School Curriculum and Standards Authority

Data Procedures Manual 2027

Section 12:
Vocational education and training (VET)

Contents

- Overview
- VET reporting
- VET credit transfer
- VET industry specific courses
- DTWD funded VET skill sets

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

12.1 Overview

The Authority's VET database contains qualifications and units of competency that are currently held in SIRS.

These files can be downloaded by Reporting to Parents VET and Civica School Manager (CSM) schools. Schools should ensure that at least once a month they download the VET modules available on the Authority website on the VET Data and Reporting page (https://senior-secondary.scsa.wa.edu.au/vet/vet-info-all-schools).

If there are qualifications or units of competency that your school is offering that are not in SIRS, contact the Authority at vetlinking@scsa.wa.edu.au to request these additions.

> Important: in your request, include the national qualification/accredited course code and title along with the unit/s of competency/module code and title that you wish to be linked.

Information on VET in the WACE is available on the Authority website on the All About VET page (https://senior-secondary.scsa.wa.edu.au/vet/all-about-vet).

12.2 VET reporting

Schools that have students undertaking nationally recognised VET qualifications are required to report the following VET files to the Authority in accordance with the dates published in the *Activities Schedule* on the Authority website on the Activities Schedule page (https://www.scsa.wa.edu.au/publications/activities-schedule).

Students who wish to have VET completed outside of a school arrangement contribute towards their WACE must complete the *Application for WACE recognition of VET achievement completed outside of a school arrangement* available on the Authority website on the VET Credit Transfer page (https://senior-secondary.scsa.wa.edu.au/vet/vet-credit-transfer). Only full qualifications will be processed by the Authority. Partially completed Certificate III or Certificate IV qualifications of at least 220 nominal hours of new VET enrolments (in Year 12 only) will also be accepted. See the *WACE Manual 2027* for more details.

For all VET results codes, refer to subsection 11.6.5 Reporting VET results (AVETMISS release 8.0).

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

Each calendar year, schools are required to report:

VET estimates (ESQUAL)

A summary of VET qualifications offered through various delivery arrangements (auspice, profile, fee-for-service etc.) along with students' WASNs. Refer to subsection 3.5.3 ESQUAL file format.

VET enrolments (ENVET)

Student enrolment in individual units of competency associated with the relevant qualification. Refer to subsection 6.6.2 Setting up an Excel database for VET unit of competency enrolments (ENVET).

VET results (RSVET)
Student results in individual units of competency associated with the relevant qualification. Refer to subsection 11.6.3 Setting up an Excel database for VET unit of competency results (RSVET).

VET achievements (RSQUAL)
Students who have successfully completed a qualification only. Refer to subsection 11.6.6 Setting up an Excel database for VET qualification results (RSQUAL).

DTWD funded VET skill set enrolments (ENSKILL)
Student enrolment in individual units of competency associated with the relevant DTWD funded VET skill set. Refer to subsection 6.6.3 Setting up an Excel database for DTWD funded VET skill set unit of competency enrolments (ENSKILL).

VET unit of competency results for a DTWD funded VET skill set (RSUSKILL)
Student results in individual units of competency associated with the relevant DTWD funded VET skill set. Refer to subsection 11.6.4 Setting up an Excel database for DTWD funded VET skill set unit of competency results (RSUSKILL).

DTWD funded VET skill set achievements (RSSKILL)
Students who have successfully completed a DTWD funded VET skill set only. Refer to subsection 11.6.7 Setting up an Excel database for DTWD funded VET skill set results (RSSKILL).

12.3 VET credit transfer

VET credit transfer in the WACE refers to any nationally endorsed qualification or Authority recognised accredited course that is not linked to a VET industry specific course and is used by a student to contribute towards their WACE.

For instructions on how to report student enrolments as VET credit transfer, refer to Section 6: Enrolments.

For instructions on how to report student results as VET credit transfer, refer to Section 11: Results and achievements.

12.3.1 Achievement of full VET qualifications (RSQUAL)

It is essential that the RSQUAL file only contains students who have successfully completed a qualification and not students who are working towards the completion of a qualification (i.e. partial qualifications, skill sets or individual units of competency).

The **Certificate issued** field (refer to Section 11.6.6 Setting up an Excel database for VET qualification results (RSQUAL)) requires the school to indicate whether:

- the student has both achieved the qualification and received the qualification certificate transcript from the RTO, in which case the response should be **yes**, or
- the student has achieved the qualification but has not yet received the certificate transcript from the RTO, in which case the response should be **no**.

