

Recording USIs via RABS

Instructions for recording, exporting and uploading USIs for students completing Year 12 in 2019

As part of the transition to the new QCE system, SLIMS Registration and Banking System (RABS) should continue to be used only for students in Year 12 (2019), or for students who have finished their senior schooling and are still banking credit towards a QCE. SLIMS/RABS use will continue until late 2019, when the application will be decommissioned and retained for historical records.

From March 2018, the QCAA's Student Management application will hold learning account information for the Year 10 and Year 11 (2019) cohorts and subsequent cohorts for all other students.

For further information regarding the Student Management application, refer to www.qcaa.qld.edu.au/senior/student-management.

Schools that are registered training organisations (RTOs) have to report Unique Student Identifiers (USIs) to the QCAA for:

- national reporting purposes
- inclusion of student results in the national VET Registry.

From 1 January 2015, legislation requires that all students issued with a VET qualification and/or Statement of Attainment must have a USI.

School sectors will be working with schools that are RTOs to help them obtain USIs for their students from the Australian Government Department of Education and Training.

For VET results to be reported nationally and recorded in the national VET Registry, schools that are RTOs need to report both the students' results and USIs to the QCAA. Because the QCAA aggregates and reports VET activity on behalf of Queensland schools, the USI needs to be captured for reporting Total VET Activity as required under the VET Quality Framework (VQF).

How to export learners enrolled in VET at your school RTO

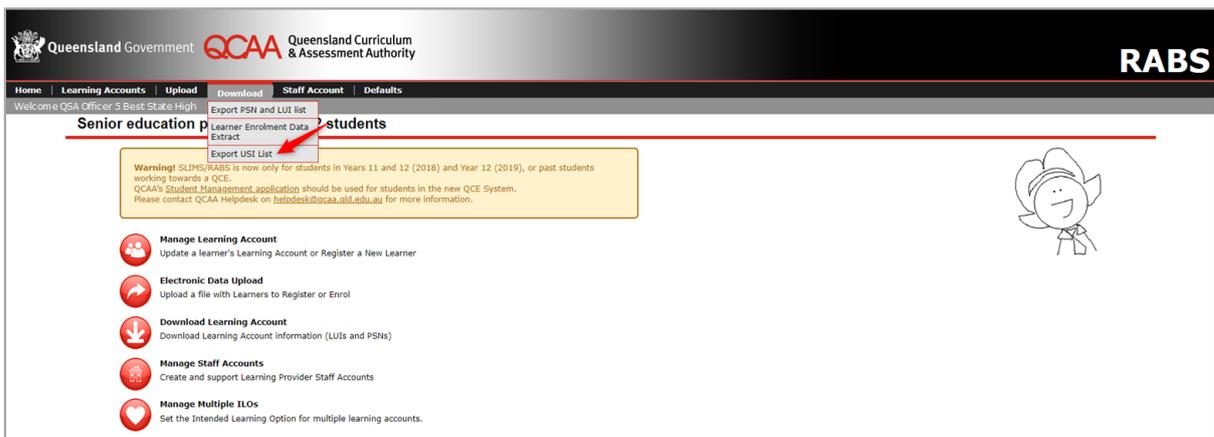
After each major Student Data Capture System (SDCS) data submission to the QCAA, school RTOs can download a csv file from RABS that identifies students with VET activity at their school whose USI must be reported.

The extracted csv file can be used as a template to upload a revised csv file into RABS to update the VET learners for their USI.

Allow two to three days after SDCS data is submitted to the QCAA for the latest VET enrolments to be included in an extract from RABS.

Access RABS

1. Log in to **RABS**.
2. Hover your mouse over the **Download** menu.



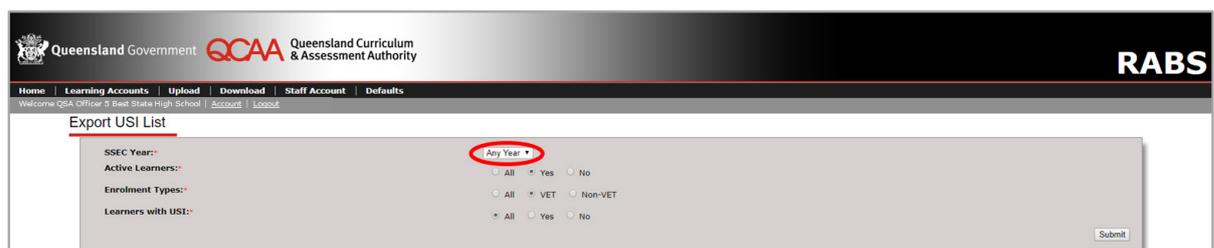
3. Select **Export USI List**.



