School Curriculum and Standards Authority

Data Procedures Manual 2027

Section 6:
Enrolments

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

6.1 Overview

Schools are required to provide the Authority with records of student enrolments. 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
- DTWD funded VET skill sets

In 2027, Year 11 and Year 12 students can enrol in ATAR, General, Foundation, VET industry specific and Preliminary courses.

6.2 Course units

Before you start entering information into your database, it is important to understand the eligibility requirements for different courses and deadlines for different types of enrolments.

6.2.1 Year 12 enrolments

In summary, and subject to eligibility requirements, Year 12 students:

- **are able** to enrol in Year 12 ATAR, General, Foundation, VET industry specific and Preliminary course units (Year 12 students who are enrolled in a VET industry specific unit will also need to be enrolled in the associated VET qualification and the Authority-developed Workplace Learning [ADWPL] endorsed program)
- **may** enrol in Year 11 ATAR, General, Foundation, VET industry specific and Preliminary course units.

6.2.2 Year 11 enrolments

In summary, and subject to eligibility requirements, Year 11 students:

- **are able** to enrol in Year 11 ATAR, General, Foundation, VET industry specific and Preliminary course units (Year 11 students who are enrolled in a VET industry specific unit will also need to be enrolled in the associated VET qualification and the ADWPL endorsed program)
- **are able** to enrol in Year 12 General, Foundation, VET industry specific and Preliminary course units
- **may enrol** in Year 12 ATAR courses only if they are on accelerated pathways. In these cases, students who sit the ATAR course examination in Year 11 cannot sit the examination in the same course when they are in Year 12.

6.2.3 Deadlines for Year 11 and 12 enrolments

Deadlines for enrolments for Year 11 and 12 students studying units in ATAR, General, Foundation, VET industry specific and Preliminary courses to be uploaded into SIRS are available on the Authority website on the Activities Schedule page (https://www.scsa.wa.edu.au/publications/activities-schedule).

6.2.4 Information about ATAR, General and Foundation courses

Students completing the WACE in 2027 must meet the following requirements:

- Breadth and depth
  - Completion of a minimum of 20 units, which may include unit equivalents attained through VET and/or endorsed programs. This requirement must include at least:
    - a minimum of ten Year 12 units, or the equivalent
    - four units from an English learning area course, post-Year 10, including at least one pair of Year 12 units from an English learning area course
    - one pair of Year 12 units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology).
- Achievement standard
  - Achievement of at least 14 C grades or higher (or the equivalent) in Year 11 and 12 units, including at least six C grades (or equivalents) in Year 12 units.
  - Completion of:
    - at least four Year 12 ATAR courses, or
    - at least five Year 12 General courses (or a combination of General and up to three Year 12 ATAR courses), or equivalent, or
    - a Certificate II (or higher) VET qualification in combination with ATAR, General or Foundation courses.
- Literacy and numeracy standard
  - Demonstration of the minimum standard of literacy and numeracy.

Refer to the *WACE Manual 2027* for the explanatory notes relating to the WACE requirements.

The two Year 11 units are typically studied and reported to the Authority as a pair but may be studied and reported separately.

The two Year 12 units must be studied and reported to the Authority as a pair.

Course units must be completed sequentially, with Year 11 units (Units 1 and 2) being undertaken before Year 12 units (Units 3 and 4), unless students enrol directly in Year 12 units without completing Year 11 units.

Enrolment in Year 11 units after completing Year 12 units in the same course will not be permitted.

Students can enrol in a maximum of two units in a subject course type (e.g. ATAR course) in a given year, except in the ATAR and General courses with defined contexts. For example, a student could not enrol in AEENG, or A1ENG and A2ENG, together with ATENG in the same year.

The Authority recommends schools enrol students in pairs of units in both Year 11 and Year 12.

The forms below are available on the Authority website on the Applications and Order Forms page (https://www.scsa.wa.edu.au/forms/forms):

- *Year 12 overseas full fee-paying student declaration form* (Declarations drop-down tab)
- *Year 10 and Year 11 overseas full fee-paying student declaration form* (Declarations drop-down tab)
- *Non-school candidate enrolment form* (Enrolments drop-down tab).

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

6.2.5 ATAR course examination candidates

ATAR course examinations are designed for Year 12 students. Year 12 students enrolled in Year 12 ATAR courses (Units 3 and 4) are required to sit the ATAR course examination in that course. There are no exemptions from sitting ATAR course examinations.

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

Year 11 students can sit an ATAR course examination in an ATAR course when they are exiting a course (i.e. do not intend to study that course when in Year 12).

Students who sit the ATAR course examination in Year 11 cannot sit the ATAR course examination in the same course when they are in Year 12.

6.2.6 Eligibility to study Foundation courses

Students who have demonstrated:

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

Students who demonstrate:

- the minimum standard of literacy for the WACE in Semester 1 of Year 11 are not eligible to continue in the List A Foundation courses in Semester 2 of that year except in circumstances where, in the professional judgement of the school, students would benefit from continuing enrolment in the Foundation course/s
- the minimum standard of numeracy for the WACE in Semester 1 of Year 11 are not eligible to continue in the List B Foundation courses in Semester 2 of that year unless they are yet to demonstrate the literacy standard for the WACE or except in circumstances where, in the professional judgement of the school, students would benefit from continuing enrolment in the Foundation course/s

- the minimum standard of literacy for the WACE in Semester 2 of Year 11 or during Year 12 will be permitted to continue in Foundation English and other List A Foundation courses in Year 12
- the minimum standard of numeracy for the WACE in Semester 2 of Year 11 or during Year 12 will be permitted to enrol in Foundation Mathematics and other List B Foundation courses in Year 12.

Students who are yet to sit either NAPLAN or OLNA

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

Schools are required to complete an application form for enrolment in Foundation courses through a process that requires an explanation of the reason for enrolling a student directly into a Foundation course when they have not met the eligibility requirements for Foundation courses. This requires a declaration from the school Principal that, based on the evidence available, the enrolment of the student in the Foundation course is educationally appropriate.

