



# Data Procedures Manual 2019

## Section 3: Offerings

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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.

## 3.1 Overview

Schools are required to provide the Authority with records of the courses they offer to students. 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

## 3.2 Course offerings

### 3.2.1 Declarations

Schools are required to certify the conditions under which courses are being offered by completing declaration forms located on the Authority website under Applications and Order Forms. Note: the following forms are available for limited periods, according to the Authority's deadlines.

- *WACE course declaration form*
- *VET industry specific course declaration form*

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

Schools are required to complete an [Endorsed programs enrolment declaration form](#) if they are offering an endorsed program to their students.

### 3.2.2 Course codes 2019

[Codes for each course](#) can be found on the Authority website or in the *WACE Manual 2019*.

Codes for the following courses can be found in this section of the *Data Procedures Manual 2019*:

- [Course codes for ATAR, General and Foundation](#)
- [Interstate Languages \(NSW/SA/VIC\)](#)
- [Course codes for VET industry specific courses](#)
- [Preliminary](#)

#### 3.2.2.1 Structure of the course codes

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

**Table 1: Section 3 – Structure of the course codes for ATAR, General, Foundation and VET industry specific courses**

First character	Second character	Third to fifth characters	Sixth character
<b>A</b> ATAR course	<b>1</b> Unit 1 Year 11	Examples	Examples
<b>G</b> General course	<b>2</b> Unit 2 Year 11	<b>ENG</b> English	<b>M</b> Metal
<b>F</b> Foundation course	<b>E</b> Year 11 pair of units (Units 1 and 2)	<b>VBF</b> Business and Financial Services (VET industry specific)	<b>T</b> Textiles
<b>V</b> VET industry specific course	<b>T</b> Year 12 pair of units (Units 3 and 4)		<b>W</b> Wood <b>B*</b> Certificate II in Business

\*VET industry specific qualification

**Table 2: Section 3 – Structure of the course codes for Preliminary courses**

First character	Second character	Third to fifth characters	Sixth character
<b>P</b> Preliminary course	<b>1</b> Unit 1	Examples	Examples
	<b>2</b> Unit 2	<b>ENG</b> English	<b>M</b> Metal
	<b>3</b> Unit 3	<b>MDT</b> Materials Design and Technology	<b>T</b> Textiles
	<b>4</b> Unit 4		<b>W</b> Wood

### 3.2.2.2 Examples of courses and their codes

- General course, Unit 1 Year 11, Materials Design and Technology, Textiles – G1MDTT
- General course, Year 12, Materials Design and Technology, Textiles – GTMDTT
- ATAR course, Year 11, Materials Design and Technology, Textiles – AEMDTT
- VET industry specific Year 11 Certificate III in Media – VEVCID
- Preliminary course, Unit 1, English – P1ENG
- Preliminary course, Unit 4, Materials Design and Technology, Wood – P4MDTW.

### 3.2.2.3 Course codes for ATAR, General and Foundation

**Table 3: Section 3 – Course unit codes for 2019**

Note: Courses marked \* have both written and practical examinations.

Subject title	Subject code	ATAR (A) Course code	ATAR (A) Examinable Course code	General (G) Course code	Foundation (F) Course code
Aboriginal and Intercultural Studies	AIS	AEAIS (A1AIS, A2AIS)	ATAIS	GEAIS (G1AIS, G2AIS) GTAIS	
Aboriginal Languages of Western Australia	ABL			GEABL (G1ABL, G2ABL) GTABL	
Accounting and Finance	ACF	AEACF (A1ACF, A2ACF)	ATACF	GEACF (G1ACF, G2ACF) GTACF	

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Subject title	Subject code	ATAR (A) Course code	ATAR (A) Examinable Course code	General (G) Course code	Foundation (F) Course code
Ancient History	HIA	AEHIA (A1HIA, A2HIA)	ATHIA	GEHIA (G1HIA, G2HIA) GTHIA	
Animal Production Systems	APS	AEAPS (A1APS, A2APS)	ATAPS	GEAPS (G1APS, G2APS) GTAPS	
Applied Information Technology	AIT	AEAIT (A1AIT, A2AIT)	ATAIT	GEAIT (G1AIT, G2AIT) GTAIT	FEAIT (F1AIT, F2AIT) FTAIT
Automotive Engineering and Technology	AET			GEAET (G1AET, G2AET) GTAET	
Aviation*	AVN	AEAVN (A1AVN, A2AVN)	ATAVN*	GEAVN (G1AVN, G2AVN) GTAVN	
Biology	BLY	AEBLY (A1BLY, A2BLY)	ATBLY	GEPLY (G1BLY, G2BLY) GTBLY	
Building and Construction	BCN			GEBCN (G1BCN, G2BCN) GTBCN	
Business Management and Enterprise	BME	AEBME (A1BME, A2BME)	ATBME	GEBME (G1BME, G2BME) GTBME	
Career and Enterprise	CAE	AECAE (A1CAE, A2CAE)	ATCAE	GECAE (G1CAE, G2CAE) GTCAE	FECAE (F1CAE, F2CAE) FTCAE
Chemistry	CHE	AECHE (A1CHE, A2CHE)	ATCHE	GECHE (G1CHE, G2CHE) GTCHE	
Children, Family and the Community	CFC	AECFC (A1CFC, A2CFC)	ATCFC	GECFC (G1CFC, G2CFC) GTCFC	
Chinese: Second Language*	CSL	AECSL (A1CSL, A2CSL)	ATCSL*	GECSL (G1CSL, G2CSL) GTCSL	
Computer Science	CSC	AECSC (A1CSC, A2CSC)	ATCSC	GECSL (G1CSC, G2CSC) GTCSC	
Dance*	DAN	AEDAN (A1DAN, A2DAN)	ATDAN*	GEDAN (G1DAN, G2DAN) GTDAN	

