School Curriculum and Standards Authority

Data Procedures Manual
2016

UPDATED
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Section 1:

Overview

Contents

- About the Student Information Records System
- Processes
- Deadlines
- Reports
- Support

1.1 About the Student Information Records System (SIRS)

Under legislation, schools are required to provide the following information to the School Curriculum and Standards Authority (Authority):

- student registration and demographics
- courses and programs provided by schools
- student enrolment details
- achievements.

Schools use a variety of database programs to record this information. The data is then provided to the Authority by uploading it to the Student Information Records System (SIRS).

The Authority uses this information in various ways, including:

- the coordination of examinations
- reporting on student information and achievement.

Schools can also use this information to provide a wide range of reports to parents (see the section on Reports for details).

1.2 Processes

There are three processes involved in providing information to the Authority: recording data, saving data and uploading data.

1. Recording data

Data can be entered into school database systems, including (but not restricted to) Civica MAZE, Reporting to Parents (for most public schools), SEQTA and Synergetic. To find out how to record data in these systems, please contact the software supplier or refer to Database programs for links to user manuals.

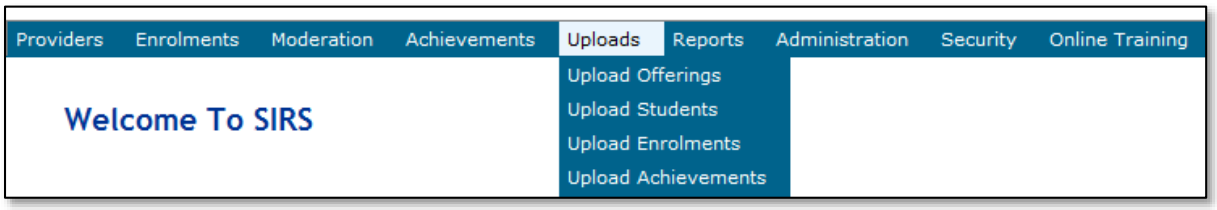
This manual provides instructions to schools on how to set up different types of databases in Microsoft Excel®. It is critical that data be formatted correctly. Failure to do so will prevent the data from being uploaded into SIRS. Please refer to instructions in the relevant sections of this manual (Offerings, Student Registration and Demographics, Enrolments and Achievements) on how to set up a spread sheet in Excel.

2. Saving data

Whatever database software a school uses, information is required to be saved as a **.CSV** (comma delimited) file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

3. Uploading data

The Authority receives school data when files are uploaded into SIRS. All files are uploaded using the **Uploads** tab in SIRS (see image below).



The types of files that need to be uploaded are Offerings, Students, Enrolments and Achievements.

File must be uploaded initially in the following order:

- Offerings
- Students
- Enrolments
- Achievements.

Each file can provide optional information as well as mandatory information required by the Authority. Files that do not have information in the mandatory fields cannot be uploaded into SIRS.

1.3 Deadlines

In order for the Authority to meet its obligations, schools are required to report different types of activities at particular times throughout the school year. Please refer either to the home page of SIRS or to the Activities Schedule on the Authority website for the list of deadlines.

1.4 Reports

Once data is uploaded into SIRS, schools can generate a wide array of reports. For the full list of reports, please refer to the section on **Reports**.

1.5 Support

For issues relating to the information contained in the Data Procedures Manual, please email the Data Services Team at dataservices@scsa.wa.edu.au.

1.6 More information

The Authority website has a number of publications relevant to different areas of this manual. Schools are encouraged to study the following:

- WACE Manual
- Year 12 Information Handbook
- Online circulars (see subscription form on the home page of the Authority website)
- Activities Schedule.

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Section 2:

Getting started and administration

Contents

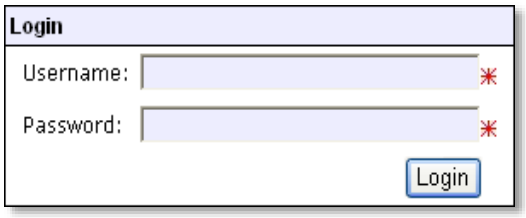
- Logging on
- A tour of SIRS
- Managing your account
- Managing other user accounts
- Updating provider information

2.1 Logging on

1. Click on the following URL to launch the Student Information Records System (SIRS): https://sirs.scsa.wa.edu.au. The following screen will appear:

2. Click on **[Launch]**. The **Login** screen will appear (see below).

> **Tip**
> Add this page to your favourites for quick access in the future.



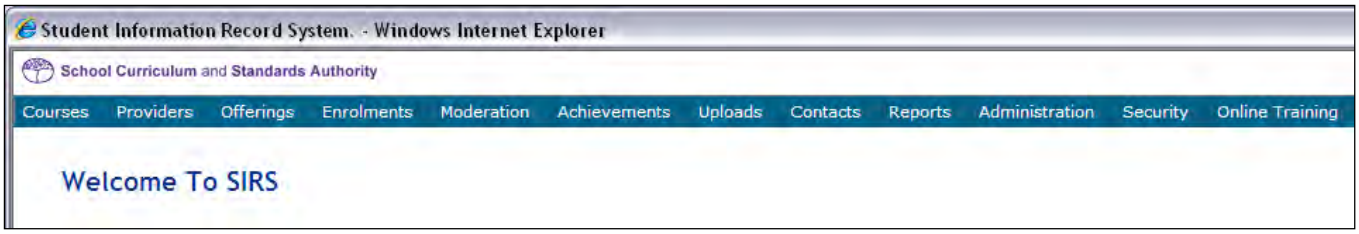
3. Add your **Username**. This consists of the letter **p** followed by your school code. If you are an administrator, your username will be **p****** and **no alpha character** (letter) after the school code (an administrator has the authority to create user accounts but not other administrator accounts[1]). If you are not an administrator, your username will end with an alpha character.
4. Enter your **Password**. This should be a minimum of 8 digits, with at least one capital letter and one number.
5. Click on **Login** or press **Enter** on your keyboard.
   Note: you cannot leave the **Username** or **Password** fields blank to enter SIRS.
6. The **Welcome to SIRS** screen will appear with the main horizontal menu bar at the top.

2.2 A tour of SIRS

The **Welcome to SIRS** page has a number of elements:

- horizontal navigation bar at the top of the page (see image over page)
- important dates
- upload status.

[1] See Managing other user accounts in this section



2.2.1 Home page

2.2.1.1 HORIZONTAL NAVIGATION BAR

The blue horizontal navigation bar has a number of menu items, including:

- **Courses, Offerings**, **Enrolments**, **Moderation**, **Achievements**: these are pages for different types of data reporting activities required by the School Curriculum and Standards Authority
- **Uploads**: this section allows data to be uploaded from your computer into SIRS
- **Reports**: allows schools to generate a wide range of reports based on the data uploaded to SIRS
- **Administration**: allows the editing of a wide range of information about your school
- **Security**: allows management of user accounts (e.g. passwords, email addresses, roles)
- **Online Training**: offers comprehensive but easy-to-follow training modules that run for about five minutes. Topics include: Getting Started, Uploads, Reports and Troubleshooting, Important dates.

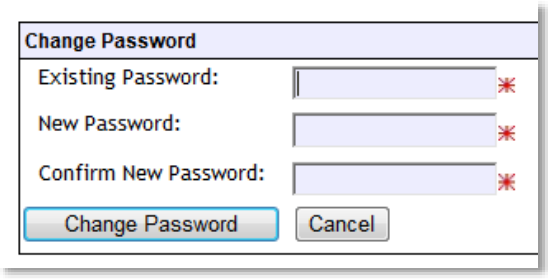
2.2.1.2 DEADLINES

In order for the Authority to meet its obligations, schools are required to report different types of activities at particular times throughout the school year. Please refer either to the home page of SIRS or to the Activities Schedule on the Authority website for the list of deadlines.

2.3 Managing your account

2.3.1 Changing your password

1. In the horizontal blue navigational bar, hover over the **Security** menu item (see image above).
2. Click on **My Details**.
3. Click on **Change Password**.



4. Enter your **Existing Password**.
5. Confirm your **New Password**.
6. Click on **Change Password** button.

2.3.2 Changing the primary email address

To ensure you receive emails generated by SIRS, it is necessary your email address is correct:

1. In the horizontal blue navigational bar, hover over the **Security** menu item (see top image on this page).
2. Click on **My Details**.
3. Place your cursor in the email field and update the address if required.
4. Click on **Save My Details** (at the bottom of the screen).

2.3.3 Changing the secondary email address

If you job share or need a backup while you're on leave, you'll need a second person to receive emails from SIRS. To add an extra address for receiving email alerts:

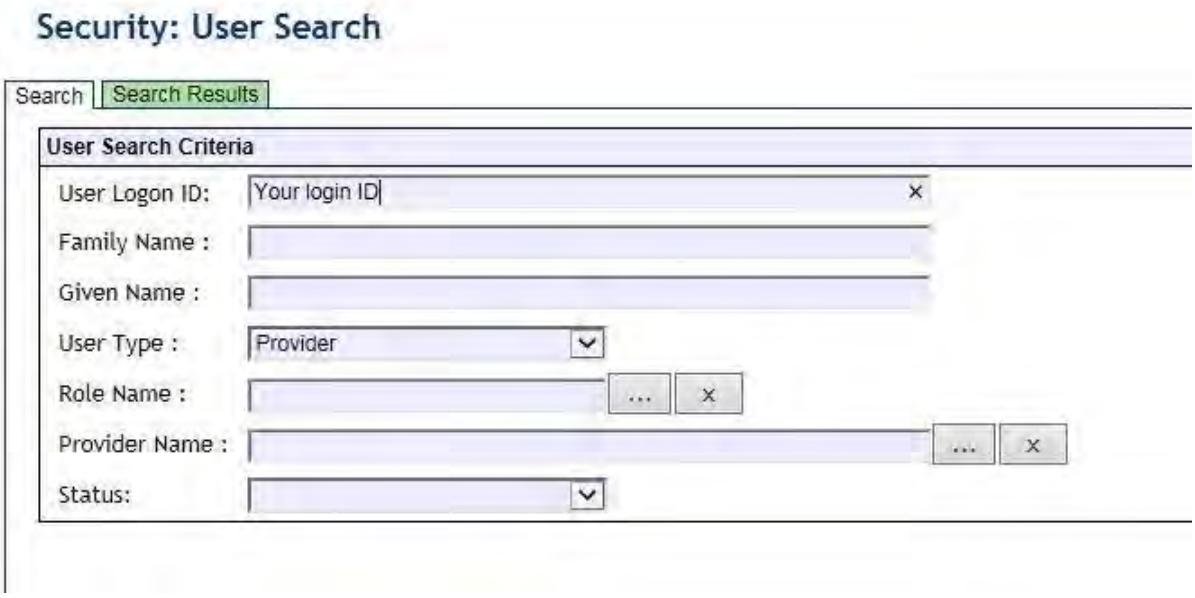
1. In the horizontal blue bar, hover over the **Security** menu item.
2. Click on **My Details**.
3. Add new address in the **CC Email** field.
4. Click on **Save My Detail**s (at the bottom of the screen).

2.4 Managing other user accounts

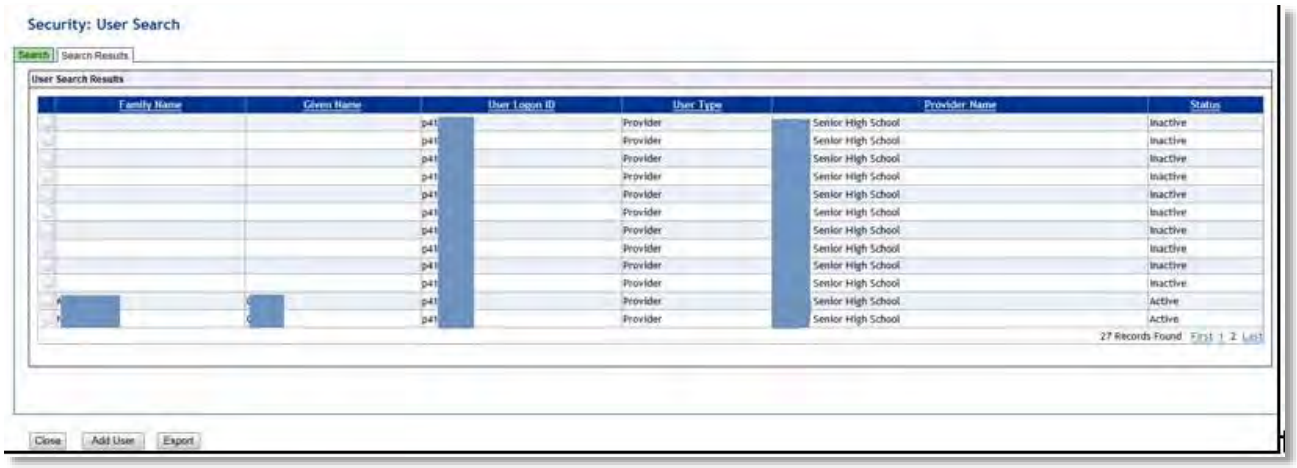
To administer other user accounts, you must have the **Manage provider member login IDs role** enabled in your user account.

2.4.1 Accessing other user accounts

1. Hover over the **Security** tab.
2. Select **Users**. The **User Search** will appear (see image below).



3. Enter your **login ID** (e.g. p1234).
4. Ensure the **User type** is **Provider**.
5. Click **Search**. You will see a list of accounts held under your school's ID (see image below). Under the **Status** column some accounts may display as **inactive** as well as **active**.

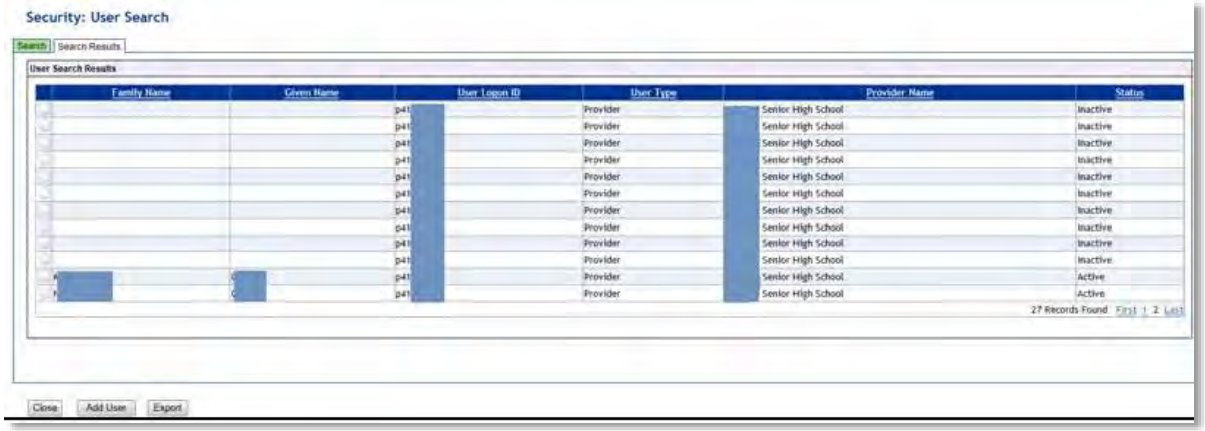


2.4.2 Managing roles of other user accounts

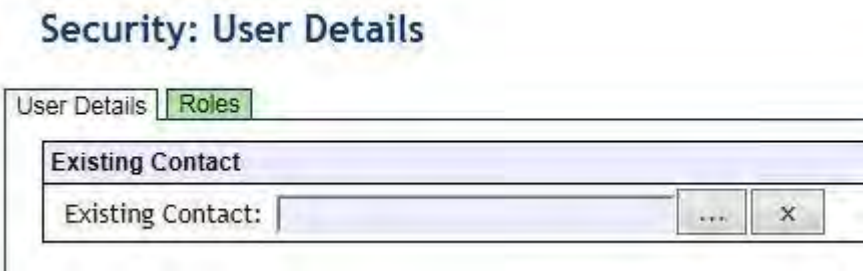
When using SIRS, there may be times when users will require additional/elevated access within the system. For example, only an administrator has initial access to the **Maximising Feedback** reports. However, they can delegate this role to other staff.

Only an **Administrator** can change the roles of a user account. To carry out the following instructions, you must have the **Manage provider member login IDs role** enabled in your user account:

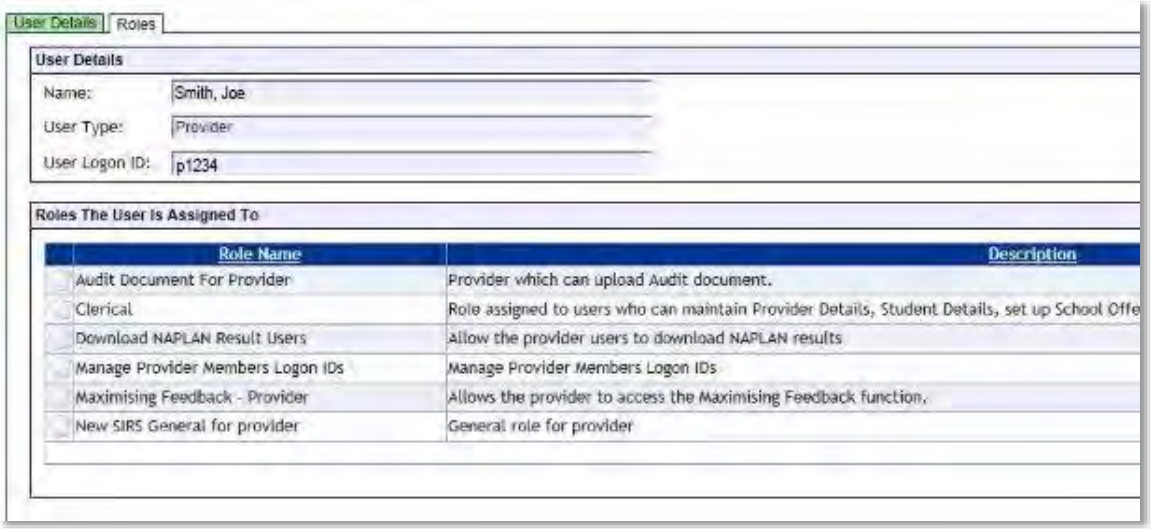
1. Hover over the **Security** tab.
2. Select **Users**.
3. Enter your **login ID** (e.g. p1234).
4. Ensure the **User type** is **Provider**.
5. Click **Search**. You will see a list of accounts held under your school's ID (see image below). Under the **Status** column some accounts may display as **inactive** as well as **active**.



6. Click on the user account you want to add roles to. You will see a **Roles** tab (coloured green) to the right of the **User Details** tab (see image below).



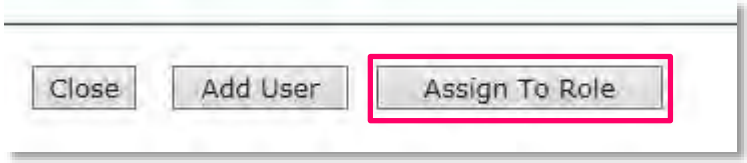
7. Click on the **Roles** tab. You will see the user's Role Name and a Description (see image below).



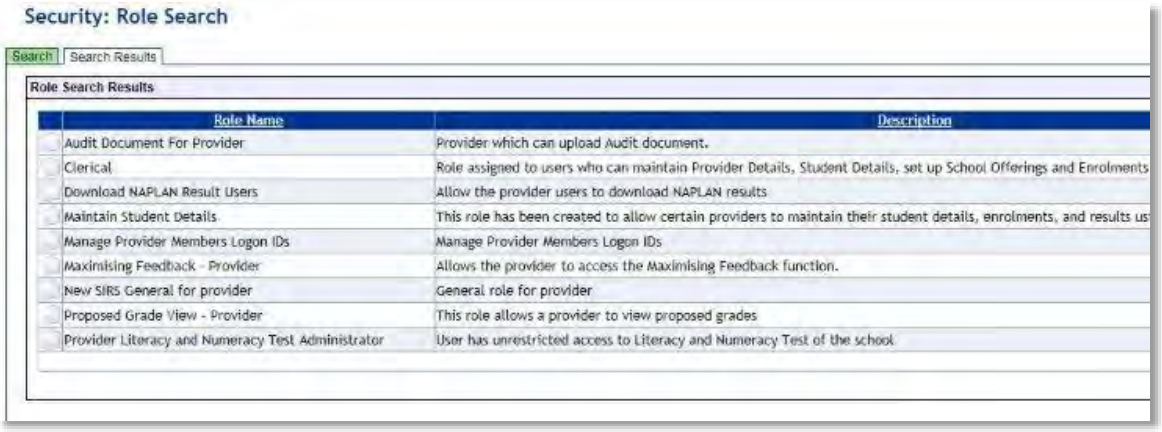
You are now ready to add, remove or query roles (see instructions below).

2.4.2.1 ADD A USER ROLE

1. Click on the **Assign to Role** button at the bottom of the field (see image below).



2. Click on the document icon to the left of the role you wish to assign. In the next screen, this role will be displayed in a list of roles and their descriptions (see image below).



3. Click on **Close**. The new role is now added to the nominated user account.
4. Repeat above steps to add more than one role for a user.

2.4.2.2 REMOVE A ROLE

Click on the **rubbish bin icon** [ ] next to the role.

2.4.2.3 QUERY A ROLE

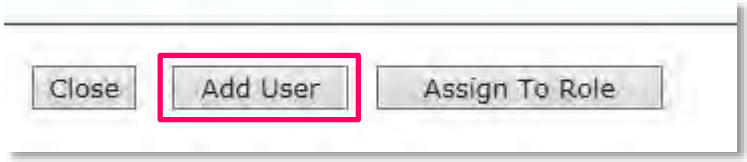
To open a detailed description of a role, click on the **document icon** .

2.4.3 Create a new user account

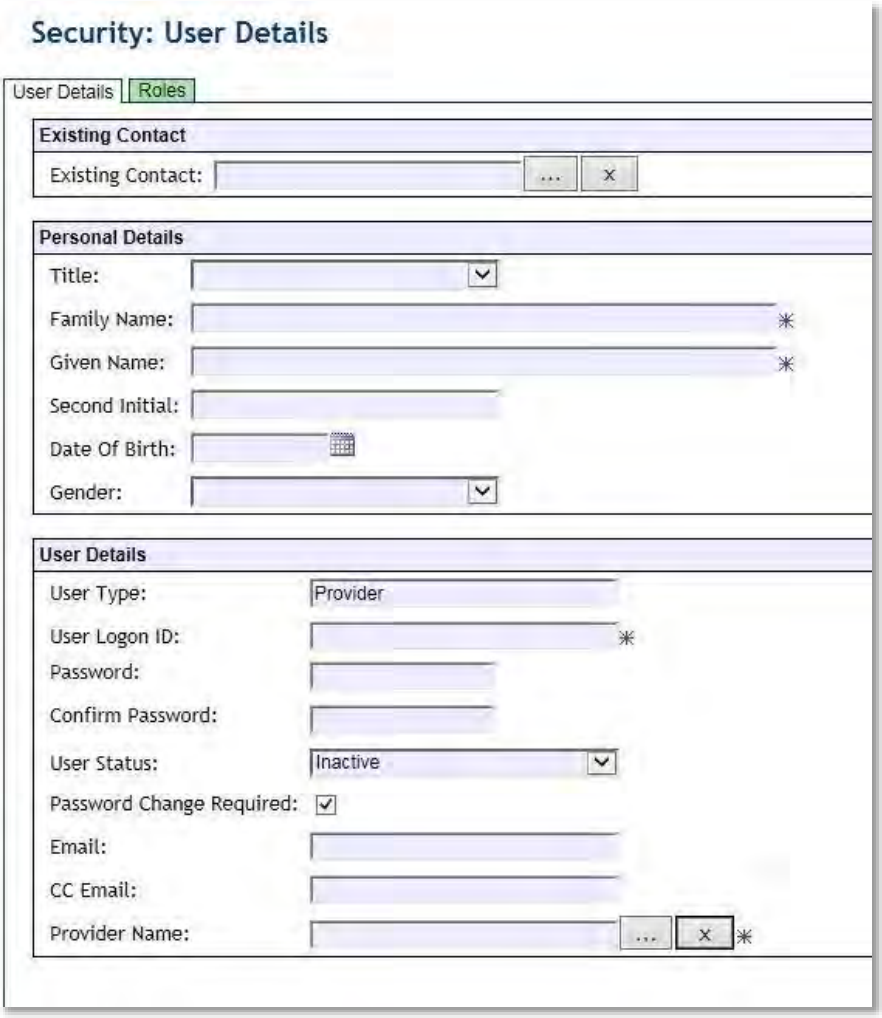
The following instructions are to create a new user account for any role other than an Administrator. Note: It is best for any person who is new to the administrator role to simply overwrite the existing **Administrator** account details by placing in their name and email address.

To create accounts with roles other than Administrator roles.

1. Hover over the **Security** tab (in the top blue navigation bar).
2. Select **Users**.
3. Enter your **login ID** (e.g. p1234).
4. Ensure the **User type** is **Provider**.
5. Click **Search**. You will see a list of accounts held under your school's ID.
6. Click on the **Add User** button at the bottom of the page (see image below).



7. Select the document icon to the left of the number you wish to be allocated to the new user. The screen over page will appear, prompting you to fill in the **User Details**.

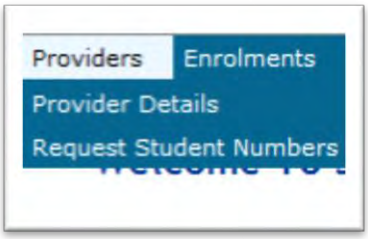


8. You must fill in the fields that are tagged with red asterisks (*).
9. You are strongly recommended to enter an email address.
10. You may also wish to enter the other details.
11. The **User type** shall always remain as **Provider** (unless specified otherwise).
12. It is highly advisable to create a new password.
13. In the status window, ensure the account is changed from **Inactive** to **Active**.
14. Once all fields are populated, click the **Save** button.

The new user account will now be created and is active. The person using the account will be prompted to change their password on their first login.

2.5 Updating provider information

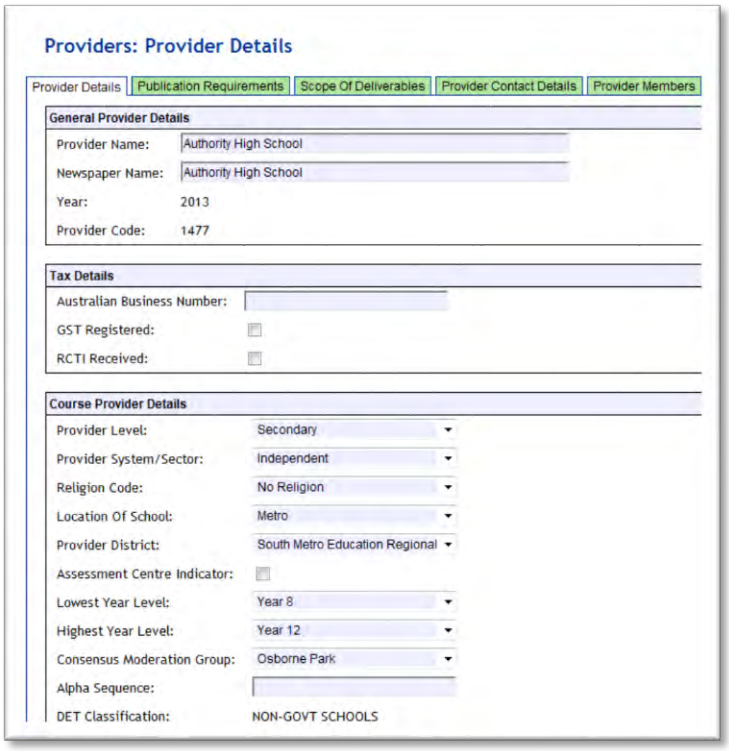
Details about your school or registered training organisation are located under the **Providers** tab, in the top blue navigation bar (see image right). This information is updated in SIRS by the Authority. It is essential that providers email updated information to the Authority at the earliest possible opportunity.



The range of information includes:

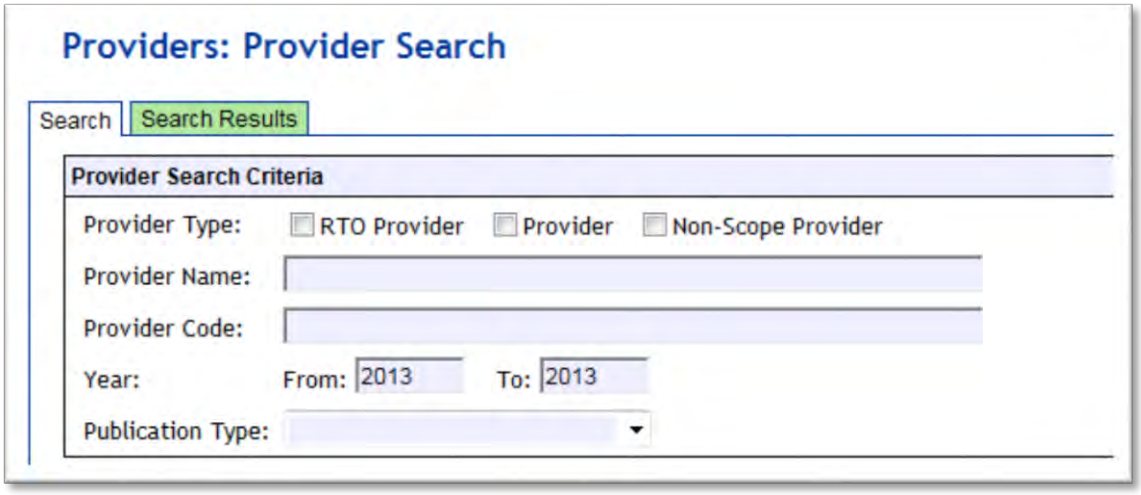
- **levels of education provided**
- **estimated number of students for each academic year**. This information is requested by the Authority early in the year and added to the system each year
- **location** and **district** of school
- **lowest year level**
- **highest year level**.

Refer to the image below for the full range of information available in the **Provider details** form.



To access your organisation's details in the **Provider details**:

1. Hover over the **Providers** tab.
2. Click on **Provider details**. The screen below will appear.

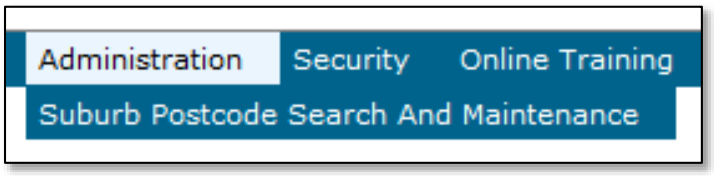


3. Fill in the **Provider name** field.

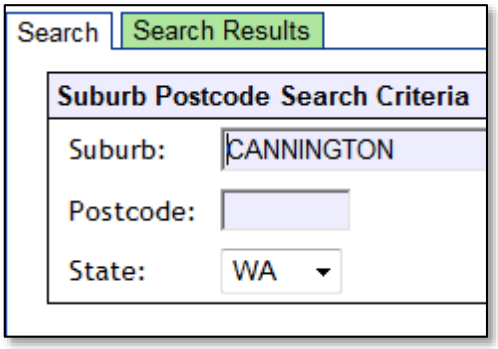
4. Fill in the **Provider code** field. The **Providerdetails** form will appear.

2.5.1.1 SEARCHING FOR A POSTCODE OR A SUBURB

1. Hover over the **Administration** tab in the top blue navigation bar (see image below).



2. Click on **Suburb Postcode and Maintenance**. The form fields for **Search Results** will appear (see image right).
3. Fill in the **Suburb** name or the **Postcode**, depending on your search requirements
4. Results for **Postcode** and **Suburb** will appear. Click on the appropriate entry.



2.5.1.2 MAINTAINING YOUR SCHOOL'S CONTACT DETAILS

To update a provider postcode, please email the updated information to dataservices@scsa.wa.edu.au.

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Section 3:

Student registration and demographics

Contents

- Student registration requirements
- Request SCSA student number – Year 7
- Request SCSA student number – other than Year 7
- Student maintenance
- Recording student registrations
- Setting up an Excel database for student registration and demographic
- Saving data for SIRS
- Uploading data to SIRS
- Troubleshooting
- Further help

3.1 Student registration requirements

It is a legislative requirement that all secondary students in Western Australia are registered with the Authority until the end of the year in which they turn 17 years and six months of age, regardless of their study program.

This applies to students undertaking 'Flying Start programs', students at intensive English centres, or students at education support centres. Overseas students must also be registered if they are undertaking WACE courses.

3.1.1 Important dates

Please refer to the front page of SIRS or the Activities Schedule on the Authority website for dates the following information is required by the Authority:

- Student registration of Year 10, Year 11 and Year 12 students
- Student registration of Year 7, Year 8 and Year 9 students.

3.1.2 Request to change student academic year

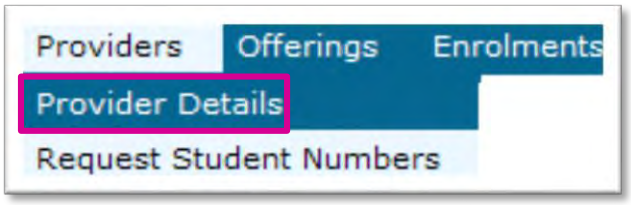
At times students need to change their academic year and subsequently their enrolments in course units, VET units of competency and/or endorsed programs.

There are several processes that schools may need to follow depending on the circumstances. For details, please download the **Request to change academic year form** on the Applications and forms page of the Authority website.

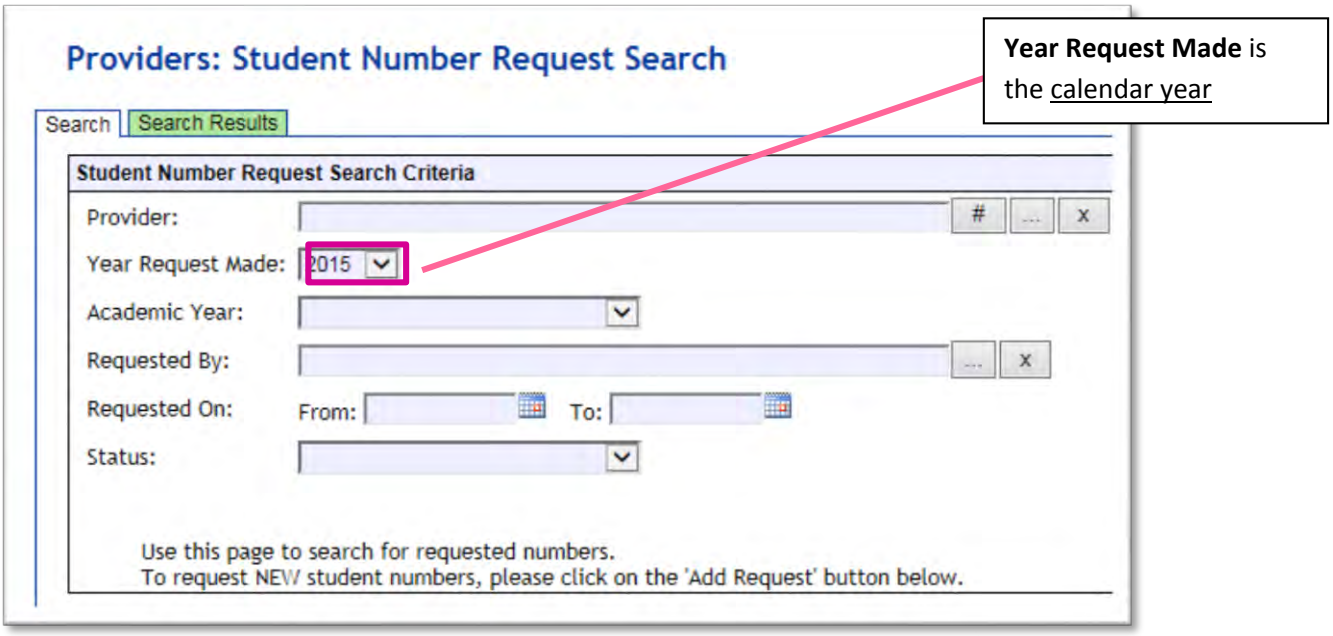
3.2 Request SCSA student number – Year 7

This process is to only request **Year 7** SCSA student numbers. To request numbers for students who are in other academic years, please refer to Request/Search SCSA student numbers – other than Year 7.

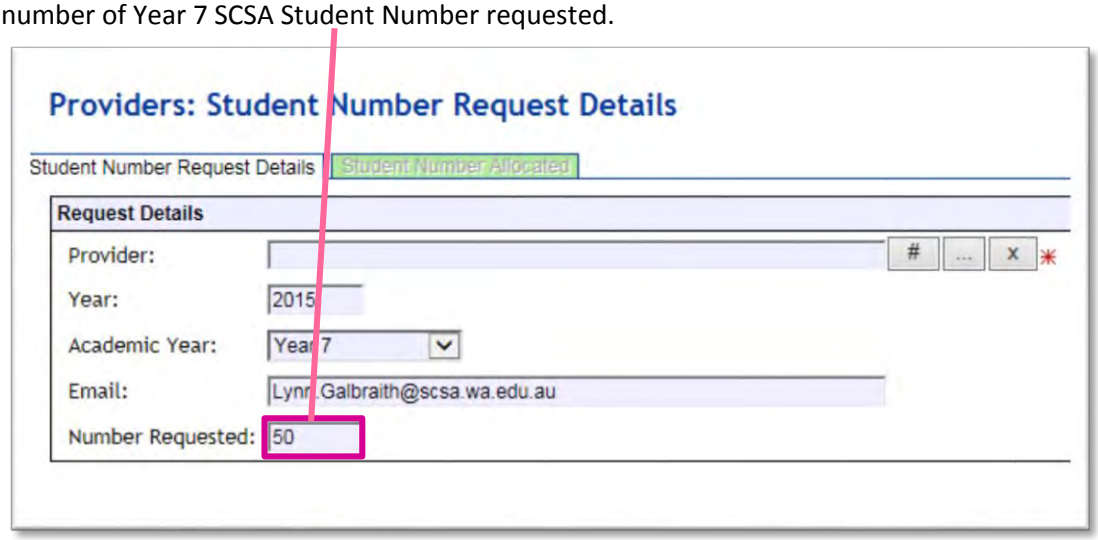
1. Click **Providers** on the blue horizontal menu bar.
2. Click **Request Student Numbers** (see image below).



