

Data transfer from schools, colleges and other providers  
to the School Curriculum and Standards Authority (for 2024)

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**Acknowledgement of Country**

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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Notes:

1. All fields to be separated by a semi-colon (;) or by a comma (,)

[User can specify which type of file on upload]

1. Unless specified all fields to be left blank

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Specifications

Terminology

Terminology that is specific to computing

| Term | **Description** |
| --- | --- |
| Record | A set of data relating to a student (e.g. name record, address record) |
| Field | One item of data (e.g. family name, postcode) |
| File | A collection of similar records which belong to one provider (e.g. enrolment file consisting of the enrolment records for all Year 11 students). |

File Naming

The file name convention is to be of the form:

XXXXXSSSSTTYYY.csv

where XXXXX = record type (e.g. ENCOS)

SSSS = the provider code (e.g. 4001)

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 &

Year 12 data

For example:

* a file name of enrolment records from provider 1002 for Year 11 would be ENCOS1002S1Y11.CSV
* a file name of offerings of course records from provider 1002 would be OFCOS1002Y1YUP.CSV

Course (COS) codes and course unit codes can be found at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/course-codes>

VET codes can be found at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/vet-industry-specific> and <https://senior-secondary.scsa.wa.edu.au/vet/wace-recognition-of-vet-accredited-courses>

Endorsed Programs codes can be found at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/endorsed-programs>

Offering: COS offering CSV file format

| 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 |
| 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 |

\*Teacher’s name should be exactly as registered with the TRBWA.

