



USER GUIDE:

VOCEDplus products and services

About this guide

The aim of this guide is to provide an overview of some of the VOCEDplus products and services. This guide covers:

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Special collections

The [Special collections](#) have been compiled by the VOCEDplus team to allow users to quickly access sets of related items from the VOCEDplus database:

[Key research and policy by region](#)

These collections are important tertiary education and training policy and research documents from various regions around the world.

[Program based collections](#)

These collections provide access to publications and resources from a number of current and historical VET and workforce development programs.

[Organisation based collections](#)

These collections feature publications of organisations that have either historical significance or have contributed a substantial body of work to the VET sector.

[VET/HE pathways](#)

This collection provides access to documents that focus on transition pathways between VET and higher education.

[Thesis collection](#)


This collection contains theses relating to the tertiary education sector, organised by topic.


[Key conferences](#)

This collection provides access to papers and presentations from past key VET conferences and links to current conferences.


'**Special collections**' can be accessed from the '**Quick links**' section on the home page, and from the '**Resources**' menu heading:



 **VOCEDplus**
NCVER's international tertiary education research database

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Special collections

These special collections have been compiled by the VOCEDplus team to allow users to quickly access sets of related items from the VOCEDplus database. Some items may appear in more than one collection.

VOCEDplus plays a key role in the archiving and preservation of vocational education and training (VET) research. Historical collections of print publications

Focus on... Resources

Glossary of VET

Pod Network


Special collections

Statistical Resources

Timelines

VET Knowledge Bank

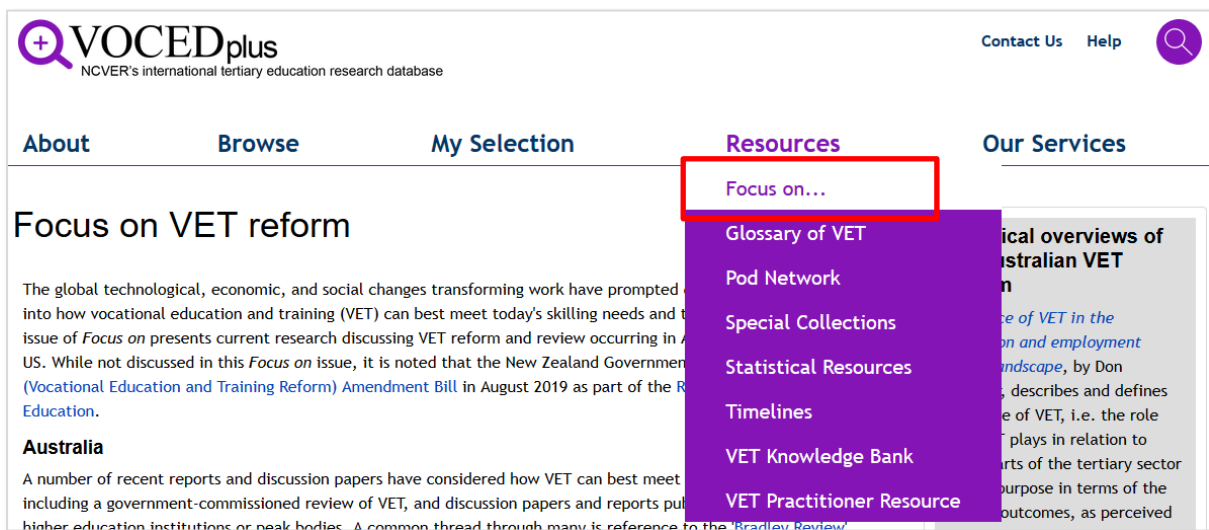
VET Practitioner Resource



Good to know: Some items may appear in more than one collection. Some collections are 'active' and are periodically updated and others are 'archived', where the organisation or program is no longer active, so the collection is finite.

Focus on...

