



Data Procedures Manual 2017

Section 9:

Vocational Education and Training (VET)

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9.1 Overview

The Authority's VET database contains qualifications and units of competency that are currently held in SIRS.

These files can be downloaded by Reporting to Parents VET and MAZE schools. Schools should ensure that at least once a month they download the VET modules from the Authority's [VET Data and Reporting page](#).

If there are qualifications or units of competency that your school is offering which are not in SIRS, please email the **Authority's data coordinator** at VETlinking@scsa.wa.edu.au to request these additions.

Important: In your request, please include the national qualification code and title along with the unit/s of competency/module code and title that you wish to be linked. Add this page to your favourites for quick access in the future.

The Authority's main [VET page](#) provides information on all aspects of VET in the Western Australian Certificate of Education (WACE).

9.2 VET reporting

Schools who have students undertaking nationally recognised VET qualifications are required to report to the Authority the following VET files in accordance with the published [Activities Schedule](#). (Students who wish to include VET completed outside of a school arrangement towards their WACE must complete the *Application for WACE recognition of VET achievement completed outside of a school arrangement form* located in the [Application and Forms page](#). Only full qualifications will be recorded on a WASSA).

For all VET result codes, please refer to [Achievements](#).

Schools are required to report each calendar year:

1. VET estimates (ESQUAL)

A summary of VET qualifications offered through various delivery arrangements (Auspice, Profile, Fee for Service etc.) along with estimated student numbers. Please refer to [ESQUAL file format](#).

2. VET enrolments (ENVET)

Student enrolment in individual units of competency Associated with relevant qualification. Please refer to [ENVET file format](#).

3. VET achievements (RSVET)

Student results in individual units of competency Associated with relevant qualification. Please refer to [RSVET file format](#).

4. VET achievements (RSQUAL)

To report students who have successfully completed a qualification only. Please refer to [RSQUAL file format](#).

9.3 VET credit transfer

VET credit transfer in the WACE refers to any nationally endorsed qualification or nationally recognised accredited course that is not linked to a VET industry specific course and is used by a student to contribute towards their WACE.

For instructions on how to report student enrolments as VET credit transfer, please refer to [Enrolments](#).

For instructions on how to report student achievements as VET credit transfer, please refer to [Achievements](#).

9.3.1 Achievement of full qualifications (RSQUAL)

It is essential that the RSQUAL file contains only students who have successfully completed a qualification and not students who are working towards the completion of a qualification (i.e. partial qualifications, skills sets, individual units of competency).

The **Certificate issued** field (see [Setting up an Excel® database for VET Qualification Achieved](#)) requires the school to indicate whether:

- the student has both achieved the qualification and received the qualification certificate transcript from the Registered Training Organisation (RTO) (in which case the response should be **yes**)
- OR
- the student has achieved the qualification but has not yet received the certificate transcript from the RTO (in which case the response should be **no**).

Regardless of whether this column is filled in as **yes** or **no**, the qualification appears as a full completion on a student's statement of attainment.

9.3.2 VET Unique Student Identifier (USI)

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

Any changes to a student's VET USI will require the school to upload a new Student Registration and Demographics (SRGDG) file with the correct USI.

9.4 VET industry specific courses

A VET industry specific course contributes to the WACE as a course. It includes a full, nationally recognised AQF qualification and **mandatory** industry related workplace learning. See the *WACE Manual 2017* for further details.

Related information

[VET industry specific course syllabuses](#) are available on the Authority website.

9.4.1 VET industry specific course enrolments

The process for enrolment in a VET industry specific course is:

1. Course offering (**OFCOS**): the VET industry specific course that is being offered.
2. Course enrolment (**ENCOS**): student enrolment in VET industry specific course units associated with the relevant qualification.
3. VET enrolments (**ENVET**): student enrolment in individual units of competency integrated with relevant qualification.
4. Endorsed program enrolment (**ENEND**): student enrolment in the Authority-developed workplace learning endorsed program (**ADWPL**). Please ensure qualification code is linked as this will be used in determining successful course completion.

9.4.1.1 COURSE OFFERINGS (OFCOS) AND ENROLMENTS (ENCOS)

Please refer to:

- [Excel® file format for course offerings \(OFCOS\) in Section 3.2.3](#)
- [Excel® file format for course offerings \(ENCOS\) in Section 5.6.1](#)

For the full list of VET industry specific course codes please refer to courses codes 2017 in [Offerings](#).

Course offerings and enrolments in VET industry specific course units are identified in SIRS as VETCOS and follow the same procedures and deadlines as all other courses.

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

Please refer to [VET units of competency enrolment file format](#).

VET units of competency which form the qualification prescribed in the relevant VET industry specific course syllabus must be **integrated** into the associated VET industry specific course unit.

9.4.2 VET industry specific course achievements

Course unit credit for VET industry specific courses is allocated across Years 11 and 12. Please refer to the *WACE Manual 2017* for more details.

Course unit credit for VET industry specific courses is reported as **completed** and as having met **the C standard** for each VET industry specific course unit. The achievement descriptor 'completed' contributes in the same manner that a C grade or higher applies to all other WACE course units.