Export using default filter options

Running the export on the **default settings** produces a csv file of all learners in the selected cohort who have a current enrolment at your school and/or school RTO who have at least one VET course enrolment at your school RTO, and will include their USI if it already exists in RABS.

4. Select a **SSEC Year**.



5. Click **Submit**.

Export using other filter options

Filter options are available to run the export for various datasets.

- **Senior Secondary Education Completion (SSEC) Year**

Select the cohort you require by selecting the SSEC Year for that cohort.

- **Active Learners**

'Active learners' are those who have a provider enrolment with your school and/or your school RTO that has not been ceased.

The default is <Yes> to extract learners currently enrolled at your organisation.

- **Enrolment Types**

Learners are deemed to be VET enrolments if at least one VET course enrolment exists in their student learning account at your school RTO, regardless of its results or completion status.

Learners are deemed to be 'Non-VET' if no enrolment in a VET course exists in their learning account at your school RTO.

The default is <VET> to extract learners enrolled in at least one VET course at your school RTO.

- **Learners with USI**

The extract can be filtered to only return learners with or without USIs, or 'All learners' fitting the other selected filter options.

The default is <All> to extract all learners with and without USIs in the other selected filter options.

Running the report on **Active Learners = All** will include learners who have left the school and school RTO, but who may still require their USI to be reported.

Save your file

6. **Save** the extracted file.

By default, the filename includes your school code and the current date and time of the extract in the format USI-orgXXX-YYYY_MM_DD_hh_mm_ss.csv.

Where	XXX	= school code	hh	= current hour
	YYYY	= current year	mm	= current minutes
	MM	= current month	ss	= current seconds
	DD	= current day		

For example: USI-org999-2019_04_28_09_40_22.csv

To identify the file for the cohort for whom you have run the extract, you can rename the file to also include the cohort.

How to record USIs via RABS

USIs can be recorded in RABS by either school Main Learning Providers (MLPs) or school Other Learning Providers (OLPs). However, only MLPs can:

- edit a USI via the Personal Details tab for a learner or via a csv file upload
- delete a USI, and then only for an individual learner via their Personal Details page in RABS.

Schools can enter learners' USIs either by:

- uploading a csv file via RABS — either a revised extract or a file extracted from the school management system

or

- individually recording a USI for a learner via their Personal Details tab in RABS.

Record USIs in bulk via a csv file

To successfully upload USIs to RABS, the data file must meet the following file specifications:

Field	Format (size in characters)	Rules
LUI	Numeric (10)	Must be a valid 10-digit LUI, and must match learner details in RABS.
PSN	Alphanumeric (maximum 15)	May be blank.
Last Name	Alphanumeric (maximum 40)	Must match learner details in RABS.
Given Name	Alphanumeric (maximum 34)	Must match learner details in RABS.
Date of Birth	YYYY-MM-DD	Must match learner details in RABS.
Gender	Alphanumeric (1)	Must be M or F, and must match learner details in RABS.
USI	Alphanumeric (10)	Must contain upper case letters A–Z excluding O & I, and numbers 2–9.
Optional field	Extract includes optional field confirming learner has VET enrolments.	This field is not required, but can exist if revising an exported file from RABS.

Working with exported csv files in Microsoft Excel

Once you have saved the csv file, you may open it in Excel to update records for learners' USIs, ready to upload into RABS.

To assist with data entry, you can include a header record with the first cell prefixed by #. This prefix allows the data upload to be processed, as the first row will be treated as a comment.

