

# SUPPORT DOCUMENT

AVETMISS data element definitions,  
edition 2.2 –  
Support document  
*Updated August 2017*

NCVER

This document lists all changes made to the *AVETMISS data element definitions*, edition 2.2 since April, 2013. The document currently available on NCVER's website: [www.ncver.edu.au](http://www.ncver.edu.au) includes all changes.

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## Amendments to AVETMISS data element definitions, edition 2.2

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### August 2017

Page 210-211 *Unique student identifier* – Added 'INDIV' to the Classification scheme

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### November 2016

Page 210-211 *Unique student identifier* – Added 'SHORT' to the Classification scheme

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### September 2016

Page 84 *Employer type identifier* – Changed advice for classification values '07' and '09' that they will only be valid once AAMS is operational

Page 163 *Sex* – Updated Guidelines for Use and Question sections in line with the ABS Sex and Gender Standard, ABS catalogue no. 1200.0.55.012, 2016

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### August 2016

Page 10-11 Internet Resources – added new link to Training Package Development and Endorsement Process Policy, deleted link to non-current publication What's Changing in release 7.0 for 2014 and 2015

Page 52 *Client first given name* – reinstated sentence '*Client first given name* must not be the client's family name even if it is their last name'.

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### June 2016

Page 54 *Client identifier* – AAMS - changed 'Type' in 'Format Attributes' section to numeric.

Page 84-85 *Employer type identifier* – changes to Classification Scheme, and addition to Guidelines for Use regarding use of the '01 – Private Sector' classification.

Page 122 *Outcome identifier – national* - Added to '61 – superseded subject' advice on which corresponding *Program identifier* to report this code with and added that activity reported with this code will not be populated on Unique Student Identifier transcripts.

Page 122-123 *Outcome identifier – national* - Updated classification scheme for '70 – Enrolment continuing' to replace '90 – Not yet available at interim collection' from 01 January 2017, and updated text in 'Rules' accordingly.

Page 210-211 *Unique student identifier* – Added 'INTOFF' to Classification scheme, and updated other 'Definition', 'Context', 'Rules', 'Guidelines for use' and 'Administrative attributes' accordingly.

Page 222 *Training contract identifier – AAMS* – changed 'Type' in 'Format Attributes' section to numeric.

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## December 2015

Page 10 Internet Resources – added new links to Data Provision Requirements 2012 for VET, the Department of Education and Training, Reporting exemptions for VET, Standards for Registered Training Organisations 2015, the Training Package Development and Endorsement Policy, Unique Student Identifier, the Victorian Registration and Qualifications Authority and the Training Accreditation Council Western Australia.

Page 11 AVETMISS Resources – added a new link to NCVER's AVETMISS support Contact Form.

Page 32 *Address location – suburb, locality or town* – clarified that this field is used with *Postcode* and *State identifier* to determine an address region.

Page 50 *Client family name* – changed title of this Data element from *Client last name* to *Client family name* and made minor changes to the text in order to align with USI Registrar Office requirements for collecting student names where the client has only one name.

Page 52 *Client first given name* – clarified reporting requirements for students with only one name.

Page 54 *Client identifier – AAMS* – data element underwent a name change from *Client identifier – TYIMS* to *Client identifier – AAMS*. All references to TYIMS were updated to AAMS.

Page 54 *Client identifier – AAMS* – changed references from Department of Industry to Department of Education and Training.

Page 54 *Client identifier – AAMS* – removed reference in Rules that this field must have following spaces if less than ten characters.

Page 65 *Country identifier* – added to definition that this field is a code that uniquely identifies a country.

Page 65 *Country identifier* – clarified that references to the enrolment form were specific to the National VET Provider Collection.

Page 70 *Date of training contract commencement* – clarified that this field is used with *Date of training contract completion* to measure the time span of a contract.

Page 71 *Date of training contract completion* – clarified that this field is used with *Date of training contract commencement* to measure the time span of a contract.

Page 76 *Disability flag* – clarified that references to Related Data were specific to the National VET Provider Collection.

Page 81 *Employer identifier* – clarified that this field is used to identify an employer associated with a training contract for record-keeping purposes, and is usually assigned by the state or territory training authority.

Page 82 *Employer legal name* – moved instruction that the legal name is not necessarily the name under which an employer normally trades from Definition to Guidelines for Use.

Page 83 *Employer size* – clarified in Context that this field is used to enable analysis and reporting of apprentice and trainee data by employer size.

Page 84 *Employer type identifier* – clarified that this identifies employers by type.

Page 89 *Existing worker flag* – moved instruction on defining a worker from Definition to Rules and clarified that this field is used to analyse training contract data by existing worker status.

