NCVER_Floating_Mono

SUPPORT DOCUMENT

Apprentices and trainees — terms and definitions

National Centre for Vocational Education Research

This document was produced as an added resource for the publications sourced from the National Apprentice and Trainee Collection. These publications are available on NCVER’s Portal:   
<https://www.ncver.edu.au>.

The views and opinions expressed in this document are those of NCVER and do not necessarily reflect the views of the Australian Government or state and territory governments.

### ­

**© Commonwealth of Australia, 2022**

# [Creative Commons License](http://creativecommons.org/licenses/by/3.0/au/)

With the exception of the Commonwealth Coat of Arms, the Department’s logo, any material protected by a trade mark and where otherwise noted all material presented in this document is provided under a Creative Commons Attribution 3.0 Australia <http://[creativecommons.org/licenses/by/3.0/au](http://creativecommons.org/licenses/by/3.0/au)> licence.

The details of the relevant licence conditions are available on the Creative Commons website (accessible using the links provided) as is the full legal code for the CC BY 3.0 AU licence <http://[creativecommons.org/licenses/by/3.0/legalcode](http://creativecommons.org/licenses/by/3.0/legalcode)>.

The Creative Commons licence conditions do not apply to all logos, graphic design, artwork and photographs. Requests and enquiries concerning other reproduction and rights should be directed to the National Centre for Vocational Education Research (NCVER).

This document should be attributed as NCVER 2022, *Apprentices and trainees: terms and definitions*, NCVER, Adelaide.

This work has been produced by NCVER on behalf of the Australian Government and state and territory governments, with funding   
provided through the Australian Government Department of Employment and Workplace Relations.

The views and opinions expressed in this document are those of NCVER and do not necessarily reflect the views of the Australian Government or state and territory governments.

Published by NCVER  
ABN 87 007 967 311

Level 5, 60 Light Square, Adelaide SA 5000  
PO Box 8288, Station Arcade, Adelaide SA 5000, Australia

**Phone** +61 8 8230 8400 **Email** [vet\_req@ncver.edu.au](mailto:ats_req@ncver.edu.au)   
**Web** <https://www.ncver.edu.au> <<https://www.lsay.edu.au>>  
**Follow us:**  <http://twitter.com/ncver>  <http://www.linkedin.com/company/ncver>

