School Curriculum and Standards Authority

Data Procedures Manual 2027

Section 11:
Results and achievements

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Note: screenshots are for illustration purposes only and may show a date prior to 2027.

11.1 Overview

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

In 2027, schools will provide to the Authority results and achievements in the following courses and programs:

Courses

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

Programs

- VET qualifications
- DTWD funded VET skill sets
- Endorsed programs.

11.2 Courses

The following forms are relevant to course unit achievements and are available on the Authority website on the Applications and Order Forms page (https://www.scsa.wa.edu.au/forms/forms).

- *Application Form for Student Appeal against School Assessment 2027* (Appeals section)
- *Application for recording of enrolment and achievement in ATAR Units 1 and 2 for students in Year 10 in 2029 (Year 8, 2027)* (Enrolments section)

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

11.2.1 Student appeal against school assessment

A student appeal against school assessment can be lodged by Year 11 and Year 12 students who:

- have evidence that their school mark and/or grade has not been determined in accordance with the Authority procedures
- have formally requested that their school conduct an assessment review
- believe this review has not resolved their concerns.

The Authority will only consider an appeal against a student's school assessment when the applicant has grounds for believing that one or more of the following has occurred.

- The school's assessment outline does not conform to syllabus requirements.
- The school's senior secondary assessment policy does not conform to the Authority's guidelines.
- The school's assessment procedures do not conform to its own assessment policy.
- There are procedural or computational errors in determination of the school mark and/or grade.

Refer to the *WACE Manual 2027* for further details on this process.

11.3 Vocational education and training (VET)

The following forms, relevant to VET achievements, are available on the Authority website on the Applications and Order Forms page (https://www.scsa.wa.edu.au/forms/forms).

- *Application for recording of enrolment and achievement of VET units of competency (delivered through VET credit transfer) VET qualifications – Year 9 students 2027*
- *Application for WACE recognition in VET completed outside of a school arrangement*
- *Application for WACE recognition of a VET accredited course*

The *Year 11 Equivalent studies application* for a Western Australian Certificate of Education (WACE) form is now available electronically through the Student Records Management System (SRMS) database. A guide to this process can be found on the Authority website on the Year 11 equivalent studies page (https://www.scsa.wa.edu.au/sirs-and-srms-info/srms-information/year-11-equivalent-studies).

Note: from 2027, the Authority will no longer recognise Diploma-level qualifications for WACE achievement. Omit entries for students who have achievements in Diploma-level qualifications.

11.4 Endorsed programs

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

A complete list of the endorsed programs codes and their achievement descriptors that will be accepted by SIRS is available on the Authority website on the Endorsed Programs page (https:/senior-secondary.scsa.wa.edu.au/vet/endorsed-programs).

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

An endorsed program with a result reported with the codes **N** or **W** will not appear on a student's WASSA.

Each endorsed program successfully completed by a student and uploaded into SIRS by the school is reported on the student's WASSA; however, any level of achievement (**Credit**, **Distinction** or **Satisfactory**) associated with an endorsed program is not reported on the WASSA.

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

Note: from 2027, students must complete at least one Year 12 ATAR course to receive unit equivalents from a completed Tertiary Preparation Endorsed Program (TPEP).

11.5 Recording results and achievement data

Data can be entered into school database systems, including, but not restricted to, Civica School Manager (CSM), Administration of Schools (AoS), 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 Section 15: Database programs.

If your school records data in Excel, it must be formatted correctly. Failure to format data correctly will prevent it from being uploaded into SIRS. Refer to the instructions below on how to set up an Excel database for results and achievements.

11.6 Setting up Excel databases for results and achievements

Schools that use Excel as their database for results and achievements are required to lay out data in a specific format to ensure that it can be uploaded into SIRS.

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

- course unit achievements (RSCOS)
- endorsed program results (RSEND)
- VET unit of competency results (RSVET)
- VET qualification results (RSQUAL)
- DTWD funded VET skill set unit of competency results (RSUSKILL)
- DTWD funded VET skill set results (RSSKILL).

11.6.1 Setting up an Excel database for course unit achievements (RSCOS)

	A	B	C	D	E	F	G	H	I
1	Record type	Provider code	Course code	Course type	Unit code	Qualification code	Western Australian student number (WASN)	Student family name	Student given name
2	RSCOS	1000	ENG	COS	ATENG		31392404	Silver	Calix
3	RSCOS	1000	MAA	COS	ATCHE		31392404	Silver	Calix
4	RSCOS	1000	PSY	COS	GTENG		31392404	Silver	Calix
5	RSCOS	1000	BME	COS	GTAIT		31049691	Mahogany	Bryony
6	RSCOS	1000	ENG	COS	ATHIM		31049691	Mahogany	Bryony

The screenshot above shows a section of the required format for the course unit achievements (RSCOS) database in Excel. For example, the **Record type** is required in Column A, the **Provider code** is required in Column B etc. For each student, one row of information must be provided for each unit.

The layout requirements for all columns in the course unit achievements Excel database are specified in Table 20. Screenshots of all required columns are included following the table.

Notes:

- Once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.

Table 20: Section 11 – Excel file format for course unit achievements (RSCOS)

Column number	Column reference	Field name	Comment
1	A	Record type	RSCOS Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Mandatory Maximum field length = 10 Unique code for the course
4	D	Course type	Mandatory Either VETCOS or COS Maximum field length = 6 This identifies the enrolment into a VET industry specific course or other course. For example, this would be set to VETCOS where the student is enrolled in the VET industry specific Business and Financial Services course, while it would be set to COS if the student is enrolled in the Media and Production Analysis course
5	E	Unit code	Mandatory Maximum field length = 12 Unique code for the course unit that the student is enrolled in, where the course type is VETCOS or COS
6	F	Qualification code	Mandatory where the course type is VETCOS Leave blank where the course type is COS Maximum field length = 12 This is the qualification code that the student is aiming to achieve as defined in the VET industry specific course documentation
7	G	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
8	H	Student family name	Mandatory Maximum field length = 40
9	I	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40
10	J	Calendar year	Mandatory Maximum field length = 4 In yyyy format

Column number	Column reference	Field name	Comment
11	K	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 10, 11, 12
12	L	Semester/year-long	Mandatory Maximum field length = 1 Must be 1 = Semester 1, 2 = Semester 2, 3 = year-long
13	M	Grade	Mandatory for all courses under COS course type Maximum field length = 1 Must be: A, B, C, D, E or U Grade for VETCOS is automatically allocated by SIRS
14	N	Course unit practical mark – out of 100	Mandatory for ATAR courses with a practical examination component (for academic year = 12 and ATAR Units 3 and 4) Maximum field length = 3 A whole number, 0 to 100
15	O	Course unit written mark – out of 100	Mandatory for ATAR courses (for academic year = 12 and ATAR Units 3 and 4) Maximum field length = 3 A whole number, 0 to 100
16	P	Course unit mark – out of 100	Mandatory for ATAR, General and Foundation courses (for academic Year 11 and 12) for course type = COS only, otherwise optional Not required for Preliminary courses Maximum field length = 3 A whole number, 0 to 100

Excel database for course unit achievements (RSCOS)

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

	A	B	C	D	E	F	G	H
1	Record type	Provider code	Course code	Course type	Unit code	Qualification code	Western Australian student number (WASN)	Student family name
2	RSCOS	1000	ENG	COS	ATENG		31392404	Silver
3	RSCOS	1000	MAA	COS	ATCHE		31392404	Silver
4	RSCOS	1000	PSY	COS	GTENG		31392404	Silver
5	RSCOS	1000	BME	COS	GTAIT		31049691	Mahogany
6	RSCOS	1000	ENG	COS	ATHIM		31049691	Mahogany

I	J	K	L	M	N	O	P
Student given name	Calendar year	Academic year	Semester/ year-long	Grade	Course unit practical mark –out of 100	Course unit written mark – out of 100	Course unit mark – out of 100
Calix	2025	12	1	C		73	73
Calix	2025	12	1	C		68	68
Calix	2025	12	1	B		80	80
Bryony	2025	12	1	A		90	90
Bryony	2025	12	1	C		70	70

Notes to table

If no course unit mark is entered

If a course unit mark has not been entered, a space must be added in the course unit mark field to maintain the format of the file. Excel will drop the column unless data has been entered (which, in this case, is a space). Students in Year 12 are not eligible to receive a U grade.

