

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

Text File Specification

RAPT Electronic Reporting

Version 2.9

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CHANGE HISTORY:

ISSUE	CHANGE
Version 1.0	Released for publication to RTOS.
Version 2.0	Business rule changes to correspond with AVETMISS Release 5.0. Changes made to Contracted Program of Study, Delivery Strategy, Fee Type, Enrolment End Date, Training Provider Location Suburb and Postcode, Provider Student Id, Qualification Issued Flag, Residential Address Line 2 and Study Reason.
Version 2.0	Field format changes to Delivery Strategy, Fee Type, Highest School Level Completed and Study Reason.
Version 2.1	Business Rule changes to Outcome Code; Main Language Spoken at Home is English, Language Other than English Spoken at Home, Date of Birth, Highest School Year Completed, year Highest School Level Completed and is Currently at School, to reflect 2005 business rules for data upload. Changes to Study Reason Codes.
Version 2.2	Update Business Rules and Error Reporting for Enrolment File and Student File. No code changes.
Version 2.3	Inclusion of all errors and warnings applicable to each data item; full listing at Appendix I. In line with AVETMISS Release 6.0, update Outcome Codes and Delivery Strategy Codes to accommodate new RPL and RCC outcomes.
Version 2.4	Included new Outcome Code 55. New Fee Type added to accommodate Fee Free delivery. Removed reference to Competitive Allocation of Training (CAT). Updated errors and warnings applicable to each data item.
Version 2.5	Updated URL's. Removed reference to Productivity Places Program (PPP).
Version 2.6	Include three new fields in relation to the Fees and Charges Policy: • Course/RPL Fee charged • Resource Fee Charged • Income Contingent Loan Amount Include Unique Student Identifier in the Enrolment file. Updated URL's Updated errors and warnings applicable to each data item
Version 2.7	Updated the business rules for the four fields below: • Course Fee;

	• Resource Fee; • Income Contingent Loan Amount; and • Unique Student Identifier.
Version 2.8	Changed the order of fields within this document to alphabetical for ease of manual searching and added hyperlinks for electronic searching. Changed following field names to align with NCVER naming standards • Is Currently at School - At School Flag • Employment Category/Status - Labour Force Status • Proficiency in English - Proficiency in Spoken English Added descriptions for Delivery Strategy values. Changed wording of Fee Type business rules. Added blank value for Income Contingent Loan when a loan has not been taken out or is not applicable. Removed Outcome Codes 8 (Provisionally competent off the job), 15 and 16 (Recognition of Current Competencies granted and not granted). Updated Unique Student Identifier business rules descriptions in line with NCVER requirements. Updated Disability Types to match NCVER
Version 2.9	Re-Instated Disability Types 98 and @

TABLE OF CONTENTS

TABLE OF CONTENTS **4**

INTRODUCTION **7**

SUMMARY OF VERSION 2.9 CHANGES 7

ENROLMENT TEXT FILE **9**

FILE STRUCTURE – ENROLMENT TEXT FILE 10
CONTRACTED PROGRAM OF STUDY 11
COURSE FEE 12
DATE OF BIRTH 13
DELIVERY STRATEGY 14
ENROLMENT END DATE 16
ENROLMENT START DATE 17
FEE TYPE 18
INCOME CONTINGENT LOAN LIABILITY 20
INTAKE NUMBER 21
OUTCOME CODE 22
PROVIDER STUDENT ID 24
QUALIFICATION ISSUED FLAG 25
RESOURCE FEE 27
STUDENT GIVEN NAMES 28
STUDENT SURNAME 29
TRAINING PROVIDER LOCATION POSTCODE 30
TRAINING PROVIDER LOCATION SUBURB 31
TRS NUMBER 32
UNIQUE STUDENT IDENTIFIER 33
UOC OR MODULE CODE 34
UOC OR MODULE HOURS 35
UOC OR MODULE NAME 36

RAPT STUDENT **38**

FILE STRUCTURE - STUDENT TEXT FILE 40
AT SCHOOL FLAG 41
COUNTRY OF BIRTH 42
DATE OF BIRTH 43
DISABILITY TYPE 44
EMAIL ADDRESS 45
GENDER 46
HIGHEST SCHOOL LEVEL COMPLETED 47
HOME PHONE NUMBER 48
INDIGENOUS STATUS 49
LABOUR FORCE STATUS 50
LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME 51
MAIN LANGUAGE SPOKEN AT HOME IS ENGLISH 52
MOBILE PHONE NUMBER 53
POSTAL ADDRESS - LINE 1 54
POSTAL ADDRESS - LINE 2 55
POSTAL ADDRESS - POSTCODE 56
POSTAL ADDRESS - STATE 57
POSTAL ADDRESS - TOWN OR SUBURB 58