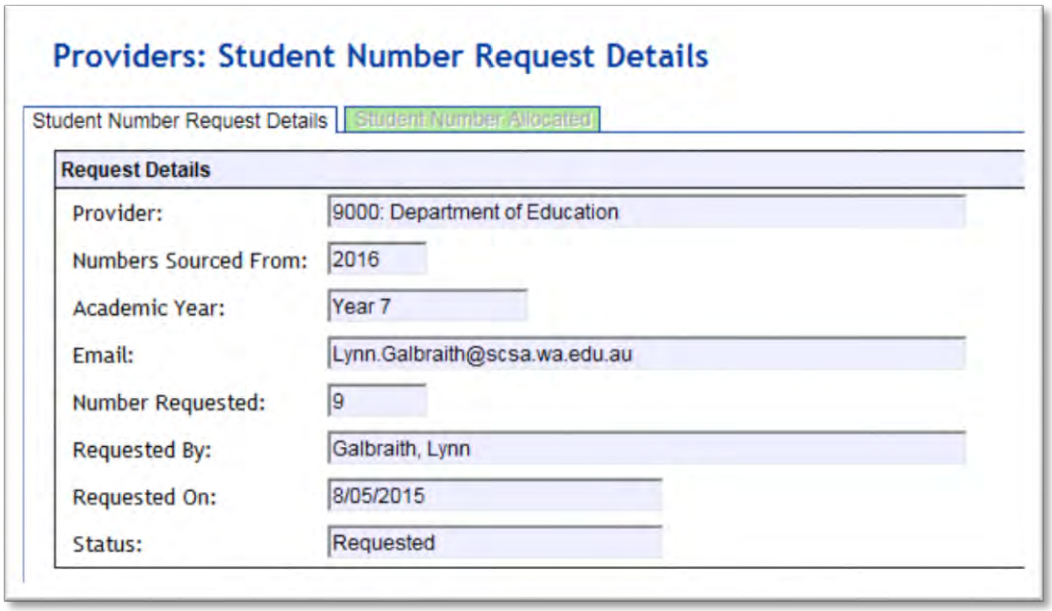
3. The **Providers**: **Student Number Request Search** form page appears (see image below). Click on the **Add Request** button.



4. A form called **Providers**: **Student Number Request Details** appears (see image below). Enter the number of Year 7 SCSA Student Number requested.



5. Check the **email address** is correct to ensure messages are sent to the right person (this information is populated from **Security > My Details area**).
6. Click on **Save**. SIRS confirms the request by displaying the **Record successfully created** message as well as information in the **Requested By**, **Requested On** and **Status** fields.

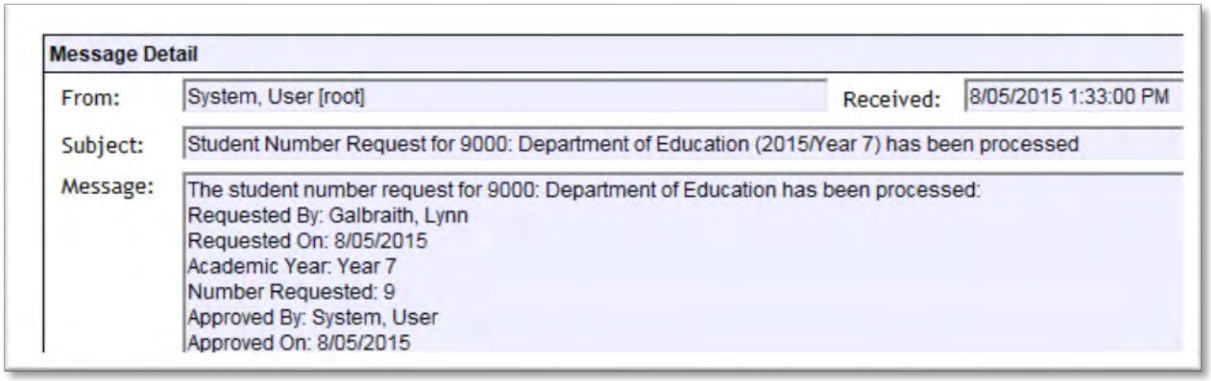


7. Check details. If you make changes, you will need to click **Save** again.
8. When details are correct, click **Close** to dispatch the request for processing. Alternatively, you can click **Cancel Request**.

Note

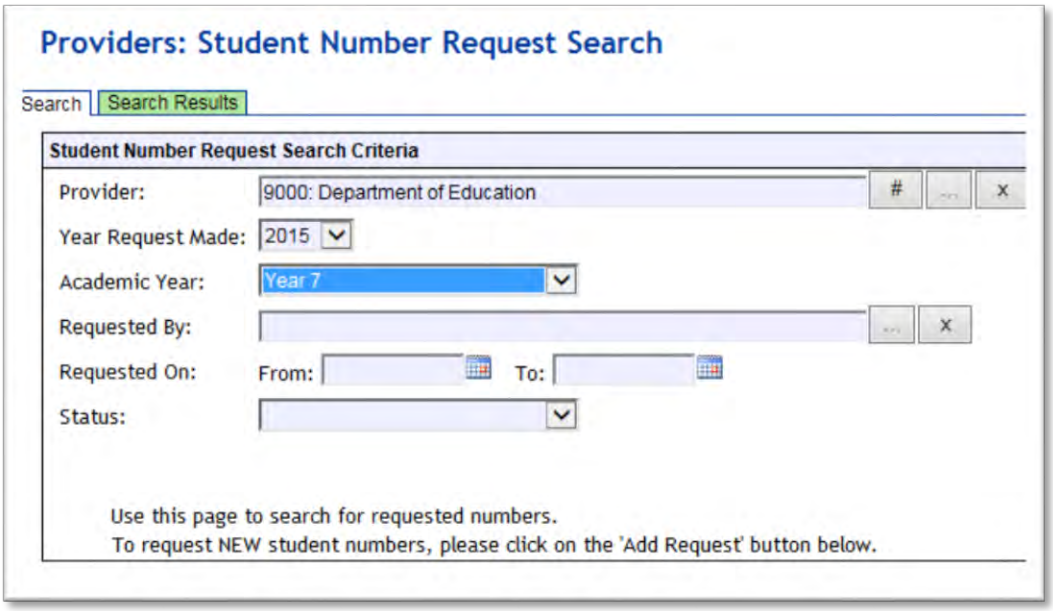
The information descriptor **Numbers Sourced From** will be the calendar year the student would have entered Year 8 (i.e. Year 10 numbers requested in 2016 will show that the numbers have been sourced from 2014).

The Authority will approve SCSA student number requests periodically. Wait for email confirmation of the numbers in an attachment emailed to your email address or through the **SIRS Private Message** section (available from the front page of SIRS). See an example of a message received through Private Message in the image below.



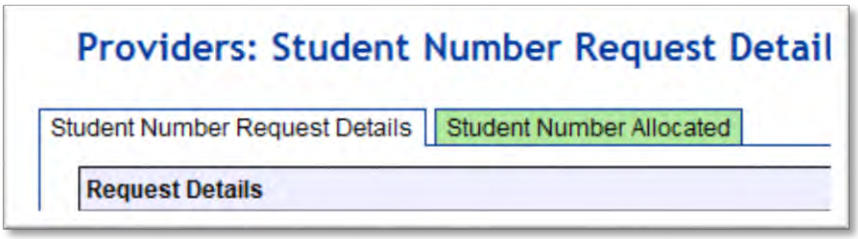
3.2.1 Search student numbers through SIRS

1. Start at the **Providers: Request Student Number, which will open Student Number Request Search form** (see image below).

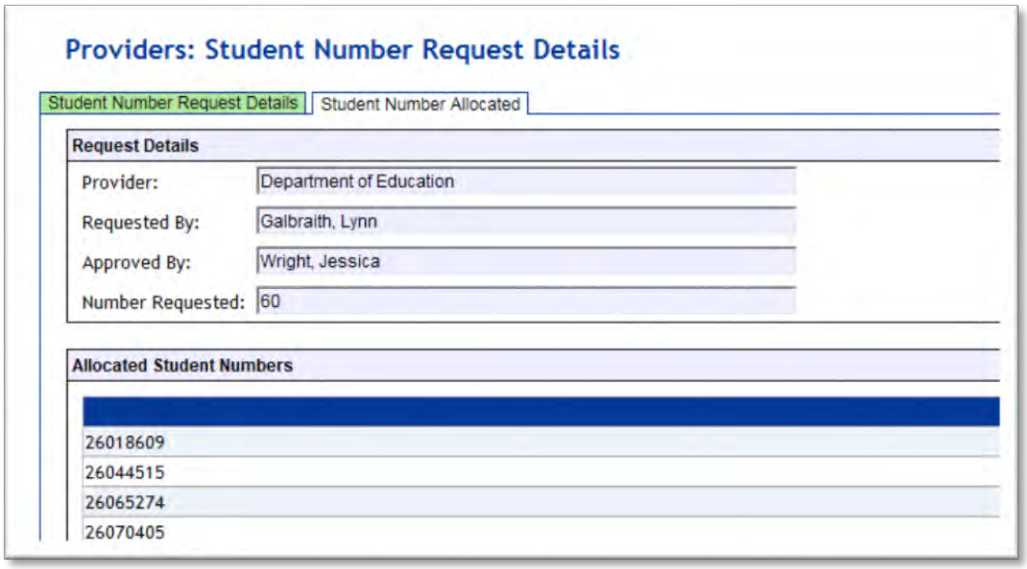


2. Click **Search** or the **Search Results** tab to display a list of requests (see image below).

3. Click the **Select** icon on your required line item to display details (if **Processed** appears under the heading **Status,** the numbers have already been allocated). The **Providers**: **Student Number Request Details** screen will appear.
4. Click the **Select** icon to select a **processed** request from the list under the **Status** heading.
5. Click the **Student Number Allocated tab** to inspect student numbers allocated (see green tab in image below).



The student number details will appear (see image below).



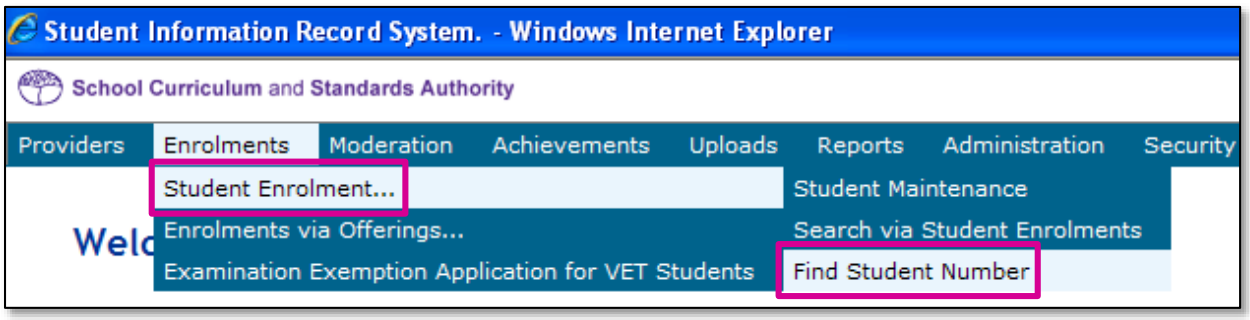
You can also click **EXPORT** to have the student numbers saved as a text file. This is useful if you have deleted the confirmation email message which had the student numbers as an attachment

3.3 Search for SCSA student numbers – other than Year 7

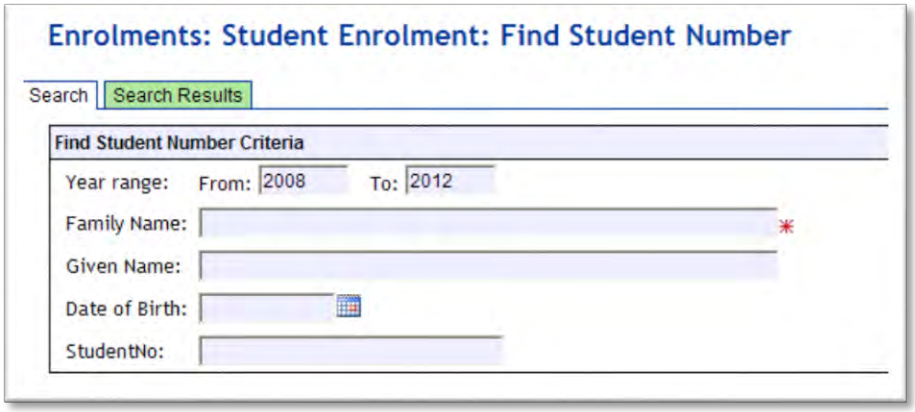
If a student arrives at your school from another school in Western Australia, or even from overseas/interstate, you have the ability to search in SIRS for that student's SCSA number. All you need is a surname, given name and date of birth.

All student registrations are recorded in SIRS by the end of March in the current year. You will be able to search for students using the current year. This will then give you the student's previous school and you will know where to send the transfer note.

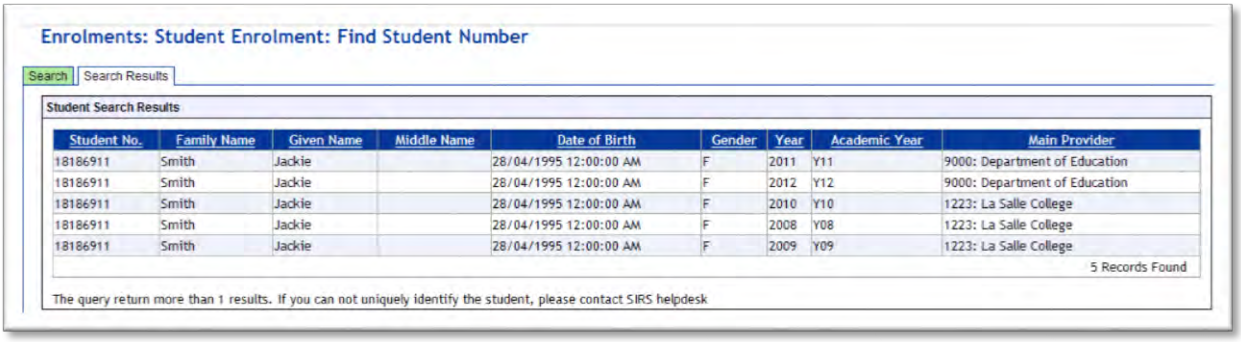
1. Hover over **Enrolments** in the horizontal blue menu bar.
2. Click on **Student Enrolment** > **Student Maintenance** > **Find Student Number** (see image below).



The **Find Student Number** directory will appear (see image below). Enter the student's **Family Name**, **Given Name** and **Date of Birth**.



3. Click **Search**. If the information you have entered **exactly** matches the information in SIRS, you will find a result even if the student is not at your school (see image below).



Enrolments: Student Enrolment: Find Student Number

Search | Search Results

Student Search Results

Student No.	Family Name	Given Name	Middle Name	Date of Birth	Gender	Year	Academic Year	Main Provider
18186911	Smith	Jackie		28/04/1995 12:00:00 AM	F	2011	Y11	9000: Department of Education
18186911	Smith	Jackie		28/04/1995 12:00:00 AM	F	2012	Y12	9000: Department of Education
18186911	Smith	Jackie		28/04/1995 12:00:00 AM	F	2010	Y10	1223: La Salle College
18186911	Smith	Jackie		28/04/1995 12:00:00 AM	F	2008	Y08	1223: La Salle College
18186911	Smith	Jackie		28/04/1995 12:00:00 AM	F	2009	Y09	1223: La Salle College

5 Records Found

The query return more than 1 results. If you can not uniquely identify the student, please contact SIRS helpdesk

If the details you have requested are different from the information in SIRS (e.g. date of birth is different, Jackie is spelt as Jacky etc.), no information will be found. In this case, please email numbers@scsa.wa.edu.au and request the student's:

- first and surname
- date of birth
- academic year
- previous school (if known).

3.3.1 Troubleshooting: Search SCSA student numbers – other than Year 7

1. **What happens if the requested information does not show?**

   Email numbers@scsa.wa.edu.au and provide student name, academic year and date of birth.

2. **What happens when only 2012 to 2012 is entered in the date range?**

   Only a result for that year will be returned.

3. **What does it mean when the Department of Education is shown as the student's main provider?**

   It means the student is likely to be under a **Notice of Arrangements** or may have been on the **Whereabouts Unknown List**, (more likely with Years 7, 8, 9 and 10).

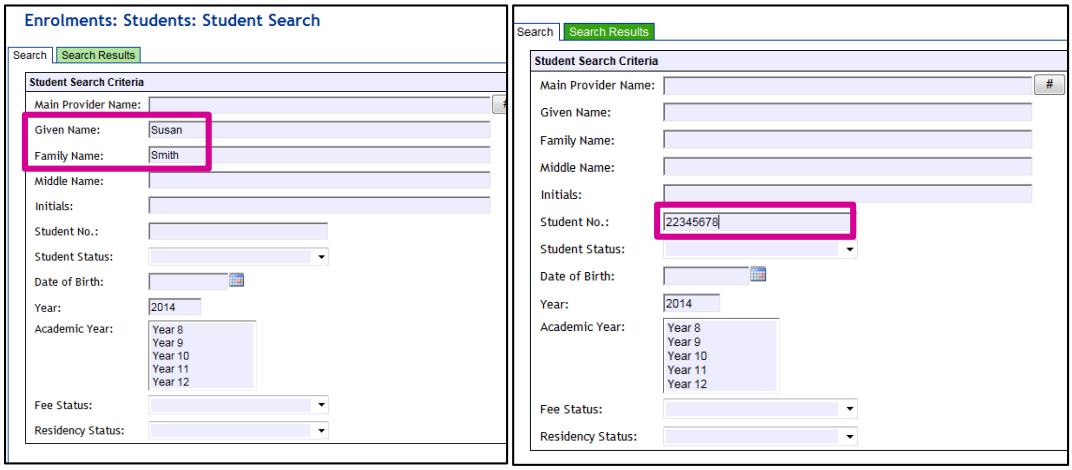
3.4 Student maintenance

Student details are uploaded to SIRS mostly in the Student Registration and Demographic File (SRGDG). Once the information is uploaded, it can be viewed in various sections of the **Student Maintenance** section in SIRS. These details can only be changed by uploading the relevant file. Please note that the following fields cannot be altered by uploading the SRGDG file:

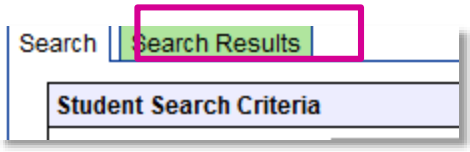
- Student Given Name
- Student Surname
- Student Date of Birth
- Student Academic Year.

To view student details:

1. Hover over **Enrolments** in the horizontal blue navigation bar.
2. Click on **Student Enrolment > Student Maintenance**. The **Student Search** directory will appear.
3. To call up a **Student Record**, you can either:
    a. enter their name (**Given name** and **Family Name**) <u>or</u>
    b. enter their **Student Number**.



4. Click **Search** or the **Search Results** tab (see image below) or click on **Enter**.



A number of tabs sit under the **Student Maintenance** section of SIRS:

- Student summary
- Student contact
- Previous names
- Program of study
- Learning program
- Record of achievement
- Check WACE eligibility.

3.4.1 Student summary

This section holds a large amount of the student's personal information, including equivalence information for Year 11 studies overseas/interstate and any visa/residency information.

Enrolments: Students: Student Maintenance

Student Summary | Student Contact | Previous Names | Program Of Study | Learning Program | Record Of Achievement | Check WACE Eligibility

Student Summary

Main Provider:	1477: Authority High School
Title:	Ms
Student Name:	Given Name: Amanda; Middle Name: ; Third Initial: ; Family Name: Lee
Certificate Name:	Amanda Lee
Student Number:	20257954
Date of Birth:	20/05/1997
Sex:	Female
Year:	2013
Academic Year:	Year 11
Student Status:	Current
Last Student Status Change Date:	1/02/2011
Highest School Level Completed:	
Year Highest School Level Was Completed:	
Proficiency in Spoken English:	
Language Spoken At Home:	
Country Of Origin:	1101
Australian Residency Status:	Resident
Student Fee Status:	Non-Paying
Indigenous Status:	Neither
Labour Force:	
Release Individual Awards:	Yes No
Release Career Info:	Yes No
Release of Exam Responses:	Yes No
Release School Work:	Yes No
Meets ELC Standard: Prior to 2016	Yes No
Demonstrates Numeracy Standard	Yes No
Demonstrates Reading Standard	Yes No
Demonstrates Writing Standard	Yes No
Community Service Complete	Yes No
Prior Learning Block Credit:	Full Year Half Year No
Prior Learning Block Credit Type:	
Prior Learning Block Credit Year:	
Exemption From School:	Yes No
Visa Subclass:	
Visa Arrival Date:	

This information is received via Student Permission details – which will be entered by students online.

This information is completed by the Authority on receipt of a Year 11 Equivalence Form.

If a student is on a Pending Notice of Arrangements (NoA) – you will see this here. Once the NoA is Approved, you will no longer see this student as they will be moved to Provider code 9000.

Notice of Arrangement

No Notice of Arrangement currently associated with this Student

Add Notice Of Arrangement

Student Prior Educational Achievement Details

No Prior Educational Achievements currently associated with this Student

Add Prior Educational Achievement

Student Disability Details

No Disabilities currently associated with this Student

Add Student Disability

Student Special Needs Details

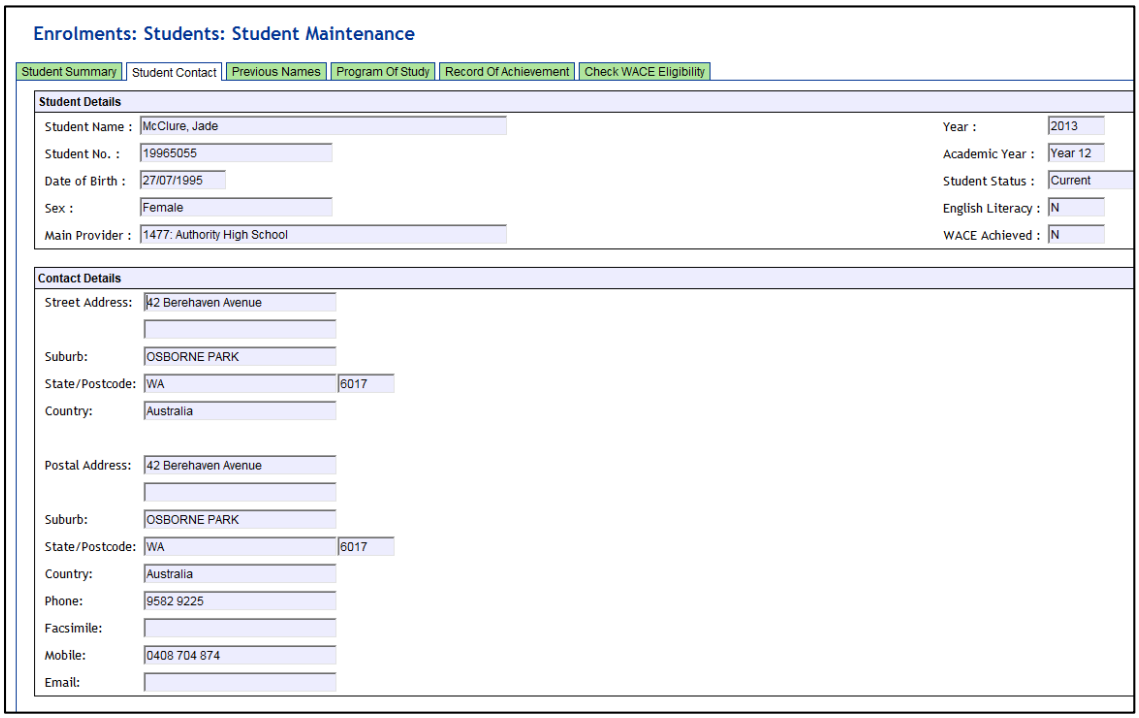
No Special Needs currently associated with this Student

Add Special Need

Save | Cancel | Close | Add Student | Student Summary Details Report | Add Student Demographic

3.4.2 Student contact details

Contains address and telephone number information – both home and postal addresses.

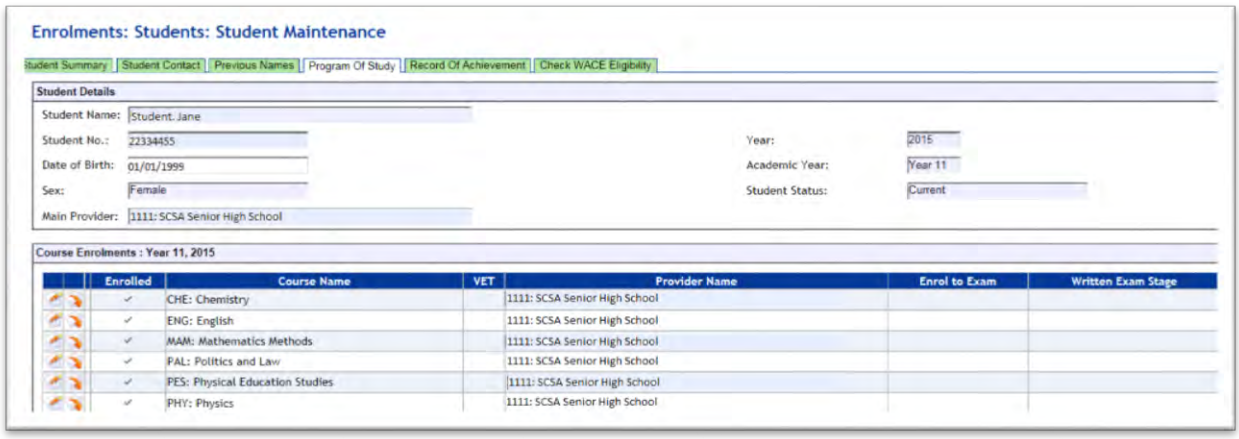


3.4.3 Previous names

Contains information about a student's previous names if this information has been provided to the Authority.

3.4.4 Program of study

Shows all the course units, VET units of competency and endorsed programs that a student has been enrolled into (via ENCOS, ENVET and ENEND upload). See screen shot of **Program of study** below.



3.4.5 Record of achievement

The **Record of Achievement** page will only show examination results once student results have been made available to students. See image below for an example of a section of record of an achievement screen.

[Coming soon]

3.4.6 Check WACE eligibility

This section will show which WACE eligibility criteria need to be met.

Screen shot will be available in 2016

[Coming soon]

3.5 Recording student registrations

Data can be entered into school database systems, including but not restricted to Civica MAZE, Reporting to Parents (for most Public schools), SEQTA and Synergetic. To find out how to record data in these systems, please contact the software supplier or refer to Database programs for links to user manuals.

If your school records data using Microsoft Excel, the data must be formatted correctly. Failure to do so will prevent the data from being uploaded into SIRS. Please refer to the following instructions on how to set up a database to record student registration and demographic information.

3.6 Setting up an Excel database for Student Registration and Demographic

Schools that use Microsoft Excel as their database to enter Student Registration and Demographic information are required to layout data in a specific format to ensure it can be uploaded into SIRS.

	A	B	C	D	E	F	G	H	I
1	Record Type	YOUR Provider Code	Calendar Year	SCSA Student Number	Student title	Student family name	Student given name	Student middle name	Student third initial
2	SRGDG	1234	2016	21567891	Ms	Jones	Jane	Helen	S
3	SRGDG	1234	2016	21987654	Mr	Chong	Yin	Chan	W

The image above shows a section of the required format in Excel for the Student Registration and Demographic file. For example, the **Record type** is required in column A, the **Provider code** is required in column B. One row of information must be provided for each student.

The layout requirements for all columns in the Student Registration and Demographic Excel database are specified in the table below. Please also refer to notes below this table (under the heading **Column details**), which provide specific information requirements for each column. Screen shots of all required columns can be found at the end of these notes.

Note: Once the table has been formatted and data entered, the Excel document must be saved as a **.CSV** (comma delimited) file before it can up uploaded into SIRS.

Table 1: Excel format for student registration and demographic files

Column number	Column reference	Field Name	Comment
1	A	Record type	SRGDG Maximum field length = 5
2	B	Provider code (a provider is a school or organisation authorised to offer the Western Australian Certificate of Education)	Mandatory Maximum field length = 10 Unique code for the a course provider

Section 3: Student registration and demographics

Column number	Column reference	Field Name	Comment
3	C	Calendar year	Mandatory Maximum field length = 4 Must be current year format YYYY
4	D	School Curriculum and Standards Authority student number	Mandatory Maximum field length = 15 Must be valid student number issued by the School Curriculum and Standards Authority
5	E	Student title	Optional Maximum field length = 20 e.g. Mr, Mrs, Miss, Ms
6	F	Student family name	Mandatory Maximum field length = 30
7	G	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30
8	H	Student middle name	Optional Maximum field length = 30
9	I	Student third initial	Optional Maximum field length = 1
10	J	Certificate name	Optional Maximum field length = 61 As printed on the certificate
11	K	Date of birth	Mandatory Maximum field length = 10 Must be valid past date Format dd/mm/yyyy
12	L	Sex	Mandatory Maximum field length = 1 M for male or F for female
13	M	Status	Mandatory Maximum field length = 1 1 – Currently at provider 2 – Deceased student 3 – Left secondary education 4 – Left from this provider 5 – Left Western Australia
14	NO LONGER IN USE		
15	O	Home address line 1	Mandatory Maximum field length = 50
16	P	Home address line 2	Optional Maximum field length = 50
17	Q	Home suburb	Mandatory Maximum field length = 50
18	R	Home state	Optional if home country (field #20) not equal Australia Maximum field length = 30
19	S	Home postcode	Optional if home country (field #20) not equal Australia Maximum field length = 10
20	T	Home country	Optional Maximum field length = 30

Column number	Column reference	Field Name	Comment
21	U	Postal address line 1	Mandatory – can be same as home address, field #15 Maximum field length = 50
22	V	Postal address line 2	Optional – can be same as home address, field #16 Maximum field length = 50
23	W	Postal suburb	Mandatory – can be same as home address, field #17 Maximum field length = 50
24	X	Postal state	Optional if postal country (field #26) not equal Australia – can be same as home address, field #18 Maximum field length = 30
25	Y	Postal postcode	Optional if postal country (field #26) not equal Australia – can be same as home address, field #19 Maximum field length = 10
26	Z	Postal country	Optional Maximum field length = 30
27	AA	Academic year	Mandatory Maximum field length = 2 Must be either 08, 09, 10, 11 or 12
28	AB	Australian residency status	Mandatory Permanent resident or citizen or country of birth = Australia or New Zealand Maximum field length = 1 Y or N
29	AC	Student fee status	Mandatory Maximum field length = 1 Y – required to pay full fees N – not required to pay full fees
30	AD	Release of information for individual awards DATA NOT USED FROM 2009	Optional Maximum field length = 1 Y – to give permission N – to withhold permission
31	AE	Release of information for career information DATA NOT USED FROM 2009	Optional Maximum field length = 1 Y – to give permission N – to withhold permission
32	AF	Release of information– exam answers for educational publications DATA NOT USED FROM 2009	Optional Maximum field length = 1 Y – to give permission N – to withhold permission
33	AG	Home phone number	Optional Maximum field length = 20
34	AH	Alternate/mobile number	Optional Maximum field length = 20
35	AI	Email address	Optional Maximum field length = 80
36	AJ	Fax number	Optional Maximum field length = 20
37	AK	Previous student family name	Optional Maximum field length = 30

Column number	Column reference	Field Name	Comment
38	AL	Previous student given name	Optional Maximum field length = 30
39	AM	Exemption from school	Mandatory – Y/N Maximum field length = 1 Is the student currently exempt from school under section 11 of the *School Education Act 1999*?
40	AN	Country of birth identifier	Optional Mandatory, if Visa Subclass supplied (field #60) Refer to the Australian standard classification of Country codes http://www voced edu au/content/ngv20199 Maximum field length = 4
41	AO	Language spoken at home identifier	Optional Maximum field length = 4 Refer to the Australian standard classification of language code http://www voced edu au/content/ngv20199 (1201 = English)
42	AP	Proficiency in spoken English	Optional 1 = very well 2 = well 3 = not well 4 = not at all Maximum field length = 1
43	AQ	Labour force identifier	Optional Maximum field length = 2 01 = full-time employee 02 = part-time employee 03 = self employed 04 = employer 05 = employed – unpaid work in a family business 06 = unemployed – seeking full-time job 07 = unemployed – seeking part-time job 08 = not employed – not seeking employment
44	AR	Highest school level completed	Optional Maximum field length = 2 02 = did not attend school 08 = Year 8 or below 09 = Year 9 or equivalent 10 = completed Year 10 11 = completed Year 11 12 = completed Year 12
45	AS	Year highest school level completed	Optional Maximum field length = 4 In yyyy format

Column number	Column reference	Field Name	Comment
46	AT	Prior education achievement 1	Optional Maximum field length = 3 008 = Bachelor degree or higher 410 = Advanced diploma or assoc degree level 420 = Diploma level 511 = Certificate 4 514 = Certificate 3 521 = Certificate 2 524 = Certificate 1 990 = misc education
47	AU	Prior education achievement 2	Optional Maximum field length = 3 008 = Bachelor degree or higher 410 = Advanced diploma or associate degree level 420 = Diploma Level 511 = Certificate 4 514 = Certificate 3 521 = Certificate 2 524 = Certificate 1 990 = misc education
48	AV	Prior education achievement 3	Optional Maximum field length = 3 008 = Bachelor degree or higher 410 = Advanced diploma or associate degree level 420 = Diploma level 511 = Certificate 4 514 = Certificate 3 521 = Certificate 2 524 = Certificate 1 990 = misc education
49	AW	Disability code 1	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
50	AX	Disability code 2	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified

Column number	Column reference	Field Name	Comment
51	AY	Disability code 3	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
52	AZ	Disability code 4	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
53	BA	Disability code 5	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
54	BB	Disability code 6	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified

Column number	Column reference	Field Name	Comment
55	BC	Disability code 7	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
56	BD	Australian Aboriginal or Torres Strait Islander	Mandatory Maximum field length = 1 1 = Aboriginal 2 = Torres Strait Islander 3 = Aboriginal and Torres Strait Islander 4 = Neither 9 = Not stated
57	BE	Date of Status	Mandatory (related to field #13) Maximum field length = 10 Format dd/mm/yyyy
58	BF	Meets ELC Standard DATA NOT USED FROM 2016	Optional Y – Meets English Language Competency standard N or blank – otherwise
59	BG	Hours of community service	Optional Numeric (integer) or blank Maximum field length = 3
60	BH	Visa Subclass	Optional Maximum field length = 10
61	BI	Arrival Date	Optional Mandatory, if Visa Subclass supplied (field #60) Maximum field length = 8 Must be valid past date Format ddmmyyyy
62	BJ	VET USI	Optional Maximum field length = 10 Alphanumeric VET unique student identifier is required for unit of competency result to contribute towards the WACE requirements

Student Registration and Demographic (SRGDG)

See below for a complete breakdown of the fields within the 'SRGDG' spread sheet.

	A	B	C	D	E	F	G	H	I	J
1	Record Type	YOUR Provider Code	Calendar Year	SCSA Student Number	Student title	Student family name	Student given name	Student middle name	Student third initial	Certificate name
2	SRGDG	1234	2016	21567891	Ms	Jones	Jane	Helen	S	Jane Helen Jones
3	SRGDG	1234	2016	21987654	Mr	Chong	Yin	Chan	W	Yin Chan Chong

K	L	M	N	O	P	Q	R	S	T	U
Date of birth	Sex	Status	Community Service Completed	Home address Line 1	Home address line 2	Home Suburb	Home State	Home postcode	Home country	Postal address line 1
7/04/1998	F	1	N	1 Unknown St		PERTH	WA	6000	Australia	PO Box 100
2/06/1998	M	1	N	24 The Avenue		PERTH	WA	6000	Australia	24 The Avenue

V	W	X	Y	Z	AA	AB	AC	AD	AE
Postal address line 2	Postal suburb	Postal State	Postal postcode	Postal country	Academic year	Austrlian residency status	Student fee status	Release of information for individual awards	Release of information for career information
	PERTH	WA	6000	Australia	12	Y	N	Y	Y
	PERTH	WA	6000	Australia	12	N	Y	Y	Y

AF	AG	AH	AI	AJ	AK	AL	AM
Release of information exam answers for edu pub.	Home phone number	Alternate/mobile number	Email address	Fax number	Previous student family name	Previous student given name	Exemption from school
N	9555 5555	0415555555	Jane@hotmail.com		Smith		N
Y	9555 3456	0425555555	Chong@bigpond.net.au				N

AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY
Proficiency in spoken english	Labour force identifier	Highest school level completed	Year highest school level completed	Prior education achievement 1	Prior education achievement 2	Prior education achievement 3	Disability code 1	Disability code 2	Disability code 3
1							17		
4									

AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ
Disability code 4	Disability code 5	Disability code 6	Disability code 7	Australian Aboriginal or Torres Strait Islander	Date of Status	Meets ELC Standard	Hours of Community Service	Visa Sub Class	Arrival Date in Australia	VET USI
				4	24/03/2014	N				4SXPX54HG8
				4	24/03/2015	N		572	10/09/2013	3UVEW2W472

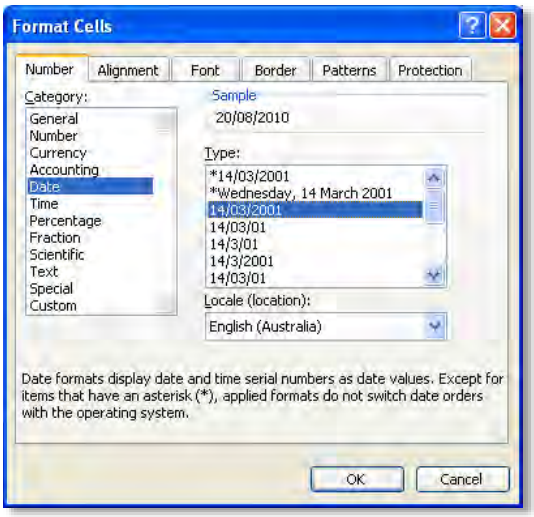
Notes to table

Formatting cell for date of birth

Excel may convert a date of birth entered as dd/mm/yyyy format to mm/dd/yyyy. This will ultimately prevent validation of the file.

Before entering the date of birth:

1. Select the column for date of birth by clicking the top of the column. This will highlight the column.
2. Right click. Choose **Format cells.**
3. Click on the **Number Tab.**
4. Under **Category** click on **Date.**
5. **Under Type,** select the third entry from the top (14/03/2001).
6. Select **OK**.

