School Curriculum and Standards Authority

DATA PROCEDURES MANUAL **2024**

UPDATED

11/01/2024

Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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School Curriculum and Standards Authority

Data Procedures Manual 2024

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School Curriculum and Standards Authority

Data Procedures Manual 2024

Section 1:

Overview

Contents

- About the Student Information Records System
- Processes
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- Reports
- Support
- More information

Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2024 should be treated as examples only. Representations that display new information have been updated.

1.1 About the Student Information Records System

It is a legislated requirement that schools provide the following information to the School Curriculum and Standards Authority (the Authority):

- courses and programs provided by schools
- student registration and demographics
- student enrolment details
- student results and achievements.

Schools use a variety of database programs to record this information. The data is subsequently provided to the Authority by uploading it to the Student Information Records System (SIRS).

The Authority uses this information in various ways, including for:

- the coordination of examinations
- reporting on student information and achievement.

The School Curriculum and Standards (SCS) Division of the Department of Education (the Department) collects data on behalf of the Authority. Schools provide data to SCS to be reported to and used by the Authority.

Schools can also use this information to provide a wide range of reports for parents (see Reports for details).

1.2 Processes

There are three processes involved in providing information to the Authority:

- recording data
- saving data
- uploading data.

1. Recording data

Data can be entered into school database systems, including, but not restricted to, Civica® Maze, 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 Database programs for links to user manuals.

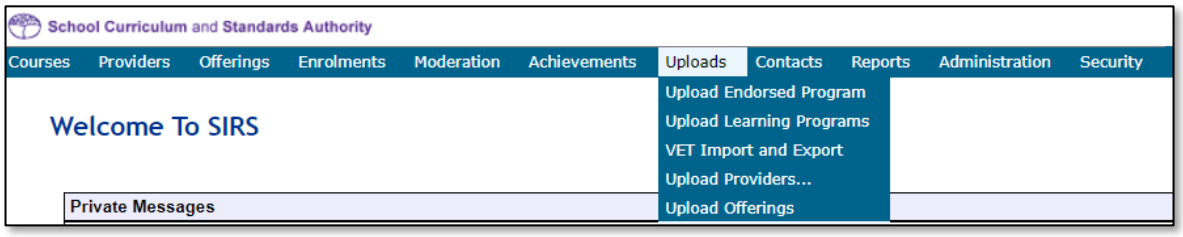
This manual provides instructions to schools on how to set up different types of databases in Microsoft® Excel®. It is critical that data is formatted correctly in Excel. Failure to format data correctly will ultimately prevent the data from being uploaded into SIRS. Refer to instructions in the relevant sections of this manual (Offerings, Student registration and demographics, Enrolments, Results and achievements) on how to set up a spreadsheet in Excel.

2. Saving data

Whatever database software a school uses, information is required to be saved as a **.CSV** (comma separated values or comma delimited) file or a **.SCSV** (semicolon separated values) file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

3. Uploading data

The Authority receives school data when files are uploaded into SIRS. All files are uploaded using the **Uploads** tab in SIRS (see screenshot below).



The types of files that need to be uploaded are **Offerings**, **Students**, **Enrolments**, **Qualification Estimates** and **Achievements**.

Files must initially be uploaded in the following order:

- **Offerings**
- **Students**
- **Enrolments**
- **Qualification Estimates**
- **Achievements.**

Each file can provide optional information as well as the mandatory information required by the Authority. Files that do not have information in the mandatory fields cannot be uploaded into SIRS.

1.3 Deadlines

In order for SCS to support the Authority to meet its obligations, schools are required to report different types of activities at appointed times throughout the school year. Deadlines are available either on the home page of SIRS or on the Authority website on the Activities Schedule page (https://www.scsa.wa.edu.au/publications/activities-schedule).

All deadlines **must** be adhered to; otherwise, your students may be at risk of not having correct enrolment and achievement data recorded in SIRS.

1.4 Reports

Once data is uploaded into SIRS, schools can generate a number of reports. For the full list of reports, refer to Reports.

1.5 Support

For issues relating to the information contained in the *Data Procedures Manual 2024,* contact the Data Services team at dataservices@scsa.wa.edu.au.

1.6 More information

The Authority website has a number of publications relevant to different areas of this manual. Schools are encouraged to refer to the following publications.

- *Activities Schedule* (https://www.scsa.wa.edu.au/publications/activities-schedule)
- *WACE Manual 2024* (http://www.scsa.wa.edu.au/publications/wace-manual)
- Online Circulars (registration for the Circulars is available on the home page of the Authority website (https://scsa.wa.edu.au/).

School Curriculum and Standards Authority

Data Procedures Manual 2024

Section 2:

Getting started and administration

Contents

- Logging on
- A tour of SIRS
- Managing your account
- Managing other user accounts
- Updating provider information
- Further help

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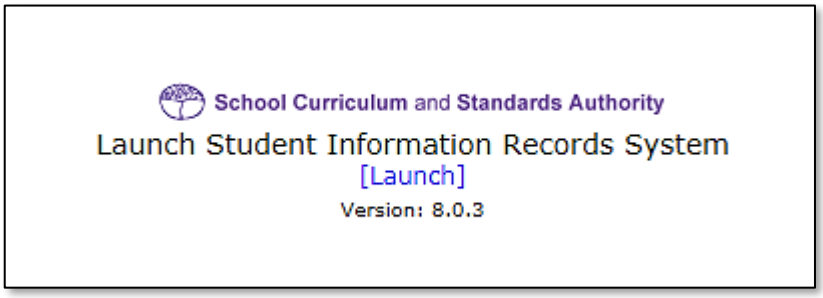
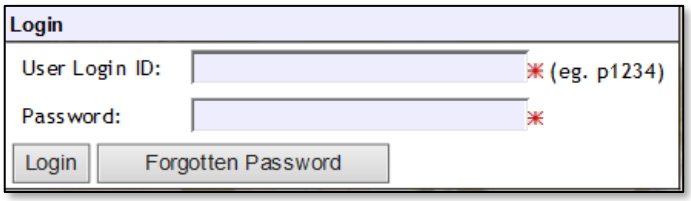
2.1 Logging on

1. Log in to SIRS at https://sirs.scsa.wa.edu.au. The following page will appear:



Tip: add this page to your favourites for quick access in the future.

2. Click on **[Launch]**. The **Login** page will appear (see screenshot below).



3. Enter your **User Login ID**. This consists of the letter **p** followed by your school code. If you are a SIRS administrator, your username will be **p****** with **no alpha character** (letter) after the school code (a SIRS administrator has the authority to create user accounts, but not another SIRS administrator account. See Managing other user accounts in this section). If you are not a SIRS administrator, your **User Login ID** will end with an alpha character.
4. Enter your **Password**. This should be a minimum of eight digits, with at least one capital letter, one lower case letter, one number and one non-alphanumeric character, e.g. !, $, %.
5. Click on the **Login** button or press **Enter** on your keyboard.

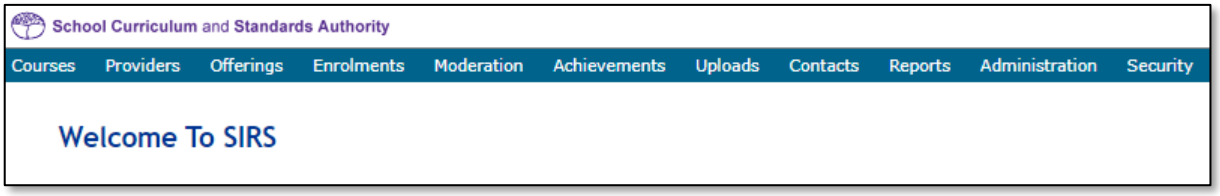
Note: if you leave the **User Login ID** or **Password** fields blank, you will be unable to enter SIRS.

When you have successfully logged into SIRS, the home page will appear with the blue horizontal navigation bar at the top.

2.2 A tour of SIRS

The home page of SIRS has a number of elements:

- blue horizontal navigation bar at the top of the page (see screenshot below)
- important dates
- upload status.



2.2.1 Home page of SIRS

2.2.1.1 Blue horizontal navigation bar

The blue horizontal navigation bar has a number of menu items, including:

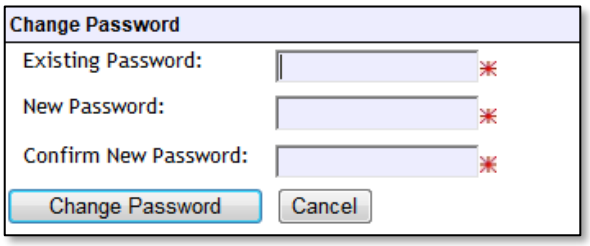
- **Providers**, **Enrolments**, **Moderation**, **Achievements**: contain information about the different types of data reporting activities required by the Authority
- **Uploads**: allows data to be uploaded from your computer into SIRS
- **Reports**: allows schools to generate a wide range of reports based on data uploaded into SIRS
- **Administration**: allows the user to search for suburb and postcode information
- **Security**: allows management of user accounts (e.g. passwords, email addresses, roles).

2.3 Managing your account

2.3.1 Changing your password

1. In the blue horizontal navigation bar, hover over the **Security** tab (see screenshot below).
2. Click on **My Details**.

3. Click on the **Change Password** button. The **Change Password** fields will appear (see screenshot below).



4. Enter your **Existing Password**.
5. Enter your **New Password**.
6. Confirm your **New Password**.
7. Click on the **Change Password** button.

2.3.2 Changing the primary email address

To ensure you receive emails generated by SIRS, your email address must be correct.

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **My Details**.
3. Update the email address, if required.
4. Click on the **Save My Details** button at the bottom of the screen.

2.3.3 Changing the secondary email address

If you job share or need a backup while you are on leave, you will need a second person to receive emails and alerts from SIRS.

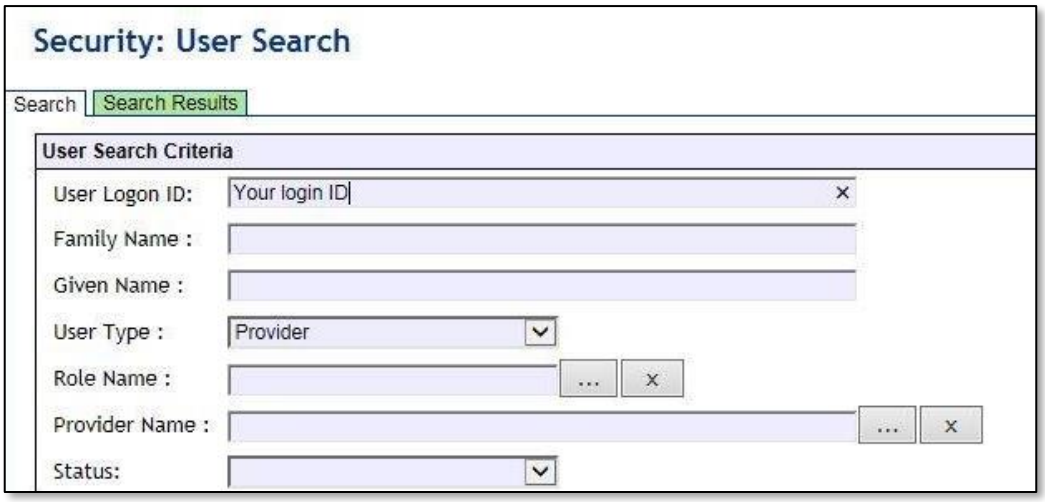
1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **My Details**.
3. Add the new email address in the **CC Email** field.
4. Click on the **Save My Details** button at the bottom of the screen.

2.4 Managing other user accounts

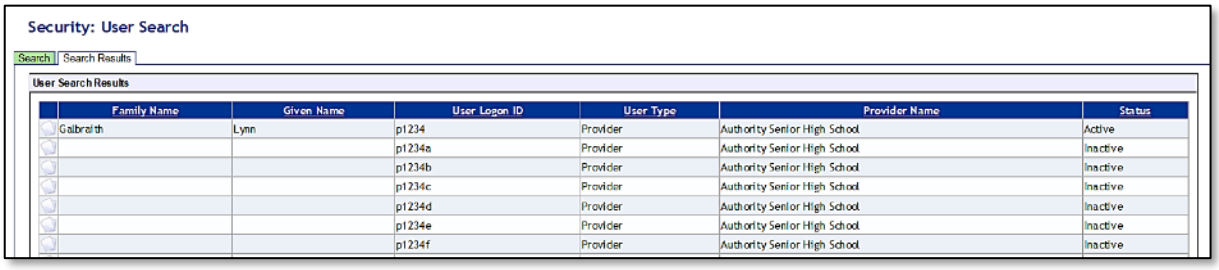
To administer other user accounts, you must have the **Manage provider member login IDs role** enabled in your user account.

2.4.1 Accessing other user accounts

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **Users**. The **User Search** fields will appear (see screenshot below).



3. Enter your **User Logon ID** (e.g. p1234).
4. In **User Type**, select **Provider**.
5. Click on the **Search** tab. You will see a list of accounts held under your school's ID (see screenshot below). Some accounts in the **Status** column may display as **Inactive** along with **Active** accounts.



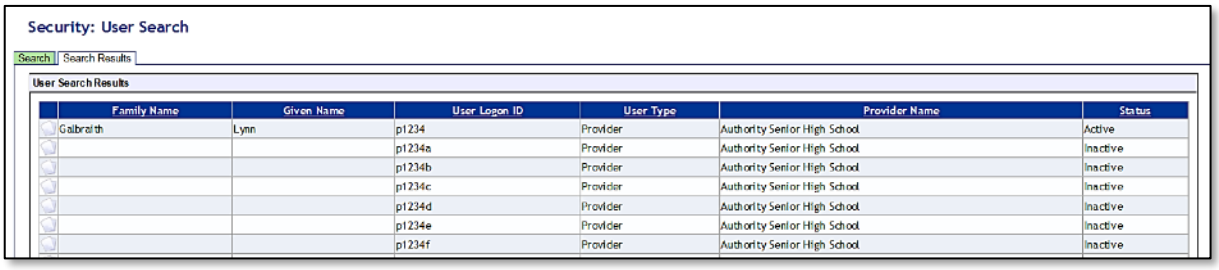
Family Name	Given Name	User Logon ID	User Type	Provider Name	Status
Galbraith	Lynn	p1234	Provider	Authority Senior High School	Active
		p1234a	Provider	Authority Senior High School	Inactive
		p1234b	Provider	Authority Senior High School	Inactive
		p1234c	Provider	Authority Senior High School	Inactive
		p1234d	Provider	Authority Senior High School	Inactive
		p1234e	Provider	Authority Senior High School	Inactive
		p1234f	Provider	Authority Senior High School	Inactive

2.4.2 Managing roles of other user accounts

When using SIRS, there may be times when users will require additional/elevated access within the system. For example, only an administrator has initial access to the **Detailed written examination feedback (Maximising feedback)** reports; however, they can delegate this role to other staff.

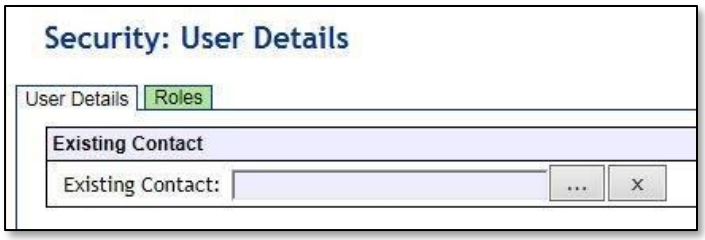
Only an **Administrator** can change the roles of a user account. To carry out the following instructions, you must have the **Manage provider member login IDs role** enabled in your user account.

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **Users**.
3. Enter your **User Logon ID** (e.g. p1234).
4. In **User Type**, select **Provider**.
5. Click on the **Search** tab. You will see a list of accounts held under your school's ID (see screenshot below). Some accounts in the **Status** column may display as **Inactive** along with **Active** accounts.

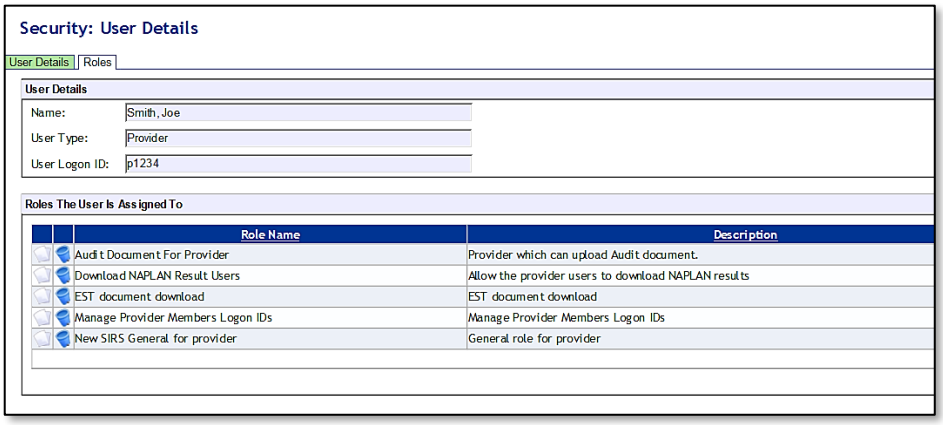


Family Name	Given Name	User Logon ID	User Type	Provider Name	Status
Galbraith	Lynn	p1234	Provider	Authority Senior High School	Active
		p1234a	Provider	Authority Senior High School	Inactive
		p1234b	Provider	Authority Senior High School	Inactive
		p1234c	Provider	Authority Senior High School	Inactive
		p1234d	Provider	Authority Senior High School	Inactive
		p1234e	Provider	Authority Senior High School	Inactive
		p1234f	Provider	Authority Senior High School	Inactive

6. Click on the user account you want to add/change.
7. You will see a **Roles** tab (coloured green) to the right of the **User Details** tab (see screenshot below). Click on the **Roles** tab.



You will see the roles assigned to each user and a description of the role (see screenshot below).



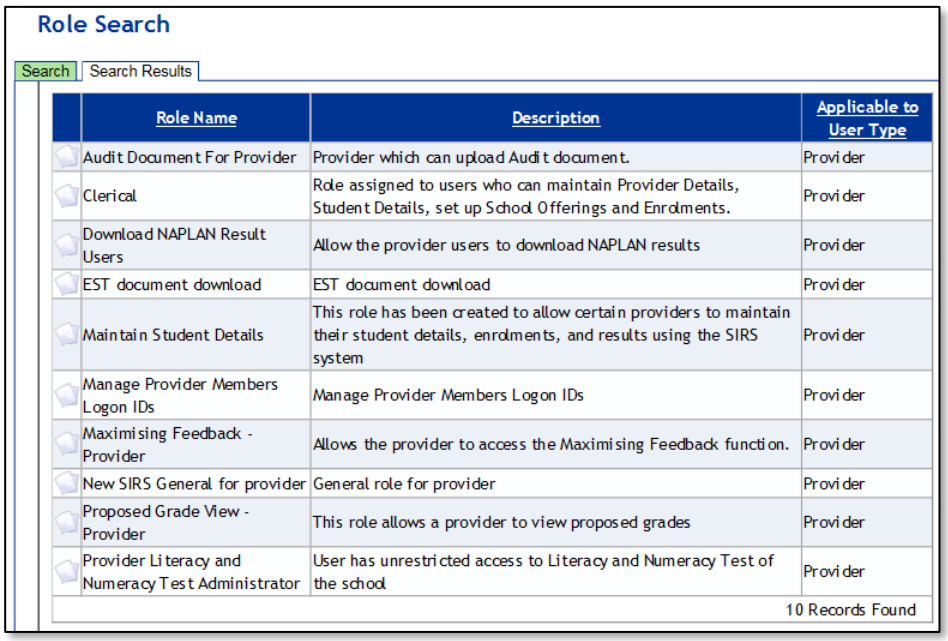
Role Name	Description
Audit Document For Provider	Provider which can upload Audit document.
Download NAPLAN Result Users	Allow the provider users to download NAPLAN results
EST document download	EST document download
Manage Provider Members Logon IDs	Manage Provider Members Logon IDs
New SIRS General for provider	General role for provider

You are now ready to add, remove or query roles (see instructions below).

2.4.2.1 Add a user role

1. Click on the **Assign To Role** button at the bottom of the page (see screenshot below).

2. Click on the **document** icon to the left of the role you wish to assign. In the next screen, this role will be displayed in a list of roles with their descriptions (see screenshot below).



Role Search

Search | Search Results

Role Name	Description	Applicable to User Type
Audit Document For Provider	Provider which can upload Audit document.	Provider
Clerical	Role assigned to users who can maintain Provider Details, Student Details, set up School Offerings and Enrolments.	Provider
Download NAPLAN Result Users	Allow the provider users to download NAPLAN results	Provider
EST document download	EST document download	Provider
Maintain Student Details	This role has been created to allow certain providers to maintain their student details, enrolments, and results using the SIRS system	Provider
Manage Provider Members Logon IDs	Manage Provider Members Logon IDs	Provider
Maximising Feedback - Provider	Allows the provider to access the Maximising Feedback function.	Provider
New SIRS General for provider	General role for provider	Provider
Proposed Grade View - Provider	This role allows a provider to view proposed grades	Provider
Provider Literacy and Numeracy Test Administrator	User has unrestricted access to Literacy and Numeracy Test of the school	Provider

10 Records Found

3. Click on the **Close** button. The new role is now added to the nominated user account.
4. Repeat the steps above to add more than one role for a user.

2.4.2.2 Query a role

Click on the **document** icon to open a detailed description of a role.

2.4.2.3 Delete a role

Click on the **delete** icon to remove a user role.

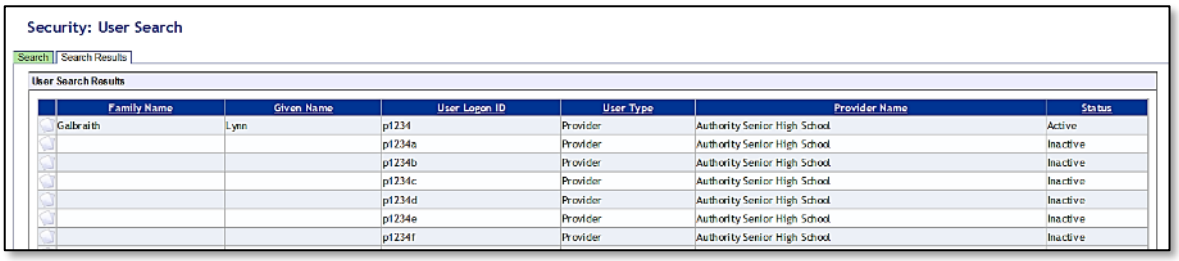
2.4.3 Create a new user account

The following instructions are to be used to create a new user account for any role other than **Administrator**.

Note: it is best for any person who is new to the administrator role to overwrite the existing **Administrator** account details by entering their name and email address.

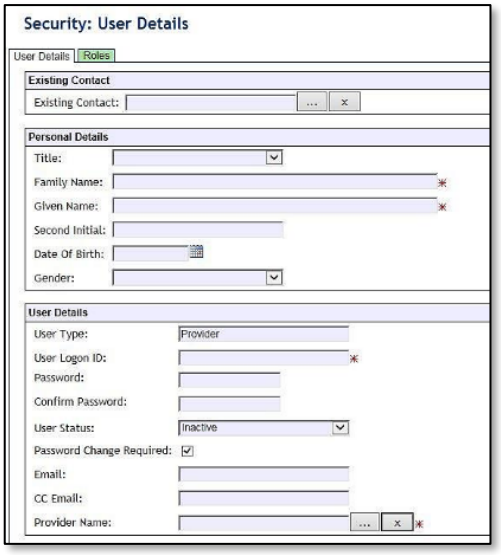
To create a new user account for roles other than **Administrator**:

1. In the blue horizontal navigation bar, hover over the **Security** tab.
2. Click on **Users**.
3. Enter your **User Logon ID** (e.g. p1234).
4. In **User Type**, select **Provider**.
5. Click on the **Search** tab. You will see a list of accounts held under your school's ID.



Family Name	Given Name	User Logon ID	User Type	Provider Name	Status
Galbraith	Lynn	p1234	Provider	Authority Senior High School	Active
		p1234a	Provider	Authority Senior High School	Inactive
		p1234b	Provider	Authority Senior High School	Inactive
		p1234c	Provider	Authority Senior High School	Inactive
		p1234d	Provider	Authority Senior High School	Inactive
		p1234e	Provider	Authority Senior High School	Inactive
		p1234f	Provider	Authority Senior High School	Inactive

6. Click on the **document** icon next to one of the inactive accounts you wish to allocate to the new user. The **User Details** screen will appear, prompting you to fill in the **User Details** fields (see screenshot below).

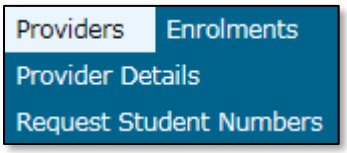


7. You must fill in the fields that are tagged with red asterisks (*).
   It is recommended that you enter an email address to ensure the staff member receives verification and processing upload messages. You may also wish to enter other details.
8. The **User Type** should always remain as **Provider** (unless specified otherwise).
9. Type in a new **Password**.
10. In the status window, ensure the account is changed from **Inactive** to **Active** (this can be changed back to **Inactive** once a staff member leaves or no longer requires access).
11. Tick the **Password Change Required** check box to ensure the account holder changes the password the first time they log in.
12. Once all fields are populated, click on the **Save** button.

The new user account has now been created and is active.

For any problems logging in, contact sirshelp@scsa.wa.edu.au.

2.5 Updating provider information



Details about your school or registered training organisation (RTO) are located under the **Providers** tab, in the blue horizontal navigation bar (see screenshot to the right) under **Provider Details**. This information needs to be updated by schools in SIRS. The school user with the p**** login to SIRS (no alpha character) has access to update some of this information.

The range of information to be updated includes:

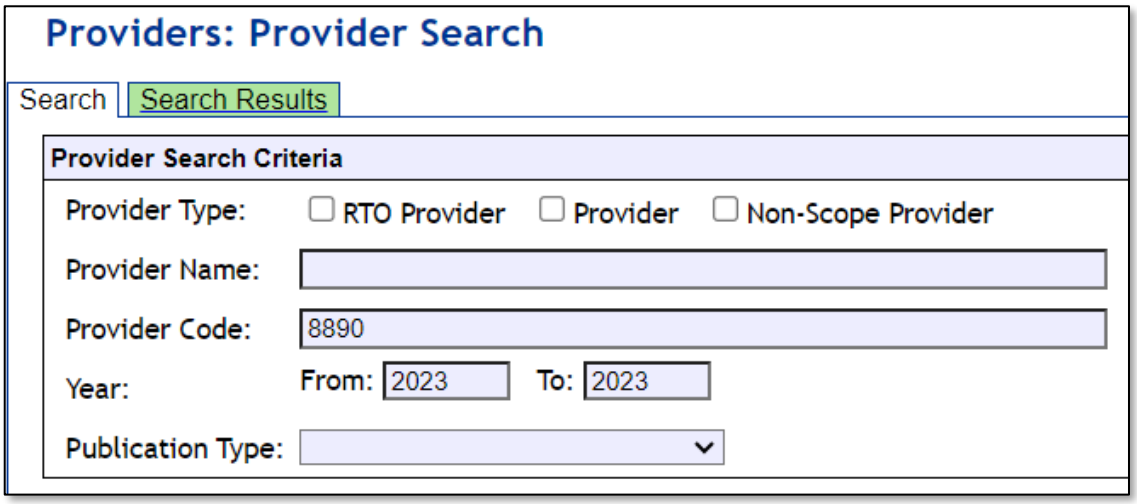
- estimated number of teachers
- estimated number of students for Years K–12. This information is required to be added/updated at the commencement of each year
- whether VET is offered at the school
- member (staff) details and role held.

Note:

- schools cannot access and update the top section of the page, including **Provider Name**
- there is no requirement for schools to provide an ABN.

To access your organisation's details in the **Provider Details**:

1. In the blue horizontal navigation bar, hover over the **Providers** tab.
2. Click on **Provider Details**. The **Provider Search** fields will appear (see screenshot below).

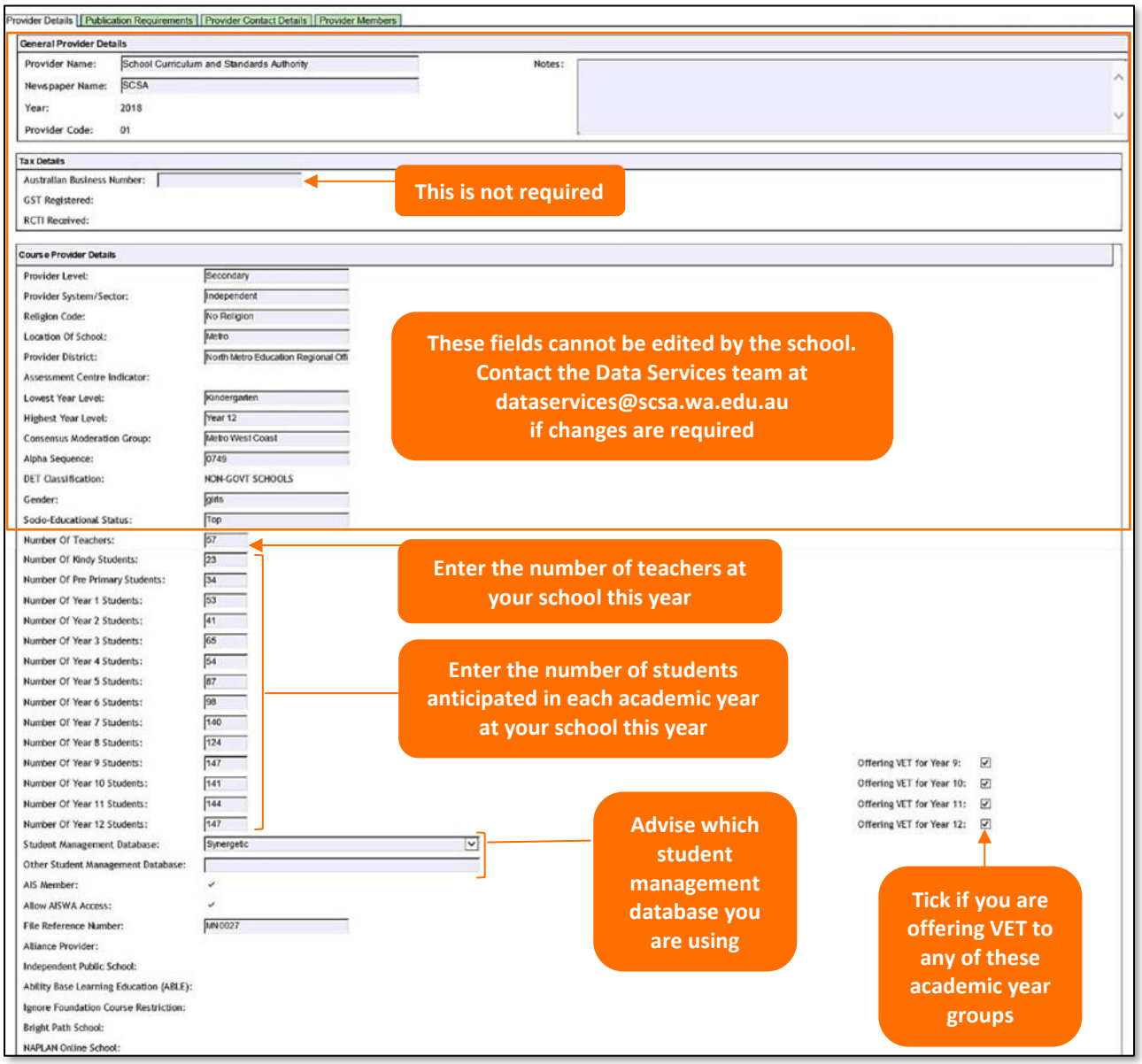


Your **Provider Code** will appear automatically based on your login information.

3. Click on the **Search** button.

The provider details will appear.

Refer to the screenshot below for the full range of information available in the **Provider Details** tab. Use the scroll button on the right-hand side to view the whole page.



4. The following fields are to be entered by the school.
   - Number of teachers at your school this year.
   - Anticipated number of students in each academic year group at your school this year.
   - Tick the **Offering VET** check box if you are offering VET to a specific academic year group.
   - The student management database you are using when uploading data to SIRS.
5. Click on the **Save** button.

2.5.1 Updating staff information

Schools are required to update information in SIRS regarding which staff hold the following positions at the school this year:

Schools (Kindergarten to Year 12)

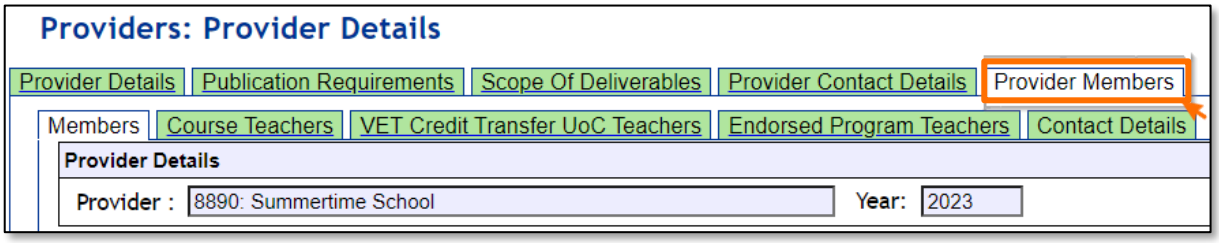
- Principal
- Deputy principal
- Endorsed programs contact
- Enrolments contact
- Externally set tasks contact
- COAT contact
- NAPLAN Year 3–5 contact
- NAPLAN Year 3–9 contact
- NAPLAN Year 7–9 contact
- M&S (Moderation and Standards) contact
- OLNA IT support contact
- OLNA Y9–10 contact
- OLNA Y10–12 contact
- Student registration contact
- VET contact
- ATAR examination contact
- Brightpath administrator

Schools (Kindergarten to Year 6)

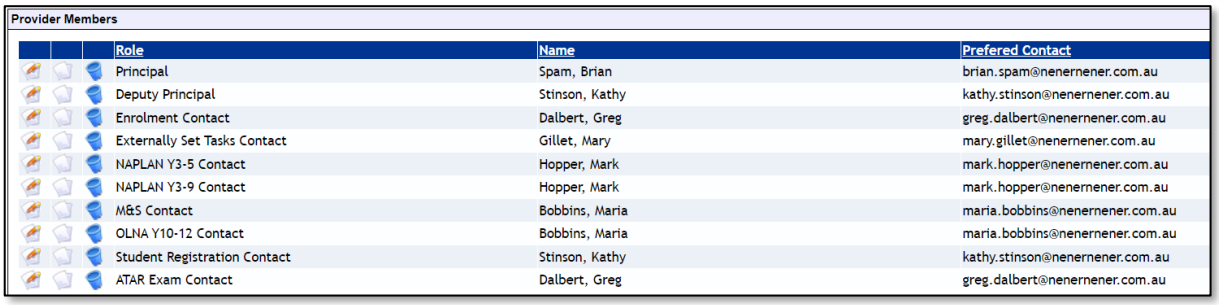
- Principal
- Deputy principal
- NAPLAN Year 3–5 contact
- Student registration contact
- Brightpath administrator

To update staff details at your school and reassign roles:

1. Click on the **Provider Members** tab (see screenshot below).



The **Provider Members** details will appear (see screenshot below).

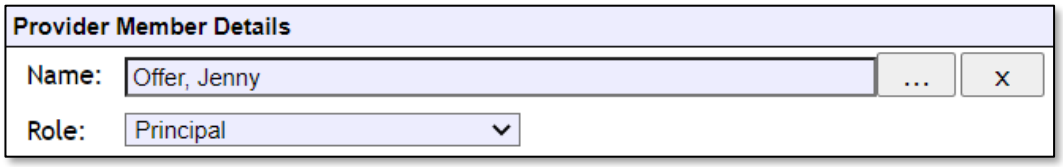


Provider Members

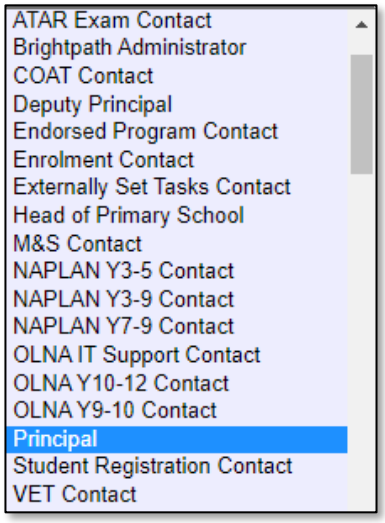
Role	Name	Prefered Contact
Principal	Spam, Brian	brian.spam@nenernener.com.au
Deputy Principal	Stinson, Kathy	kathy.stinson@nenernener.com.au
Enrolment Contact	Dalbert, Greg	greg.dalbert@nenernener.com.au
Externally Set Tasks Contact	Gillet, Mary	mary.gillet@nenernener.com.au
NAPLAN Y3-5 Contact	Hopper, Mark	mark.hopper@nenernener.com.au
NAPLAN Y3-9 Contact	Hopper, Mark	mark.hopper@nenernener.com.au
M&S Contact	Bobbins, Maria	maria.bobbins@nenernener.com.au
OLNA Y10-12 Contact	Bobbins, Maria	maria.bobbins@nenernener.com.au
Student Registration Contact	Stinson, Kathy	kathy.stinson@nenernener.com.au
ATAR Exam Contact	Dalbert, Greg	greg.dalbert@nenernener.com.au

2. Click on the **Edit Provider Member** icon (see screenshot below).

The **Provider Member Details** will appear (see screenshot below).