Next step:

11.7 Saving data for upload into SIRS

11.6.2 Setting up an Excel database for endorsed program results (RSEND)

	A	B	C	D	E	F	G	H	I
1	Record type	Provider code	Endorsed programs code	Western Australian student number (WASN)	Student family name	Student given name	Calendar year	Academic year	Semester
2	RSEND	1000	PCCNA1	31256022	Teal	Jasmine	2025	11	3
3	RSEND	1000	ADWPL	31256022	Teal	Jasmine	2025	11	3
4	RSEND	1000	PK4L	31251365	Indigo	Ren	2025	12	3
5	RSEND	1000	ADCS	31251365	Indigo	Ren	2025	12	3

The screenshot above shows a section of the required format for the endorsed program results (RSEND) database in Excel. For example, the **Record type** is required in Column A, the **Provider code** is required in Column B etc.

The layout requirements for all columns in the endorsed program results Excel database are specified in Table 21. Screenshots of all required columns are included following the table.

Notes:

- Once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.

Table 21: Section 11 – Excel file format for endorsed program results (RSEND)

Column number	Column reference	Field name	Comment
1	A	Record type	RSEND Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Endorsed program code	Mandatory Maximum field length = 12 Unique code for the program
4	D	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
5	E	Student family name	Mandatory Maximum field length = 40
6	F	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40
7	G	Calendar year	Mandatory Maximum field length = 4 In yyyy format
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 Only valid value: 3 = year-long
10	J	Result code*	Mandatory Example only: Authority-developed A – achieved N – not achieved Authority-developed Workplace Learning 1–9999 for workplace hours completed Provider-developed AW – awarded CM – competent School-developed A – achieved N – not achieved Maximum field length = 5
11	K	Contact/teacher family name†	Mandatory when given name or registration number is specified Maximum field length = 30
12	L	Contact/teacher given name†	Mandatory when family name or registration number is specified Maximum field length = 30

Column number	Column reference	Field name	Comment
13	M	Contact/teacher registration number	Mandatory except for overseas schools Issued by TRBWA Maximum field length = 15 Must be a whole number
14	N	Class identification	Optional The name to identify the teacher class group as specified by the provider (e.g. Class 1) Maximum field length = 20
15	O	Qualification code	Mandatory when ADWPL is part of a VET industry specific course enrolment, otherwise leave blank Maximum field length = 12

*A complete list of achievement codes for endorsed programs can be found on the Authority website on the Endorsed Programs page (https://senior-secondary.scsa.wa.edu.au/vet/endorsed-programs).

†Teacher's name should be exactly as registered with the TRBWA.

Excel database for endorsed program results (RSEND)

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

	A	B	C	D	E	F	G	H	I
1	Record type	Provider code	Endorsed programs code	Western Australian student number (WASN)	Student family name	Student given name	Calendar year	Academic year	Semester
2	RSEND	1000	PCCNA1	31256022	Teal	Jasmine	2025	11	3
3	RSEND	1000	ADWPL	31256022	Teal	Jasmine	2025	11	3
4	RSEND	1000	PK4L	31251365	Indigo	Ren	2025	12	3
5	RSEND	1000	ADCS	31251365	Indigo	Ren	2025	12	3

J	K	L	M	N	O
Result code*	Contact/teacher family name†	Contact/teacher given name†	Contact/teacher registration number	Class identification	Qualification code
N	Omega	Jennifer	66666666		
55	Omega	Jennifer	66666666		BSB20120
A	Omega	Jennifer	66666666		
A	Omega	Jennifer	66666666		

Notes to table

Semester field

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

Headings

When completing the RSEND Excel database for uploading into SIRS, there must be no headings in the spreadsheet (i.e. the first row must contain real data).

Achievement descriptors

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

Next step:

11.7 Saving data for upload into SIRS

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

	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	Registered training organisation provider code	Western Australian student number (WASN)	Student family name
2	RSVET	1000				SIT20322	SITXCCS009	52787	31251365	Indigo
3	RSVET	1000				SIT20322	BSBTWK201	52787	31251365	Indigo
4	RSVET	1000	VHT	VETCOS	VEVHTK	SIT20421	SITXCOM007	40548	31702536	Charcoal
5	RSVET	1000	VHT	VETCOS	VEVHTK	SIT20421	SITXCCS011	40548	31702536	Charcoal

The screenshot above shows a section of the required format for the VET unit of competency results (RSVET) database in Excel. For example, the **Record type** is required in Column A, the **Provider code** is required in Column B etc.

All the layout requirements for VET unit of competency results are specified in Table 22. Screenshots of all required columns are included following the table.

Notes:

- Once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.
- From 2027, the Authority will no longer recognise Diploma-level qualifications for WACE achievement. Omit entries for students enrolled in units of competency for Diploma-level qualifications.

Table 22: Section 11 – Excel file format for VET unit of competency results (RSVET)

Column number	Column reference	Field name	Comment
1	A	Record type	RSVET Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Optional Maximum field length = 12 Unique code of the course that the unit of competency (UoC) is integrated with Leave blank for a VET credit transfer UoC result
4	D	Course type	Optional Maximum field length = 6 Must be VETCOS when the UoC is integrated into a VET industry specific course, otherwise leave blank
5	E	Unit code	Optional Maximum field length = 12 Mandatory when VET industry specific course code is specified Leave blank for a VET credit transfer UoC result
6	F	Qualification code	Mandatory Maximum field length = 12 Unique code for the qualification the student is working towards by completing this UoC
7	G	Unit of competency code	Mandatory Maximum field length = 12 Unique code for the VET UoC results
8	H	Registered training organisation provider code	Mandatory Maximum field length = 10 The unique code of the contracted RTO, VETCOS or COS provider
9	I	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
10	J	Student family name	Mandatory Maximum field length = 40
11	K	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40
12	L	Calendar year	Mandatory Maximum field length = 4 In yyyy format
13	M	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 10, 11, 12

Column number	Column reference	Field name	Comment
14	N	Semester	Optional Maximum field length = 1 Mandatory for an enrolment in a UoC integrated in a VET industry specific course unit enrolment Valid values are 1 = Semester 1, 2 = Semester 2, 3 = year-long
15	O	Result	Mandatory Maximum field length = 2 20 = competency achieved/pass 30 = competency not achieved/fail 40 = withdrawn/discontinued 41 = withdrawn/discontinued due to RTO closure 51 = recognition of prior learning – granted 52 = recognition of prior learning – not granted 60 = credit transfer/national recognition 61 = superseded subject 70 = continuing enrolment 81 = non-assessable activity – satisfactorily completed 82 = non-assessable activity – withdrawn or not satisfactorily completed 85 = not yet started 90 = not yet available 99 = incorrect enrolment – delete
16	P	Contact/teacher family name*	Optional Maximum field length = 30
17	Q	Contact/teacher given name*	Optional Maximum field length = 30
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 format
22	V	Enrolment activity end date	Mandatory Maximum field length = 10 In dd/mm/yyyy format

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 (RPL or credit transfer)
24	X	Traineeship/apprenticeship contract ID	Optional Maximum field length = 10
25	Y	Study reason identifier	Optional Maximum field length = 2 01 = to get a job 02 = to develop my existing business 03 = to start my own business 04 = to try for a different career 05 = to get a better job or promotion 06 = it was a requirement of my job 07 = I want extra skills for my job 08 = to get into another course 11 = other reason 12 = for personal interest or self-development
26	Z	VET type	Optional Maximum field length = 1 Y = VET arranged or managed by schools N = VET outside of a school arrangement
27	AA	School-based apprenticeship/ traineeship	Optional Maximum field length = 4 SBT = school-based traineeship ASBT = Aboriginal school-based traineeship SBA = school-based apprenticeship ASBA = Aboriginal school-based apprenticeship PAiS = pre-apprenticeship in school IB = industry-based accredited course
28	AB	VET USI	Optional Maximum field length = 10 Alphanumeric VET Unique Student Identifier (USI) is required for a UoC result to contribute towards the WACE requirements

*Teacher's name should be exactly as registered with the TRBWA.

