

Data transfer from schools, colleges and other providers
to the School Curriculum and Standards Authority (for 2024)

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**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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Notes:

1. All fields to be separated by a semi-colon (;) or by a comma (,)

[User can specify which type of file on upload]

1. Unless specified all fields to be left blank

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Specifications

Terminology

Terminology that is specific to computing

| Term | **Description** |
| --- | --- |
| Record | A set of data relating to a student (e.g. name record, address record) |
| Field | One item of data (e.g. family name, postcode) |
| File | A collection of similar records which belong to one provider (e.g. enrolment file consisting of the enrolment records for all Year 11 students). |

File Naming

The file name convention is to be of the form:

XXXXXSSSSTTYYY.csv

where XXXXX = record type (e.g. ENCOS)

 SSSS = the provider code (e.g. 4001)

 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 &

 Year 12 data

For example:

* a file name of enrolment records from provider 1002 for Year 11 would be ENCOS1002S1Y11.CSV
* a file name of offerings of course records from provider 1002 would be OFCOS1002Y1YUP.CSV

Course (COS) codes and course unit codes can be found at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes>

VET codes can be found at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/vet-industry-specific> and <https://senior-secondary.scsa.wa.edu.au/vet/wace-recognition-of-vet-accredited-courses>

Endorsed Programs codes can be found at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs>

Offering: COS offering CSV file format

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | OFCOSMaximum field length = 5 |
| 2 | B | Provider code (a provider is a school or organisation authorised to offer the Western Australian Certificate of Education [WACE]) | MandatoryMaximum field length = 10Provider code of course provider |
| 3 | C | Academic year | MandatoryMaximum field length = 2Must be either 10, 11 or 12 |
| 4 | D | Calendar year | MandatoryMaximum field length = 4In yyyy format |
| 5 | E | Course code | MandatoryMaximum field length = 12Unique code of the course, e.g. MPA or VBS |
| 6 | F | Course type | MandatoryMaximum field length = 6Either VETCOS or COSVETCOS identifies an offering in a VET industry specific course |
| 7 | G | Unit code | MandatoryMaximum field length = 12Unique code for the course unit |
| 8 | H | Qualification code | Mandatory – where the course type is VETCOSMaximum field length = 12Leave blank where the course type is COSUnique 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 | MandatoryMaximum field length = 9Must be a whole number |
| 10 | J | Contact/teacher family name\* | MandatoryMaximum field length = 30 |
| 11 | K | Contact/teacher given name\* | MandatoryMaximum field length = 30 |
| 12 | L | Contact/teacher registration number | MandatoryMaximum field length = 15Issued by TRBWAMust be a whole number |
| 13 | M | Estimated number of students for the teacher | OptionalMaximum field length = 9 Must be a whole number |
| 14 | N | Is this the main teacher/contact | MandatoryMaximum field length = 1Y or N  |

