



USER GUIDE:

VOCEDplus search results

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.

The screenshot shows the VOCEDplus search results page. The page layout includes a top navigation bar with links for 'About', 'Browse', 'My Selection', 'Resources', and 'Our Services'. The main content area is divided into several sections:

- Filter by authors:** A list of authors and their associated record counts, such as 'National Centre for Vocational Education Research (NCVER) (37)' and 'Australia. Department of Education, Employment and Workplace Relations (DEEWR) (22)'. A red callout '4' points to this section.
- Search Results:** The central area displaying search results. It includes a search bar, a 'Search' button, and a 'Current search' summary. A red callout '2' points to the 'Current search' summary, which states 'Search found 405 items' and 'All Fields: ("australian apprentices")'. A red callout '3' points to the 'Sort by' options, which include 'Relevancy', 'Title', 'Publication Date', and 'Author'.
- Records in brief:** A list of search results, each with a title, a brief description, and metadata. The first result is 'Reforming support services for the Australian Apprenticeships system'. A red callout '1' points to the first record in this list.
- Filter by subjects:** A list of subjects and their associated record counts, such as 'Vocational education and training (208)' and 'Apprenticeship (169)'.
- Filter by keywords:** A list of keywords and their associated record counts, such as 'Education and training system (74)' and 'Apprentice (71)'.

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

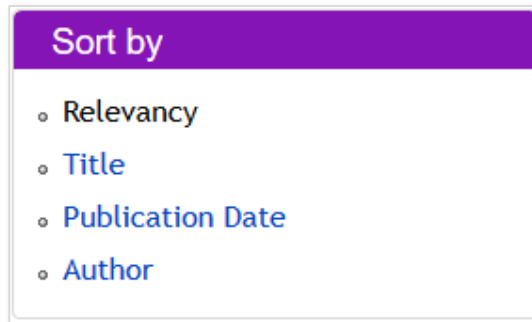
Search found 405 items

- 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



By default, items on the search results page are displayed in order of relevance. The 'Sort by' box also allows search results to be sorted by:

- 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.

Filter by subjects:

- Vocational education and training (208)
- Apprenticeship (169)
- Employment (151)
- Skills and knowledge (145)
- Governance (132)

[Show more](#)

Filter by subjects:

- Vocational education and training (208)
- Apprenticeship (169)
- Employment (151)
- Skills and knowledge (145)
- Governance (132)
- Outcomes (112)
- Industry (111)
- Research (111)
- Participation (101)
- Policy (100)
- Workforce development (100)
- Providers of education and training (88)
- Teaching and learning (81)
- Labour market (73)
- Traineeship (64)
- Finance (62)
- Youth (61)
- Statistics (48)
- Performance (44)
- Higher education (37)

[Show fewer](#)

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:

<p>Current search</p> <p>Search found 405 items</p> <ul style="list-style-type: none"> ◦ All Fields:("australian apprentices") 	<p>Filter by resource type:</p> <ul style="list-style-type: none"> ◦ Report (211) ◦ Conference (35) ◦ Annual report (29) ◦ Guide (25) ◦ Paper (16) ◦ Discussion paper (14) ◦ Policy document (14) 	<p>Current search</p> <p>Search found 14 items</p> <ul style="list-style-type: none"> ◦ All Fields:("australian apprentices") ◦ (-) Policy document
--	--	---

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:

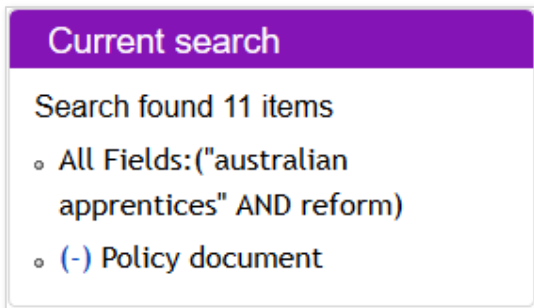
The screenshot shows the VOCEDplus search results page. The top navigation bar includes 'About', 'Browse', 'My Selection', 'Resources', and 'Our Services'. The main content area is titled 'Search Results' and features a search bar with the text 'Enter search terms'. Below the search bar, there are two checkboxes: 'Retain current filters' and 'Retain search terms', both of which are highlighted with red boxes. To the left of the search bar, there is a 'Filter by authors:' section with a list of authors and their item counts. To the right, there is a 'Current search' section showing the search criteria and the number of items found. Below the search bar, there is a 'Sort by' section with options like 'Relevancy', 'Title', 'Publication Date', and 'Author'. The bottom of the page shows a list of search results, including a snippet about 'ACT annual vocational education and training priorities 2010'.

