AVETMISS

# VET Provider Collection specifications

## Release 8.0

November 2016

*Updated October 2022*

National Centre for Vocational Education Research

**Australian Vocational Education and Training Management Information Statistical Standard**

NCVER

INFORMING + INFLUENCING
THE AUSTRALIAN VET SECTOR

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**Related publications**
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# Introduction

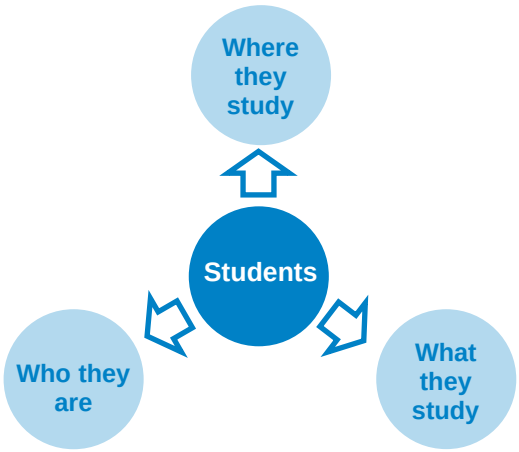
## Overview

The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) for the National VET Provider Collection is a national framework for the collection and distribution of information on training activity in Australia.

This document presents a set of file specifications that are the authoritative national reference for definitions, context, file structures, relationships and rules for the National VET Provider Collection. Fields that are used to populate Unique Student Identifier transcripts are shaded in grey in the File specifications section. This document also contains standard enrolment form questions.

As shown in figure 1, the required information in this standard relates to students (clients), who they are, where they study, and what they study. Nationally consistent and accurate measurement of VET activity in Australia is enabled by collecting this information in a uniform way.

**Figure 1 AVETMISS information**




**Who they are**

- age, gender and other demographic information
- Indigenous and disability information
- geographic location
- Unique Student Identifier (USI)

**Where they study**

- type of provider (for example, government or private)
- location of training delivery

**What they study**

- training activity undertaken in units of competency or modules, as part of a qualification, course or skill set
- how it was studied (for example, internal, external and workplace)
- how it was funded
- the results obtained for unit/module (outcome)

## Scope and reporting requirements

The AVETMISS VET Provider Collection specifications enable the collection of information from training providers who deliver nationally recognised vocational education and training (VET) to domestic and international students at onshore and offshore locations. VET in Schools programs provide credit towards a nationally recognised VET qualification and therefore are included in this collection. This document is also used by training providers who deliver government-funded locally recognised training to domestic students.

The National VET Data Policy, 2017 enforces the collection of AVETMISS-compliant data and outlines the reporting timeframes for all accredited training, from all training providers irrespective of funding arrangements. The frequency, timing and submission processes may be changed from time to time by Senior Officials responsible for VET. The national VET data standard (AVETMISS) for the National VET Provider Collection assures data consistency and quality and covers students, their training and their outcomes.

There are two documents (which should be used together) that describe the AVETMISS data requirements for the National VET Provider Collection:

- the *National VET Provider Collection specifications*, which describes the files and fields to be collected (this document)

- the *AVETMISS data element definitions*, which provides detail on the fields listed in the collection specifications.

## Data collection and validation arrangements

The following terms are used throughout the *AVETMISS VET Provider Collection specifications: release 8.0* document:

**Collection year**

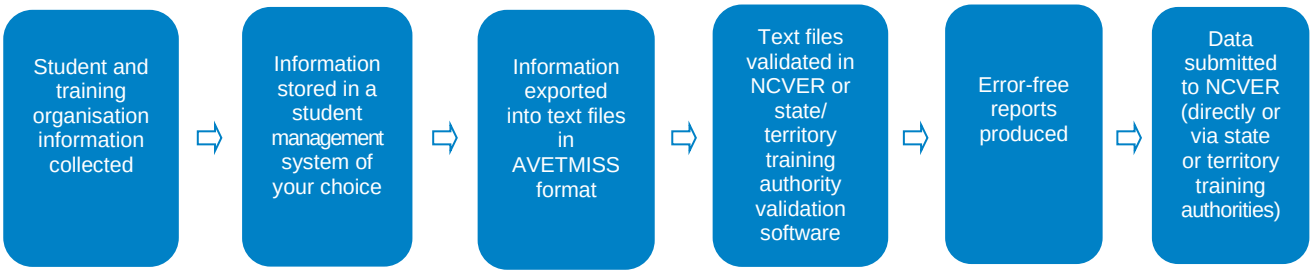
The term 'collection year' refers to the calendar year in which the training activity occurred.

**Collection period**

The term 'collection period' refers to the date range of a collection. There may be more than one collection period within a collection year if submitting data for an interim collection. The final submission must contain all data previously submitted during the collection year. For example, in a given year there may be a January-December final collection period, and also January-March, January-June and January-September interim collection periods.

Figure 2 outlines the steps in the data collection and validation process.

**Figure 2 Data collection and validation process**




Registered training organisations (RTOs) collect student and training information and store it in student management systems. The file specifications in the *AVETMISS VET Provider Collection specifications: release 8.0* detail the specific information to be collected, and specify the format required for the text files. The specifications can be used to check the specifications of commercially available systems or to build a student management system.

The validation process checks that the data collected meet the requirements of the *AVETMISS VET Provider Collection specifications: release 8.0*. Free validation software is available from the NCVER Portal <https://www.avs.ncver.edu.au/avs/>. This is used to validate the data files and ensures they are in the correct AVETMISS format with valid AVETMISS values.

State or territory training authorities may also provide validation software for those RTOs who submit their data to them. The AVETMISS validation software provided by NCVER may be used for validation purposes by anyone.

The AVETMISS validation software is updated on a regular basis. It is recommended that all organisations using the validation software sign up to the Data Support Bulletin alerts from the NCVER Portal or regularly sign in to the AVETMISS validation software homepage to ensure they receive notification of updates. More information is available from the NCVER Portal about the validation process and the errors and warnings produced.

Once data have been validated error-free, the data must be submitted to the appropriate body. For more information on the data submission process, registered training organisations are advised to contact their state or territory training authority or the NCVER Client Support team. Multiple resources, including fact sheets, can be found at <https://www.ncver.edu.au/rto-hub/avetmiss-support-for-rtos>.

## Contents of this document

The *AVETMISS VET Provider Collection specifications: release 8.0* document is presented in the following sections:

**Collection structure**

This section includes a diagram showing the relationships between the files and includes a table listing fields and the related files.

**File specifications**

This section outlines the files and fields to be collected and includes for each file the definition, context, field table, file relationships and rules.

**Changes and revisions**

This section lists deletions, additions and changes made to the files from the previous release.

**Standard enrolment questions**

Questions are presented with the wording and sequence that should be followed to ensure that compatible and comparable data are collected across administrative collections, and over time.

## Related AVETMISS documents

The *AVETMISS VET Provider Collection specifications: release 8.0* is a companion document to the *AVETMISS data element definitions: edition 2.3*. The *AVETMISS data element definitions* provide further information about each specific data element contained in the *AVETMISS VET Provider Collection specifications: release 8.0*.

*Australian vocational education and training statistics: explained* provides an overview of the collections, surveys, information systems and related statistical reports contained in the policy and strategic framework of the Australian vocational education and training system. It also provides additional contextual and historical information about the *AVETMISS VET Provider Collection specifications: release 8.0*.

These documents can be downloaded from the NCVER Portal.

## Confidentiality and reporting protocols

NCVER complies with the Privacy Act 1988 (Commonwealth). NCVER's privacy policy describes how NCVER collects, manages, uses, discloses, protects, and disposes of personal information in accordance with the 13 Australian Privacy Principles (APPs) outlined in Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012. NCVER's privacy policy can be viewed on the NCVER Portal at <https://www.ncver.edu.au/policies/policies/>.

Access to data provided to the national vocational education and training (VET) administrative collections and surveys is governed by the National VET Data Policy. Agreed by the Council of Australian Governments (COAG) Ministers responsible for skills, this policy notes that:

- the primary principle for information sharing in relation to VET is 'open access to information', which means that information should be open to public access unless there is a legal requirement to protect it
- it applies to all past, current and future VET data collected and reported to NCVER, except where disclosure would contravene applicable legislation, including *Student Identifiers Act 2014* and the *Privacy Act 1988*, or breach any applicable agreement.

## Support and internet resources

### INTERNET RESOURCES

**Australian Bureau of Statistics**

<http://www.abs.gov.au/> for classifications, select 'Statistics', 'Methods & Classifications', then select appropriate category.

**Australian Qualifications Framework**

<https://www.aqf.edu.au/>

**Australian Skills Quality Authority**

<https://www.asqa.gov.au/>

**AVETMIS Standards and related resources**

<https://www.ncver.edu.au/rto-hub/avetmiss-for-vet-providers/>

**Australian Government Department of Employment and Workplace Relations**
<https://www.dewr.gov.au//

**National Centre for Vocational Education Research**
<https://www.ncver.edu.au/>

**National Register of VET also known as Training.gov.au (TGA)**
<https://www.training.gov.au/>

**National VET Data Policy (including data access and disclosure and exemption information)**
<https://www.dewr.gov.au/national-vet-data/resources/national-vet-data-policy

**Skills service organisations (formerly Industry skills councils)**
<https://www.aisc.net.au/content/skills-service-organisations/>

**Standards for Registered Training Organisations 2015**
<https://www.legislation.gov.au/Series/F2014L01377/>

**Training Package Development & Endorsement Policy**
https://www.dewr.gov.au/aisc/resources/training-package-development-and-endorsement-process-policy>

**Unique Student Identifier**
< https://www.usi.gov.au/>

**VOCEDplus (UNESCO/NCVER research database for international research abstracts)**
<http://www.voced.edu.au/>

## AVETMISS RESOURCES

**AVETMISS support**

NCVER's client support team provides assistance with queries relating to AVETMISS and the AVETMISS validation software and can be contacted via:

Contact form: <https://www.ncver.edu.au/rto-hub/support-form/>

Email: support@ncver.edu.au
Phone: 08 8240 8400
Toll Free: 1800 649 452

Further support information can be found on NCVER's Portal as follows:

AVETMISS Support for RTOs:
<https://www.ncver.edu.au/rto-hub/avetmiss-support-for-rtos>

AVETMISS Support for STAs and Boards of Studies:
<https://www.ncver.edu.au/rto-hub/avetmiss-support-for-stas-and-boards-of-studies>