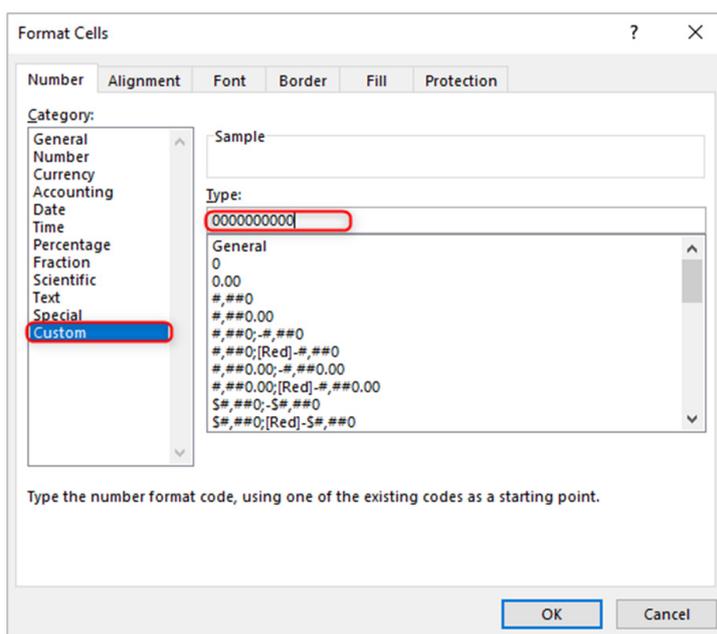
Sample revised extract from RABS in Excel spreadsheet

#LUI	PSN	Last_names	Given_names	DOB	Gender	USI	VET
0000000002	1234567ABCD	Echidna	Ellie	2000-07-07	F	00ZF12XK09	Y
0000000038	9876123456X	Wombat	Wakako	2001-11-24	F		
0000000001	1234567817C	Lizard	Lizzy	2001-10-12	F	DJG0ZF00AB	Y
0000000003	234567890XX	Koala	Kenny	2002-01-05	M		Y
0000000016	456789123BG	Magpie	Mai-Lin	2001-02-10	F		Y
0000000026	987612345ZA	Quail	Quan	2001-12-14	M		Y
0000000035	654321983MB	Octopus	Omar	2001-10-29	M	00K00S00M	Y
0000000030	345687987XY	Crocodile	Christos	2001-11-15	M		Y
0000000031	2345672347M	Bilby	Belinda	2000-07-10	F		Y
0000000025	1234567891R	Kookaburra	Kylie	2001-02-15	F		Y
0000000015	543216789RK	Dugong	Doug	2000-07-17	M		Y
0000000029	654321987ML	Dunnart	Dhara	2000-11-24	M	0000SB00YZ	Y

Note: When working with exported csv files in Excel, format the LUI column to 10 digits — Excel removes leading zeros and the date of birth needs to be formatted to suit uploading into RABS for new USIs.

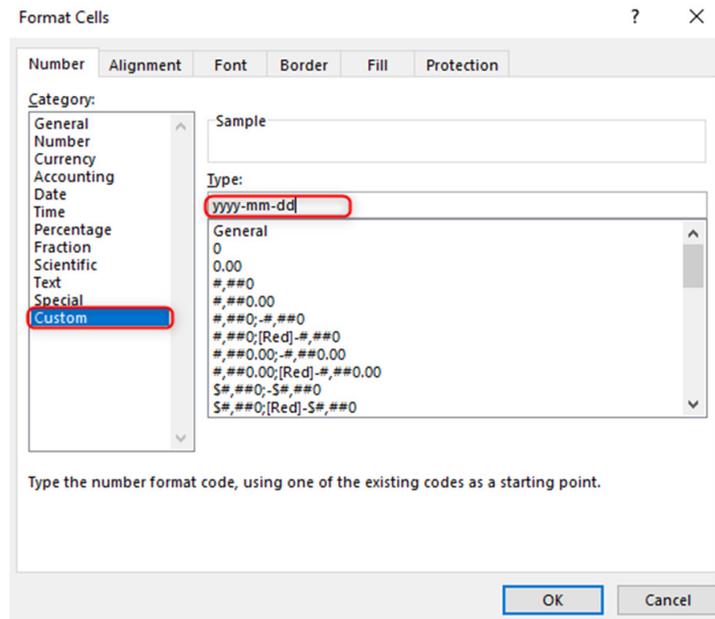
1. Format the LUI to 10 digits

1. Open the csv file in **Excel**.
2. Select **Column A**, which contains the LUI.
3. Right-click and select **Format Cells**.
4. Select the **Number** tab and click **Custom**.
5. Type 10 zeros (0000000000) in the **Type** box, as shown here.
6. Click **OK**.