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

Registration: Student Registration and Demographic CSV file format

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | SRGDGMaximum field length = 5 |
| 2 | B | Provider code (a provider is a school or organisation authorised to offer the WACE) | Mandatory Maximum field length = 10Unique code for a course provider |
| 3 | C | Calendar year | Mandatory Maximum field length = 4Must be current year in yyyy format |
| 4 | D | Western Australian student number (WASN) | MandatoryMaximum field length = 15Must be a valid WASN issued by the Authority |
| 5 | E | Student title | Optional Maximum field length = 20e.g. Mr, Mrs, Miss, Ms |
| 6 | F | Student family name  | Mandatory Maximum field length = 40Legal family name of student |
| 7 | G | Student given name | Mandatory (Optional if student only has a family name)Maximum field length = 40Legal 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 = 81As printed on the certificateRecommend using title case, not block capitals |
| 11 | K | Date of birth | Mandatory Maximum field length = 10Must be valid past date In dd/mm/yyyy format |
| 12 | L | Gender | Mandatory Maximum field length = 1M for male or F for female or X for other |
| 13 | M | Status | Mandatory Maximum field length = 11 – Currently at provider2 – Deceased student3 – Left secondary education4 – Left from this provider5 – 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 AustraliaMaximum field length = 30 |
| 18 | R | Home postcode | Mandatory for Australia, but optional if home country (field #19) is not AustraliaMaximum 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 |
| 22 | V | Postal suburb | MandatoryCan 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 AustraliaCan 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 = 2Must be either K, PP, 01–12 |
| 27 | AA | Australian residency status | Mandatory Permanent resident, citizen or country of birth = Australia or New ZealandMaximum field length = 1Y or N |
| 28 | AB | Student fee status | Mandatory Maximum field length = 1Y – required to pay full feesN – 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 | MandatoryIs the student currently exempt from school under section 11 of the *School Education Act 1999*? Maximum field length = 1Y or N |
| 36 | AJ | Country of birth identifier | Optional, but mandatory, if visa subclass supplied (field #55) Maximum field length = 4[Australian Standard Classification of Countries (http://www.voced.edu.au/content/ngv20199)](http://www.voced.edu.au/content/ngv20199)  |
| 37 | AK | Language spoken at homeidentifier | OptionalMaximum field length = 4Refer to the [Australian Standard Classification of Languages (http://www.voced.edu.au/content/ngv20199)](http://www.voced.edu.au/content/ngv20199) (1201 = English) |
| 38 | AL | Proficiency in spoken English | Optional1 = very well2 = well3 = not well4 = not at allMaximum field length = 1 |
| 39 | AM | Labour force identifier | OptionalMaximum field length = 201 = full-time employee02 = part-time employee03 = self employed04 = employer05 = employed – unpaid work in a family business06 = unemployed – seeking full-time job07 = unemployed – seeking part-time job08 = not employed – not seeking employment |
| 40 | AN | Highest school level completed | OptionalMaximum field length = 202 = did not attend school08 = Year 8 or below09 = Year 9 or equivalent10 = completed Year 1011 = completed Year 1112 = completed Year 12 |
| 41 | AO | Year highest school level completed | OptionalMaximum field length = 4In yyyy format |
| 42 | AP | Prior education achievement 1 | OptionalMaximum field length = 3008 = Bachelor Degree or higher410 = Advanced Diploma or Associate Degree level420 = Diploma level511 = Certificate 4514 = Certificate 3521 = Certificate 2524 = Certificate 1990 = misc. education |
| 43 | AQ | Prior education achievement 2 | OptionalMaximum field length = 3008 = Bachelor Degree or higher410 = Advanced Diploma or Associate Degree level420 = Diploma level511 = Certificate 4514 = Certificate 3521 = Certificate 2524 = Certificate 1990 = misc. education |
| 44 | AR | Prior education achievement 3 | OptionalMaximum field length = 3008 = Bachelor Degree or higher410 = Advanced Diploma or Associate Degree level420 = Diploma level511 = Certificate 4514 = Certificate 3521 = Certificate 2524 = Certificate 1990 = misc. education |
| 45 | AS | Disability code 1 | OptionalMaximum field length = 211 = hearing/deaf12 = physical13 = intellectual14 = learning15 = mental illness16 = acquired brain impairment17 = vision18 = medical condition19 = other99 = unspecified |
| 46 | AT | Disability code 2 | OptionalMaximum field length = 211 = hearing/deaf12 = physical13 = intellectual14 = learning15 = mental illness16 = acquired brain impairment17 = vision18 = medical condition19 = other99 = unspecified |
| 47 | AU | Disability code 3 | OptionalMaximum field length = 211 = hearing/deaf12 = physical13 = intellectual14 = learning15 = mental illness16 = acquired brain impairment17 = vision18 = medical condition19 = other99 = unspecified |
| 48 | AV | Disability code 4 | OptionalMaximum field length = 211 = hearing/deaf12 = physical13 = intellectual14 = learning15 = mental illness16 = acquired brain impairment17 = vision18 = medical condition19 = other99 = unspecified |
| 49 | AW | Disability code 5 | OptionalMaximum field length = 211 = hearing/deaf12 = physical13 = intellectual14 = learning15 = mental illness16 = acquired brain impairment17 = vision18 = medical condition19 = other99 = unspecified |
| 50 | AX | Disability code 6 | OptionalMaximum field length = 211 = hearing/deaf12 = physical13 = intellectual14 = learning15 = mental illness16 = acquired brain impairment17 = vision18 = medical condition19 = other99 = unspecified |
| 51 | AY | Disability code 7 | OptionalMaximum field length = 211 = hearing/deaf12 = physical13 = intellectual14 = learning15 = mental illness16 = acquired brain impairment17 = vision18 = medical condition19 = other99 = unspecified |
| 52 | AZ | Australian Aboriginal or Torres Strait Islander | MandatoryMaximum field length = 11 = Aboriginal2 = Torres Strait Islander3 = Aboriginal and Torres Strait Islander4 = Neither9 = Not stated |
| 53 | BA | Date of status | Mandatory (related to field #13)Maximum field length = 10In dd/mm/yyyy format |
| 54 | BB | Hours of community service | OptionalNumeric (integer) or blankMaximum field length = 3 |
| 55 | BC | Visa subclass | OptionalMaximum field length = 10 |
| 56 | BD | Arrival date | OptionalMandatory, if visa subclass supplied (field #55)Maximum field length = 8Must be valid past dateIn dd/mm/yyyy format |
| 57 | BE | VET USI | OptionalMaximum field length = 10AlphanumericVET 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–9Optional Years 10–12Maximum field length = 10 = Not stated/unknown1 = Year 9 or equivalent or below2 = Year 10 or equivalent3 = Year 11 or equivalent4 = Year 12 or equivalent |
| 59 | BG | Parent 1 non-school education | Mandatory Years K–9Optional Years 10–12Maximum field length = 10 = Not stated/unknown5 = Certificate I to IV (including trades)6 = Diploma/Advanced Diploma7 = Bachelor Degree or higher8 = No non-school education |
| 60 | BH | Parent 1 occupation | Mandatory Years K–9Optional Years 10–12Maximum field length = 11 = Senior management2 = Other business manager3 = Tradesperson, clerk, sales and service staff4 = Machine operator8 = Not in paid work9 = Not stated/unknown |
| 61 | BI | Parent 1 main language other than English spoken at home | Mandatory Years K–9Optional Years 10–12Maximum field length = 4Refer to the [Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199)](https://www.voced.edu.au/content/ngv%3A20199) (1201 = English) |
| 62 | BJ | Parent 2 school education | Mandatory Years K–9Optional Years 10–12Maximum field length = 10 = Not stated/unknown1 = Year 9 or equivalent or below2 = Year 10 or equivalent3 = Year 11 or equivalent4 = Year 12 or equivalent |
| 63 | BK | Parent 2 non-school education | Mandatory Years K–9Optional Years 10–12Maximum field length = 10 = Not stated/unknown5 = Certificate I to IV (including trades)6 = Diploma/Advanced Diploma7 = Bachelor Degree or higher8 = No non-school education |
| 64 | BL | Parent 2 occupation | Mandatory Years K–9Optional Years 10–12Maximum field length = 11 = Senior management2 = Other business manager3 = Tradesperson, clerk, sales and service staff4 = Machine operator8 = Not in paid work9 = Not stated/unknown |
| 65 | BM | Parent 2 main language other than English spoken at home | Mandatory Years K–9Optional Years 10–12Maximum field length = 4Refer to the [Australian Standard Classification of Languages (http://www voced edu au/content/ngv20199)](http://www.voced.edu.au/content/ngv20199) (1201 = English, 0000 = Not stated/unknown) |
| 66 | BN | Class identification | Mandatory Years K–6Optional Years 7–12Maximum field length = 20Free text up to 20 characters |
| 67 | BO | Brightpath project student | MandatoryMaximum field length = 1Y or N |
| 68 | BP | ABLE*WA* project student | MandatoryMaximum field length = 1Y or N |