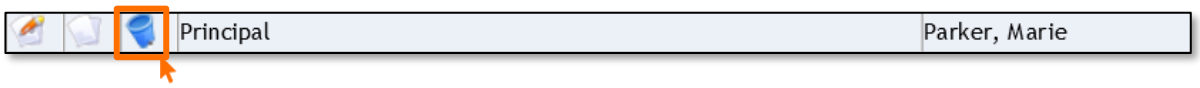
3. Choose the new position from the **Role** drop-down list.



4. Click on the **Save** button.

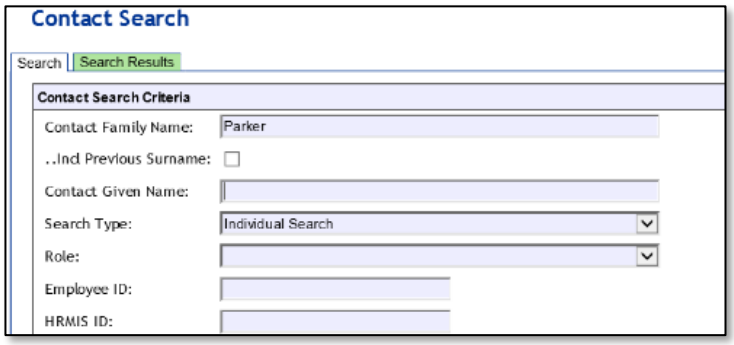
If your school has a new principal:

1. To remove your previous principal's information, click on the **delete** icon next to **Principal** (see screenshot below).



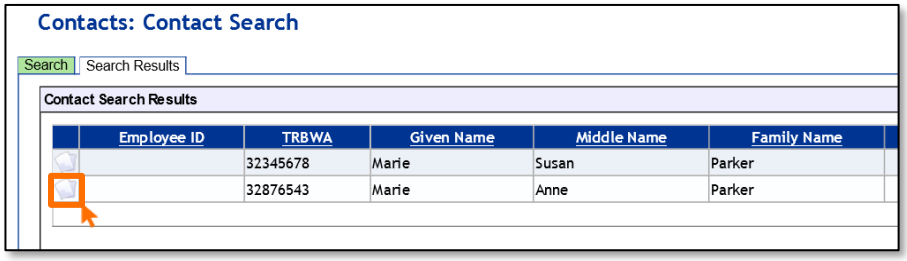
2. Click on the **OK** button.
3. To add your new principal, click on the **Add Provider Member** button (see screenshot below).

4. The **Contact Search** fields will appear. Enter the principal's family name in the **Contact Family Name** field (see screenshot below).

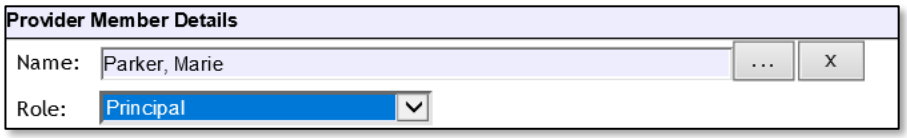


5. Select the correct person by clicking on the **document** icon next to their name (see screenshot below).

   Note: if more than one person matches the full name, check the Teacher Registration Board of Western Australia (TRBWA) number is correct for the teacher at your school.



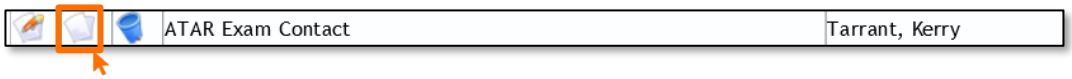
6. Select **Principal** from the **Role** drop-down list (see screenshot below).



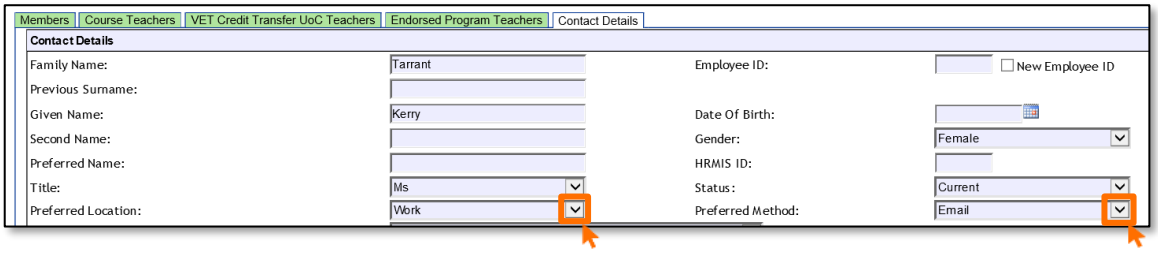
7. Click on the **Save** button.

2.5.2 Checking provider contact information

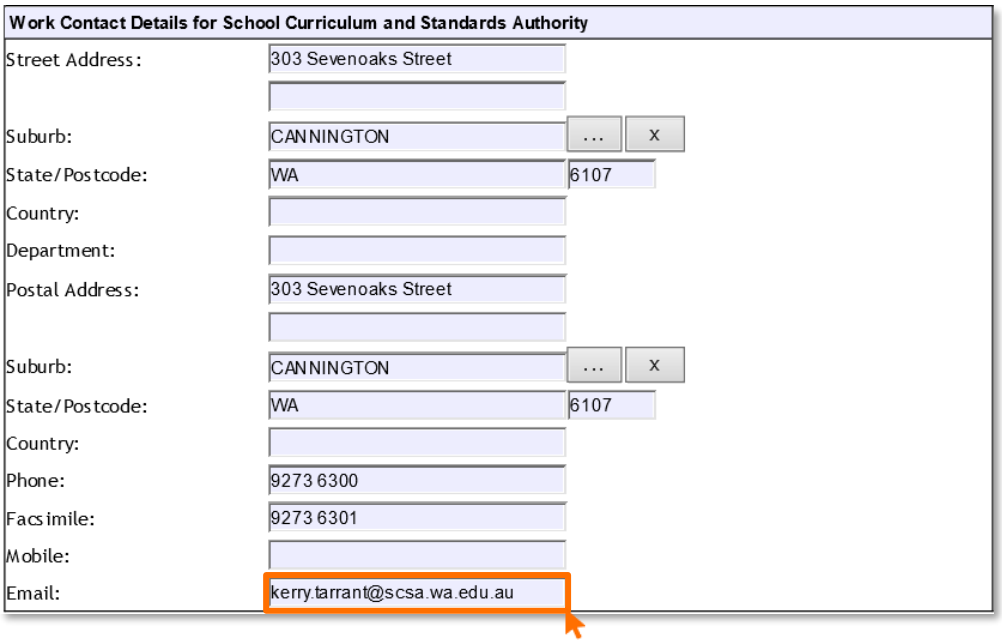
1. To update or check if the preferred contact email address is correct, click on the **Display Provider Member Contact Details** tab and then click on the **document** icon next to the preferred contact's name (see screenshot below).



2. The **Contact Details** fields will appear. Ensure **Work** is selected as the **Preferred Location** and the **Preferred Method** of contact is **Email** from the drop-down lists.



3. Check the email address in the work **Email** field is correct (see screenshot on the next page).

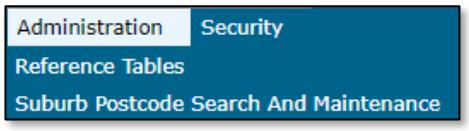


Once all relevant positions have been updated, this will ensure the correct person receives emails and other correspondence from the Authority.

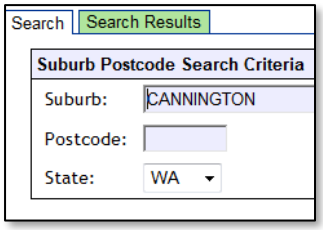
If you cannot find a teacher/contact person when you look up their details, contact dataservices@scsa.wa.edu.au to have the person added to SIRS. This will be the case with new teachers who have never been registered in SIRS.

2.5.2.1 Searching for a postcode or a suburb

1. Hover over the **Administration** tab in the blue horizontal navigation bar (see screenshot below).



2. Click on **Suburb Postcode Search and Maintenance**. The fields for the **Search Results** tab will appear (see screenshot below).



3. Enter the **Suburb** name or **Postcode**, depending on your search requirements.
4. Search results for **Suburb** and **Postcode** will appear. Click on the appropriate entry.

2.5.2.2 Maintaining your school's contact details

To update a provider postcode, email the updated information to dataservices@scsa.wa.edu.au.

2.6 Further help

For issues relating to the information contained in the *Data Procedures Manual 2024*, email the Data Services team at dataservices@scsa.wa.edu.au.

School Curriculum and Standards Authority

Data Procedures Manual 2024

Section 3:
Offerings

Contents

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

Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2024 should be treated as examples only. Representations that display new information have been updated.

3.1 Overview

Schools are required to provide the Authority with records of the courses they offer to students. In 2024, 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 (www.scsa.wa.edu.au/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 of a School-Developed Program* form available on the Authority website on the Endorsed Programs page (https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs).

3.2.2 Course codes 2024

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 2024.*

Codes for the following courses can be found in this section of the *Data Procedures Manual 2024*:

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

3.2.2.1 Structure of the course codes

Generally, 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 tables below for ATAR, General, Foundation, VET industry specific and Preliminary courses.

Table 4: Section 3 – Structure of the course codes for ATAR, General, Foundation and VET industry specific courses

First character	Second character	Third to fifth characters	Sixth character
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

Note:

- *indicates a VET industry specific qualification.

Table 5: Section 3 – Structure of the course 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

3.2.2.2 Examples of courses and their codes

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

3.2.2.3 Course codes for ATAR, General and Foundation

Table 6: Section 3 – Course unit codes for 2024

Subject title	Subject code	ATAR (A) course code	ATAR (A) examinable course code	General (G) course code	Foundation (F) course code
Aboriginal and Intercultural Studies	AIS	AEAIS (A1AIS, A2AIS)	ATAIS	GEAIS (G1AIS, G2AIS) GTAIS	
Aboriginal Languages of Western Australia	ABL			GEABL (G1ABL, G2ABL) GTABL	
Accounting and Finance	ACF	AEACF (A1ACF, A2ACF)	ATACF	GEACF (G1ACF, G2ACF) GTACF	
Agribusiness†	AGB	AEAGB (A1AGB, A2AGB)			

Subject title	Subject code	ATAR (A) course code	ATAR (A) examinable course code	General (G) course code	Foundation (F) course code
Agricultural Science and Technology†	AST	AEAST (ALAST, A2AST)			
Ancient History	HIA	AEHIA (A1HIA, A2HIA)	ATHIA	GEHIA (G1HIA, G2HIA) GTHIA	
Animal Production Systems	APS		ATAPS	GEAPS (G1APS, G2APS) GTAPS	
Applied Information Technology	AIT	AEAIT (A1AIT, A2AIT)	ATAIT	GEAIT (G1AIT, G2AIT) GTAIT	FEAIT (F1AIT, F2AIT) FTAIT
Automotive Engineering and Technology	AET			GEAET (G1AET, G2AET) GTAET	
Aviation*	AVN	AEAVN (A1AVN, A2AVN)	ATAVN*	GEAVN (G1AVN, G2AVN) GTAVN	
Biology	BLY	AEBLY (A1BLY, A2BLY)	ATBLY	GEBLY (G1BLY, G2BLY) GTBLY	
Building and Construction	BCN			GEBCN (G1BCN, G2BCN) GTBCN	
Business Management and Enterprise	BME	AEBME (A1BME, A2BME)	ATBME	GEBME (G1BME, G2BME) GTBME	
Career and Enterprise	CAE	AECAE (A1CAE, A2CAE)	ATCAE	GECAE (G1CAE, G2CAE) GTCAE	FECAE (F1CAE, F2CAE) FTCAE
Chemistry	CHE	AECHE (A1CHE, A2CHE)	ATCHE	GECHE (G1CHE, G2CHE) GTCHE	
Children, Family and the Community	CFC	AECFC (A1CFC, A2CFC)	ATCFC	GECFC (G1CFC, G2CFC) GTCFC	
Chinese: 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	
Computer Science	CSC	AECSC (A1CSC, A2CSC)	ATCSC	GECSC (G1CSC, G2CSC) GTCSC	

Subject title	Subject code	ATAR (A) course code	ATAR (A) examinable course code	General (G) course code	Foundation (F) course code
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	GEEES (G1EES, G2EES) GTEES	
Economics	ECO	AEECO (A1ECO, A2ECO)	ATECO	GEECO (G1ECO, G2ECO) GTECO	
Engineering Studies	EST	AEEST (A1EST, A2EST)	ATEST	GEEST (G1EST, G2EST) GTEST	
English	ENG	AEENG (A1ENG, A2ENG)	ATENG	GEENG (G1ENG, G2ENG) GTENG	FEENG (F1ENG, F2ENG) FTENG
English as an Additional Language or Dialect	ELD	AEELD (A1ELD, A2ELD)	ATELD	GEELD (G1ELD, G2ELD) GTELD	FEELD (F1ELD, F2ELD) FTELD
Food Science and Technology	FST	AEFST (A1FST, A2FST)	ATFST	GEFST (G1FST, G2FST) GTFST	
French: Background Language*	FBL	AEFBL (A1FBL, A2FBL)	ATFBL*		
French: Second Language*	FSL	AEFSL (A1FSL, A2FSL)	ATFSL*	GEFSL (G1FSL, G2FSL) GTFSL	

Subject title	Subject code	ATAR (A) course code	ATAR (A) examinable course code	General (G) course code	Foundation (F) course code
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	
Indonesian: Background Language†	INB	AEINB (A1INB, A2INB)			
Indonesian: Second Language*	IND	AEIND (A1IND, A2IND)	ATIND*	GEIND (G1IND, G2IND) GTIND	
Integrated Science	ISC	AEISC (A1ISC, A2ISC)	ATISC	GTISC	
Italian: Background Language*	ITB	AEITB (A1ITB, A2ITB)	ATITB*		
Italian: Second Language*	ISL	AEISL (A1ISL, A2ISL)	ATISL*	GEISL (G1ISL, G2ISL) GTISL	
Japanese: Second Language*	JSL	AEJSL (A1JSL, A2JSL)	ATJSL*	GEJSL (G1JSL, G2JSL) GTJSL	
Korean: Background Language*	KOB	AEKOB (A1KOB, A2KOB)	ATKOB		
Korean: Second Language*	KOR	AEKOR (A1KOR, A2KOR)	ATKOR		

Subject title	Subject code	ATAR (A) course code	ATAR (A) examinable course code	General (G) course code	Foundation (F) course code
Literature	LIT	AELIT (A1LIT, A2LIT)	ATLIT	GELIT (G1LIT, G2LIT) GTLIT	
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	
Music*	MUS	AEMUS (A1MUS, A2MUS)	ATMUS	GEMUS (G1MUS, G2MUS) GTMUS	
Outdoor Education	OED	AEOED (A1OED, A2OED)	ATOED	GEOED (G1OED, G2OED) GTOED	

Subject title	Subject code	ATAR (A) course code	ATAR (A) examinable course code	General (G) course code	Foundation (F) course code
Philosophy and Ethics	PAE	AEPAE (A1PAE, A2PAE)	ATPAE	GEPAE (G1PAE, G2PAE) GTPAE	
Physical Education Studies*	PES	AEPES (A1PES, A2PES)	ATPES*	GEPES (G1PES, G2PES) GTPES	
Physics	PHY	AEPHY (A1PHY, A2PHY)	ATPHY	GEPHY (G1PHY, G2PHY) GTPHY	
Plant Production Systems	PPS		ATPPS	GEPPS (G1PPS, G2PPS) GTPPS	
Politics and Law	PAL	AEPAL (A1PAL, A2PAL)	ATPAL	GEPAL (G1PAL, G2PAL) GTPAL	
Psychology	PSY	AEPSY (A1PSY, A2PSY)	ATPSY	GEPSY (G1PSY, G2PSY) GTPSY	
Punjabi: Background Language†	PBL	AEPBL (ALPBL, A2PBL)			
Punjabi: Second Language†	PSL	AEPSL (A1PSL, A2PSL)			
Religion and Life	REL	AEREL (A1REL, A2REL)	ATREL	GEREL (G1REL, G2REL) GTREL	FEREL (F1REL, F2REL)
Science in Practice†	SIP			GESIP (G1SIP, G2SIP)	
Tamil: Background Language†	TBL	AETBL (A1TBL, A2TBL)			
Tamil: Second Language†	TML	AETML (A1TML, A2TML)			
Visual Arts*	VAR	AEVAR (A1VAR, A2VAR)	ATVAR*	GEVAR (G1VAR, G2VAR) GTVAR	

*Indicates that a course has both a written and practical examination.

†In 2024, the new Authority-developed Agribusiness, Agricultural Science and Technology, Indonesian: Background Language, Punjabi: Background Language, Punjabi: Second Language, Science in Practice, Tamil: Background Language and Tamil: Second Language courses will be implemented for Year 11, and in 2025 for Year 12.

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

Table 7: Section 3 – Course unit codes for 2024

Interstate Language	State	Code	ATAR (A) course code	ATAR (A) examinable course code
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
Indonesian: First Language* (Indonesian and Literature NSW)	NSW	IFL		ATIFL
Japanese: Background Language (Japanese in Context NSW)	NSW	JBL	AEJBL (A1JBL, A2JBL)	ATJBL
Serbian	NSW	SER	AESER (A1SER, A2SER)	ATSER
Swedish	NSW	SWE	AESWE (A1SWE, A2SWE)	ATSWE
Hungarian	SA	HUN	AEHUN (A1HUN, A2HUN)	ATHUN
Modern Greek	SA	GRE	AEGRE (A1GRE, A2GRE)	ATGRE
Khmer	SA	KHM	AEKHM (A1KHM, A2KHM)	ATKHM
Nepali	SA	NEP	AENEP (A1NEP, A2NEP)	ATNEP
Polish	SA	POL	AEPOL (A1POL, A2POL)	ATPOL
Spanish	SA	SPA	AESPA (A1SPA, A2SPA)	ATSPA
Arabic	VIC	ARA	AEARA (A1ARA, A2ARA)	ATARA
Auslan	VIC	AUS	AEAUS (A1AUS, A2AUS)	ATAUS
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) course code	ATAR (A) examinable course 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
Punjabi	VIC	PUN		ATPUN
Romanian	VIC	ROM	AEROM (A1ROM, A2ROM)	ATROM
Russian	VIC	RUS	AERUS (A1RUS, A2RUS)	ATRUS
Sinhala	VIC	SIN	AEIN (A1SIN, A2SIN)	ATSIN
Tamil	VIC	TAM		ATTAM
Turkish	VIC	TUR	AETUR (A1TUR, A2TUR)	ATTUR
Vietnamese	VIC	VIE	AEVIE (A1VIE, A2VIE)	ATVIE

*Indicates that a course only has a written examination.

3.2.2.5 Course codes for VET industry specific courses

Table 8: Section 3 – Course unit codes for 2024 (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	Mandated elec	ADWPL
VAU	Automotive	AUR10120	Certificate I in Automotive Vocational Preparation (VEVAU)	8	5	3	N	55
		AUR20720	Certificate II in Automotive Vocational Preparation (VEVAUP, VTVAUP)	12	7	5	N	110
		AUR20520	Certificate II in Automotive Servicing Technology (VEVAUV, VTVAUV)‡	20	13	7	N	110
		AUR20920	Certificate II in Automotive Body Repair Technology (VEVAUB, VTVAUB)	13	5	8	N	110
VBF	Business and Financial Services	BSB10120	Certificate I in Workplace Skills (VEVBF)	6	2	4	N	55
		BSB20120	Certificate II in Workplace Skills (VEVBFB, VTVBFB)	10	5	5	N	110
		BSB30120	Certificate III in Business (VEVBFS, VTVBFS)	13	6	7	N	110
		FNS10120	Certificate I in Basic Financial Literacy (VEVBFF)	6	6	0	N	55
		FNS20120	Certificate II in Financial Services (VEVBFN, VTVBFN)	8	4	4	N	110
VCS	Community Services and Health	CHC22015	Certificate II in Community Services (VEVCSS, VTVCSS)	9	5	4	N	110
		CHC30121	Certificate III in Early Childhood Education and Care (VEVCSC, VTVCSC)	17	15	2	N	110
		CHC30221	Certificate III in School Based Education Support (VEVCSE, VTVCSE)	15	10	5	N	110
		HLT23215§	Certificate II in Health Support Services (VEVCSH, VTVCSH)	12	4	8	N	110
		HLT23221	Certificate II in Health Support Services (VEVCSH, VTVCSH)	12	4	8	N	110

Course code and title		Qual code	Qualification title and course unit code/s	Total UoC	Core	Elec	Mandated elec	ADWPL
VCO	Construction Industries	CPC10120*	Certificate I in Construction† (VEVCO)	11	8	0	3	110
		52893WA*	Certificate II in Building and Construction (Pathway – Trades) (VEVCO, VTVCO)†‡	14	8	6	N	220
		52887WA*	Certificate II in Plumbing (VEVCOP, VTVCOP)	18	16	2	N	220
		52825WA	Certificate II in Building and Construction (Pathway – Para Professional) (VEVCON, VTVCON)	12	12	0	N	110
		RII10115	Certificate I in Resources and Infrastructure Operations (VEVCOR)†	6	3	3	N	55
		RII20720	Certificate II in Civil Construction (VEVCOR, VTVCOR)†	16	10	6	N	110
		UEE20720	Certificate II in Data and Voice Communications (VEVCOD, VTVCOD)	11	9	2	N	110
		UEE22020*	Certificate II in Electrotechnology – Career Start (VEVCOE, VTVCOE)‡	11	8	3	N	220
VCI	Creative Industries	CUA20620	Certificate II in Music (VEVCI, VTVCI)	8	3	5	0	110
		CUA30920	Certificate III in Music (VEVCIT, VTVCIT)	11	3	8	N	110
		CUA10220	Certificate I in Aboriginal or Torres Strait Islander Cultural Arts (VEVCIC)	6	4	2	N	55
		CUA20720	Certificate II in Visual Arts (VEVCIV, VTVCIV)	9	4	5	N	110
		CUA31120	Certificate III in Visual Arts (VEVCIA, VTVCIA)	12	4	8	N	110
		CUA20220	Certificate II in Creative Industries (VEVCIN, VTVCIN)†	10	3	7	N	110
		CUA31020	Certificate III in Screen and Media (VEVCID, VTVCID)	11	3	8	N	110

Course code and title		Qual code	Qualification title and course unit code/s	Total UoC	Core	Elec	Mandated elec	ADWPL
VEN	Engineering	MEM10119	Certificate I in Engineering (VEVEN)†	10	4	6	N	55
		MEM20422	Certificate II in Engineering Pathways (VEVENV, VTVENV)	12	4	8	N	110
		MEM20105*	Certificate II in Engineering (VEVEN, VTVEN)†‡	18	5	13	N	220
VHT	Hospitality and Tourism	SIT10216§	Certificate I in Hospitality (VEVHT)	6	3	3	N	55
		SIT10222	Certificate I in Hospitality (VEVHT)	6	3	3	N	55
		SIT20316§	Certificate II in Hospitality (VEVHTF, VTVHTF)	12	6	6	N	110
		SIT20322	Certificate II in Hospitality (VEVHTF, VTVHTF)	12	6	6	N	110
		SIT20416§	Certificate II in Hospitality (Kitchen Operations) (VEVHTK, VTVHTK)	13	8	5	N	110
		SIT20421	Certificate II in Cookery (VEVHTK, VTVHTK)	13	7	6	N	110
		SIT10116§	Certificate I Tourism (Australian Indigenous Culture) (VEVHTO)	6	2	4	N	55
		SIT10122	Certificate I Tourism (Australian Indigenous Culture) (VEVHTO)	6	2	4	N	55
		SIT20116§	Certificate II in Tourism (VEVHTU, VTVHTU)	11	4	7	N	110
		SIT20122	Certificate II in Tourism (VEVHTU, VTVHTU)	11	5	6	N	110
VIT	Information and Communications Technology	ICT20120	Certificate II in Applied Digital Technologies (VEVITG, VTVITG)	12	6	6	N	110
		ICT30120	Certificate III in Information Technology (VEVITS, VTVITS)	12	6	6	N	110

Course code and title		Qual code	Qualification title and course unit code/s	Total UoC	Core	Elec	Mandated elec	ADWPL
VP	Primary Industries	AHC10216§	Certificate I in Agrifood Operations (VEVPIF)	6	2	4	N	55
		AHC10222	Certificate I in Agriculture (VEVPIF)	6	2	4	N	55
		AHC20116§	Certificate II in Agriculture (VEVPIA, VTVPIA)†	18	3	15	N	110
		AHC20122	Certificate II in Agriculture (VEVPIA, VTVPIA)†	16	4	12	N	110
		AHC21216	Certificate II in Rural Operations (VEVPIA, VTVPIA)†	15	3	12	N	110
VSR	Sport and Recreation	SIS10115§	Certificate I in Sport and Recreation (VEVSR)	8	5	3	N	55
		SIS10122	Certificate I in Sport and Recreation (VEVSR)	7	4	3	N	55
		SIS20115§	Certificate II in Sport and Recreation (VEVSRS, VTVSRS)†	13	8	5	N	110
		SIS20122	Certificate II in Sport and Recreation (VEVSRS, VTVSRS)†	10	6	4	N	110
		SIS20321	Certificate II in Sport Coaching (VEVSRS, VTVSRS)†	7	3	4	N	110

*VET industry specific course qualifications that require more workplace learning (WPL) than other qualifications at the same level, as requested by 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.
§Qualifications in transition period.

3.2.2.6 Course codes for preliminary course offerings for 2024

Table 9: Section 3 – Preliminary course offerings and course codes for 2024

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

3.2.2.7 Recording course offerings data

Data can be entered into school database systems, including, but not restricted to, Civica MAZE, 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 Database programs for links to user manuals.

If your school records data using Excel, the data must be formatted correctly. Failure to format data correctly will ultimately prevent the data from being uploaded into SIRS. Refer to the instructions below on how to set up an Excel database for course offerings.

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

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

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

The screenshot above shows a section of the required format 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.

Section 3: Offerings

The layout requirements for all columns in the course offerings Excel database are specified in the table below. Screenshots of all required columns are included following the table.

Note: once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** or a **.SCSV** file before it can be uploaded into SIRS.

Table 10: 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
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

Column number	Column reference	Field name	Comment
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.

Course offerings (OFCOS)

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

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

Next step

3.4 Saving data for upload into SIRS

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

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

Note: 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** – 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 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 an apprenticeship/traineeship
  - **Combination of delivery arrangements** – the RTO quality assures (auspices) some of the delivery and assessment of training conducted by the school. The RTO may also be engaged by the school to deliver and assess some training and provide student results in a combination arrangement
  - **Scholarship or external stakeholder funding source** – in some cases the school or student may have been able to access special funding through a scholarship, industry partnership or grant to cover the costs of training
  - **Category 2 VET – VET outside of a school arrangement** – refers to VET that has not been arranged or managed by a school and through which a student has achieved qualifications and/or units of competency external to the school program.

3.3.2 Recording VET qualifications estimates data (ESQUAL)

Data can be entered into school database systems, including, but not restricted to, Civica MAZE, 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 Database programs for links to user manuals.

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

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.

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

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

	A	B	C	D	E	F	G	H	I	J	K
1	Record Type	Provider Code	Qualification Code	RTO provider code	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	Delivery arrange-ment identfier	Enrolment activity
2	ESQUAL	1234	BSB20115	1988	23345678	Student	Jane	2018	12	1	E
3	ESQUAL	1234	CHC22015	52499	23456789	Smith	Sally	2018	12	1	E

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

Table 11: 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 Recommend using title case, not all capitals
7	G	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40 Recommend using title case, not all capitals
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

Column number	Column reference	Field name	Comment
10	J	Delivery arrangement identifier	Mandatory Maximum field length = 2 1 = Auspice 2 = VET in schools profile 3 = School-based traineeship/apprenticeship 4 = (NO LONGER IN USE) 5 = Fee for service 6 = School as the RTO 7 = Combination of delivery arrangements 8 = Scholarship or external stakeholder funding source. For example, industry grants or scholarships 9 = Category 2 VET – VET outside of school arrangement
11	K	Enrolment activity	Mandatory Maximum field length = 1 E = enrolled W = withdrawn

VET qualification estimates (ESQUAL)

See below for 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	RTO provider code	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	Delivery arrange-ment identfier	Enrolment activity
2	ESQUAL	1234	BSB20115	1988	23345678	Student	Jane	2018	12	1	E
3	ESQUAL	1234	CHC22015	52499	23456789	Smith	Sally	2018	12	1	E

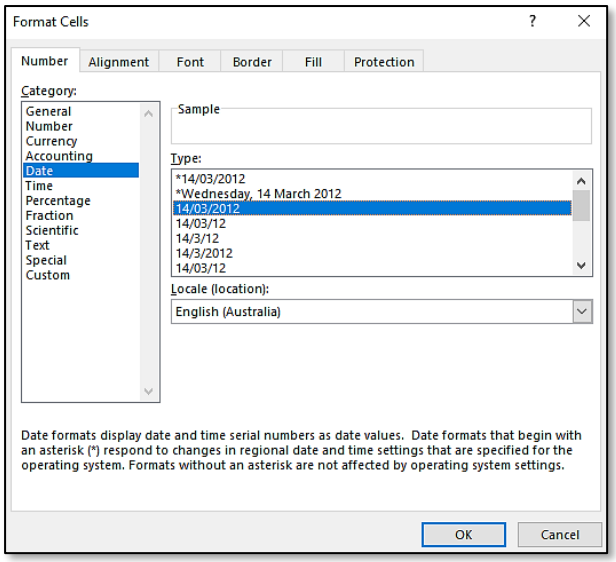
Notes to table

Formatting cells for date of birth

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

Before entering the date of birth:

1. Click 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.

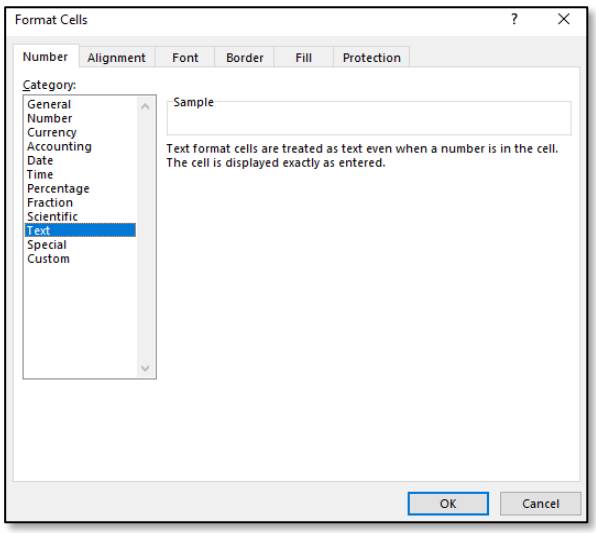


Leading zero in a number

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

To do this:

1. Click 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.



3.4 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** or a **.SCSV** file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

3.4.1 File naming

The file name convention is:

XXXXXSSSSTTYYY.csv

where **XXXXX** = record type, e.g. OFCOS
SSSS = the provider/school code, e.g. 4171
TT = S1, S2, Y1 for semester or year-long data
YYY = Y11, Y12 for Year 11 or Year 12 data
or YUP for combined Year 11 and Year 12 data

Example
The file name of course offerings from provider/school 4171 for Year 12 would be **OFCOS4171Y12.CSV**.

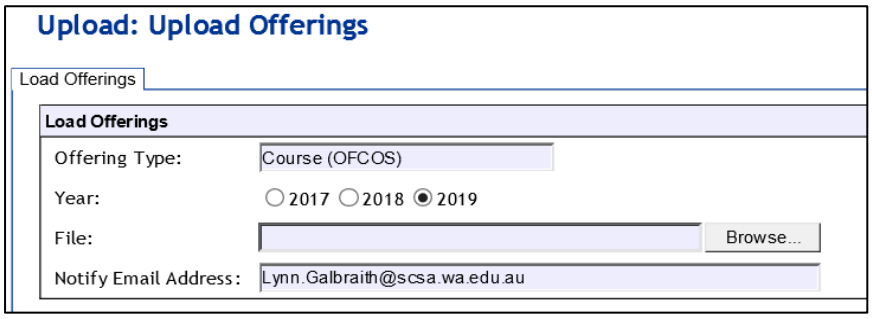
3.4.2 Further changes

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

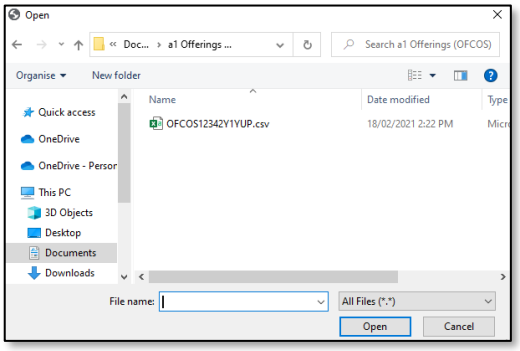
3.5 Uploading data into SIRS

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

1. 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 (see screenshot below).

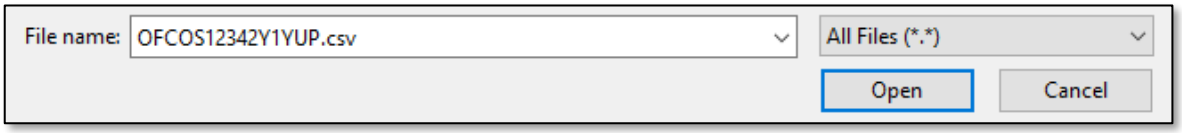


3. **Course (OFCOS)** will appear in the **Offering Type** field.
4. To locate the required file on your computer, click on the **Browse** button.
5. On a Windows operating system, the **Choose File to Upload** screen will appear. Navigate to the folder where the required file is stored (see screenshot below).



6. Click on the required file.

7. Click on the **Open** button. The drive, folders path and file name will appear in the **File** field (see screenshot below).



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

- the export path will be **K:\keys\integris\outbox**
- depending on the academic year of students enrolled in courses, the files available for 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.

8. Click **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 SIRS.

3.5.1 Email messages

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

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

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

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

Failed verification
The system is unable to verify the file and send for processing, as there are errors that need to be fixed. Check all error messages produced by SIRS (see example below) and try to resolve them. To assist you with resolving errors, refer to Troubleshooting in this section.

Example of a failed file verification message:

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

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

The teacher's name Brown, Donald does not match the name of the teacher with the same TRBWA number 32153472 in SIRS. Please check that you have assigned the correct TRBWA number to the teacher by checking the TRBWA number of the teacher at http://trb.wa.gov.au and then selecting the Register of Teachers menu item. If the number is correct, please contact the 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. Check all error messages produced by SIRS and try to resolve them before contacting the Data Services team at dataservices@scsa.wa.edu.au.

Example of a failed file processing message:

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

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

Failed to get teacher party id, got the following error instead: Cannot update Party due to duplicate teacher registration number.

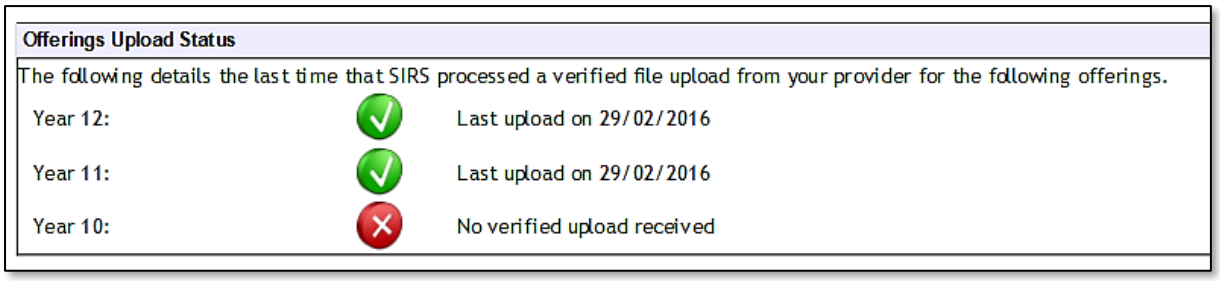
If the information in the email is insufficient to resolve errors, refer to Troubleshooting in this section. If the issue has not been resolved, contact the Data Services team at dataservices@scsa.wa.edu.au.

3.5.2 Upload confirmation

You can expect a message reporting the progress of your file within 15 minutes of the upload in either your email inbox or in **Private Messages**, available from the home page of SIRS. 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: if you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

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



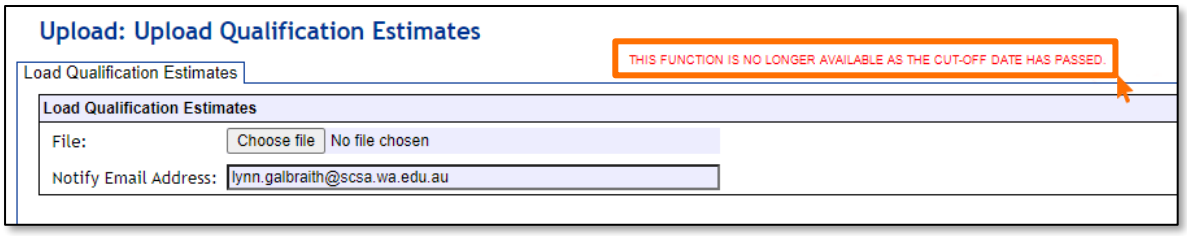
See the table below for a key to the **Offerings Upload Status** symbols.

Table 12: Section 3 – Upload symbols key

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

Once the cut-off date has passed for uploading **Qualification Estimates**, the following message will display (see screenshot below). The home page of SIRS will show the **padlock** icon.