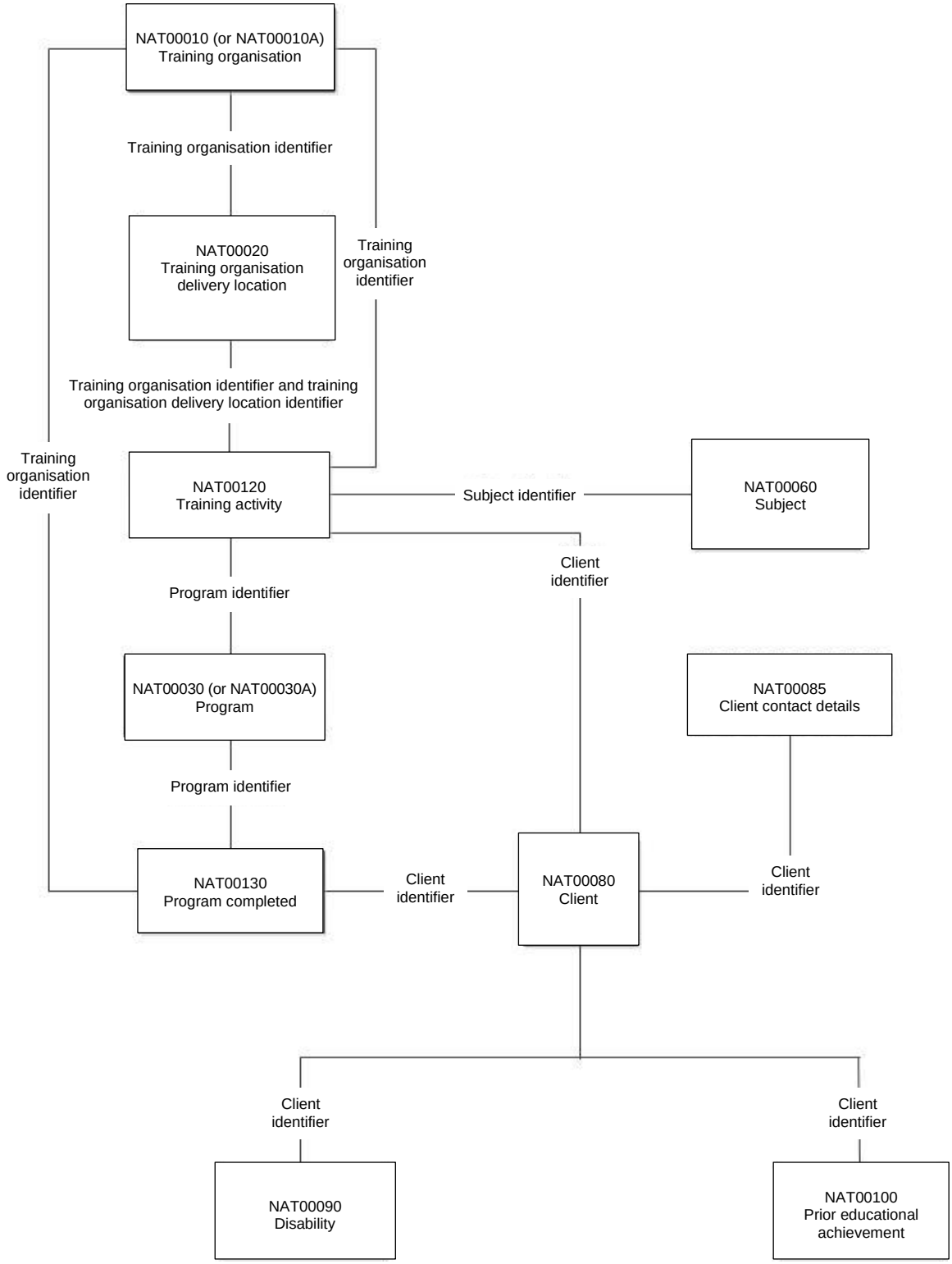
AVETMISS Support for SMS vendors:
<https://www.ncver.edu.au/rto-hub/avetmiss-support-for-sms-vendors>

**AVETMISS validation software**
<https://avs.ncver.edu.au/avs/>

# Collection structure

# Files

This section presents the NAT files and linking fields for the National VET Provider Collection. More detail is provided in the 'File specifications' section of this document.



# Fields and related files

**Legend**
**A – Alphanumeric field**
**N – Numeric field – must contain only integers**
**D – Date field – in format DDMMYYYY**
**P – National VET Provider Collection**
**S – State or territory required field only – not required for direct NCVER submissions**

| | | NAT File | 10 | 10A | 20 | 30 | 30A | 60 | 80 | 85 | 90 | 100 | 120 | 130 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Data field** | **Length** | **Type** | | | | | | | | | | | | |
| Activity end date | 8 | D | | | | | | | | | | | P | |
| Activity start date | 8 | D | | | | | | | | | | | P | |
| Address building/property name | 50 | A | | | | | | | P | P | | | | |
| Address first line | 50 | A | | P | | | | | | | | | | |
| Address flat/unit details | 30 | A | | | | | | | P | P | | | | |
| Address – suburb, locality or town | 50 | A | | P | P | | | | P | P | | | | |
| Address postal delivery box | 22 | A | | | | | | | | P | | | | |
| Address second line | 50 | A | | P | | | | | | | | | | |
| Address street name | 70 | A | | | | | | | P | P | | | | |
| Address street number | 15 | A | | | | | | | P | P | | | | |
| ANZSCO identifier | 6 | A | | | | | P | | | | | | | |
| Associated course identifier | 10 | A | | | | | | | | | | | S | |
| At school flag | 1 | A | | | | | | | P | | | | | |
| Client family name | 40 | A | | | | | | | | P | | | | |
| Client first given name | 40 | A | | | | | | | | P | | | | |
| Client identifier | 10 | A | | | | | | | P | P | P | P | P | P |
| Client identifier – apprenticeships | 10 | A | | | | | | | | | | | P | |
| Client title | 4 | A | | | | | | | | P | | | | |
| Client tuition fee | 5 | N | | | | | | | | | | | S | |
| Commencing program identifier | 1 | A | | | | | | | | | | | S | |
| Contact name | 60 | A | S | S | | | | | | | | | | |
| Country identifier | 4 | A | | | P | | | | P | | | | | |
| Date of birth | 8 | A | | | | | | | P | | | | | |
| Date program completed | 8 | A | | | | | | | | | | | | P |
| Delivery mode identifier | 3 | A | | | | | | | | | | | P | |
| Disability flag | 1 | A | | | | | | | P | | | | | |

**Legend**
**A – Alphanumeric field**
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**D – Date field – in format DDMMYYYY**
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| | | NAT File | 10 | 10A | 20 | 30 | 30A | 60 | 80 | 85 | 90 | 100 | 120 | 130 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Data field** | **Length** | **Type** | | | | | | | | | | | | |
| Disability type identifier | 2 | A | | | | | | | | | P | | | |
| Email address | 80 | A | S | S | | | | | | P | | | | |
| Email address *[alternative]* | 80 | A | | | | | | | | P | | | | |
| Facsimile number | 20 | A | S | S | | | | | | | | | | |
| Fee exemption/concession type identifier | 2 | A | | | | | | | | | | | S | |
| Funding source – national | 2 | A | | | | | | | | | | | P | |
| Funding source – state training authority | 3 | A | | | | | | | | | | | S | |
| Gender | 1 | A | | | | | | | P | | | | | |
| Highest school level completed identifier | 2 | A | | | | | | | P | | | | | |
| Hours attended | 4 | N | | | | | | | | | | | S | |
| Indigenous status identifier | 1 | A | | | | | | | P | | | | | |
| Issued flag | 1 | A | | | | | | | | | | | | P |
| Labour force status identifier | 2 | A | | | | | | | P | | | | | |
| Language identifier | 4 | A | | | | | | | P | | | | | |
| Name for encryption | 60 | A | | | | | | | P | | | | | |
| Nominal hours | 4 | N | | | | P | P | P | | | | | | |
| Outcome identifier – national | 2 | A | | | | | | | | | | | P | |
| Outcome identifier – training organisation | 3 | A | | | | | | | | | | | S | |
| Parchment issue date | 8 | D | | | | | | | | | | | | S |
| Parchment number | 25 | A | | | | | | | | | | | | S |
| Postcode | 4 | A | | P | P | | | | P | P | | | | |
| Predominant delivery mode | 1 | A | | | | | | | | | | | S | |
| Prior educational achievement flag | 1 | A | | | | | | | P | | | | | |
| Prior educational achievement identifier | 3 | A | | | | | | | | | | P | | |
| Program field of education identifier | 4 | A | | | | | P | | | | | | | |
| Program identifier | 10 | A | | | | P | P | | | | | | P | P |
| Program level of education identifier | 3 | A | | | | | P | | | | | | | |

**Legend**
**A – Alphanumeric field**
**N – Numeric field – must contain only integers**
**D – Date field – in format DDMMYYYY**
**P – National VET Provider Collection**
**S – State or territory required field only – not required for direct NCVER submissions**

| | | NAT File | 10 | 10A | 20 | 30 | 30A | 60 | 80 | 85 | 90 | 100 | 120 | 130 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Data field** | **Length** | **Type** | | | | | | | | | | | | |
| Program name | 100 | A | | | | P | P | | | | | | | |
| Program recognition identifier | 2 | A | | | | | P | | | | | | | |
| Purchasing contract identifier | 12 | A | | | | | | | | | | | S | |
| Purchasing contract schedule identifier | 3 | A | | | | | | | | | | | S | |
| Scheduled hours | 4 | N | | | | | | | | | | | S | |
| School type identifier | 2 | A | | | | | | | | | | | P | |
| Specific funding identifier | 10 | A | | | | | | | | | | | P | |
| State identifier | 2 | A | | P | P | | | | P | P | | | | |
| Statistical area level 1 identifier | 11 | A | | | | | | | P | | | | | |
| Statistical area level 2 identifier | 9 | A | | | | | | | P | | | | | |
| Study reason identifier | 2 | A | | | | | | | | | | | P | |
| Subject field of education identifier | 6 | A | | | | | | P | | | | | | |
| Subject identifier | 12 | A | | | | | | P | | | | | P | |
| Subject name | 100 | A | | | | | | P | | | | | | |
| Survey contact status | 1 | A | | | | | | | P | | | | | |
| Telephone number | 20 | A | S | S | | | | | | | | | | |
| Telephone number *[home]* | 20 | A | | | | | | | | P | | | | |
| Telephone number *[mobile]* | 20 | A | | | | | | | | P | | | | |
| Telephone number *[work]* | 20 | A | | | | | | | | P | | | | |
| Training contract identifier | 10 | A | | | | | | | | | | | P | |
| Training organisation delivery location identifier | 10 | A | | | P | | | | | | | | P | |
| Training organisation delivery location name | 100 | A | | | P | | | | | | | | | |
| Training organisation identifier | 10 | A | P | P | P | | | | | | | | P | P |
| Training organisation name | 100 | A | P | P | | | | | | | | | | |
| Training organisation type identifier | 2 | A | | P | | | | | | | | | | |
| Unique student identifier | 10 | A | | | | | | | P | | | | | |

**Legend**
**A – Alphanumeric field**
**N – Numeric field – must contain only integers**
**D – Date field – in format DDMMYYYY**
**P – National VET Provider Collection**
**S – State or territory required field only – not required for direct NCVER submissions**

| | | NAT File | 10 | 10A | 20 | 30 | 30A | 60 | 80 | 85 | 90 | 100 | 120 | 130 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Data field** | **Length** | **Type** | | | | | | | | | | | | |
| VET flag | 1 | A | | | | | P | P | | | | | | |
| VET in schools flag | 1 | A | | | | | | | | | | | P | |

# File specifications

# Guide to file specifications, format and content

## Definition

An overview of the contents of the file. Each file consists of a sequence of data records. All records consist of a set of fixed length fields.

## Context

The reason for collecting the data contained in the file.

## Field table

File must not contain header records.

Defines the order, position, length and type of fields in a record in the file.

The field tables are structured with four columns.

**Fields**
Lists the names of the fields contained in each record in the file.

**Position**
Specifies the starting column position of a field in a file.

**Length**
Specifies the length of the field.

**Type**
Indicates the type of field where:

- **A** Alphanumeric fields must contain any printable ASCII character (for example '@'). All alphanumeric fields must be left-justified and space filled to the length of the field.
- **N** Numeric fields must contain only integers. All numeric fields must be right-justified and zero-filled.
- **D** All date fields must be in the format DDMMYYYY, where each sub-field is right-justified and zero-filled. Valid dates are further limited: the day field (DD) must be in the range of '01' to '31' and the month sub-field (MM) must be in the range of '01' to '12'.

