



Government of **Western Australia**  
Department of **Training**  
and **Workforce Development**

# **Text File Specification**

## **RAPT Electronic Reporting**

### **Version 3.3**

**Updated June 2018**

**DOCUMENT CHANGE RECORD****DOCUMENT INFORMATION:**

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Version 3.3	07/06/2018	L. Baillard	P. Henson	Complete

**CHANGE HISTORY:**

ISSUE	CHANGE
Version 1.0	Released for publication to RTOS.
Version 2.0	Business rule changes to correspond with AVETMISS Release 5.0. Changes made to Contracted Program of Study, Delivery Strategy, Fee Type, Enrolment End Date, Training Provider Location Suburb and Postcode, Provider Student Id, Qualification Issued Flag, Residential Address Line 2 and Study Reason.
Version 2.0	Field format changes to Delivery Strategy, Fee Type, Highest School Level Completed and Study Reason.
Version 2.1	Business Rule changes to Outcome Code; Main Language Spoken at Home is English, Language Other than English Spoken at Home, Date of Birth, Highest School Year Completed, year Highest School Level Completed and is Currently at School, to reflect 2005 business rules for data upload. Changes to Study Reason Codes.
Version 2.2	Update Business Rules and Error Reporting for Enrolment File and Student File. No code changes.
Version 2.3	Inclusion of all errors and warnings applicable to each data item; full listing at Appendix I. In line with AVETMISS Release 6.0, update Outcome Codes and Delivery Strategy Codes to accommodate new RPL and RCC outcomes.
Version 2.4	Included new Outcome Code 55. New Fee Type added to accommodate Fee Free delivery. Removed reference to Competitive Allocation of Training (CAT). Updated errors and warnings applicable to each data item.
Version 2.5	Updated URL's. Removed reference to Productivity Places Program (PPP).
Version 2.6	Include three new fields in relation to the Fees and Charges Policy: <ul style="list-style-type: none"> <li>• Course/RPL Fee charged</li> <li>• Resource Fee Charged</li> <li>• Income Contingent Loan Amount</li> </ul> Include Unique Student Identifier in the Enrolment file.

	<p>Updated URL's</p> <p>Updated errors and warnings applicable to each data item</p>
Version 2.7	<p>Updated the business rules for the four fields below:</p> <ul style="list-style-type: none"> <li>• Course Fee;</li> <li>• Resource Fee;</li> <li>• Income Contingent Loan Amount; and</li> <li>• Unique Student Identifier.</li> </ul>
Version 2.8	<p>Changed the order of fields within this document to alphabetical for ease of manual searching and added hyperlinks for electronic searching.</p> <p>Changed following field names to align with NCVET naming standards</p> <ul style="list-style-type: none"> <li>• Is Currently at School - At School Flag</li> <li>• Employment Category/Status - Labour Force Status</li> <li>• Proficiency in English - Proficiency in Spoken English</li> </ul> <p>Added descriptions for Delivery Strategy values.</p> <p>Changed wording of Fee Type business rules.</p> <p>Added blank value for Income Contingent Loan when a loan has not been taken out or is not applicable.</p> <p>Removed Outcome Codes 8 (Provisionally competent off the job), 15 and 16 (Recognition of Current Competencies granted and not granted).</p> <p>Updated Unique Student Identifier business rules descriptions in line with NCVET requirements.</p> <p>Updated Disability Types to match NCVET</p>
Version 2.9	<p>Re-Instated Disability Types 98 and @</p>
Version 3	<p>New fields in Enrolment Text file to accommodate AVETMISS 8, WAVED 8.0.A01 and Funding Removed as follows:</p> <ul style="list-style-type: none"> <li>• Date Qualification completed</li> <li>• Delivery Mode Predominant</li> <li>• Delivery Mode Supplementary</li> <li>• Employer Invoiced Flag</li> <li>• Funding Removed Flag</li> <li>• Survey Contact Status</li> </ul> <p>Removed Delivery Strategy.</p> <p>Added outcome code '61' for Superseded UOC's</p> <p>Changed Student Given Names to accept blanks (spaces)</p> <p>Change to the Unique Student Identifier to accept the individual exemption code.</p>
Version 3.1	<p>Re-Instated Delivery Strategy</p> <p>Populating new fields (version 3 above) will be required where activity start or end date is on or after 01 January 2018</p> <p>Updated the Unique Student Identifier business rules for exemption codes</p>
Version 3.2	<p>Replaced reference to Future Skills website with Jobs and Skills WA website</p> <p>Provided code 'Z' as an alternative to '@' (not specified) for Delivery Mode Supplementary</p>
Version 3.3	<p>Increased the maximum size of TRS Number to 10 characters</p> <p>Replaced references to TRS with WAAMS</p>

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	4
INTRODUCTION .....	7
SUMMARY OF VERSION 3.3 CHANGES .....	7
ENROLMENT TEXT FILE .....	9
FILE STRUCTURE - ENROLMENT TEXT FILE .....	10
CONTRACTED PROGRAM OF STUDY .....	11
COURSE FEE .....	12
DATE OF BIRTH .....	13
DATE QUALIFICATION COMPLETED .....	14
DELIVERY STRATEGY .....	15
DELIVERY MODE PREDOMINANT .....	17
DELIVERY MODE SUPPLEMENTARY .....	19
EMPLOYER INVOICED FLAG .....	21
ENROLMENT END DATE .....	22
ENROLMENT START DATE .....	24
FEE TYPE.....	25
FUNDING REMOVED FLAG .....	27
INCOME CONTINGENT LOAN LIABILITY .....	28
INTAKE NUMBER .....	29
OUTCOME CODE .....	30
PROVIDER STUDENT ID .....	32
QUALIFICATION ISSUED FLAG .....	33
RESOURCE FEE .....	35
SURVEY CONTACT STATUS .....	36
STUDENT GIVEN NAMES.....	37
STUDENT SURNAME .....	38
TRAINING PROVIDER LOCATION POSTCODE.....	39
TRAINING PROVIDER LOCATION SUBURB .....	40
TRS NUMBER .....	41
UNIQUE STUDENT IDENTIFIER.....	42
UoC OR MODULE CODE .....	43
UoC OR MODULE HOURS .....	44
UoC OR MODULE NAME.....	45
RAPT STUDENT .....	47
FILE STRUCTURE - STUDENT TEXT FILE.....	49
AT SCHOOL FLAG .....	50
COUNTRY OF BIRTH.....	51
DATE OF BIRTH .....	52
DISABILITY TYPE .....	53
EMAIL ADDRESS .....	54
GENDER .....	55
HIGHEST SCHOOL LEVEL COMPLETED .....	56
HOME PHONE NUMBER .....	57
INDIGENOUS STATUS .....	58
LABOUR FORCE STATUS.....	59
LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME .....	60
MAIN LANGUAGE SPOKEN AT HOME IS ENGLISH .....	61

---

MOBILE PHONE NUMBER .....	62
POSTAL ADDRESS - LINE 1 .....	63
POSTAL ADDRESS - LINE 2 .....	64
POSTAL ADDRESS - POSTCODE .....	65
POSTAL ADDRESS - STATE .....	66
POSTAL ADDRESS - TOWN OR SUBURB .....	67
PRIOR QUALIFICATIONS .....	68
PROFICIENCY IN SPOKEN ENGLISH .....	69
PROVIDER STUDENT ID .....	70
RESIDENTIAL ADDRESS - LINE 1 .....	71
RESIDENTIAL ADDRESS - LINE 2 .....	72
RESIDENTIAL ADDRESS - POSTCODE .....	73
RESIDENTIAL ADDRESS - STATE .....	74
RESIDENTIAL ADDRESS - TOWN OR SUBURB .....	75
STUDENT GIVEN NAMES .....	76
STUDENT SURNAME .....	77
STUDY REASON .....	78
WORK PHONE NUMBER .....	79
YEAR HIGHEST SCHOOL LEVEL COMPLETED .....	80
<b>RAPT ERRORS AND WARNINGS .....</b>	<b>82</b>
ERRORS - ENROLMENT FILE .....	82
ERRORS - STUDENT FILE .....	85
WARNINGS - ENROLMENT FILE .....	87

# **INTRODUCTION**

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## INTRODUCTION

In order to initiate payment against *Contracted Programs of Study* issued through the Apprenticeship/Traineeship (Employment based) and Institutional based programs, *Registered Training Organisations* (RTOs) are required to report electronically validated data to the Department. The *Resource Allocation Program for Training* application (RAPT) has been developed as an extension to the *State Training and Recognition System* (STARS) to manage this electronic reporting process.

The primary functions of RAPT are to:

- manage RTO contracts with the Department;
- provide an on-line interface by which RTOs can submit student enrolment data
- validate all enrolment data submitted; and
- record Payments.

*Enrolment* and *Student* information is submitted to RAPT via RTONet, an on-line application that provides RTOs access to their registration and curriculum information, apprenticeship and traineeship details, and contractual, reporting and payment information. Through RTONet, the *Enrolment* and *Student* data files are validated to ensure they contain all required data elements and the data reported is consistent with the Department's business rules; the file structures and associated business rules are outlined in this document.

The most recent version of this document – *Text File Specification for RAPT Electronic Reporting Version 3.3* - is made available via the Jobs and Skills WA website, under Contracted provider resources (<http://www.dtwd.wa.gov.au/training-providers-and-schools/vet-jswa>) and should be read in conjunction with the *Manual for Payments and Reporting for Publicly Funded Registered Training Organisations*.

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## SUMMARY OF VERSION 3.3 CHANGES

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### Text File Specifications 3.3

1. Increased the maximum size of the TRS Number to 10.
2. Replaced references to Training Records System (TRS) with West Australian Apprenticeship Management System (WAAMS).

# ENROLMENT TEXT FILE



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## ENROLMENT TEXT FILE

### DESCRIPTION

The *Enrolment* text file must contain a record for each *Unit of Competency* or *Module* enrolment for every *Student* associated with *all active* Contracted Programs of Study.

Each individual enrolment record provides information about the status of training activity at the time of lodgement:

- The *Contracted Program of Study (CPS)* under which the enrolment is made (CPS details can be viewed at Schedule 4 of the RTO's Funding Agreement).
- The *Unit of Competency* or *Module* undertaken, or likely to be undertaken, according to the student's Training Plan or Course outline. Enrolments should include those that have been completed (whether successfully completed or not), those still in progress and those yet to start. Each record details the start and end date of the training delivery (actual or anticipated date), where and how the training is/will be delivered and the outcome of the training.
- The *Student* undertaking the training. For Traineeship and Apprenticeship programs, student details must align to those registered on the *West Australian Apprenticeship Management System (WAAMS)*; for all other programs, student details must align to those registered on *RAPT Student*.
- The status of the *Training Program* as a whole; has the student been issued with a certificate for the completion of the Qualification or Course?

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### FORMAT

- Fields are tab delimited.
- Standard end of line (ASCII 13/10) at the end of each record.
- Field headings should *not* be included in the first line of the file.

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### IMPORT LOCATION

When importing a text file into RTONet the user is prompted - with the standard browse dialog box - to locate the folder where the text file is stored.

## FILE STRUCTURE – ENROLMENT TEXT FILE

Field Name	Type	Max Size	Format
<a href="#">Contracted Program of Study</a>	N	8	
<a href="#">Intake Number</a>	A	20	
<a href="#">UoC or Module Code</a>	A	20	
<a href="#">UoC or Module Name</a>	A	255	
<a href="#">UoC or Module Hours</a>	N	3	
<a href="#">Delivery Strategy</a>	N	2	
<a href="#">Fee Type</a>	A	1	
<a href="#">Outcome Code</a>	N	3	
<a href="#">Enrolment Start Date</a>	D	10	dd/mm/yyyy
<a href="#">Enrolment End Date</a>	D	10	dd/mm/yyyy
<a href="#">Training Provider Location Suburb</a>	A	80	
<a href="#">Training Provider Location Postcode</a>	N	4	
<a href="#">TRS Number</a>	A	10	
<a href="#">Provider Student ID</a>	A	20	
<a href="#">Student Surname</a>	A	64	
<a href="#">Student Given Names</a>	A	64	
<a href="#">Date of Birth</a>	D	10	dd/mm/yyyy
<a href="#">Qualification Issued Flag</a>	A	1	
<a href="#">Course Fee</a>	N	5	
<a href="#">Resource Fee</a>	N	5	
<a href="#">Income Contingent Loan Liability</a>	N	5	
<a href="#">Unique Student Identifier</a>	A	10	
<a href="#">Delivery Mode Predominant</a>	A	1	
<a href="#">Delivery Mode Supplementary</a>	A	2	
<a href="#">Date Qualification completed</a>	D	10	dd/mm/yyyy
<a href="#">Employer Invoiced Flag</a>	A	1	
<a href="#">Funding Removed Flag</a>	A	1	
<a href="#">Survey Contact Status</a>	A	1	

Legend. N: Numeric, A: Alphanumeric, D: Date

### RAPT ERRORS – FILE SPECIFIC

DUPENROL-1	Duplicate Enrolment within lodgement
DUPENROL-2	Duplicate Enrolment across contracts
DUPENROL-3	Duplicate Enrolment across RTO's
OVRALLOC-1	Enrolment is Over Allocation of contracted places
UOCOUTPERIOD-1	Enrolment is Out of Commencing Period Error

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## CONTRACTED PROGRAM OF STUDY

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### DESCRIPTION

To deliver a program of training a *Contracted Program of Study* (CPS) identifies a contractual arrangement between a Training Organisation and the Department. The training contract specifies the *Qualification* or *Course* to be delivered, the region or location in which the training will be delivered, the number of contracted places (where applicable) and the payment rates applicable to each contract (per place, per hour and/or per contract).

