



Data Procedures Manual 2019

Section 5: Enrolments

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Disclaimer: Screenshots are for illustration purposes only. Any representations that show a date prior to 2019 should be treated as examples only. Representations that display new information have been updated.

5.1 Overview

Schools are required to provide the Authority with records of student enrolments. In 2019, schools will provide data to the Authority about the following courses and programs.

Courses

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

Programs

- VET qualifications
- Endorsed programs

In 2019, Year 11 and Year 12 students can enrol in ATAR, General, Foundation, VET industry specific and Preliminary courses.

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, VET industry specific and Preliminary course units (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 Authority-developed Workplace Learning (ADWPL) endorsed program)
- **may** enrol in Year 11 ATAR, General, Foundation, VET industry specific and Preliminary course units.

5.2.1.1 Deadlines for Year 12 enrolments

Refer to the [Activities Schedule](#) for the date that enrolments for Year 12 students studying units in ATAR, General, Foundation, VET industry specific and Preliminary 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, VET industry specific and Preliminary course units (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 endorsed program)
- **are able** to enrol into Year 12 General, Foundation, VET industry specific and Preliminary course units

- **may enrol** in Year 12 ATAR courses only if they are on accelerated pathways. In these cases, these students who 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

Refer to the [Activities Schedule](#) for the date that enrolments for Year 11 students studying units in ATAR, General, Foundation, VET industry specific and Preliminary courses are due to be uploaded into SIRS.

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:
 - a. at least four units from an English course post-Year 10, including at least one pair of Year 12 units from an English learning area course
 - b. 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 (Units 1 and 2) being undertaken before Year 12 units (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 enrol students in pairs of units in both Year 11 and Year 12.

Refer to the forms located on the Authority website under Applications and Order Forms, for information on:

- *Year 11 equivalent studies for a WACE* (in the WACE Equivalence section)
- *Year 12 Overseas full fee-paying student declaration form* (in the Declarations section)
- *Year 10 and Year 11 Overseas full fee-paying student declaration form* (in the Declarations section)
- *Non-school candidate enrolment form* (in the Enrolments section).

Note: the forms are available for limited periods, according to the Authority's deadlines.

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. There are no exemptions from sitting ATAR course examinations.

If students do not sit an ATAR course examination and do not have an approved sickness/misadventure application for not sitting the examination in that course, the pair of units completed in that year will not contribute towards any of the WACE requirements. Students who do not sit the ATAR course examination will not have a course mark or grade recorded on their WASSA, nor will they receive an ATAR course report. For ATAR courses with practical components, students must complete both the written and practical examinations.

Year 11 students can 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 sit the ATAR course examination in Year 11 cannot sit the ATAR course examination in the same course when they are in Year 12.

5.2.5 Eligibility to study Foundation courses

Students who have demonstrated:

- the minimum standard of literacy in Year 9 NAPLAN or Year 10 (via OLNA) are not eligible to enrol in Foundation English and other List A Foundation courses in Year 11 and Year 12
- the minimum standard of numeracy in Year 9 NAPLAN or Year 10 (via OLNA) are not eligible to enrol in Foundation Mathematics and other List B Foundation courses in Year 11 and Year 12, unless they have not demonstrated the minimum standard of literacy as the List B Foundation courses place an emphasis on both literacy and numeracy.

Students who demonstrate:

- the minimum standard of literacy in Semester 1 of Year 11 are not eligible to continue in the List A Foundation courses in Semester 2 of that year except in circumstances where, in the professional judgement of the school, students would benefit from continuing enrolment in the Foundation course/s
- the minimum standard of numeracy in Semester 1 of Year 11 are not eligible to continue in the List B Foundation courses in Semester 2 of that year unless they are yet to demonstrate the literacy standard and/or except in circumstances where, in the professional judgement of the school, students would benefit from continuing enrolment in the Foundation course/s
- the minimum standard of literacy in Semester 2 of Year 11 or during Year 12 will be permitted to continue in Foundation English and other List A Foundation courses in Year 12
- the minimum standard of numeracy in Semester 2 of Year 11 or during Year 12 will be permitted to enrol in Foundation Mathematics and other List B Foundation courses in Year 12.

Note the following.**1. Students who are yet to sit either NAPLAN or OLNA**

Where students have no prior NAPLAN or OLNA test evidence, schools will be able to make a professional judgement on their abilities, and if appropriate, apply to enrol them into Foundation courses from the start of Year 11.

