# How to create a spreadsheet to upload multiple enrolments for a single service

Quick Reference Guide

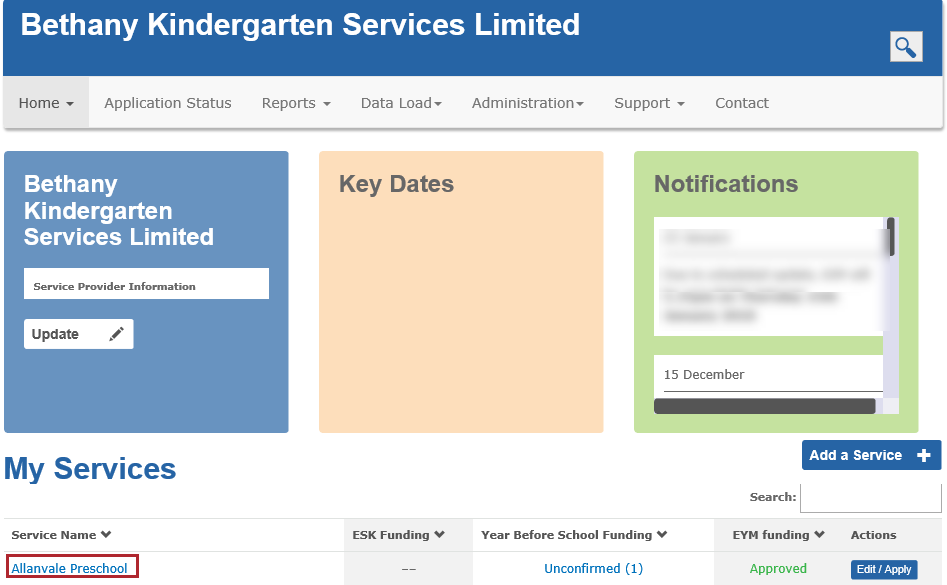
A service provider is required to provide details of all children enrolled and attending a funded kindergarten program for children in the year before school via the Kindergarten Information Management system (KIM).

KIM allows you to add multiple enrolments for a single service by uploading a spreadsheet that you have prepared in advance.

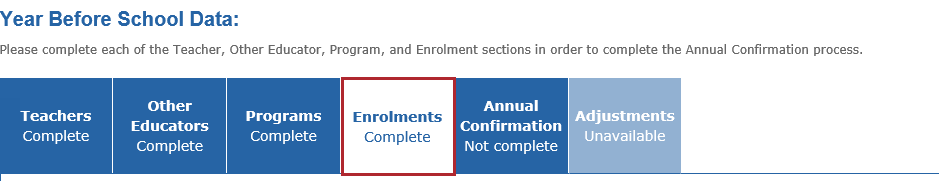
In order to add multiple enrolments successfully, it is important that the enrolments spreadsheet is formatted correctly and then saved as a **.csv** file. This Quick Reference Guide provides instructions for preparing your enrolments spread sheet.

## Download the .csv template

1. From the KIM home page, click the relevant service.



1. Click the **Enrolments** tab.



1. Click **Upload Multiple Enrolments +**.
2. Click **CSV Template**.



When you have completed the following steps and are ready to upload your spreadsheet, it is important that you follow the instructions in the Quick Reference Guide: *How to add, edit or remove an enrolment* in the year before school.

1. Complete and save the .csv spreadsheet to your computer.

Below provides details of all columns in the spreadsheet.

**Column order**

Ensure that the enrolments .csv spreadsheet you have opened and will use contains the following column headings and formatting in this specific order.

**Note:** Do not include any commas, apostrophes or special characters in your data such as: @, \*, $. Hyphens (-) are accepted. See Appendix 1 of this document for more information.

