



Data Procedures Manual 2017

Section 3: Offerings

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3.1 Overview

Schools are required to provide the Authority with records of the courses they offer to students. In 2017, schools will provide data to the Authority about the following courses and programs:

Courses

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

Programs

- VET qualifications
- Endorsed programs

3.2 Course offerings

3.2.1 Declarations

Schools are required to complete declaration forms, located in the [Application and Forms page](#) under Declarations, to certify the conditions under which courses are being offered:

- *WACE course declaration form*
- *VET industry specific course declaration form.*

Before the Authority can accept VET achievement data from a school, the principal must confirm that the relevant Registered Training Provider has provided evidence (from the appropriate organisation) of achievement and the data has been accurately uploaded to SIRS.

Schools are required to complete an [Endorsed programs enrolment declaration form](#) if they are offering an endorsed program to their students.

3.2.2 Course codes 2017

[Codes for each course](#) can be found on the Authority website under **Home > Senior Secondary > Year 11 and 12 Courses > Course Codes** or in the *WACE Manual 2017*.

Codes for the following courses can be found in this section of the *Data Procedures Manual 2017*:

- [ATAR, General and Foundation](#)
- [Languages: interstate \(NSW/SA/VIC\)](#)
- [VET industry specific](#)
- [Preliminary.](#)

3.2.2.1 STRUCTURE OF THE COURSE CODES

Generally, the course codes have five characters. However, where a course has a defined context, the course/context code has six characters. The structure of the codes is outlined in the following tables for **ATAR, General, Foundation, VET industry specific** and **Preliminary** courses.

Table 1: Section 3 – Structure of the course codes for ATAR, General, Foundation and VET industry specific courses

First character	Second character	Third to fifth characters	Sixth character
A ATAR course	1 Unit 1 Year 11	Examples:	Examples:
G General course	2 Unit 2 Year 11	ENG English	M Metal
F Foundation course	E Year 11 pair of units (Units 1 and 2)	VBF Business and Financial Services	T Textiles
V VET industry specific course	T Year 12 pair of units (Units 3 and 4)	(VET industry specific)	W Wood
			B* Certificate II in Business

* VET industry specific qualification

Table 2: Section 3 – Code structure of the course codes for Preliminary courses

First character	Second character	Third to fifth characters	Sixth character
P Preliminary course	1 Unit 1	Example:	Examples:
	2 Unit 2	ENG English	M Metal
	3 Unit 3	MDT Materials Design and Technology	T Textiles
	4 Unit 4		W Wood

3.2.2.2 EXAMPLES OF COURSES AND THEIR CODES

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

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3.2.2.3 COURSE CODES FOR ATAR, GENERAL AND FOUNDATION

Table 3: Section 3 – Course unit codes for 2017

Note: Courses marked * have both written and practical examinations

Subject title	Subject code	ATAR (A) Course code	ATAR course Examination	General (G) Course code	Foundation (F) Course code
Aboriginal and Intercultural Studies	AIS	AEAIS (A1AIS, A2AIS)	ATAIS	GEAIS (G1AIS, G2AIS) GTAIS	
Aboriginal Languages of Western Australia	ABL			GEABL (G1ABL, G2ABL) GTABL	
Accounting and Finance	ACF	AEACF (A1ACF, A2ACF)	ATACF	GEACF (G1ACF, G2ACF) GTACF	
Ancient History	HIA	AEHIA (A1HIA, A2HIA)	ATHIA	GEHIA (G1HIA, G2HIA) GTHIA	
Animal Production Systems	APS	AEAPS (A1APS, A2APS)	ATAPS	GEAPS (G1APS, G2APS) GTAPS	
Applied Information Technology	AIT	AEAIT (A1AIT, A2AIT)	ATAIT	GEAIT (G1AIT, G2AIT) GTAIT	FEAIT (F1AIT, F2AIT) FTAIT
Automotive Engineering and Technology	AET			GEAET (G1AET, G2AET) GTAET	
Aviation*	AVN	EAVERN (A1AVN, A2AVN)	ATAVN*	GEAVN (G1AVN, G2AVN) GTAVN	
Biology	BLY	AEPLY (A1PLY, A2PLY)	ATPLY	GEPLY (G1PLY, G2PLY) GTPLY	
Building and Construction	BCN			GEBCN (G1BCN, G2BCN) GTBCN	
Business Management and Enterprise	BME	AEBME (A1BME, A2BME)	ATBME	GEBME (G1BME, G2BME) GTBME	
Career and Enterprise	CAE	AECAE (A1CAE, A2CAE)	ATCAE	GECAE (G1CAE, G2CAE) GTCAE	FECAE (F1CAE, F2CAE) FTCAE

Subject title	Subject code	ATAR (A) Course code	ATAR course Examination	General (G) Course code	Foundation (F) Course code
Chemistry	CHE	AECHE (A1CHE, A2CHE)	ATCHE	GECHE (G1CHE, G2CHE) GTCHE	
Children, Family and the Community	CFC	AECFC (A1CFC, A2CFC)	ATCFC	GECFC (G1CFC, G2CFC) GTCFC	
Chinese: Second Language*	CSL	AECSL (A1CSL, A2CSL)	ATCSL*	GECSL (G1CSL, G2CSL) GTCSL	
Computer Science	CSC	AECSC (A1CSC, A2CSC)	ATCSC	GECSC (G1CSC, G2CSC) GTCSC	
Dance*	DAN	AEDAN (A1DAN, A2DAN)	ATDAN*	GEDAN (G1DAN, G2DAN) GTDAN	
Design*	DES	AEDES (A1DES, A2DES)	ATDES*	GEDES, GEDESG, GEDESP, GEDEST (G1DES, G1DESG, G1DESP, G1DEST, G2DES, G2DESG, G2DESP, G2DEST) GTDES, GTDESG, GTDESP, GTDEST	
Drama*	DRA	AEDRA (A1DRA, A2DRA)	ATDRA*	GEDRA (G1DRA, G2DRA) GTDRA	
Earth and Environmental Science	EES	AEEES (A1EES, A2EES)	ATEES	GEEES (G1EES, G2EES) GTEES	
Economics	ECO	AEECO (A1ECO, A2ECO)	ATECO	GEECO (G1ECO, G2ECO) GTECO	
Engineering Studies	EST	AEEST (A1EST, A2EST)	ATEST	GEEST (G1EST, G2EST) GTEST	

