in the Transition: A Positive Start to School Resource Kit

- sections 2 and 3 are able to be completed online but the option to print, scan and upload documents to the Online TLDS is still available. If you are unsure how to do this, please refer to the SLV tip sheets: [SLV support](#)

- to avoid mixing up personal information, ensure you use a consistent file naming convention for any documents or photos that you plan to upload to the Online TLDS (for example *'surname, first name, date of birth'*.

Overview of the sections within the Online TLDS

The table below describes each section of the Online TLDS and who should complete it.

Section	Information collected	To be completed by
Service Details	General information about the ECEC service and educator. This section only needs to be completed once per transition cycle, and will be carried over automatically into each child's Online TLDS (can be edited for each child as needed).	ECEC educator*
TLDS Information	The child's details (name, date of birth etc.), as well as details of the educator completing the Online TLDS.	ECEC educator*
Section 1	Contextual information about the ECEC service and the child that will be useful for prep teachers to know to support the child's continuity of learning.	ECEC educator*
Section 1.1 – Learning and Development	Descriptions of the child's learning progress against the Victorian Early Years Learning and Development Framework (VEYLDF) Outcomes and the Victorian Curriculum F-2 Specific intentional teaching strategies to support the child's continuity of learning when they start school.	ECEC educator*
Section 1.2 – Enhanced Transitions	This section should be completed for children with a disability or developmental delay. It collects additional specific information to support the child's inclusion and learning at school.	ECEC educator* (in collaboration with other professional/s supporting the child, where applicable, and with parent/guardian permission)
Section 2 – the child	Captures the child's feelings and perspectives on starting school, including a drawing. This section is optional however it provides an important opportunity to hear the child's voice.	Completed with the child by an adult they know and feel comfortable with (educator or family member)**
Section 3 – the family	The perspective of the parent/guardian(s) on their child's transition to school, and other information they would like to share. This section is optional however educators should strongly encourage families to complete this section.	Parent/guardian(s)**

Section	Information collected	To be completed by
Parent/guardian opt out & submission	A declaration that the parent/guardian has received a complete copy of the TLDS and whether they choose to 'opt out' of sharing the TLDS with the school and Outside School Hours Care (OSHC) service (if applicable).	ECEC educator(s)*

* ECEC educators should write TLDS with input from families, and from other professionals (with permission from the parent/guardian) who may be supporting the child during the transition to school

** Families where English is an additional language may require assistance from the educator and/or an interpreter/translator to complete the Child and Family sections. Translated family resources are available at: Transition resources for families

Using the Online TLDS

1. Once you have entered the Insight home page, click on the 'Reporting' icon on the top menu bar.

2. Click on the 'TLDS Manager' button. This is where you will view, track, edit and print the Online TLDS that you complete on Insight.
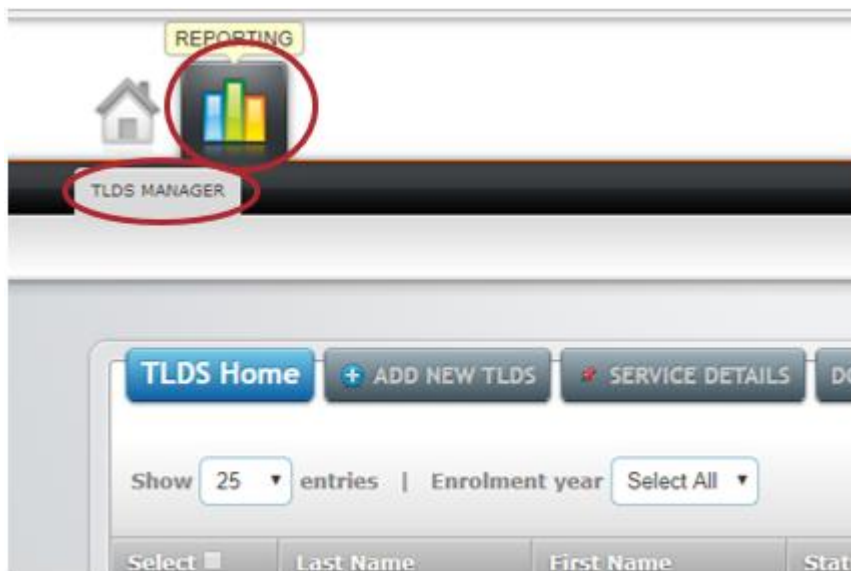
3. When you click on the TLDS Manager button, the screen that appears is the 'TLDS Home' screen.
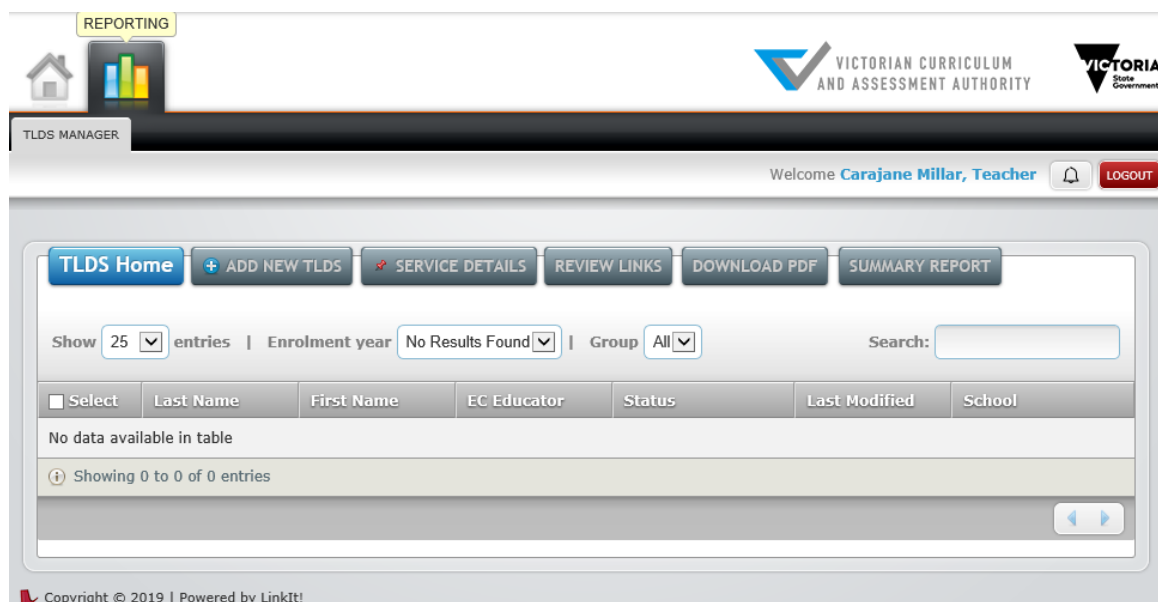
4. Once you are inside the 'TLDS Manager' tab, click on the 'Service Details' button. The information you input into the service details screen will automatically populate in each Online TLDS that you write.

