



# Employers' use and views of the VET system 2021: terms and definitions

National Centre for Vocational Education Research

This document was produced as an added resource for the report *Employers' use and views of the VET system 2021* for further information. The report is available on NCVER's Portal: <https://www.ncver.edu.au/research-and-statistics/collections/employers-use-and-views-of-the-vet-system>.

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# Introduction

This document covers the data terms used in the *Employers' use and views of the VET system* publication and related data products. The primary purpose of this document is to assist users to understand the specific data terms.

Terms that appear in the publication and data products are listed in alphabetical order with the following information provided for each:

- Definition: a brief explanation of the term
- Classification categories: defined categories that apply to each term are listed where applicable

Terms which have a broader Vocational Education and Training application have not been included in this document. Readers are referred to the *VET glossary*, which is available at NCVER's Portal:

<<https://www.voced.edu.au/vet-knowledge-bank-glossary-vet>>

# Terms and definitions

Term	Definition	Classification categories
Accredited training	Training that leads to vocational qualifications and credentials that are recognised across Australia, that are delivered by registered training organisations (RTOs). Accredited training is listed on the National Training Register ( <a href="http://training.gov.au">training.gov.au</a> ).	N/A
Apprentices and trainees	Persons who undertook a contract of training with an employer and a training provider. The training they undertake as part of their apprenticeship or traineeship is nationally recognised.	N/A
Australian Qualifications Framework (AQF)	The Australian Qualifications Framework is a nationally consistent framework of credentials offered in post-compulsory education and training that covers qualifications from certificate I through to a doctoral degree. For more details of the AQF, go to <a href="https://www.aqf.edu.au">https://www.aqf.edu.au</a> .	Graduate diploma Graduate certificate Bachelor degree (Honours and Pass) Advanced diploma Associate degree Diploma Certificate IV Certificate III Certificate II Certificate I
Confidence interval	A specified interval, with the sample statistic at its centre, within which the corresponding population value is said to lie with a given level of confidence (ABS, 1998).	N/A
Course	A structured program of study including, where appropriate, practical experience. A course may lead to a recognised qualification. See also <i>Qualification</i> .	N/A
Employees	Employed persons who, during the reference period, worked for an employer for wages or salary. This includes employees on paid or prepaid leave, employees who commenced or terminated employment during the pay period, and employees on workers' compensation who continue to be paid through the payroll. It excludes persons paid solely by commission, without a retainer, wage or salary.	N/A
Employer	An organisation operating within Australia that employed at least one employee in the last pay period preceding the interview.	N/A
Employer size	Employer size is defined as follows: <ul style="list-style-type: none"> <li>Small: an employer with between 1 and 9 employees</li> <li>Medium: an employer with between 10 and 99 employees</li> <li>Large: an employer with 100 or more employees.</li> </ul>	Small Medium Large
Employer using the VET system	An employer that has met skill needs in the past 12 months by: <ul style="list-style-type: none"> <li>having jobs requiring vocational qualifications</li> <li>having staff undertaking an apprenticeship or traineeship, and/or</li> <li>having staff undertaking nationally recognised training other than through apprenticeships and traineeships.</li> </ul>	With jobs requiring vocational qualifications With apprentices/ trainees Providing nationally recognised training

Term	Definition	Classification categories
Formal vocational qualifications	<p>Refer to qualifications that are nationally recognised. These qualifications are delivered by registered training organisations such as TAFE institutes, private providers and vocational divisions of universities.</p> <p>This training includes:</p> <ul style="list-style-type: none"> <li>• traditional qualifications such as electrician or welder</li> <li>• advanced diploma, diplomas, certificates I, II, III, IV.</li> </ul> <p>This training does not include:</p> <ul style="list-style-type: none"> <li>• senior secondary certificates of education (Year 12)</li> <li>• higher education qualifications such as bachelor or higher degrees</li> <li>• apprenticeships and traineeships not yet completed.</li> </ul>	N/A
Industry	The Australian and New Zealand Standard Industry Classification (ANZSIC), 2006 Edition, is used for industry. This is an Australian Bureau of Statistics classification that identifies the industry or principal activity in which an employer is engaged. (ABS Catalogue No. 1292.0, February 2006).	Agriculture, forestry and fishing Mining Manufacturing Electricity, gas, water and waste services Construction Wholesale trade Retail trade Accommodation and food services Transport, postal and warehousing Information media and telecommunications Financial and insurance services Rental hiring and real estate services Professional, scientific and technical services Administrative and support services Public administration and safety Education and training Health care and social assistance Arts and recreational services Other services Not Stated
Informal training	Refers to training that is unstructured and does not lead to any form of qualification. It has no set plan and tends to occur on-the-job.	N/A
Margin of error	The margin of error measures the maximum amount by which the sample results are expected to differ from those of the true population parameter.	N/A
Nationally recognised training	See <i>Accredited training</i> .	N/A
Non-response bias	Non-response bias occurs when the characteristics of those not responding to the survey differ to the those responding for the survey in relation to the variables or items of interest. Non-response can affect the reliability of results and can introduce bias	N/A

