



**School Curriculum
and Standards
Authority**

Data Procedures Manual 2022

Section 12: Database programs

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12.1 Overview

A number of software programs are used by schools to record student and school information. These include (but are not restricted to) Civica MAZE, Administration of Schools (AoS), Reporting to Parents (for most public schools), SEQTA, and Synergetic. Links to instructions for each of these programs can be found below.

Schools without specialised software can use Excel to record their data. Strict formats must be used to ensure the data can be uploaded into SIRS. Refer to instructions within the following sections of this manual:

- [Offerings](#)
- [Student registration and demographics](#)
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12.2 Civica MAZE

A username and password is required to access instructions on how to set up a Civica MAZE database available on the [Civica website \(https://civicaeducation.com.au/\)](https://civicaeducation.com.au/).

12.3 Administration of Schools

A username and password is required to access instructions on how to set up an AoS database. Further resources can also be found on the [CEWA website \(https://leadinglights.cewa.edu.au/resources/\)](https://leadinglights.cewa.edu.au/resources/).

12.4 Reporting to Parents

The vast majority of public schools in Western Australia use the RTP database to record information. Visit the Department's intranet, [ikon \(https://ikon.education.wa.edu.au/-/report-to-the-school-curriculum-and-standards-authority\)](https://ikon.education.wa.edu.au/-/report-to-the-school-curriculum-and-standards-authority) to access:

- instructions on how to record and upload student demographic information
- instructions on how to record and upload information for courses and endorsed programs
- instructions on how to record and upload information for vocational education and training (VET)
- instructions on how to record and upload information for externally set tasks.

12.5 SEQTA

A username and password is required to access general information for RSCOS and RSVET reports available on the [SEQTA website \(https://seqta.com.au/demo/\)](https://seqta.com.au/demo/).

12.6 Synergetic

User manuals are available on [Synergetic's website \(https://wiki.synergetic.net.au/\)](https://wiki.synergetic.net.au/).