Subject title	Subject code	ATAR (A) Course code	ATAR (A) Examinable Course code	General (G) Course code	Foundation (F) Course code
Design*	DES	AEDES (A1DES, A2DES)	ATDES*	GEDES GEDESG GEDESP GEDEST (G1DES, G1DESD, G1DESG, G1DESP, G1DEST, G2DES, G2DESD, G2DESG, G2DESP, G2DEST) GTDES GTDESG GTDESP GTDEST	
Drama*	DRA	AEDRA (A1DRA, A2DRA)	ATDRA*	GEDRA (G1DRA, G2DRA) GTDRA	
Earth and Environmental Science	EES	AEEES (A1EES, A2EES)	ATEES	GEEES (G1EES, G2EES) GTEES	
Economics	ECO	AEECO (A1ECO, A2ECO)	ATECO	GEECO (G1ECO, G2ECO) GTECO	
Engineering Studies	EST	AEEST (A1EST, A2EST)	ATEST	GEEST (G1EST, G2EST) GTEST	
English	ENG	AEENG (A1ENG, A2ENG)	ATENG	GEENG (G1ENG, G2ENG) GTENG	FEENG (F1ENG, F2ENG) FTENG
English as an Additional Language or Dialect*	ELD	AEELD (A1ELD, A2ELD)	ATELD*	GEELD (G1ELD, G2ELD) GTELD	FEELD (F1ELD, F2ELD) FTELD
Food Science and Technology	FST	AEFST (A1FST, A2FST)	ATFST	GEFST (G1FST, G2FST) GTFST	
French: Background Language*	FBL	AEFBL (A1FBL, A2FBL)	ATFBL*		
French: Second Language*	FSL	AEFSL (A1FSL, A2FSL)	ATFSL*	GEFSL (G1FSL, G2FSL) GTFSL	
Geography	GEO	AECEO (A1GEO, A2GEO)	ATGEO	GECEO (G1GEO, G2GEO) GTGEO	

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Subject title	Subject code	ATAR (A) Course code	ATAR (A) Examinable Course code	General (G) Course code	Foundation (F) Course code
German: Background Language*	GBL	AEGBL (A1GBL, A2GBL)	ATGBL*		
German: Second Language*	GSL	AEGSL (A1GSL, A2GSL)	ATGSL*	GEGSL (G1GSL, G2GSL) GTGSL	
Health Studies	HEA	AEHEA (A1HEA, A2HEA)	ATHEA	GEHEA (G1HEA, G2HEA) GTHEA	
Health, Physical and Outdoor Education	HPO				FEHPO (F1HPO, F2HPO) FTHPO
Human Biology	HBY	AEHBY (A1HBY, A2HBY)	ATHBY	GEHBY (G1HBY, G2HBY) GTHBY	
Indonesian: Second Language*	IND	AEIND (A1IND, A2IND)	ATIND*	GEIND (G1IND, G2IND) GTIND	
Integrated Science	ISC	AEISC (A1ISC, A2ISC)	ATISC	GEISC (G1ISC, G2ISC) GTISC	
Italian: Background Language*	ITB	AEITB (A1ITB, A2ITB)	ATITB*		
Italian: Second Language*	ISL	AEISL (A1ISL, A2ISL)	ATISL*	GEISL (G1ISL, G2ISL) GTISL	
Japanese: Second Language*	JSL	AEJSL (A1JSL, A2JSL)	ATJSL*	GEJSL (G1JSL, G2JSL) GTJSL	
Literature	LIT	AELIT (A1LIT, A2LIT)	ATLIT	GELIT (G1LIT, G2LIT) GTLIT	
Marine and Maritime Studies	MMS	AEMMS (A1MMS, A2MMS)	ATMMS	GEMMS (G1MMS, G2MMS) GTMMS	

Subject title	Subject code	ATAR (A) Course code	ATAR (A) Examinable Course code	General (G) Course code	Foundation (F) Course code
Materials Design and Technology*	MDT	AEMDTM AEMDTT AEMDTW (A1MDTM, A1MDTT, A1MDTW, A2MDTM, A2MDTT, A2MDTW)	ATMDTM* ATMDTT* ATMDTW*	GEMDTM GEMDTT GEMDTW (G1MDTM, G1MDTT, G1MDTW, G2MDTM, G2MDTT, G2MDTW) GTMDTM GTMDTT GTMDTW	
Mathematics	MAT				FEMAT (F1MAT, F2MAT) FTMAT
Mathematics Applications	MAA	AEMAA (A1MAA, A2MAA)	ATMAA		
Mathematics Essential	MAE			GEMAE (G1MAE, G2MAE) GTMAE	
Mathematics Methods	MAM	AEMAM (A1MAM, A2MAM)	ATMAM		
Mathematics Specialist	MAS	AEMAS (A1MAS, A2MAS)	ATMAS		
Media Production and Analysis*	MPA	AEMPA (A1MPA, A2MPA)	ATMPA*	GEMPA (G1MPA, G2MPA) GTMPA	
Modern History	HIM	AEHIM (A1HIM, A2HIM)	ATHIM	GEHIM (G1HIM, G2HIM) GTHIM	
Music*	MUS	AEMUSC AEMUSJ AEMUSW (A1MUSC, A1MUSJ, A1MUSW, A2MUSC, A2MUSJ, A2MUSW)	ATMUSC* ATMUSJ* ATMUSW*	GEMUS (G1MUS, G2MUS) GTMUS	
Outdoor Education	OED	AEOED (A1OED, A2OED)	ATOED	GEOED (G1OED, G2OED) GTOED	