Enrolment: COS CSV file format

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | ENCOSMaximum field length = 5 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Course code | MandatoryMaximum field length = 12Unique code for the course |
| 4 | D | Course type | MandatoryMaximum field length = 6Either VETCOS or COSThis 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 | MandatoryMaximum field length = 12Unique 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 VETCOSLeave blank – where the course type is COSMaximum field length = 12This is the qualification code specified in the VET industry specific course documentation |
| 7 | G | Western Australian student number (WASN) | Mandatory Maximum field length = 15Must be a valid WASN issued by the Authority |
| 8 | H | Student family name  | MandatoryMaximum field length = 40Recommend using title case, not all capitals |
| 9 | I | Student given name | Mandatory (optional if student only has a family name)Maximum field length = 40Recommend using title case, not all capitals |
| 10 | J | Calendar year | MandatoryMaximum field length = 4Must be current year in yyyy format |
| 11 | K | Academic year | MandatoryMaximum field length = 2Must be one of the following values: 10, 11, 12 |
| 12 | L | Semester | MandatoryMaximum field length = 1Must be 1 = Semester 1, 2 = Semester 2, 3 = year-long |
| 13 | M | Contact/teacher family name\* | MandatoryMaximum field length = 30Recommend using title case, not all capitals |
| 14 | N | Contact/teacher given name\* | MandatoryMaximum field length = 30Recommend using title case, not all capitals |
| 15 | O | Contact/teacher registration number | Mandatory except for overseas schoolsIssued by TRBWAMaximum field length = 15Must be whole number |
| 16 | P | Class identification | MandatoryThis 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 | MandatoryMaximum field length = 100 |
| 18 | R | Enrolment activity for course | MandatoryE = enrolledW = withdrawnMaximum field length = 1Withdrawn from course will withdraw all course units and integrated UoC for the course |
| 19 | S | Enrolment activity for course unit | MandatoryE = enrolledW = withdrawnMaximum field length = 1If enrolment activity for course unit is enrolled, then enrolment activity for course cannot be withdrawn |

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

Enrolment: VET Unit of Competency (credit transfer or VET industry specific) CSV file format

