



Data Procedures Manual 2017

Section 5: Enrolments

Contents

- [Overview](#)
- [Course units](#)
- [Vocational Education and Training \(VET\)](#)
- [Endorsed programs](#)
- [Recording data](#)
- [Setting up enrolment databases in Excel](#)
- [Saving data for SIRS](#)
- [Uploading data into SIRS](#)
- [Troubleshooting](#)
- [Further help](#)

5.1 Overview

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

In 2017, Year 11 and Year 12 students can enrol in ATAR, General, Foundation, VET industry specific and Preliminary courses.

5.2 Course units

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

5.2.1 Year 12 enrolments

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

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

5.2.1.1 DEADLINES FOR YEAR 12 ENROLMENTS

Please refer to [Activities Schedule](#) for the date that enrolments for Year 12 students studying units in ATAR, General, Foundation, VET industry specific and Preliminary courses are due to be uploaded into SIRS.

5.2.2 Year 11 enrolments

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

- **are able** to enrol into Year 11 ATAR, General, Foundation, VET industry specific and Preliminary course units (Year 11 students who are enrolled in a VET industry specific unit will also need to be enrolled in the associated VET qualification and the ADWPL workplace learning endorsed program).
- **are able** to enrol into Year 12 General, Foundation, VET industry specific and Preliminary course units

- **may enrol** in Year 12 ATAR courses only if they are on accelerated pathways. In these cases, these students who sit the ATAR course examination in Year 11 cannot sit the examination in the same course when they are in **Year 12**.

5.2.2.1 DEADLINES FOR YEAR 11 ENROLMENTS

Please refer to [Activities Schedule](#) for the date that enrolments for Year 11 students studying units in ATAR, General, Foundation, VET industry specific and Preliminary courses are due to be uploaded into SIRS.

5.2.3 Information about ATAR, General and Foundation courses

- To achieve a Western Australian Certificate of Education (WACE), students must complete a range of requirements, including:
 - at least four units from an English course post-Year 10, including at least one pair of Year 12 units from an English course
 - one pair of Year 12 units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology).

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

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

- Course units must be completed sequentially, with Year 11 units (Units 1 and 2) being undertaken before Year 12 units (Units 3 and 4) unless students enrol directly in Year 12 units without completing Year 11 units.
- Enrolment in Year 11 units after completing Year 12 units in the same course will not be permitted.
- Students can enrol in a maximum of two units in a subject course type (e.g. ATAR course) in a given year, except in the ATAR and General courses with defined contexts. For example, a student could not enrol in AEENG, or A1ENG and A2ENG, together with ATENG in the same year.
- The Authority recommends schools to enrol students in pairs of units in both Year 11 and Year 12.

Please refer to the [Applications and Order Forms](#) page on the Authority website for information on:

- *Year 11 equivalent studies for a WACE* (in the WACE Equivalence section)
- *Year 12 overseas full fee-paying student declaration form* (in the Declarations section)
- *Non-school candidate enrolment form* (in the Enrolments section).

5.2.4 ATAR course examination candidates

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

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

Section 5: Enrolments

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

5.2.5 Eligibility to study Foundation courses

To ensure that enrolment in Foundation course units is restricted to students for whom these courses are appropriate, the Authority will not accept the enrolment in the following cases:

- where Year 11 students have not prequalified and have not sat the Online Literacy and Numeracy Assessment (OLNA), they are not eligible to enrol in any Foundation course
- where Year 11 students have demonstrated the minimum standard of literacy in the literacy component of the Year 10 literacy and numeracy assessment or have prequalified through Year 9 NAPLAN, they are not eligible to enrol in Foundation English and other List A Foundation courses (i.e. the English as an Additional Language or Dialect (EAL/D) Foundation course, or the Career and Enterprise Foundation course)
- where Year 11 students have demonstrated the minimum standard of numeracy in the numeracy component of the Year 10 literacy and numeracy assessment or have pre-qualified through Year 9 National Assessment Program – Literacy and Numeracy (NAPLAN), they are not eligible to enrol in Foundation Mathematics and other List B Foundation courses (i.e. the Applied Information Technology Foundation course and the Health, Physical and Outdoor Education Foundation course)
- where Year 11 students have demonstrated the minimum standard of literacy and/or numeracy in Semester 1 of Year 11, they are not eligible to enrol in the associated Foundation courses in Semester 2 of that year.