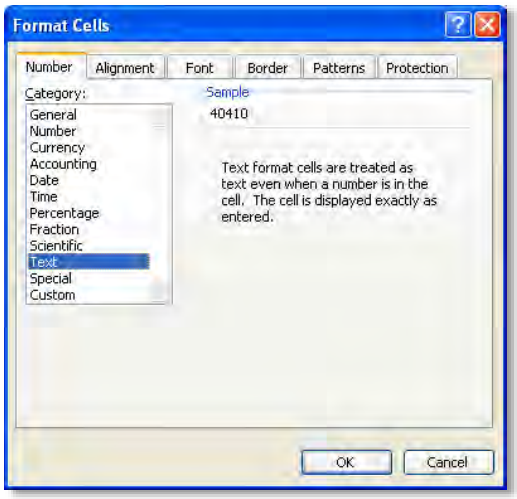


Initial zero in a number

To prevent Excel automatically removing a number that leads with a zero (such as a mobile number), you will need to format the cell.

To do this:

1. Select the top of the required column. This will highlight the whole column.
2. Right click the mouse.
3. Choose **Format cells.**
4. Click on the **Number** tab**.**
5. Under **Category** click **Text.**



SRGDG column details

One row of information must be provided for each student.

Record type (Column A)
This is always going to be SRGDG for this type of file. SRGDG = **S**tudent **Reg**istration and **D**emo**g**raphics

Provider code (Column B)
The four-digit school code. Please note that a provider is a school or organisation authorised to offer the Western Australian Certificate of Education.

Calendar Year (Column C)
The current calendar year

Allocation of School Curriculum and Standards Authority Student Numbers (Column D)
All students in Years 7 to 12 require an Authority (SCSA) student number. This includes students who are currently attending the school, and those who have been enrolled at any time during the selected school year but have now left. It will not be possible to upload your student registration file until all students have been allocated an SCSA student number in SIRS.

Year 7 and 8 students
Schools are able to request SCSA student numbers for Year 7 and 8 students directly from the student information record system (SIRS). Following this process, an email will be sent to the school with an attachment containing a list of numbers that can be allocated to students. This facility will be closed after Term 1 to prevent duplication of SCSA student numbers.

Current roll students
SCSA student numbers for transferring students should be requested and entered at the point of enrolment.

Former students
Any former students who attended for more than one day within the school term should be included in the student registration and must have an SCSA student number.

Students who are new to the Western Australian education system
If the student is new to the school (i.e. arriving from another Australian State or country) and has not previously been allocated an SCSA student number, then the school will need to request an SCSA student number by contacting the Authority at numbers@scsa.wa.edu.au.

Students who are transferring between Western Australian schools
If the student is new to the school (i.e. transferring from another Western Australia school) and has previously been allocated an SCSA student number, it is the enrolling school's responsibility to follow up with the student's previous school and find out the missing SCSA student number. This student must continue to use the SCSA student number allocated by the previous school.

Likewise, if a student was enrolled at your school and then left to enrol in another school, then your school needs to ensure that the student is provided with his/her SCSA student number.

Student title (Column E)
This is an optional field that will accept Miss, Mr, Mrs or Ms.

Student name format (Columns F, G, H, I)
The Authority recommends that student names submitted are entered in title case rather than upper case to ensure that WACE certificates are appropriately formatted. The student name fields that must be provided to the Authority are **Student Legal Surname** and **Student Legal First name**.

Certificate name (Column J)
This is the name the student wishes to appear on their WACE and statement of results. If no **Certificate name** is uploaded, the WACE and statement of results will print **First Name** and **Surname** as uploaded.

Date of birth (Column K)
The convention for date of birth is dd/mm/yyyy.

Sex (Column L)
Student gender – M or F will be accepted.

Status (Column M)
The student status column advises the Authority if the student is 1 = currently at the school, 2 = deceased, 3 = left secondary education, 4 = left provider (i.e. expected to transfer into another school) and 5 = left Western Australia.

Community service (Column N)
No longer required. Do not enter data.

Address information (Columns 0–Z)
The Authority will only accept suburbs and postcodes recognised by Australia Post. The student registration file contains student home and postal addresses. Please check that all suburbs and postcodes are correct. For students with an overseas address, please note that SIRS will not ask for a postcode if the country is filled in as other than Australia.

Academic Year (Column AA)
This must be entered as a two-digit integer e.g. Year 8 = 08.

Australian residency (Column AB)
Ensure that a student who is not recorded as a permanent resident has a visa subclass number recorded. The Authority makes use of the Australian residency status of students to determine eligibility to receive some awards.

For the Authority's purposes, a student is considered an Australian resident if they are a permanent resident and/or were born in Australia or New Zealand. There may be some instances where a student born in Australia of parents on a visa, also has a visa subclass and is NOT a permanent resident.

As this information may vary over time for some students with permanent residency being awarded, it is important that it is reviewed periodically.

Student fee status (Column AC)
This field refers to those students who are non-Australian residents, and who are attending school in Australia under one of the visa subclasses of 173, 301, 400, 405, 417, 418, 420, 421, 423, 424, 425, 445, 446, 447, 456, 459, 462, 470, 471, 488, 490, 499, 570, 571 (full fee paying international students recruited by the Department of Education), 572, 573, 574, 575, 672, 675, 676, 679, 685, 686, 695, 956, 976, and 977. Please refer to the Department of Education Enrolment Policy: Enrolment of students from overseas.

This field is **not** to be used for Australian fee-paying students at private schools.

Release of information (Columns AD, AE, AF)
This field has not been used since 2010 as this information is collected directly from students and entered onto SIRS.

Contact numbers and email address (Columns AG–AJ)
The phone number fields have a limit of 20 digits.

The email address field will only accept a valid email address e.g. john.citizen@hotmail.com.

Previous student family name (Column AK)
If the student has been known by a different surname, please record that name here.

Previous student given name (Column AL)
If the student has been known by a different given name, please record it here.

Exemption from school (Column AM)
This field should remain an N unless the student has been granted an exemption from school under Section 11 of the *School Education Act 1999*.

Country of birth (Column AN)
This is a mandatory field if a visa subclass has been entered. Please refer to the Australian standard classification of country codes http://www.voced.edu.au/content/ngv20199 for further details.

Main language other than English spoken at home (Column AO)
This is an optional field. Please refer to the Australian standard classification of language code http://www.voced.edu.au/content/ngv20199 (1201 = English).

Proficiency at spoken English (Column AP)
1 = very well, 2 = well, 3 = not well, 4 = not at all.

Labour force identifier (Column AQ)
This is an optional field and refers only to NCVER information. 01 = full-time employee, 02 = part-time employee, 03 = self-employed, 04 = employer, 05 = employed – unpaid work in a family business, 06 = unemployed – seeking full-time job, 07 = unemployed – seeking part-time job, 08 = not employed – not seeking employment.

Highest school level completed (Column AR)
This is an optional field mostly relevant to NCVER information. 02 = did not attend school, 08 = Year 8 or below, 09 = Year 9 or equivalent, 10 = completed Year 10, 11 = completed Year 11, 12 = completed Year 12.

Year highest school level (Column AS)
If column AR is completed, then the calendar year the student completed that academic year can be added.

Prior education achievements (Columns AT–AV)
Previous educational achievements can be recorded in these columns if necessary. 008 = Bachelor degree or higher, 410 = Advanced diploma or assoc degree level, 420 = Diploma level, 511 = Certificate IV, 514 = Certificate III, 521 = Certificate II, 524 = Certificate I, 990 = misc. education. One achievement per column and each type of achievement can only be entered once. The system will not accept three entries of Certificate I.

Disability (Columns AW–BC)
Student disabilities can be recorded in these columns if required. 11 = hearing/deaf, 12 = physical, 13 = intellectual, 14 = learning, 15 = mental illness, 16 = acquired brain impairment, 17 = vision, 18 = medical condition, 19 = other, 99 = unspecified. One disability per column.

Indigenous status (Column BD)
The Authority requires the indigenous status for all students in Years 8 to 12 to be stated in the student registration and demographics file.

This information will be recorded in student details fields. A value of 1 = Aboriginal, 2 = Torres Strait Islander, 3 = Both Aboriginal & Torres Strait Islander, 4 = Not Aboriginal & Torres Strait Islander or 9 = Not Stated, must be selected.

Date of status (Column BE)
This date refers to the date the student status changes i.e. they have just enrolled or transferred in from another school, left your school or left the state, or are deceased.

English language competence (Column BF)
No longer required. Do not enter data.

Community service hours (Column BG)
Where a school provides the Authority with the actual number of hours completed by students over Years 10, 11 and 12, the statement **<Student Name> has completed X hours of community service** will be reported on a student's WASSA.

For students who have not completed any community service, there will be no statement about community service recorded on their WASSA. For further information, please refer to http://www.scsa.wa.edu.au/internet/Senior_Secondary/Certification_Student_Achievement/Community_Service).

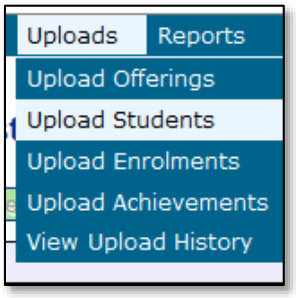
Visa Subclass (Column BH)
All students not flagged as a permanent resident should have a visa subclass number recorded.

Arrival Date (Column BI)
For students with a visa subclass number the arrival date of entry into Australia is to be recorded.

VET USI (Column BJ)
Schools can enter a student's VET Unique Student Identifier in this field and upload as part of the SRGDG file. Any changes to the VET USI will require a new SRDGDG file to be uploaded. This number can then be viewed on the Student Summary screen in SIRS.

3.7 Saving data for SIRS

Once all required information has been entered into a database, the data must be saved as (or exported) as a **.CSV** (comma delimited) file before it can up uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.



3.7.1 File naming

The file name convention is:

XXXXXSSSSTTYYY.csv

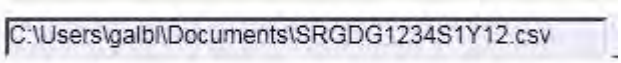
where XXXXX	=	record type e.g. SRGDG
SSSS	=	the provider/school code e.g. 4001
TT	=	S1, S2, Y1 for semester or year-long data
YYY	=	Y11, Y12 for Year 11 or Year 12 data
		or YUP for combined Year 11 and Year 12 data

For example, a file name of registration and demographic information of students from provider/school 4171 for Year 12 would be **SRGDG4171Y1Y12.CSV**.

3.8 Uploading data to SIRS

Once data has been saved as a **.CSV** (comma delimited) file it can be uploaded into SIRS.

1. Hover over **Uploads** on the main menu bar. The image to the right shows the menu items that appear.
2. Click on **Load Students**. The **Upload Students** form fields appear.
3. Under **Type**, select **SRGDG**.
4. To locate the required file on your computer, click the **Browse** button.
5. On a Windows computer, the **Choose File** screen appears.
6. Navigate to the folder where the required file is stored.
7. Click on the required file.
8. Click **Open**. The drive, folders path and file name will appear in the **File** field (see example in the image below).



Note

For most **RTP/SIS Public schools**:

- the export path will be **K:\keys\integris\outbox**.
- depending on the academic year of students enrolled in courses, the files available for upload will be: **Courses:** OFCOSssssY1YUP.csv where *ssss* is the School code.

9. The email address of the person uploading the file will automatically appear. SIRS will send an email message to this person to report the status of the upload.
10. Click **Upload File for Processing** or you can click **Close** to exit without continuing with the upload.
11. To check the progress of the upload, check **Messages** in either your email inbox or in Private Messages, available from the front page of SIRS.

3.8.1 Email messages

Email messages are generated by SIRS and sent to the person uploading the file. These emails may have any of the following messages:

Successfully verified

The system will place the file in the queue for processing and you will receive another email regarding processing.

Successfully processed

The system has processed the file and there were no problems found.

Processed with warnings

This file has been processed, but the system has ignored certain records. Occasionally the warnings can be ignored – some warnings must be dealt with if the students' registrations and/or enrolments are affected.

Example of a processed with warnings message

The Student Registration and Demographic (SRGDG): SRGDG1234Y1Y11.csv has been successfully processed but has recorded the following warnings:

Warning occurred on record: 12 (Student: 22082466: Black, Emma-May Date Of Birth 24/11/1998). The following errors were found in the record:

- This record has been ignored as you are not defined in SIRS as the Main Provider of the Student. Only the Main Provider can update Student Registration details. If you are the Main Provider of the Student, you will need to contact School Curriculum and Standards Authority to get this changed.

Warning occurred on record: 3 (Student: 22298524: Smith, Chuck Date Of Birth 31/03/00). The following errors were found in the record:

- This record has been ignored as the academic year of student with student number 22298524 does not match with the current record. Please contact the School Curriculum and Standards Authority for further assistance.

Failed verification

The system is unable to verify the file and send for processing as there are errors that need to be fixed. Please check all error messages produced by SIRS (see example below) and try to resolve them. To assist you with resolving your errors, please refer to **Troubleshooting** in this section.

Example of a failed verification message

The Student Registration and Demographic (SRGDG): SRGDG1234S2Y11.csv has failed verification due to the following errors:

Error occurred on record 13 (Student: 22082466: Black, Emma-May Date Of Birth 07/08/1998). The following errors were found in this record:

- Home Suburb OSBORNE PARK was not a valid Australia suburb with postcode 6019 in WA. Please check that the suburb is valid under 'Administration -> Suburb Postcode Search'.

Failed processing

The system was able to verify the file but there were errors that prevented the information from being processed by SIRS. Please check all error messages produced by SIRS and try to resolve them before contacting the Data Services Team by email at dataservices@scsa.wa.edu.au).

Example of a failed processing message

The Student Registration and Demographic (SRGDG): SRGDG1234Y1YUP.CSV has failed processing due to the following errors:

Error occurred on record 348 (Student: 22298524: Smith, Chuck Date Of Birth 22/08/00). The following errors were found in the record:

- Another student (Name: 22298524: Smith, Chuck Date Of Birth: 22/09/1999) already exists in the system with the specified student number: 22298524.

3.8.1.1 FURTHER HELP

If the information in the email is insufficient to resolve errors, please refer to **Troubleshooting** in this section.

If the issue has not been resolved, please contact the Data Services Team by email at dataservices@scsa.wa.edu.au.

3.8.2 Upload confirmation

You will receive a message confirming successful upload in either your email inbox or in Private Messages, available from the front page of SIRS.

Note: If you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

Your **Upload Status** (available on the front page of SIRS) will also change once a file has been successfully uploaded (see example in image over page).

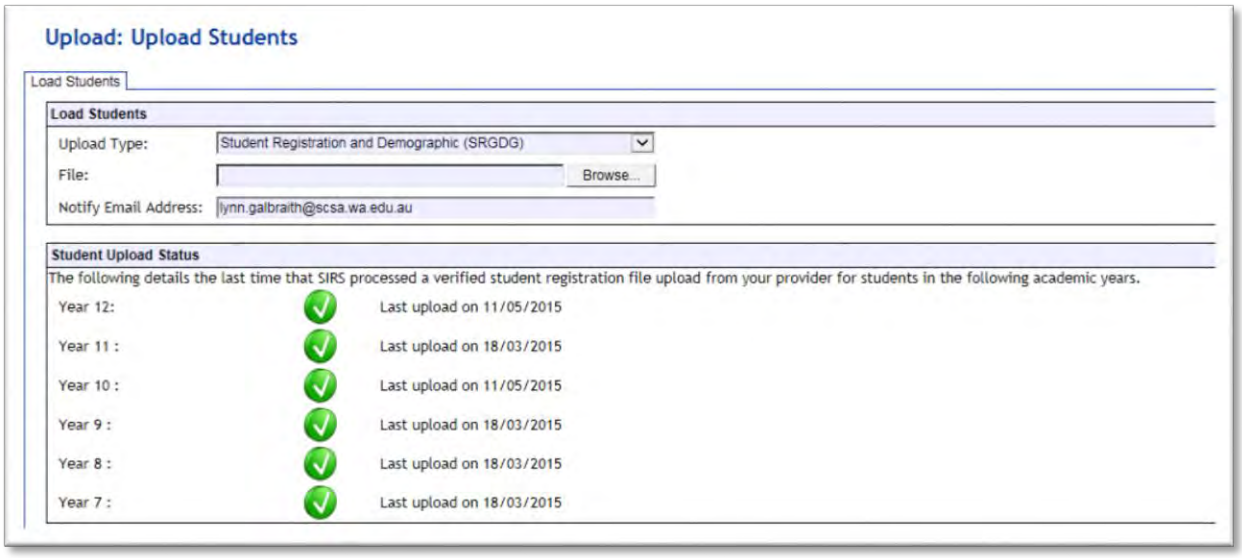


Table 2: Upload symbols key

	Successful upload
	Data not uploaded successfully
	Time to update data in SIRS – re-upload
	Processed with warnings
	Your school may not have data for this section
	Locked to schools – no further uploads to the SIRS database

The table above is a key for the symbols.

3.9 Troubleshooting

Some of the common error messages listed below arise when uploading the SRGDG file (those denoted with an * are common to uploads of all files). Against each error message are suggestions as to the cause as well hints for resolving the problem.

Table 3: Example error messages for the student registration and demographic file

Example error messages	How to resolve the problem
25035625 is not a valid student number	If the SCSA student number has been mistyped in the school's database, correct the datum, generate a new file and try the upload again. If the number has been provided by the School Curriculum and Standards Authority, you will need to contact the Authority to solve this error.
Academic Year 13 must be a number between 7 and 12	The Academic Year must be a value between 7 and 12. Check the data in your school system's database, generate a new file and upload the file again.
Another student already exists in the system with the specified student number: **19105959**	Either another student is already registered under the specified number or the same student is registered under the specified number but with a different date of birth. You will need to call the SIRS helpdesk to resolve this problem.
Australian Aboriginal or Torres Strait Islander was not specified.	A required field is missing in your upload file. You will need to enter the missing details for the student into the school's database, generate a new file and try the upload again The valid codes are : 1 = Aboriginal, 2 = Torres Strait Islander, 3 = Aboriginal and Torres Strait Islander, 4 = Neither, 9 = Not Stated
Calendar year 2016 must be the current year.	You can only upload students for the current year. If you need to update student details for past years, you will need to contact the Authority.
Home Address Line 1 was not specified	A required field is missing in your upload file. You will need to enter the missing details for the student into the school's database, generate a new file and try the upload again.
Home Suburb BELMONT was not a valid Australia suburb with postcode 6101 in WA	The suburb specified does not exist according to the Australia Post database. Suburb names and postcodes must be correct. These details can be checked under the 'Administration, Suburb Postcode Search and Maintenance' menu in SIRS.
Home Suburb was not specified	A required field is missing in your upload file. You will need to enter the missing details for the student into the school's database, generate a new file and try the upload again.
Invalid COS Provider code 4000 for year 2016	The provider code you have supplied is not a valid code for the year. You will need to correct the details within the school's database, generate a new file and upload the file again. If you believe your Provider code is valid, you will need to contact the Authority.
Invalid Country Code 510546	The code must be a valid country code (not a name). Refer to the Australian Standard Classification of Country Codes.
Invalid DOB: **1/18/1996**	The date of birth must be a valid date. Correct the data in the school system database, generate a new file and upload the file again.
Invalid Language Spoken at Home 4202002.	Refer to the Australian Standard Classification of Language Code. (1201 = English).
Postal Address Line 1 was not specified	A required field is missing in your upload file. You will need to enter the missing details for the student into the school's database, generate a new file and try the upload again.

Example error messages	How to resolve the problem
Postal Suburb was not specified.	A required field is missing in your upload file. You will need to enter the missing details for the student into the school's database, generate a new file and try the upload again.
Record type must be: **SRGDG**. **Note**: **usually followed by a number of other error messages for each record in the file**.	You are uploading a file that is not a student registration/demographic file. However at upload time, you selected this as your upload type. It is possible that you have either selected the wrong file to upload or selected the wrong upload type. Re-examine what you are uploading and select the appropriate upload type for the file you are uploading. NB. This error also occurs if your file is saved as an .XLS file instead of a **.CSV** (comma delimited) file.
Student identified by number: **19373211 has a name other than specified**: **xxx, yyy**	The student name is different from the one in SIRS. You will need to check your student details within your school system, generate a new student registration file and upload the student registration file again to update the name of the student. Once updated you can then upload this file again. If the student has changed their name or there is an incorrect spelling, contact the Authority in writing to make these changes.
Student number not specified.	The student number is missing. Check the data in your school system's database, generate a new file and upload the file again. If the student does not have a number please contact the Authority to request one.
The number of columns for this file must not be less than 61. **Please make sure the uploaded file is a valid file in either SCSV, CSV or fixed length format and matches with the selected type of Student Registration (SRGDG)**.	You are uploading a file that is not in **.SCSV**, **.CSV** or fixed length format. If you have opened the file previously in Excel, then it is likely the file is saved in Excel format. You will need to reopen the file in Excel, select File, Save As and select the Save As type of **.CSV** (comma delimited) file, save the file and upload the file again. This error can also occur when the final column is expected to have information in, but there is no information to enter. This error can be overcome by entering a space using the spacebar into the column for each student.
The specified student previous name is being ignored as it is exactly the same as student name specified in this record.	You are submitting a student registration file which contains a student that has a previous name the same as their current name. In this instance SIRS will not process the previous name of the student, however all other records in the file have been processed including any other changes to this student record. This is a warning message only and in most cases can be ignored.
This record has been ignored as you are not defined in SIRS as the Main Provider of the Student. **Only the Main Provider can update Student Registration details**. **If you are the Main Provider of the Student, you will need to contact the Authority to get this changed**.	You are trying to upload student registration or demographic data when you are not defined in SIRS as the main provider. Your file has been processed but this record was ignored as only the main provider can update student details. If you are the main provider of the student as the student has recently transferred to your school, contact SIRS help desk to resolve this issue. Not being the main provider of a student will not prevent you from enrolling the student into your offerings or providing an achievement for the student.
We are unable to process this record as the last date for demographic changes (1/12/2015) to Year 12 for 2015 has passed. **Contact the Authority if you still need to make changes to your students' data**.	You are trying to upload student registration or demographic data after the last date for changes to Year 12 student data has passed. You will be unable to upload this file and must contact the Authority if you need to make changes to your student records.

Example error messages	How to resolve the problem
Invalid Arrival Date: **4072008**	You are uploading data with students who have visa subclass information and the arrival date is in the incorrect format. Either format as dd/mm/yyyy or as text and ensure there is a 0 in front of any single digit date.
Arrival Date not specified.	You are trying to upload where there is visa sub class information in column BH, but there is no arrival date. The system will always look for an arrival date where there is visa sub class information.

3.10 Further help

For issues relating to the information contained in the Data Procedures Manual, please email the Data Services Team at dataservices@scsa.wa.edu.au.

School Curriculum and Standards Authority

Data Procedures Manual 2016

Section 4:

Offerings

Contents

- Overview
- Course offerings
- Vocational Education and Training (VET) qualification estimates (ESQUAL)
- Saving data for SIRS
- Uploading data into SIRS
- Troubleshooting
- Further help

4.1 Overview

Schools are required to provide the Authority with records of the courses they offer to students. In 2016, schools will provide data to the Authority about the following courses and programs:

Courses

- ATAR
- General
- Foundation
- Preliminary
- VET industry specific

Programs

- VET qualifications
- Endorsed programs

4.2 Course offerings

4.2.1 Declarations

Schools are required to complete declaration forms to certify the conditions under which courses are being offered:

- Course declaration form
- VET industry specific course declaration form.

Before the School Curriculum and Standards Authority can accept VET achievement data from a school, the principal must confirm that the relevant Registered Training Provider has provided written evidence (from the appropriate organisation) of achievement and the data has been accurately uploaded to SIRS.

Schools are required to complete an *Endorsed programs enrolment declaration form* if they are offering an endorsed program to their students.

4.2.2 Course codes 2016

Codes for each course can be found on the Authority website under **Home > Senior Secondary > Year 11 and 12 Courses > Course Codes** or in the WACE Manual.

Codes for the following courses can be found in this section:

- ATAR, General and Foundation
- VET industry specific
- Languages: interstate (NSW/SA)
- Languages: interstate (VIC)

4.2.2.1 STRUCTURE OF THE COURSE CODES

Generally, the course codes have five characters. However, where a course has a defined context, the course/context code has six characters. The structure of the codes is outlined in the following tables for **ATAR**, **General**, **Foundation, VET industry specific** and **Preliminary** courses.

Table 4: Structure of the new course codes for ATAR, General, Foundation and VET industry specific courses

First character	Second character	Third to fifth characters	Sixth character
Course type	Unit or Year	Course	Context
A ATAR course **G** General course **F** Foundation course **V** VET industry specific course*	**1** Unit 1 Year 11 **2** Unit 2 Year 11 **E** Year 11 pair of units (Units 1 and 2) **T** Year 12 pair of units (Units 3 and 4)	Examples: **ENG** English **VBF** Business and Financial Services (VET industry specific)	Examples: **M** Metal **T** Textiles **W** Wood Or VET industry specific qualification identifier

* Identifies specific qualification for VET industry specific courses

4.2.2.2 EXAMPLES OF COURSES (EXCLUDING PRELIMINARY) AND THEIR CODES

- General course, Unit 1 Year 11, Materials Design and Technology, Textiles – G1MDTT.
- General course, Year 12, Materials Design and Technology, Textiles – GTMDTT.
- ATAR course, Year 11, Materials Design and Technology, Textiles – AEMDTT.
- VET industry specific Year 11 Certificate III in Media – VEVCID.

Table 5: Code structure of the new courses for Preliminary courses

First character	Second character	Third to fifth characters	Sixth character
Course type	Unit	Course	Context
P Preliminary course	**1** Unit 1 **2** Unit 2 **3** Unit 3 **4** Unit 4	Example: **ENG** English	Examples: **M** Metal **T** Textiles **W** Wood

4.2.2.3 EXAMPLES OF PRELIMINARY COURSES AND THEIR CODES

- Preliminary course, Unit 1, English – P1ENG.
- Preliminary course, Unit 4, Materials Design and Technology, Wood – P4MDTW.

Table 6: Preliminary course offerings for 2016

Preliminary courses	Subject Code	Unit codes (P)
Business Management and Enterprise	BME	P1BME, P2BME, P3BME, P4BME
English	ENG	P1ENG, P2ENG, P3ENG, P4ENG
Food Science and Technology	FST	P1FST, P2FST, P3FST, P4FST
Health and Physical Education	HPE	P1HPE, P2HPE, P3HPE, P4HPE
Materials Design and Technology	MDT	P1MDTM, P2MDTM, P3MDTM, P4MDTM, P1MDTT, P2MDTT, P3MDTT, P4MDTT, P1MDTW, P2MDTW, P2MDTW, P4MDTW
Mathematics	MAT	P1MAT, P2MAT, P3MAT, P4MAT
Religion and Life	REL	P1REL, P2REL, P3REL, P4REL
Visual Arts	VAR	P1VAR, P2VAR, P3VAR, P4VAR

4.2.2.4 COURSE CODES FOR ATAR, GENERAL AND FOUNDATION

Table 7: Course unit codes for 2016

Note: Courses marked * have both written and practical examinations

Subjects		Courses			
Title	Course code	ATAR (A)		General (G)	Foundation (F)
		Course unit code	ATAR course Examination		
Aboriginal and Intercultural Studies	AIS	AEAIS (A1AIS, A2AIS)	ATAIS*	GEAIS (G1AIS, G2AIS) GTAIS	
Aboriginal Languages of Western Australia	ABL			GEABL (G1ABL, G2ABL) GTABL	
Accounting and Finance	ACF	AEACF (A1ACF, A2ACF)	ATACF	GEACF (G1ACF, G2ACF) GTACF	
Ancient History	HIA	AEHIA (A1HIA, A2HIA)	ATHIA	GEHIA (G1HIA, G2HIA) GTHIA	
Animal Production Systems	APS	AEAPS (A1APS, A2APS)	ATAPS	GEAPS (G1APS, G2APS) GTAPS	
Applied Information Technology	AIT	AEAIT (A1AIT, A2AIT)	ATAIT	GEAIT (G1AIT, G2AIT) GTAIT	FEAIT (F1AIT, F2AIT) FTAIT
Automotive Engineering and Technology	AET			GEAET (G1AET, G2AET) GTAET	
Aviation*	AVN	AEAVN (A1AVN, A2AVN)	ATAVN*	GEAVN (G1AVN, G2AVN) GTAVN	
Biology	BLY	AEBLY (A1BLY, A2BLY)	ATBLY	GEBLY (G1BLY, G2BLY) GTBLY	
Building and Construction	BCN			GEBCN (G1BCN, G2BCN) GTBCN	

Subjects		Courses			
Title	Course code	ATAR (A)		General (G)	Foundation (F)
		Course unit code	ATAR course Examination		
Business Management and Enterprise	BME	AEBME (A1BME, A2BME)	ATBME	GEBME (G1BME, G2BME) GTBME	
Career and Enterprise	CAE	AECAE (A1CAE, A2CAE)	ATCAE	GECAE (G1CAE, G2CAE) GTCAE	FECAE (F1CAE, F2CAE) FTCAE
Chemistry	CHE	AECHE (A1CHE, A2CHE)	ATCHE	GECHE (G1CHE, G2CHE) GTCHE	
Children, Family and the Community	CFC	AECFC (A1CFC, A2CFC)	ATCFC	GECFC (G1CFC, G2CFC) GTCFC	
Chinese: Second Language*	CSL	AECSL (A1CSL, A2CSL)	ATCSL*	GECSL (G1CSL, G2CSL) GTCSL	
Computer Science	CSC	AECSC (A1CSC, A2CSC)	ATCSC	GECSC (G1CSC, G2CSC) GTCSC	
Dance*	DAN	AEDAN (A1DAN, A2DAN)	ATDAN*	GEDAN (G1DAN, G2DAN) GTDAN	
Design*	DES	AEDES (A1DES, A2DES)	ATDES*	GEDESD, GEDESG, GEDESP, GEDEST (G1DESD, G1DESG, G1DESP, G1DEST, G2DESD, G2DESG, G2DESP, G2DEST) GTDESD, GTDESG, GTDESP, GTDEST	
Drama*	DRA	AEDRA (A1DRA, A2DRA)	ATDRA*	GEDRA (G1DRA, G2DRA) GTDRA	
Earth and Environmental Science	EES	AEEES (A1EES, A2EES)	ATEES	GEEES (G1EES, G2EES) GTEES	
Economics	ECO	AEECO (A1ECO, A2ECO)	ATECO	GEECO (G1ECO, G2ECO) GTECO	
Engineering Studies	EST	AEEST (A1EST, A2EST)	ATEST	GEEST (G1EST, G2EST) GTEST	
English	ENG	AEENG (A1ENG, A2ENG)	ATENG	GEENG (G1ENG, G2ENG) GTENG	FEENG (F1ENG, F2ENG) FTENG
English as an Additional Language or Dialect*	ELD	AEELD (A1ELD, A2ELD)	ATELD*	GEELD (G1ELD, G2ELD) GTELD	FEELD (F1ELD, F2ELD) FTELD
Food Science and Technology	FST	AEFST (A1FST, A2FST)	ATFST	GEFST (G1FST, G2FST) GTFST	
French: Background Language*	FBL	AEFBL (A1FBL, A2FBL)	ATFBL*		

Subjects		Courses			
Title	Course code	ATAR (A)		General (G)	Foundation (F)
		Course unit code	ATAR course Examination		
French: Second Language*	FSL	AEFSL (A1FSL, A2FSL)	ATFSL*	GEFSL (G1FSL, G2FSL) GTFSL	
Geography	GEO	AEGEO (A1GEO, A2GEO)	ATGEO	GEGEO (G1GEO, G2GEO) GTGEO	
German: Background Language*	GBL	AEGBL (A1GBL, A2GBL)	ATGBL*		
German: Second Language*	GSL	AEGSL (A1GSL, A2GSL)	ATGSL*	GEGSL (G1GSL, G2GSL) GTGSL	
Health Studies	HEA	AEHEA (A1HEA, A2HEA)	ATHEA	GEHEA (G1HEA, G2HEA) GTHEA	
Health, Physical and Outdoor Education	HPO				FEHPO (F1HPO, F2HPO) FTHPO
Human Biology	HBY	AEHBY (A1HBY, A2HBY)	ATHBY	GEHBY (G1HBY, G2HBY) GTHBY	
Indonesian: Second Language*	IND	AEIND (A1IND, A2IND)	ATIND*	GEIND (G1IND, G2IND) GTIND	
Integrated Science	ISC	AEISC (A1ISC, A2ISC)	ATISC	GEISC (G1ISC, G2ISC) GTISC	
Italian: Background Language*	ITB	AEITB (A1ITB, A2ITB)	ATITB*		
Italian: Second Language*	ISL	AEISL (A1ISL, A2ISL)	ATISL*	GEISL (G1ISL, G2ISL) GTISL	
Japanese: Second Language*	JSL	AEJSL (A1JSL, A2JSL)	ATJSL*	GEJSL (G1JSL, G2JSL) GTJSL	
Literature	LIT	AELIT (A1LIT, A2LIT)	ATLIT	GELIT (G1LIT, G2LIT) GTLIT	
Marine and Maritime Studies	MMS	AEMMS (A1MMS,A2MMS)	ATMMS	GEMMS (G1MMS, G2MMS) GTMMS	
Materials Design and Technology*	MDT	AEMDTM, AEMDTT, AEMDTW (A1MDTM, A1MDTT, A1MDTW, A2MDTM A2MDTT, A2MDTW)	ATMDTM* ATMDTT* ATMDTW*	GEMDTM, GEMDTT, GEMDTW (G1MDTM, G1MDTT, G1MDTW, G2MDTM, G2MDTT, G2MDTW) GTMDTM, GTMDTT GTMDTW	
Mathematics	MAT				FEMAT (F1MAT, F2MAT) FTMAT

Subjects		Courses			
Title	Course code	ATAR (A)		General (G)	Foundation (F)
		Course unit code	ATAR course Examination		
Mathematics Applications	MAA	AEMAA (A1MAA, A2MAA)	ATMAA		
Mathematics Essential	MAE			GEMAE (G1MAE, G2MAE) GTMAE	
Mathematics Methods	MAM	AEMAM (A1MAM, A2MAM)	ATMAM		
Mathematics Specialist	MAS	AEMAS (A1MAS, A2MAS)	ATMAS		
Media Production and Analysis*	MPA	AEMPA (A1MPA, A2MPA)	ATMPA*	GEMPA (G1MPA, G2MPA) GTMPA	
Modern History	HIM	AEHIM (A1HIM, A2HIM)	ATHIM	GEHIM (G1HIM ,G2HIM) GTHIM	
Music*	MUS	AEMUSC, AEMUSJ, AEMUSW (A1MUSC, A1MUSJ, A1MUSW, A2MUSC, A2MUSJ, A2MUSW)	ATMUSC* ATMUSJ* ATMUSW*	GEMUS (G1MUS, G2MUS) GTMUS	
Outdoor Education	OED	AEOED (A1OED, A2OED)	ATOED	GEOED (G1OED, G2OED) GTOED	
Philosophy and Ethics	PAE	AEPAE (A1PAE, A2PAE)	ATPAE	GEPAE (G1PAE, G2PAE) GTPAE	
Physical Education Studies*	PES	AEPES (A1PES, A2PES)	ATPES*	GEPES (G1PES, G2PES) GTPES	
Physics	PHY	AEPHY (A1PHY, A2PHY)	ATPHY	GEPHY (G1PHY, G2PHY) GTPHY	
Plant Production Systems	PPS	AEPPS (A1PPS, A2PPS)	ATPPS	GEPPS (G1PPS, G2PPS) GTPPS	
Politics and Law	PAL	AEPAL (A1PAL, A2PAL)	ATPAL	GEPAL (G1PAL, G2PAL) GTPAL	
Psychology	PSY	AEPSY (A1PSY, A2PSY)	ATPSY	GEPSY (G1PSY, G2PSY) GTPSY	
Religion and Life	REL	AEREL (A1REL, A2REL)	ATREL	GEREL (G1REL, G2REL) GTREL	
Visual Arts*	VAR	AEVAR (A1VAR, A2VAR)	ATVAR*	GEVAR (G1VAR, G2VAR) GTVAR	

4.2.2.5 COURSE CODES FOR VET INDUSTRY SPECIFIC COURSES

Table 8: VET industry specific course codes for 2016 (for continuing enrolments)

Course	Code	VET industry specific
Automotive (VET industry specific)	VAU	Certificate I in Automotive Vocational Preparation (VEVAU) Certificate II in Automotive Body Repair Technology (VEVAUB, VTVAUB) Certificate II in Automotive Vocational Preparation (VEVAUP, VTVAUP) Certificate II in Automotive Servicing Technology (VEVAUV, VTVAUV)
Business and Financial Services (VET industry specific)	VBS	Certificate I in Business (VEVBS) Certificate II in Business (VEVBSB, VTVBSB) Certificate III in Business (VEVBSS, VTVBSS) Certificate I in Financial Services (VEVFS) Certificate II in Financial Services (VEVFNS, VTVFNS)
Community Services and Health (VET industry specific)	VCS	Certificate II in Community Services (VEVCSS, VTVCSS) Certificate III in Early Childhood Education and Care (VEVCSC, VTVCSC) Certificate III in Education Support (VEVCSE, VTVCSE) Certificate II in Health Support Services (VEVCSH, VTVCSH)
Construction (VET industry specific)	VCO	Certificate I in Construction (VEVCO) Certificate II in Building and Construction (Pathway – Trades) (VEVCO, VTVCO) Certificate II in Building and Construction (Pathway – Para Professional) (VEVCON, VTVCON) Certificate II in Plumbing (VEVCOP, VTVCOP) Certificate I in Resources and Infrastructure Operations (VEVCOR) Certificate II in Civil Construction (VEVCOR, VTVCOR) Certificate II in Data and Voice Communications (VEVCOD, VTVCOD) Certificate II in Electrotechnology (Career Start) (VEVCOE, VTVCOE)
Creative Industries (VET industry specific)	VCI	Certificate I in Creative Industries (VEVCI) Certificate II in Music (VEVCI, VTVCI) Certificate I in Aboriginal or Torres Strait Islander Cultural Arts (VEVCIC) Certificate II in Visual Arts (VEVCIV, VTVCIV) Certificate III in Visual Arts (VEVCIA, VTVCIA) Certificate II in Live Production and Services (VEVCIL, VTVCIL) Certificate II in Creative Industries (Media) (VEVCIM, VTVCIM) Certificate III in Media (VEVCID, VTVCID)
Engineering (VET industry specific)	VEN	Certificate I in Engineering (VEVEN) Certificate II in Engineering (VEVEN, VTVEN) Certificate II in Engineering Pathways (VEVENV, VTVENV)
Hospitality and Tourism (VET industry specific)	VHT	Certificate I in Hospitality (VEVHT) Certificate II in Hospitality (VEVHTF, VTVHTF) Certificate II in Hospitality (Kitchen Operations) (VEVHTK, VTVHTK) Certificate I Tourism (Australian Indigenous Culture) (VEVHTO) Certificate II in Tourism (VEVHTU, VTVHTU)
Information Technology (VET industry specific)	VIT	Certificate I in Information, Digital Media and Technology (VEVIT) Certificate II in Information, Digital Media and Technology (VEVITG, VTVITG) Certificate III in Information, Digital Media and Technology (VEVITS, VTVITS)
Primary Industries (VET industry specific)	VPI	Certificate I in Agrifood Operations (VEVPIF) Certificate II in Agriculture (VEVPIA, VTVPIA) Certificate II in Rural Operations (VEVPIA, VTVPIA)
Sport and Recreation (VET industry specific)	VSR	Certificate I in Sport and Recreation (VEVSR) Certificate II in Sport and Recreation (VEVSRS, VTVSRS) Certificate II in Sport Coaching (VEVSRS, VTVSRS)

Table 9: VET industry specific course codes for 2016 (for new enrolments)

Course	Code	VET industry specific
VAU Automotive	AUR10115	Certificate I in Automotive Vocational Preparation (VEVAU)
	AUR20715	Certificate II in Automotive Vocational Preparation (VEVAUP, VTVAUP)
	AUR20515	Certificate II in Automotive Servicing Technology (VEVAUV, VTVAUV)***
	AUR20915	Certificate II in Automotive Body Repair Technology (VEVAUB, VTVAUB)
VBF Business and Financial Services	BSB10115	Certificate I in Business (VEVBF)
	BSB20115	Certificate II in Business (VEVBFB, VTVBFB)
	BSB30115	Certificate III in Business (VEVBFS, VTVBFS)
	FNS10115	Certificate I in Financial Services (VEVBFF)
	FNS20115	Certificate II in Financial Services (VEVBFN, VTVBFN)
VCS Community Services and Health	CHC22015	Certificate II in Community Services (VEVCSS, VTVCSS)
	CHC30113	Certificate III in Early Childhood Education and Care (VEVCSC, VTVCSC)
	CHC30213	Certificate III in Education Support (VEVCSE, VTVCSE)
	HLT21212	Certificate II in Health Support Services (VEVCSH, VTVCSH)
VCO Construction Industries	CPC10111*	Certificate I in Construction** (VEVCO)
	52443WA*	Certificate II in Building and Construction** (Pathway – Trades) (VEVCO, VTVCO)***
	52700WA*	Certificate II in Plumbing (VEVCOP, VTVCOP)
	52642WA	Certificate II in Building and Construction (Pathway – Para Professional) (VEVCON, VTVCON)
	RII10113	Certificate I in Resources and Infrastructure Operations** (VEVCOR)
	RII20713	Certificate II in Civil Construction** (VEVCOR, VTVCOR)
	UEE20711	Certificate II in Data and Voice Communications (VEVCOD, VTVCOD)
	UEE22011*	Certificate II in Electrotechnology – Career Start (VEVCOE, VTVCOE)***
VCI Creative Industries	CUF10107	Certificate I in Creative Industries** (VEVCI)
	CUS20109	Certificate II in Music** (VEVCI, VTVCI)
	CUV10211	Certificate I in Aboriginal or Torres Strait Islander Cultural Arts (VEVCIC)
	CUV20111	Certificate II in Visual Arts (VEVCIV, VTVCIV)
	CUV30111	Certificate III in Visual Arts (VEVCIA, VTVCIA)
	CUF20107	Certificate II in Creative Industries (Media) (VEVCIM, VTVCIM)
	CUF30107	Certificate III in Media (VEVCID, VTVCID)
	CUA20213	Certificate II in Live Production and Services (VEVCIL, VTVCIL)
VEN Engineering	MEM10105	Certificate I in Engineering** (VEVEN)
	MEM20413	Certificate II in Engineering Pathways (VEVENV, VTVENV)
	MEM20105	Certificate II in Engineering** (VEVEN, VTVEN)***
VHT Hospitality and Tourism	SIT10213	Certificate I in Hospitality (VEVHT)
	SIT20213	Certificate II in Hospitality (VEVHTF, VTVHTF)
	SIT20313	Certificate II in Hospitality (Kitchen Operations) (VEVHTK, VTVHTK)
	SIT10112	Certificate I Tourism (Australian Indigenous Culture) (VEVHTO)
	SIT20112	Certificate II in Tourism (VEVHTU, VTVHTU)
VIT Information and Communications Technology	ICT10115	Certificate I in Information, Digital Media and Technology (VEVIT)
	ICT20115	Certificate II in Information, Digital Media and Technology (VEVITG, VTVITG)
	ICT30115	Certificate III in Information, Digital Media and Technology (VEVITS,

Course	Code	VET industry specific
		VTVITS)
VPI Primary Industries	AHC10210	Certificate I in Agrifood Operations (VEVPIF)
	AHC20110	Certificate II in Agriculture** (VEVPIA, VTVPIA)
	AHC21210	Certificate II in Rural Operations** (VEVPIA, VTVPIA)
VSR Sport and Recreation	SIS10113	Certificate I in Sport and Recreation (VEVSR)
	SIS20313	Certificate II in Sport and Recreation** (VEVSRS, VTVSRS)
	SIS20513	Certificate II in Sport Coaching** (VEVSRS, VTVSRS)

Notes to table

*These VET industry specific course qualifications require more WPL than other qualifications at the same level. This was a request from the Industry Training Council.

