

P:\Templates\Rebranded-templates\AVETMISS\TotalVETS&C_lightblue.emfData element definitions

Edition 2.3

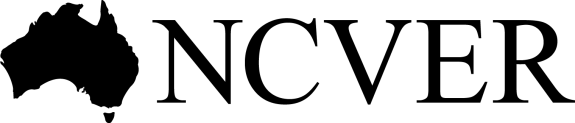
November 2016

*Updated November 2022*

National Centre for Vocational Education Research

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



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**Related publications**

*AVETMISS National Apprentice and Trainee Collection specifications: release 7.0*

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*AVETMISS National VET Provider Collection specifications: release 8.0*

ISBN 978 1 925173 68 0

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Australian and New Zealand Standard Classification of Occupations (ANZSCO), ABS catalogue no.1220.0, 2021 (Australian Version).

Australian and New Zealand Standard Industrial Classification (ANZSIC), ABS catalogue no.1292.0, 2006 (Revision 2).

Australian Standard Classification of Education (ASCED), ABS catalogue no.1272.0, 2001.

Australian Standard Classification of Languages (ASCL), ABS catalogue no.1267.0, 2016.

Australian Standard Interchange of Client Information, AS 4590-2006.

Australian Statistical Geography Standard (ASGS), ABS catalogue no.1270.0, 2016.

Country of Birth Standard, ABS catalogue no.1200.0.55.004, 2016.

Language Standards, ABS catalogue no.1200.0.55.005, 2016.

Standard Australian Classification of Countries (SACC), ABS catalogue no.1269.0, 2016.

Standards for Labour Force Statistics, ABS catalogue no.1288.0, Issue for Dec. 2014.

Standard for Sex and Gender Variables, ABS catalogue no.1200.0.55.012, 2016 (First issue).

Standards for Statistics on Cultural and Language Diversity, ABS catalogue no.1289.0, 1999.

Indigenous Status Standard - 1200.0.55.008 - 2014, Version 1.5

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Introduction

Overview

AVETMISS is the Australian Vocational Education and Training Management Information Statistical Standard. The *AVETMISS data element definitions* define the data elements used in the National VET Provider Collection and the National Apprentice and Trainee Collection. They contain information on context, rules, classification schemes and format attributes of each data element.

*AVETMISS data element definitions* also include:

* recommended questions for enrolment forms
* data classifications, which comply with the Australian Bureau of Statistics (ABS) standards where possible
* history of individual elements since the first release of AVETMISS.

The following terms are used throughout the *AVETMISS data element definitions: edition 2.3* 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.

Acknowledgement

NCVER acknowledges the assistance of the many organisations and individuals who provided information and advice during the development of these data elements and the standards more broadly. NCVER welcomes feedback on AVETMISS. Please email your feedback to <support@ncver.edu.au>.

Contents of this document

*AVETMISS data element definitions: edition 2.3* is presented in the following sections:

Relationship of elements to collection specifications

This section contains a table listing the data elements and their respective collections.

Data elements

This section lists, in alphabetical order, the data elements pertaining to the VET system and includes definitional attributes, relational attributes, format attributes and administrative attributes for each element.

Changes and revisions to elements

This section lists revisions made to existing elements since the previous release.

Relationship to other AVETMISS documents

*AVETMISS data element definitions: edition 2.3* is a companion document to:

* *AVETMISS National VET Provider Collection specifications: release 8.0* <<https://www.ncver.edu.au/rto-hub/statistical-standard-software/avetmiss-vet-provider-collection-specifications-release-8.0>>, which provides the requirements for the National VET Provider Collection.
* *AVETMISS National Apprentice and Trainee Collection specifications: release 7.0* <<https://www.ncver.edu.au/rto-hub/statistical-standard-software/avetmiss-apprentice-and-trainee-collection-specifications-release-7.0>>, which provides the requirements for the National Apprentice and Trainee Collection.

‘Australian VET statistics explained’<<https://www.ncver.edu.au/research-and-statistics/vet-statistics-explained>> also provides an overview of the collections, surveys, information systems and resultant statistical reports contained in the policy and strategic framework of the Australian vocational education and training system.

Support and internet resources

Internet resources

Australian Bureau of Statistics

<http://[www.abs.gov.au/](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/>>

<<https://www.ncver.edu.au/rto-hub/avetmiss-apprentices-and-trainees/>>

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 and 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](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](mailto:support@ncver.edu.au)>  
Phone: 08 8230 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://www.avs.ncver.edu.au/avs/>>

Relationship of elements to collection specifications

Elements and their associated collections

The following table shows the data elements and their respective collections.

| **Type legend:**  **A – Alphanumeric field**  **N – Numeric field – must contain only integers**  **D – Date field in format DDMMYYYY** | | | | |
| --- | --- | --- | --- | --- |
| **Element** | **Type** | **Length** | **National VET Provider** | **National Apprentice and Trainee** |
| Activity end date | D | 8 | 🗸 |  |
| Activity start date | D | 8 | 🗸 |  |
| Address building/property name | A | 50 | 🗸 |  |
| Address first line | A | 50 | 🗸 |  |
| Address flat/unit details | A | 30 | 🗸 |  |
| Address postal delivery box | A | 22 | 🗸 |  |
| Address – suburb, locality or town | A | 50 | 🗸 | 🗸 |
| Address second line | A | 50 | 🗸 |  |
| Address street name | A | 70 | 🗸 |  |
| Address street number | A | 15 | 🗸 |  |
| ANZSCO identifier | A | 6 | 🗸 |  |
| ANZSIC identifier | A | 4 |  | 🗸 |
| Associated course identifier | A | 10 | 🗸 |  |
| At school flag | A | 1 | 🗸 | 🗸 |
| Client family name | A | 40 | 🗸 |  |
| Client first given name | A | 40 | 🗸 |  |
| Client identifier | A | 10 | 🗸 |  |
| Client identifier – national | A | 10 |  | 🗸 |
| Client identifier – apprenticeships | A | 10 | 🗸 | 🗸 |
| Client title | A | 4 | 🗸 |  |
| Client tuition fee | N | 5 | 🗸 |  |
| Commencing program identifier | A | 1 | 🗸 |  |
| Contact name | A | 60 | 🗸 |  |
| Country identifier | A | 4 | 🗸 | 🗸 |
| Date of birth | A | 8 | 🗸 | 🗸 |
| Date of training contract commencement | D | 8 |  | 🗸 |
| Date of training contract completion | D | 8 |  | 🗸 |
| Date of transaction | D | 8 |  | 🗸 |
| Date program completed | A | 8 | 🗸 |  |
| Delivery mode identifier | A | 3 | 🗸 |  |
| Disability flag | A | 1 | 🗸 | 🗸 |
| Disability type identifier | A | 2 | 🗸 |  |
| Email address | A | 80 | 🗸 |  |
| Employer identifier | A | 10 |  | 🗸 |
| Employer legal name | A | 100 |  | 🗸 |
| Employer size | A | 6 |  | 🗸 |
| Employer type identifier | A | 2 |  | 🗸 |
| Existing worker flag | A | 1 |  | 🗸 |
| Facsimile number | A | 20 | 🗸 |  |
| Fee exemption/concession type identifier | A | 2 | 🗸 |  |
| Full-time identifier | A | 1 |  | 🗸 |
| Funding source – national | A | 2 | 🗸 |  |
| Funding source – state training authority | A | 3 | 🗸 |  |
| Gender | A | 1 | 🗸 | 🗸 |
| Highest school level completed identifier | A | 2 | 🗸 | 🗸 |
| Hours attended | N | 4 | 🗸 |  |
| Indigenous status identifier | A | 1 | 🗸 | 🗸 |
| Issued flag | A | 1 | 🗸 |  |
| Labour force status identifier | A | 2 | 🗸 |  |
| Language identifier | A | 4 | 🗸 | 🗸 |
| Name for encryption | A | 60 | 🗸 | 🗸 |
| Nominal hours | N | 4 | 🗸 |  |
| Outcome identifier – national | A | 2 | 🗸 |  |
| Outcome identifier – training organisation | A | 3 | 🗸 |  |
| Parchment issue date | D | 8 | 🗸 |  |
| Parchment number | A | 25 | 🗸 |  |
| Postcode | A | 4 | 🗸 | 🗸 |
| Predominant delivery mode | A | 1 | 🗸 |  |
| Prior educational achievement flag | A | 1 | 🗸 | 🗸 |
| Prior educational achievement identifier | A | 3 | 🗸 | 🗸 |
| Program field of education identifier | A | 4 | 🗸 |  |
| Program identifier | A | 10 | 🗸 | 🗸 |
| Program level of education identifier | A | 3 | 🗸 |  |
| Program name | A | 100 | 🗸 |  |
| Program recognition identifier | A | 2 | 🗸 |  |
| Purchasing contract identifier | A | 12 | 🗸 |  |
| Purchasing contract schedule identifier | A | 3 | 🗸 |  |
| Scheduled hours | N | 4 | 🗸 |  |
| School-based flag | A | 1 |  | 🗸 |
| School level identifier | A | 2 |  | 🗸 |
| School type identifier | A | 2 | 🗸 |  |
| Specific funding identifier | A | 10 | 🗸 |  |
| State identifier | A | 2 | 🗸 | 🗸 |
| Statistical area level 1 identifier | A | 11 | 🗸 |  |
| Statistical area level 2 identifier | A | 9 | 🗸 |  |
| Study reason identifier | A | 2 | 🗸 |  |
| Subject field of education identifier | A | 6 | 🗸 |  |
| Subject identifier | A | 12 | 🗸 |  |
| Subject name | A | 100 | 🗸 |  |
| Survey contact status | A | 1 | 🗸 |  |
| Telephone number | A | 20 | 🗸 |  |
| Training contract identifier | A | 10 | 🗸 | 🗸 |
| Training contract identifier – national | A | 10 |  | 🗸 |
| Training contract status identifier | A | 2 |  | 🗸 |
| Training organisation delivery location identifier | A | 10 | 🗸 |  |
| Training organisation delivery location name | A | 100 | 🗸 |  |
| Training organisation identifier | A | 10 | 🗸 | 🗸 |
| Training organisation name | A | 100 | 🗸 |  |
| Training organisation type identifier | A | 2 | 🗸 |  |
| Unique student identifier | A | 10 | 🗸 | 🗸 |
| VET flag | A | 1 | 🗸 |  |
| VET in schools flag | A | 1 | 🗸 |  |

Data elements

Guide to data elements – format and content

Definitional attributes

Definition

Defines the element.

Context

Describes the use of the element and why it is necessary to collect this information.

Relational attributes

Rules

Describes the requirements to report data accurately in the field.

Guidelines for use

Details additional information for using the data element.

Related data

Lists related data element(s).

Type of relationship

Describes the nature of the relationship between the data element and any other data elements.

Classification scheme

Presents in table format the required values and descriptive labels. Where the full classification is not listed, please refer to the NCVER Portal for the most up-to-date version of the selected classification.

Question

Where an Australian Bureau of Statistics standard exists for how a question should be phrased for a specified data element, the exact phrasing is provided.

Format attributes

Length: field length

Type: alphanumeric, numeric or date

Justification: left, right or none

Fill character: space: allowable characters that are used to fill any remaining spaces for that field

Permitted data element value: values that are allowed for missing or not applicable cases in addition to the classification scheme

Administrative attributes

History

Describes the changes to the data elements from the previous release. The history section is shown in two tables due to changes in the AVETMISS architecture. Prior to AVETMISS release 6.0, the data element definitions were included in the same volume as the collection specifications for each collection. Therefore, the first table documents the history from AVETMISS release 1.0 to 5.0 of the collection specifications. The second table documents the history from *AVETMISS data element definitions: edition 1* onwards. National Apprentice and Trainee Collection elements were incorporated in the *AVETMISS data element definitions* from edition 2.

Activity end date

Definitional attributes

Definition

*Activity end date* is the actual date that training activity and assessment ends for a client in a unit of competency, accredited unit or module enrolment. *Activity end date* includes the conclusion of any on-the-job training components and the time required for the trainer to determine the final outcome for the unit of competency or module.

Context

*Activity end date* provides information about patterns of activity and participation within and across collection years.

Relational attributes

Rules

*Activity end date* must be a valid date, one that represents the date training is completed.

If the date is unknown, the expected end date must be reported and may be revised as activity progresses.

If the *Activity end date* is after the collection period end date, then the training must be reported as either continuing (‘*Outcome identifier — national* 70’) or not yet started (‘*Outcome identifier — national* 85’).

Guidelines for use

*Activity end date* is not intended for the calculation of hours from the *Activity start date*.

*Activity end date* is determined by the end-of-training activity for an individual client. If a client is an assessment-only (including recognition of prior learning) client, it is the date of the end of the assessment activity by the trainer. It must not be defaulted to the last date of the calendar year, academic year, term or semester (e.g. 31/12/2015).

If assessment activities such as assignments continue after tuition finishes, then *Activity end date* is reported as the date the final assignment is assessed.

When a client is issued with a credit transfer, the *Activity end date* is the date when the credit transfer is administratively processed by the training organisation.

Related data

*Activity start date*

Type of relationship

*Activity start date* is used with *Activity end date* to indicate the duration of a client’s training activity.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Activity end date |
| DDMMYYYY | Valid date |

Question

Not applicable

Format attributes

Length: 8

Type: date

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |  |
| --- | --- | --- | --- |
| Release | | VET provider | Apprenticeship |
| Release 1.0 | | **Introduced 1 January 1994**  *Enrolment activity end date* |  |
| Data element definitions | | | |
| Edition 2.2 | **Revised 1 January 2013**  Renamed from *Enrolment activity end date* to *Activity end date* | | |

Activity start date

Definitional attributes

Definition

*Activity start date* is the actual date that the training activity starts for a client in a unit of competency or module enrolment.

Context

*Activity start date* provides information about patterns of activity and participation within and across collection years.

Relational attributes

Rules

Not applicable

Guidelines for use

*Activity start date* is not intended for calculation of hours from the A*ctivity end date*.

*Activity start date* is determined by the actual start of training activity and must not be defaulted to the first date of the calendar year, academic year, term or semester or collection period.

*Activity start date* is the start of training activity itself (e.g. attends first class, commences online module etc.) and not the date the client enrols or the date the client’s information is entered into the student management system.

*Activity start date* for online training is the date of the actual start of training activity when materials are accessed, not when the training materials are made available.

If a client is an assessment-only (including recognition of prior learning) client, it is the date the assessment starts. Where a client undertakes training and assessment activities, it is the date the client starts their training activity.

For clustered-delivery training, the *Activity start date* is the first date activity began in those specific subjects. Clustered delivery is a group of subjects being taught together.

When a client is issued with a credit transfer, the *Activity start date* is the date when the credit transfer is administratively processed by the training organisation.

Related data

*Activity end date*

Type of relationship

*Activity end date* is used with *Activity start date* to measure a client's activity in the training sector.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Activity start date |
| DDMMYYYY | Valid date |

Question

Not applicable

Format attributes

Length: 8

Type: date

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Enrolment activity start date* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Revised 1 January 2013**  Renamed from *Enrolment* *activity start date* to *Activity start date* |

Address building/property name

Definitional attributes

Definition

*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.

Context

*Address building/property name* is used along with other address details to collect physical address information.

Relational attributes

Rules

Not applicable

Guidelines for use

Not applicable

Related data

*Address street number* and *Address street name*

Type of relationship

*Address building/property name* provides additional details to *Address street number* and *Address street name*.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Address Building/Property Name |
| Text | Name of building or property |

Question

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 address and **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 |

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 |

Format attributes

Length: 50

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Introduced 1 January 2014**  *Address building/property name* |

Address first line

Definitional attributes

Definition

*Address first line* is the first line of an address and provides a valid street number and name (including floor and building name if relevant) or post office box information.

Context

*Address first line* is used along with other address details to collect physical location or postal address information.

Relational attributes

Rules

*Address first line* must not contain the name of the suburb, locality or town, or a postcode.

Guidelines for use

Not applicable

Related data

*Address second line*

Type of relationship

*Address second line* must be used to continue the *Address first line* details if space is not sufficient.

Classification Scheme

|  |  |
| --- | --- |
| Value | Description – Address first line |
| Text | Street number and name (and floor and building name if relevant) or post office box information |

Question

Not applicable

Format attributes

Length: 50

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element values: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET Provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Address first line* | **Introduced 1 July 1994**  *Address first line* |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Revised 1 January 2014**  Removed enrolment question |

Address flat/unit details

Definitional attributes

Definition

*Address flat/unit details* identifies an address within a building/sub-complex.

Context

*Address flat/unit details* is used along with other address details to collect physical address information.

Relational attributes

Rules

*Address flat/unit details* must not contain street or post office box details.

Guidelines for use

*Address flat/unit details* should be used when the address is part of a building where the street name and number alone do not provide sufficient detailed address information.

*Address flat/unit details* typically contains:

Type of flat/unit address, for example, Apartment, Unit, Level

Number of flat/unit address.

*Address flat/unit details* may contain multiple address details for flat/unit.

***Address flat/unit details* examples:**

|  |
| --- |
| Address flat/unit details |
| Apartment 113 |
| Unit N15 |
| Level 4 |
| Suite 21A Level 8 |

Related data

*Address street number* and *Address street name*

Type of relationship

*Address flat/unit details* provides additional details to *Address street number* and *Address street name*.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Address unit/flat details |
| Text | Flat, unit or apartment address details |

Question

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 address and **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 |

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 |

Format attributes

Length: 30

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Introduced 1 January 2014**  *Address flat/unit details* |

Address postal delivery box

Definitional attributes

Definition

*Address postal delivery box* identifies the postal address details where mail is delivered to a box, bag or rural mail box.

*Address postal delivery box* consists of a postal delivery type and postal delivery number where applicable.

Context

*Address postal delivery box* is used with other address details to collect postal address information.

Relational attributes

Rules

*Address postal delivery box* must not contain street name or street number.

Guidelines for use

*Address postal delivery box* must contain sufficient detail for postal delivery, e.g. PO Box 88, RMB 123 or CARE PO.

Related data

*Address — suburb, locality or town*

Type of relationship

*Address — suburb, locality or town* is used with *Address postal delivery box* to provide a valid postal address.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Address postal delivery box |
| Text | Post office box, bag, or rural mail box address |

Question

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 |

Format attributes

Length: 22

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Introduced 1 January 2014**  *Address postal delivery box* |

Address second line

Definitional attributes

Definition

*Address second line* is the second line of an address and provides a continuation of the valid name and number of the street (including floor and business name if relevant) or post office box information.

Context

*Address second line* is used in conjunction with other address details to collect physical location or postal address information.

Relational attributes

Rules

*Address second line* must not contain the name of a suburb, locality or town or a postcode.

Guidelines for use

Not applicable

Related data

*Address first line*

Type of relationship

If space is insufficient in *Address first line*, then *Address second line* must be used to continue the *Address first line* details.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Address second line |
| Text | Continuation of street number and name |

Question

Not applicable

Format attributes

Length: 50

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element values: not applicable

Administrative attributes

History

|  |  |  |  |
| --- | --- | --- | --- |
| Release | VET provider | | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Address second line* | | **Introduced 1 July 1994**  *Address second line* |
| Data element definitions | | | |
| Edition 2.2 | | **Introduced 1 January 2014**  Removed enrolment question | |

Address street name

Definitional attributes

Definition

*Address street name* identifies the name and type of the street to the address site.

Context

*Address street name* is used along with other address details to collect physical address information.

Relational attributes

Rules

*Address street name* must not contain a building/property name.

*Address street name* for rural addresses should contain the street name from the rural property addressing system provided by the state or territory.

Guidelines for use

*Address street name* can contain a combination of the following components:

Street name — the name assigned to the street

Street type — the type assigned to the street, for example, road, court, street, highway

Street suffix — additional information to define the street, such as direction.

***Address street name examples***

|  |  |  |  |
| --- | --- | --- | --- |
| Address street name | Street name | Street type | Street suffix |
| Smith Avenue | Smith | Avenue | - |
| The Avenue West | The Avenue | - | West |
| Brown Road North East | Brown | Road | North East |
| The Esplanade | The Esplanade | - | - |
| High Street Road | High Street | Road | - |

Related data

*Address street number*

Type of relationship

*Address street number* along with *Address street name* provides the physical address of a site.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Address street name |
| Text | Street name, type and suffix |

Question

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 address and **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 |

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 |

Format attributes

Length: 70

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Introduced 1 January 2014**  *Address street name* |

Address street number

Definitional attributes

Definition

*Address street number* identifies the number of the address in the street.

Context

*Address street number* is used along with other address details to collect physical address information.

Relational attributes

Rules

*Address street number* must not contain a floor number, flat/unit details or post office box number.

*Address street number* for rural addresses should contain the number from the rural property addressing system provided by the state or territory.

*Address street number* may contain a lot number only when a street number has not been specifically allocated or is not readily identifiable with the property.

Guidelines for use

*Address street number* can contain the following:

A single street or road number

A range of street or road numbers — the range should be separated by a hyphen, for example, 100—110

A lot number — a lot number should be preceded with the word ‘Lot’.

**Address street number examples**

|  |  |  |
| --- | --- | --- |
| Street address | Street name | Street number |
| 103 Smith Avenue West | Smith Avenue West | 103 |
| 340–346 Gibbs Street | Gibbs Street | 340–346 |
| Lot 65 Brown Road | Brown Road | Lot 65 |

Related data

*Address street name*

Type of relationship

*Address street name* along with *Address street number* provides the physical address of a site.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Address street number |
| Text | Street or lot number |

Question

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 address and **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 |

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 |

Format attributes

Length: 15

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Introduced 1 January 2014**  *Address street number* |

Address – suburb, locality or town

Definitional attributes

Definition

*Address — suburb, locality or town* is the name of a suburb, locality or town of a geographic location.

Context

*Address — suburb, locality or town* is used along with other address details to collect location information.

Relational attributes

Rules

*Address — suburb, locality or town* must only contain a suburb, locality or town name and must not contain a postcode.