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Subject title	Subject code	ATAR (A) Course code	ATAR course Examination	General (G) Course code	Foundation (F) Course code
English	ENG	AEENG (A1ENG, A2ENG)	ATENG	GEENG (G1ENG, G2ENG) GTENG	FEENG (F1ENG, F2ENG) FTENG
English as an Additional Language or Dialect*	ELD	AEELD (A1ELD, A2ELD)	ATELD*	GEELD (G1ELD, G2ELD) GTELD	FEELD (F1ELD, F2ELD) FTELD
Food Science and Technology	FST	AEFST (A1FST, A2FST)	ATFST	GEFST (G1FST, G2FST) GTFST	
French: Background Language*	FBL	AEFBL (A1FBL, A2FBL)	ATFBL*		
French: Second Language*	FSL	AEFSL (A1FSL, A2FSL)	ATFSL*	GEFSL (G1FSL, G2FSL) GTFSL	
Geography	GEO	AEGEO (A1GEO, A2GEO)	ATGEO	GEGEO (G1GEO, G2GEO) GTGEO	
German: Background Language*	GBL	AEGBL (A1GBL, A2GBL)	ATGBL*		
German: Second Language*	GSL	AEGSL (A1GSL, A2GSL)	ATGSL*	GEGSL (G1GSL, G2GSL) GTGSL	
Health Studies	HEA	AEHEA (A1HEA, A2HEA)	ATHEA	GEHEA (G1HEA, G2HEA) GTHEA	
Health, Physical and Outdoor Education	HPO				FEHPO (F1HPO, F2HPO) FTHPO
Human Biology	HBY	AEHBY (A1HBY, A2HBY)	ATHBY	GEHBY (G1HBY, G2HBY) GTHBY	
Indonesian: Second Language*	IND	AEIND (A1IND, A2IND)	ATIND*	GEIND (G1IND, G2IND) GTIND	
Integrated Science	ISC	AEISC (A1ISC,A2ISC)	ATISC	GEISC (G1ISC, G2ISC) GTISC	

Subject title	Subject code	ATAR (A) Course code	ATAR course Examination	General (G) Course code	Foundation (F) Course code
Italian: Background Language*	ITB	AEITB (A1ITB, A2ITB)	ATITB*		
Italian: Second Language*	ISL	AEISL (A1ISL, A2ISL)	ATISL*	GEISL (G1ISL, G2ISL) GTISL	
Japanese: Second Language*	JSL	AEJSL (A1JSL, A2JSL)	ATJSL*	GEJSL (G1JSL, G2JSL) GTJSL	
Literature	LIT	AELIT (A1LIT, A2LIT)	ATLIT	GELIT (G1LIT, G2LIT) GTLIT	
Marine and Maritime Studies	MMS	AEMMS (A1MMS, A2MMS)	ATMMS	GEMMS (G1MMS, G2MMS) GTMMS	
Materials Design and Technology*	MDT	AEMDTM, AEMDTT, AEMDTW (A1MDTM, A1MDTT, A1MDTW, A2MDTM A2MDTT, A2MDTW)	ATMDTM* ATMDTT* ATMDTW*	GEMDTM, GEMDTT, GEMDTW (G1MDTM, G1MDTT, G1MDTW, G2MDTM, G2MDTT, G2MDTW) GTMDTM, GTMDTT GTMDTW	
Mathematics	MAT				FEMAT (F1MAT, F2MAT) FTMAT
Mathematics Applications	MAA	AEMAA (A1MAA, A2MAA)	ATMAA		
Mathematics Essential	MAE			GEMAE (G1MAE, G2MAE) GTMAE	
Mathematics Methods	MAM	AEMAM (A1MAM, A2MAM)	ATMAM		
Mathematics Specialist	MAS	AEMAS (A1MAS, A2MAS)	ATMAS		

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Subject title	Subject code	ATAR (A) Course code	ATAR course Examination	General (G) Course code	Foundation (F) Course code
Media Production and Analysis*	MPA	AEMPA (A1MPA, A2MPA)	ATMPA*	GEMPA (G1MPA, G2MPA)GTMPA	
Modern History	HIM	AEHIM (A1HIM, A2HIM)	ATHIM	GEHIM (G1HIM, G2HIM) GTHIM	
Music*	MUS	AEMUSC, AEMUSJ, AEMUSW (A1MUSC, A1MUSJ, A1MUSW, A2MUSC, A2MUSJ, A2MUSW)	ATMUSC* ATMUSJ* ATMUSW*	GEMUS (G1MUS, G2MUS) GTMUS	
Outdoor Education	OED	AEOED (A1OED, A2OED)	ATOED	GEOED (G1OED, G2OED) GTOED	
Philosophy and Ethics	PAE	AEPAE (A1PAE, A2PAE)	ATPAE	GEPAE (G1PAE, G2PAE) GTPAE	
Physical Education Studies*	PES	AEPES (A1PES, A2PES)	ATPES*	GEPES (G1PES, G2PES) GTPES	
Physics	PHY	AEPHY (A1PHY, A2PHY)	ATPHY	GEPHY (G1PHY, G2PHY) GTPHY	
Plant Production Systems	PPS	AEPSP (A1PPS, A2PPS)	ATPPS	GEPSP (G1PPS, G2PPS) GTPPS	
Politics and Law	PAL	AEPAL (A1PAL, A2PAL)	ATPAL	GEPAL (G1PAL, G2PAL) GTPAL	
Psychology	PSY	AEPSY (A1PSY, A2PSY)	ATPSY	GEPSY (G1PSY, G2PSY) GTPSY	
Religion and Life	REL	AEREL (A1REL, A2REL)	ATREL	GEREL (G1REL, G2REL) GTREL	
Visual Arts*	VAR	AEVAR (A1VAR, A2VAR)	ATVAR*	GEVAR (G1VAR, G2VAR) GTVAR	

3.2.2.4 COURSE CODES FOR LANGUAGES: INTERSTATE (NSW/SA/VIC)

Table 4: Section 3 – Course unit codes – Languages: interstate (NSW/SA/VIC)