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Subject title	Subject code	ATAR (A) Course code	ATAR (A) Examinable Course code	General (G) Course code	Foundation (F) Course code
Philosophy and Ethics	PAE	AEPAE (A1PAE, A2PAE)	ATPAE	GEPAE (G1PAE, G2PAE) GTPAE	
Physical Education Studies*	PES	AEPES (A1PES, A2PES)	ATPES*	GEPEP (G1PES, G2PES) GTPES	
Physics	PHY	AEPHY (A1PHY, A2PHY)	ATPHY	GEPHY (G1PHY, G2PHY) GTPHY	
Plant Production Systems	PPS	AEPSP (A1PPS, A2PPS)	ATPPS	GEPPS (G1PPS, G2PPS) GTPPS	
Politics and Law	PAL	AEPAL (A1PAL, A2PAL)	ATPAL	GEPAL (G1PAL, G2PAL) GTPAL	
Psychology	PSY	AEPSY (A1PSY, A2PSY)	ATPSY	GEPSY (G1PSY, G2PSY) GTPSY	
Religion and Life	REL	AEREL (A1REL, A2REL)	ATREL	GEREL (G1REL, G2REL) GTREL	
Visual Arts*	VAR	AEVAR (A1VAR, A2VAR)	ATVAR*	GEVAR (G1VAR, G2VAR) GTVAR	

### 3.2.2.4 Course codes for Interstate Languages (NSW/SA/VIC)

**Table 4: Section 3 – Course unit codes for 2019**

Note: Courses marked \* have both written and practical examinations.

Interstate Languages	State	Code	ATAR (A) Course code	ATAR (A) Examinable Course code
Armenian*	NSW	ARM	AARM (A1ARM, A2ARM)	ATARM
Chinese: Background Language* (Chinese in Context NSW)	NSW	CBL	AECBL (A1CBL, A2CBL)	ATCBL
Chinese: First Language (Chinese and Literature NSW)	NSW	CFL	AECFL (A1CFL, A2CFL)	ATCFL
Croatian*	NSW	CRO	AECRO (A1CRO, A2CRO)	ATCRO
Filipino*	NSW	FIL	AEFIL (A1FIL, A2FIL)	ATFIL
Indonesian: Background Language* (Indonesian in Context NSW)	NSW	IBL	Not available 2019	ATIBL



Interstate Languages	State	Code	ATAR (A) Course code	ATAR (A) Examinable Course code
Indonesian: First Language (Indonesian and Literature NSW)	NSW	IFL	AEIFL (A1IFL, A2IFL)	ATIFL
Japanese: Background Language* (Japanese in Context NSW)	NSW	JBL	AEJBL (A1JBL, A2JBL)	ATJBL
Japanese: First Language (Japanese and Literature NSW)	NSW	JFL	AEJFL (A1JFL, A2JFL)	ATJFL
Korean: Background Language* (Korean in Context NSW)	NSW	KBL	AEKBL (A1KBL, A2KBL)	ATKBL
Serbian*	NSW	SER	AESER (A1SER, A2SER)	ATSER
Swedish*	NSW	SWE	AESWE (A1SWE, A2SWE)	ATSWE
Hungarian*	SA	HUN	AEHUN (A1HUN, A2HUN)	ATHUN
Modern Greek*	SA	GRE	AEGRE (A1GRE, A2GRE)	ATGRE
Khmer*	SA	KHM	AEKHM (A1KHM, A2KHM)	ATKHM
Malay: Background Speakers	SA	MBS	AEMBS (A1MBS, A2MBS)	ATMBS
Polish*	SA	POL	AEPOL (A1POL, A2POL)	ATPOL
Spanish*	SA	SPA	AESPA (A1SPA, A2SPA)	ATSPA
Arabic*	VIC	ARA	AEARA (A1ARA, A2ARA)	ATARA
Auslan*	VIC	AUS	AEAUS (A1AUS, A2AUS)	ATAUS
Bosnian*	VIC	BOS	AEBOS (A1BOS, A2BOS)	ATBOS
Chin Hakha*	VIC	CHA	AECHA (A1CHA, A2CHA)	ATCHA
Dutch*	VIC	DUT	AEDUT (A1DUT, A2DUT)	ATDUT
Hebrew*	VIC	HEB	AEHEB (A1HEB, A2HEB)	ATHEB
Hindi*	VIC	HIN	AEHIN (A1HIN, A2HIN)	ATHIN
Karen*	VIC	KAR	AEKAR (A1KAR, A2KAR)	ATKAR
Macedonian*	VIC	MAC	AEMAC (A1MAC, A2MAC)	ATMAC

