Reporting VET achievements in SIRS

This document provides a series of VET data reporting protocols to assist schools in managing changes to VET qualifications, units of competency, RTO codes or where a unit of competency is recorded against more than one qualification.

# AVETMISS resulting protocols

There are ten outcome identifiers in Table 1 that are relevant for schools under AVETMISS 7.0.

Schools are reminded, when reporting student VET achievement that:

* a result code of **20** (competency achieved/pass) is only recorded once for any unit of competency
* all subsequent achievement descriptors awarded for a unit of competency linked to another qualification is recorded as **60** (credit transfer) thereafter
* a result code of **30** (competency not achieved/fail) should not be used subsequent to that unit of competency being reported as **20** (competency achieved/pass)
* an incorrect enrolment in a unit of competency is to be resulted as **99** (student did not participate in a competency/module)
* a unit of competency which has been commenced, but not completed when superseded by another subject to be reported as **61** (superseded subject)

**Table 1: Classification Scheme (assessable enrolments)**

|  |  |
| --- | --- |
| Value | Description |
| 20 | Competency achieved/pass |
| 30 | Competency not achieved/fail |
| 40 | Withdrawn or discontinued |
| 51 | Recognition of prior learning granted |
| 52 | Recognition of prior learning not granted |
| 60 | Credit transfer |
| 61 | Superseded subject |
| 70 | Continuing enrolment (into the following year) |
| 90 | Not yet available |
| 99 | Student did not participate in a competency/module |

# Changes to qualification codes

Where units of competency from the superseded qualification are intended to be used to meet the requirements of the current qualification.

Each unit of competency must first be linked to the current qualification code[[1]](#footnote-1) and resulted with **60: Credit transfer**against the current qualification code. Before uploading RSQUAL for the current qualification, all units of competency must be reported against the current qualification via RSVET.

## Where the change of qualification code affects VET industry specific enrolments

Schools are required to re-upload:

* ENCOS – course code integrated with the current qualification code
* ENVET[[2]](#footnote-2)/RSVET – units of competency integrated with the current qualification code
* ENEND/RSEND – ADWPL linked to current qualification code.

Note: Any previously achieved units of competency resulted against the superseded qualification must **also** be resulted with **60** against the current qualification.

Refer to the [VET industry specific quick reference guide](http://wace1516.scsa.wa.edu.au/vet/vet-industry-specific) for more information.

# Missing or incorrect VET results (previous year)

Where there is incorrect student information within a school’s database for the previous year.

Schools in the first instance can refer to **Section 13** of the [Data Procedures Manual](http://www.scsa.wa.edu.au/__data/assets/pdf_file/0008/347876/Data-Procedures-Manual-2017-web-version.pdf) on the use of identified software programs otherwise they should contact their relevant database provider[[3]](#footnote-3) helpdesk for detailed instruction on how to make retrospective amendments to student data and extract the appropriate VET results file which are:

* RSVET for achievements in units of competency **or**
* RSQUAL for successfully completed VET qualifications.

Email the amended VET results file to the Data Services Team dataservices@scsa.wa.edu.au for uploading to SIRS.

Note: where specific students within the data file are affected, ensure that the name and student number of the student/s for whom the change is to be made are included in the email.

# Discrepancies between SIRS and school database

Where VET enrolments have been deleted from the school database, but were not first deleted
from SIRS.

To delete VET enrolments from SIRS where this situation has occurred, an RSVET file must be created and uploaded to SIRS with the result code **99**: Student did not participate in a competency/module against **each** VET enrolment and subsequently uploaded to SIRS.

To do this:

* Generate a missing achievements report (CSE009[[4]](#footnote-4) to determine which enrolments have been deleted without being withdrawn from SIRS. The CSE009 report will indicate missing achievements based on the VET enrolments recorded for the school.
* Locate the RSVET file previously exported from the school’s database.
* Copy and paste each row of data for the relevant student into a new spreadsheet.
* Replace existing qualification, RTO provider and units of competency code values with corresponding values on the CSE009 report.
* Result each unit of competency with the result code 99 in the appropriate column (refer to the [Data Procedures Manual](https://www.scsa.wa.edu.au/publications/data-procedures-manual) for ENVET and RSVET file formats).
* Upload RSVET file to SIRS.