Note: Courses marked * have both written and practical examinations

Languages: interstate	State	Code	ATAR (A)	ATAR (A) (Examinable)
Armenian*	NSW	ARM	AEARM (A1ARM, A2ARM)	ATARM
Chinese: Background Language* (Heritage Chinese NSW)	NSW	CBL	AECBL (A1CBL, A2CBL)	ATCBL
Chinese: First Language (Chinese Background Speaker NSW)	NSW	CFL	AECFL (A1CFL, A2CFL)	ATCFL
Croatian*	NSW	CRO	AECRO (A1CRO, A2CRO)	ATCRO
Filipino*	NSW	FIL	AEFIL (A1FIL, A2FIL)	ATFIL
Indonesian: Background Language* (Heritage Indonesian NSW)	NSW	IBL	AEIBL (A1IBL, A2IBL)	ATIBL
Indonesian: First Language (Indonesian Background Speaker NSW)	NSW	IFL	AEIFL (A1IFL, A2IFL)	ATIFL
Japanese: Background Language* (Heritage Japanese NSW)	NSW	JBL	AEJBL (A1JBL, A2JBL)	ATJBL
Japanese: First Language (Japanese Background Speaker NSW)	NSW	JFL	AEJFL (A1JFL, A2JFL)	ATJFL
Korean: Background Language* (Heritage Korean NSW)	NSW	KBL	AEKBL (A1KBL, A2KBL)	ATKBL
Serbian*	NSW	SER	AESER (A1SER, A2SER)	ATSER
Swedish*	NSW	SWE	AESWE (A1SWE, A2SWE)	ATSWE
Ukrainian*	NSW	UKR	AEUKR (A1UKR, A2UKR)	ATUKR
Hungarian*	SA	HUN	AEHUN (A1HUN, A2HUN)	ATHUN
Modern Greek*	SA	GRE	AEGRE (A1GRE, A2GRE)	ATGRE

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Languages: interstate	State	Code	ATAR (A)	ATAR (A) (Examinable)
Khmer*	SA	KHM	AEKHM (A1KHM, A2KHM)	ATKHM
Malay: Background Speaker	SA	MBS	AEMBS (A1MBS, A2MBS)	ATMBS
Persian: Background Speaker*	SA	PBS	AEPBS (A1PBS, A2PBS)	ATPBS
Polish*	SA	POL	AEPOL (A1POL, A2POL)	ATPOL
Spanish*	SA	SPA	AESPA (A1SPA, A2SPA)	ATSPA
Arabic*	VIC	ARA	AEARA (A1ARA, A2ARA)	ATARA
Auslan*	VIC	AUS	AE AUS (A1AUS, A2AUS)	ATAUS
Bosnian*	VIC	BOS	AEBOS (A1BOS, A2BOS)	ATBOS
Dutch*	VIC	DUT	AEDUT (A1DUT, A2DUT)	ATDUT
Hebrew*	VIC	HEB	AEHEB (A1HEB, A2HEB)	ATHEB
Hindi*	VIC	HIN	AEHIN (A1HIN, A2HIN)	ATHIN
Macedonian*	VIC	MAC	AEMAC (A1MAC, A2MAC)	ATMAC
Maltese*	VIC	MAL	AEMAL (A1MAL, A2MAL)	ATMAL
Portuguese*	VIC	POR	AEPOR (A1POR, A2POR)	ATPOR
Punjabi*	VIC	PUN	AEPUN (A1PUN, A2PUN)	ATPUN
Romanian*	VIC	ROM	AEROM (A1ROM, A2ROM)	ATROM
Russian (continuers)*	VIC	RUS	AERUS (A1RUS, A2RUS)	ATRUS
Sinhala*	VIC	SIN	AEIN (A1SIN, A2SIN)	ATSIN

Languages: interstate	State	Code	ATAR (A)	ATAR (A) (Examinable)
Tamil*	VIC	TAM	AETAM (A1TAM, A2TAM)	ATTAM
Turkish*	VIC	TUR	AETUR (A1TUR, A2TUR)	ATTUR
Vietnamese*	VIC	VIE	AEVIE (A1VIE, A2VIE)	ATVIE
Yiddish*	VIC	YID	AEYID (A1YID, A2YID)	ATYID

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3.2.2.5 COURSE CODES FOR VET INDUSTRY SPECIFIC COURSES

Table 5: Section 3 – VET industry specific course codes for 2017 (for NEW enrolments)

Note: Qualifications are current at the time of publishing. Subsequent versions of qualifications are available upon request.

* Requires more Workplace Learning (WPL) than other qualifications at the same level.

**Qualifications which have significant overlap of units of competency have been given the same course unit code to prevent dual credit for the same content.

***Available as a pre-apprenticeship only.

Course Code and Title	Qual Code	Qualification Title and Course Unit Code/s	Total UoC	Core	Elec	Mandated Elec	ADWPL	
VAU	Automotive	AUR10116	Certificate I in Automotive Vocational Preparation (VEVAU)	8	5	3	N	55
		AUR20716	Certificate II in Automotive Vocational Preparation (VEVAUP, VTVAUP)	12	7	5	N	110
		AUR20516	Certificate II in Automotive Servicing Technology (VEVAUV, VTVAUV)***	20	13	7	N	110
		AUR20916	Certificate II in Automotive Body Repair Technology (VEVAUB, VTVAUB)	13	5	8	N	110

Course Code and Title		Qual Code	Qualification Title and Course Unit Code/s	Total UoC	Core	Elec	Mandated Elec	ADWPL
VBF	Business and Financial Services	BSB10115	Certificate I in Business (VEVBF)	6	1	5	N	55
		BSB20115	Certificate II in Business (VEVBFB, VTVBFB)	12	1	11	N	110
		BSB30115	Certificate III in Business (VEVBFS, VTVBFS)	12	1	11	N	110
		FNS10115	Certificate I in Financial Services (VEVBFF)	6	6	0	N	55
		FNS20115	Certificate II in Financial Services (VEVBFN, VTVBFN)	8	4	4	N	110
VCS	Community Services and Health	CHC22015	Certificate II in Community Services (VEVCSS, VTVCSS)	9	5	4	N	110
		CHC30113	Certificate III in Early Childhood Education and Care (VEVCSC, VTVCS)	18	15	3	N	110
		CHC30213	Certificate III in Education Support (VEVCSE, VTVCS)	17	12	5	N	110
		HLT23215	Certificate II in Health Support Services (VEVCSH, VTVCSH)	12	4	8	N	110