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.



The screenshot shows the 'Search Results' page. On the left, there is a search bar with 'reform' entered, a 'Search' button, and two checked checkboxes: 'Retain current filters' and 'Retain search terms'. Below these is a dropdown menu for 'Select the operator' with 'AND' selected. To the right, there are two panels: 'Current search' and 'Sort by'. The 'Current search' panel shows 'Search found 14 items' and a list of filters: 'All Fields:("australian apprentices")' and '(-) Policy document'. The 'Sort by' panel shows options: 'Relevancy', 'Title', 'Publication Date', and 'Author'. At the bottom, there are pagination controls showing '1', '2', 'next', and 'last'.





This panel shows the 'Current search' results. It states 'Search found 11 items' and lists the filters: 'All Fields:("australian apprentices" AND reform)' and '(-) Policy document'.

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.


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1 Industry innovation and competitiveness agenda: an action plan for a stronger Australia

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2 Permanent URL for this page: <http://hdl.voced.edu.au/10707/432502>

[Back to search results](#)
[New Search](#)
[Get Citation](#)

Corporate author:
[Australia, Department of the Prime Minister and Cabinet](#)

Abstract:
The increasing economic strength of Asia and growing integration of the global economy present great opportunities for Australia. Asia is driving huge demand for a diverse range of goods and services. At the same time, new markets are being created and many services once only delivered locally are now regularly imported or exported, as trade barriers fall and technology improves. The Government's vision is of a nimble economy, capitalising on Australia's strengths. It includes businesses and workers equipped with the skills and incentives to adapt to changing economic conditions and able... [\[+\] Show more](#)

Subjects: [Skills and knowledge](#); [Workforce development](#); [Economics](#); [Labour market](#); [Innovation](#); [Industry](#); [Governance](#); [Policy](#)

Keywords: [Economic growth](#); [Skill needs](#); [Education and training system](#); [Education and training reform](#); [Competition](#)

Geographic subjects: [Australia](#); [Oceania](#)

3 **Published:** Canberra, Australian Capital Territory: Commonwealth of Australia, 2014

Physical description: xx, 108 p.

Access item:
<https://www.pmc.gov.au/resource-centre/domestic-policy/industry-innovation-and-competitiveness-agenda-report-action-plan-stronger-australia>


ISBN: 9781922098801 (print); 9781922098818 (PDF); 9781922098825 (Word)

Resource type: Policy document


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4 **Call number:** TD/TNC 128.718

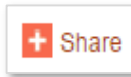
[Hide Extra Info](#)



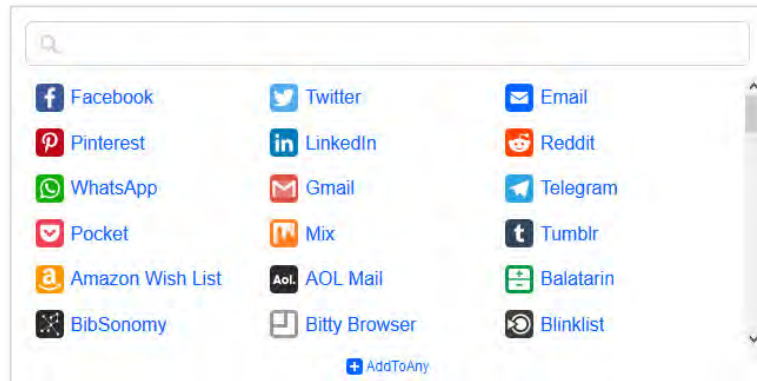
5 [Add to My Selection](#)