The *Contracted Program of Study* is linked to various funded programs managed by Training Resource Allocation. The programs fall under two main program types; User Choice represents employment-based programs such as Apprenticeship and Traineeships; and Non User Choice represented by institutional type training that is **not** employment-based

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### FORMAT

- 8 digit numeric formatted as yyyynnnn where:
  - All programs of study commencing in 2003 and beyond are allocated an eight digit numeric identifier: the first four digits represent the contract year; the remaining four digits are allocated as contracts are created.

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### BUSINESS RULES

- *Contracted Program of Study* must not be blank.
- *Contracted Program of Study* must be a valid contract identifier assigned to the provider by the Department.
- *Contracted Program of Study* must refer to an *Active* contract.

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### RAPT ERRORS

- CPSNUM-1 *Contracted Program of Study* is blank.
- CPSNUM-2 *Contracted Program of Study* is not valid for the associated Training Organisation.
- CPSNUM-3 *Contracted Program of Study* does not have a status of *Active*.

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## COURSE FEE

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### DESCRIPTION

*Course Fee* should reflect the value of the course or recognition of prior learning (RPL) fee charged to a client for an enrolment in an individual Unit of Competency (UoC).

*Course Fee* is used to monitor the impact of VET fees on student demand.

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### FORMAT

- 5 digit numeric. Value between 0 and 99999 that represents the course or RPL fee charged rounded up to the nearest dollar
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### BUSINESS RULES

- *Course Fee* should reflect the value of the course or RPL fee charged to the student for the UoC, taking into account any fee waiver or concession but disregarding the census date for the individual UoC and any instalment/payment plan that may have been entered into.
  - *Course Fee* should not include resource fees or discretionary fees not directly related to training (for example parking and security passes).
  - Where a fee waiver or concession has been applied *Course Fee* must be reported in conjunction with the appropriate *Fee Type* Identifier.
  - RPL fees charged must be reported in conjunction with the appropriate outcome and delivery mode identifier values:
    - *Outcome Code*
    - *Delivery Strategy*
  - *Course Fee* field must not be blank. Where the course fee has been waived for the UoC, an amount of zero should be reported.
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### RAPT ERRORS

- COUFEE-1 *Course Fee* is not reported
- COUFEE-2 *Course Fee* is not a valid value

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## DATE OF BIRTH

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### DESCRIPTION

*Date of Birth* of the enrolled Student.

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### FORMAT

- 10 character Date expressed as dd/mm/yyyy.
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### BUSINESS RULES

- *Date of Birth* must not be blank.
  - *Date of Birth* must be a valid date expressed as dd/mm/yyyy.
  - *Date of Birth* must match the *Date of Birth* for the corresponding student registered on the *West Australian Apprenticeship Management System (WAAMS)* for *Apprenticeship* and *Traineeship* Contracted Programs of Study.
  - *Date of Birth* must match the *Date of Birth* for the corresponding student on *RAPT Student* for *non-Apprenticeship* and *non-Traineeship* Contracted Programs of Study.
  - *Calculated Age* (*Date of Birth* compared with the *Current Date*) must be between 5 and 95 years of age.
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### RAPT ERRORS

- STUDBE-1 *Date of Birth* is blank.
- STUDBE-2 *Date of Birth* is an invalid date.
- STUDBE-3 *Date of Birth* does not match the corresponding *Apprentice* or *Trainee* on the *West Australian Apprenticeship Management System (WAAMS)* where the Contracted Program of Study type is *Apprenticeship* or *Traineeship*.
- STUDBE-4 *Date of Birth* does not match the corresponding student on *RAPT Student* where the Contracted Program of Study type is not *Apprenticeship* or *Traineeship*.
- STUDBE-5 Student is of school age and the appropriate documentation has not been received by Training Markets.
- STUDBE-6 This student does not meet the minimum age for this program.

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## DATE QUALIFICATION COMPLETED

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### DESCRIPTION

*Date qualification completed* identifies the date that the qualification was completed and includes the on-the-job component.

*Date qualification completed* reflects the actual completion of the program rather than the date in which the training organisation issued the certificate of completion.

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### FORMAT

- 10 character Date expressed as dd/mm/yyyy.
- Blank value when qualification has not been completed

*Date qualification completed will be validated for reported activity with a start or end date on or after 01 Jan 2018*

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### BUSINESS RULES

- *Date qualification completed* can be blank.
- *Date qualification completed* must not be a future date
- *Date qualification completed* must be blank for outcomes 5, 55 and 105
- *Date qualification completed* must be a valid date when *Qualification Issued Flag = Y*
- *Date qualification completed* must be consistent across all enrolment records for a single student within a Contracted Program of Study.
- *Date qualification completed* must not be a date more than 10 years prior to the collection period.
- *Date qualification completed* should only be entered when all enrolment records for a single student within a Contracted Program of Study have been completed with all final outcome codes.

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### RAPT ERRORS

DATECOMP-1	<i>Date qualification completed</i> is an invalid date.
DATECOMP-2	<i>Date qualification completed</i> is a future date.
DATECOMP-3	<i>Date qualification completed</i> must be blank for outcomes 5, 55 and 105
DATECOMP-4	<i>Date qualification completed</i> must be a valid date when <i>Qualification Issued Flag = Y</i>
DATECOMP-5	<i>Date qualification completed</i> is not the same value for all enrolments for the student within the Contracted Program of Study.
DATECOMP-6	<i>Date qualification completed</i> is more than 10 years prior to today.

### RAPT WARNINGS

DATECOMP-7	<i>Date qualification completed</i> is present but the reported Outcome Code is not 1, 6 or 9
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## DELIVERY STRATEGY

### DESCRIPTION

*Delivery Strategy* identifies the *predominant* method used to deliver training associated with an individual *Unit of Competency or Module*. The *Delivery Strategy* is the method that has been taken up by the student, not the strategy that is necessarily planned by the Training Organisation.

### FORMAT

➤ 2 digit numeric.

1	Local Class
2	Remote Class – Live Conferencing
3	Self Paced – Scheduled
4	Self Paced – Unscheduled
5	External - Correspondence
6	Workplace
8	Video/Television Learning
9	Internet Site – Online Learning
90	Not Applicable (to be used only for outcome 6, 7, 15, 16 [recognition of current competencies/recognition of prior learning] and outcome 9 [credit transfer])

VALUE	BRIEF - DESCRIPTION	DESCRIPTION – DELIVERY STRATEGY
1	Local Face to Face Class	Teacher directed delivery in a local classroom situation. Students attend classes at scheduled times and are presented with the subject material by a lecturer in lock step fashion.
2	Remote Live Electronic Conferencing	Teacher directed delivery to remote classroom situation. Some form of real time two way interactive communications system (such as video conferencing or teleconferencing) is used to extend the classroom to students for whom attendance at the main site is not practical.
3	Self paced - Scheduled	Scheduled class organisation in which the learning is directed through self-paced materials with assistance available from a tutor.
4	Self paced - Unscheduled	Self-paced learning in which the student has a variety of learning options (e.g. 'open learning'). Attendance is usually required only for guidance and progress monitoring. [Excludes video media learning covered under 8, and excludes internet learning covered under 9]
5	External Studies	Learning in which students receive text, audio or graphics based materials and assignments by post or email, whether hardcopy or electronic media. Learning is directed by structured learning materials and is effectively self-paced. [Excludes video media learning covered under 8]
6	Workplace Learning	All forms of experiential learning or on-the-job training. Generally incorporates some degree of informal instruction as well as workplace experience.

VALUE	BRIEF - DESCRIPTION	DESCRIPTION – DELIVERY STRATEGY
8	Video/Television based Learning	Enrolments where the <u>main</u> mode of learning will be from non-interactive video based pre-packaged material. Example include: Westlink (satellite television) broadcasts live or pre-recorded, DVD media or similar, whether recorded by the student or posted to the student and irrespective of whether played back by student on a television screen or PC screen. [Excludes interactive video conferencing covered under 2 and excludes audio tapes covered under 5]
9	Online Learning	Enrolments where the student indicates that the <u>main</u> mode of learning will be by interacting with or down loading pre-packaged material on the Internet. [Excludes 'posting' of correspondence materials by Internet email covered under 5.
90	Not Applicable	Enrolments completed via the Recognition of Prior Learning, Recognition of Current Competency and Credit Transfer administrative process.

*Delivery Strategy must be recorded against activity reported prior to 01 Jan 2018*

## BUSINESS RULES

- *Delivery Strategy* must not be blank for activity prior to 01 Jan 2018.
- *Delivery Strategy* must be a valid code as listed above.
- *Delivery Strategy* for *Outcome Code* 105 (not yet started) should be set to the *expected* *Delivery Strategy*.
- *Delivery Strategy* 90 may only be used for UoC/Module enrolments with an enrolment *Outcome Code* of 6, 7, 9, 15, or 16.
- Predominate *Delivery Strategy* should be allocated when multiple delivery methods are utilised.

## RAPT ERRORS

- DELCOD-1 *Delivery Strategy* is blank. (To be removed for activity starting 2018)
- DELCOD-2 *Delivery Strategy* is not a valid code as listed above. (To be removed for activity starting 2018)



## DELIVERY MODE PREDOMINANT

### DESCRIPTION

*Delivery Mode Predominant* identifies the *predominant* mode used to deliver training associated with an individual *Unit of Competency or Module*. Where there is more than one delivery mode, the mode which has the largest component of delivery must be reported in this position. The *Delivery Mode Predominant* is the method that has been taken up by the student, not the strategy that is necessarily planned by the Training Organisation.

### FORMAT

➤ 1 character representing the predominant mode of delivery.

C	Local Class
R	Remote Conferencing
S	Self-paced on-site
E	Self-paced external
W	Workplace delivery
A	Workplace assessment
P	Auspiced partnership
Z	Not Applicable (to be used only for outcome 6, 7 [recognition of prior learning] and outcome 9 [credit transfer])

VALUE	BRIEF - DESCRIPTION	DESCRIPTION – DELIVERY MODE PREDOMINANT	EQUIVALENT WAVEDS v7.0 IDENTIFIER
C	Local classroom	RTO trainer led delivery in a local classroom. Students attend scheduled classes and are provided subject material in a synchronised fashion.	1*
R	Remote conferencing	RTO trainer led delivery to a remote/virtual class. A real time two way communications system (such as tele/video/web conferencing) is used to extend the class to students where attendance at the main site is not practical.	2
S	Self-paced – on-site	Scheduled local classes where the learning is directed through self-paced materials with assistance from the RTO trainer.	3
E	Self-paced - external	Self-paced learning is directed by materials and assignments received by post, email or online portal.	4/5/8/9
W	Workplace delivery	RTO trainer led delivery in the workplace. The learning is provided by scheduled classes or self-paced on-site delivery.	1*
A	Workplace assessment	The RTO trainer provides assessment of informal learning and on-the-job training that occurred in the workplace.	6
P	Auspiced partnership	The training and/or assessment is undertaken by a third party trainer. The RTO ensures that delivery meets required standards and issues competence for units successfully completed.	1*

VALUE	BRIEF - DESCRIPTION	DESCRIPTION – DELIVERY MODE PREDOMINANT	EQUIVALENT WAVEDS v7.0 IDENTIFIER
Z	Not Applicable	Enrolments completed via an assessment only process such as Recognition of Prior Learning (RPL) or Credit Transfer.	90

\* WAVEDS v7.0 delivery mode 1 indicated classroom delivery but did not distinguish whether the delivery was undertaken in the workplace (required for AVETMISS 8.0), nor whether training was delivered by an RTO trainer or third party.

*Delivery Mode Predominant must not be blank where activity start or end date is on or after 01 Jan 2018*

## BUSINESS RULES

- *Delivery Mode Predominant* must not be blank.
- *Delivery Mode Predominant* must use one of the codes listed above.
- *Delivery Mode Predominant* for *Outcome Code* 105 (not yet started) should be set to the expected *Delivery Mode*.
- *Delivery Mode Predominant* may only be Z for UoC/Module enrolments with an enrolment *Outcome Code* of 6, 7, 9

## RAPT ERRORS

- DELPRE-1    *Delivery Mode Predominant* is blank.
- DELPRE-2    *Delivery Mode Predominant* is not a valid code as listed above.
- DELPRE-3    *Delivery Mode Predominant* must be Z 'Not Applicable' for outcomes 6, 7 or 9 and for no other outcome codes.

## DELIVERY MODE SUPPLEMENTARY

### DESCRIPTION

*Delivery Mode Supplementary* identifies up to two supplementary modes used to deliver training associated with an individual *Unit of Competency or Module*. Where there is more than one delivery mode, the mode which has the largest component of delivery must be reported in *Delivery Mode Predominant* and the second and third largest component must be reported in *Delivery Mode Supplementary*. The *Delivery Mode Supplementary* is the method that has been taken up by the student, not the strategy that is necessarily planned by the Training Organisation.

### FORMAT

➤ 2 character representing 2 modes of delivery.

C	Local Class
R	Remote Conferencing
S	Self-paced on-site
E	Self-paced external
W	Workplace delivery
A	Workplace assessment
P	Auspiced partnership
@	Not specified
Z	Not specified

VALUE	BRIEF - DESCRIPTION	DESCRIPTION – DELIVERY MODE SUPPLEMENTARY	EQUIVALENT WAVEDS v7.0 IDENTIFIER
C	Local classroom	RTO trainer led delivery in a local classroom. Students attend scheduled classes and are provided subject material in a synchronised fashion.	1*
R	Remote conferencing	RTO trainer led delivery to a remote/virtual class. A real time two way communications system (such as tele/video/web conferencing) is used to extend the class to students where attendance at the main site is not practical.	2
S	Self-paced – on-site	Scheduled local classes where the learning is directed through self-paced materials with assistance from the RTO trainer.	3
E	Self-paced - external	Self-paced learning is directed by materials and assignments received by post, email or online portal.	4/5/8/9
W	Workplace delivery	RTO trainer led delivery in the workplace. The learning is provided by scheduled classes or self-paced on-site delivery.	1*
A	Workplace assessment	The RTO trainer provides assessment of informal learning and on-the-job training that occurred in the workplace.	6
P	Auspiced partnership	The training and/or assessment is undertaken by a third party trainer. The RTO ensures that delivery meets required standards and issues competence for units successfully completed.	1*

VALUE	BRIEF - DESCRIPTION	DESCRIPTION – DELIVERY MODE SUPPLEMENTARY	EQUIVALENT WAVEDS v7.0 IDENTIFIER
@	Not specified	To be used where a supplementary delivery mode is not specified.	
Z	Not specified	Is provided as an alternative code to @ to avoid issues when using Microsoft Excel.	