Guidelines for use

Not applicable

Related data

*Postcode* and *State identifier*

Type of relationship

*Address — suburb, locality or town, Postcode* and *State identifier* are used together to determine an address region.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Address – suburb, locality or town |
| Text | Name of suburb, locality or town |

Question

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 number |  |
| Street number |  |
| Street name and type |  |
| **Suburb, locality or town** |  |
| State/territory |  |
| Postcode |  |

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

|  |
| --- |
| Building/property name |
| Flat/unit number/street number |
| Street name and type |
| **Suburb, locality or town** |
| State/territory |
| Postcode |

Format attributes

Length: 50

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Address third line* | **Introduced 1 July 1994**  *Address third line* |
| Release 5.0 | **Revised 1 January 2003**  Renamed *Address suburb or town or locality* | **Revised 1 April 2004**  Renamed *Address suburb or town or locality* |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Split *Address – suburb or town or locality* to create *Address location – suburb, locality or town* and *Address postal­ – suburb, locality or town*. |
| Edition 2 | **Revised 1 July 2008**  Adopted *Address location – suburb, locality or town* and *Address postal – suburb, locality or town* to replace *Address – suburb or town or locality* for National Apprentice and Trainee Collection |
| Edition 2.3 | **Revised 1 January 2018**  Combined *Address location – suburb, locality or town* and *Address postal – suburb, locality or town* into *Address – suburb, locality or town* |

ANZSCO identifier

Definitional attributes

Definition

*ANZSCO identifier* is a code that uniquely identifies the type of occupation that may be expected for those undertaking a program of study.

The classification is based on the *Australian and New Zealand Standard Classification of Occupations* (ANZSCO),ABS catalogue no.1220.0, 2021 (Australian Version).

Context

*ANZSCO identifier* is used to profile VET delivery by occupational areas.

Relational attributes

Rules

*ANZSCO identifier* is the most likely occupational outcome that the program of study is designed to provide.

*ANZSCO identifier* must represent the primary (or most significant) occupation type that the program of study relates to if a program of study can be classified to more than one *ANZSCO identifier.*

ANZSCO is a 6-digit classification and codes are preferably allocated to the full 6-digit code (100000–899999) in order to describe an individual occupation level. Where a code is allocated at a higher occupation level, zeros must be added to the end to make a 6-digit code.

Guidelines for use

*ANZSCO identifier* must be consistent with the skill level of the qualification or course. A code with a comparable ANZSCO skill level from the same occupation group may be selected as appropriate.

Those programs not on the National Register of VET must be assigned an ANZSCO.

For the complete list of up-to-date ANZSCO codes and their descriptions, please refer to the ABS <https://www.abs.gov.au/statistics/classifications/anzsco-australian-and-new-zealand-standard-classification-occupations/2021>. A valid list of *ANZSCO identifier* codes is available on the NCVER Portal at <<https://www.ncver.edu.au/rto-hub/statistical-standard-software/anzsco-identifier,-revision-2-occupation>>.

The following table indicates the number of categories at each level of ANZSCO:

**Hierarchical Level Code ANZSCO category**

Major group 1 Managers

Sub-major group 12 Farmers and farm managers

Minor group 121 Farmers and farm managers

Unit group 1211 Aquaculture farmers

Occupation 121111 Aquaculture farmer

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – ANZSCO identifier |
| 100000–899999 | Valid 6-digit ANZSCO code |
| VET PROVIDER ONLY | |
| GEN19 | Occupational non-specific – general education |
| GEN20 | Non-industry-specific training |
| NONVET | Non-VET course – no occupational outcome |

Question

Not applicable

Format attributes

Length: 6

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Administrative arrangement based on release 5.0 |  | **Introduced 1 January 2007** |

|  |  |
| --- | --- |
| Data element definitions | |
|  |  |
| Edition 1.0 | **Revised 1 January 2007**  Revised classification to include the following codes:  ‘GEN19 – Occupational non-specific – general education’  ‘GEN20 – ‘Non-industry-specific training’  ‘NONVET – non-VET course – no occupational outcome’ |
| Edition 2.1 | **Revised 1 January 2012**  Adopted updated classification, ABS catalogue no.1220.0, 2009 (revision 1) |
| Edition 2.2 | **Revised 6 March 2014**  Adopted updated classification, ABS catalogue no.1220.0, 2013 (revision 2) |
| Edition 2.3 | **Revised 5 November 2019**  Adopted updated classification, ABS catalogue no.1220.0, 2013 (revision 3)  **Revised 22 April 2022**  Adopted updated classification, ABS catalogue no. 1220.0, 2021 (Australian version) |

ANZSIC identifier

Definitional attributes

Definition

*ANZSIC identifier* is used to assign an individual business entity to an industry based on its predominant activity.

This classification is based on the *Australian and New Zealand Standard Industrial Classification* (ANZSIC),ABS catalogue no.1292.0, 2006 (Revision 2).

Context

*ANZSIC identifier* is used to profile VET delivery by industry areas.

Relational attributes

Rules

*ANZSIC identifier* must be a validcode from the *Australian and New Zealand Standard Industrial Classification* (ANZSIC). ANZSIC codes should be reported to the full 4-digit code in order to describe an individual industry type.

Where an individual business entity can be classified by more than one ANZSIC code, the *ANZSIC identifier* must reflect the primary (or most significant) industry that best describes the individual business entity’s main economic activity.

*ANZSIC identifier* may be an ANZSIC code at a level higher than the 4-digit industry level only where the individual business entity relates equally to all subordinate 4-digit industry types.

Guidelines for use

For the complete list of up-to-date ANZSIC codes, please refer to the NCVER Portal <<https://www.ncver.edu.au/rto-hub/statistical-standard-software/anzsic-identifier-industry/>>.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – ANZSIC identifier |
| SSGC | Valid 4-digit (Class) ANZSIC code |
| SSG | Valid 3-digit (Group) ANZSIC code |
| SS | Valid 2-digit (Subdivision) ANZSIC code |

Question

Not applicable

Format attributes

Length: 4

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: @@@@ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 |  | **Introduced 1 July 1994**  *ANZSIC (industry type) identifier* |
| Release 3.0 |  | **Revised 1 January 1999**  Added value ‘@@@@ – not stated’ |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Revised 1 July 2008**  Renamed *ANZSIC identifier* to adopt *Australian and New Zealand Standard Industrial Classification* (ANZSIC),ABS catalogue no.1292.0, 2006 |

Associated course identifier

Definitional attributes

Definition

*Associated course identifier* uniquely identifies a qualification or course that is associated with a skill set for funding purposes.

Context

Applicable only to training organisations with contractual obligations to state or territory training authorities. Rules are determined by individual states and territories.

Relational attributes

Rules

Determined by individual states and territories.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Associated course identifier |
| Text | National training package qualification, nationally recognised accredited course or locally developed training organisation course code |

Question

Not applicable

Format attributes

Length: 10

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Introduced 1 January 2014**  *Associated course identifier* |

At school flag

Definitional attributes

Definition

*At school flag* indicates whether a client is currently enrolled in secondary school.

Context

*At school flag* is used to analyse data on clients who are enrolled in secondary school.

Relational attributes

Rules

Not applicable

Guidelines for use

If a client was at school during the reporting period, report *At school flag* status as ‘Y’.

*At* *school flag* indicates whether a student is enrolled in secondary schooling. School students can include students studying VET in Schools, school-based apprentices, pre-apprentices and trainees, school students enrolling in VET outside school, and home-schooling students.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – At school flag |
| Y | Yes – the client is still enrolled in secondary school |
| N | No – the client is not enrolled in secondary school |

Question

Are you still enrolled in secondary or senior secondary education?

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

Format attributes

Length: 1

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 2.0 | **Introduced 1 January 1997**  *At school* | **Introduced 1 July 1997**  *At school* |
| Release 4.0 | **Revised 1 January 2002**  Modified value description for *At school* ‘N’ flag from ‘has finished secondary schooling’ to ‘is not attending secondary school’ | **Revised 1 January 2002**  Modified value description for *At school* ‘N’ flag from ‘has finished secondary schooling’ to ‘is not attending secondary school’ |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Renamed *At* *school* *flag* |
| Edition 2 | **Revised 1 July 2008**  Adopted *At* *school* *flag* to replace *At* *school* for National Apprentice and Trainee Collection |

Client family name

Definitional attributes

Definition

*Client family name* is the official family name.

Context

*Client family name* is used for addressing correspondence.

Relational attributes

Rules

*Client family name* must contain the client’s family name (i.e. surname) even if the client’s family name is usually written first.

When the client has only one name, this name should be recorded under *Client family name* and the *Client first given name* should be left blank in student management systems. If the *Client first given name* is blank, use the *Client family name* to populate both the *Client first given name* and the *Client family name* fields when exporting data to create the *Name for encryption* field in the *Client* (NAT00080) file to submit to the National VET Provider Collection.

Guidelines for use

Other systems, such as that of the USI Office, may allow additional characters for *Client family name*, resulting in a longer field length in student management systems. For the purposes of reporting AVETMISS data, the *Client family name* should be truncated to 40 characters when creating the *Name for encryption* field in the *Client* (NAT00080) file to submit to the National VET Provider and VET in Schools collections.

Related data

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

Type of relationship

*Client first given name* and *Client family name* form the *Name for encryption.*

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Client family name |
| Text | Client’s family name |

Question

Enter your full name

|  |
| --- |
| Family name |
| Given names |

Format attributes

Length: 40

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 5.0 | **Introduced 1 January 2003**  *Client last name* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Revised 10 December 2015**  Renamed from *Client last name* to *Client family name* |

Client first given name

Definitional attributes

Definition

*Client first given name* contains the client’s given name.

Context

*Client first given name* is used for addressing correspondence. To protect client privacy, *Client first given name* is encrypted before it is submitted to the National VET Provider Collection.

Relational attributes

Rules

*Client first given name* must not be the client’s family name even if it is their first name.

When the client has only one name, this name should be recorded under *Client family name* and the *Client first given name* should be left blank in student management systems. If the *Client first given name* is blank, use the *Client family name* to populate both the *Client first given name* and the *Client family name* fields when exporting data to create the *Name for encryption* field in the *Client* (NAT00080) file to submit to the National VET Provider Collection.

Guidelines for use

Other systems, such as that of the USI Office, may allow additional characters for *Client first given name*, resulting in a longer field length in student management systems. For the purposes of reporting AVETMISS data, the *Client first given name* should be truncated to 40 characters when creating the *Name for encryption* field in the *Client* (NAT00080) file to submit to the National VET Provider and VET in Schools collections.

Related data

*Client family name* and *Name for encryption*

Type of relationship

*Client first given name* and *Client family name* form the *Name for encryption.*

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Client first given name |
| Text | Client's preferred first name |

Question

Enter your full name

|  |
| --- |
| Family name |
| Given names |

Format attributes

Length: 40

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 5.0 | **Introduced 1 January 2003**  *Client first given name* |  |

Client identifier

Definitional attributes

Definition

*Client identifier* uniquely distinguishes an individual in a training organisation.

Context

*Client identifier* is used for an analysis of a client’s educational attainment while protecting a client’s privacy.

Relational attributes

Rules

*Client identifier* is assigned by the training organisation as a means of uniquely identifying the client for record-keeping purposes.

Training organisationsare required to use the same *Client identifier* for an individual and not generate a different *Client identifier* each time an individual re-enrols. The C*lient identifier* must be unique to the client and remain the same across all years and across all subjects and programs undertaken by that individual.

*Client identifier* will usually be the client’s ‘student number’. Note that unique student identifier codes are not to be assigned to the client as the *Client identifier*.

*Client identifier* must not contain spaces.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Client identifier |
| Text | Unique client identifier within the collection |

Question

Not applicable

Format attributes

Length: 10

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Client identifier* |  |

Client identifier – national

Definitional attributes

Definition

*Client identifier — national* uniquely identifies a client undertaking an apprenticeship or traineeship managed within the Australian Government Australian Government Department of Education, Skills and Employment’s Apprenticeship management system.

Context

*Client identifier — national* is assigned by the Australian Government Department of Education, Skills and Employment as a means of uniquely identifying the client for record-keeping purposes.

Relational attributes

Rules

Not applicable

Guidelines for use

*Client identifie*r *— national* must be the client identifier that is assigned by either the Australian Government Department of Education, Skills and Employment or a state/territory registering agency and as recorded in their apprenticeship management system.

If the client does not have an identifier assigned by the Australian Government Department of Education, Skills and Employment, then a unique and permanent identifier should be created by the state training authority. The first character should be the first letter of the name of the jurisdiction (use O if for Northern Territory) and the remaining characters must be numeric.

|  |  |
| --- | --- |
| Value | Jurisdiction |
| A | Australian Capital Territory |
| N | New South Wales |
| O | Northern Territory |
| Q | Queensland |
| S | South Australia |
| T | Tasmania |
| V | Victoria |
| W | Western Australia |

Related data

*Training contract identifier — national*

Type of relationship

*Training contract identifier — national* and *Client identifier — national* are used to access further information about a training contract from the Australian Government Department of Education, Skills and Employment’s apprenticeship management system.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Client identifier – national |
| 1 – 9999999999 | Client identifier issued by the Australian Government |
| X1 – X9999999999 | Client identifier assigned by state training authority |

Question

Not applicable

Format attributes

Length: 10

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Introduced 1 July 2008**  *Client identifier – TYIMS* |
| Edition 2.2 | **Revised 1 July 2016**  Renamed from *Client identifier – TYIMS* to *Client identifier – AAMS* |
| Edition 2.3 | **Revised 31 August 2018**  Renamed from *Client identifier – AAMS* to *Client identifier – national* |

Client identifier – apprenticeships

Definitional attributes

Definition

*Client identifier — apprenticeships* identifies a client with an apprenticeship/traineeship training contract.

Context

*Client identifier — apprenticeships* is assigned when the apprenticeship/traineeship training contract is registered as a means of uniquely identifying the client for record-keeping purposes.

Relational attributes

Rules

*Client identifier — apprenticeships* must not contain spaces.

Guidelines for use

For National VET Provider Collection only

*Client identifier — apprenticeships* is only used if training activity in a subject relates to a client undertaking an apprenticeship or traineeship under a registered apprenticeship/traineeship training contract.

This identifier can be sourced from the registering state/territory training authority.

The *Client identifier — apprenticeships* should be the same across data-collection periods except when ‘@@@@@@@@@@ *—* not specified’ is used.

If it is known the client is an apprentice or trainee but the correct *Client identifier* is not known, then ‘@@@@@@@@@@ *—* not specified’ can be used in the first instance.

Related data

*Training contract identifier*

Type of relationship

*Client identifier — apprenticeships* is used with *Training contract identifier* to uniquely identify a client/contract combination.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Client identifier – apprenticeships |
| Text | Unique apprenticeship client identifier |

Question

Not applicable

Format attributes

Length: 10

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: @@@@@@@@@@ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 |  | **Introduced 1 July 1994**  *Client identifier* |
| Release 5.0 | **Introduced 1 January 2003**  *Client identifier – new apprenticeships* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Revised 1 July 2008**  Renamed *Client identifier – apprenticeships*  Adopted *Client identifier – apprenticeships* to replace *Client identifier* for National Apprentice and Trainee Collection |
| Edition 2.2 | **Revised 1 January 2014**  Renamed from *Client identifier – new apprenticeships* to *Client identifier – apprenticeships* for National VET Provider Collection |

Client title

Definitional attributes

Definition

*Client title* contains the formal title to be used for correspondence with the client.

Context

*Client title* is used for addressing correspondence.

Relational attributes

Rules

*Client title* contains the client’s preferred title for example: Mr, Mrs, Miss, Ms, Dr, Rev., Hon. etc.

Guidelines for use

Not applicable

Related data

*Client family name* and *Client first given name*

Type of relationship

*Client family name*, *Client first given name* and *Client title* are used together to address correspondence.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Client title |
| Text | Client’s preferred title |

Question

Not applicable

Format attributes

Length: 4

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 5.0 | **Introduced 1 January 2003**  *Client title* |  |

Client tuition fee

Definitional attributes

Definition

*Client tuition fee* is the amount of tuition and/or administration fee charged to a client for a unit of competency or module.

Context

Applicable only to training organisations with contractual obligations to state or territory training authorities. Rules are determined by individual states and territories.

Relational attributes

Rules

Determined by individual states and territories.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Client tuition fee |
| 0000–9999 | Value that represents the tuition fee and/or administration charge, rounded up to the nearest dollar |

Question

Not applicable

Format attributes

Length: 5

Type: numeric

Justification: right

Fill character: zero

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 5.0 | **Introduced 1 January 2003**  *Student tuition fee* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Renamed C*lient tuition fee* |

Commencing program identifier

Definitional attributes

Definition

*Commencing program identifier* indicates whether a client has undertaken training towards a qualification, course or skill set for the first time with the training organisation in the collection year.

Context

Rules are determined by individual states and territories.

Relational attributes

Rules

Determined by individual states and territories.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Commencing program identifier |
| 3 | Commencing training in the program |
| 4 | Continuing training in the program from a previous year |
| 8 | Subject-only training |

Question

Not applicable

Format attributes

Length: 1

Type: alphanumeric

Justification: none

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 2.0 | **Introduced 1 January 1997**  *Commencing course enrolment indicator* |  |
| Release 3.0 | **Revised 1 January 1999**  Renamed *Commencing course identifier* |  |
| Release 4.0 | **Revised 1 January 2002**  Updated the value descriptions for *Commencing course identifier* to replace ‘a course’ with ‘a qualification or a course’  Modified the value ‘9’ description for *Commencing course identifier* to replace ‘The enrolment is not course-based’ with ‘The enrolment is not in a qualification or course’ |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Recoded values and modified descriptions for *Commencing course identifier* |
| Edition 2.2 | **Revised 1 January 2014**  Renamed from *Commencing course identifier* to *Commencing program identifier* |

Contact name

Definitional attributes

Definition

*Contact name* identifies the person who has been nominated as having responsibility for communication in a training organisation or a state or territory training authority.

Context

*Contact name* identifies the person whose role it is to manage the communication regarding the submission of data.

Relational attributes

Rules

*Contact name* must contain the contact person’s full name in the format: family name, given name, title and position (optional).

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Contact name |
| Text | Contact name in format: family name, given name(s), title and position (optional) |

Question

Not applicable

Format attributes

Length: 60

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Contact name* | **Introduced 1 July 1994**  *Contact name* |

Country identifier

Definitional attributes

Definition

*Country identifier* is a code that uniquely identifies a country.

*Country identifier* classification is based on the *Standard Australian Classification of Countries* (SACC),ABS catalogue no.1269.0, 2016.

Context

*Country identifier* is used in the analysis of client and training organisation characteristics.

*Country identifier* is one of the four minimum core sets of cultural and language indicators and is used for the identification of individuals from non-English speaking backgrounds.

Relational attributes

Rules

*Country identifier* must be a valid 4-digit *Standard Australian Classification of Countries* code.

Guidelines for use

For the complete list of up-to-date country codes, please refer to the NCVER Portal <<https://www.ncver.edu.au/rto-hub/statistical-standard-software/country/>>.

In AVETMISS, ‘@@@@’ is used for ‘Not stated’ rather than the Australian Bureau of Statistics code of ‘0003’.

National VET Provider Collection enrolment form questions are designed to comply with the *Country of Birth Standard,* ABS catalogue no.1200.0.55.004, 2016.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Country identifier |
| 0000 – 9999 | Valid 4-digit SACC code |

Question

In which country were you born?

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

Format attributes

Length: 4

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @@@@ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Country (of birth) identifier*  *Australian Standard Classification of Countries for Social Statistics* (ASCCSS)  Revised by the ABS in 1996 | **Introduced 1 July 1994**  *Country (of birth) identifier*  *Australian Standard Classification of Countries for Social Statistics* (ASCCSS)  Revised by the ABS in 1996 |
| Release 3.0 | **Revised 1 January 1999**  ABS Standard renamed in 1998 to the *Standard Australian Classification of Countries* (SACC) | **Revised 1 January 1999**  ABS Standard renamed in 1998 to the *Standard Australian Classification of Countries* (SACC) |
| Release 4.0 |  | **Revised 1 January 2002**  Changed question asked to comply with ABS, *Standards for Statistics on Cultural and Language Diversity* |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Renamed *Country identifier* |
| Edition 2 | **Revised 1 July 2008**  Adopted *Country identifier* to replace *Country (of birth) identifier* for National Apprentice and Trainee Collection  Adopted *Standard Australian Classification of Countries (SACC)*, ABS catalogue no.1269.0, 1998 (revision 2.03) |
| Edition 2.1 | **Revised 1 January 2012**  Adopted updated *Standard Australian Classification of Countries (SACC)*, ABS catalogue no.1269.0, 2008 (second edition) |
|  | **Revised 15 May 2012**  Adopted updated *Standard Australian Classification of Countries (SACC)*, ABS catalogue no.1269.0, 2011 (second edition, revision 1) |
| Edition 2.2 | **Revised 1 January 2012**  Replaced reference to *Standards for Statistics on Cultural and Language Diversity*, ABS catalogue no.1289.0, 1999 with *Country of Birth Standard*, ABS catalogue no.1200.0.55.004, 2012 (version 1.0) |
| Edition 2.3 | **Revised 1 January 2018**  Adopted updated *Standard Australian Classification of Countries (SACC),* ABS catalogue no.1269.0, 2016, and updated *Country of Birth Standard*, ABS catalogue no.1200.0.55.004, 2016 |

Date of birth

Definitional attributes

Definition

*Date of birth* is the date a client was born.

Context

*Date of birth* is used to determine the age of the client and is used in the analysis of client characteristics.

Relational attributes

Rules

*Date of birth* must not be a system default.

*Date of birth* must be:

* a valid date (e.g. 25121989), or
* a valid month and year with day ‘@’ filled (e.g. @@121984), or
* a valid year with day and month ‘@’ filled (e.g. @@@@1984), or
* completely ‘@’ filled where the client does not specify their birth date (e.g. @@@@@@@@).

Guidelines for use

*Date of birth* should be checked against the client’s personal identification by the training organisation for complete and correct data.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Date of birth |
| DDMMYYYY | Valid date |
| @@MMYYYY | Valid month and year but day not specified |
| @@@@YYYY | Valid year but day and month not specified |

Question

Enter your birth date

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

Format attributes

Length: 8

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @@@@@@@@ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Date of birth* | **Introduced 1 July 1994**  *Date of birth* |

Date of training contract commencement

Definitional attributes

Definition

*Date of training contract commencement* is the date from which a client commences training under a training contract.

Context

*Date of training contract commencement* is used to allow a point-in-time analysis of training contracts.

Relational attributes

Rules

*Date of training contract commencement* must be a valid date.

*Date* *of* *training contract commencement* must be the actual date the apprentice or trainee commenced training under a training contract.