Page 92 *Full-time identifier* – clarified in Context and Guidelines for Use that this field is used to identify an apprentice/trainee whose ordinary hours of employment are that of a full-time employee.

Page 97 *Highest school level completed identifier* – clarified in Context that this field is used to identify the highest level of schooling a client has completed.

Page 97 *Highest school level completed identifier* – clarified that Related Data items were specific to the National VET Provider Collection.

Page 100 *Indigenous status identifier* – clarified that references to the enrolment form were specific to the National VET Provider Collection.

Page 100 *Indigenous status identifier* – removed value ‘9 – Client is of Aboriginal and/or Torres Strait Islander origin’ from Classification Scheme

Page 107 *Language identifier* – clarified that references to the enrolment form and Related Data items were specific to the National VET Provider Collection.

Page 114 *Name for encryption* – added an example for new rule for clients with only one name to help clarify requirements.

Page 126 *Postcode* – clarified that this field is used with *Address location – suburb, locality or town* and *State identifier* to determine an address region.

Page 131 *Prior educational achievement identifier* – clarified that this field in conjunction with *Prior educational achievement flag*, can be used to define the level of prior educational achievement.

Page 145 *Program recognition identifier* – minor textual changes made to improve language consistency in the classification scheme.

Page 157 *School-based flag* – changed Definition of this field from indicating whether a client is undertaking an approved school-based apprenticeship, to indicating whether a training contract commenced as an approved school-based apprenticeship.

Page 157 *School-based flag* – added in Guidelines for Use that this field should remain Y throughout the life of the contract if the client commenced as a school-based apprentice.

Page 157 *School-based flag* – modified descriptors in Classification Scheme to indicate whether a client’s contract commenced as a school-based apprenticeship.

Page 162 *Sex* – clarified that references to the enrolment form were specific to the National VET Provider Collection.

Page 166 *State identifier* – clarified that this field is used with *Address location – suburb, locality or town* and *Postcode* to determine an address region.

Page 194 *Training contract status identifier* – modified the Guidelines for Use for classification value ‘01 – Active’ to be used when a contract has commenced for the first time, recommenced within a contract after a period of inactivity, or where a change of attributes has occurred for an active contract.

Page 194 *Training contract status identifier* – modified the Guidelines for Use of classification value ‘02 – Recommenced’ to be used when a contract has commenced as a continuation of an apprenticeship or traineeship in the same or superseded qualification. Removed guideline that this classification value should be used when resuming from ‘07 – Suspended’, ‘05 – Expired’, ‘06 – Cancelled’ or ‘11 – Transferred’.

Page 194 *Training contract status identifier* – Removed guideline that ‘09 – Expired (unsuccessful)’ should be used where a contract for which the expected term has expired without the apprentice or trainee attaining all the require competency standards, and where it has been established that the apprentice or trainee will not complete the contract.

Page 194 *Training contract status identifier* – modified classification value names for 01 from ‘Active (commenced)’ to ‘Active’, 02 from ‘Active (recommended)’ to ‘Recommended’ and 05 from ‘Expired (outcome unknown)’ to ‘Expired’.

Page 195 *Training contract status identifier* – added that classification value ‘09 – Expired (unsuccessful)’ is not valid for clients with a Date of transaction on or after 01/07/2016.

Page 201 *Training organisation identifier* – clarified that this field is used with *Training organisation name* to accurately identify a training organisation.

Pages 217-220 *National Apprentice and Trainee Collection release 7.0 supplement* – added supplement to *AVETMISS Apprentice and Trainee Collection specifications* including Overview, Data elements to be deleted, Data elements to be added and a new data element *Training contract identifier – AAMS*.

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## September 2014

Page 9 Overview – clarified terms ‘collection year’ and ‘collection period’.

Page 9 Overview – added feedback email address.

Page 10 Support and internet resources – added links to VET Quality Framework, Total VET Activity exemptions and AVETMISS 7.0: What’s changing – updates for 2014 and 2015.

Page 16 Elements and their associated collections – added *School type identifier* to table.

Page 16 Elements and their associated collections – changed *State identifier* ‘type’ field to A (alphanumeric).

Page 22 *Activity end date* – clarified in Guidelines for Use that this field should be the date of the end of the assessment activity by the trainer for assessment-only activity.

Page 24 *Activity start date* – clarified in Guidelines for Use that this field is the start of training activity itself and not the date the client enrolls nor the date the client’s information is entered into the student management system.

Page 24 *Activity start date* – clarified in Guidelines for Use that this field is the date of the start of the assessment for assessment-only activity.

Page 34 *Address postal delivery box* – clarified rule that this field must not contain street name or street number.