\* WAVEDS v7.0 delivery mode 1 indicated classroom delivery but did not distinguish whether the delivery was undertaken in the workplace (required for AVETMISS 8.0), nor whether training was delivered by an RTO trainer or third party.

*Delivery Mode Supplementary must not be blank where activity start or end date is on or after 01 Jan 2018*

## BUSINESS RULES

- *Delivery Mode Supplementary* must not be blank.
- *Delivery Mode Supplementary* is comprised of up to two supplementary modes using code as listed above.
- *Delivery Mode Supplementary* cannot be the same as Delivery Mode Predominant, except for code Z 'Not specified'.
- *Delivery Mode Supplementary* must contain @ (or Z) 'Not specified' for outcomes 6, 7 or 9
- *Delivery Mode Supplementary* values, excluding @ (or Z) 'Not specified', must not be repeated in the 2 character sequence.
- If *Delivery Mode Supplementary* position 1 is @ (or Z) position 2 must also be @ (or Z)

## RAPT ERRORS

- DELSUP-1    Delivery Mode Supplementary is blank.
- DELSUP-2    Delivery Mode Supplementary is not a valid code as listed above.
- DELSUP-3    Delivery Mode Supplementary and Delivery Mode Predominant must be different except for code Z.
- DELSUP-4    Delivery Mode Supplementary must be @ (or Z) 'Not specified' for outcomes 6, 7 or 9
- DELSUP-5    Delivery Mode Supplementary position 1 and position 2 can only be the same for code @ (or Z) 'Not specified'
- DELSUP-6    Delivery Mode Supplementary position 1 is @ (or Z) then position 2 must be @ (or Z)

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## EMPLOYER INVOICED FLAG

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### DESCRIPTION

*Employer Invoiced Flag* identifies whether the client's employer has been invoiced for any part of the payment of the Course fee.

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### FORMAT

- 1 character alphanumeric:
  - Y Yes - employer has been invoiced for payment of the client's course fees
  - N No - employer has not been invoiced for payment of the client's course fees

*Employer Invoiced Flag must not be blank where activity start or end date is on or after 01 Jan 2018*

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### BUSINESS RULES

- *Employer Invoiced Flag* must be 'Y' if the employer has been invoiced for any part of the payment of the client's course fees.
- *Employer Invoiced Flag* must be 'N' if the employer has not been invoiced for any part of the payment of the client's course fees or if the value of the Course Fee is zero.

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### RAPT ERRORS

- EMPINV-1    *Employer Invoiced Flag* is not available.
- EMPINV-2    *Employer Invoiced Flag* is not a valid value as listed above.

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## ENROLMENT END DATE

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### DESCRIPTION

*Enrolment End Date* is the date that training activity ceases for each *Unit of Competency* or *Module enrolment* (not the completion date of the Course or Contracted Program of Study).

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### FORMAT

- 10 character Date expressed as dd/mm/yyyy.

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### BUSINESS RULES

- *Enrolment End Date* must not be blank.
- *Enrolment End Date* must be of the format dd/mm/yyyy.
- *Enrolment End Date* must be after *Enrolment Start Date*.
- The time elapsed between the *Enrolment Start Date* and the *Enrolment End Date* may not exceed two years.
- For Non User Choice Contracted Programs of Study, *Enrolment End Date* must be no more than 28 days after the Contracted Programs of Study End Date.
- For *Apprenticeship* and *Traineeship* Contracted Programs of Study, *Enrolment End Date* must be after the corresponding *West Australian Apprenticeship Management System (WAAMS) Commencement Date* and before the corresponding *West Australian Apprenticeship Management System (WAAMS) Completion Date*.
- An *Enrolment End Date* that has elapsed may not have *Outcome Code* 5, 55 or 105.
- *Enrolment End Date* for UoC/Module enrolments that have not yet started (*Outcome Code* 105) should be reported as the last day of the month that the enrolment is most likely to finish (the correct enrolment end date should be reported in subsequent submissions when the actual end date is known).

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### RAPT ERRORS

- ENDDAT-1    *Enrolment End Date* is blank.
- ENDDAT-2    *Enrolment End Date* is not a valid date.
- ENDDAT-3    *Enrolment End Date* is before the *Enrolment Start Date*.
- ENDDAT-4    *Enrolment End Date* is more than 28 days after the WAAMS Completion Date for the relevant WAAMS contract
- ENDDAT-6    *Enrolment End Date* is more than 28 days after the Non User Choice *Contracted Program of Study End Date*
- ENDDAT-7    *Enrolment End Date* is not between the *Commencement Date* and the *Completion Date* for the corresponding WAAMS contract (*Apprenticeship* and *Traineeship* programs)
- ENDDAT-8    *Registration date* must be before the lodgement date
- ENDDAT-9    *Enrolment End Date* after the WAAMS Completion Date for the relevant WAAMS contract

### RAPT WARNINGS

ENDDAT-5    *Enrolment End Date* is up to 28 days after the *WAAMS Completion Date* for the relevant *WAAMS* contract.

ENROL-1    *Enrolment Period* is greater than two years.

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## ENROLMENT START DATE

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### DESCRIPTION

*Enrolment Start Date* is the date that training activity begins for each *Unit of Competency* or *Module enrolment* (not the commencement date of the Course or Contracted Program of Study).

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### FORMAT

- 10 character Date expressed as dd/mm/yyyy.

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### BUSINESS RULES

- *Enrolment Start Date* must not be blank.
- *Enrolment Start Date* must be of the format dd/mm/yyyy.
- *Enrolment Start Date* must be before the *Enrolment End Date*.
- The time elapsed between the *Enrolment Start Date* and the *Enrolment End Date* may not exceed two years.
- *Enrolment Start Date* must be within the Contracted Program of Study *Start* and Training activity *End* dates.
- For *Apprenticeship* and *Traineeship* Contracted Programs of Study, *Enrolment Start Date* must be after the *Commencement Date* and before the *Completion Date* listed on the *West Australian Apprenticeship Management System (WAAMS)* for each corresponding *Apprentice* and *Trainee*.
- When the *Enrolment Start Date* is before the Lodgement Date, *Outcome Code 105* (not yet started) must not be reported.
- *Enrolment Start Date* for enrolments that have not yet started (*Outcome Code 105*) should be reported as the 1<sup>st</sup> day of the month that the enrolment is most likely to commence (the correct enrolment start date should be reported in subsequent submissions when the actual start date is known).

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### RAPT ERRORS

- STADAT-1    *Enrolment Start Date* is blank.
- STADAT-2    *Enrolment Start Date* is not a valid date.
- STADAT-3    *Enrolment Start Date* is before the corresponding *West Australian Apprenticeship Management System (WAAMS) Commencement Date* (where the program type is *Traineeship* or *Apprenticeship*).
- STADAT-4    *Enrolment Start Date* is before the corresponding *West Australian Apprenticeship Management System (WAAMS) Registration Date* (where the program type is *Traineeship*).
- STADAT-5    *Enrolment Start Date* is before the *Contracted Program of Study Start Date* or after the *Contracted Program of Study End Date*.
- STADAT-6    *Enrolment Start Date* is after the *Lodgement Date* and the *Outcome Code* is not 105.

### RAPT WARNINGS

- ENROL-1    *Enrolment Period* is greater than two years.



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## FEE TYPE

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### DESCRIPTION

*Fee Type* indicates whether a student is claiming an *exemption* from payment of all fees or claiming a *concession* for part payment of fees associated with a *Unit of Competency* or *Module* enrolment.

*Fee Types* are based on the *VET Fees and Charges Policy*. The *Fees Policy* is updated and published every year; the *Fee Type* reported must be relevant for the year in which each *Unit of Competency* commences.

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### FORMAT

- 1 character alphanumeric.

VALUE	DESCRIPTION - FEE TYPE/CONCESSION TYPE IDENTIFIER
D	Pensioner Concession Card
E	Repatriation Health Benefits Card (issued by the Dept. of Veteran Affairs)
F	Fee Exempt
G	AUSTUDY/ABSTUDY
L	Secondary School Aged Concession
N	Health Care Card
O	Youth Allowance
Q	Custodial Institution Inmates (Prison Inmates)
V	Fees Waived
Z	No Concession

---

### BUSINESS RULES

- *Fee Type* must not be blank
- *Fee Type* must be a valid value as listed above.
- *Concession* may only be granted where a student meets all requirements outlined in the *VET Fees and Charges Policy* relevant to the year in which each *Unit of Competency* commences.
- *Fee Exempt (F)* - applicable where there is a legislated or official exemption from the course fee. Enrolments in some programs (e.g. *VET in Schools*) or some non-assessable enrolments such as *CAVSS* and *USIQ* are exempted from standard course fees
- *Secondary School Aged Concession (L)* may only be used for persons no younger than 15 years of age and in their compulsory school education period at the time of unit commencement– see the relevant year *Fees and Charges Policy* for further explanation.  
*Fee type L should not be used for School Based Trainees or VET in School students – use fee type F.*
- *Fees Waived (V)* is used in exceptional circumstances of severe financial hardship or for special circumstances as outlined in the relevant published *fees policy* guidelines. As the provider has waived the fees, the student is therefore deemed full fee paying.

The use of appropriate fee codes and adherence to the *VET Fees and Charges Policy* will be monitored and audited.

(continued over)

**RAPT ERRORS**

- FEECOD-1 *Fee Type* is blank.
- FEECOD-2 *Fee Type* is not a valid value as listed above.
- FEECOD-4 *Fee Type* is not valid for the Fee Policy year.
- FEECOD-5 *Fee Types* I, S and J are reported prior to July 1st 2009.
- FEECOD-6 *Fee Types* I, S and J are reported after July 31st 2012.
- FEECOD-7 *Fee Type* L cannot be used for students who are not at least 15 years or for students older than the maximum compulsory school education age.

**RAPT WARNINGS**

- FEECOD-3 an individual student reported on a *Traineeship* Contracted Program of Study has different *Fee Types* across enrolments.

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## FUNDING REMOVED FLAG

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### DESCRIPTION

This flag is set to Y to indicate that the Department will not fund the training for this UOC.

This flag is used to allow data to be reported that the Department has determined will not be funded.

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### FORMAT

- 1 character alphanumeric:
  - Y Funding has been removed
  - N This is the default value

*Funding Removed Flag must not be blank where activity start or end date is on or after 01 Jan 2018*

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### BUSINESS RULES

- *Funding Removed Flag* cannot be blank.
- *Funding Removed Flag* must be Y when the Department has determined that the UOC will not be funded.
- *Funding Removed Flag* should be set at N by default.

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### RAPT ERRORS

NOTFUND-1 *Funding Removed Flag* is blank.

NOTFUND-2 *Funding Removed Flag* is invalid

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## INCOME CONTINGENT LOAN LIABILITY

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### DESCRIPTION

*Income Contingent Loan Liability* is the value of the amount borrowed by students under the Commonwealth VET Student Loans scheme.

*Income Contingent Loan Liability* is used to monitor the average loan amount and impairment costs associated with student loans under the VET Student Loans scheme, in accordance with Western Australia's obligations under agreements with the Commonwealth.

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### FORMAT

- 5 digit numeric or blank. Value between 0 and 99999 that represents the income contingent loan (VET Student Loans) liability incurred rounded up to the nearest dollar.
- Blank value when Income contingent loan not taken out or not applicable.

---

### BUSINESS RULES

- *Income Contingent Loan Liability* must be blank where the student has not taken out a loan under the VET Student Loans scheme or where the student and/or provider are not eligible to do so.
- Where a student has taken out a loan under the VET Student Loans scheme the value must represent the liability incurred.
- *Income Contingent Loan Liability* must be reported on a Unit of Competency (UoC) basis, not on a program basis.
- *Income Contingent Loan Liability* must reflect the value of the VET Student Loan debt incurred for the specific UoC as shown on the Commonwealth Assistance Notice (CAN) i.e. the tuition fee charged less any upfront payment, regardless of whether the census date for the UoC has passed.

---

### RAPT ERRORS

- |          |   |
|----------|---|
| ICLLIB-1 | <i>Income Contingent Loan Liability</i> is reported for an invalid course/qualification |
| ICLLIB-2 | <i>Income Contingent Loan Liability</i> is not a valid value                            |
| ICLLIB-3 | <i>Income Contingent Loan Liability</i> is reported for an invalid course/qualification |

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## INTAKE NUMBER

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### DESCRIPTION

*Intake Number* is an administrative tool for Training Organisations to logically group students into manageable class/category classifications. It is at the discretion of each training organisation as to how the *Intake Number* classifies students.

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### FORMAT

- 20 character alphanumeric.
- 
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### BUSINESS RULES

- *Intake Number* must not be blank.
  - *Intake Number* cannot contain non-standard ASCII characters; for example, Wingdings and symbols
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- 

### RAPT ERRORS

INTAKE-1     *Intake Number* is blank.

INTAKE-2     *Intake Number* is not a character based code or number.