Excel database for VET unit of competency results (RSVET)

See below for a complete breakdown of the fields within the RSVET 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	Registered training organisation provider code	Western Australian student number (WASN)	Student family name
2	RSVET	1000				SIT20322	SITXCCS009	52787	31251365	Indigo
3	RSVET	1000				SIT20322	BSBTWK201	52787	31251365	Indigo
4	RSVET	1000	VHT	VETCOS	VEVHTK	SIT20421	SITXCOM007	40548	31702536	Charcoal
5	RSVET	1000	VHT	VETCOS	VEVHTK	SIT20421	SITXCCS011	40548	31702536	Charcoal

K	L	M	N	O	P	Q	R	S
Student given name	Calendar year	Academic year	Semester	Result	Contact/teacher family name*	Contact/teacher given name*	Contact/teacher registration number	Class identification
Ren	2025	12	3	20				
Ren	2025	12	3	20				
Aster	2025	12	3	20	Delta	Sarah	77777777	VTVHTK_1
Aster	2025	12	3	20	Delta	Sarah	77777777	VTVHTK_1

T	U	V	W	X	Y	Z	AA	AB
Commencing course identifier	Enrolment activity start date	Enrolment activity end date	Delivery mode identifier	Traineeship/apprenticeship contract ID	Study reason identifier	VET type	School-based apprenticeship /traineeship	VET USI
	31/01/2025	11/10/2025	10		1	Y		8J3NSPXPQD
	31/01/2025	11/10/2025	10		1	Y		8J3NSPXPQD
	31/01/2025	11/10/2025	10		1	Y		7EZ4JYJ3RT
	31/01/2025	11/10/2025	10		1	Y		7EZ4JYJ3RT

11.6.4 Setting up an Excel database for DTWD funded VET skill set unit of competency results (RSUSKILL)

	A	B	C	D	E	F	G
1	Record type	Provider code	Skill set code	Unit of competency code	Registered training organisation provider code	Western Australian student number (WASN)	Student family name
2	RSUSKILL	1000	AF057	SISCAQU025	104975	31392404	Silver
3	RSUSKILL	1000	AF057	SISCAQU026	104975	31392404	Silver
4	RSUSKILL	1000	AF057	SISCAQU020	104975	31256022	Teal
5	RSUSKILL	1000	AF057	SISCAQU023	104975	31256022	Teal

The screenshot above shows a section of the required format for the DTWD funded VET skill set unit of competency results (RSUSKILL) database in Excel. For example, the **Record type** is required in Column A, the **Provider code** is required in Column B etc.

All the layout requirements for DTWD funded VET skill set unit of competency results are specified in Table 23. Screenshots of all required columns are included following the table.

Notes:

- Once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.
- From 2027, the Authority will no longer recognise Diploma-level qualifications for WACE achievement. Omit entries for students enrolled in units of competency for Diploma-level qualifications.

Table 23: Section 11 – Excel file format for DTWD funded VET skill set unit of competency results (RSUSKILL)

Column number	Column reference	Field name	Comment
1	A	Record type	RSUSKILL Maximum field length = 8
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Skill set code	Mandatory Maximum field length = 12 Unique code for the skill set the student is trying to achieve by completing this UoC
4	D	Unit of competency code	Mandatory Maximum field length = 12 Unique code for the VET UoC results
5	E	Registered training organisation provider code	Mandatory Maximum field length = 10 The unique code of the contracted RTO or COS provider
6	F	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
7	G	Student family name	Mandatory Maximum field length = 40
8	H	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40
9	I	Calendar year	Mandatory Maximum field length = 4 In yyyy format
10	J	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 11, 12

Column number	Column reference	Field name	Comment
11	K	Result	Mandatory Maximum field length = 2 20 = competency achieved/pass 30 = competency not achieved/fail 40 = withdrawn/discontinued 41 = withdrawn/discontinued due to RTO closure 51 = recognition of prior learning – granted 52 = recognition of prior learning – not granted 60 = credit transfer/national recognition 61 = superseded subject 70 = continuing enrolment 81 = non-assessable activity – satisfactorily completed 82 = non-assessable activity – withdrawn or not satisfactorily completed 85 = not yet started 90 = not yet available 99 = incorrect enrolment – delete
12	L	Contact/teacher family name*	Optional Maximum field length = 30
13	M	Contact/teacher given name*	Optional Maximum field length = 30
14	N	Contact/teacher registration number	Optional Maximum field length = 15 Issued by TRBWA Must be a whole number
15	O	Class identification	Optional The name to identify the teacher class group as specified by the provider (e.g. Class 1) Maximum field length = 20
16	P	Commencing course identifier	Optional Maximum field length = 1 3 = commencing enrolment in the skill set 4 = continuing enrolment in the skill set from a previous year 8 = unit of competency or module enrolment only
17	Q	Enrolment activity start date	Mandatory Maximum field length = 10 In dd/mm/yyyy format
18	R	Enrolment activity end date	Mandatory Maximum field length = 10 In dd/mm/yyyy format
19	S	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 (RPL or credit transfer)

Column number	Column reference	Field name	Comment
20	T	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
21	U	VET type	Optional Maximum field length = 1 Y = VET arranged or managed by schools N = VET outside of a school arrangement
22	V	VET USI	Optional Maximum field length = 10 Alphanumeric VET Unique Student Identifier (USI) is required for a skill set to be recorded on the WASSA

*Teacher's name should be exactly as registered with the TRBWA.

Excel database for DTWD funded VET skill set unit of competency results (RSUSKILL)

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

	A	B	C	D	E	F	G
1	Record type	Provider code	Skill set code	Unit of competency code	Registered training organisation provider code	Western Australian student number (WASN)	Student family name
2	RSUSKILL	1000	AF057	SISCAQU025	104975	31392404	Silver
3	RSUSKILL	1000	AF057	SISCAQU026	104975	31392404	Silver
4	RSUSKILL	1000	AF057	SISCAQU020	104975	31256022	Teal
5	RSUSKILL	1000	AF057	SISCAQU023	104975	31256022	Teal

H	I	J	K	L	M	N
Student given name	Calendar year	Academic year	Result	Contact/teacher family name*	Contact/teacher given name*	Contact/teacher registration number
Calix	2025	12	20	Delta	Sarah	77777777
Calix	2025	12	20	Delta	Sarah	77777777
Jasmine	2025	12	20	Delta	Sarah	77777777
Jasmine	2025	12	20	Delta	Sarah	77777777

O	P	Q	R	S	T	U	V
Class identification	Commencing course identifier	Enrolment activity start date	Enrolment activity end date	Delivery mode identifier	Study reason identifier	VET type	VET USI
	3	12/11/2025	14/11/2025	10		N	K5RSD982N3
	3	12/11/2025	14/11/2025	10		N	K5RSD982N3
	3	12/11/2025	14/11/2025	10		N	WVJDECUFLR
	3	12/11/2025	14/11/2025	10		N	WVJDECUFLR

11.6.5 Reporting VET results (AVETMISS release 8.0)

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

There are 14 assessment descriptions under the national reporting requirements.

