



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

Text File Specification

TAMS Electronic Reporting

Version 1.1

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Version 1.0	Released for publication to RTOs.
Version 1.1	Include Job Trainer Fee Type codes

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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 of Training and Workforce Development (Department). The *Training Allocation Management System (TAMS)* has been developed to manage the electronic reporting process.

The primary functions of TAMS 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 TAMS via TAMS RTO Portal, 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 TAMS RTO Portal, 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 TAMS Electronic Reporting Version 1* - is made available via the Jobs and Skills WA website, under Contracted provider resources (<https://www.dtwd.wa.gov.au/vet-jswa>) and should be read in conjunction with the *guide 'Manual for Payments and Reporting for Publicly Funded Registered Training Organisations'*.

SUMMARY OF VERSION CHANGES

Text File Specifications 1.1

1. Include 2 new Fee Type codes for reporting the Job Trainer fund for Job Seeker and Job Keeper.
2. Added 2 new Error codes relating to the Job Trainer Fund.
3. Added business rule to Provider Student Id and USI to notify that the USI must not be used as the Provider Student Id.

ENROLMENT TEXT FILE

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 on TAMS RTO Portal under My Contracts as outlined in the Business Rules, Funding Schedules).
- 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/statement of attainment for the successful completion of a program of study (all the requirements for the completion of the Qualification, Course or Skill set, including on-the-job requirements have been met).

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.

IMPORT LOCATION

When importing a text file using the TAMS RTO Portal 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
Contracted Program of Study	N	8	
Intake Number	A	20	
UoC or Module Code	A	20	
UoC or Module Name	A	255	
UoC or Module Hours	N	3	
Delivery Strategy	N	2	
Fee Type	A	1	
Outcome Code	N	3	
Enrolment Start Date	D	10	dd/mm/yyyy
Enrolment End Date	D	10	dd/mm/yyyy
Training Provider Location Suburb	A	80	
Training Provider Location Postcode	N	4	
TRS Number	A	10	
Provider Student ID	A	20	
Student Surname	A	64	
Student Given Names	A	64	
Date of Birth	D	10	dd/mm/yyyy
Qualification Issued Flag	A	1	
Course Fee	N	5	
Resource Fee	N	5	
Income Contingent Loan Liability	N	5	
Unique Student Identifier	A	10	
Delivery Mode Predominant	A	1	
Delivery Mode Supplementary	A	2	
Date Qualification completed	D	10	dd/mm/yyyy
Employer Invoiced Flag	A	1	
Funding Removed Flag	A	1	
Survey Contact Status	A	1	

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

TAMS 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

CONTRACTED PROGRAM OF STUDY

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, Course or Skill Set* 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 *CPS* 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.

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.

BUSINESS RULES

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

TAMS 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*.

COURSE FEE

DESCRIPTION

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

Course Fee is used to monitor the impact of VET fees on student demand and excludes Resource Fee and other fees.

FORMAT

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

BUSINESS RULES

- *Course Fee* field must not be blank.
 - Where the course fee has been waived for the UoC, an amount of zero must be reported.
 - *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*.
-
-

TAMS ERRORS

- COUFEE-2 *Course Fee* is not a valid value.
- COUFEE-3 *Course Fee* for Fee types F, V, C must be zero.
- COUFEE-4 *Course Fee* for Outcome Codes 3, 4, 9, 61 and 100 must be zero.

DATE OF BIRTH

DESCRIPTION

Date of Birth of the enrolled *Student*.

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 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* CPS.
 - *Calculated Age* (*Date of Birth* compared with the *Current Date*) must be between 5 and 95 years of age.
-
-

TAMS ERRORS

- STUDBE-2 *Date of Birth* is invalid.
- 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.

DATE QUALIFICATION COMPLETED

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.

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

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 CPS.
- *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 CPS have been completed with all final outcome codes.

TAMS 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</i> = Y.
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.

TAMS 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.

TAMS ERRORS

DELCOD-2 *Delivery Strategy* is not a valid code. (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 on-site class or self-paced
A	Workplace assessment only
P	Auspiced partnership
Z	Not Applicable (to be used only for outcome 6, 7 [recognition of prior learning], outcome 9 [credit transfer] or 105 [not yet commenced] when delivery is expected to be RPL)

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 on-site class or self-paced	RTO trainer led delivery in the workplace. The learning is provided by scheduled classes or self-paced on-site delivery.	1*
A	Workplace assessment only	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 the evidence of completions.	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), Credit Transfer or when not yet commenced and delivery is expected to be RPL.	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 or 105

TAMS ERRORS

- 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, 9 or 105 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 on-site class or self-paced
A	Workplace assessment only
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 on-site class or self-paced	RTO trainer led delivery in the workplace. The learning is provided by scheduled classes or self-paced on-site delivery.	1*
A	Workplace assessment only	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 the evidence of completions.	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)

TAMS ERRORS

- DELSUP-2 Delivery Mode Supplementary is not a valid code.
- 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).

