



# Apprentices and trainees — terms and definitions

National Centre for Vocational Education Research

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# Introduction

This document covers the data terms used in Apprentice and trainee publications and related data tools and products. The primary purpose of this document is to assist users to understand the specific data terms.

Terms are listed in alphabetical order with the following information provided for each:

- **Definition:** a brief explanation of the term.
- **Classification categories:** defined categories which apply to each term are listed where applicable.
- **Source:** a description of the source of this information, including details of any calculations or derivations.

Unless stated otherwise, all data are sourced from the National Apprentice and Trainee Collection. The National Apprentice and Trainee Collection is an administrative collection governed by the *Australian Vocational Education and Training Management Information Statistical Standard Apprentice and Trainee Collection specifications: release 7.0* (AVETMISS Release 7.0), which is available at NCVER's Portal: <<https://www.ncver.edu.au>>. References to the applicable field definitions within AVETMISS Release 7.0, which further define the data collected, are provided in the 'source' section.

Terms and acronyms which have a broader vocational education and training (VET) application have not been included in this document. Readers are referred to the *Glossary of VET*, which is available at the VOCEDplus website: <<https://www.voced.edu.au/glossary-vet>>.

# Terms and definitions

Term	Definition	Classification categories	Source
Age	The age of the apprentice/trainee at key points in the training contract, such as commencement and completion. It is generally reported in age ranges.	19 years and under 20 to 24 years 25 to 44 years 45 years and over	Calculated based on the AVETMISS fields <i>Date of Birth</i> from the <i>Client</i> file and <i>Training Contract Status Identifier</i> and <i>Date of Transaction</i> from the <i>Training Contract Transaction</i> file.
Cancellations and withdrawals	The number of apprenticeship/traineeship training contracts that have been terminated prior to successful completion in a given period. Cancellation and withdrawal figures also include contracts which have been transferred due to a change in employer. As the use of this contract status progresses in the future, alternative reporting arrangements will be implemented.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> and <i>Training Contract Status Identifier</i> from the <i>Training Contract Transaction</i> file.
Cancellations and withdrawals (Completion and attrition rates publication only)	The number of apprenticeship/traineeship training contracts that have been terminated prior to successful completion in a given period. Cancellation and withdrawal figures include contracts which have been transferred due to a change in employer, as well as contracts for which the expected term has expired without the apprentice or trainee attaining all the required competency standards (expired – unsuccessful).	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> and <i>Training Contract Status Identifier</i> from the <i>Training Contract Transaction</i> file.
Commencements	The number of apprenticeship/traineeship training contracts that started in a given period.	N/A	Calculated based on the AVETMISS fields <i>Date of Training Contract Commencement</i> and <i>Training Contract Status Identifier</i> from the <i>Training Contract Transaction</i> file.
Commencements (Completion and attrition rates publication only)	The number of apprenticeship/traineeship training contracts that commenced or recommenced in a given period.	N/A	Calculated based on the AVETMISS fields <i>Date of Training Contract Commencement</i> and <i>Training Contract Status Identifier</i> from the <i>Training Contract Transaction</i> file.
Completions	The number of apprenticeship/traineeship training contracts where all of the prescribed requirements have been met in a given period.	N/A	Calculated based on the AVETMISS fields <i>Date of Training Contract Completion</i> and <i>Training Contract Status Identifier</i> from the <i>Training Contract Transaction</i> file.
Continuing or outcome not known	Refers to the proportion of apprentices and trainee contracts commenced in a given period that have not yet been completed, cancelled or withdrawn.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> and <i>Date of Training Contract Commencement</i> from the <i>Training Contract Transaction</i> file.
Contract attrition rate	Refers to the proportion of apprenticeship/traineeship training contracts commenced in a given period that have since been cancelled or withdrawn.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> and <i>Date of Training Contract Commencement</i> from the <i>Training Contract Transaction</i> file.

<b>Term</b>	<b>Definition</b>	<b>Classification categories</b>	<b>Source</b>
Contract attrition rate to date	Refers to the proportion of apprenticeship/traineeship training contracts commenced in a given period that have been cancelled or withdrawn thus far.  As a substantial proportion of apprentices and trainees are continuing their training, particularly in trade occupations, these rates will be revised in subsequent publications; therefore, they are recorded as 'to date' attrition rates.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> and <i>Date of Training Contract Commencement</i> from the <i>Training Contract Transaction</i> file.
Contract completion rate	Refers to the proportion of apprenticeship/traineeship training contracts commenced in a given period that have since been completed.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> , <i>Date of Training Contract Commencement</i> and <i>Date of Training Contract Completion</i> from the <i>Training Contract Transaction</i> file.
Contract completion rate to date	Refers to the proportion of apprenticeship/traineeship training contracts commenced in a given period that have been completed thus far.  As a substantial proportion of apprentices and trainees are continuing their training, particularly in trade occupations, these rates will be revised in subsequent publications; therefore, they are recorded as 'to date' completion rates.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> , <i>Date of Training Contract Commencement</i> and <i>Date of Training Contract Completion</i> from the <i>Training Contract Transaction</i> file.
Contract status	Refers to the key stages within the life of an apprenticeship/traineeship training contract.	Commenced Completed In-training Cancellation/withdrawals	Calculated based on the AVETMISS fields <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> and <i>Date of Training Contract Commencement</i> from the <i>Training Contract Transaction</i> file.
Individual completion rate	An estimate of the individual completion rate for apprentices and trainees, derived by adjusting the original contract completion rate by a recommencement factor.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> , <i>Date of Training Contract Commencement</i> and <i>Date of Training Contract Completion</i> from the <i>Training Contract Transaction</i> file.
Existing worker	Indicates whether an apprentice/trainee was employed by their current employer continuously for more than three months full-time (or 12 months part-time/casual) prior to commencing their training contract.	Existing workers Newly commencing workers	Collected in the AVETMISS field <i>Existing Worker Flag</i> from the <i>Training Contract Transaction</i> file.
Full-time status	Indicates whether a training contract is being undertaken on a full-time or part-time employment basis.  Full-time apprentices/trainees are those whose working hours (including the training component) are not less than the usual hours for a full-time employee in that occupation.	Full-time Part-time	Collected in the AVETMISS field <i>Full-time Identifier</i> from the <i>Training Contract Transaction</i> file.
Gender	This reflects the gender of the apprentice and trainee as captured on their training contact; hence the gender of the apprentice or trainee may not be stated.	Males Females	Collected in the AVETMISS field <i>Gender</i> from the <i>Client</i> file.

