



Data Procedures Manual 2023

Section 3: Offerings

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Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2023 should be treated as examples only. Representations that display new information have been updated.

3.1 Overview

Schools are required to provide the Authority with records of the courses they offer to students. In 2023, 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 certify the conditions under which courses are being offered by completing the declaration forms available on the Authority website on the [Applications and Order Forms page \(www.scsa.wa.edu.au/forms\)](http://www.scsa.wa.edu.au/forms).

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

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

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

Schools are required to complete an Endorsed programs enrolment declaration form available on the Authority website on the [Endorsed Programs page \(https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs\)](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs), if they are offering an endorsed program to their students.

3.2.2 Course codes 2023

Codes for each course are available on the Authority website on the [Course Codes page \(https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes\)](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes) or in the *WACE Manual 2023*.

Codes for the following courses can be found in this section of the *Data Procedures Manual 2023*:

- [Course codes for ATAR, General and Foundation](#)
- [Interstate Languages \(NSW/SA/VIC\)](#)
- [Course codes for VET industry specific courses](#)
- [Preliminary](#)

3.2.2.1 Structure of the course codes

Generally, course codes have five characters; however, where a course has a defined context, the course/context code has six characters. The structure of the course codes is outlined in the tables below 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 (VET industry specific)	T Textiles
V VET industry specific course	T Year 12 pair of units (Units 3 and 4)		W Wood
			B* Certificate II in Business

Note:

- *indicates a VET industry specific qualification.

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

First character	Second character	Third to fifth characters	Sixth character
P Preliminary course	1 Unit 1	Examples	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 Screen and 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 2023

Subject title	Subject code	ATAR (A) course code	ATAR (A) examinable course code	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	AEAVN (A1AVN, A2AVN)	ATAVN*	GEAVN (G1AVN, G2AVN) GTAVN	
Biology	BLY	AEBLY (A1BLY, A2BLY)	ATBLY	GEPLY (G1BLY, G2BLY) GTBLY	
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
Chemistry	CHE	AECHE (A1CHE, A2CHE)	ATCHE	GECHC (G1CHE, G2CHE) GTCHE	
Children, Family and the Community	CFC	AECFC (A1CFC, A2CFC)	ATCFC	GECFC (G1CFC, G2CFC) GTCFC	

Subject title	Subject code	ATAR (A) course code	ATAR (A) examinable course code	General (G) course code	Foundation (F) course code
Chinese: First Language (Chinese and Literature Year 12 only)	CFL	AECFL (A1CFL, A2CFL)	ATCFL		
Chinese: Second Language*	CSL	AECSL (A1CSL, A2CSL)	ATCSL*	GECSL (G1CSL, G2CSL) GTCSL	
Computer Science	CSC	AECSC (A1CSC, A2CSC)	ATCSC	GECSL (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	AEEEST (A1EST, A2EST)	ATEEST	GEEST (G1EST, G2EST) GTEEST	
English	ENG	AEENG (A1ENG, A2ENG)	ATENG	GEENG (G1ENG, G2ENG) GTENG	FEENG (F1ENG, F2ENG) FTEENG
English as an Additional Language or Dialect*	ELD	AEELD (A1ELD, A2ELD)	ATEELD*	GEELD (G1ELD, G2ELD) GTEELD	FEELD (F1ELD, F2ELD) FTEELD

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Subject title	Subject code	ATAR (A) course code	ATAR (A) examinable course code	General (G) course code	Foundation (F) course code
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
Hindi: Background Language*†	HBL	AEHBL (A1HBL, A2HBL)	ATHBL†		
Hindi: Second Language*†	HDI	AEHDI (A1HDI, A2HDI)	ATHDI†		
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	
Italian: Background Language*	ITB	AEITB (A1ITB, A2ITB)	ATITB*		
Italian: Second Language*	ISL	AEISL (A1ISL, A2ISL)	ATISL*	GEISL (G1ISL, G2ISL) GTISL	