Schools will be required to complete an application for direct enrolment in Foundation courses through a process which will require an explanation of the reason for enrolling a student directly into a Foundation course when they have not met the Foundation eligibility requirements. This will require a declaration from the school principal that, based on evidence available, the enrolment of the student in the Foundation course is educationally appropriate. The Authority will conduct an audit of enrolments in Foundation course units undertaken in conjunction with school grading reviews for other courses where evidence of a significant increase in enrolments signals a possible school misuse of the revised enrolment process.

This application form is available on the Authority's website under Applications and Order Forms. Applications will be sent to the Data Services team for approval by the Executive Director – Examinations, Certification and Testing.

2. OLNA results and Year 11 enrolments in Foundation course units

Once the OLNA results become available in May, schools need to check 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 course 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.

In some circumstances, schools may apply to the Authority seeking permission for a student to remain in the Foundation course/s. Applications will be sent to the Data Services team for approval by the Assistant Executive Director – Examinations, Certification and Testing. The Authority will conduct an audit of enrolments in Foundation course units undertaken in conjunction with school grading reviews for other courses where evidence of a significant increase in enrolments signals a possible school misuse of the revised enrolment process.

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

To generate this report:

1. Hover over **Reports** in the blue horizontal navigation 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** the OLNA results are available, it will generate a **blank** result.

To apply for an exemption, download the form located on the Authority website under Applications and Order Forms.

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 intellectual disability.

Schools may be asked to provide evidence to the Authority through an audit process for students they enrol in these courses. Importantly, Preliminary courses do not contribute towards the achievement of a WACE. Enrolling students in Preliminary courses unnecessarily will considerably reduce their opportunity to achieve a WACE.

5.2.7 Enrolment in a WACE language course

Students seeking to enrol in the WACE courses listed below must apply for permission. The applications for permission to enrol in a WACE Language course are available on the languages page of the Authority website: <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/languages>.

- **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).

Until the Authority has entered into SIRS the course in which a student is permitted to enrol, the school is unable to enrol that student in a language course.

5.2.8 English as an Additional Language or Dialect (EAL/D) eligibility

Students seeking to enrol in EAL/D courses must apply for permission. Guidelines and applications to enrol in EAL/D are available on the Authority website:

<https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect>.

5.3 Vocational education and training (VET)

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

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* form can be downloaded the Authority website under Applications and Order Forms.

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 into 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: <https://senior-secondary.scsa.wa.edu.au/vet/endorsed-programs>

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](#). This 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, 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. 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 lay out data in a specific format to ensure it 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 \(ENVET\)](#)
- [Endorsed programs enrolment \(ENEND\)](#).

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

	A	B	C	D	E	F	G	H	I	J	K	L
1	Record Type	Provider Code	Course Code	COS or VETCOS	Unit Code	Qualification Code	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	Semester - either 1, 2 or 3 for full year
2	ENCOS	1234	ELD	COS	ATELD		23445678	Student	Jane	2018	12	3
3	ENCOS	1234	ISC	COS	ATISC		23445678	Student	Jane	2018	12	3
4	ENCOS	1234	MAE	COS	ATMAE		23445678	Student	Jane	2018	12	3
5	ENCOS	1234	MDT	COS	GTMDTW		23445678	Student	Jane	2018	12	3
6	ENCOS	1234	REL	COS	ATREL		23445678	Student	Jane	2018	12	3
7	ENCOS	1234	MAE	COS	AEMAE		24345967	Jones	John	2018	11	3
8	ENCOS	1234	MDT	COS	GEMDTW		24345967	Jones	John	2018	11	3
9	ENCOS	1234	REL	COS	AEREL		24345967	Jones	John	2018	11	3

The screenshot 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 below. Screenshots of all required columns are included following the table.