**Qualifications which have significant overlap of units of competency have been given the same course unit code to avoid dual credit for the same content.

***Available as a pre-apprenticeship only.

4.2.2.6 COURSE CODES FOR LANGUAGES: INTERSTATE (NSW/SA)

Table 10: Course unit codes – languages: interstate (NSW/SA)

Note: Courses marked * have both written and practical examinations

Languages: interstate	State	Code	ATAR (A)	ATAR (A) (Examinable)
Armenian*	NSW	ARM	AEARM (A1ARM, A2ARM)	ATARM
Chinese: Background Language* (Heritage Chinese NSW)	NSW	CBL	AECBL (A1CBL, A2CBL)	ATCBL
Chinese: First Language (Chinese Background Speakers NSW)	NSW	CFL	AECFL (A1CFL, A2CFL)	ATCFL
Croatian*	NSW	CRO	AECRO (A1CRO, A2CRO)	ATCRO
Filipino*	NSW	FIL	AEFIL (A1FIL, A2FIL)	ATFIL
Indonesian: Background Language* (Heritage Indonesian NSW)	NSW	IBL	AEIBL (A1IBL, A2IBL)	ATIBL
Indonesian: First Language (Indonesian Background Speakers NSW)	NSW	IFL	AEIFL (A1IFL, A2IFL)	ATIFL
Japanese: Background Language* (Heritage Japanese NSW)	NSW	JBL	AEJBL (A1JBL, A2JBL)	ATJBL
Japanese: First Language (Japanese Background Speakers NSW)	NSW	JFL	AEJFL (A1JFL, A2JFL)	ATJFL
Korean: Background Language* (Heritage Korean NSW)	NSW	KBL	AEKBL (A1KBL, A2KBL)	ATKBL
Serbian*	NSW	SER	AESER (A1SER, A2SER)	ATSER
Swedish*	NSW	SWE	AESWE (A1SWE, A2SWE)	ATSWE
Ukrainian*	NSW	UKR	AEUKR (A1UKR, A2UKR)	ATUKR
Hungarian*	SA	HUN	AEHUN (A1HUN, A2HUN)	ATHUN
Modern Greek*	SA	GRE	AEGRE (A1GRE, A2GRE)	ATGRE
Khmer*	SA	KHM	AEKHM (A1KHM, A2KHM)	ATKHM
Malay: Background Speakers	SA	MBS	AEMBS (A1MBS, A2MBS)	ATMBS
Persian: Background Speakers*	SA	PBS	AEPBS (A1PBS, A2PBS)	ATPBS
Polish*	SA	POL	AEPOL (A1POL, A2POL)	ATPOL
Spanish*	SA	SPA	AESPA (A1SPA, A2SPA)	ATSPA

4.2.2.7 COURSE CODES FOR LANGUAGES: INTERSTATE (VIC)

Table 11: Course unit codes – Languages: interstate (VIC)

Note: Courses marked * have both written and practical examinations

Languages: interstate	State	Code	ATAR	ATAR (A) (Examinable)
Arabic*	Vic	ARA	AEARA (A1ARA, A2ARA)	ATARA
Auslan*	Vic	AUS	AEAUS (A1AUS, A2AUS)	ATAUS
Bosnian*	Vic	BOS	AEBOS (A1BOS, A2BOS)	ATBOS
Dutch*	Vic	DUT	AEDUT (A1DUT, A2DUT)	ATDUT
Hebrew*	Vic	HEB	AEHEB (A1HEB, A2HEB)	ATHEB
Hindi*	Vic	HIN	AEHIN (A1HIN, A2HIN)	ATHIN
Macedonian*	Vic	MAC	AEMAC (A1MAC, A2MAC)	ATMAC
Maltese*	Vic	MAL	AEMAL (A1MAL, A2MAL)	ATMAL
Portuguese*	Vic	POR	AEPOR (A1POR, A2POR)	ATPOR
Punjabi*	Vic	PUN	AEPUN (A1PUN, A2PUN)	ATPUN
Romanian*	Vic	ROM	AEROM (A1ROM, A2ROM)	ATROM
Russian (continuers)*	Vic	RUS	AERUS (A1RUS, A2RUS)	ATRUS
Sinhala*	Vic	SIN	AEIN (A1SIN, A2SIN)	ATSIN
Tamil*	Vic	TAM	AETAM (A1TAM, A2TAM)	ATTAM
Turkish*	Vic	TUR	AETUR (A1TUR, A2TUR)	ATTUR
Vietnamese*	Vic	VIE	AEVIE (A1VIE, A2VIE)	ATVIE
Yiddish*	Vic	YID	AEYID (A1YID, A2YID)	ATYID

4.2.3 Recording course offerings data

Data can be entered into school database systems, including but not restricted to Civica MAZE, Reporting to Parents (for most Public schools), SEQTA and Synergetic. To find out how to record data in these systems, please contact the software supplier or refer to Database programs for links to user manuals.

If your school records data using Microsoft Excel, the data must be formatted correctly. Failure to do so will ultimately prevent the data from being uploaded into SIRS. Please refer to the instructions below on how to set up an Excel database for course offerings.

4.2.4 Setting up an Excel database for course offerings (OFCOS)

Schools that use Microsoft Excel as their database to enter course offerings are required to layout data in a specific format to ensure it can be uploaded into SIRS.

	A	B	C	D	E	F	G	H	I
1	Record Ty	Provider C	Ac Year	Year	Course	Course Ty	Unit Code	Qualificatic	Est Numbe
2	OFCOS	1234	11	2016	REL	COS	AEREL		17
3	OFCOS	1234	12	2016	REL	COS	GTREL		20
4	OFCOS	1234	11	2016	PHY	COS	AEPHY		5
5	OFCOS	1234	11	2016	VAR	COS	AEVAR		2
6	OFCOS	1234	11	2016	ENG	COS	F1ENG		3
7	OFCOS	1234	11	2016	ENG	COS	F2ENG		3
8	OFCOS	1234	12	2016	ENG	COS	ATENG		20
9	OFCOS	1234	12	2016	ENG	COS	GTENG		20
10	OFCOS	1234	11	2016	MAT	COS	AEMAT		10
11	OFCOS	1234	12	2016	MAT	COS	ATMAT		6
12	OFCOS	1234	12	2016	MAE	COS	ATMAE		16
13	OFCOS	1234	12	2016	MAE	COS	GTMAE		20

The image above shows a section of the required format in Excel for the course offerings file. For example, the **Record type** is required in column A while the **Provider code** is required in column B. One row of information is required for each student within the academic year group.

The layout requirements for all columns in the course offerings Excel database are specified in the table over page. Screen shots of all required columns appear below the following table.

Note: Once the table has been formatted and data entered, the Excel document must be saved as a **.CSV** (comma delimited) file before it can up uploaded into SIRS.

Table 12: Excel file format for course offerings (OFCOS)

Column number	Column reference	Field Name	Comment
1	A	Record type	OFCOS Maximum field length = 5
2	B	Provider code (a provider is a school or organisation authorised to offer the Western Australian Certificate of Education)	Mandatory Maximum field length = 10 Provider code of course provider
3	C	Academic year	Mandatory Maximum field length = 2 Must be either 08, 09, 10, 11 or 12
4	D	Calendar year	Mandatory Maximum field length = 4 Format: YYYY
5	E	Course code	Mandatory Maximum field length = 12 Unique code of the course e.g. MPA or VBS
6	F	Course type	Mandatory Maximum field length = 6 Either 'VETCOS' or 'COS' VETCOS identifies an offering in a VET industry specific course
7	G	Unit code	Mandatory Maximum field length = 12 Unique code for the course unit
8	H	Qualification code	Mandatory – where the course type is 'VETCOS' Maximum field length = 12 Leave blank where the course type is 'COS' Unique code for the qualification in the VET industry specific course
9	I	Estimated number of students for the course unit/qualification for the entire school regardless of teacher/class	Mandatory Maximum field length = 9 Must be a whole number
10	J	Contact/teacher family name*	Mandatory Maximum field length = 30
11	K	Contact/teacher given name*	Mandatory Maximum field length = 30
12	L	Contact/teacher registration number	Mandatory Maximum field length = 15 Issued by TRBWA Must be a whole number
13	M	Estimated number of students for the teacher	Optional Maximum field length = 9 Must be a whole number
14	N	Is this the main teacher/contact	Mandatory Maximum field length = 1 Y or N

* Name should be exactly as registered with the Teacher Registration Board Western Australia (TRBWA).

Course Offerings (OFCOS)

See below for a complete breakdown of the fields within the 'OFCOS'.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Record Type	Provider Code	Ac Year	Year	Course	Course Type	Unit Code	Qualification Code	Est Number of Students	Teacher Family Name	Teacher First Name	Teacher TRBWA No.	Est No of students for Teacher	Main contact?
2	OFCOS	1234	11	2016	REL	COS	AEREL		17	Brown	Jane	33082606		Y
3	OFCOS	1234	12	2016	REL	COS	GTREL		20	Cole	Allan	32013031		Y
4	OFCOS	1234	11	2016	PHY	COS	AEPHY		5	Jones	Greg	32002785		Y
5	OFCOS	1234	11	2016	VAR	COS	AEVAR		2	Goodwood	Julia	33065691		Y
6	OFCOS	1234	11	2016	ENG	COS	F1ENG		3	Hill	Janice	33067549		Y
7	OFCOS	1234	11	2016	ENG	COS	F2ENG		3	Hill	Janice	33067549		Y
8	OFCOS	1234	12	2016	ENG	COS	ATENG		20	Hill	Janice	33067549		Y
9	OFCOS	1234	12	2016	ENG	COS	GTENG		20	Hill	Janice	33067549		Y
10	OFCOS	1234	11	2016	MAT	COS	AEMAT		10	Palmer	Eric	32033063		Y
11	OFCOS	1234	12	2016	MAT	COS	ATMAT		6	Palmer	Eric	32033063		Y
12	OFCOS	1234	12	2016	MAE	COS	ATMAE		16	Palmer	Eric	32033063		Y
13	OFCOS	1234	12	2016	MAE	COS	GTMAE		20	Palmer	Eric	32033063		Y
14														

NEXT STEP

4.4 Saving data for SIRS

4.3 Vocational Education and Training (VET) qualification estimates (ESQUAL)

4.3.1 Overview

Each school is required to report the VET qualifications that students are undertaking (this includes students who go offsite to access their training at external providers) as well as student details against each qualification.

Details of the units of competence within each qualification are not required to be reported. Schools are also not required to update the ESQUAL file after the deadline unless there is a significant change in VET offerings.

VET participation data with reliable estimates is required by the Authority in the first quarter of the year. This will assist with the implementation of new VET requirements for WACE.

Specifically, schools are required to report:

- VET qualifications that students are undertaking (this includes students who go offsite to access training at external providers)
- students details for each VET qualification
- the delivery arrangement under which each VET qualification will be delivered. Delivery arrangements may include:
  - **Auspice** – where a school purchases quality assurance aspects from a Registered Training Organisation (RTO) and the school delivers the training to their students.
  - **Fee for service (outsourced)** – where a school purchases delivery and assessment from an RTO.
  - **Profile** – where schools access profile hours through the state training providers.
  - **RTO School** – where a school becomes an RTO to deliver and assess training within a defined scope of delivery.
  - **School-based traineeship/apprenticeship** – are paid employment-based training programs for full time school students 15 years of age and over. Under these arrangements the student is both a full time student and a part-time employee. To be a school-based apprentice/trainee a student must enter into a training contract with an employer to complete an apprenticeship/traineeship.
  - **Combination of delivery arrangements** – the RTO quality assures (auspices) some of the delivery and assessment of training conducted by the school. The RTO may also be engaged by the school to deliver and assess some training and provide student results in a combination arrangement.
  - **Scholarship or external stakeholder funding source** – In some cases the school or student may have been able to access special funding through a scholarship or industry partnership or grant to cover the costs of training.
  - **Category 2 VET – VET outside of a school arrangement** – refers to VET that has not been arranged or managed by a school and through which a student has achieved qualifications and/or units of competency external to the school program.

4.3.2 Recording VET qualification estimates data (ESQUAL)

Data can be entered into school database systems, including but not restricted to Civica MAZE, Reporting to Parents (for most Public schools), SEQTA and Synergetic. To find out how to record data in these systems, please contact the software supplier or refer to Database programs for links to user manuals.

If your school records data using Microsoft Excel, the data must be in the correct format. Failure to do so will ultimately prevent the data from being uploaded into SIRS. Please refer to the instructions below on how to set up an Excel database for VET qualifications estimates.

4.3.3 Setting up an Excel database for VET qualifications estimates (ESQUAL)

Schools that use Microsoft Excel as their database to enter ESQUAL course offerings are required to layout data in a specific format to ensure it can be uploaded into SIRS.

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Provider Code	Qualification Code	RTO provider code	SCSA Student Number	Student Surname	Student First Name	Calendar Yer	Academic Year	Delivery arrange-ment identfier
2	ESQUAL	1234	BSB20112	1988	21345678	Student	Jane	2016	12	1
3	ESQUAL	1234	CHC30113	52499	21456789	Smith	Sally	2016	12	1
4	ESQUAL	1234	MEM10105	2536	21678923	Brown	David	2016	12	2

The image above shows a section of the required format in Excel for the VET qualifications estimates file. For example, the **Record type** is required in column A while the **Provider code** is required in column B (a provider is a school or organisation authorised to offer the Western Australian Certificate of Education). One row of information is required for each student within the academic year group.

The file format for all columns in the VET qualifications estimates Excel database are specified in the table below. Screen shots of all required columns appear below this table.

Table 13: Excel file format for VET qualification estimates (ESQUAL)

Column number	Column reference	Field Name	Comment
1	A	Record type	ESQUAL Maximum field length = 6
2	B	Provider code (a provider is a school or organisation authorised to offer the Western Australian Certificate of Education)	Mandatory Maximum field length = 10 Provider at which the student is enrolled
3	C	Qualification code	Mandatory Maximum field length = 12 Unique code for the qualification the provider is offering

Column number	Column reference	Field Name	Comment
4	D	Registered Training Organisation provider code	Mandatory Maximum field length = 10 The unique code of registered training organisation offering the qualification on behalf of the COS provider
5	E	School Curriculum and Standards Authority student number	Mandatory Maximum field length = 15 Must be valid student number issued by School Curriculum and Standards Authority
6	F	Student family name	Mandatory Maximum field length = 30
7	G	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30
8	H	Calendar year	Mandatory Maximum field length = 4 Format YYYY
9	I	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 08, 09, 10, 11, 12
10	J	Delivery arrangement identifier	Mandatory Maximum field length = 2 1 = Auspice 2 = VET in schools profile 3 = School-based traineeship/apprenticeship (4 = NO LONGER IN USE) 5 = Fee for Service 6 = School as the RTO 7 = Combination of delivery arrangements 8 = Scholarship or external stakeholder funding source. For example, industry grants or scholarships. 9 = Category 2 VET – VET outside of school arrangement

VET Qualification Estimates (ESQUAL)

See below for a complete breakdown of the fields within the 'ESQUAL' spread sheet.

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Provider Code	Qualification Code	RTI provider code	SCSA Student Number	Student Surname	Student First Name	Calendar Yer	Academic Year	Delivery arrange-ment identfier
2	ESQUAL	1234	BSB20112	1988	21345678	Student	Jane	2016	12	1
3	ESQUAL	1234	CHC30113	52499	21456789	Smith	Sally	2016	12	1
4	ESQUAL	1234	MEM10105	2536	21678923	Brown	David	2016	12	2

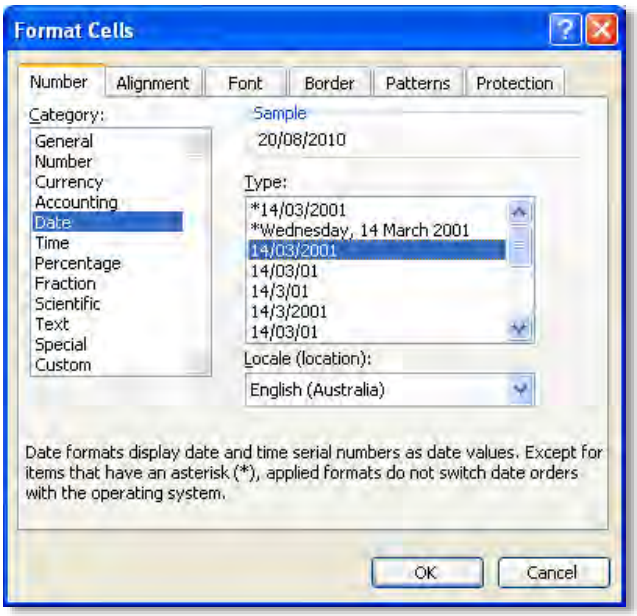
Notes to table

Formatting cell for date of birth

Excel may convert a date of birth entered as dd/mm/yyyy format to mm/dd/yyyy. This will ultimately prevent validation of the file.

Before entering the date of birth:

1. Select the column for date of birth by clicking the top of the column. This will highlight the column.
2. Right click on the mouse.
3. Choose **Format cells.**
4. Click on the **Number Tab.**
5. Under **Category** click on **Date.**
6. **Under Type,** select the third entry from the top (14/03/2001).
7. Select **OK**.

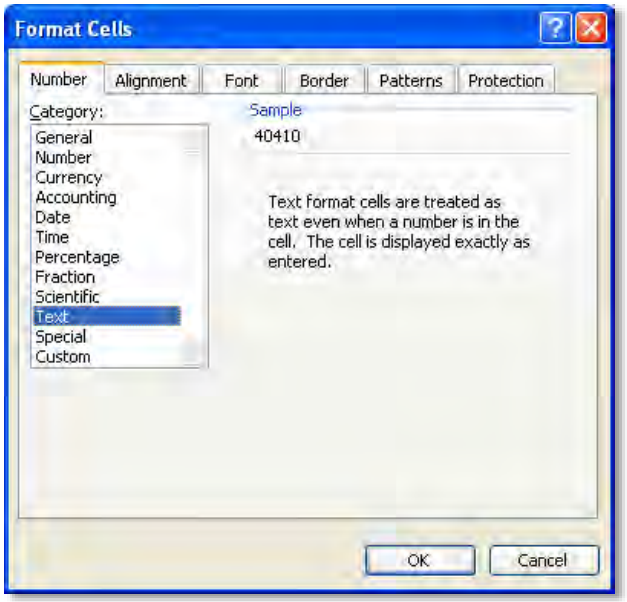


Initial zero in a number

To prevent Excel automatically removing a number that leads with a zero (such as a mobile number), you will need to format the cell.

To do this:

1. Select the top of the required column. This will highlight the whole column.
2. Right click the mouse.
3. Choose **Format cells.**
4. Click on the **Number** tab**.**
5. Under **Category** click **Text.**
6. Select **OK**.



4.4 Saving data for SIRS

Once all required information has been entered into a database, the data must be saved as (or exported) as a **.CSV** (comma delimited) file before it can up uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

4.4.1 File naming

The file name convention is:

XXXXXSSSSTTYYY.csv

where XXXXX	=	record type e.g. OFCOS
SSSS	=	the provider/school code e.g. 4001
TT	=	S1, S2, Y1 for semester or year-long data
YYY	=	Y11, Y12 for Year 11 or Year 12 data
		or YUP for combined Year 11 and Year 12 data

For example:

- a file name of registration and demographic information of students from provider/school 4171 for Year 12 would be **ESQUAL4171Y1Y12.CSV / OFCOS4171Y12.CSV**

4.4.2 Further changes

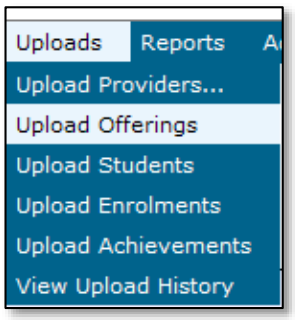
If any further changes need to be made to the spread sheet, make sure you edit your original Excel document and not the **.CSV** (comma delimited) file, as opening the **.CSV** file again will result in the loss of any text formatting.

4.5 Uploading data into SIRS

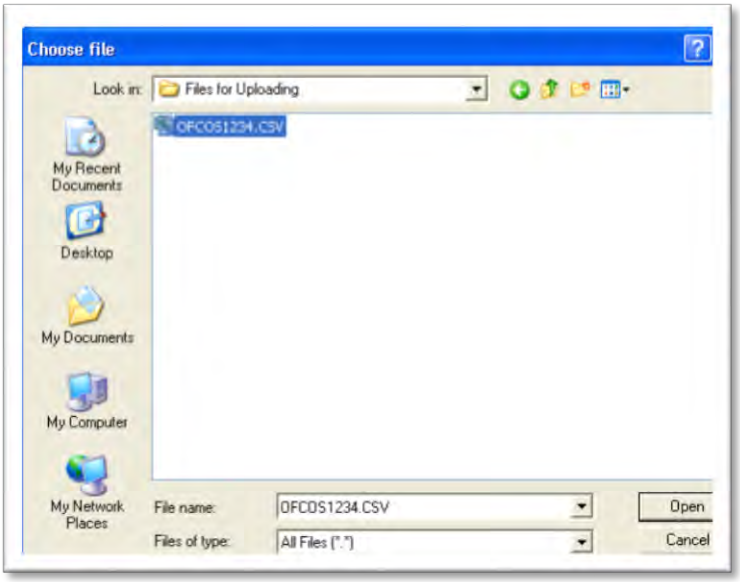
Important

- Offerings must be **uploaded prior** to uploading enrolments.
- Offerings cannot be deleted/removed by omitting them from this file. You must contact the Authority to remove offerings that are no longer required.

1. Hover over **Uploads** on the main menu bar. The image to the right shows the menu items that appear.
2. Click on **Upload Offerings**. The **Upload Offerings** form fields appear (see image below).



3. Select **Course OFCOS**.
4. To locate the required file on your computer, click the **Browse** button.
5. On a Windows computer, the **Choose File** screen appears (see screen shot below).



6. Navigate to the folder where the required file is stored.
7. Click on the required file.

Click **Open**. The drive, folders path and file name will appear in the **File** field (see example in the image below).

> **Note**
>
> For most **RTP/SIS Government schools**:
>
> - the export path will be **K:\keys\integris\outbox**
> - depending on the academic year of students enrolled in courses, the files available for upload will be: **Courses: OFCOSnnnnY1YUP.CSV** where *nnnn* is the school code.

8. The email address of the person uploading the file will automatically appear. SIRS will send an email message to this person to report the status of the upload.
9. Click **Upload File for Processing** or you can click **Close** to exit without continuing with the upload.
10. To check the upload status, please refer to the inbox of your email address or check the **Private Messages** inbox, available from the front page of SIRS.

4.5.1 Email messages

Email messages are generated by SIRS and sent to the person uploading the file. These emails may have any of the following messages:

Successfully verified

The system will place the file in the queue for processing and you will receive another email regarding processing.

Successfully processed

The system has processed the file and there were no problems found.

Processed with warnings

This file has been processed, but the system has ignored certain records. Occasionally the warnings can be ignored – some warnings must be dealt with if the students' registrations and/or enrolments are affected.

Failed verification

The system is unable to verify the file and send for processing as there are errors that need to be fixed. Please check all error messages produced by SIRS (see example below) and try to resolve them. To assist you with resolving your errors, please refer to **Troubleshooting** in this section.

Example of a failed verification message:

The Course Offering (OFCOS): OFCOS1234Y1YUP.csv has failed verification due to the following errors:

Error occurred on record 9. The following errors were found in this record:

- The teachers name Brown, Donald does not match the name of the teacher with the same TRBWA number 32153472 in SIRS. Please check that you have assigned the correct TRBWA number to the teacher by checking the TRBWA number of the teacher at http://trb.wa.gov.au and then selecting the Register of teachers menu item. If the number is correct, please contact the SIRS Help Desk to resolve this problem.

Failed processing

The system was able to verify the file but there were errors that prevented the information from being processed by SIRS. Please check all error messages produced by SIRS and try to resolve them before contacting the Data Services Team by email at dataservices@scsa.wa.edu.au).

Example of a failed processing message

The Course Offering (OFCOS): OFCOS1234Y1YUP (23).csv has failed processing due to the following errors:

Error occurred on record 11. The following errors were found in this record:

Failed to get teacher party id, got the following error instead: Cannot update Party due to duplicate teacher reg no.

4.5.1.1 FURTHER HELP

If the information in the email is insufficient to resolve errors, please refer to **Troubleshooting** in this section.

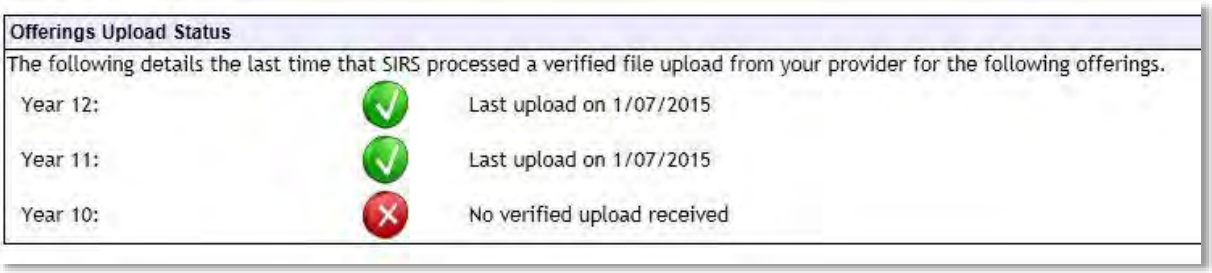
If the issue has not been resolved, please contact the Data Services Team by email at dataservices@scsa.wa.edu.au.

4.5.2 Upload confirmation

You will receive a message confirming successful upload in either your email inbox or in Private Messages, available from the front page of SIRS.

Note: If you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

Your **Upload Status** (available on the front page of SIRS) will also change once a file has been successfully uploaded (see image below). See table below for the key to the symbols.



You can expect an email reporting the progress of your file within 15 minutes of the upload (processing time depends on the number of files already queued in the system as well as the size of the files to be processed).

Table 14: Upload symbols key

	Successful upload
	Data not uploaded successfully
	Time to update data in SIRS – re-upload
	Processed with warnings
	Your school may not have data for this section
	Locked to schools – no further uploads to the SIRS database

The status may show **Data not uploaded successfully** for a number of reasons. To identify and resolve the issue, please refer to the section **Troubleshooting** (over page).

4.6 Troubleshooting

Some of the common error messages listed below arise when uploading the offerings file (those denoted with an asterisk (*) are common to uploads of all files). Against each error message are suggestions as to how to resolve the issues.

Table 15: Common error messages and possible solutions for offerings

Example error messages	How to resolve the problem
Calendar year 2016 must match the selected year	You are uploading an offerings file which contains 2016 offerings, however at upload time you selected 2015 as the year of upload. Re-upload your file and ensure you select 2016 as your year.
Invalid course code ESP for 2016	The course code is not correct for the stated year. You will need to change your offering details within your school system, generate a new file and upload the file again. For a list of valid course codes refer to Appendix 3 of the WACE Manual, or to: http://www.scsa.wa.edu.au/internet/Senior_Secondary/Courses/Course%20Codes
Invalid course unit code: GEBIO for course with code: BLY for 2016	The specified course unit is not a valid course unit for the course for the stated year. You will need to change your offering details within your school system, generate a new file and upload the file again. For a list of valid course unit codes refer to Appendix 3 of the WACE Manual: http://www.scsa.wa.edu.au/internet/Senior_Secondary/Courses/Course%20Codes
Record type must be: OFCOS. **Note: usually followed by a number of other error messages for each record in the file**	You are uploading a file that is not a course offerings file, however at upload time you selected this as your offering type. It is possible that you have either selected the wrong file to upload or selected the wrong offering type. Re-examine what you are uploading and select the appropriate offerings type for the file you are uploading.
Teacher contact name not specified	The teacher contact was not specified. As this is a mandatory field you will need to enter in the teacher contact within your school system for the given course unit, generate a new file and upload the file again.
Teacher TRBWA number and contact name does not match	The teacher TRBWA number and contact name does not match the SIRS record. As this is a mandatory field the correct TRBWA number or name should be entered. If there is a change of name, it should be first registered with TRBWA and then in SIRS. Contact the Teacher Registration Board of Western Australia or the teacher to ensure the number is correct.
The number of columns for this file must not be less than 14. Please ensure the uploaded file is a valid file in either .SCSV or .CSV and matches with the selected type of offering.	You are uploading a file that is not in **.SCSV** or **.CSV** format. If you have opened the file previously in Excel then it is likely the file is saved in Excel format. You will need to reopen the file in Excel, select File, Save As and select the Save As type as **.CSV** (comma delimited) file format. Save the file and upload the file again.

4.7 Further help

For issues relating to the information contained in the Data Procedures Manual, please email the Data Services Team at dataservices@scsa.wa.edu.au.

School Curriculum and Standards Authority

Data Procedures Manual 2016

Section 5:

Enrolments

Contents

- Overview
- Course units
- Vocational Education and Training (VET)
- Endorsed programs
- Recording data
- Setting up enrolment databases in Excel
- Saving data for SIRS
- Uploading data into SIRS
- Troubleshooting
- Further help

5.1 Overview

Schools are required to provide the Authority with records of student enrolments. In 2016, schools will provide data to the Authority about the following courses and programs:

Courses

- ATAR
- General
- Foundation
- Preliminary
- VET industry specific

Programs

- VET qualifications
- Endorsed programs

Under new WACE requirements in 2016 courses, Stage 1, Stage 2 and Stage 3 courses will no longer be available for Year 11 and Year 12 students. Year 12 students will, for the first time, enrol in ATAR, General, Foundation, Preliminary and VET industry specific courses. Year 11 students will continue to enrol into these courses.

From 2016, VET industry specific courses will only be available for Year 11 and 12 students.

The following table is a summary of student enrolment and course recognition arrangements for 2016.

Table 16: Summary of student enrolment and course recognition arrangements, 2016

Course level	Year 11	Year 12
11 Preliminary	Yes	Yes
12 Preliminary	Yes	Yes
11 VET industry specific	Yes	Yes
12 VET industry specific	Yes	Yes
11 Foundation	Yes	Yes
12 Foundation	Yes	Yes
11 General	Yes	Yes
12 General	Yes	Yes
11 ATAR	Yes	Yes
12 ATAR	Yes	Yes

5.2 Course units

Before you start inputting information into your database, it is important to understand eligibility for courses and deadlines for different types of enrolments.

5.2.1 Year 12 enrolments

In summary and subject to eligibility requirements, Year 12 students:

- **are able** to enrol in Year 12 ATAR, General, Foundation, Preliminary and VET industry specific[3] course units
- **may** enrol in Year 11 ATAR, General, Foundation, Preliminary and VET industry specific course units.

5.2.1.1 DEADLINES FOR YEAR 12 ENROLMENTS

Please refer to Activities Schedule for the date that enrolments for Year 12 students studying units in ATAR, General, Foundation, Preliminary and VET industry specific courses are due to be uploaded into SIRS.

5.2.2 Year 11 enrolments

In summary and subject to eligibility requirements, Year 11 students:

- **are able** to enrol into Year 11 ATAR, General, Foundation, Preliminary and VET industry specific[4] course units
- **are able** to enrol into Year 12 General, Foundation, Preliminary and VET industry specific course units
- **may enrol** in Year 12 ATAR courses only if they are on accelerated pathways. In these cases, the students need to apply to the Authority to sit the ATAR examination of a course and these students would be exiting the course. Students who are permitted to sit the ATAR course examination in Year 11 cannot sit the examination in the same course when they are in **Year 12**.

5.2.2.1 DEADLINES FOR YEAR 11 ENROLMENTS

Please refer to Activities Schedule for the date that enrolments for Year 11 students studying units in ATAR, General, Foundation, Preliminary and VET industry specific courses are due to be uploaded into SIRS.

[3] Year 12 students who are enrolled in a VET industry specific unit will also need to be enrolled in the associated VET qualification and the ADWPL workplace learning endorsed program.
[4] Year 11 students who are enrolled in a VET industry specific unit will also need to be enrolled in the associated VET qualification and the ADWPL workplace learning endorsed program.

5.2.3 Information about ATAR, General and Foundation courses

- To achieve a Western Australian Certificate of Education (WACE), students must complete a range of requirements, including:
  - at least two Year 11 units from an English course and one pair of Year 12 units from an English course, and
  - one pair of Year 12 units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology).

  The two Year 11 units are typically studied and reported to the Authority as a pair, but may be studied and reported separately.

  The two Year 12 units must be studied and reported to the Authority as a pair.
- Course units must be completed sequentially, with Year 11 units (1 and 2) being undertaken before Year 12 units (3 and 4) unless students enrol directly in Year 12 units without completing Year 11 units.
- Enrolment in Year 11 units after completing Year 12 units in the same course will not be permitted.
- Students can enrol in a maximum of two units in a subject course type (e.g. ATAR course) in a given year, except in the ATAR and General courses with defined contexts. For example, a student could not enrol in AEENG, or A1ENG and A2ENG, together with ATENG in the same year.
- The Authority recommends schools to enrol students in pairs of units in both Year 11 and Year 12.