Please note that as new TLDS are added, the TLDS Home screen will display a list of children who an Online TLDS has been created for (but may not be completed or/and submitted yet). To view this list select either 'TLDS Home' or the 'TLDS Manager' tab at any time.
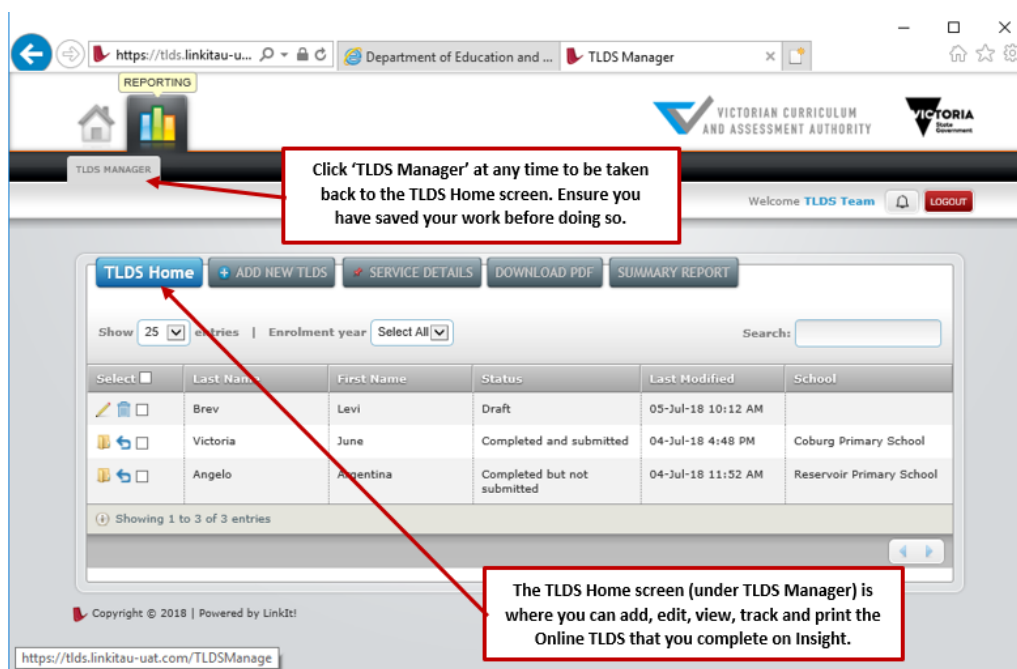
Setting up your service details

The service details screen is where you input information about your service, create your educators profiles, add groups and can provide context around the child's early years setting/s.

This section should be completed prior to creating any Online TLDS. You can edit and save the service details at any time by editing directly in this section.

By completing the fields about your service in this section before starting your Online TLDS, service details will auto-fill in each new TLDS you create.
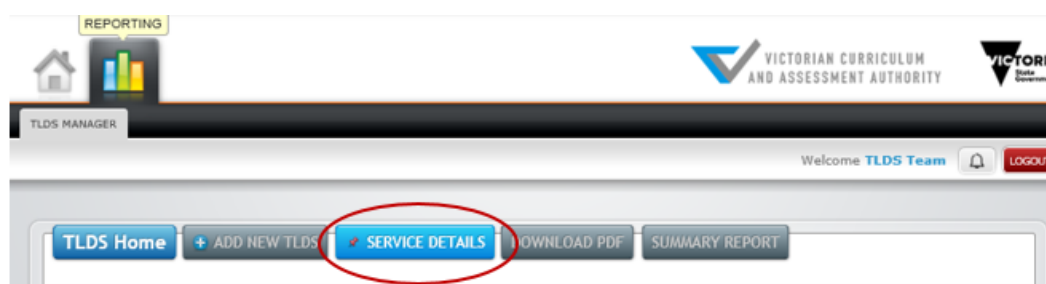
1. Complete all fields under Early Childhood Service Details. Your Service Approval number usually begins with 'SE'. It is the same number as the username you used to log in to Insight.

2. Click on Add Educator Profile to create educator profiles that can be selected from within a child's TLDS.

3. Click on Add Group if you want to group different TLDS. For example, by different rooms.

Please note that groups cannot be removed once created. Instead, they can be edited, deactivated and reactivated.

4. Enter information on your service under Context of early years setting/s. This section is optional.

5. Click 'Save' before you leave this page and then click 'Back to TLDS Home'.

Starting a new Online TLDS

You are now ready to start writing a new Online TLDS.