## File relationships

The relationships between this file and other files in the collection specifications.

## Rules

The rules required to accurately report the data.

# Training organisation (NAT00010) file

## Definition

The *Training organisation* (NAT00010) file contains records about the registered training organisation.

## Context

The *Training organisation* (NAT00010) file provides identifying information about a registered training organisation for the National VET Provider Collection. This file is used to identify training organisation characteristics e.g. location and type.

**If your organisation is not a registered training organisation refer to the *Training organisation* (NAT00010A) file in the 'National VET Collection supplement for non-Training.gov.au information' section of this document.**

## Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

| FIELDS – TRAINING ORGANISATION (NAT00010) FILE | POSITION | LENGTH | TYPE |
|---|---|---|---|
| Training organisation identifier | 1 | 10 | A |
| Training organisation name | 11 | 100 | A |
| **Record length for national data collection:** | | 268 | |
| Contact name | 269 | 60 | A |
| Telephone number | 329 | 20 | A |
| Facsimile number | 349 | 20 | A |
| Email address | 369 | 80 | A |
| **Carriage return/line feed (ASCII 13/10):** | | 2 | |

## File relationships

For each unique *Training organisation identifier* in the *Training organisation* (NAT00010) file there must be at least one corresponding record in the:

*Training organisation delivery location* (NAT00020) file or
*Program completed* (NAT00130) file.

## Rules

**Only one record per *Training organisation identifier* in this file.**

### CONTACT NAME

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### EMAIL ADDRESS

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### FACSIMILE NUMBER

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### TELEPHONE NUMBER

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### TRAINING ORGANISATION IDENTIFIER

**This field must not be blank.**

### TRAINING ORGANISATION NAME

**This field must not be blank.**

# Training organisation delivery location (NAT00020) file

## Definition

The *Training organisation delivery location* (NAT00020) file contains a record for each training delivery location associated with training activity in a training organisation during the collection period.

A training organisation delivery location is a specific training site.

## Context

The *Training organisation delivery location* (NAT00020) file provides a record of training delivery location details during the collection period. This file is used to distinguish between delivery locations of a training organisation.

## Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

| FIELDS – TRAINING ORGANISATION DELIVERY LOCATION (NAT00020) FILE | POSITION | LENGTH | TYPE |
|---|---|---|---|
| Training organisation identifier | 1 | 10 | A |
| Training organisation delivery location identifier | 11 | 10 | A |
| Training organisation delivery location name | 21 | 100 | A |
| Postcode | 121 | 4 | A |
| State identifier | 125 | 2 | A |
| Address – suburb, locality or town | 127 | 50 | A |
| Country identifier | 177 | 4 | A |
| **Record length for national data collection:** | | 180 | |
| **Carriage return/line feed (ASCII 13/10):** | | 2 | |

## File relationships

For each unique *Training organisation identifier* in the *Training organisation delivery location* (NAT00020) file there must be one corresponding record in the:

*Training organisation* (NAT00010) or (NAT00010A) file.

For each unique combination of *Training organisation identifier* and *Training organisation delivery location identifier* in the *Training organisation delivery location* (NAT00020) file there must be at least one corresponding record in the:

*Training activity* (NAT00120) file.

If there is no subject activity and therefore no *Training activity* (NAT00120) file, then the *Training organisation delivery location* (NAT00020) file is not required.

## Rules

**Only one record per combination of *Training organisation identifier* and *Training organisation delivery location identifier* in this file.**

### ADDRESS – SUBURB, LOCALITY OR TOWN

**This field must not be blank.**

For overseas delivery locations, populate with suburb/locality or town of the training organisation overseas delivery location.

### COUNTRY IDENTIFIER

**This field must not be blank or '@@@@ – not specified' or '0000 – inadequately described'.**

*Country identifier* is used to identify the country in which training delivery takes place by an Australian training organisation.

*Country identifier* must not be:

'1100 — Australia (includes external territories), not further defined'
'1101 — Australia'
'1102 — Norfolk Island' or
'1199 — Australian external territories, not elsewhere classified'.

if *Postcode* is 'OSPC' in the *Training organisation delivery location* (NAT00020) file.

*Country identifier* must be:

'1100 — Australia (includes external territories), not further defined'
'1101 — Australia'
'1102 — Norfolk Island' or
'1199 — Australian external territories, not elsewhere classified'

if *Postcode* is a valid 4-digit Australia Post postcode in the *Training organisation delivery location* (NAT00020) file.

### POSTCODE

**This field must not be blank.**

*Postcode* with the category of 'Post office box' in the Australia Post postcode classification or '@@@@ - not specified' are not permitted in the *Training organisation delivery location* (NAT00020) file.

*Postcode* must be given the value 'OSPC', if the training organisation's delivery location has an overseas address in the *Training organisation delivery location* (NAT00020) file.

If *Postcode* is 'OSPC', the *State identifier* must be either:

'09 — Other Australian territories or dependencies' or
'99 — Other (Overseas but not an Australian territory or dependency)'

in the *Training organisation delivery location* (NAT00020) file.

### STATE IDENTIFIER

**This field must not be blank.**

*State identifier* must indicate the state or territory that is represented by the valid 4-digit Australia Post postcode, supplied in *Postcode* in the *Training organisation delivery location* (NAT00020) file.

*State identifier* must be:

09 — Other Australian territories or dependencies or
99 — Other (Overseas but not an Australian territory or dependency)

if *Postcode* is 'OSPC' in the *Training organisation delivery location* (NAT00020) file.

### TRAINING ORGANISATION DELIVERY LOCATION IDENTIFIER

**This field must not be blank.**

### TRAINING ORGANISATION DELIVERY LOCATION NAME

**This field must not be blank.**

### TRAINING ORGANISATION IDENTIFIER

**This field must not be blank.**

# Program (NAT00030) file

## Definition

The *Program* (NAT00030) file contains a record for each qualification, course or skill set associated with training activity and completions during the collection period.

A qualification, course or skill set is a structured program that may include practical experience.

## Context

The *Program* (NAT00030) file provides information about qualifications, courses or skill sets to assist with analysis of the type and level of training activity.

**If your organisation delivers any qualifications, courses or skill sets that are not nationally recognised (that is, they are locally recognised) refer to the *Program* (NAT00030A) file in the National VET Collection supplement for non-Training.gov.au information section of this document.**

## Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

| FIELDS – PROGRAM (NAT00030) FILE | POSITION | LENGTH | TYPE |
|---|---|---|---|
| Program identifier | 1 | 10 | A |
| Program name | 11 | 100 | A |
| Nominal hours | 111 | 4 | N |
| **Record length for national data collection:** | | 130 | |
| **Carriage return/line feed (ASCII 13/10):** | | 2 | |

## File relationships

For each unique *Program identifier* in the *Program* (NAT00030) file there must be at least one corresponding record in the:

*Training activity* (NAT00120) file
or
*Program completed* (NAT00130) file.

If there is no *Program identifier* in the *Training activity* (NAT00120) file or *Program completed* (NAT00130) file, because of subject-only training, then the *Program* (NAT00030) file is not required.

## Rules

**Only one record per *Program identifier* in this file.**

### NOMINAL HOURS

**This field must not be blank.**

### PROGRAM IDENTIFIER

**This field must not be blank.**

### PROGRAM NAME

**This field must not be blank.**

The *Program Name* must match the program name listed on the National Register of VET, for nationally accredited qualifications, courses or skill sets.

# Subject (NAT00060) file

## Definition

The *Subject* (NAT00060) file contains a record for each unit of competency, accredited unit or module associated with enrolment activity during the collection period.

A unit of competency, accredited unit or module can be studied independently but is usually offered as part of a qualification, course or skill set.

## Context

The *Subject* (NAT00060) file provides information about units of competency, accredited units and modules that are undertaken and/or completed by clients during the collection period.

## Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

| FIELDS – SUBJECT (NAT00060) FILE | POSITION | LENGTH | TYPE |
|---|---|---|---|
| Subject identifier | 1 | 12 | A |
| Subject name | 13 | 100 | A |
| Subject field of education identifier | 113 | 6 | A |
| VET flag | 119 | 1 | A |
| Nominal hours | 120 | 4 | N |
| **Record length for national data collection:** | | 123 | |
| **Carriage return/line feed (ASCII 13/10):** | | 2 | |

## File relationships

For each unique *Subject identifier* in the *Subject* (NAT00060) file there must be at least one corresponding record in the:

*Training activity* (NAT00120) file.

If there are no subject enrolments and therefore no *Training activity* (NAT00120) file, then the *Subject* (NAT00060) file is not required.

## Rules

**Only one record per *Subject identifier* in this file.**

### SUBJECT FIELD OF EDUCATION IDENTIFIER

**This field may be blank** if *Subject identifier* and *Subject name* in combination match the code and name combination listed on the National Register of VET.

### SUBJECT IDENTIFIER

**This field must not be blank.**

### SUBJECT NAME

**This field must not be blank.**

If *Subject identifier* is listed on the National Register of VET as a unit of competency or accredited unit, then *Subject name* must match the subject name listed on the National Register of VET.

### NOMINAL HOURS

**This field may be blank** if *Subject identifier* and *Subject name* in combination match the code and name combination listed on the National Register of VET and *Subject identifier* also exists in NCVER's nationally agreed hours system file.

### VET FLAG

**This field may be blank** if *Subject identifier* and *Subject name* in combination match the code and name combination listed on the National Register of VET.

VET flag must be 'Y' when reporting to the National VET in Schools Collection.

# Client (NAT00080) file

## Definition

The *Client* (NAT00080) file contains a record for each client who has participated in VET activity during the collection period or whose completion of a program of study is reported during the collection period.

A client is an individual who is engaged in or has completed a program of study.

## Context

The *Client* (NAT00080) file provides information used to monitor client participation patterns and to be used for statistical, administrative, regulatory and research purposes.

## Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

| FIELDS – CLIENT (NAT00080) FILE | POSITION | LENGTH | TYPE |
|---|---|---|---|
| Client identifier | 1 | 10 | A |
| Name for encryption | 11 | 60 | A |
| Highest school level completed identifier | 71 | 2 | A |
| Gender | 73 | 1 | A |
| Date of birth | 74 | 8 | A |
| Postcode | 82 | 4 | A |
| Indigenous status identifier | 86 | 1 | A |
| Language identifier | 87 | 4 | A |
| Labour force status identifier | 91 | 2 | A |
| Country identifier | 93 | 4 | A |
| Disability flag | 97 | 1 | A |
| Prior educational achievement flag | 98 | 1 | A |
| At school flag | 99 | 1 | A |
| Address – suburb, locality or town | 100 | 50 | A |
| Unique student identifier | 150 | 10 | A |
| State identifier | 160 | 2 | A |
| Address building/property name | 162 | 50 | A |
| Address flat/unit details | 212 | 30 | A |
| Address street number | 242 | 15 | A |
| Address street name | 257 | 70 | A |
| Survey contact status | 327 | 1 | A |
| **Record length for national data collection for training organisations:** | | 327 | |
| Statistical area level 1 identifier | 328 | 11 | A |
| Statistical area level 2 identifier | 339 | 9 | A |
| | | | |
| **Record length for national data collection for state and territory training authorities:** | | 347 | |
| **Carriage return/line feed (ASCII 13/10):** | | 2 | |

## File relationships

If *Client identifier* exists with a *Disability flag* of 'Y' in the *Client* (NAT00080*)* file there must be at least one corresponding record in the:

*Disability* (NAT00090) file.