Registration: Student Registration and Demographic CSV file format

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | SRGDG  Maximum field length = 5 |
| 2 | B | Provider code (a provider is a school or organisation authorised to offer the WACE) | Mandatory  Maximum field length = 10  Unique code for a course provider |
| 3 | C | Calendar year | Mandatory  Maximum field length = 4  Must be current year in yyyy format |
| 4 | D | Western Australian student number (WASN) | Mandatory  Maximum field length = 15  Must be a valid WASN issued by the Authority |
| 5 | E | Student title | Optional  Maximum field length = 20  e.g. Mr, Mrs, Miss, Ms |
| 6 | F | Student family name | Mandatory  Maximum field length = 40  Legal family name of student |
| 7 | G | Student given name | Mandatory (Optional if student only has a family name)  Maximum field length = 40  Legal given name of student |
| 8 | H | Student middle name | Optional  Maximum field length = 40 |
| 9 | I | Student third initial | Optional  Maximum field length = 1 |
| 10 | J | Certificate name | Optional  Maximum field length = 81  As printed on the certificate  Recommend using title case, not block capitals |
| 11 | K | Date of birth | Mandatory  Maximum field length = 10  Must be valid past date  In dd/mm/yyyy format |
| 12 | L | Gender | Mandatory  Maximum field length = 1  M for male or F for female or X for other |
| 13 | M | Status | Mandatory  Maximum field length = 1  1 – Currently at provider  2 – Deceased student  3 – Left secondary education  4 – Left from this provider  5 – Left Western Australia |
| 14 | N | Home address line 1 | Mandatory  Maximum field length = 50 |
| 15 | O | Home address line 2 | Optional  Maximum field length = 50 |
| 16 | P | Home suburb | Mandatory  Maximum field length = 50 |
| 17 | Q | Home state | Mandatory for Australia, but optional if home country (field #19) is not Australia  Maximum field length = 30 |
| 18 | R | Home postcode | Mandatory for Australia, but optional if home country (field #19) is not Australia  Maximum field length = 10 |
| 19 | S | Home country | Optional  Maximum field length = 30 |
| 20 | T | Postal address line 1 | Mandatory  Can be same as home address (field #14)  Maximum field length = 50 |
| 21 | U | Postal address line 2 | Optional  Can be same as home address (field #15)  Maximum field length = 50 |
| 22 | V | Postal suburb | Mandatory  Can be same as home address (field #16)  Maximum field length = 50 |
| 23 | W | Postal state | Mandatory for Australia, but optional if postal country (field #25) is not Australia  Can be same as home address (field #17)  Maximum field length = 30 |
| 24 | X | Postal postcode | Mandatory for Australia, but optional if postal country (field #25) is not Australia  Can be same as home address (field #18)  Maximum field length = 10 |
| 25 | Y | Postal country | Optional  Maximum field length = 30 |
| 26 | Z | Academic year | Mandatory  Maximum field length = 2  Must be either K, PP, 01–12 |
| 27 | AA | Australian residency status | Mandatory  Permanent resident, citizen or country of birth  = Australia or New Zealand  Maximum field length = 1  Y or N |
| 28 | AB | Student fee status | Mandatory  Maximum field length = 1  Y – required to pay full fees  N – not required to pay full fees |
| 29 | AC | Home phone number | Optional  Maximum field length = 20 |
| 30 | AD | Alternate/mobile number | Optional  Maximum field length = 20 |
| 31 | AE | Email address | Optional  Maximum field length = 80 |
| 32 | AF | Fax number | Optional  Maximum field length = 20 |
| 33 | AG | Student’s previous family name | Optional  Maximum field length = 40 |
| 34 | AH | Student’s previous given name | Optional  Maximum field length = 40 |
| 35 | AI | Exemption from school | Mandatory  Is the student currently exempt from school under section 11 of the *School Education Act 1999*? Maximum field length = 1  Y or N |
| 36 | AJ | Country of birth identifier | Optional, but mandatory, if visa subclass supplied (field #55)  Maximum field length = 4  [Australian Standard Classification of Countries (http://www.voced.edu.au/content/ngv20199)](http://www.voced.edu.au/content/ngv20199) |
| 37 | AK | Language spoken at home  identifier | Optional  Maximum field length = 4  Refer to the  [Australian Standard Classification of Languages (http://www.voced.edu.au/content/ngv20199)](http://www.voced.edu.au/content/ngv20199)  (1201 = English) |
| 38 | AL | Proficiency in spoken English | Optional  1 = very well  2 = well  3 = not well  4 = not at all  Maximum field length = 1 |
| 39 | AM | Labour force identifier | Optional  Maximum field length = 2  01 = full-time employee  02 = part-time employee  03 = self employed  04 = employer  05 = employed – unpaid work in a family business  06 = unemployed – seeking full-time job  07 = unemployed – seeking part-time job  08 = not employed – not seeking employment |
| 40 | AN | Highest school level completed | Optional  Maximum field length = 2  02 = did not attend school  08 = Year 8 or below  09 = Year 9 or equivalent  10 = completed Year 10  11 = completed Year 11  12 = completed Year 12 |
| 41 | AO | Year highest school level completed | Optional  Maximum field length = 4  In yyyy format |
| 42 | AP | Prior education achievement 1 | Optional  Maximum field length = 3  008 = Bachelor Degree or higher  410 = Advanced Diploma or Associate Degree level  420 = Diploma level  511 = Certificate 4  514 = Certificate 3  521 = Certificate 2  524 = Certificate 1  990 = misc. education |