Subject title	Subject code	ATAR (A) course code	ATAR (A) examinable course code	General (G) course code	Foundation (F) course code
Japanese: Second Language*	JSL	AEJSL (A1JSL, A2JSL)	ATJSL*	GEJSL (G1JSL, G2JSL) GTJSL	
Korean: Background Language*†	KOB	AEKOB (A1KOB, A2KOB)	ATKOB†		
Korean: Second Language*†	KOR	AEKOR (A1KOR, A2KOR)	ATKOR†		
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		
Media Production and Analysis*	MPA	AEMPA (A1MPA, A2MPA)	ATMPA*	GEMPA (G1MPA, G2MPA) GTMPA	
Modern History	HIM	AEHIM (A1HIM, A2HIM)	ATHIM	GEHIM (G1HIM, G2HIM) GTHIM	

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Subject title	Subject code	ATAR (A) course code	ATAR (A) examinable course code	General (G) course code	Foundation (F) course code
Music*	MUS	AEMUS (A1MUS, A2MUS)	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	GEPPS (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	

Note:

- *indicates courses have both written and practical examinations.
- †In 2023, the new Authority-developed Hindi: Background Language, Hindi: Second Language, Korean: Background Language and Korean: Second Language courses will be implemented for Year 11, and 2024 for Year 12.

3.2.2.4 Course codes for Interstate Languages (NSW/SA/VIC)

Table 4: Section 3 – Course unit codes for 2023

Interstate Languages	State	Code	ATAR (A) course code	ATAR (A) examinable course code
Armenian	NSW	ARM	AEARM (A1ARM, A2ARM)	ATARM
Chinese: Background Language (Chinese in Context NSW)	NSW	CBL	AECBL (A1CBL, A2CBL)	ATCBL
Croatian	NSW	CRO	AECRO (A1CRO, A2CRO)	ATCRO
Filipino	NSW	FIL	AEFIL (A1FIL, A2FIL)	ATFIL
Indonesian: First Language* (Indonesian and Literature NSW)	NSW	IFL	AEIFL (A1IFL, A2IFL)	ATIFL
Japanese: Background Language (Japanese in Context NSW)	NSW	JBL	AEJBL (A1JBL, A2JBL)	ATJBL
Korean: Background Language (Korean in Context NSW)	NSW	KBL		ATKBL
Serbian	NSW	SER	AESER (A1SER, A2SER)	ATSER
Swedish	NSW	SWE	AESWE (A1SWE, A2SWE)	ATSWE
Hungarian	SA	HUN	AEHUN (A1HUN, A2HUN)	ATHUN
Modern Greek	SA	GRE	AEGRE (A1GRE, A2GRE)	ATGRE
Khmer	SA	KHM	AEKHM (A1KHM, A2KHM)	ATKHM
Malay: Background Speakers*	SA	MBS	AEMBS (A1MBS, A2MBS)	ATMBS
Nepali	SA	NEP	AENEP (A1NEP, A2NEP)	ATNEP
Polish	SA	POL	AEPOL (A1POL, A2POL)	ATPOL
Spanish	SA	SPA	AESPA (A1SPA, A2SPA)	ATSPA
Arabic	VIC	ARA	AEARA (A1ARA, A2ARA)	ATARA
Auslan	VIC	AUS	AEAUS (A1AUS, A2AUS)	ATAUS
Bengali	VIC	BEN	AEBEN (A1BEN, A2BEN)	ATBEN