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Course Code and Title		Qual Code	Qualification Title and Course Unit Code/s	Total UoC	Core	Elec	Mandated Elec	ADWPL
VCO	Construction Industries	CPC10111*	Certificate I in Construction** (VEVCO)	11	8	0	3	110
		52443WA*	Certificate II in Building and Construction** (Pathway - Trades) (VEVCO, VTVCO)***	13	7	6	N	220
		52700WA*	Certificate II in Plumbing (VEVCOP, TVCOP)	16	16	0	N	220
		52642WA	Certificate II in Building and Construction (Pathway - Para Professional) (VEVCON, TVVCON)	12	12	0	N	110
		RII10115	Certificate I in Resources and Infrastructure Operations** (VEVCOR)	6	3	3	N	55
		RII20715	Certificate II in Civil Construction** (VEVCOR, TVVCOR)	16	10	6	N	110
		UEE20711	Certificate II in Data and Voice Communications (VEVCOD, TVVCOD)	10	9	1	N	110
		UEE22011*	Certificate II in Electro-technology – Career Start (VEVCOE, TVVCOE)***	9	6	3	N	220

Course Code and Title	Qual Code	Qualification Title and Course Unit Code/s	Total UoC	Core	Elec	Mandated Elec	ADWPL	
VCI	Creative Industries	CUA20615	Certificate II in Music Industry (VEVCI, VTVCI)	8	3	2	3	55
		CUA30915	Certificate III in Music Industry (VEVCIT, VTVCIT)	11	4	5 or 7	2 or zero	110
		CUA10215	Certificate I in Aboriginal or Torres Strait Islander Cultural Arts (VEVCIC)	6	4	2	N	55
		CUA20715	Certificate II in Visual Arts (VEVCIV, VTVCIV)	9	4	5	N	110
		CUA31115	Certificate III in Visual Arts (VEVCIA, VTVCIA)	12	4	8	N	110
		CUA20215	Certificate II in Creative Industries (Media) (VEVCIN, VTVCIN)	10	3	7	N	110
		CUA20215	Certificate II in Creative Industries (Live Production) (VEVCIN, VTVCIN)	10	3	7	N	110
		CUA31015	Certificate III in Screen and Media (VEVCID, VTVCID)	11	3	8	N	110

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Course Code and Title		Qual Code	Qualification Title and Course Unit Code/s	Total UoC	Core	Elec	Mandated Elec	ADWPL
VEN	Engineering	MEM10105	Certificate I in Engineering** (VEVEN)	10	4	6	N	55
		MEM20413	Certificate II in Engineering Pathways (VEENV, VTVENV)	12	4	8	N	110
		MEM20105	Certificate II in Engineering** (VEVEN, VTVEN)***	18	5	13	N	220
VHT	Hospitality and Tourism	SIT10216	Certificate I in Hospitality (VEVHT)	6	3	3	N	55
		SIT20316	Certificate II in Hospitality (VEVHTF, VTVHTF)	12	6	6	N	110
		SIT20416	Certificate II in Hospitality (Kitchen Operations) (VEVHTK, VTVHTK)	13	8	5	N	110
		SIT10116	Certificate I Tourism (Australian Indigenous Culture) (VEVHTO)	6	2	4	N	55
		SIT20116	Certificate II in Tourism (VEVHTU, VTVHTU)	11	4	7	N	110
VIT		ICT10115	Certificate I in Information, Digital Media	6	4	2	N	55

Course Code and Title	Qual Code	Qualification Title and Course Unit Code/s	Total UoC	Core	Elec	Mandated Elec	ADWPL
Information and Communications Technology		and Technology (VEVIT)					
	ICT20115	Certificate II in Information, Digital Media and Technology (VEVITG, VTVITG)	14	7	7	N	110
	ICT30115	Certificate III in Information, Digital Media and Technology (VEVITS, VTVITS)	17	6	11	N	110
VPI Primary Industries	AHC10216	Certificate I in Agrifood Operations (VEVPIF)	6	2	4	N	55
	AHC20116	Certificate II in Agriculture** (VEVPIA, VTPVIA)	18	3	15	N	110
	AHC21216	Certificate II in Rural Operations** (VEVPIA, VTPVIA)	15	3	12	N	110

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Course Code and Title		Qual Code	Qualification Title and Course Unit Code/s	Total UoC	Core	Elec	Mandated Elec	ADWPL
VSR	Sport and Recreation	SIS10115	Certificate I in Sport and Recreation (VEVSR)	8	5	3	N	55
		SIS20115	Certificate II in Sport and Recreation** (VEVSRS, VTVSRS)	13	8	5	N	110
		SIS20513	Certificate II in Sport Coaching** (VEVSRS, VTVSRS)	13	8	5	N	110

*These VET industry specific course qualifications require more WPL than other qualifications at the same level. This was a request from the Industry Training Council (ITC).

** Qualifications which have significant overlap of units of competency have been given the same course unit code to avoid dual credit for the same content.

***Please refer to the latest VET in Schools Qualification register for details on relevant delivery options.

Table 6: Section 3 – VET industry specific course codes for 2017 (for CONTINUING enrolments)

Note: Qualifications are current at the time of publishing. Subsequent versions of qualifications are available upon request.

* Requires more Workplace Learning (WPL) than other qualifications at the same level.

**Qualifications which have significant overlap of units of competency have been given the same course unit code to prevent dual credit for the same content.

***Available as a pre-apprenticeship only.

Course	Code	VET industry specific
VAU Automotive	AUR10112	Certificate I in Automotive Vocational Preparation (VEVAU)
	AUR20712	Certificate II in Automotive Vocational Preparation (VEVAUP, VTVAUP)
	AUR20512	Certificate II in Automotive Servicing Technology (VEVAUV, VTVAUV)***
	AUR20912	Certificate II in Automotive Body Repair Technology (VEVAUB, VTVAUB)
VBF Business and Financial Services	BSB10115	Certificate I in Business (VEVBF)
	BSB20115	Certificate II in Business (VEVBFB, VTVBFB)
	BSB30115	Certificate III in Business (VEVBFS, VTVBFS)
	FNS10115	Certificate I in Financial Services (VEVBFF)
	FNS20115	Certificate II in Financial Services (VEVBFN, VTVBFN)
VCS Community Services and Health	CHC22015	Certificate II in Community Services (VEVCSS, VTVCSS)
	CHC30113	Certificate III in Early Childhood Education and Care (VEVCSC, VTVCS)
	CHC30213	Certificate III in Education Support (VEVCSE, VTVCS)
	HLT21212	Certificate II in Health Support Services (VEVCSSH, VTVCSH)
VCO Construction Industries	CPC10111*	Certificate I in Construction** (VEVCO)
	52443WA*	Certificate II in Building and Construction** (Pathway – Trades) (VEVCO, VTVCO)***
	52700WA*	Certificate II in Plumbing (VEVCOP, VTVCO)
	52642WA	Certificate II in Building and Construction (Pathway – Para Professional) (VEVCON, VTVCON)
	RII10113	Certificate I in Resources and Infrastructure Operations** (VEVCOR)
	RII20713	Certificate II in Civil Construction** (VEVCOR, VTVCOR)
	UEE20711	Certificate II in Data and Voice Communications (VEVCOD, VTVCOD)
	UEE22011*	Certificate II in Electrotechnology – Career Start (VEVCOE, VTVCOE)***

