

Data transfer from schools, colleges and other providers
to the School Curriculum and Standards Authority (for 2017)

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Note:

1. All fields to be separated by a semi-colon (;) or by a comma (,)

[User can specify which type of file on upload]

1. Unless specified all fields to be left blank

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# Specifications

## **Terminology**

Terminology that is specific to computing

|  |  |
| --- | --- |
| Record | A set of data relating to a student (e.g. name record, address record) |
| Field | One item of data (e.g. family name, postcode) |
| File | A collection of similar records which belong to one provider (e.g. enrolment file consisting of the enrolment records for all Year 11 students). |

## **File Naming**

The file name convention is to be of the form:

XXXXXSSSSTTYYY.csv

where XXXXX = record type e.g. ENCOS

 SSSS = the provider 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 1002 for Year 11 would be ENCOS1002S1Y11.CSV
* a file name of offerings of course records from provider 1002 would be OFCOS1002Y1YUP.CSV

Course (COS) codes and course unit codes can be found at http://www.scsa.wa.edu.au/internet/Senior\_Secondary/Courses/Course\_Codes

VET codes can be found at http://www.scsa.wa.edu.au/internet/Senior\_Secondary/Vocational\_Education\_and\_Training/.VET\_Info\_All\_Schools

Endorsed Programs codes can be found at http://www.scsa.wa.edu.au/internet/Senior\_Secondary/Endorsed\_Programs

# Offering: COS offering CSV file format

| Column number | Column reference | Field Name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | OFCOSMaximum field length = 5 |
| 2 | B | Provider code (a provider is a school or organisation authorised to offer the Western Australian Certificate of Education) | MandatoryMaximum field length = 10Provider code of course provider |
| 3 | C | Academic year | MandatoryMaximum field length = 2Must be in the range: 07 - 12 |
| 4 | D | Calendar year | MandatoryMaximum field length = 4Format: YYYY |
| 5 | E | Course code | MandatoryMaximum field length = 12Unique code of the course e.g. MPA or VBS |
| 6 | F | Course type | MandatoryMaximum field length = 6Either ‘VETCOS’ or ‘COS’VETCOS identifies an offering in a VET industry specific course |
| 7 | G | Unit code | MandatoryMaximum field length = 12Unique code for the course unit |
| 8 | H | Qualification code | Mandatory – where the course type is ‘VETCOS’Maximum field length = 12Leave 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 | MandatoryMaximum field length = 9Must be a whole number |
| 10 | J | Contact/teacher family name[[1]](#footnote-1) | MandatoryMaximum field length = 30 |
| 11 | K | Contact/teacher given name[[2]](#footnote-2) | MandatoryMaximum field length = 30 |
| 12 | L | Contact/teacher registration number | MandatoryMaximum field length = 15Issued by TRBWAMust be a whole number |
| 13 | M | Estimated number of students for the teacher | OptionalMaximum field length = 9 Must be a whole number |
| 14 | N | Is this the main teacher/contact | MandatoryMaximum field length = 1Y or N  |