1. To do this, go to the 'TLDS Manager' tab and click the 'Add new TLDS' button.
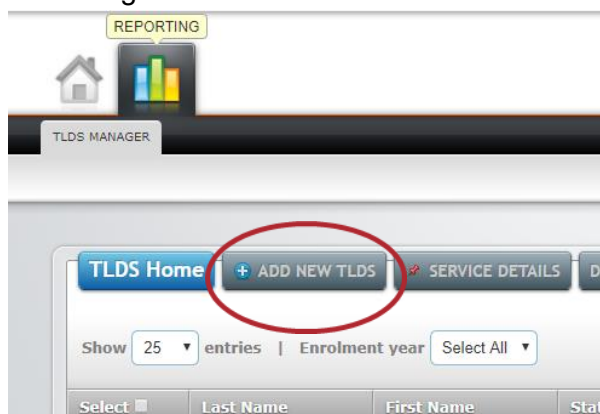
This will cause a 'pop up' box titled 'Confirmation' to appear, seeking confirmation that the child's family is aware of the TLDS being created on the Insight Assessment Platform. This is to ensure families have been made aware that information about their child will be completed, shared and stored on an online system (the Insight Assessment Platform).
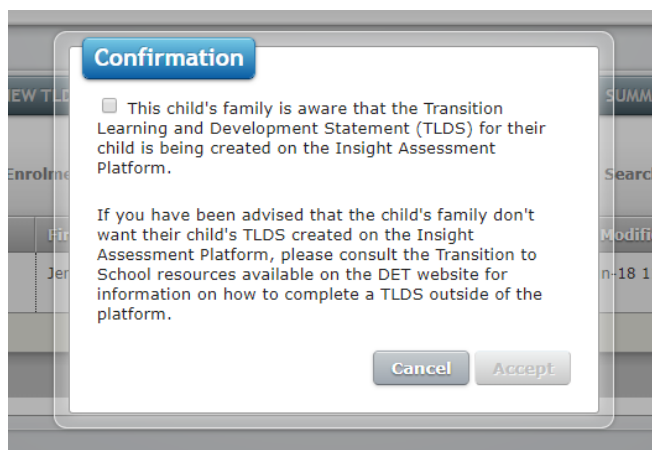
Prior to using the Online TLDS tool to write transition learning and development statements, early childhood teachers should provide families with the *Introduction to transition information sheet*: Resources for families. This information sheet informs families that via the Online TLDS tool, information about their child will be completed, shared and stored on an online system (the Insight Assessment Platform). It outlines the privacy and security measures taken to ensure their child's data is kept safe. Despite these measures, some families may not want their child's transition learning and development statement comp... ...a the Online TLDS tool

– hence adding this pop-up to prevent starting a TLDS online for parents who don't want their child's data on the platform. If parents have advised they don't want their child's TLDS completed on the online system, select 'Cancel' and download the electronic transition learning and development statement from the Department's website to complete the statement offline.

2. Click the checkbox in the pop-up window to confirm that the child's family is aware of the TLDS being created on Insight and that they are happy to proceed with it being online, then select 'Accept'. This will take you to the first page of the Online TLDS. The heading will show 'TLDS Information'.
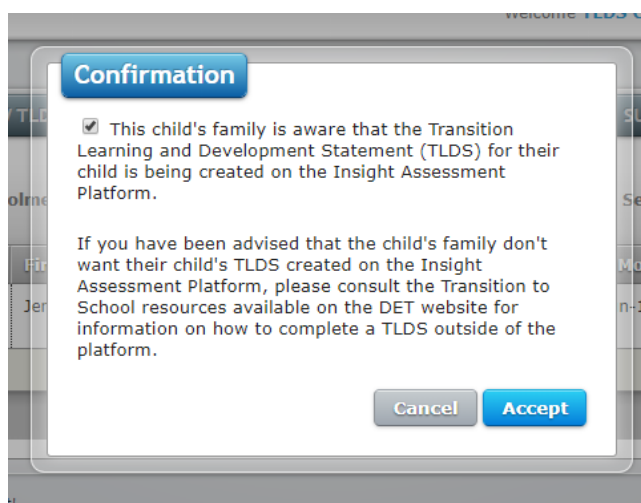
In the Online TLDS, fields that must be completed are marked with a red asterisk*. An error message will appear if there are any incomplete mandatory fields. You will need to go back and complete these fields in order to progress to the next screen.

3. Enter the child's personal details, as well as the name of the school the child will attend in the following year (if known) and the OSHC service (if applicable).

4. You can also attach a photo of the child (this is optional). To add a photo, click the 'Attach Child Photo' button. A file explorer window will open to enable you to insert your saved, clearly named photo of the child (see 'Helpful things to keep in mind' for information on naming conventions).

5. Navigate to where you have saved the photo, select the photo and click 'Open'. The photo can be in JPEG, JPG, GIF, and PNG formats. If you need to delete the photo, click the red 'minus' symbol and the photo will disappear. Then click the 'Save' button.
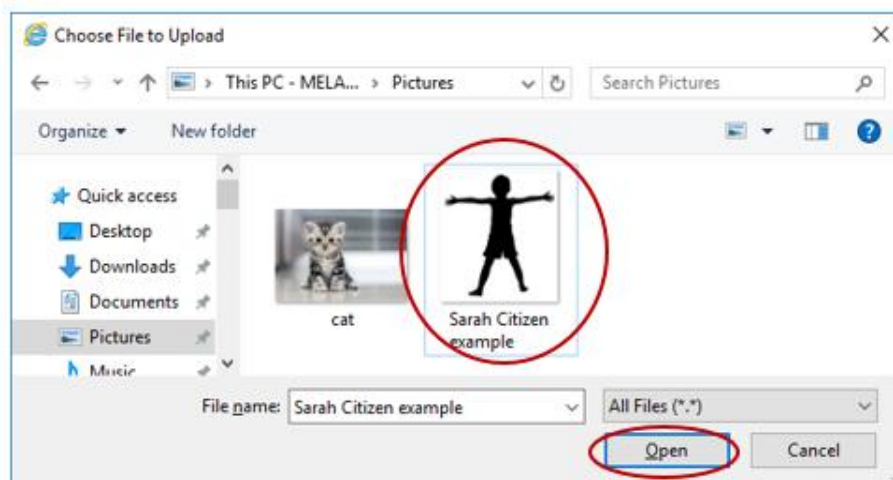
Please note that when you upload your photo it will be automatically resized so you do not need to adjust it. Use the image rotation buttons to rotate your image if required.