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

Example error messages	How to resolve the problem
Calendar year 2024 must match the selected year	You are uploading an offerings file that contains 2024 offerings; however, at the time of upload you selected 2023 as the year of upload. Upload your file again and ensure you select 2024 as the year.
Invalid course code ESP for 2024	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 2024*.
Invalid course unit code: GEBIO for course with code: BLY for 2024	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 2024*.
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 offerings type for the file you are uploading.
Teacher contact name not specified	The teacher's contact name was not specified. As this is a mandatory field, enter the teacher contact name within your school system for the given course unit, generate a new file and upload the file again.
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 14. Ensure the uploaded file is a valid file in either .CSV or .SCSV format and matches with the selected type of offering.	You are uploading a file that is not in the **.CSV** or the **.SCSV** formats. 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 either the **.CSV** or the **.SCSV** file formats. Save the file and upload it again.

3.7 Further help

For issues relating to the information contained in the *Data Procedures Manual 2024*, contact the Data Services team at dataservices@scsa.wa.edu.au.

School Curriculum and Standards Authority

Data Procedures Manual 2024

Section 4:

Student registration and demographics

- Student registration requirements
- Request WASNs – Kindergarten
- Search for WASNs in SIRS – other than Kindergarten
- Student maintenance
- Recording student registrations
- Setting up an Excel database for student registration and demographics
- Saving data for upload into SIRS
- Uploading data into SIRS
- Troubleshooting
- Further help

Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2024 should be treated as examples only. Representations that display new information have been updated.

4.1 Student registration requirements

It is a legislated requirement that all students from Pre-primary to Year 12 are registered with the Authority until the end of the year in which they turn 17 years and six months of age, regardless of their study program.

This also applies to students undertaking Flying Start programs, students at intensive English centres, or students at education support centres. Overseas students must also be registered if they are undertaking WACE courses.

4.1.1 Important dates

Refer to the home page of SIRS or the Authority website on the Activities Schedule page (https:/www.scsa.wa.edu.au/publications/activities-schedule) for the dates when the following information is required by the Authority:

- registration of Year 10, Year 11 and Year 12 students
- registration of Kindergarten to Year 9 students.

In addition to the initial uploading of the student registration and demographic file (SRGDG) in Term 1, schools are reminded that an updated student registration and demographic file (SRGDG) should be uploaded by the third week of Terms 2, 3 and 4.

4.1.2 Request to change student academic year

On occasion, students need to change their academic year and subsequently their enrolments in course units, VET units of competency and/or endorsed programs.

There are several processes that schools may need to follow, depending on the circumstances, i.e. where a student is in Year 10, 11 or 12 and wishes to move up or down a year. To request a change to a student's academic year for Years 11 and 12, download the *Request to change academic year* form available on the Authority website on the Application and Order Forms page (www.scsa.wa.edu.au/forms).

To request a change to a student's academic year for Pre-primary to Year 10, download the *Request to change academic year Pre-Primary to Year 10* form available on the Authority website on the Applications and Order Forms page (www.scsa.wa.edu.au/forms).

Note: the form is available for limited periods, according to the Authority's deadlines.

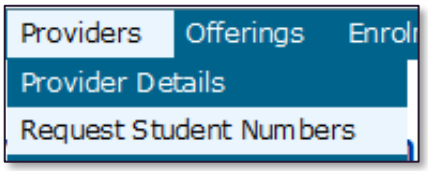
Student achievement is required to be reported for all learning areas for students from Pre-primary to Year 10, in line with the *Pre-primary to Year 10: Teaching, Assessing and Reporting Policy*.

Upon registration, schools should check SIRS for the student's previous school details and ensure they are enrolled to continue in the same academic year they were in at their previous school. This ensures students continue with their current year-level studies within the *Western Australian Curriculum and Assessment Outline*.

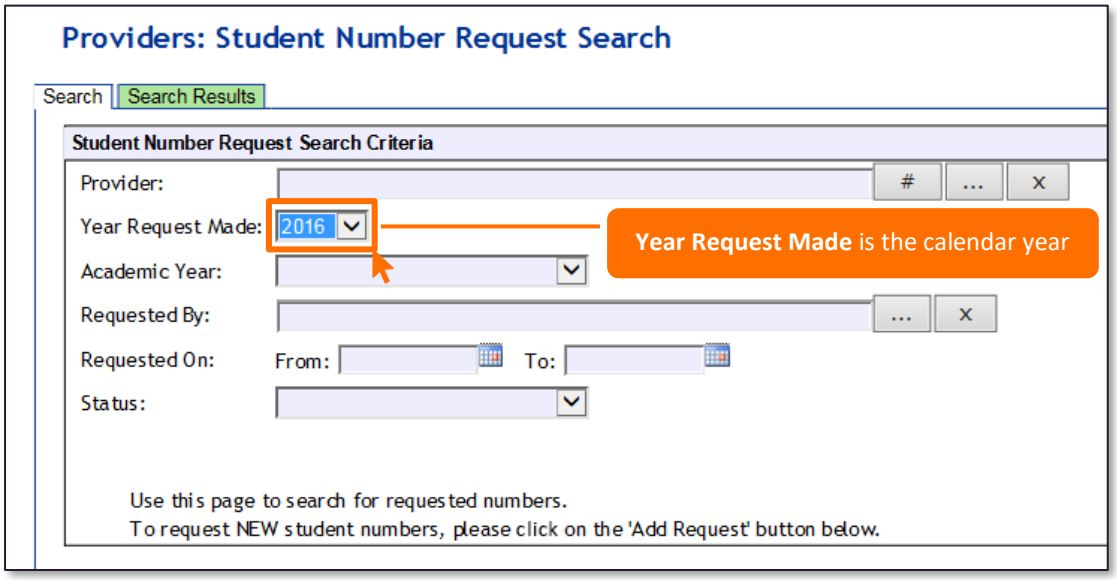
4.2 Request WASNs – Kindergarten

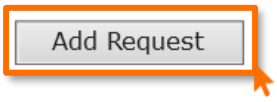
This process is to request Kindergarten WASNs only. As all students from Pre-primary to Year 12 are now registered in SIRS, it is implausible to allocate blocks of numbers for other academic years without first checking to see if the record already exists in SIRS. To request numbers for students who are in other academic years, refer to **Search for WASNs in SIRS – other than Kindergarten**.

1. In the blue horizontal navigation bar, hover over the **Providers** tab.
2. Click on **Request Student Numbers** (see screenshot below).

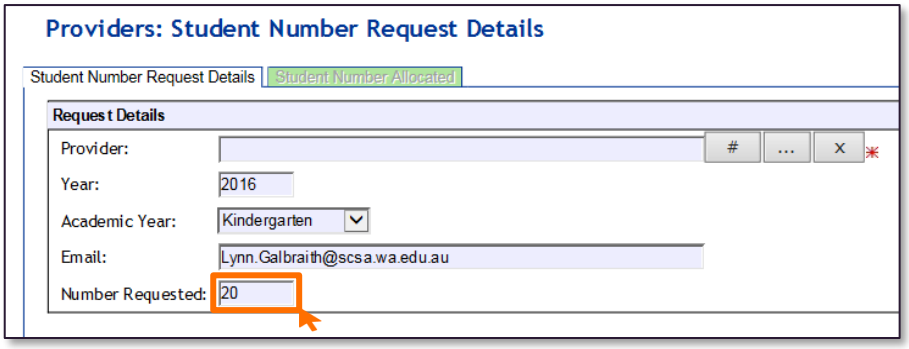


3. The **Student Number Request Search** fields will appear (see screenshot below). Click on the **Add Request** button.

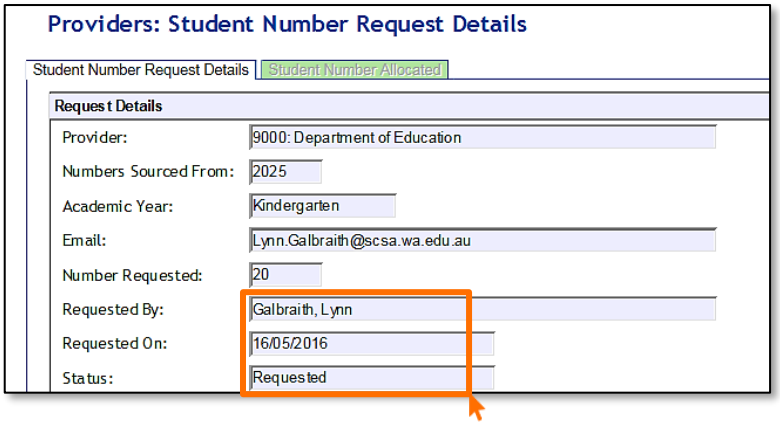




4. The **Student Number Request Details** fields will appear (see screenshot below). Enter the number of Kindergarten WASNs required.



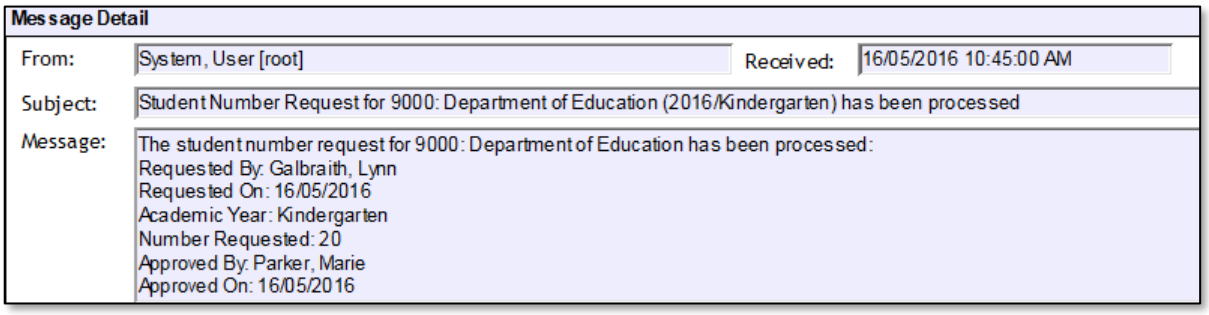
5. Check the **Email** address is correct to ensure messages are sent to the right person (this information is populated from **Security**>**My Details**).
6. Click on the **Save** button. SIRS confirms the request by displaying the **Record successfully created** message as well as information in the **Requested By**, **Requested On** and **Status** fields (see screenshot below).



7. Check the details. If you need to make changes, click on the **Save** button again.
8. When the details are correct, click on the **Close** button to dispatch the request for processing. Alternatively, you can click on **Cancel Request**.

Note: the information descriptor **Numbers Sourced From** will be the calendar year the student would be entering Year 8 (i.e. Year 3 numbers requested in 2024 will show that the numbers are sourced from 2029).

The Authority approves WASN requests periodically. Wait for confirmation of the numbers sent as an attachment to your email address or through the **SIRS Private Message** section (available from the home page of SIRS). See an example of a message received through **Private Message** in the screenshot below.

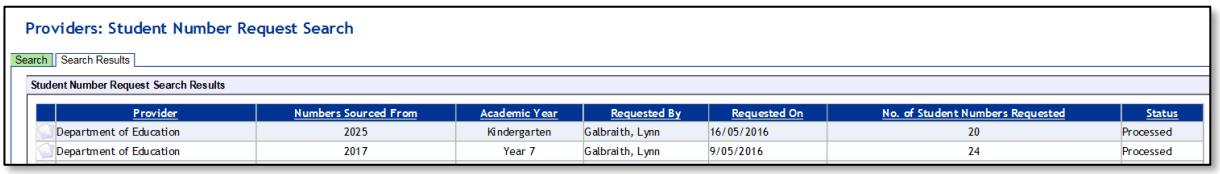


You do not have to use all the allocated numbers. For any new students arriving later in the year, email numbers@scsa.wa.edu.au and provide the following details for each student: family name, given name, date of birth and academic year.

4.2.1 Search for requested WASNs in SIRS

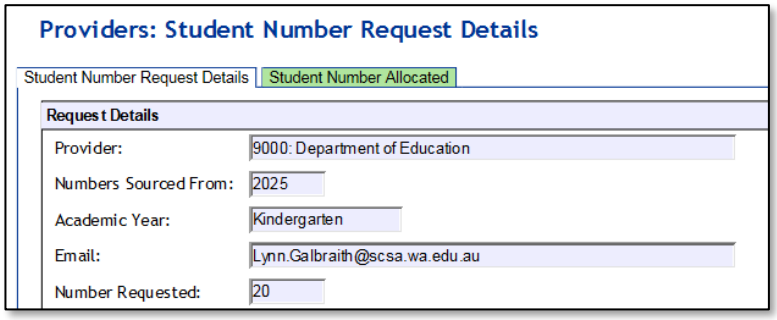
1. In the blue horizontal navigation bar, hover over the **Providers** tab and click on **Request Student Numbers**.
2. The **Student Number Request Search** fields will appear. Click on the **Search** tab or the **Search Results** tab to display a list of requests (see screenshot below).

3. If **Processed** appears under the heading **Status**, the numbers have already been allocated. Click on the **document** icon to select a **Processed** request from the list under the **Status** heading.

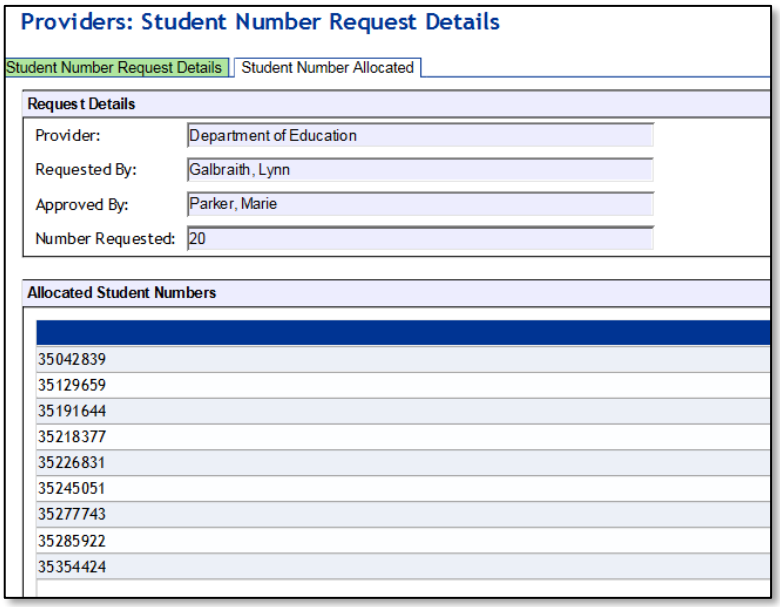


Provider	Numbers Sourced From	Academic Year	Requested By	Requested On	No. of Student Numbers Requested	Status
Department of Education	2025	Kindergarten	Galbraith, Lynn	16/05/2016	20	Processed
Department of Education	2017	Year 7	Galbraith, Lynn	9/05/2016	24	Processed

4. Click on the **Student Number Allocated** tab to view the WASNs allocated (see screenshot below).



The WASN details will appear (see screenshot below).



Note: you can also click **EXPORT** to have the WASNs saved as a text file. This is useful if you have deleted the confirmation email message that had the WASNs as an attachment.

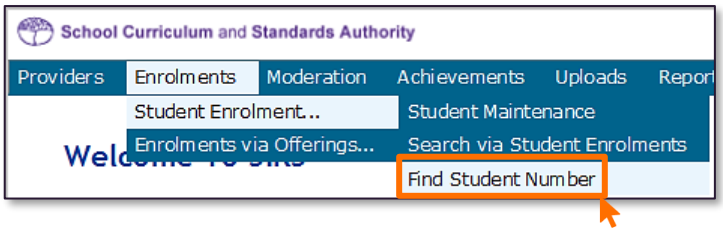
4.3 Search for WASNs in SIRS – other than Kindergarten

If a student arrives at your school from another school in Western Australia or from overseas/interstate, you have the ability to search in SIRS for that student's WASN. All you need is the student's family name, given name and date of birth.

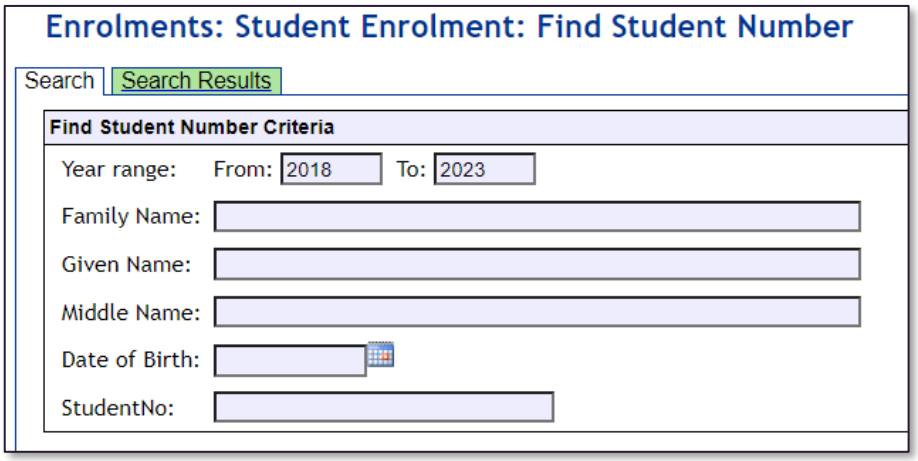
Section 4: Student registration and demographics

All student registrations are recorded in SIRS by the end of March in the current year. You will be able to search for students using the current year. This will give you the student's previous school and you will know where to send the transfer note.

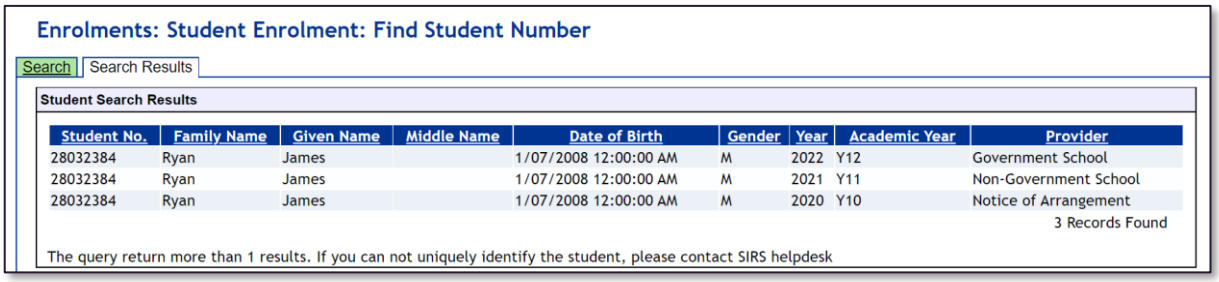
1. In the blue horizontal navigation bar, hover over the **Enrolments** tab.
2. Click on **Student Enrolment** and then **Find Student Number** (see screenshot below).



3. The **Find Student Number** fields will appear (see screenshot below). Enter the student's **Family Name**, **Given Name** and **Date of Birth**.



4. Click on the **Search** button. If the information you have entered exactly matches the information in SIRS, you will find a result even if the student is not at your school (see screenshot below).



If the details you have requested are different from the information in SIRS (e.g. date of birth is different, Jackie is spelt as Jacky etc.), no information will be found. In this case, email numbers@scsa.wa.edu.au and provide the student's:

- Given name
- Family name
- Date of birth
- Academic year
- Previous school (if known).

4.3.1 Troubleshooting: Search for WASNs in SIRS – other than Kindergarten

What happens if the requested information does not show up in the search?

Email numbers@scsa.wa.edu.au and provide the student's name, academic year and date of birth.

What happens if I enter calendar year 2023 as the Year Range?

Only students registered in the SIRS database for 2023 may return in the search. For the purposes of finding existing student numbers, it is recommended to leave the **Year Range** as blank.

What does it mean when Notice of Arrangement is shown as the student's provider?

It means the student is likely to be under a **Notice of Arrangement** or may have been on the **Whereabouts Unknown List**, which is more likely with Years K–10.

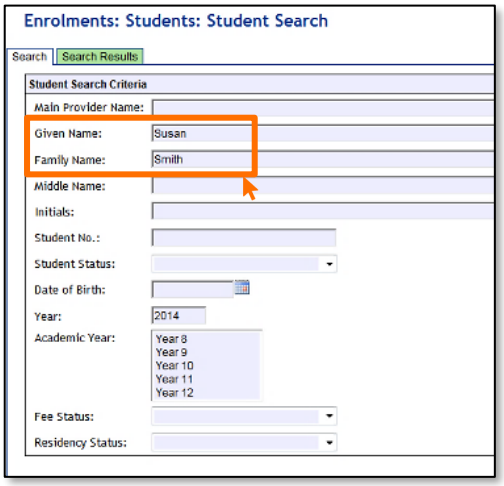
4.4 Student maintenance

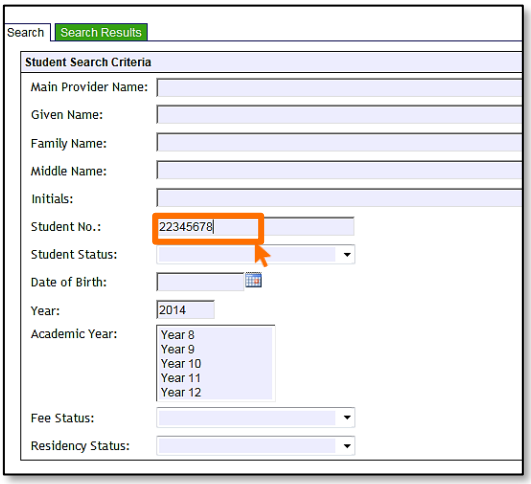
Student details are uploaded into SIRS via the student registration and demographic file (SRGDG). Once the information is uploaded, it can be viewed in various sections of the **Student Maintenance** section in SIRS. These details can only be changed by uploading the relevant file. The following fields cannot be altered by uploading the SRGDG file:

- **Given Name**
- **Family Name**
- **Date of Birth**
- **Academic Year**.

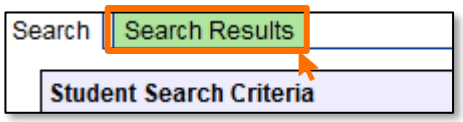
To view student details:

1. In the blue horizontal navigation bar, hover over the **Enrolments** tab.
2. Click on **Student Enrolment** and then **Student Maintenance**. The **Student Search** fields will appear.
3. To view a **Student Record** (see screenshot below), you can either:
    - enter their name (**Given Name** and **Family Name**), or
    - enter their **Student Number** (WASN).





4. Click on the **Search** button or the **Search Results** tab (see screenshot below) or press **Enter** on your keyboard.



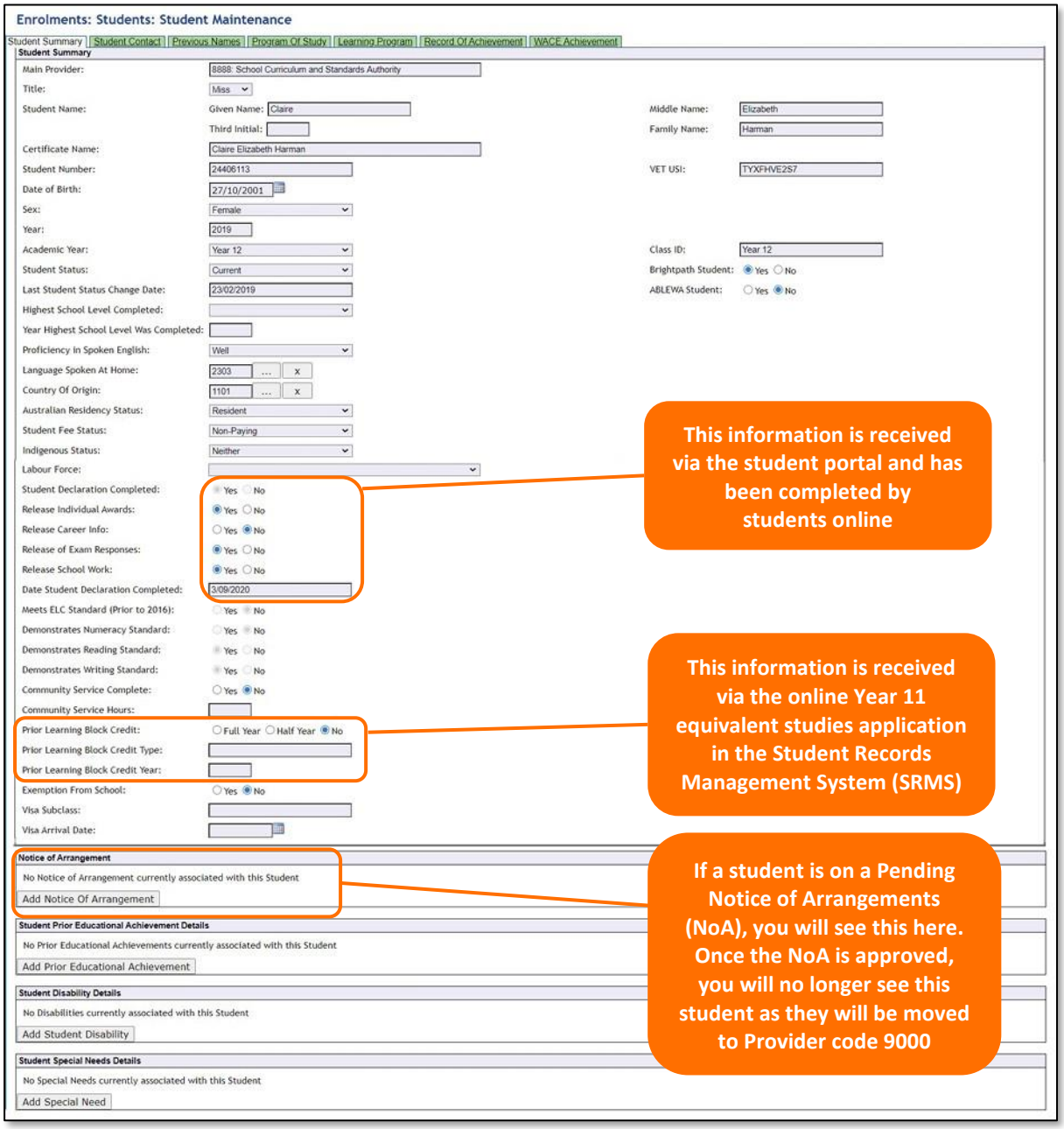
A number of tabs sit under the **Student Maintenance** section of SIRS:

- **Student Summary**
- **Student Contact**
- **Previous Names**
- **Program Of Study**
- **Record Of Achievement**
- **Check WACE Eligibility**.

Note: the **Learning Program** tab shown in the following screenshots is no longer available in SIRS.

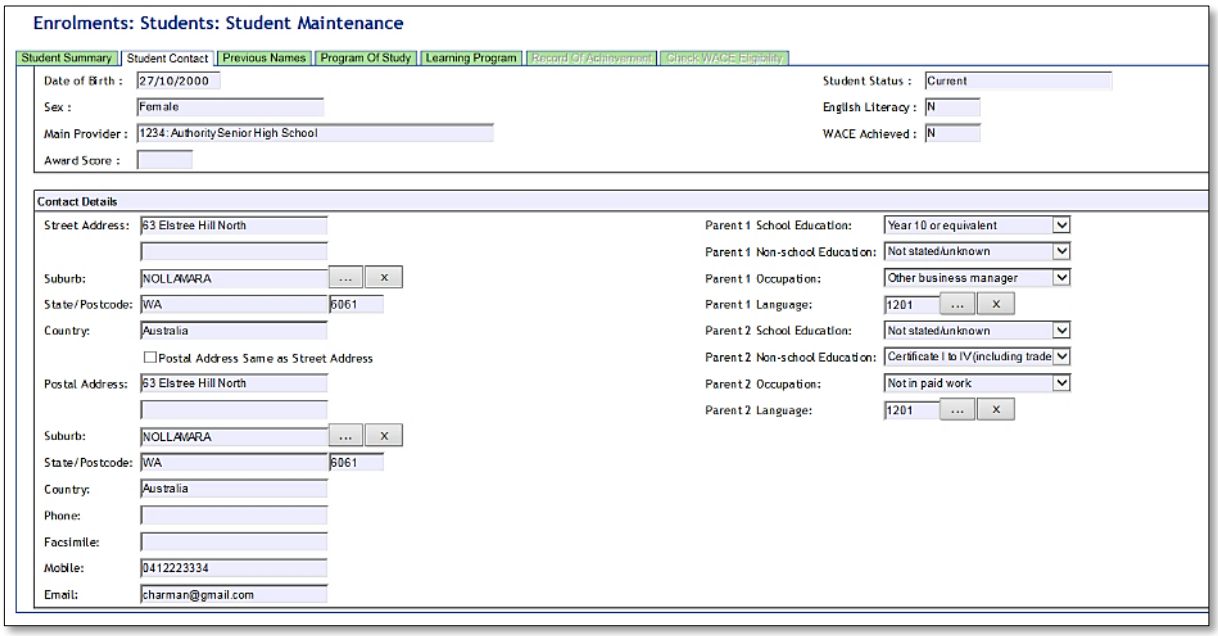
4.4.1 Student summary

This section holds a large amount of the student's personal information, including equivalence information for Year 11 studies overseas/interstate and any visa/residency information (see screenshot below).



4.4.2 Student contact details

This section contains information about the student's telephone number and home and postal addresses (see screenshot below).

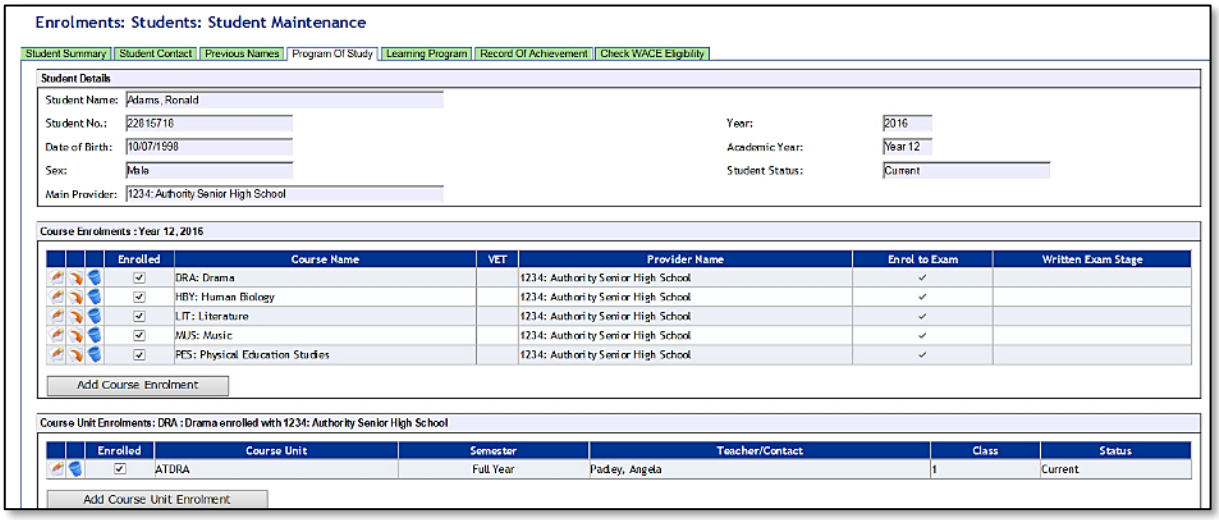


4.4.3 Previous names

This section contains information about a student's previous names, if this information has been provided to the Authority.

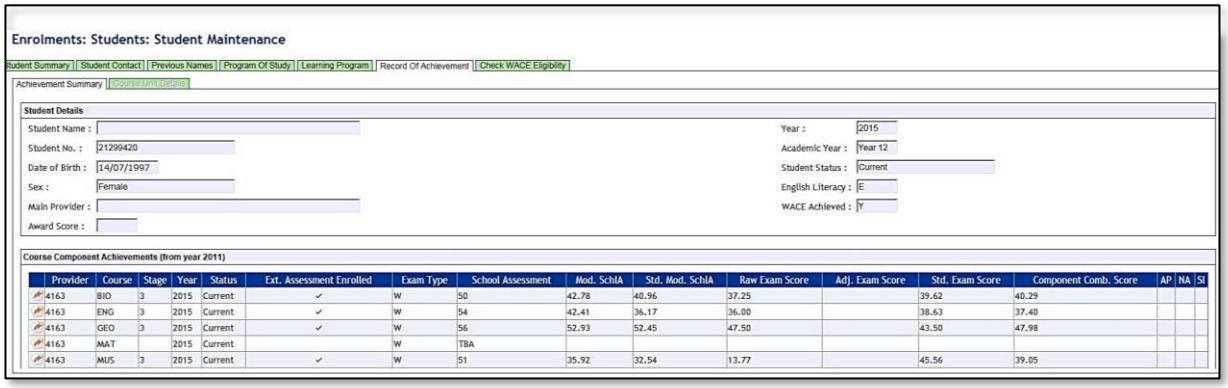
4.4.4 Program of study

This section shows all the course units, VET units of competency and endorsed programs that a student has been enrolled in via ENCOS, ENVET and ENEND upload (see screenshot below).



4.4.5 Record of achievement

This section will only show examination results once student results have been uploaded (see screenshot below).



Enrolments: Students: Student Maintenance

Student Summary | Student Contact | Previous Names | Program Of Study | Learning Program | Record Of Achievement | Check WACE Eligibility

Achievement Summary | Course Unit Details

Student Details

Student Name :
Student No. : 21299420
Date of Birth : 14/07/1997
Sex : Female
Main Provider :
Award Score :

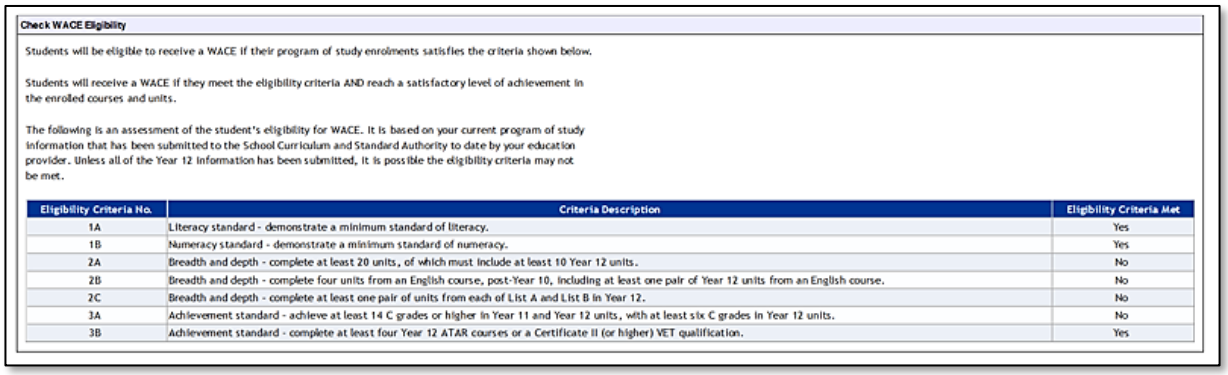
Year : 2015
Academic Year : Year 12
Student Status : Current
English Literacy : E
WACE Achieved : Y

Course Component Achievements (from year 2011)

Provider	Course	Stage	Year	Status	Ext. Assessment Enrolled	Exam Type	School Assessment	Mod. SchlA	Std. Mod. SchlA	Raw Exam Score	Adj. Exam Score	Std. Exam Score	Component Comb. Score	AP	NA	SI
4163	BIO	3	2015	Current	✓	W	50	42.78	40.96	37.25		39.62	40.29			
4163	ENG	3	2015	Current	✓	W	54	42.41	36.17	36.00		38.63	37.40			
4163	GEO	3	2015	Current	✓	W	56	52.93	52.45	47.50		43.50	47.98			
4163	MAT		2015	Current		W	TBA									
4163	MUS	3	2015	Current	✓	W	51	35.92	32.54	13.77		45.56	39.05			

4.4.6 Check WACE eligibility

This section shows which WACE eligibility criteria need to be met (see screenshot below).



Check WACE Eligibility

Students will be eligible to receive a WACE if their program of study enrolments satisfies the criteria shown below.

Students will receive a WACE if they meet the eligibility criteria AND reach a satisfactory level of achievement in the enrolled courses and units.

The following is an assessment of the student's eligibility for WACE. It is based on your current program of study information that has been submitted to the School Curriculum and Standard Authority to date by your education provider. Unless all of the Year 12 information has been submitted, it is possible the eligibility criteria may not be met.

Eligibility Criteria No.	Criteria Description	Eligibility Criteria Met
1A	Literacy standard - demonstrate a minimum standard of literacy.	Yes
1B	Numeracy standard - demonstrate a minimum standard of numeracy.	Yes
2A	Breadth and depth - complete at least 20 units, of which must include at least 10 Year 12 units.	No
2B	Breadth and depth - complete four units from an English course, post-Year 10, including at least one pair of Year 12 units from an English course.	No
2C	Breadth and depth - complete at least one pair of units from each of List A and List B in Year 12.	No
3A	Achievement standard - achieve at least 14 C grades or higher in Year 11 and Year 12 units, with at least six C grades in Year 12 units.	No
3B	Achievement standard - complete at least four Year 12 ATAR courses or a Certificate II (or higher) VET qualification.	Yes

4.5 Recording student registrations

Data can be entered into school database systems, including, but not restricted to, Civica Maze, 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 Database programs for links to user manuals.

If your school records data using Excel, the data must be formatted correctly. Failure to format data correctly will ultimately prevent the data from being uploaded into SIRS. Refer to the following instructions on how to set up a database to record student registration and demographic information.