2. Format the Date of Birth to yyyy-mm-dd

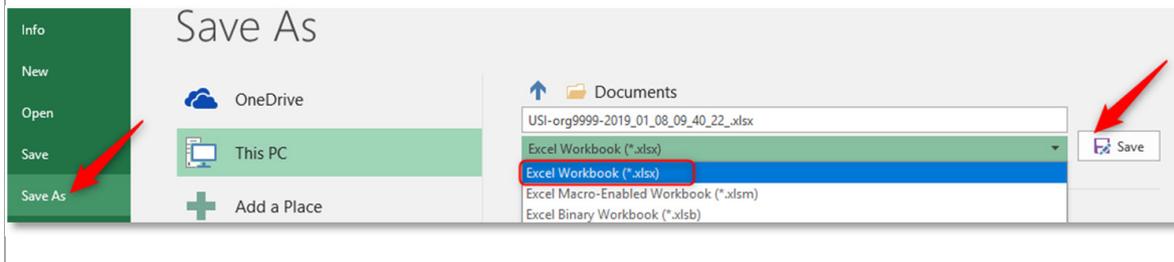
1. Open the csv file in **Excel**.
2. Select **Column E**, which contains the Date of Birth.
3. Right-click and select **Format Cells**.
4. Select the **Number** tab and click **Custom**.
5. Type the Date format yyy-mm—dd in the **Type** box, as shown here.
6. Click **OK**.



Once you have set the formats for the LUI and Date of Birth fields in Excel, save the file as an Excel workbook to retain them.

3. Save the csv file as an Excel workbook

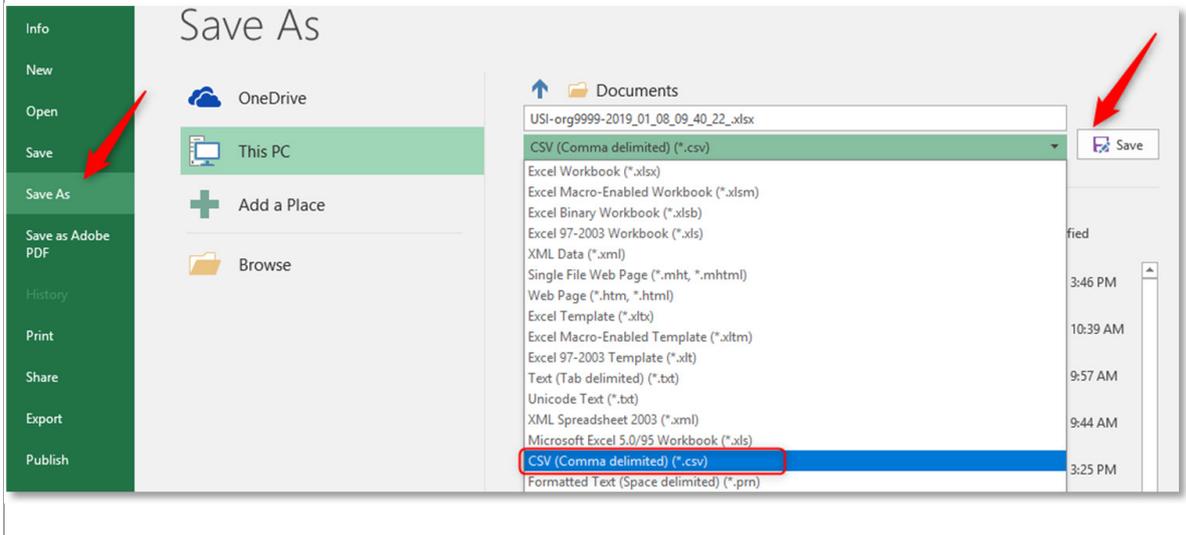
1. Select **File**.
2. Click **Save As**.
3. Select **Excel Workbook (*.xlsx)**.
4. Click **Save**.



Continue to work in the file as a spreadsheet. Once you have entered learners' USIs, save the file as an Excel workbook for the final time, then save the file as a csv file ready to upload into RABS.

4. Save the Excel workbook as a csv file

1. Select **File**.
2. Click **Save As**.
3. Select **CSV (Comma delimited) (*.csv)**.
4. Click **Save**.



This csv file can now be uploaded into RABS to record USIs for your learners.

You can continue to update the Excel file to record additional USIs, then re-save as a new csv file to create a new upload file.