# Registration: Student Registration and Demographic CSV file format

| Column number | Column reference | Field Name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | SRGDGMaximum 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 = 10Unique code for the a course provider |
| 3 | C | Calendar year | Mandatory Maximum field length = 4Must be current year format YYYY |
| 4 | D | School Curriculum and Standards Authority student number | MandatoryMaximum field length = 15Must be valid student number issued by the School Curriculum and Standards Authority |
| 5 | E | Student title | Optional Maximum field length = 20e.g. Mr, Mrs, Miss, Ms |
| 6 | F | Student family name  | Mandatory Maximum field length = 30Legal family name of student |
| 7 | G | Student given name | Mandatory (Optional if student only has a family name)Maximum field length = 30Legal given name of student |
| 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 = 61As printed on the certificate |
| 11 | K | Date of birth | Mandatory Maximum field length = 10Must be valid past date Format dd/mm/yyyy |
| 12 | L | Sex | Mandatory Maximum field length = 1M for male or F for female |
| 13 | M | Status | Mandatory Maximum field length = 11 – Currently at provider2 – Deceased student3 – Left secondary education4 – Left from this provider5 – Left Western Australia |
| 14 | N | Home address line 1 | Mandatory Maximum field length = 50 |
| 15 | O | Home address line 2 | Optional Maximum field length = 50 |
| 16 | P | Home suburb | Mandatory Maximum field length = 50 |
| 17 | Q | Home state | Optional if home country (field #19) not equal AustraliaMaximum field length = 30 |
| 18 | R | Home postcode | Optional if home country (field #19) not equal AustraliaMaximum field length = 10 |
| 19 | S | Home country | Optional Maximum field length = 30 |
| 20 | T | Postal address line 1 | Mandatory – can be same as home address, field #14Maximum field length = 50 |
| 21 | U | Postal address line 2 | Optional – can be same as home address, field #15Maximum field length = 50 |
| 22 | V | Postal suburb | Mandatory– can be same as home address, field #16Maximum field length = 50 |
| 23 | W | Postal state | Optional if postal country (field #25) not equal Australia – can be same as home address, field #17Maximum field length = 30 |
| 24 | X | Postal postcode | Optional if postal country (field #25) not equal Australia– can be same as home address, field #18Maximum field length = 10 |
| 25 | Y | Postal country | Optional Maximum field length = 30 |
| 26 | Z | Academic year | Mandatory Maximum field length = 2Must be in the range K, PP, 01 - 12 |
| 27 | AA | Australian residency status | Mandatory Permanent resident or citizen or country of birth = Australia or New ZealandMaximum field length = 1Y or N |
| 28 | AB | Student fee status | Mandatory Maximum field length = 1Y – required to pay full feesN – not required to pay full fees |
| 29 | AC | Home phone number | Optional Maximum field length = 20 |
| 30 | AD | Alternate/mobile number | Optional Maximum field length = 20 |
| 31 | AE | Email address | Optional Maximum field length = 80 |
| 32 | AF | Fax number | Optional Maximum field length = 20 |
| 33 | AG | Previous student family name  | Optional Maximum field length = 30 |
| 34 | AH | Previous student given name | Optional Maximum field length = 30 |
| 35 | AI | Exemption from school | Mandatory – Y/NMaximum field length = 1Is the student currently exempt from school under section 11 of the *School Education Act 1999*? |
| 36 | AJ | 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](http://www.voced.edu.au/content/ngv20199) Maximum field length = 4 |
| 37 | AK | Language spoken at homeidentifier | OptionalMaximum field length = 4Refer to the Australian standard classification of language code[http://www voced edu au/content/ngv20199](http://www.voced.edu.au/content/ngv20199) (1201 = English) |
| 38 | AL | Proficiency in spoken English | Optional1 = very well2 = well3 = not well4 = not at allMaximum field length = 1 |
| 39 | AM | Labour force identifier | OptionalMaximum field length = 201 = full-time employee02 = part-time employee03 = self employed04 = employer05 = employed – unpaid work in a family business06 = unemployed – seeking full-time job07 = unemployed – seeking part-time job08 = not employed – not seeking employment |
| 40 | AN | Highest school level completed | OptionalMaximum field length = 202 = did not attend school08 = Year 8 or below09 = Year 9 or equivalent10 = completed Year 1011 = completed Year 1112 = completed Year 12 |
| 41 | AO | Year highest school level completed | OptionalMaximum field length = 4In yyyy format |
| 42 | AP | Prior education achievement 1 | OptionalMaximum field length = 3008 = Bachelor degree or higher410 = Advanced diploma or associate degree level420 = Diploma level511 = Certificate 4514 = Certificate 3521 = Certificate 2524 = Certificate 1990 = misc education |
| 43 | AQ | Prior education achievement 2 | OptionalMaximum field length = 3008 = Bachelor degree or higher410 = Advanced diploma or associate degree level420 = Diploma Level511 = Certificate 4514 = Certificate 3521 = Certificate 2524 = Certificate 1990 = misc education |