* **ServiceName:** must be exactly the same as the service name in KIM
* **GivenName:** UPPER or lower case or Mixed case. Can include a hyphen but not an apostrophe (‘)
* **FamilyName**: UPPER or lower case or Mixed case. Can include a hyphen but not an apostrophe (‘)
* **Sex**: use a capital M, F or O only
* **DOB**: Date of Birth must be DD/MM/YYYY format only e.g. 26/01/2010
* **AddressUnitNumber**: Child’s unit number. Or leave blank if none.
* **AddressStreetNumber:** The child’s street number.
* **AddressStreetName**: The child’s street name. Can include a hyphen but not an apostrophe (‘)
* **AddressStreetType**: must be all capital letters (see page 6 – Valid Street Types)
* **AddressSuburb:** The child’s suburb.
* **AddressState:** must be all capital letters e.g. VIC
* **DateCommenced:** The date the child commenced the funded kindergarten program in the current calendar year. DD/MM/YYYY format only e.g. 28/01/2015
* **AdultAEducation** – highest level of primary/secondary education (e.g. Year 10 or equivalent, Year 9 or equivalent) that parent/guardian A (Primary Carer) has achieved. If the person has never attended school, select Year 9 or below.
* **AdultAQualification** – highest qualification that parent/guardian A (Primary Carer) has achieved (e.g. no non-school qualification, bachelor degree. If the person has not completed a qualification post school, select ‘No non-school qualification’. Qualifications completed overseas are recognised.
* **AdultAOccupation** – Code of occupation group of Parent/Guardian A’s (Primary Carer) main job. If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 21 months, please use their last occupation to select from the occupation group list. If the person has not been in paid work in the last 12 months, select N. For information about the occupation group codes see Appendix 4 – Parental Occupation Codes.
* **AdultBEducation** – as above. Leave blank if no second parent/guardian.
* **AdultBQualification** – as above. Leave blank if no second parent/guardian.
* **AdultBOccupation** – as above. Leave blank if no second parent/guardian.

**Note:** Ensure there are no SPACES before the first character or after the last character in any cell of the CSV file. Spaces between words are allowed.

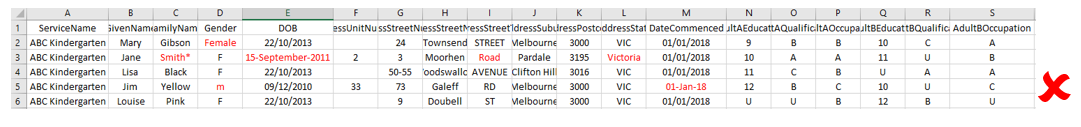
## Formatting examples

### Correct Formatting



**Note**: The above images provide a basic example of how to complete the spreadsheet, ensure you have completed the spreadsheet based the enrolment circumstances.