If *Client identifier* exists with a *Prior educational achievement flag* of 'Y' in the *Client* (NAT00080) file there must be at least one corresponding record in the:

*Prior educational achievement* (NAT00100) file.

If the training organisation is submitting to a state or training authority under a contractual obligation then, for each *Client identifier* in the *Client* (NAT00080) file, there must be at least one corresponding record in the *Client contact details* (NAT00085) file. Training organisations submitting directly to NCVER do not provide the *Client contact details* (NAT00085) file.

The *Client* (NAT00080) file must contain one record for each *Client identifier* reported in either the *Training activity* (NAT00120) file or the *Program completed* (NAT00130) file.

## Rules

**Only one record per *Client identifier* in this file.**

### ADDRESS (ALL ADDRESS FIELDS)

*Address* must represent the client's usual residential address.

The intent of 'usual' residential address is to report the address where the client usually resides rather than a temporary address a client relocates to for training, work or other purposes. This means that the international address must be used for both international onshore and offshore students.

The usual address must be a physical address (street number and name) and not a post office box.

Most states and territories are using an address identification system in rural areas to facilitate emergency services coordination such as the 'Rural property addressing' or 'numbering' systems. This is the preferred residential street address for clients from rural areas where available.

### ADDRESS BUILDING/PROPERTY NAME

**This field may be blank.**

*Address building/property name* must comply with rules listed in *Address*.

### ADDRESS FLAT/UNIT DETAILS

**This field may be blank.**

*Address flat/unit details* must comply with rules listed in *Address*.

### ADDRESS – SUBURB, LOCALITY OR TOWN

**This field must not be blank when postcode is listed on Australia Post.**

*Address — suburb, locality or town* must comply with rules listed in *Address*. This field must be part of a valid postcode-address location combination as listed by Australia Post. If the postcode is 'OSPC' or '@@@@' and an Australian location or international equivalent is not available, then 'Not specified' may be entered in this field.

### ADDRESS STREET NAME

**This field must not be blank.**

*Address street name* must comply with rules listed in *Address*.

*Address street name* should be 'not specified' for clients who do not provide residential address details, whose address does not contain a street address (e.g. clients from Aboriginal communities) or whose usual residential address is not in Australia (e.g. overseas students).

### ADDRESS STREET NUMBER

**This field must not be blank.**

*Address street number* must comply with the rules listed in *Address.*

*Address street number* should be 'not specified' for clients who do not provide residential address details or clients whose address does not contain a street address (e.g. clients from Aboriginal communities).

### AT SCHOOL FLAG

**This field must not be blank.**

When submitting to the National VET in Schools Collection, *At school flag* must be 'Y' if *School type identifier* is '21 — School — Government', '25 — School — Catholic' or '27 — School — Independent' in the *Training activity* (NAT00120) file.

### CLIENT IDENTIFIER

**This field must not be blank.**

The *Client* (NAT00080) file must contain one record for each unique *Client identifier* reported in either the *Training activity* (NAT00120) file or the *Program completed* (NAT00130) file.

*Client identifiers* included in the *Client* (NAT00080) file must exist in the *Client contact details* (NAT00085) file.

### COUNTRY IDENTIFIER

**This field must not be blank.**

*Country identifier* specifies the country of birth of a client in the *Client* (NAT00080) file.

If *Country identifier* is inadequately described, the *Country identifier* must be '0000'.

If *Country identifier* is unknown, the *Country identifier* must be '@@@@'.

### DATE OF BIRTH

**This field must not be blank.**

### DISABILITY FLAG

**This field must not be blank.**

### GENDER

**This field must not be blank.**

### HIGHEST SCHOOL LEVEL COMPLETED IDENTIFIER

**This field must not be blank.**

### INDIGENOUS STATUS IDENTIFIER

**This field must not be blank.**

### LABOUR FORCE STATUS IDENTIFIER

**This field must not be blank** when submitting to the National VET Provider Collection.

**This field may be blank** when submitting to the National VET in Schools Collection.

### LANGUAGE IDENTIFIER

**This field must not be blank.**

### NAME FOR ENCRYPTION

**This field must not be blank.**

### POSTCODE

**This field must not be blank.**

*Postcode* must comply with rules listed in *Address.*

*Postcode* must be an Australia Post postcode of a physical street address and not a postcode of a post office box address or a large volume receiver (LVR).

*Postcode* must be 'OSPC — Overseas address location' for international clients, irrespective of the postcode used in the overseas address or the client's temporary address in Australia.

### PRIOR EDUCATIONAL ACHIEVEMENT FLAG

**This field must not be blank.**

### STATE IDENTIFIER

**This field must not be blank.**

*State identifier* must comply with rules listed in *Address*.

If *Postcode* is 'OSPC — Overseas address location' in the *Client* (NAT00080) file, *State identifier* must be '99 — Other (overseas but not an Australian territory or dependency)'.

### STATISTICAL AREA LEVEL 1 IDENTIFIER

**This field may be blank.**

This field is only to be used by state/territory training authorities when submitting data to NCVER. *Statistical area level 1 identifier* must be a valid 11-digit identifier as allocated in the Australian Bureau of Statistics' *Australian Statistical Geography Standard* (ASGS), ABS catalogue no.1270.0, 2016. This field is not required by registered training organisations.

### STATISTICAL AREA LEVEL 2 IDENTIFIER

**This field may be blank.**

This field is only to be used by state/territory training authorities when submitting data to NCVER. *Statistical area level 2 identifier* must be a valid 9-digit identifier as allocated in the Australian Bureau of Statistics' *Australian Statistical Geography Standard* (ASGS), ABS catalogue no.1270.0, 2016. This field is not required by registered training organisations.

### SURVEY CONTACT STATUS

**This field may be blank** for the National VET Provider Collection if *date of birth* indicates that a client is under the age of 15 at the end of the collection year.

**This field may be blank** in the National VET in Schools Collection.

### UNIQUE STUDENT IDENTIFIER

**This field must not be blank** under the requirements outlined in the Student Identifiers Act 2014. In addition, registered training organisations submitting data to their state training authorities may be required to populate this field from the time of enrolment.

If Unique Student Identifier is 'INTOFF', a client's *Postcode* must be 'OSPC'.

# Client contact details (NAT00085) file

## Definition

The *Client contact details* (NAT00085) file stores contact details of clients (address, email, and phone).

## Context

The *Client contact details* (NAT00085) file provides information used for statistical, administrative, regulatory and research purposes.

The file can be submitted by all registered training organisation, state training authorities and boards of studies.

## Field table

| FIELDS – CLIENT CONTACT DETAILS (NAT00085) FILE | POSITION | LENGTH | TYPE |
|---|---|---|---|
| Client identifier | 1 | 10 | A |
| Client title | 11 | 4 | A |
| Client first given name | 15 | 40 | A |
| Client family name | 55 | 40 | A |
| Address building/property name | 95 | 50 | A |
| Address flat/unit details | 145 | 30 | A |
| Address street number | 175 | 15 | A |
| Address street name | 190 | 70 | A |
| Address postal delivery box | 260 | 22 | A |
| Address – suburb, locality or town | 282 | 50 | A |
| Postcode | 332 | 4 | A |
| State identifier | 336 | 2 | A |
| Telephone number *[home]* | 338 | 20 | A |
| Telephone number *[work]* | 358 | 20 | A |
| Telephone number *[mobile]* | 378 | 20 | A |
| Email address | 398 | 80 | A |
| Email address *[alternative]* | 478 | 80 | A |
| **Record length for national data collection:** | | 557 | |
| **Carriage return/line feed (ASCII 13/10):** | | 2 | |

## File relationships

For each unique *Client identifier* in the *Client contact details* (NAT00085) file there must be one corresponding record in the:

*Client* (NAT00080) file.

## Rules

**Only one record per *Client identifier* in this file.**

Rules for all fields in the *Client contact details* (NAT00085) file are at the discretion of, and may be determined by, individual states or territories. Training organisations in receipt of government funding are advised to check with their state or territory training authority prior to submission.

Rules described below apply only to the validation of the *Client contact details* (NAT00085) file in NCVER's AVETMISS validation software.

### ADDRESS BUILDING/PROPERTY NAME

**This field may be blank.**

### ADDRESS FLAT/UNIT DETAILS

**This field may be blank.**

### ADDRESS POSTAL DELIVERY BOX

**This field may be blank** if *Address street name* is not blank in the *Client contact details* (NAT00085) file.

### ADDRESS – SUBURB, LOCALITY OR TOWN

**This field must not be blank.**

*Address — suburb, locality or town* and *Postcode* in combination must match the combination specified by Australia Post.

*Address — suburb, locality or town* should be 'not specified' if *Postcode* is 'OSPC' or '@@@@' in the *Client contact details* (NAT00085) file.

### ADDRESS STREET NAME

**This field must not be blank** if *Address postal delivery box* is blank in the *Client contact details* (NAT00085) file.

**This field must not be blank** if *Address street number* is not blank in the *Client contact details* (NAT00085) file.

### ADDRESS STREET NUMBER

**This field may be blank.**

### CLIENT FIRST GIVEN NAME

**This field may be blank.**

### CLIENT IDENTIFIER

**This field must not be blank.**

*Client identifiers* included in the *Client contact details* (NAT00085) file must exist in the *Client* (NAT00080) file.

### CLIENT FAMILY NAME

**This field must not be blank.**

### CLIENT TITLE

**This field may be blank.**

### EMAIL ADDRESS

**This field may be blank.**

### EMAIL ADDRESS *[ALTERNATIVE]*

**This field may be blank.**

### POSTCODE

**This field must not be blank.**

If *Postcode* is not 'OSPC' or '@@@@', then *Postcode* in combination with *Address — suburb, locality or town* and *State identifier* must match the combination specified by Australia Post.

### STATE IDENTIFIER

**This field must not be blank.**

If *State identifier* is not '@@', then *State identifier* and *Postcode* combination must match that specified by Australia Post.

### TELEPHONE NUMBER *[HOME]*

**This field may be blank.**

*Telephone number [home]* must be a valid Australian telephone number and include an area code.

*Telephone number [home]* should be in the following format 0123456789.

### TELEPHONE NUMBER *[MOBILE]*

**This field may be blank.**

*Telephone number [mobile]* must be a valid Australian mobile telephone number.

*Telephone number [mobile]* should be in the following format 0423456789.

### TELEPHONE NUMBER *[WORK]*

**This field may be blank.**

*Telephone number [work]* must be a valid Australian telephone number and include an area code.

*Telephone number [work]* should be in the following format 0123456789.

# Disability (NAT00090) file

## Definition

The *Disability* (NAT00090) file contains a record for each disability, impairment, or long-term condition associated with a client. A client may have more than one type of disability, impairment, or long-term condition.

## Context

The *Disability* (NAT00090) file provides basic information about the type(s) of disability, impairment or long-term condition associated with a client to assist with analysis for access and equity purposes.

## Field table

| FIELDS – DISABILITY (NAT00090) FILE | POSITION | LENGTH | TYPE |
|---|---|---|---|
| Client identifier | 1 | 10 | A |
| Disability type identifier | 11 | 2 | A |
| **Record length for national data collection:** | | 12 | |
| **Carriage return/line feed (ASCII 13/10):** | | 2 | |

## File relationships

For each unique *Client identifier* in the *Disability* (NAT00090) file there must be one corresponding record in the:

*Client* (NAT00080) file.