| 43 | AQ | Prior education achievement 2 | Optional  Maximum field length = 3  008 = Bachelor Degree or higher  410 = Advanced Diploma or Associate Degree level  420 = Diploma level  511 = Certificate 4  514 = Certificate 3  521 = Certificate 2  524 = Certificate 1  990 = misc. education |
| 44 | AR | Prior education achievement 3 | Optional  Maximum field length = 3  008 = Bachelor Degree or higher  410 = Advanced Diploma or Associate Degree level  420 = Diploma level  511 = Certificate 4  514 = Certificate 3  521 = Certificate 2  524 = Certificate 1  990 = misc. education |
| 45 | AS | Disability code 1 | Optional  Maximum field length = 2  11 = hearing/deaf  12 = physical  13 = intellectual  14 = learning  15 = mental illness  16 = acquired brain impairment  17 = vision  18 = medical condition  19 = other  99 = unspecified |
| 46 | AT | Disability code 2 | Optional  Maximum field length = 2  11 = hearing/deaf  12 = physical  13 = intellectual  14 = learning  15 = mental illness  16 = acquired brain impairment  17 = vision  18 = medical condition  19 = other  99 = unspecified |
| 47 | AU | Disability code 3 | Optional  Maximum field length = 2  11 = hearing/deaf  12 = physical  13 = intellectual  14 = learning  15 = mental illness  16 = acquired brain impairment  17 = vision  18 = medical condition  19 = other  99 = unspecified |
| 48 | AV | Disability code 4 | Optional  Maximum field length = 2  11 = hearing/deaf  12 = physical  13 = intellectual  14 = learning  15 = mental illness  16 = acquired brain impairment  17 = vision  18 = medical condition  19 = other  99 = unspecified |
| 49 | AW | Disability code 5 | Optional  Maximum field length = 2  11 = hearing/deaf  12 = physical  13 = intellectual  14 = learning  15 = mental illness  16 = acquired brain impairment  17 = vision  18 = medical condition  19 = other  99 = unspecified |
| 50 | AX | Disability code 6 | Optional  Maximum field length = 2  11 = hearing/deaf  12 = physical  13 = intellectual  14 = learning  15 = mental illness  16 = acquired brain impairment  17 = vision  18 = medical condition  19 = other  99 = unspecified |
| 51 | AY | Disability code 7 | Optional  Maximum field length = 2  11 = hearing/deaf  12 = physical  13 = intellectual  14 = learning  15 = mental illness  16 = acquired brain impairment  17 = vision  18 = medical condition  19 = other  99 = unspecified |
| 52 | AZ | Australian Aboriginal or Torres Strait Islander | Mandatory  Maximum field length = 1  1 = Aboriginal  2 = Torres Strait Islander  3 = Aboriginal and Torres Strait Islander  4 = Neither  9 = Not stated |
| 53 | BA | Date of status | Mandatory (related to field #13)  Maximum field length = 10  In dd/mm/yyyy format |
| 54 | BB | Hours of community service | Optional  Numeric (integer) or blank  Maximum field length = 3 |
| 55 | BC | Visa subclass | Optional  Maximum field length = 10 |
| 56 | BD | Arrival date | Optional  Mandatory, if visa subclass supplied (field #55)  Maximum field length = 8  Must be valid past date  In dd/mm/yyyy format |
| 57 | BE | VET USI | Optional  Maximum field length = 10  Alphanumeric  VET Unique Student Identifier (USI) is required for unit of competency result to contribute towards the WACE requirements |
| 58 | BF | Parent 1 school education | Mandatory Years K–9  Optional Years 10–12  Maximum field length = 1  0 = Not stated/unknown  1 = Year 9 or equivalent or below  2 = Year 10 or equivalent  3 = Year 11 or equivalent  4 = Year 12 or equivalent |
| 59 | BG | Parent 1 non-school education | Mandatory Years K–9  Optional Years 10–12  Maximum field length = 1  0 = Not stated/unknown  5 = Certificate I to IV (including trades)  6 = Diploma/Advanced Diploma  7 = Bachelor Degree or higher  8 = No non-school education |
| 60 | BH | Parent 1 occupation | Mandatory Years K–9  Optional Years 10–12  Maximum field length = 1  1 = Senior management  2 = Other business manager  3 = Tradesperson, clerk, sales and service staff  4 = Machine operator  8 = Not in paid work  9 = Not stated/unknown |
| 61 | BI | Parent 1 main language other than English spoken at home | Mandatory Years K–9  Optional Years 10–12  Maximum field length = 4  Refer to the  [Australian Standard Classification of Languages (https://www.voced.edu.au/content/ngv%3A20199)](https://www.voced.edu.au/content/ngv:20199) (1201 = English) |
| 62 | BJ | Parent 2 school education | Mandatory Years K–9  Optional Years 10–12  Maximum field length = 1  0 = Not stated/unknown  1 = Year 9 or equivalent or below  2 = Year 10 or equivalent  3 = Year 11 or equivalent  4 = Year 12 or equivalent |
| 63 | BK | Parent 2 non-school education | Mandatory Years K–9  Optional Years 10–12  Maximum field length = 1  0 = Not stated/unknown  5 = Certificate I to IV (including trades)  6 = Diploma/Advanced Diploma  7 = Bachelor Degree or higher  8 = No non-school education |
| 64 | BL | Parent 2 occupation | Mandatory Years K–9  Optional Years 10–12  Maximum field length = 1  1 = Senior management  2 = Other business manager  3 = Tradesperson, clerk, sales and service staff  4 = Machine operator  8 = Not in paid work  9 = Not stated/unknown |
| 65 | BM | Parent 2 main language other than English spoken at home | Mandatory Years K–9  Optional Years 10–12  Maximum field length = 4  Refer to the  [Australian Standard Classification of Languages (http://www voced edu au/content/ngv20199)](http://www.voced.edu.au/content/ngv20199)  (1201 = English, 0000 = Not stated/unknown) |
| 66 | BN | Class identification | Mandatory Years K–6  Optional Years 7–12  Maximum field length = 20  Free text up to 20 characters |
| 67 | BO | Brightpath project student | Mandatory  Maximum field length = 1  Y or N |
| 68 | BP | ABLE*WA* project student | Mandatory  Maximum field length = 1  Y or N |