4.6 Setting up an Excel database for student registration and demographics

Schools that use Excel as their database to enter student registration and demographic information 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	L	M
1	Record Type	Provider Code	Calendar Year	WA Student Number	Student Title	Student Family Name	Student Given Name	Student Middle Name	Student Third Initial	Certificate Name	Date of birth	Gender	Status
2	SRGDG	1234	2018	32123456	Ms	Jones	Jane	Helen	S	Jane Helen Jones	7/04/2011	F	1
3	SRGDG	1234	2018	28654321	Mr	Chong	Yin	Chan	W	Yin Chan Chong	2/06/2009	M	1

The screenshot above shows a section of the required format for the student registration and demographic 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 must be provided for each student.

The layout requirements for all columns in a student registration and demographic Excel database are specified in the table below. Refer to the notes below this table (under the heading **SRGDG column details**), which provide specific information requirements for each column. Screenshots of all required columns are included following the table.

Note: 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** or a **.SCSV** file before it can be uploaded into SIRS.

Table 14: Section 4 – Excel format for student registration and demographic files

Column number	Column reference	Field name	Comment
1	A	Record type	SRGDG Maximum field length = 5
2	B	Provider code (a provider is a school or organisation authorised to offer the WACE)	Mandatory Maximum field length = 10 Unique code for a course provider
3	C	Calendar year	Mandatory Maximum field length = 4 Must be current year in yyyy format
4	D	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
5	E	Student title	Optional Maximum field length = 20 e.g. Mr, Mrs, Miss, Ms
6	F	Student family name	Mandatory Maximum field length = 40 Legal family name of student

Column number	Column reference	Field name	Comment
7	G	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 40 Legal given name of student
8	H	Student middle name	Optional Maximum field length = 40
9	I	Student third initial	Optional Maximum field length = 1
10	J	Certificate name	Optional Maximum field length = 81 As printed on the certificate Recommend using title case, not block capitals
11	K	Date of birth	Mandatory Maximum field length = 10 Must be valid past date In dd/mm/yyyy format
12	L	Gender	Mandatory Maximum field length = 1 M for male or F for female or X for other
13	M	Status	Mandatory Maximum field length = 1 1 – Currently at provider 2 – Deceased student 3 – Left secondary education 4 – Left from this provider 5 – Left Western Australia
14	N	Home address line 1	Mandatory Maximum field length = 50
15	O	Home address line 2	Optional Maximum field length = 50
16	P	Home suburb	Mandatory Maximum field length = 50
17	Q	Home state	Mandatory for Australia, but optional if home country (field #19) is not Australia Maximum field length = 30
18	R	Home postcode	Mandatory for Australia, but optional if home country (field #19) is not Australia Maximum field length = 10
19	S	Home country	Optional Maximum field length = 30
20	T	Postal address line 1	Mandatory Can be same as home address (field #14) Maximum field length = 50
21	U	Postal address line 2	Optional Can be same as home address (field #15) Maximum field length = 50

Column number	Column reference	Field name	Comment
22	V	Postal suburb	Mandatory Can be same as home address (field #16) Maximum field length = 50
23	W	Postal state	Mandatory for Australia, but optional if postal country (field #25) is not Australia Can be same as home address (field #17) Maximum field length = 30
24	X	Postal postcode	Mandatory for Australia, but optional if postal country (field #25) is not Australia Can be same as home address (field #18) Maximum field length = 10
25	Y	Postal country	Optional Maximum field length = 30
26	Z	Academic year	Mandatory Maximum field length = 2 Must be either K, PP, 01–12
27	AA	Australian residency status	Mandatory Permanent resident, citizen or country of birth = Australia or New Zealand Maximum field length = 1 Y or N
28	AB	Student fee status	Mandatory Maximum field length = 1 Y – required to pay full fees N – not required to pay full fees
29	AC	Home phone number	Optional Maximum field length = 20
30	AD	Alternate/mobile number	Optional Maximum field length = 20
31	AE	Email address	Optional Maximum field length = 80
32	AF	Fax number	Optional Maximum field length = 20
33	AG	Student's previous family name	Optional Maximum field length = 40
34	AH	Student's previous given name	Optional Maximum field length = 40
35	AI	Exemption from school	Mandatory Is the student currently exempt from school under section 11 of the *School Education Act 1999*? Maximum field length = 1 Y or N

Column number	Column reference	Field name	Comment
36	AJ	Country of birth identifier	Optional, but mandatory if visa subclass supplied (field #55) Maximum field length = 4 Refer to the Australian Standard Classification of Countries (https://www.voced.edu.au/content/ngv%3A20199)
37	AK	Language spoken at home identifier	Optional Maximum field length = 4 Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) (1201 = English)
38	AL	Proficiency in spoken English	Optional 1 = very well 2 = well 3 = not well 4 = not at all Maximum field length = 1
39	AM	Labour force identifier	Optional Maximum field length = 2 01 = full-time employee 02 = part-time employee 03 = self employed 04 = employer 05 = employed – unpaid work in a family business 06 = unemployed – seeking full-time job 07 = unemployed – seeking part-time job 08 = not employed – not seeking employment
40	AN	Highest school level completed	Optional Maximum field length = 2 02 = did not attend school 08 = Year 8 or below 09 = Year 9 or equivalent 10 = completed Year 10 11 = completed Year 11 12 = completed Year 12
41	AO	Year highest school level completed	Optional Maximum field length = 4 In yyyy format
42	AP	Prior education achievement 1	Optional Maximum field length = 3 008 = Bachelor Degree or higher 410 = Advanced Diploma or Associate Degree level 420 = Diploma level 511 = Certificate 4 514 = Certificate 3 521 = Certificate 2 524 = Certificate 1 990 = misc. education

Column number	Column reference	Field name	Comment
43	AQ	Prior education achievement 2	Optional Maximum field length = 3 008 = Bachelor Degree or higher 410 = Advanced Diploma or Associate Degree level 420 = Diploma level 511 = Certificate 4 514 = Certificate 3 521 = Certificate 2 524 = Certificate 1 990 = misc. education
44	AR	Prior education achievement 3	Optional Maximum field length = 3 008 = Bachelor Degree or higher 410 = Advanced Diploma or Associate Degree level 420 = Diploma level 511 = Certificate 4 514 = Certificate 3 521 = Certificate 2 524 = Certificate 1 990 = misc. education
45	AS	Disability code 1	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
46	AT	Disability code 2	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified

Column number	Column reference	Field name	Comment
47	AU	Disability code 3	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
48	AV	Disability code 4	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
49	AW	Disability code 5	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
50	AX	Disability code 6	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified

Column number	Column reference	Field name	Comment
51	AY	Disability code 7	Optional Maximum field length = 2 11 = hearing/deaf 12 = physical 13 = intellectual 14 = learning 15 = mental illness 16 = acquired brain impairment 17 = vision 18 = medical condition 19 = other 99 = unspecified
52	AZ	Australian Aboriginal or Torres Strait Islander	Mandatory Maximum field length = 1 1 = Aboriginal 2 = Torres Strait Islander 3 = Aboriginal and Torres Strait Islander 4 = Neither 9 = Not stated
53	BA	Date of status	Mandatory (related to field #13) Maximum field length = 10 In dd/mm/yyyy format
54	BB	Hours of community service	Optional Numeric (integer) or blank Maximum field length = 3
55	BC	Visa subclass	Optional Maximum field length = 10
56	BD	Arrival date	Optional Mandatory, if visa subclass supplied (field #55) Maximum field length = 8 Must be valid past date In dd/mm/yyyy format
57	BE	VET USI	Optional Maximum field length = 10 Alphanumeric VET Unique Student Identifier (USI) is required for unit of competency result to contribute towards the WACE requirements
58	BF	Parent 1 school education	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 0 = Not stated/unknown 1 = Year 9 or equivalent or below 2 = Year 10 or equivalent 3 = Year 11 or equivalent 4 = Year 12 or equivalent

Column number	Column reference	Field name	Comment
59	BG	Parent 1 non-school education	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 0 = Not stated/unknown 5 = Certificate I to IV (including trades) 6 = Diploma/Advanced Diploma 7 = Bachelor Degree or higher 8 = No non-school education
60	BH	Parent 1 occupation	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 1 = Senior management 2 = Other business manager 3 = Tradesperson, clerk, sales and service staff 4 = Machine operator 8 = Not in paid work 9 = Not stated/unknown
61	BI	Parent 1 main language other than English spoken at home	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 4 Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) (1201 = English)
62	BJ	Parent 2 school education	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 0 = Not stated/unknown 1 = Year 9 or equivalent or below 2 = Year 10 or equivalent 3 = Year 11 or equivalent 4 = Year 12 or equivalent
63	BK	Parent 2 non-school education	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 0 = Not stated/unknown 5 = Certificate I to IV (including trades) 6 = Diploma/Advanced Diploma 7 = Bachelor Degree or higher 8 = No non-school education
64	BL	Parent 2 occupation	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 1 1 = Senior management 2 = Other business manager 3 = Tradesperson, clerk, sales and service staff 4 = Machine operator 8 = Not in paid work 9 = Not stated/unknown

Column number	Column reference	Field name	Comment
65	BM	Parent 2 main language other than English spoken at home	Mandatory Years K–9 Optional Years 10–12 Maximum field length = 4 Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) (1201 = English, 0000 = Not stated/unknown)
66	BN	Class identification	Mandatory Years K–6 Optional Years 7–12 Maximum field length = 20 Free text up to 20 characters
67	BO	Brightpath project student	Mandatory Maximum field length = 1 Y or N
68	BP	ABLE*WA* project student	Mandatory Maximum field length = 1 Y or N

Excel database for student registration and demographics (SRGDG)

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Record Type	Provider Code	Calendar Year	WA Student Number	Student Title	Student Family Name	Student Given Name	Student Middle Name	Student Third Initial	Certificate Name	Date of birth	Gender	Status
2	SRGDG	1234	2018	32123456	Ms	Jones	Jane	Helen	S	Jane Helen Jones	7/04/2011	F	1
3	SRGDG	1234	2018	28654321	Mr	Chong	Yin	Chan	W	Yin Chan Chong	2/06/2009	M	1

N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
Home address Line 1	Home address line 2	Home Suburb	Home State	Home Postcode	Home Country	Postal address line 1	Postal address line 2	Postal Suburb	Postal State	Postal Postc ode	Postal Country	Academic Year	Austrlian Residency Status	Student Fee Status
1 Unknown St		PERTH	WA	6000	Australia	PO Box 100		PERTH	WA	6000	Australia	12	Y	N
24 The Avenue		PERTH	WA	6000	Australia	24 The Avenue		PERTH	WA	6000	Australia	11	N	Y

AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
Home phone number	Alternate/mobile number	Email address	Fax number	Previous student family name	Previous student given name	Exemption from school	Country of birth identifer	Language spoken at home	Proficiency in spoken english	Labour force identifier	Highest school level completed	Year highest school level completed
9555 5555	0415555555	Jane@hotmail.com		Smith		N	2102	1201	1			
9555 3456	0425555555	Chong@bigpond.net.au				N	6101	7104	4			

AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD
Prior education achievement 1	Prior education achievement 2	Prior education achievement 3	Disability code 1	Disability code 2	Disability code 3	Disability code 4	Disability code 5	Disability code 6	Disability code 7	Australian Aboriginal or Torres Strait Islander	Date of Status	Hours of Community Service	Visa Sub Class	Arrival Date in Australia
										4	24/03/2016			
										4	24/03/2016		572	10/09/2009

BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP
VET USI	Parent 1 School Education	Parent 1 Non-school Education	Parent 1 Occupation	Parent 1 Main Language Other than English	Parent 2 School Education	Parent 2 Non-school Education	Parent 2 Occupation	Parent 2 Main Language Other than English	Class Identification	Brightpath project student	ABLE WA project student
4SXPX54HG8	4	7	1	1201	4	6	8	1201		N	N
3UVEW2W472	0	7	2	7104	3	0	9	7104		N	N

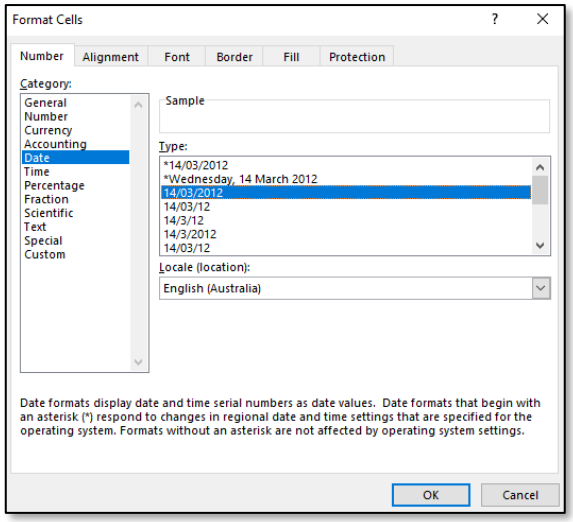
Notes to table

Formatting cells for date of birth

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

Before entering the date of birth:

1. Click 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.

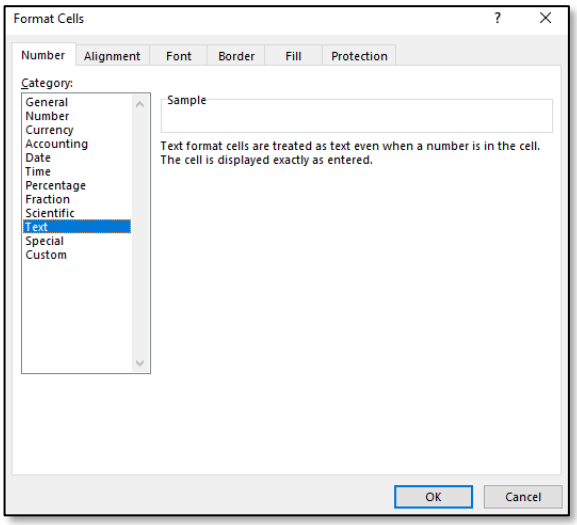


Leading zero in a number

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

To do this:

1. Click 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.



4.6.1 SRGDG column details

One row of information must be provided for each student.

Record type (Column A)
This is always SRGDG for this type of file.

Provider code (Column B)
The four-digit school code.

Note: a provider is a school or organisation authorised to offer the WACE.

Calendar year (Column C)
The current calendar year.

Allocation of a Western Australian student number (WASN) (Column D)
All students in Kindergarten to Year 12 require a WASN. This includes students who are currently attending the school, and those who have been enrolled at any time during the selected school year but have now left. It will not be possible to upload your SRGDG file until all students have been allocated a WASN in SIRS.

Kindergarten students
Schools are able to request WASNs for Kindergarten students directly from SIRS. Following this process, an email will be sent to the school with an attachment containing a list of numbers that can be allocated to students. This facility will be closed after Term 1 to prevent duplication of WASNs.

WASNs for Year 7s will be requested by the Authority after student names have been checked for existing numbers.

Current roll students
WASNs for transferring students should be requested and entered at the point of enrolment.

Former students
Any former students who attended for more than one day within the school term should be included in the SRGDG file and must have a WASN.

Students who are new to the Western Australian education system
If the student is new to the school (i.e. arriving from another Australian state or country) and has not previously been allocated a WASN, the school will need to request a WASN by contacting the Authority at numbers@scsa.wa.edu.au.

Students who are transferring between Western Australian schools
If the student is new to the school (i.e. transferring from another Western Australian school) and has previously been allocated a WASN, it is the enrolling school's responsibility to follow up with the student's previous school and find out the missing WASN. This student must continue to use the WASN allocated by the previous school.

Likewise, if a student was enrolled at your school and then left to enrol in another school, your school needs to ensure that the student is provided with their WASN.

Student title (Column E)
This is an optional field that will accept Miss, Mr, Mrs or Ms.

Student name format (Columns F, G, H, I)
The Authority recommends that student names are entered in title case rather than upper case to ensure that WACE certificates are appropriately formatted. The student name fields that must be provided to the Authority are **Student Legal Family Name** and **Student Legal Given Name**.

Certificate name (Column J)
This is the name the student wishes to appear on their WACE and Western Australian Statement of Student Achievement (WASSA). If no **Certificate Name** is uploaded, the WACE and WASSA will print the **Given Name** and **Family Name** as uploaded.

Date of birth (Column K)
The convention for date of birth is dd/mm/yyyy.

Gender (Column L)
Student gender – M, F or X will be accepted.

Status (Column M)
The student status column advises the Authority if the student is: 1 = currently at the school, 2 = deceased, 3 = left secondary education, 4 = left provider (i.e. expected to transfer into another school) and 5 = left Western Australia.

Address information (Columns N–Y)
The Authority will only accept suburbs and postcodes recognised by Australia Post. The SRGDG file contains student home and postal addresses. Check that all suburbs and postcodes are correct. For students with an overseas address, SIRS will not ask for a postcode.

Academic year (Column Z)
This must be entered as a two-digit integer, e.g. Year 8 = 08.

Australian residency status (Column AA)
Ensure that any student who is not recorded as a permanent resident has a visa subclass number recorded. The Authority uses the Australian residency status of students to determine eligibility to receive some awards.

For the Authority's purposes, a student is considered an Australian resident if they are a permanent resident and/or were born in Australia or New Zealand. There may be some instances where a student born in Australia whose parents are on a visa, also has a visa subclass and is **not** a permanent resident.

In some cases, the residency status of a student could change if permanent residency has been granted. It is important that this is reviewed periodically.

Student fee status (Column AB)
This field refers to temporary residents of Australia, without local enrolment entitlement, who are considered overseas fee-paying students. This applies to students attending school in Australia under one of the temporary visa subclasses that are not specified in the Department's *Enrolment of Students from Overseas Schedule*. These include:

- visa subclasses 400, 500 (dependent on the sector and type of study), 570, 571, 572, 573, 574, 580, 590, 600, 601, 651; or
- bridging visa subclasses that have been granted to one of the above visas while an application for another visa is being processed.

This field is **not** to be used for Australian fee-paying students at private schools.

Contact numbers and email address (Columns AC–AF)
The phone number fields have a limit of 20 digits.

The email address field will only accept a valid email address, e.g., john.citizen@hotmail.com.

Student previous family name (Column AG)
If the student has been known by a different family name, record it here.

Student previous given name (Column AH)
If the student has been known by a different given name, record it here.

Exemption from school (Column AI)
This field should remain as N unless the student has been granted an exemption from school under Section 11 of the *School Education Act 1999*.

Country of birth (Column AJ)
This is a mandatory field if a visa subclass has been entered. Refer to the Australian Standard Classification of Countries (https://www.voced.edu.au/content/ngv%3A20199) for further details.

Main language other than English spoken at home (Column AK)
This is an optional field. Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) for further details (1201 = English).

Proficiency at spoken English (Column AL)
1 = very well, 2 = well, 3 = not well, 4 = not at all.

Labour force identifier (Column AM)
This is an optional field and refers to National Centre for Vocational Education Research (NCVER) information only. 01 = full-time employee, 02 = part-time employee, 03 = self-employed, 04 = employer, 05 = employed – unpaid work in a family business, 06 = unemployed – seeking full-time job, 07 = unemployed – seeking part-time job, 08 = not employed – not seeking employment.

Highest school level completed (Column AN)
This is an optional field mostly relevant to NCVER information. 02 = did not attend school, 08 = Year 8 or below, 09 = Year 9 or equivalent, 10 = completed Year 10, 11 = completed Year 11, 12 = completed Year 12.

Year highest school level (Column AO)
If Column AN has been completed, the calendar year the student completed that academic year can be added.

Prior education achievements (Columns AP–AR)
Prior educational achievements can be recorded in these columns, if necessary. 008 = Bachelor Degree or higher, 410 = Advanced Diploma or Associate Degree level, 420 = Diploma level, 511 = Certificate IV, 514 = Certificate III, 521 = Certificate II, 524 = Certificate I, 990 = misc. education. One achievement per column and each type of achievement can only be entered once. The system will not accept three entries of Certificate I.

Disability (Columns AS–AY)
Student disabilities can be recorded in these columns, if required. 11 = hearing/deaf, 12 = physical, 13 = intellectual, 14 = learning, 15 = mental illness, 16 = acquired brain impairment, 17 = vision, 18 = medical condition, 19 = other, 99 = unspecified. One disability can be entered per column.

Indigenous status (Column AZ)
The Authority requires the Indigenous status for all students in Kindergarten to Year 12 to be stated in the SRGDG file.

This information will be recorded in the student details fields. 1 = Aboriginal, 2 = Torres Strait Islander, 3 = Both Aboriginal and Torres Strait Islander, 4 = Not Aboriginal and Torres Strait Islander or 9 = Not Stated must be selected.

Date of status (Column BA)
This refers to the date a student's status changes, i.e. they have just enrolled or transferred from another school, left your school or left the state, or are deceased.

Hours of community service (Column BB)
Where a school provides the Authority with the actual number of hours completed by students over Years 10, 11 and 12, the statement **<Student Name> has completed X hours of community service** will be reported on a student's WASSA.

For students who have not completed any reported community service, there will be no statement about community service recorded on their WASSA. Further information is available on the Authority website on the Community Service page (https://senior-secondary.scsa.wa.edu.au/certification/wassa/community-service).

Visa subclass (Column BC)
All students not flagged as a permanent resident should have a visa subclass number recorded.

Arrival date (Column BD)
For students with a visa subclass number, the arrival date of entry into Australia is to be recorded.

VET USI (Column BE)
Schools can enter a student's VET Unique Student Identifier (USI) in this field and upload it as part of the SRGDG file. Any changes to the VET USI will require schools to upload a new SRGDG file. This number can then be viewed on the **Student Summary** screen in SIRS.

Parent 1 school education (Column BF)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.
0 = Not stated/unknown, 1 = Year 9 or equivalent or below, 2 = Year 10 or equivalent, 3 = Year 11 or equivalent, 4 = Year 12 or equivalent.

Parent 1 non-school education (Column BG)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.
0 = Not stated/unknown, 5 = Certificate I to IV (including trades), 6 = Diploma/Advanced Diploma, 7 = Bachelor Degree or higher, 8 = No non-school education.

Parent 1 occupation (Column BH)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.
1 = Senior management; 2 = Other business manager; 3 = Tradesperson, clerk, sales and service staff; 4 = Machine operator; 8 = Not in paid work; 9 = Not stated/unknown.

Parent 1 main language other than English spoken at home (Column BI)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.

Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) for further details (1201 = English).

Parent 2 school education (Column BJ)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.
0 = Not stated/unknown, 1 = Year 9 or equivalent or below, 2 = Year 10 or equivalent, 3 = Year 11 or equivalent, 4 = Year 12 or equivalent.

Parent 2 non-school education (Column BK)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.
0 = Not stated/unknown, 5 = Certificate I to IV (including trades), 6 = Diploma/Advanced Diploma, 7 = Bachelor Degree or higher, 8 = No non-school education.

Parent 2 occupation (Column BL)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.
1 = Senior management; 2 = Other business manager; 3 = Tradesperson, clerk, sales and service staff; 4 = Machine operator; 8 = Not in paid work; 9 = Not stated/unknown.

Parent 2 main language other than English spoken at home (Column BM)
This is a mandatory field for students in Years K–9. It is optional for students in Years 10–12.

Refer to the Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199) for further details (1201 = English).

Class identification (Column BN)
This is a mandatory field for students in Years K–6. It is optional for students in Years 10–12. It is used to identify which class group the student is in.

Brightpath project student (Column BO)
This field should be Y if the student is in the Brightpath program.

ABLEWA project student (Column BP)
This field should be Y if the student is in the ABLE*WA* program.

4.7 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** or a **.SCSV** file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

4.7.1 File naming

The file name convention is:

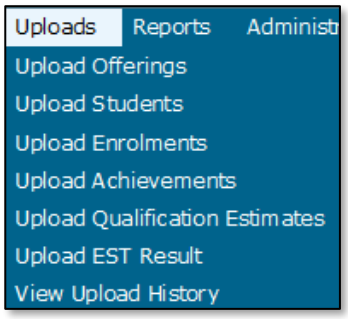
XXXXXSSSSTTYYY.csv

where **XXXXX**	=	record type, e.g. SRGDG
SSSS	=	the provider/school code, e.g. 4171
TT	=	S1, S2, Y1 for semester or year-long data
YYY	=	Y11, Y12 for Year 11 or Year 12 data
		or YUP for combined Year 11 and Year 12 data

Example
The file name of registration and demographic information of students from provider/school 4171 for Year 12 would be **SRGDG4171Y1Y12.CSV**.

4.8 Uploading data into SIRS

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



1. In the blue horizontal navigation bar, hover over the **Uploads** tab (see screenshot to the right).
2. Click on **Upload Students**. The **Upload Students** fields appear.
3. In **Report Type**, select **SRGDG**.
4. To locate the required file on your computer, click on the **Browse** button.
5. On a Windows operating system, the **Choose File to Upload** screen will appear. Navigate to the folder where the required file is stored.
6. Click on the required file.
7. Click on **Open**. The drive, folders path and file name will appear in the **File** field (see screenshot below).

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

- the export path will be **K:\keys\integris\outbox**
- depending on the academic year of students enrolled in courses, the files available for uploading student registration and demographic information will be **SRGDGSssssY1YUP.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.

8. Click **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 SIRS.

4.8.1 Email messages

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

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

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

Processed with warnings
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.

Example of a processed file with warnings message:

The Student Registration and Demographic (SRGDG): SRGDG1234Y1Y11.csv has been successfully processed but has recorded the following warnings:

Warning occurred on record: 12 (Student: 22082466: Black, Emma-May Date Of Birth 24/11/1998). The following errors were found in the record:

- This record has been ignored as you are not defined in SIRS as the Main Provider of the Student. Only the Main Provider can update Student Registration details. If you are the Main Provider of the Student, you will need to contact the School Curriculum and Standards Authority to get this changed. If you are no longer the Main Provider of the Student, please adjust your records accordingly.

Warning occurred on record: 3 (Student: 22298524: Smith, Chuck Date of Birth 31/03/00). The following errors were found in the record:

- This record has been ignored as the academic year of student with student number 22298524 does not match with the current record. Please contact the Data Services at dataservices@scsa.wa.edu.au for further assistance.

Failed verification
The system is unable to verify the file and send for processing, as there are errors that need to be fixed. Check all error messages produced by SIRS (see example below) and try to resolve them. To assist you with resolving errors, refer to Troubleshooting in this section.

Example of a failed file verification message:

The Student Registration and Demographic (SRGDG): SRGDG1234S2Y11.csv has failed verification due to the following errors:

Error occurred on record 13 (Student: 22082466: Black, Emma-May Date Of Birth 07/08/1998). The following errors were found in this record:

- Home Suburb OSBORNE PARK was not a valid Australian suburb with postcode 6019 in WA. Please check that the suburb is valid under 'Administration -> Suburb Postcode Search'.

Failed processing

The system was able to verify the file, but there were errors that prevented the information from being processed by SIRS. Check all error messages produced by SIRS and try to resolve them before contacting the Data Services team at dataservices@scsa.wa.edu.au.

Example of a failed file processing message:

The Student Registration and Demographic (SRGDG): SRGDG1234Y1YUP.CSV has failed processing due to the following errors:

Error occurred on record 348 (Student: 29135377: Surname: Smith, Given Name: Chuck, Date Of Birth 26/10/2005).

- Differing student details (Surname: Smith, Given Name: Chuck, Date Of Birth: 25/10/2005) already exists in the system with the specified student number: 29135377. Contact Data Services at dataservices@scsa.wa.edu.au to get this changed.

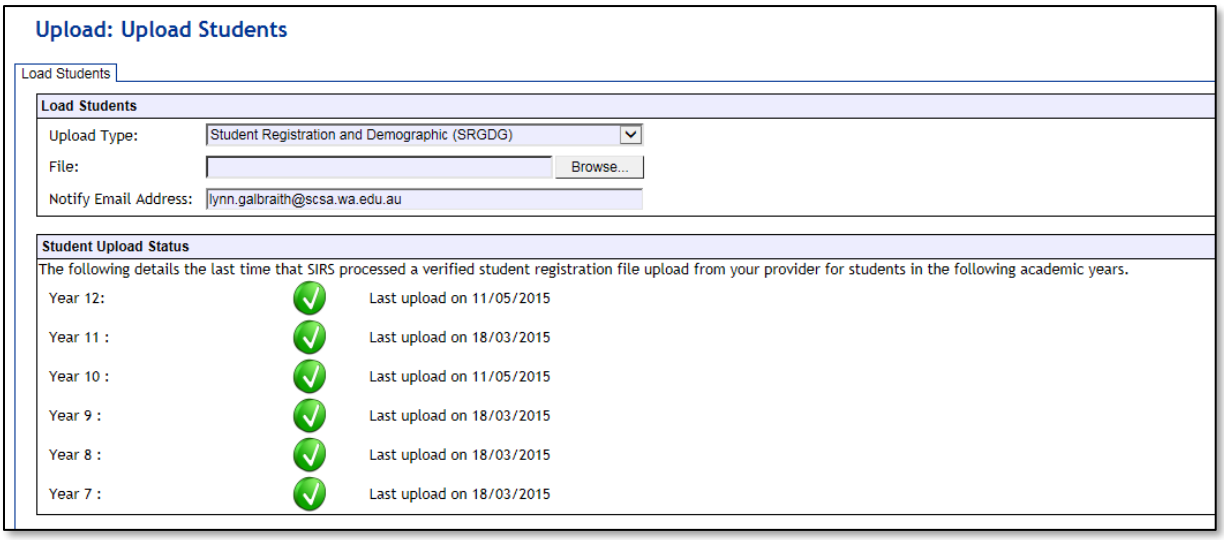
If the information in the email is insufficient to resolve errors, refer to Troubleshooting in this section. If the issue has not been resolved, contact the Data Services team at dataservices@scsa.wa.edu.au.

4.8.2 Upload confirmation

You can expect a message reporting the progress of your file within 15 minutes of the upload in either your email inbox or in **Private Messages**, available from the home page of SIRS. 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: if you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

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



See the table below for a key to the **Student (SRGDG) Upload Status** symbols.

Table 15: Section 4 – Upload symbols key

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

4.9 Troubleshooting

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

Table 16: Section 4 – Common error messages for the SRGDG file upload and possible solutions

Example error messages	How to resolve the problem
25035625 is not a valid student number	If the WASN has been mistyped in the school's database, correct the data, generate a new file and try the upload again. If the Authority has provided the number, contact the Authority to resolve this error.
Academic Year 13 must be a number between K and 12	The academic year must be a value between K and 12. Check the data in your school system's database, generate a new file and upload the file again.
Another student already exists in the system with the specified student number: 19105959	Either another student is already registered under the specified number, or the same student is registered under the specified number but with a different date of birth. Call the SIRS helpdesk to resolve this problem.

Example error messages	How to resolve the problem
Australian Aboriginal or Torres Strait Islander was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again. The valid codes are: 1 = Aboriginal, 2 = Torres Strait Islander, 3 = Aboriginal and Torres Strait Islander, 4 = Neither, 9 = Not Stated.
Calendar year 2020 must be the current year	You can only upload students for the current year. If you need to update student details for past years, contact the Authority.
Home address Line 1 was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again.
Home suburb BELMONT was not a valid Australian suburb with postcode 6101 in WA	The suburb specified does not exist according to the Australia Post database. Suburb names and postcodes must be correct. These details can be checked under the Administration>Suburb Postcode Search>Maintenance menu in SIRS.
Home suburb was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again.
Invalid COS Provider code 4000 for year 2024	The provider code you have supplied is not a valid code for the year. Correct the details within the school's database, generate a new file and upload the file again. If you believe your provider code is valid, contact the Authority.
Invalid country code 510546	The code must be a valid country code (not a name). Refer to the Australian Standard Classification of Countries.
Invalid DOB: 1/18/1996	The date of birth must be a valid date. Correct the data in the school system database, generate a new file and upload the file again.
Invalid language spoken at home 4202002	Refer to the Australian Standard Classification of Languages (1201 = English).
Postal address line 1 was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again.
Postal suburb was not specified	A required field is missing in your upload file. Enter the missing details for the student into the school's database, generate a new file and try the upload again.
Record type must be: SRGDG 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 SRGDG file; however, at the time of upload you selected this as your upload type. It is possible that you have either selected the wrong file to upload or selected the wrong upload type. Re-examine what you are uploading and select the appropriate upload type for the file. Note: this error also occurs if your file is saved as an **.XLS** file instead of a **.CSV** or a **.SCSV** file.
Student identified by number: 24373211 has a name other than specified: xxx, yyy	The student's name is different from the one in SIRS. Check the student's details in your school system, generate a new SRGDG file and upload it again to update the name of the student. If the student has changed their name or there is an incorrect spelling, contact the Authority via email to make these changes.
Student number not specified	The WASN is missing. Check the data in your school system's database, generate a new file and upload the file again. If the student does not have a number, contact the Authority to request one.

Example error messages	How to resolve the problem
The number of columns for this file must not be less than 61. Make sure the uploaded file is a valid file in either SCSV, CSV or fixed length format and matches with the selected type of Student Registration (SRGDG)	You are uploading a file that is not in **.CSV** or **.SCSV** fixed length formats. 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 either a **.CSV** or a **.SCSV** file, save the file and upload it again. This error can also occur when the final column is expected to have information in it, but nothing has been entered. This error can be overcome by entering a space using the spacebar into the column for each student.
The specified student's previous name is being ignored as it is exactly the same as student name specified in this record	You are submitting an SRGDG file that contains a student with a previous name the same as their current name. In this instance, SIRS will not process the previous name of the student; however, all other records in the file have been processed, including any other changes to this student record. This is a warning message only and, in most cases, can be ignored.
This record has been ignored as you are not defined in SIRS as the Main Provider of the Student. Only the Main Provider can update Student Registration details. If you are the Main Provider of the Student, contact the Authority to get this changed	You are trying to upload student registration or demographic data when you are not defined in SIRS as the Main Provider. Your file has been processed, but this record was ignored, as only the Main Provider can update student details. If you are the Main Provider of the student, as the student has recently transferred to your school, contact the SIRS helpdesk to resolve this issue. Not being the Main Provider of a student will not prevent you from enrolling the student into offerings or providing an achievement.
We are unable to process this record as the last date for demographic changes (13/11/2020) to Year 12 for 2020 has passed. Contact the Authority if you still need to make changes to your students' data	You are trying to upload student registration or demographic data after the last date for changes to Year 12 student data has passed. You will be unable to upload this file and must contact the Authority if you need to make changes to your student records.
Invalid arrival date: 4072008	You are uploading data with students who have visa subclass information, and the arrival date is in an incorrect format. Format as either dd/mm/yyyy or as text, and ensure there is a 0 in front of any single digit date.
Arrival date not specified	You are trying to upload data where there is visa subclass information in column BH, but there is no arrival date. The system will always look for an arrival date where there is visa subclass information.

4.10 Further help

For issues relating to the information contained in the *Data Procedures Manual 2024*, contact the Data Services team at dataservices@scsa.wa.edu.au.

School Curriculum and Standards Authority

Data Procedures Manual 2024

Section 5:

Enrolments

Contents

- Overview
- Course units
- Vocational education and training (VET)
- Endorsed programs
- Recording data
- Setting up enrolment databases in Excel
- Saving data for upload into SIRS
- Uploading data into SIRS
- Troubleshooting
- Further help

Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2024 should be treated as examples only. Representations that display new information have been updated.

5.1 Overview

Schools are required to provide the Authority with records of student enrolments. In 2024, 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

In 2024, Year 11 and Year 12 students can enrol in ATAR, General, Foundation, VET industry specific and Preliminary courses.

5.2 Course units

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

5.2.1 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.

5.2.2 Year 11 enrolments

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

- **are able** to enrol into 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 into 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, these students who sit the ATAR course examination in Year 11 cannot sit the examination in the same course when they are in Year 12.

5.2.3 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).

5.2.4 Information about ATAR, General and Foundation courses

Students completing the WACE in 2024 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 2024* 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 (www.scsa.wa.edu.au/forms):

- *Year 12 Overseas full fee paying student declaration form* (in the Declarations section)
- *Year 10 and Year 11 Overseas full fee paying student declaration form* (in the Declarations section)
- *Non-school candidate enrolment form* (in the Enrolments section).

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

5.2.5 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.

5.2.6 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 will be required to complete an application form for enrolment in Foundation courses through a process that will require 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 will require 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 will be sent to the Data Services team for approval by the Assistant Executive Director – Examinations, Certification and Testing. The Authority will conduct 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 (www.scsa.wa.edu.au/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. Applications will be sent to the Data Services team for approval by the Assistant Executive Director – Examinations, Certification and Testing. The Authority will conduct 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 form available on the Authority website on the Applications and Order Forms page (www.scsa.wa.edu.au/forms).

5.2.7 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 2024* 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.

5.2.8 Enrolment in a WACE language course

Information about applying for permission to enrol in a WACE language course is available on the Authority website. Students seeking to enrol in the WACE ATAR or General Year 11 or Year 12 language courses listed below must apply for approval in the year prior to their first enrolment in the course, typically in Year 10 for study in Year 11.

- **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*, First 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*)

Notes:

- *Year 11 enrolments only.
- [†]Last year for Year 12 enrolments.

As the Authority determines 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.

5.2.9 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).

Students seeking to enrol in ATAR EAL/D require principal endorsement of their eligibility declaration for approval to be enrolled in the Year 12 course. The school cannot enrol the student in the Year 12 ATAR EAL/D course in SIRS until the principal's determination is recorded in the SRMS.

5.3 Vocational education and training

Schools need to report a student's VET enrolments and achievements from Year 10; however, schools that wish to have a student's Year 9 VET results and achievements recorded towards 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, 2024* form is available on the Authority website on the Applications and Order Forms page (www.scsa.wa.edu.au/forms).