Guidelines for use

Not applicable

Related data

*Date of training contract completion*

Type of relationship

*Date of training contract commencement* is used with *Date of training contract completion* to measure the time span of a contract.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Date of training contract commencement |
| DDMMYYYY | Valid date of commencement |

Question

Not applicable

Format attributes

Length: 8

Type: date

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 |  | **Introduced 1 July 1994**  *Training contract commencement date* |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Revised 1 July 2008**  Renamed *Date of training contract commencement* |

Date of training contract completion

Definitional attributes

Definition

*Date of training contract completion* is the date a client completed, or is expected to complete, the requirements of the training contract.

Context

*Date of training contract completion* is used to allow a point-in-time analysis of training contracts.

Relational attributes

Rules

*Date of training contract completion* must be a valid date.

*Date of training contract completion* must be the expected completion date or the actual date the apprentice or trainee completed the training contract.

guidelines for use

Not applicable

Related data

*Date of training contract commencement*

Type of relationship

*Date of training contract completion* is used with *Date of training contract commencement* to measure the time span of a contract.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Date of training contract completion |
| DDMMYYYY | Valid date of completion |

Question

Not applicable

Format attributes

Length: 8

Type: date

Justification: none

Fill character: space

Permitted element data value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 |  | **Introduced 1 July 1994**  *Training contract completion date* |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Revised 1 July 2008**  Renamed *Date of training contract completion* |

Date of transaction

Definitional attributes

Definition

*Date of transaction* is the date that a variation or amendment to the training contract came into effect.

Context

*Date of transaction* is used to analyse variations to the training contract (commencements, cancellations, amendments etc.) over time.

Relational attributes

Rules

*Date of transaction* must be a valid date.

*Date of transaction* must be the date on which the event or transaction or amendment occurred, not the date on which the event or transaction was processed.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Date of transaction |
| DDMMYYYY | Valid date of event |

Question

Not applicable

Format attributes

Length: 8

Type: date

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 |  | **Introduced 1 July 1994**  *Contract status date of effect* |
| Release 4.0 |  | **Revised 1 January 2002**  Renamed *Training contract status date of effect* |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Revised 1 July 2008**  Renamed *Date of transaction* |

Date program completed

Definitional attributes

Definition

*Date program completed* identifies the date that the qualification, course or skill set was completed and includes the on-the-job component.

*Date program completed* reflects the actual completion of the program rather than the date in which the training organisation issued the certificate of completion.

Context

*Date program completed* is used to analyse the number of programs of study completed in a given year.

Relational attributes

Rules

*Date program completed* must not be after the collection period end date.

*Date program completed* must not be a date more than ten years prior to the collection period start date.

Guidelines for use

*Date program completed* must be the date that the activity in the program was completed, including any on-the-job training components and the time required for the trainer to determine the final outcome.

*Date program completed* should not be defaulted to the date in which the training organisation issued the certificate of completion.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Date program completed |
| DDMMYYYY | Valid date |
|  | **The values below are only valid for the 2018 collection year** |
| @@MMYYYY | Valid month but day not specified |
| @@@@YYYY | Valid year but day and month not specified |

Question

Not applicable

Format attributes

Length: 8

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Year program completed* |  |
| Release 2.0 | **Revised 1 January 1997**  Removed ‘@@@@ – Not stated’ |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.3 | **Revised 1 January 2018**  Renamed *Date program completion*  Deleted '1900–9999 – Valid year, not in future'  Added 'DDMMYYYY – Valid date'  Added '@@MMYYYY – Valid month but day not specified'  Added '@@@@YYYY – Valid year but day and month not specified' |

Delivery mode identifier

**Definitional attributes**

**Definition**

*Delivery mode identifier* identifies whether or not a subject comprises internal, external or workplace-based delivery – or a combination of these modes.

**Context**

*Delivery mode identifier* is used to analyse training activity by training delivery modes. It can also be used to identify training that is delivered in more than one mode, for example, internal and workplace-based delivery.

**Relational attributes**

**Rules**

*Delivery mode identifier* must be ‘NNN’ when *Outcome identifier — national* is either ‘51’, ‘52’, or ‘60’.

**Guidelines for use**

*Delivery mode identifier* is a 3-character field composed of ‘Y’s and ‘N’s that identifies the mode(s) of delivery of a unit of competency or module where each of the three positions indicates a type of delivery. The field comprises the following structure:

* First position indicates internal.
* Second position indicates external.
* Third position indicates workplace-based delivery.

Technology underpins much training delivery in today’s world so providing additional materials online or incorporating technology into training that is otherwise face-to-face does not constitute external delivery.

**Internal delivery; e.g. classroom-based** (i.e. first position in field) is where the client **and** the trainer interact in real-time and physically attend training delivery locations organised or managed by the training organisation. This includes workshop, laboratory, simulator and classroom-based training even when the training is delivered using video or internet links in real time. The client and trainer must interact in real-time and must attend a training delivery location to be classified as internal.

**External delivery; e.g. online** (i.e. second position in field) is where the client does not attend a physical delivery location but instead undertakes training at a location of their choosing and using training materials that are provided online or by correspondence. A client learning at home either by engaging with self-paced materials or interacting with a trainer in real-time would be classified as external.

**Workplace-based** (i.e. third position in field) includes training activity conducted in the workplace whether it is conducted by the training organisation or the employer; for example, industrial/work experience, field placement, fully on-the-job training or structured workplace training delivered at a place of employment.

Where a unit of competency or module is recognition of prior learning or credit transfer, then all three values must be set to N.

**Related data**

Not applicable

**Type of relationship**

Not applicable

**Classification scheme**

|  |  |  |  |
| --- | --- | --- | --- |
| **Value** | | | **Description – Delivery mode identifier** |
| Internal | External | Workplace-based |  |
| Y | N | N | Internal only |
| N | Y | N | External only |
| N | N | Y | Workplace-based only |
| Y | Y | N | Combination of internal and external |
| Y | N | Y | Combination of internal and workplace-based |
| N | Y | Y | Combination of external and workplace-based |
| Y | Y | Y | Combination of all modes |
| N | N | N | Not applicable (RPL or credit transfer) |

**Question**

Not applicable

**Format attributes**

Length: 3

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

**Administrative attributes**

**History**

|  |  |  |
| --- | --- | --- |
| **Release** | **VET provider** | **Apprenticeship** |
| Release 1.0 | **Introduced 1 January 1994**  *Delivery strategy identifier* |  |
| Release 3.0 | **Revised 1 January 1999**  Renamed *Delivery type identifier* |  |

|  |  |
| --- | --- |
| **Data element definitions** | |
| Edition 1 | **Revised 1 January 2007**  Renamed *Delivery mode identifier*  Recoded values and modified descriptions for *Delivery mode identifier* |
| Edition 2.2 | **Revised 1 January 2014**  Renamed ‘40 – Other delivery (e.g. correspondence)’ to ‘40 – Other delivery’ and ‘90 – Not applicable – recognition of prior learning/recognition of current competency /credit transfer’ to ‘90 – Not applicable – recognition of prior learning /credit transfer’ |
| Edition 2.3 | **Revised 1 January 2018**  Deleted ‘10 – Classroom-based’, ‘20 – Electronic-based’, ‘30 – Employment-based’,  ‘40 – Other’, and ‘90 – Not applicable’. Converted to composite field capturing 3 delivery mode types identified with flags. Introduced flags for internal, external and workplace-based. |

Disability flag

Definitional attributes

Definition

*Disability flag* indicates whether clients consider themselves to have a disability, impairment or long-term condition.

Context

*Disability flag* is used to identify clients with disabilities when measuring activity, outputs and participation in the VET sector.

Relational attributes

Rules

If a client has indicated that they have a disability, impairment or long-term condition, then the *Disability flag* must be ‘Y’, even if the nature of the disability has not been specified.

Guidelines for use

Not applicable

Related data

**National VET Provider Collection only:** *Disability type identifier*

Type of relationship

**National VET Provider Collection only:** *Disability type identifier* can be used to define the disability type.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Disability flag |
| Y | Yes – the client has a disability, impairment or long-term condition |
| N | No – the client does not have a disability, impairment or long-term condition |

Question

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

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

**Format attributes**

Length: 1

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Disability flag* | **Introduced 1 July 1994**  *Disability flag* |
| Release 4.0 | **Revised 1 January 2002**  Modified value description for *Disability flag* | **Revised 1 January 2002**  Changed question for national consistency |

Disability type identifier

Definitional attributes

Definition

*Disability type identifier* is a code that uniquely identifies the type(s) of disability, impairment or long-term condition that a client indicates.

*Disability type identifier* classification is intended to be consistent with the *International Classification of Impairments, Disabilities and Handicaps*, as published by the World Health Organization (Geneva, 1980).

Context

*Disability type identifier* is used in the analysis of clients with disabilities when measuring activity, outputs and participation in the VET sector.

Relational attributes

Rules

A client may have one or more disability, impairment or long-term condition.

*Disability type identifier* ‘19 — Other’ must only be used when codes ‘11’ to ‘18’ do not suitably describe the client’s disability, impairment or long-term condition.

Guidelines for use

The following guidelines and definitions of disability categories should be made available in full, as an attachment, to clients when handed an enrolment form or when filling in client’s enrolment form.

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 mitigated by wearing glasses or lenses.

The following are definitions of the types of disability, impairment or long-term condition (Australian National Training Authority, January 2001).

‘11 — Hearing/deaf’

Hearing impairment is used to refer to a person who has an acquired mild, moderate or even a 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’

There is diversity in the underlying concepts, definitions and classifications of intellectual disability adopted in Australia. 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’

There has been widespread debate in Australia and overseas regarding the causes and characteristics of learning disabilities. In recent years a definition proposed by the United States National Joint Committee for Learning Disabilities (NJCLD) has become widely accepted:

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 (US National Joint Committee on Learning Disabilities 1988)

‘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 (Ministerial Implementation Committee on Head Injury 1995).

‘17 — Vision’

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, 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.

Related data

*Disability flag*

Type of relationship

*Disability flag* of ‘Y — Yes’ indicates whether the client has a disability, impairment or long-term condition.

Classification Scheme

|  |  |
| --- | --- |
| Value | Description – Disability type identifier |
| 11 | Hearing/deaf |
| 12 | Physical |
| 13 | Intellectual |
| 14 | Learning |
| 15 | Mental illness |
| 16 | Acquired brain impairment |
| 17 | Vision |
| 18 | Medical condition |
| 19 | Other |
| 99 | Not specified |

Question

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 |

Format attributes

Length: 2

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Disability type identifier* |  |

Email address

Definitional attributes

Definition

*Email address* is an address used for sending and receiving electronic mail.

Context

*Email address* if available is used to contact an individual electronically.

Relational attributes

Rules

*Email address* must be a valid email address, including the ‘@’ symbol.

*Email address* must not have embedded spaces.

*Email address* must be the direct email address to contact the appropriate person.

The ‘@’ symbol must not be the first or last character.

Guidelines for use

Generic email addresses should not be used unless it is the only means to contact the appropriate person via email.

Text before the ‘@’ symbol identifies the name of a mailbox (often a username) and the text following the ‘@’ symbol identifies the domain name.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Email address |
| Text | Valid email address |

Question

Enter your contact details

Home phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alternative email address (optional)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Format attributes

Length: 80

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 5.0 | **Introduced 1 January 2003**  *Email address* |  |

Employer identifier

Definitional attributes

Definition

*Employer identifier* identifies an employer for record-keeping purposes.

Context

*Employer identifier* is used to uniquely identify an employer associated with a training contract.

Relational attributes

Rules

Not applicable

Guidelines for use

*Employer identifier* is assigned by the state or territory training authority as a means of uniquely identifying an employer for record-keeping purposes.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Employer identifier |
| Text | Unique employer identifier |

Question

Not applicable

Format attributes

Length: 10

Type: alphanumeric

Justification: left

Fill character: space

Permitted element data value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 |  | **Introduced 1 July 1994**  *Employer identifier* |

Employer legal name

Definitional attributes

Definition

*Employer legal name* is the legal name of the business to which the apprentice or trainee is contracted.

Context

*Employer legal name* is used to identify an employer.

Relational attributes

Rules

*Employer legal name* must be the registered name associated with an Australian Company Number (ACN) where the employer is a company.

*Employer legal name* must not be an acronym.

If *Employer legal name* is greater than 100 characters, the name must be truncated.

Guidelines for use

*Employer legal name* is the name of the employer’s legal entity. The legal name is not necessarily the name under which an employer normally trades.

This will be a person’s name, a company name, or the name of an incorporated association, not a trading name, business name, or name of a trust.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Employer legal name |
| Text | Legal name of the employer |

Question

Not applicable

Format attributes

Length: 100

Type: alphanumeric

Justification: left

Fill character: space

Permitted element data value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 |  | **Introduced 1 July 1994**  *Employer legal name* |

Employer size

Definitional attributes

Definition

*Employer size* is the total number of people employed in an employer’s organisation in Australia.

Context

*Employer size* is used to enable the analysis and reporting of apprentice and trainee data by employer size.

Relational attributes

Rules

*Employer size* must be the total number of people employed by the firm in Australia and must not only be the number of people employed at the client’s workplace.

Employer size must be between 0 and 1 000 000.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Employer size |
| 000001–999999 | Number of employees |

Question

Not applicable

Format attributes

Length: 6

Type: alphanumeric

Justification: right

Fill character: zero

Permitted data element value: @@@@@@ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 |  | **Introduced 1 July 1994**  *Employer size* |
| Release 3.0 |  | **Revised 1 January 1999**  Deleted value ‘000000’  Add ‘@@@@@@ – not stated’ |

Employer type identifier

Definitional attributes

Definition

*Employer type identifier* is a code that identifies the type of employer classification to which an employer belongs.

Context

*Employer type identifier* is used to identify employers by type for analyses and statistical reporting.

Relational attributes

Rules

Not applicable

Guidelines for use

‘01 — Private sector’ should not be used for clients with a *Date of training contract transaction* prior to the Australian apprenticeship management system (AAMS) becoming operational.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Employer type identifier |
| 01 | Private sector |
| 02 | Group training |
| 03 | Government business enterprise |
| 04 | Local government |
| 05 | State government |
| 06 | Federal government |
| 90 | Not elsewhere classified |

Question

Not applicable

Format attributes

Length: 2

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 |  | **Introduced 1 July 1994**  *Employer type identifier* |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | Revised 1 October 2016  Renamed ‘02 – Group training scheme’ to ‘02 – Group training’  Renamed ‘06 – Commonwealth Government' to ‘06 – Federal government’  Added ‘07 – Direct employment’ and ‘08 – Labour hire’ |
| Edition 2.3 | Revised 31 August 2018  Removed codes ‘07 – Direct employment’ and ‘08 – Labour hire’ |

Existing worker flag

Definitional attributes

Definition

*Existing worker flag* indicates whether a client entering into a training contract is an existing worker.

Context

*Existing worker flag* is used in the analysis of training contract data by existing worker status.

Relational attributes

Rules

An existing worker is defined as a person who has been employed by the applicant employer continuously for more than three months full-time or 12 months casual or part-time or a combination of both, immediately prior to the commencement date of a training contract.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Existing worker flag |
| Y | Yes – The client is an existing worker |
| N | No – The client is not an existing worker |

Question

Not applicable

Format attributes

Length: 1

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 4.0 |  | **Introduced 1 January 2002**  *Existing worker flag* |

Facsimile number

Definitional attributes

Definition

*Facsimile number* is a number used to send a facsimile.

Context

*Facsimile number* is used to contact individuals.

Relational attributes

Rules

*Facsimile number* must include the area code.

The format for *Facsimile number* is 0882123436.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Facsimile number |
| Text | Valid facsimile number, including area code |

Question

Not applicable

Format attributes

Length: 20

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Facsimile number* | **Introduced 1 July 1994**  *Facsimile number* |

Fee exemption/concession type identifier

Definitional attributes

Definition

*Fee exemption/concession type identifier* indicates the type of fee exemption or concession a client has used to gain exemption from part or all fee payments for that training activity.

*Fee exemption/concession type identifier* is collected at the time of enrolment to enable an analysis of the cost of social concessions.

Context

Applicable only to training organisations with contractual obligations to state or territory training authorities. Rules are determined by individual states and territories.

Relational attributes

Rules

Determined by individual states and territories.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Fee exemption/concession type identifier |
| Text | Valid state or territory code |

Question

Not applicable

Format attributes

Length: 2

Type: alphanumeric

Justification: left

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 5.0 | **Introduced 1 January 2003**  *Fee exemption/concession type identifier* |  |

Full-time identifier

Definitional attributes

Definition

*Full-time identifier* is a code that identifies the basis on which the training contract is being undertaken.

Context

*Full-time identifier* is used to identify an apprentice/trainee whose ordinary hours of employment are that of a full-time employee.

Relational attributes

Rules

‘Casual’ arrangements must be reported as ‘2 — Part-time’.

Guidelines for use

An apprentice/trainee is considered full-time when their ordinary hours of employment, including the training component, are not fewer than the usual hours of employment for a full-time employee in that occupation. Part-time provisions vary across Australia and across occupations.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Full-time identifier |
| 1 | Full-time |
| 2 | Part-time |

Question

Not applicable

Format attributes

Length: 1

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 3.0 |  | **Introduced 1 January 1999**  *Full-time flag* |
| Release 4.0 |  | **Revised 1 January 2002**  Renamed *Full-time identifier*  Changed from a flag to a classification where the values and descriptions for *Full-time identifier* align with the national apprenticeship/traineeship training contract |
| Release 5.0 |  | **Revised 1 April 2004**  Removed the value and description ‘3 –School-based’ |

Funding source – national

Definitional attributes

Definition

*Funding source — national* identifies the predominant source of the funding for the training activity delivered in a unit of competency or module.

Context

*Funding source — national* may be used to analyse training outputs by funding sources.

Relational attributes

Rules

If *Funding source* — *national* is ‘13 — Commonwealth specific funding program’ then *Specific funding identifier* must contain a valid entry for training activity from January 2015 onwards.

Guidelines for use

‘11 — Commonwealth and state general purpose recurrent’ is funding provided jointly for general and recurrent purposes by the Commonwealth and the state or territory; or funding provided for recurrent purposes by the state or territory government.

‘13 — Commonwealth specific funding programs’ is funding provided by the Commonwealth to provide training for a specific purpose or initiative. Funding may come from a Commonwealth department other than the Department of Education, Skills and Employment, for example, job search incentives on training provided by Centrelink or health training initiatives funded by the Commonwealth, for example, Department of Health. Programs can be administered by state and territory training authorities or by a direct contract between the Commonwealth and the training organisation.

Selecting *Funding source — national* ‘13’ will require a subsequent entry in the data element *Specific funding identifier*. The *Specific funding identifier* reference list is available from the NCVER Portal <<https://www.ncver.edu.au/rto-hub/statistical-standard-software/specific-funding-identifier/>>.

‘15 — State specific funding programs’ is funding provided by state or territory governments to provide training for a specific purpose.

‘20 — Domestic client — other revenue’ is revenue provided by or for a client to undertake education and training, whose funding source does not come from categories ‘11’, ‘13’ or ‘15’ and whose citizenship status is Australian, New Zealand or permanent resident. Examples are fee-for-service, revenue provided for a client, including enterprise/employers or industry training their own staff, a training organisation providing free training to selected students or a charity providing scholarships.

‘30 — International client — other revenue’ is revenue provided by or for an international client to undertake education and training and who temporarily resides in Australia and holds a student visa or a temporary residency permit, or who resides in an overseas country and whose funding source does not come from any of the other funding categories **(valid for the 2019 collection).**

‘31 — International onshore client — other revenue’ is revenue provided by or for an international client to undertake education and training and who temporarily resides in Australia and holds a student visa or a temporary residency permit and whose funding source does not come from any of the other funding categories **(valid from 1 January 2020).**

‘32 — International offshore client — other revenue’ is revenue provided by or for an international client to undertake education and training and who resides in an overseas country and whose funding source does not come from any of the other funding categories **(valid for activity from 1 January 2020).**

‘80 — Revenue earned from another training organisation (TAFE use only)’ is revenue earned by a technical and further education (TAFE) organisation delivering the training and which receives funding from another registered training organisation in terms of subcontracted, auspicing, partnership arrangements or similar arrangements. The TAFE institution delivering the training does not issue the statement of attainment. This activity needs to be submitted only when required for state training authority submissions.

Note on VET Student Loans: for AVETMISS purposes VET student loans are not considered to be a type of funding source. This is because they are loans to cover some of the fees, not a final source of funding, and the actual *Funding source — national* will still be one of the existing classification values. For example, a client receiving a VET student loan may be using the loan to pay for all their own training (reported as ‘20 — Domestic client — other revenue’) or the predominant source of funding for their training may still be via a Commonwealth and state general purpose recurrent program (reported as ‘11 — Commonwealth and state general purpose recurrent’). The only classification value that cannot apply in this scenario is ‘30 — International client – other revenue’, as international students are not eligible for VET student loans.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Funding source – national |
| 11 | Commonwealth and state general purpose recurrent |
| 13 | Commonwealth specific funding programs |
| 15 | State specific funding programs |
| 20 | Domestic client – other revenue |
| 30 | International client – other revenue **(valid for the 2019 collection)** |
| 31 | International onshore client – other revenue **(valid from 1 January 2020)** |
| 32 | International offshore client – other revenue **(valid from 1 January 2020)** |
| 80 | Revenue earned from another training organisation (TAFE use only) |

Question

Not applicable

Format attributes

Length: 2

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.1 | **Introduced 1 January 1995**  *Funding source indicator* |  |
| Release 3.0 | **Revised 1 January 1999**  Renamed *Funding source – national*  Identified funding source for overseas client enrolments |  |
| Release 4.0 | **Revised 1 January 2002**  Modified descriptions for *Funding source – national* ‘01’ from ‘Commonwealth and state recurrent funding’ to ‘Commonwealth and state recurrent funding for VET’, modified ‘02’ description from ‘Commonwealth and state specific funding’ to ‘Commonwealth and state specific purpose funding for VET’, and modified ‘04’ description from ‘… student’ to ‘… client’ |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Recoded values and modified descriptions for *Funding source – national* |
| Edition 2.2 | **Revised July 2014**  Renamed ‘13 – Commonwealth specific purpose program’ to ‘13 – Commonwealth specific funding programs’  Renamed ‘15 – State specific purpose program’ to ‘15 – State specific funding programs’  Renamed ‘20 – Domestic full-fee-paying client’ to ‘20 – Domestic client – other revenue’  Renamed ‘30 – International-full fee-paying client’ to ‘30 – International client – other revenue’  Modified descriptions for *Funding source – national* |
| Edition 2.3 | **Revised 31 August 2018**  Added ’31– International onshore client – other revenue’ and ’32 – International offshore client – other revenue’ for use from 1 January 2020. |

Funding source – state training authority

Definitional attributes

Definition

*Funding source — state training authority* uniquely identifies the internal funding source used to fund delivery of training activity in a unit of competency or module.