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Interstate Languages	State	Code	ATAR (A) Course code	ATAR (A) Examinable Course code
Maltese*	VIC	MAL	AEMAL (A1MAL, A2MAL)	ATMAL
Persian*	VIC	PER	AEPER (A1PER, A2PER)	ATPER
Portuguese*	VIC	POR	AEPOR (A1POR, A2POR)	ATPOR
Punjabi*	VIC	PUN	AEPUN (A1PUN, A2PUN)	ATPUN
Romanian*	VIC	ROM	AEROM (A1ROM, A2ROM)	ATROM
Russian*	VIC	RUS	AERUS (A1RUS, A2RUS)	ATRUS
Sinhala*	VIC	SIN	AEIN (A1SIN, A2SIN)	ATSIN
Tamil*	VIC	TAM	AETAM (A1TAM, A2TAM)	ATTAM
Turkish*	VIC	TUR	AETUR (A1TUR, A2TUR)	ATTUR
Vietnamese*	VIC	VIE	AEVIE (A1VIE, A2VIE)	ATVIE
Yiddish*	VIC	YID	AEYID (A1YID, A2YID)	ATYID

### 3.2.2.5 Course codes for VET industry specific courses

**Table 5: Section 3 – Course unit codes for 2019 ( new and continuing enrolments)**

Note: Qualifications are current at the time of publishing. Subsequent versions of qualifications are available upon request.

\*Requires more Workplace Learning (WPL) than other qualifications at the same level.

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

\*\*\*Available as a pre-apprenticeship only.

Course Code and Title	Qual Code	Qualification Title and Course Unit Code/s	Total UoC	Core	Elec	Mandated Elec	AD WPL
VAU Automotive	AUR10116	Certificate I in Automotive Vocational Preparation (VEVAU)	8	5	3	N	55
	AUR20716	Certificate II in Automotive Vocational Preparation (VEVAUP, VTVAUP)	12	7	5	N	110

Course Code and Title	Qual Code	Qualification Title and Course Unit Code/s	Total UoC	Core	Elec	Mandated Elec	AD WPL	
	AUR20516	Certificate II in Automotive Servicing Technology (VEVAUV, VTVAUV)***	20	13	7	N	110	
	AUR20916	Certificate II in Automotive Body Repair Technology (VEVAUB, VTVAUB)	13	5	8	N	110	
VBF	Business and Financial Services	BSB10115	Certificate I in Business (VEVBF)	6	1	5	N	55
		BSB20115	Certificate II in Business (VEVBFB, VTVBFB)	12	1	11	N	110
		BSB30115	Certificate III in Business (VEVBFS, VTVBFS)	12	1	11	N	110
		FNS10115	Certificate I in Financial Services (VEVBFF)	6	6	0	N	55
		FNS20115	Certificate II in Financial Services (VEVBFN, VTVBFN)	8	4	4	N	110
VCS	Community Services and Health	CHC22015	Certificate II in Community Services (VEVCSS, VTVCSS)	9	5	4	N	110
		CHC30113	Certificate III in Early Childhood Education and Care (VEVCSC, VTVCS)	18	15	3	N	110
		CHC30213	Certificate III in Education Support (VEVCSE, VTVCS)	17	12	5	N	110
		HLT23215	Certificate II in Health Support Services (VEVCSH, VTVCSH)	12	4	8	N	110
VCO	Construction Industries	CPC10111*	Certificate I in Construction** (VEVCO)	11	8	0	3	110
		52824WA*	Certificate II in Building and Construction** (Pathway - Trades) (VEVCO, VTVCO)***	13	7	6	N	220
		52700WA*	Certificate II in Plumbing (VEVCOP, VTVCO)	16	16	0	N	220
		52825WA	Certificate II in Building and Construction (Pathway - Para	12	12	0	N	110

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Course Code and Title	Qual Code	Qualification Title and Course Unit Code/s	Total UoC	Core	Elec	Mandated Elec	AD WPL	
		Professional) (VEVCON, VTVCOR)						
	RII10115	Certificate I in Resources and Infrastructure Operations** (VEVCOR)	6	3	3	N	55	
	RII20715	Certificate II in Civil Construction** (VEVCOR, VTVCOR)	16	10	6	N	110	
	UEE20711	Certificate II in Data and Voice Communications (VEVCOD, VTVCOD)	10	9	1	N	110	
	UEE22011*	Certificate II in Electrotechnology – Career Start (VEVCOE, VTVCOE)***	9	6	3	N	220	
VCI	Creative Industries	CUA20615	Certificate II in Music Industry (VEVCI, VTVCI)	8	3	2	3	55
		CUA30915	Certificate III in Music Industry (VEVCIT, VTVCIT)	11	4	5 or 7	2 or zero	110
		CUA10215	Certificate I in Aboriginal or Torres Strait Islander Cultural Arts (VEVCIC)	6	4	2	N	55
		CUA20715	Certificate II in Visual Arts (VEVCIV, VTVCIV)	9	4	5	N	110
		CUA31115	Certificate III in Visual Arts (VEVCIA, VTVCIA)	12	4	8	N	110
		CUA20215	Certificate II in Creative Industries (Media) (VEVCIN, VTVCIN)	10	3	7	N	110
		CUA20215	Certificate II in Creative Industries (Live Production) (VEVCIN, VTVCIN)	10	3	7	N	110
		CUA31015	Certificate III in Screen and Media (VEVCID, VTVCID)	11	3	8	N	110
VEN	Engineering	MEM10105	Certificate I in Engineering** (VEVEN)	10	4	6	N	55
		MEM20413	Certificate II in Engineering Pathways (VEVENV, VTVENV)	12	4	8	N	110

