



Data Procedures Manual 2025

Section 10: Results and achievements

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Note: screenshots are for illustration purposes only and may show a date prior to 2025.

10.1 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 2025, 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

10.2 Courses

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

- *Application form for student appeal against school assessment 2025* (Appeals section)
- *Application for recording of enrolment and achievement in ATAR Units 1 and 2 for students in Year 10 in 2027 (Year 8, 2025)* (Enrolments section).

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

10.2.1 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 2025* for further details of this process. The appeal form is available on the Authority website on the [Applications and Order Forms page \(www.scsa.wa.edu.au/forms\)](http://www.scsa.wa.edu.au/forms).

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

10.3 Vocational education and training

The following forms, relevant to VET achievements, are available on the Authority website on the [Applications and Order Forms page \(www.scsa.wa.edu.au/forms\)](http://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 2025*
- *Application for WACE recognition in VET completed outside of a school arrangement.*

10.4 Endorsed programs

Schools are required to report successful completion of endorsed programs to the Authority via SIRS. 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 \(https://senior-secondary.scsa.wa.edu.au/vet/endorsed-programs\)](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 the *VET and endorsed programs achievement declaration* form. The form is included as part of the confirmation of achievements package sent to schools each year.

10.5 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 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.

10.6 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 \(REND\)](#)
- [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 \(RSSKILL\).](#)

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

| | 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 | | 23345678 | Student |
| 3 | RSCOS | 1234 | PHY | COS | ATPHY | | 23345678 | Student |
| 4 | RSCOS | 1234 | MAM | COS | ATMAM | | 23345678 | Student |
| 5 | RSCOS | 1234 | MDT | COS | GTMDTW | | 23345679 | Smith |
| 6 | RSCOS | 1234 | REL | COS | ATREL | | 23345679 | Smith |

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 Table 23. Screenshots of all required columns are included following the table.

Notes:

- Once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** or an **.SCSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.

Table 23: Section 10 – 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 |

| Column number | Column reference | Field name | Comment |
|---------------|------------------|--|---|
| 3 | C | Course code | Mandatory Maximum field length = 10 Unique code for the course |
| 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 enrolls into the VET industry specific Business and Financial Services course, while it would be set to COS if the student enrolls 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 |

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| Column number | Column reference | Field name | Comment |
|---------------|------------------|---|---|
| 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 |
| 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 | | 23345678 | Student |
| 3 | RSCOS | 1234 | PHY | COS | ATPHY | | 23345678 | Student |
| 4 | RSCOS | 1234 | MAM | COS | ATMAM | | 23345678 | Student |
| 5 | RSCOS | 1234 | MDT | COS | GTMDTW | | 23345679 | Smith |
| 6 | RSCOS | 1234 | REL | COS | ATREL | | 23345679 | 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 a course unit mark has not been entered, a space must be added in the course unit mark field to maintain the format of the file. 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:

[10.7 Saving data for upload into SIRS](#)

10.6.2 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 programs code | WA Student Number | Student Family Name | Student Given Name | Calendar Year | Academic Year | Semester |
| 2 | RSEND | 4321 | PCCNA1 | 33221166 | Smith | John | 2025 | 11 | 3 |
| 3 | RSEND | 4321 | ADWPL | 33221166 | Smith | John | 2025 | 11 | 3 |
| 4 | RSEND | 1234 | PK4L | 33113355 | Parker | Peter | 2025 | 12 | 3 |
| 5 | RSEND | 1234 | ADCS | 33113355 | Parker | Peter | 2025 | 12 | 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 Table 24. Screenshots of all required columns are included following the table.

Notes:

- Once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** or an **.SCSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.