### Incorrect Formatting

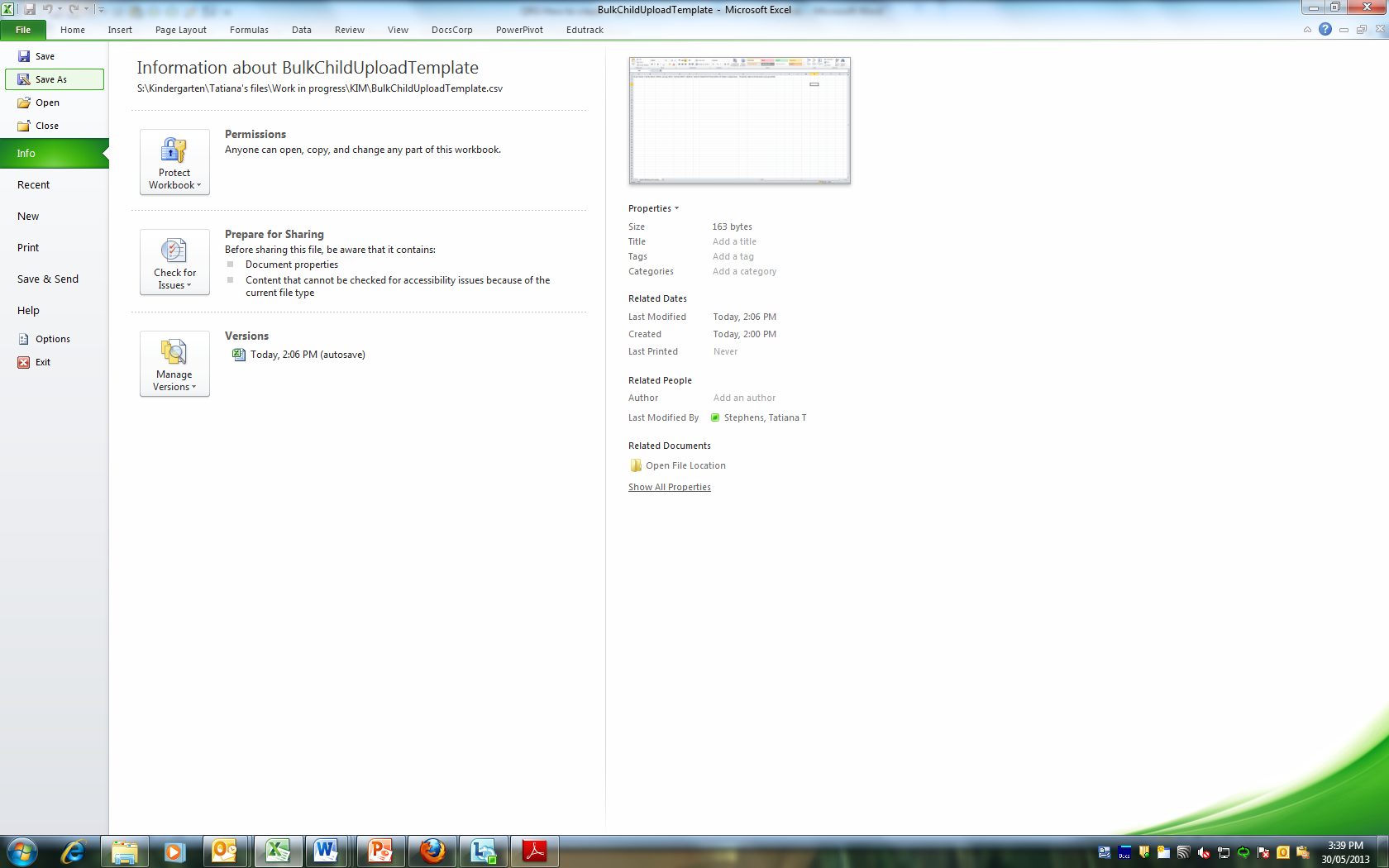


## Document Format and save

Once you have completed the spreadsheet and formatted the cells correctly, the document must be saved in .csv format in order to upload it to KIM.