6. Enter the parent/guardian contact details by clicking directly into the fields contained in the table. Only one is required for the purposes of discussing and/or completing section 3, however, in some cases there may be multiple parent/guardian contacts.

7. If you or another educator have already completed the 'Service Details' tab, those details will automatically appear in the 'Early Childhood Service contact details' section here. You can edit the details on this page if required. However, please note that this will not update the details in the 'Service Details' tab. If you wish to provide details of the educator completing the Online TLDS, select this from the drop-down box titled 'Name of educator/s completing this form'.

8. Click 'Save and Continue' to proceed to the next section.

Completing Section 1

1. Edit the context of early years setting/s content by providing a description of the ECEC service and learning environment. If you or another educator have already completed the 'Service Details' tab, the 'Context of early years setting' information will appear here automatically, but if required, this page can be edited.

2. Under 'Specific information', you can include information specific to the child (prompts appear on the screen for you to consider).

Please note that the 'Specific Information' section is not intended for the collection of personal or health information that has not been disclosed by the parent/guardian to the service. This field is also not intended to collect information about the child's learning and development progress or strategies to support their learning, as this is collected in section 1.1.

3. Click 'Save and Continue' to proceed to the next section.

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Completing Section 1.1

1. Click on the headings under the column titled Learning and Development Outcome to bring up a 'pick list' of descriptors you can select from to provide a description of the child's learning and development progress against this outcome. These are grouped under sub-outcomes (sub-heading) and have been drawn from the VEYLDF Learning and Development Outcomes and the Victorian Curriculum Levels F-2.

2. Scroll down the pop-up screen to find the full list of descriptors that you can choose from under the sub-outcomes. The intent of the learning and development outcomes is to give the receiving school a brief overview of the individual child's level of ability and skill in that outcome.

   Please note that a full list of learning and development descriptors is available on the Department of Education and Training website: [Transition learning and development statement](#)

Helpful hints:

- Only select descriptors that you think are most important to support the continuity of learning and development for this child.

- You must select at least one descriptor for each Outcome (for example, at least one descriptor under 'Identity') but you do not need to select a descriptor under every 'sub-outcome.'

- You can choose to select one or more descriptors under the sub-outcomes (for example, one descriptor under '1: Identity – Attachment') and others as relevant to the child's learning and development.

- As a general guide it is reasonable to select between 2 and 5 descriptors in total for each Outcome.

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3. Once you have selected the descriptors that best describe the child's current learning, click 'OK' and they will appear in the 'Learning and Development' column of the table. To edit the descriptors or add additional information, you can double click on the box and then save to ensure your descriptors and any edits to them are saved.

4. For each Outcome area, double click in the 'Intentional Teaching Strategies' column and enter an intentional teaching strategy that would be suitable for this child. Try to make these concise, specific and use examples to ensure that they are easy for the prep teacher to use to inform their planning for this child. You can use the toolbar in each box to make dot points or number your suggested teaching strategies.
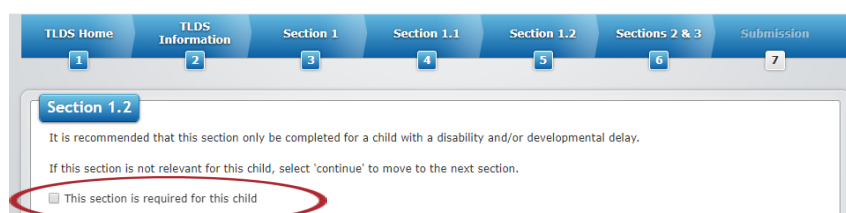
5. Repeat steps 1-2 for each of the other Outcomes (Communication, Wellbeing, Learning and Communication). Remember to click 'Save' regularly throughout this page so no information is lost.

6. Click 'Save and Continue' to proceed to the next section.

Completing Section 1.2

It is recommended that this section be completed for a child with a disability or developmental delay.

1. If the child does not have a diagnosed disability or developmental delay and you do not need to complete section 1.2, select 'Continue' or 'Save and Continue' at the bottom of the screen. *Note: this has changed from 2019, where you had to select the checkbox to say this section was not required for the child.* **Now you only need to select the checkbox if the section IS required for the child**.

2. If the child has a disability or developmental delay, complete this section by selecting the checkbox 'This section **is** required for this child'. This will then unlock the remaining fields on this page for you to enter the relevant details.

3. Enter the details of specialist early childhood professionals supporting this child and family through the transition to school. This may be an early childhood intervention professional, key worker, or transition support coordinator. Section 1.2 should be completed by the ECEC educator, however specialist early childhood professionals can contribute information (with parent/guardian permission).

4. Enter the details of any additional specialised professionals supporting the child. Select the Written Report Available (W.R.A) tick box if there are any written reports from this professional that will support the child's transition and inclusion at school. Select the Available Upon Request (A.U.R) tick box if the parent/guardian has given permission to share the report with the school.

Please note that reports related to an individual child's health or development cannot be attached for privacy reasons, but may be provided to the school in hard copy if parent/guardian permission is granted. Additional rows will be added automatically.

5. Under 'Additional information to support the child's inclusion at school', you can include more specific areas of note and strategies for inclusion support that relate specifically to the child's disability or developmental delay. Additional rows will be added automatically.

6. Under 'Other reports/plans available', you can list any reports that have not been previously mentioned, and note whether a school can request this information from the service.