Course Code and Title	Qual Code	Qualification Title and Course Unit Code/s	Total UoC	Core	Elec	Mandated Elec	AD WPL	
	MEM20105*	Certificate II in Engineering** (VEVEN, VTVEN)***	18	5	13	N	220	
VHT	Hospitality and Tourism	SIT10216	Certificate I in Hospitality (VEVHT)	6	3	3	N	55
		SIT20316	Certificate II in Hospitality (VEVHTF, VTVHTF)	12	6	6	N	110
		SIT20416	Certificate II in Hospitality (Kitchen Operations) (VEVHTK, VTVHTK)	13	8	5	N	110
		SIT10116	Certificate I Tourism (Australian Indigenous Culture) (VEVHTO)	6	2	4	N	55
		SIT20116	Certificate II in Tourism (VEVHTU, VTVHTU)	11	4	7	N	110
VIT	Information and Communications Technology	ICT10115	Certificate I in Information, Digital Media and Technology (VEVIT)	6	4	2	N	55
		ICT20115	Certificate II in Information, Digital Media and Technology (VEVITG, VTVITG)	14	7	7	N	110
		ICT30115	Certificate III in Information, Digital Media and Technology (VEVITS, VTVITS)	17	6	11	N	110
VPI	Primary Industries	AHC10216	Certificate I in Agrifood Operations (VEVPIF)	6	2	4	N	55
		AHC20116	Certificate II in Agriculture** (VEVPIA, VTVPIA)	18	3	15	N	110
		AHC21216	Certificate II in Rural Operations** (VEVPIA, VTVPIA)	15	3	12	N	110
VSR	Sport and Recreation	SIS10115	Certificate I in Sport and Recreation (VEVSR)	8	5	3	N	55
		SIS20115	Certificate II in Sport and Recreation** (VEVSRS, VTVSRS)	13	8	5	N	110

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Course Code and Title	Qual Code	Qualification Title and Course Unit Code/s	Total UoC	Core	Elec	Mandated Elec	AD WPL
	SIS20513	Certificate II in Sport Coaching** (VEVSRS, VTVSRS)	13	8	5	N	110

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

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

\*\*\*Please refer to the latest VET in Schools Qualification Register for details on relevant delivery options.

### 3.2.2.6 Course codes for preliminary course offerings for 2019

**Table 6: Section 3 – Preliminary course offerings for 2019**

Preliminary courses	Subject Code	Unit codes (P)
Business Management and Enterprise	BME	P1BME, P2BME, P3BME, P4BME
English	ENG	P1ENG, P2ENG, P3ENG, P4ENG
Food Science and Technology	FST	P1FST, P2FST, P3FST, P4FST
Health and Physical Education	HPE	P1HPE, P2HPE, P3HPE, P4HPE
Materials Design and Technology	MDT	P1MDTM, P2MDTM, P3MDTM, P4MDTM, P1MDTT, P2MDTT, P3MDTT, P4MDTT, P1MDTW, P2MDTW, P3MDTW, P4MDTW
Mathematics	MAT	P1MAT, P2MAT, P3MAT, P4MAT
Religion and Life	REL	P1REL, P2REL, P3REL, P4REL
Visual Arts	VAR	P1VAR, P2VAR, P3VAR, P4VAR

### 3.2.2.7 Recording course offerings data

Data can be entered into school database systems, including (but not restricted to) Civica MAZE, Reporting to Parents (for most public schools), SEQTA and Synergetic. To find out how to record data in these systems, 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 the instructions below on how to set up an Excel database for course offerings.

### 3.2.3 Setting up an Excel database for course offerings (OFCOS)

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

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Provider Code	Ac Year	Year	Course	Course Type	Unit Code	Qualification Code	Est Number of Students	Teacher Family Name
2	OFCOS	1234	11	2018	REL	COS	AEREL		17	Brown
3	OFCOS	1234	12	2018	REL	COS	GTREL		20	Cole
4	OFCOS	1234	11	2018	PHY	COS	AEPHY		5	Jones
5	OFCOS	1234	11	2018	VAR	COS	AEVAR		2	Goodwood
6	OFCOS	1234	11	2018	ENG	COS	F1ENG		3	Hill
7	OFCOS	1234	11	2018	ENG	COS	F2ENG		3	Hill
8	OFCOS	1234	12	2018	ENG	COS	ATENG		20	Hill
9	OFCOS	1234	12	2018	ENG	COS	GTENG		20	Hill
10	OFCOS	1234	11	2018	MAT	COS	AEMAT		10	Palmer
11	OFCOS	1234	12	2018	MAT	COS	ATMAT		6	Palmer
12	OFCOS	1234	12	2018	MAE	COS	ATMAE		16	Palmer
13	OFCOS	1234	12	2018	MAE	COS	GTMAE		20	Palmer

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

The layout requirements for all columns in the course offerings Excel database are specified in the table 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 7: Section 3 – Excel file format for course offerings (OFCOS)**

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	OFCOS Maximum field length = 5
2	B	Provider code (a provider is a school or organisation authorised to offer the Western Australian Certificate of Education)	Mandatory Maximum field length = 10 Provider code of course provider
3	C	Academic year	Mandatory Maximum field length = 2 Must be either 10, 11 or 12
4	D	Calendar year	Mandatory Maximum field length = 4 Format yyyy
5	E	Course code	Mandatory Maximum field length = 12 Unique code of the course, e.g. MPA or VBS

