

SUPPORT DOCUMENT

AVETMISS VET Provider Collection
specifications, release 7.0 –
Support document
Updated September 2017

NCVER

This document lists all changes made to the *AVETMISS VET Provider Collection specifications*, release 7.0 since April, 2013. The document currently available on NCVER's website: <www.ncver.edu.au> includes all changes.

Amendments to AVETMISS VET Provider Collection specifications, release 7.0

This document lists all changes made to the *AVETMISS VET Provider Collection specifications*, release 7.0 since April, 2013. The web version includes these changes.

September 2017

Standard Enrolment Questions

Page 62 – Under the Privacy Statement & Student Declaration section, moved the application for Unique Student Identifier to the last section on page 67. Removed the check box for receiving an NCVET student survey and added a parent/guardian signature.

Page 66 – Added wording to the advice to RTOs.

Pages 67– Added the application for Unique Student Identifier.

Page 68 – Added advice to RTOs.

September 2016

Standard Enrolment Questions

Page 63 – Added category 'Other' to *Sex* question in line with the ABS Sex and Gender Standard, ABS catalogue no. 1200.0.55.012, 2016.

June 2016

Field and related files

Page 14 – Corrected 85 column to display all fields as 'S – State or territory required field only – not required for direct NCVET submissions'.

Guide to file specifications, format and content

Page 21 Field table – Deleted sentence 'Date field must be numeric', as this is not strictly accurate for date fields where '@' values are permitted.

Training organisation (NAT00010) file; *Training organisation delivery location* (NAT00020) file; *Program* (NAT00030) file; *Subject* (NAT00060) file; *Client* (NAT00080) file; *Enrolment* (NAT00120) file; *Program completed* (NAT00130) file; *Enrolment* (NAT00120) file – VET in Schools

Pages 24, 26, 28, 30, 32, 41, 44, 50 – Highlighted fields which may appear in Unique student identifier transcripts

Training organisation delivery location identifier (NAT00020) file.

Page 27 *Postcode* – Added rule that '@@@@ - not specified' and '0000 – Postcode unknown' are not permitted values for this file.

Program (NAT00030) file.

Page 28 *ANZSCO identifier* – Changed rule to this field may be blank if *Program identifier* and *Program name* in combination match the code and name combination listed on Training.gov.au.

Page 28 *ANZSCO identifier* – Deleted rule that this field must not be blank if *ANZSCO identifier* is not available on Training.gov.au.

Page 29 *Program field of education identifier* – Changed rule to this field may be blank if *Program identifier* and *Program name* in combination match the code and name combination listed on Training.gov.au.

Page 29 *Program field of education identifier* – Deleted rule that this field must not be blank if *Program field of education identifier* is not available on Training.gov.au.

Page 29 *Program name* – Added rule that if *Program identifier* is on any of the Training.gov.au master lists, then this field must match the program name listed on Training.gov.au.

Subject (NAT00060) file.

Page 30 *Subject field of education identifier* – Changed rule to this field may be blank if *Subject identifier* and *Subject name* in combination match the code and name combination listed on Training.gov.au.

Page 30 *Subject field of education identifier* – Deleted rule that this field must not be blank if *Subject field of education identifier* is not available on Training.gov.au.

Page 30 *Subject name* – Added rule that if *Subject identifier* is on any of the Training.gov.au master lists, then this field must match the subject name listed on Training.gov.au.

Page 30 *Nominal hours* – Changed rule to this field may be blank if *Subject identifier* and *Subject name* in combination match the code and name combination listed on Training.gov.au and *Subject identifier* also exists in NCVET's nationally agreed hours system file.

Client (NAT00080) file.

Page 35 *Unique student identifier* – clarified that this field must not be blank in line with the Student Identifiers Act, or if required by state training authorities.

December 2015

Introduction

Page 9 – Updated Confidentiality and reporting protocols.

Pages 9-10 – Deleted links to Australian Quality Training Framework, VET Quality Framework and AVETMISS 7.0: detailed changes from release 6.1.

Page 10 – Updated links to Department of Education and Training, Reporting exemptions for VET, Standards for Registered Training Organisations and Training Package Development & Endorsement Policy.

Client postal details (NAT00085) file

Page 37 *Client first name* - Changed rule to this field may be blank.

