School Curriculum and Standards Authority

Data Procedures Manual 2027

Section 3:
Offerings

Contents

- Overview
- Course offerings
- Saving data for upload into SIRS
- Uploading data into SIRS
- Vocational education and training (VET) qualification estimates (ESQUAL)
- Troubleshooting
- Further help

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

3.1 Overview

Schools are required to provide the Authority with records of the courses they offer to students. In 2027, 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 the declaration forms available on the Authority website on the Applications and Order Forms page (https://www.scsa.wa.edu.au/forms/forms).

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

- *WACE course declaration form*
- *VET declaration form*

Before the Authority can accept VET achievement data from a school, the Principal must confirm that the relevant RTO has provided evidence of achievement, and the data has been accurately uploaded into SIRS.

Schools offering an endorsed program to their students are required to complete an *Application for endorsement/re-endorsement of a school-developed program* form available on the Authority website on the Endorsed Programs page (https://senior-secondary.scsa.wa.edu.au/vet/endorsed-programs).

Codes for each course are available on the Authority website on the Course Codes page (https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes) or in the *WACE Manual 2027.*

Codes for the following courses can be found in this section of the *Data Procedures Manual 2027*:

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

3.2.1.1 Structure of the course codes

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

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

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

*Indicates a VET industry specific qualification.

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

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

3.2.1.2 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 course, Year 11, Certificate III in Screen and Media – VEVCID
- Preliminary course, Unit 1, English – P1ENG
- Preliminary course, Unit 4, Materials Design and Technology, Wood – P4MDTW

3.2.1.3 Course codes for ATAR, General and Foundation

Table 3: Section 3 – Course unit codes for 2027

Course name	Course code	ATAR (A) course code	ATAR (A) unit code	General (G) unit code	Foundation (F) unit 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	
Agribusiness	AGB	AEAGB (A1AGB, A2AGB)	ATAGB		

Course name	Course code	ATAR (A) course code	ATAR (A) unit code	General (G) unit code	Foundation (F) unit code
Agricultural Science and Technology	AST	AEAST (A1AST, A2AST)	ATAST		
Ancient History	HIA	AEHIA (A1HIA, A2HIA)	ATHIA	GEHIA (G1HIA, G2HIA) GTHIA	
Animal Production Systems	APS			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		
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				FECAE (F1CAE, F2CAE) FTCAE
Careers and Employability	CEM			GECEM (G1CEM, G2CEM) GTCEM	
Chemistry	CHE	AECHE (A1CHE, A2CHE)	ATCHE	GECHE (G1CHE, G2CHE) GTCHE	
Children, Family and the Community	CFC			GECFC (G1CFC, G2CFC) GTCFC	
Chinese: First Language (Chinese and Literature Year 12 only)	CFL	AECFL (A1CFL, A2CFL)	ATCFL		
Chinese: Second Language*	CSL	AECSL (A1CSL, A2CSL)	ATCSL*	GECSL (G1CSL, G2CSL) GTCSL	

Course name	Course code	ATAR (A) course code	ATAR (A) unit code	General (G) unit code	Foundation (F) unit code
Computer Science	CSC	AECSC (A1CSC, A2CSC)	ATCSC	GECSC (G1CSC, G2CSC) GTCSC	
Dance*	DAN	AEDAN (A1DAN, A2DAN)	ATDAN*	GEDAN (G1DAN, G2DAN) GTDAN	
Design*	DES	AEDES (A1DES, A2DES)	ATDES*	GEDESD GEDESG GEDESP GEDEST (G1DESD, G1DESG, G1DESP, G1DEST, G2DESD, G2DESG, G2DESP, G2DEST) GTDESD GTDESG GTDESP GTDEST	
Drama*	DRA	AEDRA (A1DRA, A2DRA)	ATDRA*	GEDRA (G1DRA, G2DRA) GTDRA	
Earth and Environmental Science	EES	AEEES (A1EES, A2EES)	ATEES		
Economics	ECO	AEECO (A1ECO, A2ECO)	ATECO		
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*		

