

SUPPORT DOCUMENT

Apprentices and trainees: terms and definitions

Author

National Centre for Vocational Education Research

Revised: March 2023

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

### Publisher’s note

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

**© Commonwealth of Australia, 2023**

# Creative Commons License

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 2023, *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.

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** ncver@ncver.edu.au

**Web** <https://www.ncver.edu.au>

**Follow us:**  <https://twitter.com/ncver>  <https://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 |
| --- | --- | --- | --- |
| 12 month ending series / 12 month series | 12 month ending series refers to the total number of commencements, completions and cancellations/withdrawals within a 12 month period (that is, summing the current quarter with the previous three quarters). Note that in-training is not additive and is always ‘at the end of the 12 months’. | N/A | Refer to commencements, completions and cancellations/withdrawals terms. |
| Adjustment factor | Used to estimate an individual completion rate by multiplying with the corresponding contract completion rate. Factor takes into account that an apprenticeship can involve multiple contracts. Refer to [Individual-based completion rates for apprentices (ncver.edu.au)](https://www.ncver.edu.au/research-and-statistics/publications/all-publications/individual-based-completion-rates-for-apprentices) | N/A | Calculated based on the AVETMISS fields *Training Contract Status Identifier* and *date of training contract commencement* from the *Training Contract Transaction* file |
| Age group | The age of the apprentice/trainee at key points in the training contract, such as commencement and completion. It is generally reported in age groupings. | 14 years and under15 to 19 years20 to 24 years25 to 29 years30 to 39 years40 to 49 years50 to 59 years60 to 64 years65 years and aboveNot known | Calculated based on the AVETMISS fields *Date of Birth* from the *Client* file and *Training Contract Status Identifier* and *Date of Transaction* from the *Training Contract Transaction* file. |
| Attrition | Occurs when a contract is terminated for a reason other than a successful completion. This occurs when an apprentice cancels or withdraws from the apprenticeship or transfers to a new contract. | N/A | Calculated based on the AVETMISS fields *Training Contract Status Identifier* from the *Training Contract Transaction* file |
| Cancellations and withdrawals | The number of apprenticeship/traineeship training contracts that have been terminated prior to successful completion in a given period. Cancellation and withdrawal figures also include contracts which have been transferred due to a change in employer. 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. |
| Client postcode region | Identifies whether an apprentice’s residential address is in the same state as the data submitter or not. | 01 Within state02 Interstate03 Overseas04 Unknown | Calculated based on the AVETMISS fields *Postcode* and *State identifier* from the *Client* file |
| Client remoteness region | Indicates an apprentice’s remoteness and access to services based on the apprentice’s residential location and ARIA+, a standard national index of remoteness and accessibility. For more information, refer to https://www.abs.gov.au/statistics/statistical-geography/remoteness-structure | 0 Major cities of Australia1 Inner regional Australia2 Outer regional Australia3 Remote Australia4 Very remote Australia8 Overseas postcode (NCVER code)9 Unknown (NCVER code) | Calculated from apprentice residential address information from the *Client* file. |
| Commencements | The number of apprenticeship/traineeship training contracts that started in a given period. | N/A | Calculated based on the AVETMISS fields *Date of Training Contract Commencement* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. |
| Commencements (Completion and attrition rates publication only) | The number of apprenticeship/traineeship training contracts that commenced or recommenced in a given period. | N/A | Calculated based on the AVETMISS fields *Date of Training Contract Commencement* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. |
| Completed to date | For any given cohort of apprentices that start training in a given year, some time must elapse before training can be completed. Completed to date just refers to those contracts that have completed by the specified date. The value of ‘completed to date’ should increase the further the date is from the commencement year. | N/A | Calculated based on the AVETMISS fields *Date of Training Contract Completion* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. |
| Completions | The number of apprenticeship/traineeship training contracts where all of the prescribed requirements have been met in a given period. | N/A | Calculated based on the AVETMISS fields *Date of Training Contract Completion* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. |
| Continuing or outcome not known | Refers to the proportion of apprentices and trainees who commenced a contract in a given period and who have not yet completed the requirements of training for that contract or cancelled or withdrawn from that contract.  | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier* and *Date of* *Training Contract Commencement* from the *Training Contract Transaction* file. |
| Contract attrition rate | Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since cancelled or withdrawn from that contract. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier* and *Date of* *Training Contract Commencement* from the *Training Contract Transaction* file. |
| Contract attrition rate to date | Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since cancelled or withdrawn from that contract.As a substantial proportion of apprentices and trainees are continuing their training, particularly in trade occupations, these rates will be revised in subsequent publications; therefore, they are recorded as ‘to date’ attrition rates. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier* and *Date of* *Training Contract Commencement* from the *Training Contract Transaction* file. |