Please refer to the Application and forms page on the Authority website for information on:

- Year 11 equivalent studies for a WACE
- overseas full fee-paying student declaration form
- non-school candidate enrolment form.

5.2.4 ATAR course examination candidates

ATAR course examinations are designed for Year 12 students. Year 12 students who are enrolled in Year 12 ATAR courses (Units 3 and 4) are required to sit the ATAR course examination in that course. As such, there are no exemptions from sitting ATAR course examinations.

Year 11 students can apply to the Authority to sit an ATAR course examination in an ATAR course when they are exiting a course (i.e. do not intend to study that course when in Year 12).

Students who are permitted to sit the ATAR course examination in Year 11 cannot sit the ATAR course examination in the same course when they are in Year 12.

If a student is in Year 12 and wishes to re-sit the examination due to special circumstances, then the student must apply in writing to the chief executive officer of the Authority.

The form is available on the Authority website on the Application and forms page.

5.2.5 Eligibility to study Foundation courses

To ensure that enrolment in Foundation course units is restricted to students for whom these courses are appropriate, the Authority will not accept the enrolment in the following cases:

- where Year 11 students have not pre-qualified and have not sat the Online Literacy and Numeracy Assessment (OLNA), they are not eligible to enrol in any Foundation course
- where Year 11 students have demonstrated the minimum standard of literacy in the literacy component of the Year 10 literacy and numeracy assessment or have pre-qualified through Year 9 NAPLAN, they are not eligible to enrol in Foundation English and other List A Foundation courses (i.e. English as an Additional Language or Dialect (EAL/D) Foundation course, or Career and Enterprise Foundation course)
- where Year 11 students have demonstrated the minimum standard of numeracy in the numeracy component of the Year 10 literacy and numeracy assessment or have pre-qualified through Year 9 NAPLAN, they are not eligible to enrol in Foundation Mathematics and other List B Foundation courses (i.e. Applied Information Technology Foundation course and the Health, Physical and Outdoor Education Foundation course)
- where Year 11 students have demonstrated the minimum standard of literacy and/or numeracy in Semester 1 of Year 11, they are not eligible to enrol in the associated Foundation courses in Semester 2 of that year.

The above enrolment restrictions will be set in SIRS to prevent schools enrolling students in Foundation courses who have met literacy and/or numeracy minimum standards. However, the Authority will accept the enrolment in the following cases:

- where Year 11 students have demonstrated the minimum standard of literacy in Semester 2 of Year 11 or during Year 12 they will be permitted to continue in Foundation English and other List A Foundation courses in Year 12
- where Year 11 students have demonstrated the minimum standard of numeracy in Semester 2 of Year 11 or during Year 12 they will be permitted to continue in Foundation Mathematics and other List B Foundation courses in Year 12.

OLNA results and Year 11 enrolments in Foundation course units

Once the OLNA results become available in May, schools will need to check on which of their Year 11 students have demonstrated the minimum standard of literacy and/or numeracy in Semester 1 and are not eligible to continue in the associated Foundation courses units in Semester 2.

Generally, this means that students who have been enrolled in Foundation course units in Year 11 and who have met the standard in literacy and/or numeracy via the OLNA are required to enrol in a General or ATAR course in Semester 2.

To assist schools to identify which Year 11 students must change their enrolments (due to meeting the minimum standards of literacy and/or numeracy), schools will need to generate the **Foundation course eligibility report**.

To generate this report:

1. Hover over **Reports** in the horizontal blue menu bar.
2. Click on **other reports**

3. Choose **Report type**: **enrolments** and **Report**: **CSE188 – Foundation course eligibility report**.

Note: If schools run this report **before** OLNA results are available, it will generate a *blank* result.

5.2.6 Eligibility to study Year 11 Preliminary courses

Enrolment in Preliminary courses is restricted to students who have been identified as having a learning difficulty or an intellectual disability or who have had a severely disrupted learning pathway to the extent that the Foundation courses do not address their needs appropriately.

Schools may be asked to provide evidence to the Authority through an audit process for students they enrol in these courses.

5.2.7 Language course eligibility

Guidelines and applications for permission to enrol in the following WACE languages are available on the Authority website:

- **Chinese** (Second Language, Background Language, First Language)
- **French** (Second Language, Background Language)
- **German** (Second Language, Background Language)
- **Indonesian** (Second Language, Background language, First Language)
- **Italian** (Second Language, Background Language)
- **Japanese** (Second Language, Background Language, First Language).

These guidelines can be found on the Authority website at:

- http://wace1516.scsa.wa.edu.au/languages/ and
- Application and Order Forms.

5.2.8 English as an additional language or dialect (EAL/D) eligibility

Guidelines and applications for permission to enrol in EAL/D are available on the Authority website:

- http://www.scsa.wa.edu.au/internet/Senior_Secondary/Courses/WACE_Courses/English_as_an_Additional_Language_Dialect
- Application and Order Forms.

5.3 Vocational Education and Training (VET)

Schools can report VET achievement from Year 10. However, schools that wish to have a student's Year 8 or Year 9 VET achievement recorded towards their WACE need to seek permission from the Authority.

For more information please see page 90 under section 7.2.1 – Points of clarification from the WACE Manual 2015-16. The *Application for recording of enrolment and achievement of VET units of competency (delivered through VET credit transfer) and VET qualifications – Year 8 and 9 students, 2016* form can be downloaded from the Event and Forms page of the Authority website.

5.4 Endorsed programs

Schools are required to use the SIRS database to enrol students in endorsed programs. Each endorsed program is assigned a unique identifier code of up to seven characters. These codes are used when uploading endorsed program enrolments to SIRS.

Schools should ensure that the endorsed programs being offered by the school appear on the list of endorsed programs. A complete listing of the endorsed programs and their individual codes is available on the Authority website.

5.4.1 Enrolment declaration form

Before endorsed program enrolments are uploaded, principals are required to certify that the endorsed programs in which students are enrolled are offered under the conditions listed on the form. This is done by signing an *Endorsed programs enrolment declaration form*. One form covers student enrolments for Years 10, 11 and 12. The form is available at the bottom of the Endorsed programs page on the Authority website.

5.5 Recording data

Data can be entered into school database systems, including but not restricted to Civica MAZE, Reporting to Parents (for most Public schools), SEQTA and Synergetic. To find out how to record data in these systems, please contact the software supplier or refer to Database programs for links to user manuals.

If your school records data using Microsoft Excel, the data must be formatted correctly. Failure to do so will ultimately prevent the data from being uploaded into SIRS. Please refer to instructions on the following page on how to set up an Excel database for enrolments.

5.6 Setting up enrolment databases in Excel

Schools that use Microsoft Excel as their database for enrolments are required to layout data in a specific format to ensure can be uploaded into SIRS.

Information can be found in this section on how to set up an Excel database for:

- Course enrolments (ENCOS)
- VET unit of competency enrolments through VET credit transfer (ENVET)
- VET unit of competencies enrolments integrated into VET industry specific courses (ENVET)
- Endorsed programs enrolment (ENEND)

5.6.1 Setting up an Excel database for course enrolment (ENCOS)

Schools that use Microsoft Excel as their database for enrolments are required to layout data in a specific format to ensure can be uploaded into SIRS.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Record Type	Provider Code	Course Code	COS or VETCOS	Course Unit	Qual-ification Code	SCSA Student Number	Student Surname	Student First Name	Calendar Yer	Academic Year	Semester - either 1, 2 or 3 for full year
2	ENCOS	1234	ELD	COS	ATELD		21345678	Student	Jane	2016	12	3
3	ENCOS	1234	ISC	COS	ATISC		21345678	Student	Jane	2016	12	3
4	ENCOS	1234	MAE	COS	ATMAE		21345678	Student	Jane	2016	12	3
5	ENCOS	1234	MDT	COS	GTMDTW		21345678	Student	Jane	2016	12	3
6	ENCOS	1234	REL	COS	ATREL		21345678	Student	Jane	2016	12	3
7	ENCOS	1234	MAE	COS	AEMAE		21345967	Jones	John	2016	11	3
8	ENCOS	1234	MDT	COS	GEMDTW		21345967	Jones	John	2016	11	3
9	ENCOS	1234	REL	COS	AEREL		21345967	Jones	John	2016	11	3

The image above shows a section of the required layout for course enrolment in Excel. For example, **Record type** is required in column A, **Provider code** is required in column B. Each row records a course unit enrolment for one student (i.e. three rows are required for a student enrolled in three courses).

The layout requirements for all columns in the course enrolment Excel database are specified in the table over page. Screen shots of all required columns appear below the table.

Note: Once the table has been formatted and data entered, the Excel document must be saved as a .**CSV** (comma delimited) file before it can up uploaded into SIRS.

Table 17: Excel format for courses (ENCOS)

Column number	Column reference	Field Name	Comment
1	A	Record type	ENCOS Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Mandatory Maximum field length = 12 Unique code for the course
4	D	Course type	Mandatory Maximum field length = 6 Either 'VETCOS' or 'COS' This identifies the enrolment into a VET industry specific course or other course. For example, this would be set to VETCOS where the student enrols into the VET industry specific Business Services course, while it will be set to COS if the student enrols into the Media Production and Analysis course
5	E	Unit code	Mandatory Maximum field length = 12 Unique code for the course unit that the student is enrolling where the course type is COS or VETCOS
6	F	Qualification code	Mandatory – where the course type is VETCOS Leave blank – where the course type is COS Maximum field length = 12 This is the qualification code that the student is aiming to achieve as defined in the VET industry specific course documentation
7	G	School Curriculum and Standards Authority student number	Mandatory Maximum field length = 15 Must be valid student number issued by the School Curriculum and Standards Authority
8	H	Student family name	Mandatory Maximum field length = 30
9	I	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30
10	J	Calendar year	Mandatory Maximum field length = 4 Must be current year in YYYY format
11	K	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 08, 09, 10, 11, 12
12	L	Semester	Mandatory Maximum field length = 1 Must be 1 = semester 1, 2 = semester 2, 3 = year long
13	M	Contact/teacher family name	Mandatory Maximum field length = 30
14	N	Contact/teacher given name	Mandatory Maximum field length = 30
15	O	Contact/teacher registration number	Mandatory except for overseas schools Issued by TRBWA Maximum field length = 15 Must be whole number

Column number	Column reference	Field Name	Comment
16	P	Class identification	Optional This is the name to identify the teacher class group as specified by the provider (i.e. class 1) Maximum field length = 20
17	Q	Opting out of Stage 2 exam DATA NOT USED FROM 2016	Optional Maximum field length = 1 X = Year 12 student is not sitting the Stage 2 examination for the course
18	R	Enrolment activity for course	Mandatory E = enrolled W = withdrawn Maximum field length = 1 Withdrawn from course will withdraw all course units and integrated UoC for the course
19	S	Enrolment activity for course unit	Mandatory E = enrolled W = withdrawn Maximum field length = 1 If enrolment activity for course unit is enrolled, then enrolment activity for course cannot be withdrawn

Course Enrolment (ENCOS)

See below for a complete breakdown of the fields within the 'ENCOS' spread sheet.

	A	B	C	D	E	F	G	H	I
1	Record Type	Provider Code	Course Code	COS or VETCOS	Course Unit	Qual-ification Code	SCSA Student Number	Student Surname	Student First Name
2	ENCOS	1234	ELD	COS	ATELD		21345678	Student	Jane
3	ENCOS	1234	ISC	COS	ATISC		21345678	Student	Jane
4	ENCOS	1234	MAE	COS	ATMAE		21345678	Student	Jane
5	ENCOS	1234	MDT	COS	GTMDTW		21345678	Student	Jane
6	ENCOS	1234	REL	COS	ATREL		21345678	Student	Jane
7	ENCOS	1234	MAE	COS	AEMAE		21345967	Jones	John
8	ENCOS	1234	MDT	COS	GEMDTW		21345967	Jones	John
9	ENCOS	1234	REL	COS	AEREL		21345967	Jones	John

J	K	L	M	N	O	P	Q	R	S
Calendar Yer	Academic Year	Semester - either 1, 2 or 3 for full year	Teacher Surname	Teacher First Name	TRBWA No.			E = Enrol W= Withdraw Course	E = Enrol W= Withdraw Course Unit
2016	12	3	Jones	Albert	33067670			E	E
2016	12	3	Smith	George	32033028			E	E
2016	12	3	Brown	Kate	32044281			E	E
2016	12	3	Williams	Bruce	32058571			E	E
2016	12	3	Black	Jane	32028084			E	E
2016	11	3	Brown	Kate	32044281			E	E
2016	11	3	Williams	Bruce	32058571			E	E
2016	11	3	Black	Jane	32028084			E	E

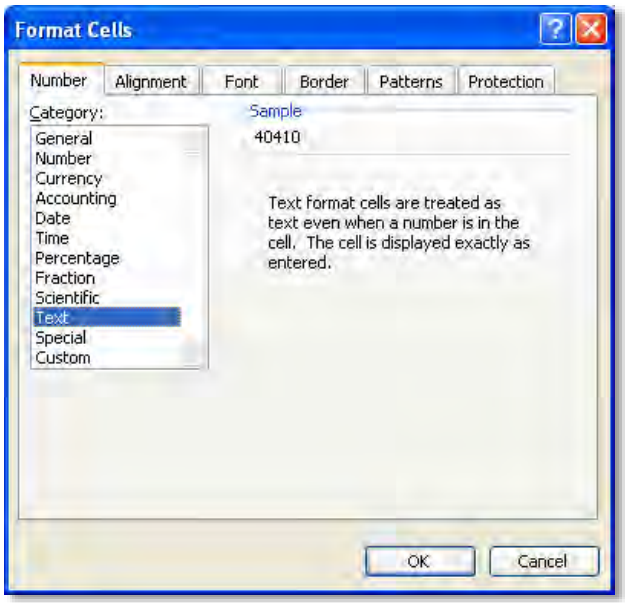
Notes to table

Leading zero

To prevent Excel automatically removing a number that leads with a zero (as is the case of study reason – e.g. 01 to get a job), you will need to reformat the cell.

To put the column into the required format (before entering the academic year), you will need to:

1. Select the column (the column will be highlighted)
2. Click on **Format** (from the Excel toolbar).
3. Click **Cells**
4. Select **Text** from **Category** (see image right)
5. Select **OK**.



When the academic year and study reason is typed into the column, the leading zeros will be preserved. This procedure should be used where the field may have data with a leading zero.

NEXT STEP

- Saving enrolment data for SIRS

5.6.2 Setting up an Excel database for VET unit of competency enrolment as a VET credit transfer arrangement (ENVET)

Schools that use Microsoft Excel as their database for VET unit of competency enrolment are required to layout data in a specific format to ensure it can be uploaded into SIRS.

	A	B	C	D	E	F	G	H	I
1	Record type	Provider code	Course code	Course type	Unit code	Qualification code	Unit of competency code	RTO Code	RTO Location Code
2	ENVET	1234				52443WA	CPCCCM1015A	1979	
3	ENVET	1234				52443WA	CPCCCM2001A	1979	
4	ENVET	1234				BSB20112	BSBITU101A	52499	
5	ENVET	1234				BSB20112	BSBITU102A	52499	

The image above shows a section of the required layout VET unit of competency enrolment. For example, the **Record type** is required in column A, the **Provider code** is required in column B.

The layout requirements for all columns in the VET unit of competency enrolment Excel database are specified in the table over page. Screen shots of all required columns in the Excel document can be found in the notes below the following table.

Note: Once the table has been formatted and data entered, the Excel document must be saved as a .**CSV** (comma delimited) file before it can up uploaded into SIRS.

Table 18: Excel file format for VET unit of competency enrolment as a VET credit transfer arrangement (ENVET)

Column number	Column reference	Field Name	Comment
1	A	Record type	ENVET Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Optional Maximum field length = 12 Unique code of the course that the unit of competency is integrated to. Leave blank if the unit of competency is a credit transfer UoC
4	D	Course type	Optional Maximum field length = 6 Must be VETCOS when UoC is integrated into a VET industry specific course Otherwise leave blank
5	E	Unit code	Optional Maximum field length = 12 Leave blank for a credit transfer unit of competency enrolment Mandatory when VET industry specific course code is specified
6	F	Qualification code	Mandatory Maximum field length = 12 Unique code for the qualification the student is trying to achieve by completing this unit of competency
7	G	Unit of competency code	Mandatory Maximum field length = 12 Unique code of the VET unit of competency the student is enrolling in
8	H	Registered training organisation code	Mandatory Maximum field length = 10 The unique code of registered training organisation offering the unit of competency on behalf of the COS provider
9	I	Registered training organisation location code	Optional Maximum field length = 10 Must be RTO location code for contracted RTO provider
10	J	School Curriculum and Standards Authority student number	Mandatory Maximum field length = 15 Must be valid student number issued by School Curriculum and Standards Authority
11	K	Student family name	Mandatory Maximum field length = 30
12	L	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30

Column number	Column reference	Field Name	Comment
13	M	Calendar year	Mandatory Maximum field length = 4 Format YYYY
14	N	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 08, 09, 10, 11, 12
15	O	Semester	Optional Maximum field length = 1 Mandatory for an enrolment in a UoC integrated in a VET industry specific course unit enrolment Must be 1 = semester 1, 2 = semester 2, 3 = year long
16	P	Contact/teacher family name	Optional Mandatory – when given name or registration number is specified Maximum field length = 30
17	Q	Contact/teacher given name	Optional Mandatory – when family name or registration number is specified Maximum field length = 30
18	R	Contact/teacher registration number	Optional Maximum field length = 15 Issued by TRBWA Must be a whole number
19	S	Class identification	Optional The name to identify the teacher class group as specified by the provider (i.e. Class 1) Maximum field length = 20
20	T	Commencing course identifier	Optional Maximum field length = 1 3 = commencing enrolment in the qualification or course 4 = continuing enrolment in the qualification or course from a previous year 8 = unit of competency or module enrolment only
21	U	Enrolment activity start date	Mandatory Maximum field length = 10 In valid date format – dd/mm/yyyy
22	V	Enrolment activity end date	Optional – will need to be specified with results. Maximum field length = 10 In valid date format – dd/mm/yyyy
23	W	Delivery mode identifier	Mandatory Maximum field length = 2 10 = classroom-based 20 = electronic-based 30 = employment-based 40 = other delivery (e.g. correspondence) 90 = not applicable
24	X	Traineeship/apprenticeship contract ID	Optional Maximum field length = 10

Column number	Column reference	Field Name	Comment
25	Y	Enrolment activity	Mandatory Maximum field length = 1 E = enrolled W = withdrawn
26	Z	Study reason identifier	Optional Maximum field length = 2 01 = to get a job 02 = to develop my existing business 03 = to start my own business 04 = to try for a different career 05 = to get a better job or promotion 06 = it was a requirement of my job 07 = I want extra skills for my job 08 = to get in another course 11 = other reason 12 = for personal interest or self-development
27	AA	VET type	Optional Maximum field length = 1 Y = VET in schools N = VET outside of a school arrangement
28	AB	Qualification enrolment	Optional Maximum field length = 1 Y = enrolled in full qualification to be completed N = not enrolled in full qualification to be completed
29	AC	School-based apprenticeship/traineeship	Optional Maximum field length = 4 SBT = School-Based Traineeship ASBT = Aboriginal School-Based Traineeship SBA = School-Based Apprenticeship ASBA = Aboriginal School-Based Apprenticeship PAiS = Pre-Apprenticeship in School
30	AD	VET USI	Optional Maximum field length = 10 Alphanumeric VET Unique Student Identifier is required for unit of competency result to contribute towards the WACE requirements

Enrolments in VET Units of Competency (ENVET)

See below for a complete breakdown of the fields within the 'ENVET' spread sheet.

	A	B	C	D	E	F	G	H	I	J
1	Record type	Provider code	Course code	Course type	Unit code	Qualification code	Unit of competency code	RTO Code	RTO Location Code	SCSA student number
2	ENVET	1234				52443WA	CPCCCM1015A	1979		22811223
3	ENVET	1234				52443WA	CPCCCM2001A	1979		22811223
4	ENVET	1234				BSB20112	BSBITU101A	52499		22323456
5	ENVET	1234				BSB20112	BSBITU102A	52499		22323456

K	L	M	N	O	P	Q	R	S	T
Student family name	Student given name	Calendar year	Academic year	Semester = 1, 2 or 3 (full year)	Contact/ teacher family name	Contact /teacher given name	Contact/ teacher registration number	Class identif-ication	Commencing course identifier
Elliss	Stuart	2016	12						3
Elliss	Stuart	2016	12						3
Green	Nicholas	2016	12						3
Green	Nicholas	2016	12						3

U	V	W	X	Y	Z	AA	AB	AC	AD
Enrolment activity start date	Enrolment activity end date	Delivery mode identifier	Traineeship/apprentices contract ID	Enrolment Activity	Study reason identifier	VET Type	Qualif-ication enrolment	School based apprenticeship/traineeship	VET USI
1/02/2016		10		E	12	Y	Y	SBT	ABC1234567
1/02/2016		10		E	12	Y		SBT	
1/02/2016		10		E	12	Y	N		
1/02/2016		10		E	12	Y			

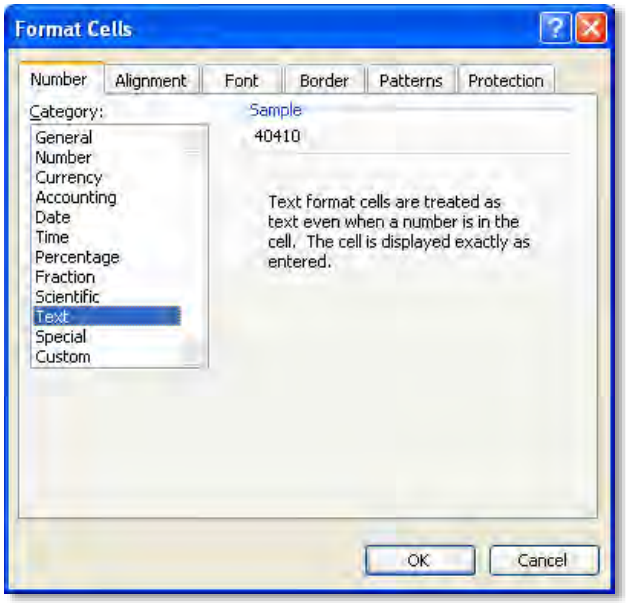
Notes to table

Leading zero

If a number in a data field has a leading zero, you will need to reformat the cell to prevent Excel removing the zero.

You will need to reformat the column before entering the academic year:

1. Select the column listing **academic year** by clicking in the top of the column. The column will be highlighted.
2. Click on **Format**. The **Format Cells** view will appear (see image right)
3. Click on the **Number** tab
4. Select **Text**
5. Click on **OK** button.



If no code is entered in USI field

The unique student identifier (USI) is an optional field in the ENVET and RSVET and RSQUAL files. However, VET achievements without a USI will not appear on the student's Western Australian Statement of Student Achievement (WASSA) nor will they contribute towards the requirements of a student's WACE.

NEXT STEP

- 5.7 Saving enrolment data for SIRS

5.6.3 Setting up an Excel database for enrolments in VET integrated into a VET industry specific course (ENVET)

Schools that use Microsoft Excel as their database for VET enrolments are required to layout data in a specific format to ensure it can be uploaded into SIRS.

	A	B	C	D	E	F	G	H	I	J
1	Record type	Provider code	Course code	Course type	Unit code	Qualification code	Unit of competency code	RTO Code	RTO Location Code	SCSA student number
2	ENVET	1234	VBS	VETCOS	VEVBSB	BSB20112	BSBWHS201A	52616		22811223
3	ENVET	1234	VBS	VETCOS	VEVBSB	BSB20112	BSBCMM201A	52616		22811223
4	ENVET	1234	VBS	VETCOS	VEVBSB	BSB20112	BSBWHS201A	52616		22323456
5	ENVET	1234	VBS	VETCOS	VEVBSB	BSB20112	BSBCMM201A	52616		22323456

The image above shows a section of the required layout for VET integrated into VET industry specific courses enrolments. For example, the **Record type** is required in column A, the **Provider code** is required in column B for VET unit of competency enrolment.

The layout requirements for all columns in the Excel database are specified in the table over page. Screen shots of all required columns in the Excel document can be found in the notes below the following table.

Note: Once the table has been formatted and data entered, the Excel document must be saved as a .**CSV** (comma delimited) file before it can up uploaded into SIRS.

Table 19: Excel file format for VET integrated into VET industry specific courses enrolment

Column	Maximum number of characters	Description	Requirement M–mandatory O–optional
A	5	Record type – ENVET	M
B	10	Provider code Unique code for the course provider (a provider is a school for authorised training provider to offer the Western Australian Certificate of Education)	M
C	12	Course code Unique code for the VET industry specific course that the unit of competency is integrated in	O
D	6	Course Type VETCOS This identifies the enrolment into a VET industry specific course	M – when the VET industry specific course code is specified
E	12	Unit code This is the course unit that the VET qualification undertaken as a part of a VET industry specific course is linked to	M – when the VET industry specific course code is specified
F	12	Qualification code Unique code for the qualification the student is aiming to achieve by completing this unit of competency for VETCOS	M
G	12	Unit of competency code Unique code of the VET unit of competency in which the student enrolling	M
H	10	Registered training organisation code The unique code for the registered training organisation offering the unit of competency on behalf of the COS provider	M
I	10	Registered training organisation location code Must be RTO location code for contracted RTO provider	O
J	15	SCSA student number Must be a valid student number issued by School Curriculum and Standards Authority	M
K	30	Student family name	M
L	30	Student given name	M – optional if student only has a family name
M	4	Calendar Year Format YYYY	M
N	2	Academic year Must be one of the following values: 10, 11, 12	M
O	1	Semester Must be: 1 = Semester 1 2 = Semester 2 3 = year long	M – for an enrolment in a UoC integrated in a VET industry specific course unit enrolment
P	30	Contact/teacher family name	O M – when given name or registration number is specified

Column	Maximum number of characters	Description	Requirement M–mandatory O–optional
Q	30	Contact/teacher given name	O M – when family name or registration number is specified
R	15	Contact/teacher registration number The unique identifier issued by TRBWA to the teacher upon registration Must be a whole number	O M – when given or family name is specified
S	20	Class identification The name to identify the teacher class group as specified by the provider (e.g. class 1)	O
T	1	Commencing course enrolment identifier 3 = commencing enrolment in the qualification or course 4 = continuing enrolment in the qualification or course from a previous year 8 = unit of competency or module enrolment only	O
U	10	Enrolment activity start date In valid date format – dd/mm/yyyy	M (please refer to note at the end of this table)
V	10	Enrolment activity end date In valid date format – dd/mm/yyyy	O – will need to be specified with results (please refer to note at the end of this table)
W	2	Delivery mode identifier 10 = classroom-based 20 = electronic-based 30 = employment-based 40 = other delivery (e.g. correspondence) 90 = not applicable	M
X	10	Traineeship/apprenticeship contract ID	O
Y	1	Enrolment activity E = enrolled W = withdrawn	M
Z	2	Study reason identifier 01 = to get a job 02 = to develop my existing business 03 = to start my own business 04 = to try for a different career 05 = to get a better job or promotion 06 = it was a requirement of my job 07 = I want extra skills for my job 08 = to get in another course 11 = other reason 12 = for personal interest or self-development	O (please refer to note at the end of this table)
AA	1	VET Type Y = VET arranged or managed by schools N = VET not arranged or managed by schools	O

Column	Maximum number of characters	Description	Requirement M–mandatory O–optional
AB	1	Qualification enrolment Y = enrolled in full qualification to be completed in current year N = not enrolled in full qualification to be completed in current year	O
AC	4	School-based apprenticeship/traineeship SBT = school-based traineeship ASBT = Aboriginal school-based traineeship SBA = school-based apprenticeship ASBA = Aboriginal school-based apprenticeship PAiS = Pre-Apprenticeship in school	O
AD	10	VET unique student identifier (USI) A USI will be required for this unit of competence to contribute to the WACE requirements	O (format is alpha numeric) (please refer to note at the end of this table)

Enrolments in VET industry specific (ENVET)

See below for a complete breakdown of the fields within the 'ENVET' spread sheet.

	A	B	C	D	E	F	G	H	I	J
1	Record type	Provider code	Course code	Course type	Unit code	Qualification code	Unit of competency code	RTO Code	RTO Location Code	SCSA student number
2	ENVET	1234	VBS	VETCOS	VEVBSB	BSB20112	BSBWHS201A	52616		22811223
3	ENVET	1234	VBS	VETCOS	VEVBSB	BSB20112	BSBCMM201A	52616		22811223
4	ENVET	1234	VBS	VETCOS	VEVBSB	BSB20112	BSBWHS201A	52616		22323456
5	ENVET	1234	VBS	VETCOS	VEVBSB	BSB20112	BSBCMM201A	52616		22323456

K	L	M	N	O	P	Q	R	S	T
Student family name	Student given name	Calendar year	Academic year	Semester	Contact/teacher family name	Contact/teacher given name	Contact/teacher registration number	Class identification	Commencing course identifier
Elliss	Stuart	2016	12	3					3
Elliss	Stuart	2016	12	3					3
Green	Nicholas	2016	12	3					3
Green	Nicholas	2016	12	3					3

U	V	W	X	Y	Z	AA	AB	AC	AD
Enrolment activity start date	Enrolment activity end date	Delivery mode identifier	Traineeship/apprentices contract ID	Enrolment Activity	Study reason identifier	VET Type	Qualification on enrolment	School based apprenticeship/traineeship	VET USI
1/02/2016		10		E	12	Y	Y	SBT	ABC1234567
1/02/2016		10		E	12	Y		SBT	
1/02/2016		10		E	12	Y	N		
1/02/2016		10		E	12	Y			

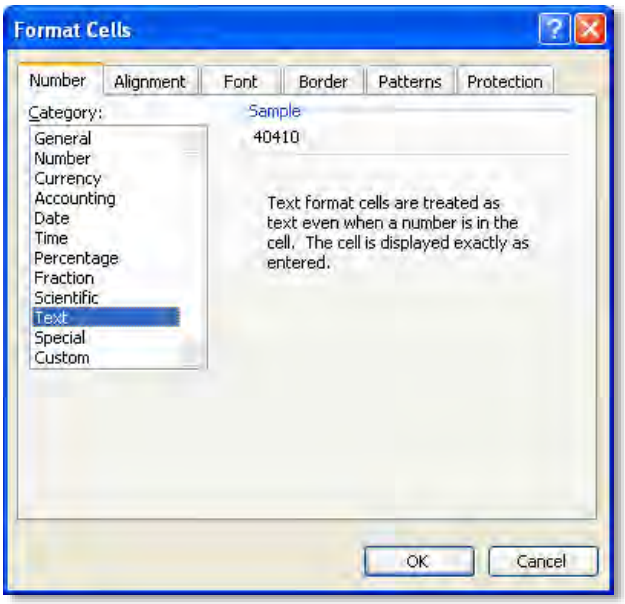
Notes

Leading Zero

If a number in a data field has a leading zero, you will need to reformat the cell to prevent Excel removing the zero.

You will need to reformat the column before entering the academic year:

1. Select the column listing **academic year** by clicking in the top of the column. The column will be highlighted.
2. Click on **Format**. The **Format Cells** view will appear (see image right)
3. Click on the **Number** tab
4. Select **Text**
5. Click on **OK** button.



If no code is entered in USI field

If the code is not entered (it is optional), it will be necessary to enter a space in the VET USI code field in order to maintain the format of the file. This is because Excel will drop the column unless data has been entered into it (which, in this case, is a space).

NEXT STEP

- 5.7 Saving enrolment data for SIRS

5.6.4 Setting up an Excel database for endorsed programs enrolment (ENEND)

Schools that use Microsoft Excel as their database for endorsed programs enrolment are required to layout data in a specific format to ensure it can be uploaded into SIRS.

	A	B	C	D	E	F	G	H	I	J	K
1	Record Type	Provider Code	Endorsed code	SCSA Student Number	Student Surname	Student First Name	Year	Ac Year	Semester = 3 full year	Teacher family name	Teacher given name
2	ENEND	1234	PCCNA1	22067268	Hughes	Emily	2016	12	3	Scott	James
3	ENEND	1234	ADWPL	23525884	Bradford	David	2016	11	3	Smith	Susan
4	ENEND	1234	PK4L	23042785	Best	Amanda	2016	11	3	White	Jack

The image above shows a section of the required format in Excel for the endorsed programs enrolment file. For example, the **Record type** is required in column A, the **Provider code** is required in column B. The layout requirements for all columns in the endorsed programs enrolment Excel database are specified in the table below. Screen shots of all required columns in the Excel document can be found in the notes below the following table.

Note: Once the table has been formatted and data entered, the Excel document must be saved as a .**CSV** (comma delimited) file before it can up uploaded into SIRS.

Table 20: Excel file format for endorsed program enrolments

Field #		Field Name	Comment
1	A	Record type	ENEND Maximum field length = 6
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Endorsed programs code	Mandatory Maximum field length = 12 Unique code for the course program
4	D	School Curriculum and Standards Authority student number	Mandatory Maximum field length = 15 Valid student number issued by SCSA
5	E	Student family name	Mandatory Maximum field length = 30
6	F	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30
7	G	Calendar year	Mandatory Maximum field length = 4 Format YYYY
8	H	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 10, 11, 12
9	I	Semester	Mandatory Maximum field length = 1 Valid value 3 = year long

10	J	Contact/teacher family name	Mandatory Mandatory when given name or registration number is specified Maximum field length = 30
11	K	Contact/teacher given name	Mandatory Mandatory when family name or registration number is specified Maximum field length = 30
12	L	Contact/teacher registration number	Mandatory except for overseas schools Issued by TRBWA Maximum field length = 15 Must be a whole number
13	M	Class identification	Optional Identifies the teacher class group as specified by the provider (i.e. Class 1) Maximum field length = 20
14	N	Enrolment activity	Mandatory Maximum field length = 1 E = enrolled W = withdrawn
15	O	Course code	Optional Maximum field length = 3 Leave blank DATA NOT USED FROM 2015
16	P	Qualification code	Mandatory when ADWPL is part of a VET industry specific course enrolment, otherwise leave blank Maximum field length = 12

Endorsed Programs Enrolment (ENEND)

See below for a complete breakdown of the fields within the 'ENEND' spread sheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Record Type	Provider Code	Endorsed code	SCSA Student Number	Student Surname	Student First Name	Year	Ac Year	Semester = 3 full year	Teacher family name	Teacher given name	TRBWA No.	Class=Optional	Enrolment activity E= Enrol W=Withdraw	Course code Optional = space bar
2	ENEND	1234	PCCNA1	22067268	Hughes	Emily	2016	12	3	Scott	James	32020601	CCNAD1_:	E	
3	ENEND	1234	ADWPL	23525884	Bradford	David	2016	11	3	Smith	Susan	32014427	ADWPL_2	E	
4	ENEND	1234	PK4L	23042785	Best	Amanda	2016	11	3	White	Jack	32268500		E	

Notes to table

Semester field

The semester field (column I) should show 3 for all students as all endorsed programs are classified as year-long.

First row

When completing the Excel format file for uploading to SIRS, there must be no headings in the spread sheet (i.e. the first row must contain real data).

Saving data

Your endorsed program data can be saved in one or more files. For example, you could have all data in one file or you could have each year group in a separate file.

Qualification code

If the qualification code is not entered, it will be necessary to enter a space in the qualification code field in order to maintain the format of the file. This is because Excel will drop the column unless data (which, in this case, is a space) has been entered into it.

5.7 Saving data for SIRS

Once all required information has been entered into a database, the data must be saved as (or exported) as a **.CSV** (comma delimited) file before it can up uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

5.7.1 File naming

There are file name conventions for each enrolment type:

5.7.1.1 COURSE ENROLMENTS

XXXXXSSSSTTYYY.CSV

where **XXXXX**	=	record type	e.g. ENCOS
SSSS	=	the provider/school code	e.g. 4001
TT	=	S1, S2, Y1	for semester or year-long data
YYY	=	Y11, Y12	for Year 11 or Year 12 data
		or YUP	for combined Year 11 & Year 12 data

For example:

A file name of enrolment records from provider/school 1234 for Year 12 would be **ENCOS1234Y1Y12.CSV**

5.7.1.2 ENDORSED PROGRAMS

XXXXXSSSSTTYYY.CSV

where **XXXXX**	=	record type	e.g. ENEND
SSSS	=	the provider/school code	e.g. 4001
TT	=	S1, S2, Y1	for semester or year-long data
YYY	=	Y11, Y12	for Year 11 or Year 12 data
		or YUP	for combined Year 11 & Year 12 data

For example:

A file name of enrolment records from provider/school 1234 for Year 12 would be **ENEND1234Y1Y12.CSV**

5.7.1.3 VET ENROLMENTS THROUGH CREDIT TRANSFER

The file name convention for VET credit transfer enrolments is of the form:

XXXXXSSSSTTYYY.CSV

where **XXXXX**	=	record type	e.g. ENVET
SSSS	=	the provider/school code	e.g. 4001
TT	=	S1, S2, Y1 for semester or year-long data	
YYY	=	Y11, Y12 for Year 11 or Year 12 data	
		or YUP for combined Year 11 and Year 12 data	

For example, a file name of VET enrolment records from provider/school 1002 for Year 11 would be **ENVET1002S1Y11.CSV**

5.7.1.4 VET ENROLMENTS INTEGRATED INTO A VET INDUSTRY SPECIFIC COURSE (ENVET)

The file name convention for VET enrolments integrated into a VET industry specific course is:

XXXXXSSSSTTYYY.CSV

where **XXXXX**	=	record type	e.g. ENVET
SSSS	=	the provider/school code	e.g. 4001
TT	=	S1, S2, Y1 for semester or year-long data	
YYY	=	Y11, Y12 for Year 11 or Year 12 data	
		or YUP for combined Year 11 and Year 12 data	

For example, a file name of VET enrolment records from provider/school 1002 for Year 11 would be **ENVET1002S1Y11.CSV**

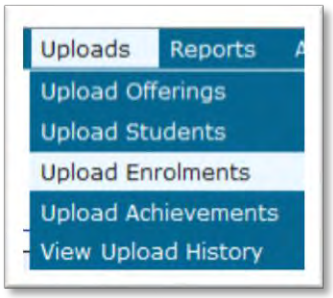
5.7.2 Further changes

If any further changes need to be made to the spread sheet, make sure you edit your original Excel document and not the **.CSV** (comma delimited) file, as opening the **.CSV** file again will result in the loss of any text formatting.

