National Centre
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(NCVER)

NCVER

Apprentices and trainees: terms and definitions

National Centre for Vocational Education Research

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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>.

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Introduction

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

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

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

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

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

Further information about terms and definitions associated with completion rates are available in the technical paper *Apprentices and trainees: completion and attrition rate methodologies for apprenticeships, individuals, and contracts* available at <https://www.ncver.edu.au/research-and-statistics/publications/all-publications/apprentices-and-trainees-completion-and-attrition-rate-methodologies-for-apprenticeships-individuals-and-contracts>.

Terms and definitions

Term	Definition	Classification categories	Source
4-year rate	A completion, attrition or in-training rate measured four years after commencement.	N/A	For more information refer to *Apprentices and trainees: Completion and attrition rate methodologies for apprenticeships, individuals, and contracts.*
6-year rate	A completion, attrition or in-training rate measured six years after commencement.	N/A	For more information refer to *Apprentices and trainees: Completion and attrition rate methodologies for apprenticeships, individuals, and contracts.*
12 month ending series / 12 month series	12 month ending series refers to the total number of commencements, completions and cancellations/withdrawals within a 12 month period (that is, summing the current quarter with the previous three quarters). Note that in-training is not additive and is always 'at the end of the 12 months'.	N/A	Refer to commencements, recommencements, completions and cancellations/withdrawals terms.
Age group	The age of the apprentice/trainee at key points in the training contract, such as commencement and completion. It is generally reported in age groupings.	14 years and under 15 to 19 years 20 to 24 years 25 to 29 years 30 to 39 years 40 to 49 years 50 to 59 years 60 to 64 years 65 years and above Not known	Calculated based on the AVETMISS fields *Date of Birth* from the Client file and *Training Contract Status Identifier* and *Date of Transaction* from the Training Contract Transaction file.

Term	Definition	Classification categories	Source
Apprenticeship rate	The proportion of apprenticeships and traineeships that are completed, end without completion or remain in training. An apprenticeship or traineeship may involve one or more training contracts or employers.	N/A	For more information refer to *Apprentices and trainees: Completion and attrition rate methodologies for apprenticeships, individuals, and contracts*.
Attrition rate	The proportion of a commencing cohort that has ended without completion by the specified reference period.	N/A	For more information refer to *Apprentices and trainees: Completion and attrition rate methodologies for apprenticeships, individuals, and contracts*.
Cancellations and withdrawals	The number of apprenticeship/traineeship training contracts that have been terminated prior to successful completion in a given period. Cancellation and withdrawal figures also include contracts which have been transferred due to a change in employer.	N/A	Calculated based on the AVETMISS fields *Date of Transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file.
Client postcode region	Identifies whether an apprentice's residential address is in the same state as the data submitter or not.	01 Within state 02 Interstate 03 Overseas 04 Unknown	Calculated based on the AVETMISS fields *Postcode* and *State identifier* from the *Client* file.
Client remoteness region	Indicates an apprentice's remoteness and access to services based on the apprentice's residential location and ARIA+, a standard national index of remoteness and accessibility. This classification is based on the ARIA+ 2021 data release. For more information, refer to https://www.abs.gov.au/statistics/statistical-geography/remoteness-structure	0 Major cities of Australia 1 Inner regional Australia 2 Outer regional Australia 3 Remote Australia 4 Very remote Australia 8 Overseas postcode (NCVER code) 9 Unknown (NCVER code)	Calculated from apprentice residential address information from the *Client* file.