The above enrolment restrictions will be set in SIRS to prevent schools enrolling students in Foundation courses who have demonstrated literacy and/or numeracy minimum standards.

However, the Authority will accept the enrolment in the following cases:

- where Year 11 students have demonstrated the minimum standard of literacy in Semester 2 of Year 11 or during Year 12, they will be permitted to continue in Foundation English and other List A Foundation courses in Year 12
- where Year 11 students have demonstrated the minimum standard of numeracy in Semester 2 of Year 11 or during Year 12, they will be permitted to continue in Foundation Mathematics and other List B Foundation courses in Year 12.

OLNA results and Year 11 enrolments in Foundation course units

Once the OLNA results become available in May, schools will need to check on which of their Year 11 students have demonstrated the minimum standard of literacy and/or numeracy in Semester 1 and are not eligible to continue in the associated Foundation courses units in Semester 2.

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

To assist schools to identify which Year 11 students must change their enrolments (due to demonstrating the minimum standards of literacy and/or numeracy), schools will need to generate the **Foundation course eligibility report**.

To generate this report:

1. Hover over **Reports** in the horizontal blue menu bar.
2. Click on **other reports**.
3. Choose **Report type: enrolments** and **Report: CSE188 – Foundation course eligibility report**.

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

5.2.6 Eligibility to study Year 11 Preliminary courses

Enrolment in Preliminary courses is restricted to students who have been identified as having a learning difficulty or intellectual disability.

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

5.2.7 Enrolment in a WACE language course

For the WACE courses listed below the application for permission to enrol in a WACE Language course is available on the languages page of the Authority website: <http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/languages>.

- **Chinese** (Second Language, Background Language, First Language)
- **French** (Second Language, Background Language)
- **German** (Second Language, Background Language)
- **Indonesian** (Second Language, Background Language, First Language)
- **Italian** (Second Language, Background Language)
- **Japanese** (Second Language, Background Language, First Language).

Until the Authority has entered into SIRS the course in which a student is permitted to enrol, the school is unable to enrol that student in a language course.

5.2.8 English as an additional language or dialect (EAL/D) eligibility

Guidelines and applications for permission to enrol in EAL/D are available on the Authority website:

<http://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect>.

5.3 Vocational Education and Training (VET)

Schools need to report VET achievement from Year 10. However, schools that wish to have a student's Year 8 or Year 9 VET achievement recorded towards their WACE need to seek permission from the Authority.

The *Application for recording of enrolment and achievement of VET units of competency (delivered through VET credit transfer) and VET qualifications – Year 8 and 9 students, 2017* form can be downloaded from the [Applications and Order Forms](#) page of the Authority website.

5.4 Endorsed programs

Schools are required to use the SIRS database to enrol students in endorsed programs. Each endorsed program is assigned a unique identifier code of up to seven characters. These codes are used when uploading endorsed program enrolments into SIRS.

Schools should ensure that the endorsed programs being offered by the school appear on the list of endorsed programs. A complete listing of the endorsed programs and their individual codes is available on the Authority website.

5.4.1 Enrolment declaration form

Before endorsed program enrolments are uploaded, principals are required to certify that the endorsed programs in which students are enrolled are offered under the conditions listed on the form. This is done by signing an [Endorsed programs enrolment declaration form](#). This form covers student enrolments for Years 10, 11 and 12. The form is available at the bottom of the Endorsed programs page on the Authority website.

5.5 Recording 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 instructions on the following page on how to set up an Excel[®] database for enrolments.

5.6 Setting up enrolment databases in Excel[®]

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

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

- [Course enrolments \(ENCOS\)](#)
- [VET unit of competency enrolments \(ENVET\)](#)
- [Endorsed programs enrolment \(ENEND\)](#).