1. Share tool



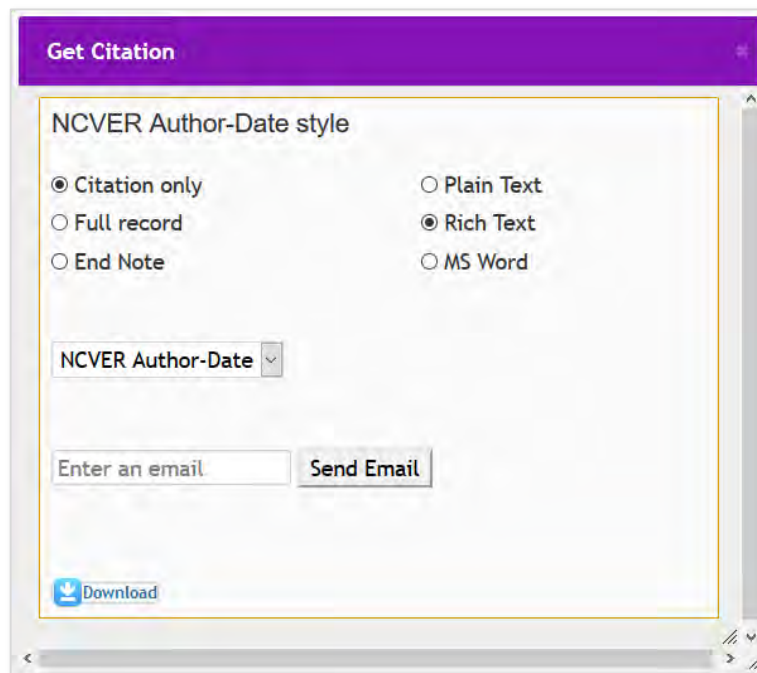
Use the **Share** tool to bookmark or share the VOCEDplus record by email or through one of the social networking sites such as LinkedIn, Facebook or Twitter.





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](#)).

<p>3. Access item</p> <p>Access item:</p>	<p>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).</p>
<p>4. QR code for the full text</p> 	<p>Scan this QR code to save the record on to your mobile device.</p>
<p>5. 'Add to My Selection' link</p> <p></p>	<p>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).</p>

Accessing the full text

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

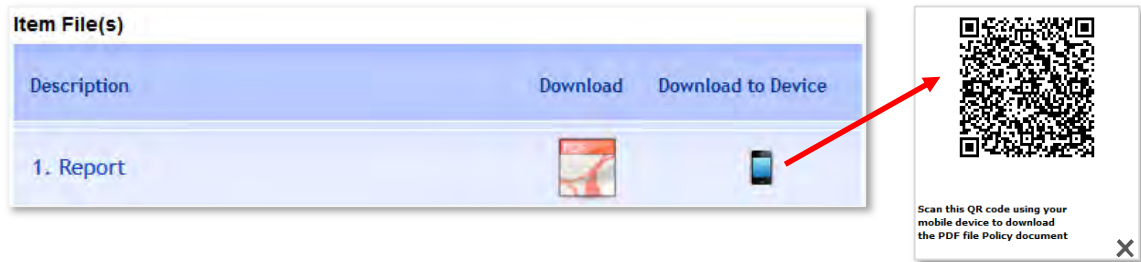
1. If the item is **freely available online**, a link to the document is provided. This may be to the direct download of the document or a link to the landing page from which the item can be downloaded:



The screenshot shows the VOCEDplus search results page for the document 'Industry innovation and competitiveness agenda: an action plan for a stronger Australia'. The page includes the VOCEDplus logo, navigation links (About, Browse, My Selection, Resources, Our Services), and a search bar. The document title is prominently displayed. Below the title, there is a 'Share' button and a 'Printer-friendly version' link. The permanent URL for the page is provided: <http://hdl.voced.edu.au/10707/432502>. There are three buttons: 'Back to search results', 'New Search', and 'Get Citation'. The 'Corporate author' is listed as 'Australia. Department of the Prime Minister and Cabinet'. The 'Abstract' section provides a summary of the document's content. The 'Subjects' and 'Keywords' are listed. The 'Geographic subjects' are 'Australia' and 'Oceania'. The 'Published' date is 'Canberra, Australian Capital Territory: Commonwealth of Australia, 2014'. The 'Physical description' is 'xx, 108 p.'. The 'Access item' section is highlighted with a red box and contains the URL: <https://www.pmc.gov.au/resource-centre/domestic-policy/industry-innovation-and-competitiveness-agenda-report-action-plan-stronger-australia>.