PRIOR QUALIFICATIONS 59
PROFICIENCY IN SPOKEN ENGLISH 60
PROVIDER STUDENT ID 61
RESIDENTIAL ADDRESS - LINE 1 62
RESIDENTIAL ADDRESS - LINE 2 63
RESIDENTIAL ADDRESS - POSTCODE 64
RESIDENTIAL ADDRESS - STATE 65
RESIDENTIAL ADDRESS - TOWN OR SUBURB 66
STUDENT GIVEN NAMES 67
STUDENT SURNAME 68
STUDY REASON 69
WORK PHONE NUMBER 70
YEAR HIGHEST SCHOOL LEVEL COMPLETED 71

RAPT ERRORS AND WARNINGS 73

ERRORS – ENROLMENT FILE 73
ERRORS - STUDENT FILE 76
WARNINGS – ENROLMENT FILE 78

INTRODUCTION

INTRODUCTION

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

The primary functions of RAPT are to:

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

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

The most recent version of this document – *Text File Specification for RAPT Electronic Reporting Version 2.9* - is made available via the Future Skills website, under Training Providers (http://vetinfonet.dtwd.wa.gov.au/FutureSkillsWA/Training-providers/Pages/Training-providers.aspx) and should be read in conjunction with the *Manual for Payments and Reporting for Publicly Funded Registered Training Organisations*.

SUMMARY OF VERSION 2.9 CHANGES

Text File Specifications 2.9

1. Re-Instated Disability Types 98 (Multiple) and @ (Not stated).

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

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

FILE STRUCTURE – ENROLMENT TEXT FILE

Field Name	Type	Max Size	Format
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	8	
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	

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

RAPT ERRORS – FILE SPECIFIC

DUPENROL-1 Duplicate Enrolment within lodgement

DUPENROL-2 Duplicate Enrolment across contracts

DUPENROL-3 Duplicate Enrolment across RTO's

OVRALLOC-1 Enrolment is Over Allocation of contracted places

UOCOUTPERIOD-1 Enrolment is Out of Commencing Period Error

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* or *Course* to be delivered, the region or location in which the training will be delivered, the number of contracted places (where applicable) and the payment rates applicable to each contract (per place, per hour and/or per contract).

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

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

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

RAPT ERRORS

CPSNUM-1 *Contracted Program of Study* is blank.

CPSNUM-2 *Contracted Program of Study* is not valid for the associated Training Organisation.

CPSNUM-3 *Contracted Program of Study* does not have a status of *Active*.

COURSE FEE

DESCRIPTION

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

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

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

RAPT ERRORS

COUFEE-1 *Course Fee* is not reported

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

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 *Training Records System (TRS)* for *Apprenticeship* and *Traineeship* Contracted Programs of Study.
- *Date of Birth* must match the *Date of Birth* for the corresponding student on *RAPT Student* for *non-Apprenticeship* and *non-Traineeship* Contracted Programs of Study.
- *Calculated Age* (*Date of Birth* compared with the *Current Date*) must be between *5* and *95* years of age.

RAPT ERRORS

STUDBE-1 *Date of Birth* is blank.

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

STUDBE-3 *Date of Birth* does not match the corresponding *Apprentice* or *Trainee* on the *Training Records System (TRS)* 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.

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 main 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 main 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.

BUSINESS RULES

- *Delivery Strategy* must not be blank.
- *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.
- The predominate *Delivery Strategy* should be allocated when multiple delivery methods are utilised.

RAPT ERRORS

DELCOD-1 *Delivery Strategy* is blank.

DELCOD-2 *Delivery Strategy* is not a valid code as listed above.

ENROLMENT END DATE

DESCRIPTION

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

FORMAT

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

BUSINESS RULES

- *Enrolment End Date* must not be blank.
- *Enrolment End Date* must be of the format dd/mm/yyyy.
- *Enrolment End Date* must be after *Enrolment Start Date*.
- The time elapsed between the *Enrolment Start Date* and the *Enrolment End Date* may not exceed two years.
- For Non User Choice Contracted Programs of Study, *Enrolment End Date* must be no more than 28 days after the Contracted Programs of Study End Date.
- For *Apprenticeship* and *Traineeship* Contracted Programs of Study, *Enrolment End Date* must be after the corresponding *Training Records System (TRS) Commencement Date* and before the corresponding *Training Records System* (*TRS) 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).

RAPT ERRORS

ENDDAT-1 *Enrolment End Date* is blank.

ENDDAT-2 *Enrolment End Date* is not a valid date.

ENDDAT-3 *Enrolment End Date* is before the *Enrolment Start Date*.