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Course	Code	VET industry specific
VCI Creative Industries	CUF10107	Certificate I in Creative Industries** (VEVCI)
	CUS20109	Certificate II in Music** (VEVCI, VTVCI)
	CUV10211	Certificate I in Aboriginal or Torres Strait Islander Cultural Arts (VEVCIC)
	CUV20111	Certificate II in Visual Arts (VEVCIV, VTV CIV)
	CUV30111	Certificate III in Visual Arts (VEVCIA, VTV CIA)
	CUF20107	Certificate II in Creative Industries (Media) (VEVCIM, VTV CIM)
	CUF30107	Certificate III in Media (VEVCID, VTV CID)
	CUA20213	Certificate II in Live Production and Services (VEVCIL, VTV CIL)
VEN Engineering	MEM10105	Certificate I in Engineering** (VEVEN)
	MEM20413	Certificate II in Engineering Pathways (VEVENV, VTV ENV)
	MEM20105	Certificate II in Engineering** (VEVEN, VTV EN)**
VHT Hospitality and Tourism	SIT10213	Certificate I in Hospitality (VEVHT)
	SIT20213	Certificate II in Hospitality (VEVHTF, VTV HTF)
	SIT20313	Certificate II in Hospitality (Kitchen Operations) (VEVHTK, VTV HTK)
	SIT10112	Certificate I Tourism (Australian Indigenous Culture) (VEVHTO)
	SIT20112	Certificate II in Tourism (VEVHTU, VTV HTU)
VIT Information and Communications Technology	ICT10115	Certificate I in Information, Digital Media and Technology (VEVIT)
	ICT20115	Certificate II in Information, Digital Media and Technology (VEVITG, VTV ITG)
	ICT30115	Certificate III in Information, Digital Media and Technology (VEVITS, VTV ITS)
VPI Primary Industries	AHC10210	Certificate I in Agrifood Operations (VEVPIF)
	AHC20110	Certificate II in Agriculture** (VEVPIA, VTV PIA)
	AHC21210	Certificate II in Rural Operations** (VEVPIA, VTV PIA)
VSR Sport and Recreation	SIS10113	Certificate I in Sport and Recreation (VEVSR)
	SIS20313	Certificate II in Sport and Recreation** (VEVSRS, VTV SRS)
	SIS20513	Certificate II in Sport Coaching** (VEVSRS, VTV SRS)

3.2.2.6 COURSE CODES FOR PRELIMINARY COURSE OFFERINGS FOR 2017

Table 7: Section 3 – Preliminary course offerings for 2017

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

3.2.2.7 Recording course offerings data

Data can be entered into school database systems, including (but not restricted to) Civica MAZE, Reporting to Parents (for most public schools), SEQTA and Synergetic. To find out how to record data in these systems, please contact the software supplier or refer to [Database programs](#) for links to user manuals.

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

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

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

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Provider Code	Academic Year	Year	Course	Course Type	Unit Code	Qualification Code	Est Number of Students	Teacher Family Name
2	OFCOS	1234	11	2017	REL	COS	AEREL		17	Brown
3	OFCOS	1234	12	2017	REL	COS	GTREL		20	Cole
4	OFCOS	1234	11	2017	PHY	COS	AEPHY		5	Jones
5	OFCOS	1234	11	2017	VAR	COS	AEVAR		2	Goodwood
6	OFCOS	1234	11	2017	ENG	COS	F1ENG		3	Hill
7	OFCOS	1234	11	2017	ENG	COS	F2ENG		3	Hill

The screen shot above shows a section of the required format in Excel® for the course offerings file. For example, the **Record type** is required in column A while the **Provider code** is required in column B. One row of information is required for each student within the academic year group.

The layout requirements for all columns in the course offerings Excel® database are specified in Table 8. Screen shots of all required columns appear in the following table.

Section 3: Offerings

Note: Once the table has been formatted and data entered, the Excel® document must be saved as a .CSV (comma delimited) file before it can be uploaded into SIRS.

Table 8: Section 3 – Excel® file format for course offerings (OFCOS)

Note: *Name should be exactly as registered with the Teacher Registration Board of Western Australia (TRBWA).

Column number	Column reference	Field name	Comment
1	A	Record type	OFCOS Maximum field length = 5
2	B	Provider code (a provider is a school or organisation authorised to offer the Western Australian Certificate of Education)	Mandatory Maximum field length = 10 Provider code of course provider
3	C	Academic year	Mandatory Maximum field length = 2 Must be either 10, 11 or 12
4	D	Calendar year	Mandatory Maximum field length = 4 Format yyyy
5	E	Course code	Mandatory Maximum field length = 12 Unique code of the course, e.g. MPA or VBS
6	F	Course type	Mandatory Maximum field length = 6 Either 'VETCOS' or 'COS' VETCOS identifies an offering in a VET industry specific course
7	G	Unit code	Mandatory Maximum field length = 12 Unique code for the course unit
8	H	Qualification code	Mandatory – where the course type is 'VETCOS' Maximum field length = 12 Leave blank where the course type is 'COS' Unique code for the qualification in the VET industry specific course
9	I	Estimated number of students for the course unit/qualification for the entire school regardless of teacher/class	Mandatory Maximum field length = 9 Must be a whole number
10	J	Contact/teacher family name*	Mandatory Maximum field length = 30
11	K	Contact/teacher given name*	Mandatory Maximum field length = 30

Column number	Column reference	Field name	Comment
12	L	Contact/teacher registration number	Mandatory Maximum field length = 15 Issued by TRBWA Must be a whole number
13	M	Estimated number of students for the teacher	Optional Maximum field length = 9 Must be a whole number
14	N	Is this the main teacher/contact	Mandatory Maximum field length = 1 Y or N