# Introduction

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

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

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

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

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

# Terms and definitions

| Term | Definition | Classification categories | Source |
| --- | --- | --- | --- |
| Age | The age of the apprentice/trainee at key points in the training contract, such as commencement and completion. It is generally reported in age ranges. | 19 years and under  20 to 24 years 25 to 29 years 30 to 39 years  40 to 49 years 50 years and above | Calculated based on the AVETMISS fields *Date of Birth* from the *Client* file and *Training Contract Status Identifier* and *Date of Transaction* from the *Training Contract Transaction* file. |
| Cancellations and withdrawals | The number of apprenticeship/traineeship training contracts that have been terminated prior to successful completion in a given period.  Cancellation and withdrawal figures also include contracts which have been transferred due to a change in employer. As the use of this contract status progresses in the future, alternative reporting arrangements will be implemented. | N/A | Calculated based on the AVETMISS fields *Date of Transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. |
| Cancellations and withdrawals (Completion and attrition rates publication only) | The number of apprenticeship/traineeship training contracts that have been terminated prior to successful completion in a given period.  Cancellation and withdrawal figures include contracts which have been transferred due to a change in employer, as well as contracts for which the expected term has expired without the apprentice or trainee attaining all the required competency standards (expired – unsuccessful). | N/A | Calculated based on the AVETMISS fields *Date of Transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. |
| Commencements | The number of apprenticeship/traineeship training contracts that started in a given period. | N/A | Calculated based on the AVETMISS fields *Date of Training Contract Commencement* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. |
| Commencements (Completion and attrition rates publication only) | The number of apprenticeship/traineeship training contracts that commenced or recommenced in a given period. | N/A | Calculated based on the AVETMISS fields *Date of Training Contract Commencement* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. |
| Completions | The number of apprenticeship/traineeship training contracts where all of the prescribed requirements have been met in a given period. | N/A | Calculated based on the AVETMISS fields *Date of Training Contract Completion* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. |
| Continuing or outcome not known | Refers to the proportion of apprentices and trainees who commenced a contract in a given period and who have not yet completed the requirements of training for that contract or cancelled or withdrawn from that contract. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier* and *Date of* *Training Contract Commencement* from the *Training Contract Transaction* file. |
| Contract attrition rate | Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since cancelled or withdrawn from that contract. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier* and *Date of* *Training Contract Commencement* from the *Training Contract Transaction* file. |
| Contract attrition rate to date | Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since cancelled or withdrawn from that contract.  As a substantial proportion of apprentices and trainees are continuing their training, particularly in trade occupations, these rates will be revised in subsequent publications; therefore, they are recorded as ‘to date’ attrition rates. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier* and *Date of* *Training Contract Commencement* from the *Training Contract Transaction* file. |
| Contract completion rate | Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since completed the requirements of training for that contract. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier,* *Date of* *Training Contract Commencement* and *Date of* *Training Contract Completion* from the *Training Contract Transaction* file. |
| Contract completion rate to date | Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since completed the requirements of training for that contract.  As a substantial proportion of apprentices and trainees are continuing their training, particularly in trade occupations, these rates will be revised in subsequent publications; therefore, they are recorded as ‘to date’ completion rates. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier,* *Date of* *Training Contract Commencement* and *Date of* *Training Contract Completion* from the *Training Contract Transaction* file. |
| Contract status | Refers to the key stages within the life of an apprenticeship/traineeship training contract. | Commenced  Completed  In-training  Cancellation/withdrawals | Calculated based on the AVETMISS fields *Date of Transaction, Training Contract Status Identifier* and *Date of* *Training Contract Commencement* from the *Training Contract Transaction* file. |
| Individual completion rate | An estimate of the individual completion rate for apprentices and trainees, derived by adjusting the original contract completion rate by a recommencement factor. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier,* *Date of* *Training Contract Commencement* and *Date of* *Training Contract Completion* from the *Training Contract Transaction* file. |
| Existing worker | Indicates whether anapprentice/trainee was employed by their current employer continuously for more than three months full-time (or 12 months part-time/casual) prior to commencing their training contract. | Existing workers  Newly commencing workers | Collected in the AVETMISS field *Existing Worker Flag* from the *Training Contract Transaction* file. |
| Full-time status | Indicates whether a training contract is being undertaken on a full-time or part-time employment basis.  Full-time apprentices/trainees are those whose working hours (including the training component) are not less than the usual hours for a full-time employee in that occupation. | Full-time  Part-time | Collected in the AVETMISS field *Full-time Identifier* from the *Training Contract Transaction* file. |
| Gender | This reflects the gender of the apprentice and trainee as captured on their training contact; hence the gender of the apprentice or trainee may not be stated. | Males  Females | Collected in the AVETMISS field *Gender* from the *Client* file. |
| In-training | The number of apprenticeship/traineeship training contracts where the apprentice/trainee is actively training under the terms of their contract, and who have not completed, cancelled or withdrawn from their training, or had their training contract expired without meeting all of the prescribed requirements of their program at a given point in time.  Unlike other contract statuses, this is a point-in-time measure, reported as at the end of the quarter. It cannot be summed across quarters or years. | N/A | Calculated based on the AVETMISS fields *Date of Transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file, where the most recent status is commenced, recommenced or suspended. |
| Non-trades | Occupations that are not classified as *technicians and trade workers*. Occupations are classified using the Australian and New Zealand Standard Classification of Occupations (ANZSCO), First edition, Revision 2. See definition for occupation. | N/A | Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file. |
| Occupation (ANZSCO) group | The intended occupational outcome of a qualification undertaken by an apprentice/trainee as part of a training contract. Occupations are classified using the Australian and New Zealand Standard Classification of Occupations (ANZSCO), First edition, Revision 2. | Managers and administrators  Professionals  Technicians and trade workers  Community and personal service workers  Clerical and administrative workers  Sales workers  Machinery operators and drivers  Labourers | Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file. |
| Part-time status | Part-time apprentices/trainees are defined as those who ordinary hours of employment, including the training component, are less than full-time. Part-time provisions vary across Australia and across occupations, with ‘part-time’ defined by each state and territory. | Full-time  Part-time | Collected in the AVETMISS field *Full-time Identifier* from the *Training Contract Transaction* file. |
| Projected contract attrition rate | Based on a ‘life-table’ methodology, refers to the projected proportion of apprentices and trainees who commenced a contract in a given period and who cancelled or withdrew from that contract. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier* and *Date of* *Training Contract Commencement* from the *Training Contract Transaction* file. |
| Projected contract completion rate | Based on a ‘life-table’ methodology, refers to the projected proportion of apprentices and trainees who commenced a contract in a given period and who completed the requirements of training for that contract. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier,* *Date of* *Training Contract Commencement* and *Date of* *Training Contract Completion* from the *Training Contract Transaction* file. |
| Qualification level | The level of an AQF (Australian Qualification Framework) qualification which is being completed as part of an apprenticeship/traineeship training contract.  The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. | Certificate I or II  Certificate III  Certificate IV  Diploma/advanced diploma | Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file. |
| School-based | Indicates whether a contract of training was commenced as part of an approved school-based apprenticeship or traineeship. | School-based  Not school-based | Collected in the AVETMISS field *School-based Flag* from the *Training Contract Transaction* file. |
| Seasonal adjustment | Refers to a mathematical model used in time series data to smooth out fluctuations attributable to seasonal influences.  For this publication, data are adjusted using X-11-ARIMA methodology and then are 7-point Henderson smoothed. | N/A | Seasonally adjusted and smoothed data in this publication are derived from the current quarterly publication. |
| Trades | Occupations that are classified as *technicians and trade workers*. Occupations are classified using the Australian and New Zealand Standard Classification of Occupations (ANZSCO), First edition, Revision 2. See definition for occupation. | N/A | Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file. |
| Training duration | The amount of time that apprentices/trainees take to complete their training contract from the time of commencement.  For completions, duration refers to the *actual* amount of time taken by the apprentice or trainee to finish the training contract.  For cancellations/withdrawals, duration refers to the amount of time until an apprentice or trainee cancels or withdraws from their contract. | Two years or less  Over one and up to two years  Over two and up to three years  Over three and up to four years  Over four years | Calculated based on the AVETMISS fields *Date of Training Contract Commencement*, *Date of Training Contract Completion, Training Contract Status Identifier* and *Date of Transaction* from the *Training Contract Transaction* file. |
| Training packages | Indicates whether the program undertaken as part of an apprenticeship/traineeship is delivered under a national training package. | Training package  Not in training package | Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file. |
| Training rate | Derived from the number of apprentices and trainees in–training (15 years and over) as a proportion of individuals employed in Australia. | N/A | Calculated based on the AVETMISS fields *Date of Transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file.  Employment data are collected by the Australian Bureau of Statistics (ABS). |
| 12 month ending series | 12 month ending series refers to the total number of commencements, completions and cancellations/withdrawals within a 12-month period (that is, summing the current quarter with the previous three quarters). | N/A | Refer to commencements, completions and cancellations/withdrawals terms. |