This file is only required when there is at least one client with *Disability flag* = 'Y' in the *Client* (NAT00080) file.

## Rules

**Only one record per combination of *Client identifier* and *Disability type identifier* in this file.**

### CLIENT IDENTIFIER

**This field must not be blank.**

### DISABILITY TYPE IDENTIFIER

**This field must not be blank.**

# Prior educational achievement (NAT00100) file

## Definition

The *Prior educational achievement* (NAT00100) file contains a record for each type of prior educational achievement for a client. A client may have more than one type of prior educational achievement.

## Context

The *Prior educational achievement* (NAT00100) file provides information about the types of prior educational achievements for a client to assist with the analysis of pathways and skill levels of clients entering training.

## Field table

| FIELDS – PRIOR EDUCATIONAL ACHIEVEMENT (NAT00100) FILE | POSITION | LENGTH | TYPE |
|---|---|---|---|
| Client identifier | 1 | 10 | A |
| Prior educational achievement identifier | 11 | 3 | A |
| **Record length for national data collection:** | | 13 | |
| **Carriage return/line feed (ASCII 13/10):** | | 2 | |

## File relationships

For each unique *Client identifier* in the *Prior educational achievement* (NAT00100) file there must be one corresponding record in the:

*Client* (NAT00080) file.

This file is only required when there is at least one client with *Prior educational achievement flag* = 'Y' in the *Client* (NAT00080) file.

## Rules

**Only one record per combination of *Client identifier* and *Prior educational achievement identifier* in this file.**

### CLIENT IDENTIFIER

**This field must not be blank.**

### PRIOR EDUCATIONAL ACHIEVEMENT IDENTIFIER

**This field must not be blank.**

# Training activity (NAT00120) file

## Definition

The *Training activity* (NAT00120) file contains a record for each unit of competency or module undertaken by a client at a training organisation's delivery location during the collection period.

## Context

The *Training activity* (NAT00120) file provides information about training activity undertaken by clients during the collection period. This information is used to measure activity and output for the VET sector and will appear on a client's Unique Student Identifier transcript, where applicable.

## Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

| FIELDS – TRAINING ACTIVITY (NAT00120) FILE | POSITION | LENGTH | TYPE |
|---|---|---|---|
| Training organisation identifier | 1 | 10 | A |
| Training organisation delivery location identifier | 11 | 10 | A |
| Client identifier | 21 | 10 | A |
| Subject identifier | 31 | 12 | A |
| Program identifier | 43 | 10 | A |
| Activity start date | 53 | 8 | D |
| Activity end date | 61 | 8 | D |
| Delivery mode identifier | 69 | 3 | A |
| Outcome identifier – national | 72 | 2 | A |
| Funding source – national | 74 | 2 | A |
| Commencing program identifier | 76 | 1 | A |
| Training contract identifier | 77 | 10 | A |
| Client identifier – apprenticeships | 87 | 10 | A |
| Study reason identifier | 97 | 2 | A |
| VET in schools flag | 99 | 1 | A |
| Specific funding identifier | 100 | 10 | A |
| School type identifier | 110 | 2 | A |
| **Record length for national data collection:** | | 111 | |
| Outcome identifier – training organisation | 112 | 3 | A |
| Funding source – state training authority | 115 | 3 | A |
| Client tuition fee | 118 | 5 | N |
| Fee exemption/concession type identifier | 123 | 2 | A |
| Purchasing contract identifier | 125 | 12 | A |
| Purchasing contract schedule identifier | 137 | 3 | A |
| Hours attended | 140 | 4 | N |
| Associated course identifier | 144 | 10 | A |
| Scheduled hours | 154 | 4 | N |
| Predominant delivery mode | 158 | 1 | A |
| **Carriage return/line feed (ASCII 13/10):** | | 2 | |

## File relationships

For each unique combination of *Training organisation identifier* and *Training organisation delivery location identifier* in the *Training activity* (NAT00120) file there must be one corresponding record in the:

*Training organisation delivery location* (NAT00020) file.

For each unique *Program identifier* in the *Training activity* (NAT00120) file there must be one corresponding record in the:

*Program* (NAT00030) or (NAT00030A) file.

For each unique *Subject identifier* in the *Training activity* (NAT00120) file there must be one corresponding record in the:

*Subject* (NAT00060) file.

For each unique *Client identifier* in the *Training activity* (NAT00120) file there must be one corresponding record in the:

*Client* (NAT00080) file.

If there is no training activity and therefore no *Training organisation delivery location* (NAT00020) file or *Subject* (NAT00060) file, then the *Training activity* (NAT00120) file is not required.

## Rules

**Only one record per combination of *Training organisation identifier*, *Client identifier*, *Subject identifier*, *Program identifier* and *Activity start date* in this file.**

### ACTIVITY END DATE

**This field must not be blank.**

*Activity end date* must be within the collection year if *Outcome identifier — national* is not '70 — Continuing activity'.

*Activity end date* must not be more than five years after *Activity start date*.

### ACTIVITY START DATE

**This field must not be blank.**

*Activity start date* must be on or before the *Activity end date*.

*Activity start date* must be before the end of the collection period.

*Activity start date* must not be more than five years prior to the collection year.

*Activity start date* should not change in subsequent data submissions when reporting the same training activity.

### ASSOCIATED COURSE IDENTIFIER

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### CLIENT IDENTIFIER

**This field must not be blank.**

### CLIENT IDENTIFIER – APPRENTICESHIPS

**This field may be blank** if *Training contract identifier* is blank in the *Training activity* (NAT00120) file.

*Client identifier — apprenticeships* must be blank if *Program identifier* is blank in the *Training activity* (NAT00120) file.

### CLIENT TUITION FEE

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### COMMENCING PROGRAM IDENTIFIER

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### DELIVERY MODE IDENTIFIER

**This field must not be blank.**

### FEE EXEMPTION/CONCESSION TYPE IDENTIFIER

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### FUNDING SOURCE – NATIONAL

**This field must not be blank.**

### FUNDING SOURCE – STATE TRAINING AUTHORITY

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### HOURS ATTENDED

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### OUTCOME IDENTIFIER – NATIONAL

**This field must not be blank.**

### OUTCOME IDENTIFIER – TRAINING ORGANISATION

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### PREDOMINANT DELIVERY MODE

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### PROGRAM IDENTIFIER

**This field must not be blank** if the unit of competency or module is part of a qualification, course or skill set enrolment in the *Training activity* (NAT00120) file.

**This field must not be blank** if *Client identifier — apprenticeships* and *Training contract identifier* are not blank in the *Training activity* (NAT00120) file.

**This field must not be blank** when submitted to the National VET in Schools Collection.

**This field must be blank** if *Subject identifier* is not part of a qualification, course or skill set enrolment in the *Training activity* (NAT00120) file.

### PURCHASING CONTRACT IDENTIFIER

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### PURCHASING CONTRACT SCHEDULE IDENTIFIER

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### SCHEDULED HOURS

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### SCHOOL TYPE IDENTIFIER

**This field may be blank** when data are submitted to the National VET Provider Collection.

**This field must not be blank** when data are submitted by Boards of Studies or state/territory training authorities to the National VET in Schools Collection.

### SPECIFIC FUNDING IDENTIFIER

**This field may be blank.**

This field is only for use by state/territory training authorities or by training organisations as directed by the Australian Government Department of Employment and Workplace Relations. It must only be used when *Funding source — national* is '13 — Commonwealth specific purpose programs'.

**This field must not be blank** if *Funding source — national* is '13 — Commonwealth specific funding program'.

### STUDY REASON IDENTIFIER

**This field may be blank.**

### SUBJECT IDENTIFIER

**This field must not be blank.**

*Subject identifier* may exist with a blank *Program identifier* in the *Training activity* (NAT00120) file if enrolment is in a unit of competency or module only.

### TRAINING CONTRACT IDENTIFIER

**This field must be blank** if *Program identifier* is blank in the *Training activity* (NAT00120) file.

**This field may be blank** if *Client identifier — apprenticeships* is blank in the *Training activity* (NAT00120) file.

*Training contract identifier* and *Client identifier — apprenticeships* should be the same for each unique *Program identifier*/*Client identifier* combination.

### TRAINING ORGANISATION IDENTIFIER

**This field must not be blank.**

### TRAINING ORGANISATION DELIVERY LOCATION IDENTIFIER

**This field must not be blank.**

### VET IN SCHOOLS FLAG

**This field must not be blank.**

This field must be 'Y' when data are submitted by Boards of Studies to the National VET in Schools Collection.

# Program completed (NAT00130) file

## Definition

The *Program completed* (NAT00130) file contains records for which all requirements for the completion of the qualification, course or skill set, including on-the-job requirements, have been met. Completions for Australian Qualifications Framework (AQF) qualifications and courses are achieved when the client is eligible for the award to be conferred.

## Context

The *Program completed* (NAT00130) file provides profile information about clients completing the requirements of a program of study, either during the collection period or in a prior collection period (where the completion of the program of study has not previously been reported). This information is used to measure successful outcomes from the VET sector and will appear on a client's Unique Student Identifier transcript, where applicable.

## Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

| FIELDS – PROGRAM COMPLETED (NAT00130) FILE | POSITION | LENGTH | TYPE |
|---|---|---|---|
| Training organisation identifier | 1 | 10 | A |
| Program identifier | 11 | 10 | A |
| Client identifier | 21 | 10 | A |
| Date program completed | 31 | 8 | A |
| Issued flag | 39 | 1 | A |
| **Record length for national data collection:** | | 39 | |
| Parchment issue date | 40 | 8 | D |
| Parchment number | 48 | 25 | A |
| **Carriage return/line feed (ASCII 13/10):** | | 2 | |

## File relationships

For each unique *Training organisation identifier* in the *Program completed* (NAT00130) file, there must be one corresponding record in the:

*Training organisation* (NAT00010) file.

For each unique *Program identifier* in the *Program completed* (NAT00130) file, there must be one corresponding record in the:

*Program* (NAT00030) file.

For each unique *Client identifier* in the *Program completed* (NAT00130) file, there must be one corresponding record in the:

*Client* (NAT00080) file.

If there are no program completions to report, then the *Program completed* (NAT00130) file is not required.

## Rules

**Only one record per combination of *Program identifier*, *Client identifier* and *Date program completed* in this file.**

The *Program completed* (NAT00130) file must not contain records that have been reported previously in the National VET Provider Collection.

The on-the-job component is to be completed before the completion can be reported.

Senior secondary education (Year 11 or Year 12) and junior secondary education (Year 10) are recognised as program completions attained when delivered in the VET sector and can be recorded in the *Program completed* (NAT00130) file.

If a client has completed a qualification, course or skill set that entitles the client to receive more than one level of education for the program, only the highest level of education conferred for that qualification, course or skill set should be reported.

### CLIENT IDENTIFIER

**This field must not be blank.**

The *Client identifier* must appear in the *Training activity* (NAT00120) file if *Date program completed* for the *Client identifier* in the *Program completed* (NAT00130) file is within the collection year.

### DATE PROGRAM COMPLETED

**This field must not be blank.**

### ISSUED FLAG

**This field must not be blank.**

### PARCHMENT ISSUED DATE

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### PARCHMENT NUMBER

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### PROGRAM IDENTIFIER

**This field must not be blank.**

*Program identifier* with a *VET flag* of 'N' (No — The intention of the program of study is not vocational) in the *Program* (NAT00030A) file must not appear in the *Program completed* (NAT00130) file.