7. Under 'Early ABLES Reports' you can indicate if an Early ABLES assessment has been completed for the child, when it was completed, and if it is available on request from a child's educator.

8. If an Early ABLES report has been completed for the child, indicate whether the report is the first report or the second report in the 'Report Name' field.

For more information regarding the Early ABLES assessment and planning tool for children with disabilities or developmental delay, please visit the Department of Education and Training website: [Children with additional needs](#)

9. Click 'Save and continue' to proceed to the next section.

Completing Sections 2 & 3

Both Sections 2 & 3 are optional for the child and family to complete.

Section 2 is to be completed by the child with the support of an adult the child feels comfortable with. Section 3 is to be completed by the parent/guardian(s) of the child, with support from the ECEC educator if required.

There are two methods to complete Sections 2 & 3:

- Method 1: Select **Create New Link** to allow parents/guardians to complete either or both sections online **(preferred option)**

- Method 2: Select **Download PDF form** to download and print a draft statement and template for manual completion and upload.

Method 1: Create New Link (preferred option)

1. Click on **Create New Link** to generate a unique link in the URL column which is valid for 7 days. This link should be shared with the child's parent/guardian.

2. To share the link, select the copy icon to the left of the link. You can then paste this link into a text message or email to the parent/guardian so they can complete their sections.

3. When you share this link with the parent, you should advise them whether you would like them to complete Section 2 or 3, or both sections. Here is some sample text that you may wish to use as a template:

'I have started to write a Transition Learning and Development Statement (TLDS) for your child and would like to seek your input.

The TLDS summarises your child's learning and development and indicates how they can be best supported to continue learning at school.

*I would appreciate if you could please complete **[specify Section 2, 3 or both]** in the next 7 days.*

*You can add your input by clicking on this link: **[paste the unique link here]**. You will need to enter your child's date of birth to gain access.*

This link can be accessed on your mobile device or on your computer. Please ensure that you complete this form in one sitting. Once you submit the sections, I will receive a notification and provide you with a final copy when the TLDS is completed.

Please let me know if you have any questions around this at all and thank you in advance.'

4. You will also see some additional icons in the far left column:

- *The cross icon deactivates the link* – you may wish to use this if you would like to 'close off' access for the parent/guardian.

- *The icon with the person and green arrows refreshes the link* – if you would like to extend the 7 day expiry of the link.

Create Links for Section 2 & 3

Use the create new link function below to generate a unique online link. This can be shared with a parent/guardian for online completion of Section 2 & 3. The link will expire in 7 days and can be refreshed if necessary. Multiple unique links can be generated if multiple submissions are required.

Create New Link

	Parent/Guardian	Section Completed	Profile's URL	Expiry Date	Status
❌🔄			🔗 ...TLDSDigitalSection23?id=a0c0e30d-1dd3-...	30-Jul-19	Open

5. The **Create New Link** function allows you to create multiple links if necessary. For example, you could create two links for parents who are separated but both wish to submit their input. If you were completing Section 2 in your service, you can always create a link for yourself and submit the child's drawing this way.

6. When the family submit their input, the status of the link will change and the 'Section Completed' column will show which sections were submitted. You may choose to deactivate the link by clicking on the cross once the input you are seeking has been received.

If you have any questions around using the Create New Link function, please contact the dedicated Kindergarten IT Program help desk (available weekdays 9.00am-5.00pm) on phone (03) 8664 7001 - Regional Victoria 1800 629 835 or email support@kindergarten.vic.gov.au

Method 2: Download and upload PDF form

There may be situations where families are unable to access the Online TLDS or wish to complete their section manually. The instructions below detail how to download the PDF form that families can fill in and how to upload it to the system.

1. Click on '**Download PDF form'** to create and download a PDF of the Online TLDS which contains all sections of the TLDS you have completed so far.

2. Click 'Create PDF' and the screen will darken while 'Generating PDF form'. Click to open the PDF file.

3. You can then print the PDF document to give a hard copy to the parent/guardian(s) to complete their sections.
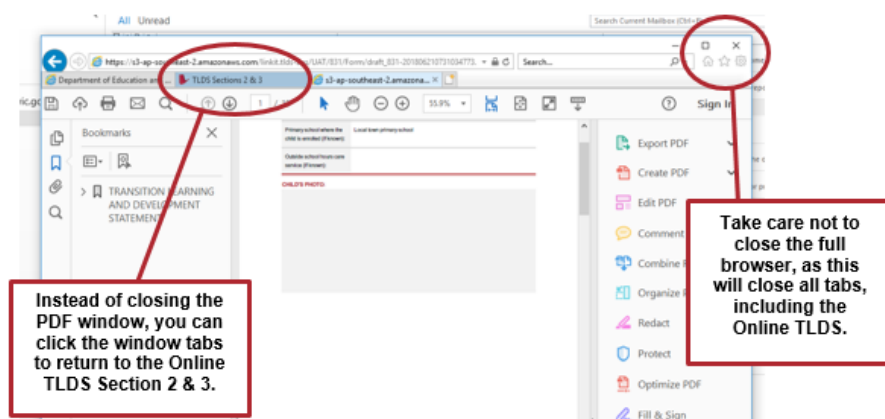
Helpful hints:

- Some parents/guardians may have difficulty with reading and writing English. Refer to the section 3.9 and 3.10 of the Transition Resource Kit for guidance on how to support families who have English as an additional language to complete the Child and Family sections of the Online TLDS.