Context

Applicable only to training organisations with contractual obligations to state or territory training authorities. Rules are determined by individual states and territories.

Relational attributes

Rules

Determined by individual states and territories.

Guidelines for use

Not applicable

Related data

*Funding source — national*

Type of relationship

*Funding source — state training authority* is likely to be mapped to *Funding source — national*

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Funding source – state training authority |
| Text | Valid training organisation’s internal funding source code |

Question

Not applicable

Format attributes

Length: 3

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 3.0 | **Introduced 1 January 1999**  *Funding source – state training authority* |  |

Gender

Definitional attributes

Definition

*Gender* identifies whether the client identifies as male, female or other.

Context

*Gender* is used to analyse data by demographic characteristics.

Relational attributes

Rules

*Gender* is a self-assessment response by the client and must not be determined by the training organisation.

Guidelines for use

The gender question is designed to comply with the *Standard for Sex and Gender Variables*, ABS catalogue no.1200.0.55.012, 2016 (First issue).

The term ‘gender’ refers to the way in which a person identifies or expresses their masculine or feminine characteristics. A person’s gender identity or gender expression is not always exclusively male or female and may or may not correspond to their sex. The term ‘gender identity’ refers to a person’s deeply held internal and individual sense of gender (Australian Human Rights Commission, 2015).

Apart from the standard classification of being male or female, an individual may have mixed or non-binary sexual characteristics; identify as gender diverse; or identify as neither male nor female. This is captured on the National VET Provider Collection standard enrolment form as 'Other' and is consistent with the ABS Sex and Gender Standard.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Gender |
| F | Female |
| M | Male |
| X | Other |

Question (2018 enrolments)

Gender (Tick ONE box only)

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

Format attributes

Length: 1

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Sex* | **Introduced 1 July 1994**  *Sex* |
| |  |  | | --- | --- | | Data element definitions | | | Edition 2.3 | **Revised 1 January 2018**  Renamed *Gender* | | Edition 2.3 | **Revised 31 August 2018**  Added value ‘X – Other’ to classification scheme for use for activity from 1 January 2019 for VET Provider  **Revised 30 September 2022**  Added value ‘X – Other’ to classification scheme for use for activity from 1 July 2022 for Apprenticeship | | | | |

Highest school level completed identifier

Definitional attributes

Definition

*Highest school level completed* *identifier* identifies the highest level of school that a client has successfully completed.

Context

*Highest school level completed identifier* is used to identify the highest level of schooling a client has successfully completed.

Relational attributes

Rules

If a client left school without successfully completing the full program for a year, the *Highest school level completed identifier* must be the client’s previous year’s level of study.

If a client is still at school, the *Highest school level completed identifier* refers to the highest level that has actually been successfully completed and not the level currently being undertaken. For example, a Year 10 client would have their *Highest school level completed identifier* set to Year 9.

For clients whose schooling was undertaken overseas, the nearest Australian equivalent *Highest school level completed identifier* must be reported.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Highest school level completed identifier |
| 02 | Did not go to school |
| 08 | Year 8 or below |
| 09 | Year 9 or equivalent |
| 10 | Completed Year 10 |
| 11 | Completed Year 11 |
| 12 | Completed Year 12 |

Question

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 |

Format attributes

Length: 2

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @@ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Highest school level completed* | **Introduced 1 July 1994**  *Highest school level completed* |
| Release 2.0 | **Revised 1 January 1997**  Merged categories below Year 9 to the category ‘09 – Completed Year 9 or lower’ | **Revised 1 July 1997**  Merged categories below Year 9 to the category ‘09 – Completed Year 9 or lower’ |
| Release 4.0 |  | **Revised 1 January 2002**  Updated the value descriptions for *Highest school level completed* to align with the ABS Australian census and the national apprenticeship/traineeship training contract by adding the categories ‘Did not go to school’, ‘Year 8 or below’ and ‘Year 9 or equivalent’ |
| Release 5.0 | **Revised 1 January 2003**  Added values and descriptions ‘02 – Did not go to school’, ’08 – Year 8 or below’ and changed description for ‘09’ to ‘Year 9 or equivalent’ to align with the ABS Australian census |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Revised 1 July 2008**  Renamed *Highest school level completed identifier*  Adopted *Highest school level completed identifier* to replace *Highest school level completed* for National Apprentice and Trainee Collection |

Hours attended

Definitional attributes

Definition

*Hours attended* is a value that identifies the hours attended by a client who withdraws from a unit of competency or module without completing all training in that unit of competency or module.

Context

Applicable only to training organisations with contractual obligations to state or territory training authorities. Rules are determined by individual states and territories.

Relational attributes

Rules

Determined by individual states and territories.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Hours attended |
| 0001–9999 | Value that represents the number of hours a client attended training |

Question

Not applicable

Format attributes

Length: 4

Type: numeric

Justification: right

Fill character: zero

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 5.0 | **Introduced 1 January 2003**  *Hours attended* |  |

Indigenous status identifier

Definitional attributes

Definition

*Indigenous status identifier* indicates a client who self-identifies as being of Australian Aboriginal or Torres Strait Islander descent.

The classification is based on the *Indigenous Status Standard*,

1200.0.55.008 - 2014, Version 1.5.

Context

*Indigenous status identifier* is used to distinguish those clients who are Australian Aboriginal or Torres Strait Islanders. It is important for policy, planning and service delivery purposes, as well as to inform wider research and discussion.

Relational attributes

Rules

*Indigenous status identifier* is intended as a self-assessment response by the client and must not be determined by the training organisation.

Guidelines for use

National VET Provider enrolment form questions are designed to comply with *Indigenous Status Standard*.

How to code the responses

A If the client marks either ‘Yes, Aboriginal’ or ‘Yes, Torres Strait Islander’ boxes, then their response should be coded to either ‘1 — Yes, Aboriginal’ or ‘2 — Yes, Torres Strait Islander’.

B If the client marks ‘No’ and either ‘Yes, Aboriginal’ or ‘Yes, Torres Strait Islander’ boxes, then their response should be coded to either ‘1 — Yes, Aboriginal’ or ‘2 — Yes, Torres Strait Islander’ (i.e. disregard the ‘No’ response).

C If the client marks both ‘Yes, Aboriginal’ and ‘Yes, Torres Strait Islander’ boxes, then their response should be coded to ‘3 — Yes, Aboriginal AND Torres Strait Islander’.

D If the client marks all three boxes (‘No’, ‘Yes, Aboriginal’ and ‘Yes, Torres Strait Islander’), then the response should be coded to ‘3 — Yes, Aboriginal AND Torres Strait Islander’ (i.e. disregard the ‘No’ response).

E If the client marks only ‘No’, then the response should be coded to ‘4 — No, Neither Aboriginal nor Torres Strait Islander’.

F If the client does not mark any box, then the response should be coded to ‘@ — Not specified’.

Coding responses for *Indigenous status identifier*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No | Yes, Aboriginal | Yes, Torres Strait Islander | Indigenous status identifier |
| **A** |  | 🗸 |  | 1 |
| **A** |  |  | 🗸 | 2 |
| **B** | 🗸 | 🗸 |  | 1 |
| **B** | 🗸 |  | 🗸 | 2 |
| **C** |  | 🗸 | 🗸 | 3 |
| **D** | 🗸 | 🗸 | 🗸 | 3 |
| **E** | 🗸 |  |  | 4 |
| **F** |  |  |  | @ |

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Indigenous status identifier |
| 1 | Yes, Aboriginal |
| 2 | Yes, Torres Strait Islander |
| 3 | Yes, Aboriginal AND Torres Strait Islander |
| 4 | No, Neither Aboriginal nor Torres Strait Islander |

Question

Are you of Aboriginal or Torres Strait Islander origin?

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

|  |  |
| --- | --- |
| No |  |
| Yes, Aboriginal |  |
| Yes, Torres Strait Islander |  |

**Format attributes**

Length: 1

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Aboriginal/Torres Strait Islander* | **Introduced 1 July 1994**  *Aboriginal/Torres Strait Islander* |
| Release 4.0 | **Revised 1 January 2002**  Renamed *Indigenous status identifier* tocomply with the *Standards for Statistics on Cultural and Language Diversity,* ABS catalogue no.1289.0, 1999 | **Revised 1 January 2002**  Renamed *Indigenous status identifier* tocomply with the *Standards for Statistics on Cultural and Language Diversity,* ABS catalogue no.1289.0, 1999 |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Revised 1 July 2008**  Revised classification to include ‘9 Yes – Client is of Aboriginal and/or Torres Strait Islander origin’ |
| Edition 2.1 | **Revised 1 January 2012**  Added ‘Australian’ into the description of *Indigenous status identifier* |
| Edition 2.2 | **Revised 1 July 2016**  Removed classification value ’09 – Yes – Client is of Aboriginal and/or Torres Strait Islander origin’ |
| Edition 2.3 | **Revised 29 March 2021**  Updated classification reference to ABS *Indigenous Status Standard* 1200.0.55.008 - 2014, Version 1.5 |

Issued flag

Definitional attributes

Definition

*Issued flag* indicates whether a client has been issued with a certificate/statement of attainment for the successful completion of a recognised qualification, course or skill set.

Context

*Issued flag* is used to measure output in the VET system.

Relational attributes

Rules

*Issued flag* must be ‘Y — Qualification, course or skill set credential issued’ if the training organisation has issued the certificate for a client who has completed the requirements of a recognised qualification, course or skill set.

*Issued flag* must be ‘N — Qualification, course or skill set credential not issued’ if the training organisation has not issued the certificate to a client who has completed the requirements of a recognised qualification, course or skill set.

Guidelines for use

A credential issued is either a certificate or statement of attainment. As per the *Student Identifiers Act 2014*, a registered training organisation must not issue a VET qualification or VET statement of attainment (within the meaning of the National Vocational Education and Training Regulator Act) without collecting and verifying a unique student identifier, unless that student has an exemption.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Issued flag |
| Y | Qualification, course or skill set credential issued |
| N | Qualification, course or skill set credential not issued |

Question

Not applicable

Format attributes

Length: 1

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 3.0 | **Introduced 1 January 1999**  *Qualification issued flag* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Revised 1 January 2014**  Renamed from *Qualification* *issued flag* to *Issued flag* |

Labour force status identifier

Definitional attributes

Definition

*Labour force status identifier* describes a client’s employment status.

*Labour force status identifier* is based on the *Standards for Labour Force Statistics,* ABS catalogue no.1288.0, Issue for December 2014*.*

Context

*Labour force status identifier* is used in analyses to inform policy and wider research.

Relational attributes

Rules

Clients must be classified to a single labour force category.

Guidelines for use

Responses for the *Labour force status identifier* rely on the client’s own perception of their labour force activities.

For employment such as 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 (fewer than 35 hours per week).

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Labour force status identifier |
|  | **Employed** |
| 01 | Full-time employee |
| 02 | Part-time employee |
| 03 | Self-employed – not employing others |
| 04 | Self-employed – employing others |
| 05 | Employed – unpaid worker in a family business |
|  | **Unemployed** |
| 06 | Unemployed – seeking full-time work |
| 07 | Unemployed – seeking part-time work |
|  | **Not in the labour force** |
| 08 | Not employed – not seeking employment |

Question

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 (fewer 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 |

Format attributes

Length: 2

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @@ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Employment category identifier* |  |
| Release 4.0 | **Revised 1 January 2002**  Modified the description for *Employment category identifier* ‘05 – Employed – unpaid family worker’ to ‘05 – Employed – unpaid worker in a family business’ to be consistent with the *Standards for Labour Force Statistics,* ABS catalogue no.1288.0, 1996. |  |
| Release 5.0 | **Revised 1 January 2003**  Renamed *Labour force status identifier* |  |

Language identifier

Definitional attributes

Definition

*Language identifier* uniquely identifies the main language other than English spoken at home by the client.

This classification is based on the *Australian Standard Classification of Languages* (ASCL), ABS catalogue no.1267.0, 2016.

Context

*Language identifier* may be used in analyses for equity and access purposes.

Relational attributes

Rules

*Language identifier* must be a valid 4-digit *Australian Standard Classification of Languages* code.

If English is the only language spoken at home, the *Language identifier* must be ‘1201 — English’.

In AVETMISS, ‘@@@@’ is used for ‘Not stated’ rather than the Australian Bureau of Statistics code of ‘0002’.

Where a client indicates a sign language as their main language, ‘0001 — Non-verbal’ must not be used and one of the following codes must be used:

9700 Sign language

9701 Auslan

9702 Makaton

9799 Sign languages, not elsewhere classified

Guidelines for use

If more than one language other than English is spoken at home, choose the predominant language other than English.

National VET Provider Collection enrolment form questions are designed to comply with the *Language Standards,* ABS catalogue no.1200.0.55.005, 2016.

For the complete list of up-to-date language codes, please refer to the NCVER Portal <<https://www.ncver.edu.au/rto-hub/statistical-standard-software/Language-identifier/>>.

Related data

Not applicable

Type of relationship

Not applicable

Classification Scheme

|  |  |
| --- | --- |
| Value | Description – Language identifier |
| 0000–9999 | Valid 4-digit ASCL code |
| 0000 | Unknown |
| 0001 | Non-verbal |

Question

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 |  |

Format attributes

Length: 4

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @@@@ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Language (spoken at home) identifier* | **Introduced 1 July 1994**  *Language (spoken at home) identifier* |
| Release 1.1 | **Updated 1 January 1995**  Classification revised by the ABS in 1996 | **Updated 1 July 1995**  Classification revised by the ABS in 1996 |
| Release 3.0 | **Revised 1 January 1999**  Included ‘0000 – unknown’ and  ‘0001 – non-verbal’ | **Revised 1 January 1999**  Included ‘0000 – unknown’ and ‘0001 – non-verbal’ |
| Release 4.0 | **Revised 1 January 2002**  Changed the enrolment question for *Language (spoken at home) identifier* to comply with the *Standards for Statistics on Cultural and Language Diversity,* ABS catalogue no.1289.0, 1999 | **Revised 1 January 2002**  Changed the questions asked in relation to *Language (spoken at home) identifier* to comply with the *Standards for Statistics on Cultural and Language Diversity,* ABS catalogue no.1289.0, 1999 and the national apprenticeship/traineeship training contract |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Renamed *Main language other than English spoken at home identifier* to comply with the *Standards for Statistics on Cultural and Language Diversity*, ABS catalogue no.1289.0, 1999  Added ‘9700 – Sign language’, ‘9701 – Auslan’, ‘9702 – Makaton’, or ‘9799 – Sign languages’, not elsewhere classified for the blank value |
| Edition 2 | **Revised 1 July 2008**  Adopted *Main language other than English spoken at home identifier* to replace *Language (spoken at home) identifier* for National Apprentice and Trainee Collection  Adopted *Australian Standard Classification of Languages (ASCL)*, ABS catalogue no.1267.0, 2005 (second edition) |
| Edition 2.1 | **Revised 31 August 2012**  Adopted updated *Australian Standard Classification of Languages (ASCL)*, ABS catalogue no.1267.0, 2011 (second edition, revision 1) |
| Edition 2.2 | **Revised 1 January 2014**  Renamed from *Main language other than English spoken at home identifier* to *Language identifier*  Replaced reference to *Standards for Statistics on Cultural and Language Diversity*, ABS catalogue no.1289.0, 1999, with *Language Standards*, ABS catalogue no.1200.0.55.005, 2012 (version 1.1) |
| Edition 2.3 | **Revised 1 January 2018**  Adopted updated Australian Standard Classification of Languages (ASCL), ABS catalogue no.1267.0, 2016, and updated Language Standards, ABS catalogue no.1200.0.55.005, 2016 |

Name for encryption

Definitional attributes

Definition

*Name for encryption* contains the client’s full name in the defined format. A non-reversible encryption process encrypts the name, facilitating the analysis of unit-record data while ensuring the anonymity of individual clients.

Context

*Name for encryption* ensures privacy and confidentiality for the submission of data to NCVER and as part of the AVETMISS validation software process.

Relational attributes

Rules

*Name for encryption* must be recorded in the following order: Client family name (maximum 40 characters) (comma) (space) Client first given name (space) followed by the client’s second given name (maximum 40 characters).

When the client has only one name, it should be used for both the *Client first given name* and the *Client family name* fields when exporting data to create the *Name for encryption* field in the *Client* (NAT00080) file for submission to the National VET Provider and VET in Schools collections. For example, if the Client’s name is Jackson and this is their only name, then the name for encryption would be Jackson, Jackson.

If the full name for encryption with commas and spaces exceeds 60 characters, enter client’s full name in the order above and truncate at 60 characters.

*Name for encryption* must contain the full name of the client. It should not include initials and must not include a title.

Correct spelling is important for the *Name for encryption*.

Guidelines for use

The following encryption routine is used by the AVETMISS validation software to maintain client anonymity while providing an encrypted identifier that can be used reliably to uniquely identify clients.

1. Convert all characters to upper case.  
2. Remove non A—Z characters, including spaces and commas.  
3. Alphabetically sort in ascending order.  
4. Encrypt using a non-reversible, banking standard encryption algorithm.

Related data

*Client first given name* and *Client family name*

Type of relationship

*Client first given name and Client family name* are used to create *Name for encryption.*

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Name for encryption |
| Text | Client’s full name in the specified format |

Question

Enter your full name

|  |
| --- |
| Family name (surname) |
| Given names |

Format attributes

Length: 60

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Encrypted identifier* | **Introduced 1 July 1994**  *Encrypted identifier* |
| Release 3.0 | **Revised 1 January 1999**  Renamed *Name for encryption* | **Revised 1 January 1999**  Renamed *Name for encryption* |
| Release 5.0 | **Revised 1 January 2003**  Standardised the order for the client’s name for *Name for encryption* for national consistency |  |

Nominal hours

Definitional attributes

Definition

*Nominal hours* is a value assigned to a program or subject and nominally represents the anticipated hours of supervised training deemed necessary to conduct the training and assessment activities associated with the program or subject.

Context

*Nominal hours* is used to analyse training activity by nominal hours of supervised training.

Relational attributes

Rules

*Nominal hours* must be an integer.

If *Nominal hours* are zero, then the field must be recorded as ‘0000’.

The value of *Nominal hours* for a program or subject must be the value of supervised nominal hours as determined by its accreditation or endorsement body.

Guidelines for use

*Nominal hours* generally represents the anticipated hours of structured supervised training and assessment.

The value of *Nominal hours* should not include any prerequisites for the programs or subjects that have previously been achieved. *Nominal hours* are allocated assuming a typical classroom-based delivery and assessment strategy, irrespective of actual delivery method. Therefore, the nominal hours value for online subjects should represent the anticipated hours of supervised training and assessment that would be deemed necessary in a typical classroom-based delivery setting.

Calculations of nominal hours should exclude hours associated with non-supervised work experience, field work, work placement or private study. In instances where a program or subject consists entirely of one or more of these components, the *Nominal hours* value must be ‘0000’.

*Nominal hours* is generally specified in curriculum documentation (non-training package material) or implementation guides associated with national training packages.

Where a curriculum document or implementation guide shows fractional hours, the value must be rounded to the nearest whole number of hours with exact half-hours resolved by rounding up to the nearest integer. Where a curriculum document or implementation guide shows a range of hours, the value must be at the mid-point of the range and rounded up to the nearest integer.

*Nominal hours* represents the hours deemed necessary for the whole program or subject, whether or not delivery is within one collection period.

Nominal hours for qualifications are found on the Victorian Purchasing Guide website at

<<https://www.vic.gov.au/victorian-training-package-purchasing-guides>>.

Nationally agreed hours for units of competency are found on the NCVER Portal at *<*<https://www.ncver.edu.au/rto-hub/statistical-standard-software/nationally-agreed-nominal-hours/>>*.*

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Nominal hours |
| 0000–9999 | Value that nominally represents anticipated hours of supervised training for a program or subject |

Question

Not applicable

Format attributes

Length: 4

Type: numeric

Justification: right

Fill character: zero

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Curriculum hours* |  |
| Release 3.0 | **Revised 1 January 1999**  Renamed *Nominal hours – supervised* |  |
| Release 5.0 | **Revised 1 January 2003**  Renamed *Nominal hours* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.1 | **Revised 1 January 2012**  Removed rule ‘*Nominal hours* must be in the range 0000–0400 hours’ |

Outcome identifier – national

Definitional attributes

Definition

*Outcome identifier — national* identifies the result or outcome of a client’s participation in a unit of competency or module at the time of data submission.

Context

*Outcome identifier — national* is used to measure output and activity in the system.

Relational attributes

Rules

**20 — Competency achieved/pass**

The client has been assessed and satisfies all of the requirements for the unit of competency or module.

**30 — Competency not achieved/fail**

The client has attempted all of the requirements for the assessment and has been assessed as not competent, or as not satisfying one or more of the requirements for the unit of competency or module. For example, this code would apply if a client attempted ten of ten required assessments and was assessed as not competent in one or more of the assessments. However, if a client had only attempted nine of the ten assessments, this code would not be used as the client must attempt all of the assessments in order to receive a ‘Competency not achieved/fail’ code.

**40 — Withdrawn/discontinued**

Withdrawn is reported for clients under two possible scenarios. The first scenario is that the client has engaged in some learning activity, and has then notified the training organisation of their withdrawal before completing all of the assessment criteria.

The second situation is where the client has engaged in some learning activity and then stopped attending or submitting assessments (i.e. discontinues) without notifying the training organisation. In this situation, a student does not attend the final assessment and has not made contact with the training organisation to formally withdraw or arrange a continuing status. The withdrawn code applies in this situation, even if the client has completed some assessments and been assessed as not competent for one or more assessments.

**41 — Incomplete due to RTO closure**

*Incomplete due to RTO closure* is reported when the training organisation ceases operations while training activity is still in progress. Outcome41 *— incomplete due to RTO closure* should be reported rather than outcome40 — *withdrawn/discontinued* oroutcome70— *continuing enrolment* to ensure that the client’s unique student identifier transcript displays a final outcome indicating that the inability to complete the training activity was due to circumstances beyond the client’s control.