5.6.1 Setting up an Excel[®] database for course enrolment (ENCOS)

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

	A	B	C	D	E	F	G	H	I	J	K	L
1	Record Type	Provider Code	Course Code	COS or VETCOS	Unit Code	Qualification Code	SCSA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	Semester - either 1, 2 or 3 for full year
2	ENCOS	1234	ELD	COS	ATELD		22345678	Student	Jane	2017	12	3
3	ENCOS	1234	ISC	COS	ATISC		22345678	Student	Jane	2017	12	3
4	ENCOS	1234	MAE	COS	ATMAE		22345678	Student	Jane	2017	12	3
5	ENCOS	1234	MDT	COS	GTMDTW		22345678	Student	Jane	2017	12	3
6	ENCOS	1234	REL	COS	ATREL		22345678	Student	Jane	2017	12	3
7	ENCOS	1234	MAE	COS	AEMAE		23345967	Jones	John	2017	11	3
8	ENCOS	1234	MDT	COS	GEMDTW		23345967	Jones	John	2017	11	3
9	ENCOS	1234	REL	COS	AEREL		23345967	Jones	John	2017	11	3

The screen shot above shows a section of the required layout for course enrolment in Excel®. For example, **Record type** is required in column A, **Provider code** is required in column B. Each row records a course unit enrolment for one student (i.e. three rows are required for a student enrolled in three courses).

The layout requirements for all columns in the course enrolment Excel® database are specified in the table below. Screen shots of all required columns appear below the table.

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 1: Section 5 – Excel® file format for course enrolments (ENCOS)

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	ENCOS Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Mandatory Maximum field length = 12 Unique code for the course
4	D	Course type	Mandatory Maximum field length = 6 Either 'VETCOS' or 'COS' This identifies the enrolment into a VET industry specific course or other course. For example, this would be set to VETCOS where the student 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 Production and Analysis course
5	E	Unit code	Mandatory Maximum field length = 12 Unique code for the course unit that the student is enrolling where the course type is COS or VETCOS

Section 5: Enrolments

Column number	Column reference	Field name	Comment
6	F	Qualification code	Mandatory – where the course type is VETCOS Leave blank – where the course type is COS Maximum field length = 12 This is the qualification code specified in the VET industry specific course documentation
7	G	School Curriculum and Standards Authority (SCSA) student number	Mandatory Maximum field length = 15 Must be valid student number issued by the School Curriculum and Standards Authority
8	H	Student family name	Mandatory Maximum field length = 30
9	I	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30
10	J	Calendar year	Mandatory Maximum field length = 4 Must be current year in yyyy format
11	K	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 10, 11, 12
12	L	Semester	Mandatory Maximum field length = 1 Must be 1 = Semester 1, 2 = Semester 2, 3 = year-long
13	M	Contact/teacher* family name	Mandatory Maximum field length = 30
14	N	Contact/teacher* given name	Mandatory Maximum field length = 30
15	O	Contact/teacher registration number	Mandatory except for overseas schools Issued by TRBWA Maximum field length = 15 Must be whole number
16	P	Class identification	Mandatory This is the name to identify the teacher class group as specified by the provider (e.g. class 1) Maximum field length = 20
17	Q	Contact/teacher email address	Mandatory Maximum field length = 100 Contact/teacher email address
18	R	Enrolment activity for course	Mandatory E = enrolled W = withdrawn Maximum field length = 1 Withdrawn from course will withdraw all course units and integrated UoC for the course

Column number	Column reference	Field name	Comment
19	S	Enrolment activity for course unit	Mandatory E = enrolled W = withdrawn Maximum field length = 1 If enrolment activity for course unit is enrolled, then enrolment activity for course cannot be withdrawn

Course Enrolment (ENCOS)

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

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Provider Code	Course Code	COS or VETCOS	Unit Code	Qualification Code	SCSA Student Number	Student Family Name	Student Given Name	Calendar Year
2	ENCOS	1234	ELD	COS	ATELD		22345678	Student	Jane	2017
3	ENCOS	1234	ISC	COS	ATISC		22345678	Student	Jane	2017
4	ENCOS	1234	MAE	COS	ATMAE		22345678	Student	Jane	2017
5	ENCOS	1234	MDT	COS	GTMDTW		22345678	Student	Jane	2017
6	ENCOS	1234	REL	COS	ATREL		22345678	Student	Jane	2017
7	ENCOS	1234	MAE	COS	AEMAE		23345967	Jones	John	2017
8	ENCOS	1234	MDT	COS	GEMDTW		23345967	Jones	John	2017
9	ENCOS	1234	REL	COS	AEREL		23345967	Jones	John	2017