Applications are sent to Data Services for approval. The Authority conducts an audit of enrolments in Foundation course units undertaken in conjunction with school grading reviews for other courses where evidence of a significant increase in enrolments signals a possible school misuse of the enrolment process.

This application form is available on the Authority website on the Applications and Order Forms page (https://www.scsa.wa.edu.au/forms/forms).

OLNA results and Year 11 enrolments in Foundation course units

Once OLNA results become available after each of the Term 1 and 2 windows, schools must check to see which of their Year 11 students have demonstrated the minimum standard of literacy and/or numeracy and are no longer eligible to continue in the associated Foundation course units in Semester 2.

Generally, this means that students who have been enrolled in Foundation course units in Year 11 and who have met the standard in literacy and/or numeracy via the OLNA are required to enrol in a General or ATAR course in Semester 2.

In some circumstances, schools may apply to the Authority seeking permission for a student to remain in the Foundation course/s by completing the *Application for exemption from enrolment eligibility criteria for Foundation units – Form C* available on the Authority website on the Application for enrolment into Foundation units (for students seeking exemption from eligibility requirements) page (https://www.scsa.wa.edu.au/forms/forms/application-for-exemption-from-enrolment-eligibility-criteria-for-foundation-units). Applications are sent to Data Services for approval. The Authority conducts an audit of enrolments in Foundation course units undertaken in conjunction with school grading reviews for other courses where evidence of a significant increase in enrolments signals a possible school misuse of the revised enrolment process.

To assist schools to identify which Year 11 students must change their enrolments (due to demonstrating the minimum standard of literacy and/or numeracy for the WACE), schools need to generate the *CSE188 – Foundation course eligibility report* in SIRS.

To generate a CSE188 report:

1. In the blue horizontal navigation bar, hover over the **Reports** tab.
2. Click on **Other Reports**.
3. In **Report Type**, select **Enrolments** and in **Report** select **CSE188 – Foundation course eligibility** report from the drop-down lists.

Note: if schools run this report before the OLNA results are available, it will generate a blank result.

To apply for an exemption, complete the *Application for exemption from enrolment eligibility criteria for Foundation units – Form C* available on the Authority website on the Applications and Order Forms page (https://www.scsa.wa.edu.au/forms/forms).

6.2.7 Eligibility to study Year 11 and Year 12 Preliminary courses

Enrolment in Preliminary courses is restricted to students who have been identified as having a learning difficulty or intellectual disability and are unable to engage with the level of Foundation courses. Refer to the *WACE Manual 2027* for further details relating to eligibility.

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

6.2.8 Enrolment in a WACE language course

Information about applying for permission to enrol in a WACE language course is available on the Authority website on the WACE Language applications page (https://www.scsa.wa.edu.au/sirs-and-srms-info/srms-information/wace-language-applications).

Students seeking to enrol in the WACE ATAR or General Year 11 or Year 12 language courses listed below must apply for eligibility approval in the year prior to their first enrolment in the course, typically in Year 10 for study in Year 11, via the Authority student portal (https://studentportal.scsa.wa.edu.au).

- Chinese (Second Language, Background Language, First Language)
- French (Second Language, Background Language)
- German (Second Language, Background Language)
- Hindi (Second Language, Background Language)
- Indonesian (Second Language, Background Language)
- Italian (Second Language, Background Language)
- Japanese (Second Language, Background Language)
- Korean (Second Language, Background Language)
- Punjabi (Second Language, Background Language)
- Tamil (Second Language, Background Language)

Schools must endorse WACE language applications via the SRMS (https://srms.scsa.wa.edu.au). The Authority will then make the final determination of the course in which the student is permitted to enrol. The school cannot enrol the student in a WACE language course in SIRS until the determination is recorded in the SRMS.

6.2.9 English as an Additional Language or Dialect eligibility

Students seeking to enrol in the English as an Additional Language or Dialect (EAL/D) courses must have eligibility approval. Information about the eligibility process for ATAR, General and Foundation EAL/D courses is available on the Authority website on the English as an Additional Language or Dialect page (https:/senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect).

For the school to enrol a student in the Year 12 EAL/D ATAR course, the student must submit a Year 12 EAL/D ATAR eligibility declaration via the Authority student portal (https://studentportal.scsa.wa.edu.au). The school must then endorse this declaration via the SRMS (https:/srms.scsa.wa.edu.au). Guides and deadlines for this process can be found on the EAL/D course page. The school cannot enrol the student in the Year 12 EAL/D ATAR course in SIRS until the Principal's determination is recorded in the SRMS.

6.3 Vocational education and training

Schools are required to use SIRS to report students' VET enrolments and achievements for Years 10, 11 and 12; however, schools wishing to have a student's Year 9 VET results and achievements recorded to contribute towards the achievement of their WACE, must seek permission from the Authority.

The *Application for recording of enrolment and achievement of VET units of competency (delivered through VET credit transfer) VET qualifications – Year 9 students, 2027* form is available on the Authority website on the Applications and Order Forms page (https://www.scsa.wa.edu.au/forms/forms).

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

6.4 Endorsed programs

Schools should ensure that the endorsed programs they offer appear on the list of endorsed programs on the Authority website. Schools are required to use SIRS to enrol students in endorsed programs. Each endorsed program is assigned a unique identifier code of up to seven characters, which is to be used when uploading endorsed program enrolments into SIRS.

The complete list of endorsed programs and their individual codes is available on the Authority website on the Endorsed Programs page (https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs).

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

6.4.1 Enrolment declaration form

Before endorsed program enrolments are uploaded, Principals are required to certify that the endorsed programs in which students are enrolled are offered under the conditions listed on the form. This form covers student enrolments for Years 10, 11 and 12.