Term	Definition	Classification categories
Non-sampling error	Non-sampling errors (as distinct from sampling errors, see below) may occur because of non-response bias, incorrect responses, interviewer errors, and processing errors.	N/A
Not stated	This is also known as question or partial non-response. Where particular questions have not been answered, but a questionnaire would otherwise be useable, a code has been allocated to indicate that a response was not given for that particular question. Not stated responses are those where respondents were sequenced to answer a question but did not provide a response.	N/A
Off-the-job training	Training provided as part of an apprenticeship or traineeship that takes place away from a person's job, usually off the premises (for example, at a TAFE institute) but may be on the premises (for example, in a special training area). <i>See also On-the-job training, Apprentices and trainees.</i>	N/A
On-the-job training	Training provided by the employer at the workplace as part of an apprenticeship or traineeship. Some apprenticeships and traineeships are fully on-the-job. <i>See also Off-the-job training, Apprentices and trainees.</i>	N/A
Private training providers	Refer to privately-owned and operated training providers that are registered by the Australian Skills Quality Authority, or a state/territory accrediting body.	Education/training businesses or centres Professional associations Industry associations Equipment/product manufacturers and suppliers Other training providers not elsewhere classified
Qualifications	In the VET sector refer to the Australian Qualifications Framework (AQF) levels of education from certificate I through to graduate diploma.	Graduate diploma Graduate certificate Advanced diploma Diploma Certificate IV Certificate III Certificate II Certificate I
Reference periods	Employers were asked to respond to questions regarding their employees during the three reference periods: <ul style="list-style-type: none"> <li>• the last pay period</li> <li>• the last 12 month</li> <li>• the next 12 months</li> </ul>	N/A
Registered training organisations (RTOs)	Training providers registered by the Australian Skills Quality Authority (ASQA) or in some cases, a state or territory registering and accrediting body, to deliver training and/or conduct assessment and issue nationally recognised qualifications in accordance with the Australian Quality Training Framework or the VET Quality Framework.	N/A

<b>Term</b>	<b>Definition</b>	<b>Classification categories</b>
Response rate	The total number of interviews conducted, expressed as a percentage of the total number of in-scope selections. Out-of-scope selections comprise employers that did not have any employees.	N/A
Sampling error	Estimates calculated from the Survey of Employers' Use and Views of the VET System are based on information collected from a sample. As a result, they are subject to sampling error (that is, an estimate from a sample may not be equal to the true population value).  The most commonly used measure of sampling error is the standard error. For a definition of a standard error see below.	N/A
Satisfaction with training	Employers were asked to rate their satisfaction with the quality of the training on a five-point scale.	Satisfied Very satisfied Satisfied Neither Dissatisfied Dissatisfied Very dissatisfied Not stated
Self-employed	An employed person who, during the reference period(s), worked in their own business without employing staff.	N/A
Standard error	The standard error is a statistical term that measures the accuracy with which a sample distribution represents a population. The standard error (SE) of a statistic depends on both the standard deviation and the sample size.  If we want to indicate the uncertainty around the estimate of a statistic, we quote the standard error of that statistic.  There are nineteen chances in twenty that the estimate obtained from a sample will be within two standard errors of the true population value (that is, the value if everyone in the population had been included and responded to the survey).	N/A
TAFE (technical and further education) institutes	TAFE institutes are created by an Act of parliament and have responsibilities specified in that and other legislation and via ministerial directions. These institutes are public bodies in receipt of government funding and provide a range of technical and VET courses and other programs (for example, entry and bridging courses, language and literacy courses, adult basic education courses, senior secondary certificate of education courses, personal enrichment courses, and small business courses).	N/A

<b>Term</b>	<b>Definition</b>	<b>Classification categories</b>
Unaccredited training	<p>Refers to training that does not lead to a nationally recognised qualification. The training activity must have a specified content or predetermined plan designed to develop employment-related skills and competencies.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• product- or service-specific courses (like Certified Novell Engineer, advanced Excel)</li> <li>• project management courses</li> <li>• workshops on how to deal with customer complaints</li> <li>• industry-specific or technical training not recognised nationally.</li> </ul> <p>This training does not include:</p> <ul style="list-style-type: none"> <li>• apprenticeships and traineeships, and</li> <li>• other nationally recognised training</li> <li>• study towards a higher education degree.</li> </ul>	N/A
Unit of competency	A component of a competency standard. A unit of competency is a statement of a key function or role in a particular job or occupation.	N/A
Vocational qualifications	See <i>Nationally recognised training</i> .	N/A



# References

Australian Bureau of Statistics 1292.0 - Australian and New Zealand Standard Industrial Classification (ANZSIC), 2006 (Revision 2.0)

Available free of charge from: <http://www.abs.gov.au/ausstats/abs@.nsf/mf/1292.0>.