5.8 Uploading data into SIRS

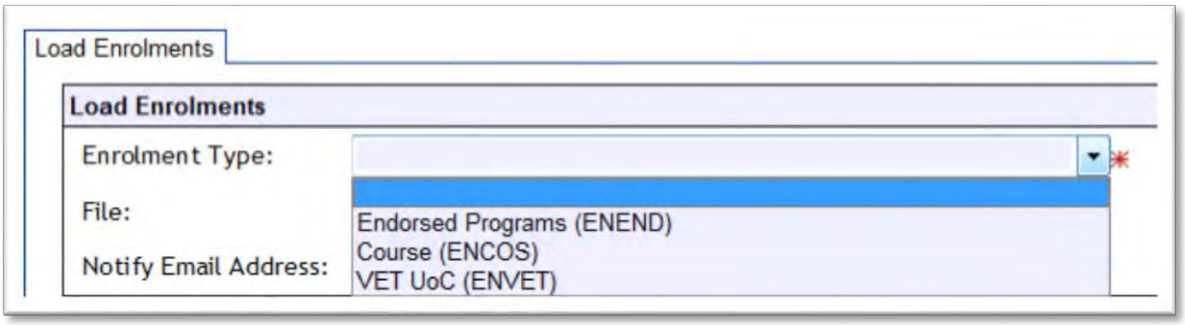
Once data has been saved as a **.CSV** file it can up uploaded into SIRS.

Note: Before uploading the ENVET file with the integrated VET, the course enrolment file (ENCOS) must be uploaded into SIRS. This needs to be done to ensure that the link between the VET unit of competency and course unit can be made. If the ENCOS file is not uploaded first, then the ENVET file will not be able to be processed.



To upload enrolments:

1. Hover over **Uploads > Upload Enrolments** in the horizontal blue menu bar (see image right).
2. The **Upload Enrolments** form field appears (see image below).



3. In **Enrolment Type,** select either **ENCOS** (for course units), **ENVET** (for VET units of competency) or **ENEND** (for endorsed programs).
4. To locate the required file on your computer, click the **Browse** button.
5. On a Windows computer, the **Choose File** screen appears.
6. Navigate to the folder where the required file is stored on your computer.
7. Click on the required file.
8. Click **Open**. The drive, folders path and file name will appear in the **File** field.
9. The email address of the person uploading the file will automatically appear. SIRS will send an email message to this person to report the status of the upload.
10. Click **Upload File for Processing** or you can click **Close** to exit without continuing with the upload.
11. Check **Messages** in either your email inbox or in **Private Messages**, available from the front page of SIRS.

5.8.1 Email messages

Email messages are generated by SIRS and sent to the person uploading the file. These emails may have any of the following messages:

Successfully verified

The system will place the file in the queue for processing and you will receive another email regarding processing.

Successfully processed

The system has processed the file and there were no problems found.

Processed with warnings

This file has been processed, but the system has ignored certain records. Occasionally the warnings can be ignored – some warnings must be dealt with if the students' registrations and/or enrolments are affected.

Failed verification

The system is unable to verify the file and send for processing as there are errors that need to be fixed. Please check all error messages produced by SIRS (see example below) and try to resolve them. To assist you with resolving your errors, please refer to **Troubleshooting** in this section.

Example of a failed verification message:

The VET UoC Enrolment (ENVET): ENVET1234Y112015.csv has failed verification due to the following errors:

Error occurred on record 930 (Student: 22298524: Smith, Chuck). The following errors were found in this record:

- The student identified by: 22298524 has different VET USI stored on SIRS. If this USI – R7SXP6GVB6 is correct, please contact SCSA via VETlinking@scsa.wa.edu.au to change the student's record.

Failed processing

The system was able to verify the file but there were errors that prevented the information from being processed by SIRS. Please check all error messages produced by SIRS and try to resolve them before contacting the Data Services Team by email at dataservices@scsa.wa.edu.au.

Example of a failed processing message:

The Course Enrolment (ENCOS): ENCOS1234S2Y11-15.csv has failed processing due to the following errors:

Error occurred on record 146 (Student: 22298524: Smith, Chuck). The following errors were found in this record:

- Error occurred with upload enrolment of Y11 student with student number 22298524 for course DES for provider 1234 in 2015: This student cannot be enrolled in the same course being delivered as a pair i.e. AE and delivered as single units i.e. A1 and A2 at the same year.

5.8.1.1 FURTHER HELP

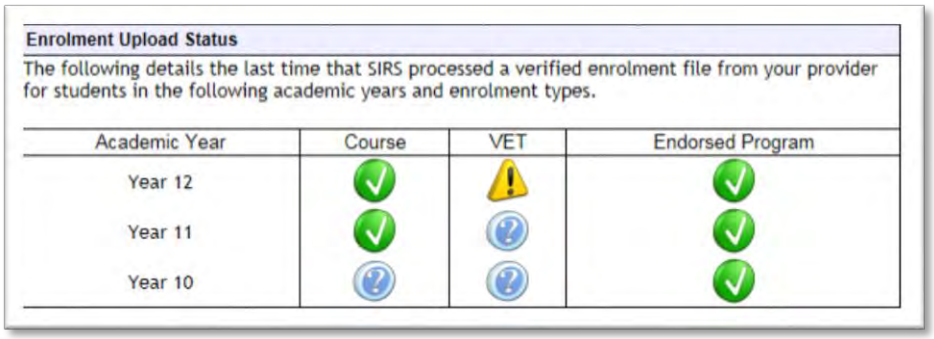
If the information in the email is insufficient to resolve errors, please refer to **Troubleshooting** in this section. If the issue has not been resolved, please email the Data Services Team at dataservices@scsa.wa.edu.au.

5.8.2 Upload confirmation

You will receive a message confirming successful upload in either your email inbox or in Private Messages, available from the front page of SIRS.

Note: If you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

Once files have been uploaded, your **Upload Status** (on the front page of SIRS) will change (see image below). See table below for the key to the symbols.



Enrolment Upload Status

The following details the last time that SIRS processed a verified enrolment file from your provider for students in the following academic years and enrolment types.

Academic Year	Course	VET	Endorsed Program
Year 12	✓	⚠	✓
Year 11	✓	?	✓
Year 10	?	?	✓

You can expect an email reporting the progress of your file within 15 minutes of the upload (processing time depends on the number of files already queued in the system as well as the size of the files to be processed).

Table 21: Upload symbols key

✓	Successful upload
✗	Data not uploaded successfully
⚠	Time to update data in SIRS – re-upload
⚑	Processed with warnings
?	Your school may not have data for this section
🔒	Locked to schools – no further uploads to the SIRS database

The status may show **Data not uploaded successfully** for a number of reasons. To identify and resolve the issue, please refer to the following section **Troubleshooting**.

5.9 Troubleshooting

Example error messages	How to resolve the problem
Student identified by number: 22151402 has a different academic year specified in their demographic record.	This student is currently registered on SIRS with a different academic year. Please contact the Authority to either change the academic year (the student may have come from another school), or if a Year 11 or Year 12 student wishing to change, please complete the Request to Change Academic Year form and send to the Authority.
Student identified by number: 21200752 has a name other than specified: Anne, Sulaman.	The student name is different from the one in SIRS. You will need to check your student details within your school system, generate a new student registration file and upload the student registration file again to update the name of the student. Once updated you can then upload this file again. If the student has changed their name or there is an incorrect spelling, contact the Authority in writing to make these changes.
Student identified by number: 21632418 has no student registration information in 2016.	This student has not been registered by your school in the current year. You will need to add the student details within your school system, generate a new student registration file and upload the student registration file again to update the name of the student. Once updated you can then upload this file again.
Student with the specified number: 21949599 does not currently exist in the system.	This student has never been registered by your school. You will need to add the student details within your school system, generate a new student registration file and upload the student registration file again to update the name of the student. Once updated you can then upload this file again.
Calendar year 2016 must match current year	You can only upload enrolments for the current year. If you need to update enrolments for past years, you will need to contact the Authority.
Record type must be: ENVET	You are uploading a file that is not an ENVET (it may be an ENEND, etc.), however at upload time you selected this as your upload type. It is possible that you have either selected the wrong file to upload or selected the wrong upload type. Re-examine what you are uploading and select the appropriate upload type for the file you are uploading. **Note** this error also occurs if your file is saved as an .XLS file instead of a **.CSV** (comma delimited) file.
Invalid VET UoC RTO provider code 4676 for 2016	Provider 4676 is not recognised as an RTO provider in the current year. Please contact the Authority.
Invalid VET UoC code: BSBWOR20B for 2016.	Unit of competency code is not valid in the current year. Please contact VETlinking@scsa.wa.edu.au.
Invalid course code VTBBSB for 2016.	This course/course unit has not been offered by your school in the current year.
Qualification code CPC20211 is not linked to the course unit code: VEVCOT for course with code: VCO for 2016.	Please contact VETlinking@scsa.wa.edu.au.
Invalid course unit code: GEMUS for course with code: MUS for 2016.	Music always has a context, so the course unit code would be GEMUSW or ATMUSC.
Invalid endorsed program code: CCNAE1 for 2016.	This endorsed program does not exist on SIRS in the current year. Please check your codes and/or contact the Authority for more information.

Example error messages	How to resolve the problem
Course unit with code: AEELD as part of the course with code: ELD is not offered by the provider with code: 1234 for 2016.	This course unit is not offered by your school. Please add the unit/s to your offerings and re-upload your OFCOS file to include any units noted as not offered.
The teacher's name "Smith, Jenny" does not match the name of the teacher with the same TRBWA number 32117692 in SIRS. Please check that you have assigned the correct TRBWA number to the teacher by checking the TRBWA number of the teacher at http://trb.wa.gov.au and then selecting the Register of teachers menu item. If the number is correct, please contact the SIRS helpdesk to resolve this problem.	The teacher is probably listed on SIRS with a full first name – i.e. Jennifer – and SIRS will only accept Jennifer on the upload information. SIRS information is received from the TRBWA and schools need to contact the Authority to check on the correct name/number.
Your school is trying to integrate a VET unit of competency into a VET industry specific course unit in which the student is not enrolled. Student identified by number: 21734289 is not currently enrolled in the course unit identified by: 1BDESP as part of the course with code: DES.	The student has not been enrolled in the VET industry specific course unit that the Unit of competency is integrated with. Need to upload ENCOS with student enrolment first.

5.10 Further help

For issues relating to the information contained in the Data Procedures Manual, please email the Data Services Team at dataservices@scsa.wa.edu.au.

School Curriculum and Standards Authority

Data Procedures Manual 2016

Section 6:

Moderation

Contents

- Proposed grades distribution
- Final grades distributions

6.1 Proposed grades distribution

Schools are required to enter the proposed grade distributions directly into SIRS by the date given in the Activities Schedule (generally early September).

6.1.1 Steps for entering proposed grade distributions in SIRS

1. In the horizontal blue bar, hover over the **Moderation** menu item (see image above).
2. Click on **Proposed Grade Distribution**. The Proposed Grade Distribution screen will appear (see image below) with all WACE course units in which Year 12 students have been enrolled.
   The screen shows the complete list of all WACE course units at your school. You can also select a particular department to display the related course units.

> **Note**
> The student enrolment for each course unit is provided to assist schools when checking that proposed grades from all classes at the school offering the course units have been included.

[Coming soon]

3. Enter the number of students that the school estimates will receive each grade (A, B, C, D and E). Ensure that all classes offering the course units at your school are included.

   - If it is proposed to give no students a particular grade, a zero (0) must be entered (i.e. all spaces shown must contain a number). The Authority endeavours to list all current course units with student enrolments. However, if adjustment to enrolments have recently occurred and the school no longer delivers the course units, zeros must be entered for all grades.

Notes

- When submitting grades into SIRS, please remember to save every couple of lines of data – this will ensure that the live data is held in SIRS.
- U notations cannot be used in the proposed grade process.

- If the school is involved in a small group moderation partnership, enter the numbers only for the students enrolled at your school (not for the group of all partner schools).
- A brief comment may be entered in the comments section if desired.

Note

Each comment is limited to 1000 characters. If the contact teacher has changed, please alter it in the comments field.

4. Click **Save** once the data has been entered.

   SIRS will automatically total the number of grades entered and check it against the number of Year 12 students enrolled. Although the numbers may not be the same, this will provide a guide to ensure that all Year 12 students from every class offering that course unit in your school, have been included.

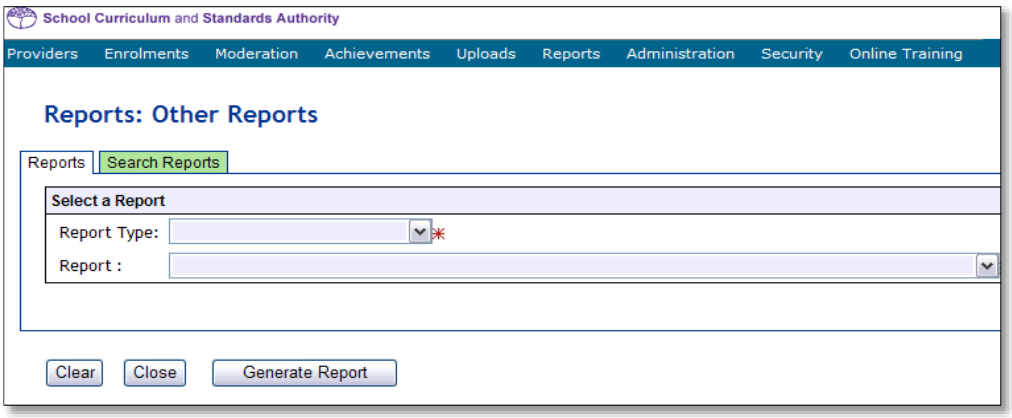
5. Click on the **Check** button at the bottom of the screen to ensure all fields have been completed. If they have not been completed, the following message will appear: **'There are still course units without proposed grades'** until all the fields are completed. Once completed, SIRS will display screens for all course units delivered at your school.

Previous year grade distributions for each course/stage at your school can be obtained by generating **GRD025 Final Grade Distributions – Course Historical Data Report**.

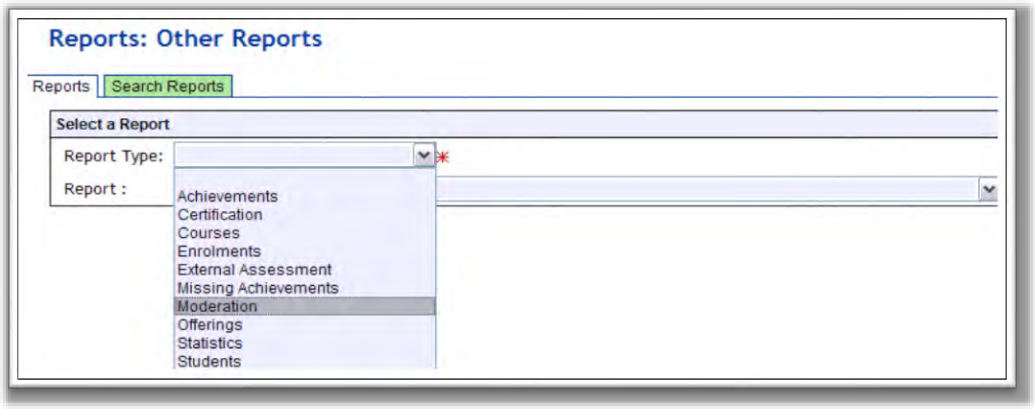
6.2 Final grade distributions – course historical data

1. In the horizontal blue bar, place over the **Reports** menu item.
2. Click **Other Reports** (see image below).

The **Reports**: **Other Reports** form fields appear (see image below).

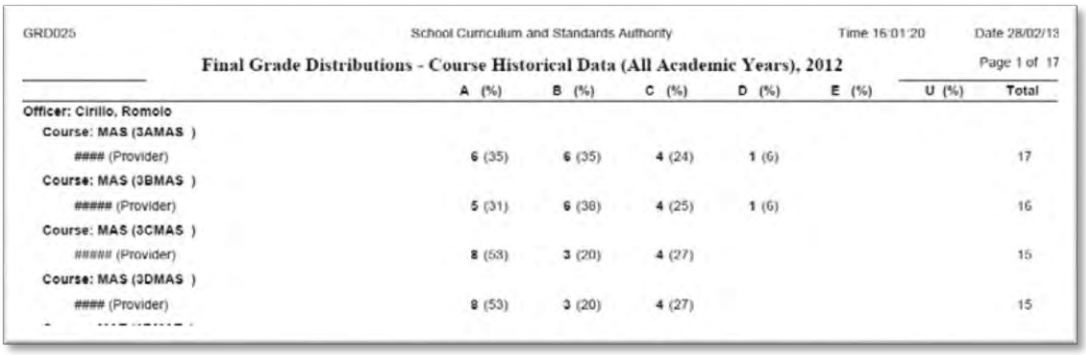


3. In the **Report type** field, select **Moderation** (see image below).



4. In the **Report** field, select report **GRD025 Final Grade Distributions – Course Historical Data**.

5. Click **Generate Report**. The image below shows an example of a Course Historical Data Report.



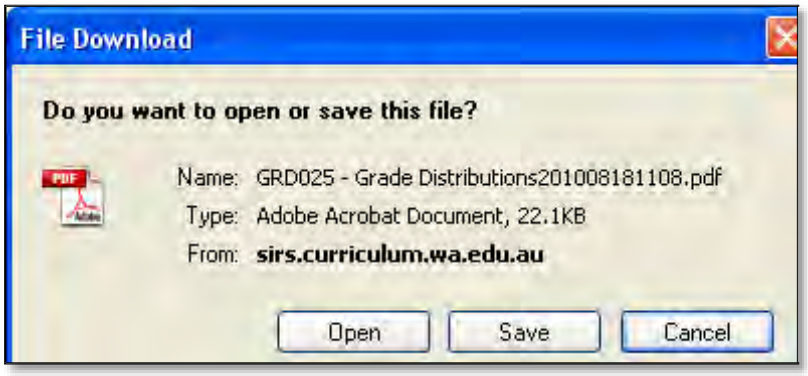
GRD025 School Curriculum and Standards Authority Time 16:01:20 Date 28/02/13

Final Grade Distributions - Course Historical Data (All Academic Years), 2012

Page 1 of 17

	A (%)	B (%)	C (%)	D (%)	E (%)	U (%)	Total
Officer: Cirillo, Romolo							
Course: MAS (3AMAS)							
#### (Provider)	6 (35)	6 (35)	4 (24)	1 (6)			17
Course: MAS (3BMAS)							
##### (Provider)	5 (31)	6 (38)	4 (25)	1 (6)			16
Course: MAS (3CMAS)							
##### (Provider)	8 (53)	3 (20)	4 (27)				15
Course: MAS (3DMAS)							
#### (Provider)	8 (53)	3 (20)	4 (27)				15

Once generated, this report can be opened and printed or saved to your local drive.



School Curriculum and Standards Authority

Data Procedures Manual 2016

Section 7:

Achievements

Contents

- Overview
- Courses
- Vocational Education and Training
- Endorsed programs
- Recording achievement data
- Setting up Excel databases for achievements
- Saving data for SIRS
- Uploading data to SIRS
- Troubleshooting
- Reporting VET results (AVETMISS release 7.0)
- Identifying missing achievements

7.1 Overview

Schools are required to provide the Authority with achievement records of students who undertake courses or programs. This information must be reported to the Authority to ensure students' achievements contribute to their course.

In 2016, schools will provide to the Authority achievements in the following:

Courses

- ATAR
- General
- Foundation
- Preliminary
- VET industry specific

Programs

- VET qualifications
- Endorsed programs

7.2 Courses

Please refer to the Application and forms page on the Authority website to access the following forms relevant to achievements:

- student appeal against school assessment
- application for recording of enrolment and achievement in ATAR units – Year 10 students, 2016
- application to sit the 2016 ATAR course examinations for students not in Year 12.

7.2.1 Student appeal against school assessment

The Authority informs students of their grades in their Western Australian Statement of Student Achievement (WASSA) typically at the completion of Year 12. Year 11 students who are exiting a course and sit the ATAR course examination do not receive a statement of achievement until the end of Year 12.

The school is required to provide students with the opportunity to query a school assessment and resolve any issues which may arise. If an assessment issue is not resolved through the school's review process, then the student may appeal to the Authority against their school assessment.

Assessment reviews and appeals are intended to determine whether:

- the school's assessment outline for a pair of units, or unit, conforms with the syllabus requirements
- the school's assessment policy conforms with the Authority guidelines
- the school's assessment procedures conform with its own assessment policy
- there are any procedural or computational errors in the determination of the school mark and/or grade.

Please refer to the WACE Manual 2016 for further details of this process. The appeal form is available from the Authority website on the Application and forms page.

7.3 Vocational Education and Training (VET)

Please refer to the Application and forms page on the Authority website to access the following forms relevant to achievements:

- application for recording of enrolment and achievement of VET units of competency (delivered through VET credit transfer) VET qualifications – Year 8 and Year 9 students, 2016
- application for WACE recognition of VET achievement completed outside of a school arrangement.

7.4 Endorsed programs

Schools are required to use the SIRS database to report successful completion of endorsed programs to the Authority. Each endorsed program is assigned a unique identifier code of up to seven characters and a set of achievement descriptors such as **A** for **Achieved** or **HD** for **High Distinction** applicable to the specific program. These codes are used when reporting student achievement in an endorsed program.

A complete list of the endorsed programs codes and achievement descriptor codes that will be accepted by SIRS is available on the Authority website.
http://www.scsa.wa.edu.au/internet/Senior_Secondary/Endorsed_Programs

Note: **N** is the result code for not achieved, not awarded, not competent, not satisfactory, not yet attained, below pass, fail, unsuccessful, standard not attained and no programs achieved. The result code for any student enrolled in an endorsed program then subsequently withdrawn is **W**.

The student's WASSA will show only achievements so an endorsed program resulted with the codes **N** or **W** will not appear on the student's WASSA.

Each endorsed program successfully completed by a student and uploaded to the Authority by the school is reported on the student's WASSA. However, any 'level' of achievement such as **credit**, **distinction** or **satisfactory** etc. associated with an endorsed program is not reported.

Principals are required to certify that all achievements have been validated and evidence of such student achievement is retained by the school for audit purposes. This is done by signing a VET and endorsed programs achievement declaration form. The form is included as part of the confirmation of achievements package sent to schools each year.

7.5 Recording achievement data

Data can be entered into school database systems, including but not restricted to Civica MAZE, Reporting to Parents (for most Public schools), SEQTA and Synergetic. To find out how to record data in these systems, please contact the software supplier or refer to Database programs for links to user manuals.

If your school records data using Microsoft Excel, the data must be formatted correctly. Failure to do so will ultimately prevent the data from being uploaded into SIRS. Please refer to the instructions below on how to set up an Excel database for achievements.

7.6 Setting up Excel databases for achievements

Schools that use Microsoft Excel as their database for enrolments are required to layout data in a specific format to ensure can be uploaded into SIRS.

Information can be found in this section on setting up an Excel database for:

- Course achievements (RSCOS)
- Endorsed programs results (RSEND)
- VET unit of competency achievement (RSVET)
- VET qualification results (RSQUAL)

7.6.1 Setting up an Excel database for course achievements (RSCOS)

Schools that use Microsoft Excel as their database for course results are required to layout data in a specific format to ensure it can be uploaded into SIRS.

	A	B	C	D	E	F	G	H	I
1	Record Type	Provider Code	Course Code	COS or VETCOS	Course Unit	Qualification code	SCSA Student Number	Student Surname	Student First Name
2	RSCOS	1234	ELD	COS	ATELD		21345678	Student	Jane
3	RSCOS	1234	ISC	COS	ATISC		21345678	Student	Jane
4	RSCOS	1234	MAE	COS	ATMAE		21345678	Student	Jane
5	RSCOS	1234	MDT	COS	GTMDTW		23456789	Smith	John
6	RSCOS	1234	REL	COS	ATREL		23456789	Smith	John

The image above shows a section of the required format in Excel for the course results file. For example, the **File type** is required in column A, the **Provider code** is required in column B. For each student, one row of information must be provided for each unit.

The layout requirements for all columns in the course unit achievement Excel database are specified in the table over page. Screen shots of all required columns in the Excel document can be found below the table.

Note: Once the table has been formatted and data entered, the Excel document must be saved as a **.CSV** (comma delimited) file before it can up uploaded into SIRS.

Table 22: File Format in Excel for course unit achievements (RSCOS)

Column number	Column reference	Field Name	Comment
1	A	Record type	RSCOS Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Mandatory Maximum field length = 10 Unique code the course
4	D	Course type	Mandatory Either 'VETCOS' or 'COS' Maximum field length = 6 This identifies the enrolment into a VET industry specific course or other course. For example, this would be set to VETCOS where the student enrols into the VET industry specific Business Services course, while it will be set to COS if the student enrols into the Media and Production Analysis course
5	E	Unit code	Mandatory Unique code for the course unit that the student is enrolled where the course type is VETCOS or COS Maximum field length = 12
6	F	Qualification code	Mandatory where the course type is VETCOS Leave blank where the course type is COS Maximum field length = 12 This is the qualification code that the student is aiming to achieve as defined in the VET industry specific course documentation
7	G	School Curriculum and Standards Authority student number	Mandatory Maximum field length = 15 Must be valid student number issued by the School Curriculum and Standards Authority
8	H	Student family name	Mandatory Maximum field length = 30
9	I	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30
10	J	Calendar year	Mandatory Maximum field length = 4 Format YYYY
11	K	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 08, 09, 10, 11, 12
12	L	Semester/year long	Mandatory Maximum field length = 1 Must be 1 = semester 1, 2 = semester 2, 3 = year long

Column number	Column reference	Field Name	Comment
13	M	Grade	Mandatory for course type = COS only, all courses Maximum field length = 1 Must be A, B, C, D, E or U Grade for VETCOS is automatically allocated by SIRS
14	N	Course unit practical mark– out of 100	Mandatory for ATAR courses with a practical examination component (for academic year = 12 and ATAR units 3 & 4) Maximum field length = 3 A whole number, 0 to 100
15	O	Course unit written mark – out of 100	Mandatory for ATAR courses (for academic year = 12 and ATAR units 3 & 4) Maximum field length = 3 A whole number, 0 to 100
16	P	Course unit mark – out of 100	Mandatory for ATAR, General and Foundation courses (for academic Year 11 & 12) for course type = COS only otherwise optional Not required for Preliminary courses Maximum field length = 3 A whole number, 0 to 100

Course Achievements (RSCOS)

See below for a complete breakdown of the fields within the 'RSCOS' spread sheet.

	A	B	C	D	E	F	G	H
1	Record Type	Provider Code	Course Code	COS or VETCOS	Course Unit	Qualification code	SCSA Student Number	Student Surname
2	RSCOS	1234	ELD	COS	ATELD		21345678	Student
3	RSCOS	1234	ISC	COS	ATISC		21345678	Student
4	RSCOS	1234	MAE	COS	ATMAE		21345678	Student
5	RSCOS	1234	MDT	COS	GTMDTW		23456789	Smith
6	RSCOS	1234	REL	COS	ATREL		23456789	Smith

I	J	K	L	M	N	O	P
Student First Name	Calendar Yer	Academic Year	Semester - either 1, 2 or 3 for full year	Grade	Course unit practical mark-out of 100	Course unit written mark - out of 100	Course unit mark - out of 100
Jane	2016	12	3	A	65	74	80
Jane	2016	12	3	B			68
Jane	2016	12	3	A			82
John	2016	12	3	B	66	66	66
John	2016	12	3	C			50

Notes to table

If no course unit mark is entered

If the course unit total mark is not entered, it will be necessary to enter a space in the course unit total mark field to maintain the format of the file. This is because Excel will drop the column unless data has been entered into it (which, in this case, is a space).

NEXT STEP

7.7 Saving data for SIRS

7.6.2 Setting up an Excel database for endorsed programs results (RSEND)

Schools that use Microsoft Excel as their database for endorsed program results are required to layout data in a specific format to ensure it can be uploaded into SIRS.

	A	B	C	D	E	F	G	H	I
1	Record Type	Provider Code	Endorsed code	SCSA Student Number	Student Surname	Student First Name	Year	Ac Year	Semester = 3 full year
2	RSEND	1234	PCCNA1	22067268	Hughes	Emily	2016	12	3
3	RSEND	1234	ADWPL	23525884	Bradford	David	2016	11	3
4	RSEND	1234	PK4L	23042785	Best	Amanda	2016	11	3

The image above shows a section of the layout in Excel for endorsed programs results. For example, the **File Type** is required in column A, the **School code** is required in column B.

The layout requirements for all columns in the endorsed program results Excel database are specified in the following table.

Note: Once the table has been formatted and data entered, the Excel document must be saved as a **.CSV** (comma delimited) file before it can up uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

Table 23: Excel file format for endorsed program results (RSEND)

Column number	Column reference	Field Name	Comment
1	A	Record type	RSEND Maximum field length = 6
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the Course Provider
3	C	Endorsed programs code	Mandatory Maximum field length = 12 Unique code for the program
4	D	School Curriculum and Standards Authority student number	Mandatory Maximum field length = 15 Must be valid student number issued by the School Curriculum and Standards Authority
5	E	Student family name	Mandatory Maximum field length = 30
6	F	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30
7	G	Calendar year	Mandatory Maximum field length = 4 Format YYYY
8	H	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 10, 11, 12

Column number	Column reference	Field Name	Comment
9	I	Semester	Mandatory Maximum field length = 1 Valid value 3 = year long
10	J	Result code	Mandatory Example only: Authority-developed A – achieved N – not achieved Authority-developed Workplace Learning 1-9999 for workplace hours completed Provider-developed AW – awarded CM – competent School-developed A – achieved N – not achieved Maximum field length = 5
11	K	Contact/teacher family name	Mandatory Mandatory when given name or registration number is specified Maximum field length = 30
12	L	Contact/teacher given name	Mandatory Mandatory when family name or registration number is specified Maximum field length = 30
13	M	Contact/teacher registration number	Mandatory except for overseas schools Issued by TRBWA Maximum field length = 15 Must be a whole number
14	N	Class identification	Optional The name to identify the teacher class group as specified by the provider (i.e. Class 1) Maximum field length = 20
15	O	Qualification code	Mandatory when ADWPL is part of a VET industry specific course enrolment, otherwise leave blank Maximum field length = 12

Endorsed Program Results (RSEND)

See below for a complete breakdown of the fields within the 'RSEND' spread sheet.

	A	B	C	D	E	F	G	H
1	Record Type	Provider Code	Endorsed code	SCSA Student Number	Student Surname	Student First Name	Year	Ac Year
2	RSEND	1234	PCCNA1	22067268	Hughes	Emily	2016	12
3	RSEND	1234	ADWPL	23525884	Bradford	David	2016	11
4	RSEND	1234	PK4L	23042785	Best	Amanda	2016	11

I	J	K	L	M	N	O
Semester = 3 full year	Result Code	Teacher family name	Teacher given name	TRBWA No.	Class=Optional	Qualification Code
3	N	Scott	James	32020601	CCNAD1_1	
3	A	Smith	Susan	32014427	ADWPL_2	ADWPL
3	A	White	Jack	32268500		

Notes

Semester classification

Semester field (column I) should be 3 for all students as all endorsed programs are classified as year-long.

Headings

When completing the Excel format file for uploading to SIRS, there must be NO headings in the spread sheet i.e. the first row must contain real data.

Achievement descriptors

Note: 'N' is the result code for not achieved, not awarded, not competent, not satisfactory, not yet attained, below pass, fail, unsuccessful, standard not attained and no programs achieved. The result code for any student enrolled in an endorsed program then subsequently withdrawn is 'W'.

NEXT STEP

7.7 Saving data for SIRS

7.6.3 Setting up an Excel database for VET unit of competency results (RSVET)

Schools that use Microsoft Excel as their database for VET unit of competency results are required to layout data in a specific format to ensure it can be uploaded into SIRS.

	A	B	C	D	E	F	G	H	I
1	Record type	Provider code	Course code	Course type	Unit code	Qualification code	Unit of competency code	RTO Code	SCSA student number
2	RSVET	1234				52443WA	CPCCCM1015A	1979	22811223
3	RSVET	1234				52443WA	CPCCCM2001A	1979	22811223
4	RSVET	1234				BSB20112	BSBITU101A	52499	22323456
5	RSVET	1234				BSB20112	BSBITU102A	52499	22323456

The image above shows a section of the required format in Excel for the VET unit of competency results file. For example, the **Record type** is required in column A, the **Provider code** is required in column B.

All the layout requirements for VET unit of competency results are specified in the table below. Screen shots of all required columns in the Excel document can be found in the notes below the following table.

Note: Once the table has been formatted and data entered, the Excel document must be saved as a **.CSV** (comma delimited) file before it can up uploaded into SIRS.

Table 24: Excel file format for VET unit of competency results

Column number	Column reference	Field Name	Comment
1	A	Record type	RSVET Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Optional Maximum field length = 12 Leave blank for a VET credit transfer unit of competency achievement Unique code of the course that the unit of competency is integrated to
4	D	Course type	Optional Maximum field length = 6 Must be 'VETCOS' when UoC is integrated into a VET industry specific course, otherwise leave blank
5	E	Unit code	Optional Maximum field length = 12 Leave blank for a VET credit transfer unit of competency enrolment Mandatory when VET industry specific course code is specified

Section 7: Achievements

Column number	Column reference	Field Name	Comment
6	F	Qualification code	Mandatory Maximum field length = 12 Unique code for the qualification the student is trying to achieve by completing this unit of competency
7	G	Unit of competency code	Mandatory Maximum field length = 12 Unique code the VET unit of competency that the results are for
8	H	Registered training organisation code	Mandatory Maximum field length = 10 The unique code of contracted registered training organisation VETCOS or COS provider
9	I	School Curriculum and Standards Authority student number	Mandatory Maximum field length = 15 Must be valid student number issued by the School Curriculum and Standards Authority
10	J	Student family name	Mandatory Maximum field length = 30
11	K	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30
12	L	Calendar year	Mandatory Maximum field length = 4 Format YYYY
13	M	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 08, 09, 10, 11, 12
14	N	Semester	Optional Maximum field length = 1 Mandatory for an enrolment in a UoC integrated in a VET industry specific course unit enrolment Valid values 1 = semester 1, 2 = semester 2, 3 = year long
15	O	Result	Mandatory Maximum field length = 2 20 = competency achieved/pass 30 = competency not achieved/fail 40 = withdrawn/discontinued 51 = recognition of prior learning – granted 52 = recognition of prior learning – not granted 60 = credit transfer/national recognition 61 = superseded subject 70 = continuing enrolment 90 = not yet available 99 = incorrect enrolment – delete
16	P	Contact/teacher family name	Optional Maximum field length = 30
17	Q	Contact/teacher given name	Optional Maximum field length = 30

Column number	Column reference	Field Name	Comment
18	R	Contact/teacher registration number	Optional Maximum field length = 15 Issued by TRBWA Must be a whole number
19	S	Class identification	Optional The name to identify the teacher class group as specified by the provider (i e Class 1) Maximum field length = 20
20	T	Commencing course identifier	Optional Maximum field length = 1 3 = commencing enrolment in the qualification or course 4 = continuing enrolment in the qualification or course from a previous year 8 = unit of competency or module enrolment only
21	U	Enrolment activity start date	Mandatory Maximum field length = 10 In valid date format – dd/mm/yyyy
22	V	Enrolment activity end date	Mandatory Maximum field length = 10 In valid date format – dd/mm/yyyy
23	W	Delivery mode identifier	Mandatory Maximum field length = 2 10 = classroom-based 20 = electronic-based 30 = employment-based 40 = other delivery (e.g. correspondence) 90 = not applicable
24	X	Traineeship/apprentices contract ID	Optional Maximum field length = 10
25	Y	Study reason identifier	Optional Maximum field length = 2 01 = to get a job 02 = to develop my existing business 03 = to start my own business 04 = to try for a different career 05 = to get a better job or promotion 06 = it was a requirement of my job 07 = I want extra skills for my job 08 = to get in another course 11 = other reason 12 = for personal interest or self-development
26	Z	VET type	Optional Maximum field length = 1 Y = VET in schools N = VET outside of a school arrangement
27	AA	School-based apprenticeship/ traineeship	Optional Maximum field length = 4 SBT = School-Based Traineeship ASBT = Aboriginal School-Based Traineeship SBA = School-Based Apprenticeship ASBA = Aboriginal School-Based Apprenticeship PAiS = Pre-Apprenticeship in School

Column number	Column reference	Field Name	Comment
28	AB	VET USI	Optional Maximum field length = 10 Alphanumeric VET unique student identifier (USI) is required for unit of competency result to contribute towards the WACE requirements

VET Unit of Competency Results (RSVET)

See below for a complete breakdown of the fields within the 'RSVET' spread sheet.

	A	B	C	D	E	F	G	H	I	J
1	Record type	Provider code	Course code	Course type	Unit code	Qualification code	Unit of competency code	RTO Code	SCSA student number	Student family name
2	RSVET	1234				52443WA	CPCCCM1015A	1979	22811223	Elliss
3	RSVET	1234				52443WA	CPCCCM2001A	1979	22811223	Elliss
4	RSVET	1234				BSB20112	BSBITU101A	52499	22323456	Green
5	RSVET	1234				BSB20112	BSBITU102A	52499	22323456	Green

K	L	M	N	O	P	Q	R	S	T
Student given name	Calendar year	Academic year	Semester	Result	Contact/ teacher family name	Contact/ teacher given name	Contact/teacher registration number	Class identification	Commencing course identifier
Stuart	2016	12		20	Brown	Susan	32030775		
Stuart	2016	12		20	Brown	Susan	32030775		
Nicholas	2016	12		20	Smith	Fred	33567892		
Nicholas	2016	12		40	Smith	Fred	33567892		

U	V	W	X	Y	Z	AA	AB
Enrolment activity start date	Enrolment activity end date	Delivery mode identifier	Traineeship/ apprentices contract ID	Study reason identifier	VET Type	School based apprenticeship/traineeship	VET USI
1/02/2016	28/11/2016	10		12	Y		ABC1234567
1/02/2016	28/11/2016	10		12	Y		
1/02/2016	28/11/2016	10		12	Y		ERG3457BDS
1/02/2016	28/11/2016	10	461619T1	12	Y	SBT	

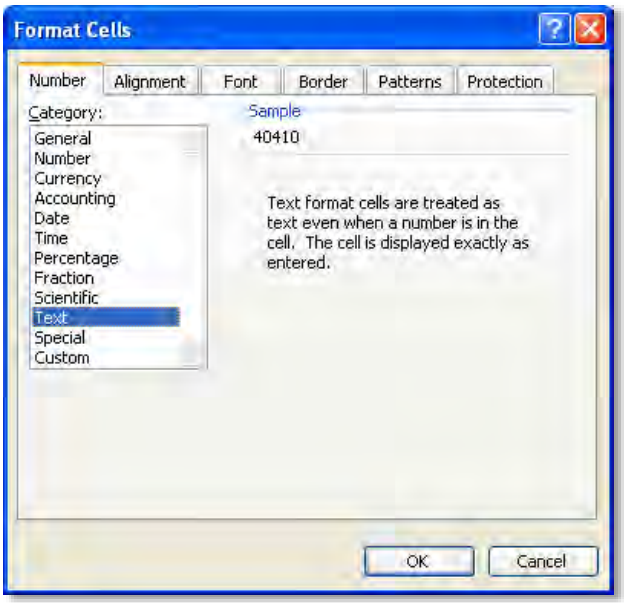
Notes to table

Leading zero

If a number in a data field has a leading zero, you will need to reformat the cell to prevent Excel removing the zero.