The [Focus on...](#) page provides information, research and resources on topical issues in VET. Published twice a year, 'Focus on' topics have included *Soft skills, employability and education, Regional skilling, Digital disruption, Higher apprenticeships*, and *Skilling our future workers*. The 'Focus on' pages can be accessed from the '**Quick links**' section on the home page, and from the '**Resources**' menu heading.



Good to know: 'Focus on' pages do not get updated once they've been published. The publication date appears at the bottom of each 'Focus on' page.

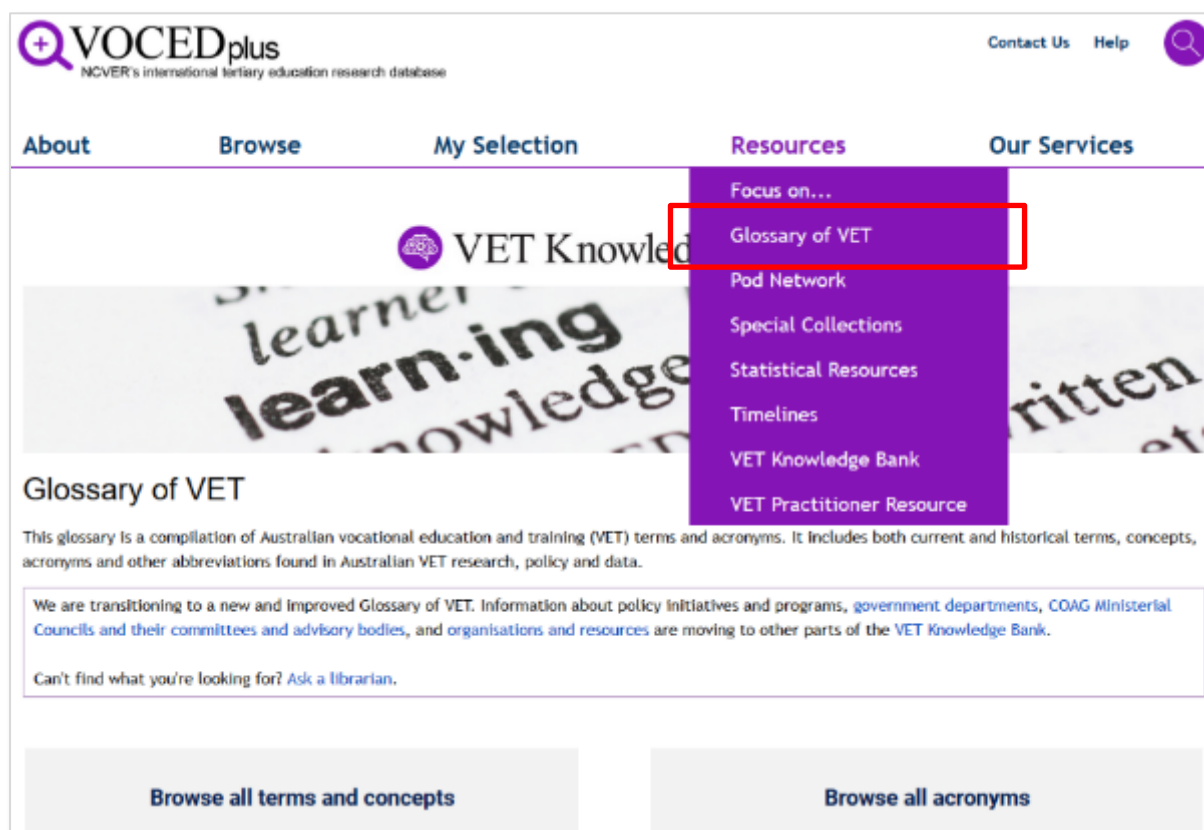
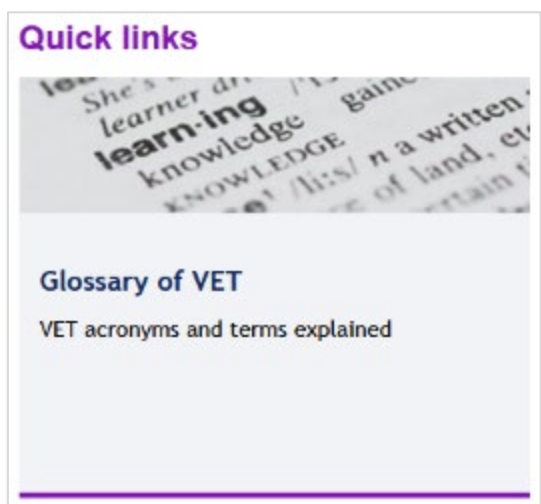
The [Glossary of VET](#) is a compilation of both historical and current terms and acronyms used in Australian vocational education and training.

