SUPPORT DOCUMENT

NCVER

Apprentices and trainees: terms and definitions

Author

National Centre for Vocational Education Research

Revised: March 2025

Publisher's note

The views and opinions expressed in this document are those of NCVER and do not necessarily reflect the views of the Australian Government and state and territory governments. Any errors and omissions are the responsibility of the author(s).

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
12 month ending series / 12 month 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). Note that in-training is not additive and is always 'at the end of the 12 months'.	N/A	Refer to commencements, recommencements, completions and cancellations/withdrawals terms.
Adjustment factor	Used to estimate an individual completion rate by multiplying with the corresponding contract completion rate. The adjustment factor takes into account that an apprenticeship can involve multiple contracts. Refer to Individual-based completion rates for apprentices (ncver.edu.au)	N/A	Calculated based on the AVETMISS fields *Training Contract Status Identifier* and *date of training contract commencement* from the *Training Contract Transaction* file
Age group	The age of the apprentice/trainee at key points in the training contract, such as commencement and completion. It is generally reported in age groupings.	14 years and under 15 to 19 years 20 to 24 years 25 to 29 years 30 to 39 years 40 to 49 years 50 to 59 years 60 to 64 years 65 years and above Not known	Calculated based on the AVETMISS fields *Date of Birth* from the *Client* file and *Training Contract Status Identifier* and *Date of Transaction* from the *Training Contract Transaction* file.
Attrition	Occurs when a contract is terminated for a reason other than a successful completion. This occurs when an apprentice cancels or withdraws from the apprenticeship or transfers to a new contract.	N/A	Calculated based on the AVETMISS fields *Training Contract Status Identifier* from the *Training Contract Transaction* 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.	N/A	Calculated based on the AVETMISS fields *Date of Transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* 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 *Date of Transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file.
Client postcode region	Identifies whether an apprentice's residential address is in the same state as the data submitter or not.	01 Within state 02 Interstate 03 Overseas 04 Unknown	Calculated based on the AVETMISS fields *Postcode* and *State identifier* from the *Client* file

Term	Definition	Classification categories	Source
Client remoteness region	Indicates an apprentice's remoteness and access to services based on the apprentice's residential location and ARIA+, a standard national index of remoteness and accessibility. This classification is based on the ARIA+ 2021 data release. For more information, refer to https://www.abs.gov.au/statistics/statistical-geography/remoteness-structure	0 Major cities of Australia 1 Inner regional Australia 2 Outer regional Australia 3 Remote Australia 4 Very remote Australia 8 Overseas postcode (NCVER code) 9 Unknown (NCVER code)	Calculated from apprentice residential address information from the *Client* file.
Commencements	The number of apprenticeship/traineeship training contracts that started in a given period.	N/A	Calculated based on the AVETMISS fields *Date of Training Contract Commencement* and *Training Contract Status Identifier* from the *Training Contract Transaction* 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 *Date of Training Contract Commencement* and *Training Contract Status Identifier* from the *Training Contract Transaction* file.
Completed to date	For any given cohort of apprentices that start training in a given year, some time must elapse before training can be completed. Completed to date just refers to those contracts that have completed by the specified date. The value of 'completed to date' should increase the further the date is from the commencement year.	N/A	Calculated based on the AVETMISS fields *Date of Training Contract Completion* and *Training Contract Status Identifier* from the *Training Contract Transaction* 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 *Date of Training Contract Completion* and *Training Contract Status Identifier* from the *Training Contract Transaction* file.
Continuing or outcome not known	Refers to the proportion of apprentices and trainees who commenced a contract in a given period and who have not yet completed the requirements of training for that contract or cancelled or withdrawn from that contract.	N/A	Calculated based on the AVETMISS fields *Date of Transaction, Training Contract Status Identifier* and *Date of Training Contract Commencement* from the *Training Contract Transaction* file.
Contract attrition rate	Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since cancelled or withdrawn from that contract.	N/A	Calculated based on the AVETMISS fields *Date of Transaction, Training Contract Status Identifier* and *Date of Training Contract Commencement* from the *Training Contract Transaction* file.
Contract attrition rate to date	Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since cancelled or withdrawn from that contract. 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 *Date of Transaction, Training Contract Status Identifier* and *Date of Training Contract Commencement* from the *Training Contract Transaction* file.
Contract completion rate	Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since completed the requirements of training for that contract.	N/A	Calculated based on the AVETMISS fields *Date of Transaction, Training Contract Status Identifier, Date of Training Contract Commencement* and *Date of Training Contract Completion* from the *Training Contract Transaction* file.