6.5 Recording 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, or how to contact the software supplier, refer to Section 15: Database programs.

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

6.6 Setting up enrolment databases in Excel

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

Information can be found in this section on how to set up an Excel database for:

- Course enrolments (ENCOS)
- VET unit of competency enrolments (ENVET)
- DTWD funded VET skill set unit of competency enrolments (ENSKILL)
- Endorsed programs enrolments (ENEND).

6.6.1 Setting up an Excel database for course enrolments (ENCOS)

	A	B	C	D	E	F	G	H	I	J	K
1	Record type	Provider code	Course code	Course type	Unit code	Qualification code	Western Australian student number (WASN)	Student family name	Student given name	Calendar year	Academic year
2	ENCOS	1000	ECO	COS	AEECO		31625473	Orange	Basil	2025	11
3	ENCOS	1000	ENG	COS	AEENG		31256022	Teal	Jasmine	2025	11
4	ENCOS	1000	HBY	COS	AEHBY		31251365	Indigo	Ren	2025	11
5	ENCOS	1000	HIM	COS	AEHIM		31568413	Pink	Poppy	2025	11
6	ENCOS	1000	CHE	COS	AECHE		31074658	Burgandy	Holly	2025	11
7	ENCOS	1000	ACF	COS	ATACF		31600281	White	Elm	2025	12
8	ENCOS	1000	AIT	COS	ATAIT		31049691	Mahogany	Bryony	2025	12
9	ENCOS	1000	AIT	COS	GTAIT		31884259	Periwinkle	Dahlia	2025	12
10	ENCOS	1000	BLY	COS	ATBLY		31392404	Silver	Calix	2025	12

The screenshot above shows a section of the required format for the course enrolments (ENCOS) database in Excel. For example, the **Record type** is required in Column A, the **Provider code** is required in Column B etc. Each row records a course unit enrolment for one student (i.e. three rows are required for a student enrolled in three courses).

The layout requirements for all columns in the course enrolments Excel database are specified in the table below. 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 13: Section 6 – Excel file format for course enrolments (ENCOS)

Column number	Column reference	Field name	Comment
1	A	Record type	ENCOS Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Mandatory Maximum field length = 12 Unique code for the course
4	D	Course type	Mandatory Maximum field length = 6 Either VETCOS or COS This identifies the enrolment into a VET industry specific course or other course. For example, this would be set to VETCOS where the student enrols into the VET industry specific Business and Financial Services course, while it would be set to COS if the student enrols into the Media Production and Analysis course
5	E	Unit code	Mandatory Maximum field length = 12 Unique code for the course unit that the student is enrolling in, where the course type is COS or VETCOS
6	F	Qualification code	Mandatory – where the course type is VETCOS Leave blank – where the course type is COS Maximum field length = 12 This is the qualification code specified in the VET industry specific course documentation
7	G	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
8	H	Student family name	Mandatory Maximum field length = 40
9	I	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40
10	J	Calendar year	Mandatory Maximum field length = 4 Must be current year in yyyy format
11	K	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 10, 11, 12

Column number	Column reference	Field name	Comment
12	L	Semester	Mandatory Maximum field length = 1 Must be 1 = Semester 1, 2 = Semester 2, 3 = year-long
13	M	Contact/teacher* family name	Mandatory Maximum field length = 30
14	N	Contact/teacher* given name	Mandatory Maximum field length = 30
15	O	Contact/teacher registration number	Mandatory except for overseas schools Issued by TRBWA Maximum field length = 15 Must be whole number
16	P	Class identification	Mandatory This is the name to identify the teacher class group as specified by the provider (e.g. Class 1) Maximum field length = 20
17	Q	Contact/teacher email address	Mandatory Maximum field length = 100
18	R	Enrolment activity for course	Mandatory E = enrolled W = withdrawn Maximum field length = 1 Withdrawn from course will withdraw all course units and integrated UoC for the course
19	S	Enrolment activity for course unit	Mandatory E = enrolled W = withdrawn Maximum field length = 1 If enrolment activity for the course unit is enrolled, then enrolment activity for the course cannot be withdrawn

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

Excel database for course enrolments (ENCOS)

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

	A	B	C	D	E	F	G	H	I	J	K
1	Record type	Provider code	Course code	Course type	Unit code	Qualification code	Western Australian student number (WASN)	Student family name	Student given name	Calendar year	Academic year
2	ENCOS	1000	ECO	COS	AEECO		31625473	Orange	Basil	2025	11
3	ENCOS	1000	ENG	COS	AEENG		31256022	Teal	Jasmine	2025	11
4	ENCOS	1000	HBY	COS	AEHBY		31251365	Indigo	Ren	2025	11
5	ENCOS	1000	HIM	COS	AEHIM		31568413	Pink	Poppy	2025	11
6	ENCOS	1000	CHE	COS	AECHE		31074658	Burgandy	Holly	2025	11
7	ENCOS	1000	ACF	COS	ATACF		31600281	White	Elm	2025	12
8	ENCOS	1000	AIT	COS	ATAIT		31049691	Mahogany	Bryony	2025	12
9	ENCOS	1000	AIT	COS	GTAIT		31884259	Periwinkle	Dahlia	2025	12
10	ENCOS	1000	BLY	COS	ATBLY		31392404	Silver	Calix	2025	12

