



Record formats for Student Demographic Information – 2008 (for schools using Microsoft Excel)

1.0 Submission of student demographic information

Schools may submit their students' demographic information using Microsoft Excel software if they do not have access to programs (eg MAZE/SIS) to produce their details.

Microsoft Excel can be used to set up spreadsheets in which the demographic information for each student in a year group can be entered. The formats of the spreadsheets are given below.

2.0 Setting up the student demographic information spreadsheet for students in an academic year

For each student within the academic year group, one row of information is required. This row contains student classification information for national reporting.

A description of what is required for each row is listed in section 6.0 *Detailed Record Format – Demographic Information*.

2.1 Sample for entering the demographic information for Year 12 students follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	STD	1234	2008	14000001	12	1101	1201	1	4	08	11	2007	524			14	17						Smith	Fred			
2	STD	1234	2008	14000002		1201	1201	2	4		11	2006				99							Ryan	James			
3																											

3.0 Detailed record format – demographic information

One row of information must be provided for each student. Please note that a provider is a school or organisation authorised to offer the Western Australian Certificate of Education.

The details of each column are:

Column	Maximum Number of Characters Per Column	Description	Requirement -Mandatory (M) or Optional (O)
A	5	Record type - STDMG	M
B	10	Provider code Unique code for a course provider	M
C	4	Calendar year Must be current year Format CCYY	M
D	15	Curriculum Council student number <i>Must be a valid student number issued by Curriculum Council</i>	M
E	2	Academic year Must be either 08, 09, 10, 11, 12	M – please refer to note 1 on page 3.
F	4	Country of birth identifier <i>Refer to the Australian Standard Classification of Country Codes. Details can be found at the following address:</i> http://www.ncver.edu.au/publications/1558.html .	O
G	4	Language spoken at home identifier <i>Refer to the Australian Standard Classification of Language Code. Details can be found at the following address:</i> http://www.ncver.edu.au/publications/1558.html <i>(1201 = English)</i>	O
H	1	Proficiency in spoken English <i>1 = very well 2 = well 3 = not well 4 = not at all</i>	O
I	1	Australian Aboriginal or Torres Strait Islander <i>1 = Aboriginal 2 = Torres Stait Islander 3 = Aboriginal and Torres Strait Islander 4 = Neither 9 = Not Stated</i>	M

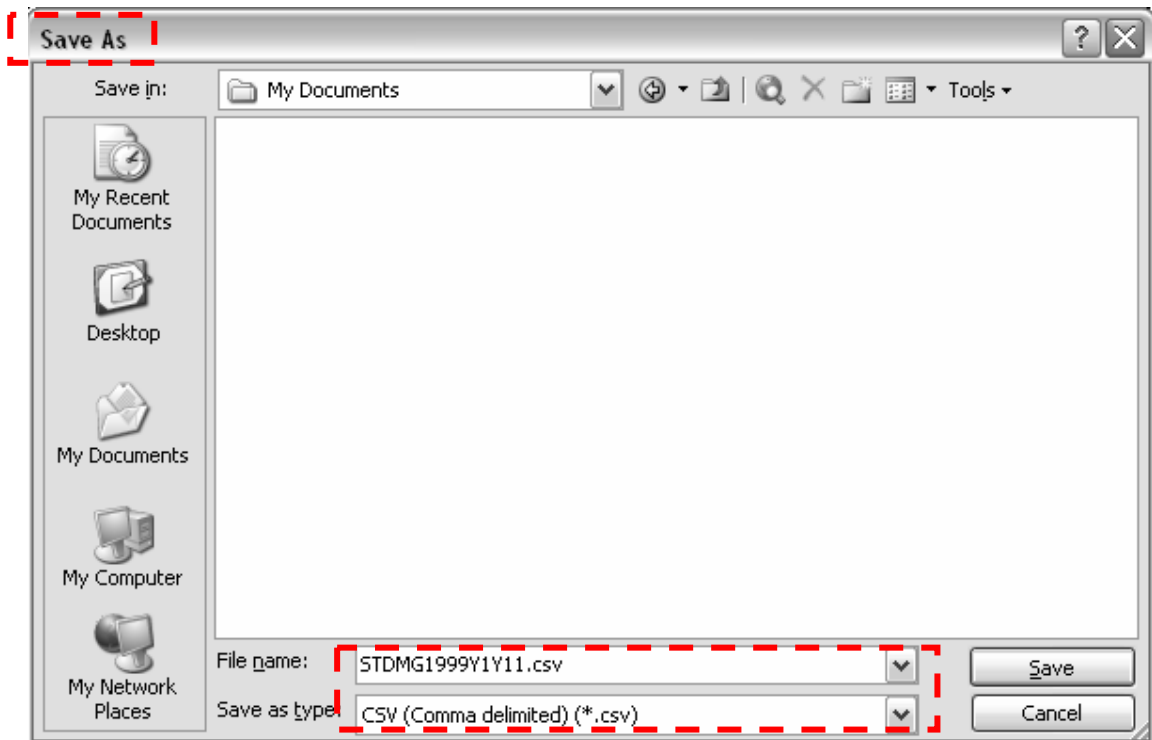
J	2	<p><i>Labour force identifier</i></p> <p>01 = Full time employee 02 = Part time employee 03 = Self employed 04 = Employer 05 = Employed – unpaid work in a family business 06 = Unemployed – seeking full-time job 07 = Unemployed – seeking part-time job 08 = Not employed – not seeking employment</p>	O – please refer to note 1 on page 3.
K	2	<p>Highest school level completed</p> <p>02 = Did not attend school 08 = Year 8 or below 09 = Year 9 or equivalent 10 = Completed Year 10 11 = Completed Year 11 12 = Completed Year 12</p>	O – please refer to note 1 on page 3.
L	4	<p><i>Year highest school level completed</i></p> <p><i>In ccy format.</i></p>	O
M	3	<p>Prior education achievement 1</p> <p>008 = Bachelor degree or higher 410 = Advanced diploma or associate degree Level 420 = Diploma level 511 = Certificate 4 514 = Certificate 3 521 = Certificate 2 524 = Certificate 1 990 = Misc. education</p>	O – please refer to note 1 on page 3.
N	3	<p><i>Prior education achievement 2</i></p> <p>008 = Bachelor degree or higher 410 = Advanced diploma or associate degree level 420 = Diploma level 511 = Certificate 4 514 = Certificate 3 521 = Certificate 2 524 = Certificate 1 990 = Misc. education</p>	O – please refer to note 1 on page 3.