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

Notes to table

Leading zero in a number

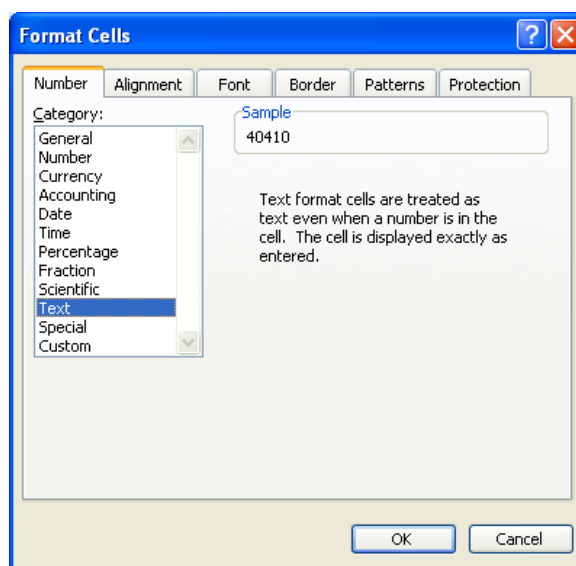
To prevent Excel® automatically removing a number that leads with a zero (as is the case of study reason, e.g. 01 to get a job), you will need to reformat the cell.

To put the column into the required format you will need to:

Section 5: Enrolments

1. Select by clicking the top of the column.
This will highlight the whole column.
2. Click on **Format** (from the Excel® toolbar).
3. Click **Cells**
4. Select **Text** from **Category**
(see screen shot to the right)
5. Select **OK**.

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



Next Step

[Saving enrolment data for SIRS](#)

5.6.2 Setting up an Excel® database for VET unit of competency enrolment (ENVET)

Schools that use Microsoft Excel® as their database for VET unit of competency enrolment 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
	Record Type	Provider Code	Course Code	Course Type	Unit Code	Qualification Code	Unit of Competency Code	RTO Code	RTO Location Code	SCSA Student Number
1										
2	ENVET	1234				52443WA	CPCCCM1015A	52786		22811223
3	ENVET	1234				52443WA	CPCCCM2001A	52786		22811223
4	ENVET	1234				BSB20112	BSBITU101A	52499		22323456
5	ENVET	1234				BSB20112	BSBITU102A	52499		22323456

The screen shot above shows a section of the required layout for VET unit of competency enrolment. For example, the **Record type** is required in column A, the **Provider code** is required in column B.

The layout requirements for all columns in the VET unit of competency enrolment Excel® database are specified in the table below. Screen shots of all required columns in the Excel® document can be found in the notes below the following table.

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 2: Section 5 – Excel® file format for VET unit of competency enrolments (ENVET)

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	ENVET Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Optional Maximum field length = 12 Unique code of the course that the unit of competency is integrated to Leave blank if the unit of competency is a credit transfer UoC
4	D	Course type	Optional Maximum field length = 6 Must be VETCOS when UoC is integrated into a VET industry specific course Otherwise leave blank
5	E	Unit code	Optional Maximum field length = 12 Leave blank for a credit transfer unit of competency enrolment Mandatory when VET industry specific course code is specified
6	F	Qualification code	Mandatory Maximum field length = 12 Unique code for the qualification the student is trying to achieve by completing this unit of competency
7	G	Unit of competency code	Mandatory Maximum field length = 12 Unique code of the VET unit of competency the student is enrolling in
8	H	Registered training organisation code	Mandatory Maximum field length = 10 The unique code of registered training organisation offering the unit of competency on behalf of the COS provider
9	I	Registered training organisation location code	Optional Maximum field length = 10 Must be RTO location code for contracted RTO provider

Section 5: Enrolments

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

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

Section 5: Enrolments

Column number	Column reference	Field name	Comment
29	AC	School-based apprenticeship/traineeship	Optional Maximum field length = 4 SBT = School-Based Traineeship ASBT = Aboriginal School-Based Traineeship SBA = School-Based Apprenticeship ASBA = Aboriginal School-Based Apprenticeship PAiS = Pre-Apprenticeship in School IB = Industry-Based accredited course
30	AD	VET USI	Optional Field length = 10 Alphanumeric VET Unique Student Identifier (USI) is required for unit of competency result to contribute towards the WACE requirements

Enrolments in VET Units of Competency (ENVET)

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

	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 Code	RTO Location Code	SCSA Student Number
1										
2	ENVET	1234				52443WA	CPCCCM1015A	52786		22811223
3	ENVET	1234				52443WA	CPCCCM2001A	52786		22811223
4	ENVET	1234				BSB20112	BSBITU101A	52499		22323456
5	ENVET	1234				BSB20112	BSBITU102A	52499		22323456