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Interstate Languages	State	Code	ATAR (A) course code	ATAR (A) examinable course code
Bosnian	VIC	BOS	AEBOS (A1BOS, A2BOS)	ATBOS
Chin Hakha	VIC	CHA	AECHA (A1CHA, A2CHA)	ATCHA
Dutch	VIC	DUT	AEDUT (A1DUT, A2DUT)	ATDUT
Hebrew	VIC	HEB	AEHEB (A1HEB, A2HEB)	ATHEB
Hindi	VIC	HIN		ATHIN
Karen	VIC	KAR	AEKAR (A1KAR, A2KAR)	ATKAR
Macedonian	VIC	MAC	AEMAC (A1MAC, A2MAC)	ATMAC
Persian	VIC	PER	AEPER (A1PER, A2PER)	ATPER
Portuguese	VIC	POR	AEPOR (A1POR, A2POR)	ATPOR
Punjabi	VIC	PUN	AEPUN (A1PUN, A2PUN)	ATPUN
Romanian	VIC	ROM	AEROM (A1ROM, A2ROM)	ATROM
Russian	VIC	RUS	AERUS (A1RUS, A2RUS)	ATRUS
Sinhala	VIC	SIN	AEIN (A1SIN, A2SIN)	ATSIN
Tamil	VIC	TAM	AETAM (A1TAM, A2TAM)	ATTAM
Turkish	VIC	TUR	AETUR (A1TUR, A2TUR)	ATTUR
Vietnamese	VIC	VIE	AEVIE (A1VIE, A2VIE)	ATVIE

Note:

- *indicates courses which only have a written examination.

3.2.2.5 Course codes for VET industry specific courses

Table 5: Section 3 – Course unit codes for 2023 (new and continuing enrolments)

Note: qualifications are current at the time of publishing. Subsequent versions of qualifications are available upon request. The most current course codes can be accessed on the Authority website on the [VET Industry Specific page \(https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/vet-industry-specific\)](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/vet-industry-specific).

Course code and title	Qual code	Qualification title and course unit code/s	Total UoC	Core	Elec	Mandated elec	AD WPL
VAU Automotive	AUR10120	Certificate I in Automotive Vocational Preparation (VEVAU)	8	5	3	N	55
	AUR20720	Certificate II in Automotive Vocational Preparation (VEVAUP, VTVAUP)	12	7	5	N	110
	AUS20520	Certificate II in Automotive Servicing Technology (VEVAUV, VTVAUV)‡	20	13	7	N	110
	AUR20920	Certificate II in Automotive Body Repair Technology (VEVAUB, VTVAUB)	13	5	8	N	110
VBF Business and Financial Services	BSB10120	Certificate I in Workplace Skills (VEVBF)	6	2	4	N	55
	BSB20120	Certificate II in Workplace Skills (VEVBFB, VTVBFB)	10	5	5	N	110
	BSB30120	Certificate III in Business (VEVBFS, VTVBFS)	13	6	7	N	110
	FNS10120	Certificate I in Basic Financial Literacy (VEVBFF)	6	6	0	N	55
	FNS20120	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
	CHC30121	Certificate III in Early Childhood Education and Care (VEVCSC, VTVCS)	17	15	2	N	110
	CHC30221	Certificate III in School Based Education	15	10	5	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	AD WPL	
		Support (VEVCSE, VTVCSH)						
	HLT23215	Certificate II in Health Support Services (VEVCSH, VTVCSH)	12	4	8	N	110	
VCO	Construction Industries	CPC10120*	Certificate I in Construction† (VEVCO)	11	8	0	3	110
		52824WA*	Certificate II in Building and Construction (Pathway – Trades) (VEVCO, VTVCO)†‡	14	8	6	N	220
		52893WA*	Certificate II in Building and Construction (Pathway – Trades) (VEVCO, VTVCO)†‡	14	8	6	N	220
		52700WA*	Certificate II in Plumbing (VEVCOP, VTV COP)	16	16	0	N	220
		52887WA*	Certificate II in Plumbing (VEVCOP, VTV COP)	18	16	2	N	220
		52825WA	Certificate II in Building and Construction (Pathway – Para Professional) (VEVCON, VTVCON)	12	12	0	N	110
		RII10115	Certificate I in Resources and Infrastructure Operations (VEVCOR)†	6	3	3	N	55
		RII20720	Certificate II in Civil Construction (VEVCOR, VTV COR)†	16	10	6	N	110
		UEE20711	Certificate II in Data and Voice Communications (VEVCOD, VTV COD)	10	9	1	N	110
		UEE20720	Certificate II in Data and Voice Communications (VEVCOD, VTV COD)	11	9	2	N	110
		UEE22020*	Certificate II in Electrotechnology – Career Start (VEVCOE, VTVCOE)‡	11	8	3	N	220