L	M	N	O	P	Q	R	S
Semester	Contact/teacher family name*	Contact/teacher given name*	Contact/teacher registration number	Class identification	Contact/teacher email address	Enrolment activity for course	Enrolment activity for course unit
3	Alpha	Brian	55555555	AEECO_2	Brian.Alpha@sirstraining.com	E	E
3	Beta	David	88888888	AEENG_12	David.Beta@sirstraining.com	W	W
3	Delta	Sarah	77777777	AEHBY_3	Sarah.Delta@sirstraining.com	E	E
3	Omega	Jennifer	66666666	AEHIM_1	Jennifer.Omega@sirstraining.com	W	W
3	Alpha	Brian	55555555	AECHE_9	Brian.Alpha@sirstraining.com	E	E
3	Delta	Sarah	77777777	ATACF_2	Sarah.Delta@sirstraining.com	E	E
3	Omega	Jennifer	66666666	ATAIT_1	Jennifer.Omega@sirstraining.com	W	W
3	Alpha	Brian	55555555	GTAIT_1	Brian.Alpha@sirstraining.com	E	E
3	Beta	David	88888888	ATBLY_1	David.Beta@sirstraining.com	E	E

6.6.2 Setting up an Excel database for VET unit of competency enrolments (ENVET)

	A	B	C	D	E	F	G	H	I	J
1	**Record type**	Provider code	Course code	Course type	Unit code	Qualification code	Unit of competency code	Registered training organisation provider code	Registered training organisation location code	Western Australian student number (WASN)
2	ENVET	1000				52893WA	ASBAWA201	52787		31256022
3	ENVET	1000				52893WA	CPCCOM1012	52787		31256022
4	ENVET	1000				52893WA	CPCCOM1013	52787		31256022
5	ENVET	1000				52893WA	CPCCCM2008	52787		31251365
6	ENVET	1000				52893WA	ASBAWA201	52787		31251365

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

The layout requirements for all columns in the VET unit of competency enrolments Excel database are specified in Table 14. Screenshots of all required columns are included following the table.

Notes:

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

Table 14: Section 6 – Excel file format for VET unit of competency enrolments (ENVET)

Column number	Column reference	Field name	Comment
1	A	Record type	ENVET Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Optional Maximum field length = 12 Unique code of the course that the unit of competency (UoC) is integrated into Leave blank if the UoC is a credit transfer
4	D	Course type	Optional Maximum field length = 6 Must be VETCOS when the UoC is integrated into a VET industry specific course, otherwise leave blank
5	E	Unit code	Optional Maximum field length = 12 Leave blank for a credit transfer UoC enrolment Mandatory when VET industry specific course code is specified
6	F	Qualification code	Mandatory Maximum field length = 12 Unique code for the qualification the student is working towards by completing this UoC
7	G	Unit of competency code	Mandatory Maximum field length = 12 Unique code of the VET UoC the student is enrolling in
8	H	Registered training organisation provider code	Mandatory Maximum field length = 10 The unique code of the RTO offering the UoC on behalf of the COS provider

Column number	Column reference	Field name	Comment
9	I	Registered training organisation location code	Optional Maximum field length = 10 Must be RTO location code for a contracted RTO provider
10	J	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
11	K	Student family name	Mandatory Maximum field length = 40
12	L	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40
13	M	Calendar year	Mandatory Maximum field length = 4 In yyyy format
14	N	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 10, 11, 12
15	O	Semester	Optional Maximum field length = 1 Mandatory for an enrolment in a UoC integrated into a VET industry specific course unit enrolment Must be 1 = Semester 1, 2 = Semester 2, 3 = year-long
16	P	Contact/teacher family name*	Optional Mandatory when given name or registration number is specified Maximum field length = 30
17	Q	Contact/teacher given name*	Optional Mandatory when family name or registration number is specified Maximum field length = 30
18	R	Contact/teacher registration number	Optional Mandatory when family name or given name is specified Maximum field length = 15 Issued by TRBWA Must be a whole number
19	S	Class identification	Optional The name to identify the teacher class group as specified by the provider (e.g. Class 1) Maximum field length = 20
20	T	Commencing course identifier	Optional Maximum field length = 1 3 = commencing enrolment in the qualification or course 4 = continuing enrolment in the qualification or course from a previous year 8 = unit of competency or module enrolment only
21	U	Enrolment activity start date	Mandatory Maximum field length = 10 In dd/mm/yyyy date format

Column number	Column reference	Field name	Comment
22	V	Enrolment activity end date	Optional – will need to be specified with results Maximum field length = 10 In dd/mm/yyyy date format
23	W	Delivery mode identifier	Mandatory Maximum field length = 2 10 = classroom-based 20 = electronic-based 30 = employment-based 40 = other delivery (e.g. correspondence) 90 = not applicable (recognition of prior learning [RPL] or credit transfer)
24	X	Traineeship/ apprenticeship contract ID	Optional Maximum field length = 10
25	Y	Enrolment activity	Mandatory Maximum field length = 1 E = enrolled W = withdrawn
26	Z	Study reason identifier	Optional Maximum field length = 2 01 = to get a job 02 = to develop my existing business 03 = to start my own business 04 = to try for a different career 05 = to get a better job or promotion 06 = it was a requirement of my job 07 = I want extra skills for my job 08 = to get into another course 11 = other reason 12 = for personal interest or self-development
27	AA	VET type	Optional Maximum field length = 1 Y = VET in schools N = VET outside of a school arrangement
28	AB	Qualification enrolment	Optional Maximum field length = 1 Y = enrolled in full qualification to be completed N = not enrolled in full qualification to be completed
29	AC	School-based apprenticeship/ traineeship	Optional Maximum field length = 4 SBT = school-based traineeship ASBT = Aboriginal school-based traineeship SBA = school-based apprenticeship ASBA = Aboriginal school-based apprenticeship PAiS = pre-apprenticeship in school IB = industry-based accredited course

Column number	Column reference	Field name	Comment
30	AD	VET USI	Optional Field length = 10 Alphanumeric VET Unique Student Identifier (USI) is required for UoC result to contribute towards the WACE requirements

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

Excel database for VET unit of competency enrolments (ENVET)