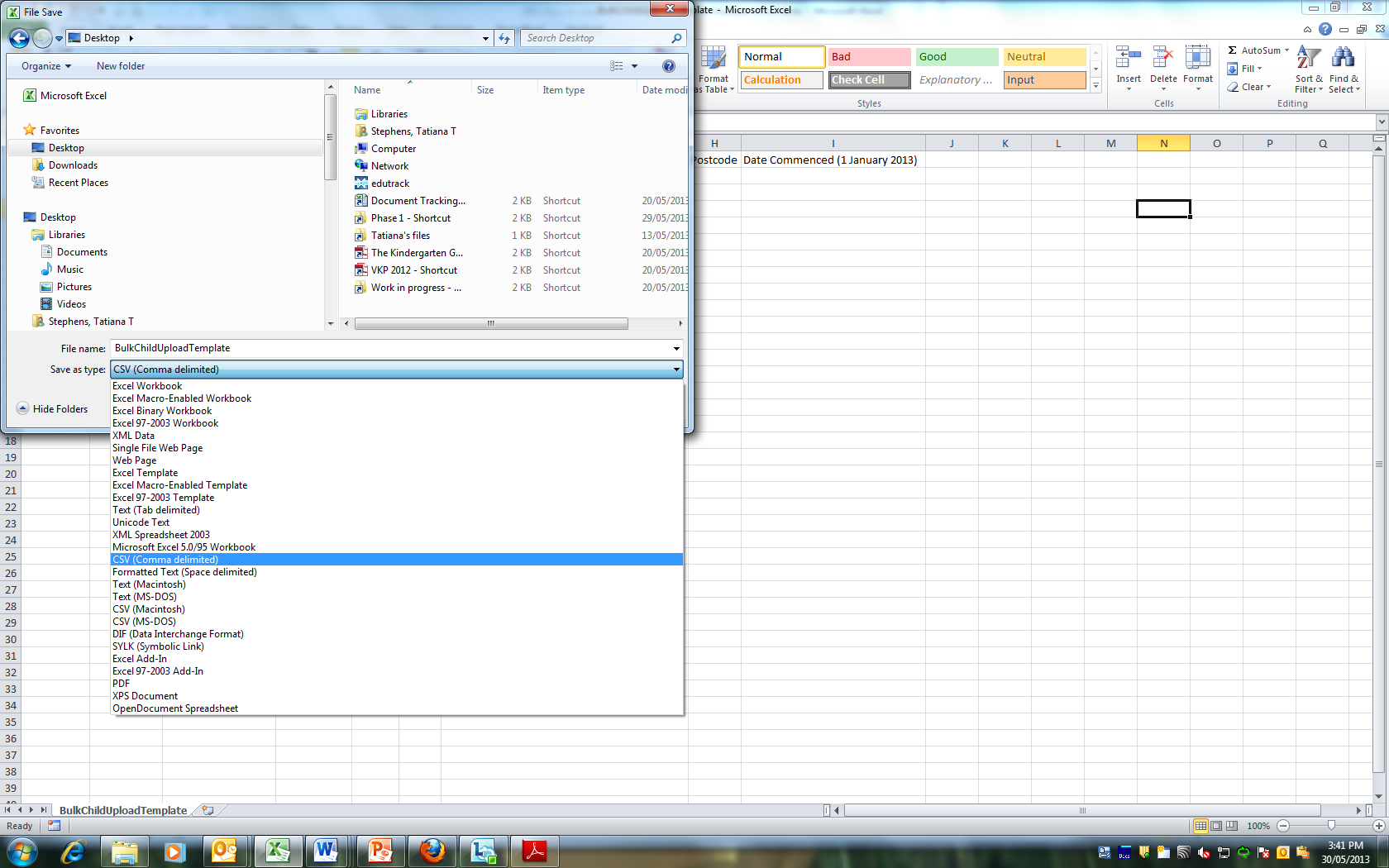
To save the document in .csv format follow these instructions:

1. With the spreadsheet open, select **File**, then **Save As**.

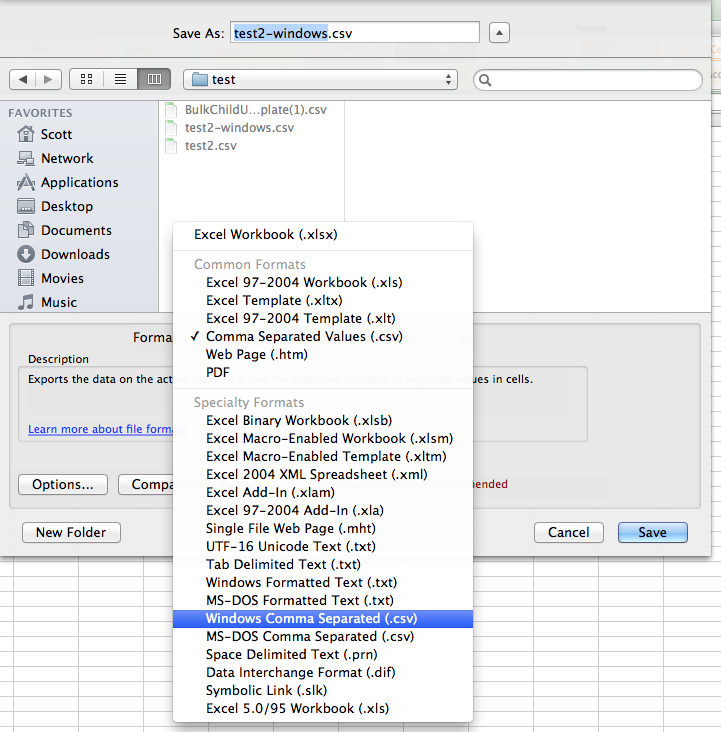


**Result:** The File Save menu pops up.

1. Select the relevant location in your computer to save the file.
2. For Microsoft Office users, click **Save as type** dropdown list and select **CSV (Comma delimited)**, then click **Save**.