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | ENVETMaximum field length = 5 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Course code | OptionalMaximum field length = 12Unique code of the course that the unit of competency is integrated intoLeave blank if the unit of competency is a credit transfer UoC |
| 4 | D | Course type | OptionalMaximum field length = 6Must be VETCOS when UoC is integrated into a VET industry specific course, otherwise leave blank |
| 5 | E | Unit code | OptionalMaximum field length = 12Leave blank for a credit transfer unit of competency enrolmentMandatory when VET industry specific course code is specified |
| 6 | F | Qualification code | MandatoryMaximum field length = 12Unique code for the qualification the student is working towards by completing this unit of competency |
| 7 | G | Unit of competency code | MandatoryMaximum field length = 12Unique code of the VET unit of competency the student is enrolling in |
| 8 | H | Registered training organisation provider code | MandatoryMaximum field length = 10The unique code of the RTO offering the unit of competency on behalf of the COS provider |
| 9 | I | Registered training organisation location code  | OptionalMaximum field length = 10Must be RTO location code for a contracted RTO provider |
| 10 | J | Western Australian student number (WASN) | MandatoryMaximum field length = 15Must be a valid WASN issued by the Authority |
| 11 | K | Student family name | MandatoryMaximum field length = 40Recommend using title case, not block capitals |
| 12 | L | Student given name | Mandatory (optional if student only has a family name)Maximum field length = 40Recommend using title case, not block capitals |
| 13 | M | Calendar year | MandatoryMaximum field length = 4In yyyy format |
| 14 | N | Academic year | MandatoryMaximum field length = 2Must be one of the following values: 10, 11, 12 |
| 15 | O | Semester | OptionalMaximum field length = 1Mandatory for an enrolment in a UoC integrated into a VET industry specific course unit enrolmentMust be 1 = Semester 1, 2 = Semester 2, 3 = year‑long |
| 16 | P | Contact/teacher family name\* | OptionalMandatory when given name or registration number is specifiedMaximum field length = 30Recommend using title case, not block capitals |
| 17 | Q | Contact/teacher given name\* | OptionalMandatory when family name or registration number is specifiedMaximum field length = 30Recommend using title case, not block capitals |
| 18 | R | Contact/teacher registration number | Optional Mandatory when family name or given name is specifiedMaximum field length = 15Issued by TRBWAMust be a whole number |
| 19 | S | Class identification | OptionalThe name to identify the teacher class group as specified by the provider (i.e. Class 1)Maximum field length = 20 |
| 20 | T | Commencing course identifier | OptionalMaximum field length = 13 = commencing enrolment in the qualification or course4 = continuing enrolment in the qualification or course from a previous year8 = unit of competency or module enrolment only |
| 21 | U | Enrolment activity start date | MandatoryMaximum field length = 10In dd/mm/yyyy format |
| 22 | V | Enrolment activity end date | Optional – will need to be specified with resultsMaximum field length = 10In dd/mm/yyyy format |
| 23 | W | Delivery mode identifier | MandatoryMaximum field length = 210 = classroom-based20 = electronic-based30 = employment-based40 = other delivery (e.g. correspondence)90 = not applicable (RPL or credit transfer) |
| 24 | X | Traineeship/apprenticeship contract ID | OptionalMaximum field length = 10 |
| 25 | Y | Enrolment activity | MandatoryMaximum field length = 1E = enrolledW = withdrawn |
| 26 | Z | Study reason identifier | Optional Maximum field length = 201 = to get a job02 = to develop my existing business03 = to start my own business04 = to try for a different career05 = to get a better job or promotion06 = it was a requirement of my job07 = I want extra skills for my job08 = to get into another course11 = other reason12 = for personal interest or self-development |
| 27 | AA | VET type | OptionalMaximum field length = 1Y = VET in schoolsN = VET outside of a school arrangement |
| 28 | AB | Qualification enrolment | OptionalMaximum field length = 1Y = enrolled in full qualification to be completedN = not enrolled in full qualification to be completed |
| 29 | AC | School-based apprenticeship/traineeship | OptionalMaximum field length = 4SBT = School-based traineeshipASBT = Aboriginal school-based traineeshipSBA = School-based apprenticeshipASBA = Aboriginal school-based apprenticeshipPAiS = Pre-apprenticeship in schoolIB = Industry-based accredited course |
| 30 | AD | VET USI | OptionalField length = 10AlphanumericVET 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.

Enrolment: Endorsed programs CSV file format

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | ENENDMaximum field length = 6 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Endorsed programs code | MandatoryMaximum field length = 12Unique code for the course program |
| 4 | D | Western Australian student number (WASN) | MandatoryMaximum field length = 15Must be a valid WASN issued by the Authority |
| 5 | E | Student family name | MandatoryMaximum field length = 40Recommend using title case, not block capitals |
| 6 | F | Student given name | Mandatory (optional if student only has a family name)Maximum field length = 40Recommend using title case, not block capitals |
| 7 | G | Calendar year | MandatoryMaximum field length = 4In yyyy format |
| 8 | H | Academic year | MandatoryMaximum field length = 2Must be one of the following values: 10, 11, 12 |
| 9 | I | Semester | MandatoryMaximum field length = 1Valid value 3 = year long  |
| 10 | J | Contact/teacher family name | MandatoryMandatory when given name or registration number is specifiedMaximum field length = 30Recommend using title case, not block capitals |
| 11 | K | Contact/teacher given name\* | Mandatory when family name or registration number is specifiedMaximum field length = 30Recommend using title case, not block capitals |
| 12 | L | Contact/teacher registration number\* | Mandatory except for overseas schoolsIssued by TRBWAMaximum field length = 15Must be a whole number |
| 13 | M | Class identification | OptionalIdentifies the teacher class group as specified by the provider (e.g. Class 1)Maximum field length = 20 |
| 14 | N | Enrolment activity | MandatoryMaximum field length = 1E = enrolledW = 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 blankMaximum field length = 12 |

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

Enrolment: VET unit of competency enrolments for DTWD funded skill sets (ENSKILL)