| 44 | AR | Prior education achievement 3 | OptionalMaximum field length = 3008 = Bachelor degree or higher410 = Advanced diploma or associate degree level420 = Diploma level511 = Certificate 4514 = Certificate 3521 = Certificate 2524 = Certificate 1990 = misc education |
| 45 | AS | Disability code 1 | OptionalMaximum field length = 211 = hearing/deaf12 = physical13 = intellectual14 = learning15 = mental illness16 = acquired brain impairment17 = vision18 = medical condition19 = other99 = unspecified |
| 46 | AT | Disability code 2 | OptionalMaximum field length = 211 = hearing/deaf12 = physical13 = intellectual14 = learning15 = mental illness16 = acquired brain impairment17 = vision18 = medical condition19 = other99 = unspecified |
| 47 | AU | Disability code 3 | OptionalMaximum field length = 211 = hearing/deaf12 = physical13 = intellectual14 = learning15 = mental illness16 = acquired brain impairment17 = vision18 = medical condition19 = other99 = unspecified |
| 48 | AV | Disability code 4 | OptionalMaximum field length = 211 = hearing/deaf12 = physical13 = intellectual14 = learning15 = mental illness16 = acquired brain impairment17 = vision18 = medical condition19 = other99 = unspecified |
| 49 | AW | Disability code 5 | OptionalMaximum field length = 211 = hearing/deaf12 = physical13 = intellectual14 = learning15 = mental illness16 = acquired brain impairment17 = vision18 = medical condition19 = other99 = unspecified |
| 50 | AX | Disability code 6 | OptionalMaximum field length = 211 = hearing/deaf12 = physical13 = intellectual14 = learning15 = mental illness16 = acquired brain impairment17 = vision18 = medical condition19 = other99 = unspecified |
| 51 | AY | Disability code 7 | OptionalMaximum field length = 211 = hearing/deaf12 = physical13 = intellectual14 = learning15 = mental illness16 = acquired brain impairment17 = vision18 = medical condition19 = other99 = unspecified |
| 52 | AZ | Australian Aboriginal or Torres Strait Islander | MandatoryMaximum field length = 11 = Aboriginal2 = Torres Strait Islander3 = Aboriginal and Torres Strait Islander4 = Neither9 = Not stated |
| 53 | BA | Date of Status | Mandatory (related to field #13)Maximum field length = 10Format dd/mm/yyyy |
| 54 | BB | Hours of community service | OptionalNumeric (integer) or blankMaximum field length = 3 |
| 55 | BC | Visa Subclass | OptionalMaximum field length = 10 |
| 56 | BD | Arrival Date | OptionalMandatory, if Visa Subclass supplied (field #60)Maximum field length = 8Must be valid past date Format ddmmyyyy |
| 57 | BE | VET USI | OptionalMaximum field length = 10AlphanumericVET unique student identifier is required for unit of competency result to contribute towards the WACE requirements |
| 58 | BF | Parent 1 School Education | Mandatory Years K-9Optional Years 10-12Maximum field length = 10 = Not stated/unknown1 = Year 9 or equivalent or below2 = Year 10 or equivalent3 = Year 11 or equivalent4 = Year 12 or equivalent |
| 59 | BG | Parent 1 Non-school Education | Mandatory Years K-9Optional Years 10-12Maximum field length = 10 = Not stated/unknown5 = Certificate I to IV (including trades)6 = Diploma/Advanced Diploma7 = Bachelor degree or higher8 = No non-school education |
| 60 | BH | Parent 1 Occupation | Mandatory Years K-9Optional Years 10-12Maximum field length = 11 = Senior management2 = Other business manager3 = Tradesperson, clerk, sales and service staff4 = Machine operator8 = Not in paid work9 = Not stated/unknown |
| 61 | BI | Parent 1 Main Language Other than English Spoken at Home | Mandatory Years K-9Optional Years 10-12Maximum field length = 4Refer to the Australian standard classification of language code[http://www voced edu au/content/ngv20199](http://www.voced.edu.au/content/ngv20199) (1201 = English) |
| 62 | BJ | Parent 2 School Education | Mandatory Years K-9Optional Years 10-12Maximum field length = 10 = Not stated/unknown1 = Year 9 or equivalent or below2 = Year 10 or equivalent3 = Year 11 or equivalent4 = Year 12 or equivalent |
| 63 | BK | Parent 2 Non-school Education | Mandatory Years K-9Optional Years 10-12Maximum field length = 10 = Not stated/unknown5 = Certificate I to IV (including trades)6 = Diploma/Advanced Diploma7 = Bachelor degree or higher8 = No non-school education |
| 64 | BL | Parent 2 Occupation | Mandatory Years K-9Optional Years 10-12Maximum field length = 11 = Senior management2 = Other business manager3 = Tradesperson, clerk, sales and service staff4 = Machine operator8 = Not in paid work9 = Not stated/unknown |
| 65 | BM | Parent 2 Main Language Other than English Spoken at Home | Mandatory Years K-9Optional Years 10-12Maximum field length = 4Refer to the Australian standard classification of language code[http://www voced edu au/content/ngv20199](http://www.voced.edu.au/content/ngv20199) (1201 = English)0000 = Not stated/unknown |
| 66 | BN | Class Identification | Mandatory Years K-6Optional Years 7-12Maximum field length = 10Free text up to 10 characters |
| 67 | BO | Brightpath project student | MandatoryMaximum field length = 1Y or N |
| 68 | BP | ABLE WA project student | MandatoryMaximum field length = 1Y or N |