**Note:** For Mac users, click **Save as type** dropdown list and select **Windows Comma Separated (.csv)**, then click **Save**.



## Appendix 1 – Mandatory Fields

**Note:**

* Apostrophes (‘) must *not* be entered in any field
* Do not enter future commencement dates
* Do not include spaces before the first or after the last character in each cell
* Do not enter Apostrophes or symbols in the cells e.g: ‘ “ @ $ % =
* Hyphens and spaces between names is permitted e.g. Mary-Louise
* Ensure all dates are formatted DD/MM/YYYY e.g. 16/01/2019
* Ensure Sex, AddressStreetType and AddressState are ALL UPPERCASE

If you are unable to upload the .csv file, please contact the HELP desk for assistance Phone: 1800 614 810 Email: HELP.helpdesk@edumail.vic.gov.au

| Column | Mandatory | Type | Values / Format | Example | Description |
| --- | --- | --- | --- | --- | --- |
| ServiceName | Y | Text | UPPER or lower case or Mixed or hyphen | Appletree Kinder  APPLETREE KINDER  Apple-tree kinder | The name of the service attended by the child  **NOTE:** This must be an exact match of the service name in KIM |
| GivenName | Y | Text | UPPER or lower case or Mixed or hyphenated | Mary  Mary-Jo  Mary Anne | Child’s First Name |
| FamilyName | Y | Text | UPPER or lower case or Mixed or hyphenated  ‘-‘ or space only | Smith  Smith-Hart  Smith Hart | Child’s Last Name |
| Sex | Y | Text | **M** or **F** (UPPERCASE only) | **M** for Male  **F** for Female  **O** for **Other** | Child’s Sex |
| DOB | Y | Date | dd/mm/yyyy | 23/02/2010 | Child’s DOB |
| AddressUnitNumber | N | Text | Blank if not required | Blank  2  A  2A | Child’s Address Unit Number |
| AddressStreetNumber | Y | Text | Numbers , letters | 1  1A  10-12 | Child’s Address Street Number |
| AddressStreetName | Y | Text | UPPER or lower case or Mixed or hyphenated | Alexandra Park  ALEXANDRA PARK  Alexandra-Park | Child’s Address Street Name |
| AddressStreetType | Y | Text | **UPPER** only - refer Appendix 2 for valid street types | STREET  Street types must exactly match the valid street types in Appendix 2 | Child’s Address Street Type |
| AddressSuburb | Y | Text | UPPER or lower case or Mixed or hyphenated | Northcote or Box Hill  NORTHCOTE or BOX HILL  Northcote or Box-Hill | Child’s Address Suburb |
| AddressPostCode | Y | Number | Must be 4 numbers only | 3182 | Child’s Address Postcode |
| AddressState | Y | Text | State code | VIC, NSW, QLD, SA, WA, ACT, NT, TAS | Child’s Address State |
| DateCommenced | Y | Date | dd/mm/yyyy | 28/01/2015 | The date the child commenced at this service |
| AdultAEducation | Y | Number or text | **9, 10, 11, 12, U** | **9** = Year 9 or equivalent or below  **10** = Year 10 or equivalent  **11** = Year 11 or equivalent  **12** = Year 12 or equivalent  **U** = Did not provide a response | The highest year of primary or secondary school the Adult A (Primary Carer) has completed |
| AdultAQualification | Y | Text | **N, C, D, B, U** | **N** = No non-school qualification  **C** = Certificate I to IV (including trade certificate)  **D** = Advanced diploma / Diploma  **B** = Bachelor degree or above  **U** = Did not provide a response | The highest qualification level the Adult A (Primary Carer) has completed |
| AdultAOccupation | Y | Text | **A, B, C, D, N, U** | **A** = Code A occupation  **B** = Code B occupation  **C** = Code C occupation  **D** = Code D occupation  **N** = Person has not been in paid work in the last 12 months  **H** = Person has not been in paid work for the last 12 months because the person cares for their own children full time  **U** = Did not provide a response | The occupation group of Adult A (Primary Carer) |
| AdultBEducation | N | Text | **9, 10, 11, 12, U** | **9** = Year 9 or equivalent or below  **10** = Year 10 or equivalent  **11** = Year 11 or equivalent  **12** = Year 12 or equivalent  **U** = Did not provide a response | The highest year of primary or secondary school the Adult B has completed |
| AdultBQualification | N | Text | **N, C, D, B, U** | **N** = No non-school qualification  **C** = Certificate I to IV (including trade certificate)  **D** = Advanced diploma / Diploma  **B** = Bachelor degree or above  **U** = Did not provide a response | The highest qualification level the Adult B has completed |
| AdultBOccupation | N | Text | **A, B, C, D, N, U** | **A** = Code A occupation  **B** = Code B occupation  **C** = Code C occupation  **D** = Code D occupation  **N** = Person has not been in paid work in the last 12 months  **H** = Person has not been in paid work for the last 12 months because the person cares for their own children full time  **U** = Did not provide a response | The occupation group of Adult B |