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | ENSKILLMaximum field length = 7 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Skill set code | MandatoryMaximum field length = 12Unique code for the skill set the student is trying to achieve by completing this unit of competency |
| 4 | D | Unit of competency code | MandatoryMaximum field length = 12Unique code of the VET unit of competency the student is enrolling in |
| 5 | E | Registered training organisation provider code | MandatoryMaximum field length = 10The unique code of the RTO offering the unit of competency on behalf of the COS provider |
| 6 | F | Registered training organisation location code  | OptionalMaximum field length = 10Must be RTO location code for a contracted RTO provider |
| 7 | G | Western Australian student number (WASN) | MandatoryMaximum field length = 15Must be a valid WASN issued by the Authority |
| 8 | H | Student family name | MandatoryMaximum field length = 40Recommend using title case, not block capitals |
| 9 | I | Student given name | Mandatory (optional if student only has a family name)Maximum field length = 40Recommend using title case, not block capitals |
| 10 | J | Calendar year | MandatoryMaximum field length = 4In yyyy format |
| 11 | K | Academic year | MandatoryMaximum field length = 2Must be one of the following values: 11, 12 |
| 12 | L | Contact/teacher family name\* | OptionalMandatory when given name or registration number is specifiedMaximum field length = 30Recommend using title case, not block capitals |
| 13 | M | Contact/teacher given name\* | OptionalMandatory when family name or registration number is specifiedMaximum field length = 30Recommend using title case, not block capitals |
| 14 | N | Contact/teacher registration number | Optional Mandatory when family name or given name is specifiedMaximum field length = 15Issued by TRBWAMust be a whole number |
| 15 | O | Class identification | OptionalThe 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 | OptionalMaximum field length = 13 = commencing enrolment in the skill set 4 = continuing enrolment in the skill set from a previous year8 = unit of competency or module enrolment only |
| 17 | Q | Enrolment activity start date | MandatoryMaximum field length = 10In dd/mm/yyyy date format |
| 18 | R | Enrolment activity end date | Optional – will need to be specified with resultsMaximum field length = 10In dd/mm/yyyy date format |
| 19 | S | Delivery mode identifier | MandatoryMaximum field length = 210 = classroom-based20 = electronic-based30 = employment-based40 = other delivery (e.g. correspondence)90 = not applicable (RPL or credit transfer) |
| 20 | T | Enrolment activity | MandatoryMaximum field length = 1E = enrolledW = withdrawn |
| 21 | U | Study reason identifier | Optional Maximum field length = 201 = to get a job02 = to develop my existing business03 = to start my own business04 = to try for a different career05 = to get a better job or promotion06 = it was a requirement of my job07 = I want extra skills for my job08 = to get into another course11 = other reason12 = for personal interest or self-development |
| 22 | V | VET type | OptionalMaximum field length = 1Y = VET in schoolsN = VET outside of a school arrangement |
| 23 | W | Skill set enrolment | OptionalMaximum field length = 1Y = enrolled in full skill set to be completedN = not enrolled in full skill set to be completed |
| 24 | X | VET USI | OptionalField length = 10AlphanumericVET 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.

Result: COS unit CSV file format

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSCOSMaximum field length = 5 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Course code | MandatoryMaximum field length = 10Unique code the course |
| 4 | D | Course type | MandatoryEither VETCOS or COSMaximum field length = 6This 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 COSMaximum field length = 12 |
| 6 | F | Qualification code | Mandatory where the course type is VETCOSLeave blank where the course type is COSMaximum field length = 12This is the qualification code that the student is working towards as defined in the VET industry specific course documentation |
| 7 | G | Western Australian student number (WASN) | MandatoryMaximum field length = 15Must be a valid WASN issued by the Authority |
| 8 | H | Student family name | MandatoryMaximum field length = 40Recommend using title case, not block capitals |
| 9 | I | Student given name | Mandatory (optional if student only has a family name)Maximum field length = 40Recommend using title case, not block capitals |
| 10 | J | Calendar year | MandatoryMaximum field length = 4In yyyy format |
| 11 | K | Academic year | MandatoryMaximum field length = 2Must be one of the following values: 10, 11, 12 |
| 12 | L | Semester/year-long | MandatoryMaximum field length = 1Must be: 1 = Semester 1, 2 = Semester 2, 3 = year-long |
| 13 | M | Grade  | Mandatory for course type = COS only, all coursesMaximum field length = 1Must be: A, B, C, D, E or UGrade 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 = 3A whole number, 0 to 100 |
| 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 = 3A 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 optionalNot required for Preliminary coursesMaximum field length = 3A whole number, 0 to 100 |

Result: VET Unit of Competency (credit transfer or VET industry specific) CSV file format