Course Offerings (OFCOS)

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Record Type	Provider Code	Ac Year	Year	Course	Course Type	Unit Code	Qualification Code	Est Number of Students	Teacher Family Name	Teacher Given Name	Teacher TRBWA No.	Est No of students for Teacher	Main contact?
1	OFCOS	1234	11	2017	REL	COS	AEREL		17	Brown	Jane	33082606		Y
2	OFCOS	1234	12	2017	REL	COS	GTREL		20	Cole	Allan	32013031		Y
3	OFCOS	1234	11	2017	PHY	COS	AEPHY		5	Jones	Greg	32002785		Y
4	OFCOS	1234	11	2017	VAR	COS	AEVAR		2	Goodwood	Julia	33065691		Y
5	OFCOS	1234	11	2017	ENG	COS	F1ENG		3	Hill	Janice	33067549		Y
6	OFCOS	1234	11	2017	ENG	COS	F2ENG		3	Hill	Janice	33067549		Y
7	OFCOS	1234	12	2017	ENG	COS	ATENG		20	Hill	Janice	33067549		Y
8	OFCOS	1234	12	2017	ENG	COS	GTENG		20	Hill	Janice	33067549		Y
9	OFCOS	1234	11	2017	MAT	COS	AEMAT		10	Palmer	Eric	32033063		Y
10	OFCOS	1234	12	2017	MAT	COS	ATMAT		6	Palmer	Eric	32033063		Y
11	OFCOS	1234	12	2017	MAE	COS	ATMAE		16	Palmer	Eric	32033063		Y
12	OFCOS	1234	12	2017	MAE	COS	GTMAE		20	Palmer	Eric	32033063		Y

3.2.4 Recording course offerings data

Data can be entered into school database systems, including (but not restricted to) Civica MAZE, Reporting to Parents (for most public schools), SEQTA and Synergetic. To find out how to record data in these systems, please contact the software supplier or refer to [Database programs](#) for links to user manuals.

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

Next Step

[3.4 Saving data for SIRS](#)

3.3 Vocational Education and Training (VET) Qualification estimates (ESQUAL)

3.3.1 Overview

Each school is required to report the VET qualifications that students are undertaking (this includes students who go offsite to access their training at external providers) as well as student details against each qualification.

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

Specifically, schools are required to report:

- VET qualifications that students are undertaking (this includes students who go offsite to access training at external providers)
- students' details for each VET qualification
- the delivery arrangement under which each VET qualification will be delivered. Delivery arrangements may include:
 - **Auspice** – where a school purchases quality assurance aspects from a Registered Training Organisation (RTO) and the school delivers and assesses the training to their students
 - **Fee for service (outsourced)** – where a school purchases training delivery and assessment from an RTO
 - **Profile** – where schools access profile hours through TAFE
 - **RTO School** – where a school becomes an RTO to deliver and assess training within a defined scope of delivery
 - **School-based traineeship/apprenticeship** – paid employment-based training programs for full-time school students 15 years of age and over. Under these arrangements the student is both a full-time student and a part-time employee. To be a school-based apprentice/trainee a student must enter into a training contract with an employer to complete an apprenticeship/traineeship
 - **Combination of delivery arrangements** – the RTO quality assures (auspices) some of the delivery and assessment of training conducted by the school. The RTO may also be engaged by the school to deliver and assess some training and provide student results in a combination arrangement
 - **Scholarship or external stakeholder funding source** – in some cases the school or student may have been able to access special funding through a scholarship or industry partnership or grant to cover the costs of training
 - **Category 2 VET – VET outside of a school arrangement** – refers to VET that has not been arranged or managed by a school and through which a student has achieved qualifications and/or units of competency external to the school program.

3.3.2 Recording VET qualification estimates data (ESQUAL)

Data can be entered into school database systems, including (but not restricted to) Civica, MAZE, Reporting to Parents (for most public schools), SEQTA and Synergetic. To find out how to record data

in these systems, please contact the software supplier or refer to [Database programs](#) for links to user manuals.

Column number	Column reference	Field Name	Comment
1	A	Record type	ESQUAL Maximum field length = 6
2	B	Provider code (a provider is a school or organisation authorised to offer the Western Australian Certificate of Education)	Mandatory Maximum field length = 10 Provider at which the student is enrolled
3	C	Qualification code	Mandatory Maximum field length = 12 Unique code for the qualification the provider is offering
4	D	Registered Training Organisation provider code	Mandatory Maximum field length = 10 The unique code of registered training organisation offering the qualification on behalf of the provider
5	E	School Curriculum and Standards Authority (SCSA) student number	Mandatory Maximum field length = 15 Must be valid student number issued by School Curriculum and Standards Authority
6	F	Student family name	Mandatory Maximum field length = 30
7	G	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30
8	H	Calendar year	Mandatory Maximum field length = 4 Format yyyy
9	I	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 10, 11, 12
10	J	Delivery arrangement identifier	Mandatory Maximum field length = 2 1 = Auspice 2 = VET in schools profile 3 = School-based traineeship/apprenticeship 4 = NO LONGER IN USE 5 = Fee for Service 6 = School as the RTO 7 = Combination of delivery arrangements 8 = Scholarship or external stakeholder funding source. For example, industry grants or scholarships 9 = Category 2 VET – VET outside of school arrangement

Section 3: Offerings

If your school records data using Microsoft Excel®, the data must be in the correct format. Failure to do so will ultimately prevent the data from being uploaded into SIRS. Please refer to the instructions below on how to set up an Excel® database for VET qualifications estimates.

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

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

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Provider Code	Qualification Code	RTO provider code	SCSA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	Delivery arrangement identifier
2	ESQUAL	1234	BSB20112	1988	22345678	Student	Jane	2017	12	1
3	ESQUAL	1234	CHC30113	52499	22456789	Smith	Sally	2017	12	1
4	ESQUAL	1234	MEM10105	2536	22678923	Brown	David	2017	12	2

The screen shot above shows a section of the required format in Excel® for the VET qualifications estimates file. For example, the **Record type** is required in column A while the **Provider code** is required in column B (a provider is a school or organisation authorised to offer the Western Australian Certificate of Education). One row of information is required for each student within the academic year group.

The file format for all columns in the VET qualifications estimates Excel® database are specified in the table following. Screen shots of all required columns appear after the following table.

Note: *Name should be exactly as registered with the Teacher Registration Board of Western Australia (TRBWA).