K	L	M	N	O	P	Q	R	S	T
Student Family Name	Student Given Name	Calendar Year	Academic Year	Semester	Contact/Teacher Family Name	Contact/Teacher Given Name	Contact/Teacher Registration Number	Class Identification	Commencing Course Identifier
Elliss	Stuart	2017	12						3
Elliss	Stuart	2017	12						3
Green	Nicholas	2017	12						3
Green	Nicholas	2017	12						3

U	V	W	X	Y	Z	AA	AB	AC	AD
Enrolment activity start date	Enrolment activity end date	Delivery mode identifier	Traineeship/Apprenticeship Contract ID	Enrolment Activity	Study Reason Identifier	VET Type	Qualification Enrolment	School based apprenticeship/traineeship	VET USI
1/02/2017		10		E	12	Y	Y	SBT	ABC1234567
1/02/2017		10		E	12	Y		SBT	
1/02/2017		10		E	12	Y	N		
1/02/2017		10		E	12	Y			

Enrolments in VET Units of Competency (ENVET) – integrated into VET industry specific courses

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

	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 Code	RTO Location Code	SCSA Student Number
1										
2	ENVET	1234	VBS	VETCOS	VEVBSB	BSB20112	BSBWHS201A	52616		22811223
3	ENVET	1234	VBS	VETCOS	VEVBSB	BSB20112	BSBCMM201A	52616		22811223
4	ENVET	1234	VBS	VETCOS	VEVBSB	BSB20112	BSBWHS201A	52616		22323456
5	ENVET	1234	VBS	VETCOS	VEVBSB	BSB20112	BSBCMM201A	52616		22323456

K	L	M	N	O	P	Q	R	S	T
Student Family Name	Student Given Name	Calendar Year	Academic Year	Semester	Contact/Teacher Family Name	Contact/Teacher Given Name	Contact/Teacher Registration Number	Class Identification	Commencing Course Identifier
Elliss	Stuart	2017	12	3					3
Elliss	Stuart	2017	12	3					3
Green	Nicholas	2017	12	3					3
Green	Nicholas	2017	12	3					3

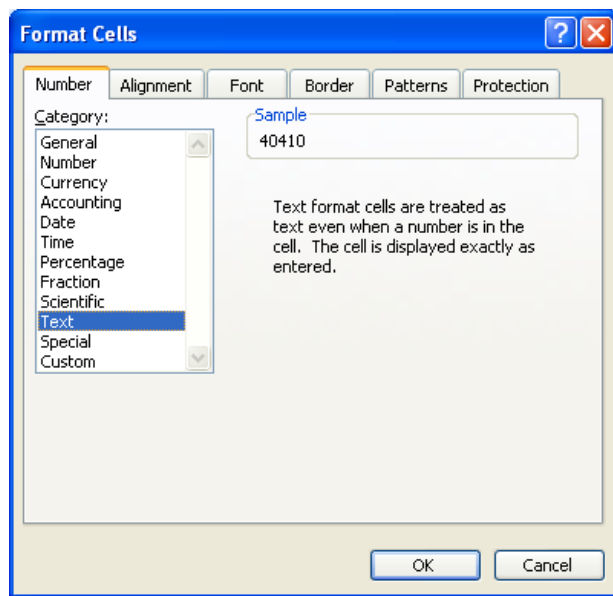
U	V	W	X	Y	Z	AA	AB	AC	AD
Enrolment activity start date	Enrolment activity end date	Delivery mode identifier	Traineeship/Apprenticeship Contract ID	Enrolment Activity	Study Reason Identifier	VET Type	Qualification Enrolment	School based apprenticeship/traineeship	VET USI
1/02/2017		10		E	12	Y	Y	SBT	ABC1234567
1/02/2017		10		E	12	Y		SBT	
1/02/2017		10		E	12	Y	N		
1/02/2017		10		E	12	Y			

Notes to table

Leading zero in a number

If a number in a data field has a leading zero, you will need to reformat the cell to prevent Excel® removing the zero.

1. Select by clicking the top of the column.
This will highlight the whole column.
2. Click on **Format**. The **Format Cells** view will appear (see screen shot to the right)
3. Click on the **Number** tab
4. Select **Text**
5. Click on **OK** button.