- **'Browse all terms and concepts'** provides an alphabetical listing of all terms and concepts on a single page. Each entry opens anew page that provides an explanation of the term or concept.
- **'Browse all acronyms'** provides an alphabetical listing of all acronyms and other abbreviations on a single page with an explanation of what the abbreviation stands for under it. Links to additional information may also be provided.

User guide: VOCEDplus products and services: v.2 July 2020

Good to know: The Glossary can also be downloaded as a Word or PDF file.

The Glossary can be accessed from the '**Quick links**' section on the home page, and from the '**Resources**' menu heading. It is also available from the [VET Knowledge Bank](#).

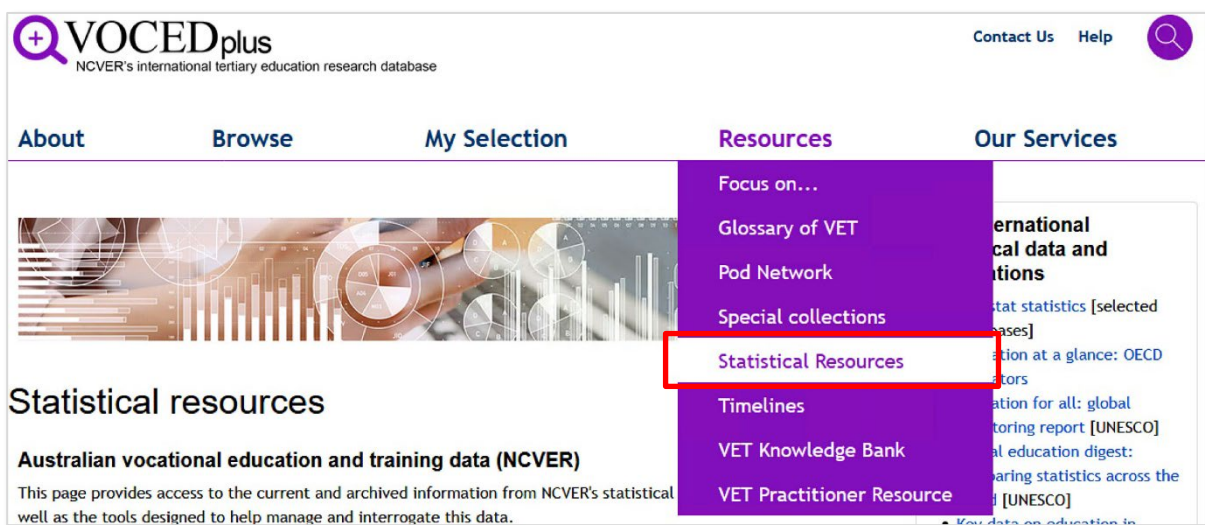


Good to know: You can use the browser's Find function [**Ctrl + F**] to search for terms or acronyms on the page.

Statistical resources


The [Statistical resources](#) page provides access to the current and archived information from NCVER's statistical collections and surveys, as well as the tools designed to help manage and interrogate this data. The statistical collections include Apprentices and trainees, Students and courses, VET finance and funding, and VET in schools. The surveys include the Employer's use and views of the VET system, LSAY, and Student outcomes. Data tools and visualisations include AVETMISS and VOCSTATS.