Table 9: Section 3 – Excel® file format for VET qualification estimates (ESQUAL)

VET qualification estimates (ESQUAL)

See below for a complete breakdown of the fields within the 'ESQUAL' spreadsheet.

	A	B	C	D	E	F	G	H	I	J
					SCSA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	Delivery arrange- ment identifier
1	Record Type	Provider Code	Qualification Code	RTO provider code						
2	ESQUAL	1234	BSB20112	1988	22345678	Student	Jane	2017	12	1
3	ESQUAL	1234	CHC30113	52499	22456789	Smith	Sally	2017	12	1
4	ESQUAL	1234	MEM10105	2536	22678923	Brown	David	2017	12	2

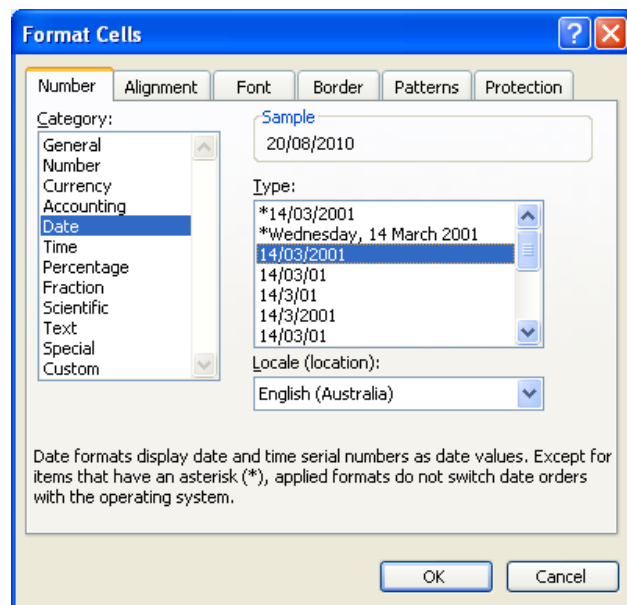
Notes to table

Formatting cell for date of birth

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

Before entering the date of birth:

1. Select the column for date of birth by clicking the top of the column. This will highlight the 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 (14/03/2001).
7. Select **OK**.

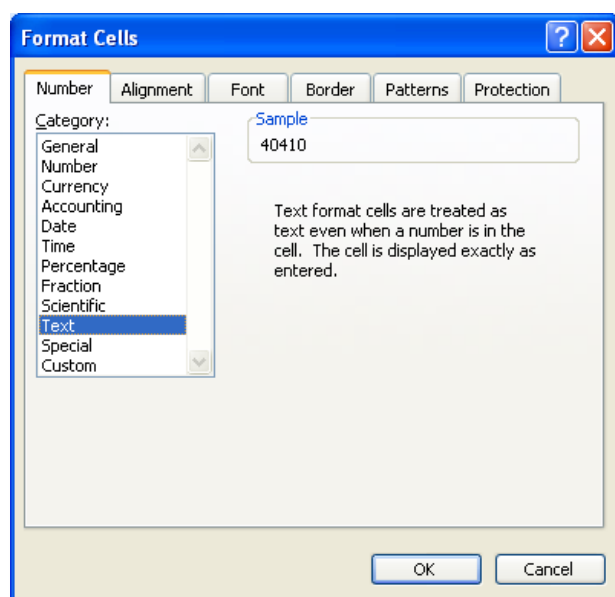


Leading zero in a number

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. Select by clicking the top of the required column. This will highlight the whole column.
2. Right click the mouse.
3. Choose **Format cells**.
4. Click on the **Number** tab.
5. Under **Category** click **Text**.
6. Select **OK**.



3.4 Saving data for SIRS

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

3.4.1 File naming

The file name convention is:

XXXXXSSSSTYYYY.csv

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

Example

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

3.4.2 Further changes

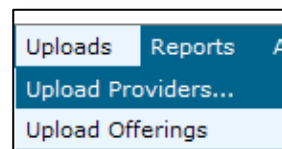
If any further changes need to be made to the spreadsheet, make sure you edit your original Excel® document and not the **.CSV** (comma delimited) file as opening the **.CSV** file again will result in the loss of any text formatting.

3.5 Uploading data into SIRS

Important

- Offerings must be uploaded prior to uploading enrolments.
- Offerings cannot be deleted/removed by omitting them from this file. You must contact the Authority to remove offerings that are no longer required.

1. Hover over **Uploads** on the main menu bar. The screen shot to the right shows the menu items that appear.
2. Click on **Upload Offerings**. The **Upload Offerings** fields appear (see screen shot below).



Upload: Upload Offerings

Load Offerings

Load Offerings

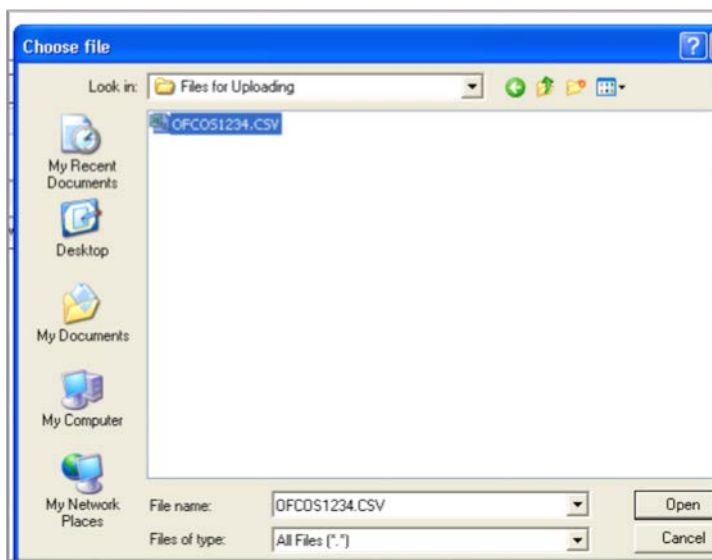
Offering Type:

Year: 2016 2017

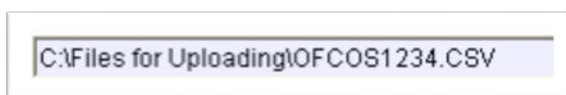
File:

Notify Email Address:

3. Select **Course OFCOS**.
4. To locate the required file on your computer, click the **Browse** button.
5. On a Windows computer, the **Choose File** screen appears (see screen shot below).