Table 24: Section 11 – Results descriptions

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

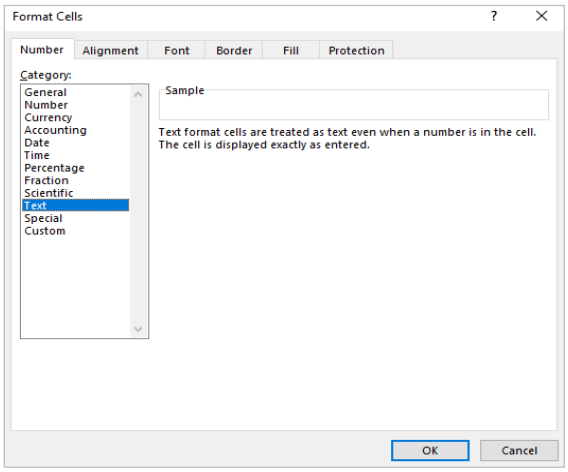
The following table provides elaboration of the values.

Table 25: Section 11 – Elaboration of results description values

Value	Description
	Assessable enrolments – reported when an enrolment in a competency or module requires the student to be assessed against at least one criterion
20	The student has been assessed and has satisfied all the requirements in the unit of competency or module.
30	The student has been assessed as not satisfying the requirements for the unit of competency or module. (The student must attempt all assessments in order to receive this outcome code.)
40	The student has withdrawn or discontinued before completing the assessment criteria, even if the student has completed some assessments and been assessed as not competent for one or more assessments.
41	The student has withdrawn or discontinued due to RTO closure.
51 and 52	Recognition of prior learning (RPL) involves the assessment of previously unrecognised skills and knowledge a student has achieved outside the formal education and training system. RPL assesses the student's informal learning to determine the extent to which that student has achieved the required learning outcomes or competency outcomes. If a unit of competency or module has any training activity associated with it, then '51 – recognition of prior learning granted' or '52 – recognition of prior learning not granted' must not be used.
60	Credit transfer is training credit for a unit of competency or module previously completed by a student. It does not involve an assessment of the student's knowledge or skills.
61	Superseded subject is used when training activity was commenced in a unit of competency or module but was not completed when superseded by another subject against which the final outcome will be recorded.
70	Continuing enrolment is a training activity in a unit of competency or module that continues for a student into a subsequent collection year, whereby the student has not completed all their assessment criteria by the end of the collection year. Continuing enrolment is reported in the current collection year and in subsequent collection years until the unit of competency or module is given one of the following: 20, 30, 40, 51, 52 or 61.
81	The student has completed the program of study in a way that satisfies the requirements of the training organisation.
82	The student has not completed the program of study in a way that satisfies the requirements of the training organisation, or the student has withdrawn after engaging in the program's activities.
85	This is a preliminary outcome code that may be used when the student has enrolled in a subject but has not yet commenced activity. It is not compulsory for 'Not yet started' activity to be included in an AVETMISS data submission, but it is available for use to accommodate some student management system requirements. Activity listed with this code in an AVETMISS data submission will not be included on Unique Student Identifier (USI) transcripts and not included in any national reports from the National Centre for Vocational Education Research (NCVER).
90	The student is yet to be assessed for the unit of competency or module. This is to be used only as an interim result and is not valid as the final result.
99	Where a student did not participate in a competency/module, the value 99 must be entered. This will ensure that the competency/module is not listed on the student's statement of results. In this case, it will not be included in any statistics relating to participation.

Notes to table

Leading zero in a number

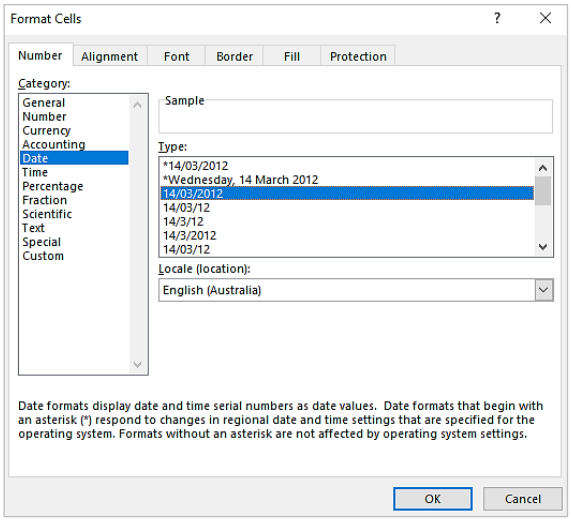


To prevent Excel automatically removing a number that leads with a zero, such as a mobile number, you will need to format the cell.

To do this:

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

Formatting cell for dates



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

Before entering the date:

1. Click on the top of the required column to highlight the whole column.
2. Right-click the mouse.
3. Choose **Format cells**.
4. Click on the **Number** tab.
5. Under **Category**, click on **Date**.
6. Under **Type**, select the third entry from the top (14/03/2012 – without an *).
7. Click on the **OK** button.

Study reason

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

If no code is entered in VET USI field

If a VET USI code has not been entered, a space must be added in the VET USI code field to maintain the format of the file. Excel will drop the column unless data has been entered (which, in this case, is a space).

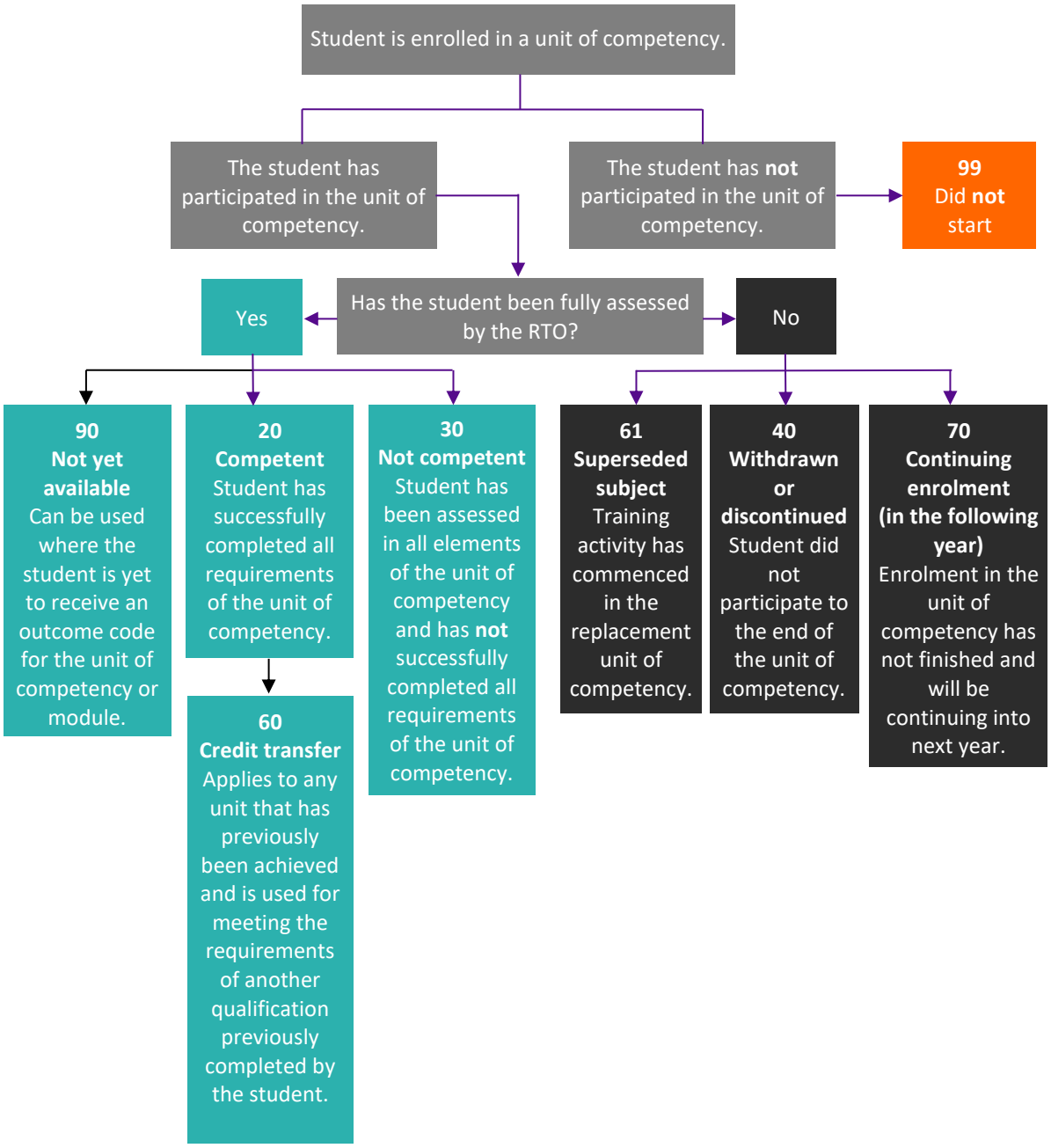
Reporting VET unit of competency achievement across multiple calendar and/or academic years