September 2015

Standard Enrolment Questions

Page 62 – Added privacy statement information in the Introduction and included a Privacy Statement & Student Declaration section.

Page 63 – Added a note to Question 1 clarifying that the name written here should be consistent with the name used when applying for the USI.

Page 63 – Added a question on contact details.

Page 66 Unique Student Identifier – Added advice to RTOs about applying for USIs on behalf of students.

Page 67 Unique Student Identifier – Added additional information for USI application.

June 2015

Standard Enrolment Questions

Page 63 – Added question on Unique Student Identifier

September 2014

Introduction

Page 8 Overview – clarified terms ‘collection year’ and ‘collection period’ and the data collection and validation process.

Page 9 Relationship to other AVETMISS documents – clarified how users can remain informed about AVETMISS validation software updates.

Page 9 Confidentiality and reporting protocols – updated privacy information.

Page 10 Support and internet resources – updated links to AVETMIS Standards and related resources, Department of Industry, Training Package Development & Endorsement Policy and Unique student identifier for VET.

Page 10 Support and internet resources – added links to Reporting exemptions for VET, Standards for NVR Registered Training Organisations 2012 and AVETMISS 7.0: What’s changing – updates for 2014 and 2015.

Collection Structure

Page 13 Files – clarified file set structure, added legend and updated diagram appearance to depict files by type.

Page 14 Fields and related fields – clarified in legend that ‘S’ depicts a state or territory required field only and is not required for direct NCVER submissions.

Page 14 Fields and related fields – added ‘ViS’ code to table to depict a data element used for the National VET in Schools Collection only.

Page 16 Fields and related fields – added *School type identifier* to table.

Page 16 Fields and related fields – corrected *State identifier* field to ‘A—alphanumeric’.

Submission to managing agent (NAT00005) file

Page 22 Definition and Context – clarified that this file is only used by state or territory training authorities to aggregate data from multiple training organisations into a single return for submission to NCVER, and is not to be submitted by training organisations.

Training organisation delivery location (NAT00020) file

Page 26 File relationships – changed validation software requirement: if there is no subject enrolment and therefore no *Enrolment* (NAT00120) file, then the *Training organisation delivery location* (NAT00020) file is not required.

Program (NAT00030) file

Page 28 File relationships – changed validation software requirement: if there is no *Program identifier* in the *Enrolment* (NAT00120) file, because of subject-only training, then the *Program* (NAT00030) file is not required.

Page 29 *Program level of education identifier* – added clarification that this field must not be blank if not available on <training.gov.au>.

Page 29 *Program recognition identifier* – added National VET in Schools Collection specific rule that values ‘15’ and ‘16’ are not valid for this field.

Page 29 *VET flag* – clarified that this field must be ‘Y’ when reporting to the National VET in Schools Collection.

Subject (NAT00060) file

Page 30 File relationships – changed validation software requirement: if there are no subject enrolments and therefore no *Enrolment* (NAT00120) file, then the *Subject* (NAT00060) file is not required.

Page 31 *VET flag* – clarified that this field must be ‘Y’ when reporting to the National VET in Schools Collection.

Client (NAT00080) file

Page 32 Field table– updated field name of *Highest school level completed* to *Highest school level completed identifier*.

Page 33 File relationships– clarified that training organisations submitting to a state or territory training authority under a contractual obligation must have a least one corresponding record in the *Client postal details* (NAT00085) file for each *Client identifier*.

Page 33 File relationships – clarified that training organisations submitting directly to NCVET do not provide the *Client postal details* (NAT00085) file.

Page 33 *Address location – suburb, locality or town* – clarified that this field must be part of a valid postcode-address location as listed by Australia post and that if *Postcode* is ‘OSPC’, ‘@@@’ or ‘0000’ then ‘Not specified’ should be entered in this field.

Page 33 *Address street name* – clarified that this field should be ‘not specified’ if a client’s usual residential address is not in Australia.

Page 34 *At school flag* – added National VET in Schools Collection specific rule that this field must be ‘Y’ if School type identifier is ‘21’, ‘25’ or ‘27’ in the *Enrolment* (NAT00120) file.

Page 34 *Highest school level completed identifier* – updated field name of *Highest school level completed* to *Highest school level completed identifier*.

Page 34 *Labour force status identifier* – clarified that this rule must not be blank when submitting to the National VET Provider Collection, but may be blank for the National VET in Schools Collection.