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. 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:





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.

Access item:
[Request Item from NCVER](#)


You must enter your personal information in all fields marked with a red asterisk (*) on the **Document delivery** form:

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The following conditions of use apply:

- NCVER will respond to your request within five working days
- an individual may request a maximum of 10 items per week, where a week constitutes the seven days from Sunday to Saturday
- requests exceeding the maximum limit per week will be charged at \$5 per item in keeping with NCVER's [Services and charges: data and library information](#)
- clients will be contacted prior to requests being actioned if their request will incur charges
- for loans of physical items (i.e. items that cannot be supplied in digital format), users will be advised to contact their local library to request an interlibrary loan from NCVER; exceptions may be negotiated if necessary
- no loans of physical items will be provided to non-Australian locations - users outside Australia are advised to check [WorldCat](#) for holdings in their local libraries.

Personal Information

[Collecting personal information - Privacy notice](#)

First Name *

Family Name *

Organisation *

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:

Details of item being requested

Call number

Title

Author(s)

Source

Special instructions

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**.

Access item:

[Request Item from NCVER](#)

[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.

The differences between hard and soft skills and their relative impact on training transfer

Most research and conceptualizing of training transfer assumes that the content of the training is irrelevant in... [\[+\] Show more](#)

Authors: [Laker, Dennis R.](#); [Powell, Jimmy L.](#)

Date: 2011

Resource type: Article

Subjects: [Skills and knowledge](#); [Teaching and learning](#)

Journal title: [Human resource development quarterly](#)

[★ Add to My Selection](#)

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TITLE	Remove item(s)
Sharp focus on soft skills: a case study of Malaysian university students' educational expectations	Remove from My Selection
Teaching soft skills employers need	Remove from My Selection
Acquiring soft skills at university	Remove from My Selection
Focus on soft skills, employability and education	Remove from My Selection

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

TITLE	Remove item(s)
Sharp focus on soft skills: a case study of Malaysian university students' educational expectations	Remove from My Selection
Teaching soft skills employers need	Remove from My Selection
Acquiring soft skills at university	Remove from My Selection
Focus on soft skills, employability and education	Remove from My Selection

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.



Teaching soft skills employers need

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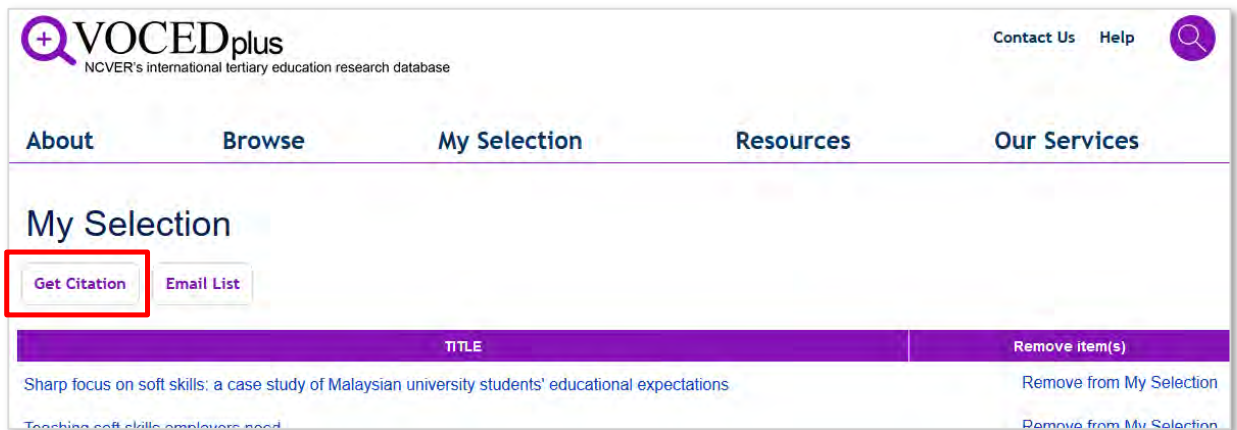
Permanent URL for this page: <http://hdl.voced.edu.au/10707/303806>.


[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

2.