Term	Definition	Classification categories	Source
Contract completion rate to date	Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since completed the requirements of training for that contract. 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 *Date of Transaction, Training Contract Status Identifier, Date of Training Contract Commencement* and *Date of Training Contract Completion* from the *Training Contract Transaction* file.
Contract of training	A contractual agreement between a client and an employer that includes employment arrangements, duration of training and the qualification that will be delivered by a registered training organisation. A client may have more than one active contract of training in any reporting period.	N/A	Information relating to a contract of training is collected across various AVETMISS files. For more information refer to <https://www.ncver.edu.au/rto-hub/avetmiss-apprentices-and-trainees>
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 *Date of Transaction, Training Contract Status Identifier* and *Date of Training Contract Commencement* from the *Training Contract Transaction* file.
Employer industry	The industry that represents the employer's principal activity. Industries are classified using the Australian and New Zealand Standard Industry Classification (ANZSIC).	Refer to Australian and New Zealand Standard Industrial Classification (ANZSIC), 2006 (Revision 2.0) | Australian Bureau of Statistics (abs.gov.au) ABS catalogue no 1220.0, 2021 (Australian Version).	Collected in the AVETMISS field *ANZSIC identifier* from *Training Contract Transaction* file.
Employer size	Number of employees employed by the firm (not just the workplace). Usually reported as grouped data	1 - 0 Employees 2 – 1 <= Employees <= 4 3 – 5 <= Employees <= 9 4 – 10 <= Employees <= 19 5 – 20 <= Employees <= 49 6 – 50 <= Employees <= 99 7 – 100 <= Employees <= 199 8 – 200 <= Employees <= 499 9 – 500 <= Employees <= 999 10 – 1000 <= Employees @@ - Not Known Also Small – Under 100 employees Medium – 100 to under 500 employees Large – 500 or more employees @@ - Not known	Collected in the AVETMISS field *Employer size* from the *Employer* file. NCVER derived

Term	Definition	Classification categories	Source
Employer type	Sector of employer	01 – Private sector 02 - Group training scheme 03 - Government business enterprise 04 - Local government 05 – State government 06 – Commonwealth government 90 – Not elsewhere classified	Collected in the AVETMISS field *Employer type* from the *Employer* file.
Estimation procedure	Method for estimating the actual number of commencements, completions, etc. from preliminary data. Refer to https://www.ncver.edu.au/research-and-statistics/publications/all-publications/estimation-of-apprentice-and-trainee-statistics.	N/A	Calculated based on historical values of the AVETMISS fields *Date of transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* 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 *Existing Worker Flag* from the *Training Contract Transaction* file.
Expired	The number of apprenticeship/traineeship training contracts that have reached the expected term of their contract without completing or being withdrawn, cancelled or transferred.	N/A	Calculated based on the AVETMISS fields Date of training contract completion and Training Contract Status Identifier from the Training Contract Transaction 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 *Full-time Identifier* from the *Training Contract Transaction* file.
Gender	Gender identifies whether the apprentice or trainee identifies as male, female or other. Given *gender* is a self-reported and assessed response, the gender of the apprentice or trainee may not be stated. Current published 'Not stated' figures are comprised of 'not specified' and 'Other'	Males Females Not stated	Collected in the AVETMISS field *Gender* from the *Client* 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 *Date of Transaction, Training Contract Status Identifier, Date of Training Contract Commencement* and *Date of Training Contract Completion* from the *Training Contract Transaction* file.

Term	Definition	Classification categories	Source
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. Unlike other contract statuses, this is a point-in-time measure, reported as at the end of the quarter. It cannot be summed across quarters or years.	N/A	Calculated based on the AVETMISS fields *Date of Transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file, where the most recent status is commenced, recommenced or suspended.
Lag / Lag ratio	Used in the estimation procedure (see above). Refer to *https://www.ncver.edu.au/research-and-statistics/publications/all-publications/estimation-of-apprentice-and-trainee-statistics*	N/A	Calculated based on historical values of the AVETMISS fields *Date of transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file.
Life tables methodology	Method for projecting completion/attrition rates for commencing years which are too recent to allow reliable calculation of actual completion/attrition rates. Refer to *https://www.ncver.edu.au/research-and-statistics/publications/all-publications/estimating-apprentice-and-trainee-completion-and-attrition-rates-using-a-life-tables-approach.*	N/A	Calculated based on historical values of the AVETMISS fields *Date of transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file.
Non-trades	Occupations that are not classified as *Technicians and Trades Workers*. Occupations are classified using the ANZSCO - Australian and New Zealand Standard Classification of Occupations, 2022 Australian Update.	N/A	Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file.
Observed actual contract completion rates	Contract completion rates calculated directly from observed data.	N/A	Calculated based on the AVETMISS fields *Date of Transaction, Training Contract Status Identifier, Date of Training Contract Commencement* and *Date of Training Contract Completion* from the *Training Contract Transaction* file.
Observed actual contract attrition rates	Attrition rates calculated directly from observed data.	N/A	Calculated based on the AVETMISS fields *Date of Transaction, Training Contract Status Identifier, Date of Training Contract Commencement* from the *Training Contract Transaction* 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 ANZSCO - Australian and New Zealand Standard Classification of Occupations, 2022 Australian Update.	Managers Professionals Technicians and Trades Workers Community and Personal Service Workers Clerical and Administrative Workers Sales Workers Machinery Operators and Drivers Labourers	Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file.