Page 35 *Statistical area level 1 identifier* – clarified that this field is not required by registered training organisations.

Page 35 *Statistical area level 2 identifier* – clarified that this field is not required by registered training organisations.

Page 35 *Unique student identifier* – added that *Unique student identifier* must not blank if a client is undertaking nationally accredited training from 1 January 2015.

Client postal details (NAT00085) file

Page 36 Definition – clarified that the information collected in this file is used by the states and territories.

Page 36 Context– clarified that this file does not need to be submitted by training organisations not in receipt of government funding or by Board of Studies for National VET in Schools Collection submissions.

Page 37 Rules– clarified that rules for the fields in this file are at the discretion of individual state and territories and that the rules listed in the *AVETMISS VET Provider Collection specifications* apply only to validation of this file in NCVER’s AVETMISS validation software.

Page 37 *Address building/property name* – clarified that this field may be blank.

Page 37 *Address flat/unit details* – clarified that this field may be blank.

Page 37 *Address postal delivery box* – clarified that this field may be blank if *Address street name* is not blank.

Page 37 *Address postal – suburb, locality or town* – clarified that this field must not be blank must, in combination with *Postcode*, match the combination specified on Australia Post and should be ‘not specified’ if Postcode is ‘OPSC’, ‘@@@@’ or ‘0000’.

Page 37 *Address street name* – clarified that this field must not be blank if *Address postal delivery box* is blank or if *Address street number* is not blank.

Page 37 *Address street number* – clarified that this field must not be blank if *Address street name* is not blank.

Page 37 *Client first given name* – clarified that this field must not be blank.

Page 37 *Client identifier* – clarified that this field must not be blank and that all *Client identifiers* in this file must be included in the *Client* (NAT00080) file.

Page 37 *Client last name* – clarified that this field must not be blank.

Page 37 *Client title* – clarified that this field may be blank.

Page 37 *Email address* – clarified that this field may be blank.

Page 37 *Postcode* – clarified that this field must not be blank and, in combination with *Address postal – suburb, locality or town*, must match the combination specified by Australia Post, unless this field is ‘OPSC’, ‘@@@@’ or ‘0000’.

Page 38 *State identifier* – clarified that this field must not be blank and, in combination with *Postcode*, must match the combination specified by Australia Post, unless this field is ‘@@’.

Page 38 *Telephone number - home* – clarified that this field may be blank.

Page 38 *Telephone number - mobile* – clarified that this field may be blank but must be a valid Australian mobile telephone number if populated.

Page 38 *Telephone number - work* – clarified that this field may be blank.

Disability (NAT00090) file

Page 39 File relationships – clarified validation software requirement: this file is only required when there is at least one client with a *Disability flag* of ‘Y’ in the *Client* (NAT00080) file.

Prior educational achievement (NAT00100) file

Page 40 File relationships – clarified validation software requirement: this file is only required when there is at least one client with a *Prior educational achievement flag* of ‘Y’ in the *Client* (NAT00080) file.

Enrolment (NAT00120) file

Page 41 Context – added a statement clarifying that this file is not to be used for National VET in Schools Collection submissions

Page 42 File relationships– changed validation software requirement to if there are no subject enrolments and therefore no *Training organisation delivery location* (NAT00020) file or *Subject* (NAT00060) file, then the *Enrolment* (NAT00120) file is not required.

Page 42 Rules– added rule that each record must be unique on *Training organisation delivery location identifier*, *Client identifier*, *Subject identifier*, *Program identifier* and *Activity start date* for activity commencing from 1 January 2015.

Page 42 *Activity end date* – clarified that the rules on *Activity end date* apply to the collection year, not the collection period.

Page 42 *Activity start date* – clarified that this field should not change in subsequent data submissions when reporting the same training.

Page 43 *Outcome identifier - national* – clarified that this field must not be blank

Page 43 *Program identifier* – clarified that this field must not be blank if the unit of competency or module is part of a qualification, course or skill set enrolment

Page 43 *Program identifier* – removed guideline that this field must be unique to *Training contract identifier* and *Client identifier - apprenticeships* combination.

Page 43 *Scheduled hours* – changed rule to this field may be blank.

Page 43 *Specific funding identifier* – added rule that *Specific funding identifier* must not be blank if *Funding source – national* is '13'.