You will need to reformat the column before entering the academic year:

1. Select the column listing **academic year** by clicking in the top of the column. The column will be highlighted.
2. Click on **Format**. The **Format Cells** view will appear (see image right).
3. Click on the **Number** tab.
4. Select **Text.**
5. Click on **OK** button.



Format

Enrolment activity start date and enrolment activity end date can be a problem as Excel may convert a date entered in dd/mm/yyyy format to mm/dd/yyyy. This will cause the result process to fail.

To remedy this before entering the enrolment activity dates, use the procedure as described under **Leading zero** (above) to change the format of the column to text. This will preserve the order of the day and month.

If the study reason code is not entered (it is optional), it will be necessary to enter a space in the study reason code field in order to maintain the format of the file. This is because Excel will drop the column unless data has been entered into it (which, in this case, is a space).

If no code is entered in USI field

If the code is not entered (it is optional), it will be necessary to enter a space in the VET USI code field in order to maintain the format of the file. This is because Excel will drop the column unless data has been entered into it (which, in this case, is a space).

Reporting VET unit of competency achievement across multiple calendar and/or academic years

Schools are not required to report a unit of competency subsequent to it being achieved when it forms part of the same qualification code and RTO code.

If an already-achieved unit of competency forms part of a different qualification, or the qualification code or RTO code has changed, schools are required to report subsequent achievements as 60: credit transfer.

NEXT STEP

7.7 Saving data for SIRS

7.6.4 Setting up a database in Excel for VET qualification results (RSQUAL)

Schools that use Microsoft Excel as their database for VET qualification results are required to layout data in a specific format to ensure it can be uploaded into SIRS.

	A	B	C	D	E	F	G	H	I
1	Record type	Provider code	Qualification code	Registered training organisation provider code	SCSA student number	Student family name	Student given name	Calendar year	Academic year
2	RSQUAL	1234	SRO10106	50918	21345677	Smith	John	2016	11
3	RSQUAL	1234	SRO10106	50918	20345642	Jones	Joan	2016	12

The image above shows a section of the required format in Excel for the VET qualification results file. For example, the **Record type** is required in column A, the **Provider code** is required in column B.

All the layout requirements for VET qualification results are specified in the following table. Screen shots of all required columns in the Excel document can be found in the notes below the following table.

Note: Once the table has been formatted and data entered, the Excel document must be saved as a **.CSV** (comma delimited) file before it can up uploaded into SIRS.

Table 25: Excel file format for VET qualification results

Column number	Column reference	Field Name	Comment
1	A	Record type	RSQUAL Maximum field length = 6
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Qualification code	Mandatory Maximum field length = 12 Unique code for the qualification
4	D	Registered training organisation provider code	Mandatory Maximum field length = 10 The unique code of registered training organisation offering the qualification on behalf of the COS provider
5	E	School Curriculum and Standards Authority student number	Mandatory Maximum field length = 15 Must be valid student number issued by School Curriculum and Standards Authority
6	F	Student family name	Mandatory Maximum field length = 30
7	G	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30
8	H	Calendar year	Mandatory Maximum field length = 4 Format YYYY

Column number	Column reference	Field Name	Comment
9	I	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 08, 09, 10, 11, 12
10	J	Certificate issued	Mandatory Maximum field length = 1 Y or N Certificate issued Y = the student has both achieved the qualification and received the qualification certificate transcript from the RTO N = the student has achieved the qualification but has not yet received the certificate transcript from the RTO
11	K	VET USI	Optional Maximum field length = 10 Alphanumeric VET unique student identifier (USI) is required for qualifications to contribute towards the WACE requirements

VET Qualification Results (RSQUAL)

See below for a complete breakdown of the fields within the 'RSQUAL' spread sheet.

	A	B	C	D	E	F	G	H	I	J	K
1	Record type	Provider code	Qualification code	Registered training organisation provider code	SCSA student number	Student family name	Student given name	Calendar year	Academic year	Certificate issued	VET USI
2	RSQUAL	1234	SRO10106	50918	21345677	Smith	John	2016	11	N	DFG2223456
3	RSQUAL	1234	SRO10106	50918	20345642	Jones	Joan	2016	12	N	4567ABC123
4											

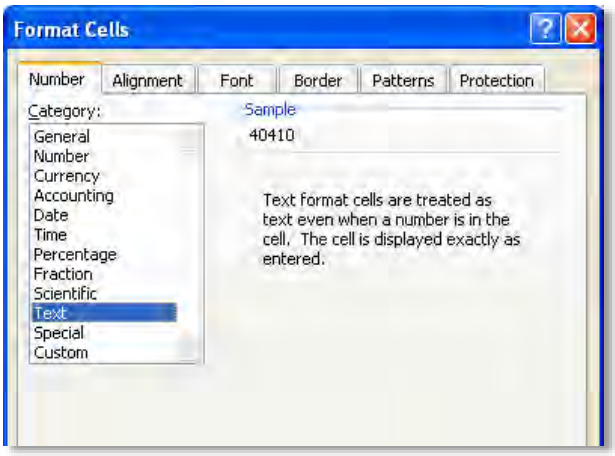
Notes to table

Leading zero

If a number in a data field has a leading zero, you will need to reformat the cell to prevent Excel removing the zero.

You will need to reformat the column before entering the academic year:

1. Select the column listing **academic year** by clicking in the top of the column. The column will be highlighted.
2. Click on **Format**. The **Format Cells** view will appear (see image right)
3. Click on the **Number** tab
4. Select **Text**
5. Click on **OK** button.



Minimum number of units of competency required for successful upload

SIRS will fail to upload a RSQUAL file if a student has not achieved the minimum number of units of competency required to complete the qualification. Check that any units previously achieved as part

of other qualifications and intended to be used to meet the completion requirements of another qualification have been linked.

NEXT STEP

- 7.7 Saving data for SIRS

7.7 Saving data for SIRS

Once all required information has been entered into a database, the data must be saved as (or exported) as a **.CSV** (comma delimited) file before it can up uploaded into SIRS. I Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

7.7.1 File naming

7.7.1.1 COURSE ACHIEVEMENTS (RSCOS)

The convention for file naming:

XXXXXSSSSTTYYY.CSV

where **XXXXX**	=	record type	e.g. RSCOS
SSSS	=	the provider/school code	e.g. 4001
TT	=	S1, S2, Y1 for semester or year-long data	
YYY	=	Y12, Y11 for Year 12 or Year 11 data **or**	
		YUP for Year 12 and Year 11 data in the same file	

Examples

A file name of COS achievements, from provider/school 1002, for Year 12 would be: **RSCOS1002Y1Y12.CSV**

A file name of COS achievements, from provider/school 1002, for Semester 1 records for Year 11 would be: **RSCOS1002S1Y11.CSV**

A file name of COS achievements, from provider/school 1002, for year-long records for Year 11 would be: **RSCOS1002Y1Y11.CSV**

7.7.1.2 STUDENT ACHIEVEMENT IN ENDORSED PROGRAMS (RSEND)

The convention for file naming:

XXXXXSSSSTTYYY.CSV

where **XXXXX**	=	record type	e.g. RSEND
SSSS	=	the provider/school code	e.g. 4001
TT	=	S1, S2, Y1 for semester or year-long data	
YYY	=	Y12, Y11 for Year 12 or Year 11 data **or**	
		YUP for Year 12 and Year 11 data in the same file	

Example
A file name of endorsed program achievements, from school 4001, for Year 11, would be:

RSEND4001Y11.CSV

7.7.1.3 STUDENT RESULTS IN UNITS OF COMPETENCY – VET CREDIT TRANSFER, AND VET INTEGRATED INTO VET INDUSTRY SPECIFIC COURSES) (RSVET)

The file name convention for VET achievements in a course or stand alone is:

XXXXXSSSSTTYYY.CSV

where **XXXX**	=	record type e.g. RSVET
SSSS	=	the provider/school code (e.g. 4001)
TT	=	S1, S2, Y1 for semester or year-long data
YYY	=	Y11, Y12 for Year 11 or Year 12 data **or** YUP for combined Year 11 and Year 12 data

Example
A file name of result records, from provider/school 4199, for Year 12, would be
RSVET4199Y1Y12.CSV

7.7.1.4 STUDENT RESULTS IN FULL VET QUALIFICATIONS (RSQUAL)

The file name convention for VET qualifications and results in a course or stand alone, registration, and course achievements is:

XXXXXSSSSTTYYY.CSV

where **XXXX**	=	record type e.g. RSQUAL
SSSS	=	the provider/school code (e.g. 4001)
TT	=	S1, S2, Y1 for semester or year-long data
YYY	=	Y11, Y12 for Year 11 or Year 12 data **or** YUP for combined Year 11 and Year 12 data

Example
A file name for qualifications achieved from provider/school 4199 for Year 12 students would be

RSQUAL4199Y1Y12.CSV

7.7.2 Changes to data

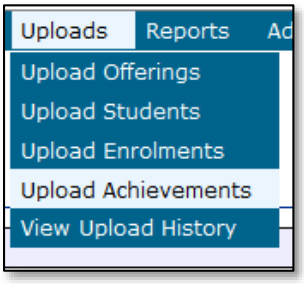
If any further changes are made to data, make sure you edit your original Excel document and not the **.CSV** (comma delimited) file. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

Opening the **.CSV** file again will result in loss of formatting (such as leading zeros and the blank space in the last column, if needed).

7.8 Uploading data to SIRS

Once data has input into a database and saved as a **.CSV** (comma delimited) file, it can be uploaded into SIRS.

To upload achievements:



1. Hover over **Uploads > Upload Achievements** in the horizontal blue menu bar (see image to right).
2. The **Uploads > Upload Achievements** form field appears.
3. In **Achievement Type,** select either:
   a. Achievements (results) in Course Units (RSCOS)
   b. Achievements (results) in endorsed programs (RSEND)
   c. Achievements (results) in VET qualification (RSQUAL)
   d. Achievements (results) in VET units of competency (RSVET).
4. To locate the required file on your computer, click the **Browse** button.
5. On a Windows computer, the **Choose File** screen appears.
6. Navigate to the folder where the required file is stored on your computer.
7. Click on the required file.
8. Click **Open**. The drive, folders path and file name will appear in the **File** field.
9. The email address of the person uploading the file will automatically appear. SIRS will send an email message to this person to report the status of the upload.
10. Click **Upload File for Processing** or you can click **Close** to exit without continuing with the upload.
11. Check **Messages** in either your email inbox or in Private Messages, available from the front page of SIRS.

7.8.1 Email messages

Email messages are generated by SIRS and sent to the person uploading the file. These emails may have any of the following messages:

Successfully verified

The system will place the file in the queue for processing and you will receive another email regarding processing.

Successfully processed

The system has processed the file and there were no problems found.

Processed with warnings

This file has been processed, but the system has ignored certain records. Occasionally the warnings can be ignored – some warnings must be dealt with if the students' registrations and/or enrolments are affected.

Failed verification

The system is unable to verify the file and send for processing as there are errors that need to be fixed. Please check all error messages produced by SIRS (see example below) and try to resolve them. To assist you with resolving your errors, please refer to **Troubleshooting** in this section.

Example of a failed verification message:

The VET UoC Results (RSVET): RSVET1234Y1Y10.csv has failed verification due to the following errors:

Error occurred on record 26 (Student: 22298524: Smith, Chuck). The following errors were found in this record:

- UoC Result not specified.

Failed processing

The system was able to verify the file but there were errors that prevented the information from being processed by SIRS. Please check all error messages produced by SIRS and try to resolve them before contacting the Data Services Team by email at dataservices@scsa.wa.edu.au.

Example of a failed processing message

The VET UOC/Qualification Association File: links.csv has failed processing due to the following errors:

Error occurred on record 1. The following errors were found in the record:

- Invalid VET UoC code: BSBADM101
- Invalid VET qualification code: BSB10115

7.8.1.1 FURTHER HELP

If the information in the email is insufficient to resolve errors, please refer to **Troubleshooting** in this section.

If the issue has not been resolved, please contact the Data Services Team by email at dataservices@scsa.wa.edu.au.

7.8.2 Upload confirmation

You will receive a message confirming successful upload in either your email inbox or in Private Messages, available from the front page of SIRS.

Note: If you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

Once files have been uploaded, your **Upload Status** will change (see example below). See table below for the key to the symbols.

Achievements Upload Status

The following details the last time that SIRS processed a verified achievement file from your provider for students in the following:

Academic Year	Course	VET UoC	VET Qualification	Endorsed Program
Year 12	✗	✗	?	✓
Year 11	✗	?	?	✓
Year 10	?	?	?	✓

You can expect an email reporting the progress of your file within 15 minutes of the upload (processing time depends on the number of files already queued in the system as well as the size of the files to be processed).

Table 26: Upload symbols key

✓	Successful upload
✗	Data not uploaded successfully
⚠	Time to update data in SIRS – re-upload
⚑	Processed with warnings
?	Your school may not have data for this section
🔒	Locked to schools – no further uploads to the SIRS database

The status may show **Data not uploaded successfully** for a number of reasons. To identify and resolve the issue, please refer to the section Troubleshooting.

7.9 Troubleshooting

An attempt to upload your file into SIRS may result in the following error message appearing: **Data not uploaded successfully**. Information in this section can help you resolve issues associated with this message.

In this section, troubleshooting for:

- RSCOS, RSVET AND RSEND files
- RSQUAL files (VET qualifications only)
- RSVET files (VET unit of competency).

7.9.1 Troubleshooting files (RSCOS, RSVET AND RSEND)

Example error messages	How to resolve the problem
Record type must be: RSVET	You are uploading a file that is not an RSVET (it may be an RSCOS, etc.). However, at upload time you selected this as your upload type. It is possible that you have either selected the wrong file to upload or selected the wrong upload type. Re-examine what you are uploading and select the appropriate upload type for the file you are uploading. **Note** this error also occurs if your file is saved as an .xls file instead of a .CSV file.
VET UoC code not specified or not correct format	Code missing or incorrect – contact the Authority if you require assistance.
VET qualification code not specified or not correct format	Code missing or incorrect – contact the Authority if you require assistance.
Unit code not specified	Code missing or incorrect – contact the Authority if you require assistance.
UoC result not specified	Result field has not been filled in.
52133 is not a council endorsed qualification code for 2016	Some codes will be out of date – contact your RTO for the correct code.
The specified VET UoC enrolment end date must not be prior to the VET UoC enrolment start date.	Dates have been entered incorrectly – please enter and end date that is after the start date.
The student identified by: 18245444 is not currently enrolled in a course with code: VIT for 2016	This student is not enrolled in the course so cannot be given a result. Upload ENCOS/ENVET as appropriate.
VET UoC enrolment start date is not a valid date	Start date is incorrect (possibly in incorrect format).
The teachers name Smith, Noni does not match the name of the teacher with the same TRBWA number 32337882 in SIRS. Please check that you have assigned the correct TRBWA number to the teacher by checking the TRBWA number of the teacher at http://trb.wa.gov.au and then selecting the Register of teachers' menu item. If the number is correct, please contact the SIRS helpdesk to resolve this problem.	The teacher is probably listed on SIRS with a full first name – i.e. Smith – she may have married over the holidays and changed her name to Brown – and SIRS will only accept Brown on the upload information. SIRS information is received from the TRBWA and schools need to contact the Authority to check on the correct name/number.
Student identified by number: 22151402 has a different academic year specified in their demographic record.	This student is currently registered on SIRS with a different academic year. Please contact the Authority to either change the academic year (the student may have come from another school), or if a Year 11 or Year 12 student wishing to change, please complete the Request to Change Academic Year form and send to the Authority.
Student identified by number: 21200752 has a name other than specified: Anne, Sulaman.	The student name is different from the one in SIRS. You will need to check your student details within your school system, generate a new student registration file and upload the student registration file again to update the name of the student. Once updated you can then upload this file again. If the student has changed their name or there is an incorrect spelling, contact the Authority in writing to make these changes.

Example error messages	How to resolve the problem
Y09 is not a valid academic year for standalone UoC enrolment. Need to be higher than Year 9.	Year 8 and Year 9 students can only be enrolled in VET UoCs by special arrangement – form available on website. Please contact the Authority for further details.
The number of columns for this file must not be less than 15. Please make sure the uploaded file is a valid file in either SCSV, CSV or fixed length format and matches with the selected type of course results (RSCOS).	Whenever this message appears for an upload file and there is NO information in the final column, enter a space (using the space bar) and copy down for all rows. This will trick the system into thinking there is some information in the final column.
We are unable to process this record as the last date for result changes (23/11/2015) to Year 12 for 2013 has passed. Contact School Curriculum and Standards Authority if you still need to make changes to your students' data.	The database has been locked for changes – you will need to contact the Authority, who may be able to upload the file for you. There are some changes that cannot be made until the following year due to end of year processing.
Course unit code: ATENG as part of course with code: ENG is not offered by the provider with code: 1234 for 2016.	You need to upload your OFCOS file, and an ENCOS file to ensure course is offered and student is enrolled in said course/s.
The student identified by: 20622166 is not currently enrolled in a course with code: ENG for 2016.	You need to upload an ENCOS file first with the student included in the course units shown as not enrolled.

Further help

For issues relating to the information contained in the Data Procedures Manual, please email the Data Services Team at dataservices@scsa.wa.edu.au.

7.9.2 Troubleshooting files for VET results – qualifications only (RSQUAL)

Table 27: Error messages in RSQAL files

Example error messages	How to resolve the problem
Warning occurred on record: 14 (Student: 21632418: Builder, Bob). The following issue should be noted: – this record has been ignored as student 21632418 has not achieved the minimum number of units of competency required to complete the qualification BSB20112.	Check student summary details report (CSE012) in SIRS to see units of competency (UoC) enrolments for students. All UoCs towards a qualification must be enrolled under the same qualification code and the same RTO code.
Warning occurred on record: 2 (Student: 21632318: Builder, Bob). The following issue should be noted: – this record has been ignored as student 21632418 is not enrolled to any unit of competency linked to the qualification CUE20103 and RTO 52280 in 2016.	Check student summary details report (CSE012) in SIRS to see if the student is enrolled in the UoCs for the qualification in the current year. At least one enrolment must be in the current year for RSQUAL to process. If qualification was completed in a previous year, contact the Data Services Team to upload to SIRS. Check that the RTO code for the UoCs and the RTO code in the RSQUAL file match. If not, adjust UoC enrolments or codes in RSQUAL file as appropriate.

Further help

For issues relating to the information contained in the Data Procedures Manual, please email the Data Services Team at dataservices@scsa.wa.edu.au

7.10 Reporting VET results (AVETMISS release 7.0)

AVETMISS stands for the Australian Vocational Education and Training Management Information Statistical Standard. It is a national data standard that ensures consistent and accurate capture and reporting of Vocational Education and Training (VET) information about students. Schools are required to use these nationally consistent codes to report VET results to the Authority.

There are 12 assessment descriptions under the national reporting requirements:

Value	Description*
	Assessable enrolments
20	Competency achieved/pass
30	Competency not achieved/fail
40	Withdrawn/discontinued
51	Recognition of prior learning granted
52	Recognition of prior learning not granted
60	Credit transfer/national recognition
61	Superseded subject
70	Enrolment continuing into a following collection year
81	Non assessable enrolment – satisfactorily completed
82	Non assessable enrolment – withdrawn or not satisfactorily completed
90	Not yet available at interim collection
99	Student did not participate in a competency/module

The following provides elaboration of the values:

Value	Description*
	Assessable enrolments – reported when an enrolment in a competency or/module requires the student to be assessed against at least one criterion.
20	The student has been assessed and satisfied all the requirements in the unit of competency or module.
30	The student has been assessed as not satisfying the requirements for the unit of competency or module. (The student must attempt all of the assessments in order to receive this code.)
40	The student has withdrawn or discontinued before completing the assessment criteria even if the student has completed some assessments and been assessed as not competent for one of more assessments.
51 and 52	Recognition of prior learning (RPL) involves the assessment of previously unrecognised skills and knowledge a student has achieved outside the formal education and training system. RPL assesses the student's informal learning to determine the extent to which that student has achieved the required learning outcomes or competency outcomes. If a unit of competency or module has any training activity associated with it, then '51 – recognition of prior learning granted' or '52 – recognition of prior learning not granted' must not be used.
60	Credit transfer is training credit for a unit of competency or module previously completed by a student. Does not involve an assessment of the student's knowledge or skills.
61	'Superseded subject' is used when training activity commenced in a unit of competency or module but was not completed when superseded by another subject against which, the final outcome will be recorded.
70	Continuing enrolment is training activity in a unit of competency or module that continues for a student into a subsequent collection year whereby the student has not completed all his/her assessment criteria by the end of the collection year. Continuing enrolment is reported in the current collection year and in subsequent collection years until the unit of competency or module is given one of the following: 20, 30, 40, 51, 52 or 61.
90	The student is yet to be assessed for the unit of competency or module. This is to be used only as an interim result and is not valid as the final result.

Value	Description*
99	Where a student did not participate in a competency/module, the value 99 must be entered. This will ensure that the competency/module is not listed on the student's statement of results. In this case, it will not be included in any statistics relating to participation.

Notes to table

Reporting VET unit of competency achievement across multiple calendar and/or academic years

Schools are not required to report a unit of competency subsequent to it being achieved when it forms part of the same qualification code and RTO code.

If an already-achieved unit of competency forms part of a different qualification, or the qualification code or RTO code has changed, schools are required to report subsequent achievements as 60: credit transfer.

Superseded unit

If a student commences training in a unit of competency which is subsequently superseded and the final outcome will be reported in the 'current' unit of competency, schools are required to result the superseded unit of competency as **61**: **Superseded subject** in the RSVET file.

Sources

Details of the descriptions in the previous table were taken from AVETMISS – The Standard for VET Providers manual (release 7.0 July 2014).

VET result collection

If your students are not enrolled in a VET unit of competency in the SIRS database prior to the resulting period, an enrolment will be created for them in SIRS via the uploading of these students' details on the results collection file.

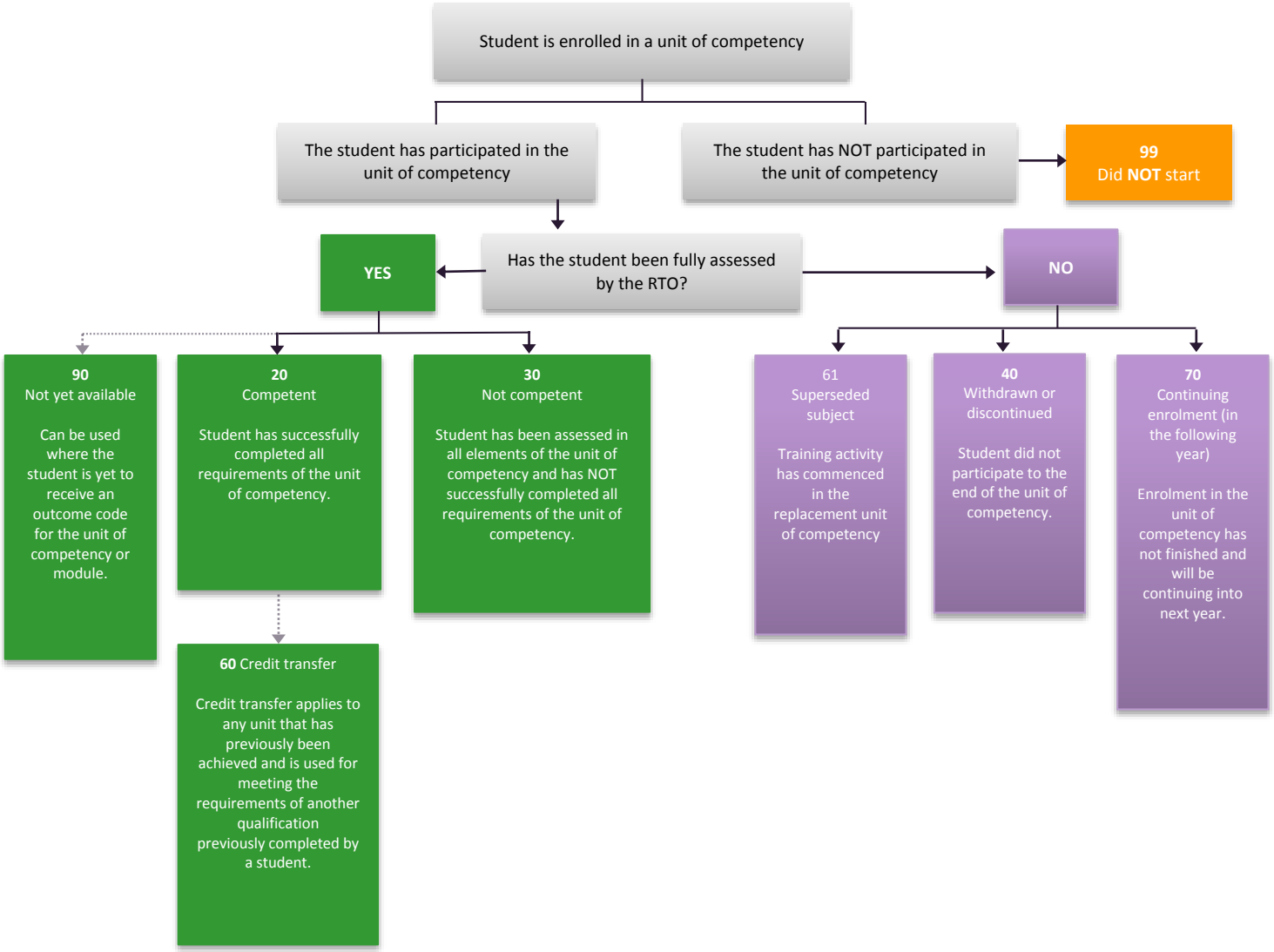


Figure 1: Reporting of student VET achievement – AVETMISS outcomes identifiers

7.11 Identifying missing achievements

In this section:

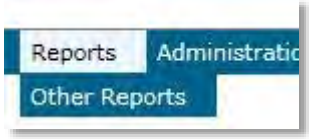
- Generate a report to identify missing achievement for courses, units of competency and endorsed programs
- identifying missing achievements for courses without generating a report.

7.11.1 Generating a report to identify missing achievement for courses, units of competency and endorsed programs

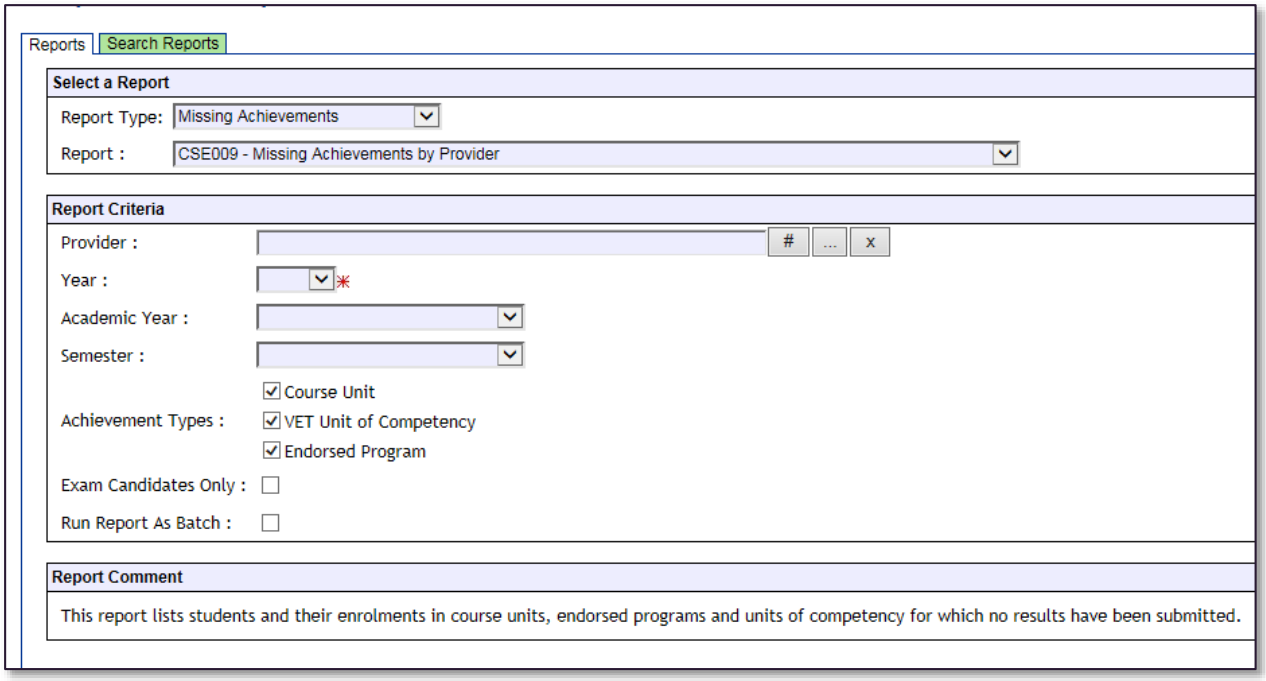
You can generate a report on students with missing results for the following Achievement types: **Courses**, **VET units of competency** and **endorsed programs**.

To run a report:

1. Hover over **Reports** in the horizontal blue menu bar (see image right).
2. Select **Other reports**. A drop-down menu appears (see image right).



3. Select **Missing Achievements** from the drop-down menu.
4. Select **CSE009 – Missing Achievements by Provider**.
5. Select **year, academic year** (if desired).
6. Uncheck boxes as required.

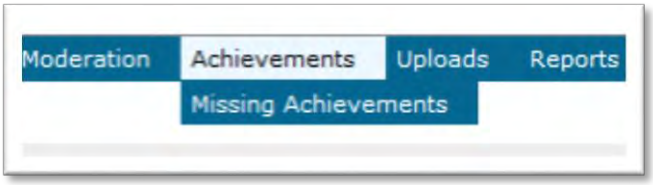


7. Click **Generate report** (see sample reports over page).

7.11.2 Identifying missing achievements for courses without generating a report

Once achievements have been uploaded into SIRS via **RSCOS**, **RSEND** and **RSVET** files, schools can identify any missing achievements without running a report:

1. Hover over **Achievements** in the horizontal blue menu bar (see image right).
2. Select **Missing Achievements**.
3. Click on the **VET credit transfer, unit of competency (UoC), course units** or **endorsed programs** tab.



The missing achievement result for Courses and VET Credit Transfer UoC will appear (see image over page). SIRS automatically activates the VET Credit Transfer UoC tab.

Note: You need to select the correct year to be displayed.

Courses

Course Name	VET	No. Results Required	No. Results Received
CHE: Chemistry		6	0
ECO: Economics		6	0
ENG: English		6	0
MAT: Mathematics		6	0
PHY: Physics		6	0

5 Records Found

VET Credit Transfer UoC

VET Credit Transfer UoC Name	No. Results Required	No. Results Received
AURC251356A: Read in the workplace	3	0
AURC251677A: Use numbers in the workplace	3	0
AURC270103A: Apply safe working practices	3	0
AURE218676A: Test, service and charge batteries	3	0
AURE219331A: Install, test and repair low voltage wiring/lighting systems	3	0
AURT200108A: Carry out servicing operations	3	0
AURT200368A: Select and use bearings, seals, gaskets, sealants and adhesives	3	0
AURT201170A: Inspect and service engines	3	0
AURT202170B: Inspect and service cooling systems	3	0
AURT203170B: Service petrol fuel systems	3	0
AURT210170A: Inspect and service braking systems	3	0
AURT212670A: Service final drive assemblies	3	0
AURT213170A: Service final drive (driveline)	3	0
AURT215130A: Inspect steering systems	3	0

51 Records Found First 1 2 3 4 Last

4. Select the document icon on the left of the screen to reveal the **missing achievement details** (see image below for example of VET Credit Transfer TOC).

Achievements: Missing Achievements Details

Course | Subject | VET Credit Transfer UoC | Endorsed Program

VET Credit Transfer UoC | Integrated UoC

Filter Details

Provider: 1111: Authority Senior High School Year: 2014

VET Credit Transfer UoC

VET Credit Transfer UoC Name	No. Results Required	No. Results Received
50033: Develop and demonstrate advanced communication skills	1	0
50034: Develop and apply knowledge of human biology	1	0
50035: Perform calculations in health mathematics	1	0
50036: Apply concepts from chemistry and physics to health	1	0

5. Click **Export** to send the information to a **.CSV** (comma delimited) file. See image below for example of **missing achievement details**. You can use this information to follow up on the missing results.

Microsoft Excel - UploadAchievements.200801091458[1].csv

	A	B	C	D
1	**Student No.**	**Given Name**	**Family Name**	**Teacher Name**
2	11223344	Sam	Name	Teacher
3	22334411	James	Name	Teacher
4	33441122	Albert	Name	Teacher
5	44112233	Larry	Name	Teacher

Microsoft Excel - UploadAchievements.200801091458[1].csv

	A	B	C	D
1	**Student No.**	**Given Name**	**Family Name**	**Teacher Name**
2	11223344	Sam	Name	Teacher
3	22334411	James	Name	Teacher
4	33441122	Albert	Name	Teacher
5	44112233	Larry	Name	Teacher

7.11.3 Samples of missing achievement reports

CSE009 School Curriculum and Standards Authority Time 15:12:32 Date 08/05/15

Enrolment with Missing Result Page 1 of 29

Year 11, 2015

Course Enrolment

: Provider

Semester	Unit	Unit Score	Practical Unit Score	Written Unit Score	Grade
Year 11 22112211 Student, Jane					
Full Year	AECHE				[Grade: ?]
Full Year	AEENG				[Grade: ?]
Full Year	AEGEO				[Grade: ?]
Full Year	AEMAA				[Grade: ?]
Full Year	AEPES				[Grade: ?]
Full Year	GEFST				[Grade: ?]

Total No. of Units: 6

CSE009 School Curriculum and Standards Authority Time 09:19:39 Date 12/05/15

Enrolment with Missing Result Page 1 of 86

Year 11, 2015

VET UoC Enrolment (* indicated result code 90)

####: Provider

UoC	RTO	Integrated with	Semester
Qualification: 52443WA: Certificate II in Building and Construction (Pathway - Trades)			
Year 11 22002200 Jones, John			
21410 : On-site Work Placement 1	1980: CY O'Connor Institute	VET Version (VCO)	Full Year
21411 : On-site Work Placement 2	1980: CY O'Connor Institute	VET Version (VCO)	Full Year
CPCCCM1003A : Plan and organise work	1980: CY O'Connor Institute	VET Version (VCO)	Full Year
CPCCCM1004A : Conduct workplace communication	1980: CY O'Connor Institute	VET Version (VCO)	Full Year
CPCCCM1005A : Carry out measurements and calculations	1980: CY O'Connor Institute	VET Version (VCO)	Full Year
CPCCCM1012A : Work effectively and sustainably in the construction industry	1980: CY O'Connor Institute	VET Version (VCO)	Full Year
CPCCCM2001A : Read and interpret plans and	1980: CY O'Connor Institute	VET Version (VCO)	Full Year

CSE009 School Curriculum and Standards Authority Time 15:12:33 Date 08/05/15

Enrolment with Missing Result Page 28 of 29

Year 11, 2015

Endorsed Program Enrolment

: Provider

Academic Year	Student	Program Code	Program Provider	Program Title	Semester
Authority-developed					
Year 11	22112211 Student, Jane				
		ADOEP	Off-campus Enrichment Program		Full Year
					Total No. of Programs: 1
Year 11	22334455 Smith, Judy				
		ADOEP	Off-campus Enrichment Program		Full Year
					Total No. of Programs: 1

School Curriculum and Standards Authority

Data Procedures Manual 2016

Section 8:

Vocational Education and Training (VET)

Contents

- Overview
- VET credit transfer
- VET reporting
- VET industry specific courses

8.1 Overview

The Authority's VET database contains qualifications and units of competency that are currently held in SIRS.

These files can be downloaded by Reporting to Parents VET and MAZE schools. Schools should ensure that at least once a month, they download the VET modules from the Authority's VET Data and Reporting page.

If there are qualifications or units of competency that your school is offering which are not in SIRS, please email the **Authority's data coordinator** at VETlinking@scsa.wa.edu.au to request these additions.

IMPORTANT

In your request, please include the national qualification code and title along with the unit/s of competency/module code and title that you wish to be linked. Add this page to your favourites for quick access in the future.

The Authority's main VET page provides information on all aspects of VET in the Western Australian Certificate of Education (WACE).

8.2 VET credit transfer

VET credit transfer in the WACE refers to any nationally endorsed qualification or nationally recognised accredited course that is used by a student to contribute towards their WACE.

For instructions on how to report student enrolments as VET credit transfer, please refer to Enrolments.

For instructions on how to report student achievements as VET credit transfer, please refer to Achievements.

8.3 VET reporting

Schools offering nationally recognised VET qualifications[5] for secondary students are required to report to the Authority the following VET files in accordance with the published Activities schedule. For all AVETMISS result codes, please refer to Achievements.

Schools are required to report each calendar year:

[5] Students who wish to include VET completed outside of a school arrangement towards their WACE must complete the 'Application for WACE recognition of VET achievement completed outside of a school arrangement' form located at http://www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms . Only full qualifications will be recorded on a student's WASSA.

