About this guide

The aim of this guide is to provide information about and guidance in working with VOCEDplus search results. It covers:

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Search results

The search results page displays:

1. Records in brief
2. Details of your current search
3. ‘Sort by’ options
4. ‘Filter by’ options.
1. Records in brief

Reforming support services for the Australian Apprenticeships system

The Australian Apprenticeships system makes a significant contribution to the skills needs of the Australian... [+] Show more

Corporate author: Australia. Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education (DIICCSRTE)

Date: 2013

Geographic subjects: Australia; Oceania

Resource type: Discussion paper

Subjects: Vocational education and training; Apprenticeship; Governance

Add to My Selection

Each record displays:

- the title which is hyperlinked to the full record
- the first line of the abstract with a ‘[+] Show more’ link to see the complete abstract
- selected fields including the authors, date published and subjects
- the ‘Add to My Selection’ tool which allows you to add selected items to the ‘My Selection’ page.

2. Current search details

Current search

Search found 405 items
- All Fields: ("australian apprentices")

The ‘Current search’ box displays:

- the number of items retrieved by the search
- the search term(s) used.
3. ‘Sort by’ options

The ‘Sort by’ box allows search results to be sorted by:
- relevance (default); title; publication date; and author (clicking twice on the title, publication date, or author options sorts items in reverse).

4. ‘Filter by’ options

The ‘Filter by’ boxes allow search results to be narrowed to retrieve very specific items. Search results can be filtered by:
- authors, subjects, keywords, geographic subjects, resource type, peer reviewed, and date
- Each filter type displays up to five terms. These are the top five terms within the search results. A maximum of 20 terms can be viewed by clicking the 'Show more' link in each filter box.

- The number in brackets against each term indicates the number of items that will be retrieved if the search is filtered by that term.
Example

1. The initial search for “australian apprentices” retrieved 405 items. To narrow the search to include only policy documents, click on ‘Policy document’ in the Resource Type filter. The search now retrieves 14 items:

   ![Search Results](image)

2. To remove a filter, simply click on (-) next to the term in the ‘Current search’ box.

5. Modifying searches

Once a filter has been applied to the search results, options to search and filter using additional search terms and operators while retaining current filters and/or searches become available:
Example

1. Following on from the example above of ‘filtering’ the search term “australian apprentices” by the ‘policy document’ resource type filter, narrow the search further to only include items relating to reform, by adding “reform” as a search term, checking the ‘Retain current filters’ and ‘Retain search terms’ boxes, selecting the ‘AND’ operator and selecting ‘Search’. The search now retrieves 11 items.

**Tip:** If your search returns too few items, try broadening the search by removing any date limits, adding alternative search terms, or searching in ‘all fields’.
Full record

The full record provides detailed information about the item, including links to the full text or information about accessing the full text.
1. Share tool

Use the **Share** tool to bookmark or share the VOCEDplus record by email or through one of the social networking sites such as LinkedIn, Facebook or Twitter.

2. Get citation button

Click on the **Get Citation** button to access the citation tool. The citation tool allows you to download or email the citation, the full record or an EndNote tagged format of the record.

(See below for more information about the citation tool).
3. Access item

Information about accessing the full text of the item is provided under the ‘Access item’ label. This may be a link to the document, a link to the publisher’s website where the item may be purchased, or a link to a form to request the item from NCVER (see below for more information about accessing full text items).

4. QR code for the full text

Scan this QR code to save the record on to your mobile device.

5. ‘Add to My Selection’ link

Click on ‘Add to My Selection’ to add the record to the ‘My Selection’ page. The ‘My Selection’ page allows you to email selected titles or to use the citation tool to generate a reference list and/or to save (email/download) details of selected items in either full record or EndNote tagged formats (see below for more information about the selection tool).
Accessing the full text

There are up to four options for accessing the full text of documents:

1. If the item is **freely available online**, a link to the document is provided. This may be to the direct download of the document or a link to the landing page from which the item can be downloaded:


   **Good to know**: If you come across a broken link or have difficulties accessing the full text, please contact the VOCEDplus team at [voced@ncver.edu.au](mailto:voced@ncver.edu.au). We may be able to provide you with a copy of the document.
2. **Item file(s)** tables are displayed for items that are available in the repository at the bottom of the full record page. Access to the item is provided by two methods: downloading of the full text file and downloading it to a mobile device through the use of a QR code:

   ![QR Code]

3. The ‘Request from NCVER’ link on the full record opens the Document delivery form. Older items and articles from subscription-based journals are not available online. You can request a copy of the item using our document delivery service. We provide electronic copies of items where we are able to do so without breaching copyright. We also provide loans of items within Australia, but you may be asked to contact your local or institutional library to arrange an inter-library loan; exceptions may be negotiated if necessary.