Term	Definition	Classification categories	Source
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.
Commencing year / commencing cohort	A group of apprentices and trainees who commenced training in the same calendar year and whose outcomes are measured over a specified period of time after commencement.	N/A	For more information refer to *Apprentices and trainees: Completion and attrition rate methodologies for apprenticeships, individuals, and contracts.*
Completions (contract)	The number of apprenticeship/traineeship training contracts where all contractual obligations under state or territory training agreements are fulfilled, including both on-the-job and off-the-job components 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.
Completion rate	The proportion of a commencing cohort that has completed by the specified reference period.	N/A	For more information refer to *Apprentices and trainees: Completion and attrition rate methodologies for apprenticeships, individuals, and contracts.*
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 rate	The proportion of individual training agreements between an employer and an apprentice or trainee that are completed, end without completion or remain in training. Where an apprenticeship or traineeship involves more than one training contract, each contract is counted separately.	N/A	For more information refer to *Apprentices and trainees: Completion and attrition rate methodologies for apprenticeships, individuals, and contracts.*

Term	Definition	Classification categories	Source
Contract of training	A contractual agreement between a client and an employer that includes employment arrangements, duration of training and the qualification that will be delivered by a registered training organisation. A client may have more than one active contract of training in any reporting period.	N/A	Information relating to a contract of training is collected across various AVETMISS files. For more information refer to <https://www.ncver.edu.au/rto-hub/avetmiss-apprentices-and-trainees>.
Contract status	Refers to the key stages within the life of an apprenticeship/traineeship training contract. Cancellations and withdrawals include transferred contracts.	Commenced Recommenced Suspended Cancellations and withdrawals Expired In-training Completed	Calculated based on the AVETMISS fields *Date of Transaction, Training Contract Status Identifier* and *Date of Training Contract Commencement* from the *Training Contract Transaction* file.
Employer industry	The industry that represents the employer's principal activity. Industries are classified using the Australian and New Zealand Standard Industry Classification (ANZSIC).	Refer to Australian and New Zealand Standard Industrial Classification (ANZSIC), 2006 (Revision 2.0) | Australian Bureau of Statistics (abs.gov.au) ABS catalogue no 1220.0, 2021 (Australian Version).	Collected in the AVETMISS field *ANZSIC identifier* from *Training Contract Transaction* file.

Term	Definition	Classification categories	Source
Employer size	Number of employees employed by the firm (not just the workplace).	**Employer size (6 categories)** Group 1: 0-4 employees Group 2: 5-19 employees Group 3: 20-99 employees Group 4: 100-199 employees Group 5: 200-499 employees Group 6: 500 or more employees Not Known **Employer size (4 categories)** Micro: 0-4 employees Small: 5-19 employees Medium: 20-199 employees Large: 200 or more employees Not known	Calculated based on the AVETMISS field *Employer size* from the *Employer* file.
Employer type	Sector of employer	01 – Private sector 02 – Group training scheme 03 – Government business enterprise 04 – Local government 05 – State government 06 – Commonwealth government 90 – Not elsewhere classified	Collected in the AVETMISS field *Employer type* from the *Employer* file.
Estimation procedure	Method for estimating the actual number of commencements, completions, etc. from preliminary data. Refer to https://www.ncver.edu.au/research-and-statistics/publications/all-publications/estimation-of-apprentice-and-trainee-statistics.	N/A	Calculated based on historical values of the AVETMISS fields *Date of transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file.

Term	Definition	Classification categories	Source
Existing worker	Indicates whether an apprentice/trainee was employed by their current employer continuously for more than three months full-time (or 12 months part-time/casual) prior to commencing their training contract.	Existing workers Newly commencing workers	Collected in the AVETMISS field *Existing Worker Flag* from the *Training Contract Transaction* file.
Expired	The number of apprenticeship/traineeship training contracts that have reached the expected term of their contract without completing or being withdrawn, cancelled or transferred.	N/A	Calculated based on the AVETMISS fields *Date of Training Contract Completion* and *Training Contract Status Identifier* from the *Training Contract Transaction* file.
Full-time status	Indicates whether a training contract is being undertaken on a full-time or part-time employment basis. Full-time apprentices/trainees are those whose working hours (including the training component) are not less than the usual hours for a full-time employee in that occupation.	Full-time Part-time	Collected in the AVETMISS field *Full-time Identifier* from the *Training Contract Transaction* file.
Gender	Gender identifies whether the apprentice or trainee identifies as male, female or other. Given gender is self-reported, the gender of the apprentice or trainee may not be stated. Current published 'Not stated' figures are comprised of 'not specified' and 'Other'.	Males Females Not stated	Collected in the AVETMISS field *Gender* from the *Client* file.
Individual rate	The proportion of people who have completed at least one apprenticeship or traineeship, ended training without completion or remain in training. An individual with both completion and attrition outcomes across multiple apprenticeships or traineeships is counted as a completion at the individual level.	N/A	For more information refer to *Apprentices and trainees: Completion and attrition rate methodologies for apprenticeships, individuals, and contracts.*