1. VET estimates (ESQUAL)

A summary of VET qualifications offered through various delivery arrangements (Auspice, Profile, Fee for Service etc.) along with estimated student numbers. Please refer to ESQUAL file format.

2. VET enrolments (ENVET)

Student enrolment in individual units of competency associated with relevant qualification. Please refer to ENVET file format.

3. VET achievements (RSVET)

Student results in individual units of competency associated with relevant qualification. Please refer to RSVET file format.

4. VET achievements (RSQUAL)

To report students who have successfully completed a qualification only. Please refer to RSQUAL file format.

8.3.1 Achievement of full qualifications (RSQUAL)

It is essential that the RSQUAL file contains only students who have successfully completed a qualification and not students who are working towards the completion of a qualification (i.e. partial qualifications, skills sets, individual units of competency).

The **Certificate issued** field (see Setting up an Excel database for VET Qualification Achieved) requires the school to indicate whether:

- the student has both achieved the qualification and received the qualification certificate transcript from the Registered Training Organisation (RTO) (in which case the response should be **yes)**

  OR

- the student has achieved the qualification but has not yet received the certificate transcript from the RTO (in which case the response should be **no)**.

Regardless of whether this column is filled in as **yes** or **no**, the qualification appears as a full completion on a student's statement of attainment.

8.3.2 VET unique student identifier (USI)

The unique student identifier (USI) is an optional field in the ENVET and RSVET and RSQUAL files. However, VET achievements without a USI will not appear on the student's WASSA nor will they contribute towards the requirements of a student's WACE.

8.4 VET industry specific courses

A VET industry specific course contributes to the WACE as a course. It includes a full, nationally recognised AQF qualification and **mandatory** industry related workplace learning. See relevant section of the WACE Manual 2016 for further details.

Related information
VET industry specific course syllabuses are available on the Authority website.

8.4.1 VET industry specific course enrolments

The process for enrolment in a VET industry specific course is:

1. Course offering (**OFCOS**): the VET industry specific course offered.
2. Course enrolment (**ENCOS**): student enrolment in VET industry specific course units associated with the relevant qualification.
3. VET enrolments (**ENVET**): student enrolment in individual units of competency associated with relevant qualification.
4. Endorsed program enrolment (**ENEND**): student enrolment in the Authority-developed workplace learning endorsed program (**ADWPL**). Please ensure qualification code is added as this will be used in determining successful course completion.

8.4.1.1 COURSE OFFERINGS (OFCOS) AND ENROLMENTS (ENCOS)

Please refer to:

- course offerings file format
- course enrolment file format.

For the full list of VET industry specific course codes please refer to courses codes 2016 in Offerings.

Course offerings and enrolments in VET industry specific course units are identified in SIRS as VETCOS and follow the same procedures and deadlines as all other courses.

8.4.1.2 VET ENROLMENTS (ENVET) INTEGRATED INTO A VET INDUSTRY SPECIFIC COURSE

Please refer to VET units of competency enrolment file format.

VET units of competency as a section of the qualification prescribed in the relevant VET industry specific course syllabus must be **integrated** into the associated VET industry specific course unit.

8.4.2 VET industry specific course achievements

Course unit credit for VET industry specific courses is allocated across Year 11 and 12. Please refer to the VET section of the WACE Manual 2016 for more details.

Course unit credit for VET industry specific courses is reported as **completed** and as having met **the C standard** for each VET industry specific course unit. The achievement descriptor 'completed' contributes in the same manner that a C grade or higher applies to all other WACE course units.

To be allocated a **completed** status,[3] students must have successfully completed the requirements of the course and the following **three** results files successfully uploaded into SIRS:

- **RSQUAL**: indicates that the student has achieved the relevant full qualification as outlined in the **Course Delivery** section of the syllabus
- **RSVET**: indicates that the student has:
  - Achieved competency in all the units specified as **core**, **mandatory** or **compulsory** as integrated within the VET industry specific course
  - Achieved competency in the specified number of electives
- **RSEND**: indicates that the student has completed the specified number of workplace learning hours through ADWPL as specified in the course syllabus, which is linked to the relevant qualification.

All achievement must be verified[6] by the RTO in partnership with the school for delivery, assessment and certification of the relevant qualification.

8.4.2.1 COURSE COMPLETION RESULTS FILES (RSVET, RSQUAL RSEND)

Please refer to:

- VET unit of competency result file format (RSVET) in Section 7.6.3
- VET qualification result file format (RSQUAL) in Section 7.6.4
- Endorsed program result file format (RSEND) in Section 7.6.2

8.4.2.2 PARTIAL ACHIEVEMENT REQUIREMENTS (RSVET, RSEND)

If a student does not successfully complete all components of a VET industry specific course, the student is awarded a **U** (Unfinished) for the Year 12 units (Units 3 and 4).

Course credit for Year 11 units (Units 1 and 2) for a partially completed VET industry specific course may be awarded for a Certificate II or Certificate III VET industry specific course only if the following conditions are met:

- **Qualification component (RSVET)**: completion of equal to or greater than 110 nominal hours of the VET industry specific qualification **and**
- **Workplace learning component (RSEND)**: completion of at least one unit of the workplace learning endorsed program in an industry relevant to the qualification industry area.

[6] Verification may be in the form of a copy of an RTO certified qualification and statement of attainment or correspondence from an RTO confirming student achievement has been certified.

If these conditions for Year 11 Units 1 and 2 are not met by the end of an academic year, a **U** (unfinished) is awarded until such time as these conditions have been met.

8.4.3 VET industry specific course integrity check processes

From 2016, a VET industry specific WACE course integrity check process will be implemented to verify that the workplace component of the course (ADWPL workplace learning endorsed program) aligns with the industry area of the qualification undertaken. Please subscribe to the Authority's online circulars for regular updates.

School Curriculum and Standards Authority

Data Procedures Manual 2016

Section 9:

Reports

Contents

- Reports available to schools
- Examples of reports available to schools

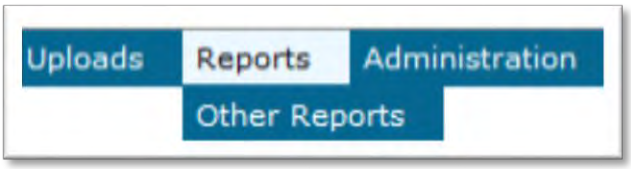
9.1 Reports available to schools

Schools can generate a number of reports from SIRS using the data they have uploaded:

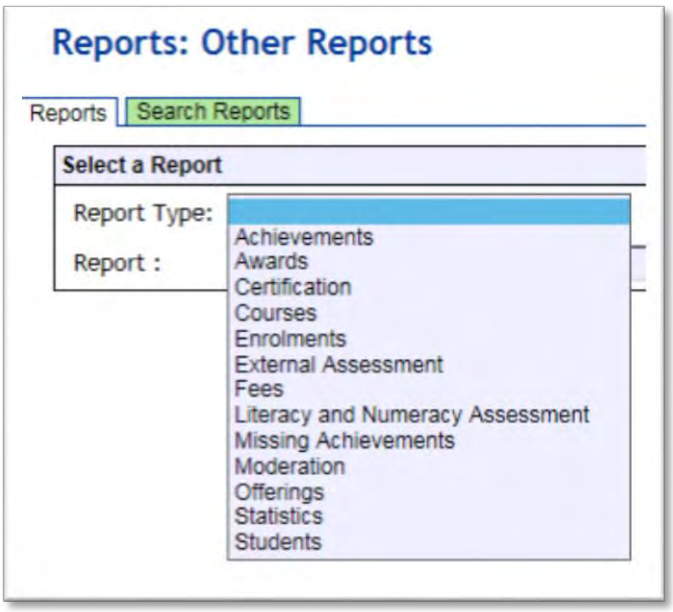
- Achievement
- Awards
- Certification
- Course
- Enrolments
- External assessment
- Fees
- Literacy and numeracy assessment
- Missing achievements
- Moderation
- Offerings
- Statistics
- Students

9.1.1 Generating reports

1. Hover over the **Reports** tab in the top blue navigation bar (see image below).



2. Click on **Other Reports**.
3. Select the type of list from the drop-down list (see image below).



4. The criterion fields displayed depend on the report type (a list of report types starts at the and report name you have selected):
   - leaving a field blank indicates you want all items to be included in the report
   - selecting a criterion indicates only those items that match will be included.

5. List Fields: Click the **List symbol** and click to select the required item from the list.
6. Browse Fields: Click the **Browse symbol** to search for and select the required item.
7. Check Box Fields: Click the **Check Box** to activate it (indicated when the tick appears).
8. Click the radio button of the format you require the report to be created in (PDF or .CSV). Note: Not all reports have the .CSV option available.

If a field has a red asterisk next to it, you are required to enter information into it.

9. Click **Generate Report**. On a Windows operating system you will see a prompt to open or save your report.
10. Click **Open**.
11. **Save** document.

9.1.2 List of reports available to schools

ACHIEVEMENTS

CSE005 – VET Unit of Competency achievement by provider
This report lists each student with their units of competency achievements grouped by academic year.

CSE006 – Student endorsed program achievement by provider
This report lists each student with their endorsed program achievements grouped by academic year.

CSE007 – Qualifications achieved
This report lists each student with their VET qualification achievements grouped by academic year.

CSE019 – Student achievement by provider
This report lists each student with their achievements grouped by academic year and enrolment type.

CSE043 – Course achievements by course units
This report lists the students in each course unit with their achievements. Course units are sorted by unit code and semester.

CSE126 – VET industry specific Unit of Competency achieved report
This report lists students enrolled in a VET industry specific course, units of competencies linked to VET industry specific course units and if the course has been completed.

CSE152 – VET industry specific course requirement met report
This report lists students enrolled in a VET industry specific course and if they have completed the qualification, units of competency and workplace learning components of the course.

CSE176 – RTO verification report – UoC
This report is available for schools to generate a spread sheet that will initially verify student enrolments in units of competency with a nominated RTO. Once achievements have been uploaded it will also show all results with a nominated RTO. It can negate the requirement for double entry for some RTOs.

CSE177 – RTO verification report – qualification
This report is available for schools to generate a spread sheet that will verify student qualifications with a nominated RTO once they have been uploaded into SIRS. It can negate the requirement for double entry for some RTOs.

CSE192 – VET industry specific course requirement met report
This report lists students who have or have not met VET industry specific course requirements from 2016.

CSE193 – VET qualification estimates
This report lists each student with their VET qualification estimates grouped by academic year.

CSE196 – VET industry specific course unit of competency report
This report lists the units of competency linked to VET industry specific course units that have been achieved or not achieved from 2016.

GRD015 – Course achievement ranking by provider for examination candidates
This report lists students enrolled to sit the external examination in each course unit, ranked by their achievements and will detail any discrepancies in ranking.

Awards

AWD007 – Exhibition and award notification
This report lists those students from your school who have received an award under Exhibitions and Awards policy and guidelines existing at the time.

AWD027 – VET Award eligibility report
This report lists those students from your school whose enrolment currently meets the minimum eligibility criteria to allow them to be nominated for an award in the specified industry area.

Certification

CSE015 – WACE Eligibility – students not achieving WACE
This report lists all Year 12 students, with an enrolment with the Authority, who will not achieve a WACE based on achievements in SIRS to date.

CSE136 – Students with credit for Year 11 studies by provider
This report lists students who have been given a credit for Year 11 studies based on overseas or interstate enrolment, through training or other source of studies.

CSE201 – Year 12 Students with VET enrolments – VET USI Status
This report lists Year 12 students who are enrolled in at least one VET unit of competency in current year and their status to achieve the WACE based on achievements in SIRS to date.

Courses

CSE084 – VET qualifications
This report will return a list of VET qualifications for a given year.

CSE096 – units of competency linked to VET qualifications
This report will return a list of units of competency linked to VET qualifications for a given year.

Enrolments

CSE002 – Student enrolment by provider
This report lists student enrolments in course units, courses, endorsed programs and units of competency and identifies those students studying at other providers. It also includes a list of students who have been given a credit for Year 11 studies based on overseas or interstate enrolment, through training or other source of studies.

CSE013 – Student examination enrolment by courses
This report lists each course with an alphabetical list of all students who are enrolled to sit the external examination.

CSE014 – Course enrolment by provider without external examination
This report lists each course with an alphabetical list of all students who are enrolled in the course but who are not enrolled to sit the external examination.

CSE028 – Student course enrolment by provider
This report lists student enrolments in course units and identifies those students studying course units at other providers. It also includes a list of students who have been given a credit for Year 11 studies based on overseas, interstate, through training or other source of studies.

CSE029 – Student VET UoC enrolment by provider
This report lists student enrolments in units of competency and identifies those students studying units of competency at other providers. Enrolments are grouped by qualification, then student.

CSE030 – Student endorsed program Enrolment by Provider
This report lists student enrolments in endorsed programs and identifies those students studying endorsed programs at other providers.

CSE032 – Total number of students enrolled
This report lists the number of students enrolled in each course, course unit, VET, endorsed program and qualification.

CSE036 – Course unit enrolment count
This report will return the number of students enrolled in course units that match the specified year, provider, stage and academic year.

CSE040 – Course unit student listings
This report lists course units and students enrolled in each course unit.

CSE059 – Verification of student details
This report shows students' personal details, course unit enrolments, VET enrolments and endorsed program enrolments. This report may take a long time to generate depending on the number of students at your school. If you are a large school it is advisable to filter the report by academic year. The report can also be run for a student.

CSE129 – Course unit enrolment for provider
This report will return the number of students enrolled in course units that match the specified year, provider, stage, sector and academic year.

CSE134 – Course unit enrolment count by course
This report will return the number of students enrolled in course units that match the specified year, provider, stage and academic year, grouped by course.

CSE144 – Check enrolments vs 2nd language eligibility
This report lists the students enrolled in second language courses and their eligibility status.

CSE169 – Student unit repeats by provider
This report lists students who are repeating a unit at a selected provider, including the grade achieved previously.

CSE181 – VET industry specific student enrolment count by provider
This report tallies the number of students and providers with enrolments in VET industry specific courses.

CSE182 – VET credit transfer qualification provider and student enrolment count
This report tallies the number of students and providers with enrolments in VET credit transfer arrangements.

CSE183 – VET qualification integrated into course provider and student enrolment count
This report tallies the number of students and providers with enrolments in VET integrated into courses.

CSE188 – Foundation course eligibility report
This report lists all students who are not eligible but enrolled in a Foundation course unit.

CSE190 – Student second language eligibility report
This report lists each second language course and the eligibility status of students.

CSE193 – VET Qualification Estimates
This report lists each student with their VET qualification estimates grouped by academic year.

CSE194 – VET industry specific Course enrolment by provider report
This report lists the details of students enrolled in a VET industry specific course by school provider.

CSE195 – VET USI report
This report lists all students who have a VET enrolment or achievement in SIRS and whether they have provided a VET USI or not.

CSE197 – Check enrolments vs ELD eligibility
This report lists students who have had eligibility approved and have been enrolled in English as an Additional Language or Dialect.

CSE198 – ELD eligibility report
This report lists the English as an Additional Language or Dialect eligibility status of students.

External Assessment

CSE063 – Published personalised examination timetable
This report allows for a provider to reprint a written exam timetable for an individual student, or all students at the school, and includes important information relating to sitting the examination.

CSE065 – Background candidate by course
This report lists courses/subjects which have background criteria and the background status of students.

CSE155 – Student results – examinations with criterion marking
This report lists the marks obtained by students for each criterion in exams with criterion marking.

CSE175 – Published practical examination timetable
This report allows for a provider to reprint a practical exam timetable for an individual student, or all students at the school.

CSE191 – ATAR course examination accommodation form

EXM004 – Providers allocated to each assessment centre by examination

Fees

CSE031 – Outstanding payments for full fee paying students

Literacy and Numeracy

LAN001 – Student list
This is the candidate attendance check list for schools to keep a record of all attendance and note any incidents that may occur during the Online Literacy and Numeracy Assessment for individual students.

LAN002 – Candidates login details (only available at set times)
This report lists the student usernames and passwords for schools to distribute to students on the day of their scheduled Online Literacy and Numeracy Assessment so the students can login to the assessment website.

LAN003 – OLNA performance overview (only available at set times)
This report lists current OLNA results in each component for individual students of the selected cohort.

LAN004 – OLNA performance diagnostics (only available at set times)
This report includes summary diagnostics for students achieving a Category 2 result in the selected component.

LAN005 – OLNA individual diagnostics – category 1 (only available at set times)
This report includes individual diagnostics for students achieving a Category 1 result in the selected component.

LAN006 – OLNA individual student current status (only available at set times)
This report includes current OLNA performance in each component for individual students. It also lists the requirement for individual students who have not demonstrated the standard in at least one component to re-sit the assessment in the next available testing period.

LAN007 – OLNA Expected Student for March
Expected list of students eligible to site the OLNA in March, based on NAPLAN Year 9 data and OLNA September round results.

LAN011 – OLNA Student Accumulative Result
The performance progression of registered students by test component.

Missing Achievements

CSE009 – Missing achievements by provider
This report lists students and their enrolments in course units, endorsed programs and units of competency for which no results have been submitted.

Moderation

GRD004 – Historical grade summary by course

GRD013 – Course unit achievement ranking by provider
This report lists students in each course unit, ranked by their achievements and will detail any discrepancies in ranking.

GRD021 – Proposed grade distribution feedback
This report shows the proposed grade distribution for each unit by provider and the comment from the principal consultant (e.g. proposed distribution accepted, suggest downward movement of bottom A's). It is used by schools to access feedback from the principal consultant on the proposed grade distribution for each unit before submitting their final results.

GRD022 – Small group moderation partnerships by providers
This report lists all the small group moderation partnerships for a selected provider. Schools are required to use this when checking registration of their partnerships. Each provider can view only their own partnerships.

GRD025 – Final grade distributions – course historical data
This report shows the grade distribution (number and percentage) by provider for a selected calendar year and a selected academic year. This is used by schools and principal consultants to view and/or print grade distributions for previous years.

GRD028 – Providers offering courses without small group moderation partners
This report lists small groups at your school that are not in a registered small group moderation partnership. The criterion for the number of students can be varied. The default setting is six as the Authority's requirement is for a group to be established for each course/stage where there are fewer than six ATAR course examination candidates. A school may choose a higher number (e.g. 10) to identify courses/stages that are close to this limit. A school may choose to establish a partnership for a group of six or more so that the students are in a large group or to allow for changing circumstances such as student transfers between courses or stages or unexpected ATAR course examination exemptions.

Offerings

CSE001 – Provider offering summary
This report lists the course unit, endorsed program and VET unit of competency offerings for a Provider.

CSE025 – Provider offering summary for courses
This report lists the course unit offerings and shows enrolment numbers (estimated, actual) by Provider.

CSE026 – Provider offering summary for VET UoC
This report lists the VET unit of competency offerings with RTO and integration details.

CSE027 – Provider offering summary for endorsed programs
This report lists the endorsed program offerings.

CSE050 – Course offering/enrolment summary for providers
This report compares the number of expected students in a given course to the number of students actually enrolled.

Statistics

STS009 – Year 12 state statistics
This report lists a set of pre-defined statistics for the state.

STS009 – Year 12 state statistics part 2
This report lists a set of pre-defined statistics for the state.

STS010 – Year 12 provider statistics
This report lists a set of pre-defined statistics for the selected provider.

STS010 – Year 12 provider statistics part 2
This report lists a set of pre-defined statistics for the selected provider.

STS022 – Year 12 school assessment statistics
This report details the number of students enrolled in each course unit, the number who sat the ATAR course examination, the mean and standard deviation of the school mark and of the moderated school mark and details of all the results for those students.

STS028 – Year 12 course statistics by providers (all courses)
This report is a graphical representation of the course score (mean and standard deviation) achieved by your school and compared with the state mean and standard deviation.

STS029 – Distribution of examination statistics
This report is a graphical representation of the distribution of the raw examination marks, the standardised examination marks, the moderated school assessments, the combined scores and the WACE course scores (all out of 100).

STS032 – English and maths statistics
This report lists English and Maths results statistics for the school/state.

STS036 – Statistical moderation and concurrent validity of school assessments
This report is a graphical representation of each school's marks in relation to state-wide school marks.

STS037 – Year 11 ATAR course examination results
This report details the results for an alphabetical list of Year 11 students sitting end of year examinations, by provider.

Students

CSE011 – Student listing by provider
This report lists students by provider in alphabetical order along with their indigenous status, date of birth, postal address and contact telephone numbers.

CSE012 – Student summary details
This report will return a student summary listing all enrolments and results for a nominated student.

CSE055 – Indigenous student listing by provider
This report lists the students at your provider who have been identified as indigenous, or their indigenous status has not been stated.

CSE058 – Student release choices by provider
This report lists the student choices for release of information for awards, exam responses, career information and school work.

CSE077 – Student Summary Details by Provider
This report will generate the student summary details for all students in a given academic year. This report will automatically be sent to your Inbox when complete, as it can take some time to generate.

CSE091 – Student community service completion by provider
This report will return a list of students and the number of community service hours they have completed.

CSE097 – Student certificate listing by provider
This report lists students by provider detailing the name that will appear on their WACE, as well as their date of birth, postal address and contact telephone numbers.

CSE106 – Number of indigenous students registered summary by provider
This report lists the number of students in each academic year by indigenous status; Aboriginal, TSI, Aboriginal and TSI, Neither or Not Stated.

9.2 Examples of reports available to schools

9.2.1 Achievements

CSE007 – Qualifications achieved

Lists each student with their VET qualification achievements, grouped by academic year. See sample report below.

CSE007 School Curriculum and Standards Authority Time 10:51:41 Date 12/05/15

Page 1 of 1

VET Qualifications Achieved
Year 12, 2014

	VET Qualification	Registered Training Organisation	Traineeship
####: Provider			
Year 12			
20502050 Jones, Amy-Lee			
	SIT20212: Certificate II in Hospitality	4265: Challenger Institute of Technology	No
20783456 Smith, Alison			
	SIT30612: Certificate III in Events	1988: Central Institute of Technology	No

CSE019 – Student achievement by provider

Lists each student with their achievements, grouped by academic year and enrolment type. See sample report below.

CSE019 School Curriculum and Standards Authority Time 11:00:21 Date 12/05/15

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Student Achievement
Year 11, 2015

Course Unit Achievement

		Semester	Unit	Practical Mark	Written Mark	Grade
####: Provider						
Year 11						
21222334	Student, Jane					
		Full Year	AECHE			A
		Full Year	AEFRE			A
		Full Year	AEMAT			A
		Full Year	AELIT			A
		Full Year	GEPES			A
		Full Year	AEHBS			A
		Full Year	2AENG			A
		Full Year	2BENG			A
		Full Year	2APHY			A
		Full Year	2BPHY			A
		Full Year	2AHBS			A
		Full Year	2BHBS			A
			Total units count = 12			

9.2.2 Enrolments

CSE002 – Student enrolment by provider

Lists student enrolments in course units, endorsed programs and units of competency with the selected provider, and also with other providers. Includes a list of students with credit for Year 11 studies from interstate, overseas, training or from other sources. See sample report below.

CSE002 School Curriculum and Standards Authority Time 11:15:08 Date 12/05/15

Student Enrolment by Provider

all students, 2015

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####: Provider

Student enrolments at your provider by course unit

	AcYr	Sem	Units Enrolled At Your School	Sem	Units Enrolled At Your School	Sem	Units Enrolled At Your School
Student Number: Student	11	Full Year	AECHE:	Full Year	AEECO:	Full Year	AEHBY:
		Full Year	AELIT:	Full Year	AEMAM:	Full Year	AEPES:
Student Number: Student	11	Full Year	AECHE:	Full Year	AEENG:	Full Year	AEFSL:
		Full Year	AEHIM:	Full Year	AEMAM:	Full Year	AEPHY:
Student Number: Studenta	11	Full Year	AECHE:	Full Year	AEENG:	Full Year	AEHBY:
		Full Year	AEHIM:	Full Year	AEMAA:	Full Year	AEPSY:
2Student Number: Student	11	Full Year	AECHE:	Full Year	AEENG:	Full Year	AEHBY:

CSE013 – Student examination enrolment by courses

Lists courses and an alphabetical list of students who are enrolled in the written and practical external examinations. See sample report below.

CSE013 School Curriculum and Standards Authority Time 11:21:44 Date 12/05/15

Student Examination Enrolment by Courses

for year 12, 2015

Page 1 of 15

Provider	Course	Student No	Student Name
####: Provider			
	ACF : Accounting and Finance		
		Student No	Student
		Student No	Student
		Student No	Student

CSE040 – Course unit student listings

Lists course units and students enrolled in each course unit. See sample report below.

CSE040 School Curriculum and Standards Authority Time 11:29:55 Date 12/05/15

Year 11 - 2015 Course Unit Student Listings

Page 3 of 33

Provider: #### : Provider **Academic Year:** Y11

CourseUnit: AEACF: **Semester:** Full Year

Student No	Student Name	Student No	Student Name	Student No	Student Name
Student No	Student				
Student No	Student				
Student No	Student				
Student No	Student				

CSE059 – Verification of student details

Lists each student enrolled with the selected provider, showing details currently held in SIRS; includes instructions on correcting/updating the details. See sample report below.

CSE059 School Curriculum and Standards Authority Time 11:35:21 Date 12/05/15

Verification of student details - 2015

Page 1 of 1

Jane Student

Below are the details held by the School Curriculum and Standards Authority regarding Meg Allen. These details should be checked closely as they can impact on the student's post school destination selection or on the publication of their name in the newspaper should they win a School Curriculum and Standards Authority exhibition or award.

If any of the details are incorrect, the student should make the amendments on this form. Changes must be recorded on the school's database and the corrected data upload to the School Curriculum and Standards Authority's database. Fields marked with an asterisk(*) are optional.

This form must not be returned to the School Curriculum and Standards Authority.

Section 1: Personal details

First Name:	Jane	**Certificate Name:**	Meg Allen
Last Name:	Student	**School:**	####: Provider
Student number:	22515678	**Year:**	11
Date of birth:	22/7/1998	**Gender:**	Female
Address:	PO Box 1234 PERTH WA 6001	**Telephone:**	Not Stated
Indigenous status:	Not Indigenous	**Mobile:**	0413456789
Release individual awards:	No	**Australian residency status:**	Resident
Copyright release of exam responses:	No	**Release career information:**	No
Prior learning block credit:	No	**Release school work:**	No
		Community service hours completed	0

Section 2: Course unit enrolment

Course	Unit	Semester	Enrolled to sit course exam	School
CHE	AECHE:	Full Year	No	####: Provider
ENG	AEENG:	Full Year	No	####: Provider
MAM	AEMAM:	Full Year	No	####: Provider
PHY	AEPHY:	Full Year	No	####: Provider
PSY	AEPSY:	Full Year	No	####: Provider
VAR	AEVAR:	Full Year	No	####: Provider

+ The student has been enrolled in this course unit previously, and may already have been awarded a grade. Completed course units that are repeated do not contribute to the WACE requirements more than once.

Section 3: VET enrolment

Qualification	UoC	RTO	Integrated	School

Section 4: Endorsed program enrolment

Endorsed program	Endorsed program type	Program provider	School

CSE063 – Published personalised examination timetable

This report enables a provider to reprint their students' written exam timetables. It includes important information relating to sitting the examination. See sample report below.

Government of Western Australia
School Curriculum and Standards Authority

2015 WACE examinations

Personalised examination timetable

WACE

School: ####: Provider

SCSA student number: 21345678

Name: Emily Hetherington

DOB: 1/4/1998

Gender: Female

Candidate's signature: _____ Date: _____

Written examination timetable

This timetable identifies you as an examination candidate in the courses listed below. This timetable MUST be taken to all written examinations and must be SIGNED prior to your first examination.

WACE examination and examination date	Candidate status and exam time*	Examination centre
CHE3: Chemistry Stage 3 2/11/2015	School candidate 9:20 AM	####: Provider

9.2.3 Literacy and numeracy

LAN001 – Student list

This report lists students enrolled to sit the OLNA test. See sample report below.

LAN001 School Curriculum and Standards Authority Time 11:40:08 Date 12/05/15

Literacy Reading Assessment September 2015 Student List Page 1 of 2

(1111) SCSA Senior High School

Acad Year	Student Number	Student Name	Special Provision	Password Generated	OLNA status
Y10	23523523	Allen, Peter		N	Category 2
Y10	23023023	Button, Oscar		N	Category 1
Y10	23722371	Hetherington, Emily		N	Category 2
Y10	23063222	Smith, John		N	Category 1
Y10	23777223	Jones, Bethany		N	NSA

OLNA status

Category 2 - Students who have not yet demonstrated the minimum standard but are expected to do so before the end of Year 12. It is recommended that these students enrol in ATAR or General courses.

Category 1 - Students who have not demonstrated the minimum standard and may require specific learning interventions. It is recommended that these students consider enrolling in Foundation courses.

Category NSA - Students who did not sit the assessment or assessment result not available

LAN003 – Student list

This report lists current OLNA results in each component for individual students of the selected cohort. See sample reports below.

Government of **Western Australia**
School Curriculum and Standards Authority

School Curriculum and Standards Authority

WACE OLNA Final Performance Overview 2015

1111: SCSA Senior High School					
Academic Year	Student Name	Student Number	Categories of Achievement		
			Numeracy	Reading	Writing
Y11	Allen, Peter	22344567	3*	3*	3
Y11	Button, Oscar	22431134	3	3	3
Y11	Hetherington, Emily	22645674	3	3*	3
Y11	Smith, Susan	22034456	2	1	NSA

WACE OLNA Final Performance Overview 2015

Categories of Achievement

Category 3 - Students who have demonstrated the minimum standard, either through the OLNA or Year 9 NAPLAN. (3* = demonstrated the minimum standard through achieving Band 8 or higher in Year 9 NAPLAN.)

Category 2 - Students who have not yet demonstrated the minimum standard but are expected to do so before the end of Year 12. It is recommended that these students enrol in ATAR or General courses.

Category 1 - Students who have not demonstrated the minimum standard and may require specific learning interventions. It is recommended that these students consider enrolling in Foundation courses.

Category NSA - Students who did not sit the assessment or assessment result not available

9.2.4 Missing achievements

CSE009 – Missing achievements by provider

This report lists students and their enrolments in courses units, subjects, endorsed programs and VET units of competency for which no results have been submitted. See sample report below.

CSE009 School Curriculum and Standards Authority Time 15:12:32 Date 08/05/15

Enrolment with Missing Result

Page 1 of 29

Year 11, 2015

Course Enrolment

: Provider

	Semester	Unit	Unit Score	Practical Unit Score	Written Unit Score	Grade
Year 11	22112211	Student, Jane				
	Full Year	AECHE				[Grade: ?]
	Full Year	AEENG				[Grade: ?]
	Full Year	AEGEO				[Grade: ?]
	Full Year	AEMAA				[Grade: ?]
	Full Year	AEPES				[Grade: ?]
	Full Year	GEFST				[Grade: ?]

Total No. of Units: 6

9.2.5 Offerings

CSE001 – Provider offering summary

Lists the course units by academic year, endorsed program and VET units of competency for a school/provider. See sample report below.

CSE001 School Curriculum and Standards Authority Time 13:23:44 Date 12/05/15

Provider Offering Summary for 2015

Page 1 of 7

Course

Provider	Course	Unit Code	Academic Year	Est. No. of Enrolments	Actual No.of Enrolments	Teacher Contact Name	Chief Moderator Name
#### : PRovider							
	ACF: Accounting and Finance	AEACF	Y11	17	17	Susan Smith	Charmaine Ford
	BLY: Biology	AEBLY	Y11	33	32	Carmel Jones	Nolene Harris
	CAE: Career and Enterprise	GECAE	Y11	10	9	Sally Green	Charmaine Ford
	CHE: Chemistry	AECHE	Y11	89	87	Carmel Jones	Allan Knight
	CSL: Chinese. Second Language	AECSL	Y11	4	4	Sharon Black	Nadia Civa

9.2.6 Students

CSE011 – Student listing by provider

Lists students for the selected provider, in alphabetical order by academic year if required. See sample report below.

CSE011 School Curriculum and Standards Authority Time 13:27:55 Date 12/05/15

Student Listing By Provider, Year 12, 2015 Page 1 of 7

Provider	Student No	Title	Surname	First Name	Indigenous Type	Date Of Birth	Postal Address	Phone
###: Provider								
Year 12								
	21222345		Alexander	Jane		05/02/1998	4 TJohn Street, CANNING VALE WA 6155,	Ph: 6258 513344 0414 423 447
	21243245		Bell	Isabella		09/07/1997	22 Campbell Drive, BALGA WA 6061,	Ph: 9764 3344, Mob: 0424 556 768
	21377321		Callan	Edward		19/07/1997	7 Nollamara Ave NOLLAMARA	Ph: 9440 1272, Mob:

CSE077 – Student summary details by provider

Summarises each student's details for the selected provider. See sample reports below and over page.

CSE012 School Curriculum and Standards Authority Time: xx:yy Date/dd/mm/yyyy

Student Summary Details – Draft Page 1 of 4

I

Student Details	
Student No:	12345678
Student Name:	Jane Student
Date of Birth:	10/08/1998
Certificate Name:	Jane Elizabeth Student
Sex:	Female
Address:	9 Meadow Mews, MANDURAH WA 6134
Status:	Current
Current Provider	4126: Willetton Senior High School
VET USI	Supplied/Not Supplied
Prior Learning Block Credit	Full Year
No. of Comm Service Hours:	25

Main Providers			
Year	Ac Yr	Provider	Status
2016	12	4126: Willetton Senior High School	Current
2015	11	4126: Willetton Senior High School	Current
2015	11	4048: Rossmoyne Senior High School	Transferred
2014	10	4048: Rossmoyne Senior High School	Current
2013	09	4048: Rossmoyne Senior High School	Current
2012	08	4002: Applecross Senior High School	Current
2011	07	TBA	

WACE Status	
WACE Achieved	<Y/N>
Minimum Requirement:	
ATAR Eligibility	<Y/N>
Cert II or higher required	<Y/N>
Minimum requirement met	<ATAR or ATAR+Cert II or Cert II or No>

Standards		
C grade requirement met		<Y/N>
C grade or equivalent distribution		
	Y11	Y12
Course units		
Unit Equivalents		
6 C grades or equivalent in Y12		<Y/N>

Literacy and Numeracy	
Reading Standard	<Prequal/Y/N>
Writing Standard	<Prequal/Y/N>
Numeracy Standard	<Prequal/Y/N>
Literacy met	<Y/N>
Numeracy met	<Y/N>

Breadth and Depth				
Breadth and depth requirement met		<Y/N>		
		Y11	Y12	Total
Course units				
Unit Equivalents	VET			
	Endorsed Programs	Dynamic	range	
English course requirement				
List A			<number value>	
List B			<number value>	

Summary of Course Unit Enrolments				
Courses	Y10	Y11	Y12	Total
ATAR				
General				
VET industry specific				
Foundation				
Preliminary*				

*Preliminary units to do not contribute towards the WACE

Student No: 12345678 Name: Jane Student 2015/56245(v2)

CSE012 School Curriculum and Standards Authority Time: xx:yy Date/dd/mm/yyyy

Student Summary Details – Draft Page 2 of 4

Courses (from Year 2015)

Year	Acyr	Course	Ecu Code	Exam Type	School Assessment	Moderated School Assessment	Raw Exam Mark	Adjusted Exam Mark	Course Combined Mark	Component Comb. Mark	Appm Factor	Non Genuine Attempt	Sick Flag	Award Flag
2016	Y12	FST:Food Science and Technology	4126	Written										
2016	Y12	GER: German	4126	Written										
				Oral										
2016	Y12	HBS: Human Biological Science	4126	Written										
2016	Y12	LIT: Literature	4126	Written										

Course Units

Year	Acyr	Semester	Provider	List	Course	Course Unit	Status	Result
2016	12	Full Year	4126: Willetton Senior High School	B	FST	ATFST	Current	
				A	GER	ATGER	Current	
				B	HBS	ATHBS	Current	
				A	LIT	ATLIT	Current	
				-	VBS	VTVBS	Current	Completed
2016	12	Full Year	4141: Schools of Isolated and Distance Education	A	HIM	ATHIM	Withdrawn	
2015	11	Full Year	4126: Willetton Senior High School		FST	AEFST	Current	[Score: 79.0][Written Score: 79.00][Grade A]
					GER	AEGER	Current	[Score: 54.0][Written Score: 54.00][Grade C]
					HBS	AEHBS	Current	[Score:56.0][Written Score: 56.00][Grade C]
					LIT	AELIT	Current	[Score: 79.0][Written Score: 79.00][Grade A]
				-	VBS	VEVBS	Current	Completed

*(*course unit has been achieved previously)*

Student No: 12345678 Name: Jane Student 2015/56245(v2)

School Curriculum and Standards Authority

Data Procedures Manual 2016

Section 10:

Setting up Excel databases

Below are links to instructions throughout this manual about setting up databases in Microsoft Excel.

- Student registration and demographics
- Offerings: courses
- Offerings: VET
- Enrolments: courses
- Enrolments: VET unit of competency
- Enrolments: competencies integrated into VET industry specific courses
- Enrolments: endorsed programs
- Achievements: courses
- Achievements: endorsed programs
- Achievements: VET unit of competency
- Achievements: VET qualifications

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Data Procedures Manual 2016

Section 11:

Year 12 WACE eligibility and statistical reports

This section is currently unavailable

School Curriculum and Standards Authority

Data Procedures Manual 2016

Section 12:

Database programs

Contents

- Overview
- Civica Maze
- Reporting to Parents
- SEQTA
- Synergetic

12.1 Overview

A number of software programs are used by schools to record student and school information. These include (but are not restricted to) Civica MAZE, Reporting to Parents (for most public schools), SEQTA, and Synergetic. Links to instructions for each of these programs can be found below:

Schools without specialised software can use Microsoft Excel to record their data. Strict formats must be used to ensure the data can be uploaded into SIRS. Please refer to instructions within the following sections of this manual:

- student registration and demographics
- offerings
- enrolments
- achievements.

12.1.1 Civica MAZE

A username and password is required to access instructions for the Civica MAZE database.

12.1.2 Reporting to Parents

The vast majority of public schools in Western Australia use the Reporting to Parents database to record information. Please visit their website to access:

- instructions on how to record and upload student demographic information
- instructions on how to record and upload information for courses and endorsed programs
- instructions on how to record and upload information for Vocational Education and Training (VET).

12.1.3 SEQTA

A username and password is required to access general information about SEQTA general information for RSCOS and RSVET reports

12.1.4 Synergetic

User manuals can be accessed from Synergetic's website.