EMPLOYER INVOICED FLAG

DESCRIPTION

Employer Invoiced Flag identifies whether the student's employer has been invoiced for any part of the payment of the Course fee. This includes where the fee is paid by the student in the first instance and later reimbursed by the employer.

FORMAT

➤ 1 character alphanumeric:

- Y Yes - employer is invoiced or is contributing to student's course fees
- N No - employer is not invoiced or contributing to student's course fees

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

BUSINESS RULES

- *Employer Invoiced Flag* must be 'Y' if the employer is invoiced or is contributing to any part of the student's course fees.
- *Employer Invoiced Flag* must be 'N' if the employer is not invoiced or contributing to any part of the student's course fees or if the student's Course Fee is zero.

TAMS ERRORS

- EMPINV-2 *Employer Invoiced Flag* is invalid.
- EMPINV-3 *Employer Invoiced Flag* must be 'N' if student course fee is zero.

ENROLMENT END DATE

DESCRIPTION

Enrolment End Date is the date that training activity and assessment ends for a student in a Unit of Competency. Enrolment End Date includes the conclusion of any on-the-job training components and the time required for the trainer to determine the final outcome for the *Unit of Competency or Module enrolment* (not the completion date of the Course or CPS).

FORMAT

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

BUSINESS RULES

- *Enrolment End Date* must not be blank and must be in 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* should not exceed two years.
- For Non User Choice CPS, *Enrolment End Date* must be no more than 28 days after the CPS 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).

TAMS ERRORS

- 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 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

TAMS 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.

ENROLMENT START DATE

DESCRIPTION

Enrolment Start Date is the date that training activity starts for a student in a *Unit of Competency* or *Module enrolment* (not the commencement date of the CPS).

FORMAT

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

BUSINESS RULES

- *Enrolment Start Date* must not be blank and must be in the format dd/mm/yyyy.
- *Enrolment Start Date* must be on or before the *Enrolment End Date*.
- The time elapsed between the *Enrolment Start Date* and the *Enrolment End Date* should not exceed two years.
- *Enrolment Start Date* must be within the CPS *Start* and Training activity *End* dates.
- For *Apprenticeship* and *Traineeship* CPS, *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 1st 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).

TAMS ERRORS

- STADAT-2 *Enrolment Start Date* is invalid.
- 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.

TAMS WARNINGS

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

FEE TYPE

DESCRIPTION

Fee Type indicates the type of fee exemption or concession a student has used to gain exemption from part or all of legislated or official course 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.

FORMAT

- 1 character alphanumeric.

VALUE	DESCRIPTION - FEE TYPE/CONCESSION TYPE IDENTIFIER
A	Jobkeeper
B	Jobseeker
C	Child in State Government care
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 (due to severe financial hardship)
Z	No Concession

BUSINESS RULES

- *Fee Type* must not be blank and 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.
- *Students in State Government care are exempt from course and resource fees and must be reported with a Fee Type of 'C' if they are a secondary school-aged person or under 18 years of age.*
- *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.

TAMS ERRORS

- FEECOD-2 *Fee Type* is invalid.
- 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.
- FEECOD-8 *Secondary school aged persons must be reported with fee type C, L, F or V.*
- FEECOD-9 *Fee Type* F must be used for Non-assessable enrolments outcome codes 3 or 4.
- FEECOD-10 *Fee Type* C must only be used for students in State Government care who are not VET in School.
- FEECOD-11 *Fee Type* A or B must only be reported against a Job Trainer eligible qualification or skill set
- FEECOD-12 *Fee Type* A or B has been reported for student commencement outside of the Job Trainer dates

TAMS WARNINGS

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

FUNDING REMOVED FLAG

DESCRIPTION

This flag is set to Y to indicate that the Department will not fund the training for this Unit of Competency or Module enrolment.

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

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

BUSINESS RULES

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

TAMS ERRORS

NOTFUND-2 *Funding Removed Flag* is invalid.

INCOME CONTINGENT LOAN LIABILITY

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.