Page 43 *ANZSCO identifier* – clarified in Guidelines for Use that data submitters must assign an ANZSCO identifier when an official code has not yet been supplied on <[training.gov.au](http://training.gov.au)>.

Page 47 *Associated course identifier* – clarified in Context that this field is only applicable to training organisations with contractual obligations with state or territory training authorities.

Page 55 *Client identifier – TYIMS* – changed all references from ‘Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education’ to ‘Department of Industry’.

Page 58 *Client tuition fee* – clarified in Context that this field is only applicable to training organisations with contractual obligations with state or territory training authorities.

Page 89 *Fee exemption/concession type identifier* – clarified in Context that this field is only applicable to training organisations with contractual obligations with state or territory training authorities.

Page 92 *Funding source – national* – clarified in the Definition that this field identifies the predominant source of funding.

Page 92 *Funding source – national* – added rule that if classification value ‘13 — Commonwealth specific funding program’ is assigned to this field, then *Specific funding identifier* must contain a valid entry for training activity from January 2015 onwards.

Page 92 *Funding source – national* – deleted categories ‘Revenue from government’ and ‘Other revenue’ from Guidelines for Use.

Page 92 *Funding source – national* – clarified that classification value ‘11 — Commonwealth and state general purpose recurrent’ includes funding provided under the National Agreement on Skills and Workforce Development or superseding agreement.

Page 92-93 *Funding source – national* – changed the name of classification value ‘13 — Commonwealth specific purpose program’ to ‘13 — Commonwealth specific funding programs’.

Page 92 *Funding source – national* – added that classification value ‘13 — Commonwealth specific funding programs’ may include programs funded by a Commonwealth department other than the Department of Industry, and that programs may be administered by a state or territory training authority.

Page 92-93 *Funding source – national* – changed the name of classification value ‘15 — State specific purpose programs’ to ‘15 — State specific funding program’.

Page 92-93 *Funding source – national* – changed the name of classification value ‘20 — Domestic full fee-paying client — other revenue’ to ‘20 — Domestic client — other revenue’.

Page 92 *Funding source – national* – clarified that classification value ‘20 — Domestic client — other revenue’ is revenue provided by or for a client to undertake education and training, whose funding source does not come from categories ‘11’, ‘13’ or ‘15’ and whose citizenship status is Australian, New Zealand or permanent resident.

Page 92-93 *Funding source – national* – changed the name of classification value ‘30 — International full fee-paying client — other revenue’ to ‘30 — International client — other revenue’.

Page 92 *Funding source – national* – clarified that classification value ‘30 — International client — other revenue’ is revenue provided by or for an international client to undertake education and training who temporarily resides in Australia and holds a student visa or a temporary residency permit or who resides in an overseas country and whose funding source does not come from any of the other funding categories.

Page 92 *Funding source – national* – clarified that classification value ‘80 — Revenue earned from another training organisation’ is revenue earned by a training organisation delivering the training which receives funding from another registered training organisation.

Page 94 *Funding source – state training authority* – clarified in Context that this field is only applicable to training organisations with contractual obligations with state or territory training authorities.

Page 97 *Hours attended* – clarified in Context that this field is only applicable to training organisations with contractual obligations with state or territory training authorities.

Page 97 *Hours attended* – deleted the sentence ‘Hours attended must be in the range 0000 – 0400 hours’ from Rules.

Page 116 *Nominal hours* – added in Guidelines for Use that nationally agreed hours for units of competency can be found on the NCVER Portal.

Page 116 *Nominal hours* – updated Classification Scheme description to ‘Value that nominally represents anticipated hours of supervised training for a program or subject’.

Page 118 *Outcome identifier – national* – clarified in Definition that this field identifies the result or outcome of a client’s participation in a unit of competency or module at the time of data submission.

Page 118 *Outcome identifier – national* – removed ‘Assessable’ category from Rules.

Page 119-120 *Outcome identifier – national* – added classification value ‘61 — Superseded subject’.

Page 119-120 *Outcome identifier – national* – changed the name of classification value ‘70 — Continuing enrolment’ to ‘70 — Enrolment continuing into a following collection year’.

Page 119 *Outcome identifier – national* – clarified that an enrolment with a classification value of ‘70 — Enrolment continuing into a following collection year’ should continue to be reported with the original *Activity start date* until the subject is finalised and resulted.

Page 120 *Outcome identifier – national* – changed the name of classification value ‘90 — Not yet available’ to ‘90 — Not yet available at interim collection’.

Page 120 *Outcome identifier – national* – clarified that where a training organisation reports to a state or territory training authority the use of the classification value ‘90 — Not yet available at interim collection’ is at the discretion of the individual training authority.