## Section 3: Offerings

Column number	Column reference	Field name	Comment
6	F	Course type	Mandatory Maximum field length = 6 Either VETCOS or COS VETCOS identifies an offering in a VET industry specific course
7	G	Unit code	Mandatory Maximum field length = 12 Unique code for the course unit
8	H	Qualification code	Mandatory – where the course type is VETCOS Maximum field length = 12 Leave blank where the course type is COS Unique code for the qualification in the VET industry specific course
9	I	Estimated number of students for the course unit/qualification for the entire school regardless of teacher/class	Mandatory Maximum field length = 9 Must be a whole number
10	J	Contact/teacher family name*	Mandatory Maximum field length = 30
11	K	Contact/teacher given name*	Mandatory Maximum field length = 30
12	L	Contact/teacher registration number	Mandatory Maximum field length = 15 Issued by TRBWA Must be a whole number
13	M	Estimated number of students for the teacher	Optional Maximum field length = 9 Must be a whole number
14	N	Is this the main teacher/contact	Mandatory Maximum field length = 1 Y or N

### Course offerings (OFCOS)

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Record Type	Provider Code	Ac Year	Year	Course	Course Type	Unit Code	Qualification Code	Est Number of Students	Teacher Family Name	Teacher Given Name	Teacher TRBWA No.	Est No of students for Teacher	Main contact?
2	OFCOS	1234	11	2018	REL	COS	AEREL		17	Brown	Jane	33082606		Y
3	OFCOS	1234	12	2018	REL	COS	GTREL		20	Cole	Allan	32013031		Y
4	OFCOS	1234	11	2018	PHY	COS	AEPHY		5	Jones	Greg	32002785		Y
5	OFCOS	1234	11	2018	VAR	COS	AEVAR		2	Goodwood	Julia	33065691		Y
6	OFCOS	1234	11	2018	ENG	COS	F1ENG		3	Hill	Janice	33067549		Y
7	OFCOS	1234	11	2018	ENG	COS	F2ENG		3	Hill	Janice	33067549		Y
8	OFCOS	1234	12	2018	ENG	COS	ATENG		20	Hill	Janice	33067549		Y
9	OFCOS	1234	12	2018	ENG	COS	GTENG		20	Hill	Janice	33067549		Y
10	OFCOS	1234	11	2018	MAT	COS	AEMAT		10	Palmer	Eric	32033063		Y
11	OFCOS	1234	12	2018	MAT	COS	ATMAT		6	Palmer	Eric	32033063		Y
12	OFCOS	1234	12	2018	MAE	COS	ATMAE		16	Palmer	Eric	32033063		Y
13	OFCOS	1234	12	2018	MAE	COS	GTMAE		20	Palmer	Eric	32033063		Y



Next step

[3.4 Saving data for SIRS](#)

## 3.3 Vocational education and training (VET) qualification estimates (ESQUAL)

### 3.3.1 Overview

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

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

Specifically, schools are required to report:

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

### 3.3.2 Recording VET qualification estimates data (ESQUAL)

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

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

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

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

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Provider Code	Qualification Code	RTO provider code	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	Delivery arrangement identifier
2	ESQUAL	1234	BSB20115	1988	23345678	Student	Jane	2018	12	1
3	ESQUAL	1234	CHC22015	52499	23456789	Smith	Sally	2018	12	1
4	ESQUAL	1234	MEM10105	2536	23678923	Brown	David	2018	12	2

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

The file format for all columns in the VET qualifications estimates Excel database are specified in the table below. Screenshots of all required columns are included following the table.

**Table 8: Section 3 – Excel file format for VET qualification estimates (ESQUAL)**

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

Column number	Column reference	Field Name	Comment
4	D	Registered Training Organisation provider code	Mandatory Maximum field length = 10 The unique code of a registered training organisation 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 student number issued by the School Curriculum and Standards Authority
6	F	Student family name	Mandatory Maximum field length = 30 Recommend using title case, not all capitals
7	G	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30 Recommend using title case, not all capitals
8	H	Calendar year	Mandatory Maximum field length = 4 Format YYYY
9	I	Academic year	Mandatory Maximum field length = 2 Must be in the range: 07–12
10	J	Delivery arrangement identifier	Mandatory Maximum field length = 2 1 = Auspice 2 = VET in schools profile 3 = School-based traineeship/apprenticeship 4 = (NO LONGER IN USE) 5 = Fee for Service 6 = School as the RTO 7 = Combination of delivery arrangements 8 = Scholarship or external stakeholder funding source. For example, industry grants or scholarships. 9 = Category 2 VET – VET outside of school arrangement
11	K	Enrolment activity	Mandatory Maximum field length = 1 E = enrolled W = withdrawn

### VET qualification estimates (ESQUAL)

See below for a complete breakdown of the fields within the ESQUAL spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K
1	Record Type	Provider Code	Qualification Code	RTO provider code	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	Delivery arrangement identifier	Enrolment activity
2	ESQUAL	1234	BSB20115	1988	23345678	Student	Jane	2018	12	1	E
3	ESQUAL	1234	CHC22015	52499	23456789	Smith	Sally	2018	12	1	E
4	ESQUAL	1234	MEM10105	2536	23678923	Brown	David	2018	12	2	E