- If the parent/guardian is not comfortable with any of the information provided and you wish to change anything in Sections 1, 1.1 or 1.2, you can go back to the TLDS Home screen and click the pencil icon next to the child's name to edit the child's Online TLDS.
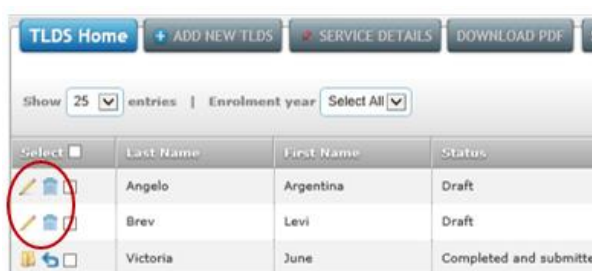

Please note that if you make any changes in Sections 1, 1.1 and 1.2 re-print or resend the updated Online TLDS to give to the parent/guardian.

- You can also delete an Online TLDS at any time (before you submit it) and start again. To delete, click the rubbish bin icon. Remember that all funded kindergarten programs are required to write a TLDS for every child attending school - if a parent has indicated they wish to opt out of the Online TLDS being submitted to the school, the Online TLDS should still be written and a hard copy given to the parent/guardian.

- Take care closing the PDF to ensure you only close the one browser window/tab displaying the PDF. If you close all tabs, it may result in closing the Insight Assessment Platform and you will be required to log in again.

Instead of closing the PDF window, you can click the window tabs to return to the Online TLDS Section 2 & 3.

Take care not to close the full browser, as this will close all tabs, including the Online TLDS.

Uploading completed Sections 2 & 3

1. Once the relevant sections have been completed and returned, scan these sections and save the PDF file to your computer, in an appropriate location. Ensure that you label the PDF file appropriately to ensure that you can accurately identify which child the PDF relates to. It is recommended you use the file naming convention: SURNAME_firstname_DOB

2. Log back into Insight, and navigate to TLDS Manager, TLDS Home screen. Find the child's Online TLDS that you want to upload sections 2 and 3 to. Select the pencil icon next to their name to edit their Online TLDS.
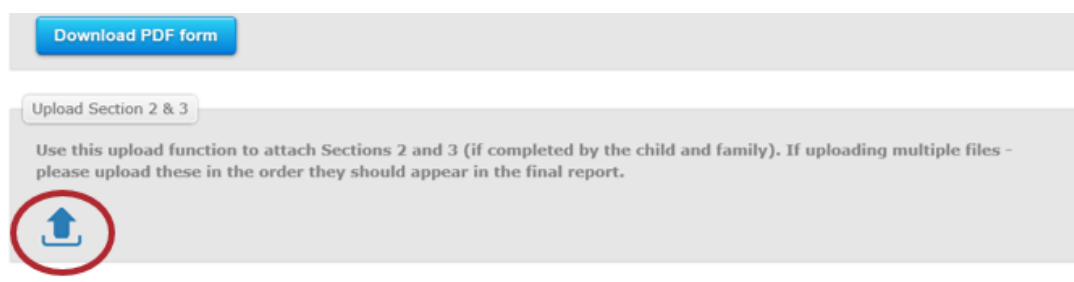
3. Use the top row headings to navigate to Sections 2 & 3 to upload the returned documents.

4. Click the Upload icon. You will then be taken to your computer's file explorer so you can select the relevant PDF file relating to the child. Choose the file and click 'Open'. The name of the file will appear in the window with an option to delete the file if you have accidently uploaded the wrong document. Importantly, click '**Save**' after you have uploaded the file.

5. Select the relevant tick boxes to indicate which of the sections have been completed and uploaded. Uploaded files will appear above the upload icon, so you can view the files you have uploaded. Click the red cross icon next to the file name to delete an incorrectly uploaded file.

6. Please click an appropriate option to show if the family indicated if the child is Aboriginal and/or Torres Strait Islander.

7. Click 'Save and Continue'

Completing and submitting the Online TLDS

1. On this page, you will be required to indicate:

   - Whether the child will be attending a school in Victoria (if known)

   - If the family has been provided with a complete copy of their child's TLDS
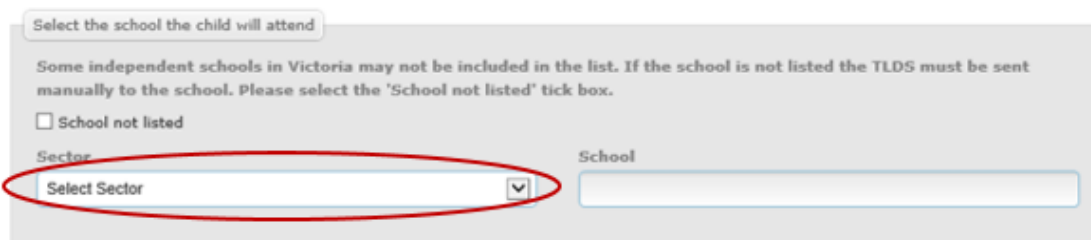
   - If the family is aware that you will be sharing the relevant information with the child's school and OSHC service (if applicable).

You can also indicate here if the family has opted out of sharing the TLDS.

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When the school is a Victorian school

1. In response to the question 'Will the child be attending a school in Victoria?' select 'Yes'.

2. Answer the remaining questions on the page, selecting your answer accurately, as these answers determine the options for TLDS completion.

3. Select the school sector to indicate whether the school is a Government, Catholic or Independent school.
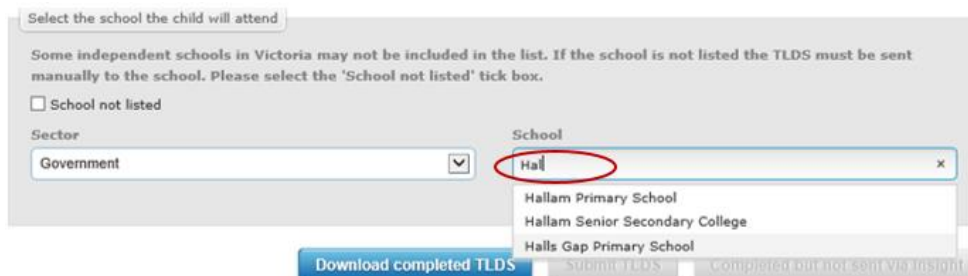

For children attending government schools

1. Select the school from the drop down list. You can either scroll through the list, or start typing the name of the school for the list to reduce. For example, for Halls Gap Primary School, start typing 'Hal' and the list will reduce to show all primary schools starting with Hal, then select 'Halls Gap Primary School' from the list.