Term	Definition	Classification categories	Source
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 *Full-time Identifier* from the *Training Contract Transaction* file.
Projected contract attrition rate	Based on a 'life-table' methodology, refers to the projected proportion of apprentices and trainees who commenced a contract in a given period and who cancelled or withdrew from that contract.	N/A	Calculated based on the AVETMISS fields *Date of Transaction, Training Contract Status Identifier* and *Date of Training Contract Commencement* from the *Training Contract Transaction* file.
Projected contract completion rate	Based on a 'life-table' methodology, refers to the projected proportion of apprentices and trainees who commenced a contract in a given period and who completed the requirements of training for that contract.	N/A	Calculated based on the AVETMISS fields *Date of Transaction, Training Contract Status Identifier, Date of Training Contract Commencement* and *Date of Training Contract Completion* from the *Training Contract Transaction* file.
Provider type	Classifies training organisations by sector.	**Secondary School** 21: School – government 25: School – Catholic 27: School – independent **TAFE, skills institute or polytechnic** 31: Technical and further education institute, skills institute or polytechnic **University** 41: University - government 43: University – non-government Catholic 45: University – non-government independent **Enterprise** 51: Enterprise - government 53: Enterprise – non-government **Community-based adult education** 61: Community-based adult education provider **Other training provider** 91: Education/training business or centre: privately operated registered training organisation 93: Professional association 95: Industry association 97: Equipment and/or product manufacturer or supplier 99: Other – not elsewhere classified	Calculated based on the AVETMISS field Training organisation identifier from the *Training Contract Transaction* file matched to other administrative data.

Term	Definition	Classification categories	Source
Level of education	The level of an Australian Qualifications Framework (AQF) qualification which is being completed as part of an apprenticeship/traineeship training contract. The 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. For more information see <https://www.aqf.edu.au/>	Certificate I Certificate II Certificate III Certificate IV Diploma Advanced diploma	Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file.
Recommencement	Where a contract has commenced as the continuation of an existing apprenticeship or traineeship	N/A	Calculated based on the AVETMISS fields *Date of Training Contract Commencement* and *Training Contract Status Identifier* from the *Training Contract Transaction* file.
School-based status	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 *School-based Flag* from the *Training Contract Transaction* file.
Statistical area	Identifies the Australian Bureau of Statistics Statistical Area of the client's usual place of residence. Based on the Australian Statistical Geography Standard (ASGS) 2011, 2016 and 2021 (Edition 3). For more information see <https://www.abs.gov.au/statistics/statistical-geography/australian-statistical-geography-standard-asgs/>	1st Level – State and Territory (S/T) 2nd Level – Statistical area level 4 (SA4) 3rd Level – Statistical area level 3 (SA3) 4th Level – Statistical Area level 2 (SA2)	Calculated based on the AVETMISS field *Postcode [Residential]* and *Address location - suburb, locality or town [Residential]* from the *Client file*.
Suspended	Where a contract has been suspended for any reason.	N/A	Calculated based on the AVETMISS field Training Contract Status Identifier from the Training Contract Transaction file.
Trades	Sub-major occupations that are classified as *Technicians and Trades Workers*. (See Occupations group above).	Refer to the ANZSCO - Australian and New Zealand Standard Classification of Occupations, 2022 Australian Update	Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* 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 *actual* 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.	Up to 1 year Over 1 and up to 2 years Over 2 and up to 3 years Over 3 and up to 4 years Over 4 years	Calculated based on the AVETMISS fields *Date of Training Contract Commencement*, *Date of Training Contract Completion*, *Training Contract Status Identifier* and *Date of Transaction* from the *Training Contract Transaction* 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 *Program Identifier* from the *Training Contract Transaction* file.

Term	Definition	Classification categories	Source
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 *Date of Transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. Employment data are collected by the Australian Bureau of Statistics (ABS).
Type of training	Whether the qualification associated with an apprenticeship is a training package or not.	N/A	Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file.
Weighting	Derived as part of the estimation process (see above). For any aggregation of the unit records, summing estimate weights will give the estimated value for that aggregation. Refer to https://www.ncver.edu.au/research-and-statistics/publications/all-publications/estimation-of-apprentice-and-trainee-statistics.	N/A	Calculated based on historical values of the AVETMISS fields *Date of transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file.
Workplace postcode region	Identifies whether an apprentice's workplace address is in the same state as the data submitter or not.	01 Within state 02 Interstate 03 Overseas 04 Unknown	Calculated based on the AVETMISS fields *Postcode [Workplace]* and *State [Workplace] identifiers* from the *Training Contract Transaction* file
Workplace remoteness region	Indicates remoteness and access to services based on the workplace location and ARIA+, a standard national index of remoteness and accessibility. Based on ARIA+ 2011, 2016 and 2021 data releases. For more information, refer to https://www.abs.gov.au/statistics/statistical-geography/remoteness-structure	0 Major cities of Australia 1 Inner regional Australia 2 Outer regional Australia 3 Remote Australia 4 Very remote Australia 8 Overseas postcode (NCVER code) 9 Unknown (NCVER code)	Calculated from workplace address information from the *Training Contract Transaction* file.