| Column number | Column reference | Field Name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSVETMaximum field length = 5 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Course code | OptionalMaximum field length = 12Leave blank for a VET credit transfer unit of competency resultUnique code of the course that the unit of competency is integrated with |
| 4 | D | Course type | OptionalMaximum field length = 6Must be VETCOS when UoC is integrated into a VET industry specific course, otherwise leave blank  |
| 5 | E | Unit code | OptionalMaximum field length = 12Leave blank for a VET credit transfer unit of competency enrolmentMandatory when VET industry specific course code is specified |
| 6 | F | Qualification code | MandatoryMaximum field length = 12Unique code for the qualification the student is working towards by completing this unit of competency |
| 7 | G | Unit of competency code | MandatoryMaximum field length = 12Unique code for the VET unit of competency that the results are for |
| 8 | H | Registered training organisation provider code | MandatoryMaximum field length = 10The unique code of contracted RTO, VETCOS or COS provider |
| 9 | I | Western Australian student number (WASN) | MandatoryMaximum field length = 15Must be a valid WASN issued by the Authority |
| 10 | J | Student family name | MandatoryMaximum field length = 40Recommend using title case, not block capitals |
| 11 | K | Student given name | Mandatory (optional if student only has a family name) Maximum field length = 40Recommend using title case, not block capitals |
| 12 | L | Calendar year | MandatoryMaximum field length = 4In yyyy format |
| 13 | M | Academic year | MandatoryMaximum field length = 2Must be one of the following values: 10, 11, 12 |
| 14 | N | Semester | OptionalMaximum field length = 1Mandatory for an enrolment in a UoC integrated in a VET industry specific course unit enrolmentValid values 1 = Semester 1, 2 = Semester 2, 3 = year-long |
| 15 | O | Result | MandatoryMaximum field length = 220 = competency achieved/pass30 = competency not achieved/fail40 = withdrawn/discontinued41 = withdrawn/discontinued due to RTO closure51 = recognition of prior learning – granted52 = recognition of prior learning – not granted60 = credit transfer/national recognition61 = superseded subject70 = continuing enrolment81 = non-assessable activity – satisfactorily completed82 = non-assessable activity – withdrawn or not satisfactorily completed85 = not yet started90 = not yet available99 = incorrect enrolment – delete |
| 16 | P | Contact/teacher family name\* | OptionalMaximum field length = 30 |
| 17 | Q | Contact/teacher given name\* | OptionalMaximum field length = 30 |
| 18 | R | Contact/teacher registration number | OptionalMaximum field length = 15Issued by TRBWA Must be a whole number |
| 19 | S | Class identification | OptionalThe 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 | OptionalMaximum field length = 13 = commencing enrolment in the qualification or course4 = continuing enrolment in the qualification or course from a previous year8 = unit of competency or module enrolment only |
| 21 | U | Enrolment activity start date | MandatoryMaximum field length = 10In dd/mm/yyyy format |
| 22 | V | Enrolment activity end date | MandatoryMaximum field length = 10In dd/mm/yyyy format |
| 23 | W | Delivery mode identifier | MandatoryMaximum field length = 210 = classroom-based20 = electronic-based30 = employment-based40 = other delivery (e.g. correspondence)90 = not applicable (RPL or credit transfer) |
| 24 | X | Traineeship/apprenticeship contract ID | OptionalMaximum field length = 10 |
| 25 | Y | Study reason identifier | OptionalMaximum field length = 201 = to get a job02 = to develop my existing business03 = to start my own business04 = to try for a different career05 = to get a better job or promotion06 = it was a requirement of my job07 = I want extra skills for my job08 = to get into another course11 = other reason12 = for personal interest or self-development |
| 26 | Z | VET type | OptionalMaximum field length = 1Y = VET arranged and managed by schoolN = VET outside of a school arrangement |
| 27 | AA | School-based apprenticeship/traineeship | OptionalMaximum field length = 4SBT = School-based traineeshipASBT = Aboriginal school-based traineeshipSBA = School-based apprenticeshipASBA = Aboriginal school-based apprenticeshipPAiS = Pre-apprenticeship in schoolIB = Industry-based accredited course |
| 28 | AB | VET USI | OptionalMaximum field length = 10AlphanumericVET 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.

Estimates: VET Qualification Estimates CSV file format

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | ESQUALMaximum field length = 6 |
| 2 | B | Provider code (a provider is a school or organisation authorised to offer the WACE) | MandatoryMaximum field length = 10Provider at which the student is enrolled |
| 3 | C | Qualification code | MandatoryMaximum field length = 12Unique code for the qualification the provider is offering |
| 4 | D | Registered training organisation provider code | MandatoryMaximum field length = 10The unique code of the RTO offering the qualification on behalf of the COS provider |
| 5 | E | Western Australian student number (WASN) | MandatoryMaximum field length = 15Must be a valid WASN issued by the Authority |
| 6 | F | Student family name | MandatoryMaximum field length = 40Recommend using title case, not all capitals |
| 7 | G | Student given name | Mandatory (optional if student only has a family name)Maximum field length = 40Recommend using title case, not all capitals |
| 8 | H | Calendar year | MandatoryMaximum field length = 4In yyyy format |
| 9 | I | Academic year | MandatoryMaximum field length = 2Must be in the range: 07–12 |
| 10 | J | Delivery arrangement identifier | MandatoryMaximum field length = 21 = Auspice2 = VET in schools profile3 = School-based traineeship/apprenticeship(4 = NO LONGER IN USE)5 = Fee for service6 = School as the RTO7 = Combination of delivery arrangements8 = Scholarship or external stakeholder funding source. For example, industry grants or scholarships9 = Category 2 VET – VET outside of school arrangement |
| 11 | K | Enrolment activity | MandatoryMaximum field length = 1E = enrolledW = withdrawn |

Result: Qualification Achieved CSV file format

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSQUALMaximum field length = 6 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Qualification code | MandatoryMaximum field length = 12Unique code for the qualification |
| 4 | D | Registered training organisation provider code | MandatoryMaximum field length = 10The unique code of the RTO offering the qualification on behalf of the COS provider |
| 5 | E | Western Australian student number (WASN) | MandatoryMaximum field length = 15Must be a valid WASN issued by the Authority |
| 6 | F | Student family name | MandatoryMaximum 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 | MandatoryMaximum field length = 4In yyyy format |
| 9 | I | Academic year | MandatoryMaximum field length = 2Must be one of the following values: 10, 11, 12 |
| 10 | J | Certificate issued | MandatoryMaximum field length = 1Y or NCertificate issuedY = the student has achieved the qualification and received the qualification certificate transcript from the RTON = the student has achieved the qualification, but has not yet received the certificate transcript from the RTO |
| 11 | K | VET USI | OptionalField length = 10AlphanumericVET Unique Student Identifier (USI) is required for qualifications to contribute towards the WACE requirements |