Examples of who may report *Outcome identifier* — *national* 41:

* Training organisations (for all incomplete activity) when they know that their organisation is ceasing operations before the training activity can be completed.
* State and territory training authorities for incomplete activity received from training organisations that have closed.

**Recognition of prior learning**

Recognition of prior learning (RPL) is a process that assesses the competency of an individual that may have been acquired through formal, non-formal (such as previously unrecognised skills and knowledge), or informal learning. This process determines the extent to which an individual has achieved the required learning outcomes, competency outcomes, or standards for entry into, and/or partial or total completion of, a program of study.

These codes also include recognition of current competencies (RCC). RCC applies if a client has successfully completed the requirements for a unit of competency or module previously and is now required to be reassessed to ensure that the competence is being maintained.

For national reporting, RPL and RCC do not include any additional training at the unit of competency or module level; they are assessment-only activities. If a unit of competency or module has any training activity associated with it, then ‘51 — Recognition of prior learning granted’ or ‘52 — Recognition of prior learning not granted’ must not be used.

**51 — Recognition of prior learning granted**

The client has been assessed and recognition of prior learning has been granted.

**52 — Recognition of prior learning not granted**

The client has been assessed and recognition of prior learning has not been granted.

**60 — Credit transfer/national recognition**

Credit transfer is training credit for a unit of competency or module previously completed by a client and includes granted application for mutual recognition. Credit transfer and granted application for mutual recognition are essentially administrative processes. These are not formal enrolments in the normal sense, because they involve neither delivery nor assessment of the student’s knowledge. However, credit transfers need to be recorded and reported, firstly to exempt the student from the need to enrol in the unit, and secondly for the purposes of provider and systems calculation of qualification eligibility.

Upon application by the client, the provider consults curriculum documents or official lists to determine the extent to which the client’s previously achieved program of study or subject is equivalent to the required learning outcomes, competency outcomes, or standards in the program of study they are now undertaking.

National recognition can be: (a) recognition by a registered training organisation of the Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person; (b) recognition by each state and territory’s registering body of the training organisations registered by any other state or territory’s registering body and of its registration decisions; and (c) recognition by all state and territory course-accrediting bodies and registering bodies of the courses accredited by each state or territory’s course-accrediting body and of its accreditation decisions.

**61 — Superseded subject (valid for activity from 1 January 2015)**

‘Superseded subject’ is used when training activity started in a unit of competency but was not completed when superseded by another subject against which the final outcome will be recorded.

*Outcome identifier — national* of ‘61 — Superseded subject’ must not be selected for the superseded subject until training activity has commenced in the replacement subject. There must be evidence of the training activity itself in the replacement subject; evidence of enrolment procedures or data entry into the student management system is not acceptable.

When using *Outcome identifier — national* ‘61 *—* Superseded subject', the corresponding *Program identifier* field may be populated with either the original or the replacement subject's *Program identifier*. Registered training organisations submitting funded data to their state training authority should follow their state training authority's specific advice about which *Program identifier* should be used.

Activity listed with this code in an AVETMISS data submission will not be populated on unique student identifier transcripts.

**70 — Continuing activity**

This code is used when the client has engaged in learning activity, but has not completed all of the training and assessment criteria by the end of the collection period. Training activity reported with this code must be reported in a subsequent collection with a final outcome.

While it is generally expected that training activity reported with this code will have an *Activity end date* after the collection period end date, there is some leniency for activity for interim collection points (e.g. fortnightly, monthly, or quarterly reporting) where *Activity end date* is in the current collection year.

**Non-assessable**

Non-assessable activity is reported when training activity in a program is designed so that the client is not required to undertake an assessment or the client has elected by agreement with the training organisation at enrolment not to be assessed.

*Outcome identifier — national* can only be one of the following for non-assessable activity:

**81 — Non-assessable activity — satisfactorily completed**

The client has completed the program of study in a way that satisfies the requirements of the training organisation.

**82 — Non-assessable activity — withdrawn or not satisfactorily completed**

The client has not completed the program of study in a way that satisfies the requirements of the training organisation or the client has withdrawn after engaging in the program’s activities.

**85 — Not yet started**

This is a preliminary outcome code and may be used when the client has enrolled in a subject but has not yet commenced activity. It may also be used when a student is undertaking multiple programs which share subjects. In this instance this code may be used against one of the subject records to prevent the reporting of the same subject twice.

It is not compulsory for 'Not yet started' activity to be included in an AVETMISS data submission, but is available for use to accommodate some student management system requirements.

Activity listed with this code in an AVETMISS data submission will not be included on unique student identifier transcripts and not included in any national reports from NCVER.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Outcome identifier – national |
| 20 | Competency achieved/pass |
| 30 | Competency not achieved/fail |
| 40 | Withdrawn/discontinued |
| 41 | Incomplete due to RTO closure |
| 51 | Recognition of prior learning granted |
| 52 | Recognition of prior learning not granted |
| 60 | Credit transfer/national recognition |
| 61 | Superseded subject |
| 70 | Continuing activity |
| 81 | Non-assessable activity – satisfactorily completed |
| 82 | Non-assessable activity – withdrawn or not satisfactorily completed |
| 85 | Not yet started |

Question

Not applicable

Format attributes

Length: 2

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Module outcome identifier* |  |
| Release 3.0 | **Revised 1 January 1999**  Renamed *Module outcome identifier* to *Outcome identifier – national* to account for both unit of competency and module enrolments  Recoded values and modified the descriptions ‘10 – Withdrew – without failure’, ‘11 – Withdrew – failed’ and ‘12 – Withdrew – transferred’ codes merged to *Outcome identifier – national* ‘10 – Withdrawn’ |  |
| Release 4.0 | **Revised 1 January 2002**  Recoded values and modified descriptions for *Outcome identifier – national*  Deleted ‘90 – Result not available’ |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Deleted ‘50 – Recognition of prior learning’  Added ‘51 – Recognition of prior learning granted’  ’52 – Recognition of prior learning not granted’  ‘53 – Recognition of current competency granted’  ’54 – Recognition of current competency not granted’ |
| Edition 2.1 | **Revised 1 January 2012**  Deleted ‘53 – Recognition of current competency granted’ and ‘54 – Recognition of current competency not granted’  Added ‘90 – Not yet available’  Renamed ‘40 – Withdrawn’ to ‘40 – Withdrawn/discontinued’, ‘60 – Credit transfer’ to ‘60 – Credit transfer/national recognition’, ‘81 – Non-assessed enrolment – satisfactorily completed’ to ‘81 – Non-assessable enrolment – satisfactorily completed’, ’82 – Non-assessed enrolment – withdrawn or not satisfactorily completed’ to ‘82 – Non-assessable enrolment – withdrawn or not satisfactorily completed’  Modified the descriptions of ‘30 – Competency not achieved/fail’, ‘40 – Withdrawn/discontinued’, ‘51 – Recognition of prior learning granted’, ‘52 – Recognition of prior learning not granted’, ‘60 – Credit transfer/national recognition’ |
| Edition 2.2 | **Revised July 2014**  Renamed ‘70 – Continuing enrolment’ to ‘70 – Enrolment continuing into a following collection year’  Renamed ‘90 – Not yet available’ to ‘90 – Not yet available at interim collection’ |
|  | **Revised 1 January 2015**  Added ‘61 – Superseded subject’ |
|  | Revised 1 January 2017  Renamed ‘70 – Enrolment continuing into a following collection year’ to '70 – Continuing enrolment' |
| Edition 2.3 | **Revised 1 January 2018**  Added ‘85 — Not yet started'  Added ‘41 — Incomplete due to RTO closure  Deleted '90 – Not yet available at interim collection'  Renamed –81 –Non-assessable enrolment – satisfactorily completed' to 'Non-assessable activity – satisfactorily completed'  Renamed '82 – Non-assessable enrolment – withdrawn or not satisfactorily completed' to 'Non-assessable activity – withdrawn or not satisfactorily completed' |

Outcome identifier – training organisation

Definitional attributes

Definition

*Outcome identifier — training organisation* is internal to the training organisation and uniquely identifies the result that a client is granted for training activity undertaken in a unit of competency or module.

Context

Applicable only to training organisations with contractual obligations to state or territory training authorities. Rules are determined by individual states and territories.

Relational attributes

Rules

Determined by individual states and territories.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Outcome identifier – training organisation |
| text | Internal outcome identifier (state or territory specific) |

Question

Not applicable

Format attributes

Length: 3

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 3.0 | **Introduced 1 January 1999**  *Outcome identifier – provider* |  |
| Release 5.0 | **Revised 1 January 2003**  Renamed *Outcome identifier – training organisation* |  |

Parchment issue date

**Definitional attributes**

**Definition**

*Parchment issue date* contains the date a certificate is issued to a student on completion of a qualification or course.

**Context**

*Parchment issue date* is used to provide statistics on the length of study and how many students are completing the programs they enrol in. This data element is used for statistical or payment purposes only.

**Relational attributes**

**Rules**

*Parchment issue date* should be a valid date.

**Guidelines for use**

*Parchment issue date* should be the date the parchment was created, not the application date or graduation date.

*Parchment issue date* is collected by some state or territory governments, it is not a national requirement for the VET Provider Collection

**Related data**

Not applicable

**Type of relationship**

Not applicable

**Classification Scheme**

|  |  |
| --- | --- |
| **Value** | Description – Parchment issue date |
| DDMMYYYY | Valid date |

**Question**

Not applicable

**Format attributes**

Length: 8

Type: date

Justification: none

Fill character: space

Permitted data element values: not applicable

**Administrative attributes**

**History**

|  |  |
| --- | --- |
| **Data element definitions** | |
| Edition 2.3 | **Introduced 1 January 2018**  *Parchment issue date* |
|  | **Updated January 2019**  *Format changed from alphanumeric to date* |

Parchment number

**Definitional attributes**

**Definition**

*Parchment number* contains the recorded number on a certificate issued to a student on completion of a qualification or course.

**Context**

*Parchment number* is used to provide statistics on the length of study and how many students are completing the programs they enrol in. This data element is used for statistical or payment purposes only.

**Relational attributes**

**Rules**

Not applicable.

**Guidelines for use**

The number recorded for *Parchment number* should only be the number recorded on the official parchment issued to a student for the completion of a program.

*Parchment number* is collected by some state or territory governments, it is not a national requirement for the VET Provider Collection.

**Related data**

Not applicable**Type of relationship**

Not applicable

**Classification Scheme**

|  |  |
| --- | --- |
| **Value** | Description – Parchment number |
| Alphanumeric | Parchment number |

**Question**

Not applicable

**Format attributes**

Length: 25

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element values: not applicable

**Administrative attributes**

**History**

|  |  |
| --- | --- |
| **Data element definitions** | |
| Edition 2.3 | **Introduced 1 January 2018**  *Parchment number* |

Postcode

Definitional attributes

Definition

*Postcode* identifies the Australia Post postcode of a physical location or a postal address.

Context

*Postcode* is used along with other address details to collect address information.

Relational attributes

Rules

*Postcode* must be ‘OSPC’ for an overseas location or address.

*Postcode* must be ‘@@@@’ if an Australia Post postcode is not provided or is indiscernible.

Guidelines for use

The current list of Australia Post postcodes can be sourced from the Australia Post website at <<http://www.auspost.com.au>>.

The file from the Australia Post website lists three Australia Post postcode variables under the heading ‘Category’; namely ‘delivery area’, ‘LVR’ and ‘post office boxes’. These categories may be used to cross-classify residential (‘delivery area’), large volume receiver (‘LVR’) and post office box with *Postcode*.

Related data

*Address location — suburb, locality or town* and *State identifier*

Type of relationship

*Address location — suburb, locality or town, Postcode* and *State identifier* are used together to determine an address region.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Postcode |
| 0001–9999 | 4-digit Australia Post postcode valid during the collection year |
| OSPC | Overseas address location |
|  | **0000 is only valid in the National Apprentice and Trainee Collection and only for apprenticeship contracts that commenced or recommenced before 1 July 2016** |
| 0000 | Postcode unknown |

Question

What is the address of your usual residence?

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 number/street number |
| Street name and type |
| Suburb, locality or town |
| State/territory |
| **Postcode** |

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

|  |
| --- |
| Building/property name |
| Flat/unit number /street number |
| Street name and type |
| Suburb, locality or town |
| State/territory |
| **Postcode** |

Format attributes

Length: 4

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @@@@ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Residential postcode* | **Introduced 1 July 1994**  *Residential postcode, Employer postcode, Postcode, Workplace postcode* |
| Release 3.0 | **Revised 1 January 1999**  Renamed *Postcode – residential*  Changed value ‘9997 – Address unknown’ to ‘0000 – Postcode unknown or not available’ because value ‘9997’ may be a valid Australia Post postcode  Extended range of valid values to include Australia Post postcodes ‘8000–9999’  Changed value ‘9998 – Overseas’ to ‘OSPC – Overseas’ because value ‘9998’ may be a valid Australia Post postcode  Added the value ‘@@@@ – Not specified’ | **Revised 1 January 1999**  Renamed *Postcode* to *Postcode – training organisation*  Renamed *Postcode – workplace*  Renamed *Postcode – employer*  Renamed *Postcode – residential*  Extended range of valid values to include Australia Post postcodes ‘8000–9999’  Deleted ‘0000’ as a valid postcode  Changed value ‘9997 – Address unknown’ to ‘0000 – Postcode unknown or not available’ because value ‘9997’ may be a valid Australia Post postcode  Changed value ‘9998 – Overseas’ to ‘OSPC – Overseas’ because value ‘9998’ may be a valid Australia Post postcode  Added the value ‘@@@@ – Not stated’ for *Postcode residential* |
| Release 5.0 | **Revised 1 January 2003**  Combined *Postcode – training organisation, Postcode – training provider location* and *Postcode – residential* to *Postcode* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Revised 1 July 2008**  Adopted *Postcode* to combine *Postcode – employer, Postcode – residential, Postcode – training organisation, Postcode – workplace* for the National Apprentice and Trainee Collection |

Predominant delivery mode

**Definitional attributes**

**Definition**

*Predominant delivery mode* identifies which of the modes available in combination in the *Delivery mode identifier* field is the largest or only component of delivery for subject activity.

**Context**

*Predominant delivery mode* provides additional information for analysing delivery modes reported in the *Delivery mode identifier* data element.

**Relational attributes**

**Rules**

**This field must not be blank when required by your state training authority.**

*Predominant delivery mode* must be a valid value.

*Predominant delivery mode* must align with one of the sub-field values identified in *Delivery mode identifier*.

*Predominant delivery mode* ‘I — Internal delivery’ indicates that internal delivery is specified as one of the values in the *Delivery mode identifier* data element and is the largest or only component.

*Predominant delivery mode* ‘E — External delivery’ indicates that external delivery is specified as one of the values in the *Delivery mode identifier* data element and is the largest or only component.

*Predominant delivery mode* ‘W — Workplace-based delivery’ indicates that workplace-based delivery is specified as one of the values in the *Delivery mode identifier* data element and is the largest or only component.

*Predominant delivery mode* ‘N — Not applicable’ indicates recognition of prior learning or credit transfer and reported as ‘NNN’ in the *Delivery mode identifier* data element.

**Guidelines for use**

*Predominant delivery mode* is based on delivery mode details reported in *Delivery mode identifier*. Where the training organisation indicates in *Delivery mode identifier* that there is more than one delivery mode, the mode which has the largest component of delivery should be applied as the predominant delivery mode.

Where the training organisation indicates in *Delivery mode identifier* that the training activity has only one delivery mode, that mode should be applied as the *Predominant delivery mode*.

Where the training organisation indicates in *Delivery mode identifier* that there is no delivery mode, as is the case with recognition of prior learning or credit transfer, the value ‘N — Not applicable’ should be applied as the predominant delivery mode.

**Related data**

*Delivery mode identifier*

**Type of relationship**

*Delivery mode identifier* identifies whether or not a subject comprises internal, external or workplace-based delivery — or a combination of these modes.

**Classification scheme**

|  |  |
| --- | --- |
| **Value** | **Description – Predominant delivery mode** |
| E | External delivery |
| I | Internal delivery |
| W | Workplace-based delivery |
| N | Not applicable – recognition of prior learning/credit transfer |

**Question**

Not applicable

**Format attributes**

Length: 1

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

**Administrative attributes**

**History**

|  |  |
| --- | --- |
| **Data element definitions** | |
| Edition 2.3 | **Introduced 1 January 2018**  *Predominant delivery mode* |

Prior educational achievement flag

Definitional attributes

Definition

*Prior educational achievement flag* indicates that a client has successfully completed some post-secondary education.

Context

*Prior educational achievement flag* is used to identify clients with prior learning when measuring activity, outputs and participation in the VET sector.

Relational attributes

Rules

If a client successfully completes a certificate I, II, III or IV as part of their secondary education, then the *Prior educational achievement flag* will be ‘Y’, even if the client is still at school.

Senior secondary education (Year 12 or Year 11) and junior secondary education (Year 10) are not considered as prior educational achievement for the purpose of this data element.

Guidelines for use

Not applicable

Related data

*Prior educational achievement identifier*

Type of relationship

*Prior educational achievement identifier* can be used to define the level of prior educational achievement.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Prior educational achievement flag |
| Y | Yes – a prior educational achievement has been successfully completed |
| N | No – a prior educational achievement has not been successfully completed |

Question

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

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

**Format attributes**

Length: 1

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Prior educational achievement flag* | **Introduced 1 July 1994**  *Prior educational achievement flag* |
| Release 2.0 | **Revised 1 January 1997**  Modified description and refined rules to refer only to successfully completed prior educational achievements | **Revised 1 July 1997**  Modified description and refined rules to refer only to successfully completed prior educational achievements |
| Release 4.0 | **Revised 1 January 2002**  Changed the enrolment form question for *Prior educational achievement flag* to ‘Have you successfully completed any of the following qualifications?’ | **Revised 1 January 2002**  Changed the question for *Prior educational achievement flag* to ‘Have you successfully completed any of the following qualifications?’ to comply with the national apprenticeship/traineeship training contract |

Prior educational achievement identifier

Definitional attributes

Definition

*Prior educational achievement identifier* uniquely identifies the level of prior educational achievement successfully completed by a client from the VET or university sectors.

Context

*Prior educational achievement identifier* is used to identify clients with prior learning when measuring activity, outputs and participation in the VET sector.

Relational attributes

Rules

More than one prior educational achievement may be recorded for the client.

If a client completes a certificate I or certificate II as a secondary student, then the *Prior educational achievement identifier* must be:

‘521 — Certificate II’ or  
‘524 — Certificate I’

If a client indicates they have a prior educational achievement but fails to identify the education achievement type, *Prior educational achievement identifier* must be ‘990 — Miscellaneous education’.

For a prior educational achievement to be reported, the client must have successfully completed a program of study.

For international students whose prior educational achievement is not an Australian program of study or a bachelor degree or higher degree level, the *Prior educational achievement identifier* must be ‘990 — Miscellaneous education’.

Guidelines for use

This classification is based on a subset of the *Australian Standard Classification of Education* (ASCED), ABS catalogue no.1272.0, 2001.

Senior secondary education (Year 12 or Year 11) and junior secondary education (Year 10) are not considered as prior educational achievement in this context.

A successful completion of matriculation/Year 12 when delivered within the TAFE sector is not recorded as a prior educational achievement for the purposes of this element.

Related data

*Prior educational achievement flag*

Type of relationship

*Prior educational achievement flag,* in conjunction with this element, can be used to define the level of prior educational achievement.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Prior educational achievement identifier |
| 008 | Bachelor degree or higher degree level (defined for AVETMISS use only) |
| 410 | Advanced diploma or associate degree level |
| 420 | Diploma level |
| 511 | Certificate IV |
| 514 | Certificate III |
| 521 | Certificate II |
| 524 | Certificate I |
| 990 | Miscellaneous education |

Question

Have you SUCCESSFULLY completed any of the qualifications listed in question 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 |

Format attributes

Length: 3

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Prior educational achievement identifier* | **Introduced 1 July 1994**  *Prior educational achievement identifier* |
| Release 4.0 | **Revised 1 January 2002**  Adopted the *Australian Standard Classification of Education* (ASCED), ABS catalogue no.1272.0, 2001, level of education, for *Prior educational achievement identifier*  Updated *Prior educational achievement identifier* to include selected levels of education at the narrow level and include certificates I to IV at the detailed level  Added AVETMISS defined code for *Prior educational achievement identifier* ‘008 – Degree or higher degree level’ to incorporate level of education codes contained under the broad levels:  01 Postgraduate degree level  02 Graduate diploma and graduate certificate level  03 Bachelor degree level  Changed question asked in relation to *Prior* *educational achievement identifier* | **Revised 1 January 2002**  Adopted the *Australian Standard Classification of Education* (ASCED), ABS catalogue no.1272.0, 2001, level of education, for *Prior educational achievement identifier*  Updated *Prior educational achievement identifier* to include selected levels of education at the narrow level and include certificates I to IV, miscellaneous education (certificates other than above) and bridging and enabling courses not identifiable by level at the detailed level (pre-apprenticeship/prevocational).  Added AVETMISS defined code for *Prior educational achievement identifier* ‘008 – Degree or higher degree level’ to incorporate level of education codes contained under the broad levels:  01 Postgraduate degree level  02 Graduate diploma and graduate certificate level  03 Bachelor degree level  Changed question asked in relation to *Prior* *educational achievement identifier* |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Revised 1 July 2008**  Deleted ‘992 – bridging and enabling courses not identifiable by level (pre-apprenticeship/prevocational)’ for the National Apprentice and Trainee Collection |

Program field of education identifier

Definitional attributes

Definition

*Program field of education identifier* is a code that identifies the subject matter that is the ultimate aim of the skills and knowledge gained in a qualification, course or skill set.

The *Program field of education identifier* is based on the field of education (FOE) at the narrow level (4-digit), which is one part of the *Australian Standard Classification of Education* (ASCED), ABS catalogue no.1272.0, 2001.

Context

*Program field of education identifier* identifies the narrow subject matter pertaining to the program of study. It allows an analysis of data by subject matter and may be used to identify target groups for special-purpose funding.

Relational attributes

Rules

The field of education must be a valid code from the *Australian Standard Classification of Education* (ASCED), ABS catalogue no. 1272.0, 2001, and must be reported at the 4-digit level.