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## OUTCOME CODE

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### DESCRIPTION

*Outcome Code* indicates the *result* or *outcome* that a student has achieved in a single *Unit of Competency* or *Module Enrolment*. In cases where a *Unit of Competency* or *Module Enrolment* is yet to begin or to finish, interim codes indicating their current status are used.

---

### FORMAT

- 3 digit numeric.

VALUE	DESCRIPTION	RESULT
1	Competent	Final
2	Not Competent	Final
3	Non-assessable enrolment - Withdrawn or not satisfactorily completed	Final
4	Non-assessable enrolment - Satisfactorily completed	Final
5	Participating; but studies not finished (with evidence of Training)	Interim
6	Status Granted by RPL (Recognition of Prior Learning)	Final
7	Recognition of Prior Learning not granted	Final
9	Exemption/Status Granted by Credit Transfer	Final
10	Withdrawn Formally (After Some Participation)	Final
11	Discontinued - No Formal Withdrawal (After Some Participation)	Final
55	Participating, but studies not finished (with NO evidence of Training)	Interim
61	Superseded	Final
100	Never Started - No Participation	Final
105	Not Yet Started But Participation Expected Before Enrolment End Date	Interim

### BUSINESS RULES

- *Outcome Code* must not be blank.
- *Outcome Code* must be a valid value as listed above.
- A final *Outcome Code* must be assigned to all enrolment records where the *Enrolment End Date* is on or before the *Lodgement Date*.
- A final *Outcome Code* may not be assigned to enrolment records where the *Enrolment End Date* is after the *Lodgement Date*.
- *Outcome Codes* 3 and 4 Non-assessable enrolments are mostly reported (but not exclusively) where the Contracted Programs of Study Qualification is "Course in Applied Vocational Study Skills" (CAVSS).
- *Outcome Code* 5 is only valid for enrolments where documented evidence of participation is readily available, and whose *Enrolment Start Date* is before the *Lodgement Date*, and whose *Enrolment End Date* is after the *Lodgement Date*.
- *Outcome Code* 55 is only valid for enrolments where there is NO evidence of participation readily available, and whose *Enrolment Start Date* is before the *Lodgement Date*, and whose *Enrolment End Date* is after the *Lodgement Date*.
- *Outcome Code* 105 is only valid for enrolments whose *Enrolment Start Date* is after the *Lodgement Date*.
- Students reported on an *Apprenticeship* or *Traineeship* Contracted Program of Study must have a status of *Active*, *Out of Contract* or *Suspended* on the corresponding WAAMS contract in order to have enrolments reported using *Outcome Code* 5, 55 or 105.

(continued over)

- Enrolments with *Outcome Codes 10 or 11 (Withdrawn or Discontinued)* must have the *Enrolment End Date* set to the date of the actual *withdrawal* or *discontinuation*. Proof of participation is still required for *withdrawn* or *discontinued* enrolments; if documentation cannot be supplied, enrolments must *not* be claimed for funding and the outcome code reported as *100 – Did Not Start, No Participation*.
- Enrolments with Outcome Codes 1, 2, 3, 4, 5, 6, 7, 10 or 11 must have evidence that participation occurred prior to the Lodgement Date.
- Outcome Code 61 'Superseded subject' is used when training activity started in a unit of competency or module but was not completed when superseded by another subject against which the final outcome will be recorded. The Activity end date of the original subject enrolment must be the same as the Activity start date of the replacement subject.

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## RAPT ERRORS

- OUTCOD-1     *Outcome Code* is blank.
- OUTCOD-2     *Outcome Code* is not a valid value listed above.
- OUTCOD-3     *Outcome Code* is 5, 55 or 105 and the Contracted Program of Study is an *Apprenticeship* or *Traineeship* program and the *Apprentice* or *Trainee's Status* on the WAAMS is not *Active, Out of Contract* or *Suspended*.
- OUTCOD-5     The Outcome Code is 5 or 105 and the enrolment end date has past but is less than 28 days before the lodgement date.
- OUTCOD-6     *Outcome Code* is 5, 55 or 105 and the *Enrolment End Date* is on or before than the *Lodgement Date*.
- OUTCOD-7     *Outcome Code* is 105 and the *Enrolment Start Date* is before the *Lodgement Date*.
- OUTCOD-9     A finalised *Outcome Code* is reported and the *Enrolment End Date* is after the *Lodgement Date*.
- OUTCOD-10    *Outcome Code* 8 is not a valid outcome for any UOCs reported after 31/12/2009.
- UOCSDEDO-1   *Outcome Code* 55 should not be used if the start date is more than 70 days in the past.
- UOCEDTA-1    Reported UoC End Date is greater than CPS Training Activity End Date

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## PROVIDER STUDENT ID

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### DESCRIPTION

*Provider Student Id* is an identifier assigned by a training organisation for all students undertaking training on *Non User Choice Contracted Programs of Study*.

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### FORMAT

- 20 character alphanumeric.

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### BUSINESS RULES

- *Provider Student Id* must not be blank for all enrolments belonging to *non-Apprenticeship* and *non-Traineeship* Contracted Programs of Study.
- *Provider Student Id* must have a corresponding entry in *RAPT Student*. (*RAPT Student* is populated either by submitting a *RAPT Student* text file or by direct data entry to *RAPT Student*.)
- *Provider Student Id* must be unique within a *Training Organisation*.
- Based on *Surname, First Name, Gender* and *Date of Birth*, a student may only have one *Provider Student Id* within a *Training Organisation*.

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### RAPT ERRORS

- STUIDE-1     *Provider Student Id* is blank and the Contracted Program of Study type is not *Apprenticeship* or *Traineeship*.
- STUIDE-2     *Provider Student Id* does not match a *Student Id* that has been uploaded/entered by the training organisation onto *RAPT Student*, where the Contracted Program of Study type is not *Apprenticeship* or *Traineeship*.



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## QUALIFICATION ISSUED FLAG

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### DESCRIPTION

A flag that indicates whether a student has been issued with a *Certified Documentation* for the *successful completion* of a *Qualification* or *Course*.

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### FORMAT

- 1 character alphanumeric:
  - Y Qualification Issued
  - N Qualification Not Issued

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### BUSINESS RULES

- *Qualification Issued Flag* must not be blank.
- *Qualification Issued Flag* must be a valid value as listed above.
- *Qualification Issued Flag* must be consistent across all enrolment records for a single student within a Contracted Program of Study.
- *Qualification Issued Flag* may only be set to “Y” when all enrolment records for a single student within a Contracted Program of Study have successful and final outcome codes (outcome codes of 1, 6 or 9).
- For *Apprenticeship and Traineeship Contracted Programs of Study*, *Qualification Issued Flag* must be set to “N” when the status of the corresponding contract on the *West Australian Apprenticeship Management System (WAAMS)* is not completed.
- For *Apprenticeship and Traineeship Contracted Programs of Study*, *Qualification Issued Flag* should be set to “Y” when the status of the corresponding contract on the *West Australian Apprenticeship Management System (WAAMS)* is completed.
- *Qualification Issued Flag* may only be set to “Y” when the Training Organisation has issued *certified documentation* to the student for the *successful completion* of the *Qualification* or *Course* relevant to the Contracted Program of Study.
- *Qualification Issued Flag* must be set to “N” when the Training Organisation has not issued any *certified documentation* to the student for the *Qualification* or *Course* relevant to the Contracted Program of Study.

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### RAPT ERRORS

- COUSTA-1 *Qualification Issued* is blank.
- COUSTA-2 *Qualification Issued* is not a valid value as listed above.
- COUSTA-3 Status for the corresponding contract on the *West Australian Apprenticeship Management System (WAAMS)* is “Completed” or the *Qualification Issued Flag* is “Y” and the student has an enrolment for the *Contracted Program of Study* with an *Outcome Code* of 5, 55 or 105.
- COUSTA-4 *Qualification Issued* is not the same value for all enrolments for the student within the *Contracted Program of Study*.

(continued over)

## **RAPT WARNINGS**

- COUSTA-5    *Qualification Issued Flag* is "Y" but the *Student WAAMS Contract* has not been completed through the Apprenticeship Office.
- COUSTA-6    *Student WAAMS Contract* is completed but the *Qualification Issued Flag* is "N".
- COUSTA-7    *Qualification Issued Flag* is "Y" but the reported *Outcome Code* is not 1, 6 or 9
- COUSTA-8    *Qualification Issued Flag* is "Y" but the *Date Qualification Completed* has not been provided.

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## RESOURCE FEE

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### DESCRIPTION

*Resource Fee* should reflect the value of the fee charged to a client for an enrolment in an individual Unit of Competency (UoC).for materials used in training including internet charges and printed materials.

*Resource Fee* is used to monitor the impact of VET fees on student demand.

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### FORMAT

- 5 digit numeric. Value between 0 and 99999 that represents the resource fee charged rounded up to the nearest dollar
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- 

### BUSINESS RULES

- *Resource Fee* field must not be blank. Where the resource fee has been waived for the UoC, an amount of zero should be reported.
  - *Resource Fee* must be the value of the fee charged to a client for materials used in training taking into account any fee waiver, but disregarding the census date for the individual UoC and any instalment/payment plan that may have been entered into.
  - Where resource fees are calculated on a qualification basis, a pro-rata amount for the specific UoC should be reported.
  - *Resource Fee* should not include discretionary fees not directly related to training (for example parking and security passes).
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### RAPT ERRORS

RESFEE-1 *Resource Fee* is not reported

RESFEE-2 *Resource Fee* is not a valid value

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## SURVEY CONTACT STATUS

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### DESCRIPTION

*Survey contact status* identifies reasons to exclude clients from the national Student Outcomes Survey and other NCVET student surveys. A classification value of 'E - Excluded' does not exclude the student from being contacted by the Department.

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### FORMAT

- 1 character alphanumeric:

VALUE	DESCRIPTION
A	Available for survey use
C	Correctional facility (address or enrolment)
D	Deceased student
E	Excluded
I	Invalid address / Itinerant student (very low likelihood of response)
M	Minor - under age of 15 (not to be surveyed)
O	Overseas (address or enrolment)

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*Survey contact status must not be blank where activity start or end date is on or after 01 Jan 2018*

### BUSINESS RULES

- *Survey contact status* must not be blank.

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### RAPT ERRORS

SURVCON-1 *Survey contact status* is blank.

SURVCON-2 *Survey contact status* is not a valid value as listed above.

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## STUDENT GIVEN NAMES

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### DESCRIPTION

*Given Name(s)* of the enrolled *Student*.

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### FORMAT

- 64 character alphanumeric of the format “Mary” or “Mary Jane” where:

Mary	First name
	Space (optional)
Jane	Second Name (optional)

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### BUSINESS RULES

- *Student Given Names* may be blank.
  - When the client has only one name this name should be recorded under Student Surname and the Client first given name should be left blank in student management systems.
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## STUDENT SURNAME

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### DESCRIPTION

*Surname or Family Name of the enrolled Student.*

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### FORMAT

- 64 character alphanumeric.
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### BUSINESS RULES

- *Student Surname* must not be blank.
  - *Student Surname* must match the surname of the corresponding student registered on the *West Australian Apprenticeship Management System (WAAMS)* for *Apprenticeship* and *Traineeship* Contracted Programs of Study.
  - *Student Surname* must match the surname of the corresponding student on *RAPT Student* for *non-Apprenticeship* and *non-Traineeship* Contracted Programs of Study.
  - *Student Surname* must not include a *Title*, for example, *Mr, Mrs*.
  - *When the client has only one name this name should be recorded under Student Surname and the Student Given Names should be left blank in student management systems.*
- 
- 

### RAPT ERRORS

- STUSRE-1    *Student Surname* is blank.
- STUSRE-2    *Student Surname* does match that of the corresponding *Apprentice* or *Trainee* on the *West Australian Apprenticeship Management System (WAAMS)* for Contracted Program of Study type *Apprenticeship* or *Traineeship*.
- STUSRE-3    *Student Surname* does not match that of an uploaded or entered student where the Contracted Program of Study type is not *Apprenticeship* or *Traineeship*.

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## TRAINING PROVIDER LOCATION POSTCODE

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### DESCRIPTION

*Training Provider Location Postcode* is the *Postcode* relevant to the *Suburb* where delivery is taking place for each *Unit of Competency* or *Module* enrolment.

In most cases it is practicable to report the *actual delivery postcode*, however, where it is not possible to report the actual training location (for example, delivery via correspondence), the postcode relevant to the suburb where the training is administered may be reported.

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### FORMAT

- 4 digit numeric.

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### BUSINESS RULES

- *Training Provider Location Postcode* must not be blank.
- *Training Provider Location Postcode* must be a valid postcode found on the Australia Post website (<http://www.auspost.com.au/apps/postcode.html>).
- *Training Provider Location Postcode* must be consistent with the *Training Provider Location Suburb*.
- *Training Provider Location Postcode* may not be a postcode for a *Post Office Box*.
- For training delivered via *Correspondence* (Delivery Strategy 5), the *Training Provider Location Postcode* should be the postcode from where the training program is administered.

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### RAPT ERRORS

- LOCPOS-1    *Training Provider Location Postcode* is blank.
- LOCPOS-2    *Training Provider Location Postcode* is not a valid *Postcode* according to the *Australia Post* list of *Postcodes*.
- LOCPOS-3    *Training Provider Location Postcode* is not consistent with the *Training Provider Location Suburb*.

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## TRAINING PROVIDER LOCATION SUBURB

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### DESCRIPTION

*Training Provider Location Suburb* is the name of the *suburb* where *actual delivery* is taking place for each *Unit of Competency* or *Module* enrolment.

In most cases it is practicable to report the *actual delivery suburb*, however, where it is not possible to report the actual training location (for example, delivery via correspondence), the suburb from where the training is administered may be reported.

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### FORMAT

- 80 character alphanumeric.