Once complete, generate the CSE009 report in SIRS to confirm whether the VET enrolments have been deleted.

Email the Data Services Team dataservices@scsa.wa.edu.au, if you require assistance with this process.

# Amending an RTO code against a unit of competency

Where an RTO code requires amendment against a unit of competency enrolment or result.

The process is to upload an **existing[[5]](#footnote-5)** ENVET file or a **new[[6]](#footnote-6)** RSVET file with the correct RTO code which will result in SIRS replacing the RTO code against that unit of competency. In this scenario schools are not required to withdraw students from enrolments in units of competency where there is a change to the RTO code.

Below are examples of different SIRS enrolment outcomes where changes have been applied to the RTO code and calendar year, qualification and result code in various combinations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Calendar Year | Qualification | Result Code | RTO Code | SIRS enrolment outcome |
| **ENVET** |
| No Change | No Change | N/A | Change Applied | Change applied to existing enrolment only |
| No Change | Change Applied | N/A | Change Applied | **New** enrolment record created |
| **RSVET (initial upload)** |
| No Change | No Change | No Change | Change Applied | Change applied to existing enrolment only |
| No Change | No Change | New Result**[[7]](#footnote-7)** | Change Applied | Change applied to existing enrolment only |
| No Change | Change Applied | No Change | Change Applied | **New** enrolment record created (both results recorded in SIRS) |
| **RSVET (subsequent uploads)** |
| No Change | No Change | No Change[[8]](#footnote-8) | Change Applied | **New** enrolment record created (both results recorded in SIRS) |
| No Change | No Change | Change Applied | Change Applied | **New** enrolment record created (both results recorded in SIRS) |
| No Change | Change Applied | Change Applied | Change Applied | **New** enrolment record created (both results recorded in SIRS) |
| No Change | Change Applied | No Change4 | Change Applied | **New** enrolment record created (both results recorded in SIRS) |
| Change Applied5 | No Change | No Change4 | Change Applied | **New** enrolment record created (both results recorded in SIRS[[9]](#footnote-9)) |

Note: Ensure the CSE005 – VET unit of competency achievement by provider SIRS report is extracted after any amendments to data have been made to confirm the corrections are accurately reflected in SIRS. The CSE005 can be accessed via **Reports>Other Reports>Achievements**.

Where a school requires the amended files to be checked for accuracy prior to being uploaded to SIRS email the Data Services Team dataservices@scsa.wa.edu.au.

1. A SIRS error message will appear if the unit of competency is not linked to the new qualification in SIRS. Email VETlinking@scsa.wa.edu.au with the qualification code and name, and the unit of competency code and name to be linked. [↑](#footnote-ref-1)
2. Where units of competency are enrolled (but not resulted) in the current calendar year against the superseded qualification, will need to be withdrawn (**40**) or resulted as **99: did not participate**. [↑](#footnote-ref-2)
3. These include, but are not limited to, Reporting to Parents (RTP), Civica Maze, Synergetic and SEQTA. [↑](#footnote-ref-3)
4. CSE009 Missing Achievements can be found via **Reports>Other Reports>Missing Achievements** [↑](#footnote-ref-4)
5. Where an enrolment has been created in SIRS. [↑](#footnote-ref-5)
6. Where no result has been recorded in SIRS. [↑](#footnote-ref-6)
7. Where no result has been recorded in SIRS **and** where an enrolment has occurred using one RTO code and the result is applied to a different RTO code, the new result will be applied to the most recent RTO code. [↑](#footnote-ref-7)
8. SIRS will not accept more than one result of 20. All subsequent results in the same unit of competency must be 60. [↑](#footnote-ref-8)
9. Where calendar year has been changed, the school may not be able to upload the file to SIRS and it will need to be emailed to the Data Services Team dataservices@scsa.wa.edu.au. [↑](#footnote-ref-9)