Enrolment: COS CSV file format

| 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 enrols into the VET industry specific Business and Financial Services course, while it would be set to COS if the student enrols 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 in, where the course type is COS or VETCOS |
| 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 | Western Australian student number (WASN) | Mandatory  Maximum field length = 15  Must be a valid WASN issued by the Authority |
| 8 | H | Student family name | Mandatory  Maximum field length = 40  Recommend using title case, not all capitals |
| 9 | I | Student given name | Mandatory (optional if student only has a family name)  Maximum field length = 40  Recommend using title case, not all capitals |
| 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  Recommend using title case, not all capitals |
| 14 | N | Contact/teacher given name\* | Mandatory  Maximum field length = 30  Recommend using title case, not all capitals |
| 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 |
| 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 |
| 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 |

\*Teacher’s name should be exactly as registered with the TRBWA.

Enrolment: VET Unit of Competency (credit transfer or VET industry specific) CSV file format

| 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 into 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 working towards 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 provider code | Mandatory  Maximum field length = 10  The unique code of the RTO 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 a contracted RTO provider |
| 10 | J | Western Australian student number (WASN) | Mandatory  Maximum field length = 15  Must be a valid WASN issued by the Authority |
| 11 | K | Student family name | Mandatory  Maximum field length = 40  Recommend using title case, not block capitals |
| 12 | L | Student given name | Mandatory (optional if student only has a family name)  Maximum field length = 40  Recommend using title case, not block capitals |
| 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 into 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  Recommend using title case, not block capitals |
| 17 | Q | Contact/teacher given name\* | Optional  Mandatory when family name or registration number is specified  Maximum field length = 30  Recommend using title case, not block capitals |
| 18 | R | Contact/teacher registration number | Optional  Mandatory when family name or given name is specified  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 (i.e. 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 |
| 21 | U | Enrolment activity start date | Mandatory  Maximum field length = 10  In dd/mm/yyyy format |
| 22 | V | Enrolment activity end date | Optional – will need to be specified with results  Maximum field length = 10  In dd/mm/yyyy 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 (RPL or credit transfer) |
| 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 into 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 |
| 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. |

\*Teacher’s name should be exactly as registered with the TRBWA.

Enrolment: Endorsed programs CSV file format

| Column number | Column reference | 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 | Western Australian student number (WASN) | Mandatory  Maximum field length = 15  Must be a valid WASN issued by the Authority |
| 5 | E | Student family name | Mandatory  Maximum field length = 40  Recommend using title case, not block capitals |
| 6 | F | Student given name | Mandatory (optional if student only has a family name)  Maximum field length = 40  Recommend using title case, not block capitals |
| 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  Mandatory when given name or registration number is specified  Maximum field length = 30  Recommend using title case, not block capitals |
| 11 | K | Contact/teacher given name\* | Mandatory when family name or registration number is specified  Maximum field length = 30  Recommend using title case, not block capitals |
| 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 |
| 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 |

\*Teacher’s name should be exactly as registered with the TRBWA.

Enrolment: VET unit of competency enrolments for DTWD funded skill sets (ENSKILL)

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | ENSKILL  Maximum field length = 7 |
| 2 | B | Provider code | Mandatory  Maximum field length = 10  Unique code for the course provider |
| 3 | C | Skill set code | Mandatory  Maximum field length = 12  Unique code for the skill set the student is trying to achieve by completing this unit of competency |
| 4 | D | Unit of competency code | Mandatory  Maximum field length = 12  Unique code of the VET unit of competency the student is enrolling in |
| 5 | E | Registered training organisation provider code | Mandatory  Maximum field length = 10  The unique code of the RTO offering the unit of competency on behalf of the COS provider |
| 6 | F | Registered training organisation location code | Optional  Maximum field length = 10  Must be RTO location code for a contracted RTO provider |
| 7 | G | Western Australian student number (WASN) | Mandatory  Maximum field length = 15  Must be a valid WASN issued by the Authority |
| 8 | H | Student family name | Mandatory  Maximum field length = 40  Recommend using title case, not block capitals |
| 9 | I | Student given name | Mandatory (optional if student only has a family name)  Maximum field length = 40  Recommend using title case, not block capitals |
| 10 | J | Calendar year | Mandatory  Maximum field length = 4  In yyyy format |
| 11 | K | Academic year | Mandatory  Maximum field length = 2  Must be one of the following values: 11, 12 |
| 12 | L | Contact/teacher family name\* | Optional  Mandatory when given name or registration number is specified  Maximum field length = 30  Recommend using title case, not block capitals |
| 13 | M | Contact/teacher given name\* | Optional  Mandatory when family name or registration number is specified  Maximum field length = 30  Recommend using title case, not block capitals |
| 14 | N | Contact/teacher registration number | Optional  Mandatory when family name or given name is specified  Maximum field length = 15  Issued by TRBWA  Must be a whole number |
| 15 | O | Class identification | Optional  The name to identify the teacher class group as specified by the provider (e.g. Class 1)  Maximum field length = 20 |
| 16 | P | Commencing course identifier | Optional  Maximum field length = 1  3 = commencing enrolment in the skill set  4 = continuing enrolment in the skill set from a previous year  8 = unit of competency or module enrolment only |
| 17 | Q | Enrolment activity start date | Mandatory  Maximum field length = 10  In dd/mm/yyyy date format |
| 18 | R | Enrolment activity end date | Optional – will need to be specified with results  Maximum field length = 10  In dd/mm/yyyy date format |
| 19 | S | 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 (RPL or credit transfer) |
| 20 | T | Enrolment activity | Mandatory  Maximum field length = 1  E = enrolled  W = withdrawn |
| 21 | U | 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 into another course  11 = other reason  12 = for personal interest or self-development |
| 22 | V | VET type | Optional  Maximum field length = 1  Y = VET in schools  N = VET outside of a school arrangement |
| 23 | W | Skill set enrolment | Optional  Maximum field length = 1  Y = enrolled in full skill set to be completed  N = not enrolled in full skill set to be completed |
| 24 | X | VET USI | Optional  Field length = 10  Alphanumeric  VET Unique Student Identifier (USI) is required for a skill set to be recorded on WASSA |