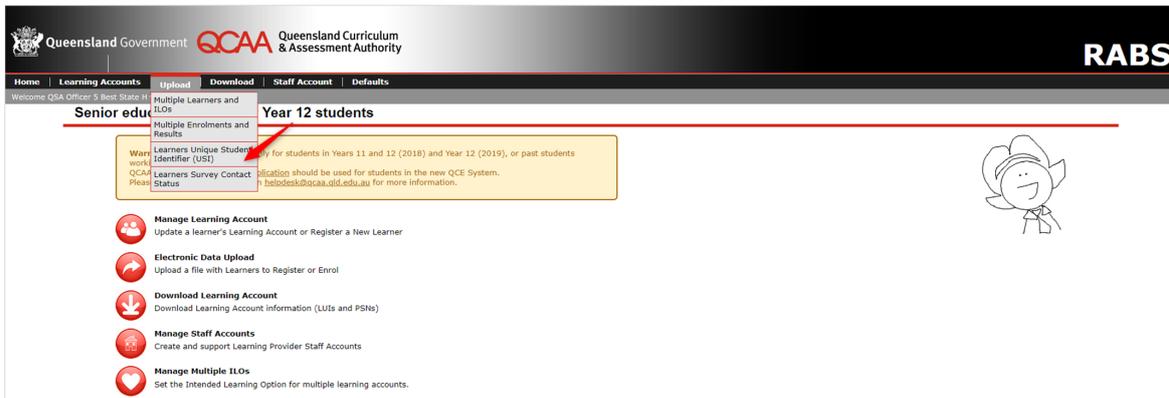
This is an example of a csv file opened in Notepad.



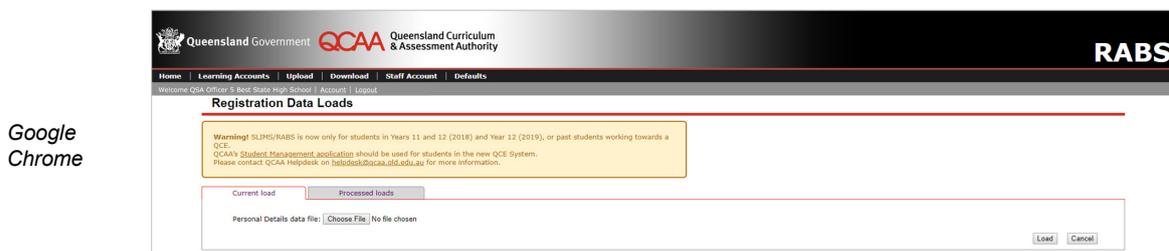
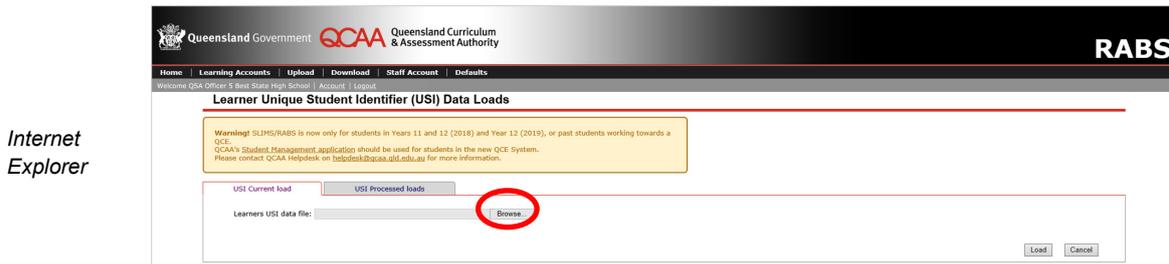
Upload csv file into RABS

Once you have added the USIs to your worksheet and checked the data, or exported a file from your school management system in the required format, you are ready to upload the file into RABS.

1. Log in to **RABS**.
2. Hover your mouse over the **Upload** menu.
3. Select **Learners Unique Student Identifier (USI)**.



4. Click **Browse (Internet Explorer)** or **Choose File (Google Chrome)** to search for your saved csv file.



5. Select your csv file from the browser view and click **Open**.
6. Click **Load**.

7. The **USI Current load** tab is displayed.

- If any issues exist in the data file, validation messages will display in the **Issues** column. You must fix all issues in the csv file before it can be loaded and processed.

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Home | Learning Accounts | Upload | Download | Staff Account | Defaults

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Learner Unique Student Identifier (USI) Data Loads

Warning! SLIMS/RABS is now only for students in Years 11 and 12 (2018) and Year 12 (2019), or past students working towards a QCE.
 QCAA's [Student Management application](#) should be used for students in the new QCE System.
 Please contact QCAA Helpdesk on helpdesk@qcaa.qld.edu.au for more information.