When a qualification is delivered over more than one calendar year, schools are only required to report a result of a unit of competency once.

It is not necessary to enrol and report a result for a unit of competency in subsequent years if it is linked to that same qualification. SIRS automatically tracks results of a qualification over multiple calendar years.

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

See the **Most commonly used results codes – AVETMISS outcomes identifier** below for an explanation of when particular achievement codes may be used.



Next step:

11.7 Saving data for upload into SIRS

11.6.6 Setting up an Excel database for VET qualification results (RSQUAL)

	A	B	C	D	E	F	G	H
1	Record type	Provider code	Qualification code	Registered training organisation provider code	Western Australian student number (WASN)	Student family name	Student given name	Calendar year
2	RSQUAL	1000	CHC22015	40548	31251365	Indigo	Ren	2025
3	RSQUAL	1000	CHC40213	50354	31702536	Charcoal	Aster	2025

The screenshot above shows a section of the required format for the VET qualification results (RSQUAL) database in Excel. For example, the **Record type** is required in Column A, the **Provider code** is required in Column B etc.

The layout requirements for all columns in a VET qualification results Excel database are specified in Table 26. Screenshots of all required columns are included following the table.

Notes:

- Once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.
- The RSQUAL file will only process successfully after the VET unit of competency results file (RSVET), including the minimum number of units achieved in the qualification, has been successfully processed in SIRS.

Table 26: Section 11 – Excel file format for VET qualification results (RSQUAL)

Column number	Column reference	Field name	Comment
1	A	Record type	RSQUAL Maximum field length = 6
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Qualification code	Mandatory Maximum field length = 12 Unique code for the qualification
4	D	Registered training organisation provider code	Mandatory Maximum field length = 10 The unique code of the RTO offering the qualification on behalf of the COS provider
5	E	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
6	F	Student family name	Mandatory Maximum field length = 40
7	G	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40

Column number	Column reference	Field name	Comment
8	H	Calendar year	Mandatory Maximum field length = 4 In yyyy format
9	I	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 10, 11, 12
10	J	Certificate issued	Mandatory Maximum field length = 1 Y or N Y = the student has achieved the qualification and received the qualification certificate transcript from the RTO N = the student has achieved the qualification, but has not yet received the certificate transcript from the RTO
11	K	VET USI	Optional Maximum field length = 10 Alphanumeric VET Unique Student Identifier (USI) is required for qualifications to contribute towards the WACE requirements

Excel database for VET qualification results (RSQUAL)

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

	A	B	C	D	E	F	G	H	I	J	K
1	Record type	Provider code	Qualification code	Registered training organisation provider code	Western Australian student number (WASN)	Student family name	Student given name	Calendar year	Academic year	Certificate issued	VET USI
2	RSQUAL	1000	CHC22015	40548	31251365	Indigo	Ren	2025	12	Y	9G3AJ9T95L
3	RSQUAL	1000	CHC40213	50354	31702536	Charcoal	Aster	2025	12	Y	9G3AJ9T95L

11.6.7 Setting up an Excel database for DTWD funded VET skill set results (RSSKILL)

	A	B	C	D	E	F	G	H	I
1	Record type	Provider code	Skill set code	Registered training organisation provider code	Western Australian student number (WASN)	Student family name	Student given name	Calendar year	Academic year
2	RSSKILL	1000	AF057	104975	31392404	Silver	Calix	2025	12
3	RSSKILL	1000	AF057	104975	31256022	Teal	Jasmine	2025	12

The screenshot above shows a section of the required format for the DTWD funded VET skill set results (RSSKILL) database in Excel. For example, the **Record type** is required in Column A, the **Provider code** is required in Column B etc.

The layout requirements for all columns in a DTWD funded VET skill set results Excel database are specified in Table 27. Screenshots of all required columns are included following the table.

Notes:

- Once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.
- From 2027, the Authority will no longer recognise Diploma-level qualifications for WACE achievement. Omit entries for students who have completed a Diploma-level qualification.

Table 27: Section 11 – Excel file format for DTWD funded VET skill set results (RSSKILL)

Column number	Column reference	Field name	Comment
1	A	Record type	RSSKILL Maximum field length = 7
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Skill set code	Mandatory Maximum field length = 12 Unique code for the skill set
4	D	Registered training organisation provider code	Mandatory Maximum field length = 10 The unique code of the RTO offering the skill set on behalf of the COS provider
5	E	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
6	F	Student family name	Mandatory Maximum field length = 40
7	G	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40
8	H	Calendar year	Mandatory Maximum field length = 4 In yyyy format
9	I	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 11, 12
10	J	Statement of attainment (SOA) issued	Mandatory Maximum field length = 1 Y or N Y = the student has achieved the skill set and received the skill set SOA transcript from the RTO N = the student has achieved the skill set, but has not yet received the SOA transcript from the RTO
11	K	VET USI	Optional Maximum field length = 10 Alphanumeric VET Unique Student Identifier (USI) is required for a skill set to be recorded on the WASSA

Excel database for DTWD funded VET skill set results (RSSKILL)

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

	A	B	C	D	E	F	G	H	I	J	K
1	Record type	Provider code	Skill set code	Registered training organisation provider code	Western Australian student number (WASN)	Student family name	Student given name	Calendar year	Academic year	Statement of attainment (SOA) issued	VET USI
2	RSSKILL	1000	AF057	104975	31392404	Silver	Calix	2025	12	Y	ABCDE12345
3	RSSKILL	1000	AF057	104975	31256022	Teal	Jasmine	2025	12	Y	FGHIJ67890

11.7 Saving data for upload into SIRS

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

11.7.1 File naming

There are file name conventions for each achievement type.

11.7.1.1 Course unit achievements (RSCOS)

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. RSCOS
SSSS = the provider/school code, e.g. 1000
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 unit achievements from provider/school 1000 for Year 12 would be **RSCOS1000Y1Y12.CSV**.

11.7.1.2 Student results and achievements in endorsed programs (RSEND)

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. RSEND
SSSS = the provider/school code, e.g. 1000
TT = Y1 for 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 program results and achievements from provider/school 1000 for Year 12 would be **RSEND1000Y1Y12.CSV**.