Result: Endorsed programs CSV file format

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSENDMaximum field length = 6 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Endorsed programs code | MandatoryMaximum field length = 12Unique code for the program |
| 4 | D | Western Australian student number (WASN) | MandatoryMaximum field length = 15Must be a valid WASN issued by the Authority |
| 5 | E | Student family name | MandatoryMaximum field length = 40Recommend using title case, not block capitals |
| 6 | F | Student given name | Mandatory (optional if student only has a family name)Maximum field length = 40Recommend using title case, not block capitals |
| 7 | G | Calendar year | MandatoryMaximum field length = 4In yyyy format |
| 8 | H | Academic year | MandatoryMaximum field length = 2Must be one of the following values: 10, 11, 12 |
| 9 | I | Semester | MandatoryMaximum field length = 1Valid value 3 = year-long |
| 10 | J | Result code\* | MandatoryExample only:Authority-developedA – achievedN – not achievedAuthority-developed Workplace Learning1–9999 for workplace hours completedProvider-developedAW – awardedCM – competentSchool-developedA – achievedN – not achievedMaximum field length = 5 |
| 11 | K | Contact/teacher family name† | MandatoryMandatory when given name or registration number is specifiedMaximum field length = 30 |
| 12 | L | Contact/teacher given name† | Mandatory when family name or registration number is specifiedMaximum field length = 30 |
| 13 | M | Contact/teacher registration number | Mandatory except for overseas schoolsIssued by TRBWAMaximum field length = 15Must be a whole number |
| 14 | N | Class identification | OptionalThe 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 blankMaximum 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.

Result: Externally Set Tasks CSV file format

| Columnnumber | Column reference | Field name | Comment |
| --- | --- | --- | --- |
|  | A | Record type | RSESTMaximum field length = 5 |
|  | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
|  | C | Course code | MandatoryMaximum field length = 10Unique code for the course |
|  | 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 scriptMaximum field length = 12 |
|  | E | Western Australian student number (WASN) | MandatoryMaximum field length = 15Must be a valid WASN issued by the Authority |
|  | F | Student family name | MandatoryMaximum field length = 40Recommend using title case, not block capitals |
|  | G | Student given name | Mandatory (optional if student only has a family name)Maximum field length = 40Recommend using title case, not block capitals |
|  | H | Calendar year | MandatoryMaximum field length = 4In yyyy format |
|  | I | Academic year | MandatoryMaximum field length = 2Must be the following values only: 10, 11, 12 |
|  | J | EST total raw mark† | Mandatory for Year 12 General and Foundation students who sat the ESTMaximum field length = 3A whole number, 0 to max EST raw score, or ABS for Absent |
|  | K | Penalty Applied | MandatoryMaximum field length = 1Y or NPenalty applied to EST total raw markY = the student’s EST total raw mark has had a penalty applied based on your school’s policyN = the student’s EST total raw mark has had no penalty applied |
|  | L | EST sit date | Mandatory Maximum field length = 10Date that the student sat the ESTFormat 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.

Result: Common Oral Assessment Task CSV file format

| Columnnumber | Column reference | Field name | Comment |
| --- | --- | --- | --- |
|  | A | Record type | RSCOTMaximum field length = 5 |
|  | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
|  | C | Course code | MandatoryMaximum field length = 10Unique code for the course |
|  | D | Western Australian student number (WASN) | MandatoryMaximum field length = 15Must be a valid WASN issued by the Authority |
|  | E | Student family name | MandatoryMaximum field length = 40Recommend using title case, not block capitals |
|  | F | Student given name | Mandatory (optional if student only has a family name)Maximum field length = 40Recommend using title case, not block capitals |
|  | G | Calendar year | MandatoryMaximum field length = 4In yyyy format |
|  | H | Academic year | MandatoryMaximum field length = 2Must be the following values only: 10, 11, 12 |
|  | I | COAT criterion 1 mark | Mandatory if not absentMaximum field length = 2A whole number (0 to max COAT criterion 1 mark) or blank if absentMust be blank if COAT absent flag = Y |
|  | J | COAT criterion 2 mark | Mandatory if not absentMaximum field length = 2A whole number (0 to max COAT criterion 2 mark) or blank if absentMust be blank if COAT absent flag = Y |
|  | K | COAT criterion 3 mark | Mandatory if not absentMaximum field length = 2A whole number (0 to max COAT criterion 3 mark) or blank if absentMust be blank if COAT absent flag = Y |
|  | L | COAT criterion 4 mark | Mandatory if not absentMaximum field length = 2A whole number (0 to max COAT criterion 4 mark) or blank if absentMust be blank if COAT absent flag = Y |
|  | M | COAT absent flag | Mandatory if not absentMaximum field length = 1Y or NY = the student was absentN = the student was not absent |