USI Current load | USI Processed loads

The processing of the Learners USIs data load actions must be confirmed.
 The data load has errors.
 To cancel this load, click the [Cancel] button.

Loaded	User	File	Type
2019-01-08 13:10:08	QSA Officer 5	USI-orgXXX-YYYY_MM_DD_hh_mm_ss.csv	Learners USI

Current	NEW USI	LUI	PSN	Last Name	Given Names	Date of Birth	Gender	Issues
	00ZF12XK09	0000000002	1234567ABCD	Echnida	Ellie	07/07/2000	F	Learner could not be found for LUI, Last name, Given names, DOB and Gender

Clicking *I confirm...* checkbox and clicking the [Confirm] button indicates the following:

- You have examined and agree with the actions of the data load.
- You have the authority to make the requested changes to the learner records.

I confirm that the data supplied is correct

Confirm Cancel

- See **Appendix A** for a list of validation messages and how to address them.
- If no issues exist in the data file, details of learners within the file will be displayed.

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Learner Unique Student Identifier (USI) Data Loads

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 Please contact QCAA Helpdesk on helpdesk@qcaa.qld.edu.au for more information.

USI Current load | USI Processed loads

The processing of the Learners USIs data load actions must be confirmed.
 The data load has errors.
 To cancel this load, click the [Cancel] button.

Loaded	User	File	Type
2019-01-08 13:10:08	QSA Officer 5	USI-orgXXX-YYYY_MM_DD_hh_mm_ss.csv	Learners USI

Current	NEW USI	LUI	PSN	Last Name	Given Names	Date of Birth	Gender
	00ZF12XK09	0000000002	1234567ABCD	Echnida	Ellie	07/07/2000	F
		0000000038	9876123456X	Wombat	Wakako	24/11/2001	F
	DJG0ZF00AB	0000000001	1234567817C	Lizard	Lizzy	12/10/2001	F
		0000000003	234567890XX	Koala	Kenny	05/01/2002	M
		0000000016	456789123BG	Magpie	Mai-Lin	10/02/2001	F
		0000000026	987612345ZA	Quail	Quan	14/12/2001	M
	00K000S00M	0000000035	654321983MB	Octopus	Omar	29/10/2001	M
		0000000030	345687987XY	Crocodile	Christos	15/11/2001	M
		0000000031	2345672347M	Bilby	Belinda	10/07/2000	F
		0000000025	1234567891R	Kookaburra	Kylie	15/02/2001	F
		0000000015	543216789RK	Dugong	Doug	17/07/2000	M
	0000SB00YZ	0000000029	654321987ML	Dunnart	Dhara	24/11/2000	M

Clicking *I confirm...* checkbox and clicking the [Confirm] button indicates the following:

- You have examined and agree with the actions of the data load.
- You have the authority to make the requested changes to the learner records.

I confirm that the data supplied is correct

Confirm Cancel

8. Tick **I confirm that the data supplied is correct** and click **Confirm**.

Clicking *I confirm...* checkbox and clicking the *[Confirm]* button indicates the following:

- You have examined and agree with the actions of the data load.
- You have the authority to make the requested changes to the learner records.

I confirm that the data supplied is correct

Confirm **Cancel**

9. After processing, the message **'The data load was processed successfully'** will display, with details of the processed data.

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Learner Unique Student Identifier (USI) Data Loads

The data load was processed successfully.

USI Current load | USI Processed loads

Learners USI data file: No file chosen

Loaded	User	File	Type
2019-01-08 13:10:08	QSA Officer 5	USI-orgXXX-YYYY_MM_DD_hh_mm_ss.csv	Learners USI

Current	NEW USI	LUI	PSN	Last Name	Given Names	Date of Birth	Gender
	00ZF12XK09	0000000002	1234567ABCD	Echnida	Ellie	07/07/2000	F
		0000000038	9876123456X	Wombat	Wakako	24/11/2001	F
	DJG0ZF00AB	0000000001	1234567817C	Lizard	Lizzy	12/10/2001	F
		0000000003	234567890XX	Koala	Kenny	05/01/2002	M
		0000000016	456789123BG	Magpie	Mai-Lin	10/02/2001	F
		0000000026	987612345ZA	Quail	Quan	14/12/2001	M
	00KD00S00M	0000000035	654321983MB	Octopus	Omar	29/10/2001	M
		0000000030	345687987XY	Crocodile	Christos	15/11/2001	M
		0000000031	2345672347M	Bilby	Belinda	10/07/2000	F
		0000000025	1234567891R	Kookaburra	Kylie	15/02/2001	F
		0000000015	543216789RK	Dugong	Doug	17/07/2000	M
	0000SB00YZ	0000000029	654321987ML	Dunnart	Dhara	24/11/2000	M