Course name	Course code	ATAR (A) course code	ATAR (A) unit code	General (G) unit code	Foundation (F) unit code
French: Second Language*	FSL	AEFSL (A1FSL, A2FSL)	ATFSL*	GEFSL (G1FSL, G2FSL) GTFSL	
Geography	GEO	AEGEO (A1GEO, A2GEO)	ATGEO	GEGEO (G1GEO, G2GEO) GTGEO	
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
Hindi: Background Language*	HBL	AEHBL (A1HBL, A2HBL)	ATHBL*		
Hindi: Second Language*	HDI	AEHDI (A1HDI, A2HDI)	ATHDI*		
Human Biology	HBY	AEHBY (A1HBY, A2HBY)	ATHBY	GEHBY (G1HBY, G2HBY) GTHBY	
Humanities and Social Sciences in Action	HAS			GEHAS (G1HAS, G2HAS) GTHAS	
Indonesian: Background Language*	INB	AEINB (A1INB, A2INB)	ATINB*		
Indonesian: Second Language*	IND	AEIND (A1IND, A2IND)	ATIND*	GEIND (G1IND, G2IND) GTIND	
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	

Course name	Course code	ATAR (A) course code	ATAR (A) unit code	General (G) unit code	Foundation (F) unit code
Korean: Background Language*	KOB	AEKOB (A1KOB, A2KOB)	ATKOB*		
Korean: Second Language*	KOR	AEKOR (A1KOR, A2KOR)	ATKOR*		
Literature	LIT	AELIT (A1LIT, A2LIT)	ATLIT		
Marine and Maritime Studies	MMS	AEMMS (A1MMS, A2MMS)	ATMMS	GEMMS (G1MMS, G2MMS) GTMMS	
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	

Course name	Course code	ATAR (A) course code	ATAR (A) unit code	General (G) unit code	Foundation (F) unit code
Music*	MUS	AEMUS (A1MUS, A2MUS)	ATMUS*	GEMUS (G1MUS, G2MUS) GTMUS	
Outdoor Education	OED	AEOED (A1OED, A2OED)	ATOED	GEOED (G1OED, G2OED) GTOED	
Philosophy and Ethics	PAE	AEPAE (A1PAE, A2PAE)	ATPAE		
Physical Education Studies	PES	AEPES (A1PES, A2PES)	ATPES	GEPES (G1PES, G2PES) GTPES	
Physics	PHY	AEPHY (A1PHY, A2PHY)	ATPHY		
Plant Production Systems	PPS			GEPPS (G1PPS, G2PPS) GTPPS	
Politics and Law	PAL	AEPAL (A1PAL, A2PAL)	ATPAL		
Psychology	PSY	AEPSY (A1PSY, A2PSY)	ATPSY	GEPSY (G1PSY, G2PSY) GTPSY	
Punjabi: Background Language*	PBL	AEPBL (A1PBL, A2PBL)	ATPBL*		
Punjabi: Second Language*	PSL	AEPSL (A1PSL, A2PSL)	ATPSL*		
Religion and Life	REL	AEREL (A1REL, A2REL)	ATREL	GEREL (G1REL, G2REL) GTREL	FEREL (F1REL, F2REL) FTREL
Science in Practice	SIP			GESIP (G1SIP, G2SIP) GTSIP	
Tamil: Background Language*	TBL	AETBL (A1TBL, A2TBL)	ATTBL*		
Tamil: Second Language*	TML	AETML (A1TML, A2TML)	ATTML*		
Visual Arts*	VAR	AEVAR (A1VAR, A2VAR)	ATVAR*	GEVAR (G1VAR, G2VAR) GTVAR	

* indicates an ATAR course that has both a written and practical examination.