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

Table 1: Section 5 – Excel file format for course enrolments (ENCOS)

Note: *Teacher's names should be exactly as registered with the Teacher Registration Board of Western Australia (TRBWA)

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 enrolls into the VET industry specific Business and Financial Services course, while it would be set to COS if the student enrolls into the Media Production and Analysis course

Column number	Column reference	Field name	Comment
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 specified in the VET industry specific course documentation
7	G	Western Australian student number (WASN)	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 Recommend using title case, not block capitals
9	I	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30 Recommend using title case, not block capitals
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: 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 Recommend using title case, not block capitals
14	N	Contact/teacher* given name	Mandatory Maximum field length = 30 Recommend using title case, not block capitals
15	O	Contact/teacher registration number	Mandatory except for overseas schools Issued by TRBWA Maximum field length = 15 Must be whole number
16	P	Class identification	Mandatory This is the name to identify the teacher class group as specified by the provider (e.g. class 1) Maximum field length = 20
17	Q	Contact/teacher email address	Mandatory Maximum field length = 100

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Column number	Column reference	Field name	Comment
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 database.

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Provider Code	Course Code	COS or VETCOS	Unit Code	Qualification Code	WA Student Number	Student Family Name	Student Given Name	Calendar Year
2	ENCOS	1234	ELD	COS	ATELD		23445678	Student	Jane	2018
3	ENCOS	1234	ISC	COS	ATISC		23445678	Student	Jane	2018
4	ENCOS	1234	MAE	COS	ATMAE		23445678	Student	Jane	2018
5	ENCOS	1234	MDT	COS	GTMDTW		23445678	Student	Jane	2018
6	ENCOS	1234	REL	COS	ATREL		23445678	Student	Jane	2018
7	ENCOS	1234	MAE	COS	AEMAE		24345967	Jones	John	2018
8	ENCOS	1234	MDT	COS	GEMDTW		24345967	Jones	John	2018
9	ENCOS	1234	REL	COS	AEREL		24345967	Jones	John	2018

K	L	M	N	O	P	Q	R	S
Academic Year	Semester - either 1, 2 or 3 for full year	Teacher Family Name	Teacher Given Name	TRBWA No.		Teacher email address	E = Enrol W= Withdraw Course	W= Withdraw Course Unit
12	3	Jones	Albert	33067670		albert.jones@education.wa.edu.au	E	E
12	3	Smith	George	32033028		George.Smith@education.wa.edu.au	E	E
12	3	Brown	Kate	32044281		Kate.Brown@education.wa.edu.au	E	E
12	3	Williams	Bruce	32058571		Bruce.Williams@education.wa.edu.au	E	E
12	3	Black	Jane	32028084		Jane.Black@education.wa.edu.au	E	E
11	3	Brown	Kate	32044281		Kate.Brown@education.wa.edu.au	E	E
11	3	Williams	Bruce	32058571		Bruce.Williams@education.wa.edu.au	E	E
11	3	Black	Jane	32028084		Jane.Black@education.wa.edu.au	E	E

Notes to table

Leading zero in a number

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 format the cell.

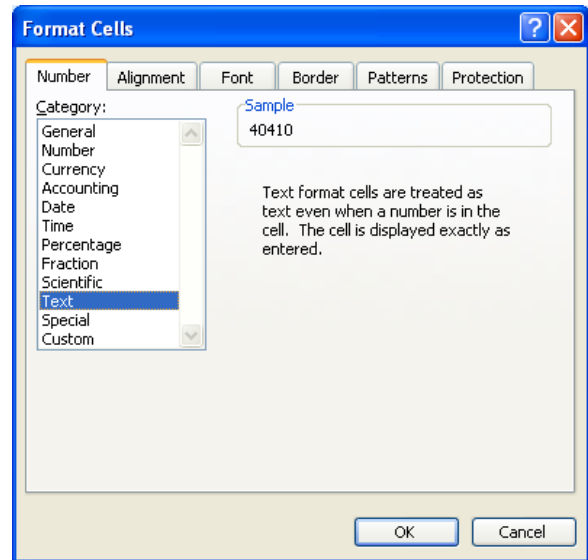
To put the column into the required format:

1. Select by clicking the top of the column. This will highlight the whole column.
2. Click on **Format** (from the Excel toolbar).
3. Select **Format Cells**.
4. Select **Text** from **Category** (see screenshot to the right).
5. Click on the **OK** button.

When the 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

[5.7 Saving enrolment data for SIRS](#)



5.6.2 Setting up an Excel database for VET unit of competency enrolment (ENVET)

	A	B	C	D	E	F	G	H	I	J
	Record Type	Provider Code	Course Code	Course Type	Unit Code	Qualification Code	Unit of Competency Code	RTO Code	RTO Location Code	WA Student Number
1										
2	ENVET	1234				52824WA	CPCCCM1015	52786		23811233
3	ENVET	1234				52824WA	CPCCCM2001	52786		23811233
4	ENVET	1234				BSB20115	BSBITU101	52499		23323456
5	ENVET	1234				BSB20115	BSBITU102	52499		23323456

The screenshot above shows a section of the required layout for VET unit of competency enrolments. 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 below. Screenshots of all required columns are included following the table.