ENDDAT-4 *Enrolment End Date* is more than 28 days after the TRS Completion Date for the relevant TRS 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 Training Records System (TRS) contract (*Apprenticeship and Traineeship* programs)

ENDDAT-8 *Registration date* must be before the lodgement date

ENDDAT-9 *Enrolment End Date* after the TRS Completion Date for the relevant TRS contract

RAPT WARNINGS

ENDDAT-5 *Enrolment End Date* is up to 28 days after the Training Records System (TRS) *Completion Date* for the relevant TRS contract.

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

ENROLMENT START DATE

DESCRIPTION

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

FORMAT

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

BUSINESS RULES

- *Enrolment Start Date* must not be blank.
- *Enrolment Start Date* must be of the format dd/mm/yyyy.
- *Enrolment Start Date* must be before the *Enrolment End Date*.
- The time elapsed between the *Enrolment Start Date* and the *Enrolment End Date* may not exceed two years.
- *Enrolment Start Date* must be within the Contracted Program of Study *Start* and Training activity *End* dates.
- For *Apprenticeship* and *Traineeship* Contracted Programs of Study, *Enrolment Start Date* must be after the *Commencement Date* and before the *Completion Date* listed on the *Training Records System (TRS)* 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).

RAPT ERRORS

STADAT-1 *Enrolment Start Date* is blank.

STADAT-2 *Enrolment Start Date* is not a valid date.

STADAT-3 *Enrolment Start Date* is *before* the corresponding *Training Records System (TRS) Commencement Date* (where the program type is *Traineeship* or *Apprenticeship*).

STADAT-4 *Enrolment Start Date* is before the corresponding *Training Records System (TRS) Registration Date* (where the program type is *Traineeship*).

STADAT-5 *Enrolment Start Date* is *before* the *Contracted Program of Study Start* Date or *after* the *Contracted Program of Study End Date*.

STADAT-6 *Enrolment Start Date* is after the *Lodgement Date* and the *Outcome Code* is not 105.

RAPT WARNINGS

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

FEE TYPE

DESCRIPTION

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

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

FORMAT

- 1 character alphanumeric.

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

BUSINESS RULES

- *Fee Type* must not be blank
- *Fee Type* must be a valid value as listed above.
- *Concession* may only be granted where a student meets all requirements outlined in the *VET Fees and Charges Policy* relevant to the year in which each *Unit of Competency* commences.
- *Fee Exempt (F) - applicable where there is a legislated or official exemption from the course fee. Enrolments in some programs (e.g. VET in Schools) or some non-assessable enrolments such as CAVSS and USIQ are exempted from standard course fees*
- *Secondary School Aged Concession (L) may only be used for persons no younger than 15 years of age and in their compulsory school education period at the time of unit commencement– see the relevant year Fees and Charges Policy for further explanation.*

  Fee type L should not be used for School Based Trainees or VET in School students – use fee type F.
- *Fees Waived (V)* is used in exceptional circumstances of severe financial hardship or for special circumstances as outlined in the relevant published *fees policy* guidelines. As the provider has waived the fees, the student is therefore deemed full fee paying.

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

(continued over)

RAPT ERRORS

FEECOD-1 *Fee Type* is blank.

FEECOD-2 *Fee Type* is not a valid value as listed above.

FEECOD-4 *Fee Type* is not valid for the Fee Policy year.

FEECOD-5 *Fee Types* I, S and J are reported prior to July 1st 2009.

FEECOD-6 *Fee Types* I, S and J are reported after July 31st 2012.

FEECOD-7 *Fee Type* L cannot be used for students who are not at least 15 years or for students older than the maximum compulsory school education age.

RAPT WARNINGS

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

INCOME CONTINGENT LOAN LIABILITY

DESCRIPTION

Income Contingent Loan Liability is the value of the amount borrowed by students under the Commonwealth VET FEE-HELP scheme.

Income Contingent Loan Liability is used to monitor the average loan amount and impairment costs associated with the VET FEE-HELP loans taken out, in accordance with Western Australia's obligations under agreements with the Commonwealth.

FORMAT

- 5 digit numeric or blank. Value between 0 and 99999 that represents the income contingent loan (VET FEE-HELP) 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 VET FEE-HELP loan or where the student and/or provider are not eligible to do so.
- Where a student has taken out a VET FEE-HELP loan the value must represent the liability incurred.
- *Income Contingent Loan Liability* must be reported on a Unit of Competency (UoC) basis, not on a program basis.
- *Income Contingent Loan Liability* must reflect the value of the VET FEE-HELP debt incurred for the specific UoC as shown on the Commonwealth Assistance Notice (CAN) i.e. the tuition fee charged less any upfront payment, regardless of whether the census date for the UoC has passed.

RAPT ERRORS

ICLLIB-1 *Income Contingent Loan Liability* is reported for an invalid course/qualification

ICLLIB-2 *Income Contingent Loan Liability* is not a valid value

ICLLIB-3 *Income Contingent Loan Liability* is reported for an invalid course/qualification

INTAKE 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

- 20 character alphanumeric.