11.7.1.3 Student results and achievements in units of competency – VET credit transfer and VET integrated into VET industry specific courses (RSVET)

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. RSVET
SSSS = the provider/school code, e.g. 1000
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 results and achievements for units of competency from provider/school 1000 for Semester 1 for Year 11 would be **RSVET1000S1Y11.CSV**.

11.7.1.4 Student results and achievements in DTWD funded VET skill set units of competency (RSUSKILL)

XXXXXSSSSYYY.CSV

where **XXXXX** = record type, e.g. RSUSKILL
SSSS = the provider/school code, e.g. 1000
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 DTWD funded VET skill set results and achievements for units of competency from provider/school 1000 for Year 11 would be **RSUSKILL1000Y11.CSV**.

11.7.1.5 Student results in full VET qualifications (RSQUAL)

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. RSQUAL
SSSS = the provider/school code, e.g. 1000
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 qualifications from provider/school 1000 for Semester 1 for Year 11 would be **RSQUAL1000S1Y11.CSV**.

11.7.1.6 Student results and achievements in DTWD funded VET skill sets (RSSKILL)

XXXXXSSSSYYY.CSV

where **XXXXX** = record type, e.g. RSSKILL
SSSS = the provider/school code, e.g. 1000
YYY = Y11, Y12 for Year 11 or Year 12 data
or YUP for combined Year 11 and Year 12 data

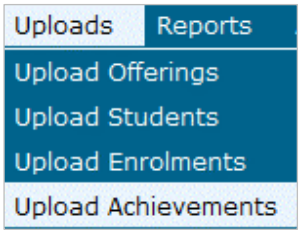
Example: the file name of DTWD funded VET skill set results from provider/school 1000 for Year 11 would be **RSSKILL1000Y11.CSV**.

11.7.2 Further changes

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

11.8 Uploading data into SIRS

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



To upload results and achievements:

1. In the blue horizontal navigation bar, hover over the **Uploads** tab (see screenshot to the right).
2. Click on **Upload Achievements**. The **Upload Achievements** fields will appear.
3. In **Achievement Type**, select either:
   - Achievements (results) in course units (RSCOS)
   - Achievements (results) in endorsed programs (RSEND)
   - Achievements (results) in VET qualifications (RSQUAL)
   - Achievements (results) in VET units of competency (RSVET)
   - Achievements (results) in DTWD funded VET skill set units of competency (RSUSKILL)
   - Achievements (results) in DTWD funded VET skill sets (RSSKILL).
4. To locate the required file on your computer, click on the **Choose File** button.
5. The **Choose File to Upload** will screen appear. Navigate to the folder where the required file is stored and click on it.
6. Click on the **Open** button. The drive, folder's path and file name will appear in the **File** field.

   Note: 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.

7. Click on **Upload File for Processing**, or you can click on the **Close** button to exit without continuing with the upload.

   Note: you can check the progress of your upload in either your email inbox or in **Private Messages**, available from the home page of the SIRS website.

11.8.1 Email messages

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

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

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

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

Failed verification
The system is unable to verify the file and send for processing, as there are errors that need to be fixed.

> Example of a failed file verification message:
>
> The VET UoC Results (RSVET): RSVET1000Y1Y10.csv has failed verification due to the following errors.
>
> Error occurred on record 26 (Student: 31600281: White, Elm). The following errors were found in this record:
>
> UoC Result not specified.

Failed processing
The system was able to verify the file, but there were errors that prevented the information from being processed by SIRS.

> Example of a failed file processing message:
>
> The VET UoC/Qualification Association File: links.csv has failed processing due to the following errors.
>
> Error occurred on record 1. The following errors were found in the record:
>
> Invalid VET UoC code: BSBADM101
> Invalid VET qualification code: BSB11115

Check all error messages produced by SIRS and try to resolve them. To assist you with resolving errors, refer to Troubleshooting in this section. If the issue has not been resolved, email Data Services at dataservices@scsa.wa.edu.au.

11.8.2 Upload confirmation

You can expect a message reporting the progress of your file upload within 15 minutes in either your email inbox or in **Private Messages**, available from the home page of the SIRS website. Processing time depends on the number of files already queued in the system as well as the size of the files to be processed.

Note: when 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 home page of the SIRS website) will also change once a file has been successfully uploaded.

See the visual representation below for a key to the **Achievements Upload Status** icons.

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 into the SIRS database

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

11.9 Troubleshooting

An unsuccessful upload of a file into SIRS may result in the following error message: **Data not uploaded successfully**. Information in this section can help you resolve issues associated with this message for the following file types:

- RSCOS, RSVET, RSUSKILL AND RSEND files
- RSSKILL (DTWD funded VET skill sets only)
- RSQUAL files (VET qualifications only).

11.9.1 Troubleshooting files (RSCOS, RSVET, RSUSKILL AND RSEND)

Table 28: Section 11 – Common error messages for RSCOS, RSVET, RSUSKILL and RSEND file upload and possible solutions

Example error messages	How to resolve the problem
Record type must be: RSVET	You are uploading a file that is not an RSVET (it may be an RSCOS etc.); however, at the time of upload 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. Check what you are uploading and select the appropriate upload type for the file you are uploading. Note: this error also occurs if your file is saved as an **.XLS** file instead of a **.CSV** file.
VET UoC code not specified or not correct format	Code is missing or incorrect – contact Data Services if you require assistance.
VET qualification code not specified or not correct format	Code is missing or incorrect – contact Data Services if you require assistance.
Unit code not specified	Code is missing or incorrect – contact Data Services if you require assistance.

Example error messages	How to resolve the problem
UoC result not specified	Result field has not been filled in.
52133 is not an Authority endorsed qualification code for current year	Check code is up-of-date – contact Data Services if you require assistance.
Invalid VET qualification code SIS50321 for 2027	From 2027, the Authority will no longer recognise Diploma-level qualifications for WACE achievement. Remove Diploma entries from the file and re-upload.
Specified VET UoC enrolment end date must not be prior to the VET UoC enrolment start date	Dates have been entered incorrectly – enter an end date that is after the start date.
Student identified by: 18245444 is not currently enrolled in a course with code: VIT for current year	This student is not enrolled in the course so cannot be given a result. Upload an ENCOS/ENVET file, as appropriate.
VET UoC enrolment start date is not a valid date	Start date is incorrect (possibly in incorrect format).
UoC code not linked to DTWD funded VET skill set	Code is missing or incorrect – contact the Data Services if you require assistance.
The teacher's name Smith, Noni does not match the name of the teacher with the same TRBWA number 32337882 in SIRS. Please check that you have assigned the correct TRBWA number to the teacher by checking the TRBWA number of the teacher at http://www.trb.wa.gov.au and then selecting the Register of Teachers menu item. If the number is correct, contact dataservices@scsa.wa.edu.au to resolve this problem	The teacher is possibly listed in SIRS with their previous family name (surname), i.e. Smith. They may have recently changed their name to Brown and SIRS will only accept Brown on the upload information. SIRS information is received from the TRBWA, and schools need to contact Data Services to check on the correct name/number.
Student identified by number: 22151402 has a different academic year specified in their demographic record	This student is currently registered in SIRS with a different academic year. Contact dataservices@scsa.wa.edu.au 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, complete the *Request to change academic year* form and send it to the Authority. Check the *Activities Schedule* on the Authority website on the Activities Schedule page (https://scsa.wa.edu.au/publications/activities-schedule) for the final date the Authority will accept forms to change a student's academic year.
Student identified by number: 21200752 has a name other than specified: Anne, Sulaman	The student's name is different from the one in SIRS. Check the student's details in your school system, generate a new SRGDG file and upload it 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 Data Services at dataservices@scsa.wa.edu.au to make these changes.
Y09 is not a valid academic year for standalone UoC enrolment. Needs to be higher than Year 9	Year 9 students can only be enrolled in VET UoCs by special arrangement. Contact Data Services for further details.