\*Teacher’s name should be exactly as registered with the TRBWA.

Result: COS unit CSV file format

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSCOS  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 = 10  Unique code the course |
| 4 | D | Course type | Mandatory  Either VETCOS or COS  Maximum field length = 6  This identifies the enrolment into a VET industry specific course or other course. For example, this would be set to VETCOS where the student enrols into the VET industry specific Business and Financial Services course, while it would be set to COS if the student enrols into the Media and Production Analysis course |
| 5 | E | Unit code | Mandatory  Unique code for the course unit that the student is enrolled in, where the course type is VETCOS or COS  Maximum field length = 12 |
| 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 that the student is working towards as defined in the VET industry specific course documentation |
| 7 | G | Western Australian student number (WASN) | Mandatory  Maximum field length = 15  Must be a valid WASN issued by the Authority |
| 8 | H | Student family name | Mandatory  Maximum field length = 40  Recommend using title case, not block capitals |
| 9 | I | Student given name | Mandatory (optional if student only has a family name)  Maximum field length = 40  Recommend using title case, not block capitals |
| 10 | J | Calendar year | Mandatory  Maximum field length = 4  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/year-long | Mandatory  Maximum field length = 1  Must be: 1 = Semester 1, 2 = Semester 2, 3 = year-long |
| 13 | M | Grade | Mandatory for course type = COS only, all courses  Maximum field length = 1  Must be: A, B, C, D, E or U  Grade for VETCOS is automatically allocated by SIRS |
| 14 | N | Course unit practical mark –out of 100 | Mandatory for ATAR courses with a practical examination component (for academic year = 12 and ATAR Units 3 and 4)  Maximum field length = 3  A whole number, 0 to 100 |
| 15 | O | Course unit written mark – out of 100 | Mandatory for ATAR courses (for academic year = 12 and ATAR Units 3 and 4)  Maximum field length = 3  A whole number, 0 to 100 |
| 16 | P | Course unit mark – out of 100 | Mandatory for ATAR, General and Foundation courses (for academic Year 11 and 12) for course type = COS only, otherwise optional  Not required for Preliminary courses  Maximum field length = 3  A whole number, 0 to 100 |

Result: VET Unit of Competency (credit transfer or VET industry specific) CSV file format

| Column number | Column reference | Field Name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSVET  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  Leave blank for a VET credit transfer unit of competency result  Unique code of the course that the unit of competency is integrated with |
| 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 VET 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 working towards by completing this unit of competency |
| 7 | G | Unit of competency code | Mandatory  Maximum field length = 12  Unique code for the VET unit of competency that the results are for |
| 8 | H | Registered training organisation provider code | Mandatory  Maximum field length = 10  The unique code of contracted RTO, VETCOS or COS provider |
| 9 | I | Western Australian student number (WASN) | Mandatory  Maximum field length = 15  Must be a valid WASN issued by the Authority |
| 10 | J | Student family name | Mandatory  Maximum field length = 40  Recommend using title case, not block capitals |
| 11 | K | Student given name | Mandatory (optional if student only has a family name)  Maximum field length = 40  Recommend using title case, not block capitals |
| 12 | L | Calendar year | Mandatory  Maximum field length = 4  In yyyy format |
| 13 | M | Academic year | Mandatory  Maximum field length = 2  Must be one of the following values: 10, 11, 12 |
| 14 | N | Semester | Optional  Maximum field length = 1  Mandatory for an enrolment in a UoC integrated in a VET industry specific course unit enrolment  Valid values 1 = Semester 1, 2 = Semester 2, 3 = year-long |
| 15 | O | Result | Mandatory  Maximum field length = 2  20 = competency achieved/pass  30 = competency not achieved/fail  40 = withdrawn/discontinued  41 = withdrawn/discontinued due to RTO closure  51 = recognition of prior learning – granted  52 = recognition of prior learning – not granted  60 = credit transfer/national recognition  61 = superseded subject  70 = continuing enrolment  81 = non-assessable activity – satisfactorily completed  82 = non-assessable activity – withdrawn or not satisfactorily completed  85 = not yet started  90 = not yet available  99 = incorrect enrolment – delete |
| 16 | P | Contact/teacher family name\* | Optional  Maximum field length = 30 |
| 17 | Q | Contact/teacher given name\* | Optional  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 |
| 21 | U | Enrolment activity start date | Mandatory  Maximum field length = 10  In dd/mm/yyyy format |
| 22 | V | Enrolment activity end date | Mandatory  Maximum field length = 10  In dd/mm/yyyy 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 (RPL or credit transfer) |
| 24 | X | Traineeship/apprenticeship contract ID | Optional  Maximum field length = 10 |
| 25 | Y | 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 into another course  11 = other reason  12 = for personal interest or self-development |
| 26 | Z | VET type | Optional  Maximum field length = 1  Y = VET arranged and managed by school  N = VET outside of a school arrangement |
| 27 | AA | 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 |
| 28 | AB | VET USI | Optional  Maximum field length = 10  Alphanumeric  VET Unique Student Identifier (USI) is required for a unit of competency result to contribute towards the WACE requirements |