   Click on the ‘Request from NCVER’ link to access the document delivery form requesting a copy of the item.

   ![Request from NCVER]

   You must enter your personal information in all fields marked with a red asterisk (*) on the **Document delivery** form:
The ‘Details of item being requested’ section will be pre-filled when the Document delivery form is accessed through the ‘Request from NCVER’ link on the full record:
Before submitting a request, you must read and check the Declaration box regarding copyright conditions:

When submitting a request for a copy, the following conditions must be satisfied under Section 49 of the Australian Copyright Act (1968):
1. The copy must be used for the purpose of research or study and must not be used for any other purpose.
2. You must not have previously been supplied with a copy of the same article/other work - or the same part of the article or other work, by an authorised officer of the library.
3. The Australian Copyright Act allows the copying of a reasonable portion from a book or a periodical. In practical terms, this means that it is prohibited to copy more than one article from the same issue of a periodical, unless the articles are for the same research or course of study. Similarly, it is not permitted to copy more than one article, or 10 per cent (whichever is greater) from a book.

Declaration *
☐ I declare that I require a copy for the purpose of research and study and I will not use it for any other purpose, and I have not previously been supplied with a copy of the same material by NCVER.

Good to know: The document delivery service is free for up to 10 items per week.

4. Access to the item is through a request to purchase from the publisher or alternative source.
My Selection tool

The ‘My Selection’ tool allows you to add records from one or more searches and display them on one page where you can either email the list of hyperlinked titles or use the citation tool to email or download a formatted reference list, the full records of the selected items, or an EndNote tagged format.

Click on ‘Remove from My Selection’ against an item to remove that item from your ‘My selection’ page:

Good to know: Depending on how cookies are set on your browser, items added to ‘My Selection’ may be session based (therefore deleted once a session is finished) or retained until the cookies are deleted.
Get Citation tool

The ‘Get Citation’ tool is accessible from (1) the full record and (2) ‘My Selection’ pages:

1. You can create an individual reference from the full record page or a reference list from the ‘My Selection’ page.

When you click on ‘Get Citation’, the pop-up box displays:

1. citation format options: Citation only, Full record or EndNote
2. document format options: Plain Text, Rich Text or MS Word
3. citation style options: NCVER Author-Date, Chicago or (Modern Language Association) MLA
4. citation delivery options: email or download.
Citation only

Click on ‘Get Citation’ then select **Citation only**, select the citation style desired (NCVER Author-Date, Chicago or MLA), and then select the format option: Rich Text and MS Word will both default to open with Microsoft Word, while Plain text will default to open in Notepad or similar plain text software. Click on ‘Download’ to either open or save the file. Or if you wish to email the citation instead of downloading it, enter the email address and then click on ‘Send Email’:

![Image of citation options]

**Note:** if you don’t receive an email you may have entered your email address incorrectly.
Full record

The Full record option allows you to download or email the full record either as Plain Text or MS Word:

EndNote

This option provides a tagged format of all selected records to enable them to be imported into EndNote. The EndNote citations can either be emailed or downloaded:

Good to know: You can import references directly into your EndNote library from the VOCEDplus if you have your EndNote library open when you Download in EndNote format.
RSS feeds

The VOCEDplus website offers RSS feeds for **New titles** and **VOCEDplus highlights** via the RSS feed ‘subscribe’ icon:

You can also create customised RSS feeds from your searches to find out when new items relating to your search are added to VOCEDplus:

**Creating a customised RSS feed**

This example shows you how to create an RSS feed from a search using Microsoft Outlook.

1. Type in your search: e.g. "soft skills" and press Enter

2. On the search results page, right click on the **subscribe** button and copy the URL:
3. In Outlook, right-click on the **RSS Feeds** folder and choose **Add a New RSS Feed**. In the ‘**New RSS Feed**’ dialog box, paste the copied URL of the RSS Feed and click **Add**:  

4. Click on **Yes** at the ‘**Add the RSS Feed to Outlook?**’ Box:  

5. Rename the new RSS feed folder (now sitting underneath the main RSS Feeds folder) by right clicking on it and choosing **Rename Folder**.