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

	A	B	C	D	E	F	G	H	I	J
1	**Record type**	Provider code	Course code	Course type	Unit code	Qualification code	Unit of competency code	Registered training organisation provider code	Registered training organisation location code	Western Australian student number (WASN)
2	ENVET	1000				52893WA	ASBAWA201	52787		31256022
3	ENVET	1000				52893WA	CPCCOM1012	52787		31256022
4	ENVET	1000				52893WA	CPCCOM1013	52787		31256022
5	ENVET	1000				52893WA	CPCCCM2008	52787		31251365
6	ENVET	1000				52893WA	ASBAWA201	52787		31251365

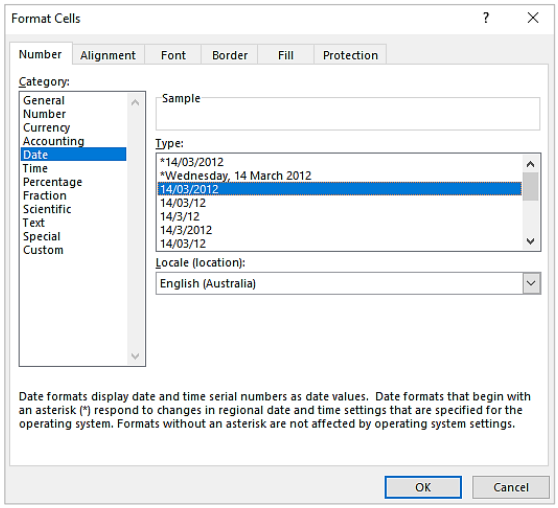
K	L	M	N	O	P	Q	R	S	T
Student family name	Student given name	Calendar year	Academic year	Semester	Contact/teacher family name*	Contact/teacher given name*	Contact/teacher registration number	Class identification	Commencing course identifier
Teal	Jasmine	2025	11	3	Brian	Alpha	55555555		3
Teal	Jasmine	2025	11	3	Brian	Alpha	55555555		3
Teal	Jasmine	2025	11	3	Brian	Alpha	55555555		3
Indigo	Ren	2025	11	3	Brian	Alpha	55555555		3
Indigo	Ren	2025	11	3	Brian	Alpha	55555555		3

U	V	W	X	Y	Z	AA	AB	AC	AD
Enrolment activity start date	Enrolment activity end date	Delivery mode identifier	Traineeship/apprenticeship contract ID	Enrolment activity	Study reason identifier	VET type	Qualification enrolment	School-based apprenticeship/traineeship	VET USI
31/01/2024	11/12/2025	10		E		Y	Y		ZZZZZZZZZ2
31/01/2024	11/12/2025	10		E		Y	Y		ZZZZZZZZZ2
31/01/2024	11/12/2025	10		E		Y	Y		ZZZZZZZZZ2
31/01/2024	11/12/2025	10		E		Y	Y		ZZZZZZZZZ3
31/01/2024	11/12/2025	10		E		Y	Y		ZZZZZZZZZ3

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 prevent validation of the file.

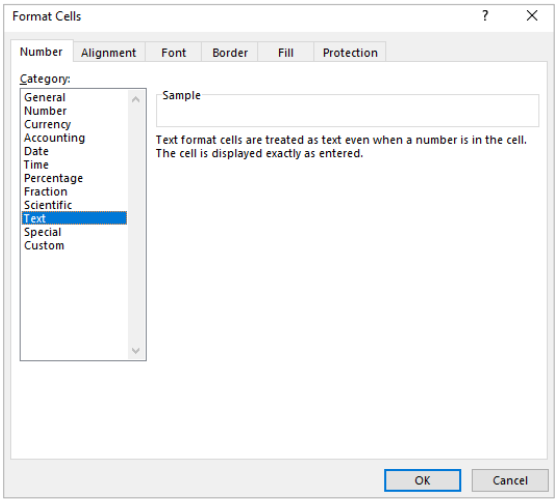


Before entering the date of birth:

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

Leading zero in a number

To prevent Excel automatically removing a number that leads with a zero (as is the case of study reason, e.g. 01 to get a job), you will need to format the cell.



To 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.

Note: the Unique Student Identifier (USI) is an optional field in the ENVET, RSVET and RSQUAL files; however, VET achievements without a USI will not appear on the student's WASSA and will not contribute towards the requirements of a student's WACE.

Next step:

6.7 Saving data for upload into SIRS

6.6.3 Setting up an Excel database for DTWD funded VET skill set unit of competency enrolments (ENSKILL)

	A	B	C	D	E	F	G	H	I
1	Record type	Provider code	Skill set code	Unit of competency code	Registered training organisation provider code	Registered training organisation location code	Western Australian student number (WASN)	Student family name	Student given name
2	ENSKILL	1000	AE456	ASBAWA201	52787		31256022	Teal	Jasmine
3	ENSKILL	1000	AE456	CPCCOM1012	52787		31256022	Teal	Jasmine
4	ENSKILL	1000	AE456	CPCCOM1013	52787		31251365	Indigo	Ren
5	ENSKILL	1000	AE456	CPCCOM1014	52787		31251365	Indigo	Ren

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

The layout requirements for all columns in the DTWD funded VET skill set unit of competency enrolments Excel database are specified in Table 15. Screenshots of all required columns are included after 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 15: Section 6 – Excel file format for DTWD funded VET skill set unit of competency enrolments (ENSKILL)

Column number	Column reference	Field name	Comment
1	A	Record type	ENSKILL Maximum field length = 7
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Skill set code	Mandatory Maximum field length = 12 Unique code for the skill set the student is trying to achieve by completing this unit of competency
4	D	Unit of competency code	Mandatory Maximum field length = 12 Unique code of the VET UoC the student is enrolling in