Course code and title	Qual code	Qualification title and course unit code/s	Total UoC	Core	Elec	Mandated elec	AD WPL	
VCI	Creative Industries	CUA20620	Certificate II in Music (VEVCI, VTVCI)	8	3	5	0	110
		CUA30920	Certificate III in Music (VEVCIT, VTVCIT)	11	3	8	N	110
		CUA10220	Certificate I in Aboriginal or Torres Strait Islander Cultural Arts (VEVCIC)	6	4	2	N	55
		CUA20720	Certificate II in Visual Arts (VEVCIV, VTVCIV)	9	4	5	N	110
		CUA31120	Certificate III in Visual Arts (VEVCIA, VTVCIA)	12	4	8	N	110
		CUA20220	Certificate II in Creative Industries (VEVCIN, VTVCIN)†	10	3	7	N	110
		CUA31020	Certificate III in Screen and Media (VEVCID, VTVCID)	11	3	8	N	110
VEN	Engineering	MEM10119	Certificate I in Engineering (VEVEN)†	10	4	6	N	55
		MEM20413	Certificate II in Engineering Pathways (VEVENV, 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
		SIT10222	Certificate I in Hospitality (VEVHT)	6	3	3	N	55
		SIT20316	Certificate II in Hospitality (VEVHTF, VTVHTF)	12	6	6	N	110
		SIT20322	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
		SIT20421	Certificate II in Cookery (VEVHTK, VTVHTK)§	13	7	6	N	110
		SIT10116	Certificate I Tourism (Australian Indigenous Culture) (VEVHTO)	6	2	4	N	55

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Course code and title		Qual code	Qualification title and course unit code/s	Total UoC	Core	Elec	Mandated elec	AD WPL
		SIT20116	Certificate II in Tourism (VEVHTU, VTVHTU)	11	4	7	N	110
VIT	Information and Communications Technology	ICT20120	Certificate II in Applied Digital Technologies (VEVITG, VTVITG)	12	6	6	N	110
		ICT30120	Certificate III in Information Technology (VEVITS, VTVITS)	12	6	6	N	110
VPI	Primary Industries	AHC10216	Certificate I in Agrifood Operations (VEVPIF)	6	2	4	N	55
		AHC20116	Certificate II in Agriculture (VEVPIA, VTVPIA)†	18	3	15	N	110
		AHC21216	Certificate II in Rural Operations (VEVPIA, VTVPIA)†	15	3	12	N	110
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
		SIS20321	Certificate II in Sport Coaching (VEVSRS, VTVSRS)†	7	3	4	N	110

Note:

- *VET industry specific course qualifications that require more WPL than other qualifications at the same level, as requested by the Industry Training Council (ITC).
- †Qualifications that have significant overlap of units of competency and have been given the same course unit code to avoid dual credit for the same content.
- ‡Refer to the latest VET qualifications register for secondary students for details on relevant delivery options.
- §Supersedes SIT20416 – note change of qualification title.

3.2.2.6 Course codes for preliminary course offerings for 2023

Table 6: Section 3 – Preliminary course offerings and course codes for 2023

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, Administration of Schools (AoS), Reporting to Parents (for most public schools), SEQTA and Synergetic. To find out how to record data in these systems, contact the software supplier or refer to [Database programs](#) for links to user manuals.