<b>Term</b>	<b>Definition</b>	<b>Classification categories</b>	<b>Source</b>
In-training	The number of apprenticeship/traineeship training contracts where the apprentice/trainee is actively training under the terms of their contract, and who have not completed, cancelled or withdrawn from their training, or had their training contract expired without meeting all of the prescribed requirements of their program at a given point in time.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> and <i>Training Contract Status Identifier</i> from the <i>Training Contract Transaction</i> file, where the most recent status is commenced, recommenced or suspended.
Non-trades	Occupations that are not classified as <i>technicians and trade workers</i> . Occupations are classified using the Australian and New Zealand Standard Classification of Occupations (ANZSCO), First edition, Revision 2. See definition for occupation.	N/A	Calculated based on the AVETMISS field <i>Program Identifier</i> from the <i>Training Contract Transaction</i> file.
Occupation (ANZSCO) group	The intended occupational outcome of a qualification undertaken by an apprentice/trainee as part of a training contract. Occupations are classified using the Australian and New Zealand Standard Classification of Occupations (ANZSCO), First edition, Revision 2.	Managers and administrators Professionals Technicians and trade workers Community and personal service workers Clerical and administrative workers Sales workers Machinery operators and drivers Labourers	Calculated based on the AVETMISS field <i>Program Identifier</i> from the <i>Training Contract Transaction</i> file.
Part-time status	Part-time apprentices/trainees are defined as those who ordinary hours of employment, including the training component, are less than full-time. Part-time provisions vary across Australia and across occupations, with 'part-time' defined by each state and territory.	Full-time Part-time	Collected in the AVETMISS field <i>Full-time Identifier</i> from the <i>Training Contract Transaction</i> file.
Projected contract attrition rate	Based on a 'life-table' methodology, refers to the estimated proportion of apprenticeship/traineeship training contracts that will eventually be cancelled or withdraw.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> and <i>Date of Training Contract Commencement</i> from the <i>Training Contract Transaction</i> file.
Projected contract completion rate	Based on a 'life-table' methodology, refers to the estimated proportion of apprenticeship/traineeship training contracts that will eventually be completed.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> , <i>Date of Training Contract Commencement</i> and <i>Date of Training Contract Completion</i> from the <i>Training Contract Transaction</i> file.
Qualification level	The level of an AQF (Australian Qualification Framework) qualification which is being completed as part of an apprenticeship/traineeship training contract. The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.	Certificate I or II Certificate III Certificate IV Diploma/advanced diploma	Calculated based on the AVETMISS field <i>Program Identifier</i> from the <i>Training Contract Transaction</i> file.
School-based	Indicates whether a contract of training was commenced as part of an approved school-based apprenticeship or traineeship.	School-based Not school-based	Collected in the AVETMISS field <i>School-based Flag</i> from the <i>Training Contract Transaction</i> file.

<b>Term</b>	<b>Definition</b>	<b>Classification categories</b>	<b>Source</b>
Seasonal adjustment	Refers to a mathematical model used in time series data to smooth out fluctuations attributable to seasonal influences. For this publication, data are adjusted using X-11-ARIMA methodology and then are 7-point Henderson smoothed.	N/A	Seasonally adjusted and smoothed data in this publication are derived from the current quarterly publication.
Trades	Occupations that are classified as <i>technicians and trade workers</i> . Occupations are classified using the Australian and New Zealand Standard Classification of Occupations (ANZSCO), First edition, Revision 2. See definition for occupation.	N/A	Calculated based on the AVETMISS field <i>Program Identifier</i> from the <i>Training Contract Transaction</i> file.
Training duration	The amount of time that apprentices/trainees take to complete their training contract from the time of commencement. For completions, duration refers to the <i>actual</i> amount of time taken by the apprentice or trainee to finish the training contract. For cancellations/withdrawals, duration refers to the amount of time until an apprentice or trainee cancels or withdraws from their contract.	Two years or less Over one and up to two years Over two and up to three years Over three and up to four years Over four years	Calculated based on the AVETMISS fields <i>Date of Training Contract Commencement</i> , <i>Date of Training Contract Completion</i> , <i>Training Contract Status Identifier</i> and <i>Date of Transaction</i> from the <i>Training Contract Transaction</i> file.
Training packages	Indicates whether the program undertaken as part of an apprenticeship/traineeship is delivered under a national training package.	Training package Not in training package	Calculated based on the AVETMISS field <i>Program Identifier</i> from the <i>Training Contract Transaction</i> file.
Training rate	Derived from the number of apprentices and trainees in-training (15 years and over) as a proportion of individuals employed in Australia.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> and <i>Training Contract Status Identifier</i> from the <i>Training Contract Transaction</i> file. Employment data are collected by the Australian Bureau of Statistics (ABS).
12 month ending series	12 month ending series refers to the total number of commencements, completions and cancellations/withdrawals within a 12 month period (that is, summing the current quarter with the previous three quarters).	N/A	Refer to commencements, completions and cancellations/withdrawals terms.