FORMAT

- Maximum 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.
- If a loan exists but no debt is incurred on the Unit of Competency (UoC) reported, 0 must be entered.
- *Income Contingent Loan Liability* must be reported on a UoC basis, not on a course 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.

TAMS ERRORS

- | | |
|----------|--|
| ICLLIB-1 | <i>Income Contingent Loan Liability</i> is not reported |
| 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. |

INTAKE NUMBER

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.

FORMAT

- Maximum of 20 characters alphanumeric.
-
-

BUSINESS RULES

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

TAMS ERRORS

INTAKE-1 *Intake Number* is blank.

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

OUTCOME CODE

DESCRIPTION

Outcome Code indicates the *result* or *outcome* that a student has achieved in a single *Unit of Competency (UOC)* or *Module Enrolment*. It classifies the result achieved by a student in terms of the result/achievement codes stated on academic transcripts issued by a training provider. In cases where a UOC 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	Recognition of Prior Learning (RPL) or assessment only granted	Final
7	Recognition of Prior Learning or assessment only 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 and 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* CPS 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.

TAMS ERRORS

- OUTCOD-2 *Outcome Code* is invalid.
- 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 more than 28 days before 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

PROVIDER STUDENT ID

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*.

FORMAT

- Maximum of 20 characters alphanumeric.

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*.
- *Provider Student Id* must not be the students USI

TAMS 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*.

QUALIFICATION ISSUED FLAG

DESCRIPTION

A flag that indicates whether a student has been issued with a *certificate/statement of attainment* for the *successful completion* of a recognised *Qualification, Course or Skill Set*.

FORMAT

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

BUSINESS RULES

- *Qualification Issued Flag* must not be blank and 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 CPS.
- *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 CPS.

TAMS ERRORS

- COUSTA-2 *Qualification Issued* flag is invalid.
- COUSTA-3 Course Status is ‘Qualification Issued’ for a student that is still in training.
- COUSTA-4 *Qualification Issued* is not the same value for all enrolments for the student within the *Contracted Program of Study*.

TAMS 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”.

RESOURCE FEE

DESCRIPTION

Resource Fee reflects the fee charged to a student for an enrolment in an individual Unit of Competency (UoC) or Module for materials used in training which are considered essential to a UOC or Module and which do not form part of the course fee.

The Resource fee covers materials purchased by the RTO to be consumed or transformed by students in the course of instruction, such as workshop materials, workbooks and essential uniforms. Further information is available in the *VET Fees and Charges Policy*.

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

FORMAT

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

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 fee charged to a student 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* does not include discretionary fees not directly related to training (for example parking and security passes).
 - *Resource Fee* must be zero for Fee types F (Fee Exempt), V (Fees Waived) or C (Child in State Government care)
-
-

TAMS ERRORS

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

RESFEE-3 *Resource Fee* for Fee types F, C & V must be zero.

SURVEY CONTACT STATUS

DESCRIPTION

Survey contact status identifies reasons to exclude students 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.

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)

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.
- *Survey contact status* must not be 'M - Minor - under age of 15 (not to be surveyed)' if *Date of birth* indicates that the student is 15 or older.

TAMS ERRORS

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

SURVCON-3 *Survey contact status* is not consistent across all enrolment records for a single student.

SURVCON-4 *Survey contact status* must not be 'M' Minor – under age 15 (not to be surveyed) if *Date of birth* indicates that the student is 15 or older

STUDENT GIVEN NAMES

DESCRIPTION

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

FORMAT

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

Mary	First name
	One space (optional)
Jane	Second Name (optional)

BUSINESS RULES

- *Student Given Names* may be blank.
 - When the student has only one name this name should be recorded under Student Surname and the student first given name should be left blank in student management systems.
 - For students with a First name and a Second name there must only be one space between the names.
-
-

STUDENT SURNAME

DESCRIPTION

Surname or Family Name of the enrolled Student.

FORMAT

- Maximum of 64 characters alphanumeric.
-
-

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 student 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.*
-
-

TAMS ERRORS

- STUSRE-2 *Student Surname* does not 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*.

TRAINING PROVIDER LOCATION POSTCODE

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.

FORMAT

- 4 digit numeric.

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 (<https://auspost.com.au/postcode>).
- *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.

TAMS ERRORS

- 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*.

TRAINING PROVIDER LOCATION SUBURB

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.

FORMAT

- Maximum of 80 characters alphanumeric.

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 (<https://auspost.com.au/postcode>).
- *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.

TAMS ERRORS

LOCSUB-2 *Training Provider Location Suburb* is not a valid *Suburb* according to the *Australia Post* listing of *Suburbs*.