Table 24: Section 10 – 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 |

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| Column number | Column reference | Field name | Comment |
|---------------|------------------|-------------------------------------|---|
| 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 |
| 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 | I |
|---|-------------|---------------|------------------------|-------------------|---------------------|--------------------|---------------|---------------|----------|
| 1 | Record type | Provider code | Endorsed programs code | WA Student Number | Student Family Name | Student Given Name | Calendar Year | Academic Year | Semester |
| 2 | RSEND | 4321 | PCCNA1 | 33221166 | Smith | John | 2025 | 11 | 3 |
| 3 | RSEND | 4321 | ADWPL | 33221166 | Smith | John | 2025 | 11 | 3 |
| 4 | RSEND | 1234 | PK4L | 33113355 | Parker | Peter | 2025 | 12 | 3 |
| 5 | RSEND | 1234 | ADCS | 33113355 | Parker | Peter | 2025 | 12 | 3 |

| J | K | L | M | N | O |
|-------------|-----------------------------|----------------------------|-------------------------------------|----------------------|--------------------|
| Result code | Contact/Teacher Family Name | Contact/Teacher Given Name | Contact/Teacher registration number | Class identification | Qualification code |
| N | | | | | |
| 55 | | | | | BSB20120 |
| A | Flintstone | Fredrick | 32050253 | | |
| A | Flintstone | Fredrick | 32050253 | | |

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:

[10.7 Saving data for upload into SIRS](#)

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

| | A | B | C | D | E | F | G | H | I | J |
|---|-------------|---------------|-------------|-------------|-----------|--------------------|-------------------------|-------------------|-------------------|---------------------|
| | Record type | Provider code | Course code | Course type | Unit code | Qualification code | Unit of Competency code | RTO provider code | WA Student Number | Student Family Name |
| 1 | | | | | | | | | | |
| 2 | RSVET | 1234 | VCS | VETCOS | VEVCSC | CHC30121 | CHCECE030 | 22557 | 31764162 | Smith |
| 3 | RSVET | 1234 | VCS | VETCOS | VEVCSC | CHC30121 | CHCECE031 | 22557 | 31764162 | Smith |
| 4 | RSVET | 4321 | | | | AHC20116 | AHCWHS201 | 83362 | 228811223 | Parker |

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 Table 25. Screenshots of all required columns are included following the table.

Notes:

- Once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** or an **.SCSV** file before it can be uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.

Table 25: Section 10 – 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 |

| Column number | Column reference | Field name | Comment |
|---------------|------------------|--|---|
| 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 |
| 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 |

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| Column number | Column reference | Field name | Comment |
|---------------|------------------|-------------------------------------|---|
| 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 |
| 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) |

| Column number | Column reference | Field name | Comment |
|---------------|------------------|---|---|
| 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 |
| 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 |
|---|-------------|---------------|-------------|-------------|-----------|--------------------|-------------------------|-------------------|-------------------|---------------------|
| | Record type | Provider code | Course code | Course type | Unit code | Qualification code | Unit of Competency code | RTO provider code | WA Student Number | Student Family Name |
| 1 | | | | | | | | | | |
| 2 | RSVET | 1234 | VCS | VETCOS | VEVCSC | CHC30121 | CHCECE030 | 22557 | 31764162 | Smith |
| 3 | RSVET | 1234 | VCS | VETCOS | VEVCSC | CHC30121 | CHCECE031 | 22557 | 31764162 | Smith |
| 4 | RSVET | 4321 | | | | AHC20116 | AHCWHS201 | 83362 | 228811223 | Parker |

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| K | L | M | N | O | P | Q | R | S |
|--------------------|---------------|---------------|----------|--------|-----------------------------|----------------------------|-------------------------------------|----------------------|
| Student Given Name | Calendar Year | Academic Year | Semester | Result | Contact/Teacher Family name | Contact/Teacher Given name | Contact/Teacher registration number | Class identification |
| John | 2025 | 11 | 3 | 20 | | | | |
| John | 2025 | 11 | 3 | 70 | | | | |
| Peter | 2025 | 12 | 3 | 20 | | | | |

| T | U | V | W | X | Y | Z | AA | AB |
|------------------------------|-------------------------------|-----------------------------|--------------------------|--|-------------------------|----------|---|------------|
| Commencing course identifier | Enrolment activity start date | Enrolment activity end date | Delivery mode identifier | Traineeship/apprenticeship contract ID | Study reason identifier | VET type | School-based apprenticeship/traineeship | VET USI |
| | 31/01/2025 | 25/10/2025 | 10 | | | Y | | ABCDE12345 |
| | 31/01/2025 | 26/10/2025 | 10 | | | Y | | ABCDE12346 |
| | 31/01/2025 | 27/10/2025 | 10 | | | Y | | 54321DEFGH |

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

| | A | B | C | D | E | F | G |
|---|-------------|---------------|----------------|-------------------------|----------|-------------------|---------------------|
| | Record type | Provider code | Skill set code | Unit of Competency code | RTO code | WA Student Number | Student Family Name |
| 1 | | | | | | | |
| 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 Table 26. Screenshots of all required columns are included following the table.