3.2.1.4 Course codes for Interstate Languages (NSW/SA/VIC)

Table 4: Section 3 – Course unit codes for 2027

Interstate language	State	Code	ATAR (A) unit code	ATAR (A) examinable unit code
Arabic	NSW	ARB	AEARB (A1ARB, A2ARB)	ATARB
Armenian	NSW	ARM	AEARM (A1ARM, A2ARM)	ATARM
Chinese: Background Language (Chinese in Context NSW)	NSW	CBL	AECBL (A1CBL, A2CBL)	ATCBL
Croatian	NSW	CRO	AECRO (A1CRO, A2CRO)	ATCRO
Filipino	NSW	FIL	AEFIL (A1FIL, A2FIL)	ATFIL
Japanese: Background Language (Japanese in Context NSW)	NSW	JBL	AEJBL (A1JBL, A2JBL)	ATJBL
Latin	NSW	LAT	AELAT (A1LAT, A2LAT)	ATLAT
Serbian	NSW	SER	AESER (A1SER, A2SER)	ATSER
Swedish	NSW	SWE	AESWE (A1SWE, A2SWE)	ATSWE
Hungarian	SA	HUN	AEHUN (A1HUN, A2HUN)	ATHUN
Khmer	SA	KHM	AEKHM (A1KHM, A2KHM)	ATKHM
Modern Greek	SA	GRE	AEGRE (A1GRE, A2GRE)	ATGRE
Nepali	SA	NEP	AENEP (A1NEP, A2NEP)	ATNEP
Polish	SA	POL	AEPOL (A1POL, A2POL)	ATPOL
Spanish	SA	SPA	AESPA (A1SPA, A2SPA)	ATSPA
Auslan	VIC	AUS	AEAUS (A1AUS, A2AUS)	ATAUS
Bengali	VIC	BEN	AEBEN (A1BEN, A2BEN)	ATBEN
Bosnian	VIC	BOS	AEBOS (A1BOS, A2BOS)	ATBOS
Chin Hakha	VIC	CHA	AECHA (A1CHA, A2CHA)	ATCHA

Interstate language	State	Code	ATAR (A) unit code	ATAR (A) examinable unit code
Dutch	VIC	DUT	AEDUT (A1DUT, A2DUT)	ATDUT
Hebrew	VIC	HEB	AEHEB (A1HEB, A2HEB)	ATHEB
Karen	VIC	KAR	AEKAR (A1KAR, A2KAR)	ATKAR
Macedonian	VIC	MAC	AEMAC (A1MAC, A2MAC)	ATMAC
Persian	VIC	PER	AEPER (A1PER, A2PER)	ATPER
Portuguese	VIC	POR	AEPOR (A1POR, A2POR)	ATPOR
Romanian	VIC	ROM	AEROM (A1ROM, A2ROM)	ATROM
Russian	VIC	RUS	AERUS (A1RUS, A2RUS)	ATRUS
Sinhala	VIC	SIN	AESIN (A1SIN, A2SIN)	ATSIN
Turkish	VIC	TUR	AETUR (A1TUR, A2TUR)	ATTUR
Vietnamese	VIC	VIE	AEVIE (A1VIE, A2VIE)	ATVIE

3.2.1.5 Course codes for VET industry specific courses

Table 5: Section 3 – Course unit codes for 2027 (new and continuing enrolments)

Note: qualifications are current at the time of publishing. Subsequent versions of qualifications are available upon request. The most current course codes can be accessed on the Authority website on the VET Industry Specific page (https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/vet-industry-specific).

Course code and title		Qual code	Qualification title and course unit code/s	Total UoC	Core	Elec	ADWPL
VAU	Automotive	AUR10120	Certificate I in Automotive Vocational Preparation (VEVAU)	8	5	3	55
		AUR20720	Certificate II in Automotive Vocational Preparation (VEVAUP, VTVAUP)	12	7	5	110
		AUR20520	Certificate II in Automotive Servicing Technology (VEVAUV, VTVAUV)‡	20	13	7	110