BUSINESS RULES

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

RAPT 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* or *Module Enrolment*. In cases where a *Unit of Competency* or *Module Enrolment* is yet to begin or to finish, interim codes indicating their current status are used.

FORMAT

- 3 digit numeric.

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

BUSINESS RULES

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

RAPT ERRORS

OUTCOD-1 *Outcome Code* is blank.

OUTCOD-2 *Outcome Code* is not a valid value listed above.

OUTCOD-3 *Outcome Code* is 5, 55 or 105 and the Contracted Program of Study is an *Apprenticeship* or *Traineeship* program and the *Apprentice* or *Trainee's Status* on the *Training Records System (TRS)* is not *Active, Out of Contract* or *Suspended*.

OUTCOD-5 The Outcome Code is 5 or 105 and the enrolment end date has past but is less than 28 days before the lodgement date.

OUTCOD-6 *Outcome Code* is 5, 55 or 105 and the *Enrolment End Date* is on or before than the *Lodgement Date*.

OUTCOD-7 *Outcome Code* is 105 and the *Enrolment Start Date* is before the *Lodgement Date*.

OUTCOD-9 A finalised *Outcome Code* is reported and the *Enrolment End Date* is after the *Lodgement Date*.

OUTCOD-10 *Outcome Code* 8 is not a valid outcome for any UOCs reported after 31/12/2009.

UOCSDEDO-1 *Outcome Code* 55 should not be used if the start date is more than 70 days in the past.

UOCEDTA-1 Reported UoC End Date is greater than CPS Training Activity End Date

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

- 20 character 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*.

RAPT ERRORS

STUIDE-1 *Provider Student Id* is blank and the Contracted Program of Study type is not *Apprenticeship* or *Traineeship*.

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

QUALIFICATION ISSUED FLAG

DESCRIPTION

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

FORMAT

- 1 character alphanumeric:

  Y Qualification Issued
  N Qualification Not Issued

BUSINESS RULES

- *Qualification Issued Flag* must not be blank.
- *Qualification Issued Flag* must be a valid value as listed above.
- *Qualification Issued Flag* must be consistent across all enrolment records for a single student within a Contracted Program of Study.
- *Qualification Issued Flag* may only be set to "Y" when all enrolment records for a single student within a Contracted Program of Study have successful and final outcome codes (outcome codes of 1, 6, 8 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 *Training Records System (TRS)* 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 *Training Records System (TRS) is Completed*.
- *Qualification Issued Flag* may only be set to "Y" when the Training Organisation has issued *certified documentation* to the student for the *successful completion* of the *Qualification* or *Course* relevant to the Contracted Program of Study.
- *Qualification Issued Flag* must be set to "N" when the Training Organisation has not issued any *certified documentation* to the student for the *Qualification* or *Course* relevant to the Contracted Program of Study.

RAPT ERRORS

COUSTA-1 *Qualification Issued* is blank.

COUSTA-2 *Qualification Issued* is not a valid value as listed above.

COUSTA-3 Status for the corresponding contract on the *Training Records System (TRS)* is "Completed" or the *Qualification Issued Flag* is "Y" and the student has an enrolment for the *Contracted Program of Study* with an *Outcome Code* of 5, 55 or 105.

COUSTA-4 *Qualification Issued* is not the same value for all enrolments for the student within the *Contracted Program of Study*.

COUSTA-7 *Qualification Issued Flag* is "Y" but the reported *Outcome Code* is not 1, 6, 8, 9 or 15

(continued over)

RAPT WARNINGS

COUSTA-5 *Qualification Issued Flag* is “Y” but the *Student TRS Contract* has not been completed through ApprentiCentre.

COUSTA-6 *Student TRS Contract* is completed but the *Qualification Issued Flag* is “N”.

RESOURCE FEE

DESCRIPTION

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

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

FORMAT

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

BUSINESS RULES

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

RAPT ERRORS

RESFEE-1 *Resource Fee* is not reported

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

STUDENT GIVEN NAMES

DESCRIPTION

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

FORMAT

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

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

BUSINESS RULES

- *Student Given Names* must not be blank.

RAPT ERRORS

STUGVE-1 *Student Given Name* is blank.

STUDENT SURNAME

DESCRIPTION

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

FORMAT

- 64 character alphanumeric.

BUSINESS RULES

- *Student Surname* must not be blank.
- *Student Surname* must match the surname of the corresponding student registered on the *Training Records System (TRS)* 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.

RAPT ERRORS

STUSRE-1 *Student Surname* is blank.

STUSRE-2 *Student Surname* does match that of the corresponding *Apprentice* or *Trainee* on the *Training Records System (TRS)* 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 (http://www.auspost.com.au/apps/postcode.html*).*
- *Training Provider Location Postcode* must be consistent with the *Training Provider Location Suburb*.
- *Training Provider Location Postcode* may not be a postcode for a *Post Office Box*.
- For training delivered via *Correspondence* (Delivery Strategy 5), the *Training Provider Location Postcode* should be the postcode from where the training program is administered.