# Enrolment: COS CSV file format

| Column number | Column reference | Field Name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | ENCOSMaximum field length = 5 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Course code | MandatoryMaximum field length = 12Unique code for the Course |
| 4 | D | Course type | MandatoryMaximum field length = 6Either ‘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 and Financial Services course, while it will be set to COS if the student enrols into the Media Production and Analysis course |
| 5 | E | Unit code | MandatoryMaximum field length = 12Unique 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 VETCOSLeave blank – where the course type is COSMaximum field length = 12This is the qualification code specified in the relevant VET industry specific course documentation |
| 7 | G | School Curriculum and Standards Authority student number | Mandatory Maximum field length = 15Must be valid student number issued by the School Curriculum and Standards Authority |
| 8 | H | Student family name  | MandatoryMaximum 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 | MandatoryMaximum field length = 4Must be current year in YYYY format |
| 11 | K | Academic year | MandatoryMaximum field length = 2Must be in the range: 07 - 12 |
| 12 | L | Semester | MandatoryMaximum field length = 1Must be 1 = semester 1, 2 = semester 2, 3 = year long |
| 13 | M | Contact/teacher family name | MandatoryMaximum field length = 30 |
| 14 | N | Contact/teacher given name | MandatoryMaximum field length = 30 |
| 15 | O | Contact/teacher registration number | Mandatory except for overseas schoolsIssued by TRBWAMaximum field length = 15Must be whole number |
| 16 | P | Class identification | MandatoryThis is the name to identify the teacher class group as specified by the provider (i.e. class 1) Maximum field length = 20 |
| 17 | Q | Contact/teacher email address | MandatoryMaximum field length = 100 |
| 18 | R | Enrolment activity for course | MandatoryE = enrolledW = withdrawnMaximum field length = 1Withdrawn from course will withdraw all course units and integrated UoC for the course |
| 19 | S | Enrolment activity for course unit | MandatoryE = enrolledW = withdrawnMaximum field length = 1If enrolment activity for course unit is enrolled, then enrolment activity for course cannot be withdrawn |

# Enrolment: VET Unit of Competency (credit transfer or VET industry specific) CSV file format

| Column number | Column reference | Field Name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | ENVETMaximum field length = 5 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Course code | OptionalMaximum field length = 12Unique 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 | OptionalMaximum field length = 6Must be VETCOS when UoC is integrated into a VET industry specific courseOtherwise leave blank |
| 5 | E | Unit code | OptionalMaximum field length = 12Leave blank for a credit transfer unit of competency enrolmentMandatory when VET industry specific course code is specified |
| 6 | F | Qualification code | MandatoryMaximum field length = 12Unique code for the qualification the student is working towards by completing this unit of competency |
| 7 | G | Unit of competency code | MandatoryMaximum field length = 12Unique code of the VET unit of competency the student is enrolling in |
| 8 | H | Registered training organisation code | MandatoryMaximum field length = 10The unique code of registered training organisation offering the unit of competency on behalf of the COS provider |
| 9 | I | Registered training organisation location code  | OptionalMaximum field length = 10Must be RTO location code for contracted RTO provider |
| 10 | J | School Curriculum and Standards Authority student number | MandatoryMaximum field length = 15Must be valid student number issued by School Curriculum and Standards Authority |
| 11 | K | Student family name | MandatoryMaximum field length = 30 |
| 12 | L | Student given name | Mandatory (Optional if student only has a family name)Maximum field length = 30 |
| 13 | M | Calendar year | MandatoryMaximum field length = 4Format YYYY |
| 14 | N | Academic year | MandatoryMaximum field length = 2Must be in the range: 07 - 12 |
| 15 | O | Semester | OptionalMaximum field length = 1Mandatory for an enrolment in a UoC integrated in a VET industry specific course unit enrolmentMust be 1 = semester 1, 2 = semester 2, 3 = year long |
| 16 | P | Contact/teacher family name | OptionalMandatory – when given name or registration number is specifiedMaximum field length = 30 |
| 17 | Q | Contact/teacher given name | OptionalMandatory – when family name or registration number is specifiedMaximum field length = 30 |
| 18 | R | Contact/teacher registration number | Optional Maximum field length = 15Issued by TRBWAMust be a whole number |
| 19 | S | Class identification | OptionalThe 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 | OptionalMaximum field length = 13 = commencing enrolment in the qualification or course4 = continuing enrolment in the qualification or course from a previous year8 = unit of competency or module enrolment only |
| 21 | U | Enrolment activity start date | MandatoryMaximum field length = 10In valid date format – dd/mm/yyyy |
| 22 | V | Enrolment activity end date | Optional – will need to be specified with results.Maximum field length = 10In valid date format – dd/mm/yyyy |
| 23 | W | Delivery mode identifier | MandatoryMaximum field length = 210 = classroom-based20 = electronic-based30 = employment-based40 = other delivery (e.g. correspondence)90 = not applicable |
| 24 | X | Traineeship/apprenticeship contract ID | OptionalMaximum field length = 10 |
| 25 | Y | Enrolment activity | MandatoryMaximum field length = 1E = enrolledW = withdrawn |
| 26 | Z | Study reason identifier | Optional Maximum field length = 201 = to get a job02 = to develop my existing business03 = to start my own business04 = to try for a different career05 = to get a better job or promotion06 = it was a requirement of my job07 = I want extra skills for my job08 = to get in another course11 = other reason12 = for personal interest or self-development |
| 27 | AA | VET type | OptionalMaximum field length = 1Y = VET in schoolsN = VET outside of a school arrangement |
| 28 | AB | Qualification enrolment | OptionalMaximum field length = 1Y = enrolled in full qualification to be completedN = not enrolled in full qualification to be completed |
| 29 | AC | School-based apprenticeship/traineeship | OptionalMaximum field length = 4SBT = School-Based TraineeshipASBT = Aboriginal School-Based TraineeshipSBA = School-Based ApprenticeshipASBA = Aboriginal School-Based ApprenticeshipPAiS = Pre-Apprenticeship in SchoolIB = Industry based accredited course |
| 30 | AD | VET USI | OptionalField length = 10AlphanumericVET Unique Student Identifier is required for unit of competency result to contribute towards the WACE requirements |