If your school records data using Excel, the data must be formatted correctly. Failure to format data correctly will ultimately prevent the data from being uploaded into SIRS. 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 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	Ac Year	Year	Course	Course Type	Unit Code	Qualification Code	Est Number of Students	Teacher Family Name
2	OFCOS	1234	11	2018	REL	COS	AEREL		17	Brown
3	OFCOS	1234	12	2018	REL	COS	GTREL		20	Cole
4	OFCOS	1234	11	2018	PHY	COS	AEPHY		5	Jones
5	OFCOS	1234	11	2018	VAR	COS	AEVAR		2	Goodwood
6	OFCOS	1234	11	2018	ENG	COS	F1ENG		3	Hill
7	OFCOS	1234	11	2018	ENG	COS	F2ENG		3	Hill
8	OFCOS	1234	12	2018	ENG	COS	ATENG		20	Hill
9	OFCOS	1234	12	2018	ENG	COS	GTENG		20	Hill
10	OFCOS	1234	11	2018	MAT	COS	AEMAT		10	Palmer
11	OFCOS	1234	12	2018	MAT	COS	ATMAT		6	Palmer
12	OFCOS	1234	12	2018	MAE	COS	ATMAE		16	Palmer
13	OFCOS	1234	12	2018	MAE	COS	GTMAE		20	Palmer

Section 3: Offerings

The screenshot above shows a section of the required format for the course offerings database in Excel. For example, the **Record Type** is required in Column A, the **Provider Code** is required in Column B etc. 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 the table below. Screenshots of all required columns are included following the table.

Note: once the table has been formatted and data entered, the Excel document must be saved as a **.CSV** or a **.SCSV** file before it can be uploaded into SIRS.

Table 7: Section 3 – Excel file format for course offerings (OFCOS)

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 [WACE])	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 In yyyy format
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

Column number	Column reference	Field name	Comment
11	K	Contact/teacher given name*	Mandatory Maximum field length = 30
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

Note:

- *teachers' names should be exactly as registered with the TRBWA.

Course offerings (OFCOS)

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

	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														
2	OFCOS	1234	11	2018	REL	COS	AEREL		17	Brown	Jane	33082606		Y
3	OFCOS	1234	12	2018	REL	COS	GTREL		20	Cole	Allan	32013031		Y
4	OFCOS	1234	11	2018	PHY	COS	AEPHY		5	Jones	Greg	32002785		Y
5	OFCOS	1234	11	2018	VAR	COS	AEVAR		2	Goodwood	Julia	33065691		Y
6	OFCOS	1234	11	2018	ENG	COS	F1ENG		3	Hill	Janice	33067549		Y
7	OFCOS	1234	11	2018	ENG	COS	F2ENG		3	Hill	Janice	33067549		Y
8	OFCOS	1234	12	2018	ENG	COS	ATENG		20	Hill	Janice	33067549		Y
9	OFCOS	1234	12	2018	ENG	COS	GTENG		20	Hill	Janice	33067549		Y
10	OFCOS	1234	11	2018	MAT	COS	AEMAT		10	Palmer	Eric	32033063		Y
11	OFCOS	1234	12	2018	MAT	COS	ATMAT		6	Palmer	Eric	32033063		Y
12	OFCOS	1234	12	2018	MAE	COS	ATMAE		16	Palmer	Eric	32033063		Y
13	OFCOS	1234	12	2018	MAE	COS	GTMAE		20	Palmer	Eric	32033063		Y

Next step

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

3.3 Vocational education and training (VET) qualification estimates (ESQUAL)

3.3.1 Overview

Each school is required to report 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.

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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 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 aged 15-years and over. Under these arrangements the student is both a full-time student and a part-time employee. To be a school-based trainee/apprentice, 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, 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, Administration of Schools (AoS), Reporting to Parents (for most public schools), SEQTA and Synergetic. To find out how to record data in these systems, contact the software supplier or refer to [Database programs](#) for links to user manuals.

If your school records data using Excel, the data must be entered in the correct format. Failure to enter data correctly will ultimately prevent the data from being uploaded into SIRS. Refer to the instructions below on how to set up an Excel database for VET qualifications estimates.