If no code is entered in USI field

The Unique Student Identifier (USI) is an optional field in the ENVET, RSVET and RSQUAL files. However, VET achievements without a USI will not appear on the student’s Western Australian Statement of Student Achievement (WASSA) nor will they contribute towards the requirements of a student’s WACE.

Next Step

[5.7 Saving enrolment data for SIRS](#)

5.6.3 Setting up an Excel® database for endorsed programs enrolment (ENEND)

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

	A	B	C	D	E	F	G	H	I	J	K
1	Record Type	Provider Code	Endorsed code	SCSA Student Number	Student Family Name	Student Given Name	Year	Academic Year	Semester = 3 full year	Teacher family name	Teacher given name
2	ENEND	1234	PCCNA1	22067268	Hughes	Emily	2017	12	3	Scott	James
3	ENEND	1234	ADWPL	23525884	Bradford	David	2017	11	3	Smith	Susan
4	ENEND	1234	PK4L	23042785	Best	Amanda	2017	11	3	White	Jack

The screen shot above shows a section of the required format in Excel® for the endorsed programs enrolment file. For example, the **Record type** is required in column A, the **Provider code** is required in column B. The layout requirements for all columns in the endorsed programs enrolment Excel® database are specified in the table below. Screen shots of all required columns in the Excel® document can be found in the notes below the following table.

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 up uploaded into SIRS.

Field #	Field Name	Comment
1	A	Record type ENEND Maximum field length = 6
2	B	Provider code Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Endorsed programs code Mandatory Maximum field length = 12 Unique code for the course program
4	D	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
5	E	Student family name Mandatory Maximum field length = 30
6	F	Student given name Mandatory (Optional if student only has a family name) Maximum field length = 30
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	Contact/teacher family name* Mandatory when given name or registration number is specified Maximum field length = 30
11	K	Contact/teacher given name* Mandatory when family name or registration number is specified Maximum field length = 30
12	L	Contact/teacher registration number Mandatory except for overseas schools Issued by TRBWA Maximum field length = 15 Must be a whole number
13	M	Class identification Optional Identifies the teacher class group as specified by the provider (e.g. Class 1) Maximum field length = 20
14	N	Enrolment activity Mandatory Maximum field length = 1 E = enrolled W = withdrawn

Section 5: Enrolments

15	O	Course code	Leave blank
16	P	Qualification code	Mandatory when ADWPL is part of a VET industry specific course enrolment, otherwise leave blank Maximum field length = 12

Table 3: Section 5 – Excel® file format for endorsed program enrolments (ENEND)

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

Endorsed Programs Enrolment (ENEND)

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Record Type	Provider Code	Endorsed code	SCSA Student Number	Student Family Name	Student Given Name	Year	Academic Year	Semester = 3 full year	Teacher family name	Teacher given name	TRBWA No.	Class= Optional	Enrolment activity E= Enrol W= Withdraw	Course code Optional = space bar	Qualification Code
2	ENEND	1234	PCCNA1	22067268	Hughes	Emily	2017	12	3	Scott	James	32020601	CCNAD1	E		
3	ENEND	1234	ADWPL	23525884	Bradford	David	2017	11	3	Smith	Susan	32014427	ADWPL_2	E		BSB20112
4	ENEND	1234	PK4L	23042785	Best	Amanda	2017	11	3	White	Jack	32268500		E		

Notes to table

Semester field

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

First row

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

Saving data

Your endorsed program data can be saved in one or more files. For example, you could have all data in one file or you could have each year group in a separate file.

Qualification code

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

5.7 Saving data for 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.

5.7.1 File naming

There are file name conventions for each enrolment type.

5.7.1.1 COURSE ENROLMENTS

XXXXXSSSSTYYYY.CSV

- where **XXXXX** = record type, e.g. ENCOS
SSSS = the provider/school code, e.g. 1234
TT = S1, S2, Y1 for semester or year-long data
YYY = Y11, Y12 for Year 11 or Year 12 data
or YUP for combined Year 11 and Year 12 data

Example

The file name of Course enrolment records from provider/school 1234 for Year 12 would be **ENCOS1234Y1Y12.CSV**.

5.7.1.2 ENDORSED PROGRAMS

XXXXXSSSSTYYYY.CSV

- where **XXXXX** = record type, e.g. ENEND
SSSS = the provider/school code, e.g. 1234
TT = S1, S2, Y1 for semester or year-long data
YYY = Y11, Y12 for Year 11 or Year 12 data
or YUP for combined Year 11 and Year 12 data

Example

The file name of Endorsed Programs enrolment records from provider/school 1234 for Year 12 would be **ENEND1234Y1Y12.CSV**.