Page 43 *Training contract identifier* – clarified that this field and *Client identifier – apprenticeships* should be the same for each unique *Program identifier/Client identifier* combination.

Program completed (NAT00130) file

Page 44 File relationships – clarified validation software requirement: this file is not required when there are no program completions to report.

National VET in Schools Collection supplement

Pages 48–53 *National VET in Schools Collection supplement* – added supplement to *AVETMISS VET Provider Collection specifications* including Introduction and *Enrolment* (NAT00120) file – VET in Schools.

Enrolment (NAT00120) file – VET in Schools

Page 50 Context – clarified that this file provides information on activity undertaken by VET in Schools clients and is only for use by states and territories or Boards of Studies.

Page 50 Field table – Moved *Specific funding identifier* from position 123 to position 93.

Page 50 Field table – Moved *School type identifier* from position 133 to position 103.

Page 50 Field table – Changed total file record length to 104.

Page 50-52 – Deleted fields *Outcome identifier – training organisation*, *Funding source – state training authority*, *Client tuition fee*, *Fee exemption/concession type identifier*, *Purchasing contract identifier*, *Purchasing contract schedule identifier*, *Hours attended* and *Associated course identifier*.

Page 50–52 – updated field names in line with *AVETMISS data element definitions: edition 2.2*

Page 51 Rules – Added rule that each record must be unique on *Training organisation delivery location identifier*, *Client identifier*, *Subject identifier*, *Program identifier* and *Activity start date* for activity commencing from 1 January 2015.

Page 51 *Activity end date* – clarified that *Activity end date* rules to apply to the collection year, not the collection period.

Page 51 *Activity start date* – clarified that *Activity start date* should not change in subsequent data submissions when reporting the same training.

Page 51 *Outcome identifier – national* – clarified that this field must not be blank.

Page 51 *Program identifier* – clarified that this field must not be blank for the National VET in Schools Collection.

Page 51 *Scheduled hours* – changed rule that this field may be blank.

Page 51 *School type identifier* – clarified that this field must not be blank.

Page 52 *Specific funding identifier* – Added rule that *Specific funding identifier* must not be blank if *Funding source – national* is '13'.

Page 52 *Subject identifier* – clarified that this field must not be blank in this file.

Page 52 *Training contract identifier* – clarified that this field and *Client identifier – apprenticeships* should be the same for each unique *Program identifier/Client identifier* combination.

Page 52 *VET in Schools flag* – changed rule that this field must be 'Y' for this file.

August 26 2013

Training organisation (NAT00010) file

Page 25 *Training organisation type identifier* – clarified that the National Training Register reference list is the Training.gov.au list published on the NCVER website.

Program (NAT00030) file

Page 28 *ANZSCO identifier* – clarified that the National Training Register reference list is the Training.gov.au list published on the NCVER website.

Page 28 *ANZSCO identifier* – added the rule 'This field must not be blank if *ANZSCO identifier* is not available on the Training.gov.au reference list published on the NCVER website'.

Page 29 *Program field of education identifier* – clarified that the National Training Register reference list is the Training.gov.au list published on the NCVER website.

Page 29 *Program field of education identifier* – added the rule 'This field must not be blank if *Program field of education identifier* is not available on the Training.gov.au reference list published on the NCVER website'.

Page 29 *Program level of education identifier* – clarified that the National Training Register reference list is the Training.gov.au list published on the NCVER website.

Page 29 *Program recognition identifier* – clarified that the National Training Register reference list is the Training.gov.au list published on the NCVER website.

Subject (NAT00060) file

Page 30 *Subject field of education identifier* – clarified that the National Training Register reference list is the Training.gov.au list published on the NCVER website.

Page 30 *Subject field of education identifier* – added the rule 'This field must not be blank if *Subject field of education identifier* is not available on the Training.gov.au reference list published on the NCVER website'.

Page 30 *Subject flag* – clarified that the National Training Register reference list is the Training.gov.au list published on the NCVER website.

Client (NAT00080) file

Page 34 *Unique student identifier* – changed rule from ‘This field may be blank if and only if the client is undertaking non-accredited training’ to ‘This field is a placeholder and may be blank’. This field is a placeholder at the moment as the legislative changes required for the implementation of the Unique Student Identifier have not yet occurred. For more information on the Unique Student Identifier, see <www.industry.gov.au>.