SMS VENDOR FACT SHEET

Accurate *Program identifier* reporting

This fact sheet aims to clarify how to report the *Program identifier* in the *Training activity* (NAT00120) file for scenarios that are not straightforward.

The aim is to support registered training organisations (RTOs) that submit directly to NCVER. For more information on state/territory reporting requirements, contact their nominated representative(s).

General overview

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

Where the subject was part of a program enrolment, the *Program identifier* field must be populated. If the subject is not part of a program enrolment, the *Program identifier* field must be left blank.

Where the data are being submitted to a state training authority (STA) the *Program identifier* must be reported as per their requirements.

What if the student is undertaking a program that isn't nationally recognised?

As of 1 January 2018, RTOs who submit directly to NCVER cannot report programs that aren't nationally recognised (that is, those not on training.gov.au). The student management system should populate the *Program identifier* in the *Training activity* (NAT00120) file as per the following scenarios.

Scenario 1: The program isn't nationally recognised, but the student is doing nationally recognised subjects.

Students may enrol in a program that isn't nationally recognised but incorporates nationally recognised subjects (units of competency or accredited course units), in this scenario the nationally recognised subject activity must be reported. These subjects should be reported as subject-only activity and appear in the *Training activity* (NAT00120) file with a blank *Program identifier*.

Scenario 2: The program isn't nationally recognised but must be reported to a state/territory government.

Where a student is enrolled in a program that isn't nationally recognised, and this needs to be reported, then all programs must be reported via the *Program* (NAT00030A) file. Both nationally recognised and not nationally recognised *Program identifiers* can then be reported in the *Training activity* (NAT00120) file. Refer to NCVER's fact sheet on alternative AVETMISS files for more information.

Alternative AVETMISS files cannot be submitted directly to NCVER but can still be validated via the AVETMISS validation software.

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What about superseded programs?

Where a program has been superseded during the student's enrolment, the student management system should populate the *Program identifier* in the *Training activity* (NAT00120) file as per the following scenarios.

Scenario 1: The program enrolment commenced in the current reporting year.

The *Program identifier* for the program the student was studying at the close of the reporting year should be reported. If the student hadn't transitioned to the new program, then the original *Program identifier* would be reported.

Scenario 2: The program enrolment commenced and was reported with the original *Program identifier* in a previous reporting year.

The *Program identifier* can be reported with either the original or the new program. The only caveat to this advice is if the data is to be submitted to an STA then the STA may advise that a specific *Program identifier* must be reported to assist with accurate payments to the registered training organisation.

More information on reporting superseded subjects and programs can be found in our superseded training fact sheet.

What if the student completes a different program to what they commenced with?

Students occasionally enrol into a program but opt to leave having completed a lower level of the program — for example, they may enrol in a certificate IV, but opt to finish training having completed the requirements for, and been awarded, a certificate III. The student management system should populate the *Program identifier* in the *Training activity* (NAT00120) file as per the following scenarios.

Scenario 1: The program enrolment commenced and concluded within the reporting year.

The *Program identifier* that the student completed with should be reported in both the *Training activity* (NAT00120) file and the *Program completed* (NAT00130) file.

Scenario 2: The program enrolment commenced and was reported with the original Program identifier in a previous reporting year.

In this scenario, the *Program identifier* for the program the student completed should appear in the *Program completed* (NAT00130) file. Ideally, the *Program identifier* in the *Training activity* (NAT00120) file should be the same as that in the *Program completed* (NAT00130) file.

Contacting the AVETMISS support team			
Fill out our contact form	**Email:** support@ncver.edu.au	**Phone:** 08 8230 8400	**Toll free:** 1800 649 452