5.4 Endorsed programs

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. These codes are used when uploading endorsed program enrolments into SIRS.

Schools should ensure that the endorsed programs being offered by the school appear on the list of endorsed programs. A 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).

5.4.1 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.

5.5 Recording data

Data can be entered into school database systems, including, but not restricted to, Civica MAZE, 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 Database programs for links to user manuals.

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

5.6 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)
- Department of Training and Workforce Development (DTWD) funded VET skill set unit of competency enrolments (ENSKILL)
- Endorsed programs enrolments (ENEND).

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

	A	B	C	D	E	F	G	H	I	J	K	L
1	Record Type	Provider Code	Course Code	COS or VETCOS	Unit Code	Quali-fication Code	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	Semester - either 1, 2 or 3 for full year
2	ENCOS	1234	ELD	COS	ATELD		23445678	Student	Jane	2018	12	3
3	ENCOS	1234	ISC	COS	ATISC		23445678	Student	Jane	2018	12	3
4	ENCOS	1234	MAE	COS	ATMAE		23445678	Student	Jane	2018	12	3
5	ENCOS	1234	MDT	COS	GTMDTW		23445678	Student	Jane	2018	12	3
6	ENCOS	1234	REL	COS	ATREL		23445678	Student	Jane	2018	12	3
7	ENCOS	1234	MAE	COS	AEMAE		24345967	Jones	John	2018	11	3
8	ENCOS	1234	MDT	COS	GEMDTW		24345967	Jones	John	2018	11	3
9	ENCOS	1234	REL	COS	AEREL		24345967	Jones	John	2018	11	3

The screenshot above shows a section of the required format for the course enrolments 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.

Note: 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** or a **.SCSV** file before it can be uploaded into SIRS.

Table 1: Section 5 – 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 Recommend using title case, not all capitals
9	I	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40 Recommend using title case, not all capitals
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
12	L	Semester	Mandatory Maximum field length = 1 Must be 1 = Semester 1, 2 = Semester 2, 3 = year-long

Column number	Column reference	Field name	Comment
13	M	Contact/teacher* family name	Mandatory Maximum field length = 30 Recommend using title case, not all capitals
14	N	Contact/teacher* given name	Mandatory Maximum field length = 30 Recommend using title case, not all capitals
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.

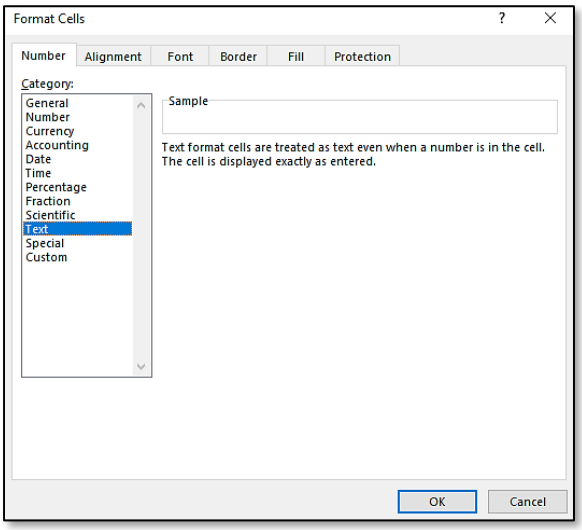
	A	B	C	D	E	F	G	H	I	J
1	Record Type	Provider Code	Course Code	COS or VETCOS	Unit Code	Quali-fication Code	WA Student Number	Student Family Name	Student Given Name	Calendar Year
2	ENCOS	1234	ELD	COS	ATELD		23445678	Student	Jane	2018
3	ENCOS	1234	ISC	COS	ATISC		23445678	Student	Jane	2018
4	ENCOS	1234	MAE	COS	ATMAE		23445678	Student	Jane	2018
5	ENCOS	1234	MDT	COS	GTMDTW		23445678	Student	Jane	2018
6	ENCOS	1234	REL	COS	ATREL		23445678	Student	Jane	2018
7	ENCOS	1234	MAE	COS	AEMAE		24345967	Jones	John	2018
8	ENCOS	1234	MDT	COS	GEMDTW		24345967	Jones	John	2018
9	ENCOS	1234	REL	COS	AEREL		24345967	Jones	John	2018

K	L	M	N	O	P	Q	R	S
Academic Year	Semester - either 1, 2 or 3 for full year	Teacher Family Name	Teacher Given Name	TRBWA No.		Teacher email address	E = Enrol W= Withdraw Course	W= Withdraw Course Unit
12	3	Jones	Albert	33067670		albert.jones@education.wa.ec	E	E
12	3	Smith	George	32033028		George.Smith@education.wa.(	E	E
12	3	Brown	Kate	32044281		Kate.Brown@education.wa.ed	E	E
12	3	Williams	Bruce	32058571		Bruce.Williams@education.wa	E	E
12	3	Black	Jane	32028084		Jane.Black@education.wa.edu	E	E
11	3	Brown	Kate	32044281		Kate.Brown@education.wa.ed	E	E
11	3	Williams	Bruce	32058571		Bruce.Williams@education.wa	E	E
11	3	Black	Jane	32028084		Jane.Black@education.wa.edu	E	E

Notes to table

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 put the column into the required format:

1. Click 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.

When the study reason is typed into the column, the leading zeros will be preserved. This procedure should be used when the field may have data with a leading zero.

Next step

5.7 Saving enrolment data for SIRS

5.6.2 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	RTO Code	RTO Location Code	WA Student Number
2	ENVET	1234				52824WA	CPCCCM1015	52786		23811233
3	ENVET	1234				52824WA	CPCCCM2001	52786		23811233

The screenshot above shows a section of the required format for the VET unit of competency enrolments 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 the table below. Screenshots of all required columns are included following the table.

Note: 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** or a **.SCSV** file before it can be uploaded into SIRS.

Table 2: Section 5 – 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 is integrated into Leave blank if the unit of competency is a credit transfer UoC
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 unit of competency 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 unit of competency
7	G	Unit of competency code	Mandatory Maximum field length = 12 Unique code of the VET unit of competency 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 unit of competency 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 Recommend using title case, not block capitals
12	L	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40 Recommend using title case, not block capitals
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 Recommend using title case, not block capitals
17	Q	Contact/teacher given name*	Optional Mandatory when family name or registration number is specified Maximum field length = 30 Recommend using title case, not block capitals
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

Column number	Column reference	Field name	Comment
21	U	Enrolment activity start date	Mandatory Maximum field length = 10 In dd/mm/yyyy date format
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 (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 unit of competency 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 (ENVET) enrolments

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	RTO Code	RTO Location Code	WA Student Number
2	ENVET	1234				52824WA	CPCCCM1015	52786		23811233
3	ENVET	1234				52824WA	CPCCCM2001	52786		23811233

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 Identi-fication	Commenc-ing Course Identifier
Elliss	Stuart	2018	12						3
Elliss	Stuart	2018	12						3
Green	Nicholas	2018	12						3
Green	Nicholas	2018	12						3

U	V	W	X	Y	Z	AA	AB	AC	AD
Enrolment activity start date	Enrolment activity end date	Delivery mode identifier	Traineeship/ Apprentice-ship Contract ID	Enrolment Activity	Study Reason Identifier	VET Type	Quali-fication Enrolment	School based apprentice ship/ traineeship	VET USI
1/02/2018		10		E	12	Y	Y	SBT	ABC1234567
1/02/2018		10		E	12	Y		SBT	
1/02/2018		10		E	12	Y	N		
1/02/2018		10		E	12	Y			

Excel database for VET unit of competency (ENVET) enrolments – integrated into VET industry specific courses

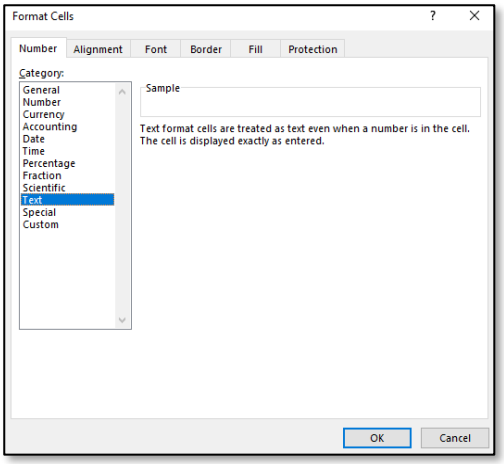
See below for a complete breakdown of the fields within the ENVET database.

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 Identi-fication	Commenc-ing Course Identifier
Elliss	Stuart	2018	12	3					3
Elliss	Stuart	2018	12	3					3
Green	Nicholas	2018	12	3					3
Green	Nicholas	2018	12	3					3

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.



1. Click 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

5.7 Saving enrolment data for SIRS

5.6.3 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	RTO code	RTO location code	WA Student Number	Student Family Name	Student Given Name
2	ENSKILL	1234	AE456	CHCCCS011	52786		228811223	Smith	John
3	ENSKILL	1234	AE456	CHCCOM005	52786		228811223	Smith	John
4	ENSKILL	1234	AE456	HLTINF001	52786		228811223	Smith	John
5	ENSKILL	1234	AE456	HLTWHS005	52786		228811223	Smith	John

The screenshot above shows a section of the required format for the DTWD funded VET skill set unit of competency enrolments 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 the table below. Screenshots of all required columns are included following the table.

Note: 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** or a **.SCSV** file before it can be uploaded into SIRS.

Table 3: Section 5 – 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 unit of competency the student is enrolling in
5	E	Registered training organisation provider code	Mandatory Maximum field length = 10 The unique code of the RTO offering the unit of competency on behalf of the COS provider

Column number	Column reference	Field name	Comment
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 Recommend using title case, not block capitals
9	I	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40 Recommend using title case, not block capitals
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 Recommend using title case, not block capitals
13	M	Contact/teacher given name*	Optional Mandatory when family name or registration number is specified Maximum field length = 30 Recommend using title case, not block capitals
14	N	Contact/teacher registration number	Optional Mandatory when family name or registration number 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 Field length = 10 Alphanumeric VET Unique Student Identifier (USI) is required for a skill set to be recorded on WASSA

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

Excel database for DTWD funded VET skill set unit of competency (ENSKILL) enrolments

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	RTO code	RTO location code	WA Student Number	Student Family Name	Student Given Name
2	ENSKILL	1234	AE456	CHCCCS011	52786		228811223	Smith	John
3	ENSKILL	1234	AE456	CHCCOM005	52786		228811223	Smith	John
4	ENSKILL	1234	AE456	HLTINF001	52786		228811223	Smith	John
5	ENSKILL	1234	AE456	HLTWHS005	52786		228811223	Smith	John

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
2023	12	Brown	Susan	32030775		3
2023	12	Brown	Susan	32030775		3
2023	12	Brown	Susan	32030775		3
2023	12	Brown	Susan	32030775		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
1/02/2023		10	E	4	Y	Y	ABCD123456
1/02/2023		10	E	4	Y	Y	ABCD123456
1/02/2023		10	E	4	Y	Y	ABCD123456
1/02/2023		10	E	4	Y	Y	ABCD123456

5.6.4 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 code	WA Student Number	Student Family Name	Student Given Name	Year	Academic Year	Semester = 3 full year	Teacher family name	Teacher given name
2	ENEND	1234	PCCNA1	22067268	Hughes	Emily	2018	12	3	Scott	James
3	ENEND	1234	ADWPL	23525884	Bradford	David	2018	11	3	Smith	Susan
4	ENEND	1234	PK4L	23042785	Best	Amanda	2018	11	3	White	Jack

The screenshot above shows a section of the required format for the endorsed program enrolments 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 the table below. Screenshots of all required columns are included following the table.

Note: 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** or a **.SCSV** file before it can be uploaded into SIRS.

Table 4: Section 5 – Excel file format for endorsed program enrolments (ENEND)

Column number	Column reference	Field name	Comment
1	A	Record type	ENEND Maximum field length = 6
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Endorsed programs 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 Recommend using title case, not block capitals
6	F	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40 Recommend using title case, not block capitals
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 Valid value 3 = year-long
10	J	Contact/teacher family name*	Mandatory when given name or registration number is specified Maximum field length = 30 Recommend using title case, not block capitals
11	K	Contact/teacher given name*	Mandatory when family name or registration number is specified Maximum field length = 30 Recommend using title case, not block capitals
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.

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 code	WA Student Number	Student Family Name	Student Given Name	Year	Academic Year
2	ENEND	1234	PCCNA1	22067268	Hughes	Emily	2018	12
3	ENEND	1234	ADWPL	23525884	Bradford	David	2018	11
4	ENEND	1234	PK4L	23042785	Best	Amanda	2018	11

I	J	K	L	M	N	O	P
Semester = 3 full year	Teacher family name	Teacher given name	TRBWA No.	Class= Optional	Enrolment activity E= Enrol W= Withdraw	Course code Optional = space bar	Qual-ification Code
3	Scott	James	32020601	CCNAD1_1	E		
3	Smith	Susan	32014427	ADWPL_2	E		BSB20115
3	White	Jack	32268500		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.

First row

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

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 in a separate file.

Qualification code

If the qualification code is not entered, it will be necessary to enter a space in the qualification code field in order to maintain the format of the file. This is because Excel will drop the column unless data (which, in this case, is a space) has been entered into it.

5.7 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** or a **.SCSV** file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

5.7.1 File naming

There are file name conventions for each enrolment type.

5.7.1.1 Course enrolments

XXXXXSSSSTTYYY.CSV

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

SSSS = the provider/school code, e.g. 1234

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 1234 for Year 12 would be **ENCOS1234Y1Y12.CSV**.

5.7.1.2 Endorsed programs

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. ENEND
SSSS = the provider/school code, e.g. 1234
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 1234 for Year 12 would be **ENEND1234Y1Y12.CSV**.

5.7.1.3 VET enrolments through credit transfer

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. ENVET
SSSS = the provider/school code, e.g. 1002
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 1002 for Semester 1 for Year 11 would be **ENVET1002S1Y11.CSV**.

5.7.1.4 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. 1002
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 1002 for Semester 1 for Year 11 would be **ENVET1002S1Y11.CSV**.

5.7.1.5 VET enrolments for skill sets (ENSKILL)

XXXXXSSSSYYY.CSV

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

SSSS = the provider/school code, e.g. 1002

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 1002 for Year 12 would be **ENSKILL1002Y12.CSV**.

5.7.1.6 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 or the **.SCSV** file, as opening the file again will result in the loss of any text formatting.

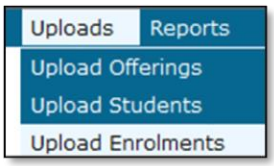
5.8 Uploading data into SIRS

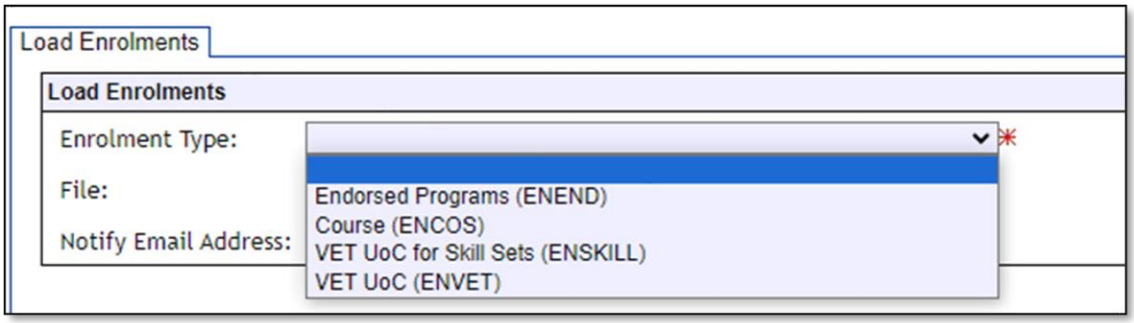
Once data has been saved as a **.CSV** or a **.SCSV** file, it can be uploaded into SIRS.

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 **Browse** button.

5. On a Windows operating system, the **Choose File to Upload** screen will appear. Navigate to the folder where the required file is stored on your computer.
6. Click on the required file.
7. Click on **Open**. The drive, folders 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.

8. Click **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 SIRS.

5.8.1 Email messages

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

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

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

Processed with warnings
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. Check all error messages produced by SIRS (see example below) and try to resolve them. To assist you with resolving errors, refer to Troubleshooting in this section.

Example of a failed file verification message:

The VET UoC Enrolment (ENVET): ENVET1234Y112015.csv has failed verification due to the following errors:

Error occurred on record 930 (Student: 22298524: Smith, Chuck). The following errors were found in this record:

- The student identified by: 22298524 has a different VET USI stored on SIRS. If this USI – R7SXP6GVB6 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): ENSKILL1234Y122023.csv has failed verification due to the following errors:

Error occurred on record 1

The following errors were found in the record.

The number of columns for this file must not be greater than 24. Make sure the uploaded file is a valid file in either SCSV, 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. Check all error messages produced by SIRS and try to resolve them before contacting the Data Services team at dataservices@scsa.wa.edu.au.

Example of a failed file processing message:

The Course Enrolment (ENCOS): ENCOS1234S2Y11-15.csv has failed processing due to the following errors:

Error occurred on record 146 (Student: 22298524: Smith, Chuck). The following errors were found in this record:

- Error occurred with upload enrolment of Y11 student with student number 22298524 for course DES for provider 1234 in 2017: 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 at the same year.

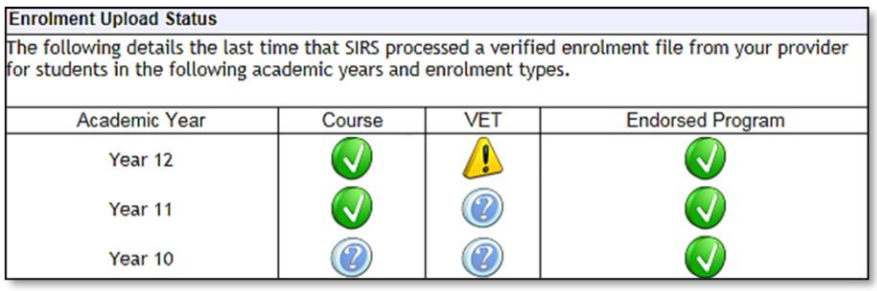
If the information in the email is insufficient to resolve errors, refer to Troubleshooting in this section. If the issue has not been resolved, contact the Data Services team at dataservices@scsa.wa.edu.au.

5.8.2 Upload confirmation

You can expect a message reporting the progress of your file within 15 minutes of the upload in either your email inbox or in **Private Messages**, available from the home page of SIRS. 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: if you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

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



Enrolment Upload Status

The following details the last time that SIRS processed a verified enrolment file from your provider for students in the following academic years and enrolment types.

Academic Year	Course	VET	Endorsed Program
Year 12	✓	⚠	✓
Year 11	✓	?	✓
Year 10	?	?	✓

See the table below for a key to the **Enrolment Upload Status** symbols.

Table 5: Section 5 – Upload symbols key

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

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

5.9 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 6: Section 5 – 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 the Authority 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 the Authority.
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 the Authority via email to make these changes.

Example error messages	How to resolve the problem
Student identified by number: 21632418 has no student registration information in 2024	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 2021 must match current year	You can only upload enrolments for the current year. If you need to update enrolments for past years, contact the Authority.
Record type must be: ENVET	You are uploading a file that is not an ENVET (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. Re-examine 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** or a **.SCSV** file.
RTO (provider code 4676) has not been registered in SIRS	To register an RTO, contact Data Services at dataservices@scsa.wa.edu.au.
Invalid VET UoC code: BSBWOR20B for 2024	Unit of competency code is not valid in the current year. Contact VETlinking@scsa.wa.edu.au.
Invalid course unit code VTBBSB for 2024	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 2024	VET skill set code is not valid. Check if the code has been entered incorrectly. If needed, contact Data Services to confirm 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 2024	Contact dataservices@scsa.wa.edu.au.
Invalid course unit code: GEMUSW for course with code: MUS for 2024	Music has no contexts, so the course unit code should be GEMUS or ATMUS.
Invalid endorsed program code: CCNAE1 for 2024	This endorsed program does not exist in SIRS in the current year. Check your codes and/or contact the Authority for more information.
Course unit with code: AEELD as part of the course with code: ELD is not offered by the provider with code: 1234 for 2024	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.

Example error messages	How to resolve the problem
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 helpdesk to resolve this problem	The teacher is probably listed in SIRS with a full first 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/number is 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 to SIRS.

5.10 Further help

For issues relating to the information contained in the *Data Procedures Manual 2024*, contact the Data Services team at dataservices@scsa.wa.edu.au.

School Curriculum and Standards Authority

Data Procedures Manual 2024

Section 6:

Externally set tasks

Contents

- Overview
- Deadline for EST marks and EST scripts
- Recording data for EST marks
- Setting up an EST marks database in Excel
- Saving data for upload into SIRS
- Uploading data into SIRS
- SIRS reports relating to EST marks
- Further help

Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2024 should be treated as examples only. Representations that display new information have been updated.

6.1 Overview

Students enrolled in Year 12 General and/or Foundation courses are required to complete the externally set task (EST) developed by the Authority for that course. The EST is compulsory and forms part of the school-based assessment.

Schools are required to:

- administer the EST to all students studying Year 12 General and/or Foundation courses
- mark the ESTs and upload the marks into SIRS. The process for uploading EST marks is set out below.

6.2 Deadline for EST marks and EST scripts

Refer to the Authority website for dates when students' marks for Year 12 General and Foundation courses are due to be uploaded into SIRS.

6.3 Recording data for EST marks

Data can be entered into school database systems, including, but not restricted to, Civica MAZE, 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 Database programs for user manuals.

If your school records data using Excel, the data must be formatted correctly. Failure to format data correctly will ultimately prevent the data from being uploaded into SIRS. Refer to the instructions below on how to set up an Excel database for EST marks.

6.4 Setting up an EST marks database in Excel

Schools that use Excel as their database for collection of EST marks 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 EST marks (RSEST).

	A	B	C	D	E	F	G	H	I	J	K	L
1	Record Type	Provider Code	Course Code	Externally Set Task (EST) Code	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	EST Total Raw Mark	Penalty Applied	EST sit date
2	RSEST	1234	ELD	ELDGT	23345678	Student	Jane	2023	12	ABS	N	10/05/2023
3	RSEST	1234	ISC	ISCGT	23345967	Jones	John	2023	12	22	N	11/05/2023
4	RSEST	1234	MAE	MAEGT	23345678	Student	Jane	2023	12	20	Y	12/05/2023
5	RSEST	1234	ENG	ENGFT	23345967	Jones	John	2023	12	27	N	15/05/2023

The screenshot above shows a section of the required format for the EST marks 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 student's result in an EST for either a Year 12 General or a Year 12 Foundation course.

The layout requirements for all columns in the EST Excel database are specified in the following table.

Note: 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** or a **.SCSV** file before it can be uploaded into SIRS.

Table 1: Section 6 – Excel file format for EST marks (RSEST)

Column number	Column reference	Field name	Comment
1	A	Record type	RSEST Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Mandatory Maximum field length = 10 Unique code for the course
4	D	Externally Set Task (EST) code*	Mandatory Unique code for the General or Foundation course unit context, defined on the front cover of the course EST script Maximum field length = 12
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 Recommend using title case, not block capitals
7	G	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40 Recommend using title case, not block capitals
8	H	Calendar year	Mandatory Maximum field length = 4 In yyyy format
9	I	Academic year	Mandatory Maximum field length = 2 Must be the following values only: 10, 11, 12
10	J	EST total raw mark†	Mandatory for Year 12 General and Foundation students who sat the EST Maximum field length = 3 A whole number, 0 to max EST raw score, or ABS for Absent
11	K	Penalty Applied	Mandatory Maximum field length = 1 Y or N Penalty applied to EST total raw mark Y = the student's EST total raw mark has had a penalty applied based on your school's policy N = the student's EST total raw mark has had no penalty applied

Column number	Column reference	Field name	Comment
12	L	EST sit date	Mandatory Maximum field length = 10 Date that the student sat the EST Format dd/mm/yyyy

*A complete list of EST codes can be found on the Authority website on the EST Codes page (https://www.scsa.wa.edu.au/sirs-and-srms-info/est-codes).
†Ensure this is the raw EST mark and not a weighted mark or a percentage mark.

6.5 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** or a **.SCSV** file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

6.5.1 File naming

The file name convention is:

XXXXXSSSSTTYYY.csv

Where **XXXXX** = record type, e.g. RSEST
SSSS = the provider/school code, e.g. 1234
TT = Y1 for year-long data
YYY = Y12 for Year 12 data

Example
A file from provider/school 1234, with Year 12 students, would be **RSEST1234Y1Y12.CSV**.

6.5.2 Further changes

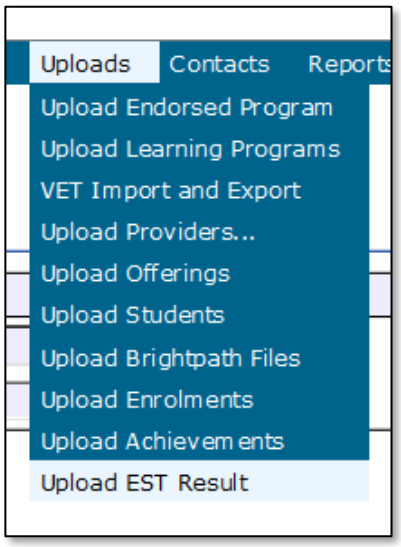
If any further changes need to be made to the spreadsheet, make sure you edit your original Excel document and not the **.CSV** or the **.SCSV** file, as opening the file again will result in the loss of any text formatting.

6.6 Uploading data into SIRS

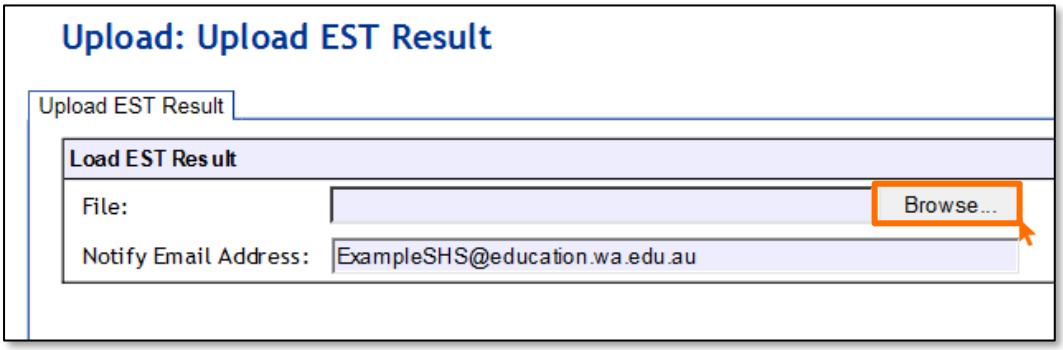
Once data has been saved as a **.CSV** or a **.SCSV** file, it can be uploaded into SIRS.

To upload EST marks:

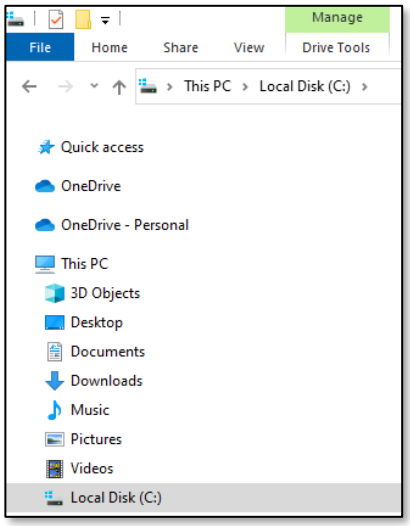
1. In the blue horizontal navigation bar, hover over the **Uploads** tab. Click on **Upload EST Result** (see screenshot below).



2. The **Upload EST Result** fields will appear.
3. To locate the required file on your computer, click on the **Browse** button (see screenshot below).

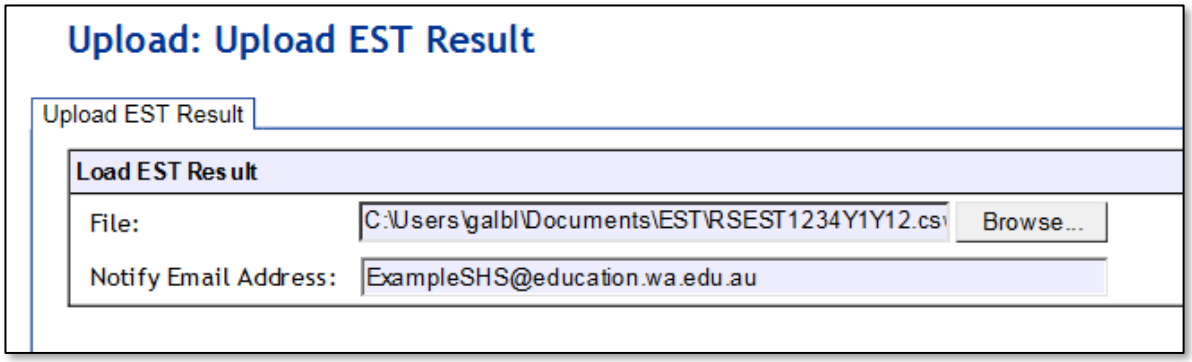


4. On a Windows operating system, the **Choose File to Upload** screen will appear. Navigate to the folder where the required file is stored on your computer.



5. Click on the required file (see example below).

6. Click on **Open**. The drive, folders path and file name will appear in the **File** field (see screenshot below).



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 **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 SIRS.

6.6.1 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.

Failed verification
The system is unable to verify the file and send for processing, as there are errors that need to be fixed. Check all error messages produced by SIRS and try to resolve them.

Failed processing
The system was able to verify the file, but there were errors that prevented the information from being processed by SIRS. Check all error messages produced by SIRS and try to resolve them before contacting the Data Services team at dataservices@scsa.wa.edu.au.

6.6.2 Upload confirmation

You can expect a message reporting the progress of your file within 15 minutes of the upload in either your email inbox or in **Private Messages**, available from the home page of SIRS. 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: if you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

Schools must ensure that all EST marks are uploaded into SIRS. There are a number of reports available to monitor the progress of a school's upload of EST marks.

6.7 SIRS reports relating to EST marks

Schools may choose to complete the upload of EST marks over several sessions. The EST coordinator can use a number of reports in SIRS to monitor the upload progress. These reports include:

- **EST001 – EST marks by student**
  This report lists students' raw EST marks and percentages as marked by the school for each Year 12 General and/or Foundation course.
- **EST002 – EST achievements by student**
  This report lists, for each student, the raw EST mark for each Year 12 General and/or Foundation course.
- **EST003 – EST with missing results**
  This report lists each student who has a missing raw EST mark. EST marks must be uploaded for these students into SIRS. For students who were absent, enter ABS and upload the file again.

The following reports allow the EST coordinator to monitor the identification and upload of student scripts to the Authority.

- **EST004 – EST selected scripts status**
  This report identifies the scripts to be uploaded/sent to the Authority. It identifies when a script has been uploaded and also lists the raw EST mark.
- **EST005 – EST missing selected scripts**
  This report identifies if any scripts are missing from the requested scripts.

After the EST scripts have been marked by the external reviewer, a number of reports are available to schools for analysis. These reports include:

- **EST010 – Mean school mark vs mean reviewer mark**
  This report provides a graphical comparison of EST marks mean (by school and by reviewer) in a school in relation to the statewide EST marks mean (by school and by reviewer) distribution. Each school is shown as a dot with the horizontal axis being the mean reviewer mark and the vertical axis being the mean school mark.
- **EST011 – School mark vs reviewer mark**
  This report lists the school and the reviewer mark for each selected script, the mean of the school marks and the mean of the reviewer marks and the differences between the two mean values by each class as well as by school and EST course.

- **EST013 – EST marks comparison (school vs reviewer)**
  This report lists by class, the EST school mark submitted for each student and the reviewer mark for selected scripts.
- **EST014 – EST school marks frequency**
  This report shows the frequency distribution of EST school marks in comparison with the statewide EST school marks distribution by each EST course, with selected students and not selected students to be externally marked being identified.
- **EST017 – EST mark breakdown by provider**
  This report shows a breakdown of reviewer marks by question for each selected student in each EST.
- **EST018 – EST percentage school marks and grades**
  This report is a visual representation of EST school marks and grades relative to the statewide marks distribution, with selected students and not selected students to be externally marked being identified.

  Note: this report is only available after final grades have been approved.

The pathway to the reports in SIRS is as follows: **Reports** > **Other Reports** > **Report Type: Externally set tasks** > **Report Name**.

6.8 Further help

For issues relating to the information contained in the *Data Procedures Manual 2024*, contact the Data Services team at dataservices@scsa.wa.edu.au.

School Curriculum and Standards Authority

Data Procedures Manual 2024

Section 7:

Common oral assessment task

Contents

- Overview
- Deadline for COAT marks
- Recording data for COAT marks
- Setting up a COAT marks database in Excel
- Saving data for upload into SIRS
- Uploading data into SIRS
- SIRS reports relating to COAT marks
- Further help

Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2024 should be treated as examples only. Representations that display new information have been updated.

7.1 Overview

All students enrolled in the Year 12 English as an Additional Language or Dialect (EAL/D) ATAR course are required to complete the common oral assessment task (COAT) developed by the Authority for that course. The COAT is compulsory and forms part of the school-based assessment for the Year 12 EAL/D ATAR course.

Schools are required to:

- administer the COAT to all students studying the Year 12 EAL/D ATAR course
- mark the COAT and upload the marks into SIRS. The process for uploading COAT marks is set out below.

7.2 Deadline for COAT marks

Refer to the Authority website for dates when marks for students studying the Year 12 EAL/D ATAR course are due to be uploaded into SIRS.

7.3 Recording data for COAT marks

Data can be entered into school database systems, including, but not restricted to, Civica MAZE, 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 Database programs for user manuals.

If your school records data using Excel, the data must be formatted correctly. Failure to format data correctly will ultimately prevent the data from being uploaded into SIRS. Refer to the instructions below on how to set up an Excel database for COAT marks.

7.4 Setting up a COAT marks database in Excel

Schools that use Excel as their database for collection of COAT marks 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 COAT marks (RSCOT).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Record Type	Provider Code	Course Code	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	COAT Criterion 1 Mark	COAT Criterion 2 Mark	COAT Criterion 3 Mark	COAT Criterion 4 Mark	COAT Absent flag
2	RSCOT	1234	ELD	23345678	White	Aster	2023	12	8	5	5	2	N
3	RSCOT	1234	ELD	23345967	Green	Andy	2023	12	6	3	4	1	N
4	RSCOT	1234	ELD	23345675	Brown	Petunia	2023	12	4	4	4	2	N
5	RSCOT	1234	ELD	23345896	Grey	John	2023	12					Y

The screenshot above shows a section of the required format for the COAT marks 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 student's result in a COAT for the Year 12 EAL/D ATAR course.

The layout requirements for all columns in the COAT Excel database are specified in the following table.

Note: 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** or a **.SCSV** file before it can be uploaded into SIRS.

Table 1: Section 7 – Excel file format for COAT marks (RSCOT)

Column number	Column reference	Field name	Comment
1	A	Record type	RSCOT Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Mandatory Maximum field length = 10 Unique code for the course
4	D	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 Recommend using title case, not block capitals
6	F	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40 Recommend using title case, not block capitals
7	G	Calendar year	Mandatory Maximum field length = 4 In yyyy format
8	H	Academic year	Mandatory Maximum field length = 2 Must be the following values only: 10, 11, 12
9	I	COAT criterion 1 mark	Mandatory if not absent Maximum field length = 2 A whole number (0 to max COAT criterion mark 1) or blank if absent Must be blank if COAT absent flag = Y
10	J	COAT criterion 2 mark	Mandatory if not absent Maximum field length = 2 A whole number (0 to max COAT criterion mark 2) or blank if absent Must be blank if COAT absent flag = Y
11	K	COAT criterion 3 mark	Mandatory if not absent Maximum field length = 2 A whole number (0 to max COAT criterion mark 3) or blank if absent Must be blank if COAT absent flag = Y

Column number	Column reference	Field name	Comment
12	L	COAT criterion 4 mark	Mandatory if not absent Maximum field length = 2 A whole number (0 to max COAT criterion mark 4) or blank if absent Must be blank if COAT absent flag = Y
13	M	COAT absent flag	Mandatory if not absent Maximum field length = 1 Y or N Y = the student was absent N = the student was not absent

7.5 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** or a **.SCSV** file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

7.5.1 File naming

The file name convention is:

XXXXXSSSSTTYYY.csv

Where **XXXXX** = record type, e.g. RSCOT
SSSS = the provider/school code, e.g. 1234
TT = Y1 for year-long data
YYY = Y12 for Year 12 data

Example
A file from provider/school 1234, with Year 12 students, would be **RSCOT1234Y1Y12.CSV**.

7.5.2 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** or the **.SCSV** file, as opening the file again will result in the loss of any text formatting.