To be allocated a **completed** status, students must have successfully completed the requirements of the course and the following **three** results files successfully uploaded into SIRS:

- **RSQUAL**: indicates that the student has achieved the relevant full qualification as outlined in the **Course Delivery** section of the syllabus
- **RSVET**: indicates that the student has:
 - achieved competency in all the units specified as **core, mandatory** or **compulsory** as integrated within the VET industry specific course
 - achieved competency in the specified number of electives
- **RSEND**: indicates that the student has completed the specified number of workplace learning hours through ADWPL as specified in the course syllabus, which is linked to the relevant qualification.

All achievement must be verified by the RTO in partnership with the school for delivery, assessment and certification of the relevant qualification (verification may be in the form of a copy of an RTO certified qualification and statement of attainment or correspondence from an RTO confirming student achievement has been certified).

9.4.2.1 COURSE COMPLETION RESULTS FILES (RSVET, RSQUAL RSEND)

Please refer to:

- [VET unit of competency result file format \(RSVET\) in Section 8.6.3](#)
- [VET qualification result file format \(RSQUAL\) in Section 8.6.5](#)
- [Endorsed program result file format \(RSEND\) in Section 8.6.2](#)

9.4.2.2 PARTIAL ACHIEVEMENT REQUIREMENTS (RSVET, RSEND)

If a student does not successfully complete all components of a VET industry specific course, the student is awarded a **U** (Unfinished) for the Year 12 units (Units 3 and 4).

Course credit for Year 11 units (Units 1 and 2) for a partially completed VET industry specific course may be awarded for a Certificate II or Certificate III VET industry specific course only if the following conditions are met:

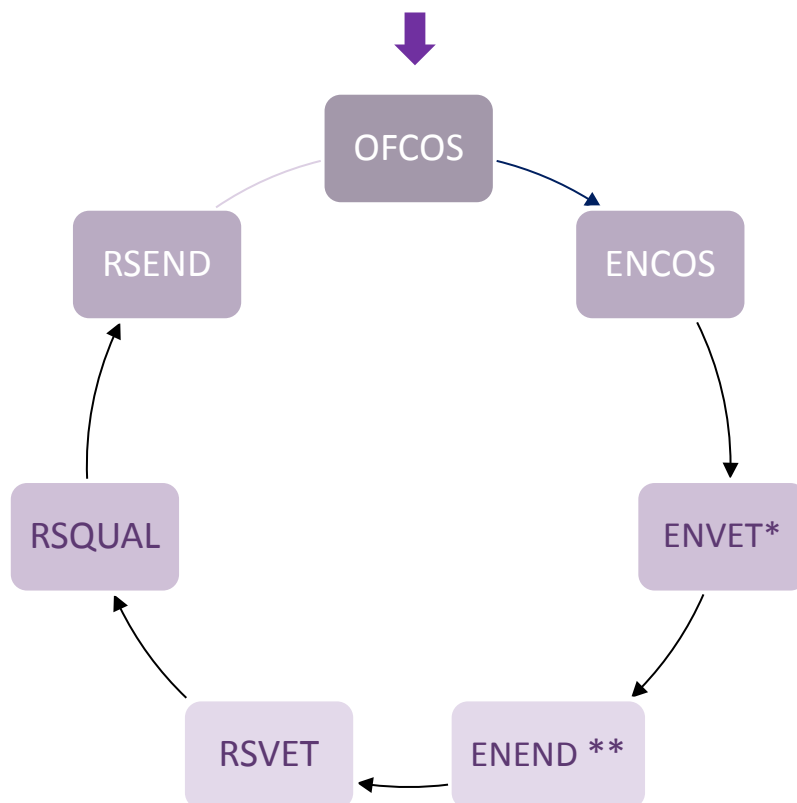
- **Qualification component (RSVET)**: completion of equal to or greater than 110 nominal hours of the VET industry specific qualification **and**
- **Workplace learning component (RSEND)**: completion of at least one unit of the workplace learning endorsed program in an industry relevant to the qualification industry area.

If these conditions for Year 11 Units 1 and 2 are not met by the end of an academic year, a **U** (unfinished) is awarded until such time as these conditions have been met.

9.4.3 VET industry specific course integrity check processes

A VET industry specific WACE course integrity check process is conducted every two years to verify that the workplace component of the course ADWPL aligns with the industry area of the qualification undertaken. Please subscribe to the Authority's [online circulars](#) for regular updates.

9.4.4 Enrolling and resulting cycle for VET industry specific courses



Notes to diagram

1. **CSE192** – VET industry specific course requirement met report (this report provides a summary of all the course components) and **CSE196** – VET industry specific course unit of competency report (this report includes a detailed list of each unit of competency).
2. If a student does not successfully complete all components of a VET industry specific course, the student is awarded a **U** (Unfinished) for the Year 12 units (Units 3 and 4).
3. Course credit for Year 11 units (Units 1 and 2) for a partially completed VET industry Specific course may be awarded for a Certificate II or Certificate III VET industry specific course. For further information see the *WACE Manual 2017* or email VETinfo@scsa.wa.edu.au.
4. ***ENVET** (with VET enrolments integrated into a VET industry specific course) is required before ADWPL can be linked to the qualification via **ENEND**.
5. ****ENEND warning:** If the student has VETCOS in the **ENCOS** file and followed by **ENEND** without linking it to the qualification the warning will state that *if ADWPL is being used to meet VET industry specific course requirements then it must be linked to the relevant VET industry specific course qualification.*