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### BUSINESS RULES

- *Training Provider Location Suburb* must not be blank.
- *Training Provider Location Suburb* must be the name of a suburb found on the Australia Post website (<http://www.auspost.com.au/apps/postcode.html>).
- *Training Provider Location Suburb* must be consistent with the *Training Provider Location Postcode*.
- For training delivered via *Correspondence* (Delivery Strategy 5), the *Training Provider Location Suburb* should be the suburb from where the training program is administered.

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### RAPT ERRORS

- LOCSUB-1 *Training Provider Location Suburb* is blank.
- LOCSUB-2 *Training Provider Location Suburb* is not a valid *Suburb* according to the *Australia Post* listing of *Suburbs*.
- LOCPOS-3 *Training Provider Location Postcode* is not consistent with the *Training Provider Location Suburb*.



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## TRS NUMBER

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### DESCRIPTION

*TRS Number* only applies to *Traineeship* and *Apprenticeship* Contracted Programs of Study.

*TRS Number* identifies the indenture number assigned to an *Apprentice* or *Trainee* via the West Australian Apprenticeship Management System (WAAMS). The indenture number, in turn, identifies the formal agreement between the training provider, the employer and the student; the agreement is subsequently registered by the *Apprenticeship Office*.

---

### FORMAT

- Up to 10 character alphanumeric
- 

### BUSINESS RULES

- *TRS Number* must not be blank for *Apprenticeship* or *Traineeship* Contracted Programs of Study.
  - *TRS Number* must be blank for *non-Apprenticeship* and *non-Traineeship* Contracted Programs of Study.
  - *TRS Number* must match the relevant *Indenture Number* allocated to the *Apprentice* or *Trainee* through the West Australian Apprenticeship Management System (WAAMS).
  - The *Qualification* and *Trade Program* to which the *Indenture Number* refers must match the *Qualification* and *Trade Program* assigned to the *Contracted Program of Study*.
  - Students reported on an *Apprenticeship* or *Traineeship* Contracted Program of Study who do not have a current entry on WAAMS will not be funded.
  - Students reported on a *Traineeship* Contracted Program of Study who do not have a status of *Registered* on WAAMS will not be funded.
  - *Pre-Apprenticeship* enrolments are not funded through Apprenticeship Contracted Programs of Study nor are they registered on WAAMS. Therefore, *TRS Number* must be blank for *Pre-Apprenticeship* enrolments.
- 

### RAPT ERRORS

- TRSNUM-1    *TRS Number* is blank and the Contracted Program of Study type is *Apprenticeship* or *Traineeship*.
- TRSNUM-2    Reported *TRS Number* does not match the *West Australian Apprenticeship Management System (WAAMS)* and the Contracted Program of Study type is *Apprenticeship* or *Traineeship*.
- TRSNUM-3    Student reported is not contracted to the Training Organisation and specified on WAAMS where the Contracted Program of Study type is *Apprenticeship* or *Traineeship*.

### RAPT WARNINGS

- TRSNUM-5    Qualification to which the *TRS Number* is attached does not match the Qualification assigned to the Contracted Program of Study.

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## UNIQUE STUDENT IDENTIFIER

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### DESCRIPTION

The *Unique Student Identifier (USI)* uniquely identifies an individual who accesses vocational education and training over his or her lifetime.

The *Unique Student Identifier* is assigned by the USI Registrar and allows collation of a client's educational attainments for analysis and research purposes while protecting client privacy.

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### FORMAT

- 10 characters alphanumeric.
- 
- 

### BUSINESS RULES

- The *Unique Student Identifier* must not be blank if a client is undertaking nationally accredited training from 1/1/2015.
  - Where a client has already been issued a *Unique Student Identifier*, a new *Unique Student Identifier* must not be requested from the USI Registrar.
  - The Unique Student Identifier must be a valid identifier issued by the USI Registrar, or be one of the valid exemption codes
  - Unless the USI is one of the exceptional values, all characters must be a combination of upper case (A-H, J-N, P-Z), and numbers (2-9) and do not include the characters '0', '1', 'O' or 'L'.
  - Special care should be taken to capture a client's *Unique Student Identifier* correctly.
  - The USI must be exactly ten characters long except when an individual exemption code has been granted to a student. In these cases the exemption code must be used.
  - Records should be checked to ensure that two or more records with different Unique Student Identifiers do not identify the same person. This does not apply to exceptional USI values assigned to genuine objectors assigned by the USI Registrar.
- 
- 

### RAPT ERRORS

- UNSTID-1     *Unique Student Identifier* is not reported
- UNSTID-2     *Unique Student Identifier* is not a valid value
- UNSTID-3     *Unique Student Identifier* is not unique

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---

## UoC OR MODULE CODE

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### DESCRIPTION

*UoC (Unit of Competency) or Module Code* uniquely identifies:

- A *Unit of Competency* as specified within a *National Training Package*.
- Where the Department has approved module delivery, a *Nationally Accredited Module*.

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---

### FORMAT

- 20 character alphanumeric.

A unit of competency is defined within a national training package and, in general, follows the format 'AAABBBBBBBC' where:

AAA	3 alphanumeric characters identifying the parent Training Package.
BBBBBBB	(up to) 8 alphanumeric characters to identify the industry sector, function or skill area.
C	1 alphanumeric character identifying the version.

For a complete listing of *Unit of Competency/Module* codes, refer to the Training.gov.au website (<http://training.gov.au>).

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---

### BUSINESS RULES

- *Unit of Competency or Module Code* must not be blank.
- A Training Organisation must be contracted to deliver the Qualification or Course under which the *Unit of Competency or Module* is listed. This signifies that the Training Organisation has a valid registration on RTONet to deliver the *Unit of Competency or Module*, and, subsequently, that the *Unit of Competency /Module Code* exists as a valid entry on STARS.

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---

### RAPT ERRORS

UOCCOD-1 *UoC/Module Code* is blank.

UOCCOD-2 *UoC/Module Code* does not match a valid *UoC/Module Code* on STARS.

### RAPT WARNINGS

UOCCOD-3 *UoC/Module Code* is not a core or elective unit and does not belong to the same *Training Package/Course* as the *Qualification* attached to the Contracted Program of Study.

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## UoC OR MODULE HOURS

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### DESCRIPTION

*Unit of Competency or Module Hours* are assigned to each *Unit of Competency or Module* within a structured program of study; they represent the anticipated hours of supervised learning and/or training deemed necessary to conduct training, learning and assessment activities associated with that *Unit of Competency or Module*.

*Unit of Competency or Module Hours* do not include any pre-requisites for the *Unit of Competency or Module* that have previously been achieved. Hours are allocated assuming a traditional classroom-based delivery and assessment strategy and do not include hours associated with non-supervised work experience, field work, work placement or private study.

- *Unit of Competency Hours* are specified in the implementation guides associated with *National Training Packages*.
- *Module Hours* are specified in curriculum documentation.

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### FORMAT

- 3 digit numeric.

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### BUSINESS RULES

- *Unit of Competency or Module Hours* must not be blank.
- *Unit of Competency or Module Hours* must match the number of hours listed on STARS for the corresponding *Unit of Competency or Module Code*.
- The number of hours must be a whole number. (Where a curriculum document or implementation guide shows fractional hours, *Unit of Competency or Module Hours* must be rounded to the nearest whole number of hours, with exact half-hours resolved by rounding up to the nearest integer. Where a curriculum document or implementation guide shows a range of hours, the value must be midpoint of the range and rounded up to the nearest integer.)

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### RAPT ERRORS

UOCHOU-1 *UoC/Module Hours* is blank.

UOCHOU-2 *UoC/Module Hours* do not match the hours for the corresponding *UoC/Module Code* listed on STARS.

---

---

## UoC OR MODULE NAME

---

### DESCRIPTION

*UoC (Unit of Competency) or Module Name* identifies:

- The name of a *Unit of Competency* as specified within a *National Training Package*.
- Where the Department has approved module delivery, the name of a *Nationally Accredited Module*.

---

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### FORMAT

- 255 character alphanumeric.

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### BUSINESS RULES

- *Unit of Competency or Module Name* must not be blank.
- The Training Organisation must be contracted to deliver the *Qualification* or *Course* under which the *Unit of Competency or Module* is listed. This signifies that the Training Organisation has a valid registration on RTONet to deliver the *Unit of Competency or Module*, and, subsequently, that the *Unit of Competency / Module* exists as a valid entry on STARS.
- *Unit of Competency or Module Name* should be the exact name as that listed on RTONet for the corresponding *Unit of Competency or Module* code. Care should be taken to ensure the spelling and syntax of the name matches RTONet exactly.
- *Unit of Competency / Module Name* may be used in several training packages and may have more than one *Unit of Competency / Module Code*. For data management purposes, Training Organisations must retain the *Unit of Competency/Module Name* associated with each *version* of the Unit of Competency or Module and report activity under the appropriate version.

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### RAPT ERRORS

UOCNAM-1 *UoC/Module Name* is blank.

### RAPT WARNINGS

UOCNAM-2 *UoC/Module Name* does not match the *UoC/Module Name* for the corresponding *UoC/Module Code* as listed on STARS.

# STUDENT TEXT FILE

## RAPT STUDENT

### DESCRIPTION

*RAPT Student* holds information relating to *all Students* who are enrolled in Programs where the student is not registered on *WAAMS* - such as *Access, Pre-Apprenticeships etc.*

When reporting enrolments for a non-User Choice Program in the *Enrolment Text File*, only the *Provider Student Id* can be recorded for students (see the business rules for the *Enrolment Text File*). Even if a student may have a TRS Number through a prior training program, only their *Provider Student Id* is reported for their non-User Choice enrolments. This means that there is no corresponding record in the *West Australian Apprenticeship Management System (WAAMS)* from which *RAPT* can source information about the student. Therefore, a record for each Student must exist in *RAPT Student*.

A *Student Text File* does not need to be submitted each time a training organisation submits a lodgement for a Contracted Program of Study. As long as each *Student* reported in the *Enrolment Text File* has a record in *RAPT Student* - either through submission of a *Student Text File* as part of an earlier lodgement, or through direct entry onto *RAPT Student* – the enrolment records for that student will be accepted (although still subject to verification as per all *Enrolment Text File* business rules).

As for the *West Australian Apprenticeship Management System (WAAMS)*, *RAPT Student* holds only one record per *Student*, regardless of the number of *Contracted Programs of Study* they may have enrolments in.

---

### TRAINEES AND APPRENTICES

All *Trainees* and *Apprentices* are registered on the *West Australian Apprenticeship Management System (WAAMS)*; it is from *WAAMS* that *RAPT* retrieves all the information it needs to know about a *Student*, such as their *Date of Birth, Address* and *Demographic* details (ethnicity, educational history, etc.), as well as details about the *Traineeship* or *Apprenticeship* program as a whole, such as the *Commencement Date* and the *Status* of the complete training program.

A *Student Text File*, therefore, does not need to be submitted for *Students* enrolled in *Apprenticeship* or *Traineeship* Contracted Programs of Study.

---

### NON USER CHOICE STUDENTS

Students enrolled in Contracted Programs of Study for *non* User Choice Programs must have a corresponding record in *RAPT Student*.

There are two ways in which students can be registered on *RAPT Student*:

- By *file up-load*, submitting a *Student Text File* containing all the fields necessary for a valid record to be held on *RAPT Student*.
- By direct entry into *RAPT Student*, via the on-line registration screen in *RAPT*.

It is recommended that training organisations with large numbers of *Students* use the *Student Text File* upload method.

If any details for a *Student* need to be updated, for example, a change of address and/or phone number, the existing record must be *edited*; a new student record must not be created.

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## **FORMAT**

- Fields are tab delimited.
- Standard end of line (ASCII 13/10) at the end of each record.
- Field headings should *not* be included in the first line of the file.

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## **IMPORT LOCATION**

When importing a text file into RTONet the user is prompted - with the standard browse dialog box - to locate the required folder where the text file is stored.



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**FILE STRUCTURE - STUDENT TEXT FILE**


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<b>Field</b>	<b>Type</b>	<b>Max. Size</b>	<b>Format</b>
<a href="#">Provider Student ID</a>	A	20	
<a href="#">Student Surname</a>	A	64	
<a href="#">Student Given Names</a>	A	64	
<a href="#">Date of Birth</a>	D	10	dd/mm/yyyy
<a href="#">Gender</a>	A	1	
<a href="#">Email Address</a>	A	64	
<a href="#">Res Address Line 1</a>	A	60	
<a href="#">Res Address Line 2</a>	A	60	
<a href="#">Res Address Town or Suburb</a>	A	80	
<a href="#">Res Address State</a>	A	5	
<a href="#">Res Address Postcode</a>	A	4	
<a href="#">Postal Address Line 1</a>	A	60	
<a href="#">Postal Address Line 2</a>	A	60	
<a href="#">Postal Address Town or Suburb</a>	A	80	
<a href="#">Postal Address State</a>	A	5	
<a href="#">Postal Address Postcode</a>	A	4	
<a href="#">Home Phone Number</a>	A	16	
<a href="#">Work Phone Number</a>	A	16	
<a href="#">Mobile Phone Number</a>	A	16	
<a href="#">Country of Birth</a>	A	4	
<a href="#">Main Language Spoken at Home is English</a>	A	1	
<a href="#">Language Other than English Spoken at Home</a>	A	4	
<a href="#">Proficiency in Spoken English</a>	A	1	
<a href="#">Indigenous Status</a>	A	1	
<a href="#">Disability Type</a>	A	2	
<a href="#">Highest School Level Completed</a>	A	2	
<a href="#">Year Highest School Level Completed</a>	A	4	
<a href="#">At School Flag</a>	A	1	
<a href="#">Prior Qualifications</a>	A	3	
<a href="#">Labour Force Status</a>	A	2	
<a href="#">Study Reason</a>	A	2	

Legend. N: Numeric, A: Alphanumeric, D: Date

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## AT SCHOOL FLAG

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### DESCRIPTION

*At School Flag* identifies whether the student is *currently* attending *Secondary School*.