5.7.1.3 VET ENROLMENTS THROUGH CREDIT TRANSFER

XXXXXSSSSTYYYY.CSV

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

Example

The file name of VET enrolment records from provider/school 1002 for Semester 1 for Year 11 would be **ENVET1002S1Y11.CSV**.

Section 5: Enrolments

5.7.1.4 VET ENROLMENTS INTEGRATED INTO A VET INDUSTRY SPECIFIC COURSE (ENVET)

XXXXXSSSSTTTY.YY.CSV

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

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

TT = S1, S2, Y1 for semester or year-long data

YYY = Y11, Y12 for Year 11 or Year 12 data

or YUP for combined Year 11 and Year 12 data

Example

The file name of VET enrolment records from provider/school 1002 for Semester 1 for Year 11 would be **ENVET1002S1Y11.CSV**.

5.7.2 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.

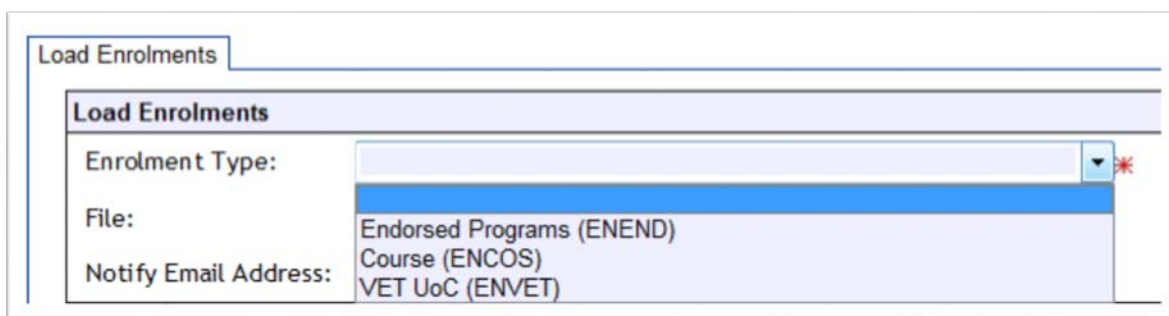
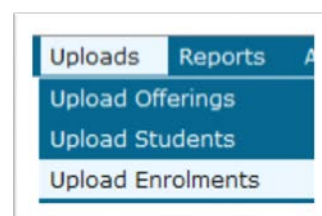
5.8 Uploading data into SIRS

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

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

To upload enrolments:

1. Hover over **Uploads > Upload Enrolments** in the horizontal blue menu bar (see screen shot to the right).
2. The **Upload Enrolments** field appears (see screen shot below).



3. In **Enrolment Type**, select either **ENCOS** (for course units), **ENVET** (for VET units of competency) or **ENEND** (for endorsed programs).
4. To locate the required file on your computer, click the **Browse** button.
5. On a Windows computer, the **Choose File** screen appears.
6. Navigate to the folder where the required file is stored on your computer.

7. Click on the required file.
8. Click **Open**. The drive, folders path and file name will appear in the **File** field.
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.
11. Check **Messages** in either your email inbox or in **Private Messages**, available from the front page of SIRS.

5.8.1 Email messages

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

Successfully verified

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

Successfully processed

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

Processed with warnings

This file has been processed, but the system has ignored certain records. Occasionally the warnings can be ignored, but some warnings must be dealt with if 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 VET UoC Enrolment (ENVET): ENVET1234Y112015.csv has failed verification due to the following errors:

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

- The student identified by: 22298524 has different VET USI stored on SIRS. If this USI – R7SXP6GVB6 is correct, please update this student's USI by uploading a new SRGDG file prior to submitting this file again.

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.

Section 5: Enrolments

Example of a failed processing message:

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

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

- Error occurred with upload enrolment of Y11 student with student number 22298524 for course DES for provider 1234 in 2017: This student cannot be enrolled in the same course being delivered as a pair i.e. AE and delivered as single units i.e. A1 and A2 at the same year.

5.8.1.1 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 email the Data Services team at dataservices@scsa.wa.edu.au.

5.8.2 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 example in the screen shot over following).