6. Navigate to the folder where the required file is stored.
7. Click on the required file.
8. Click **Open**. The drive, folders path and file name will appear in the **File** field (see example in the screen shot below).



Note: For most RTP/SIS Government schools:

- the export path will be **K:\keys\integris\outbox**
- depending on the academic year of students enrolled in courses, the files available for upload will be: **Courses: OFCOSnnnnY1YUP.CSV** where *nnnn* is the school code.

9. 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.
10. Click **Upload File for Processing** or you can click **Close** to exit without continuing with the upload.

Section 3: Offerings

11. To check the progress of the upload, check **Message** in either your email inbox or in **Private Messages**, available from the front page of SIRS.

3.5.1 Email messages

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

Successfully verified

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

Successfully processed

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

Processed with warnings

This file has been processed, but the system has ignored certain records. Occasionally the warnings can be ignored, but some warnings must be dealt with if 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. Please check all error messages produced by SIRS (see example below) and try to resolve them. To assist you with resolving your errors, please refer to [Troubleshooting](#) in this section.

Example of a failed verification message:

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

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

- The teacher's name Brown, Donald does not match the name of the teacher with the same TRBWA number 32153472 in SIRS. Please check that you have assigned the correct TRBWA number to the teacher by checking the TRBWA number of the teacher at <http://trb.wa.gov.au> and then selecting the Register of teachers menu item. If the number is correct, please contact the SIRS Help Desk to resolve this problem.

Failed processing

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

Example of a failed processing message

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

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

Failed to get teacher party id, got the following error instead: Cannot update Party due to duplicate teacher reg no.

3.5.1.1 FURTHER HELP

If the information in the email is insufficient to resolve errors, please refer to [Troubleshooting](#) in this section.

If the issue has not been resolved, please contact the Data Services team by email at dataservices@scsa.wa.edu.au.

3.5.2 Upload confirmation

You will receive a message confirming successful upload in either your email inbox or in **Private Messages**, available from the front page of SIRS.

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 front page of SIRS) will also change once a file has been successfully uploaded (see screen shot below). See table below for the key to the symbols.











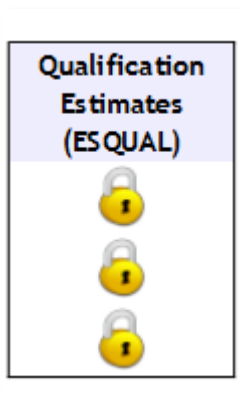
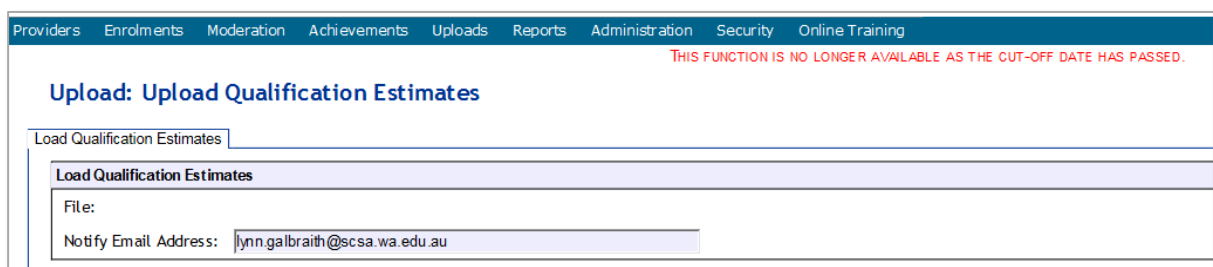
Offerings Upload Status		
The following details the last time that SIRS processed a verified file upload from your provider for the following offerings.		
Year 12:		Last upload on 29/02/2016
Year 11:		Last upload on 29/02/2016
Year 10:		No verified upload received

Table 10: Section 3 – Upload symbols key

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

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

Once the cut-off date has passed for uploading Qualification estimates, the following message will display and the Welcome Screen will show the padlock 



You can expect an email reporting the progress of your file within 15 minutes of the upload (processing time depends on the number of files already queued in the system as well as the size of the files to be processed).

3.6 Troubleshooting

Some of the common error messages listed below arise when uploading the offerings file. Against each error message are suggestions as to how to resolve the issues.

Table 11: Section 3 – Common error messages and possible solutions for offerings

Example error messages	How to resolve the problem
Calendar year 2016 must match the selected year	You are uploading an offerings file which contains 2017 offerings, however at upload time you selected 2016 as the year of upload. Re-upload your file and ensure you select 2017 as your year.
Invalid course code ESP for 2017	The course code is not correct for the stated year. You will need to change your offering details within your school system, generate a new file and upload the file again. For a list of valid course codes refer to Appendix 3 of the <i>WACE Manual 2017</i> or to: http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes
Invalid course unit code: GEBIO for course with code: BLY for 2016	The specified course unit is not a valid course unit for the course for the stated year. You will need to change your offering details within your school system, generate a new file and upload the file again. For a list of valid course unit codes refer to Appendix 3 of the <i>WACE Manual 2017</i> : http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes
Record type must be: OFCOS. Note: usually followed by a number of other error messages for each record in the file	You are uploading a file that is not a course offerings file; however, at upload time you selected this as your offering type. It is possible that you have either selected the wrong file to upload or selected the wrong offering type. Re-examine what you are uploading and select the appropriate offerings type for the file you are uploading.
Teacher contact name not specified	The teacher contact name was not specified. As this is a mandatory field you will need to enter in the teacher contact name within your school system for the given course unit, generate a new file and upload the file again.
Teacher TRBWA number and contact name does not match	The teacher TRBWA number and contact name does not match the SIRS record. As this is a mandatory field the correct TRBWA number or name should be entered. If there is a change of name, it should be first registered with TRBWA and then in SIRS. Contact the Teacher Registration Board of Western Australia or the teacher to ensure the number is correct.
The number of columns for this file must not be less than 14. Please ensure the uploaded file is a valid file in either .SCSV or .CSV and matches with the selected type of offering.	You are uploading a file that is not in .SCSV or .CSV format. If you have opened the file previously in Excel® then it is likely the file is saved in Excel® format. You will need to reopen the file in Excel®, select File, Save As and select the Save As type as .CSV (comma delimited) file format. Save the file and upload the file again.

3.7 Further help

For issues relating to the information contained in the *Data Procedures Manual 2017*, please email the Data Services team at dataservices@scsa.wa.edu.au