Notes:

- Once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** or an **.SCSV** file before it can be uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.

Table 26: Section 10 – 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 |
| 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 |

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| Column number | Column reference | Field name | Comment |
|---------------|------------------|-------------------------------------|---|
| 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 |
| 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) |

| Column number | Column reference | Field name | Comment |
|---------------|------------------|-------------------------|---|
| 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 |

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| 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 |

10.6.5 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 27: Section 10 – 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 28: Section 10 – 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. |

| Value | Description |
|-----------|---|
| 30 | The student has been assessed as not satisfying the requirements for the unit of competency or module. (The student must attempt all 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 NCVET. |
| 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. |

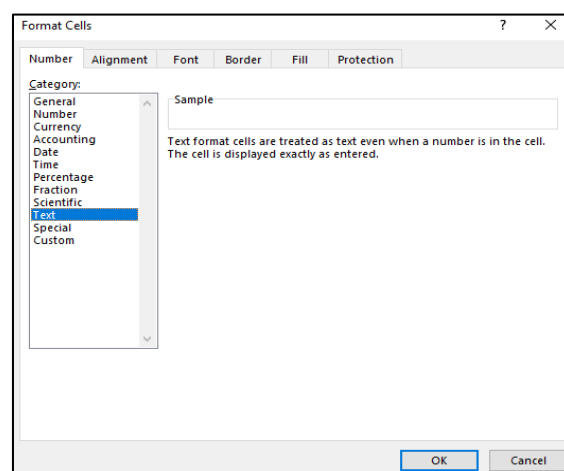
Notes to table

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:

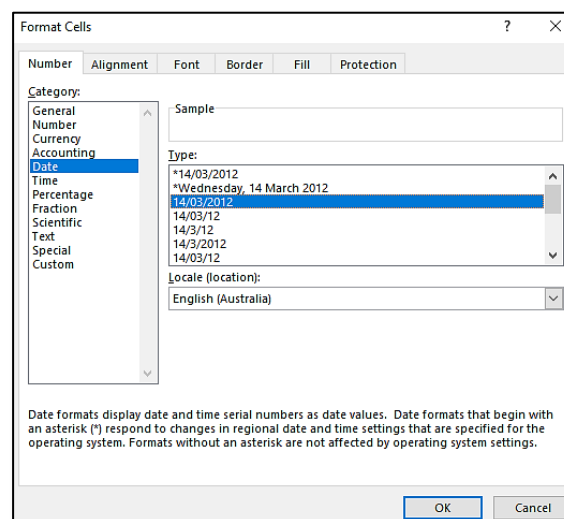
1. Click on the top of the required column to highlight the whole column.
2. Right-click the mouse.
3. Choose **Format cells**.
4. Click on the **Number** tab.
5. Under **Category**, click on **Text**.
6. Click on the **OK** button.

**Formatting cell for date**

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

Before entering the date:

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

**Study reason**

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

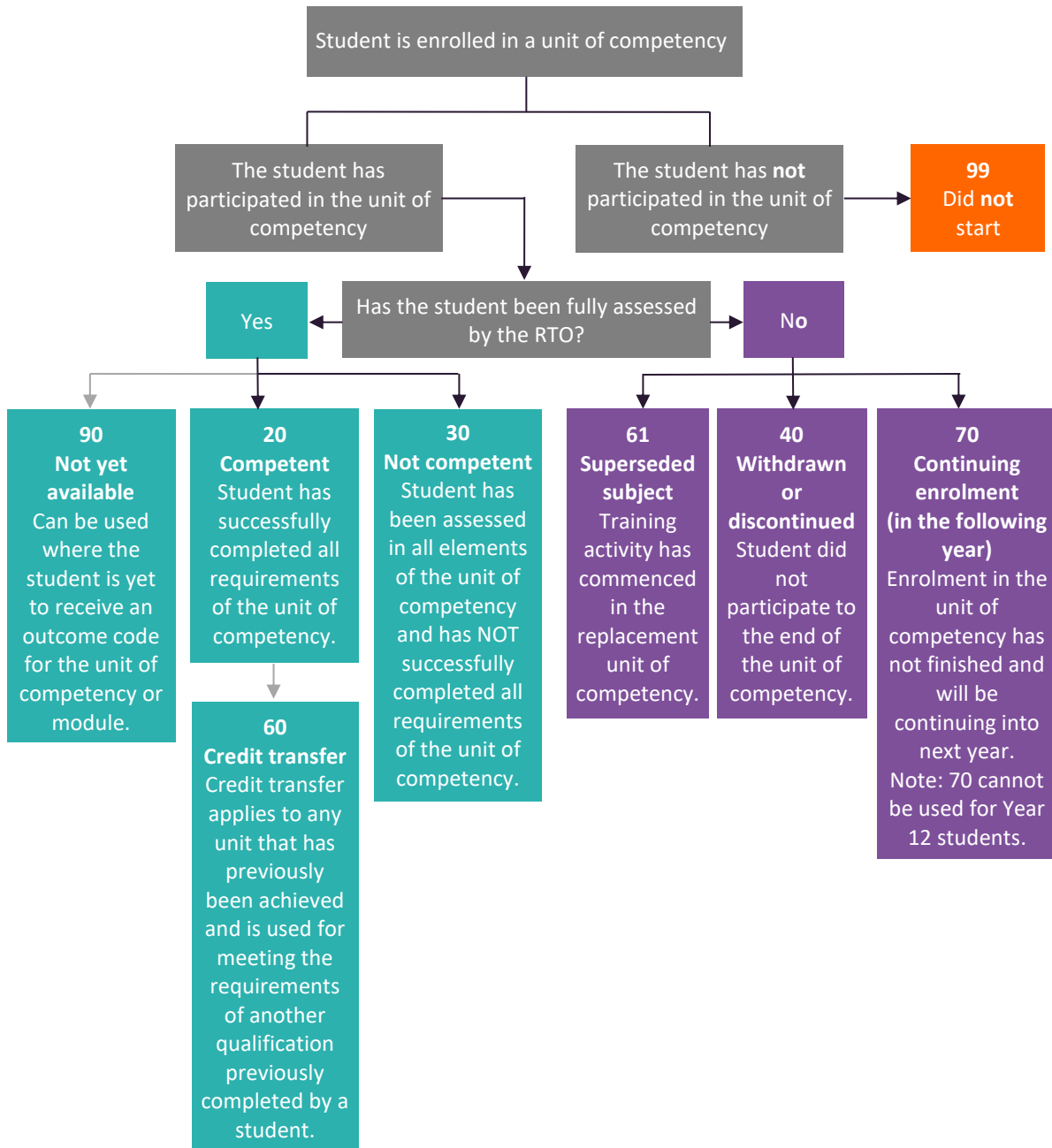
Reporting VET unit of competency achievement across multiple calendar and/or academic years

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 10 – Most commonly used results codes – AVETMISS outcomes identifier** below for an explanation of when particular achievement codes may be used.



Next step:

[10.7 Saving data for upload into SIRS](#)

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

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

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 Table 29. Screenshots of all required columns are included following the table.

Notes:

- Once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** or an **.SCSV** file before it can be uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.

Table 29: Section 10 – 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 |
| 7 | G | Student given name | Mandatory (optional if student only has a family name) Maximum field length = 40 |

| Column number | Column reference | Field name | Comment |
|---------------|------------------|--------------------|--|
| 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 |

10.6.7 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.

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The layout requirements for all columns in a DTWD funded VET skill set results Excel database are specified in Table 30. Screenshots of all required columns are included following the table.

Notes:

- Once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** or an **.SCSV** file before it can be uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.