Enrolment Upload Status			
The following details the last time that SIRS processed a verified enrolment file from your provider for students in the following academic years and enrolment types.			
Academic Year	Course	VET	Endorsed Program
Year 12	✓	⚠	✓
Year 11	✓	?	✓
Year 10	?	?	✓

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).

Table 5: Section 5 – Upload symbols key

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

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

5.9 Troubleshooting

Some of the common error messages are listed below.

Table 6: Section 5 – Example error messages for enrolments

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 on SIRS with a different academic year. Please 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, please complete the Request to change to academic year form and send to the Authority.
Student identified by number: 21200752 has a name other than specified: Anne, Sulaman	The student name is different from the one in SIRS. You will need to check your student details within your school system, generate a new student registration file and upload the student registration file 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 in writing to make these changes.
Student identified by number: 21632418 has no student registration information in 2017	This student has not been registered by your school in the current year. You will need to add the student details within your school system, generate a new student registration file and upload the student registration file again to update the name of the student. Once updated you can then upload this file again.
Student with the specified number: 21949599 does not currently exist in the system	This student has never been registered by your school. You will need to add the student details within your school system, generate a new student registration file and upload the student registration file again to update the name of the student. Once updated you can then upload this file again.

Section 5: Enrolments

Example error messages	How to resolve the problem
Calendar year 2017 must match current year	You can only upload enrolments for the current year. If you need to update enrolments for past years, you will need to contact the Authority.
Record type must be: ENVET	You are uploading a file that is not an ENVET (it may be an ENEND, etc.); however, at upload time you selected this as your upload type. It is possible that you have either selected the wrong file to upload or selected the wrong upload type. Re-examine what you are uploading and select the appropriate upload type for the file you are uploading. Note this error also occurs if your file is saved as an .XLS file instead of a .CSV (comma delimited) file.
Invalid VET UoC RTO provider code 4676 for 2017	Provider 4676 is not recognised as an RTO provider in the current year. Please contact the Authority.
Invalid VET UoC code: BSBWOR20B for 2017	Unit of competency code is not valid in the current year. Please contact VETlinking@scsa.wa.edu.au .
Invalid course code VTBSB for 2017	This course/course unit has not been offered by your school in the current year.
Qualification code CPC20211 is not linked to the course unit code: VECOT for course with code: VCO for 2017	Please contact VETlinking@scsa.wa.edu.au .
Invalid course unit code: GEMUS for course with code: MUS for 2017	Music always has a context, so the course unit code could be GEMUSW or ATMUSC.
Invalid endorsed program code: CCNAE1 for 2017	This endorsed program does not exist on SIRS in the current year. Please check your codes and/or contact the Authority for more information.
Course unit with code: AEELD as part of the course with code: ELD is not offered by the provider with code: 1234 for 2017	This course unit is not offered by your school. Please add the unit/s to your offerings and re-upload your OFCOS file to include any units noted as not offered.
The teacher's name "Smith, Jenny" does not match the name of the teacher with the same TRBWA number 32117692 in SIRS. 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 helpdesk to resolve this problem	The teacher is probably listed on SIRS with a full first name – i.e. Jennifer – and SIRS will only accept Jennifer on the upload information. SIRS information is received from the TRBWA and schools need to ensure that the correct name/number is uploaded.

Example error messages	How to resolve the problem
Your school is trying to integrate a VET unit of competency into a VET industry specific course unit in which the student is not enrolled. Student identified by number: 21734289 is not currently enrolled in the course unit identified by: GEAIT as part of the course with code: DES	The student has not been enrolled in the VET industry specific course unit that the Unit of competency is integrated with. You need to upload ENCOS with student enrolment first.

5.10 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.

© School Curriculum and Standards Authority, 2017

This document – apart from any third party copyright material contained in it – may be freely copied, or communicated on an intranet, for non-commercial purposes in educational institutions, provided that the School Curriculum and Standards Authority is acknowledged as the copyright owner, and that the Authority's moral rights are not infringed.

Copying or communication for any other purpose can be done only within the terms of the *Copyright Act 1968* or with prior written permission of the School Curriculum and Standards Authority. Copying or communication of any third party copyright material can be done only within the terms of the *Copyright Act 1968* or with permission of the copyright owners.

Any content in this document that has been derived from the Australian Curriculum may be used under the terms of the Creative Commons [Attribution 4.0 International \(CC BY\)](https://creativecommons.org/licenses/by/4.0/) licence.

2016/28040v13