## Appendix 2 ­– Valid Street Types

| Street Type | Street Type | Street Type | Street Type | Street Type | Street Type |
| --- | --- | --- | --- | --- | --- |
| ACCESS | CLOSE (CL) | FAIRWAY | LANE (LA) | QUADRANT | TERRACE (TCE) |
| ALLEY | COMMON | FIRETRAIL | LINE | QUAY | THROUGHWAY (THROWAY) |
| APPROACH | CONCOURSE | FOLLOW | LANEWAY | QUAYS | TOLLWAY |
| ARCADE | COPSE | FORD | LINK | RAMBLE | TOP |
| ARTERY | CORNER | FORMATION | LOOKOUT | ROAD (RD) | TOR |
| AVENUE (AVE) | CORSO | FREEWAY | LOOP | REACH | TRACK |
| BANK | COURSE | FRONT | LOWER | RESERVE | TRAIL |
| BASIN | COURT | FRONTAGE | MALL | REST | TURN |
| BAY | COURTYARD | GAP | MEAD | RETREAT | UNDERPASS |
| BEACH | COVE | GARDEN | MEANDER | RETURN | VALE |
| BEND | CRESCENT (CRES) | GARDENS | MEWS | RIDE | VALLEY |
| BUILDING (BLDG) | CREST | GATE | MOTORWAY | RIDGE | VIEW |
| BOULEVARD (BLVD) | CRIEF | GATES | NOOK | RING | VISTA |
| BOARDWALK | CROSS | GATEWAY | OUTLOOK | RISE | WALK |
| BOWL | CROSSING | GLADE | OVERPASS | RISING | WALKWAY |
| BRACE | CULDESAC | GLEN | PROPERTY (P) | ROADWAY | WAY |
| BRAE | CURVE | GRANGE | PARK | ROTARY | WHARF |
| BREAK | DALE | GREEN | PARKLANDS | ROUND | WYND |
| BRIDGE | DEVIATION | GROUND | PARKWAY | ROUTE |
| BROADWAY | DIP | GROVE | PASS | ROW |
| BROOK | DOWNS | GROVET | PATH | RUN |
| BROW | DRIVE (DR) | HAVEN | PATHWAY | SERVICEWAY (SERWAY) |
| BYPASS | DRIVEWAY | HEATH | PARADE (PDE) | SIDING |
| CANAL | EASEMENT | HEIGHTS | PIER | SLOPE |
| CAUSEWAY | EDGE | HILL | PLACE (PL) | SPUR |
| CENTRE | ELBOW | HUB | PLAZA | SQUARE |
| CENTREWAY | END | HIGHWAY (HWY) | POCKET | STEPS |
| CHASE | ENTRANCE | INTERCHANGE (INTER) | POINT | STRAND |
| CIRCLE | ESPLANADE | ISLAND | PORT | STREET (ST) |
| CIRCLET | ESTATE | JUNCTION | PROMENADE | STRIP |
| CIRCUIT | EXPRESSWAY (EXPWAY) | KEY | PURSUIT | SUBWAY |
| CIRCUS | EXTENSION | KNOLL | QUAD | TARN |