TRS NUMBER

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

- Maximum of 10 characters 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 *CPS*.
- Students reported on an *Apprenticeship* or *Traineeship* *CPS* who do not have a current entry on WAAMS will not be funded.
- Students reported on a *Traineeship* *CPS* 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.

TAMS ERRORS

- 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*.

TAMS WARNINGS

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

UNIQUE STUDENT IDENTIFIER

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 student's educational attainments for the USI transcript and for analysis and research purposes while protecting student privacy.

FORMAT

- 10 characters alphanumeric.
-
-

BUSINESS RULES

- The *Unique Student Identifier* must not be blank if a student is undertaking nationally accredited training from 1/1/2015.
 - Where a student 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 exception 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 student'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.
 - The USI must not be used as the Provider Student ID
-
-

TAMS ERRORS

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

UoC OR MODULE CODE

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*.

FORMAT

- Maximum of 20 characters 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>).

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 TAMS to deliver the *Unit of Competency or Module*, and, subsequently, that the *Unit of Competency /Module Code* exists as a valid entry on STARS.

TAMS ERRORS

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

TAMS 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.

UoC OR MODULE HOURS

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.

FORMAT

- 3 digit numeric.

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.)

TAMS ERRORS

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*.

FORMAT

- Maximum of 255 characters alphanumeric.

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 TAMS 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 TAMS for the corresponding *Unit of Competency or Module* code. Care should be taken to ensure the spelling and syntax of the name matches TAMS 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.

TAMS ERRORS

TAMS 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 *PIT, Participation Equity, 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 WAAMS 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 TAMS 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 CPS. 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).

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 *TAMS* 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 student screen in TAMS.

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.

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.

IMPORT LOCATION

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

FILE STRUCTURE - STUDENT TEXT FILE

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

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

AT SCHOOL FLAG

DESCRIPTION

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

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 student 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”
-
-

TAMS ERRORS

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

COUNTRY OF BIRTH

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 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.

TAMS ERRORS

COUBIR-1 *Country of Birth* is blank.

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

DATE OF BIRTH

DESCRIPTION

Date of Birth of the enrolled *Student*.

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 and must not be a system default.
 - Calculated Age (*Date of Birth* compared with the Current Date) must be between 12 and 95 years of age.
-
-

TAMS 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.

DISABILITY TYPE

DESCRIPTION

Disability Type is a code that uniquely identifies the type(s) of disability, impairment or long-term condition that a student 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).

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

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.
-
-

TAMS ERRORS

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

EMAIL ADDRESS

DESCRIPTION

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

FORMAT

- Maximum of 64 characters alphanumeric.
-
-

BUSINESS RULES

- *Email Address* may be left blank if no *E-Mail Address* is available.
 - *Email Address* must be a valid email address including the '@' symbol
 - *Email Address* must not have embedded spaces.
 - *Email Address* must be the direct email address to contact the student
 - The '@' symbol must not be the first or last character.
-
-

TAMS ERRORS

Nil

GENDER

DESCRIPTION

Identifies the *Gender* of each *Student*.

FORMAT

➤ 1 character alphanumeric:

M	Male
F	Female
X	Other
@	Gender Not Stated

BUSINESS RULES

- *Gender* must not be blank.
 - *Gender* must be a valid value as listed above.
 - *Gender* is a self-assessment response by the student and must not be determined by the training organisation.
-

TAMS ERRORS

STUGEN-1 *Gender* is blank.

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

HIGHEST SCHOOL LEVEL COMPLETED

DESCRIPTION

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

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 stated.

TAMS ERRORS

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

HOME PHONE NUMBER

DESCRIPTION

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

FORMAT

- Maximum of 16 characters alphanumeric.
-
-

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*.
-
-

TAMS ERRORS

HOMPHO-2 *Home Phone Number* is invalid.

INDIGENOUS STATUS

DESCRIPTION

Indigenous Status indicates a student 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).

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.
-
-

TAMS ERRORS

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

LABOUR FORCE STATUS

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).

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.
-

TAMS ERRORS

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

LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME

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 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.

TAMS 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.
-
-

TAMS 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

- Maximum of 16 characters 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.
-
-

TAMS 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

- Maximum of 60 characters 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*.
-
-

TAMS 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

- Maximum of 60 characters 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*.
-
-

TAMS ERRORS

Nil

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 <https://auspost.com.au/postcode>.
 - *Postal Address Postcode* must be consistent with the *Postal Address - Town or Suburb* and with the *Postal Address - State*.
-
-

TAMS 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*.
-

TAMS 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

- Maximum of 80 characters 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 <https://auspost.com.au/postcode>.
 - *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*.
-
-

TAMS 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

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 TAMS and search and select the *Student* to specify each individual qualification.
- *Prior Qualifications* must be *Successfully Completed* in order to be reported.