\*Teacher’s name should be exactly as registered with the TRBWA.

Estimates: VET Qualification Estimates CSV file format

| 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 |
| 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 |

Result: Qualification Achieved CSV file format

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSQUAL  Maximum field length = 6 |
| 2 | B | Provider code | Mandatory  Maximum field length = 10  Unique code for the course provider |
| 3 | C | Qualification code | Mandatory  Maximum field length = 12  Unique code for the qualification |
| 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 |
| 7 | G | Student given name | Mandatory (optional if student only has a family name)  Maximum field length = 40 |
| 8 | H | Calendar year | Mandatory  Maximum field length = 4  In yyyy format |
| 9 | I | Academic year | Mandatory  Maximum field length = 2  Must be one of the following values: 10, 11, 12 |
| 10 | J | Certificate issued | Mandatory  Maximum field length = 1  Y or N  Certificate issued  Y = the student has achieved the qualification and received the qualification certificate transcript from the RTO  N = the student has achieved the qualification, but has not yet received the certificate transcript from the RTO |
| 11 | K | VET USI | Optional  Field length = 10  Alphanumeric  VET Unique Student Identifier (USI) is required for qualifications to contribute towards the WACE requirements |

Result: Endorsed programs CSV file format

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSEND  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 program |
| 4 | D | Western Australian student number (WASN) | Mandatory  Maximum field length = 15  Must be a valid WASN issued by the Authority |
| 5 | E | Student family name | Mandatory  Maximum field length = 40  Recommend using title case, not block capitals |
| 6 | F | Student given name | Mandatory (optional if student only has a family name)  Maximum field length = 40  Recommend using title case, not block capitals |
| 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 | Result code\* | Mandatory  Example only:  Authority-developed  A – achieved  N – not achieved  Authority-developed Workplace Learning  1–9999 for workplace hours completed  Provider-developed  AW – awarded  CM – competent  School-developed  A – achieved  N – not achieved  Maximum field length = 5 |
| 11 | K | Contact/teacher family name† | Mandatory  Mandatory when given name or registration number is specified  Maximum field length = 30 |
| 12 | L | Contact/teacher given name† | Mandatory when family name or registration number is specified  Maximum field length = 30 |
| 13 | M | Contact/teacher registration number | Mandatory except for overseas schools  Issued by TRBWA  Maximum field length = 15  Must be a whole number |
| 14 | N | Class identification | Optional  The name to identify the teacher class group as specified by the provider (e.g. Class 1)  Maximum field length = 20 |
| 15 | O | Qualification code | Mandatory when ADWPL is part of a VET industry specific course enrolment, otherwise leave blank  Maximum field length = 12 |

\*A complete list of achievement codes for endorsed programs can be found on the Authority website at <https://senior-secondary.scsa.wa.edu.au/vet/endorsed-programs>.

†Teacher’s name should be exactly as registered with the TRBWA.