RAPT ERRORS

LOCPOS-1 *Training Provider Location Postcode* is blank.

LOCPOS-2 *Training Provider Location Postcode* is not a valid *Postcode* according to the *Australia Post* list of *Postcodes*.

LOCPOS-3 *Training Provider Location Postcode* is not consistent with the *Training Provider Location Subur*b.

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

- 80 character 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 (http://www.auspost.com.au/apps/postcode.html*).*
- *Training Provider Location Suburb* must be consistent with the *Training Provider Location Postcode*.
- For training delivered via *Correspondence* (Delivery Strategy 5), the *Training Provider Location Suburb* should be the suburb from where the training program is administered.

RAPT ERRORS

LOCSUB-1 *Training Provider Location Suburb* is blank.

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

LOCPOS-3 *Training Provider Location Postcode* is not consistent with the *Training Provider Location Suburb*.

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 *Training Records System (TRS)*. 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 *ApprentiCentre*.

FORMAT

- 8 character alphanumeric following the format AAAAAABC where:

AAAAAA	6 numeric digits
B	A (Apprentices) or T (Trainees)
C	1 numeric digit (beginning at 1, incrementing for each contract variation)

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

RAPT ERRORS

TRSNUM-1 *TRS Number* is blank and the Contracted Program of Study type is *Apprenticeship* or *Traineeship*.

TRSNUM-2 Reported *TRS Number* does not match the *Training Records System (TRS)* 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 TRS where the Contracted Program of Study type is *Apprenticeship* or *Traineeship*.

RAPT WARNINGS

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

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 client's educational attainments for analysis and research purposes while protecting client privacy.

FORMAT

- 10 characters alphanumeric.

BUSINESS RULES

- The *Unique Student Identifier* must not be blank if a client is undertaking nationally accredited training from 1/1/2015.
- Where a client has already been issued a *Unique Student Identifier,* a new *Unique Student Identifier* must not be requested from the USI Registrar.
- The *Unique Student Identifier* must be a valid identifier issued by the USI Registrar.
- All characters must be a combination of upper case (A-H, J-N, P-Z), and numbers (2-9) and do not include the characters '0','1','O' or 'L'.
- Special care should be taken to capture a client's *Unique Student Identifier* correctly.
- The USI must be exactly ten characters long.
- Records should be checked to ensure that two or more records with different *Unique Student Identifiers* do not identify the same person.

RAPT ERRORS

UNSTID-1 *Unique Student Identifier* is not reported

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

UNSTID-3 *Unique Student Identifier* is not unique

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

- 20 character alphanumeric.

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

AAA	3 alphanumeric characters identifying the parent Training Package.
BBBBBBBB	(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 RTONet to deliver the *Unit of Competency* or *Module*, and, subsequently, that the *Unit of Competency /Module Code* exists as a valid entry on STARS.

RAPT ERRORS

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

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

RAPT WARNINGS

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

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.)

RAPT Errors

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

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

UoC OR MODULE NAME

DESCRIPTION

UoC (Unit of Competency) or Module Name identifies:

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

FORMAT

- 255 character 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 RTONet to deliver the *Unit of Competency* or *Module,* and, subsequently, that the *Unit of Competency / Module* exists as a valid entry on STARS.
- *Unit of Competency or Module Name* should be the exact name as that listed on RTONet for the corresponding *Unit of Competency* or *Module* code. Care should be taken to ensure the spelling and syntax of the name matches RTONet exactly.
- *Unit of Competency / Module Name* may be used in several training packages and may have more than one *Unit of Competency / Module Code*. For data management purposes, Training Organisations must retain the *Unit of Competency/Module Name* associated with each *version* of the Unit of Competency or Module and report activity under the appropriate version.

RAPT ERRORS

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

RAPT WARNINGS

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

STUDENT TEXT FILE

RAPT STUDENT

DESCRIPTION

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

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

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

As for the *Training Records System (TRS)*, *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 *Training Records System (TRS)*; it is from *TRS* that *RAPT* retrieves all the information it needs to know about a *Student*, such as their *Date of Birth*, *Address* and *Demographic* details (ethnicity, educational history, etc.), as well as details about the *Traineeship* or *Apprenticeship* program as a whole, such as the *Commencement Date* and the *Status* of the complete training program.

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

NON USER CHOICE STUDENTS

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

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

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

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

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

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 RTONet 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 client but no answer provided).

BUSINESS RULES

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

RAPT ERRORS

ATSCHO-1 *At School Flag* is blank.