| Contract completion rate | Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since completed the requirements of training for that contract. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier,* *Date of* *Training Contract Commencement* and *Date of* *Training Contract Completion* from the *Training Contract Transaction* file. |
| 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. | CommencedCompletedIn-trainingCancellation/withdrawals | Calculated based on the AVETMISS fields *Date of Transaction, Training Contract Status Identifier* and *Date of* *Training Contract Commencement* from the *Training Contract Transaction* file. |
| Employer industry | The industry that represents the employer’s principal activity. Industries are classified using the Australian and New Zealand Standard Industry Classification (ANZSIC). | Refer to [Australian and New Zealand Standard Industrial Classification (ANZSIC), 2006 (Revision 2.0) | Australian Bureau of Statistics (abs.gov.au)](https://www.abs.gov.au/statistics/classifications/australian-and-new-zealand-standard-industrial-classification-anzsic/latest-release) ABS catalogue no 1220.0, 2021 (Australian Version). | Collected in the AVETMISS field *ANZSIC identifier* from *Training Contract Transaction* file. |
| Employer size | Number of employees employed by the firm (not just the workplace). Usually reported as grouped data | 1 - 0 Employees2 – 1 <= Employees <= 43 – 5 <= Employees <= 94 – 10 <= Employees <= 195 – 20 <= Employees <= 496 – 50 <= Employees <= 997 – 100 <= Employees <= 1998 – 200 <= Employees <= 4999 – 500 <= Employees <= 99910 – 1000 <= Employees@@ - Not KnownAlsoSmall – Under 100 employeesMedium – 100 to under 500 employeesLarge – 500 or more employees@@ - Not known | Collected in the AVETMISS field *Employer size* from the *Employer* fileNCVER derived |
| Employer type | Sector of employer | 01 – Private sector02 - Group training scheme03 - Government business enterprise04 - Local government05 – State government06 – Commonwealth government90 – Not elsewhere classified | Collected in the AVETMISS field *Employer type* from the *Employer* file. |
| Estimation procedure | Method for estimating the actual number of commencements, completions, etc. from preliminary data. Refer to https://www.ncver.edu.au/research-and-statistics/publications/all-publications/estimation-of-apprentice-and-trainee-statistics. | N/A | Calculated based on historical values of the AVETMISS fields *Date of transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. |
| Existing worker | Indicates whether 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 workersNewly 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-timePart-time | Collected in the AVETMISS field *Full-time Identifier* from the *Training Contract Transaction* file. |
| Gender | Gender identifies whether the apprentice or trainee identifies as male, female or other. Given *gender* is a self-reported and assessed response, the gender of the apprentice or trainee may not be stated. Current published ‘Not stated’ figures are comprised of ‘not specified’ and ‘Other’ | MalesFemalesNot stated | Collected in the AVETMISS field *Gender* from the *Client* file. |
| Individual completion rate | An estimate of the individual completion rate for apprentices and trainees, derived by adjusting the original contract completion rate by a recommencement factor.  | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier,* *Date of* *Training Contract Commencement* and *Date of* *Training Contract Completion* from the *Training Contract Transaction* file. |
| In-training | The number of apprenticeship/traineeship training contracts where the apprentice/trainee is actively training under the terms of their contract, and who have not completed, cancelled or withdrawn from their training, or had their training contract expired without meeting all of the prescribed requirements of their program at a given point in time.Unlike other contract statuses, this is a point-in-time measure, reported as at the end of the quarter. It cannot be summed across quarters or years. | N/A | Calculated based on the AVETMISS fields *Date of Transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file, where the most recent status is commenced, recommenced or suspended. |
| Lag / Lag ratio | Used in the estimation procedure (see above). Refer to . *https://www.ncver.edu.au/research-and-statistics/publications/all-publications/estimation-of-apprentice-and-trainee-statistics* | N/A | Calculated based on historical values of the AVETMISS fields *Date of transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. |
| Life tables methodology | Method for projecting completion/attrition rates for commencing years which are too recent to allow reliable calculation of actual completion/attrition rates. Refer to *https://www.ncver.edu.au/research-and-statistics/publications/all-publications/estimating-apprentice-and-trainee-completion-and-attrition-rates-using-a-life-tables-approach.* | N/A | Calculated based on historical values of the AVETMISS fields *Date of transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. |
| Non-trades  | Occupations that are not classified as *Technicians and Trades Workers*. Occupations are classified using the Australian and New Zealand Standard Classification of Occupations (ANZSCO), ABS catalogue no 1220.0, 2021 (Australian Version).  | N/A | Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file. |
| Observed actual contract completion rates | Contract completion rates calculated directly from observed data. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier,* *Date of* *Training Contract Commencement* and *Date of* *Training Contract Completion* from the *Training Contract Transaction* file. |
| Observed actual contract attrition rates | Attrition rates calculated directly from observed data. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier,* *Date of* *Training Contract Commencement* from the *Training Contract Transaction* file. |