Note: uploading an ESQUAL file into SIRS causes the previous file to be completely erased. To correctly update the information in your ESQUAL file, all students should be included in each upload.

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

Schools that use 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	K
1	Record Type	Provider Code	Qualification Code	RTO provider code	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	Delivery arrangement identifier	Enrolment activity
2	ESQUAL	1234	BSB20115	1988	23345678	Student	Jane	2018	12	1	E
3	ESQUAL	1234	CHC22015	52499	23456789	Smith	Sally	2018	12	1	E

The screenshot above shows a section of the required format for the VET qualifications estimates database in Excel. For example, the **Record Type** is required in Column A, the **Provider Code** is required in Column B (a provider is a school or organisation authorised to offer the WACE) etc. 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 below. Screenshots of all required columns are included following the table.

Table 8: Section 3 – Excel file format for VET qualification estimates (ESQUAL)

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 WACE)	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 the RTO offering the qualification on behalf of the COS provider
5	E	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
6	F	Student family name	Mandatory Maximum field length = 40 Recommend using title case, not all capitals
7	G	Student given name	Mandatory (optional if student only has a family name) Maximum field length = 40 Recommend using title case, not all capitals
8	H	Calendar year	Mandatory Maximum field length = 4 In yyyy format
9	I	Academic year	Mandatory Maximum field length = 2 Must be in the range: 07–12

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Column number	Column reference	Field name	Comment
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
11	K	Enrolment activity	Mandatory Maximum field length = 1 E = enrolled W = withdrawn

VET qualification estimates (ESQUAL)

See below for an example of a complete breakdown of the fields within the ESQUAL database.

	A	B	C	D	E	F	G	H	I	J	K
	Record Type	Provider Code	Qualification Code	RTO provider code	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	Delivery arrangement identifier	Enrolment activity
1											
2	ESQUAL	1234	BSB20115	1988	23345678	Student	Jane	2018	12	1	E
3	ESQUAL	1234	CHC22015	52499	23456789	Smith	Sally	2018	12	1	E

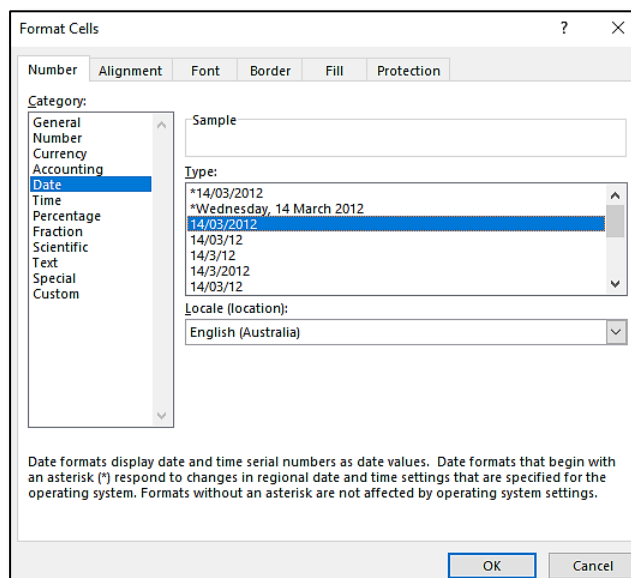
Notes to table

Formatting cells 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:

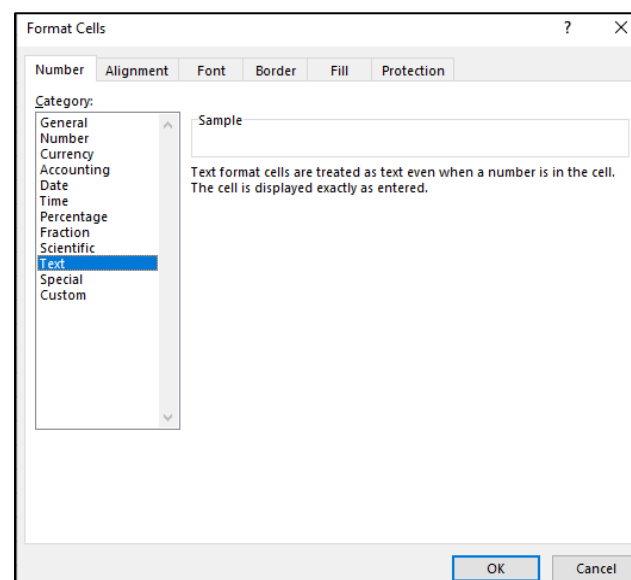
1. Select the column for date of birth by clicking the top of the column. This will highlight the whole column.
2. Right-click the mouse.
3. Choose **Format cells**.
4. Click on the **Number** tab.
5. Under **Category** click on **Date**.
6. Under **Type**, select the third entry from the top (14/03/2001).
7. Click on the **OK** button.

**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 the required column by clicking at the top of the 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 on **Text**.
6. Click on the **OK** button.



3.4 Saving data for upload into SIRS

Once all required information has been entered into a database, the data must be saved as (or exported) a **.CSV** or a **.SCSV** 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:

XXXXXSSSTYYYY.csv

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

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- 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

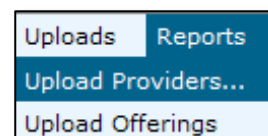
If any further changes need to be made to the spreadsheet, make sure you edit your original Excel document and not the **.CSV** or the **.SCSV** file, as opening the file again will result in the loss of any text formatting.

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 re-upload your OFCOS file with zero in the **Estimated Number of Students** column.

1. In the blue horizontal navigation bar, hover over the **Uploads** tab (see screenshot to the right).
2. Click on **Upload Offerings**. The **Upload Offerings** fields appear (see screenshot below).



Upload: Upload Offerings

Load Offerings

Load Offerings

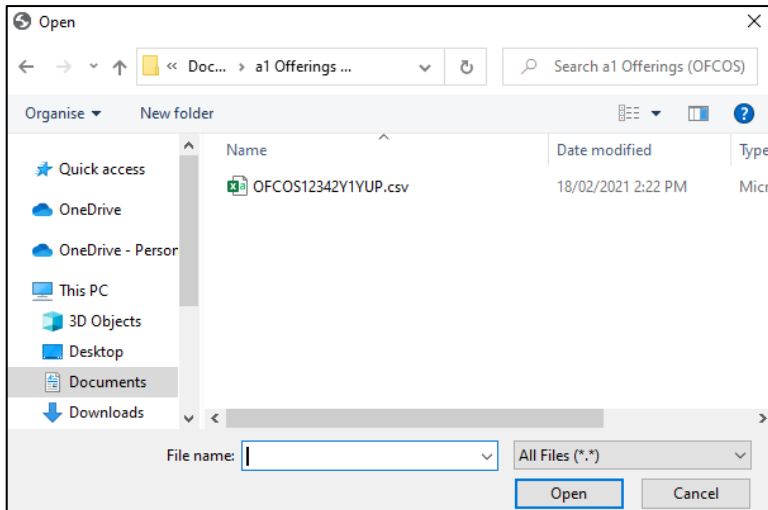
Offering Type:

Year: 2017 2018 2019

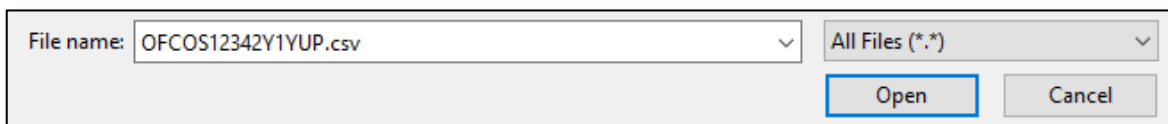
File:

Notify Email Address:

3. **Course (OFCOS)** will appear in the **Offering Type** field.
4. To locate the required file on your computer, click on the **Browse** button.
5. On a Windows operating system, the **Choose File** screen appears (see screenshot below).