Regardless of whether this column is filled in as **yes** or **no**, the qualification appears on a student's WASSA.

12.3.2 VET Unique Student Identifier

The VET USI is an optional field in the SRGDG, ENVET, RSVET, ENSKILL, RSUSKILL, RSSKILL and RSQUAL files; however, VET achievements without a USI will not appear on the student's WASSA and will not contribute towards the requirements of a student's WACE.

Any changes to a student's VET USI will require the school to upload a new SRGDG file with the correct USI.

12.4 VET industry specific courses

A VET industry specific course contributes to the WACE as a course. It includes a full, nationally recognised *Australian Qualifications Framework* (AQF) qualification and **mandatory** industry related workplace learning. See the *WACE Manual 2027* for further details.

VET industry specific course syllabuses are available on the Authority website on the VET Industry Specific page (https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/vet-industry-specific).

12.4.1 VET industry specific course enrolments

The process for enrolment in a VET industry specific course is as follows:

1. Upload the course offering (**OFCOS**) file – the VET industry specific course that is being offered.
2. Upload the course enrolment (**ENCOS**) file – student enrolment in VET industry specific course units associated with the relevant qualification.
3. Upload the VET enrolments (**ENVET**) file – student enrolment in individual units of competency integrated with the relevant qualification.
4. Upload the endorsed program enrolment (**ENEND**) file – student enrolment in the Authority-developed Workplace Learning endorsed program (ADWPL). Ensure the qualification code is linked, as this will be used in determining successful course completion.

12.4.1.1 Course offerings (OFCOS) and enrolments (ENCOS)

Refer to the 2027 course codes in:

- subsection 3.2.2 Setting up an Excel database for course offerings (OFCOS)
- subsection 6.6.1 Setting up an Excel database for course enrolments (ENCOS).

For the full list of VET industry specific course codes, refer to the 2027 course codes in Section 3: Offerings.

Course offerings and enrolments in VET industry specific course units are identified in SIRS as VETCOS and follow the same procedures and deadlines as all other courses.

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

Refer to subsection 6.6.2 Setting up an Excel database for VET unit of competency enrolments (ENVET).

VET units of competency, which form the qualification prescribed in the relevant VET industry specific course syllabus, **must be integrated** into the associated VET industry specific course unit.

12.4.2 VET industry specific course results and achievements

Course unit credit for VET industry specific courses is allocated across Years 11 and 12. Refer to the *WACE Manual 2027* for more details.

Course unit credit for VET industry specific courses is reported as completed and as having met the 'C standard' for each VET industry specific course unit. The achievement descriptor 'completed' contributes in the same manner that a C grade or higher applies to all other WACE course units.

To be allocated a completed status, students must have successfully completed the requirements of the course, and the following three results files must have been successfully uploaded into SIRS.

- **RSVET**
  Indicates that the student has achieved competency in:
  - all the units specified as **core**, **mandatory** or **compulsory** as integrated within the VET industry specific course
  - the specified number of electives.
- **RSQUAL**
  Indicates that the student has achieved the relevant full qualification as outlined in the course delivery section of the syllabus.
- **RSEND**
  Indicates that the student has completed the specified number of workplace learning hours through ADWPL as specified in the course syllabus, which is linked to the relevant qualification.

All results and achievements must be verified by the RTO in partnership with the school for delivery, assessment and certification of the relevant qualification (verification may be in the form of a copy of an RTO certified qualification and statement of attainment or written correspondence from an RTO confirming student achievement).

12.4.2.1 Course completion results files (RSVET, RSQUAL, RSEND)

Refer to:

- subsection 11.6.2 Setting up an Excel database for endorsed program results (RSEND)
- subsection 11.6.3 Setting up an Excel database for VET unit of competency results (RSVET)
- subsection 11.6.6 Setting up an Excel database for VET qualification results (RSQUAL).

12.4.2.2 Partial results and achievements requirements (RSVET, RSEND)

If a student does not successfully complete all components of a VET industry specific course, the student is awarded a U (Unfinished) for the Year 12 units (Units 3 and 4).

Course credit for Year 11 units (Units 1 and 2) for a partially completed VET industry specific course may be awarded for a Certificate II or Certificate III VET industry specific course only if the following conditions are met.