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My Selection

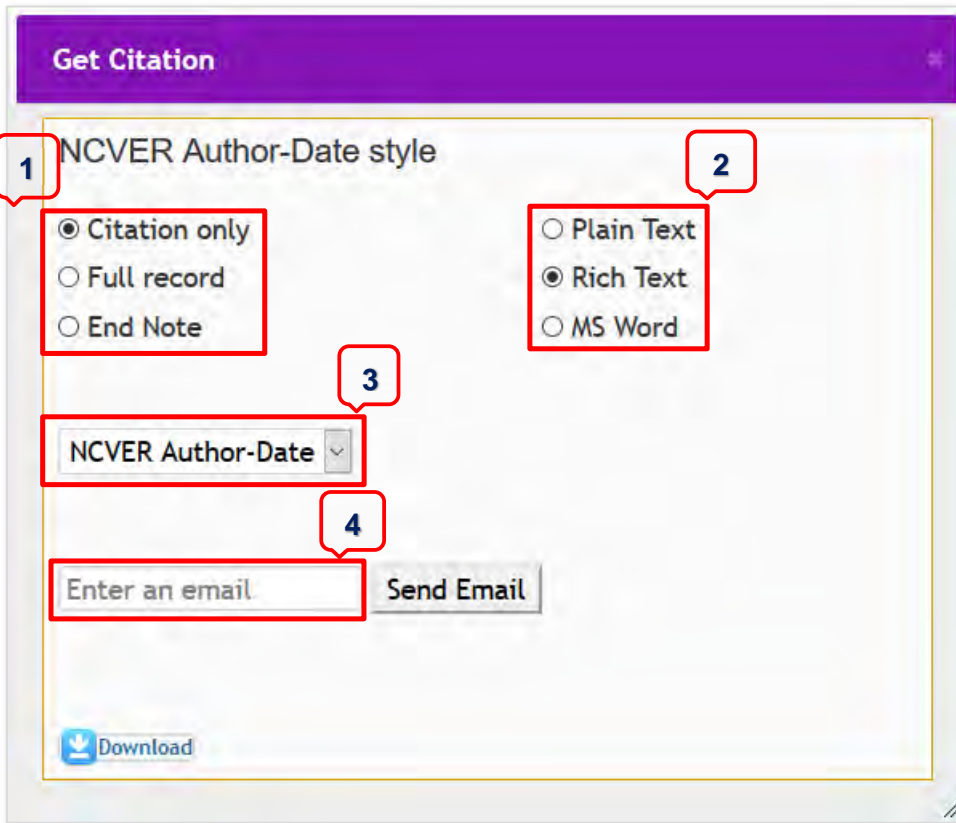
[Get Citation](#) [Email List](#)

TITLE	Remove item(s)
Sharp focus on soft skills: a case study of Malaysian university students' educational expectations	Remove from My Selection
Teaching soft skills employers need	Remove from My Selection

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:

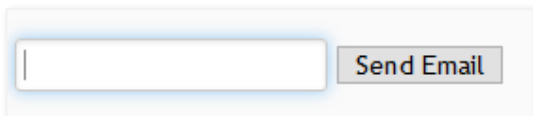
1. citation format options: Citation only, Full record or EndNote
2. document format options: Plain Text, Rich Text or MS Word
3. citation style options: NCVER Author-Date, Chicago or (Modern Language Association) MLA
4. citation delivery options: email or download.



The screenshot shows a web form titled "Get Citation" with a purple header. The form contains several options and a text input field. Numbered callouts are placed over specific elements: 1 points to the "NCVER Author-Date style" text; 2 points to the "Rich Text" radio button; 3 points to the "NCVER Author-Date" dropdown menu; and 4 points to the "Enter an email" text input field. The form also includes radio buttons for "Citation only", "Full record", "End Note", "Plain Text", and "MS Word", a "Send Email" button, and a "Download" button at the bottom left.