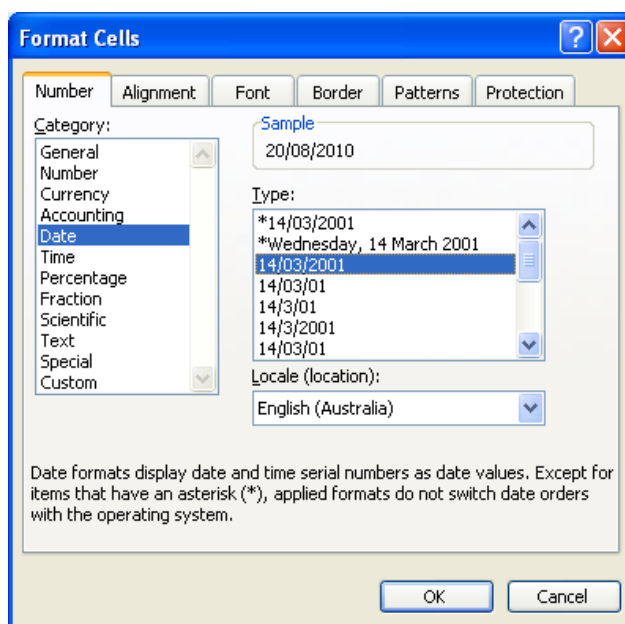
### Notes to table

#### Formatting cells for date of birth

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

Before entering the date of birth:

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

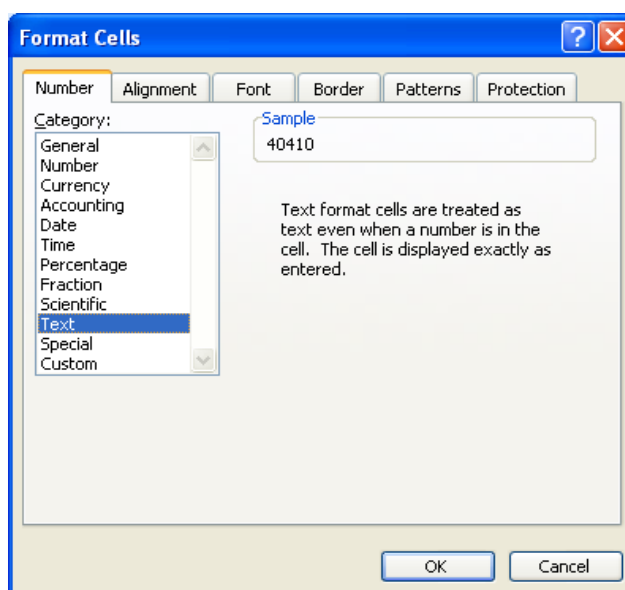


#### Leading zero in a number

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



## 3.4 Saving data for SIRS

Once all required information has been entered into a database, the data must be saved as (or exported) 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.

### 3.4.1 File naming

The file name convention is:

**XXXXXSSSSTYYYY.csv**

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

**SSSS** = the provider/school code, e.g. 4171

**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 offering from provider/school 4171 for Year 12 would be **OFCOS4171Y12.CSV**.

### 3.4.2 Further changes

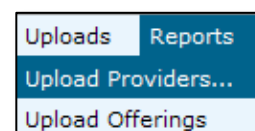
If any further changes need to be made to the spreadsheet, make sure you edit your original Excel document and not the **.SCSV** file or **.CSV** (comma delimited) file, as opening the file again will result in the loss of any text formatting.

## 3.5 Uploading data into SIRS

#### Important:

- Offerings must be uploaded prior to uploading enrolments.
- Offerings cannot be deleted/removed by omitting them from this file. You must re-upload your OFCOS file with zero in the **Estimated Number of Students** column.

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



**Upload: Upload Offerings**

Load Offerings

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**Load Offerings**

Offering Type:

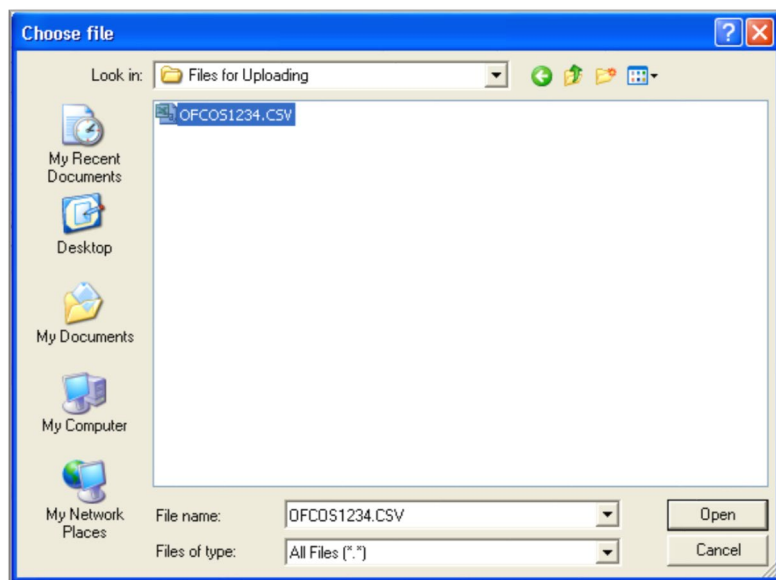
Year:  2017  2018  2019

File:

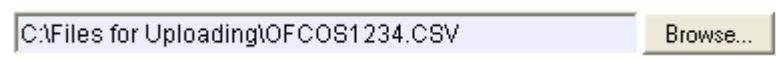
Notify Email Address:

## Section 3: Offerings

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



6. Navigate to the folder where the required file is stored.
7. Click on the required file.
8. Click **Open**. The drive, folders path and file name will appear in the **File** field (see screenshot below).