Course code and title		Qual code	Qualification title and course unit code/s	Total UoC	Core	Elec	ADWPL
		AUR20920	Certificate II in Automotive Body Repair Technology (VEVAUB, VTVAUB)	13	5	8	110
VBF	Business and Financial Services	BSB10120	Certificate I in Workplace Skills (VEVBF)	6	2	4	55
		BSB20120	Certificate II in Workplace Skills (VEVBFB, VTVBFB)	10	5	5	110
		BSB30120	Certificate III in Business (VEVBFS, VTVBFS)	13	6	7	110
		FNS10120	Certificate I in Basic Financial Literacy (VEVBFF)	6	6	0	55
		FNS20120	Certificate II in Financial Services (VEVBFN, VTVBFN)	8	4	4	110
VCS	Community Services and Health	CHC22015	Certificate II in Community Services (VEVCSS, VTVCSS)	9	5	4	110
		CHC30125	Certificate III in Early Childhood Education and Care (VEVCSC, VTVCSC)§	17	15	2	160
		CHC30221	Certificate III in School Based Education Support (VEVCSE, VTVCSE)	15	10	5	110
		HLT23221	Certificate II in Health Support Services (VEVCSH, VTVCSH)	12	4	8	110
VCO	Construction Industries	CPC10126	Certificate I in Construction*† (VEVCO)	11	8	3	110
		CPC10126	Certificate I in Construction	11	8	3	110
		52893WA	Certificate II in Building and Construction (Pathway – Trades) (VEVCO, VTVCO)*†‡	14	8	6	220
		52887WA	Certificate II in Plumbing (VEVCOP, VTVCOP)*	18	16	2	220
		52946WA	Certificate II in Plumbing (VEVCOP, VTVCOP)*	18	16	2	220
		52922WA	Certificate II in Building and Construction Technical Support (VEVCON, VTVCON)	14	5	9	110
		RII10115	Certificate I in Resources and Infrastructure Operations (VEVCOR)†	6	3	3	55
		RII20720	Certificate II in Civil Construction (VEVCOR, VTVCOR)†	16	10	6	110

Course code and title		Qual code	Qualification title and course unit code/s	Total UoC	Core	Elec	ADWPL
		UEE20720	Certificate II in Data and Voice Communications (VEVCOD, VTVCOD)[‖]	11	9	2	110
		UEE22025	Certificate II in Electrotechnology – Career Start (VEVCOE, VTVCOE)[*‡‖§]	11	8	3	220
VCI	Creative Industries	CUA20620	Certificate II in Music (VEVCI, VTVCI)	8	3	5	110
		CUA30920	Certificate III in Music (VEVCIT, VTVCIT)	11	3	8	110
		CUA10220	Certificate I in Aboriginal and/or Torres Strait Islander Cultural Arts (VEVCIC)	6	4	2	55
		CUA20720	Certificate II in Visual Arts (VEVCIV, VTVCIV)	9	4	5	110
		CUA31125	Certificate III in Visual Arts (VEVCIA, VTVCIA)	12	4	8	110
		CUA20225	Certificate II in Creative Industries (VEVCIN, VTVCIN)	10	3	7	110
		CUA31020	Certificate III in Screen and Media (VEVCID, VTVCID)	11	3	8	110
VEN	Engineering	MEM10119	Certificate I in Engineering (VEVEN)[†‖]	3	1	2	55
		MEM20422	Certificate II in Engineering Pathways (VEVENV, VTVENV)	12	4	8	110
		MEM20105	Certificate II in Engineering (VEVEN, VTVEN)[*†‡‖]	9	5	4	220
VHT	Hospitality and Tourism	SIT10222	Certificate I in Hospitality (VEVHT)	6	3	3	55
		SIT20322	Certificate II in Hospitality (VEVHTF, VTVHTF)	12	6	6	110
		SIT20421	Certificate II in Cookery (VEVHTK, VTVHTK)	13	7	6	110
		SIT10122	Certificate I in Tourism (Australian Indigenous Culture) (VEVHTO)	6	2	4	55
		SIT20125	Certificate II in Tourism (VEVHTU, VTVHTU)	11	5	6	110