O	3	<p>Prior education achievement 3</p> <p><i>008 = Bachelor degree or higher</i> <i>410 = Advanced diploma or associate degree level</i> <i>420 = Diploma level</i> <i>511 = Certificate 4</i> <i>514 = Certificate 3</i> <i>521 = Certificate 2</i> <i>524 = Certificate 1</i> <i>990 = Misc. education</i></p>	O – please refer to note 1 on page 3.
P	2	<p>Disability code 1</p> <p><i>11 = Hearing/deaf</i> <i>12 = Physical</i> <i>13 = Intellectual</i> <i>14 = Learning</i> <i>15 = Mental illness</i> <i>16 = Acquired brain impairment</i> <i>17 = Vision</i> <i>18 = Medical condition</i> <i>19 = Other</i> <i>99 = Unspecified disability</i></p>	O
Q	2	<p>Disability code 2</p> <p><i>11 = Hearing/deaf</i> <i>12 = Physical</i> <i>13 = Intellectual</i> <i>14 = Learning</i> <i>15 = Mental illness</i> <i>16 = Acquired brain impairment</i> <i>17 = Vision</i> <i>18 = Medical condition</i> <i>19 = Other</i> <i>99 = Unspecified disability</i></p>	O
R	2	<p>Disability code 3</p> <p><i>11 = Hearing/deaf</i> <i>12 = Physical</i> <i>13 = Intellectual</i> <i>14 = Learning</i> <i>15 = Mental illness</i> <i>16 = Acquired brain impairment</i> <i>17 = Vision</i> <i>18 = Medical condition</i> <i>19 = Other</i> <i>99 = Unspecified disability</i></p>	O

S	2	Disability code 4 <i>11 = Hearing/deaf</i> <i>12 = Physical</i> <i>13 = Intellectual</i> <i>14 = Learning</i> <i>15 = Mental illness</i> <i>16 = Acquired brain impairment</i> <i>17 = Vision</i> <i>18 = Medical condition</i> <i>19 = Other</i> <i>99 = Unspecified disability</i>	O
T	2	Disability code 5 <i>11 = Hearing/deaf</i> <i>12 = Physical</i> <i>13 = Intellectual</i> <i>14 = Learning</i> <i>15 = Mental illness</i> <i>16 = Acquired brain impairment</i> <i>17 = Vision</i> <i>18 = Medical condition</i> <i>19 = Other</i> <i>99 = Unspecified disability</i>	O
U	2	Disability code 6 <i>11 = Hearing/deaf</i> <i>12 = Physical</i> <i>13 = Intellectual</i> <i>14 = Learning</i> <i>15 = Mental illness</i> <i>16 = Acquired brain impairment</i> <i>17 = Vision</i> <i>18 = Medical condition</i> <i>19 = Other</i> <i>99 = Unspecified disability</i>	O
V	2	Disability code 7 <i>11 = Hearing/deaf</i> <i>12 = Physical</i> <i>13 = Intellectual</i> <i>14 = Learning</i> <i>15 = Mental illness</i> <i>16 = Acquired brain impairment</i> <i>17 = Vision</i> <i>18 = Medical condition</i> <i>19 = Other</i> <i>99 = Unspecified disability</i>	O
W	30	Student family name	M
X	30	Student given name	M (optional if student only has a family name)

4.0 Saving the student demographic information

Once the year group's student data has been entered into the spreadsheet, the file needs to be saved as a CSV file as indicated below.



5.0 File Naming

The file name convention is of the form:

XXXXXSSSSTYYYY.csv

where XXXXX = record type eg. STDMG
SSSS = the provider/school code (eg 4001);
TT = S1, S2, Y1 for semester or year long data;
YYY = Y11, Y12 for Year 11 or Year 12 data
or YUP for combined year 11 & year 12 data

For example:

- a file name of demographic information of students from provider/school 4171 for Year 12 would be **STDMG4171Y1Y12.CSV**

6.0 Transferring Data to the Curriculum Council

Administrators will need to upload their student demographic information onto the Student Information Records System (SIRS).

Instructions have been included in **section 5.4** of the *2008 WACE Procedures Manual* to assist schools to upload their student demographic information. These quick reference guides list the steps to be followed for uploading your school's data files.

January 2008