### TRAINING ORGANISATION IDENTIFIER

**This field must not be blank.**

# National VET Collection supplement for non-Training.gov.au information

# Introduction

This supplement is an addition to the *National VET Provider Collection specifications* to cater for specific requirements for non-registered training organisations and government-funded locally recognised training, delivered by both registered and non-registered training organisations in the National VET Provider Collection. It contains the *Training organisation* (NAT00010A) and *Program* (NAT00030A) files which are to be submitted in place of the *Training organisation* (NAT00010) and *Program* (NAT00030) files described in the main body of this document.

The *Training organisation* (NAT00010A) and *Program* (NAT00030A) files contain extra fields and are validated differently. The extra fields in these files do not exist in the main body of the document, as this information can be sourced from the National Register of VET for registered training organisations and for nationally recognised training activity. However, this information cannot be sourced externally for locally recognised training and therefore needs to be provided via these supplementary files. Using the wrong file in your submission will cause validation errors e.g. submitting the *Training organisation* (NAT00010) file when your training organisation is not registered, or the *Program* (NAT00030) file when your training organisation is delivering locally recognised training.

The *Training organisation* (NAT00010A) file is only for use by non-registered training organisations.

The *Program* (NAT00030A) file is for use by training organisations delivering government-funded locally recognised training. Training organisations delivering a mixture of nationally recognised and locally recognised training should submit **all** their data in the *Program* (NAT00030A) file format.

# Training organisation (NAT00010A) file

## Definition

The *Training organisation* (NAT00010A) file contains records about the training organisation.

## Context

The *Training organisation* (NAT00010A) file provides information about the training organisation for the National VET Provider Collection.

**If your organisation is not a registered training organisation you must use the following *Training organisation* (NAT00010A) file format to submit to the National VET Provider Collection.**

**This file is not valid for National VET in Schools Collection submissions from state and territories or Boards of Studies. These organisations should use the *Training organisation* (NAT00010) file.**

## Field table

| FIELDS – TRAINING ORGANISATION (NAT00010A) FILE | POSITION | LENGTH | TYPE |
|---|---|---|---|
| Training organisation identifier | 1 | 10 | A |
| Training organisation name | 11 | 100 | A |
| Training organisation type identifier | 111 | 2 | A |
| Address first line | 113 | 50 | A |
| Address second line | 163 | 50 | A |
| Address – suburb, locality or town | 213 | 50 | A |
| Postcode | 263 | 4 | A |
| State identifier | 267 | 2 | A |
| **Record length for national data collection:** | | 268 | |
| Contact name | 269 | 60 | A |
| Telephone number | 329 | 20 | A |
| Facsimile number | 349 | 20 | A |
| Email address | 369 | 80 | A |
| **Carriage return/line feed (ASCII 13/10):** | | 2 | |

## File relationships

The *Training organisation* (NAT0010A) file cannot be validated as part of a file set containing a *Program* (NAT00030) file.

For each unique *Training organisation identifier* in the *Training organisation* (NAT00010A) file there must be at least one corresponding record in the:

*Training organisation delivery location* (NAT00020) file or
*Program completed* (NAT00130) file.

## Rules

**This file is not valid for RTOs when submitting directly to NCVER.**

**A submission must include either a NAT00010 or NAT00010A file, but not both.**

**Only one record per *Training organisation identifier* in this file.**

### ADDRESS FIRST LINE

**This field must not be blank.**

### ADDRESS – SUBURB, LOCALITY OR TOWN

**This field must not be blank.**

### ADDRESS SECOND LINE

**This field may be blank.**

### CONTACT NAME

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### EMAIL ADDRESS

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### FACSIMILE NUMBER

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### POSTCODE

**This field must not be blank.**

*Postcode* must not include the values 'OSPC' or '@@@@'.

### STATE IDENTIFIER

**This field must not be blank.**

*State identifier* must not be '99 — Other (overseas but not an Australian territory or dependency)'.

### TELEPHONE NUMBER

**This field may be blank** when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

### TRAINING ORGANISATION IDENTIFIER

**This field must not be blank.**

### TRAINING ORGANISATION NAME

**This field must not be blank.**

### TRAINING ORGANISATION TYPE IDENTIFIER

**This field must not be blank** if *Training organisation identifier* and *Training organisation name* in combination do not match the code and name combination listed on the National Register of VET.

# Program (NAT00030A) file

## Definition

The *Program* (NAT00030A) file contains a record for each qualification, course or skill set associated with activity and completions during the collection period.

A qualification, course or skill set is a structured program that may include practical experience.

## Context

The *Program* (NAT00030A) file provides information about qualifications, courses or skill sets to assist with analysis of the type and level of training activity.

**If your organisation delivers any government-funded qualifications, courses or skill sets that are locally recognised (i.e. not nationally recognised) you must use the following *Program* (NAT00030A) file format to submit to the National VET Provider Collection.**

**Where an organisation delivers a mixture of nationally recognised and locally recognised training, they should submit data in the following *Program* (NAT00030A) file format. Where programs delivered are listed on the National Register of VET, those fields not required under the *Program* (NAT00030) file in the main body of the Standard may be left blank.**

**This file is not valid for National VET in Schools Collection submissions from state and territories or Boards of Studies. These organisations should use the *Program* (NAT00030) file.**

## Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts for nationally recognised programs.

| FIELDS – PROGRAM (NAT00030A) FILE | POSITION | LENGTH | TYPE |
|---|---|---|---|
| Program identifier | 1 | 10 | A |
| Program name | 11 | 100 | A |
| Nominal hours | 111 | 4 | N |
| Program recognition identifier | 115 | 2 | A |
| Program level of education identifier | 117 | 3 | A |
| Program field of education identifier | 120 | 4 | A |
| ANZSCO identifier | 124 | 6 | A |
| VET flag | 130 | 1 | A |
| **Record length for national data collection:** | | 130 | |
| **Carriage return/line feed (ASCII 13/10):** | | 2 | |

## File relationships

For each unique *Program identifier* in the *Program* (NAT00030A) file there must be at least one corresponding record in the:

*Training activity* (NAT00120) file

or

*Program completed* (NAT00130) file.

If there is no *Program identifier* in the *Training activity* (NAT00120) file or *Program completed* (NAT00130) file, because of subject-only training, then the *Program* (NAT00030A) file is not required.

## Rules

**This file is not valid for RTOs when submitting directly to NCVER.**

**A submission can include either a NAT00030 or NAT00030A file, but not both.**

**Only one record per Program identifier in this file.**

### ANZSCO IDENTIFIER

**This field may be blank** if *Program identifier* and *Program name* in combination match the code and name combination listed on the National Register of VET.

**This field may be blank** if *Program recognition identifier* is '13 — Nationally recognised skill set, specified in a national training package' or '16 — Locally recognised skill set'.

### NOMINAL HOURS

**This field must not be blank.**

### PROGRAM FIELD OF EDUCATION IDENTIFIER

**This field may be blank** if *Program identifier* and *Program name* in combination match the code and name combination listed on the National Register of VET.

**This field may be blank** if *Program recognition identifier* is '13 — Nationally recognised skill set, specified in a national training package' or '16 — Locally recognised skill set'.

### PROGRAM IDENTIFIER

**This field must not be blank.**

### PROGRAM LEVEL OF EDUCATION IDENTIFIER

**This field must not be blank** if *Program identifier* and *Program name* in combination do not match the code and name combination listed on the National Register of VET.

**This field must not be blank** if *Program level of education identifier* is not available on the National Register of VET.

**This field may be blank** if *Program recognition identifier* is '13 — Nationally recognised skill set, specified in a national training package' or '16 — Locally recognised skill set'.

### PROGRAM NAME

**This field must not be blank.**

If *Program identifier* is listed on the National Register of VET as a nationally accredited qualification, course or skill set, then *Program name* must match the program name listed on the National Register of VET.

### PROGRAM RECOGNITION IDENTIFIER

**This field must not be blank** if *Program identifier* and *Program name* in combination do not match any code and name combination listed on the National Register of VET.

### VET FLAG

**This field must not be blank.**

# Changes and revisions to files

# Changes and revisions

The following are the changes and revisions made from release 7.0 to release 8.0 data collection to files in the *AVETMISS VET Provider Collection specifications*.

## File set changes

### ADDED FILES

*Training organisation* (NAT00010A) file in the National VET Collection supplement for non-Training.gov.au information — for reporting non-registered training organisation data.

*Program* (NAT00030A) file in the National VET Collection supplement for non-Training.gov.au information — for reporting locally recognised programs.

### DELETED FILES

*Submission to managing agent* (NAT00005) file.

*Enrolment* (NAT00120) — VET in Schools in the National VET in Schools Collection supplement.

## Training organisation (NAT00010) file

### UPDATED CONTEXT

Added advice about when to use *Training organisation* (NAT00010A) file.

### STRUCTURE

Deleted *Training organisation type identifier*.

Deleted *Address first line*.

Deleted *Address second line*.

Deleted *Address location — suburb, locality or town*.

Deleted *Postcode*.

Deleted *State identifier*.

## Training organisation delivery location (NAT00020) file

### CHANGED NAMES

Renamed *Address location — suburb, locality or town* to *Address — suburb, locality or town*.

## Program (NAT00030) file

### UPDATED CONTEXT

Added advice about when to use Program (NAT00030A) file.

### STRUCTURE

Deleted *Program recognition identifier*.

Deleted *Program level of education identifier*.

Deleted *Program field of education identifier*.

Deleted *ANZSCO identifier*.

Deleted *VET flag*.

## Subject (NAT00060) file

### STRUCTURE

Deleted *Subject flag*, moving all remaining fields up by one position and changing the total file record length to 123. See *Subject* (NAT00060) file Field table for new field positions.

### RULES

Changed rules for:

*VET Flag*

Changed rule from "This field must not be blank" 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".

## Client (NAT00080) file

### STRUCTURE

Deleted *Year highest school level completed*. This field still appears in the *Data element definitions* as it may still be required for reporting to state training authorities. This deletion means that fields from *Gender* through to *At school flag* move up by four positions. See *Client* (NAT00080) file Field table for new field positions.

Deleted *Proficiency in spoken English identifier*, moving fields *Address – suburb, locality or town* through to the end of the file up by one position. See *Client* (NAT00080) file Field table for new field positions.

Added *Survey contact status* at position 327.

Revised total file record length for training organisations to 327 and the total file record length for state and territory training authorities to 347.

### CHANGED NAMES

Renamed *Address location — suburb, locality or town* to *Address — suburb, locality or town*.

Renamed *Sex* to *Gender*.

## Client postal details (NAT00085) file

### STRUCTURE

Added *Email address (alternative)* at position 478 changing the total file record length to 557.

### CHANGED NAMES

*Telephone number — home*, *Telephone number — work* and *Telephone number — mobile* replaced with consolidated data element *Telephone number* for all three fields.

Renamed *Address location — suburb, locality or town* to *Address – suburb, locality or town*.

## Training activity (NAT00120) File

### CHANGED NAMES

Renamed the file to *Training activity* (NAT00120) file.

### STRUCTURE

Moved *Scheduled hours* from the fields required in the national data collection to the state specific section of this file, below the record length for national data collection. This move results in the movement of field positions. See *Training activity* (NAT00120) file Field table for new field positions.

Added *Training organisation identifier* at position 1, resulting in the movement of field positions. See *Training activity* (NAT00120) file Field table for new field positions.