Note: for most **RTP/SIS Government schools**:

- the export path will be **K:\keys\integris\outbox**
  - depending on the academic year of students enrolled in courses, the files available for upload will be: **Courses: OFCOSsssY1YUP.CSV** where ssss is the school code.
9. The email address of the person uploading the file will automatically appear. SIRS will send an email message to this person to report the status of the upload.
  10. Click **Upload File for Processing** or you can click on the **Close** button to exit without continuing with the upload.
  11. To check the progress of the upload, check **Message** in either your email inbox or in **Private Messages**, available from the front page of SIRS.

### 3.5.1 Email messages

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

#### **Successfully verified**

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

**Successfully processed**

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

**Processed with warnings**

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

**Failed verification**

The system is unable to verify the file and send for processing as there are errors that need to be fixed. 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 Course Offering (OFCOS): OFCOS1234Y1YUP.csv has failed verification due to the following errors.

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

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

**Failed processing**

The system was able to verify the file but there were errors that prevented the information from being processed by SIRS. 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](mailto:dataservices@scsa.wa.edu.au).

#### Example of a failed processing message

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

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

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

### 3.5.1.1 Further help

If the information in the email is insufficient to resolve errors, refer to [Troubleshooting](#) in this section.

## Section 3: Offerings




If the issue has not been resolved, contact the Data Services team by email at [dataservices@scsa.wa.edu.au](mailto:dataservices@scsa.wa.edu.au).

### 3.5.2 Upload confirmation







You will receive a message confirming successful upload in either your email inbox or in **Private Messages**, available on 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). See table below for the key to the symbols.

Offerings Upload Status		
The following details the last time that SIRS processed a verified file upload from your provider for the following offerings.		
Year 12:		Last upload on 29/02/2016
Year 11:		Last upload on 29/02/2016
Year 10:		No verified upload received

**Table 9: Section 3 – Upload symbols key**

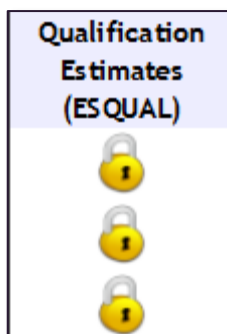
Icon	Meaning
	Successful upload
	Data not uploaded successfully
	Time to update data in SIRS – re-upload
	Processed with warnings
	Your school may not have data for this section
	Locked to schools – no further uploads to the SIRS database

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.

Once the cut-off date has passed for uploading **Qualification Estimates**, the following message will display and the Welcome Screen will show the **padlock icon**  (see screenshot below).

Providers	Enrolments	Moderation	Achievements	Uploads	Reports	Administration	Security	Online Training
<b>THIS FUNCTION IS NO LONGER AVAILABLE AS THE CUT-OFF DATE HAS PASSED</b>								
<b>Upload: Upload Qualification Estimates</b>								
Load Qualification Estimates								
<b>Load Qualification Estimates</b>								
File:								
Notify Email Address: <input type="text" value="lynn.galbraith@scsa.wa.edu.au"/>								





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).

### 3.6 Troubleshooting

Some of the common error messages listed below arise when uploading the offerings file. Against each error message are suggestions to assist in resolving the issues.

**Table 10: Section 3 – Common error messages and possible solutions for offerings**

Example error messages	How to resolve the problem
Calendar year 2019 must match the selected year	You are uploading an offerings file which contains 2019 offerings; however, at upload time you selected 2018 as the year of upload. Upload your file again and ensure you select 2019 as your year.
Invalid course code ESP for 2019	The course code is not correct for the stated year. Change your offering details within your school system, generate a new file and upload the file again. For a list of valid course codes refer to Appendix 3 of the <i>WACE Manual 2019</i> or to: <a href="http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes">http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes</a> .
Invalid course unit code: GEBIO for course with code: BLY for 2019	The specified course unit is not valid for the course for the stated year. Change your offering details within your school system, generate a new file and upload the file again. For a list of valid course unit codes refer to Appendix 3 of the <i>WACE Manual 2019</i> or to: <a href="http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes">http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes</a> .
Record type must be: OFCOS Note: usually followed by a number of other error messages for each record in the file	You are uploading a file that is not a course offerings file; however, at upload time you selected this as your offering type. It is possible that you have either selected the wrong file to upload or selected the wrong offering type. Re-examine what you are uploading and select the appropriate offerings type for the file you are uploading.
Teacher contact name not specified	The teacher's contact name was not specified. As this is a mandatory field, enter the teacher contact name within your school system for the given course unit, generate a new file and upload the file again.

## Section 3: Offerings

Example error messages	How to resolve the problem
Teacher TRBWA number and contact name do not match	The teacher's TRBWA number and contact name do not match the SIRS record. As this is a mandatory field, the correct TRBWA number or name should be entered. If there is a change of name, it should be first registered with TRBWA and then in SIRS. Contact the Teacher Registration Board of Western Australia or the teacher to ensure the number is correct.
The number of columns for this file must not be less than 14. Ensure the uploaded file is a valid file in either .SCSV or .CSV and matches with the selected type of offering.	You are uploading a file that is not in <b>.SCSV</b> or <b>.CSV</b> format. If you have opened the file previously in Excel then it is likely the file is saved in Excel format. Reopen the file in Excel, select File, Save As and select the Save As type as <b>.SCSV</b> or <b>.CSV</b> (comma delimited) file format. Save the file and upload the file again.

### 3.7 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](mailto:dataservices@scsa.wa.edu.au).