Result: Externally Set Tasks CSV file format

| Column  number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
|  | A | Record type | RSEST  Maximum field length = 5 |
|  | B | Provider code | Mandatory  Maximum field length = 10  Unique code for the course provider |
|  | C | Course code | Mandatory  Maximum field length = 10  Unique code for the course |
|  | D | Externally Set Task (EST) code\* | Mandatory  Unique code for the General or Foundation course unit context, defined on the front cover of the course EST script  Maximum field length = 12 |
|  | E | Western Australian student number (WASN) | Mandatory  Maximum field length = 15  Must be a valid WASN issued by the Authority |
|  | F | Student family name | Mandatory  Maximum field length = 40  Recommend using title case, not block capitals |
|  | G | Student given name | Mandatory (optional if student only has a family name)  Maximum field length = 40  Recommend using title case, not block capitals |
|  | H | Calendar year | Mandatory  Maximum field length = 4  In yyyy format |
|  | I | Academic year | Mandatory  Maximum field length = 2  Must be the following values only: 10, 11, 12 |
|  | J | EST total raw mark† | Mandatory for Year 12 General and Foundation students who sat the EST  Maximum field length = 3  A whole number, 0 to max EST raw score, or ABS for Absent |
|  | K | Penalty Applied | Mandatory  Maximum field length = 1  Y or N  Penalty applied to EST total raw mark  Y = the student’s EST total raw mark has had a penalty applied based on your school’s policy  N = the student’s EST total raw mark has had no penalty applied |
|  | L | EST sit date | Mandatory  Maximum field length = 10  Date that the student sat the EST  Format dd/mm/yyyy |

\*A complete list of EST codes can be found on the Authority website on the EST Codes page (<https://www.scsa.wa.edu.au/sirs-and-srms-info/est-codes>).

†Ensure this is the raw EST mark and not a weighted mark or a percentage mark.

Result: Common Oral Assessment Task CSV file format

| Column  number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
|  | A | Record type | RSCOT  Maximum field length = 5 |
|  | B | Provider code | Mandatory  Maximum field length = 10  Unique code for the course provider |
|  | C | Course code | Mandatory  Maximum field length = 10  Unique code for the course |
|  | D | Western Australian student number (WASN) | Mandatory  Maximum field length = 15  Must be a valid WASN issued by the Authority |
|  | E | Student family name | Mandatory  Maximum field length = 40  Recommend using title case, not block capitals |
|  | F | Student given name | Mandatory (optional if student only has a family name)  Maximum field length = 40  Recommend using title case, not block capitals |
|  | G | Calendar year | Mandatory  Maximum field length = 4  In yyyy format |
|  | H | Academic year | Mandatory  Maximum field length = 2  Must be the following values only: 10, 11, 12 |
|  | I | COAT criterion 1 mark | Mandatory if not absent Maximum field length = 2  A whole number (0 to max COAT criterion 1 mark)  or blank if absent Must be blank if COAT absent flag = Y |
|  | J | COAT criterion 2 mark | Mandatory if not absent Maximum field length = 2  A whole number (0 to max COAT criterion 2 mark)  or blank if absent Must be blank if COAT absent flag = Y |
|  | K | COAT criterion 3 mark | Mandatory if not absent Maximum field length = 2  A whole number (0 to max COAT criterion 3 mark)  or blank if absent Must be blank if COAT absent flag = Y |
|  | L | COAT criterion 4 mark | Mandatory if not absent Maximum field length = 2  A whole number (0 to max COAT criterion 4 mark)  or blank if absent Must be blank if COAT absent flag = Y |
|  | M | COAT absent flag | Mandatory if not absent  Maximum field length = 1  Y or N  Y = the student was absent  N = the student was not absent |

Result: VET unit of competency results for DTWD funded skill sets (RSUSKILL)

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSUSKILL  Maximum field length = 8 |
| 2 | B | Provider code | Mandatory  Maximum field length = 10  Unique code for the course provider |
| 3 | C | Skill set code | Mandatory  Maximum field length = 12  Unique code for the skill set the student is trying to achieve by completing this unit of competency |
| 4 | D | Unit of competency code | Mandatory  Maximum field length = 12  Unique code for the VET unit of competency that the results are for |
| 5 | E | Registered training organisation provider code | Mandatory  Maximum field length = 10  The unique code of the contracted RTO or COS provider |
| 6 | F | Western Australian student number (WASN) | Mandatory  Maximum field length = 15  Must be a valid WASN issued by the Authority |
| 7 | G | Student family name | Mandatory  Maximum field length = 40  Recommend using title case, not block capitals |
| 8 | H | Student given name | Mandatory (optional if student only has a family name)  Maximum field length = 40  Recommend using title case, not block capitals |
| 9 | I | Calendar year | Mandatory  Maximum field length = 4  In yyyy format |
| 10 | J | Academic year | Mandatory  Maximum field length = 2  Must be one of the following values: 11, 12 |
| 11 | K | Result | Mandatory  Maximum field length = 2  20 = competency achieved/pass  30 = competency not achieved/fail  40 = withdrawn/discontinued  41 = withdrawn/discontinued due to RTO closure  51 = recognition of prior learning – granted  52 = recognition of prior learning – not granted  60 = credit transfer/national recognition  61 = superseded subject  70 = continuing enrolment  81 = non-assessable activity – satisfactorily completed  82 = non-assessable activity – withdrawn or not satisfactorily completed  85 = not yet started  90 = not yet available  99 = incorrect enrolment – delete |
| 12 | L | Contact/teacher family name\* | Optional  Maximum field length = 30 |
| 13 | M | Contact/teacher given name\* | Optional  Maximum field length = 30 |
| 14 | N | Contact/teacher registration number | Optional  Maximum field length = 15  Issued by TRBWA  Must be a whole number |
| 15 | O | Class identification | Optional  The name to identify the teacher class group as specified by the provider (e.g. Class 1)  Maximum field length = 20 |
| 16 | P | Commencing course identifier | Optional  Maximum field length = 1  3 = commencing enrolment in the skill set  4 = continuing enrolment in the skill set from a previous year  8 = unit of competency or module enrolment only |
| 17 | Q | Enrolment activity start date | Mandatory  Maximum field length = 10  In dd/mm/yyyy format |
| 18 | R | Enrolment activity end date | Mandatory  Maximum field length = 10  In dd/mm/yyyy format |
| 19 | S | 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 (RPL or credit transfer) |
| 20 | T | 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 into another course  11 = other reason  12 = for personal interest or self-development |
| 21 | U | VET type | Optional  Maximum field length = 1  Y = VET arranged or managed by schools  N = VET outside of a school arrangement |
| 22 | V | VET USI | Optional  Maximum field length = 10  Alphanumeric  VET Unique Student Identifier (USI) is required for a skill set to be recorded on WASSA |