Guidelines for use

The ASCED field of education classification has a three-tiered hierarchical structure, 12 broad fields, 71 narrow fields and 356 detailed fields. The following illustrates the hierarchical structure of the ASCED field of education classification:

**Hierarchical level Code Field of education**

Broad field 03 Engineering and related technologies

Narrow field 0305 Automotive engineering and technology

Detailed field 030503 Vehicle mechanics

*Program field of education identifier* is allocated according to the content of the qualification, course or skill set by determining the broad field, then the narrow field.

All programs not on the National Register of VET must be assigned a field of education.

Use the ABS website <http://[www.abs.gov.au](http://www.abs.gov.au)> for a complete list of available field of education codes with descriptions. A list of valid *Program field of education identifier* codes can be found on the NCVER Portal <<https://www.ncver.edu.au/rto-hub/statistical-standard-software/program-field-of-education-identifier/>>.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Program field of education identifier |
| BBNN | Valid 4-digit narrow level field of education code |

Question

Not applicable

Format attributes

Length: 4

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Field of study identifier* |  |
| Release 4.0 | **Introduced 1 January 2002**  *Qualification field of education identifier* to replace *Field of study identifier* with *Australian Standard Classification of Education* (ASCED), level of education at the narrow (4-digit) level |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Renamed *Qualification/course field of education identifier* |
| Edition 2.2 | **Revised 1 January 2014**  Renamed from *Qualification/course field of education identifier* to *Program field of education identifier* |

Program identifier

Definitional attributes

Definition

*Program identifier* uniquely identifies a qualification, course or skill set.

Context

*Program identifier* allows for an analysis of data by qualification, course or skill set.

Relational attributes

Rules

The *Program identifier* is a unique code that identifies:

* a program designed to lead to a qualification specified in a national training package
* a skill set that is specified in a national training package
* a nationally accredited course or
* other courses or skill sets that are not nationally accredited in which a client may enrol.

*Program identifier* must be the valid national code listed on the National Register of VET if the program is a training package qualification, training package skill set, or a national course.

Programs that are not nationally recognised must not match any *Program identifier* or *Subject identifier* code for any current or superseded/obsolete nationally recognised training listed on the National Register of VET.

Guidelines for use

The training package qualification code of ‘AAABCCDD’ comprises:

AAA three alpha characters identifying the training package

B one numeric character identifying the AQF level

CC two numeric characters identifying the sequence of this qualification type in the training package

DD two numeric characters identifying the version as the calendar year in which the qualification was endorsed

The training package skill set code of ‘AAASSXXXXX’ comprises:

AAA three alpha characters identifying the training package

SS two alpha characters (always SS) identifying program as a skill set

XXXXX five numeric characters applied sequentially to skill sets

(e.g. 00001, 00002)

Related data

*Program name*

Type of relationship

*Program name* is used along with *Program identifier* to accurately identify a qualification, course or skill set.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Program identifier |
| Text | National training package qualification, training package skill set, nationally recognised accredited course, locally developed skill set, or training organisation course code |

Question

Not applicable

Format attributes

Length: 10

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Course identifier* |  |
| Release 3.0 | **Revised 1 January 1999**  Refined rules for allocation of *Course identifier* to accommodate the introduction of training package qualifications  Recoded values and modified descriptions for *Course identifier* to align with *Recognition status identifier* descriptions | **Introduced 1 January 1999**  *Qualification identifier* |
| Release 4.0 | **Revised 1 January 2002**  Modified value descriptions for *Course identifier* in line with revisions to the *Recognition status identifier* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Renamed *Qualification/course identifier* |
| Edition 2 | **Revised 1 July 2008**  Adopted *Qualification/course identifier* to replace *Qualification identifier* for National Apprentice and Trainee Collection |
| Edition 2.2 | **Revised 1 January 2014**  Renamed from *Qualification/course identifier* to *Program identifier* |

Program level of education identifier

Definitional attributes

Definition

*Program level of education identifier* identifies the degree of complexity of the program of study. This classification is based on the *Australian Standard Classification of Education* (ASCED), ABS catalogue no.1272.0, 2001.

Context

*Program level of education identifier* is used to identify the number of clients in each recognised level of education.

Relational attributes

Rules

Training organisations are required to classify each program of study to an appropriate *Program level of education identifier*.

Statements of attainment must be coded to ‘991 — Statements of attainment not identifiable by level’.

Bridging and enabling courses must be coded to ‘992 — Bridging and enabling courses not identifiable by level’.

Programs of study that do not lead to a recognised qualification must be coded to ‘999 — Education not elsewhere classified’. For example:

* 1. a course that is designed to fulfil part of the requirements of an AQF qualification (see <http://[www.aqf.edu.au](http://www.aqf.edu.au)>) or
  2. courses that do not lead to a qualification of any kind.

Guidelines for use

The *Program level of education identifier* is based on the ASCED level of education.

The ASCED level of education classification has a three-tiered hierarchical structure, nine broad fields, 15 narrow fields and 62 detailed fields. The following certificate level example illustrates the hierarchical structure of the ASCED field of education classification:

**Hierarchical level Code Level of education**  
Broad field 5 Certificate level  
Narrow field 51 Certificate III & IV levels  
Detailed field 514 Certificate III

Where a qualification is specified in a national training package, the *Program level of education identifier* must be consistent with the AQF level embedded in the training package qualification code that is listed on the National Register of VET.

The following example shows the position of the embedded AQF level in the training package qualification code ‘BSB40415 — Certificate IV in Small Business Management’:

BSB three alpha characters identifying the training package

4 one numeric character identifying the AQF level

04 two numeric characters identifying the sequence of this qualification type in the training package

15 two numeric characters identifying the version as the calendar year in which the qualification was endorsed.

The level of education in the *Australian Standard Classification of Education* includes qualifications in the Australian Qualifications Framework. The framework consists of qualifications across 10 levels accredited in the VET, higher education and school sectors (*Australian Qualifications Framework*,second edition, January 2013). The following qualifications are currently listed as VET-accredited qualifications. Note that the three diploma qualifications and the graduate certificate can also be accredited in the higher education sector:

* certificate I to certificate IV
* diploma and advanced diploma
* graduate certificate and graduate diploma (may include ‘vocational’ in name)

See *Australian Qualifications Framework:* <<https://www.aqf.edu.au/>>.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Program level of education identifier |
|  | **Graduate diploma level** |
| 211 | Graduate diploma |
|  | **Graduate certificate level** |
| 221 | Graduate certificate |
|  | **Bachelor degree level** |
| 311 | Bachelor degree (Honours) |
| 312 | Bachelor degree (pass) |
|  | **Advanced diploma and associate degree level** |
| 411 | Advanced diploma |
| 413 | Associate degree |
|  | **Diploma level** |
| 421 | Diploma |
|  | **Certificate III & IV level** |
| 511 | Certificate IV |
| 514 | Certificate III |
|  | **Certificate I & II level** |
| 521 | Certificate II |
| 524 | Certificate I |
|  | **Senior secondary education** |
| 611 | Year 12 |
| 613 | Year 11 |
|  | **Junior secondary education** |
| 621 | Year 10 |
|  | **Other education – non-award courses** |
| 912 | Other non-award courses |
|  | **Other education – miscellaneous education** |
| 991 | Statement of attainment not identifiable by level |
| 992 | Bridging and enabling courses not identifiable by level |
| 999 | Education not elsewhere classified |

Question

Not applicable

Format attributes

Length: 3

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Qualification category identifier*  Updated 1 January 1995  Included Australian Qualifications Framework qualifications |  |
| Release 2.0 | **Revised 1 January 1997**  Removed ‘90 – Other’  Added values ‘10 – RATE – Diploma’ to ‘88 – AQF bachelor’s degree’  Recoded values of ‘50 – Endorsements to certificates’, ‘70 – Certificates of competency’ and ‘80 – Certificate of proficiency’ to ‘99 – Not applicable’ for *Qualification category identifier* |  |
| Release 3.0 | **Revised 1 January 1999**  Combined codes ‘50’, ‘70’ and ‘80’ with code ‘99’  Deleted code ‘90’ |  |
| Release 4.0 | **Revised 1 January 2002**  Adopted the *Australian Standard Classification of Education* (ASCED), level of education at the detailed (3-digit) level for *Qualification category identifier* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Renamed *Qualification/course level of education identifier* |
| Edition 2.2 | **Revised 1 January 2014**  Renamed from *Qualification/course level of education identifier* to *Program level of education identifier*  Deleted values ‘213 – Professional specialist qualification at graduate diploma level’ and ‘222 – Professional specialist qualification at graduate certificate level’ |

Program name

Definitional attributes

Definition

*Program name* contains the full name of the program of study.

Context

*Program name* provides descriptive information about qualification, course or skill set content.

Relational attributes

Rules

*Program name* must be a title that conveys the content of the program of study.

*Program name* must be the exact name of the national training package qualification or skill set as specified in a national training package. These are listed on the National Register of VET.

OR

*Program name* must be the exact name of the nationally recognised accredited course. These are listed on the National Register of VET.

*Program name* must be the local course or skill set name where the program is not a nationally recognised accredited course or skill set.

Guidelines for use

Not applicable

Related data

*Program identifier*

Type of relationship

*Program identifier* is used along with *Program name* to accurately identify a qualification, course or skill set.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Program name |
| Text | National training package qualification, skill set or nationally recognised accredited course or locally developed training organisation course or skill set name |

Question

Not applicable

Format attributes

Length: 100

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Course name* |  |
| Release 3.0 | **Revised 1 January 1999**  Refined rules for the allocation of *Course name* | **Introduced 1 January 1999**  *Title of qualification* |
| Release 4.0 | **Revised 1 January 2002**  Modified value descriptions for *Course name* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Renamed *Qualification/course name* |
| Edition 2 | **Revised 1 July 2008**  Adopted *Qualification/course name* to replace *Title of qualification* for National Apprentice and Trainee Collection |
| Edition 2.2 | **Revised 1 January 2014**  Renamed from *Qualification/course name* to *Program name* |

Program recognition identifier

Definitional attributes

Definition

*Program recognition identifier* distinguishes a qualification, course or skill set by its level of recognition in the VET sector.

Context

*Program recognition identifier* allows an analysis of qualifications, courses or skill sets by categories based on recognition and accreditation.

Relational attributes

Rules

*Program recognition identifier* ‘11 — Nationally accredited qualification specified in a national training package’ must only be used for a nationally accredited program of study which is designed to lead to a qualification specified in an endorsed national training package.

*Program recognition identifier* ‘12 — Nationally recognised accredited course, other than a qualification specified in a national training package’ must only be used for a nationally recognised accredited course endorsed by state or territory recognition authorities or registered training organisations with delegated authority to self-manage accreditation.

*Program recognition identifier* ‘13 ­— Nationally recognised skill set, specified in a national training package’ must only be used for a skill set endorsed in a training package.

*Program recognition identifier* ‘14 — Other course’ must be used for a local course developed by training organisations or where developed by industry, enterprise, community education or professional bodies to meet an identified training need.

*Program recognition identifier* ‘15 — Higher level qualification’ is accredited by state or territory government accreditation authorities or higher education institutions with self-accrediting authority in line with the Protocols for Higher Education Approval Processes. The level of education for these qualifications must be in the range from ‘211 — Graduate diploma’ to ‘421 — Diploma’.

*Program recognition identifier*‘16 — Locally recognised skill set’ must be used for skill sets other than those specified in training packages.

Guidelines for use

A skill set is defined as ‘a single unit or combinations of units which link to a licence or regulatory requirement, or defined by industry need’. Use of the *Program recognition identifier*‘16 — Locally recognised skill set’ must meet this definition.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Program recognition identifier |
|  | **Nationally recognised program of study** |
| 11 | Nationally accredited qualification specified in a national training package |
| 12 | Nationally recognised accredited course, other than a qualification specified in a national training package |
| 13 | Nationally recognised skill set specified in a national training package |
|  | **Not nationally recognised** |
| 14 | Other course |
|  | **Other** |
| 15 | Higher-level qualification, other than training package qualification or nationally recognised accredited course |
| 16 | Locally recognised skill set |

Question

Not applicable

Format attributes

Length: 2

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: Not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Accreditation status identifier* |  |
| Release 2.0 | **Revised 1 January 1997**  Renamed *Recognition status identifier* |  |
| Release 3.0 | **Revised 1 January 1999**  Modified some descriptions to accommodate the introduction of national training packages |  |
| Release 4.0 | **Revised 1 January 2002**  Recoded values and modified descriptions for *Recognition status identifier*  Deleted the values ‘01’, ‘02’, ‘03’ and ‘04’ and descriptions and replaced with values ‘11’, ‘12’ and ‘14’ and descriptions |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Renamed *Qualification/course recognition identifier* |
| Edition 2.1 | **Revised 1 January 2012**  Added ‘15 – Higher-level qualifications’  Modified value descriptions for ‘11 – Nationally accredited qualification specified in a national training package’ and ‘12 – Nationally recognised accredited course, other than a qualification specified in a national training package’ |
| Edition 2.2 | **Revised 1 January 2014**  Renamed from *Qualification/course recognition identifier* to *Program recognition identifier*  Added ‘13 – Nationally recognised skill set, specified in a national training package’ and ‘16 – Locally recognised skill set’ |

Purchasing contract identifier

Definitional attributes

Definition

*Purchasing contract identifier* uniquely identifies the purchasing or funding contract between the state or territory training authority and the registered training organisation.

Context

Applicable only to training organisations with contractual obligations to state or territory training authorities. Rules are determined by individual states and territories.

Relational attributes

Rules

Determined by individual states and territories.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Purchasing contract identifier |
| Text | Code that identifies the purchasing or funding contract between the state or territory training authority and the registered training organisation |

Question

Not applicable

Format attributes

Length: 12

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 5.0 | **Introduced 1 January 2003**  *Purchasing contract identifier* |  |

Purchasing contract schedule identifier

Definitional attributes

Definition

*Purchasing contract schedule identifier* identifies a specific program of study to be undertaken as part of a purchasing contract. *Purchasing contract schedule identifier* is applied to the duration of the contract period, which can overlap data-collection periods.

Context

Applicable only to training organisations with contractual obligations to state or territory training authorities. Rules are determined by individual states and territories.

Relational attributes

Rules

Determined by individual states and territories.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Purchasing contract schedule identifier |
| Text | Valid purchasing contract schedule identifier |

Question

Not applicable

Format attributes

Length: 3

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 5.0 | **Introduced 1 January 2003**  *Purchasing contract schedule identifier* |  |

Scheduled hours

Definitional attributes

Definition

*Scheduled hours* specifies the number of supervised hours, including assessment time, that the training organisation actually allocates for the delivery of a unit of competency or module.

Context

*Scheduled hours* is used to analyse training activity by allocated hours of supervised training.

Relational attributes

Rules

If *Scheduled hours* are zero, then the field must be recorded as ‘0000’.

*Scheduled hours* is the time in hours that the training organisation allows for the delivery and assessment of a unit of competency or module. Hours attributed to fully unsupervised work experience or industry placement must not be included.

*Scheduled hours* is a whole number of hours. Where fractional hours occur, the value must be rounded to the nearest hour.

Guidelines for use

*Scheduled hours* represents the hours deemed necessary for the whole subject, whether or not delivery is within one collection period.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Scheduled hours |
| 0000–9999 | Number of hours |

Question

Not applicable

Format attributes

Length: 4

Type: numeric

Justification: right

Fill character: zero

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Scheduled hours* |  |

School-based flag

Definitional attributes

Definition

*School-based flag* indicates whether or not a training contract commenced as an approved school-based apprenticeship.

Context

*School-based flag* is used for analyses and statistical reporting to inform policy and planning.

Relational attributes

Rules

*School-based flag* must = ‘Y’ where the client is a student who at the commencement of the contract was:

* enrolled in a senior secondary certificate under the relevant Education Act
* enrolled in a school or education provider that acknowledges and endorses the training plan/outline required by the apprenticeship/traineeship training contract
* enrolled in an Australian school-based apprenticeship that is recognised on the senior secondary certificate.

*School-based flag* should remain ‘Y’ throughout the life of the apprenticeship if the client commenced as a school-based apprentice.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – School-based flag |
| Y | Yes – the contract commenced as an approved school-based apprenticeship |
| N | No – the contract did not commence as an approved school-based apprenticeship |

Question

Not applicable

Format attributes

Length: 1

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 5.0 |  | **Introduced 1 April 2004**  *School-based flag* |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Revised 1 July 2016**  Modified descriptors for *School-based flag* |

School level identifier

Definitional attributes

Definition

*School level identifier* identifies the level of schooling in which a client is currently enrolled.

Context

*School level identifier* is used for analyses and statistical reporting.

Relational attributes

Rules

Not applicable

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – School level identifier |
| 08 | Year 8 or below |
| 09 | Year 9 or equivalent |
| 10 | Year 10 or equivalent |
| 11 | Year 11 or equivalent |
| 12 | Year 12 or equivalent |
| 99 | Not applicable (Client not at secondary school) |

Question

Not applicable

Format attributes

Length: 2

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @@ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 3.0 |  | **Introduced 1 January 1999**  *School level* |
| Release 4.0 |  | **Revised 1 January 2002**  Updated the value description for *School level* to align with the ABS Australian census and the national apprenticeship/traineeship training contract by adding the category ‘Year 8 or below’ and ‘Year 9 or equivalent’ |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Revised 1 July 2008**  Renamed *School level identifier* |

School type identifier

Definitional attributes

Definition

*School type identifier* classifies the educational institution at which the client is enrolled to undertake their secondary school education. Context

*School type identifier* is used for reporting a school student’s participation in VET in Schools by their educational institution.

Relational attributes

Rules

This field must not be blank if the training activity in a program of study is a VET in Schools program.

Guidelines for use

*School type identifier* must be the school type of the home school of the client and not where the training takes place.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – School type identifier |
| 21 | School — Government |
| 25 | School — Catholic |
| 27 | School — Independent |
| 31 | Technical and further education institute |
| 61 | Community-based adult education provider |
| 91 | Privately operated registered training organisation |
| 92 | Home school arrangement |

Format attributes

Length: 2

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Introduced August 2014**  *School type identifier* |

Specific funding identifier

Definitional attributes

Definition

S*pecific funding identifier* uniquely identifies training in a program funded or initiated by the Australian Government.

Context

*Specific funding identifier* allows for the analysis of data by specific Australian Government programs relevant to vocational education and training.

Relational attributes

Rules

The *Specific funding identifier* is a unique code applied to training activity delivered as part of a unit of competency or module to identify Commonwealth-funded or initiated training.

If *Specific funding identifier* is not blank, then *Funding source — national* must be ‘13 — Commonwealth specific funding program’.

Guidelines For Use

This field is for use by state or territory training authorities or those training organisations receiving funding directly from the Commonwealth.

While most programs are administered by the Department of Employment and Workplace Relations, other Commonwealth departments may offer funding for training. For example, job search incentives on training programs provided by Centrelink or health training initiatives funded by the Commonwealth. Programs can be administered by state and territory training authorities or by a direct contract between the Commonwealth and the training organisation.

Please refer to the NCVER Portal [<https://www.ncver.edu.au/rto-hub/statistical-standard-software/specific-funding-identifier>](file:///C:\Users\emmahambour\AppData\Roaming\OpenText\DM\Temp\%3chttps:\www.ncver.edu.au\rto-hub\statistical-standard-software\specific-funding-identifier%3e) for an up-to-date list of *Specific funding identifier* values as codes are updated when new programs are introduced or discontinued.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Specific funding identifier |
| Text | Specific funding identifier code |

Question

Not applicable

Format attributes

Length: 10

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.1 | **Introduced 1 January 2012**  *Specific program identifier* |
| Edition 2.2 | **Revised 1 January 2014**  Renamed from *Specific program identifier* to *Specific funding identifier* |

State identifier

Definitional attributes

Definition

*State identifier* uniquely identifies the state or territory of a physical location or postal address.

Context

*State identifier* is used to analyse the data by state and territory.

Relational attributes

Rules

Not applicable

Guidelines for use

Not applicable

Related data

*Address location — suburb, locality or town* and *Postcode*

Type of relationship

*Address location — suburb, locality or town, Postcode* and *State identifier* are used together to determine an address region.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – State identifier |
| 01 | New South Wales |
| 02 | Victoria |
| 03 | Queensland |
| 04 | South Australia |
| 05 | Western Australia |
| 06 | Tasmania |
| 07 | Northern Territory |
| 08 | Australian Capital Territory |
| 09 | Other Australian territories or dependencies |
| 99 | Other (overseas but not an Australian territory or dependency) |

Question

What is the address of your usual residence?

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 number |  |
| Street number |  |
| Street name and type |  |
| Suburb, locality or town |  |
| **State/territory** |  |
| Postcode |  |

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

|  |  |
| --- | --- |
| Building/property name |  |
| Flat/unit number |  |
| Street number |  |
| Street name and type |  |
| Suburb, locality or town |  |
| **State/territory** |  |
| Postcode |  |

Format attributes

Length: 2

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @@ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *State identifier* | **Introduced 1 July 1994**  *State identifier* |
| Release 2.0 | **Revised 1 January 1997**  Added classification value and description ‘99 – Other’ | **Revised 1 January 1997**  Added classification value and description ‘99 – Other’ |
| Release 3.0 | **Revised 1 January 1999**  Split *State identifier* to create *State identifier – new apprenticeships, State identifier – training organisation* and *State identifier – training provider location*.  Deleted value and description ‘99 – Other’ for *State identifier – training organisation* | **Revised 1 January 1999**  Renamed *State identifier – training organisation*  Deleted value and description ‘99 – Other’ |
| Release 5.0 | **Revised 1 January 2003**  Combined *State identifier – new apprenticeships, State identifier – training organisation* and *State identifier – training provider location* into *State identifier*.  Renamed *State identifier – training organisation* to *State identifier* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Revised 1 July 2008**  Adopted *State identifier* to replace *State identifier – training organisation* for the National Apprentice and Trainee Collection |
| Edition 2.2 | **Revised 1 January 2014**  Added ‘@@ not specified’ as permitted data element value |

Statistical area level 1 identifier

Definitional attributes

Definition

*Statistical area level 1 identifier* identifies a geographic-based population group at the lowest level for which census data are reported.

*Statistical area level 1 identifier* is based on the *Australian Statistical Geography Standard* *(ASGS)*, ABS catalogue no.1270.0, 2016.

Context

*Statistical area level 1 identifier* is used to collect aggregated client usual residential address information, which can be used to derive client socioeconomic status while protecting client privacy.