TAMS 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.

TAMS 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

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

- Maximum of 20 characters 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*.
-
-

TAMS 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

- Maximum of 60 characters 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*.

TAMS 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

- Maximum of 60 characters 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*.
-
-

TAMS ERRORS

Nil

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 <https://auspost.com.au/postcode>.
- *Residential Address Postcode* must be consistent with *Residential Address - Town or Suburb* and with *Residential Address - State*.

TAMS 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*.
-

TAMS 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

- Maximum of 80 characters 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 <https://auspost.com.au/postcode>.
- *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*.

TAMS 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

DESCRIPTION

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

FORMAT

- Maximum of 64 characters 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 student has only one name this name should be recorded under Student Surname and the student first given name should be left blank in student management systems.
 - For students with a First name and a Second name there must only be one space between the names.
-
-

STUDENT SURNAME

DESCRIPTION

Surname or *Family Name* of the enrolled *Student*.

FORMAT

- Maximum of 64 characters alphanumeric.
-
-

BUSINESS RULES

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

TAMS 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 of study
08	Other reasons
13	To gain skills for community/voluntary work
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.
-
-

TAMS 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

- Maximum of 16 characters 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.
-
-

TAMS 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 student 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.
-
-

TAMS 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

TAMS ERRORS AND WARNINGS

ERRORS – ENROLMENT FILE

COUFEE-2	Course Fee is not a valid value.
COUFEE-3	Course Fee for Fee types F, V, C must be zero.
COUFEE-4	Course Fee for Outcome Codes 3, 4, 9, 61 and 100 must be zero.
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.
DELCOD-2	Delivery Mode Supplementary is not a valid code.
DELPRE-2	Delivery Mode Predominant is not a valid code.
DELPRE-3	Delivery Mode Predominant must be Z 'Not Applicable' for outcomes 6, 7, 9 or 105 and for no other outcome codes.
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 RTO's
EMPINV-2	Employer Invoiced Flag is invalid.
EMPINV-3	Employer Invoiced Flag must be 'N' if student course fee is zero.
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-2	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.
FEECOD-8	Secondary school aged persons must be reported with fee type C, L, F or V.
FEECOD-9	Fee Type F must be used for Non-assessable enrolments outcome codes 3 or 4.
FEECOD-10	Fee Type C must only be used for students in State Government care who are not VET in School.
FEECOD-11	Fee Type A or B must only be reported against a Job Trainer eligible qualification or skill set.
FEECOD-12	Fee Type A or B has been reported for student commencement outside of the Job Trainer dates.
ICLLIB-1	Income Contingent Loan Liability is not reported.
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-2	Training Provider Location Postcode is invalid
LOCPOS-3	Training Provider Location Postcode is not within the supplied suburb
LOCSUB-2	Training Provider Location Suburb is invalid
NOTFUND-2	Funding Removed Flag is invalid.
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-2	Resource Fee is not a valid value.
RESFEE-3	Resource Fee for Fee types F, C & V must be zero.
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-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-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-2	Survey contact status is not a valid value.
SURVCON-3	Survey contact status is not consistent across all enrolment records for a single student
SURVCON-4	Survey contact status must not be 'M' (Minor – under age of 15 (not to be surveyed)) if Date of birth indicates that the student is 15 or older.
TRSNUM-2	TRS (WAAMS) No is invalid
TRSNUM-3	TRS (WAAMS) No does not relate to a valid Training contract
UNSTID-2	Unique Student Identifier is not a valid value.
UNSTID-3	Unique Student Identifier is not unique.
UOCCOD-2	UoC/Module Code is invalid
UOCEDTA-1	Reported UoC End Date is greater than CPS Training Activity End Date
UOCHOU-2	UoC/Module Hours do not match the hours as defined by STARS
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.

ERRORS - STUDENT FILE

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
ADDRL1-1	Res Address Line 1 not supplied
ADDRL1-2	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
ATSCO-1	Is Currently at School Flag not supplied
ATSCO-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.

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

WARNINGS – ENROLMENT FILE

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.
DATECOMP-7	Date qualification completed is present but the reported Outcome Code is not 1, 6 or 9.
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