Course code and title		Qual code	Qualification title and course unit code/s	Total UoC	Core	Elec	ADWPL
VIT	Information and Communications Technology	ICT20120	Certificate II in Applied Digital Technologies (VEVITG, VTVITG)	12	6	6	110
		ICT30120	Certificate III in Information Technology (VEVITS, VTVITS)	12	6	6	110
VPI	Primary Industries	AHC10222	Certificate I in Agriculture (VEVPIF)	6	2	4	55
		AHC20122	Certificate II in Agriculture (VEVPIA, VTVPIA)†	16	4	12	110
		AHC21216	Certificate II in Rural Operations (VEVPIA, VTVPIA)†	15	3	12	110
VSR	Sport and Recreation	SIS10122	Certificate I in Sport and Recreation (VEVSR)	7	4	3	55
		SIS20122	Certificate II in Sport and Recreation (VEVSRS, VTVSRS)†	10	6	4	110
		SIS20321	Certificate II in Sport Coaching (VEVSRS, VTVSRS)†	7	3	4	110

*VET industry specific course qualifications that require more workplace learning (ADWPL) than other qualifications at the same level, as requested from the Industry Training Council (ITC).

†Qualifications that have significant overlap of units of competency and have been given the same course unit code to avoid dual credit for the same content.

‡Refer to the latest VET qualifications register for secondary students for details on relevant delivery options.

§As stipulated in the training package, 160 hours of mandatory work placement is a requirement of this qualification.

‖Number of UoC required may differ depending on registered training organisation (RTO) schedule, as qualification packaging rules stipulate unit/weighting point requirements.

#Qualifications will not be available for delivery once the transition period ends.

**Qualifications will not be available for enrolment in the SIRS until nominal hours have been finalised by the DTWD.

3.2.1.6 Course codes for preliminary course offerings for 2027

Table 6: Section 3 – Preliminary course offerings and course codes for 2027

Preliminary courses	Course code	Preliminary (P) unit codes
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

Preliminary courses	Course code	Preliminary (P) unit codes
Mathematics	MAT	P1MAT, P2MAT, P3MAT, P4MAT
Religion and Life	REL	P1REL, P2REL, P3REL, P4REL
Visual Arts	VAR	P1VAR, P2VAR, P3VAR, P4VAR

3.2.1.7 Recording course offerings 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, the data 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 course offerings.

3.2.2 Setting up an Excel database for course offerings (OFCOS)

Schools that use Excel as their database to enter course offerings (OFCOS) 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	Academic year	Calendar year	Course code	Course type	Unit code	Qualification code	Estimated number of students for the course unit/qualification for the entire school regardless of teacher/class	Contact/teacher family name
2	OFCOS	1000	11	2025	ACF	COS	A1ACF		5	Alpha
3	OFCOS	1000	11	2025	ACF	COS	A2ACF		5	Beta
4	OFCOS	1000	11	2025	ACF	COS	AEACF		5	Delta
5	OFCOS	1000	12	2025	AIT	COS	ATAIT		5	Omega
6	OFCOS	1000	12	2025	AIT	COS	GTAIT		5	Alpha
7	OFCOS	1000	12	2025	BLY	COS	ATBLY		5	Beta

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

The Authority recommends that teacher names are entered in title case rather than upper case as all official communication will take the name format recorded in SIRS.

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

Column number	Column reference	Field name	Comment
1	A	Record type	OFCOS Maximum field length = 5

Column number	Column reference	Field name	Comment
2	B	Provider code (a provider is a school or organisation authorised to offer the Western Australian Certificate of Education [WACE])	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 In yyyy format
5	E	Course code	Mandatory Maximum field length = 12 Unique code of the course, e.g. MPA or VBS
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

*Teacher's name should be exactly as registered with the TRBWA and entered in title case rather than upper case.