Column number	Column reference	Field name	Comment
5	E	Registered training organisation provider code	Mandatory Maximum field length = 10 The unique code of the RTO offering the UoC on behalf of the COS provider
6	F	Registered training organisation location code	Optional Maximum field length = 10 Must be RTO location code for a contracted RTO provider
7	G	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
8	H	Student family name	Mandatory Maximum field length = 40
9	I	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40
10	J	Calendar year	Mandatory Maximum field length = 4 In yyyy format
11	K	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 11, 12
12	L	Contact/teacher family name*	Optional Mandatory when given name or registration number is specified Maximum field length = 30
13	M	Contact/teacher given name*	Optional Mandatory when family name or registration number is specified Maximum field length = 30
14	N	Contact/teacher registration number	Optional Mandatory when family name or given name is specified Maximum field length = 15 Issued by TRBWA Must be a whole number
15	O	Class identification	Optional The name to identify the teacher class group as specified by the provider (e.g. Class 1) Maximum field length = 20
16	P	Commencing course identifier	Optional Maximum field length = 1 3 = commencing enrolment in the skill set 4 = continuing enrolment in the skill set from a previous year 8 = unit of competency or module enrolment only
17	Q	Enrolment activity start date	Mandatory Maximum field length = 10 In dd/mm/yyyy date format

Column number	Column reference	Field name	Comment
18	R	Enrolment activity end date	Optional – will need to be specified with results Maximum field length = 10 In dd/mm/yyyy date format
19	S	Delivery mode identifier	Mandatory Maximum field length = 2 10 = classroom-based 20 = electronic-based 30 = employment-based 40 = other delivery (e.g. correspondence) 90 = not applicable (RPL or credit transfer)
20	T	Enrolment activity	Mandatory Maximum field length = 1 E = enrolled W = withdrawn
21	U	Study reason identifier	Optional Maximum field length = 2 01 = to get a job 02 = to develop my existing business 03 = to start my own business 04 = to try for a different career 05 = to get a better job or promotion 06 = it was a requirement of my job 07 = I want extra skills for my job 08 = to get into another course 11 = other reason 12 = for personal interest or self-development
22	V	VET type	Optional Maximum field length = 1 Y = VET in schools N = VET outside of a school arrangement
23	W	Skill set enrolment	Optional Maximum field length = 1 Y = enrolled in full skill set to be completed N = not enrolled in full skill set to be completed
24	X	VET USI	Optional Maximum field length = 10 Alphanumeric VET Unique Student Identifier (USI) is required for a skill set to be recorded on the WASSA

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

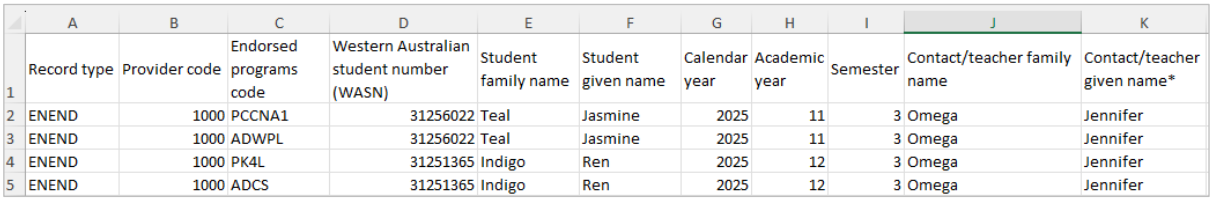
Excel database for DTWD funded VET skill set unit of competency enrolments (ENSKILL)
See below for a complete breakdown of the fields within the ENSKILL database.

	A	B	C	D	E	F	G	H	I
1	Record type	Provider code	Skill set code	Unit of competency code	Registered training organisation provider code	Registered training organisation location code	Western Australian student number (WASN)	Student family name	Student given name
2	ENSKILL	1000	AE456	ASBAWA201	52787		31256022	Teal	Jasmine
3	ENSKILL	1000	AE456	CPCCOM1012	52787		31256022	Teal	Jasmine
4	ENSKILL	1000	AE456	CPCCOM1013	52787		31251365	Indigo	Ren
5	ENSKILL	1000	AE456	CPCCOM1014	52787		31251365	Indigo	Ren

J	K	L	M	N	O	P
Calendar year	Academic year	Contact/teacher family name	Contact/teacher given name*	Contact/teacher registration number	Class identification	Commencing course identifier
2025	11	Delta	Sarah	77777777	Class 1	3
2025	11	Delta	Sarah	77777777	Class 1	3
2025	11	Delta	Sarah	77777777	Class 2	3
2025	11	Delta	Sarah	77777777	Class 2	3

Q	R	S	T	U	V	W	X
Enrolment activity start date	Enrolment activity end date	Delivery mode identifier	Enrolment activity	Study reason identifier	VET type	Skill set enrolment	VET USI
15/02/2025		10	E	4	y	y	ZZZZZZZZZ2
15/02/2025		10	E	4	y	y	ZZZZZZZZZ2
15/02/2025		10	E	4	y	y	ZZZZZZZZZ3
15/02/2025		10	E	4	y	y	ZZZZZZZZZ3

6.6.4 Setting up an Excel database for endorsed program enrolments (ENEND)



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

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

The layout requirements for all columns in the endorsed program enrolments Excel database are specified in Table 16. Screenshots of all required columns are included following the table.

Notes:

- Once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.
- From 2027, students must complete at least one Year 12 ATAR course to receive unit equivalents from a completed Tertiary Preparation Endorsed Program (TPEP).