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

COUNTRY OF BIRTH

DESCRIPTION

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

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

FORMAT

- 4 character alphanumeric:

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

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

BUSINESS RULES

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

RAPT ERRORS

COUBIR-1 *Country of Birth* is blank.

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

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

RAPT ERRORS

STUDBS-1 *Date of Birth* is blank.

STUDBS-2 *Date of Birth* is invalid

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

DISABILITY TYPE

DESCRIPTION

Disability Type is a code that uniquely identifies the type(s) of disability, impairment or long-term condition that a client indicates at enrolment.
Disability Type classification is intended to be consistent with the International Classification of Impairments, Disabilities and Handicaps as published by the World Health Organisation (Geneva 1980).

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.

RAPT 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

- 64 character alphanumeric.

BUSINESS RULES

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

RAPT ERRORS

Nil

GENDER

DESCRIPTION

Identifies the *Gender* of each *Student*.

FORMAT

- 1 character alphanumeric:

M	Male
F	Female
@	Gender Not Stated

BUSINESS RULES

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

RAPT ERRORS

STUGEN-1 *Gender* is blank.

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

HIGHEST SCHOOL LEVEL COMPLETED

DESCRIPTION

Highest School Level Completed identifies the highest level of school that a client 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 specified'.

RAPT 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

- 16 character 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*.

RAPT ERRORS

HOMPHO-2 *Home Phone Number* is invalid.

INDIGENOUS STATUS

DESCRIPTION

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

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

FORMAT

- 1 character alphanumeric:

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

BUSINESS RULES

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

RAPT ERRORS

INDSTA-1 *Indigenous Status* is blank.

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

LABOUR FORCE STATUS

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.

RAPT 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 *Maintain Student* screen of RTONet or from the NCVER Website http://www.ncver.edu.au. Type 'Languages' into the Search box; and then click on the appropriate link returned from the search results.

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

BUSINESS RULES

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

RAPT ERRORS

LANOTH-1 *Language Other than English Spoken at Home* is blank.

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

MAIN LANGUAGE SPOKEN AT HOME IS ENGLISH

DESCRIPTION

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

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

FORMAT

- 1 character alphanumeric:

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

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

  @ Main Language Spoken at Home *Not Stated*.

BUSINESS RULES

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

RAPT ERRORS

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

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

MOBILE PHONE NUMBER

DESCRIPTION

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

FORMAT

- 16 character alphanumeric.

BUSINESS RULES

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

RAPT ERRORS

MOBPHO-2 *Mobile Phone Number* is invalid.

POSTAL ADDRESS - LINE 1

DESCRIPTION

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

FORMAT

- 60 character alphanumeric.

BUSINESS RULES

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

RAPT ERRORS

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

POSTAL ADDRESS - LINE 2

DESCRIPTION

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

FORMAT

- 60 character alphanumeric.

BUSINESS RULES

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

RAPT ERRORS

Nil

POSTAL ADDRESS - POSTCODE

DESCRIPTION

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

FORMAT

- Four character alphanumeric.

BUSINESS RULES

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

RAPT ERRORS

ADDPPO-1 *Postal Address - Postcode* is not supplied for a given *Postal Address - Town or Suburb*.

ADDPPO-2 *Postal Address – Postcode* is not a valid *Postcode* listed on the Australia Post website.

ADDPPO-3 *Postal Address – Postcode* is not consistent with *Postal Address-State*.

POSTAL ADDRESS - STATE

DESCRIPTION

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

FORMAT

- 5 character alphanumeric:

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

BUSINESS RULES

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

RAPT ERRORS

ADDPST-2 *Postal Address – State* is not a valid value listed above.

ADDPPO-3 *Postal Address – State* is not consistent with *Postal Address – Postcode* and with *Postal Address – Town or Suburb*.

POSTAL ADDRESS - TOWN OR SUBURB

DESCRIPTION

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

FORMAT

- 80 character alphanumeric.

BUSINESS RULES

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

RAPT ERRORS

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

ADDPSU-3 *Postal Address – Town or Suburb* is not consistent with *Postal Address - Postcode*.

PRIOR QUALIFICATIONS

DESCRIPTION

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

FORMAT

- 3 character alphanumeric:

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

BUSINESS RULES

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

RAPT ERRORS

PRIEDU-1 *Prior Qualifications* is blank.

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

PROFICIENCY IN SPOKEN ENGLISH

DESCRIPTION

Proficiency in Spoken English is the self-assessed level of ability to speak English, asked of people who speak a language other than English at home.
Proficiency in Spoken English is based on the Australian Bureau of Statistics, Standards for Statistics on Cultural and Language Diversity, 1999 (ABS catalogue no. 1289.0)

FORMAT

- 1 character alphanumeric:

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

BUSINESS RULES

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

  1201 – English
  9700 - Sign Language
  9701 – Auslan
  9702 – Makaton
  9799 - Sign Languages, not elsewhere classified or
  @@@@ - Not stated.