Course offerings (OFCOS)

See below for an example of 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	Academic year	Calendar year	Course code	Course type	Unit code	Qualification code	Estimated number of students for the course unit	Contact/teacher family name*	Contact/teacher given name*	Contact/teacher registration number	Estimated number of students for the teacher	Is this the main teacher/contact
2	OFCOS	1000	11	2025	ACF	COS	A1ACF		5	Alpha	Brian	55555555	5	Y
3	OFCOS	1000	11	2025	ACF	COS	A2ACF		5	Beta	David	88888888	5	N
4	OFCOS	1000	11	2025	ACF	COS	AEACF		5	Delta	Sarah	77777777	5	N
5	OFCOS	1000	12	2025	AIT	COS	ATAIT		5	Omega	Jennifer	66666666	5	N
6	OFCOS	1000	12	2025	AIT	COS	GTAIT		5	Alpha	Brian	55555555	5	Y
7	OFCOS	1000	12	2025	BLY	COS	ATBLY		5	Beta	David	88888888	5	N

3.3 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.

3.3.1 File naming

The file name convention is:

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. OFCOS
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 offerings from provider/school 1000 for Year 12 would be **OFCOS1000Y1Y12.CSV**.

3.3.2 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.

3.4 Uploading data into SIRS

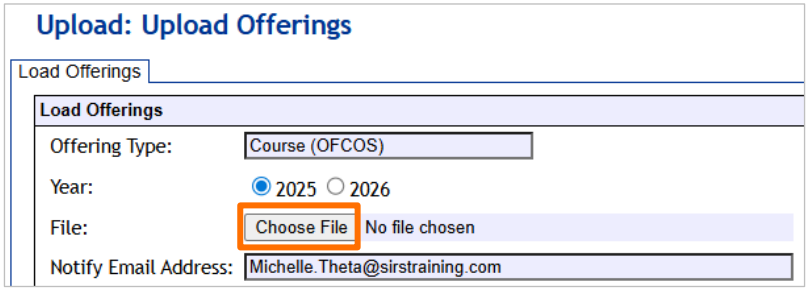
Important

- 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.

To upload course offerings:



1. In the blue horizontal navigation bar, hover over the **Uploads** tab (see screenshot to the right).
2. Click on **Upload Offerings**. The **Upload Offerings** fields appear with **Course (OFCOS)** in the **Offering Type** field (see screenshot below).
3. To locate the required file on your computer, click on the **Choose File** button (see screenshot below).



4. The **Choose File to Upload** screen will appear. Navigate to the folder where the required file is stored and click on it.
5. Click on the **Open** button. The drive, folder's 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 uploading course offerings will be **OFCOSssssY1YUP.CSV**, where **ssss** is the school code.

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.

6. 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.

3.4.1 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 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 Course Offering (OFCOS): OFCOS1000Y1YUP.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 Alpha, Brian does not match the name of the teacher with the same TRBWA number 55555555 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, email Data Services at dataservices@scsa.wa.edu.au for further information.

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 Course Offering (OFCOS): OFCOS1000Y1YUP (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 registration number.

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.

3.4.2 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 **Offerings 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 Troubleshooting in this section.

3.5 Vocational education and training (VET) qualification estimates (ESQUAL)

3.5.1 Overview

Each school is required to report 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 competency 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.

Note:

- From 2027, the Authority will no longer recognise Diploma-level qualifications for WACE achievement. Omit entries for students enrolled in qualifications awaiting nominal hours.

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/third-party arrangement** – where a school purchases quality assurance aspects from an RTO, and delivers training and assesses students
  - **Fee-for-service (outsourced)** – where a school purchases training delivery and assessment from an RTO
  - **Profile** – where schools access profile hours through Technical and Further Education (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 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 a traineeship/apprenticeship
- **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.

3.5.2 Recording VET qualifications estimates data (ESQUAL)

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, the data 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 VET qualifications estimates.

Note: uploading an ESQUAL file into SIRS causes the previous file to be completely erased. To correctly update the information in your ESQUAL file, all students should be included in each upload.