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### FORMAT

- 1 character alphanumeric.
  - Y        Yes - the student is still attending secondary school.
  - N        No - the student is not attending secondary school.
  - @        *Not stated* (Question asked of the client but no answer provided).
- 
- 

### BUSINESS RULES

- *At School Flag* must not be blank.
  - *At School Flag* must be a valid value listed above.
  - *At School Flag* must be "Y" if a student is undertaking a *School Based Traineeship*.
  - *At School Flag* must be "Y" if a student is a secondary school student.
  - *At School Flag* must be "Y" if a student is a *mature-aged student who has returned to school*.
  - *At School Flag* must be "N" if *Employment Category/Status* for the student is "01 – Full Time Employee".
  - *At School Flag* must be "N" if *Highest School Level Completed* is "02 – Did not go to School"
- 
- 

### RAPT ERRORS

- ATSCHO-1    *At School Flag* is blank.
- ATSCHO-2    *At School Flag* not a valid value listed above.

---

## COUNTRY OF BIRTH

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### DESCRIPTION

*Country of Birth* reflects the self-identification by the student of the *Country* they were *born* in.

*Country of Birth* is one of the four minimum core sets of *Cultural* and *Language* indicators, used to identify students from culturally and linguistically diverse backgrounds, and is based on the Australian Bureau of Statistics (ABS) *Standard Australian Classification of Countries* (ABS Catalogue No 1269.0 and Revision 2.01 December 1999).

---

### FORMAT

- 4 character alphanumeric:

Some of the more common *Country of Birth* codes are listed below. A complete listing is available from the *Maintain Student* screen of RTONet or from the National Centre for Vocational Education Research (NCVER) Website <http://www.ncver.edu.au/>.

7201	Afghanistan	6201	Japan
1101	Australia	5203	Malaysia
3202	Bosnia and Herzegovina	5101	Myanmar, The Republic Of
6101	China (Excludes SARS and Taiwan)	2308	Netherlands
3204	Croatia	1201	New Zealand
2102	England	5204	Philippines
2304	Germany	3307	Poland
6102	Hong Kong (SAR of China)	2105	Scotland
7103	India	5205	Singapore
5202	Indonesia	9225	South Africa
4203	Iran	5104	Thailand
4204	Iraq	8104	United States of America
2201	Ireland	5105	Vietnam
3104	Italy	0913	Yugoslavia (Former )

---

### BUSINESS RULES

- *Country of Birth* must not be blank.
- *Country of Birth* must be a valid 4-digit identifier from the ABS Standard Australian Classification of Countries (Catalogue No. 1269.0 and subsequent revisions).
- *Country of Birth* is intended as a self-assessment response by the student and must not be determined by the training organisation.

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### RAPT ERRORS

COUBIR-1 *Country of Birth* is blank.

COUBIR-2 *Country of Birth* is not a valid value from ABS Catalogue No 1269.0

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**DATE OF BIRTH**

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**DESCRIPTION**

*Date of Birth* of the enrolled *Student*.

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**FORMAT**

- 10 character Date expressed as dd/mm/yyyy.
- 
- 

**BUSINESS RULES**

- *Date of Birth* must not be blank.
  - *Date of Birth* must be a valid date.
  - Calculated Age (*Date of Birth* compared with the Current Date) must be between 5 and 95 years of age.
- 
- 

**RAPT ERRORS**

- STUDBS-1 *Date of Birth* is blank.
- STUDBS-2 *Date of Birth* is invalid
- STUDBE-3 Calculated Age of the Student (*Date of Birth* compared with the Current Date) is not between 12 and 95 years old.

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## DISABILITY TYPE

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### DESCRIPTION

*Disability Type* is a code that uniquely identifies the type(s) of disability, impairment or long-term condition that a client indicates at enrolment.

*Disability Type* classification is intended to be consistent with the International Classification of Impairments, Disabilities and Handicaps as published by the World Health Organisation (Geneva 1980).

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### FORMAT

➤ 2 character alphanumeric:

0	No Disability
11	Hearing/Deaf
12	Physical
13	Intellectual
14	Learning
15	Mental Illness
16	Acquired Brain Impairment
17	Vision
18	Medical Condition
19	Other
98	Multiple Disabilities
99	Unspecified
@	Not Stated

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### BUSINESS RULES

- *Disability* must not be blank.
  - A single student may have one or more *disability, impairment* or *long term condition(s)*.
  - If *Multiple Disabilities* are reported by a single student, the RTO must log onto *RAPT Student* and specify each individual *disability, impairment* or *long term condition*.
  - *Disability* is intended as a self-assessment response by the student and must not be determined by the training organisation.
- 
- 

### RAPT ERRORS

- DISCOD-1    *Disability* is blank.
- DISCOD-2    *Disability* is not a valid value listed above.

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## EMAIL ADDRESS

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### DESCRIPTION

The *E-Mail Address*, either personal or business, of the *Student* (where available).

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### FORMAT

- 64 character alphanumeric.
- 
- 

### BUSINESS RULES

- *Email Address* may be left blank if no *E-Mail Address* is available.
  - *Email Address* should not contain any spaces.
- 
- 

### RAPT ERRORS

Nil

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## GENDER

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### DESCRIPTION

Identifies the *Gender* of each *Student*.

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### FORMAT

- 1 character alphanumeric:
    - M        Male
    - F        Female
    - @        Gender Not Stated
- 
- 

### BUSINESS RULES

- *Gender* must not be blank.
  - *Gender* must be a valid value as listed above.
- 
- 

### RAPT ERRORS

- STUGEN-1    *Gender* is blank.
- STUGEN-2    *Gender* is not a valid value as listed above.

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## HIGHEST SCHOOL LEVEL COMPLETED

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### DESCRIPTION

*Highest School Level Completed* identifies the highest level of school that a client has completed.

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### FORMAT

- 2 character alphanumeric:
 

02	Did not go to school
08	Year 8 or below
09	Year 9 or equivalent
10	Completed Year 10
11	Completed Year 11
12	Completed Year 12
@@	Not Stated

---

### BUSINESS RULES

- *Highest School Level Completed* must not be blank.
- *Highest School Level Completed* must be a valid value from the list above.
- Where a student left/leaves school without completing the full year's program, *Highest School Level Completed* must be the previous year's completed schooling level.
- Where a student is still at school, the *Highest School Level Completed* refers to the highest level that has actually been completed, not the level currently being undertaken. For example, a Year 10 student would report *Highest School Level Completed* Year 9.
- Students who undertook schooling overseas should report the nearest Australian equivalent *Highest School Level Completed*.
- *Highest School Level Completed* is checked against each student's *Age* and against *Year Highest School Level Completed* to ensure relevance and consistency.
- A student's *Age* must not be less than 12 if the *Highest School Level Completed* is "Year 10", "Year 11" or "Year 12".
- *Highest School Level Completed* cannot be "02 – Did not go to School" if *Is Currently at School* is "Y".
- If *Highest School Level Completed* is "02 – Did not go to School" the *Year Highest School Level Completed* must be '@@@@ - not specified'.

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### RAPT ERRORS

- HSLCOM-1 *Highest School Level Completed* is blank.
- HSLCOM-2 *Highest School Level Completed* is not a valid value listed above.



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## HOME PHONE NUMBER

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### DESCRIPTION

The fixed-line, *Home Telephone Number* of the student.

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### FORMAT

- 16 character alphanumeric.
- 
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### BUSINESS RULES

- *Home Phone Number* may be blank where it is not supplied.
  - *Home Phone Number* should be the most recent fixed-line *home telephone number* advised by the student.
  - *Home Phone Number* must include the *Area Code*.
  - *Home Phone Number* should not contain any *spaces*.
- 
- 

### RAPT ERRORS

HOMPHO-2 *Home Phone Number* is invalid.

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## INDIGENOUS STATUS

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### DESCRIPTION

*Indigenous Status* indicates a client who self-identifies as being of Australian Aboriginal or Torres Strait Islander descent.

The classification is based on the Australian Bureau of Statistics, Standards for Statistics on Cultural and Language Diversity, 1999 (ABS catalogue no. 1289.0).

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### FORMAT

- 1 character alphanumeric:
    - 1 Yes, Aboriginal
    - 2 Yes, Torres Strait Islander
    - 3 Yes, Aboriginal AND Torres Strait Islander
    - 4 No, Neither Aboriginal nor Torres Strait Islander
    - @ Not stated
- 
- 

### BUSINESS RULES

- *Indigenous Status* must not be blank.
  - *Indigenous Status* must be a valid value from the list above.
  - *Indigenous Status* is intended as a self-assessment response by the student and must not be determined by the training organisation.
- 
- 

### RAPT ERRORS

- INDSTA-1 *Indigenous Status* is blank.
- INDSTA-2 *Indigenous Status* is not a valid value listed above.

---

## LABOUR FORCE STATUS

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### DESCRIPTION

*Labour Force Status* reflects the self-identification by the student of their *current employment status* and is based on the Australian Bureau of Statistics Standards for Social, Labour and Demographic Variables, 1999 (ABS catalogue no.1200.0).

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### FORMAT

- 2 character alphanumeric:
    - 01 Full-time employee
    - 02 Part-time employee
    - 03 Self-employed – not employing others
    - 04 Employer
    - 05 Employed – unpaid worker in a family business
    - 06 Unemployed – seeking full-time work
    - 07 Unemployed – seeking part-time work
    - 08 Not employed - not seeking employment
    - @@ Not stated
- 

### BUSINESS RULES

- *Labour Force Status* must not be blank.
  - *Labour Force Status* must be a valid value listed above.
  - A single student may only be classified under one *Labour Force Status*.
  - *Labour Force Status* must not be “01 – Full-time Employee” when *Is Currently at School* is “Y”.
  - *Labour Force Status* is intended as a self-assessment response by the student and must not be determined by the training organisation.
- 

### RAPT ERRORS

- EMPCAT-1 *Employment Category/Status* is blank.
- EMPCAT-2 *Employment Category/Status* is not a valid value listed above.

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## LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME

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### DESCRIPTION

*Language Other than English Spoken at Home* reflects the self-identification by the student of the *primary* language spoken by them in their home.

*Language Other than English Spoken at Home* is one of the four minimum core sets of *Cultural* and *Language* indicators, used to identify students from culturally and linguistically diverse backgrounds, and is based on the Australian Bureau of Statistics (ABS) *Standard Australian Classification of Languages* (ABS Catalogue No 1267.0).

---

### FORMAT

- 4 character alphanumeric:

Some of the more common *Language* codes are listed below. A complete listing is available from the *Maintain Student* screen of RTONet or from the NCVET Website <http://www.ncver.edu.au>. Type 'Languages' into the Search box; and then click on the appropriate link returned from the search results.

1403	Afrikaans	6504	Indonesian
4202	Arabic (including Lebanese)	2401	Italian
8000	Australian Indigenous Languages	5102	Malayalam
6101	Burmese	7104	Mandarin
7199	Chinese, nec	9304	Maori (New Zealand)
4105	Dari	4106	Persian (Excluding Dari)
1201	English	3602	Polish
6512	Filipino	5207	Punjabi
2101	French	2303	Spanish
4107	Hazaraghi	6511	Tagalog
5203	Hindi	5103	Tamil

---

### BUSINESS RULES

- *Language Other than English Spoken at Home* must not be blank.
- *Language Other than English Spoken at Home* must be a valid 4-digit identifier from the ABS Standard Australian Classification of Languages (Catalogue No. 1267.0).
- If *English* is the only language spoken at home, code 1201 must be reported.
- Where more than one language is spoken at home, *Language Other than English Spoken at Home* should be the most *commonly* spoken language.
- *Language Other than English Spoken at Home* is intended as a self-assessment response by the student and must not be determined by the training organisation.

---

### RAPT ERRORS

- LANOTH-1 *Language Other than English Spoken at Home* is blank.
- LANOTH-2 *Language Other than English Spoken at Home* is not a valid value from ABS Catalogue No 1267.0.

---

---

## MAIN LANGUAGE SPOKEN AT HOME IS ENGLISH

---

---

### DESCRIPTION

*Main Language Spoken at Home is English* reflects the self-identification by the student of whether English is the *primary language* spoken by them in their home.

*Main Language Spoken at Home is English* is one of the four minimum core sets of *Cultural and Language* indicators, used to identify students from culturally and linguistically diverse backgrounds.

---

---

### FORMAT

➤ 1 character alphanumeric:

Y Yes – English is the main language spoken at home.

N No – English is not the main language spoken at home, another language is predominantly spoken at home.

@ Main Language Spoken at Home *Not Stated*.

---

---

### BUSINESS RULES

- *Main Language Spoken at Home is English* must not be blank.
  - *Main Language Spoken at Home is English* must be a valid value as listed above.
  - If *Main Language Spoken at Home is English* is “N”, *Language Other than English Spoken at Home* must not hold the value 1201 – *English*.
  - If *Main Language Spoken at Home is English* is “Y”, *Language Other than English Spoken at Home* may be any valid value, including 1201 – *English*.
  - *Main Language Spoken at Home is English* is intended as a self-assessment response by the student and must not be determined by the training organisation.
- 
- 

### RAPT ERRORS

LANENG-1 *Main Language Spoken at Home is English* is blank.

LANENG-2 *Main Language Spoken at Home is English* is not a valid value listed above.

---

---

## MOBILE PHONE NUMBER

---

---

### DESCRIPTION

The *Mobile Telephone Number*, either personal or business, of the student.