The Statistical resource page can be accessed from the '**Quick links**' section on the home page, and from the '**Resources**' menu heading.



VOCEDplus Highlights

[VOCEDplus Highlights](#) presents an edited selection from the latest additions to the VOCEDplus database. Its aim is to highlight some of the issues appearing in tertiary education research internationally.

 **VOCEDplus HIGHLIGHTS**
NCVER's international tertiary education research database

A snapshot of a selection of items added to VOCEDplus

JUNE 2019


The [full list](#) of new additions to VOCEDplus is available at www.voced.edu.au

In England's highly developed industrial society, tertiary education serves a range of economic and social purposes and the age of 18 is something of a watershed for the way in which people are educated

The Augar Review of post-18 education and funding in England
Independent panel report to the review of post-18 education and funding / Post-18 Education and Funding Review Panel.
London England: Department of Education, 2019. 210 pages + 6 supporting documents.

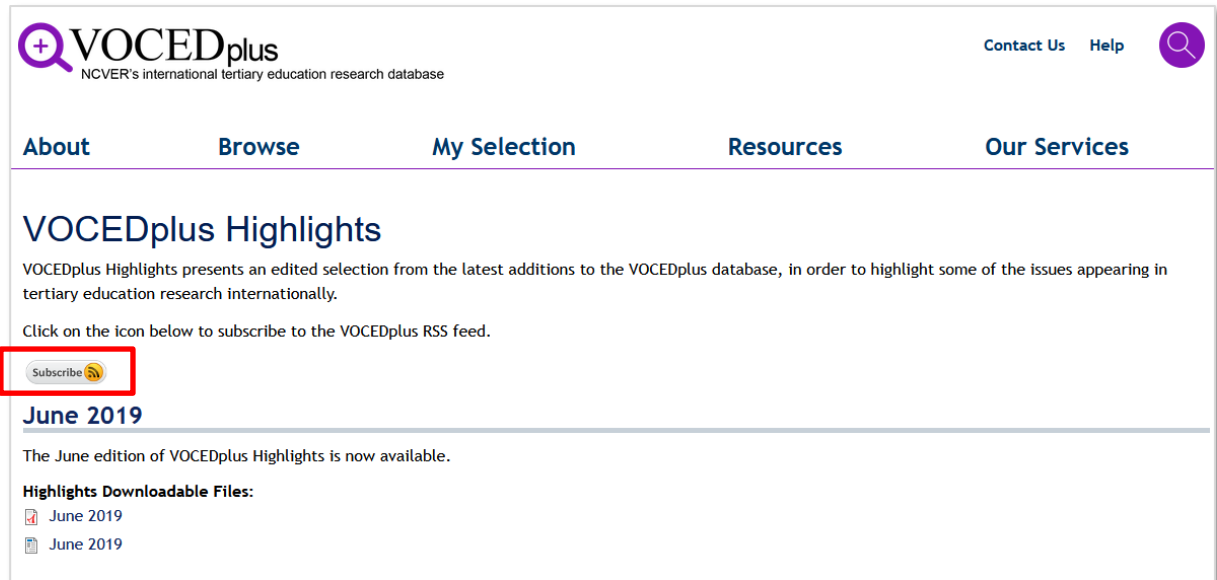
The Augar Review of post-18 (or 'tertiary') education in England was announced in February 2018 and is the first since the Robbins report in 1963 to consider both parts of tertiary education, further education (FE) and higher education (HE), together. It considers the roles both should play in

VOCEDplus Highlights can be accessed from the '**Stay informed**' page link in the '**Quick links**' section on the home page:



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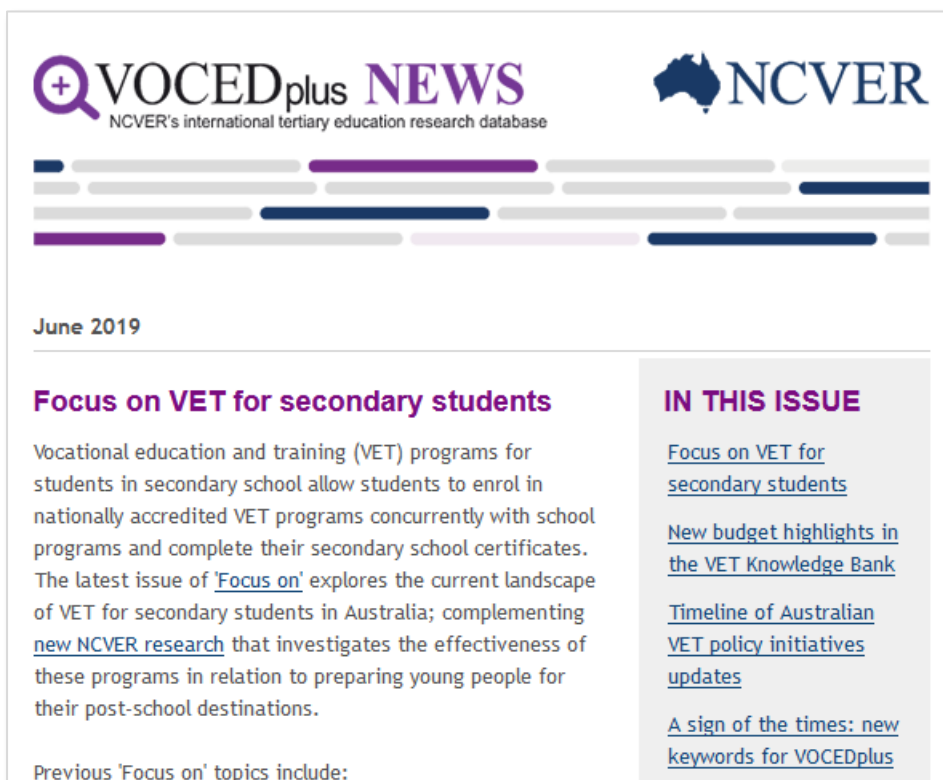
You can also subscribe to *VOCEDplus Highlights* via an RSS feed by using the 'Subscribe' button on the [VOCEDplus Highlights](#) page:



For further information on how to subscribe to this feed, follow the instructions provided in the section on RSS feeds in the '[VOCEDplus search results](#)' user guide.

VOCEDplus News

[VOCEDplus News](#) is a free quarterly newsletter that provides the latest news and information about VOCEDplus.



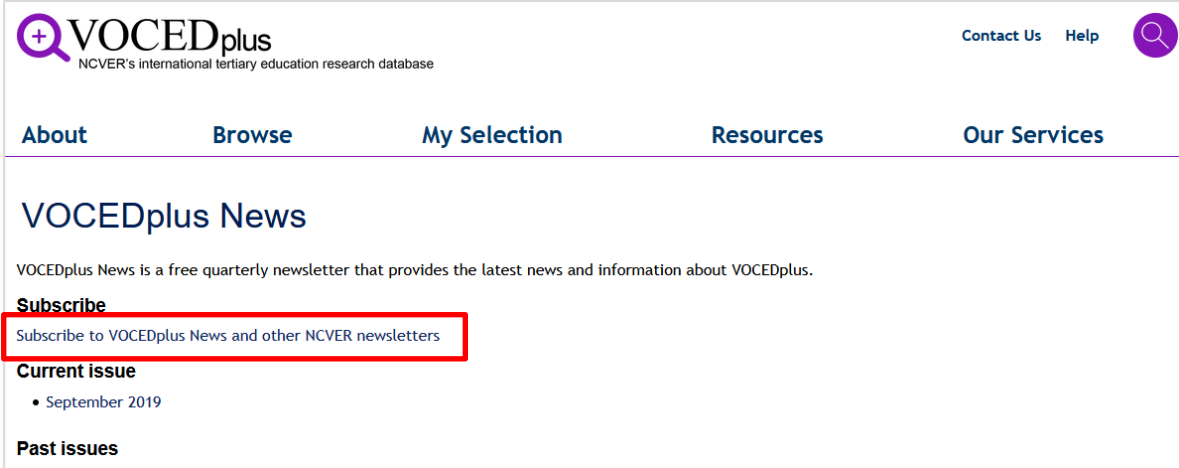
VOCEDplus News can be accessed from the 'Stay informed' page link in the 'Quick links' section on the home page.