RAPT ERRORS

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

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

PROVIDER STUDENT ID

DESCRIPTION

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

FORMAT

- 20 character alphanumeric.

BUSINESS RULES

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

RAPT ERRORS

STUIDS-1 *Provider Student Id* is blank and the Contracted Program of Study type is not *Apprenticeship* or *Traineeship*.

STUIDS-2 *Provider Student Id* is not unique across a training organisation.

STUIDS-3 *Provider Student Id* has already been used for another student for the same training organisation.

STUIDS-4 Student already exists in the system but has a different *Provider Student Id*.

RESIDENTIAL ADDRESS - LINE 1

DESCRIPTION

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

FORMAT

- 60 character alphanumeric.

BUSINESS RULES

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

RAPT ERRORS

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

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

RESIDENTIAL ADDRESS - LINE 2

DESCRIPTION

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

FORMAT

- 60 character alphanumeric.

BUSINESS RULES

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

RAPT ERRORS

Nil

RESIDENTIAL ADDRESS - POSTCODE

DESCRIPTION

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

FORMAT

- Four character alphanumeric.

BUSINESS RULES

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

RAPT ERRORS

ADDRPO-1 *Residential Address – Postcode* is blank.

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

ADDRPO-3 *Residential Address – Postcode* is not consistent with *Residential Address-State*.

RESIDENTIAL ADDRESS - STATE

DESCRIPTION

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

FORMAT

- 5 character alphanumeric:

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

BUSINESS RULES

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

RAPT ERRORS

ADDRST-1 *Residential Address – State* is blank.

ADDRST-2 *Residential Address – State* is not a valid value listed above.

ADDRPO-2 *Residential Address – State* is not consistent with *Residential Address – Town or Suburb* and with *Residential Address – Postcode*.

RESIDENTIAL ADDRESS - TOWN OR SUBURB

DESCRIPTION

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

FORMAT

- 80 character alphanumeric.

BUSINESS RULES

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

RAPT ERRORS

ADDRSU-1 *Residential Address – Town or Suburb* is blank.

ADDRSU-2 *Residential Address – Town or Suburb* is not a valid *Town*, *Suburb* or *Locality* listed on the Australia Post website.

ADDRSU-3 *Residential Address – Town or Suburb* is not consistent with *Residential Address – State* and with *Residential Address – Postcode*.

STUDENT GIVEN NAMES

DESCRIPTION

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

FORMAT

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

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

BUSINESS RULES

- *Student Given Names* must not be blank.

RAPT ERRORS

STUGVS-2 *Student Given Name* is blank.

STUGVS-3 *Student Given Name* is invalid.

STUDENT SURNAME

DESCRIPTION

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

FORMAT

- 64 character alphanumeric.

BUSINESS RULES

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

RAPT ERRORS

STUSRS-1 *Student Surname* is blank.

STUSRS-2 *Student Surname* is invalid.

STUDY REASON

DESCRIPTION

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

FORMAT

- 2 character alphanumeric.

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

BUSINESS RULES

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

RAPT ERRORS

REASON-1 *Study Reason* is blank.

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

WORK PHONE NUMBER

DESCRIPTION

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

FORMAT

- 16 character alphanumeric.

BUSINESS RULES

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

RAPT ERRORS

WORPHO-2 *Work Phone Number* is invalid.

YEAR HIGHEST SCHOOL LEVEL COMPLETED

DESCRIPTION

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

FORMAT

- 4 character alphanumeric:

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

BUSINESS RULES

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

RAPT ERRORS

YEAHSL-1 *Year Highest School Level Completed* is blank.

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

Appendix I

Errors and warnings

RAPT ERRORS AND WARNINGS

ERRORS – ENROLMENT FILE

COUFEE-1	Course Fee is not reported
COUFEE-2	Course Fee is not a valid value
COUSTA-1	Course Status not supplied
COUSTA-2	Course Status is invalid
COUSTA-3	Course Status is 'Qualification Issued' for a student that is still in training.
COUSTA-4	Course Status 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
DELCOD-1	Delivery Strategy Code not supplied
DELCOD-2	Delivery Strategy Code is invalid
DUPENROL-1	Duplicate Enrolment within lodgement
DUPENROL-2	Duplicate Enrolment across contracts
DUPENROL-3	Duplicate Enrolment across RTOs
ENDDAT-1	Enrolment End Date not supplied
ENDDAT-2	Enrolment End Date is invalid
ENDDAT-3	Enrolment End Date is before the Enrolment Start Date
ENDDAT-4	Enrolment End Date is more than 28 days after the TRS Completion Date for the relevant TRS 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 Contract
ENDDAT-8	Registration date must be before the lodgement date
ENDDAT-9	Enrolment End Date must be after the TRS Completion Date for the relevant TRS contract
FEECOD-1	Concession/Fee Type not supplied
FEECOD-2	Concession/Fee Type is invalid
FEECOD-4	Not a valid fee type for the Fee Policy Year.
FEECOD-5	Fee Types I,S and J cannot be reported prior to July 1st 2009.
FEECOD-6	New fee types I,S and J cannot be reported after July 31st 2012
FEECOD-7	Fee Code L must only be used for students in who are at least 15 years of age and start the unit/subject during their compulsory school education period.
ICLLIB-1	Income Contingent Loan Liability is reported for an invalid course/qualification
ICLLIB-2	Income Contingent Loan Liability is not a valid value
ICLLIB-3	Income Contingent Loan Liability is reported for an invalid course/qualification
INTAKE-1	Intake No not supplied
INTAKE-2	Intake No is invalid
LOCPOS-1	Training Provider Location Postcode not supplied
LOCPOS-2	Training Provider Location Postcode is invalid