2. Once both the 'Sector' and 'School' fields are complete you can print a completed copy of the TLDS to provide to the child's family by selecting the 'Download completed TLDS' button.

3. To submit a copy of the completed Online TLDS to the child's school, select the 'Submit TLDS' button (which will appear blue once all fields are accurately completed – unless the parents have chosen to opt out of sharing the statement).

For children attending Catholic or Independent schools

1. If the school's name does not appear in the drop down list, select the 'School not listed' tick box. This will grey out the 'Submit TLDS' button as the TLDS will need to be submitted to the school manually (as they are not listed as a user of the Insight Assessment Platform).

2. Print two copies of the Online TLDS to provide to the child's family by selecting the 'Download completed TLDS' button, then select the 'Completed but not sent via Insight' button to complete that child's Online TLDS.

When the school is not in Victoria

Please note that the Online TLDS cannot be sent via the Insight Assessment Platform to schools outside of Victoria, therefore the TLDS will need to be submitted to the interstate/international school manually.

1. Select 'No' in response to the question 'Will the child be attending a school in Victoria?'

2. Answer the remaining questions on the page, noting that the section of 'Select the school the child will attend' will be greyed out – as no interstate or international schools are listed.

3. Print a copy of the completed TLDS for the interstate/international school and copies for the child's family by selecting the 'Download completed TLDS' button. You will not be able to 'Submit TLDS' because the TLDS cannot be sent via Insight to an interstate/international school. As such, select the 'Completed but not sent via Insight' button to complete that child's Online TLDS.

When the school is Unknown

1. Select 'Unknown' in response to the question 'Will the child be attending a school in Victoria?'

2. Answer the remaining questions on the page, noting that the section of 'Select the school the child will attend' will be greyed out – as you do not know the school and therefore the school sector for this child's future school.

3. Print two copies of the completed Transition Statement for the child's family by selecting the 'Download completed TLDS' button so the family can provide their child's school with a copy when they have selected a school and can keep a copy for themselves. You can print an additional copy if the child is also attending an OSHC service. You will not be able to 'Submit TLDS' because the TLDS cannot be sent via Insight to an unknown school. As such, select the 'Completed but not sent via Insight' button to complete that child's Online TLDS.

When the parent/guardian has 'opted out' of sharing via the Online TLDS

1. Indicate whether the child is attending a school in Victoria.

2. Click 'yes' or 'no' to indicate whether the family has been made aware that the TLDS **will be shared** with their child's school and OSHC service.

3. Select the checkbox to indicate that the family has **opted out of sharing the TLDS** via Insight with their child's school or OSHC service.

Please note that by selecting the checkbox 'The family has opted out of sharing the Transition Statement with their child's school or OSHC service', the 'Submit TLDS' button automatically disables (greys out) to prevent it being sent via Insight against the parent's wishes. As such, you can only 'Download completed TLDS' or mark it as 'Completed but not sent via Insight'.

4. Print two copies of the completed TLDS for the child's family, one for their own record and one should they later choose to share the TLDS with the child's school or OSHC. Then select the 'Completed but not sent via Insight' button to complete that child's Online TLDS.

Recalling a TLDS

If you determine that you have sent the Online TLDS to the wrong school or the child is now going to a different school, you can recall the TLDS you have submitted to a school.

1. To recall a TLDS, go to the TLDS Home screen (within the TLDS Manager tab) and click on the arrow symbol next to the TLDS you want to recall.

2. A 'Recall Statement' message will then appear with the child's name and you will be required to provide information as to why you wish to recall the TLDS. After providing the information, click the 'Recall' button. A new message will then appear to confirm the TLDS has been recalled.

3. A pencil icon will appear next to the name of the child whose TLDS was recalled, allowing you to edit their TLDS again. You can then continue to edit the TLDS, e.g. change the school name, and submit the TLDS again.

Please note that the receiving school will receive email notification that the TLDS was recalled due to the reason you supplied.

Troubleshooting and tips

HINTS!

Can I exit a Transition Statement without finishing it?

Yes, you can exit a Transition Statement without finishing it at any time. Select the 'Save' button if you do not want to lose any changes you have made. Then click on the 'TLDS Home' tab to return to the home page.

How do I go back into a Transition Statement that I have already started or completed?

Click on the pencil icon next to the child's name on the TLDS Home page.

Pencil = edit
Bin = delete
Or check box for select to download to print

Status of the child's Online TLDS: draft; completed but not submitted; completed and submitted; recalled
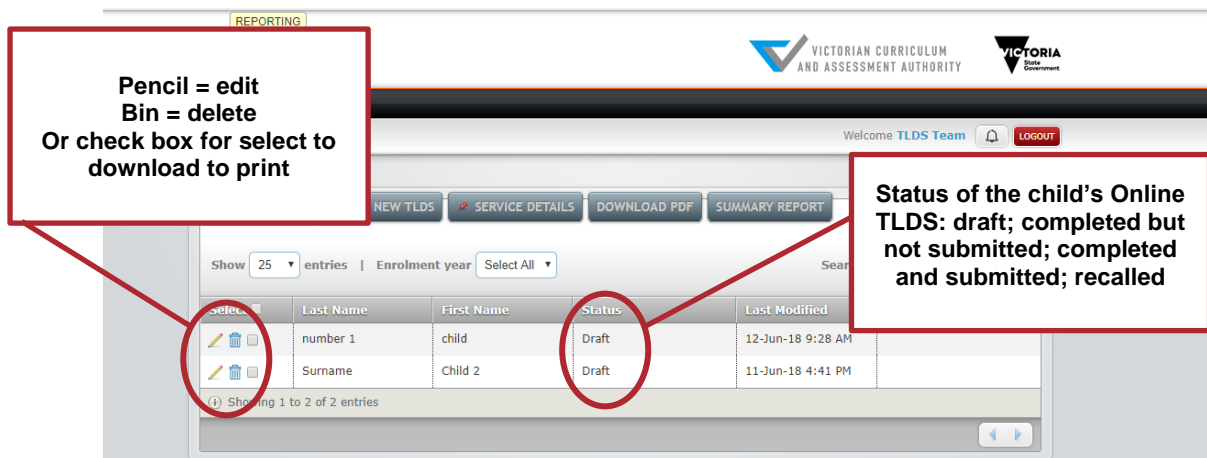
How do I check on the status of a Transition Statement?