Result: VET unit of competency results for DTWD funded skill sets (RSUSKILL)

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSUSKILLMaximum field length = 8 |
| 2 | B | Provider code | MandatoryMaximum field length = 10Unique code for the course provider |
| 3 | C | Skill set code | MandatoryMaximum field length = 12Unique code for the skill set the student is trying to achieve by completing this unit of competency |
| 4 | D | Unit of competency code | MandatoryMaximum field length = 12Unique code for the VET unit of competency that the results are for |
| 5 | E | Registered training organisation provider code | MandatoryMaximum field length = 10The unique code of the contracted RTO or COS provider |
| 6 | F | Western Australian student number (WASN) | MandatoryMaximum field length = 15Must be a valid WASN issued by the Authority |
| 7 | G | Student family name | MandatoryMaximum field length = 40Recommend using title case, not block capitals |
| 8 | H | Student given name | Mandatory (optional if student only has a family name)Maximum field length = 40Recommend using title case, not block capitals |
| 9 | I | Calendar year | MandatoryMaximum field length = 4In yyyy format  |
| 10 | J | Academic year | MandatoryMaximum field length = 2Must be one of the following values: 11, 12 |
| 11 | K | Result | MandatoryMaximum field length = 220 = competency achieved/pass30 = competency not achieved/fail40 = withdrawn/discontinued41 = withdrawn/discontinued due to RTO closure51 = recognition of prior learning – granted52 = recognition of prior learning – not granted60 = credit transfer/national recognition61 = superseded subject70 = continuing enrolment81 = non-assessable activity – satisfactorily completed82 = non-assessable activity – withdrawn or not satisfactorily completed85 = not yet started90 = not yet available99 = incorrect enrolment – delete |
| 12 | L | Contact/teacher family name\* | OptionalMaximum field length = 30 |
| 13 | M | Contact/teacher given name\* | OptionalMaximum field length = 30 |
| 14 | N | Contact/teacher registration number | OptionalMaximum field length = 15Issued by TRBWA Must be a whole number |
| 15 | O | Class identification | OptionalThe 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 | OptionalMaximum field length = 13 = commencing enrolment in the skill set 4 = continuing enrolment in the skill set from a previous year8 = unit of competency or module enrolment only |
| 17 | Q | Enrolment activity start date | MandatoryMaximum field length = 10In dd/mm/yyyy format |
| 18 | R | Enrolment activity end date | MandatoryMaximum field length = 10In dd/mm/yyyy format |
| 19 | S | Delivery mode identifier | MandatoryMaximum field length = 210 = classroom-based20 = electronic-based30 = employment-based40 = other delivery (e.g. correspondence)90 = not applicable (RPL or credit transfer) |
| 20 | T | Study reason identifier | OptionalMaximum field length = 201 = to get a job02 = to develop my existing business03 = to start my own business04 = to try for a different career05 = to get a better job or promotion06 = it was a requirement of my job07 = I want extra skills for my job08 = to get into another course11 = other reason12 = for personal interest or self-development |
| 21 | U | VET type | OptionalMaximum field length = 1Y = VET arranged or managed by schoolsN = VET outside of a school arrangement |
| 22 | V | VET USI | OptionalMaximum field length = 10AlphanumericVET 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.

Result: DTWD funded VET skill sets results (RSSKILL)

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

Registration: Teacher registration CSV file format (Brightpath project schools only)

| Columnnumber | Column reference | Field name | Comment |
| --- | --- | --- | --- |
|  | A | Record type | THREGMaximum field length = 5 |
|  | B | Academic year | MandatoryMaximum field length = 2Must be K, PP or 01–06 |
|  | C | Calendar year | MandatoryMaximum field length = 4Must be current year in YYYY format |
|  | D | Provider code | MandatoryMaximum field length = 10Unique school code |
|  | E | Teacher title | MandatoryMaximum field length = 10 |
|  | F | Teacher family name\* | Mandatory Maximum field length = 30Recommend using title case, not all capitals |
|  | G | Teacher given name\* | Mandatory Maximum field length = 30Recommend using title case, not all capitals |
|  | H | Teacher registration number | MandatoryIssued by TRBWAMaximum field length = 15Must be whole number |
|  | I | Work email address | MandatoryUsed for the User IDMaximum field length = 100 |
|  | J | Administration rights for Brightpath | MandatoryMaximum field length = 1Y or N |
|  | K | Class identification | OptionalThis is the name to identify the teacher major class group as specified by the provider (e.g. class ABC).For a principal, deputy or other support staff, use Admin.Maximum field length = 20 |

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

Changes to Upload Formats

| Upload format | Daterequired | Field | Comment |
| --- | --- | --- | --- |
| Number | Name |
| ENVET | May 2024 | 18 | Contact/teacher registration number | Clarified that number is mandatory when given/family name is specified |
| RSEST | May 2024 | 11 | Penalty applied | Added |
| RSEST | May 2024 | 12 | EST sit date | Added |
| ENSKILL | June 2024 | All | All | Added new file format |
| RSUSKILL | Nov 2024 | All | All | Added new file format |
| RSSKILL | Nov 2024 | All  | All | Added new file format |