10. View previous data loads at any time by navigating to the **USI Processed loads** tab.

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Learner Unique Student Identifier (USI) Data Loads

USI Current load | USI Processed loads

Recently Processed Learners USI Data Loads

ID	User	File	Type	Records
24568	QSA Officer 5	USI-orgXXX-YYYY_MM_DD_hh_mm_ss.csv	USI	28

- View details of each USI Processed load by clicking on the associated record count.

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Learner Unique Student Identifier (USI) Data Loads

USI Current load | **USI Processed loads**

Learners USI Load

Current	NEW USI	LUI	PSN	Last Name	Given Names	Date of Birth	Gender
	00ZF12XK09	0000000002	1234567ABCD	Echnida	Ellie	07/07/2000	F
		0000000038	9876123456X	Wombat	Wakako	24/11/2001	F
	DJGZF00AB	0000000001	1234567817C	Lizard	Lizzy	12/10/2001	F
		0000000003	234567890XX	Koala	Kenny	05/01/2002	M
		0000000016	456789123BG	Maggie	Mai-Lin	10/02/2001	F
		0000000026	987612345ZA	Quail	Quan	14/12/2001	M
	00K00S00M	0000000035	654321983MB	Octopus	Omar	29/10/2001	M
		0000000030	345687987XY	Crocodile	Christos	15/11/2001	M
		0000000031	2345672347M	Bilby	Belinda	10/07/2000	F
		0000000025	1234567891R	Kookaburra	Kylie	15/02/2001	F
		0000000015	543216789RK	Dugong	Doug	17/07/2000	M
	0000SB00YZ	0000000029	654321987ML	Dunnart	Dhara	24/11/2000	M

Record a USI for an individual learner

- Hover your mouse over **Learning Accounts**.
- Select **Learner Details**.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority

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RABS

Learner Details | **ation profile for Year 12 students**

Enrolments and Results

OP/FP

Manage Multiple ILOs

SLIMS/RABS is now only for students in Years 11 and 12 (2018) and Year 12 (2019), or past students towards a QCE.

QCE Student Management application should be used for students in the new QCE System. Please contact QCAA Helpdesk on helpdesk@qcaa.qld.edu.au for more information.

- Manage Learning Account**
Update a learner's Learning Account or Register a New Learner
- Electronic Data Upload**
Upload a file with Learners to Register or Enrol
- Download Learning Account**
Download Learning Account Information (LUIs and PSNs)
- Manage Staff Accounts**
Create and support Learning Provider Staff Accounts
- Manage Multiple ILOs**
Set the Intended Learning Option for multiple learning accounts.

- Enter search criteria for the desired learner and click **Search**.
- Select learner from **Result list**.
- On the **Personal Details** tab, record **USI**.

A school that is either a learner's MLP or OLP may record the learner's USI. Only the MLP can update or delete a USI once it has been recorded.

6. Scroll down and click **Save**.

Manage Learning Account - Ellie Echidna - 000000002

Personal Details	Intended Learning Options	Enrolments & Results	OP/FP
LUI: 000000002		Year Level: Year 12 <small>Year level at time of registration</small>	
Password: [masked] Reset Password		Date of Birth: 07/07/2000	<input type="checkbox"/> Deceased
Last Name: Echidna		Given Names: Ellie	
Gender: <input checked="" type="radio"/> Female <input type="radio"/> Male		Home Language: English	
Country of Birth: Australia		CPP: No	
Indigenous Status: Not stated / Unknown		SSEC: 2019 <small>Senior Secondary Education Completion Year</small>	
USI: 00ZF12XK09			
Literacy Notional Sound: No		Numeracy Notional Sound: No	
Notional Sound Literacy Subject: [dropdown]		Notional Sound Numeracy Subject: [dropdown]	
Remove Literacy Notional Sound: <input type="checkbox"/>		Remove Numeracy Notional Sound: <input type="checkbox"/>	
Previous Names: Add Previous name			
Contact Details:			
Home Phone: 1234567890	Mobile Phone: 1234567890		
Postal Address:			
Address Line 1: 10 Gumtree Crescent			
Address Line 2: [empty]			
Suburb/Town: GUMVALE			
Postcode: 4999 <small>(only if in Australia)</small>			
State: Queensland <small>(only if in Australia)</small>			
Country: Australia			
			Cancel Save

Further assistance

For assistance, email ClientServices@qcaa.qld.edu.au or telephone (07) 3864 0278.