| Occupation (ANZSCO) group | The intended occupational outcome of a qualification undertaken by an apprentice/trainee as part of a training contract. Occupations are classified using the Australian and New Zealand Standard Classification of Occupations (ANZSCO), ABS catalogue no 1220.0, 2021 (Australian Version).  | ManagersProfessionalsTechnicians and Trades WorkersCommunity and Personal Service WorkersClerical and Administrative WorkersSales WorkersMachinery Operators and DriversLabourers  | 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-timePart-time | Collected in the AVETMISS field *Full-time Identifier* from the *Training Contract Transaction* file. |
| Projected contract attrition rate | Based on a ‘life-table’ methodology, refers to the projected proportion of apprentices and trainees who commenced a contract in a given period and who cancelled or withdrew from that contract. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier* and *Date of* *Training Contract Commencement* from the *Training Contract Transaction* file. |
| Projected contract completion rate | Based on a ‘life-table’ methodology, refers to the projected proportion of apprentices and trainees who commenced a contract in a given period and who completed the requirements of training for that contract. | N/A | Calculated based on the AVETMISS fields *Date of Transaction,* *Training Contract Status Identifier,* *Date of* *Training Contract Commencement* and *Date of* *Training Contract Completion* from the *Training Contract Transaction* file. |
| Provider type | Classifies training organisations by sector. | **Secondary School**21: School – government25: School – Catholic27: School – independent**TAFE, skills institute or polytechnic**31: Technical and further education institute, skills institute or polytechnic**University**41: University - government43: University – non-government Catholic45: University – non-government independent**Enterprise**51: Enterprise - government53: Enterprise – non-government**Community-based adult education**61: Community-based adult education provider**Other training provider**91: Education/training business or centre: privately operated registered training organisation93: Professional association95: Industry association97: Equipment and/or product manufacturer or supplier99: Other – not elsewhere classified | Calculated based on the AVETMISS field Training organisation identifierfrom the *Training Contract Transaction* file matched to other administrative data. |
| 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 ICertificate IICertificate IIICertificate IVDiplomaAdvanced diploma | Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file. |
| Recommencement | Where a contract has commenced as the continuation of an existing apprenticeship | N/A | Calculated based on the AVETMISS fields *Date of Training Contract Commencement* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. |
| School-based status | Indicates whether a contract of training was commenced as part of an approved school-based apprenticeship or traineeship. | School-basedNot school-based | Collected in the AVETMISS field *School-based Flag* from the *Training Contract Transaction* file. |
| Trades  | Sub-major occupations that are classified as *Technicians and Trades Workers*. (See Occupations group above). | Refer to the Australian and New Zealand Standard Classification of Occupations (ANZSCO), ABS catalogue no 1220.0, 2021 (Australian Version). | Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file. |
| Training duration | The amount of time that apprentices/trainees take to complete their training contract from the time of commencement.For completions, duration refers to the *actual* amount of time taken by the apprentice or trainee to finish the training contract.For cancellations/withdrawals, duration refers to the amount of time until an apprentice or trainee cancels or withdraws from their contract.  | Up to 1 yearOver 1 and up to 2 yearsOver 2 and up to 3 yearsOver 3 and up to 4 yearsOver 4 years | Calculated based on the AVETMISS fields *Date of Training Contract Commencement*, *Date of Training Contract Completion, Training Contract Status Identifier* and *Date of Transaction* from the *Training Contract Transaction* file. |
| Training packages | Indicates whether the program undertaken as part of an apprenticeship/traineeship is delivered under a national training package. | Training packageNot 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). |
| Type of training | Whether the qualification associated with an apprenticeship is a training package or not. | N/A | Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file. |
| Weighting | Derived as part of the estimation process (see above). For any aggregation of the unit records, summing estimate weights will give the estimated value for that aggregation. Refer to https://www.ncver.edu.au/research-and-statistics/publications/all-publications/estimation-of-apprentice-and-trainee-statistics. | N/A | Calculated based on historical values of the AVETMISS fields *Date of transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. |
| Workplace postcode region | Identifies whether an apprentice’s workplace address is in the same state as the data submitter or not. | 01 Within state02 Interstate03 Overseas04 Unknown | Calculated based on the AVETMISS fields *Postcode [Workplace]* and *State [Workplace]* *identifiers* from the *Training Contract Transaction* file |
| Workplace remoteness region | Indicates remoteness and access to services based on the workplace location and ARIA+, a standard national index of remoteness and accessibility. For more information, refer to https://www.abs.gov.au/statistics/statistical-geography/remoteness-structure | 0 Major cities of Australia1 Inner regional Australia2 Outer regional Australia3 Remote Australia4 Very remote Australia8 Overseas postcode (NCVER code)9 Unknown (NCVER code) | Calculated from workplace address information from the *Training Contract Transaction* file. |