---

---

### FORMAT

- 16 character alphanumeric.
- 
- 

### BUSINESS RULES

- *Mobile Phone Number* may be blank where it is not supplied.
  - *Mobile Phone Number* should be the most recent *mobile phone number* advised by the student.
  - *Mobile Phone Number* should not contain any spaces.
- 
- 

### RAPT ERRORS

MOBPHO-2 *Mobile Phone Number* is invalid.

---

---

## POSTAL ADDRESS - LINE 1

---

---

### DESCRIPTION

*Postal Address - Line 1* is a valid *street number* and *name* and/or, where relevant, *floor* and *building name*, or *Post Office Box number* of the *mail delivery address* of the *Student*.

---

---

### FORMAT

- 60 character alphanumeric.
- 
- 

### BUSINESS RULES

- *Postal Address – Line 1* may be blank if *Postal Address* is the same as the *Residential Address*.
  - *Postal Address – Line 1* may contain “*PO Box*” and then the *Post Office Box number*.
  - *Postal Address Line - 2* should be used to continue the *Postal Address* if there is insufficient space in *Postal Address – Line 1*.
  - *Postal Address – Line 1* is used for the *Postal Address* only, not the *Residential Address*.
  - *Postal Address Line - 1* must not contain a *Suburb, Town, Locality, State* or *Postcode*.
- 
- 

### RAPT ERRORS

ADDPL1-2      *Postal Address – Line 1* is invalid.

---

---

## POSTAL ADDRESS - LINE 2

---

---

### DESCRIPTION

*Postal Address - Line 2* is the *second line* of the *mail delivery address* of the student. *Postal Address - Line 2* provides for a continuation of *Postal Address - Line 1*.

---

---

### FORMAT

- 60 character alphanumeric.
- 
- 

### BUSINESS RULES

- *Postal Address – Line 2* may be blank if *Postal Address* is the same as the *Residential Address*.
  - *Postal Address - Line 2* may be left blank if *Postal Address - Line 1* contains the full address details.
  - *Postal Address Line - 2* must not contain a *Suburb, Town, Locality, State* or *Postcode*.
- 
- 

### RAPT ERRORS

Nil



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---

## POSTAL ADDRESS - POSTCODE

---

---

### DESCRIPTION

The *Postcode* of the *mail delivery address* of the student.

---

---

### FORMAT

- Four character alphanumeric.
- 
- 

### BUSINESS RULES

- *Postal Address – Postcode* may be blank if *Postal Address* is the same as the *Residential Address*.
  - *Postal Address – Postcode* must be a four digit postcode as defined on the Australia Post website <http://www.auspost.com.au/apps/postcode.html>.
  - *Postal Address Postcode* must be consistent with the *Postal Address - Town or Suburb* and with the *Postal Address - State*.
- 
- 

### RAPT ERRORS

- ADDPPO-1 *Postal Address - Postcode* is not supplied for a given *Postal Address - Town or Suburb*.
- ADDPPO-2 *Postal Address – Postcode* is not a valid *Postcode* listed on the Australia Post website.
- ADDPPO-3 *Postal Address – Postcode* is not consistent with *Postal Address-State*.

---

---

## POSTAL ADDRESS - STATE

---

---

### DESCRIPTION

The *State* or *Territory* of the *mail delivery address* of the student.

---

### FORMAT

- 5 character alphanumeric:

ACT	Australian Capital Territory
NSW	New South Wales
NT	Northern Territory
QLD	Queensland
SA	South Australia
TAS	Tasmania
VIC	Victoria
WA	Western Australia

---

### BUSINESS RULES

- *Postal Address – State* may be blank if *Postal Address* is the same as the *Residential Address*.
  - *Postal Address – State* must be a valid value as listed above.
  - *Postal Address – State* must be consistent with *Postal Address – Town or Suburb* and with *Postal Address – Postcode*.
- 

### RAPT ERRORS

- ADDPST-2 *Postal Address – State* is not a valid value listed above.
- ADDPPO-3 *Postal Address – State* is not consistent with *Postal Address – Postcode* and with *Postal Address – Town or Suburb*.

---

---

## POSTAL ADDRESS - TOWN OR SUBURB

---

---

### DESCRIPTION

The *Town, Suburb* or *Locality* of the *mail delivery address* of the student.

---

---

### FORMAT

- 80 character alphanumeric.
- 
- 

### BUSINESS RULES

- *Postal Address – Town or Suburb* may be blank if *Postal Address* is the same as the *Residential Address*.
  - *Postal Address – Town or Suburb* must be the name of a *Town, Suburb* or *Locality* as defined on the Australia Post website <http://www.auspost.com.au/apps/postcode.html>.
  - *Postal Address - Town or Suburb* must be consistent with *Postal Address - State* and with *Postal Address - Postcode*.
  - *Postal Address – Town or Suburb* must not contain a *State* or *Postcode*.
- 
- 

### RAPT ERRORS

- ADDPSU-2    *Postal Address – Town or Suburb* is not a valid *Town, Suburb* or *Locality* listed on the Australia Post website.
- ADDPSU-3    *Postal Address – Town or Suburb* is not consistent with *Postal Address - Postcode*.

---

---

## PRIOR QUALIFICATIONS

---

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### DESCRIPTION

*Prior Qualifications* identifies the *Qualification Level(s)* of any *Post-Secondary* educational achievement successfully completed by the student.

---

---

### FORMAT

- 3 character alphanumeric:

000	No Previous Qualifications
008	Bachelor Degree or Higher Degree level
410	Advanced Diploma or Associate Degree Level
420	Diploma Level
511	Certificate IV
514	Certificate III
521	Certificate II
524	Certificate I
990	Miscellaneous Education
999	Multiple Qualifications
@ @ @	Not Stated

---

---

### BUSINESS RULES

- *Prior Qualifications* must not be blank.
  - *Prior Qualifications* must be a valid value from the list above.
  - A single student may have one or more *Prior Qualifications*.
  - Where a single student has multiple *Prior Qualifications*, the RTO must log onto *RAPT Student* to specify each individual qualification.
  - *Prior Qualifications* must be *Successfully Completed* in order to be reported.
- 
- 

### RAPT ERRORS

- PRIEDU-1    *Prior Qualifications* is blank.
- PRIEDU-2    *Prior Qualifications* is not a valid value listed above.

---



---

## PROFICIENCY IN SPOKEN ENGLISH

---

### DESCRIPTION

*Proficiency in Spoken English* is the self-assessed level of ability to speak English, asked of people who speak a language other than English at home.

*Proficiency in Spoken English* is based on the Australian Bureau of Statistics, Standards for Statistics on Cultural and Language Diversity, 1999 (ABS catalogue no. 1289.0)

---

### FORMAT

➤ 1 character alphanumeric:

1 Very Well

2 Well

3 Not Well

4 Not At All

9 If, and only if, *Main Language Other Than English Spoken at Home* is '1201 - English'; '9700 - Sign Language'; '9701 - Auslan'; '9702 - Makaton'; '9799 - Sign Languages, not elsewhere classified' or '@@@@ - Not stated'.

@ Not Stated

---

### BUSINESS RULES

- *Proficiency in Spoken English* must not be blank.
- *Proficiency in Spoken English* must be a valid value from the list above.
- *Proficiency in Spoken English* is intended as a self-assessment response by the student and must not be determined by the training organisation.
- *Proficiency in Spoken English* must only be '9' if *Main Language other than English Spoken at Home* is:

1201 – English

9700 - Sign Language

9701 – Auslan

9702 – Makaton

9799 - Sign Languages, not elsewhere classified or

@@@@ - Not stated.

---

### RAPT ERRORS

PROENG-1 *Proficiency in Spoken English* is blank.

PROENG-2 *Proficiency in Spoken English* is not a valid value listed above.

---

---

## PROVIDER STUDENT ID

---

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### DESCRIPTION

*Provider Student Id* is an identifier assigned by a training organisation to all students undertaking training on *non-Apprenticeship* and *non-Traineeship* Contracted Programs of Study.

---

---

### FORMAT

- 20 character alphanumeric.
- 
- 

### BUSINESS RULES

- *Provider Student Id* must be unique within a *Training Organisation*.
  - Based on *Surname, First Name, Gender* and *Date of Birth*, a student may only have one *Provider Student Id* within a *Training Organisation*.
- 
- 

### RAPT ERRORS

- STUIDS-1    *Provider Student Id* is blank and the Contracted Program of Study type is not *Apprenticeship* or *Traineeship*.
- STUIDS-2    *Provider Student Id* is not unique across a training organisation.
- STUIDS-3    *Provider Student Id* has already been used for another student for the same training organisation.
- STUIDS-4    Student already exists in the system but has a different *Provider Student Id*.

---

---

## RESIDENTIAL ADDRESS - LINE 1

---

---

### DESCRIPTION

*Residential Address - Line 1* is a valid *street number* and *name* and/or, where relevant, *floor* and *building name* of the usual home street address of the Student.

---

---

### FORMAT

- 60 character alphanumeric.

---

---

### BUSINESS RULES

- *Residential Address - Line 1* must not be blank.
- *Residential Address* is not the address of temporary accommodation that the student may occupy during the period of training.
- *Residential Address - Line 1* should contain the *street number* and the *name* of the *street* and/or, where relevant, the *floor* and *building name*.
- *Residential Address Line - 2* should be used to continue the *Residential Address* if there is insufficient space in *Residential Address – Line 1*.
- *Residential Address Line - 1* must not contain a *Suburb, Town, Locality, State* or *Postcode*.

---

---

### RAPT ERRORS

- ADDRL1-1    *Residential Address - Line 1* is blank.
- ADDRL1-2    *Residential Address - Line 1* is invalid.

---

---

## RESIDENTIAL ADDRESS - LINE 2

---

---

### DESCRIPTION

*Residential Address - Line 2* is the *second line* of the *usual home street address* of the student. *Residential Address - Line 2* provides for a continuation of *Residential Address Line - 1*.

---

---

### FORMAT

- 60 character alphanumeric.
- 
- 

### BUSINESS RULES

- *Residential Address - Line 2* may be left blank if *Residential Address - Line 1* contains the full address details.
  - *Residential Address* is not the address of *temporary accommodation* that the student may occupy during the period of training.
  - *Residential Address – Line 2* must not relate to a *post office box*.
  - *Residential Address - Line 2* must not contain a *Suburb, Town, Locality, State or Postcode*.
- 
- 

### RAPT ERRORS

Nil



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---

## RESIDENTIAL ADDRESS - POSTCODE

---

---

### DESCRIPTION

The *Postcode* of the *usual home street address* of the student.

---

### FORMAT

- Four character alphanumeric.

---

### BUSINESS RULES

- *Residential Address - Postcode* must not be blank.
- *Residential Address – Postcode* must be a four-digit postcode as defined on the Australia Post website <http://www.auspost.com.au/apps/postcode.html>.
- *Residential Address Postcode* must be consistent with *Residential Address - Town or Suburb* and with *Residential Address - State*.

---

### RAPT ERRORS

- ADDRPO-1 *Residential Address – Postcode* is blank.
- ADDRPO-2 *Residential Address – State* is not consistent with *Residential Address – Postcode* and with *Residential Address – Town or Suburb* as listed on the Australia Post website.
- ADDRPO-3 *Residential Address – Postcode* is not consistent with *Residential Address-State*.

---

---

## RESIDENTIAL ADDRESS - STATE

---

---

### DESCRIPTION

The *State* or *Territory* of the *usual home street address* of the student.

---

### FORMAT

- 5 character alphanumeric:

ACT	Australian Capital Territory
NSW	New South Wales
NT	Northern Territory
QLD	Queensland
SA	South Australia
TAS	Tasmania
VIC	Victoria
WA	Western Australia

---

### BUSINESS RULES

- *Residential Address - State* must not be blank.
  - *Residential Address – State* must be a valid value as listed above.
  - *Residential Address – State* must be consistent with the combination of *Residential Address – Town or Suburb* and *Residential Address – Postcode*.
- 

### RAPT ERRORS

- ADDRST-1 *Residential Address – State* is blank.
- ADDRST-2 *Residential Address – State* is not a valid value listed above.
- ADDRPO-2 *Residential Address – State* is not consistent with *Residential Address – Town or Suburb* and with *Residential Address – Postcode*.

---

---

## RESIDENTIAL ADDRESS - TOWN OR SUBURB

---

---

### DESCRIPTION

The *Town, Suburb* or *Locality* of the *usual home street address* of the student.

---

### FORMAT

- 80 character alphanumeric.

---

### BUSINESS RULES

- *Residential Address – Town or Suburb* must not be blank.
- *Residential Address – Town or Suburb* must be the name of a *Town, Suburb* or *Locality* as defined on the Australia Post website <http://www.auspost.com.au/apps/postcode.html>.
- *Residential Address - Town or Suburb* must be consistent with the *Residential Address - Postcode*.
- *Residential Address – Town or Suburb* must not contain a *State* or *Postcode*.
- *Residential Address – Town or Suburb* must not relate to a *post office box*.

---

### RAPT ERRORS

- ADDRSU-1 *Residential Address – Town or Suburb* is blank.
- ADDRSU-2 *Residential Address – Town or Suburb* is not a valid *Town, Suburb* or *Locality* listed on the Australia Post website.
- ADDRSU-3 *Residential Address – Town or Suburb* is not consistent with *Residential Address – State* and with *Residential Address – Postcode*.

---

---

## STUDENT GIVEN NAMES

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### DESCRIPTION

*Given Name(s)* of the enrolled *Student*.

---

---

### FORMAT

- 64 character alphanumeric of the format “Mary” or “Mary Jane” where:

Mary	First name
	Space (optional)
Jane	Second Name (optional)

---

---

### BUSINESS RULES

- *Student Given Names* may be blank.
  - When the client has only one name this name should be recorded under Student Surname and the Client first given name should be left blank in student management systems.
- 
-

---

---

## STUDENT SURNAME

---

---

### DESCRIPTION

*Surname or Family Name of the enrolled Student.*

---

---

### FORMAT

- 64 character alphanumeric.
- 
- 

### BUSINESS RULES

- *Student Surname* must not be blank.
  - *Student Surname* must not include a *Title*, for example, Mr, Mrs.
- 
- 

### RAPT ERRORS

- STUSRS-1    *Student Surname* is blank.
- STUSRS-2    *Student Surname* is invalid.