# Enrolment: Endorsed programs CSV file format

| Column number | Column reference | Field Name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | ENENDMaximum field length = 6 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Endorsed programs code | MandatoryMaximum field length = 12Unique code for the course program |
| 4 | D | School Curriculum and Standards Authority student number | MandatoryMaximum field length = 15Valid student number issued by SCSA |
| 5 | E | Student family name | MandatoryMaximum 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 | MandatoryMaximum field length = 4Format YYYY |
| 8 | H | Academic year | MandatoryMaximum field length = 2Must be one of the following values: 10, 11, 12 |
| 9 | I | Semester | MandatoryMaximum field length = 1Valid value 3 = year long  |
| 10 | J | Contact/teacher family name | MandatoryMandatory when given name or registration number is specifiedMaximum field length = 30 |
| 11 | K | Contact/teacher given name | MandatoryMandatory when family name or registration number is specifiedMaximum field length = 30 |
| 12 | L | Contact/teacher registration number | Mandatory except for overseas schoolsIssued by TRBWAMaximum field length = 15Must be a whole number |
| 13 | M | Class identification | OptionalIdentifies the teacher class group as specified by the provider (i.e. Class 1)Maximum field length = 20 |
| 14 | N | Enrolment activity | MandatoryMaximum field length = 1E = enrolledW = withdrawn |
| 15 | O | Course code | OptionalMaximum field length = 3Leave blankDATA NOT USED FROM 2015 |
| 16 | P | Qualification code | Mandatory when ADWPL is part of a VET industry specific course enrolment, otherwise leave blankMaximum field length = 12 |

# Result: COS unit CSV file format

| Column number | Column reference | Field Name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSCOSMaximum field length = 5 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Course code | MandatoryMaximum field length = 10Unique code the course |
| 4 | D | Course type | MandatoryEither ‘VETCOS’ or ‘COS’Maximum field length = 6This 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 and Financial 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 COSMaximum field length = 12 |
| 6 | F | Qualification code | Mandatory where the course type is VETCOSLeave blank where the course type is COSMaximum field length = 12This is the qualification code that the student is working towards as defined in the VET industry specific course documentation |
| 7 | G | School Curriculum and Standards Authority student number | MandatoryMaximum field length = 15Must be valid student number issued by the School Curriculum and Standards Authority |
| 8 | H | Student family name | MandatoryMaximum 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 | MandatoryMaximum field length = 4Format YYYY |
| 11 | K | Academic year | MandatoryMaximum field length = 2Must be in the range: 07 - 12 |
| 12 | L | Semester/year long | MandatoryMaximum field length = 1Must be 1 = semester 1, 2 = semester 2, 3 = year long |
| 13 | M | Grade  | Mandatory for course type = COS only, all coursesMaximum field length = 1Must be A, B, C, D, E or UGrade 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 = 3A 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 = 3A 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 optionalNot required for Preliminary coursesMaximum field length = 3A whole number, 0 to 100 |