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

Table 2: Section 5 – Excel file format for VET unit of competency enrolments (ENVET)

Note: *Teacher's names should be exactly as registered with the Teacher Registration Board of Western Australia (TRBWA).

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 the 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	Western Australian student number (WASN)	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 Recommend using title case, not block capitals

Column number	Column reference	Field name	Comment
12	L	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30 Recommend using title case, not block capitals
13	M	Calendar year	Mandatory Maximum field length = 4 In yyyy format
14	N	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 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 Recommend using title case, not block capitals
17	Q	Contact/teacher given name*	Optional Mandatory – when family name or registration number is specified Maximum field length = 30 Recommend using title case, not block capitals
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 (e.g. 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 dd/mm/yyyy date format
22	V	Enrolment activity end date	Optional – will need to be specified with results Maximum field length = 10 In dd/mm/yyyy date format

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Column number	Column reference	Field name	Comment
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
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 into 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 IB = Industry-Based accredited course
30	AD	VET USI	Optional Field length = 10 Alphanumeric VET Unique Student Identifier (USI) 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 database.

	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	WA Student Number
2	ENVET	1234				52824WA	CPCCCM1015	52786		23811233
3	ENVET	1234				52824WA	CPCCCM2001	52786		23811233
4	ENVET	1234				BSB20115	BSBITU101	52499		23323456
5	ENVET	1234				BSB20115	BSBITU102	52499		23323456

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	2018	12						3
Elliss	Stuart	2018	12						3
Green	Nicholas	2018	12						3
Green	Nicholas	2018	12						3

U	V	W	X	Y	Z	AA	AB	AC	AD
Enrolment activity start date	Enrolment activity end date	Delivery mode identifier	Traineeship/Apprenticeship Contract ID	Enrolment Activity	Study Reason Identifier	VET Type	Qualification Enrolment	School based apprenticeship/traineeship	VET USI
1/02/2018		10		E	12	Y	Y	SBT	ABC1234567
1/02/2018		10		E	12	Y		SBT	
1/02/2018		10		E	12	Y	N		
1/02/2018		10		E	12	Y			

Enrolments in VET units of competency (ENVET) – integrated into VET industry specific courses

See below for a complete breakdown of the fields within the ENVET database.

	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	WA Student Number
2	ENVET	1234	VBF	VETCOS	VEVBFB	BSB20115	BSBWHS201	52616		23811233
3	ENVET	1234	VBF	VETCOS	VEVBFB	BSB20115	BSBWHS201	52616		23811233
4	ENVET	1234	VBF	VETCOS	VEVBFB	BSB20115	BSBWHS201	52616		23323456
5	ENVET	1234	VBF	VETCOS	VEVBFB	BSB20115	BSBWHS201	52616		23323456

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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	2018	12	3					3
Elliss	Stuart	2018	12	3					3
Green	Nicholas	2018	12	3					3
Green	Nicholas	2018	12	3					3

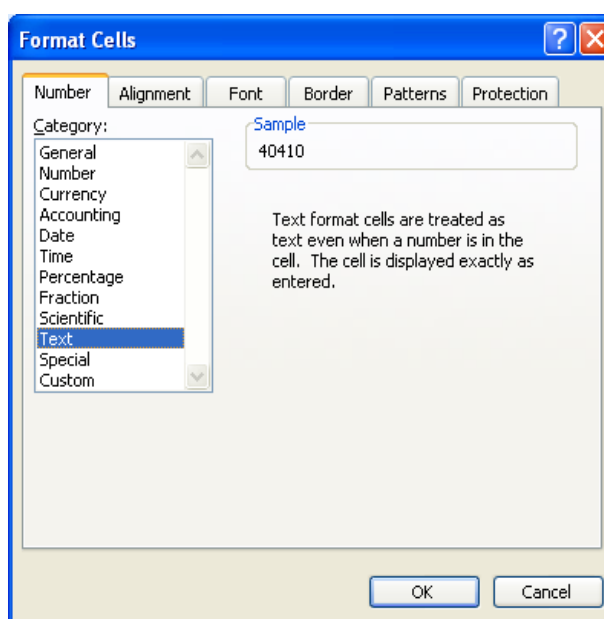
U	V	W	X	Y	Z	AA	AB	AC	AD
Enrolment activity start date	Enrolment activity end date	Delivery mode identifier	Traineeship/Apprentices Contract ID	Enrolment Activity	Study Reason Identifier	VET Type	Qualification Enrolment	School based apprenticeship/traineeship	VET USI
1/02/2018		10		E	12	Y	Y	SBT	ABC1234567
1/02/2018		10		E	12	Y		SBT	
1/02/2018		10		E	12	Y	N		
1/02/2018		10		E	12	Y			