Training providers do not have to provide the *Statistical area level 1 identifier* when submitting data to their state or territory training authority. Geo-coded client residential address information is only necessary once data are submitted to NCVER.

Relational attributes

Rules

*Statistical area level 1 identifier* must contain a valid 11-digit statistical area level 1 code as defined in the *Australian Statistical Geography Standard* *(ASGS).*

Guidelines for use

Not applicable

Related data

*Statistical area level 2 identifier*

Type of relationship

*Statistical area level 1 identifier* is a lower-level classification under *Statistical area level 2 identifier*

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Statistical area level 1 identifier |
| 00000000001–99999999999 | Valid ASGS Statistical area level 1 code |

Question

Not applicable

Format attributes

Length: 11

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @@@@@@@@@@@ not specified

Administrative attributes

History

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Introduced 1 January 2014**  *Statistical area level 1 identifier* |

Statistical area level 2 identifier

Definitional attributes

Definition

*Statistical area level 2 identifier* identifies a geographic-based population group at the second lowest level for which census data are reported.

*Statistical area level 2 identifier* is based on the *Australian Statistical Geography Standard* *(ASGS),* ABS catalogue no.1270.0, 2016.

Context

*Statistical area level 2 identifier* is used to collect aggregated client usual residential address information, which can be used to derive client socioeconomic status while protecting client privacy.

Training providers do not have to provide the *Statistical area level 2 identifier* when submitting data to their state or territory training authority. Geo-coded client residential address information is only necessary once data are submitted to NCVER.

Relational attributes

Rules

*Statistical area level 2 identifier* must contain a valid 9-digit statistical area level 2 code as defined in the *Australian Statistical Geography Standard* *(ASGS).*

Guidelines for use

Not applicable

Related data

*Statistical area level 1 identifier*

Type of relationship

*Statistical area level 2 identifier* is a higher-level classification of *Statistical area level 1 identifier*

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Statistical area level 2 identifier |
| 000000001–999999999 | Valid ASGS Statistical area level 2 code |

Question

Not applicable

Format attributes

Length: 9

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @@@@@@@@@ not specified

Administrative attributes

History

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Introduced 1 January 2014**  *Statistical area level 2 identifier* |

Study reason identifier

Definitional attributes

Definition

*Study reason identifier* identifies the client’s main reason for study.

Context

*Study reason identifier* is used to assist in the analysis of client motivation and intention for undertaking training.

Relational attributes

Rules

*Study reason identifier* is intended as a self-assessment response by the client and should not be determined by the training organisation.

*Study reason identifier* must be a valid code.

Guidelines for use

If more than one reason for study, choose the main reason for study.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

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

Question

Of the following categories, which BEST describes your main reason for 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 |

**Format attributes**

Length: 2

Type: alphanumeric

Justification: left

Fill character: none

Permitted data element value: @@ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 5.0 | **Introduced 1 January 2003**  *Study reason identifier* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Recoded values and modified descriptions for *Study reason identifier*  Combined ‘09 – For personal interest’ and ‘10 – For self-development’ into ‘12 – For personal interest or self-development’ |
| Edition 2.3 | **Revised 31 August 2018**  Added value ‘13 – To get skills for community/voluntary work’ to classification scheme for use for activity from 1 January 2019 |

Subject field of education identifier

Definitional attributes

Definition

*Subject field of education identifier* is based on the field of education (FOE) at the detailed level (6-digit), which is one part of the *Australian Standard Classification of Education* (ASCED), ABS catalogue no.1272.0, 2001.

The field of education is the subject matter of the unit of competency or module.

Context

*Subject field of education identifier* is used to determine the detailed subject matter covered in a particular area of study.

*Subject field of education identifier* is used to analyse training outputs by detailed field of education.

Relational attributes

Rules

*Subject field of education identifier* must be a valid code.

For modules belonging to nationally accredited courses, the *Subject field of education identifier* must be assigned by the course developer.

For units of competency belonging to national training package qualifications, the *Subject field of education identifier* must be obtained from the National Register of VET.

Guidelines for use

The ASCED field of education classification has a three-tiered hierarchical structure, 12 broad fields, 71 narrow fields and 356 detailed fields. The following illustrates the hierarchical structure of the ASCED field of education classification:

**Hierarchical level Code Field of education**

Broad field 03 Engineering and related technologies

Narrow field 0305 Automotive engineering and technology

Detailed field 030503 Vehicle mechanics

*Subject field of education identifier* is allocated according to the content of the unit of competency or module by determining the broad field, then the narrow field and finally the detailed field.

If the field of education code for nationally registered units of competency or modules cannot be sourced from *Training.gov.au*, use the ABS website for a complete list of available field of education codes with descriptions. A list of valid *Subject field of education identifier* codes can be found at <<https://www.ncver.edu.au/rto-hub/statistical-standard-software/Subject-field-of-education-identifier>>.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Subject field of education identifier |
| BBNNDD | Valid 6-digit detailed level field of education code |

Question

Not applicable

Format attributes

Length: 6

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Discipline group identifier* |  |
| Release 4.0 | **Introduced 1 January 2002**  Replaced *Discipline group identifier* (5-digit) with the *Module/unit of competency field of education identifier* in concordance with the *Australian Standard Classification of Education* (ASCED), field of education at the detailed level (6-digit), ABS, catalogue no.1272.0, 2001  Modified the description of the blank value for *Module/unit of competency field of education identifier* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Revised 1 January 2014**  Renamed from *Module/unit of competency field of education identifier* to *Subject field of education identifier* |

Subject identifier

Definitional attributes

Definition

*Subject identifier* is a unique code used to identify a specific unit of competency in a national training package or a nationally accredited unit or a training organisation module.

Context

*Subject identifier* allows for the analysis of data by unit of competency or module.

Relational attributes

Rules

*Subject identifiers* for unique modules or units of competency must be consistent across collections.

When allocating the *Subject identifier*, the following hierarchy must be observed:

* If the *Subject identifier* represents a unit of competency in a nationally accredited training package, the *Subject identifier* must be as listed by the National Register of VET.
* If the *Subject identifier* represents an accredited unit in a nationally accredited course, the *Subject identifier* must be the nationally accredited unit code.
* If the *Subject identifier* represents a locally developed subject, the *Subject identifier* must be the training organisation’s subject code and not a national code.
* A *Subject identifier* for a locally developed subject such as a module must not match the code for any current or superseded nationally recognised training listed on the National Register of VET.

Guidelines for use

A module is defined within a nationally accredited or locally developed course. A unit of competency is defined within a national training package.

The *Subject identifier* of amodule code can take any combination of alphanumeric characters, up to 12 characters, as determined by the course developer and course accreditation body.

Related data

*Subject name*

Type of relationship

*Subject name* is used along with *Subject identifier* to accurately identify a unit of competency or module.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Subject identifier |
| Text | Module or unit of competency identifier |

Question

Not applicable

Format attributes

Length: 12

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Module identifier* |  |
| Release 3.0 | **Introduced 1 January 1999**  *Unit of competency identifier*  Refined rules for allocation of *Module identifier*  Refined rules for allocation of *Unit of competency identifier* |  |
| Release 4.0 | **Revised 1 January 2002**  Modified value descriptions for *Module identifier*  Modified value descriptions for *Unit of competency identifier* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Combined *Module identifier* and *Unit of competency identifier* to rename *Module/unit of competency identifier* |
| Edition 2.2 | **Revised 1 January 2014**  Renamed from *Module/unit of competency identifier* to *Subject identifier* |

Subject name

Definitional attributes

Definition

*Subject name* is the title of a unit of competency or module.

Context

*Subject name* describes the subject matter covered in a unit of competency or module.

Relational attributes

Rules

Not applicable

guidelines for use

It is advisable that training organisations retain the unit of competency *Subject name* associated with each version of the unit of competency for data-management purposes and only report activity to the appropriate version delivered.

When allocating the *Subject name*, the following hierarchy must be observed:

* If the *Subject name* represents a unit of competency from a nationally accredited training package, the *Subject name* must be as listed by the National Register of VET.
* If the *Subject name* represents a module from a nationally accredited course, the *Subject name* must be the nationally accredited module name.
* If the *Subject name* represents a locally developed program of study, the *Subject name* must be the training organisation module name and not a national name.

For locally developed modules the *Subject name* should meaningfully indicate the subject matter of the module, for example, ‘Basic Numeracy 1’, and not ‘C100MOD007’.

Related data

*Subject identifier*

Type of relationship

*Subject name* may be used in several training packages and may have more than one *Subject identifier*.

*Subject name* and *Subject identifier* must correspond to unit of competency name combination listed on the National Register of VET.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Subject name |
| Text | Unit of competency or module name |

Question

Not applicable

Format attributes

Length: 100

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Module name* |  |
| Release 3.0 | **Introduced 1 January 1999**  *Unit of competency name*  Refined rules for allocation of *Module name*  Refined rules for allocation of *Unit of competency name* |  |
| Release 4.0 | **Revised 1 January 2002**  Modified value descriptions for *Module name*  Modified value descriptions for *Unit of competency name* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Combined *Module name* and *Unit of competency name* to *Module/unit of competency name* |
| Edition 2.2 | **Revised 1 January 2014**  Renamed from *Module/unit of competency name* to *Subject name* |

Survey contact status

Definitional attributes

Definition

*Survey contact status* identifies reasons to exclude clients from the Student Outcomes Survey and other communications.

Context

*Survey contact status* is used to exclude clients from participating in the Student Outcomes Survey and other communications.

Relational attributes

Rules

Not applicable

Guidelines for use

The classification value 'E – Excluded from survey use’ should only be used if the client (or parent/guardian) objects to being surveyed or requests that address information be withheld. RTOs are not required to ask clients if they fall into this category i.e. use the code only when the information is volunteered.

If *Date of birth* indicates that a client will be under the age of 15 at the end of the collection year, then *Survey contact status* may be left blank.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Survey contact status |
| A | Available for survey use |
| C | Correctional facility (address or enrolment) |
| D | Deceased student |
| E | Excluded from survey use |
| I | Invalid address/Itinerant student (very low likelihood of response) |
| M | Minor – under age of 15 (not to be surveyed) |
| O | Overseas (address or enrolment) |

Question

Not applicable

Format attributes

Length: 1

Type: alphanumeric

Justification: none

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |
| --- | --- |
| **Data element definitions** | |
| Edition 2.3 | **Introduced 1 January 2018**  *Survey contact status* |

Telephone number

Definitional attributes

Definition

*Telephone number* identifies the contact telephone number of an individual or organisation.

Context

*Telephone number* can be used to contact an individual or organisation.

Relational attributes

Rules

The format for *Telephone number* is without spaces where 0123456789 is an example for a 10-digit telephone number.

Guidelines for use

Not applicable

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Telephone number |
| Text | Valid telephone number |

Question

Enter your contact details

**Home phone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Work phone**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mobile**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternative email address (optional)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Format attributes

Length: 20

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Phone number* | **Introduced 1 July 1994**  *Phone number* |
| Release 5.0 | **Revised 1 January 2003**  Renamedfrom *Phone number* to *Telephone number*  Introduced *Telephone number – home*  Introduced *Telephone number – mobile*  Introduced *Telephone number – work* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Revised 1 July 2008**  Adopted *Telephone number* to replace *Phone number* for National Apprentice and Trainee Collection |
| Edition 2.3 | **Revised 1 January 2018**  Adopted *Telephone number* to combine *Telephone number – home*, *Telephone number – mobile* and *Telephone number – work* in a single data element for National VET Provider Collection |

Training contract identifier

Definitional attributes

Definition

*Training contract identifier* uniquely identifies an apprentice or trainee training contract registered with a training authority.

A training contract is a contractual agreement between a client and an employer indicating the terms of experiential training the client is to undertake.

Context

*Training contract identifier* is required to uniquely identify a training contract.

Relational attributes

Rules

A unique *Training contract identifier* must be used each time a client enters into a new training contract.

Rules for contract transfers are determined by state and territory training authorities.

Guidelines for use

For National VET Provider Collection only

*Training contract identifier* is only used where training activity in a unit of competency or module relates to a client undertaking an apprenticeship or traineeship under a registered apprenticeship/traineeship training contract.

*Training contract identifier* is assigned when the apprenticeship/traineeship training contract is registered as a means of identifying the apprenticeship/traineeship training contract. This identifier can be sourced from the registering state/territory training authority.

*Training contract identifier* forms a dual key with the *Client identifier — apprenticeships.*

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Training contract identifier |
| Text | Unique training contract identifier |

Question

Not applicable

Format attributes

Length: 10

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: @@@@@@@@@@ not specified

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 |  | **Introduced 1 July 1994**  *Training contract identifier* |
| Release 5.0 | **Introduced 1 January 2003**  *Training contract identifier – new apprenticeships* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Revised 1 July 2008**  Renamed *Training contract identifier* for National Apprentice and Trainee Collection |
| Edition 2.2 | **Revised 1 January 2014**  Renamed from *Training contract identifier – new apprenticeships* to *Training contract identifier* for National VET Provider Collection |

Training contract identifier – national

Definitional attributes

Definition

*Training contract identifier — national* uniquely identifies an apprentice or trainee training contract registered with the Australian Government Department of Education, Skills and Employment’s apprenticeship management system.

Context

*Training contract identifier — national* is required to uniquely identify a training contract and its associated information in the Australian Government Department of Education, Skills and Employment’s apprenticeship management system.

Relational attributes

Rules

Not applicable

Guidelines for use

*Training contract identifier — national* must be used concurrently with the *Training contract identifier* assigned by jurisdictions.

*Training contract identifier — national* must be copied from the Australian Government Department of Education, Skills and Employment’s apprenticeship management system each time a client commences a new training contract.

If the client does not have a training contact identifier assigned by the Australian Government Department of Education, Skills and Employment, then a unique and permanent identifier should be created by the state training authority. The first character should be the first letter of the name of the jurisdiction (use O if for Northern Territory) and the remaining characters should be numeric.

|  |  |
| --- | --- |
| Value | Jurisdiction |
| A | Australian Capital Territory |
| N | New South Wales |
| O | Northern Territory |
| Q | Queensland |
| S | South Australia |
| T | Tasmania |
| V | Victoria |
| W | Western Australia |

Related data

*Client identifier — national*

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Training contract identifier – national |
| Text | Unique *Training contract identifier — national* |

Question

Not applicable

Format attributes

Length: 10

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 7.0 |  | **Introduced 1 July 2016**  *Training contract identifier – AAMS* |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.3 | **Introduced 1 July 2016**  *Training contract identifier – AAMS* |
| Edition 2.3 | **Revised 31 August 2018**  Renamed from *Training contract identifier – AAMS* to *Training contract identifier – national* |

Training contract status identifier

Definitional attributes

Definition

*Training contract status identifier* is a code that identifies the status of a training contract.

Context

*Training contract status identifier* is used for analyses and statistical reporting.

Relational attributes

Rules

Not applicable

Guidelines for use

The following status can be used:

**01 — Active**

* + - Where a contract has commenced for the first time or recommenced within the contract after a period of inactivity such as suspension.
    - Where a change of attributes has occurred for an active contract.

**02 — Recommenced**

* + - Where a contract has commenced as the continuation of an apprenticeship or traineeship in the same or superseded qualification.

**07 — Suspended**

* + - Where a contract has been suspended for any reason.

**03 — Withdrawn**

* + - Where a contract has been terminated during the probationary period.

**06 — Cancelled**

* + - Where a contract has been terminated after the probationary period.

**11 — Transferred**

* + - Where a contract has been terminated (either during or after any probationary period) and a new training contract is to be entered into by the same apprentice/trainee in the same qualification.

**04 — Completed**

* + - Where an apprentice or trainee has met all the state or territory requirements for completion of a contract.

**05 — Expired**

* + - Where the expected term of a contract has been reached without being ‘04 — Completed’ or otherwise terminated.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Training contract status identifier |
| 01 | Active |
| 02 | Recommenced |
| 03 | Withdrawn |
| 04 | Completed |
| 05 | Expired |
| 06 | Cancelled |
| 07 | Suspended |
| 09 | Expired (unsuccessful) **This value is not valid for clients with a *Date of transaction* on or after 1 July 2016** |
| 11 | Transferred |

Question

Not applicable

Format attributes

Length: 2

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 |  | **Introduced 1 July 1994**  *Contract status identifier* |
| Release 2.0 |  | **Classification revised 1 July 1997**  Removed the value ‘08 – Pending’ |
| Release 4.0 |  | **Revised 1 January 2002**  Renamed *Training contract status identifier*  Refined the rules for the *Training contract status identifier* in line with the rules for the valid and invalid status, to disallow two consecutive ‘03 – Withdrawn’ transactions or two consecutive ‘04 – Completed’ transactions or two consecutive ‘05 – Expired’ transactions or two consecutive ‘06 – Cancelled’ transactions within a single training contract. Also disallow a ‘03 – Withdrawn’ or ‘04 – Completed’ or ‘05 – Expired’ or ‘06 – Cancelled’ or ‘07 – Active (suspended)’ to be followed by ‘01 – Active (commencement)’ within a single training contract. Also disallow a ‘04 – Completed’ to be followed by ’‘02 – Active (recommencement)’ within a single training contract |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2 | **Revised 1 July 2008**  Renamed ‘05 – Expired’ to ‘05 – Expired (outcome unknown)’  Added codes ‘09 – Expired (unsuccessful)’ and ‘11 – Transferred’  Revised the definitions for codes |
| Edition 2.2 | **Revised 1 July 2016**  Updated name for 01 from ‘Active (commenced)’ to ‘Active’, 02 from ‘Active (recommended)’ to ‘Recommenced’ and 05 from ‘Expired (outcome unknown) to ‘Expired’. |

Training organisation delivery location identifier

Definitional attributes

Definition

*Training organisation delivery location identifier* is a unique code that identifies a training organisation’s delivery location. This code is assigned by the training organisation unless advised by the state training authority.

Context

*Training organisation delivery location identifier* is used to uniquely identify the delivery locations of a training organisation. It is collected in addition to training organisation address details.

Relational attributes

Rules

*Training organisation delivery location identifier* must be unique in each training organisation.

Guidelines for use

The identifier, in combination with a name for the delivery location, is usually determined by the training organisation according to their administrative preferences. The format of the identifier can be a maximum of ten characters long, with any combination of alphanumeric characters that is meaningful to the issuing training organisation.

Delivery locations are generally the places where the training is conducted; discretion must be used when identifying individual delivery locations. For example, two annexes of an institute or different floors of a building at the same street address should be reported as the same training delivery location.

*Training organisation delivery location identifier* must be the same code in and across all collections.

*Training organisation delivery location identifier* must be the delivery location from which the training is coordinated for online, correspondence and ‘on the road’ delivery, for example, a trainer visiting several workplaces to deliver training.

Related data

*Training organisation delivery location name*

Type of relationship

*Training organisation delivery location name* and *Training organisation delivery location identifier* together uniquely identify the training organisation’s specific training site.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Training organisation delivery location identifier |
| Text | Delivery location identifier that is unique within a training organisation |

Question

Not applicable

Format attributes

Length: 10

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Training provider location identifier* |  |
| Release 5.0 | **Revised 1 January 2003**  Renamed *Training organisation delivery location identifier* |  |

Training organisation delivery location name

Definitional attributes

Definition

*Training organisation delivery location name* is the name created and/or assigned by the training organisation for a training organisation’s delivery location.

Context

*Training organisation delivery location name* is used to describe the physical location of training delivery for a training organisation.

Relational attributes

Rules

*Training organisation delivery location name* must uniquely describe a delivery location.

*Training organisation delivery location name* must remain the same name in and across all collections.

*Training organisation delivery location name* must be a name for the location from which the training is coordinated for online, correspondence and ‘on the road’ delivery, for example, a trainer visiting several workplaces to deliver training.

Guidelines for use

The name, in combination with an identifier for the delivery location, is created by the training organisation according to their administrative preferences.

Delivery locations are generally the places where the training is conducted; usually the delivery location name summarises its location in a meaningful way. Examples would be ‘Ravier Institute, Knoalla Campus’ or ‘Bathhurst Park’. Discretion should be used when identifying individual delivery locations. For example, two annexes of an institute or different floors of a building at the same street address should be reported as the same training delivery location.

Related data

*Training organisation delivery location identifier.*

Type of relationship

*Training organisation delivery location identifier* with *Training organisation delivery location name* uniquely identify the training organisation.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Training organisation delivery location name |
| Text | Unique training organisation delivery location name |

Question

Not applicable

Format attributes

Length: 100

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Training provider location name* |  |
| Release 5.0 | **Revised 1 January 2003**  Renamed *Training organisation delivery location name* |  |

Training organisation identifier

Definitional attributes

Definition

*Training organisation identifier* is a unique code used to identify a training organisation.

Context

*Training organisation identifier* is used to identify training organisations that deliver vocational education and training.

Relational attributes

Rules

If the training provider is a registered training organisation, the *Training organisation identifier* must be the valid national code listed on the National Register of VET.

Non-registered training providers must ensure that the identifier used does not match the code for any current or cancelled identifier listed on the National Register of VET.

Guidelines for use

Only registered training organisations can provide nationally recognised training.*Training organisation* *identifier* is usually assigned by a registration body (ASQA, TAC, VRQA) to a training organisation at the time of registration. The code is listed on the National Register of VET.

It is recommended that training organisation identifiers for non-registered training organisations include the training organisation’s name or part of the name, up to 10 characters long (for example, AutoTrain, Artscraft1).

Related data

*Training organisation name*

Type of relationship

*Training organisation name* is used along with *Training organisation identifier* to accurately identify a training organisation.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Training organisation identifier |
| Text | Unique alphanumeric identifier |

Question

Not applicable

Format attributes

Length: 10

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Training organisation identifier* |  |
| Release 4.0 |  | **Introduced 1 January 2002**  *Registered training organisation identifier* |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.0 | **Revised 1 July 2008**  Adopted *Training organisation identifier* to replace *Registered training organisation identifier* for National Apprentice and Trainee Collection |

Training organisation name

Definitional attributes

Definition

*Training organisation name* is the registered name of a training organisation.

Context

*Training organisation name* is used to identify registered and non-registered training organisations.

Relational attributes

Rules

*Training organisation name* must not be an acronym.

If the training provider is a registered training organisation, the *Training organisation name* must be the exact legal or trading name listed on the National Register of VET.

Non-registered training providers must ensure that the name does not exist on the National Register of VET.

If *Training organisation name* is greater than 100 characters, the name must be truncated.

Guidelines for use

*Training organisation name* will generally be the name under which a training organisation is registered or operates as a legal entity.