# Result: VET Unit of Competency (credit transfer or VET industry specific) CSV file format

| Column number | Column reference | Field Name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSVETMaximum field length = 5 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Course code | OptionalMaximum field length = 12Leave blank for a VET credit transfer unit of competency achievementUnique code of the course that the unit of competency is integrated to |
| 4 | D | Course type | OptionalMaximum field length = 6Must be ‘VETCOS’ when UoC is integrated into a VET industry specific course, otherwise leave blank  |
| 5 | E | Unit code | OptionalMaximum field length = 12Leave blank for a VET credit transfer unit of competency enrolmentMandatory when VET industry specific course code is specified |
| 6 | F | Qualification code | MandatoryMaximum field length = 12Unique code for the qualification the student is working towards by completing this unit of competency |
| 7 | G | Unit of competency code | MandatoryMaximum field length = 12Unique code the VET unit of competency that the results are for |
| 8 | H | Registered training organisation code | MandatoryMaximum field length = 10The unique code of contracted registered training organisation VETCOS or COS provider |
| 9 | I | School Curriculum and Standards Authority student number | MandatoryMaximum field length = 15Must be valid student number issued by the School Curriculum and Standards Authority |
| 10 | J | Student family name | MandatoryMaximum 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 | MandatoryMaximum field length = 4Format YYYY  |
| 13 | M | Academic year | MandatoryMaximum field length = 2Must be in the range: 07 - 12 |
| 14 | N | Semester | OptionalMaximum field length = 1Mandatory for an enrolment in a UoC integrated in a VET industry specific course unit enrolmentValid values 1 = semester 1, 2 = semester 2, 3 = year long |
| 15 | O | Result | MandatoryMaximum field length = 220 = competency achieved/pass30 = competency not achieved/fail40 = withdrawn/discontinued51 = recognition of prior learning – granted52 = recognition of prior learning – not granted60 = credit transfer/national recognition61 = superseded subject70 = continuing enrolment90 = not yet available99 = incorrect enrolment – delete |
| 16 | P | Contact/teacher family name | OptionalMaximum field length = 30 |
| 17 | Q | Contact/teacher given name | OptionalMaximum field length = 30 |
| 18 | R | Contact/teacher registration number | OptionalMaximum field length = 15Issued by TRBWA Must be a whole number |
| 19 | S | Class identification | OptionalThe 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 | OptionalMaximum field length = 13 = commencing enrolment in the qualification or course4 = continuing enrolment in the qualification or course from a previous year8 = unit of competency or module enrolment only |
| 21 | U | Enrolment activity start date | MandatoryMaximum field length = 10In valid date format – dd/mm/yyyy |
| 22 | V | Enrolment activity end date | MandatoryMaximum field length = 10In valid date format – dd/mm/yyyy |
| 23 | W | Delivery mode identifier | MandatoryMaximum field length = 210 = classroom-based20 = electronic-based30 = employment-based40 = other delivery (e.g. correspondence)90 = not applicable |
| 24 | X | Traineeship/apprentices contract ID | OptionalMaximum field length = 10 |
| 25 | Y | Study reason identifier | OptionalMaximum field length = 201 = to get a job02 = to develop my existing business03 = to start my own business04 = to try for a different career05 = to get a better job or promotion06 = it was a requirement of my job07 = I want extra skills for my job08 = to get in another course11 = other reason12 = for personal interest or self-development |
| 26 | Z | VET type | OptionalMaximum field length = 1Y = VET arranged and managed by schoolN = VET outside of a school arrangement |
| 27 | AA | School-based apprenticeship/traineeship | OptionalMaximum field length = 4SBT = School-Based TraineeshipASBT = Aboriginal School-Based TraineeshipSBA = School-Based ApprenticeshipASBA = Aboriginal School-Based ApprenticeshipPAiS = Pre-Apprenticeship in SchoolIB = Industry based accredited course |
| 28 | AB | VET USI | OptionalField length = 10AlphanumericVET unique student identifier (USI) is required for unit of competency result to contribute towards the WACE requirements |

# Estimates: VET Qualification Estimates CSV file format

| Column number | Column reference | Field Name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | ESQUALMaximum field length = 6 |
| 2 | B | Provider code (a provider is a school or organisation authorised to offer the Western Australian Certificate of Education) | MandatoryMaximum field length = 10Provider at which the student is enrolled |
| 3 | C | Qualification code | MandatoryMaximum field length = 12Unique code for the qualification the provider is offering |
| 4 | D | Registered Training Organisation provider code | MandatoryMaximum field length = 10The unique code of registered training organisation offering the qualification on behalf of the COS provider |
| 5 | E | School Curriculum and Standards Authority student number | MandatoryMaximum field length = 15Must be valid student number issued by School Curriculum and Standards Authority |
| 6 | F | Student family name | MandatoryMaximum 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 | MandatoryMaximum field length = 4Format YYYY |
| 9 | I | Academic year | MandatoryMaximum field length = 2Must be in the range: 07 - 12 |
| 10 | J | Delivery arrangement identifier | MandatoryMaximum field length = 21 = Auspice2 = VET in schools profile3 = School-based traineeship/apprenticeship(4 = NO LONGER IN USE)5 = Fee for Service6 = School as the RTO7 = Combination of delivery arrangements8 = Scholarship or external stakeholder funding source. For example, industry grants or scholarships.9 = Category 2 VET – VET outside of school arrangement |