Example error messages	How to resolve the problem
The number of columns for this file must not be less than 16. Make sure the uploaded file is a valid file in either .CSV or fixed length format and matches with the selected type of course results (RSCOS)	This message appears when there is no information in the final column in the file being uploaded. Enter a space in each row to maintain the format of the file. Excel will drop the column unless data has been entered (which, in this case, is a space).
We are unable to process this record as the last date for result changes to Year 12 data for the current year has passed. Contact dataservices@scsa.wa.edu.au if you still need to make changes to your students' data	The database has been locked for changes. Contact dataservices@scsa.wa.edu.au, who may be able to upload the file for you. There are some changes that cannot be made until the following year due to end-of-year processing.
Course unit code: ATENG as part of the course with the code: ENG is not offered by the provider with code: 1000 for the current year	Upload your OFCOS file and an ENCOS file to ensure the course is offered and the student is enrolled.
The student identified by: 20622166 is not currently enrolled in a course with code: ENG for the current year	Upload an ENCOS file with the student included in the course units that are showing as not enrolled.

11.9.2 Troubleshooting files for VET results – DTWD funded VET skill sets only (RSSKILL)

Table 29: Section 11 – Common error messages for RSSKILL file upload and possible solutions

Example error messages	How to resolve the problem
Warning occurred on record: 14 (Student: 21632418: Builder, John). The following issue should be noted: – this record has been ignored as student 21632418 has not achieved the minimum number of units of competency required to complete the skill set AE456	Check the student summary details report (CSE012) in SIRS to see DTWD funded VET skill set unit of competency (UoC) enrolments for students. All UoCs towards a DTWD funded VET skill set must be enrolled under the same skill set code and RTO code.
Warning occurred on record: 2 (Student: 21632418: Builder, John). The following issue should be noted: – this record has been ignored as student 21632418 is not enrolled to any unit of competency linked to the DTWD funded VET skill set AE456 and RTO 52280 in the current year	Check the student summary details report (CSE012) in SIRS to see if the student is enrolled in the UoCs for the DTWD funded VET skill set in the current year. At least one enrolment must be in the current year for the RSSKILL file to process. Check that the RTO code for the UoCs and the RTO code in the RSSKILL file match. If not, adjust UoC enrolments or codes in the RSSKILL file as appropriate.

Notes to table

Reporting VET unit of competency results across multiple calendar and/or academic years
When a DTWD funded VET skill set is delivered over more than one calendar year, schools are only required to report a result of a unit of competency once.

It is not necessary to enrol and report results for a unit of competency in subsequent years if it is linked to that same DTWD funded VET skill set. SIRS automatically tracks results of a DTWD funded VET skill set over multiple calendar years.

If a unit of competency has already been achieved and forms part of a different qualification/VET skill set, or the DTWD funded VET skill set code or RTO code has changed, schools are required to report subsequent results as **60: credit transfer**.

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

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

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

Table 30: Section 11 – Common error messages for RSQUAL file upload and possible solutions

Example error messages	How to resolve the problem
Warning occurred on record: 14 (Student: 21632418: Builder, John). The following issue should be noted: – this record has been ignored as student 21632418 has not achieved the minimum number of units of competency required to complete the qualification BSB20120	Check the student summary details report (CSE012) in SIRS to see unit of competency (UoC) enrolments for students. All UoCs towards a qualification must be enrolled under the same qualification code and RTO code.
Warning occurred on record: 2 (Student: 21632418: Builder, John). The following issue should be noted: – this record has been ignored as student 21632418 is not enrolled to any unit of competency linked to the qualification BSB20120 and RTO 52280 in the current year	Check the student summary details report (CSE012) in SIRS to see if the student is enrolled in the UoCs for the qualification in the current year. At least one enrolment must be in the current year for the RSQUAL file to process. If a qualification was completed in a previous year, contact dataservices@scsa.wa.edu.au to upload it into SIRS. Check that the RTO code for the UoCs and the RTO code in the RSQUAL file match. If not, adjust UoC enrolments or codes in the RSQUAL file as appropriate.

Notes to table

Reporting VET unit of competency results across multiple calendar and/or academic years
When a qualification is delivered over more than one calendar year, schools are only required to report a result of a unit of competency once.

It is not necessary to enrol and report results for a unit of competency in subsequent years if it is linked to that same qualification. SIRS automatically tracks results of a qualification over multiple calendar years.

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

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

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

11.10 Generating a report to identify missing results and achievements for courses, units of competency and endorsed programs

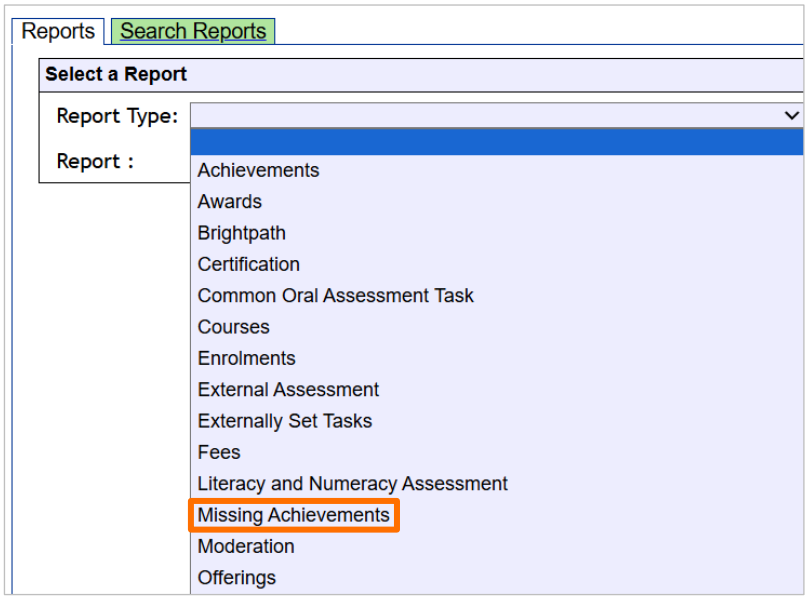
You can generate a report for students with missing results and achievements for courses, VET units of competency and endorsed programs.

To run a report:

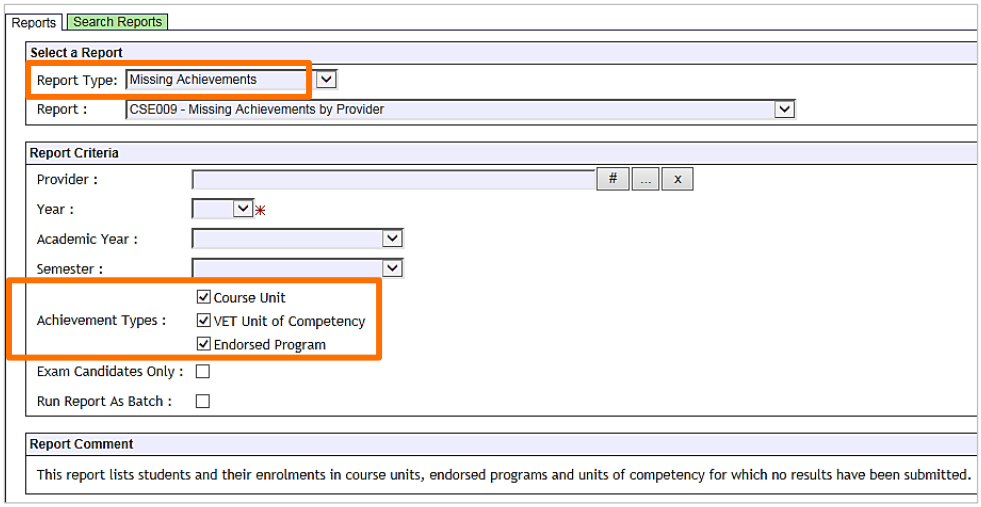
1. In the blue horizontal navigation bar, hover over the **Reports** tab (see screenshot to the right).
2. Click on **Other Reports**. The **Other Reports** fields will appear.



