

WACE Activity: VET resulting Common Issues and Solutions

We are once again coming into our busy season of results being due. There are some common VET data issues that should be dealt with by the school prior to contacting the Data Services team. Schools will be redirected to these instructions in the first instance should they contact the Authority about these matters. If an issue cannot be resolved by following these instructions then the Data Services team will gladly be of assistance. By following this process the Data Services team will be able to meet the needs of schools with more complex and critical data queries more promptly.

Some common issues and solutions are as follows:

1. Course and/or VET results from Year 11 in the previous year are missing or incorrect.

- If there is incorrect student data in a school's database for the previous year, contact the relevant database provider (E.g RTP, MAZE) helpdesk to receive instructions for making changes to data retrospectively and extracting a results file (RSCOS for courses, RSVET for UoCs and RSQUAL for full VET qualifications).
- Email the amended file to the Data Services Team who will then upload to SIRS.
dataservices@scsa.wa.edu.au.

Note: Include the name and student number of the student/s for whom the change is to be made are included in the email

2. SIRS has enrolments in units of competency that are no longer on the school data base.

- This occurs because VET enrolments have been deleted from the school database but have not been withdrawn from SIRS first.
- If the school is not sure whether enrolments have been deleted before being withdrawn from SIRS, a CSE009 Missing Achievements report can be extracted from SIRS.
- This report will indicate if there are any results missing based on the school SIRS enrolment data record.
- A *csv file* must be created and uploaded to SIRS with result code 99: *Student did not participate in unit of competency/module* against the relevant VET enrolment. To do this:
 - open the ENVET or RSVET csv file (depending on where the deletion occurred) previously exported from the school's database
 - copy and paste information for the relevant student in to a new RSVET spreadsheet.
 - Result the UoCs of the relevant students with a 99: Student did not participate and upload to SIRS .
- The Data team can assist with this process if required.

Note: Report CSE009 Missing Achievements can be found in SIRS under *Reports>Other reports>Missing Achievements*

3. Incorrect RTO code for UoC enrolment

- Sometimes a change is required for an RTO code for various reasons. In the school's database the RTO code can be altered on a given UoC enrolment.
- This creates two separate enrolments in the RSVET file exported for upload to SIRS. Previously this has created duplicate enrolments in SIRS. A new simplified process has been developed to assist schools correct this issue.
- Now the process is to upload a new ENVET or RSVET with the correct RTO code and SIRS will replace the RTO without the need for schools to withdraw students from the previous RTO.
- Now in SIRS:
 - Where the qualification code, result and calendar year are the same, SIRS will change the RTO code on the existing enrolment.
 - Where the calendar year is the same but the qual code, result and RTO code are different both results will be recorded in SIRS.

- Where the qualification code and calendar year are the same but the RTO code and result are different both results will be recorded in SIRS.
- Where a result is the same (e.g. 20) and the calendar year is the same, but the RTO code and qual code are different both entries will be kept, but the results should not be the same (i.e. one should be 20 and one should be 60).
- Where an enrolment has occurred under one RTO code and the result is under another RTO code (and therefore no result exists under the original RTO code), the most recent RTO code will be attached to the enrolment.

Further Information:

In the event a school wishes for the amended files to be checked for accuracy prior to being uploaded to SIRS please contact the Data Services team for assistance.

Extract an achievement report in SIRS after any amendments to data have been made to ensure the corrections made to the data is reflected accurately in SIRS. This report can be accessed in SIRS under *Reports>Other Reports>Achievements*.