Page 123 *Outcome identifier – training organisation* – clarified in Context that this field is only applicable to training organisations with contractual obligations with state or territory training authorities.

Page 134 *Program field of education identifier* – added in Guidelines for Use that if the field of education code for nationally registered qualification or course cannot be sourced from <[training.gov.au](http://training.gov.au)>, the ABS website should be referred.

Page 146 *Purchasing contract identifier* – clarified in Context that this field is only applicable to training organisations with contractual obligations with state or territory training authorities.

Page 147 *Purchasing contract schedule identifier* – clarified in Context that this field is only applicable to training organisations with contractual obligations with state or territory training authorities.

Page 154 *Scheduled hours* – clarified in Guidelines for Use that this field represents the hours deemed necessary for the whole subject, whether or not delivery is within one collection period.

Page 158 *School type identifier* – added National VET in Schools Collection specific data element, *School type identifier*, into document.

Page 159 *Sex* – clarified that this field identifies whether client is male or female to analyse data by demographic characteristics.

Page 159 *Sex* – clarified in Rules that this field is a self-assessment response by the client and must not be determined by the training organisation.

Page 159 *Sex* – added in Guidelines for Use that a client who identifies as ‘Intersex or Indeterminate’ should be coded to ‘@— not specified’.

Page 160 *Specific funding identifier* – clarified in Context that the funded Australian Government programs which this field identifies are relevant to vocational education and training.

Page 160 *Specific funding identifier* – added rule that if this field is not blank then *Funding source – national* must be ‘13 — Commonwealth specific funding program’.

Page 160 *Specific funding identifier* – clarified in Guidelines for Use that this field is for use by state or territory training authorities or those training organisations receiving funding directly from the Commonwealth and that classification values can be accessed from the NCVER Portal.

Page 171 *Subject field of education identifier* – added in Guidelines for Use that if the field of education code for nationally registered units of competency or modules cannot be sourced from <[training.gov.au](http://training.gov.au)> then the ABS website should be referred to.

Page 185 *Training authority name* – clarified that this field not intended to be submitted by registered training organisations.

Page 194 *Training organisation delivery location identifier* – clarified in Guidelines for Use that this field is usually determined by the training organisation according to their administrative preferences.

Page 196 *Training organisation delivery location name* – clarified in Rules that this field must be a name for the location from which the training is coordinated for online, correspondence and ‘on the road’ delivery and is usually determined by the training organisation according to their administrative preferences.

Page 198 *Training organisation identifier* – clarified that only registered training organisations can provide nationally recognised training and recommended that training organisation identifiers for non-registered training organisations should include part or all of the training organisation’s name.

Page 200 *Training organisation name* – clarified that this field is the registered name of a training organisation, and that it must be the exact legal or trading name if listed on <[training.gov.au](http://training.gov.au)>.

Page 202-204 *Training organisation type identifier* – changed the name of classification value ‘31 — Technical and further education institute, skills institute or polytechnic’ to ‘31 — Technical and further education institute or similar public institution’.

Page 206 *Unique student identifier* – changed references from ‘USI Agency’ to ‘USI Registrar’.

Page 206 *Unique student identifier* – updated rule to all characters must be combination of upper case (A–H, J–N, P–Z) and numbers (2–9), and will not include the characters ‘0’, ‘1’, ‘I’ or ‘O’.

Page 206 *Unique student identifier* – added rule that this field must be exactly ten digits long.

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## March 2014

Imprint page *ABS references* – updated ANZSCO reference to ‘Australian and New Zealand Standard Classification of Occupations (ANZSCO), ABS catalogue no.1220.0, 2013 (revision 2)’.

Page 10 *Internet Resources* – changed ‘Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education’ to ‘Department of Industry’.

Page 40 *ANZSCO identifier* – updated ANZSCO reference and total number of occupations (6-digit level).

Page 69 *Delivery mode identifier* – clarified that *Delivery mode identifier* applies to both units of competencies and modules.

Page 132 *Program identifier* – Removed footnote which stated that ‘AVETMISS compliant identifiers for training package skill sets are yet to be implemented by the National Training Register’.

Page 155 *Specific funding identifier* – clarified that *Specific funding identifier* must not be blank where *Funding source – national* is ‘13 – Commonwealth specific purpose program’.



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## August 2013

Page 113 *Nominal hours* – clarified that *Nominal hours* is applied to subjects as well.

Page 199 *Unique student identifier* – changed the Fill character in Format attributes from ‘none’ to ‘space’.

Page 200 *VET flag* – clarified that *VET flag* applies to subjects as well.