\*Teacher’s name should be exactly as registered with the TRBWA.

Result: DTWD funded VET skill sets results (RSSKILL)

| Column number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
| 1 | A | Record type | RSSKILL  Maximum field length = 7 |
| 2 | B | Provider code | Mandatory  Maximum field length = 10  Unique code for the course provider |
| 3 | C | Skill set code | Mandatory  Maximum field length = 12  Unique code for the skill set |
| 4 | D | Registered training organisation provider code | Mandatory  Maximum field length = 10  The unique code of the RTO offering the skill set 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 |
| 7 | G | Student given name | Mandatory (optional if student only has a family name)  Maximum field length = 40 |
| 8 | H | Calendar year | Mandatory  Maximum field length = 4  In yyyy format |
| 9 | I | Academic year | Mandatory  Maximum field length = 2  Must be one of the following values: 11, 12 |
| 10 | J | Statement of attainment (SOA) issued | Mandatory  Maximum field length = 1  Y or N  SOA issued  Y = the student has achieved the skill set and received the skill set SOA transcript from the RTO  N = the student has achieved the skill set, but has not yet received the SOA transcript from the RTO |
| 11 | K | VET USI | Optional  Field length = 10  Alphanumeric  VET Unique Student Identifier (USI) is required for a skill set to be recorded on WASSA |

Registration: Teacher registration CSV file format (Brightpath project schools only)

| Column  number | Column reference | Field name | Comment |
| --- | --- | --- | --- |
|  | A | Record type | THREG  Maximum field length = 5 |
|  | B | Academic year | Mandatory  Maximum field length = 2  Must be K, PP or 01–06 |
|  | C | Calendar year | Mandatory  Maximum field length = 4  Must be current year in YYYY format |
|  | D | Provider code | Mandatory  Maximum field length = 10  Unique school code |
|  | E | Teacher title | Mandatory  Maximum field length = 10 |
|  | F | Teacher family name\* | Mandatory  Maximum field length = 30  Recommend using title case, not all capitals |
|  | G | Teacher given name\* | Mandatory  Maximum field length = 30  Recommend using title case, not all capitals |
|  | H | Teacher registration number | Mandatory  Issued by TRBWA  Maximum field length = 15  Must be whole number |
|  | I | Work email address | Mandatory  Used for the User ID  Maximum field length = 100 |
|  | J | Administration rights for Brightpath | Mandatory  Maximum field length = 1  Y or N |
|  | K | Class identification | Optional  This is the name to identify the teacher major class group as specified by the provider (e.g. class ABC).  For a principal, deputy or other support staff, use Admin.  Maximum field length = 20 |

\*Teacher’s name should be exactly as registered with the TRBWA.

Changes to Upload Formats

| Upload format | Date required | Field | | Comment |
| --- | --- | --- | --- | --- |
| Number | Name |
| ENVET | May 2024 | 18 | Contact/teacher registration number | Clarified that number is mandatory when given/family name is specified |
| RSEST | May 2024 | 11 | Penalty applied | Added |
| RSEST | May 2024 | 12 | EST sit date | Added |
| ENSKILL | June 2024 | All | All | Added new file format |
| RSUSKILL | Nov 2024 | All | All | Added new file format |
| RSSKILL | Nov 2024 | All | All | Added new file format |