# Result: Qualification Achieved CSV file format

| Column number | Column reference | Field Name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSQUALMaximum field length = 6 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Qualification code | MandatoryMaximum field length = 12Unique code for the qualification |
| 4 | D | Registered training organisation provider code | MandatoryMaximum field length = 10The unique code of registered training organisation offering the qualification on behalf of the COS provider |
| 5 | E | School Curriculum and Standards Authority student number | MandatoryMaximum field length = 15Must be valid student number issued by School Curriculum and Standards Authority |
| 6 | F | Student family name | MandatoryMaximum 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 | MandatoryMaximum field length = 4Format YYYY |
| 9 | I | Academic year | MandatoryMaximum field length = 2Must be in the range: 07 - 12 |
| 10 | J | Certificate issued | MandatoryMaximum field length = 1Y or NCertificate issuedY = the student has both achieved the qualification and received the qualification certificate transcript from the RTON = the student has achieved the qualification but has not yet received the certificate transcript from the RTO |
| 11 | K | VET USI | OptionalField length = 10AlphanumericVET unique student identifier (USI) is required for qualifications to contribute towards the WACE requirements |

# Result: Endorsed programs CSV file format

| Column number | Column reference | Field Name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSENDMaximum field length = 6 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the Course Provider |
| 3 | C | Endorsed programs code | MandatoryMaximum field length = 12Unique code for the program |
| 4 | D | School Curriculum and Standards Authority student number | MandatoryMaximum field length = 15Must be valid student number issued by the School Curriculum and Standards Authority |
| 5 | E | Student family name | MandatoryMaximum 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 | MandatoryMaximum field length = 4Format YYYY |
| 8 | H | Academic year | MandatoryMaximum field length = 2Must be one of the following values: 10, 11, 12 |
| 9 | I | Semester | MandatoryMaximum field length = 1Valid value 3 = year long |
| 10 | J | Result code | MandatoryExample only:Authority-developedA – achievedN – not achievedAuthority-developed Workplace Learning1-9999 for workplace hours completedProvider-developedAW – awardedCM – competentSchool-developedA – achievedN – not achievedMaximum field length = 5 |
| 11 | K | Contact/teacher family name | MandatoryMandatory when given name or registration number is specifiedMaximum field length = 30 |
| 12 | L | Contact/teacher given name | MandatoryMandatory when family name or registration number is specifiedMaximum field length = 30 |
| 13 | M | Contact/teacher registration number | Mandatory except for overseas schoolsIssued by TRBWAMaximum field length = 15Must be a whole number |
| 14 | N | Class identification | OptionalThe 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 blankMaximum field length = 12 |

# Result: Externally Set Tasks CSV file format

| Columnnumber | Column reference | Field Name | Comment |
| --- | --- | --- | --- |
|  | A | Record type | RSESTMaximum field length = 5 |
|  | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
|  | C | Course code | MandatoryMaximum field length = 10Unique code for the course |
|  | D | Externally Set Task (EST) code | Mandatory Unique code for the General or Foundation course unit context, defined on the front cover of the course EST scriptMaximum field length = 12 |
|  | E | School Curriculum and Standards Authority student number | MandatoryMaximum field length = 15Must be valid student number issued by the School Curriculum and Standards Authority |
|  | F | Student family name | MandatoryMaximum field length = 30 |
|  | G | Student given name | Mandatory (Optional if student only has a family name)Maximum field length = 30 |
|  | H | Calendar year | MandatoryMaximum field length = 4Format CCYY |
|  | I | Academic year | MandatoryMaximum field length = 2Must be the following values only:10, 11, 12 |
|  | J | EST total raw mark | Mandatory for year 12 General and Foundation courses who sat ESTMaximum field length = 3A whole number, 0 to max EST raw score, or ABS for Absent |