Table 16: Section 6 – Excel file format for endorsed program enrolments (ENEND)

Column number	Column reference	Field name	Comment
1	A	Record type	ENEND Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Endorsed program code	Mandatory Maximum field length = 12 Unique code for the course program
4	D	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
5	E	Student family name	Mandatory Maximum field length = 40
6	F	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40
7	G	Calendar year	Mandatory Maximum field length = 4 In yyyy format
8	H	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 10, 11, 12

Column number	Column reference	Field name	Comment
9	I	Semester	Mandatory Maximum field length = 1 Only valid value: 3 = year-long
10	J	Contact/teacher family name*	Optional Mandatory when given name or registration number is specified Maximum field length = 30
11	K	Contact/teacher given name*	Optional Mandatory when family name or registration number is specified Maximum field length = 30
12	L	Contact/teacher registration number	Mandatory except for overseas schools Issued by TRBWA Maximum field length = 15 Must be a whole number
13	M	Class identification	Optional Identifies the teacher class group as specified by the provider (e.g. Class 1) Maximum field length = 20
14	N	Enrolment activity	Mandatory Maximum field length = 1 E = enrolled W = withdrawn
15	O	Course code	Leave blank
16	P	Qualification code†	Mandatory when ADWPL is part of a VET industry specific course enrolment, otherwise leave blank Maximum field length = 12

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

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

Excel database for endorsed program enrolments (ENEND)

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

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

I	J	K	L	M	N	O	P
Semester	Contact/teacher family name	Contact/teacher given name*	Contact/teacher registration number*	Class identification	Enrolment activity	Course code	Qualification code
3	Omega	Jennifer	66666666		E		
3	Omega	Jennifer	66666666		E		BSB20120
3	Omega	Jennifer	66666666		E		
3	Omega	Jennifer	66666666		E		

Notes to table

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

Saving data
Endorsed program data can be saved in one or more files. For example, all data could be in one file, or each year group could be in a separate file.

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

6.7 Saving data for upload into SIRS

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

6.7.1 File naming

There are file name conventions for each enrolment type.

6.7.1.1 Course enrolments

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. ENCOS
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 enrolment records from provider/school 1000 for Year 12 would be **ENCOS1000Y1Y12.CSV**.

6.7.1.2 Endorsed programs

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. ENEND
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 endorsed programs enrolment records from provider/school 1000 for Year 12 would be **ENEND1000Y1Y12.CSV**.

6.7.1.3 VET enrolments through credit transfer

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. ENVET
SSSS = the provider/school code, e.g. 1000
TT = S1, S2, Y1 for semester or year-long data
YYY = Y11, Y12 for Year 11 or Year 12 data
or YUP for combined Year 11 and Year 12 data.

Example: the file name of VET enrolment records from provider/school 1000 for Semester 1 for Year 11 would be **ENVET1000S1Y11.CSV**.

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

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. ENVET
SSSS = the provider/school code, e.g. 1000
TT = S1, S2, Y1 for semester or year-long data
YYY = Y11, Y12 for Year 11 or Year 12 data
or YUP for combined Year 11 and Year 12 data.

Example: the file name of VET enrolment records from provider/school 1000 for Semester 1 for Year 11 would be **ENVET1000S1Y11.CSV**.

6.7.1.5 VET enrolments for skill sets (ENSKILL)

XXXXXSSSSYYY.CSV

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

Example: the file name of VET enrolment records from provider/school 1000 for Year 12 would be **ENSKILL1000Y12.CSV**.

6.7.2 Further changes

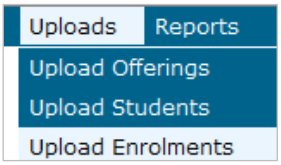
If any further changes need to be made to the spreadsheet, make sure you edit your original Excel document and not the **.CSV** file, as opening the file again will result in the loss of any text formatting.

6.8 Uploading data into SIRS

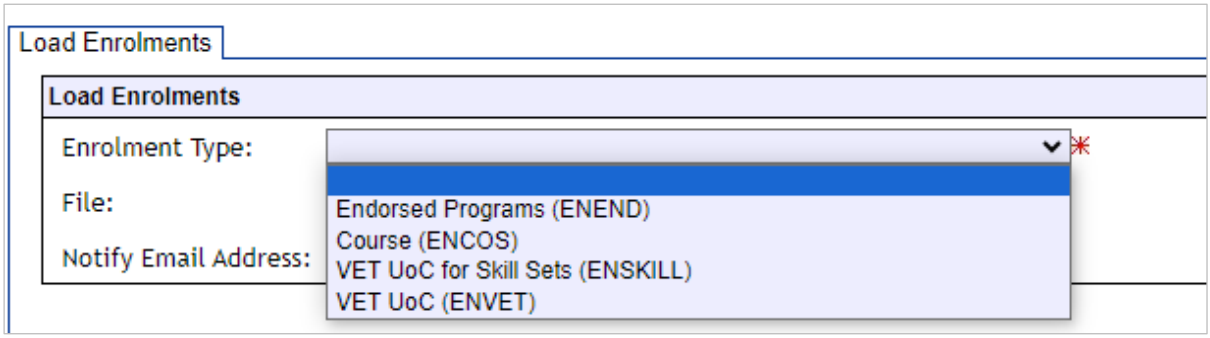
Once data has been saved as a **.CSV** file, it can be uploaded into SIRS.

Note: before uploading the ENVET file with the integrated VET, the course enrolment file (ENCOS) must be uploaded into SIRS. This needs to be done to ensure that the link between the VET unit of competency and the course unit can be made. If the ENCOS file is not uploaded first, then the ENVET file will not be able to be processed.

To upload enrolments:



1. In the blue horizontal navigation bar, hover over the **Uploads** tab (see screenshot to the right).
2. Click on **Upload Enrolments**. The **Load Enrolments** fields will appear (see screenshot below).



3. In **Enrolment Type**, select either **ENEND** (for endorsed programs), **ENCOS** (for course units), **ENSKILL** (for DTWD funded VET skill set units of competency) or **ENVET** (for VET units of competency).
4. To locate the required file on your computer, click on the **Choose File** button.
5. The **Choose File to Upload** screen will appear. Navigate to the folder where the required file is stored and click on it.
6. Click on the **Open** button. The drive, folder's path and file name will appear in the **File** field.

   Note: the email address of the person uploading the file will automatically appear. SIRS will send an email message to this person to report the status of the upload.

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

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

6.8.1 Email messages

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

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

Successfully processed
The system has processed the file and no problems were 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 VET UoC Enrolment (ENVET): ENVET1000Y112015.csv has failed verification due to the following errors.