Related data

*Training organisation identifier*

Type of relationship

*Training organisation identifier* is used along with *Training organisation name* to accurately identify a training organisation.

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Training organisation name |
| Text | Valid training organisation name |

Question

Not applicable

Format attributes

Length: 100

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Training organisation name* |  |
| Release 4.0 |  | **Introduced 1 January 2002**  *Registered training organisation name* |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.0 | **Revised 1 July 2008**  Adopted *Training organisation name* to replace *Registered training organisation name* for National Apprentice and Trainee Collection |

Training organisation type identifier

Definitional attributes

Definition

*Training organisation type identifier* classifies a training provider.

Context

*Training organisation type identifier* is used for reporting client participation by type of educational institution.

*Training organisation type identifier* is used for an analysis of educational participation on a regional basis and for groups such as young people or Indigenous Australians.

Relational attributes

Rules

*Training organisation type identifier* refers to the type of training organisation and not:

* + - the training organisation’s delivery location; for example, although a TAFE training organisation may have a training organisation delivery location at a school, the *Training organisation type identifier* will be ‘31 — Technical and further education institute or similar public institution’ and not ‘21 — School — government’.
    - the type of program of study delivered; for example, although a TAFE training organisation may deliver a senior secondary certificate, the *Training organisation type identifier* will be ‘31 — Technical and further education institute or similar public institution’ and not ‘21 — School — government’.
    - the funding received; for example, although a TAFE training organisation may deliver community-based adult education programs, the *Training organisation type identifier* will be ‘31 — Technical and further education institute or similar public institution’ and not ‘51 — Community-based adult education provider’.

Guidelines for use

School

A school is established or recognised under an Act of parliament for the purpose of providing courses of instruction in preschool, primary or secondary education.

A school encompasses compulsory education and non-compulsory education. The compulsory stages of education are defined in state legislation. A school (other than a special school) must satisfy the following criteria:

* + - Its major activity is the provision of full-time day primary or secondary education or the provision of primary or secondary distance education.
    - It is headed by a principal (or equivalent) responsible for its internal operation.
    - It is possible for clients to enrol for a minimum of four continuous weeks, excluding breaks for school vacations.

The term ‘school’ includes schools in institutions and hospitals, mission schools and similar establishments.

TAFE or similar public institutions

Technical and further education (TAFE) institutes or similar public institutions (e.g. polytechnics) 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.

University

All Australia’s universities are established or recognised under state or territory legislation except the Australian National University, which is constituted under an Act of the federal parliament.

University — government: for example, RMIT University  
University — non-government Catholic: for example, Australian Catholic University, Notre Dame  
University — non-government independent: for example, Bond University.

Enterprise

An enterprise, or the training function or department of an enterprise, is registered to provide nationally accredited training according to the standards for the registration of training organisations of the VET Quality Framework or Australian Quality Training Framework. Training is delivered to their employees or cadets.

Enterprise — government: for example, Department of Defence, Customs, Department of Correctional Services Academy, Centrelink Virtual College  
Enterprise — non-government: for example, Woolworths, Qantas, Toyota Australia.

Community-based adult education

A not-for-profit, community-based organisation with a primary focus on adult education. Community-based adult education delivers courses relating to leisure, personal and community development, employment skills, preparation for VET and nationally recognised programs of study.

Other training provider

‘91 — Private education/training business or centre’ is a privately operated registered training organisation (‘private provider’).

‘93 — Professional association’ may exist for every industry and these perform a variety of functions such as:

* + - providing and promoting professional and career development activities
    - establishing and monitoring industry standards and professional codes of practice
    - advising educational institutions on curriculum development.

Examples of professional associations include Institute of Chartered Accountants, Australian Institute of Management, Australian Computer Society.

‘95 — Industry association’ is a national industry association that represents the interests of its members, for example, Internet Industry Association, industry unions.

‘97 — Equipment and/or product manufacturer or supplier’ provides certification and training for employees and non-employees, for example, CISCO, Microsoft.

‘99 — Other training provider not elsewhere classified’ are for-profit private training providers (e.g. private one-on-one music teachers, private tutors) and not-for-profit training providers (e.g. Mission Australia, Salvation Army).

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – Training organisation type identifier |
|  | **Secondary school** |
| 21 | School – government |
| 25 | School – Catholic |
| 27 | School – independent |
|  | **TAFE, skills institute or polytechnic** |
| 31 | Technical and further education institute or similar public institutions |
|  | **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 | Private 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 |

Question

Not applicable

Format attributes

Length: 2

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Training provider location type identifier* |  |
| Release 1.1 | **Updated 1 January 1995**  Added ‘12 – Community access centre’ and ‘13 – Adult migrant education provider’ |  |
| Release 2.0 | **Revised 1 January 1997**  Renamed *Training provider type identifier* |  |
| Release 3.0 | **Revised 1 January 1999**  Modified descriptions for *Training provider type identifier* |  |
| Release 5.0 | **Revised 1 January 2003**  Renamed *Training organisation type identifier* |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1 | **Revised 1 January 2007**  Recoded values and modified descriptions for *Training organisation type identifier* |
| Edition 2.1 | **Revised 1 January 2012**  Removed ‘23 – School – Australian technical college’ |
| Edition 2.2 | **Revised 1 July 2014**  Renamed ‘31 – Technical and further education institute, skill institute or polytechnic’ to ‘31– Technical and further education institute or similar public institution’  Renamed ‘91 – Education/training business or centre’ to ‘91 – Private education/training business or centre’. |

Unique student identifier

Definitional attributes

Definition

*Unique student identifier* (USI) uniquely identifies an individual who accesses nationally recognised vocational education and training over his or her lifetime.

Context

*Unique student identifier* allows collation of a client’s educational attainments for the USI transcript and for analysis and research purposes while protecting client privacy.

Relational attributes

Rules

Where a client has already been issued with a unique student identifier (USI)*,* a new USI must not be requested from the USI Registrar.

A valid USI code must be a valid identifier issued by the USI Registrar.

All codes provided by the USI Registrar are a combination of letters (A—H, J—N, P—Z) and numbers (2—9), do not include the characters ‘0’, 1’, ‘I’ or ‘O’ and must be exactly ten digits long.

Guidelines for use

A valid USI code is assigned by the USI Registrar and must be verified by the registered training organisation using the USI Registry System against personal identification.

Special care should be taken to capture a client’s USI code correctly.

Records should be checked to ensure that two or more records with different *Unique student identifiers* do not identify the same person.

Where a client is accessing a USI exemption, the appropriate exemption code from the classification scheme should be entered into this field. An exemption code can only be used if the client was exempt from requiring a USI for the whole collection period. A full list of USI exemptions can be accessed at <<https://www.usi.gov.au/help/exemptions-reporting-usi>>. Please note that clients exempt from the USI do not have a record in the USI Registry System. Therefore, the training organisation should not attempt to verify clients with an exemption code in the USI Registry System.

**INDIV — Individual exemption for a genuine objection to being assigned a USI**

Training organisations must only use the code INDIV for clients who have obtained an individual exemption from the Student Identifiers Registrar because they have a genuine personal objection to being assigned a USI. Training organisations must sight the exemption letter sent to the client by the Registrar before using this code. Note that the use of this code will be closely monitored.

**INTOFF — International offshore client exemption**

International offshore clients who have an overseas address, are studying at an offshore location and are not Australian residents. These clients are exempt from requiring a USI and may use the INTOFF exemption code in place of a USI. International clients who undertake nationally recognised training while they temporarily reside in Australia require a USI.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| **Value** | **Description – Unique Student Identifier** |
| Alphanumeric | Valid 10-digit USI code |
| INDIV | Individual exemption for genuine objection to being assigned a USI |
| INTOFF | International offshore client exemption |

Question

**Enter your unique student identifier (USI) (if you already have one)**

Unique student identifier (USI) U:\USIbox.gif

Format attributes

Length: 10

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

Administrative attributes

History

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 2.2 | **Introduced 1 January 2014**  *Unique student identifier* |
|  | **Revised 1 January 2017**  Added 'INDIV', 'INTOFF' and ‘SHORT’ to classification scheme |
| Edition 2.3 | **Revised 31 December 2017**  Removed ‘SHORT’ from classification scheme |

VET flag

Definitional attributes

Definition

*VET flag* indicates whether the intention of the program or subject is vocational education.

Context

*VET flag* is used to analyse the vocational and non-vocational education training activity.

Relational attributes

Rules

*VET flag* must be ‘Y — Yes’ if the purpose of the program or subject is designed for vocational training.

*VET flag* must be ‘Y — Yes’ if the program or subject is general and prevocational, designed as prerequisites for other VET programs.

*VET flag* must be ‘N — No’ if the purpose of the program or subject is not designed for vocational training.

Guidelines for use

Vocational training describes a program or subject that is intended to develop competency in skills relevant to the workplace.

Vocational training intent of a module is determined independently of the course. A module undertaken as part of a course may be non-vocational even where the course is vocational.

Nationally recognised training such as skill sets, qualifications and courses and their training components (i.e. units of competency and accredited units) have a *VET flag* = ‘Y — Yes’. Note that not all accredited units from nationally recognised courses are listed on the National Register of VET but they would be reported as *VET flag* = ‘Y — Yes’.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – VET flag |
| Y | Yes – The intention of the program or subject is vocational |
| N | No – The intention of the program or subject is not vocational |

Question

Not applicable

Format attributes

Length: 1

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 1.0 | **Introduced 1 January 1994**  *Stream of study identifier* |  |
| Release 3.0 | **Revised 1 January 1999**  Renamed and recoded *VET flag* |  |

VET in schools flag

Definitional attributes

Definition

*VET in schools flag* identifies whether unit of competency/module training activity is part of a VET in Schools program.

Context

*VET in schools flag* may be used to identify the number of clients in a VET in Schools program.

Relational attributes

Rules

*VET in schools flag* must be ‘Y — Yes’ if the training activity in a program of study is a VET in Schools program

*VET in schools flag* must be ‘N — No’ if the training activity in a program of study is not a VET in Schools program.

Guidelines for use

A VET in Schools program:

* is based on national industry/enterprise competency standards from training packages, or involves modules based on availableindustry/enterprise competency standards
* relates to, or provides, VET certificates within the Australian QualificationsFramework (AQF) and senior secondary certificates endorsed by state andterritory boards of studies.

Related data

Not applicable

Type of relationship

Not applicable

Classification scheme

|  |  |
| --- | --- |
| Value | Description – VET in schools flag |
| Y | VET in Schools program |
| N | Not a VET in Schools program |

**Question**

Not applicable

Format attributes

Length: 1

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable

Administrative attributes

History

|  |  |  |
| --- | --- | --- |
| Release | VET provider | Apprenticeship |
| Release 5.0 | **Introduced 1 January 2003**  *VET in Schools* (administrative arrangement only) |  |

|  |  |
| --- | --- |
| Data element definitions | |
| Edition 1.0 | **Introduced 1 January 2007**  *VET in schools flag* to interim measure  Replaced blank with ‘N – Not a VET in Schools program’ |

Changes and revisions to elements

Changes and revisions

Changes and revisions from Edition 2.2

The following are the changes and revisions for Edition 2.3 of the *AVETMISS data element definitions*. A detailed description of changes from release 8.0 is available in the document *AVETMISS 8.0 for VET providers: what’s changing from release 7.0* at: <<https://www.ncver.edu.au/rto-hub/statistical-standard-software/avetmiss-8.0-for-vet-providers-whats-changing-from-release-7.0/>>.

address – suburb, locality or town

Consolidated *Address location — suburb, locality or town* and *Address postal — suburb, locality or town* to become *Address — suburb, locality or town.*

Client identifier – AAMS

Renamed from *Client identifier — TYIMS.*

client tuition fee

Changed Format Attributes to a length of ‘5’.

Credit flag

Deleted data element.

Date program completed

Renamedfrom *Year program completed*.

Changed Format Attributes to a field length of ‘8’; to capture full date details.

Delivery mode identifier

Changed Classification Scheme to a three-character alphanumeric field composed of ‘Y’s and ‘N’s; this has increased the field length to ‘3’.

Employment arrangement identifier

Deleted data element.

fEE exemption/concession type identifier

Changed Format Attributes to a length of ‘2’.

Gender

Renamedfrom *Sex.*

Nominal duration

Deleted data element.

outcome identifier national

Added classification value ‘85’.

Deleted classification value ‘90’.

PARCHMENT ISSUE DATE

Added new data element.

PARCHMENT NUMBER

Added new data element.

PREDOMINANT DELIVERY MODE

Added data element.

proficiency in spoken english identifier

Deleted data element.

subject flag

Deleted data element.

Deleted data element.SURVEY CONTACT STATUS

Added new data element.

Telephone number – home

Deleted data element (now covered by *Telephone number*).

Telephone number – Mobile

Deleted data element (now covered by *Telephone number*).

Telephone number – Work

Deleted data element (now covered by *Telephone number*).

Training authority identifier

Deleted data element.

Training authority name

Deleted data element.

Training contract identifier – AAMS

Added data element.

Training contract identifier – previous

Deleted data element.

Amendments since publication

Reverse chronological order of changes to the AVETMISS Data element definitions: release 2.3 since November 2016.

October 2022

GENDER

Page 89 – removed ‘@ - other’ from the classification table

Page 90 – Clarified ‘X – other’ has been in use for the VET Provider Collection since January 2019 and since July 2022 for the Apprenticeship Collection

April 2022

ANZSCO IDENTIFIER

Page 39 – Updated the links to the ABS, from ANZSCO Version 1.3, 2019 to ANZSCO, 2021 Australian Version

June 2020

ADDRESS FLAT/UNIT DETAILS

Page 25, 30, 35, 37 and 38 – Clarified that the ‘usual residence’ to be provided is the permanent address.

DELIVERY MODE IDENTIFIER

Page 65 – Clarified the descriptions of internal and external delivery to define the requirements for the classification more clearly.

November 2019

Funding source national

Page 82 - 83 – Updated ‘Classification scheme’ descriptions relating to the use of ‘30 — International client — other revenue’, ‘31 — International onshore client — other revenue’, ‘32 — International offshore client — other revenue’.

Outcome Identifier national

Page 105 – Added context to the ‘Guidelines’ around the use of *Outcome identifier national* ‘85 — Not yet started’.

School type identifier

Page 138 – Added text to the ‘Definition’ to clarify that the *School type identifier* relates to the home school where the student is undertaking their secondary certificate.

September 2019

Commencing program identifier

Page 53 – Replaced ‘Context’ and ‘Rules’ section to say ‘Determined by individual states and territories’; Replaced ‘Guidelines for use’ with ‘Not applicable’.

Study reason identifier

Page 146 – Updated ‘Question’ section to include the new 2019 option ‘To get skills for community/voluntary work’.

January 2019

Parchment issue date

Page 109 – Format attributes changed from text format to date format. Alternate Program (NAT00030A) file

August 2018

Activity end date

Page 19 – Added clarification to a RULE that where the *Activity end date* is after the collection period end date, the *Outcome identifier – national* must be either ‘70’ or ’85’, this was an existing rule.

Client identifier – AAMS

Page 47 – following the discontinuation of the AAMS project this field has been renamed to *Client identifier – national*.

Classification ‘X1 – X9999999999’ was added for clients who do not have an identifier assigned by the Australian Government Department of Education and Training. In addition, a table was added to distinguish those identifiers, by jurisdiction.

Commencing program identifier

Page 54 – Substituted training in place of the word enrolment, to reflect the Training activity (NAT00120) file. Also noted that the ‘General Direction – Learner transition’ has replaced the ‘General Direction – Transition and Teach-out’.

Date of birth

Page 59 – Moved text that *Date of birth* should be checkedagainst a client’s personal identification to guidelines for use.

Date program completed

Page 64 – Added note in the Classification Scheme table that partial dates (@@MMYYYY and @@@@YYYY) are only valid for the 2018 collection year.

Delivery mode identifier

Page 66 – Added RULE that *Delivery mode identifier* must be ‘NNN’ when *Outcome identifier – national* is either ‘51’, ‘52’, or ‘60’, this was an existing rule.

Employer type identifier

Page 77 – Removed *Employer type identifier* values ’07 - Direct employment’ and ’08 – Labour hire’.

Funding source – national

Page 83 – Removed the reference to the National Agreement on Skills and Workforce Development (NASWD) and provided guidance around VET Student Loans.

Page 83 – Added two new codes ’31 – International onshore client – other revenue’ and ’32 – International offshore client – other revenue’. These codes will be in use from 1 January 2020.

Page 83 – Inserted the word ‘TAFE’ to distinguish training organisations that receive revenue and removed words ‘registered training organisation’ which were replaced by the word ‘TAFE’.

Page 84 – Changed the description of code ‘80’ and inserted codes ‘31’ and ‘32’ in the CLASSIFICATION SCHEME.

Gender

Page 87 – Added new *Gender* classification value ‘X – Other’ to allow for a differentiation between a student not providing a response and providing a response of other. This value will be valid for activity from 1 January 2019.

Issued flag

Page 94 – Included text from the Student Identifiers Act 2014 on when a VET qualification or VET statement of attainment could be issued.

Nominal hours

Page 102 – Further defined that *Nominal hours* are calculated based on the time it would take for a typical classroom-based delivery and assessment strategy, irrespective of whether that is how the training will be delivered.

Study reason identifier

Page 147 – Added new study reason classification value ’13 – To get skills for community/voluntary work’ to align with National Student Outcome Survey. This value will be valid for activity from 1 January 2019.

Training contract identifier – AAMS

Page 160 – following the discontinuation of the AAMS project this field has been renamed to *Training contract identifier – national*.

Training organisation delivery location identifier

Page 163 – Clarified that a delivery location identifier should only be used once by a training organisation for identifying a location and that any additional locations should have their own unique delivery location identifier.

Unique student identifier

Page 174 – Provided clarification that the *Unique student identifier* is used to populate a student’s transcript and further advice on when the ‘INTOFF’ exemption code can be used.

Year highest school level completed

Page 180 – Removed data element. This field is no longer required when submitting directly to NCVER. When receiving state/territory funding, please confirm with them their reporting requirements.

May 2018

Predominant delivery mode

Page 111 – Added text to sentence ‘This field must not be blank’ which is ‘when required by your state training authority’.

Survey contact status

Page 151 – Added a sentence in Guidelines for use about when *Survey contact status* may be left blank.

December 2017

Labour force status identifier

Page 93 – Changed description of category 04 from ‘Employer’ to ‘Self-employed – employing others’ to be consistent with the ABS.

Unique student identifier

Page 170-171 – Removed SHORT – short course exemption because this exemption lapsed at the end of 2017.

October 2017

Outcome identifier – National

Page 103 – Changed rule heading of outcome 70 from ‘Continuing enrolment’ to ‘Continuing activity’. Also changed the description of 70 in the classification scheme to ‘Continuing activity’.

August 2017

Elements and their associated collections

Pages 13-15 Table - Changed data elements *Client identifier -AAMS, Commencing program identifier, Disability type identifier, Employer 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 contract identifier – AAMS, Training contract status identifier* and *Training organisation type identifier* from numeric to alphanumeric.

Activity end date

Page 19 - Added a sentence to align with advice given in *Activity start date*: 'When a client is issued with a credit transfer the Activity end date is the date when the credit transfer is administratively processed by the training organisation'.

Activity start date

Page 21- Added an explanation of clustered delivery.

ANZSCO Identifier

Page 38 - Revised hierarchical table to provide examples of ANZSCO codes and categories.

**Hierarchical Level Code ANZSCO category**

Major group 1 Managers

Sub-major group 12 Farmers and farm managers

Minor group 121 Farmers and farm managers

Unit group 1211 Aquaculture farmers

Occupation 121111 Aquaculture farmer

Client identifier – AAMS

Page 49 – Changed Type from numeric to alphanumeric.

Client identifier – apprenticeships

Page 50 - Added sentence 'This identifier can be sourced from the registering state/territory training authority'.

Commencing program identifier

Page 55 – Changed Type from numeric to alphanumeric.

Disability type identifier

Page 71 – Changed Type from numeric to alphanumeric.

Employer type identifier

Page 76 – Changed Type from numeric to alphanumeric.

Funding source – national

Page 82 - Provided an example such as the Department of Health to clarify which Commonwealth departments funded health-training initiatives.

Page 83 – Changed Type from numeric to alphanumeric.

Outcome identifier – national

Page 101 and 103 - Added new value '41 — Incomplete due to RTO closure' to Guidelines for Use and Classification Scheme.

Page 102 - Removed the sentence from description for '60 – Credit transfer/national recognition': ‘The enrolment retains the original *Activity start date* until the subject is finalised and resulted’ as it is no longer strictly true with the introduction of the ’85 – Not yet started’ code, and the sentence also seems to indicate that the *Activity start date* can be changed once the subject is resulted.

Page 102 - Revised the definition for '61 – Superseded subject' by removing the sentence, 'The *Activity start date* of the original subject must be retained for the replacement subject' as this rule no longer applies.

Page 104 – Changed Type from numeric to alphanumeric.

Prior educational achievement identifier

Page 116 – Changed Type from numeric to alphanumeric.

Program field of education identifier

Page 118 – Changed Type from numeric to alphanumeric.

Program level of education identifier

Page 123 – Changed Type from numeric to alphanumeric.

Program recognition identifier

Page 127 – Changed Type from numeric to alphanumeric.

Subject field of education identifier

Page 145 – Removed the reference to program of study in the context section to avoid confusion referencing program in a subject data element.

Survey contact status

Page 151 – Changed Guidelines for Use for value 'E’.

Page 151 – Changed classification value ‘E’ to ‘Excluded from survey use’.

Training contract identifier

Page 154 - Added sentence 'This identifier can be sourced from the registering state/territory training authority'.

Training contract identifier – AAMS

Page 156 – Changed Type from numeric to alphanumeric.

Training contract status identifier

Page 158 – Changed Type from numeric to alphanumeric.

Training organisation type identifier

Page 169 – Changed Type from numeric to alphanumeric.

Unique student identifier

Pages 170 - Added more information to the ‘Guidelines for use section’ around the use of USI exemption codes.

Pages 170-171 - Added new USI exemption code 'INDIV' to the Guidelines for Use and the Classification Scheme.

Selected classifications

Systems files

Systems files

Please refer to the Systems files section on the NCVER Portal <<https://www.ncver.edu.au/rto-hub/avetmiss-systems-files>> for the most up-to-date lists of classifications.

NCVER_Floating_Blue

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