Notes to table

Leading zero in a number

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

1. Select by clicking the top of the column.
This will highlight the whole column.
2. Click on **Format** then select **Format Cells**.
The **Format Cells** view will appear (see screenshot to the right).
3. Click on the **Number** tab.
4. Select **Text**.
5. Click on the **OK** button.



If no code is entered in USI field

The Unique Student Identifier (USI) is an optional field in the ENVET, 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.

Next step

[5.7 Saving enrolment data for SIRS](#)

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

	A	B	C	D	E	F	G	H	I	J	K
1	Record Type	Provider Code	Endorsed code	WA Student Number	Student Family Name	Student Given Name	Year	Academic Year	Semester = 3 full year	Teacher family name	Teacher given name
2	ENEND	1234	PCCNA1	22067268	Hughes	Emily	2018	12	3	Scott	James
3	ENEND	1234	ADWPL	23525884	Bradford	David	2018	11	3	Smith	Susan
4	ENEND	1234	PK4L	23042785	Best	Amanda	2018	11	3	White	Jack

The screenshot 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. Screenshots of all required columns are included following the table.

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

Table 3: Section 5 – Excel file format for endorsed program enrolments (ENEND)

Note: *Teacher's names should be exactly as registered with the Teacher Registration Board of Western Australia (TRBWA).

Column number	Column reference	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	Western Australian student number (WASN)	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 Recommend using title case, not block capitals
6	F	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30 Recommend using title case, not block capitals
7	G	Calendar year	Mandatory Maximum field length = 4 In yyyy format

Section 5: Enrolments

Column number	Column reference	Field name	Comment
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 when given name or registration number is specified Maximum field length = 30 Recommend using title case, not block capitals
11	K	Contact/teacher given name*	Mandatory when family name or registration number is specified Maximum field length = 30 Recommend using title case, not block capitals
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 (e.g. Class 1) Maximum field length = 20
14	N	Enrolment activity	Mandatory Maximum field length = 1 E = enrolled W = withdrawn
15	O	Course code	Leave blank
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 spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Record Type	Provider Code	Endorsed code	WA Student Number	Student Family Name	Student Given Name	Year	Academic 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	Qualification Code
1	ENEND	1234	PCCNA1	22067268	Hughes	Emily	2018	12	3	Scott	James	32020601	CCNAD1_	E		
3	ENEND	1234	ADWPL	23525884	Bradford	David	2018	11	3	Smith	Susan	32014427	ADWPL_2	E		BSB20115
4	ENEND	1234	PK4L	23042785	Best	Amanda	2018	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 into SIRS, there must be no headings in the spreadsheet (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 (or exported) as a **.SCSV** file or 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.

5.7.1 File naming

There are file name conventions for each enrolment type.

5.7.1.1 Course enrolments

XXXXXSSSSTTTY.YYY.CSV

where **XXXXX** = record type, e.g. ENCOS

SSSS = the provider/school code, e.g. 1234

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

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

Section 5: Enrolments

5.7.1.2 Endorsed programs

XXXXXSSSSTTTY.YY.CSV

- where **XXXXX** = record type, e.g. ENEND
- SSSS** = the provider/school code, e.g. 1234
- 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

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

5.7.1.3 VET enrolments through credit transfer

XXXXXSSSSTTTY.YY.CSV

- where **XXXXX** = record type, e.g. ENVET
- SSSS** = the provider/school code, e.g. 1002
- 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

The file name of VET enrolment records from provider/school 1002 for Semester 1 for Year 11 would be **ENVET1002S1Y11.CSV**.