3. Select the **Report Type** as **Missing Achievements** from the drop-down list (see screenshot below).



4. Select the **Report** as **CSE009 – Missing Achievements by Provider** from the drop-down list (see screenshot below).
5. Select **Year** and **Academic Year** (if required).
6. Untick the **Achievement Types** check boxes as required (see screenshot below).

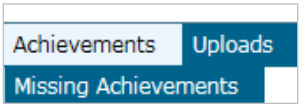


7. Click on the **Generate Report** button (see example reports in Examples of missing results and achievements reports).

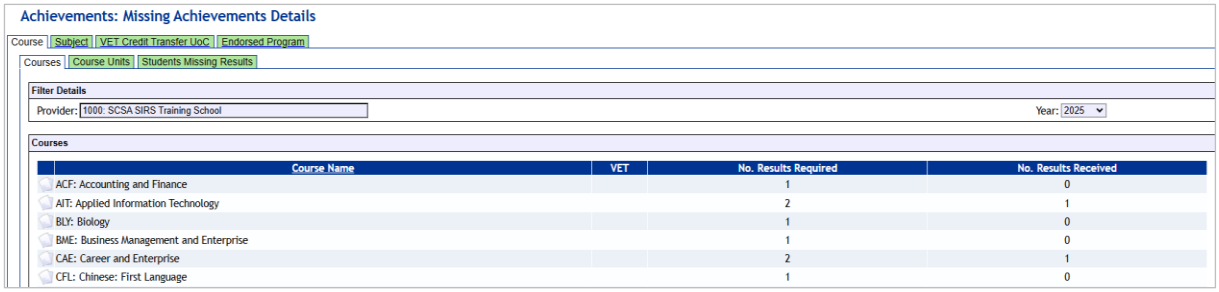
11.11 Identifying missing results and achievements for courses, units of competency and endorsed programs without generating a report

Once all results and achievements have been uploaded into SIRS via the RSCOS, RSEND and RSVET files, schools can identify any missing results and achievements without running a report.

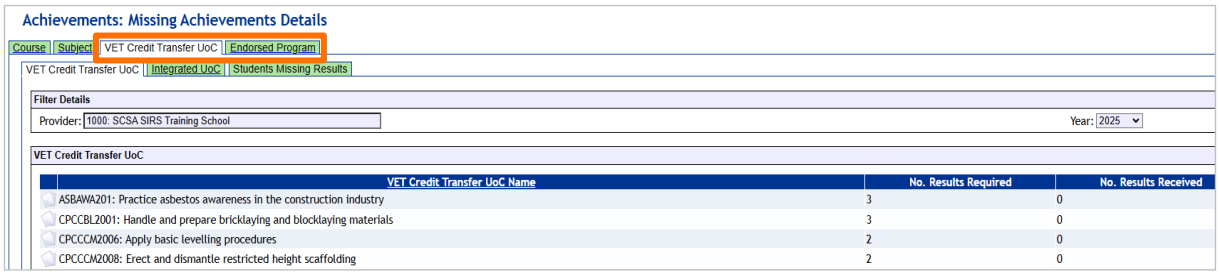
To do this:



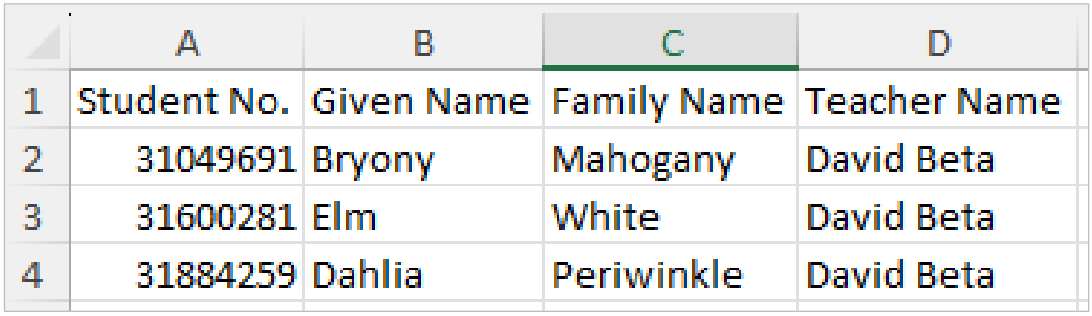
1. In the blue horizontal navigation bar, hover over **Achievements** (see screenshot to the right).
2. Click on **Missing Achievements**. The **Missing Achievements Details** fields appear.
3. Select the correct **Academic Year**.
4. Click on the **Search Results** tab. The missing results and achievements for **Courses** will appear and the **VET Credit Transfer UoC** and **Endorsed Program** tabs can be seen (see screenshot below).



5. Click on the **document** icon next to each course to view any missing achievement details.
6. Click on the tabs to view missing achievement details for **VET Credit Transfer UoC** and **Endorsed Programs** (see screenshot below).



7. Click on the **document** icon next to the **VET Credit Transfer UoC** or **Endorsed Program** name.
8. Click on the **Export** button to create a **.CSV** file containing the names of students with missing units of competency (see the screenshot below). You can use this information to follow up on missing results and achievements.



	A	B	C	D
1	Student No.	Given Name	Family Name	Teacher Name
2	31049691	Bryony	Mahogany	David Beta
3	31600281	Elm	White	David Beta
4	31884259	Dahlia	Periwinkle	David Beta

11.12 Examples of missing results and achievements reports

CSE009 School Curriculum and Standards Authority Time 10:47:22 Date 04/07/25

Enrolment with Missing Result

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Year 12, 2025

Course Enrolment

1000 : SCSA SIRS Training School

Semester	Unit	Unit Score	Practical Unit Score	Written Unit Score	Grade	
Year 12 31702536 Charcoal, Aster						
Full Year	ATCHE	[Score: ?]		[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATDES	[Score: ?]	[Score: ?]	[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATENG	[Score: ?]		[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATHBY	[Score: ?]		[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	GTBME	[Score: ?]			[Grade: ?]	
						Total No. of Units: 5
Year 12 31049691 Mahogany, Bryony						
Full Year	GTENG	[Score: ?]			[Grade: ?]	
						Total No. of Units: 1

CSE009 School Curriculum and Standards Authority Time 11:04:34 Date 04/07/25

Enrolment with Missing Result

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Year 12, 2025

VET UoC Enrolment

(NOTE: * indicates resulted with code 90)

1000 : SCSA SIRS Training School

UoC	RTO	Integrated with	Semester
Qualification: 52893WA: Certificate II in Building and Construction (Pathway - Trades)			
Year 12 31049691 Mahogany, Bryony			
ASBAWA201 : Practice asbestos awareness in the construction industry	52787: South Metropolitan TAFE	VET Credit Transfer	
CPCCBL2001 : Handle and prepare bricklaying and blocklaying materials	52787: South Metropolitan TAFE	VET Credit Transfer	

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Enrolment with Missing Result

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All Students, 2025

Endorsed Program Enrolment

1000 : SCSA SIRS Training School

Academic Year Student	Program Code	Program Provider	Program Title	Qualification	Semester
Provider-developed					
Year 12 31049691 Mahogany, Bryony					
	PIMS		Instrumental and Ensemble Music Performance		Full Year
	PK4L		Keys4Life - Pre-driver Education Course		Full Year
					Total No. of Programs: 2

11.13 Further help

For issues relating to the information contained in the *Data Procedures Manual 2027*, email Data Services at dataservices@scsa.wa.edu.au.