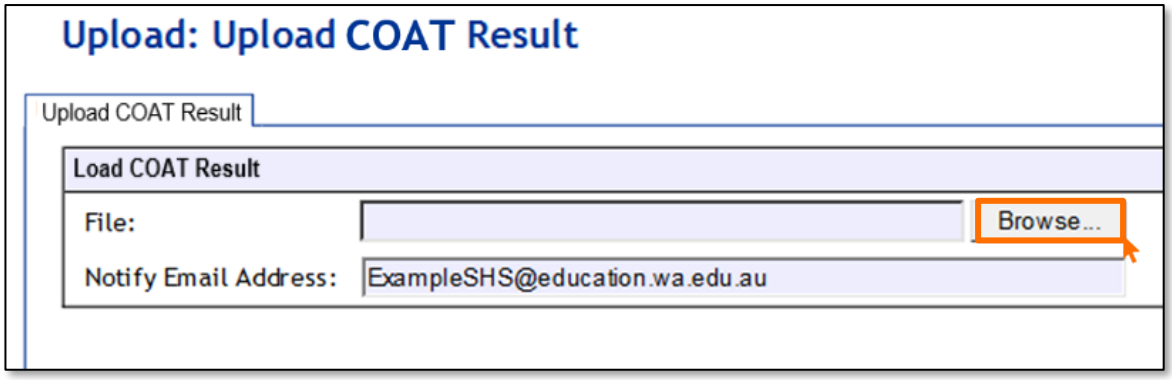
7.6 Uploading data into SIRS

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

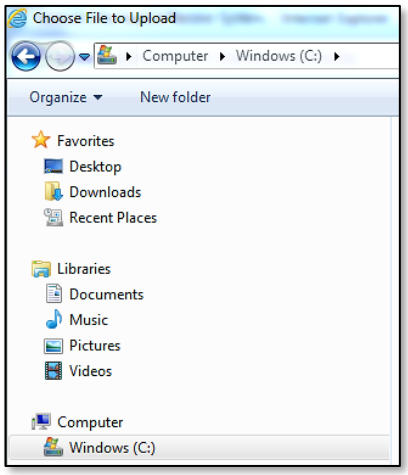
To upload COAT marks:

1. In the blue horizontal navigation bar, hover over the **Uploads** tab. Click on **Upload COAT Result** (see screenshot below).

2. The **Upload COAT Result** fields will appear. To locate the required file on your computer, click on the **Browse** button (see screenshot below).

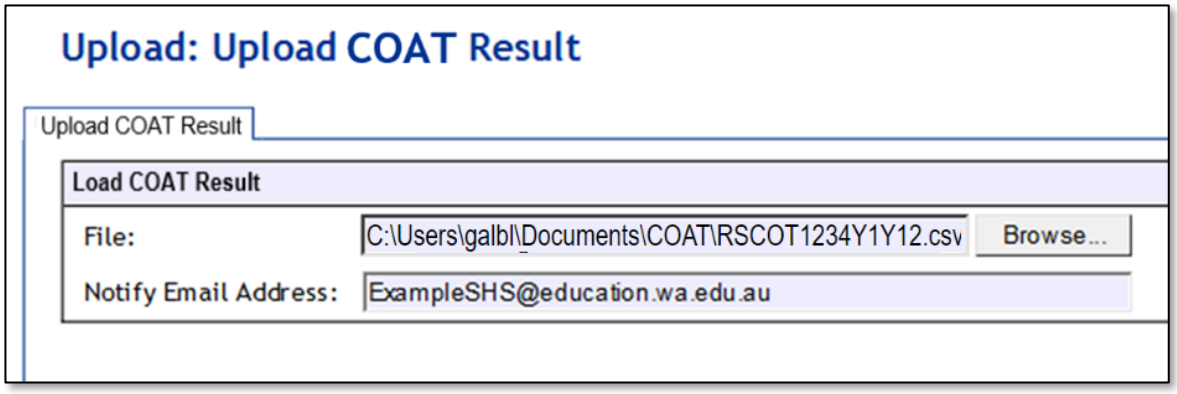


3. On a Windows operating system, the **Choose File to Upload** screen will appear. Navigate to the folder where the required file is stored on your computer.



4. Click on the required file (see example below).

5. Click on **Open**. The drive, folders path and file name will appear in the **File** field (see screenshot below).



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 **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 SIRS.

7.6.1 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.

Failed verification
The system is unable to verify the file and send for processing, as there are errors that need to be fixed. Check all error messages produced by SIRS and try to resolve them.

Failed processing
The system was able to verify the file, but there were errors that prevented the information from being processed by SIRS. Check all error messages produced by SIRS and try to resolve them before contacting the Data Services team at dataservices@scsa.wa.edu.au.

7.6.2 Upload confirmation

You can expect a message reporting the progress of your file within 15 minutes of the upload in either your email inbox or in **Private Messages**, available from the home page of SIRS. 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: if you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

Schools must ensure that all COAT marks are uploaded into SIRS. There are a number of reports available to monitor the progress of a school's upload of COAT marks.

7.7 SIRS reports relating to COAT marks

- **COT001 – COAT achievements by class**
  This report lists, for each Year 12 class, students' raw COAT marks.
- **COT002 – COAT with missing results**
  This report lists each student who has a missing raw COAT mark. COAT marks must be uploaded for these students into SIRS. For students who were absent, enter Y in the absent flag column and upload the file again.
- **COT005 – COAT with missing recordings**
  This report identifies if any recordings are missing from the File Transfer Protocol (FTP) location.
- **COT011 – COAT school mark vs reviewer mark**
  This report lists the school and the reviewer mark for each selected script, the mean of the school marks and the mean of the reviewer marks and the differences between the two mean values by each class.
- **COT232 – EAL/D COAT WASN**
  This report shows on each page, each EAL/D COAT student's WASN for the selected provider.

7.8 Further help

For issues relating to the information contained in the *Data Procedures Manual 2024*, contact the Data Services team at dataservices@scsa.wa.edu.au.

School Curriculum and Standards Authority

Data Procedures Manual 2024

Section 8:

Moderation

Contents

- Proposed grades distribution

Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2024 should be treated as examples only. Representations that display new information have been updated.

8.1 Proposed grades distribution

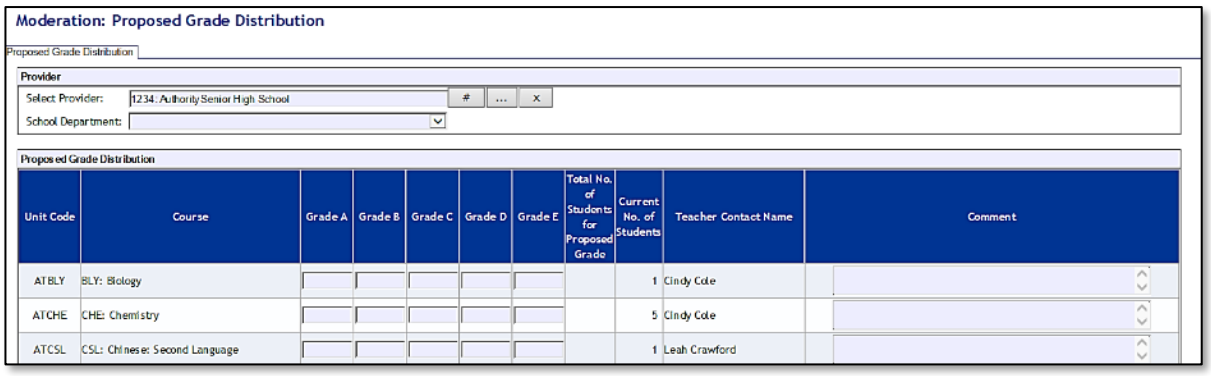
Schools are required to enter the proposed grade distributions for Year 12 students directly into SIRS by the date given in the *Activities Schedule* (generally early September) available on the Authority website on the Activities Schedule page (www.scsa.wa.edu.au/publications/activities-schedule). Refer to the instructions below for entering proposed grade distributions into SIRS.

8.1.1 Entering proposed grade distributions into SIRS

1. In the blue horizontal navigation bar, hover over the **Moderation** tab and click on **Proposed Grades Distribution** (see screenshot below).

The **Proposed Grade Distribution** screen will appear (see screenshot below), which shows a complete list of all WACE course units offered at your school. You can also select a particular department to display the related course units.

Note: student enrolment for each course unit is provided to assist schools when checking proposed grades from all classes.



2. Enter the number of students that the school estimates will receive each grade (A, B, C, D and E). Ensure that all classes offering the course units at your school are included.
3. If it is proposed to give no particular grade to the students, a zero (0) must be entered (i.e. all spaces shown must contain a number). The Authority endeavours to list all current course units with student enrolments; however, if adjustments to enrolments have recently occurred and the school no longer delivers the course units, zeros must be entered for all grades.

Note: when submitting grades into SIRS, remember to save every couple of lines of data to ensure that live data is held in SIRS.

4. If the school is involved in a small group moderation partnership, enter numbers only for the students enrolled at your school.
5. Click on the **Save** button once the data has been entered.

Note: a brief comment may be entered in the comments section. Each comment is limited to 1000 characters.

It is recommended that comments be entered when:

- the pattern of grades for the course does not match the normal historical pattern of the school for that course
- the contact teacher has changed. Alter this in the comments field.

6. SIRS will automatically total the number of grades entered and check it against the number of Year 12 students enrolled. Although the numbers may not be the same, this will provide a guide to ensure that all Year 12 students from every class offering for that course unit in your school have been included.
7. Click on the **Check** button at the bottom of the screen to ensure all fields are complete. If they are not complete, the message **There are still course units without proposed grades** will appear until all the fields are complete. Once complete, SIRS will display screens for all course units delivered at your school.

To refer to previous years' grade distributions for each course at your school, refer to the reports GRD025 Final Grade Distributions – Course Historical Data and GRD034 – Historical Grade Summary.

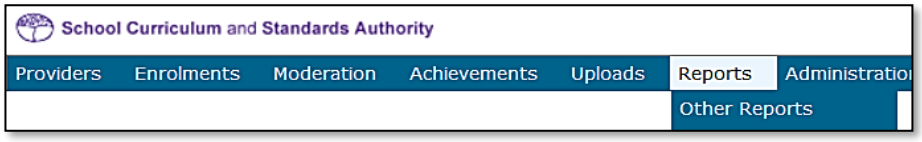
Note: U notations cannot be used in the proposed grade process.

8.1.2 Final Grade Distributions – Course Historical Data (GRD025)

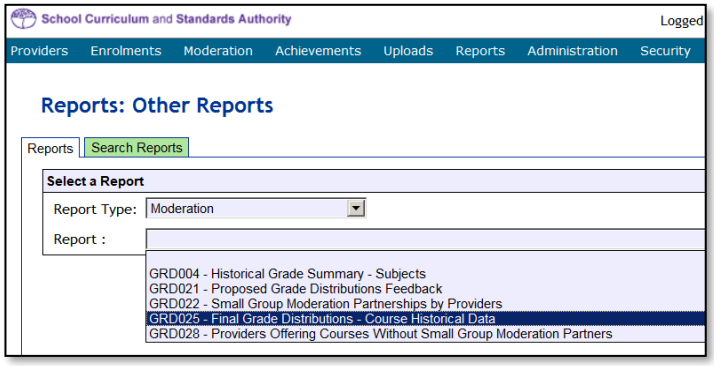
This report provides the grade distribution (number and percentage) by provider for a selected calendar year. It can be used by the provider and Principal Consultants to view and/or print grade distributions for previous years and can be accessed as a **.PDF** file or as a **.CSV** file. This report is organised by course>course unit>school code. It shows, by school, both the number and percentage for Year 12 students for each grade proposed for each course unit.

To generate the GRD025 Final Grade Distributions – Course Historical Data report:

1. In the blue horizontal navigation bar, hover over the **Reports** tab.
2. Click on **Other Reports** (see screenshot below).



3. The **Other Reports** fields will appear. Select the **Report Type** as **Moderation** and the **Report** as **GRD025 Final Grade Distributions – Course Historical Data** from the drop-down lists (see screenshot below).



4. Click on the **Generate Report** button.

Once generated, you can open the GRD025 Final Grade Distributions – Course Historical Data report and either print it or save to your local drive. The report is in the following format.

GRD025 School Curriculum and Standards Authority Time 13:33:59 Date 31/07/13

Final Grade Distributions - Course Historical Data Y12, 2012 Page 1 of 1

	A (%)	B (%)	C (%)	D (%)	E (%)	U (%)	Total
Officer: Watson, John							
Course: ENG (1CENG)							
School Code: School		2 (22)	7 (78)				9
Course: ENG (1DENG)							
School Code: School	2 (22)		6 (67)	1 (11)			9
Course: ENG (2CENG)							
School Code: School		1 (33)	1 (33)	1 (33)			3
Course: ENG (2DENG)							
School Code: School			3 (100)				3
Course: ENG (3AENG)							
School Code: School	4 (15)	10 (38)	12 (46)				26
Course: ENG (3BENG)							
School Code: School	5 (20)	9 (36)	10 (40)	1 (4)			25

8.1.3 Historical Grade Summary (GRD034)

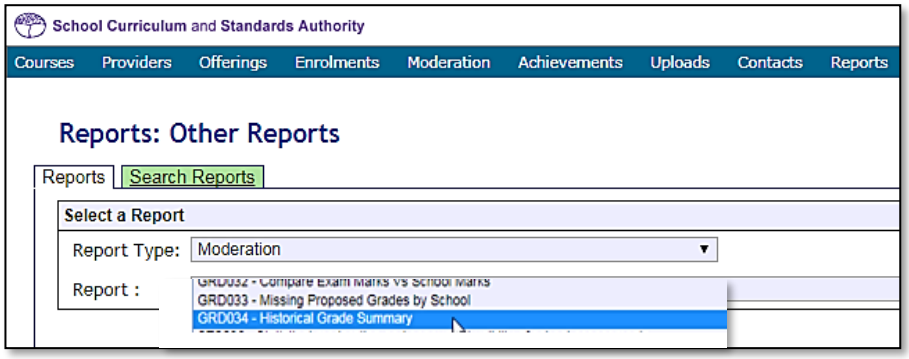
This report provides a historical grade distribution (number and percentage) for a provider by learning area, course, course type and unit. This report can be used by the provider and Principal Consultants to view and/or print grade distributions for previous years and is accessed as a **.PDF** file.

This report is organised by provider>year>learning area>course>course type. It shows, by school, both the number and percentage of all students for each grade awarded for each course unit.

To generate the *GRD034 – Historical Grade Summary* report:

1. In the blue horizontal navigation bar, hover over the **Reports** tab.
2. Click on **Other Reports** (see screenshot below).

3. The **Other Reports** fields will appear. Select the **Report Type** as **Moderation** and the **Report** as **GRD034 – Historical Grade Summary** from the drop-down lists.



4. Click on the **Generate Report** button.

Once generated, you can open the *GRD034 – Historical Grade Summary* report and either print it or save to your local drive. The report is in the following format.

GRD034 School Curriculum and Standards Authority Time 09:35:09 Date 29/09/17

Historical Grade Summary Page 1 of 18

Learning Area: Science

The historical grade summary for each course is printed below to enable teachers to compare this year's proposed grades with the final grades from previous years. The number and percentage (in brackets) of students receiving an A, B, C, D and E in each course units are printed for 2013 to 2017 where appropriate.
This information may assist teachers with their grading this year.

ATAR Course: BLY Biology

Unit 1	A (%)	B (%)	C (%)	D (%)	E (%)	Total
2017	0 (0)	1 (33)	2 (67)	0 (0)	0 (0)	3
2016	2 (33)	1 (17)	0 (0)	2 (33)	1 (17)	6
2015	1 (14)	3 (43)	3 (43)	0 (0)	0 (0)	7
2014	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2013	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0

Unit 2	A (%)	B (%)	C (%)	D (%)	E (%)	Total
2017	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2016	2 (33)	1 (17)	0 (0)	2 (33)	1 (17)	6
2015	1 (14)	3 (43)	3 (43)	0 (0)	0 (0)	7
2014	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2013	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0

Unit E	A (%)	B (%)	C (%)	D (%)	E (%)	Total
2017	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2016	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2015	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2014	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2013	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0

Unit T	A (%)	B (%)	C (%)	D (%)	E (%)	Total
2017	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2016	1 (25)	0 (0)	3 (75)	0 (0)	0 (0)	4
2015	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2014	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0
2013	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0

School Curriculum and Standards Authority

Data Procedures Manual 2024

Section 9:

Results and achievements

Contents

- Overview
- Courses
- Vocational education and training (VET)
- Endorsed programs
- Recording results and achievement data
- Setting up Excel databases for results and achievements
- Saving data for upload into SIRS
- Uploading data into SIRS
- Troubleshooting
- Generating a report to identify missing results and achievements for courses, units of competency and endorsed programs
- Identifying missing results and achievements for courses, units of competency and endorsed programs without generating a report
- Examples of missing results and achievements reports
- Further help

Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2024 should be treated as examples only. Representations that display new information have been updated.

9.1 Overview

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

In 2024, schools will provide to the Authority results and achievements in the following courses and programs:

Courses

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

Programs

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

9.2 Courses

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

- *Application form for student appeal against school assessment 2024* (Appeals section)
- *Application for recording of enrolment and achievement in ATAR Units 1 and 2 for students in Year 10 in 2026 (Year 8, 2024)* (Enrolments section).

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

9.2.1 Student appeal against school assessment

The Authority informs students of their grades in their WASSA, typically at the completion of Year 12. Year 11 students who are exiting a course and sitting the ATAR course examination do not receive a WASSA until the end of Year 12.

The school is required to provide students with the opportunity to query a school assessment and resolve any issues that may arise. If an assessment issue is not resolved through the school's review process, then the student may appeal against their school assessment to the Authority.

Assessment reviews and appeals are intended to determine whether:

- the school's assessment outline conforms with the syllabus requirements
- the school's senior secondary assessment policy conforms with the Authority guidelines
- the school's assessment practices conform with its own assessment policy
- there are procedural errors in allocation of the school grade or computational errors in the determination of the school mark.

Refer to the *WACE Manual 2024* for further details of this process. The appeal form is available on the Authority website on the Applications and Order Forms page (www.scsa.wa.edu.au/forms).

Note: the online form is available for limited periods, according to the Authority's deadlines.

9.3 Vocational education and training

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

- *Application for recording of enrolment and achievement of VET units of competency (delivered through VET credit transfer) VET qualifications – Year 9 students 2024*
- *Application for WACE recognition in VET completed outside of a school arrangement*.

9.4 Endorsed programs

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

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

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

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

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

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

9.5 Recording results and achievement data

Data can be entered into school database systems, including, but not restricted to, Civica MAZE, 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 Database programs for links to user manuals.

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

9.6 Setting up Excel databases for results and achievements

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

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

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

9.6.1 Setting up an Excel database for course achievements (RSCOS)

	A	B	C	D	E	F	G	H	I
1	Record Type	Provider Code	Course Code	COS or VETCOS	Course Unit	Qualification code	WA Student Number	Student Family Name	Student Given Name
2	RSCOS	1234	ELD	COS	ATELD		23345678	Student	Jane
3	RSCOS	1234	ISC	COS	ATISC		23345678	Student	Jane
4	RSCOS	1234	MAE	COS	ATMAE		23345678	Student	Jane
5	RSCOS	1234	MDT	COS	GTMDTW		23456789	Smith	John
6	RSCOS	1234	REL	COS	ATREL		23456789	Smith	John

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

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

Note: 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** or a **.SCSV** file before it can be uploaded into SIRS.

Table 1: Section 9 – Excel file format for course unit achievements (RSCOS)

Column number	Column reference	Field name	Comment
1	A	Record type	RSCOS Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Mandatory Maximum field length = 10 Unique code for the course

Column number	Column reference	Field name	Comment
4	D	Course type	Mandatory Either VETCOS or COS Maximum field length = 6 This identifies the enrolment into a VET industry specific course or other course. For example, this would be set to VETCOS where the student 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 and Production Analysis course
5	E	Unit code	Mandatory Unique code for the course unit that the student is enrolled in, where the course type is VETCOS or COS Maximum field length = 12
6	F	Qualification code	Mandatory where the course type is VETCOS Leave blank where the course type is COS Maximum field length = 12 This is the qualification code that the student is aiming to achieve as defined in the VET industry specific course documentation
7	G	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
8	H	Student family name	Mandatory Maximum field length = 40 Recommend using title case, not block capitals
9	I	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40 Recommend using title case, not block capitals
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: 10, 11, 12
12	L	Semester/year-long	Mandatory Maximum field length = 1 Must be: 1 = Semester 1, 2 = Semester 2, 3 = year-long
13	M	Grade	Mandatory for course type = COS only, all courses Maximum field length = 1 Must be: A, B, C, D, E or U Grade for VETCOS is automatically allocated by SIRS
14	N	Course unit practical mark – out of 100	Mandatory for ATAR courses with a practical examination component (for academic year = 12 and ATAR Units 3 and 4) Maximum field length = 3 A whole number, 0 to 100

Column number	Column reference	Field name	Comment
15	O	Course unit written mark – out of 100	Mandatory for ATAR courses (for academic year = 12 and ATAR Units 3 and 4) Maximum field length = 3 A whole number, 0 to 100
16	P	Course unit mark – out of 100	Mandatory for ATAR, General and Foundation courses (for academic Year 11 and 12) for course type = COS only, otherwise optional Not required for Preliminary courses Maximum field length = 3 A whole number, 0 to 100

Excel database for course achievements (RSCOS)

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

	A	B	C	D	E	F	G	H
1	Record Type	Provider Code	Course Code	COS or VETCOS	Course Unit	Qualification code	WA Student Number	Student Family Name
2	RSCOS	1234	ELD	COS	ATELD		25345678	Student
3	RSCOS	1234	ISC	COS	ATISC		25345678	Student
4	RSCOS	1234	MAE	COS	ATMAE		25345678	Student
5	RSCOS	1234	MDT	COS	GTMDTW		25456789	Smith
6	RSCOS	1234	REL	COS	ATREL		25456789	Smith

I	J	K	L	M	N	O	P
Student Given Name	Calendar Year	Academic Year	Semester - either 1, 2 or 3 for full year	Grade	Course unit practical mark- out of 100	Course unit written mark - out of 100	Course unit mark - out of 100
Jane	2018	12	3	A		74	74
Jane	2018	12	3	B		68	68
Jane	2018	12	3	A		82	82
John	2018	12	3	B			66
John	2018	12	3	C		50	50

Notes to table

If no course unit mark is entered

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

Next step

9.7 Saving data for upload into SIRS

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

	A	B	C	D	E	F	G	H	I
1	Record Type	Provider Code	Endorsed code	WA Student Number	Student Family Name	Student Given Name	Year	Academic Year	Semester = 3 full year
2	RSEND	1234	PCCNA1	23067268	Hughes	Emily	2018	12	3
3	RSEND	1234	ADWPL	24525884	Bradford	David	2018	11	3
4	RSEND	1234	PK4L	24042785	Best	Amanda	2018	11	3

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

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

Note: 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** or a **.SCSV** file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

Table 2: Section 9 – Excel file format for endorsed program results (RSEND)

Column number	Column reference	Field name	Comment
1	A	Record type	RSEND Maximum field length = 6
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Endorsed programs code	Mandatory Maximum field length = 12 Unique code for the program
4	D	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
5	E	Student family name	Mandatory Maximum field length = 40 Recommend using title case, not block capitals
6	F	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40 Recommend using title case, not block capitals
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 Valid value 3 = year-long
10	J	Result code*	Mandatory Example only: Authority-developed A – achieved N – not achieved Authority-developed Workplace Learning 1–9999 for workplace hours completed Provider-developed AW – awarded CM – competent School-developed A – achieved N – not achieved Maximum field length = 5
11	K	Contact/teacher family name†	Mandatory when given name or registration number is specified Maximum field length = 30
12	L	Contact/teacher given name†	Mandatory when family name or registration number is specified Maximum field length = 30
13	M	Contact/teacher registration number	Mandatory except for overseas schools Issued by TRBWA Maximum field length = 15 Must be a whole number
14	N	Class identification	Optional The name to identify the teacher class group as specified by the provider (e.g. Class 1) Maximum field length = 20
15	O	Qualification code	Mandatory when ADWPL is part of a VET industry specific course enrolment, otherwise leave blank Maximum field length = 12

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

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

Excel database for endorsed program results (RSEND)

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

	A	B	C	D	E	F	G	H
1	Record Type	Provider Code	Endorsed code	WA Student Number	Student Family Name	Student Given Name	Year	Academic Year
2	RSEND	1234	PCCNA1	23067268	Hughes	Emily	2018	12
3	RSEND	1234	ADWPL	24525884	Bradford	David	2018	11
4	RSEND	1234	PK4L	24042785	Best	Amanda	2018	11

I	J	K	L	M	N	O
Semester = 3 full year	**Result Code**	**Teacher Family Name**	**Teacher Given Name**	**TRBWA No.**	**Class = Optional**	**Qualification Code**
3	**N**	**Smith**	**John**	**22446688**	**CCNAD1_1**	
3	**A**	**Jones**	**Sally**	**11335577**	**ADWPL_2**	**SIS20115**
3	**A**	**Barnes**	**Karen**	**12345678**		

Notes to table

Semester field

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

Headings

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

Achievement descriptors

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

Next step

9.7 Saving data for upload into SIRS

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

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Provider Code	Course Code	Course Type	Unit Code	Qualification Code	Unit of Competency Code	RTO Code	WA Student Number	Student Family Name
2	RSVET	1234				52824WA	CPCCCM1015	52786	22811223	Elliss
3	RSVET	1234				52824WA	CPCCCM2001	52786	22811223	Elliss

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

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

Note: 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** or a **.SCSV** file before it can be uploaded into SIRS.

Table 3: Section 9 – Excel file format for VET unit of competency results (RSVET)

Column number	Column reference	Field name	Comment
1	A	Record type	RSVET Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Optional Maximum field length = 12 Leave blank for a VET credit transfer unit of competency result Unique code of the course that the unit of competency is integrated with
4	D	Course type	Optional Maximum field length = 6 Must be VETCOS when 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 VET credit transfer unit of competency 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 unit of competency
7	G	Unit of competency code	Mandatory Maximum field length = 12 Unique code for the VET unit of competency that the results are for
8	H	Registered training organisation provider code	Mandatory Maximum field length = 10 The unique code of the contracted RTO, VETCOS or COS provider

Column number	Column reference	Field name	Comment
9	I	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
10	J	Student family name	Mandatory Maximum field length = 40 Recommend using title case, not block capitals
11	K	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40 Recommend using title case, not block capitals
12	L	Calendar year	Mandatory Maximum field length = 4 In yyyy format
13	M	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 10, 11, 12
14	N	Semester	Optional Maximum field length = 1 Mandatory for an enrolment in a UoC integrated in a VET industry specific course unit enrolment Valid values 1 = Semester 1, 2 = Semester 2, 3 = year-long
15	O	Result	Mandatory Maximum field length = 2 20 = competency achieved/pass 30 = competency not achieved/fail 40 = withdrawn/discontinued 41 = withdrawn/discontinued due to RTO closure 51 = recognition of prior learning – granted 52 = recognition of prior learning – not granted 60 = credit transfer/national recognition 61 = superseded subject 70 = continuing enrolment 81 = non-assessable activity – satisfactorily completed 82 = non-assessable activity – withdrawn or not satisfactorily completed 85 = not yet started 90 = not yet available 99 = incorrect enrolment – delete
16	P	Contact/teacher family name*	Optional Maximum field length = 30
17	Q	Contact/teacher given name*	Optional Maximum field length = 30
18	R	Contact/teacher registration number	Optional Maximum field length = 15 Issued by TRBWA Must be a whole number

Column number	Column reference	Field name	Comment
19	S	Class identification	Optional The name to identify the teacher class group as specified by the provider (e.g. Class 1) Maximum field length = 20
20	T	Commencing course identifier	Optional Maximum field length = 1 3 = commencing enrolment in the qualification or course 4 = continuing enrolment in the qualification or course from a previous year 8 = unit of competency or module enrolment only
21	U	Enrolment activity start date	Mandatory Maximum field length = 10 In dd/mm/yyyy format
22	V	Enrolment activity end date	Mandatory Maximum field length = 10 In dd/mm/yyyy format
23	W	Delivery mode identifier	Mandatory Maximum field length = 2 10 = classroom-based 20 = electronic-based 30 = employment-based 40 = other delivery (e.g. correspondence) 90 = not applicable (RPL or credit transfer)
24	X	Traineeship/apprenticeship contract ID	Optional Maximum field length = 10
25	Y	Study reason identifier	Optional Maximum field length = 2 01 = to get a job 02 = to develop my existing business 03 = to start my own business 04 = to try for a different career 05 = to get a better job or promotion 06 = it was a requirement of my job 07 = I want extra skills for my job 08 = to get into another course 11 = other reason 12 = for personal interest or self-development
26	Z	VET type	Optional Maximum field length = 1 Y = VET arranged or managed by schools N = VET outside of a school arrangement
27	AA	School-based apprenticeship/ traineeship	Optional Maximum field length = 4 SBT = School-based traineeship ASBT = Aboriginal school-based traineeship SBA = School-based apprenticeship ASBA = Aboriginal school-based apprenticeship PAiS = Pre-apprenticeship in school IB = Industry-based accredited course

Column number	Column reference	Field name	Comment
28	AB	VET USI	Optional Maximum field length = 10 Alphanumeric VET Unique Student Identifier (USI) is required for a unit of competency result to contribute towards the WACE requirements

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

Excel database for VET unit of competency results (RSVET)

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

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Provider Code	Course Code	Course Type	Unit Code	Qualification Code	Unit of Competency Code	RTO Code	WA Student Number	Student Family Name
2	RSVET	1234				52824WA	CPCCCM1015	52786	22811223	Elliss
3	RSVET	1234				52824WA	CPCCCM2001	52786	22811223	Elliss

K	L	M	N	O	P	Q	R	S	T
Student Given Name	Calendar Year	Academic Year	Semester	Result	Contact/ Teacher Family Name	Contact/ Teacher Given Name	Contact/Teacher Registration Number	Class Identification	Commencing Course Identifier
Stuart	2018	12		20	Brown	Susan	32030775		
Stuart	2018	12		20	Brown	Susan	32030775		
Nicholas	2018	12		20	Smith	Fred	33567892		
Nicholas	2018	12		40	Smith	Fred	33567892		

U	V	W	X	Y	Z	AA	AB
Enrolment activity start date	Enrolment activity end date	Delivery mode identifier	Traineeship/ apprentice-ship contract ID	Study reason identifier	VET Type	School based apprenticeship/ traineeship	VET USI
1/02/2018	28/11/2018	10		12	Y		ABC1234567
1/02/2018	28/11/2018	10		12	Y		
1/02/2018	28/11/2018	10		12	Y		ERG3457BDS
1/02/2018	28/11/2018	10	461619T1	12	Y	SBT	

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

	A	B	C	D	E	F	G
1	Record type	Provider code	Skill set code	Unit of Competency code	RTO code	WA Student Number	Student Family Name
2	RSUSKILL	1234	AE456	CHCCCS011	52786	228811223	Smith
3	RSUSKILL	1234	AE456	CHCCOM005	52786	228811223	Smith
4	RSUSKILL	1234	AE456	HLTINF001	52786	228811223	Smith
5	RSUSKILL	1234	AE456	HLTWHS005	52786	228811223	Smith

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

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

Note: 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** or a **.SCSV** file before it can be uploaded into SIRS.

Table 4: Excel file format for DTWD funded VET skill sets unit of competency results (RSUSKILL)

Column number	Column reference	Field name	Comment
1	A	Record type	RSUSKILL Maximum field length = 8
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Skill set code	Mandatory Maximum field length = 12 Unique code for the skill set the student is trying to achieve by completing this unit of competency
4	D	Unit of competency code	Mandatory Maximum field length = 12 Unique code for the VET unit of competency that the results are for
5	E	Registered training organisation provider code	Mandatory Maximum field length = 10 The unique code of the contracted RTO or COS provider
6	F	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority

Column number	Column reference	Field name	Comment
7	G	Student family name	Mandatory Maximum field length = 40 Recommend using title case, not block capitals
8	H	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40 Recommend using title case, not block capitals
9	I	Calendar year	Mandatory Maximum field length = 4 In yyyy format
10	J	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 11, 12
11	K	Result	Mandatory Maximum field length = 2 20 = competency achieved/pass 30 = competency not achieved/fail 40 = withdrawn/discontinued 41 = withdrawn/discontinued due to RTO closure 51 = recognition of prior learning – granted 52 = recognition of prior learning – not granted 60 = credit transfer/national recognition 61 = superseded subject 70 = continuing enrolment 81 = non-assessable activity – satisfactorily completed 82 = non-assessable activity – withdrawn or not satisfactorily completed 85 = not yet started 90 = not yet available 99 = incorrect enrolment – delete
12	L	Contact/teacher family name*	Optional Maximum field length = 30
13	M	Contact/teacher given name*	Optional Maximum field length = 30
14	N	Contact/teacher registration number	Optional Maximum field length = 15 Issued by TRBWA Must be a whole number
15	O	Class identification	Optional The name to identify the teacher class group as specified by the provider (e.g. Class 1) Maximum field length = 20
16	P	Commencing course identifier	Optional Maximum field length = 1 3 = commencing enrolment in the skill set 4 = continuing enrolment in the skill set from a previous year 8 = unit of competency or module enrolment only

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

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

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

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

	A	B	C	D	E	F	G
1	Record type	Provider code	Skill set code	Unit of Competency code	RTO code	WA Student Number	Student Family Name
2	RSUSKILL	1234	AE456	CHCCCS011	52786	228811223	Smith
3	RSUSKILL	1234	AE456	CHCCOM005	52786	228811223	Smith
4	RSUSKILL	1234	AE456	HLTINF001	52786	228811223	Smith
5	RSUSKILL	1234	AE456	HLTWHS005	52786	228811223	Smith

H	I	J	K	L	M	N
Student Given Name	Calendar Year	Academic Year	Result	Contact/ Teacher Family Name	Contact/ Teacher Given Name	Contact/Teacher registration number
John	2023	12	20	Brown	Susan	32030775
John	2023	12	20	Brown	Susan	32030775
John	2023	12	40	Brown	Susan	32030775
John	2023	12	40	Brown	Susan	32030775

O	P	Q	R	S	T	U	V
Class identification	Commencing course identifier	Enrolment activity start date	Enrolment activity end date	Delivery mode identifier	Study reason identifier	VET type	VET USI
		1/02/2023	28/11/2023	10		Y	ABCD123456
		1/02/2023	28/11/2023	10		Y	ABCD123456
		1/02/2023	28/11/2023	10		Y	ABCD123456
		1/02/2023	28/11/2023	10		Y	ABCD123456

9.6.5 Reporting VET results (AVETMISS release 8.0)

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

There are 14 assessment descriptions under the national reporting requirements.

Table 5: Section 9 – Results descriptions

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

The following table provides elaboration of the values.

Table 6: Section 9 – Elaboration of results description values

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

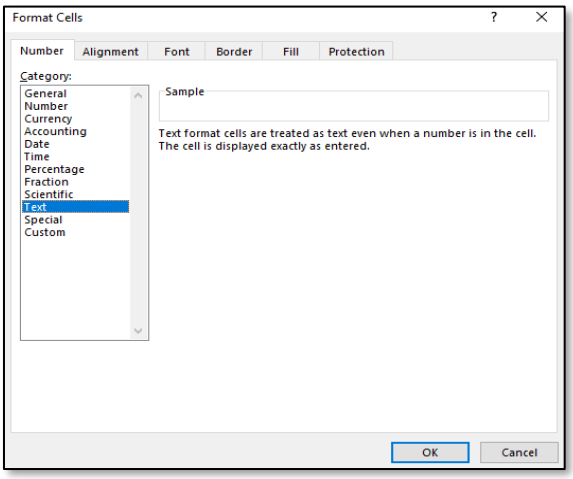
Notes to table

Leading zero in a number

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

To do this:

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

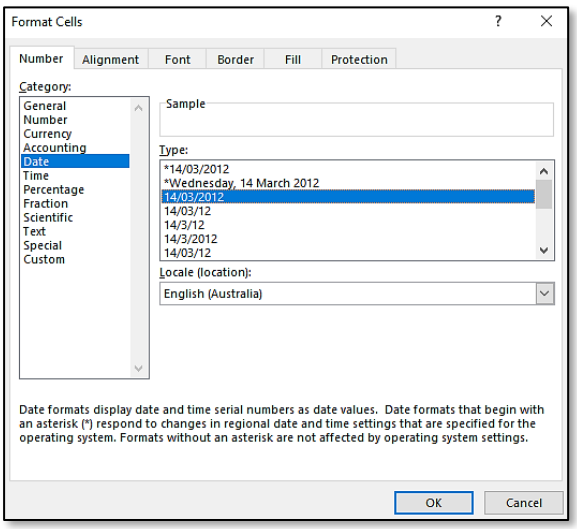


Formatting cell for date

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

Before entering the date:

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



Study reason

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

If no code is entered in USI field

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

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

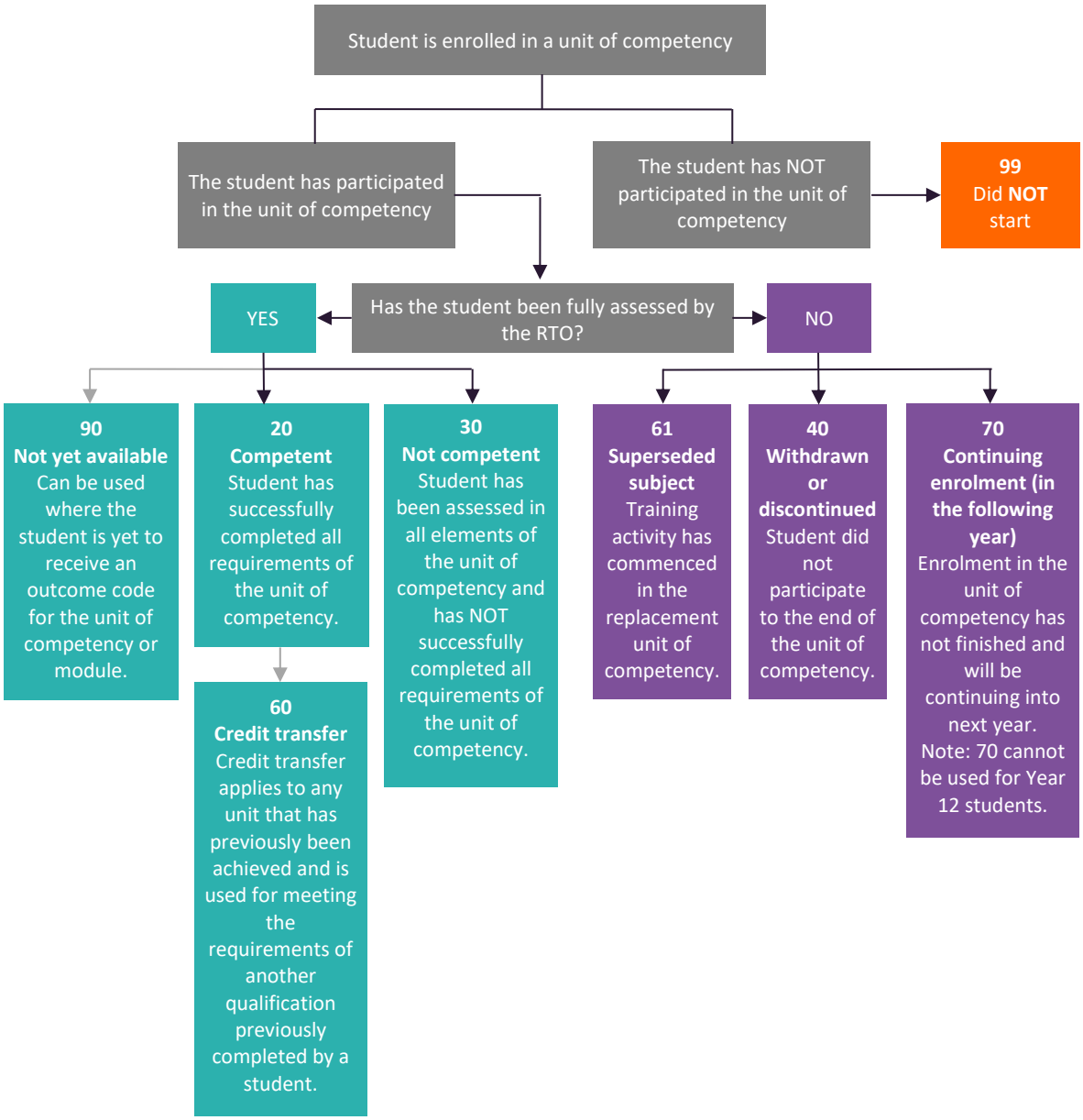
When a qualification is delivered over more than one calendar year, schools are only required to report a result of a unit of competency once.