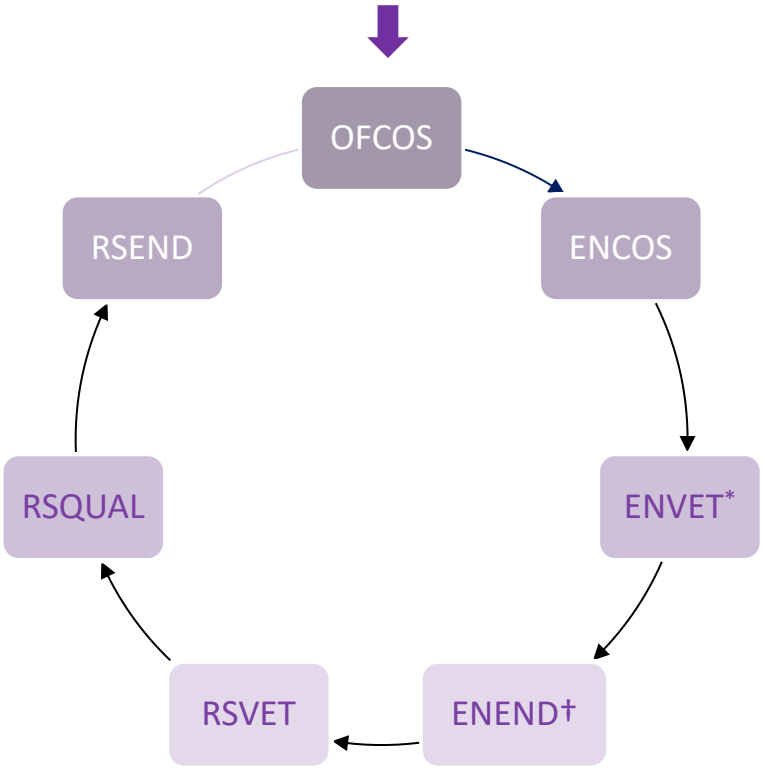
- **Qualification component (RSVET):** completion of equal to, or greater than, 110 nominal hours of the VET industry specific qualification, and
- **Workplace learning component (RSEND):** completion of at least one unit of the workplace learning endorsed program in an industry relevant to the qualification industry area.

If these conditions for Year 11 Units 1 and 2 are not met by the end of an academic year, a U is awarded until these conditions have been met.

12.4.3 VET industry specific course integrity check processes

A VET industry specific WACE course integrity check process is conducted annually to verify that the workplace component of the course (ADWPL) aligns with the industry area of the qualification undertaken. Subscribe to the online circulars available on the home page of the Authority website (https:/www.scsa.wa.edu.au/) for regular updates.

12.4.4 Enrolling and resulting cycle for VET industry specific courses



Notes to diagram

***ENVET** (with VET enrolments integrated into a VET industry specific course) is required before ADWPL can be linked to the qualification via **ENEND**.

† **ENEND** warning: if the student has VETCOS in the **ENCOS** file and is followed by the **ENEND** file without linking it to the qualification, the warning will state that **if ADWPL is being used to meet VET industry specific course requirements, then it must be linked to the relevant VET industry specific course qualification**.

12.5 DTWD funded VET skill sets

A DTWD funded VET skill set refers to a skill set that has been made eligible for funding by the State Government for delivery to senior secondary students. Students who successfully complete a skill set will have the results printed on their WASSA; however, skill sets will not contribute towards the achievement of the WACE.

For instructions on how to report student enrolments in DTWD funded VET skill sets, refer to Section 6: Enrolments.

For instructions on how to report student results for DTWD funded VET skill sets, refer to Section 11: Results and achievements.

12.5.1 Achievement of full DTWD funded VET skill set (RSSKILL)

It is essential that the RSSKILL file only contains students who have successfully completed a DTWD funded VET skill set and not students who are working towards the completion of a DTWD funded VET skill set (i.e. partial qualifications, skills sets or individual units of competency).

The **Statement of attainment issued** field (refer to subsection 11.6.7 Setting up an Excel database for DTWD funded VET skill set results) requires the school to indicate whether:

- the student has both achieved the DTWD funded VET skill set and received the skill set transcript from the RTO, in which case the response should be **yes**, or
- the student has achieved the DTWD funded VET skill set, but has not yet received the skill set transcript from the RTO, in which case the response should be **no**.

Regardless of whether this column is filled in as **yes** or **no**, the DTWD funded VET skill set appears on a student's WASSA.

12.5.2 VET Unique Student Identifier

The VET USI is an optional field in the ENSKILL, RSUSKILL and RSSKILL files; however, DTWD funded VET skill set achievements without a USI will not appear on the student's WASSA. DTWD funded VET skill set achievements do not contribute towards the requirements of a student's WACE.

Any changes to a student's VET USI will require the school to upload a new SRGDG file with the correct USI.