Changed *Delivery mode identifier* to a three character field, resulting in the movement of field positions. See *Training activity* (NAT00120) file Field table for new field positions.

Added *School type identifier* at position 110. This field previously only appeared in the VET in Schools Collection supplement, which has now been merged into the main body of the *VET Provider Collection specifications*.

Revised total file length for training organisations to 111.

Added *Predominant delivery mode* to the state specific section of this file, below the record length for national data collection at position 158.

### RULES

Changed rules for:

*Client identifier*

Changed rule from "If duplicate records found based on: *Training organisation delivery location identifier*, *Client identifier*, *Subject identifier*, *Program identifier*, *Activity start date*" to "If duplicate records found based on: *Training organisation identifier*, *Client identifier*, *Subject identifier*, *Program identifier*, *Activity start date*".

## Program completed (NAT00130) File

### CHANGED NAMES

Renamed *Year program completed* to *Date program completed*.

### STRUCTURE

Changed *Date program completed* to an eight-character field, moving field *Issued flag* out by four positions and changing the total file record length for training organisations to 39.

Added *Parchment issue date* to the state specific section of this file, below the record length for national data collection at position 40.

Added *Parchment number* to the state specific section of this file, below the record length for national data collection at position 48.

# Amendments since publication

Reverse chronological order of changes to the AVETMISS for VET Providers Collection specifications: release 8.0 since November 2016.

## October 2022

### SUPPORT AND INTERNET RESOURCES

Page 10 Updated links following changes made to the Australian Government department name.

### STANDARD ENROLMENT QUESTIONS

Pages 63-64 Updated links following changes made to the Australian Government department name.

Page 69 Updated link in 'Advice to RTOs'

## December 2020

### STANDARD ENROLMENT QUESTIONS

Pages 61-62 Updated 'Privacy Notice' in line with changes made to the National VET Data Policy.

## November 2019

### CLIENT (NAT00080) FILE

Page 27 Updated 'Context' to advise how this file will be collected and used by NCVER.

### CLIENT CONTACT DETAILS (NAT00085) FILE

Page 31 Updated 'Context' to advise how this file will be collected and used by NCVER.

### STANDARD ENROLMENT QUESTIONS

Page 62 Added data element references from the NAT00085 file to question 1 'Enter your full name'

## September 2019

### TRAINING ACTIVITY (NAT00120) FILE

Page 37 Commencing Program identifier – updated field requirements to allow blank field when reporting to NCVER and updated rule to indicate potential requirements for reporting to STAs.

## June 2019

### TRAINING ORGANISATION DELIVERY LOCATION (NAT00020) FILE

Page 23 Address – suburb locality or town – clarified how to populate this field for overseas delivery.

### STANDARD ENROLMENT QUESTIONS

Page 64 Updated question 1 ("Enter your first name") in line with the USI verification requirements.

## January 2019

### ALTERNATIVE TRAINING ORGANISATION (NAT00010A) FILE

Page 46 Rules – clarified that this file cannot be submitted by an RTO directly to NCVER.

### ALTERNATIVE PROGRAM (NAT00030A) FILE

Page 48 Rules – clarified that this file cannot be submitted by an RTO directly to NCVER.

## December 2018

### STANDARD ENROLMENT QUESTIONS

Updated in line with 2019 AVETMISS requirements and version 2 of the Australian Government's National VET Data Policy.

## September 2018

### GENERAL DOCUMENT UPDATES

Added amendments since publication section.

## August 2018

### GENERAL DOCUMENT UPDATES

Several formatting and consistency edits have been made during the document update, which include hyperlink fixes, noting that alternative rules may apply when reporting to a state/territory training authority and updating reporting requirements as per the Australian Government's National VET Data Policy.

### TRAINING ORGANISATION DELIVERY LOCATION (NAT00020) FILE

Page 23 File relationships – clarified that a record for each combination of *Training organisation identifier* and *Training organisation delivery location identifier* must exist in the *Training activity* (NAT00120) file.

Page 23 Rules – removed sentence that "Address information must be the physical location of the delivery location…". Rules on the Postcode field cover this scenario.

### CLIENT (NAT00080) FILE

Page 28 Address (all address fields) – added further clarification that a client's usual residential address information for international students, studying either onshore or offshore, must be their international address.

Page 28 *Address street name* – removed rule specific to state/territory training authorities.

Page 29 *Address street number* – removed rule specific to state/territory training authorities.

Page 30 *Unique student identifier* – added rule that if 'INTOFF' exemption code is used, then the client's *Postcode* must be 'OSPC'.

### CLIENT CONTACT DETAILS (NAT00085) FILE

File has been renamed, it was previously Client postal details.

All references to the Client postal details (NAT00085) file – not a client's actual postal details - have been updated accordingly.

### TRAINING ACTIVITY (NAT00120) FILE

Page 36 Context – clarified that information will appear on a client's USI Transcript, where applicable.

Page 36 File relationships – clarified that a record for each combination of *Training organisation identifier* and *Training organisation delivery location identifier* must exist in the *Training organisation delivery location* (NAT00020) file.

### PROGRAM COMPLETED (NAT00130) FILE

Page 40 Context – clarified that information will appear on a client's USI Transcript, where applicable.

Page 40 Rules – included *Date program completed* in the unique key.

### ALTERNATIVE TRAINING ORGANISATION (NAT00010A) FILE

Page 46 Rules – clarified that this file cannot be submitted to NCVER directly and that a submission must contain either a NAT00010 file or a NAT00010A file, it cannot contain both.

### ALTERNATIVE PROGRAM (NAT00030A) FILE

Page 48 Rules – clarified that this file cannot be submitted to NCVER directly and that a submission can contain either a NAT00030 file or a NAT00030A file, it cannot contain both.

## May 2018

### CLIENT (NAT00080) FILE

Page 30 *Survey contact status* – corrected rule for VET Provider Collection to say that this field may be blank if *date of birth* indicates that a client is under the age of 15 at the end of the collection year.

## January 2018

### SUBJECT (NAT00060) FILE

Page 26 Definition and Context – clarified that this file also applies to accredited units, in addition to units of competency and modules.

Page 26 *VET Flag* – corrected rule to say that this field may be blank if *Subject identifier* and *Subject name* in combination match the code and name combination listed on Training.gov.au

### TRAINING ORGANISATION (NAT00010A) FILE

Page 46 File relationships – added advice that this file cannot be validated alongside a *Program* (NAT00030) file.

## December 2017

### SCOPE AND REPORTING REQUIREMENTS

Page 7 Updated references to the new VET Data Policy 2017

### CONFIDENTIALITY AND REPORTING PROTOCOLS

Page 9 Updated references to the new VET Data Policy 2017

### SUPPORT AND INTERNET RESOURCES

Page 10 Removed the hyperlinks for Reporting exemptions for VET and VET Data Protocol and changed the hyperlink from National VET Provider Collection Data Requirements Policy to become National VET Data Policy.

### STANDARD ENROLMENT QUESTIONS

Page 63 Added a sentence in the USI section about 'required to include your USI in the data we submit to NCVER' as requested by the USI Office.

## November 2017

### SUPPORT AND INTERNET RESOURCES

Page 10 Updated the hyperlink for Training Package Development & Endorsement Policy and updated the hyperlink for AVETMISS for VET Providers.

### STANDARD ENROLMENT QUESTIONS

Page 59-60 Changed the Introduction and Privacy Notice & Student Declaration to align with the VET Data Policy.

## August 2017

### FILES

Page 13 Updated name of NAT00120 file from *Enrolment* to *Training activity*

### FIELDS AND RELATED FILES

Pages 14-16 Table – Changed data elements *Commencing program identifier; Disability type identifier; Funding source – national; Outcome identifier – national; Prior educational achievement identifier; Program field of education identifier; Program level of education identifier; Program recognition identifier; Training organisation type identifier* from numeric to alphanumeric.

**TRAINING ORGANISATION (NAT00010) FILE**

Page 22 Context - Added words in the context section about how the file was going to be used and clarified that this file is for registered training organisations only.

Page 22 Rules – Clarified unique rule by updating text from 'each record in this file must be unique' to 'only one record per …'.

**TRAINING ORGANISATION DELIVERY LOCATION (NAT00020) FILE**

Page 23 Corrected the unique rule to say that each record in this file must be unique to *Training organisation identifier* and *Training organisation delivery location identifier;* Clarified unique rule by updating text from 'each record in this file must be unique' to 'only one record per …'.

**PROGRAM (NAT00030) FILE**

Page 25 Rules – Clarified unique rule by updating text from 'each record in this file must be unique' to 'only one record per …'.

**SUBJECT (NAT00060) FILE**

Page 26 Rules – Clarified unique rule by updating text from 'each record in this file must be unique' to 'only one record per …'.

**CLIENT (NAT00080) FILE**

Page 28 Rules – Clarified unique rule by updating text from 'each record in this file must be unique' to 'only one record per …'.

**CLIENT POSTAL DETAILS (NAT00085) FILE**

Page 32 Rules – Clarified unique rule by updating text from 'each record in this file must be unique' to 'only one record per …'.

Page 33 *Telephone number [mobile]* - added an example of the format for a mobile number.

**DISABILITY (NAT00090) FILE**

Page 34 Field table – Changed *Disability type identifier* from numeric to alphanumeric format.

Page 34 Rules – Clarified unique rule by updating text from 'each record in this file must be unique' to 'only one record per …'.

**PRIOR EDUCATIONAL ACHIEVEMENT (NAT00100) FILE**

Page 35 Field table – Changed *Prior educational achievement identifier* from numeric to alphanumeric format.

Page 35 Rules – Clarified unique rule by updating text from 'each record in this file must be unique' to 'only one record per …'.

**TRAINING ACTIVITY (NAT00120) FILE**

Page 36 Field table – Changed *Commencing program identifier*, *Funding source – identifier* and *Outcome identifier - national* from numeric to alphanumeric format.

Page 37 Rules – Clarified unique rule by updating text from 'each record in this file must be unique' to 'only one record per …'.

**PROGRAM COMPLETED (NAT00130) FILE**

Page 40 Rules – Clarified unique rule by updating text from 'each record in this file must be unique' to 'only one record per …'.

### TRAINING ORGANISATION (NAT00010A) FILE

Page 46 Context - Added advice that this file is not to be used for National VET in Schools submissions

Page 46 Field table - Changed *Training organisation type identifier* from numeric to alphanumeric format.

Page 46 Rules – Clarified unique rule by updating text from 'each record in this file must be unique' to 'only one record per …'.

### PROGRAM (NAT00030A) FILE

Page 48 Field table - Changed *Program recognition identifier, Program level of education identifier* and *Program field of education identifier* from numeric to alphanumeric format.

Page 48 Rules – Clarified unique rule by updating text from 'each record in this file must be unique' to 'only one record per …'.

### STANDARD ENROLMENT QUESTIONS

Page 59 Privacy Statement & Student Declaration - changes made in line with legal advice and advice from the Commonwealth.

Page 63 Employment – Question 16, response 04 changed from 'Employer' to 'Self-employed – employing others' to be consistent with recommendation in ABS catalogue no. 1288.0.

Page 64 USI application through your RTO - Added words about sensitive information and added NCVER's policies and procedures under the section 'Application for Unique Student Identifier (USI)'

# Standard enrolment questions

# Standard enrolment questions

## Introduction

The following enrolment form is an example. These questions are provided to assist with collecting student data in an AVETMISS-compliant format. The use of standard enrolment questions supports the capture of compatible and comparable data over time. We recommend that the sequence and wording of questions are maintained.