6. Navigate to the folder where the required file is stored.
7. Click on the required file.
8. Click on the **Open** button. The drive, folders path and file name will appear in the **File** field (see screenshot 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 uploading course offerings will be **OFCOSsssY1YUP.CSV** where ssss is the school code.

Note: the email address of the person uploading the file will automatically appear. SIRS will send an email message to this person to report the status of the upload.

9. Click **Upload File for Processing** or you can click on the **Close** button to exit without continuing with the upload.
10. You can check the progress of your upload in either your email inbox or in **Private Messages**, available from the home 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.

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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 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. Check all error messages produced by SIRS (see example below) and try to resolve them. To assist you with resolving errors, refer to [Troubleshooting](#) in this section.

Example of a failed file 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 Data Services at dataservices@scsa.wa.edu.au for further Information.

Failed processing

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

Example of a failed file 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 registration number.

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




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

3.5.2 Upload confirmation

You can expect a message 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) in either your email inbox or in **Private Messages**, available from the home 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 home page of SIRS) will also change once a file has been successfully uploaded (see screenshot below).

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

See the table below for a key to the **Offerings Upload Status** symbols.

Table 9: 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 into the SIRS database

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

Once the cut-off date has passed for uploading **Qualification Estimates**, the following message will display (see screenshot below).

Upload: Upload Qualification Estimates

THIS FUNCTION IS NO LONGER AVAILABLE AS THE CUT-OFF DATE HAS PASSED.

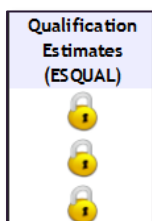
Load Qualification Estimates

Load Qualification Estimates

File: No file chosen

Notify Email Address:

The home page of SIRS will show the **padlock** icon (see screenshot below).



3.6 Troubleshooting

Some of the common error messages that arise when uploading the offerings file are listed below. Against each error message are suggestions to assist in resolving these issues.

Table 10: Section 3 – Common error messages for the offerings upload and possible solutions

Example error messages	How to resolve the problem
Calendar year 2023 must match the selected year	You are uploading an offerings file, which contains 2023 offerings; however, at the time of upload you selected 2019 as the year of upload. Upload your file again and ensure you select 2023 as the year.
Invalid course code ESP for 2023	The course code is not correct for the stated year. Change your offering details within your school system, generate a new file and upload the file again. A complete list of valid course codes is available on the Authority website on the Course Codes page (https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes) or refer to Appendix 3 of the <i>WACE Manual 2023</i> .
Invalid course unit code: GEBIO for course with code: BLY for 2023	The specified course unit is not valid for the course for the stated year. Change your offering details within your school system, generate a new file and upload the file again. A complete list of valid course unit codes is available on the Authority website on the Course Codes page (https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes) or refer to Appendix 3 of the <i>WACE Manual 2023</i> .
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 the time of upload 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. Check what you are uploading and select the appropriate offerings type for the file you are uploading.
Teacher contact name not specified	The teacher's contact name was not specified. As this is a mandatory field, enter 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 do not match	The teacher's TRBWA number and contact name do 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 TRBWA or the teacher to ensure the number is correct.
The number of columns for this file must not be less than 14. Ensure the uploaded file is a valid file in either .CSV or .SCSV and matches with the selected type of offering.	You are uploading a file that is not in the .CSV or the .SCSV formats. If you have opened the file previously in Excel then it is likely the file is saved in Excel format. Reopen the file in Excel, select File, Save As and select the Save As type as either the .CSV or the .SCSV file formats. Save the file and upload it again.

3.7 Further help

For issues relating to the information contained in the *Data Procedures Manual 2023*, contact the Data Services team at dataservices@scsa.wa.edu.au.