# Registration: Teacher registration CSV file format (Brightpath project schools only)

| Columnnumber | Column reference | Field Name | Comment |
| --- | --- | --- | --- |
|  | A | Record type | THREGMaximum field length = 5 |
|  | B | Academic year | MandatoryMaximum field length = 2Must be K, PP or 01-06 |
|  | C | Calendar year | MandatoryMaximum field length = 4Must be current year in CCYY format |
|  | D | Provider code | MandatoryMaximum field length = 10Unique school code |
|  | E | Teacher title | MandatoryMaximum field length = 10 |
|  | F | Teacher family name | Mandatory Maximum field length = 30 |
|  | G | Teacher given name | Mandatory Maximum field length = 30 |
|  | H | Teacher registration number | MandatoryIssued by TRBWAMaximum field length = 15Must be whole number |
|  | I | Work email address | MandatoryUsed for the User IDMaximum field length = 100 |
|  | J | Administration rights for Brightpath | MandatoryMaximum field length = 1Y or N |
|  | K | Class identification | OptionalThis is the name to identify the teacher major class group as specified by the provider (e.g. class ABC)Maximum field length = 10 |

# Changes to Upload Formats

| Upload format | Daterequired | Field | Comment |
| --- | --- | --- | --- |
| **Number** | **Name** |
| OFCOS | Jan 2017 | 3 | Academic year | Range now 07-12 |
| SRGDG | - | 14-68 | All fields | 5 fields No Longer in Use removed from format.**Note renumbering of columns and change of column references.**Fields removed:Community service completedRelease of information for Individual awardsRelease of information for career informationRelease of information for educational publicationsMeets ELC standard  |
| SRGDG | Jan 2017 | 26 | Academic year | Range now K, PP, 01-12 |
| SRGDG | Jan 2017 | 58 | Parent 1 School Education | New field applicable to NAPLAN student registrations |
| SRGDG | Jan 2017 | 59 | Parent 1 Non-school Education | New field applicable to NAPLAN student registrations |
| SRGDG | Jan 2017 | 60 | Parent 1 Occupation | New field applicable to NAPLAN student registrations |
| SRGDG | Jan 2017 | 61 | Parent 1 Main Language Other than English Spoken at Home | New field applicable to NAPLAN student registrations |
| SRGDG | Jan 2017 | 62 | Parent 2 School Education | New field applicable to NAPLAN student registrations |
| SRGDG | Jan 2017 | 63 | Parent 2 Non-school Education | New field applicable to NAPLAN student registrations |
| SRGDG | Jan 2017 | 64 | Parent 2 Occupation | New field applicable to NAPLAN student registrations |
| SRGDG | Jan 2017 | 65 | Parent 2 Main Language Other than English Spoken at Home | New field applicable to NAPLAN student registrations0000 = Not stated/unknown |
| SRGDG | Jan 2017 | 66 | Class Identification | New field applicable to NAPLAN and Brightpath student registrations  |
| SRGDG | Jan 2017 | 67 | Brightpath Project student | To identify students who are part of the Brightpath project. Not all students in a class are necessarily part of the project. |
| SRGDG | Jan 2017 | 68 | ABLE WA Project student | To identify students who are part of the ABLE WA project. Not all students in a class are necessarily part of the project. |
| ENCOS | Jan 2017 | 11 | Academic year | Range now 07-12 |
| ENCOS | Jan 2017 | 16 | Class identification | Changed to mandatory |
| ENCOS | Jan 2017 | 17 | Contact/teacher email address | Contact/teacher email address (mandatory) replaces field no longer used (formerly Opting out of stage 2 exam) |
| ENVET | Jan 2017 | 14 | Academic year | Range now 07-12 |
| ENVET | Jan 2017 | 29 | School-Based Apprenticeship/Traineeship | New option IB = Industry based accredited course |
| ENVET | Jan 2017 | 30 | VET USI | Field length changed to 10 characters from variable length |
| ENEND | Jan 2017 | 8 | Academic year | Range 10, 11, 12 |
| RSCOS | Jan 2017 | 11 | Academic year | Range now 07-12 |
| RSVET | Jan 2017 | 13 | Academic year | Range now 07-12 |
| RSVET | Jan 2017 | 27 | School-Based Apprenticeship/Traineeship | New option IB = Industry based accredited course |
| RSVET | Jan 2017 | 28 | VET USI | Field length changed to 10 characters from variable length |
| ESQUAL | Jan 2017 | 9 | Academic year | Range now 07-12 |
| RSQUAL | Jan 2017 | 9 | Academic year | Range now 07-12 |
| RSQUAL | Jan 2017 | 11 | VET USI | Field length changed to 10 characters from variable length |
| RSEST | Jan 2017 | 9 | Academic year | Range 10, 11, 12 |
| THREG | Jan 2017 | - | All fields | New format for teacher registration applicable to Brightpath project teachers (K-06) |

1. Name should be exactly as registered with the Teacher Registration Board Western Australia (TRBWA). [↑](#footnote-ref-1)
2. Name should be exactly as registered with the Teacher Registration Board Western Australia (TRBWA). [↑](#footnote-ref-2)