Table 30: Section 10 – 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 the 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 |

10.7 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 an **.SCSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.

10.7.1 File naming

There are file name conventions for each achievement type.

10.7.1.1 Course achievements (RSCOS)

XXXXXSSSSTYYYY.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**.

10.7.1.2 Student results and achievements in endorsed programs (RSEND)

XXXXXSSSSTYYYY.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**.

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

XXXXXSSSSTTTYYY.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**.

10.7.1.4 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**.

10.7.1.5 Student results in full VET qualifications (RSQUAL)

XXXXXSSSSTTTYYY.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**.

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

XXXXXSSSSTYYYY.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**.

10.7.2 Further changes

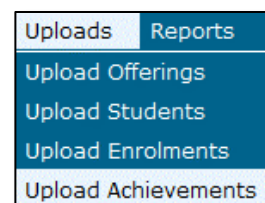
If any further changes need to be made to the spreadsheet, make sure you edit your original Excel document and not the **.CSV** or the **.SCSV** file, as opening the file again will result in the loss of any text formatting.

10.8 Uploading data into SIRS

Once data has been saved as a **.CSV** or an **.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 and click on it.
 6. Click on the **Open** button. 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.
7. Click on **Upload File for Processing**, or you can click on the **Close** button to exit without continuing with the upload.



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

10.8.1 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.

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.

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

Check all error messages produced by SIRS and try to resolve them. To assist you with resolving errors, refer to [Troubleshooting](#) in this section. If the issue has not been resolved, contact the Data Services team at dataservices@scsa.wa.edu.au.

10.8.2 Upload confirmation

You can expect a message reporting the progress of your file upload within 15 minutes in either your email inbox or in **Private Messages**, available from the home page of the SIRS website. Processing

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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 the SIRS website) 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 31: Section 10 – 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.

10.9 Troubleshooting

An unsuccessful upload of a file into SIRS may result in the following error message: **Data not uploaded successfully**. Information in this section can help you resolve issues associated with this message for the following file types:

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

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

Table 32: Section 10 – 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. Check what you are uploading and select the appropriate upload type for the file you are uploading. Note: this error also occurs if your file is saved as an .XLS file instead of a .CSV or an .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 2025 | 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 2025 | 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. |
| 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 their previous family name (surname), i.e. Smith. They may have recently 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. |

Section 10: Results and achievements

| 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 <i>Request to change academic year</i> 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 to maintain the format of the file. Excel will drop the column unless data has been entered (which, in this case, is a space). |
| We are unable to process this record as the last date for result changes (11/11/2025) to Year 12 data for 2025 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 2025 | 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 2025 | Upload an ENCOS file with the student included in the course units that are showing as not enrolled. |

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

Table 33: Section 10 – 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 2025 | 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.

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

Table 34: Section 10 – Common error messages for RSQUAL file upload and possible solutions

| Example error messages | How to resolve the problem |
|--|--|
| <p>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</p> | <p>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.</p> |
| <p>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 2025</p> | <p>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.</p> |

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

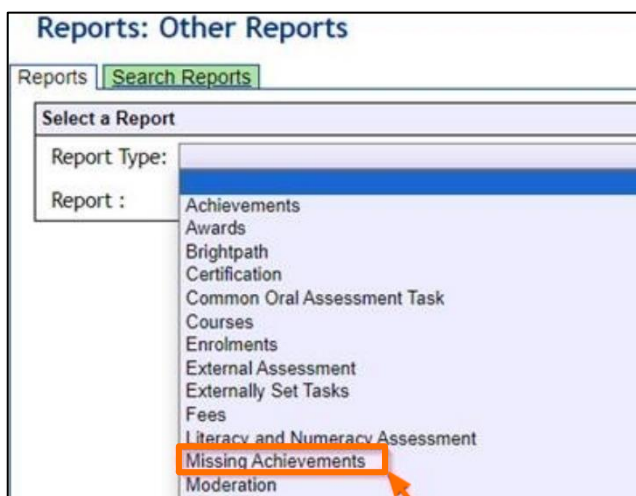
If your students are not enrolled in a VET unit of competency in the SIRS database prior to the resulting period, an enrolment will be created for them in SIRS via the uploading of these students' details in the results collection file.