Stay informed

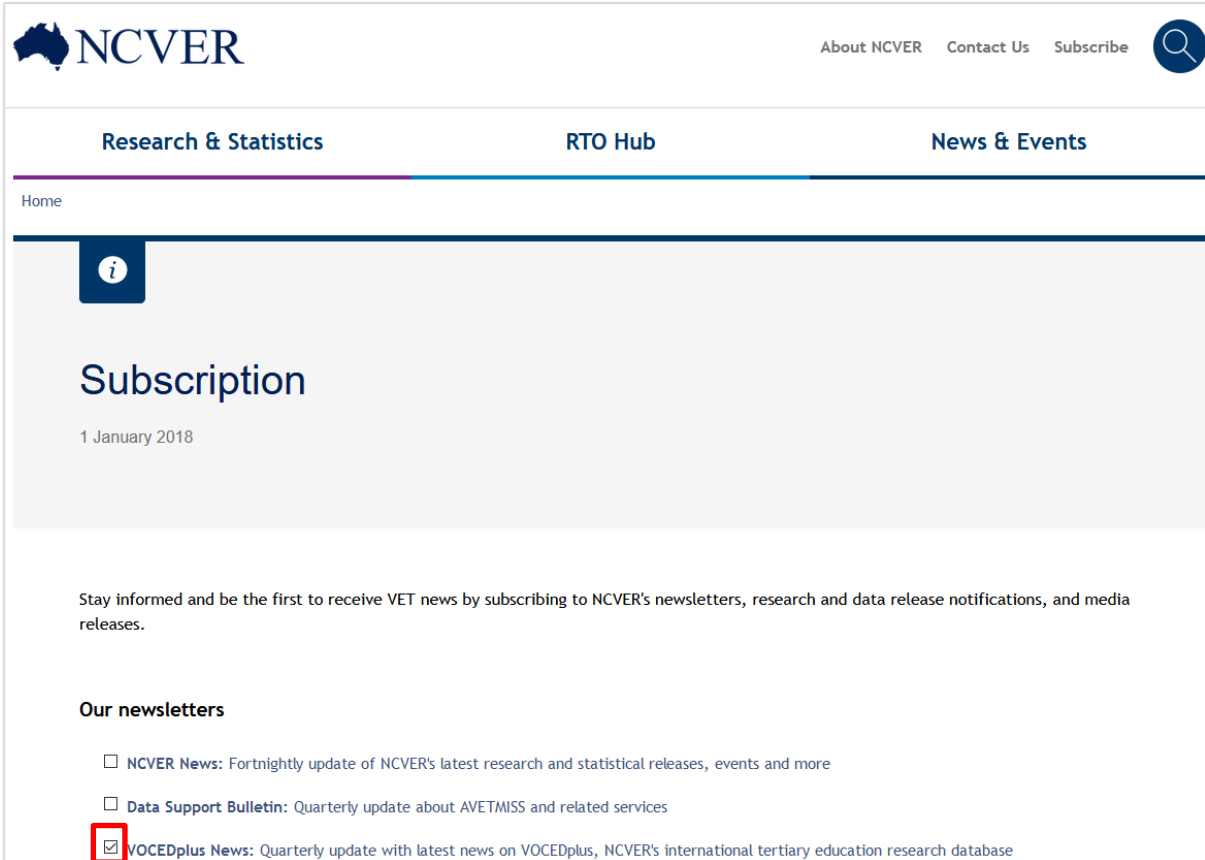
Subscribe to our newsletters and follow us on Twitter.