---

---

## STUDY REASON

---

---

### DESCRIPTION

*Study Reason* reflects the self-identification by the student of their *primary* reason for undertaking the course of study.

---

---

### FORMAT

- 2 character alphanumeric.

01	To get a job
03	To get a promotion/improve my career
04	To start a different career
06	To get into another course at TAFE or University
08	Other reasons
22	To develop my own business
23	To start my own business
26	It was a requirement for my job
27	I wanted extra skills for my job
29	For personal interest
30	For self-development
@ @	Not Specified

---

---

### BUSINESS RULES

- *Study Reason* must not be blank.
  - *Study Reason* must be a valid value from the list above.
  - *Study Reason* is intended as a self-assessment response by the student and must not be determined by the training organisation.
- 
- 

### RAPT ERRORS

REASON-1 *Study Reason* is blank.

REASON-2 *Study Reason* is not a valid value listed above.

---

---

## WORK PHONE NUMBER

---

---

### DESCRIPTION

The *Work (Business) Telephone Number* of the student.

---

---

### FORMAT

- 16 character alphanumeric.
- 
- 

### BUSINESS RULES

- *Work Phone Number* may be blank where it is not supplied.
  - *Work Phone Number* should be the most current business number - either fixed line or mobile – advised by the student.
  - Where the *Work Phone Number* is a fixed line, *Work Phone Number* must include the *Area Code*.
  - *Work Phone Number* should not contain any spaces.
- 
- 

### RAPT ERRORS

WORPHO-2 *Work Phone Number* is invalid.

---

---

## YEAR HIGHEST SCHOOL LEVEL COMPLETED

---

---

### DESCRIPTION

*Calendar Year* in which the student completed their *Highest Level of Schooling*.

---

---

### FORMAT

- 4 character alphanumeric:

yyyy	A valid year, not in the future
@@@@	Not stated

---

---

### BUSINESS RULES

- *Year Highest School Level Completed* must not be blank.
  - *Year Highest School Level Completed* must not be in the future.
  - *Year Highest School Level Completed* must reflect the year the client completed the Highest School Level Completed.
  - *Year Highest School Level Completed* is checked against each student's *Age* to ensure relevance and consistency. A student cannot leave school prior to the age of 5.
- 
- 

### RAPT ERRORS

- YEAHSL-1    *Year Highest School Level Completed* is blank.
- YEAHSL-2    *Year Highest School Level Completed* is not a valid year.



# **Appendix I**

## **Errors and warnings**

## RAPT ERRORS AND WARNINGS

### ERRORS – ENROLMENT FILE

COUFEE-1	Course Fee is not reported
COUFEE-2	Course Fee is not a valid value
COUSTA-1	Qualification Issued is not supplied
COUSTA-2	Qualification Issued is invalid
COUSTA-3	Course Status is 'Qualification Issued' for a student that is still in training.
COUSTA-4	Qualification Issued is inconsistent for all the student's enrolments
CPSNUM-1	CPS No not supplied
CPSNUM-2	CPS No is invalid
CPSNUM-3	Contracted Program of Study is not active
DATECOMP-1	Date qualification completed is an invalid date.
DATECOMP-2	Date qualification completed is a future date.
DATECOMP-3	Date qualification completed must be blank for outcomes 5, 55 and 105
DATECOMP-4	Date qualification completed must be a valid date when Qualification Issued Flag = Y
DATECOMP-5	Date qualification completed is not the same value for all enrolments for the student within the Contracted Program of Study.
DATECOMP-6	Date qualification completed is more than 10 years prior to today.
DELPRE-1	Delivery Mode Predominant is blank.
DELPRE-2	Delivery Mode Predominant is not a valid code.
DELPRE-3	Delivery Mode Predominant must be Z 'Not Applicable' for outcomes 6, 7 or 9 and for no other outcome codes.
DELSUP-1	Delivery Mode Supplementary is blank.
DELSUP-2	Delivery Mode Supplementary is not a valid code.
DELSUP-3	Delivery Mode Supplementary and Delivery Mode Predominant must be different.
DELSUP-4	Delivery Mode Supplementary must be @ 'Not specified' for outcomes 6, 7 or 9.
DELSUP-5	Delivery Mode Supplementary position 1 and position 2 can only be the same for code @ 'Not specified'
DELSUP-6	Delivery Mode Supplementary position 1 is @ then position 2 must be @
DUPENROL-1	Duplicate Enrolment within lodgement
DUPENROL-2	Duplicate Enrolment across contracts
DUPENROL-3	Duplicate Enrolment across RTOs
EMPINV-1	Employer Invoiced Flag is blank.
EMPINV-2	Employer Invoiced Flag is not a valid value.
ENDDAT-1	Enrolment End Date not supplied
ENDDAT-2	Enrolment End Date is invalid
ENDDAT-3	Enrolment End Date is before the Enrolment Start Date
ENDDAT-4	Enrolment End Date is more than 28 days after the TRS (WAAMS) Completion Date for the relevant TRS (WAAMS) contract
ENDDAT-6	Enrolment End Date is more than 28 days after the Contract end date.

ENDDAT-7	Enrolment End Date is not between the allowable registration date and completion date for the relevant TRS (WAAMS) Contract
ENDDAT-8	Registration date must be before the lodgement date
ENDDAT-9	Enrolment End Date must be after the TRS (WAAMS) Completion Date for the relevant TRS (WAAMS) contract
FEECOD-1	Concession/Fee Type not supplied
FEECOD-2	Concession/Fee Type is invalid
FEECOD-4	Not a valid fee type for the Fee Policy Year.
FEECOD-5	Fee Types I,S and J cannot be reported prior to July 1st 2009.
FEECOD-6	New fee types I,S and J cannot be reported after July 31st 2012
FEECOD-7	Fee Code L must only be used for students in who are at least 15 years of age and start the unit/subject during their compulsory school education period.
ICLLIB-1	Income Contingent Loan Liability is reported for an invalid course/qualification
ICLLIB-2	Income Contingent Loan Liability is not a valid value
ICLLIB-3	Income Contingent Loan Liability is reported for an invalid course/qualification
INTAKE-1	Intake No not supplied
INTAKE-2	Intake No is invalid
LOCPOS-1	Training Provider Location Postcode not supplied
LOCPOS-2	Training Provider Location Postcode is invalid
LOCPOS-3	Training Provider Location Postcode is not within the supplied suburb
LOCSUB-1	Training Provider Location Suburb not supplied
LOCSUB-2	Training Provider Location Suburb is invalid
NOTFUND-1	Funding Removed Flag is blank.
NOTFUND-2	Funding Removed Flag is invalid
OUTCOD-1	Outcome Code not supplied
OUTCOD-2	Outcome Code is invalid
OUTCOD-3	Outcome Code is 05 or 105 and the Apprentice's or Trainee's TRS (WAAMS) status is not Active or Suspended
OUTCOD-5	The Outcome Code is 05 or 105 and the enrolment end date has past but is less than 28 days before the lodgement date.
OUTCOD-6	The Outcome Code is 05 or 105 and the enrolment end date is more than 28 days before the lodgement date.
OUTCOD-7	Outcome Code cannot be 105 if the enrolment start date has passed.
OUTCOD-9	When a finalised Outcome Code is reported the enrolment end date must be before the lodgement date.
OUTCOD-10	Outcome code 8 is not a valid outcome for any UoCs reported after 31/12/2009.
OVRALLOC-1	Over Allocation
RESFEE-1	Resource Fee is not reported
RESFEE-2	Resource Fee is not a valid value
STADAT-1	Enrolment Start Date not supplied
STADAT-2	Enrolment Start Date is invalid
STADAT-3	Enrolment Start Date is before the TRS (WAAMS) Commencement Date
STADAT-4	Enrolment Start Date is before the TRS (WAAMS) Registration Date
STADAT-5	Enrolment Start Date is not within the Contract Start and End Dates

STADAT-6	Enrolment Start Date is too far into the future for the outcome code. Please use outcome code of 105 instead.
STUDBE-1	Date of Birth not supplied
STUDBE-2	Date of Birth is invalid
STUDBE-3	Date of Birth does not match that of the registered Apprentice or Trainee
STUDBE-4	Date of Birth does not match that of the uploaded or entered student
STUDBE-5	Student is of school age and the appropriate documentation has not been received by Training Markets.
STUDBE-6	This student does not meet the minimum age for this program.
STUIDE-1	Provider Student ID not supplied
STUIDE-2	Provider Student ID is invalid
STUSRE-1	Student Surname not supplied
STUSRE-2	Student Surname does not match that of the registered Apprentice or Trainee
STUSRE-3	Student Surname does not match that of an uploaded or entered student
SURVCON-1	Survey contact status is blank.
SURVCON-2	Survey contact status is not a valid value.
TRSNUM-1	TRS (WAAMS) No not supplied
TRSNUM-2	TRS (WAAMS) No is invalid
TRSNUM-3	TRS (WAAMS) No does not relate to a valid Training contract
UNSTID-1	Unique Student Identifier is not reported
UNSTID-2	Unique Student Identifier is not a valid value
UNSTID-3	Unique Student Identifier is not unique
UOCCOD-1	UoC/Module Code not supplied
UOCCOD-2	UoC/Module Code is invalid
UOCEDTA-1	Reported UoC End Date is greater than CPS Training Activity End Date
UOCHOU-1	UoC/Module Hours not supplied.
UOCHOU-2	UoC/Module Hours do not match the hours as defined by STARS
UOCNAM-1	UoC/Module Name not supplied
UOCOUTPERIOD-1	Out of Commencing Period Error
UOCSDEDO-1	Outcome code 55 should not be used if the start date is more than 70 days in the past.

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**ERRORS - STUDENT FILE**


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ADDPL1-2	Postal Address Line 1 is invalid
ADDPPO-1	Postal Address Postcode not supplied
ADDPPO-2	Postal Address Postcode is invalid
ADDPPO-3	Postal Address Postcode and State Combination Invalid
ADDPST-2	Postal Address State is invalid
ADDPSU-2	Postal Address Town is invalid
ADDPSU-3	Postal Address Town and Postcode Combination invalid
ADDR1-1	Res Address Line 1 not supplied
ADDR1-2	Res Address Line 1 is invalid
ADDRPO-1	Res Address Postcode not supplied
ADDRPO-2	Res Address Postcode is invalid
ADDRPO-3	Res Address Postcode and State Combination Invalid
ADDRST-1	Res Address State not supplied
ADDRST-2	Res Address State is invalid
ADDRSU-1	Res Address Town not supplied
ADDRSU-2	Res Address Town is invalid
ADDRSU-3	Res Address Town and Postcode Combination invalid
ATSCHO-1	Is Currently at School Flag not supplied
ATSCHO-2	Is Currently at School Flag is invalid
COUBIR-1	Country of Birth not supplied
COUBIR-2	Country of Birth is invalid
DISCOD-1	Disability not supplied
DISCOD-2	Disability is invalid
EMPCAT-1	Employment Category/Status not supplied
EMPCAT-2	Employment Category/Status is invalid
HOMPHO-2	Home Phone No is invalid
HSLCOM-1	Highest School Level Completed not supplied
HSLCOM-2	Highest School Level Completed is invalid
INDSTA-1	Indigenous Status not supplied
INDSTA-2	Indigenous Status is invalid
LANENG-1	Main Language spoken = English Code not supplied
LANENG-2	Main Language spoken = English Code is invalid
LANOTH-1	Language Other than English at Home not supplied
LANOTH-2	Language Other than English at Home is invalid
MOBPHO-2	Mobile Phone No is invalid
PRIEDU-1	Prior Qualification/Education not supplied
PRIEDU-2	Prior Qualification/Education is invalid
PROENG-1	Proficiency in English Code not supplied
PROENG-2	Proficiency in English Code is invalid
REASON-1	Main reason for student doing course not supplied
REASON-2	Study reason for student doing course is invalid or no longer exists.
STUDBS-1	Date of Birth not supplied
STUDBS-2	Date of Birth is invalid
STUDBS-3	Date of Birth is invalid. Student must be between 12 and 95 years of age.

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STUGEN-1	Gender not supplied
STUGEN-2	Gender is invalid
STUIDS-1	Provider Student ID not supplied
STUIDS-2	Provider Student ID is invalid
STUIDS-3	Provider Student ID is already in use
STUIDS-4	This student already exists in the system but has a different Provider Student ID
STUSRS-1	Student Surname not supplied
STUSRS-2	Student Surname is invalid
WORPHO-2	Work Phone No is invalid
YEAHSL-1	Year Highest School Level Completed not supplied
YEAHSL-2	Year Highest School Level Completed is invalid

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**WARNINGS – ENROLMENT FILE**


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COUSTA-5	Qualification Issued Flag is Y but the training contract has not been completed.
COUSTA-6	Training contract is completed but the Qualification Issued Flag is not Y.
ENDDAT-5	Enrolment End Date is between 0 and 28 days after the TRS (WAAMS) Completion Date for the relevant TRS (WAAMS) contract
ENROL-1	Enrolment period cannot be greater than 2 years.
FEECOD-3	A student must have the same Concession/Fee Type in a contract
TRSNUM-5	The Qualification to which the TRS (WAAMS) No is attached does not match the Qualification assigned to the Contracted Program of Study
UOCCOD-3	UoC/Module is not a core or elective unit and does not belong to the same Training Package as the Contracted Program of Study
UOCNAM-2	UoC/Module Name does not match the Name as defined by STARS