Error occurred on record 930 (Student: 31568413: Pink, Poppy). The following errors were found in this record:

> The student identified by: 31568413 has a different VET USI stored on SIRS. If this USI – ZZZZZZZZZ4 is correct, please update this student's USI by uploading a new SRGDG file prior to submitting this file again.

Example of a failed file verification message:

The VET UoC Enrolments for Skill Sets (ENSKILL): ENSKILL1000Y122023.csv has failed verification due to the following errors.

Error occurred on record 1. The following errors were found in this record:

> The number of columns for this file must not be greater than 24. Make sure the uploaded file is a valid file in .CSV or fixed length format and matches with the selected type of VET UoC Enrolments for Skill Sets (ENSKILL).

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 Enrolment (ENCOS): ENCOS1000S2Y11-25.csv has failed processing due to the following errors.

Error occurred on record 146 (Student: 31884259: Periwinkle, Dahlia). The following errors were found in this record:

> Error occurred with upload enrolment of Y11 student with student number 31884259 for course DES for provider 1000 in 2025: This student cannot be enrolled in the same course being delivered as a pair i.e. AE and delivered as single units i.e. A1 and A2 in the same year.

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.

6.8.2 Upload confirmation

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

Note: when you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

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

See the visual representation below for a key to the **Enrolment 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 several reasons. To identify and resolve the issue, refer to the Troubleshooting section below.

6.9 Troubleshooting

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

Table 17: Section 6 – Common error messages for the enrolments file upload and possible solutions

Example error messages	How to resolve the problem
Student identified by number: 22151402 has a different academic year specified in their demographic record	This student is currently registered in SIRS with a different academic year. Contact dataservices@scsa.wa.edu.au to either change the academic year (the student may have come from another school), or if it is a Year 11 or Year 12 student wishing to change, complete the *Request to change academic year* form and send it to Data Services.
Student identified by number: 21200752 has a name other than specified**:** Anne, Sulaman	The student's name is different from the one in SIRS. Check the student's details in your school system, generate a new student registration file and upload the SRGDG file again to update the name of the student. If the student has changed their name or there is an incorrect spelling, contact Data Services to make these changes.

Example error messages	How to resolve the problem
Student identified by number: 21632418 has no student registration information in current year.	This student has not been registered by your school in the current year. Add the student's details in your school system, generate a new SRGDG file and upload it again to update the student.
Student with the specified number: 21949599 does not currently exist in the system	This student has never been registered by your school. Add the student details within your school system, generate a new SRGDG file and upload it again to update the name of the student.
Calendar year must match current year	You can only upload enrolments for the current year. If you need to update enrolments for past years, contact Data Services.
Record type must be: ENVET	You are uploading a file that is not an ENVET file (it may be an ENEND, etc.); however, at the time of the upload you selected this as your upload type. It is possible that you have either selected the wrong file to upload or selected the wrong upload type. Check what you are uploading and select the appropriate upload type for the file you are uploading. Note: this error also occurs if your file is saved as an **.XLS** file instead of a **.CSV** file.
RTO (provider code 4676) has not been registered in SIRS	To register an RTO, email Data Services at dataservices@scsa.wa.edu.au.
Invalid VET UoC code: BSBWOR20B for current year	Unit of competency code is not valid in the current year. Email vetlinking@scsa.wa.edu.au.
Invalid course unit code VTBBSB for current year	VET industry specific course units are coded by indicating VET industry specific, then E or T for Year 11 or 12, then the course code (e.g. VBF), then an indication of the certificate (e.g. B for Certificate II in Workplace Skills). The unit code should be VTVBFB.
Invalid VET skill set code: AE222 for current year	VET skill set code is not valid. Check if the code has been entered incorrectly. If needed, email Data Services to confirm the code at dataservices@scsa.wa.edu.au.
Qualification code CPC10120 is not linked to the course unit code: VEVCO for course with code: VCO for current year	Email Data Services at dataservices@scsa.wa.edu.au.
Invalid VET qualification code SIS50321 for 2027	From 2027, the Authority will no longer recognise Diploma-level qualifications for WACE achievement. Remove Diploma entries from the file and re-upload.
Invalid course unit code: GEMUSW for course with code: MUS	Music has no contexts, so the course unit code should be GEMUS or ATMUS.
Invalid endorsed program code: CCNAE1 for current year	This endorsed program does not exist in SIRS in the current year. Check your codes and/or contact Data Services for more information.

Example error messages	How to resolve the problem
Course unit with code: AEELD as part of the course with code: ELD is not offered by the provider with code: 1000 for current year.	This course unit is not offered by your school. Add the unit/s to your offerings and upload your OFCOS file again to include any units noted as not offered.
The teacher's name Smith, Jenny does not match the name of the teacher with the same TRBWA number 32117692 in SIRS. Check that you have assigned the correct TRBWA number to the teacher by checking the TRBWA number of the teacher at http://trb.wa.gov.au and selecting the Register of Teachers menu item. If the number is correct, contact the SIRS help desk to resolve this problem	The teacher is probably listed in SIRS with a full given name, i.e. Jennifer, and SIRS will only accept Jennifer in the upload information. SIRS information is received from the TRBWA, and schools need to ensure that the correct name and number are uploaded.
Your school is trying to integrate a VET unit of competency into a VET industry specific course unit in which the student is not enrolled. Student identified by number: 21734289 is not currently enrolled in the course unit identified by: VEVBFB as part of the course with code: VBF	The student has not been enrolled in the VET industry specific course unit that the unit of competency is integrated with. Upload ENCOS with student enrolment first.
Invalid VET UoC code: CPPSIS2012 for DTWD funded VET skill set AE456	Unit of competency code is not valid. Contact vetinfo@scsa.wa.edu.au for the list of DTWD funded VET skill sets with linked units of competency available for upload into SIRS.

6.10 Further help

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