The status of all Transition Statements created using the Online TLDS are listed on the 'TLDS Home' page in the 'Status' column.

Tip 1 – Save often

It is a good idea to save often as you are writing the Online TLDS.

The tool is set to 'time out' after approximately 30 minutes if nothing is changed. This means you will be logged off and unsaved work will be lost.

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The 'Save' button is located in the bottom right hand corner of each section (as shown in the image below). Saving often prevents any loss of information if your session times out while writing a TLDS.
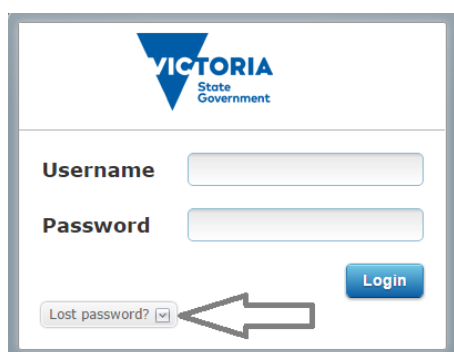
Tip 2 – Forgotten password

You can reset your Online TLDS password if you have forgotten it at any time.

To reset your password, browse to the online TLDS log in page and click on the triangle next to the 'Lost password?' heading.

Enter in your online TLDS username (this is your service ID starts with 'SE') and click on 'Reset Password'. A CAPTCHA screen will appear so you need to click through the 'I'm not a robot' screen in order for the system to send you a private link to reset your password.

A private link will then be sent to your service email address (as listed on the NQAITS system) from which you can reset your password. The link will be valid for one hour.

Please note that if you change the password, you should alert other colleagues in your service who are using the tool to the new password.

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Technical support

A guide to where to get technical support for the Online TLDS is below:

Issue type	Potential solutions	Further assistance
Problems accessing the login screen of the Insight Assessment Platform	• Before starting the online TLDS, close all other software programs on the computer • Ensure that your internet browser meets the minimum version requirements specified on pp.2 of this user guide. • Confirm that operating systems on the devices are up-to-date with the latest patches and that they are virus and spyware free. Check this with your ECEC technician if unsure. • Ensure that software (anti-virus, operating system, etc.) updates are scheduled to run before or after online assessment periods. Check this with your ECEC technician if unsure. • If you still cannot connect to the online TLDS, content filters, firewalls, and proxy servers should be configured to allow traffic using the sites and servers listed above. Check this with your IT support contact.	Funded kindergarten programs can refer to your IT contact or State Library Victoria (SLV) Kindergarten IT Program help desk weekdays 9.00am-5.00pm: phone (03) 8664 7001 - Regional Victoria 1800 629 835 or email support@kindergarten.vic.gov.au
	• The online TLDS server may be offline. Contact the State Library Victoria service desk to see if they are having an issue with their online assessment website.	Contact SLV Kindergarten IT Program helpdesk
Problems with the display of fields within the online TLDS and images that are missing on screen during the online TLDS session	• Disable all pop-up blockers that may prevent content (images, video, audio and special character palettes) from being properly displayed. The steps for this will vary depending on the browser that you are using.	Contact SLV Kindergarten IT Program helpdesk
If the online TLDS session is running slowly	• Sufficient network bandwidth for the online TLDS (along with all other non-online TLDS related Internet traffic) should be determined in advance (and preferably monitored) for all concurrent online TLDS sessions. • If any device(s) that performs traffic shaping, packet prioritisation or quality of service are used at the ECEC service site, the website addresses listed above should be given a high priority to guarantee the highest level of performance.	Contact SLV Kindergarten IT Program helpdesk

Issue Type	Potential solutions	Further Assistance
If you have been able to log into the Online TLDS, but the session keeps dropping out	• The Online TLDS server may be dropping out every now and then. Contact the SLV help desk to see if they are having an issue with the Insight Assessment Platform. • If the problem persists, to help limit network interruptions, session timeouts on proxy servers and other devices should be set to values greater than the average time it takes to write a TLDS. This will help limit network interruptions while using the Online TLDS.	Contact the SLV Kindergarten IT Program helpdesk
Problems with login password or forgotten password	• Check whether other users within your service have changed the password. • If no one has changed the password or the password has been forgotten reset the password.	If the reset password function is not working or if problems persist contact SLV Kindergarten IT Program helpdesk
Unsure of what information should be entered into specific fields within the Online TLDS	• Refer to the Online TLDS User Guide • Refer to Section 6 of the Transition: A Positive Start to School Resource Kit	
The school the child will be attending next year does not appear in the drop down list.	• Select the 'School is not listed' box. If the school is an independent or catholic school, it may not be on the list- in this case print out a copy of the TLDS so it can be manually or emailed to the school and select the 'Completed but not sent via Insight' option. • If the school is a Victorian Government School and is not on the list, check the name of the school, spelling of the school name. If problems persist please report the details to support@kindergarten.vic.gov.au	
Can I change the format of the TLDS?	• Changes cannot be made to the format of the Transition statement.	

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