Appendix A: Error and validation messages

All errors and validation messages must be corrected before a file will process.

File type error	Action
The file [filename] you have specified does not appear to be valid. The file has no contents.	Occurs when a blank file is loaded. Check for the correct csv input file containing records to be processed and select the correct csv file for upload.
Validation Error You must correct the following error(s) before proceeding: <ul style="list-style-type: none"> The file [USI-999-2019_04_28_09_40_22.xlsx] you have specified does not appear to be valid. The file must have a csv file extension. 	Occurs when an incorrect file type is loaded. Check the input file has been saved as a csv file and select the csv file for upload.

Field validations	Action
Personal Details tab	
USI valid values are upper case A–Z [excluding O & I], numbers 2–9.	Check learner's USI. A USI must only contain upper case letters A–Z excluding O & I, and numbers 2–9.
USI length must be 10 characters.	Check learner's USI. A USI must contain 10 characters.
CSV file upload	
USI length must be 10 characters.	Check learner's USI. A USI must contain 10 characters.
USI valid values are A–Z [excluding O & I], numbers 2–9.	Check learner's USI. A USI must only contain upper case letters A–Z excluding O & I, and numbers 2–9.
LUI must be 10 characters long.	Check learner's LUI. A LUI must contain 10 digits.
LUI must be numeric.	Check learner's LUI. A LUI must be numeric.
PSN cannot be more than 15 characters long.	Check learner's PSN. A PSN cannot be longer than 15 characters.
Last name cannot be more than 40 characters long.	Check learner's last name. The last name cannot be longer than 40 characters.
Given names cannot be more than 34 characters long.	Check learner's given names. The given names cannot be longer than 34 characters.
Last name is required.	Last name field is blank. Enter learner's last name.

Given names are required.	Given names field is blank. Enter learner's given names.
Date of birth is required.	Date of birth field is blank. Enter learner's date of birth.
Gender is required.	Gender field is blank. Enter learner's gender.
Unable to understand date of birth format [07/04/1997].	Date of birth field is in wrong format. Update the format of the date of birth field to YYYY-MM-DD.
Unable to understand type of gender [X].	Gender field contains invalid value. Only M or F is valid.
Unable to understand date of birth format [M].	Incorrect data in a field, such as gender in date of birth and a USI in gender, generally indicates a field is missing and data is out of sync for expected columns. Check the file for a missing field, e.g. PSN.
Unable to understand type of gender [23456789AB].	

Learner mismatch validations	Action
Learner could not be found for LUI, last name, given names, DOB and gender.	Learner details in csv file cannot be matched with a learner in RABS. Check learner's LUI, last name, first of given names, date of birth and gender with details recorded in RABS.
Learner USI cannot be updated because this is an inactive duplicate account.	Learner's USI cannot be updated due to duplicate learning accounts having been merged by the QCAA. Search in RABS for the learner's active LUI.

MLP & OLP validations	Action
School Main Learning Provider (MLP) or Other Learning Provider (OLP)	
USI already exists and cannot be set to blank.	Only MLPs can delete a USI, and only via the Personal Details tab for a learner. Either update the record for the correct USI for the learner or remove the record from the csv file.
OLP	
Only the MLP can change the USI.	Only MLPs can update a USI. An OLP must either update the record for the correct USI for the learner, or remove the record from the csv file and contact the MLP if the USI in RABS is incorrect.
Neither MLP nor OLP	
This learner is not enrolled at this provider.	Only a provider with an existing school provider enrolment for a learner can record a USI. The learner needs to be removed from the file until a provider enrolment exists for your school or school RTO. Once the learner is enrolled at your school, you can record their USI.

Only the MLP can change the USI.	Only MLPs can update a USI. The learner needs to be removed from the file until a provider enrolment exists for your school or school RTO. Once the learner is enrolled at your school, you can record their USI.
Not a school	
Non-school providers cannot upload learner USIs.	For VET results to be reported nationally and recorded in the national VET Registry, schools that are RTOs need to report both the students' results and USIs to the QCAA. Only a school can upload learners' USIs.