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**':

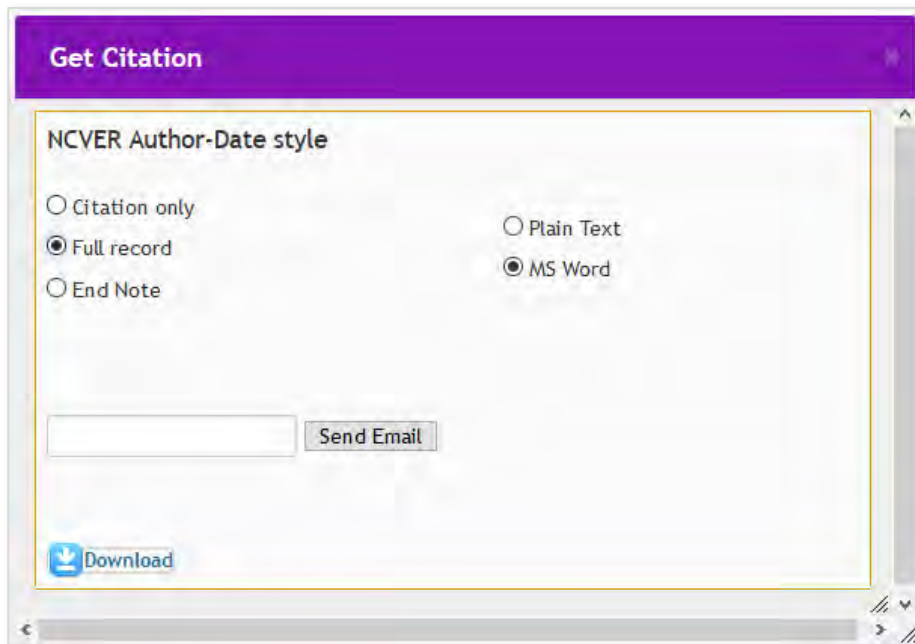


This screenshot shows a close-up of the email input field and the "Send Email" button. The input field is empty and has a light blue border. The "Send Email" button is a grey rectangle with white text.

Note: if you don't receive an email you may have entered your email address incorrectly.

Full record

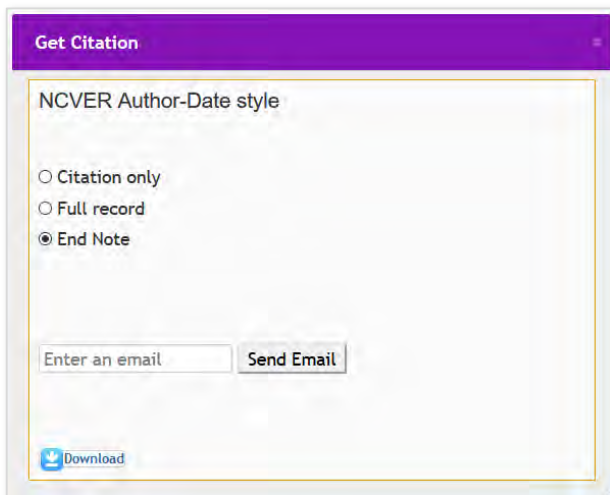
The Full record option allows you to download or email the full record either as Plain Text or MS Word:



The screenshot shows a web-based dialog box titled "Get Citation". Inside, under the heading "NCVER Author-Date style", there are four radio button options: "Citation only", "Full record" (which is selected), "End Note", and "Plain Text". To the right of these, there are two more radio button options: "Plain Text" and "MS Word" (which is selected). Below these options is a text input field and a "Send Email" button. At the bottom left, there is a "Download" button with a download icon.

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:

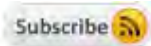


The screenshot shows the same "Get Citation" dialog box, but with the "End Note" radio button selected. The "Send Email" button is now labeled "Send Email" and is positioned next to a text input field labeled "Enter an email". The "Download" button remains at the bottom left.

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:

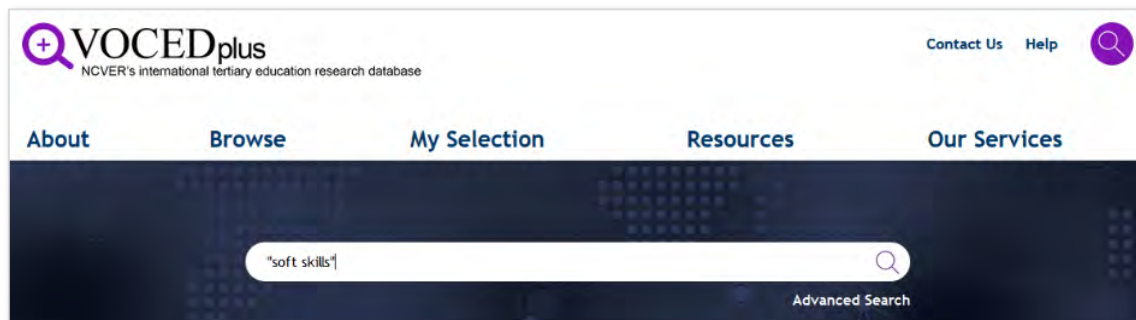


You can also create customised RSS feeds from your searches to find out when new items relating to your search are added to VOCEDplus:

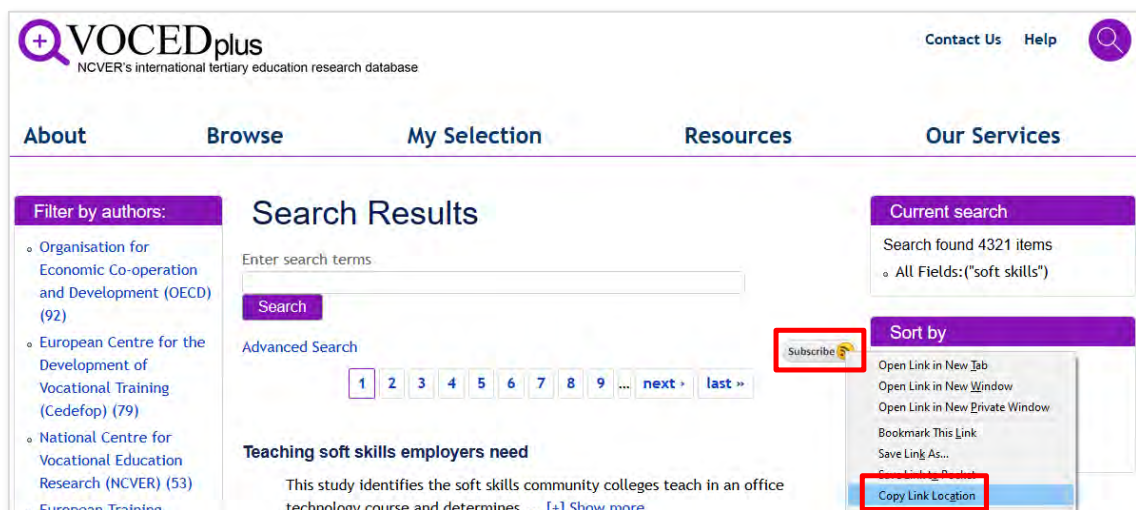
Creating a customised RSS feed

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

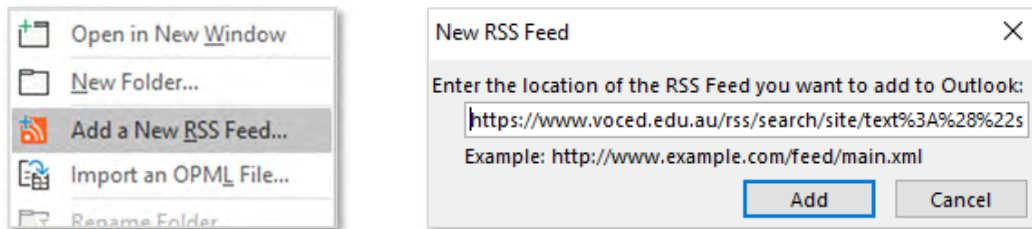
1. Type in your search: e.g. "soft skills" and press Enter



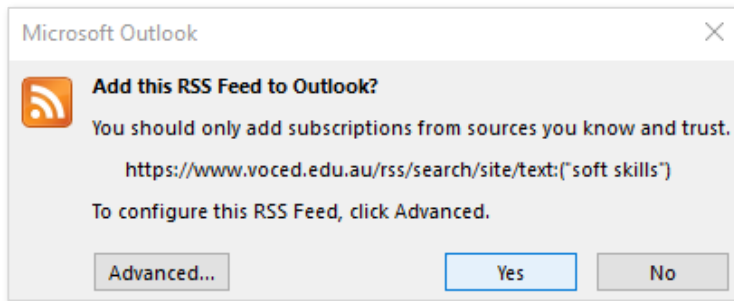
2. On the search results page, right click on the **subscribe** button and copy the URL:



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**.