Data element names in italics below the questions link the standard enrolment question to the *AVETMISS VET Provider Collection specifications* and the *AVETMISS data element definitions*.

The Australian Government Department of Employment and Workplace Relations' VET Data Policy, Part B, Clause 7.2: states:

> Where personal information is collected from a student, RTOs must make students aware of the purposes for which their information may be collected, used or disclosed. RTOs must give the student a copy of the Privacy Notice at Schedule 1 of this Policy. This can be achieved by including the 'Privacy Notice' during the student's enrolment process.

The minimum mandatory content for inclusion in a Privacy Notice as at Schedule 1 of the VET Data Policy is provided below, and is to be used from 1 January 2021. This content is also available on the Department of Employment and Workplace Relations' website: - https://www.dewr.gov.au/.

## Privacy Notice

**Why we collect your personal information**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

*[**Note to RTOs – delete before providing to students**: in accordance with APP 5.2(e), a collection notice should include the consequences for the individual if the personal information is not collected. If there are any consequences if an individual does not provide their personal information to you, you should explain these consequences here (e.g. that you will not be able to enrol them as a student).]*

**How we use your personal information**

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

**How we disclose your personal information**

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

*[**Note to RTOs – delete before providing to students**: if any disclosures of students' personal information to overseas recipients are likely, please include a statement notifying students of this likely disclosure and the countries in which such recipients are likely to be located (if it is practicable to specify those countries in the notice or to otherwise make the individual aware of them) in accordance with the requirements set out in APP 5.2(i) and (j).]*

**How NCVER and other bodies handle your personal information**

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at https://www.dewr.gov.au/national-vet-data/vet-privacy-notice.

*[**Note to RTOs – delete before providing to students**: if the privacy notice on the Department's website cannot be accessed electronically by the student, you are required to provide them with a downloaded or hard copy of that notice.]*

*[**Note to RTOs – delete before providing to students**: if applicable to the student, insert details about how a state or territory authority may handle personal information and link to relevant privacy notice or policy.]*

**Surveys**

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

**Contact information**

At any time, you may contact [*insert RTO name*] to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

*[insert RTO contact details and link to RTO's privacy policy]*

*[**RTOs please note**: This Privacy Notice is to be given to students in addition to your standard Privacy Notice that includes any requirements under your state or territory laws, etc.*

## Personal details

**1. Enter your full name ***

Single name only ☐ (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section).

| |
|---|
| Family name (surname) |
| First given name |
| Second given name (middle) |

*Name for encryption*
*Client first given name*
*Client family name*

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, **you must write your name, including any middle**

**names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

**2. Enter your birth date**

| Day/month/year | | | | |
|---|---|---|---|---|

*Date of birth*

**3. Gender (Tick ONE box only)**

| | |
|---|---|
| Male | ☐ |
| Female | ☐ |
| Other | ☐ |

*Gender*

**4. Enter your contact details**

Home phone _____ Work phone_____

Mobile_____ Email address_____

Alternative email address (optional)_____

*Telephone number [home]*
*Telephone number [work]*
*Telephone number [mobile]*
*Email address*
*Email address [alternative]*

**5. What is the address of your usual residence?**

'Usual residence' refers to the address you live at on a permanent basis. This is important for international and rural students in particular.

Please provide the physical address (street number and name **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

| |
|---|
| Building/property name |
| Flat/unit details |
| Street or lot number (e.g. 205 or Lot 118) |
| Street name |
| Suburb, locality or town |
| State/territory |
| Postcode |

*Address building/property name*
*Address flat/unit details*
*Address street number*
*Address street name*
*Address — suburb, locality or town*
*State identifier*
*Postcode*

**6. What is your postal address (if different from above)?**

| |
|---|
| Building/property name |
| Flat/unit details |
| Street or lot number (e.g. 205 or Lot 118) |
| Street name |
| Postal delivery information (e.g. PO Box 254) |
| Suburb, locality or town |
| State/territory |
| Postcode |

*Address building/property name*
*Address flat/unit details*
*Address street number*
*Address street name*
*Address postal delivery box*
*Address – suburb, locality or town*
*State identifier*
*Postcode*

## Language and cultural diversity

**7. In which country were you born?**

| | | |
|---|---|---|
| Australia | ☐ 1101 | |
| Other – please specify | | |

*Country identifier*

**8. Do you speak a language other than English at home?**

(If more than one language, indicate the one that is spoken most often)

| | | |
|---|---|---|
| No, English only | ☐ 1201 | |
| Yes, other – please specify | | |

*Language identifier*

**9. Are you of Aboriginal or Torres Strait Islander origin?**

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

| | | |
|---|---|---|
| No | ☐ 4 | |
| Yes, Aboriginal | ☐ 1 | 3 (yes to both) |
| Yes, Torres Strait Islander | ☐ 2 | |

*Indigenous status identifier*

## Disability

**10. Do you consider yourself to have a disability, impairment or long-term condition?**

| | | |
|---|---|---|
| Yes | ☐ Y | |
| No | ☐ N | **No – Go to question 12** |

*Disability flag*

**11. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:**

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

| | |
|---|---|
| Hearing/deaf | ☐ 11 |
| Physical | ☐ 12 |
| Intellectual | ☐ 13 |
| Learning | ☐ 14 |
| Mental illness | ☐ 15 |
| Acquired brain impairment | ☐ 16 |
| Vision | ☐ 17 |
| Medical condition | ☐ 18 |
| Other | ☐ 19 |

*Disability type identifier*

## Schooling

**12. What is your highest COMPLETED school level? (Tick ONE box only)**

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

| | | |
|---|---|---|
| Year 12 or equivalent | ☐ 12 | |
| Year 11 or equivalent | ☐ 11 | |
| Year 10 or equivalent | ☐ 10 | |
| Year 9 or equivalent | ☐ 09 | |
| Year 8 or below | ☐ 08 | |
| Never attended school | ☐ 02 | **Never completed any primary or secondary level education – go to question 14** |

*Highest school level completed identifier*

**13. Are you still enrolled in secondary or senior secondary education?**

| | |
|---|---|
| Yes | ☐ Y |
| No | ☐ N |

*At school flag*

## Previous qualifications achieved

**14. Have you SUCCESSFULLY completed any of the qualifications listed in question 15?**

| | | |
|---|---|---|
| Yes | ☐ Y | |
| No | ☐ N | **No – go to question 16** |

*Prior educational achievement flag*

**15. If YES, tick ANY applicable boxes.**

| | |
|---|---|
| Bachelor degree or higher degree | ☐ 008 |
| Advanced diploma or associate degree | ☐ 410 |
| Diploma (or associate diploma) | ☐ 420 |
| Certificate IV (or advanced certificate/technician) | ☐ 511 |
| Certificate III (or trade certificate) | ☐ 514 |
| Certificate II | ☐ 521 |
| Certificate I | ☐ 524 |
| Other education (including certificates or overseas qualifications not listed above) | ☐ 990 |

*Prior educational achievement identifier*

## Employment

**16. Of the following categories, which BEST describes your current employment status?**

(**Tick ONE box only**)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

| | |
|---|---|
| Full-time employee | ☐ 01 |
| Part-time employee | ☐ 02 |
| Self employed – not employing others | ☐ 03 |
| Self employed – employing others | ☐ 04 |
| Employed – unpaid worker in a family business | ☐ 05 |
| Unemployed – seeking full-time work | ☐ 06 |
| Unemployed – seeking part-time work | ☐ 07 |
| Not employed – not seeking employment | ☐ 08 |

*Labour force status identifier*

## Study reason

**17. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)**

| | |
|---|---|
| To get a job | ☐ 01 |
| To develop my existing business | ☐ 02 |
| To start my own business | ☐ 03 |
| To try for a different career | ☐ 04 |
| To get a better job or promotion | ☐ 05 |
| It was a requirement of my job | ☐ 06 |
| I wanted extra skills for my job | ☐ 07 |
| To get into another course of study | ☐ 08 |
| For personal interest or self-development | ☐ 12 |
| To get skills for community/voluntary work | ☐ 13 |
| Other reasons | ☐ 11 |

*Study reason identifier*

## Unique Student Identifier (USI)

From 1 January 2015, we [insert RTO name] can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/students/create-your-usi on computer or mobile device.

**18. Enter your Unique Student Identifier (USI) (if you already have one)**

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/.

Unique Student Identifier (USI) ☐☐☐☐☐☐☐☐☐☐

*Unique student identifier*

**Advice to RTOs**: if you want to apply for USIs on behalf of your students (clients), please use the questions in the following section. Alternatively, a copy of the ID document can be obtained instead of recording this information. You may remove the following section if you will not be applying for USIs for students.

Before creating a USI on behalf of a student, with their permission, use the 'Existing USI Search' tool to determine whether the student has an existing USI. For details, see the Existing USI Search/Locate USI information on the USI website at https://www.usi.gov.au/providers/find-student-usi.

**Australian birth certificate:** note that different details are required depending on the jurisdiction of issue. RTOs who wish to include the birth certificate option in their enrolment form should note the information items required set out at:
https://www.usi.gov.au/about/forms-id/birth-certificate-australian/
Alternatively, you may wish not to include 'birth certificate' in your form.

## USI application through your RTO (if you do not already have one)

### Application for Unique Student Identifier (USI)

If you would like us [insert RTO name] to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/about-us/privacy>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] .....authorise
[insert RTO name]..... to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐ I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/about-us/privacy>

Town/City of Birth _____
(*please write the name of the Australian or overseas town or city where you were born)*

We will also need to verify your identity to create your USI.

**Please provide details for one of the forms of identity below (numbered 1 to 8).**

**Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.**

**1. Australian Driver's Licence**

State: _____ Licence Number:_____

**2. Medicare Card**

Medicare card number_____
Individual reference number (next to your name on Medicare card): __
Card colour: (select which applies)
Green ☐ Expiry date _____/_____ (format MM/YYYY)
(month/year)

Yellow ☐ Blue ☐ Expiry date ___/_____/____ (format DD/MM/YYYY)
(day/month/year)

**3. Australian Birth Certificate**

State/Territory_____
*Details vary according to State/Territory (see note above)*

**4. Australian Passport**

Passport number_____

**5. Non-Australian Passport (with Australian Visa)**

Passport number _____

**6. Immicard**

Immicard Number _____

**7. Citizenship Certificate**

Stock number _____Acquisition date ____/_____/_____
day/month/year)

**8. Certificate of Registration by Descent**

Acquisition date _____/_____/_____
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, [insert RTO name] will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

**Advice to RTOs**: The *Student Identifiers Act 2014* (s.11) requires RTOs to destroy personal information collected from individuals **solely** for the purpose of applying for a USI on their behalf as soon as practicable after the application has been made or the information is no longer needed for that purpose. If you are required by or under a law to retain this information, then you may wish to include a statement on the form to explain that.

Under Standard 3.6 (d), you are required to ensure the security of the USI and all related documentation under your control, including information stored in your student management systems.

# Disability supplement

# Disability supplement

## Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

## If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

‘11 — Hearing/deaf’

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

‘12 — Physical’

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

‘13 — Intellectual’

In general, the term ‘intellectual disability’ is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

‘14 — Learning’

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

‘15 — Mental illness’

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person’s usual pattern and level of functioning.

‘16 — Acquired brain impairment’

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

‘17 — Vision’

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

‘18 — Medical condition’

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn’s disease, cystic fibrosis, asthma or diabetes.

‘19 — Other’

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

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