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

Schools that use Excel as their database to enter VET qualification estimates 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	K
1	Record type	Provider code	Qualification code	Registered training organisation provider code	Western Australian student number	Student family name	Student given name	Calendar year	Academic year	Delivery arrangement identifier	Enrolment activity
2	ESQUAL	1000	52893WA	52787	31256022	Teal	Jasmine	2025	11	3	E
3	ESQUAL	1000	52893WA	52787	31251365	Indigo	Ren	2025	11	3	E
4	ESQUAL	1000	52893WA	52787	31568413	Pink	Poppy	2025	11	3	E

The screenshot above shows a section of the required format for the VET qualifications estimates database in Excel. For example, the **Record type** is required in Column A, the **Provider code** is

required in Column B (a provider is a school or organisation authorised to offer the WACE) etc. One row of information is required for each student within the academic year group.

The layout requirements for all columns in the VET qualifications estimates Excel database are specified in Table 8. Screenshots of all required columns are included following the table.

Table 8: Section 3 – Excel file format for VET qualifications 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 WACE)	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
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
8	H	Calendar year	Mandatory Maximum field length = 4 In yyyy format
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/third-party arrangement 2 = Profile 3 = School-based traineeship/apprenticeship 4 = (NO LONGER IN USE) 5 = Fee-for-service (outsourced) 6 = RTO school 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 a school arrangement

Column number	Column reference	Field name	Comment
11	K	Enrolment activity	Mandatory Maximum field length = 1 E = enrolled W = withdrawn

VET qualification estimates (ESQUAL)

See below for an example of a complete breakdown of the fields within the ESQUAL 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	Student family name	Student given name	Calendar year	Academic year	Delivery arrangement identifier	Enrolment activity
2	ESQUAL	1000	52893WA	52787	31256022	Teal	Jasmine	2025	11	3	E
3	ESQUAL	1000	52893WA	52787	31251365	Indigo	Ren	2025	11	3	E
4	ESQUAL	1000	52893WA	52787	31568413	Pink	Poppy	2025	11	3	E

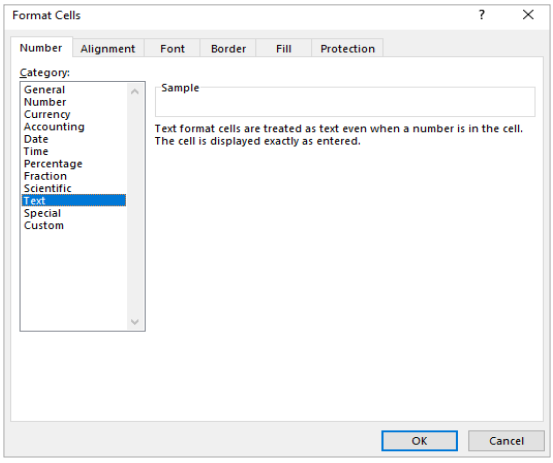
Once the cut-off date has passed for uploading **Qualification Estimates**, the following message will be displayed: *This function is no longer available as the cut-off date has passed*.



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.

3.6 Troubleshooting

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

Table 9: Section 3 – Common error messages for the offerings upload and possible solutions

Example error messages	How to resolve the problem
Calendar year must match the selected year	You are uploading an offerings file that contains current year offerings; however, at the time of upload, you selected the previous year as the year of upload. Upload your file again and ensure you select the current year.
Invalid course code ESP for current year	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. A complete list of valid course codes is available on the Authority website on the Course Codes page (https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes) or refer to Appendix 3 of the *WACE Manual*.
Invalid course unit code: GEBIO for course with code BLY for current year	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. A complete list of valid course unit codes is available on the Authority website on the Course Codes page (https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes) or refer to Appendix 3 of the *WACE Manual*.
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 the time of upload 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. Check what you are uploading and select the appropriate offering 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 it again. Ensure that teacher names are entered in title case rather than upper case as all official communication will take the name format recorded in SIRS.
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 TRBWA or the teacher to ensure the number is correct.
The number of columns for this file must not be less than 11. Ensure the uploaded file is a valid file in .CSV format and matches the selected type of offering	You are uploading a file that is not in the **.CSV** 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 the **.CSV** file format. Save the file and upload it again.

3.7 Further help

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