10.10 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 (see screenshot below).
5. Select **Year** and **Academic Year** (if required).
6. Untick the **Achievement Types** check boxes as required (see screenshot below).

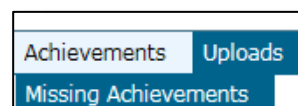
7. Click on the **Generate Report** button (see example reports in subsection 11.12).

10.11 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).




Achievements: Missing Achievements Details

Course: [Subject](#) | [VET Credit Transfer UoC](#) | [Endorsed Program](#)

Courses: [Courses/UoCs](#) | [Search/Missing Results](#)

Filter Details
 Provider: 1234: Authority Senior High School Year: 2016

| Course Name | VET | No. Results Required | No. Results Received |
|-------------------------------|-----|----------------------|----------------------|
| BLY: Biology | | 1 | 0 |
| CHE: Chemistry | | 5 | 1 |
| CSL: Chinese: Second Language | | 1 | 1 |
| DAN: Dance | | 1 | 1 |
| DES: Design | | 1 | 0 |
| DRA: Drama | | 1 | 0 |

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).

Achievements: Missing Achievements Details

Course: [Subject](#) | [VET Credit Transfer UoC](#) | [Endorsed Program](#)

[VET Credit Transfer UoC](#) | [Integrated UoC](#) | [General/SEND/ISSUE](#)

Filter Details
 Provider: 1111: Authority Senior High School Year: 2014

VET Credit Transfer UoC

| VET Credit Transfer UoC Name | No. Results Required | No. Results Received |
|--|----------------------|----------------------|
| 50033: Develop and demonstrate advanced communication skills | 1 | 0 |
| 50034: Develop and apply knowledge of human biology | 1 | 0 |
| 50035: Perform calculations in health mathematics | 1 | 0 |
| 50036: Apply concepts from chemistry and physics to health | 1 | 0 |

7. Click on the **document** icon  next to the **VET Credit Transfer UoC** or **Endorsed Program** name.

- 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.

| | 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 | |

10.12 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 |
| SIRXLS001 : Sell to the retail customer | 0386: Hospitality Group Training (WA) Inc | VETIS (VHT) | Full Year |
| SITHCC001 : Use food preparation equipment | 0386: Hospitality Group Training (WA) Inc | VETIS (VHT) | Full Year |
| SITHCC003 : Prepare and present sandwiches | 0386: Hospitality Group Training (WA) Inc | VETIS (VHT) | Full Year |
| SITHIND002 : Source and use information on the | 0386: Hospitality Group Training (WA) Inc | VETIS (VHT) | Full Year |

Section 10: Results and achievements

| 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 | 22511575 | Sutton, Carys | | | |
| | | PGCB7 : Classical Ballet Level 7 | | | Full Year |
| | | | | | Total No. of Programs: 1 |

| CSE009 | School Curriculum and Standards Authority | Time 12:05:48 | Date 17/10/24 |
|--|---|-----------------------|-----------------------|
| Enrolment with Missing Result | | Page 1 of 20 | |
| All Students, 2024 | | | |
| VET UoC Enrolment | | | |
| (NOTE: * indicates resulted with code 90) | | | |
| 1234: Authority Senior High School | | | |
| UoC | RTO | Integrated with | Semester |
| SkillSet: AE378: Business Ready Skill Set | | | |
| Year 12 | 335544221 | FLINTSTONE, FREDERICK | |
| BSBOPS203 : Deliver a service to customers | 52787: South Metropolitan TAFE | | VET Credit Transfer |
| BSBPEF202 : Plan and apply time management | 52787: South Metropolitan TAFE | | VET Credit Transfer |
| BSBTEC201 : Use business software applications | 52787: South Metropolitan TAFE | | VET Credit Transfer |
| BSBWHS211 : Contribute to the health and safety of self and others | 52787: South Metropolitan TAFE | | VET Credit Transfer |
| | | | Total No. of Units: 4 |

10.13 Further help

For issues relating to the information contained in the *Data Procedures Manual 2025*, contact the Data Services team at dataservices@scsa.wa.edu.au.