5.7.1.4 VET enrolments integrated into a VET industry specific course (ENVET)

XXXXXSSSSTTTY.YY.CSV

- where **XXXXX** = record type, e.g. ENVET
- SSSS** = the provider/school code, e.g. 1002
- 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

The file name of VET enrolment records from provider/school 1002 for Semester 1 for Year 11 would be **ENVET1002S1Y11.CSV**.

5.7.2 Further changes

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

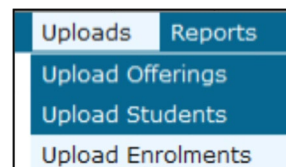
5.8 Uploading data into SIRS

Once data has been saved as a **.SCSV** file or a **.CSV** file it can be 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 blue horizontal navigation bar (see screenshot to the right).
2. The **Upload Enrolments** field appears (see screenshot below).



 A screenshot of a web form titled 'Load Enrolments'. The form has a header 'Load Enrolments' and a sub-header 'Load Enrolments'. Below the sub-header, there are three fields: 'Enrolment Type:', 'File:', and 'Notify Email Address:'. The 'Enrolment Type:' field has a dropdown menu open, showing three options: 'Endorsed Programs (ENEND)', 'Course (ENCOS)', and 'VET UoC (ENVET)'. The 'File:' field is empty. The 'Notify Email Address:' field is empty.

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 on 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 on the **Close** button 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.

Section 5: Enrolments

Processed with warnings

This file has been processed, but the system has ignored certain records. Occasionally the warnings can be ignored, but some warnings must be dealt with if 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. Check all error messages produced by SIRS (see example below) and try to resolve them. To assist you with resolving your errors, 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 a different VET USI stored on SIRS. If this USI – R7SXP6GVB6 is correct, please update this student's USI by uploading a new SRGDG file prior to submitting this file again.

Failed processing

The system was able to verify the file but there were errors that prevented the information from being processed by SIRS. 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 2017: 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, refer to [Troubleshooting](#) in this section. If the issue has not been resolved, 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.

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

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 4: Section 5 – Upload symbols key

Icon	Meaning
	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, refer to [Troubleshooting](#) in this section.

5.9 Troubleshooting

Some of the common error messages are listed below and suggestions for resolving them.

Table 5: Section 5 – Example error messages and possible solutions for enrolments

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. Contact the Authority to either change the academic year (the student may have come from another school), or if it is a Year 11 or Year 12 student wishing to change, complete the <i>Request to change to academic year</i> 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. 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 2019	This student has not been registered by your school in the current year. 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 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. 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 upload this file again.
Calendar year 2019 must match current year	You can only upload enrolments for the current year. If you need to update enrolments for past years, 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 .SCSV file or a .CSV (comma delimited) file.
RTO (provider code 4676) has not been registered in SIRS	To register a RTO, email Data Services at dataservices@scsa.wa.edu.au
Invalid VET UoC code: BSBWOR20B for 2019	Unit of competency code is not valid in the current year. Contact VETlinking@scsa.wa.edu.au .
Invalid course unit code VTBBSB for 2019	VET industry specific course units are coded by indicating VET industry specific, then E or T for Year 11 or 12, then the course code (e.g. VBF), then an indication of the certificate (e.g. B for Certificate I in Business). The unit code should be VTVBFB.

Example error messages	How to resolve the problem
Qualification code CPC10111 is not linked to the course unit code: VEVCO for course with code: VCO for 2019	Contact dataservices@scsa.wa.edu.au .
Invalid course unit code: GEMUS for course with code: MUS for 2019	Music always has a context, so the course unit code could be GEMUSW or ATMUSC.
Invalid endorsed program code: CCNAE1 for 2019	This endorsed program does not exist on SIRS in the current year. Check your codes and/or contact the Authority for more information.
Course unit with code: AEELD as part of the course with code: ELD is not offered by the provider with code: 1234 for 2019	This course unit is not offered by your school. Add the unit/s to your offerings and upload your OFCOS file again 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. 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 selecting the Register of Teachers' menu item. If the number is correct, 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 ensure that the correct name/number is uploaded.
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: VEVFBF as part of the course with code: VBF	The student has not been enrolled in the VET industry specific course unit that the unit of competency is integrated with. Upload ENCOS with student enrolment first.

5.10 Further help

For issues relating to the information contained in the *Data Procedures Manual 2019*, email the Data Services team at dataservices@scsa.wa.edu.au.