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

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

Refer to **Figure 1: Section 9 – Most commonly used results codes – AVETMISS outcomes identifier** on the next page for an explanation of when particular achievement codes may be used.

Figure 1: Section 9 – Most commonly used results codes – AVETMISS outcomes identifier



Next step

9.7 Saving data for upload into SIRS

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

	A	B	C	D	E	F	G	H	I
1	Record Type	Provider Code	Qualification Code	Registered Training Organisation Provider Code	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year
2	RSQUAL	1234	BSB20115	50918	24345677	Smith	John	2018	11
3	RSQUAL	1234	BSB20115	50918	23345642	Jones	Joan	2018	12

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

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

Note: 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** or a **.SCSV** file before it can be uploaded into SIRS.

Table 7: Section 9 – Excel file format for VET qualification results

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

Column number	Column reference	Field name	Comment
7	G	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40
8	H	Calendar year	Mandatory Maximum field length = 4 In yyyy format
9	I	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 10, 11, 12
10	J	Certificate issued	Mandatory Maximum field length = 1 Y or N Certificate issued Y = the student has achieved the qualification and received the qualification certificate transcript from the RTO N = the student has achieved the qualification, but has not yet received the certificate transcript from the RTO
11	K	VET USI	Optional Field length = 10 Alphanumeric VET Unique Student Identifier (USI) is required for qualifications to contribute towards the WACE requirements

Excel database for VET qualification results (RSQUAL)

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

	A	B	C	D	E	F	G	H	I	J	K
1	Record Type	Provider Code	Qualification Code	Registered Training Organisation Provider Code	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	Certificate Issued	VET USI
2	RSQUAL	1234	BSB20115	50918	24345677	Smith	John	2018	11	N	DFG2223456
3	RSQUAL	1234	BSB20115	50918	23345642	Jones	Joan	2018	12	N	4567ABC123

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

	A	B	C	D	E	F	G	H	I
1	Record Type	Provider Code	Skill Set Code	Registered Training Organisation Provider Code	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year
2	RSSKILL	1234	AE456	52786	228811223	Smith	John	2023	12
3	RSSKILL	1234	AE456	52786	23345642	Jones	Davey	2023	12

The screenshot above shows a section of the required format for the DTWD funded VET skill sets results database in Excel. For example, the **Record Type** is required in Column A, the **Provider Code** is required in Column B etc.

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

Note: 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** or a **.SCSV** file before it can be uploaded into SIRS.

Table 8: Section 9 – Excel file format for DTWD funded VET skill set results (RSSKILL)

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

Excel database for DTWD funded VET skill sets results (RSSKILL)
See below for a complete breakdown of the fields within the RSSKILL database.

	A	B	C	D	E	F	G	H	I	J	K
1	Record Type	Provider Code	Skill Set Code	Registered Training Organisation Provider Code	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	Statement of Attainment (SOA) Issued	VET USI
2	RSSKILL	1234	AE456	52786	228811223	Smith	John	2023	12	Y	ABCD123456
3	RSSKILL	1234	AE456	52786	23345642	Jones	Davey	2023	12	Y	XYZ789CBA1

9.7 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** or a **.SCSV** file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

9.7.1 File naming

There are file name conventions for each achievement type.

9.7.1.1 Course achievements (RSCOS)

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. RSCOS
SSSS = the provider/school code, e.g. 1234
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 achievements from provider/school 1234 for Year 12 would be **RSCOS1234Y1Y12.CSV**.

9.7.1.2 Student results and achievements in endorsed programs (RSEND)

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. RSEND
SSSS = the provider/school code, e.g. 1234
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 program results and achievements from provider/school 1234 for Year 12 would be **RSEND1234Y1Y12.CSV**.

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

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. RSVET
SSSS = the provider/school code, e.g. 1002
TT = S1, S2, Y1 for semester or year-long data
YYY = Y11, Y12 for Year 11 or Year 12 data
or YUP for combined Year 11 and Year 12 data

Example
The file name of VET results and achievements for units of competency from provider/school 1002 for Semester 1 for Year 11 would be **RSVET1002S1Y11.CSV**.

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

XXXXXSSSSYYY.CSV

where **XXXXX** = record type, e.g. RSUSKILL
SSSS = the provider/school code, e.g. 1002
YYY = Y11, Y12 for Year 11 or Year 12 data
or YUP for combined Year 11 and Year 12 data

Example
The file name of DTWD funded VET skill set results and achievements for units of competency from provider/school 1002 for Year 11 would be **RSUSKILL1002Y11.CSV**.

9.7.1.5 Student results in full VET qualifications (RSQUAL)

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. RSQUAL
SSSS = the provider/school code, e.g. 1002
TT = S1, S2, Y1 for semester or year-long data
YYY = Y11, Y12 for Year 11 or Year 12 data
or YUP for combined Year 11 and Year 12 data

Example
The file name of VET qualifications from provider/school 1002 for Semester 1 for Year 11 would be **RSQUAL1002S1Y11.CSV**.

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

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. RSSKILL
SSSS = the provider/school code, e.g. 1002
YYY = Y11, Y12 for Year 11 or Year 12 data
or YUP for combined Year 11 and Year 12 data

Example
The file name of DTWD funded VET skill sets results from provider/school 1002 for Year 11 would be **RSSKILL1002Y11.CSV**.

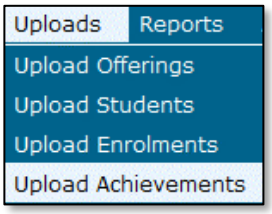
9.7.2 Further changes

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

9.8 Uploading data into SIRS

Once the input of data has been completed and saved into a database and as a **.CSV** or a **.SCSV** file, it can be uploaded into SIRS.

To upload results and achievements:



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

8. 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 SIRS.

9.8.1 Email messages

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

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

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

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

Failed verification
The system is unable to verify the file and send for processing, as there are errors that need to be fixed. Check all error messages produced by SIRS (see example below) and try to resolve them. To assist you with resolving errors, refer to Troubleshooting in this section.

Example of a failed file verification message:

The VET UoC Results (RSVET): RSVET1234Y1Y10.csv has failed verification due to the following errors:

Error occurred on record 26 (Student: 22298524: Smith, Chuck). The following errors were found in this record:

- UoC Result not specified.

Failed processing
The system was able to verify the file, but there were errors that prevented the information from being processed by SIRS. Check all error messages produced by SIRS and try to resolve them before contacting the Data Services team at dataservices@scsa.wa.edu.au for further assistance.

Example of a failed file processing message:

The VET UOC/Qualification Association File: links.csv has failed processing due to the following errors:

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

- Invalid VET UoC code: BSBADM101
- Invalid VET qualification code: BSB11115

If the information in the email is insufficient to resolve errors, refer to Troubleshooting in this section. If the issue has not been resolved, contact the Data Services team at dataservices@scsa.wa.edu.au.

9.8.2 Upload confirmation

You can expect a message reporting the progress of your file within 15 minutes of the upload in either your email inbox or in **Private Messages**, available from the home page of SIRS. 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: if you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

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

Achievements Upload Status

The following details the last time that SIRS processed a verified achievement file from your provider for students in the following:

Academic Year	Course	VET UoC	VET Qualification	Endorsed Program
Year 12	✗	✗	?	✓
Year 11	✗	?	?	✓
Year 10	?	?	?	✓

See the table below for a key to the **Achievements Upload Status** symbols.

Table 9: Section 9 – Upload symbols key

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

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

9.9 Troubleshooting

An attempt to upload your file into SIRS may result in the following error message appearing: **Data not uploaded successfully**. Information in this section can help you resolve issues associated with this message for:

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

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

Table 10: Section 9 – Common error messages for RSCOS, RSVET, RSUSKILL and RSEND file upload and possible solutions

Example error messages	How to resolve the problem
Record type must be: RSVET	You are uploading a file that is not an RSVET (it may be an RSCOS etc.); however, at the time of upload you selected this as your upload type. It is possible that you have either selected the wrong file to upload or selected the wrong upload type. Re-examine 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** or a **.SCSV** file.
VET UoC code not specified or not correct format	Code is missing or incorrect – contact the Authority if you require assistance.
VET qualification code not specified or not correct format	Code is missing or incorrect – contact the Authority if you require assistance.
Unit code not specified	Code is missing or incorrect – contact the Authority if you require assistance.
UoC result not specified	Result field has not been filled in.
52133 is not an Authority endorsed qualification code for 2024	Some codes will be out-of-date – contact the Authority if you require assistance.
Specified VET UoC enrolment end date must not be prior to the VET UoC enrolment start date	Dates have been entered incorrectly – enter an end date that is after the start date.
Student identified by: 18245444 is not currently enrolled in a course with code: VIT for 2024	This student is not enrolled in the course so cannot be given a result. Upload an ENCOS/ENVET file, as appropriate.
VET UoC enrolment start date is not a valid date	Start date is incorrect (possibly in incorrect format).
UoC code not linked to DTWD funded VET skill set	Code is missing or incorrect – contact the Authority if you require assistance.

Example error messages	How to resolve the problem
The teacher's name Smith, Noni does not match the name of the teacher with the same TRBWA number 32337882 in SIRS. Please check that you have assigned the correct TRBWA number to the teacher by checking the TRBWA number of the teacher at http://www.trb.wa.gov.au and then selecting the Register of Teachers menu item. If the number is correct, contact the SIRS helpdesk to resolve this problem	The teacher is possibly listed in SIRS with her previous family name (surname), i.e. Smith. She may have recently married and changed her name to Brown and SIRS will only accept Brown on the upload information. SIRS information is received from the TRBWA and schools need to contact the Authority to check on the correct name/number.
Student identified by number: 22151402 has a different academic year specified in their demographic record	This student is currently registered in SIRS with a different academic year. Contact the Authority 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 the Authority. Check the *Activities Schedule* for the final date the Authority will accept forms to change academic year.
Student identified by number: 21200752 has a name other than specified: Anne, Sulaman	The student's name is different from the one in SIRS. Check the student's details in your school system, generate a new SRGDG file and upload it again to update the name of the student. Once updated, you can then upload this file again. If the student has changed their name or there is an incorrect spelling, contact the Authority via email to make these changes.
Y09 is not a valid academic year for standalone UoC enrolment. Needs to be higher than Year 9	Year 9 students can only be enrolled in VET UoCs by special arrangement. Contact the Authority for further details.
The number of columns for this file must not be less than 15. Make sure the uploaded file is a valid file in either .SCSV, .CSV or fixed length format and matches with the selected type of course results (RSCOS)	This message appears when there is no information in the final column in the file being uploaded. Enter a space in each row. This will trick the system into thinking there is some information in the final column.
We are unable to process this record as the last date for result changes (11/11/2024) to Year 12 data for 2024 has passed. Contact School Curriculum and Standards Authority if you still need to make changes to your students' data	The database has been locked for changes. Contact the Authority, who may be able to upload the file for you. There are some changes that cannot be made until the following year due to end-of-year processing.
Course unit code: ATENG as part of the course with the code: ENG is not offered by the provider with code: 1234 for 2024	Upload your OFCOS file and an ENCOS file to ensure the course is offered and the student is enrolled.
The student identified by: 20622166 is not currently enrolled in a course with code: ENG for 2024	Upload an ENCOS file with the student included in the course units that are showing as not enrolled.

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

Table 11: Section 9 – Common error messages for RSSKILL file upload and possible solutions

Example error messages	How to resolve the problem
Warning occurred on record: 14 (Student: 21632418: Builder, John). The following issue should be noted: – this record has been ignored as student 21632418 has not achieved the minimum number of units of competency required to complete the skill set AE456	Check student summary details report (CSE012) in SIRS to see DTWD funded VET skill set units of competency (UoC) enrolments for students. All UoCs towards a DTWD funded VET skill set must be enrolled under the same skill set code and RTO code.
Warning occurred on record: 2 (Student: 21632418: Builder, John). The following issue should be noted: – this record has been ignored as student 21632418 is not enrolled to any unit of competency linked to the DTWD funded VET skill set AE456 and RTO 52280 in 2024	Check student summary details report (CSE012) in SIRS to see if the student is enrolled in the UoCs for the DTWD funded VET skill set in the current year. At least one enrolment must be in the current year for RSSKILL to process. Check that the RTO code for the UoCs and the RTO code in the RSSKILL file match. If not, adjust UoC enrolments or codes in RSSKILL file as appropriate.

Notes to table

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

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

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

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

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

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

Table 12: Section 9 – Common error messages for RSQUAL file upload and possible solutions

Example error messages	How to resolve the problem
Warning occurred on record: 14 (Student: 21632418: Builder, John). The following issue should be noted: – this record has been ignored as student 21632418 has not achieved the minimum number of units of competency required to complete the qualification BSB20120	Check student summary details report (CSE012) in SIRS to see units of competency (UoC) enrolments for students. All UoCs towards a qualification must be enrolled under the same qualification code and RTO code.
Warning occurred on record: 2 (Student: 21632418: Builder, John). The following issue should be noted: – this record has been ignored as student 21632418 is not enrolled to any unit of competency linked to the qualification BSB20120 and RTO 52280 in 2024	Check student summary details report (CSE012) in SIRS to see if the student is enrolled in the UoCs for the qualification in the current year. At least one enrolment must be in the current year for RSQUAL to process. If a qualification was completed in a previous year, contact the Data Services team to upload into SIRS. Check that the RTO code for the UoCs and the RTO code in the RSQUAL file match. If not, adjust UoC enrolments or codes in RSQUAL file as appropriate.

Notes to table

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

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

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

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

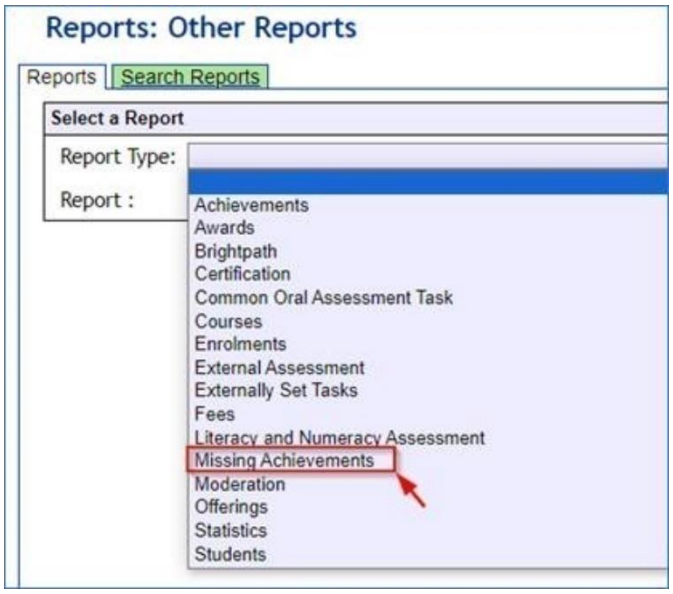
VET result collection
If your students are not enrolled in a VET unit of competency in the SIRS database prior to the resulting period, an enrolment will be created for them in SIRS via the uploading of these students' details in the results collection file.

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

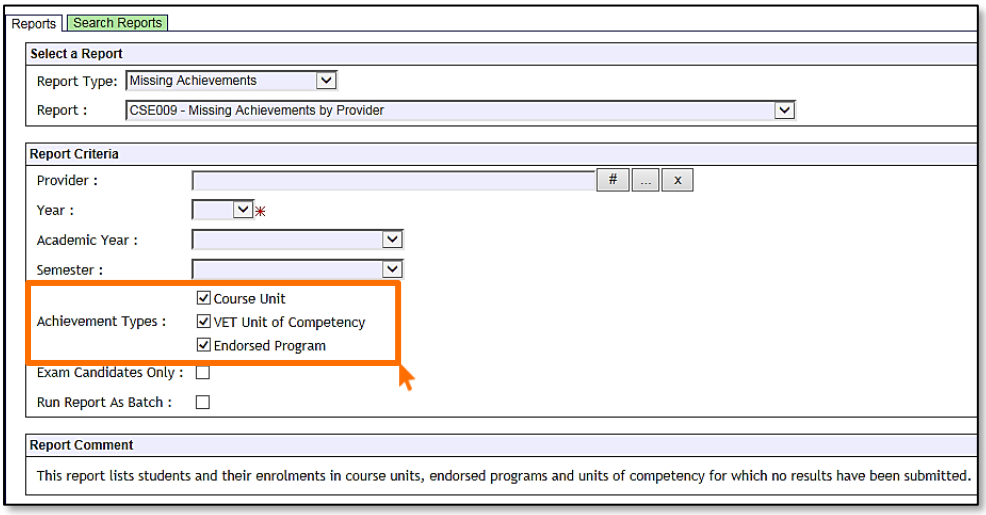
You can generate a report for students with missing results and achievements for courses, VET units of competency and endorsed programs.

To run a report:

1. In the blue horizontal navigation bar, hover over the **Reports** tab (see screenshot to the right).
2. Click on **Other Reports**. The **Other Reports** fields will appear.
3. Select the **Report Type** as **Missing Achievements** from the drop-down list (see screenshot below).



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

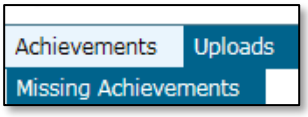


7. Click on the **Generate Report** button (see example reports in subsection 9.12).

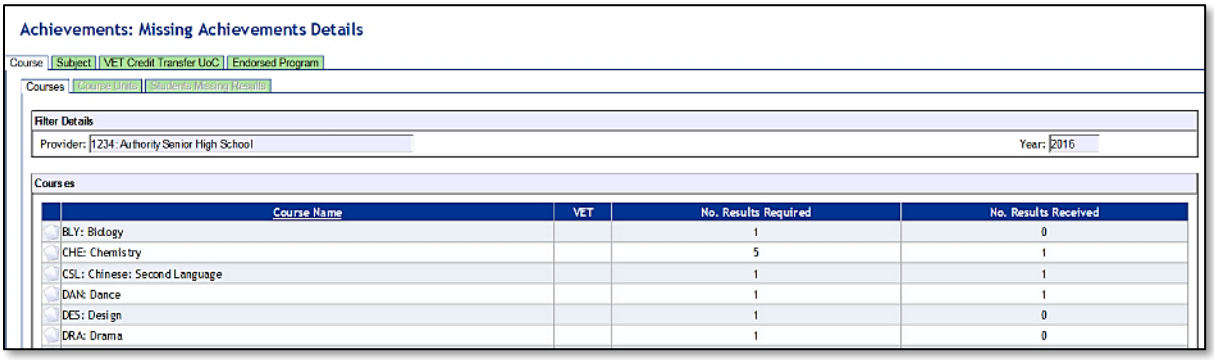
9.11 Identifying missing results and achievements for courses, units of competency and endorsed programs without generating a report

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

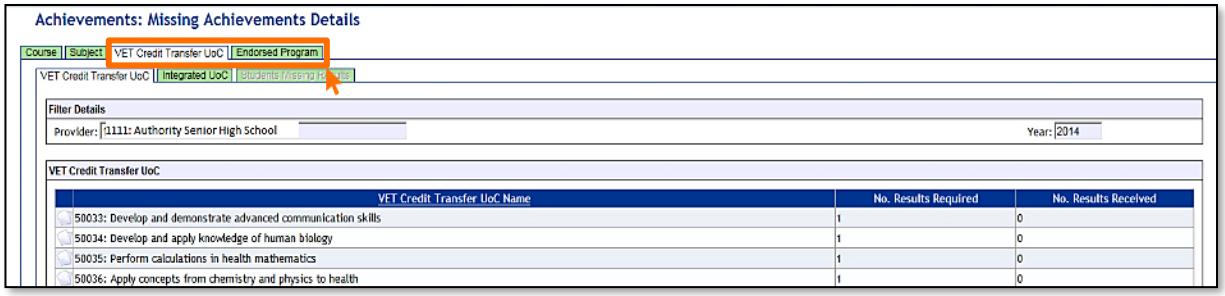
To do this:



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



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



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

MissingAchievementsDetails.20181107100254.csv - Excel

	A	B	C	D	E
1	Student No.	Given Name	Family Name	Teacher Name	
2	11223344	Sam	Name	Teacher	
3	22334411	James	Name	Teacher	
4	33441122	Albert	Name	Teacher	
5	44112233	Mark	Name	Teacher	

9.12 Examples of missing results and achievements reports

CSE009 School Curriculum and Standards Authority Time 14:05:48 Date 18/05/16

Enrolment with Missing Result Page 1 of 4

Year 12, 2016

Course Enrolment

1234 : Authority Senior High School

Semester	Unit	Unit Score	Practical Unit Score	Written Unit Score	Grade	
Year 12 22815718 Adams, Ronald						
Full Year	ATDRA	[Score: ?]	[Score: ?]	[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATHBY	[Score: ?]		[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATLIT	[Score: ?]		[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATMUSW	[Score: ?]	[Score: ?]	[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATPES	[Score: ?]	[Score: ?]	[Score: ?]	[Grade: ?]	(Exam enrolled)

Total No. of Units: 5

CSE009 School Curriculum and Standards Authority Time 15:12:28 Date 22/12/21

Enrolment with Missing Result Page 2 of 9

Year 11, 2021

VET UoC Enrolment

(NOTE: * indicates resulted with code 90)

1234: Authority Senior High School

UoC	RTO	Integrated with	Semester
Qualification: SIT20316: Certificate II in Hospitality			
Year 11 12345678 Student name			
BSBWOR203 : Work effectively with others	0386: Hospitality Group Training (WA) Inc	VETIS (VHT)	Full Year
SIRXSLS001 : Sell to the retail customer	0386: Hospitality Group Training (WA) Inc	VETIS (VHT)	Full Year
SITHCCC001 : Use food preparation equipment	0386: Hospitality Group Training (WA) Inc	VETIS (VHT)	Full Year
SITHCCC003 : Prepare and present sandwiches	0386: Hospitality Group Training (WA) Inc	VETIS (VHT)	Full Year
SITHIND002 : Source and use information on the hospitality industry	0386: Hospitality Group Training (WA) Inc	VETIS (VHT)	Full Year
SITHIND003 : Use hospitality skills effectively	0386: Hospitality Group Training (WA) Inc	VETIS (VHT)	Full Year
SITXCCS003 : Interact with customers	0386: Hospitality Group Training (WA) Inc	VETIS (VHT)	Full Year
SITXCOM002 : Show social and cultural sensitivity	0386: Hospitality Group Training (WA) Inc	VETIS (VHT)	Full Year

CSE009 School Curriculum and Standards Authority Time 09:01:04 Date 02/05/16

Enrolment with Missing Result Page 18 of 19

All Students, 2015

Endorsed Program Enrolment

1234: Authority Senior High School

Academic Year Student	Program Code	Program Provider	Program Title	Semester
Provider-developed				
Year 11 22511578 Sutton, Carys				
	PGCB7 : Classical Ballet Level 7			Full Year

Total No. of Programs: 1

9.13 Further help

For issues relating to the information contained in the *Data Procedures Manual 2024*, contact the Data Services team at dataservices@scsa.wa.edu.au.

School Curriculum and Standards Authority

Data Procedures Manual 2024

Section 10:

Vocational education and training (VET)

Contents

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

Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2024 should be treated as examples only. Representations that display new information have been updated.

10.1 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 MAZE 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 code and title along with the unit/s of competency/module code and title that you wish to be linked.
Tip: add this page to your favourites for quick access in the future.

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).

10.2 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 on the Authority website in the *Activities Schedule* (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 – Recognition of VET outside of a school arrangement (scsa.wa.edu.au). Only full qualifications will be processed by the Authority. Partially completed Certificate III or higher qualifications of at least 220 nominal hours of new VET enrolments (in Year 12 only) will also be accepted. See the *WACE Manual 2024* for more details.

For all VET results codes, refer to Results and achievements.

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 ESQUAL file format.

VET enrolments (ENVET)
Student enrolment in individual units of competency associated with the relevant qualification. Refer to ENVET file format.

VET results (RSVET)
Student results in individual units of competency associated with the relevant qualification. Refer to RSVET file format.

VET achievements (RSQUAL)
Students who have successfully completed a qualification only.
Refer to RSQUAL file format.

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 ENSKILL file format.

VET units 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 RSUSKILL file format.

DTWD funded VET skill set achievements (RSSKILL)
Students who have successfully completed a DTWD funded VET skill set only.
Refer to RSSKILL file format.

10.3 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 Enrolments.

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

10.3.1 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, skills sets or individual units of competency).

The **Certificate issued** field (see Setting up an Excel database for VET qualification results) 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.

10.3.2 VET Unique Student Identifier (USI)

The Unique Student Identifier (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.

10.4 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 2024* for further details.

Related information
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).

10.4.1 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 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.

10.4.1.1 Course offerings (OFCOS) and enrolments (ENCOS)

Refer to:

- Excel file format for course offerings (OFCOS) in Section 3.2.3
- Excel file format for course enrolments (ENCOS) in Section 5.6.1.

For the full list of VET industry specific course codes, refer to the 2024 course codes in 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.

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

Refer to Excel file format for VET unit of competency enrolments (ENVET) in Section 5.6.2.

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.

10.4.2 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 2024* 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
  - achieved competency in 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).

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

Refer to:

- Endorsed program results file format (RSEND) in Section 9.6.2
- VET unit of competency results file format (RSVET) in Section 9.6.3
- VET qualification results file format (RSQUAL) in Section 9.6.6.

10.4.2.2 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.

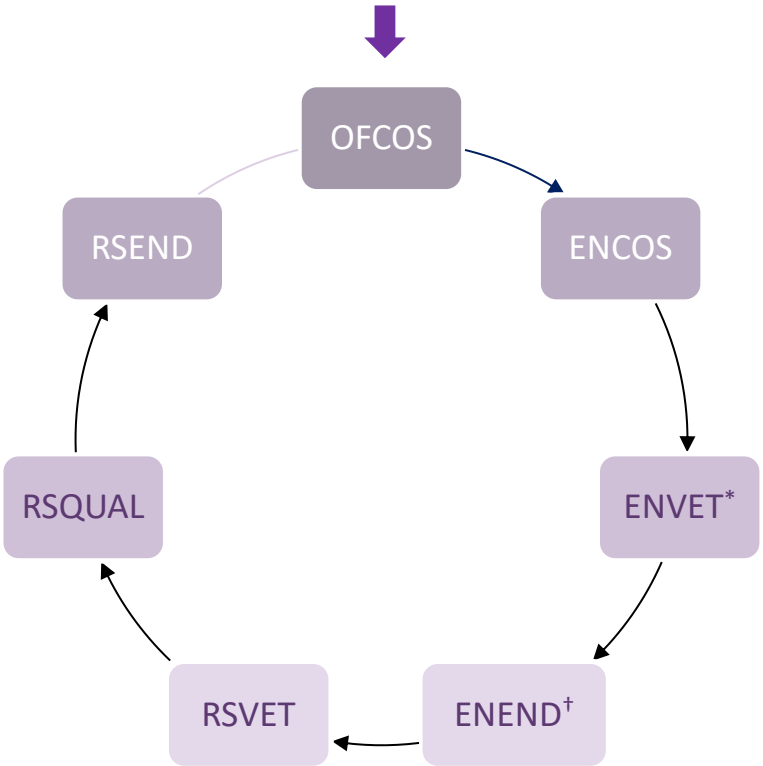
- **Qualification component (RSVET)**: completion of equal to, or greater than, 110 nominal hours of the VET industry specific qualification, and
- **Workplace learning component (RSEND)**: completion of at least one unit of the workplace learning endorsed program in an industry relevant to the qualification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

10.4.3 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.

10.4.4 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**.

10.5 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 Enrolments.

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

10.5.1 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 (see Setting up an Excel database for VET 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.

10.5.2 VET Unique Student Identifier (USI)

The 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.

School Curriculum and Standards Authority

Data Procedures Manual 2024

Section 11:

Reports

Contents

- Reports available to schools
- Examples of reports available to schools

Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2024 should be treated as examples only. Representations that display new information have been updated.

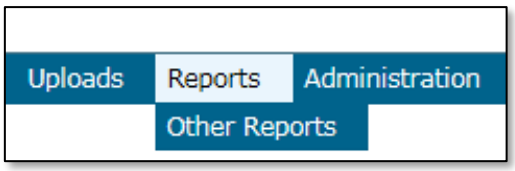
11.1 Reports available to schools

Schools can generate a number of reports from SIRS using the data they have uploaded:

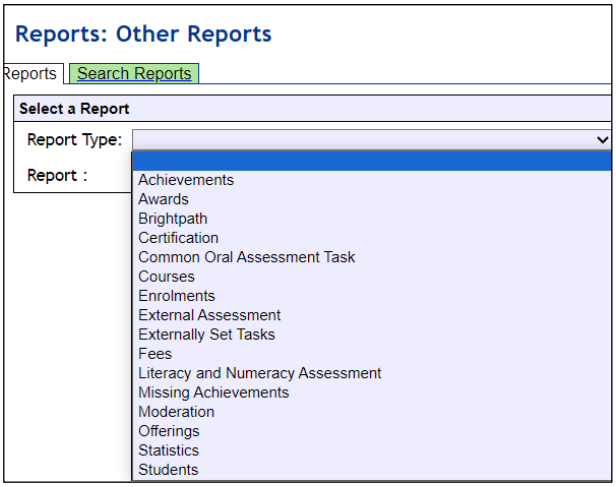
- Achievements
- Awards
- Brightpath
- Certification
- Common oral assessment task
- Courses
- Enrolments
- External assessments
- Externally set tasks
- Fees
- Online Literacy and Numeracy Assessment
- Missing achievements
- Moderation
- Offerings
- Statistics
- Students.

11.1.1 Generating reports

1. In the blue horizontal navigation bar, hover over the **Reports** tab (see screenshot below).
2. Click on **Other Reports**.



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



The criterion fields displayed depend on the report type you have selected:

- Leaving a field blank indicates you want all items to be included in the report.
- Selecting a criterion indicates only those items that match will be included.

4. Report fields: click on the **List** symbol and select the required item.
5. Browse fields: click on the **Browse** symbol to search for and select the required item.
6. Check box fields: click on the check box to activate a required field (indicated when the tick appears).
7. Click on the **Radio** button PDF CSV of the format you require the report to be created in (**.PDF** or **.CSV**).
8. Note: not all reports have the **.CSV** option available.

   If a field has a red asterisk next to it, you are required to enter information.
9. Click on the **Generate Report** button. On a Windows operating system, you will see a prompt to open or save your report.
10. Click on **Open**.
11. **Save** the document.

11.1.2 List of reports available to schools

11.1.2.1 Achievements

CSE005 – VET unit of competency achievement by provider
This report lists each student with their units of competency results and achievements, grouped by academic year.

CSE006 – Student endorsed program achievement by provider
This report lists each student with their endorsed program results and achievements, grouped by academic year.

CSE007 – VET Qualifications achieved
This report lists each student with their VET qualification results and achievements, grouped by academic year.

CSE019 – Student achievement by provider
This report lists each student with their results and achievements, grouped by academic year and enrolment type.

CSE043 – Course achievement by course unit
This report lists the students in each course unit with their achievements. Course units are sorted by unit code and semester.

CSE176 – RTO verification report – UoC
This report is available for schools to generate a spreadsheet that will initially verify student enrolments in units of competency with a nominated RTO. Once results and achievements have

been uploaded, it will also show all results with a nominated RTO. It can negate the requirement for double entry for some RTOs.

CSE177 – RTO verification report – qualification
This report is available for schools to generate a spreadsheet that will verify student qualifications with a nominated RTO once they have been uploaded into SIRS. It can negate the requirement for double entry for some RTOs.

CSE192 – VET industry specific course requirement met report
This report lists students who have or have not met VET industry specific course requirements from the current year.

CSE196 – VET industry specific course unit of competency report
This report lists the units of competency linked to VET industry specific course units that have been achieved or not achieved from the current year.

CSE206 – VETIS WPL requirement not met
This report lists the students who are enrolled in a VET industry specific course and have not met the ADWPL requirement.

CSE215 – Year 12 student VET achievement detailed summary

CSE233 – Skill Sets Achieved
This report lists each student with their VET skill set achievements grouped by academic year.

CSE242 – Skill Set Unit of Competency Achievement by Provider
This report lists each student with their units of competency results and achievements for skill sets, grouped by academic year.

GRD015 – Course achievement ranking by provider for examination candidates
This report lists students enrolled to sit the external examination in each ATAR course unit, ranked by their achievements and will detail any discrepancies in ranking.

11.1.2.2 Awards

AWD007 – Exhibition and award notification
This report lists those students from your school who have received an award under the Exhibitions and Awards policy and guidelines existing at the time.

AWD007 – Exhibitions and award notification – exhibition only

AWD027 – VET award eligibility report
This report lists those students from your school whose enrolment currently meets the minimum eligibility criteria to allow them to be nominated for an award in the specified industry area.

AWD032 – VET award student summary details
This report lists student summary details for a student nominated for a VET award.

11.1.2.3 Brightpath

CSE214 – Brightpath teacher registration

11.1.2.4 Certification

CSE015 – WACE eligibility – students not achieving WACE
This report lists all Year 12 students, enrolled with the Authority, who will not achieve a WACE based on achievements in SIRS to date.

CSE070 – Student not achieving WACE report
This report lists the student summary details for those students who have not achieved a WACE.

CSE078 – Confirmation of students' results
This report indicates the number of full-time Year 12 students eligible to receive a WACE and the number of these students who will receive a WACE after acceptance of achievements by the Authority. It also lists the names of the students who will not receive a WACE. Seven criteria are shown for each student with a Yes/No status to indicate if that criterion has been met.

CSE136 – Students with credit for Year 11 studies by provider
This report lists students who have been given a credit for Year 11 studies based on overseas or interstate enrolment, through training or another source of studies.

CSE201 – Year 12 students with VET enrolments – VET USI status
This report lists Year 12 students who are enrolled in at least one VET unit of competency in the current year and their status to achieve the WACE based on achievements in SIRS to date.

11.1.2.5 Common oral assessment task

COT001 – COAT achievements by class
This report lists, for each Year 12 class, students' raw COAT marks.

COT002 – COAT with missing results
This report lists each student who has a missing raw COAT mark. COAT marks must be uploaded for these students into SIRS. For students who were absent, enter Y in the absent flag column and upload the file again.

COT005 – COAT with missing recordings
This report identifies if any recordings are missing from the FTP.

COT007 – COAT school mark vs reviewer mark
This report lists the school and the reviewer mark for each selected script, the mean of the school marks and the mean of the reviewer marks and the differences between the two mean values by each class.

CSE232 – EAL/D COAT WASN
This report shows each EAL/D COAT student WASN for the selected provider on each page.

11.1.2.6 Courses

CSE084 – VET qualifications
This report lists VET qualifications for a given year.

CSE096 – Units of competency linked to VET qualifications
This report lists units of competency linked to VET qualifications for a given year.

11.1.2.7 Enrolments

CSE002 – Student enrolment by provider
This report lists student enrolments in course units, courses, endorsed programs and units of competency, and identifies those students studying at other providers. It also includes a list of students who have been given a credit for Year 11 studies based on overseas or interstate enrolment, through training or another source of studies.

CSE013 – Student examination enrolment by courses
This report lists each ATAR course with an alphabetical list of all students who are enrolled to sit the external examination.