Term	Definition	Classification categories	Source
In-training (contract)	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.
In-training rate	The proportion of a commencing cohort still in-training at the specified reference period, having neither completed nor ended without completion.	N/A	For more information refer to *Apprentices and trainees: Completion and attrition rate methodologies for apprenticeships, individuals, and contracts.*
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.
Level of education	The level of an Australian Qualifications Framework (AQF) qualification which is being completed as part of an apprenticeship/traineeship training contract. The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. For more information see <https://www.aqf.edu.au/>	Certificate I Certificate II Certificate III Certificate IV Diploma Advanced diploma	Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file.

Term	Definition	Classification categories	Source
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), 2022 Australian Update.	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), 2022 Australian Update.	Managers Professionals Technicians and Trades Workers Community and Personal Service Workers Clerical and Administrative Workers Sales Workers Machinery Operators and Drivers Labourers	Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file.
Part-time status	Part-time apprentices/trainees are defined as those whose 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.

Term	Definition	Classification categories	Source
Provider type	Classifies training organisations by sector.	**Secondary school** 21: School – government 25: School – Catholic 27: School – independent **TAFE, skills institute or polytechnic** 31: Technical and further education institute, skills institute or polytechnic **University** 41: University – government 43: University – non-government Catholic 45: University – non-government independent **Enterprise** 51: Enterprise – government 53: Enterprise – non-government **Community-based adult education** 61: Community-based adult education provider **Other training provider** 91: Education/training business or centre: privately operated registered training organisation 93: Professional association 95: Industry association 97: Equipment and/or product manufacturer or supplier 99: Other – not elsewhere classified	Calculated based on the AVETMISS field *Training organisation identifier* from the *Training Contract Transaction* file matched to other administrative data.

Term	Definition	Classification categories	Source
Level of education	The level of an Australian Qualifications Framework (AQF) qualification which is being completed as part of an apprenticeship/traineeship training contract. The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. For more information see <https://www.aqf.edu.au/>	Certificate I Certificate II Certificate III Certificate IV Diploma Advanced diploma	Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file.
Rates to date	A completion, attrition or in-training rate measured from commencement up to 31 December of the most recent calendar year.	N/A	For more information refer to *Apprentices and trainees: Completion and attrition rate methodologies for apprenticeships, individuals, and contracts.*
Recommencement	Where a contract has commenced as the continuation of an existing apprenticeship or traineeship.	N/A	Calculated based on the AVETMISS fields *Date of Training Contract Commencement* and *Training Contract Status Identifier* from the *Training Contract Transaction* file.
School-based status	Indicates whether a contract of training was commenced as part of an approved school-based apprenticeship or traineeship.	School-based Not school-based	Collected in the AVETMISS field *School-based Flag* from the *Training Contract Transaction* file.
Statistical area	Identifies the Australian Bureau of Statistics Statistical Area of the client's usual place of residence. Based on the Australian Statistical Geography Standard (ASGS) 2011, 2016 and 2021 (Edition 3). For more information see <https://www.abs.gov.au/statistics/statistical-geography/australian-statistical-geography-standard-asgs/>	1st Level – State and Territory (S/T) 2nd Level – Statistical area level 4 (SA4) 3rd Level – Statistical area level 3 (SA3) 4th Level – Statistical Area level 2 (SA2)	Calculated based on the AVETMISS field *Postcode [Residential]* and *Address location - suburb, locality or town [Residential]* from the *Client file*.