LOCPOS-3	Training Provider Location Postcode is not within the supplied suburb
LOCSUB-1	Training Provider Location Suburb not supplied
LOCSUB-2	Training Provider Location Suburb is invalid
OUTCOD-1	Outcome Code not supplied
OUTCOD-2	Outcome Code is invalid
OUTCOD-3	Outcome Code is 05 or 105 and the Apprentice's or Trainee's TRS status is not Active or Suspended
OUTCOD-5	The Outcome Code is 05 or 105 and the enrolment end date has past but is less than 28 days before the lodgement date.
OUTCOD-6	The Outcome Code is 05 or 105 and the enrolment end date is more than 28 days before the lodgement date.
OUTCOD-7	Outcome Code cannot be 105 if the enrolment start date has passed.
OUTCOD-9	When a finalised Outcome Code is reported the enrolment end date must be before the lodgement date.
OUTCOD-10	Outcome code 8 is not a valid outcome for any UoCs reported after 31/12/2009.
OVRALLOC-1	Over Allocation
RESFEE-1	Resource Fee is not reported
RESFEE-2	Resource Fee is not a valid value
STADAT-1	Enrolment Start Date not supplied
STADAT-2	Enrolment Start Date is invalid
STADAT-3	Enrolment Start Date is before the TRS Commencement Date
STADAT-4	Enrolment Start Date is before the TRS Registration Date
STADAT-5	Enrolment Start Date is not within the Contract Start and End Dates
STADAT-6	Enrolment Start Date is too far into the future for the outcome code. Please use outcome code of 105 instead.
STUDBE-1	Date of Birth not supplied
STUDBE-2	Date of Birth is invalid
STUDBE-3	Date of Birth does not match that of the registered Apprentice or Trainee
STUDBE-4	Date of Birth does not match that of the uploaded or entered student
STUDBE-5	Student is of school age and the appropriate documentation has not been received by Training Markets.
STUDBE-6	This student does not meet the minimum age for this program.
STUDFT-2	Fee Type must be Z (Full Fee) or L(15 – 17 years old) for all enrolments against a Diploma and above qualification for enrolment start dates from 01/01/2014 for students who commenced their qualification after 22 August 2013.
STUGVE-1	Student Given Names not supplied
STUIDE-1	Provider Student ID not supplied
STUIDE-2	Provider Student ID is invalid
STUSRE-1	Student Surname not supplied
STUSRE-2	Student Surname does not match that of the registered Apprentice or Trainee
STUSRE-3	Student Surname does not match that of an uploaded or entered student
TRSNUM-1	TRS No not supplied
TRSNUM-2	TRS No is invalid
TRSNUM-3	TRS No does not relate to a valid Training contract

TRSNUM-6	The Qualification to which the TRS No is attached does not match the Qualification assigned to the Contracted Program of Study
TRSREG-1	TRS Student is not registered.
UNSTID-1	Unique Student Identifier is not reported
UNSTID-2	Unique Student Identifier is not a valid value
UNSTID-3	Unique Student Identifier is not unique
UOCCOD-1	UoC/Module Code not supplied
UOCCOD-2	UoC/Module Code is invalid
UOCEDTA-1	Reported UoC End Date is greater than CPS Training Activity End Date
UOCHOU-1	UoC/Module Hours not supplied.
UOCHOU-2	UoC/Module Hours do not match the hours as defined by STARS
UOCNAM-1	UoC/Module Name not supplied
UOCOUTPERIOD-1	Out of Commencing Period Error
UOCSDEDO-1	Outcome code 55 should not be used if the start date is more than 70 days in the past.

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

STUGEN-1	Gender not supplied
STUGEN-2	Gender is invalid
STUGVS-1	Student Given Names not supplied
STUGVS-2	Student Given Names 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.
ENDDAT-5	Enrolment End Date is between 0 and 28 days after the TRS Completion Date for the relevant TRS 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 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