You can also subscribe to *VOCEDplus News* by selecting the '**Subscribe to VOCEDplus News and other NCVER newsletters**' link on the [VOCEDplus News](#) page:



The screenshot shows the VOCEDplus website header with navigation links: About, Browse, My Selection, Resources, and Our Services. The main content area is titled 'VOCEDplus News' and describes it as a free quarterly newsletter. A red box highlights the 'Subscribe' section, which contains the text 'Subscribe to VOCEDplus News and other NCVER newsletters'. Below this, the 'Current issue' is listed as 'September 2019', and there is a link for 'Past issues'.

Select '**VOCEDplus News**' and complete the form on the NCVER '**Subscription**' page:



The screenshot shows the NCVER website header with navigation links: About NCVER, Contact Us, and Subscribe. The main content area is titled 'Subscription' and includes the date '1 January 2018'. Below the title, there is a section 'Our newsletters' with three checkboxes. The first checkbox is for 'NCVER News: Fortnightly update of NCVER's latest research and statistical releases, events and more'. The second checkbox is for 'Data Support Bulletin: Quarterly update about AVETMISS and related services'. The third checkbox, which is checked and highlighted with a red box, is for 'VOCEDplus News: Quarterly update with latest news on VOCEDplus, NCVER's international tertiary education research database'.

Document delivery service

The document delivery service is a method of obtaining the full-text of an item held in the VOCEDplus collection but not available electronically. This may consist of receiving a copy of an article or paper by email or for loans of physical items (i.e. items that cannot be supplied in digital format). For some loan requests, users may be advised to contact their local library to request an interlibrary loan from NCVER. See the [Conditions of Use](#) page for more information on document delivery.

Good to know: you can search Trove (for Australian libraries) or WorldCat (catalogues of libraries from all over the world) to see if a copy is available in a library near you:

- <https://trove.nla.gov.au/>
- <https://www.worldcat.org/>

By clicking on the '**Request from NCVER**' link on an item record, you simply need to complete the online form which has already been pre-populated with the item's details. Our staff will endeavour to action your request within five working days. The first 10 items requested per week are free. For more information about completing a document delivery request form, view the '[VOCEDplus search results](#)' user guide.

Teaching soft skills employers need



Permanent URL for this page: <http://hdl.voced.edu.au/10707/303806>.

[Back to search results](#)

[New Search](#)

[Get Citation](#)

Author: Ellis, Maureen; Kisling, Eric; Hackworth, Robbie G.

Abstract:

This study identifies the soft skills community colleges teach in an office technology course and determines whether the skills taught are congruent with the soft skills employers require in today's entry-level office work. A qualitative content analysis of a community college office technology soft skills course was performed using 23 soft skills employers require for entry-level office work. Nine of the 16 colleges in the South Carolina Technical College System were teaching an office technology soft skills course in 2007-2008, and they provided course content for analysis. Data... [\[+\] Show more](#)

Subjects: Providers of education and training; Skills and knowledge; Employment; Outcomes

Keywords: Community college; Generic skills; Job skill; Employers; Employability; Entry into working life; Relevance of education and training; Skill needs

Geographic subjects: United States; North America

Published: Philadelphia, Pennsylvania: Taylor and Francis, 2014

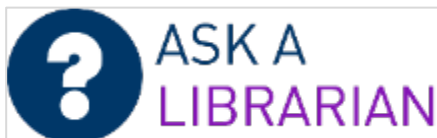
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For complex research assistance, the VOCEDplus team also offer a range of [fee-based services](#) drawing on the expertise of the NCVER Knowledge Management branch members. These range from foundation-level services, including literature searches and citation analysis through to advanced- and customised-level services such as research reviews and topic reading lists. For more information, visit our [Ask a Librarian Research Services](#) page (located in the '**Our services**' menu heading):