Term	Definition	Classification categories	Source
Suspended	Where a contract has been suspended for any reason.	N/A	Calculated based on the AVETMISS field Training Contract Status Identifier from the Training Contract Transaction file.
Time to attrition	The number of days from commencement to ending without completion, i.e. cancellation or withdrawal.	N/A	For more information refer to *Apprentices and trainees: Completion and attrition rate methodologies for apprenticeships, individuals, and contracts.*
Time to completion	The number of days from commencement to completion.	N/A	For more information refer to *Apprentices and trainees: Completion and attrition rate methodologies for apprenticeships, individuals, and contracts.*
Trades	Sub-major occupations that are classified as *Technicians and Trades Workers*. (See Occupations group above).	Refer to the ANZSCO - Australian and New Zealand Standard Classification of Occupations, 2022 Australian Update	Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file.
Training duration	The amount of time that apprentices/trainees take to complete their training contract from the time of commencement. For completions, duration refers to the *actual* amount of time taken by the apprentice or trainee to finish the training contract. For cancellations/withdrawals, duration refers to the amount of time until an apprentice or trainee cancels or withdraws from their contract.	Up to 1 year Over 1 and up to 2 years Over 2 and up to 3 years Over 3 and up to 4 years Over 4 years	Calculated based on the AVETMISS fields *Date of Training Contract Commencement*, *Date of Training Contract Completion, Training Contract Status Identifier* and *Date of Transaction* from the *Training Contract Transaction* file.
Training packages	Indicates whether the program undertaken as part of an apprenticeship/traineeship is delivered under a national training package.	Training package Not in training package	Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file.

Term	Definition	Classification categories	Source
Training rate	Derived from the number of apprentices and trainees in–training (15 years and over) as a proportion of individuals employed in Australia.	N/A	Calculated based on the AVETMISS fields *Date of Transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file. Employment data are collected by the Australian Bureau of Statistics (ABS).
Transferred	The number of cancelled or withdrawn apprenticeship/ traineeship training contracts that have been terminated prior to successful completion due to a change in employer in a given period.	N/A	Calculated based on the AVETMISS fields *Date of Transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file.
Type of training	Whether the qualification associated with an apprenticeship or traineeship is a training package or not.	N/A	Calculated based on the AVETMISS field *Program Identifier* from the *Training Contract Transaction* file.
Weighting	Derived as part of the estimation process (see above). For any aggregation of the unit records, summing estimate weights will give the estimated value for that aggregation. Refer to https://www.ncver.edu.au/research-and-statistics/publications/all-publications/estimation-of-apprentice-and-trainee-statistics.	N/A	Calculated based on historical values of the AVETMISS fields *Date of transaction* and *Training Contract Status Identifier* from the *Training Contract Transaction* file.
Workplace postcode region	Identifies whether an apprentice's workplace address is in the same state as the data submitter or not.	01 Within state 02 Interstate 03 Overseas 04 Unknown	Calculated based on the AVETMISS fields *Postcode [Workplace]* and *State [Workplace] identifiers* from the *Training Contract Transaction* file.

Term	Definition	Classification categories	Source
Workplace remoteness region	Indicates remoteness and access to services based on the workplace location and ARIA+, a standard national index of remoteness and accessibility. Based on ARIA+ 2011, 2016 and 2021 data releases. For more information, refer to https://www.abs.gov.au/statistics/statistical-geography/remoteness-structure	0 Major cities of Australia 1 Inner regional Australia 2 Outer regional Australia 3 Remote Australia 4 Very remote Australia 8 Overseas postcode (NCVER code) 9 Unknown (NCVER code)	Calculated from workplace address information from the *Training Contract Transaction* file.