CSE028 – Student course enrolment by provider
This report lists student enrolments in course units and identifies those students studying course units at other providers. It also includes a list of students who have been given a credit for Year 11 studies based on overseas, interstate, through training or another source of studies.

CSE029 – Student VET UoC enrolment by provider
This report lists student enrolments in units of competency and identifies those students studying units of competency at other providers. Enrolments are grouped by qualification, then student.

CSE030 – Student endorsed program enrolment by provider
This report lists student enrolments in endorsed programs and identifies those students studying endorsed programs at other providers.

CSE032 – Total number of students enrolled
This report lists the number of students enrolled in each course, course unit, VET, endorsed program and qualification.

CSE036 – Course unit enrolment count
This report lists the number of students enrolled in course units that match the specified year, provider and academic year.

CSE040 – Course unit student listings
This report lists course units and students enrolled in each course unit.

CSE059 – Verification of student details
This report shows students' personal details, course unit enrolments, VET enrolments and endorsed program enrolments. This report may take a long time to generate depending on the number of students at your school. If you are a large school, it is advisable to filter the report by academic year. The report can also be run for an individual student.

CSE129 – Course unit enrolment for provider
This report lists the number of students enrolled in course units that match the specified year, provider, sector and academic year.

CSE134 – Course unit enrolment count by course
This report lists the number of students enrolled in course units that match the specified year, provider and academic year, grouped by course.

CSE144 – Check enrolments versus second language eligibility
This report lists the students enrolled in second language courses and their eligibility status.

CSE165 – VETIS enrolments with no ENVET or ENEND
This report lists students with VET industry specific course enrolments but no integrated ENVET and/or ENEND enrolments.

CSE169 – Student unit repeats by provider
This report lists students who are repeating a unit at a selected provider, including the grade achieved previously.

CSE181 – VET industry specific student enrolment count by provider
This report tallies the number of students and providers with enrolments in VET industry specific courses.

CSE182 – VET credit transfer qualification provider and student enrolment count
This report tallies the number of students and providers with enrolments in VET credit transfer arrangements.

CSE183 – VET qualification integrated into course provider and student enrolment count
This report tallies the number of students and providers with enrolments in VET integrated into courses.

CSE188 – Foundation course eligibility report
This report lists all students who are not eligible but enrolled in a Foundation course unit.

CSE193 – VET qualification estimates
This report lists each student with their VET qualification estimates grouped by academic year.

CSE194 – VET industry specific course enrolment by provider report
This report lists the details of students enrolled in a VET industry specific course by school provider.

CSE195 – VET USI report
This report lists all students who have a VET enrolment or achievement in SIRS and whether they have provided a VET USI or not.

CSE197 – Check enrolments versus ELD eligibility
This report lists students who have had eligibility approved and have been enrolled in English as an Additional Language or Dialect.

CSE198 – ELD eligibility report
This report lists the English as an Additional Language or Dialect eligibility status of students.

CSE208 – Language course application status
This report shows the language course application status for students who have submitted language applications using the paper form, and those students who have submitted online language applications through the student portal that have been finalised.

CSE226 – Student VET qualification enrolment by provider
This report lists student numbers enrolled for qualifications at providers.

CSE229 – SRMS language course application status
This report lists the language course application status in the SRMS.

CSE236 – VET Credit Transfer Skill Set Provider and Student Enrolment Count
This report lists student and provider numbers enrolled in Y10, Y11, Y12 for skill sets.

CSE238 – Student VET Skill Set Enrolment by Provider
This report lists student numbers enrolled for skill sets at providers.

11.1.2.8 External assessments

CSE063 – Published personalised examination timetable
This report enables a provider to reprint a written examination timetable for an individual student, or all students at the school, and includes important information relating to sitting the examination.

CSE065 – Background candidate by course
This report lists courses/subjects that have background criteria and the background status of students.

CSE155 – Student results – examinations with criterion marking
This report lists the marks obtained by students for each criterion in exams with criterion marking.

CSE175 – Published practical examination timetable
This report allows for a provider to reprint a practical examination timetable for an individual student, or all students at the school.

CSE191 – ATAR course examination accommodation form

CSE204 – Physical Education Studies practical examination sport and skill selection
Note: only sport and skill selection forms that have been returned and processed will appear on this report.

CSE207 – Published special examination arrangements notifications

CSE209 – Equitable Access Adjustments by Provider

CSE223 – Timetable Allocation by Provider

EXM004 – Providers allocated to each assessment centre by examination

EXM004A – Provider's students allocated to each assessment centre by examination

EXM017 – Examination room allocation

EXM019 – Examination centre candidate allocation

EXM097 – Equitable Access Adjustments with accommodation considerations

11.1.2.9 Externally set tasks

EST001 – EST marks by student
This report lists students' EST raw marks and percentages as marked by the school for each Year 12 General and/or Foundation course.

EST003 – ESTs with missing results
This report lists each student who has a missing raw EST mark. EST marks must be uploaded for these students into SIRS. For students who were absent, enter ABS and upload the file again.

EST004 – EST selected scripts status
This report identifies the scripts to be uploaded/sent to the Authority. It identifies when a script has been uploaded and lists the raw EST mark.

EST005 – EST missing selected scripts
This report identifies if any scripts are missing from the requested scripts.

EST010 – Mean school mark vs mean reviewer mark
This report provides a graphical comparison of EST marks mean (by school and by reviewer) in a school in relation to the statewide EST marks mean (by school and by reviewer) distribution. Each school is shown as a dot with the horizontal axis being the mean reviewer mark and the vertical axis being the mean school mark.

EST011 – School mark vs reviewer mark
This report lists the school and the reviewer mark for each selected script, the mean of the school marks and the mean of the reviewer marks and the differences between the two mean values by each class as well as by school and EST course.

EST013 – EST marks comparison (school vs reviewer)
This report lists by class, the EST school mark submitted for each student and the reviewer mark for selected scripts.

EST014 – EST school marks frequency
This report shows the frequency distribution of EST school marks in comparison with the statewide EST school marks distribution by each EST course, with selected students and not selected students to be externally marked being identified.

EST017 – EST mark breakdown by provider
This report shows a breakdown of reviewer marks by question for each selected student in each EST.

EST018 – EST percentage school marks and grades
This report is a visual representation of EST school marks and grades relative to the statewide marks distribution, with selected students and not selected students to be externally marked being identified. Note: this report is only available after final grades have been approved.

EST021 – School mark v Reviewer mark

11.1.2.10 Fees

CSE017 – Fees received for non-school candidates
This report lists the course code, course and fee paid for each non-school candidate enrolment. The report is generated by a candidate's main provider.

CSE031 – Outstanding payments for full fee-paying students
This report lists the full fee-paying students who have not paid their enrolment fees to the School Curriculum and Standards Authority.

11.1.2.11 Online literacy and numeracy assessment

LAN001 – OLNA student list
This report lists the registered students eligible to sit the OLNA for each component. Schools may use this report for the 'Current window' or for 'Future window'. Schools may use the 'Current window' report criteria for the purposes of attendance checks, to keep a record of all attendance and note any incidents that may occur during the OLNA test session. The 'Future window' report criteria allows for schools to plan who still needs to sit the OLNA.

LAN002 – OLNA student login details (only available at set times)
This report lists the usernames and passwords of eligible students for each component. Schools are to distribute these to students on the day of the scheduled OLNA component.

LAN003 – OLNA performance overview (only available at set times)
This report lists current OLNA results in each component for individual students of the selected cohort.

LAN005 – OLNA individual student diagnostics (only available at set times)
This report includes individual diagnostics for students achieving a Category 1 or Category 2 result in the selected test round and component.

LAN006 – OLNA individual student current status (only available at set times)
This report includes current OLNA performance in each component for individual students. It also lists the requirement for individual students who have not demonstrated the standard in at least one component to re-sit the assessment in the next available testing period.

LAN011 – OLNA student accumulative result
The performance progression of registered students by test component.

11.1.2.12 Missing achievements

CSE009 – Missing achievements by provider
This report lists students and their enrolments in course units, endorsed programs and units of competency for which no results have been submitted.

CSE212 – Missing Year 12 unit achievements for non-Year 12 students by provider
This report lists non-Year 12 students and their Year 12 course unit enrolments for which no results have been submitted.

11.1.2.13 Moderation

GRD013 – Course unit achievement ranking by provider
This report lists students in each course unit, ranked by their achievements and will detail any discrepancies in ranking.

GRD021 – Proposed grade distribution feedback
This report shows the proposed grade distribution for each unit by provider and the comment from the principal consultant (e.g. 'proposed distribution accepted, suggest downward movement of bottom A's'). It is used by schools to access feedback from the principal consultant on the proposed grade distribution for each unit before submitting their final results.

GRD022 – Small group moderation partnerships by providers
This report lists all the small group moderation partnerships for a selected provider. Schools are required to use this when checking registration of their partnerships. Providers can view only their own partnerships.

GRD025 – Final Grade Distributions – Course Historical Data
This report shows the grade distribution (number and percentage) by provider for a selected calendar year and a selected academic year. This is used by schools and principal consultants to view and/or print grade distributions for previous years.

GRD028 – Providers offering courses without small group moderation partners
This report lists small groups at your school that are not in a registered small group moderation partnership. The criterion for the number of students can be varied. The default setting is six as the Authority's requirement is for a group to be established for each course/stage where there are fewer than six ATAR course examination candidates. A school may choose a higher number (e.g. 10) to identify courses that are close to this limit. A school may choose to establish a partnership for a group of six or more so that the students are in a large group or to allow for changing circumstances such as student transfers between courses.

GRD032 – Compare exam marks versus school marks

GRD034 – Historical Grade Summary
This report lists a historical grade distribution (number and percentage) for a provider by learning area, course, course type and unit.

GRD035 – Small group moderation partnerships by providers and declaration

11.1.2.14 Offerings

CSE001 – Provider offering summary
This report lists the course unit, endorsed program and VET unit of competency offerings for a provider.

CSE025 – Provider offering summary for courses
This report lists the course unit offerings and shows enrolment numbers (estimated, actual) by provider.

CSE026 – Provider offering summary for VET UoC
This report lists the VET unit of competency offerings with RTO and integration details.

CSE027 – Provider offering summary for endorsed programs
This report lists the endorsed program offerings.

CSE050 – Course offering/enrolment summary for providers
This report compares the number of expected students in a given course to the number of students actually enrolled.

11.1.2.15 Statistics

STS009 – Year 12 state statistics
This report lists a set of pre-defined statistics for the state.

STS009 – Year 12 state statistics part 2
This report lists a set of pre-defined statistics for the state.

STS010 – Year 12 provider statistics
This report lists a set of pre-defined statistics for the selected provider.

STS010 – Year 12 provider statistics part 2
This report lists a set of pre-defined statistics for the selected provider.

STS022 – Year 12 ATAR course school statistics

This report provides summary statistics of grades and marks/scores for school and State, and students' marks in each Year 12 ATAR course. The marks/scores include: examination marks, school marks, moderated school marks, combined marks and the combined scores.

STS028 – School grade distribution against state grade distribution

This report provides a graphical presentation of the school grade distribution for a course with reference to either the moderated school mark distribution or the ATAR course examination mark distribution. For comparative purposes, the report also provides the State grade distribution against the moderated school marks or the ATAR course examination marks.

STS029 – ATAR course marks distributions

This report provides a graphical presentation of various distributions of marks/scores achieved by students enrolled in a Year 12 ATAR course at the school. The marks/scores include: school marks, examination marks, moderated school assessments and combined scores.

STS032 – English and maths statistics

This report lists English and Maths results statistics for the school/state.

STS036 – Statistical moderation and concurrent validity of school assessments

This report provides a graphical comparison of your school's marks moderation in relation to statewide school marks moderation. Your school is shown as a blue dot. Other schools are shown by solid green, solid red or hollow red dots.

STS037 – Year 12 ATAR course (non-Year 12 students) marks

This report provides results of non-Year 12 students from your school who sat a Year 12 ATAR course examination.

MF01, MF02 and MF03 – Detailed written examination feedback (Maximising feedback)

These reports provide summary and individual marks awarded to students' responses to each of the questions in the ATAR course examination for a selected ATAR course for the school.

MF01 is provided for all ATAR courses. The report shows the raw marks for each student for each written, open-ended response item. This can be used to identify strengths and weaknesses across the examination candidates from your school. It also shows the choices that your students made where options were available to them. Part 2 of the report shows a summary of data for each question, including the:

- mean (school and State)
- standard deviation (school and State).

MF02 is provided for those ATAR courses that include multiple-choice questions. Part 1 of the report provides the school and State mean and standard deviation for the multiple-choice questions. Part 2 is a distractor analysis for all candidates (the State), which provides for each question: the correct answer, the percentage of all candidates who answered correctly, and the number of candidates who selected each distractor. Part 3 is the distractor analysis for the school, showing the number of students selecting each alternative (A, B, C, D) and the percentage who selected the correct answer. Part 4 is a school diagnostic profile, which compares the school data to the data for all candidates and identifies questions where the school performance indicates relative strengths or weaknesses.

Part 5 is a student-item response table. Part 6 is a statewide distribution of scores, which shows the number and percentage of the candidates achieving each possible score.

MF03 is provided for those ATAR courses with a practical examination. Page 1 of this report shows the marks for each criterion and the total practical examination mark for each candidate at the school. Page 2 shows a summary of data for each criterion, including the:

- mean (school and State)
- standard deviation (school and State).

Note: the information on individual students is confidential and must not be released to a third party without permission of the student concerned.

11.1.2.16 Students

CSE011 – Student listing by provider
This report lists students by provider in alphabetical order along with their Indigenous status, date of birth, postal address and contact telephone numbers.

CSE012 – Student summary details
This report will return a student summary listing all enrolments and results for a nominated student.

CSE055 – Indigenous student listing by provider
This report lists the students at your provider who have been identified as Indigenous, or their Indigenous status has not been stated.

CSE058 – Student Declaration and Permission
This report lists the student choices for release of information for awards and exam responses.

CSE077 – Student summary details by provider
This report will generate the student summary details for all students in a given academic year. This report will automatically be sent to your inbox when complete, as it can take some time to generate.

CSE091 – Student community service completion by provider
This report will return a list of students and the number of community service hours they have completed, as reported by the school.

CSE097 – Student certificate listing by provider
This report lists students by provider detailing the name that will appear on their WACE, as well as their date of birth, postal address and contact telephone numbers.

CSE106 – Number of Indigenous students registered summary by provider
This report lists the number of students in each academic year by Indigenous status; Aboriginal, Torres Strait Islander, Aboriginal and Torres Strait Islander, Neither or Not Stated.

CSE203 – Number of students registered by provider
This report lists the number of students registered in each academic year by provider code.

CSE211 – Student listing by class
This report lists students by class.

11.2 Examples of reports available to schools

11.2.1 Achievements

CSE007 – VET qualifications achieved

This report lists each student with their VET qualification results and achievements grouped by academic year (see example below).

CSE007 School Curriculum and Standards Authority Time 10:46:44 Date 09/12/19

VET Qualifications Achieved
Year 12, 2019

	VET Qualification	Registered Training Organisation	Traineeship
1234: Authority Senior High School Year 12			
12345678 Student name	BSB20115: Certificate II in Business	2401: Skills Strategies International Pty Ltd	No
12345678 Student name	FNS20115: Certificate II in Financial Services	2401: Skills Strategies International Pty Ltd	No
12345678 Student name	BSB20115: Certificate II in Business	2401: Skills Strategies International Pty Ltd	No
12345678 Student name	FNS20115: Certificate II in Financial Services	2401: Skills Strategies International Pty Ltd	No
12345678 Student name	SIS30115: Certificate III in Sport and Recreation	52790: South Regional TAFE	Yes
12345678 Student name	CUA20615: Certificate II in Music Industry	41549: COSAMP College of Sound & Music Production	No
12345678 Student name	MST20616: Certificate II in Applied Fashion Design and Technology	31301: Australian Institute of Fashion Design	No
12345678 Student name	SIR20216: Certificate II in Retail Services	51843: Vocational Training Services (VTS)	Yes

CSE019 – Student achievement by provider

This report lists each student with their results and achievements, grouped by academic year and enrolment type (see example below).

CSE019 School Curriculum and Standards Authority Time 13:50:13 Date 18/05/17

Student Achievement
Year 12, 2017

Page 1 of 3

Course Unit Achievement

		Semester	Unit	Practical Mark	Written Mark	Grade
1234: Authority Senior High School Year 12						
22373730	Brown, Jessica					
		Full Year	GTDAN	68.00	68.00	B
		Full Year	GTENG		60.00	C
		Full Year	GTISC		88.00	A
		Full Year	GTPES		72.00	B
			Total units count = 8			
22971926	Hetherington, Jacob					
		Full Year	ATCHE		89.00	A
		Full Year	ATCSL	62.00	73.00	B
		Full Year	ATENG		76.00	B
		Full Year	ATMAM		99.00	A
		Full Year	ATPHY		65.00	C
			Total units count = 10			

11.2.2 Enrolments

CSE002 – Student enrolment by provider

This report lists student enrolments in course units, courses, endorsed programs and units of competency, and identifies those students studying at other providers. It also includes a list of students who have been given a credit for Year 11 studies based on overseas or interstate enrolment, through training or another source of studies (see example below).

CSE002 School Curriculum and Standards Authority Time 13:57:48 Date 18/05/17

Student Enrolment by Provider

all students, 2017

Page 1 of 10

1234: Authority Senior High School

Student enrolments at your provider by course unit

	AcYr	Sem	Units Enrolled At Your School	Sem	Units Enrolled At Your School	Sem	Units Enrolled At Your School
23815718 Adams, Ronald	12	Full Year	ATDRA:	Full Year	ATHBY:	Full Year	ATLIT:
		Full Year	ATMUSW:	Full Year	ATPES:		
23171548 Brown, James	12	Full Year	ATENG:	Full Year	ATHIM:	Full Year	ATMAA:
		Full Year	ATMPA:	Full Year	ATPAL:	Full Year	GTDESP:
23373730 Brown, Jessica	12	Full Year	GTDAN:	Full Year	GTENG:	Full Year	GTISC:
		Full Year	GTPES:				
23840716 Byfield, Larry	12	Full Year	ATCHE:	Full Year	ATENG:	Full Year	ATMAA:
		Full Year	ATMPA:	Full Year	ATPHY:		

CSE013 – Student examination enrolment by courses

This report lists each ATAR course with an alphabetical list of all students who are enrolled to sit the external examination (see example below).

CSE013 School Curriculum and Standards Authority Time 13:58:58 Date 18/05/17

Student Examination Enrolment by Courses

Page 1 of 2

for year 12, 2017

Provider	Course	Student No	Student Name
1234 : Authority Senior High School			
	BLY : Biology		
		23148533	Chow, Joseph
			Total Student enrolments for Course: 1
	CHE : Chemistry		
		23840716	Byfield, Larry
		23971926	Hetherington, Jacob
		23334831	Palmer, Nancy
		23350045	Phillips, Trevor
		23367749	Southman, Gillian
			Total Student enrolments for Course: 5
	CSL : Chinese: Second Language		
		23971926	Hetherington, Jacob
			Total Student enrolments for Course: 1

CSE040 – Course unit student listings

This report lists course units and students enrolled in each course unit (see example below).

CSE040 School Curriculum and Standards Authority Time 14:02:38 Date 18/05/17

Year 12 - 2017 Course Unit Student Listings

Page 2 of 26

Provider: **1234: Authority Senior High School** **Academic Year: Y12**

CourseUnit: ATCHE: **Semester: Full Year**

Student No	Student Name	Student No	Student Name	Student No	Student Name
23840716	Byfield Larry				
23971926	Hetherington Jacob Justin				
23334831	Palmer Nancy Sally				
23350045	Phillips Trevor Alan				
23367749	Southman Gillian Janet				

Total number of students in Academic Year Y12: 5

CSE059 – Verification of student details

This report shows students' personal details, course unit enrolments, VET enrolments and endorsed program enrolments. This report may take a long time to generate depending on the number of students at your school. If you are a large school, it is advisable to filter the report by academic year. The report can also be run for an individual student (see example below).

CSE059 School Curriculum and Standards Authority Time 14:32:29 Date 18/05/17

Verification of student details - 2017 Page 4 of 12

Larry Byfield

Below are the details held by the School Curriculum and Standards Authority regarding Larry Byfield. These details should be checked closely as they can impact on the student's post school destination selection or on the publication of their name in the newspaper should they win a School Curriculum and Standards Authority exhibition or award.

If any of the details are incorrect, the student should make the amendments on this form. Changes must be recorded on the school's database and the corrected data upload to the School Curriculum and Standards Authority's database. Fields marked with an asterisk(*) are optional.

This form must not be returned to the School Curriculum and Standards Authority.

Section 1: Personal details

First Name:	Larry	**Certificate Name:**	Larry Byfield
Last Name:	Byfield	**School:**	1234: Authority Senior High School
Student number:	23840716	**Year:**	12
Date of birth:	23/6/2000	**Gender:**	Male
Address:	37 Buckland Road SPEARWOOD WA 6163	**Telephone:**	9494 2334
Indigenous status:	Not Indigenous	**Mobile:**	0435 241 244
Release individual awards:	No	**Australian residency status:**	Resident
Copyright release of exam responses:	No	**Release career information:**	No
Prior learning block credit:	No	**Release school work:**	No
		Community service hours completed	0

Section 2: Course unit enrolment

Course	Unit	Semester	School
CHE	ATCHE+	Full Year	1234: Authority Senior High School
ENG	ATENG+	Full Year	1234: Authority Senior High School
MAA	ATMAA+	Full Year	1234: Authority Senior High School
MPA	ATMPA+	Full Year	1234: Authority Senior High School
PHY	ATPHY+	Full Year	1234: Authority Senior High School

+ The student is enrolled to sit the course exam

++ The student has been enrolled in this course unit previously, and may already have been awarded a grade. Completed course units that are repeated do not contribute to the WACE requirements more than once.

Section 3: VET enrolment

Qualification	UoC	RTO	Integrated	School

Section 4: Endorsed program enrolment

Endorsed program	Endorsed program type	Program provider	School

11.2.3 External assessments

CSE063 – Published personalised examination timetable

This report enables a provider to reprint a written exam timetable for an individual student, or all students at the school, and includes important information relating to sitting the examination (see example below).

Government of Western Australia
School Curriculum and Standards Authority

2024 ATAR course examinations

Personalised examination timetable

School: 1234: Authority Senior High School WA student number: 24345678

Name: Emily Hetherington DOB: 11/05/2006
Gender: Female

Candidate's signature: _____ Date: _____

Written examination timetable

This timetable identifies you as an examination candidate in the courses listed below. This timetable MUST be taken to all written examinations and must be SIGNED prior to your first examination.

ATAR course examination and examination date	Candidate status and exam time*	Examination centre
ENG: English 2/11/2024	School candidate 9:20 AM	1234: Authority SHS
CHE: Chemistry 7/11/2024	School candidate 9:20 AM	1234: Authority SHS
MAA: Mathematics Applications 8/11/2024	School candidate 9:20 AM	1234: Authority SHS
HBY: Human Biology 9/11/2024	School candidate 9:20 AM	1234: Authority SHS
GEO: Geography 25/11/2024	School candidate 2:00 PM	1234: Authority SHS

***The examination time indicates the start of the reading time. Candidates MUST plan to arrive approximately 30 minutes prior to the stated time to allow for seating and instructions.**

Candidates must ensure they have read the Year 12 Information Handbook.

11.2.4 Online literacy and numeracy assessment

LAN001 – OLNA student list

This report lists the registered students eligible to sit the OLNA for each component. Schools may use the report for the 'Current window' or for 'Future window'. Schools may use the 'Current window' report criteria for the purposes of attendance checks, to keep a record of all attendance and note any incidents that may occur during the OLNA session (see example below). The 'Future window' report criteria allows schools to plan who still needs to sit the OLNA.

Government of **Western Australia**
School Curriculum and Standards Authority

WACE OLNA Current Student List - Numeracy

2023

1234 Authority Senior High School

Student Name	Student Number	Academic Year	Adjustment	Password Generated	Achievement Category	Test Sits Left This Year
Allen, Peter	22919842	Y12		Y	2	0
Button, Oscar	24855832	Y10		Y	NSA	2
Hetherington, Emily	22273897	Y12		Y	NSA	2
Smith, Susan	24018757	Y11		Y	1	1
Atri, Sarah	31466312	Y10		Y	NSA	2

Achievement Categories

Category 2 - Students who have not yet demonstrated the standard i.e. proficiency in using a range of ACSF Level 3 skills in a component. These students have been identified as at risk of not demonstrating the standard and may require specific learning interventions. Individual student's feedback (LAN005) identifies some of the skills students have yet to demonstrate in this component.

Category 1 - Students who have not demonstrated the standard i.e. proficiency in using a range of ACSF Level 3 skills in a component. These students have been identified as at risk of not demonstrating the standard and require specific learning interventions. Individual student's feedback (LAN005) identifies some of the skills students have yet to demonstrate in this component.

Category NSA - Students who have not sat the assessment.

LAN001 Page 1 of 2 13/10/2023 12:42:06

11.2.5 Missing achievements

CSE009 – Missing achievements by provider

This report lists students and their enrolments in course units, endorsed programs and units of competency for which no results have been submitted (see example below).

CSE009 School Curriculum and Standards Authority Time 14:05:48 Date 18/05/17

Enrolment with Missing Result Page 1 of 4

Year 12, 2017

Course Enrolment

1234 : Authority Senior High School

Semester	Unit	Unit Score	Practical Unit Score	Written Unit Score	Grade	
Year 12 24815718 Adams, Ronald						
Full Year	ATDRA	[Score: ?]	[Score: ?]	[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATHBY	[Score: ?]		[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATLIT	[Score: ?]		[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATMUSW	[Score: ?]	[Score: ?]	[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATPES	[Score: ?]	[Score: ?]	[Score: ?]	[Grade: ?]	(Exam enrolled)

Total No. of Units: 5

11.2.6 Offerings

CSE001 – Provider offering summary

This report lists the course unit, endorsed program and VET unit of competency offerings for a provider (see example below).

CSE001 School Curriculum and Standards Authority Time 14:20:17 Date 18/05/17

Provider Offering Summary for 2017 Page 1 of 3

Course

Provider	Course	Unit Code	Academic Year	Est. No. of Enrolments	Actual No.of Enrolments	Teacher Contact Name	Chief Moderator Name
1234 : Authority Senior High School							
	ACF: Accounting and Finance	ATACF	Y12	20	0	David Fitzgerald	Gabriella Raggio
	AIT: Applied Information Technology	GTAIT	Y12	18	0	Paul Jensen	Ian Gaynor
	BLY: Biology	ATBLY	Y12	37	1	Cindy Cole	Nolene Harris

11.2.7 Students

CSE011 – Student listing by provider

This report lists students by provider in alphabetical order along with their Indigenous status, date of birth, postal address and contact telephone numbers (see example below).

CSE011 School Curriculum and Standards Authority Time 14:21:17 Date 18/05/17

Student Listing By Provider, Year 12, 2017 Page 1 of 1

Provider	Student No	Title	Surname	First Name	Indigenous Type	Date Of Birth	Postal Address	Phone
1234: Authority Senior High School								
Year 12								
	23815718		Adams	Ronald		10/07/1998	8 Little Street, NORTH LAKE WA 6163,	Ph: 9337 8743 Mob: 0438 345 678
	23171548		Brown	James		09/10/1998	1 Potters Street, YOKINE WA 6060,	Mob: 0421 7812345
	23373730		Brown	Jessica		22/06/1999	104 Scarborough Beach Road, SCARBOROUGH WA 6019,	Ph: 9123 4567 Mob: 0412345678
	23840716		Byfield	Larry		23/06/1998	37 Buckland Road, SPEARWOOD WA 6163,	Ph: 9494 2389 Mob: 0435 241 244

CSE077 – Student summary details by provider

This report will generate the student summary details for all students in a given academic year. This report will automatically be sent to your inbox when complete, as it can take some time to generate (see examples below).

CSE077 School Curriculum and Standards Authority Time 13:17:03 Date 04/09/17

Student Summary Details

Page 1 of 3

Student details

Student number:	23456789
Student name:	Eve Anderson
Date of birth:	22/09/1999
Certificate name:	Eve Anderson
Sex:	Female
Address:	5 Sixth Avenue MOUNT LAWLEY WA 6050
Status:	Current
Current provider:	1234: Authority Senior High School
VET USI:	Not Supplied
Prior learning block credit:	No
Number of community service hours:	0

Main Providers

Year	AcYr	Provider	Status
2017	12	1234: Authority Senior High School	Current
2016	11	1234: Authority Senior High School	Current
2015	10	1234: Authority Senior High School	Current
2014	09	1234: Authority Senior High School	Current
2013	08	1234: Authority Senior High School	Current

WACE status	
WACE achieved	N
Minimum requirement:	
ATAR eligibility	Y
Certificate II or higher required	N
Minimum requirement met	ATAR

Standards		
C grade requirement met		N
C grade or equivalent distribution		
	Y11	Y12
Course units	9	0
Unit equivalents	0	2
6 C grades or equivalent in Y12		N

Literacy and numeracy	
Reading standard	Prequal
Writing standard	Prequal
Numeracy standard	Prequal
Literacy met	Y
Numeracy met	Y

Breadth and depth				
Breadth and depth requirement met		N		
		Y11	Y12	Total
Course units		13	0	13
Unit equivalents *	VET	0	0	0
	Endorsed program			2 ^
Completion of at least four units from an English course ⌂		2	0	2
List A			0	0
List B			0	0

* A maximum of 8 unit equivalents (4 Year 11 and 4 Year 12) can be substituted by VET qualifications or a combination of VET and Endorsed Programs with a maximum of 4 unit equivalents from Endorsed Programs (2 Year 11 and 2 Year 12).

^ These unit equivalents will be allocated to either Year 11 or Year 12 or both Years 11 and 12 as required.

⌂ These must be post-Year 10 and include at least one pair of Year 12 units from an English course.

Summary of course unit enrolments - 2017			
Courses	Y11	Y12	Total
ATAR	0	10	10
General	0	0	0
VET industry specific	0	0	0
Foundation	0	0	0
Preliminary #	0	0	0

Preliminary units do not contribute towards the WACE requirements but are reported on the WASSA.

CSE077 School Curriculum and Standards Authority Time 13:17:03 Date 04/09/17

Student Summary Details

Page 2 of 3

Courses (from year 2011)

Year	AcYr	Course	Prv Code	Stage	Exam Type	School Assess-ment	Moderated School Assessment	Standardised Moderated School Assessment	Raw Exam Mark	Adjusted Exam Mark	Standardised Exam Mark	Component Comb. Mark	Course Comb. Mark	WACE Course Score	Anom Perfor	Non Genuine Apt.	Sick Flag	Award Flag
2017	Y12	ENG: English	1234		Written	Not Available												
2017	Y12	HBY: Human Biology	1234		Written	Not Available												
2017	Y12	HIM: Modern History	1234		Written	Not Available												
2017	Y12	MAA: Mathematics Applications	1234		Written	Not Available												
2017	Y12	PES: Physical Education Studies	1234		Written	Not Available												
					Practical	Not Available												

Course Units

Year	AcYr	Semester	List	Course	Course Unit	Qualification	Examination Status	Provider	Status	Result
2017	12	Full Year	A	ENG	ATENG			1234: Authority Senior High School	Current	
2017	12	Full Year	B	HBY	ATHBY			1234: Authority Senior High School	Current	
2017	12	Full Year	A	HIM	ATHIM			1234: Authority Senior High School	Current	
2017	12	Full Year	B	MAA	ATMAA			1234: Authority Senior High School	Current	
2017	12	Full Year	B	PES	ATPES			1234: Authority Senior High School	Current	
2016	11	Full Year		ENG	AEENG			1234: Authority Senior High School	Current	[Score: 64.0][Written Score: 64.00][Grade: C]
2016	11	Full Year		HBY	AEHBY			1234: Authority Senior High School	Current	[Score: 43.0][Written Score: 43.00][Grade: D]
2016	11	Full Year		HIM	AEHIM			1234: Authority Senior High School	Current	[Score: 56.0][Written Score: 56.00][Grade: C]
2016	11	Full Year		MAA	AEMAA			1234: Authority Senior High School	Current	[Score: 68.0][Written Score: 68.00][Grade: B]
2016	11	Full Year		PAE	A1PAE			1234: Authority Senior High School	Current	[Score: 61.0][Written Score: 61.00][Grade: C]
2016	11	Full Year		PES	AEPES			1234: Authority Senior High School	Current	[Score: 69.0][Written Score: 69.00][Grade: B]
2016	11	Full Year		PHY	AEPHY			1234: Authority Senior High School	Current	[Score: 48.0][Written Score: 48.00][Grade: D]

*(* course unit has been achieved previously. NEC = Non-examination candidate)*

School Curriculum and Standards Authority

Data Procedures Manual 2024

Section 12:

Setting up Excel databases

Below are links to instructions throughout this manual about setting up databases in Excel.

- Offerings: courses
- Offerings: VET qualification estimates
- Student registration and demographics
- Enrolments: courses
- Enrolments: VET unit of competency
- Enrolments: competencies integrated into VET industry specific courses
- Enrolments: endorsed programs
- Externally set tasks
- Common oral assessment task
- Results and achievements: courses
- Results and achievements: endorsed programs
- Results and achievements: VET unit of competency
- Results and achievements: VET qualifications
- Results and achievements: DTWD funded VET skill set unit of competency
- Results and achievements: DTWD funded VET skill set

School Curriculum and Standards Authority

Data Procedures Manual 2024

Section 13:

Database programs

Contents

- Overview
- Civica Maze
- Administration of Schools
- Reporting to Parents
- SEQTA
- Synergetic
- Zunia
- SchoolPro

13.1 Overview

A number of software programs are used by schools to record student and school information. These include, but are not restricted to, Civica Maze, Administration of Schools (AoS), Reporting to Parents (for most public schools), SEQTA and Synergetic. Links to instructions for each of these programs can be found below.

Schools without specialised software can use Excel to record their data. Strict formats must be used to ensure the data can be uploaded into SIRS. Refer to instructions within the following sections of this manual:

- Offerings
- Student registration and demographics
- Enrolments
- Results and achievements.

13.2 Civica Maze

A username and password are required to access instructions on how to set up a Civica Maze database available on the Civica website (https://civicaeducation.com.au/).

13.3 Administration of Schools

A username and password are required to access instructions on how to set up an AoS database. Further resources can also be found on the CEWA website (https://leadinglights.cewa.edu.au/resources/).

13.4 Reporting to Parents

The majority of public schools in Western Australia use the RTP database to record information. Visit the Department's intranet, Ikon (https://ikon.education.wa.edu.au/-/report-to-the-school-curriculum-and-standards-authority) to access instructions on how to record and upload:

- student demographic information
- courses and endorsed programs information
- vocational education and training (VET) information
- externally set tasks information
- common oral assessment task information.

13.5 SEQTA

Assistance with SEQTA can be found on the education horizons website (https://educationhorizons.com/tech-support/).

13.6 Synergetic

Assistance with Synergetic can be found on the education horizons website (https://educationhorizons.com/tech-support/).

13.7 Zunia

Assistance with Zunia can be found on the education horizons website (https://educationhorizons.com/tech-support/).

13.8 SchoolPro

Assistance with SchoolPro can be found on the education horizons website (https://educationhorizons.com/tech-support/).

School Curriculum and Standards Authority

Data Procedures Manual 2024

Section 14:

Key terms

A list of key terms used in this manual is provided for quick reference.

Key term	Meaning
ABLE*WA*	Abilities Based Learning Education Western Australia
AoS	Administration of Schools (this is a software program utilised by some schools)
ATAR	Australian Tertiary Admission Rank
Authority	School Curriculum and Standards Authority
Civica Maze	This is a software program utilised by some schools
COAT	Common oral assessment task
.CSV	Comma-separated values file format (also, comma delimited)
dd/mm/yyyy	Date/Month/Year (e.g. 05/12/2024)
DTWD	Department of Training and Workforce Development
EALD	English as an Additional Language or Dialect
ENCOS	Enrolments in courses or course units (file)
ENEND	Enrolments in endorsed programs (file)
ENVET	Enrolments in vocational education and training (file)
ENSKILL	Enrolments in a DTWD funded VET skill set (file)
ESQUAL	VET qualification estimates (file)
EST	Externally set tasks
NAPLAN	National Assessment Program – Literacy and Numeracy
NCVER	National Centre for Vocational Education Research
OFCOS	Offerings in WACE courses (file)
OLNA	Online Literacy and Numeracy Assessment
.PDF	This is a file format
RSEND	Results of endorsed programs (file)
RSQUAL	Achievements of VET qualification (file)

Key term	Meaning
RSSKILL	Achievements of DTWD funded VET skill set (file)
RSUSKILL	Results of DTWD funded VET skill set units of competency (file)
RSVET	Results of VET unit of competency (file)
RTO	Registered Training Organisation
RTP	Reporting to Parents (this is a software program utilised by some schools)
SCS	School Curriculum and Standards Division
SCSA	School Curriculum and Standards Authority
.SCSV	Semicolon separated values file format
SEQTA	This is a software program utilised by some schools
SIRS	Student Information Records System
SRGDG	Student registration and demographics (file)
SRMS	Student Records Management System
Synergetic	This is a software program utilised by some schools
TISC	Tertiary Institutions Service Centre
TRBWA	Teacher Registration Board of Western Australia
UoC	Unit of competency
USI	Unique Student Identifier
VET	Vocational education and training
WACE	Western Australian Certificate of Education
WASN	Western Australian student number
WASSA	Western Australian Statement of Student Achievement

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