AVETMISS

Apprentice and Trainee Collection specifications

Release 8.0

February 2026

National Centre for Vocational Education Research

Australian Vocational Education and Training Management Information Statistical Standard



NCVER

INFORMING + INFLUENCING
THE AUSTRALIAN VET SECTOR

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Contents

Introduction 5

Collection structure 9

Files 11
Fields and related files 12
History of releases 14

File specifications 15

Guide to file specifications, format and content 17
Client (APP00080) file 18
Prior educational achievement (APP00100) file 21
Training contract transaction (APP00150) file 22
Employer (APP00160) file 27

Changes and revisions 29

Changes and revisions 31

Introduction

Overview

The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) for the National Apprentice and Trainee Collection provides a national framework for the collection and distribution of information on apprentice and trainee activity in Australia.

This document presents a set of file specifications that are the authoritative national reference for definitions, context, file structures, relationships and rules for the National Apprentice and Trainee Collection.

The assistance of the many organisations and individuals who provided information and advice during the development of this set of standards is gratefully acknowledged. The National Centre for Vocational Education Research (NCVER) would welcome feedback on any aspect of these standards.

Scope

The *AVETMISS Apprentice and Trainee Collection specifications: release 8.0* is designed to enable the collection of information about the parties that are bound by the obligation and the legislation of the state or territory jurisdiction in which apprenticeship/traineeship training contracts are registered.

Data collection arrangements

The National Apprentice and Trainee Collection is a quarterly data collection requiring all states and territories to submit the four files detailed in this collection specification:

- Client (APP00080)
- Prior Educational Achievement (APP00100)
- Training Contract Transaction (APP00150)
- Employer (APP00160).

The collection of data is undertaken on a cumulative basis, and the data collection start date is 1 July 2011. All contracts that were active or suspended as at 1 July 2011 and all subsequent contracts are included in the data collection.

With the exception of the *Training contract transaction* (APP00150) file, all collection files are updated with the most recent information. The *Training contract transaction* (APP00150) file contains transaction records for all contracts from the data collection start date (1 July 2011). This file collates the history of training contract transactions, with each transaction record holding information that was accurate at the time the record was created.

In some cases, state training authorities are responsible for both the administration of training contracts and the collection of apprentice and trainee data. In other cases, the administration of training contracts has been outsourced to other organisations. Regardless of the arrangement in place, the state training authority is the organisation responsible for providing data to NCVER.

Contents of this document

AVETMISS Apprentice and Trainee Collection specifications: release 8.0 is presented in the following sections:

Collection structure

This section contains a diagram of the relationships between the files and a table listing fields and the related files.

File specifications

This section lists the data elements pertaining to each Apprentice and Trainee Collection file and includes the definitions, contexts, structures, file relationships, and element rules.

Changes and revisions to files

This section lists deletions, additions and changes made to the files since the previous release.

Other related AVETMISS documents

AVETMISS Data element definitions is a companion document to the *AVETMISS Apprentice and Trainee Collection specifications*. The *AVETMISS Data element definitions* contain information on context, rules, classification schemes, and format attributes for each data element.

Australian VET Statistics Explained presents a summary of the structure and purpose of vocational education and training (VET) statistics in Australia. The document provides guidance on national collections, surveys, information systems and subsequent statistical reporting within the policy and strategic framework of the Australian VET system.

AVETMISS validation software

The AVETMISS validation software (AVS) was developed by NCVER and is freely available online for validating files and submitting data to the national AVETMISS collections. AVS generates errors and warnings resulting from data inconsistencies in the files. AVS generates two types of messages:

- **Warnings** prompt a data submitter to check the validity of data records and make the necessary corrections, before re-importing the data into AVS. Warnings do not prevent data from being submitted to the national collections.
- **Errors** prompt a data submitter to correct serious problems in the data records before re-importing the data into AVS. Data cannot be submitted to the national AVETMISS collections with errors.

Resources and support

RESOURCES

Australian Apprenticeships

<https://www.australianapprenticeships.gov.au/>

Australian Bureau of Statistics

<http://www.abs.gov.au/> for classifications, select 'Statistics', 'Methods & Classifications', then select appropriate category.

Australian Qualifications Framework

<https://www.aqf.edu.au/>

AVETMIS standards and related resources

<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 Training Register also known as Training.gov.au (TGA)

<https://www.training.gov.au/>

Training Package Development & 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>

AVETMISS RESOURCES

AVETMISS support

NCVER's client services 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>
Phone: 08 8230 8400
Toll Free: 1800 649 452

Further support information can be found on NCVER's Portal as follows:

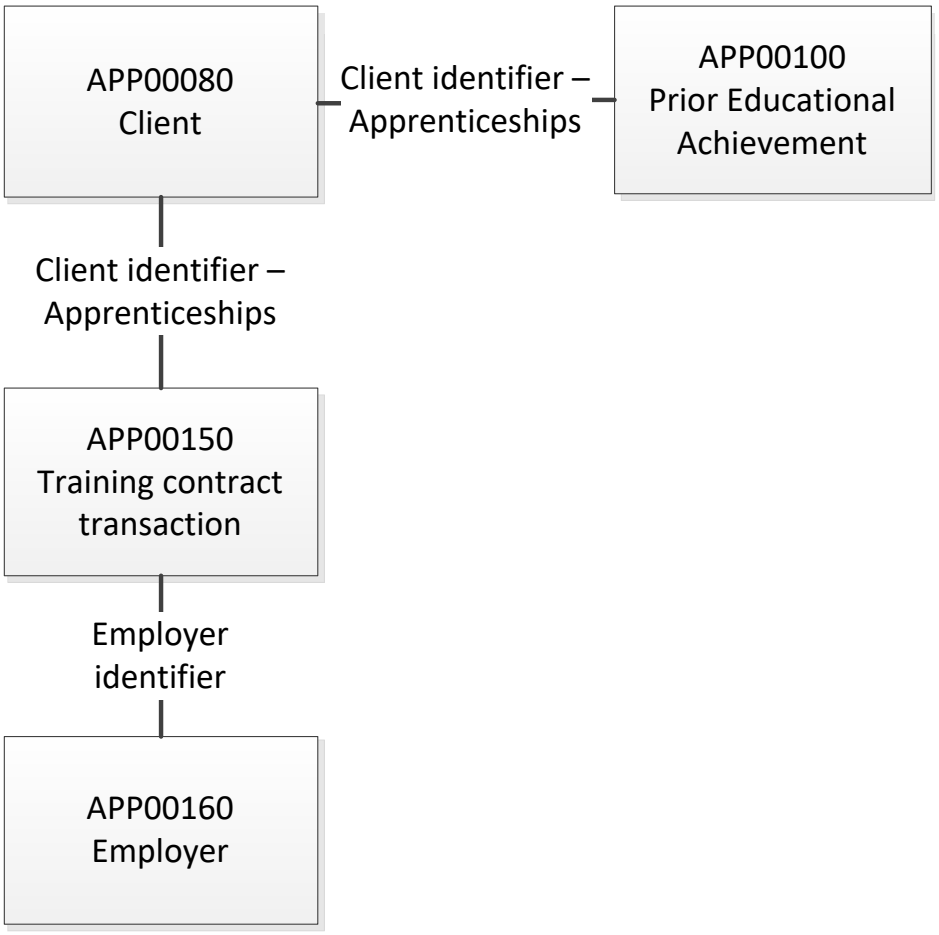
AVETMISS Support for STAs and Boards of Studies:
<https://www.ncver.edu.au/rto-hub/avetmiss-support-for-stas-and-boards-of-studies>

AVETMISS validation software

<https://avs.ncver.edu.au/avs/>

Collection structure

Files


APP00080
Client
Client identifier –
Apprenticeships
APP00100
Prior Educational
Achievement
Client identifier –
Apprenticeships
APP00150
Training contract
transaction
Employer
identifier
APP00160
Employer

Fields and related files

Legend
A - Alphanumeric field
N - Numeric field - must contain only integers
D - Date field - in format DDMMYYYY

		APP file	80	100	150	160
Data field	**Length**	**Type**				
ABN	11	N				✓
Address – suburb, locality or town	50	A	✓		✓	
ANZSIC identifier	4	A			✓	
Apprenticeship identifier - national	10	N			✓	
At school flag	1	A			✓	
Client identifier - apprenticeships	10	A	✓	✓	✓	
Client identifier - national	10	A	✓			
Country identifier	4	A	✓			
Date of birth	8	A	✓			
Date of training contract commencement	8	D			✓	
Date of training contract completion	8	D			✓	
Date of transaction	8	D			✓	
Disability flag	1	A	✓			
Employer identifier	10	A			✓	✓
Employer legal name	100	A				✓
Employer size	6	A				✓
Employer type identifier	2	N				✓
Existing worker flag	1	A			✓	
Full-time identifier	1	A			✓	
Gender	1	A	✓			
Highest school level completed identifier	2	A	✓			
Indigenous status identifier	1	A	✓			
Language identifier	4	A	✓			
Name for encryption	60	A	✓			
Postcode	4	A	✓		✓	
Prior educational achievement flag	1	A	✓			
Prior educational achievement identifier	3	N		✓		

Legend
A - Alphanumeric field
N - Numeric field - must contain only integers
D - Date field - in format DDMMYYYY

		APP file	80	100	150	160
Data field	**Length**	**Type**				
Program identifier	10	A			✓	
School-based flag	1	A			✓	
School level identifier	2	A			✓	
State identifier	2	A	✓		✓	
Training contract identifier	10	A			✓	
Training contract identifier – national	10	A			✓	
Training contract status identifier	2	N			✓	
Training organisation identifier	10	A			✓	
Unique student identifier	10	A	✓			

History of releases

Until July 1997 the collection specifications for training contract and VET provider data were contained within the same volumes of AVETMISS. The *AVETMIS Standard for VET Providers* was updated in May 1996, but no changes were made to the *Contract of Training Supplement*, which was renamed *The AVETMIS Standard for New Apprenticeships* in September 1998.

Before 1 January 1998, annual data for the national data collection were derived from the collection for the quarter ending 30 September (for statistical reporting on the previous financial year ending 30 June).

From 1 January 1999, annual data for the national data collection are derived from the collection for the quarter ending 31 March (for statistical reporting on the previous calendar year ending 31 December).

The change from fiscal to calendar year statistical reporting was made to align the reporting requirements of New Apprenticeships information with other national data collections as well as to enable retrospective annual reporting of statistics from the implementation of New Apprenticeships on 1 January 1998.

AVETMISS RELEASES

AVETMISS RELEASE	PUBLICATION DATE	IMPLEMENTATION DATE
1.0	November 1993	1 July 1994
1.1	May 1995	1 July 1995
2.0 (COT Supplement)	July 1997	1 July 1997
3.0	September 1998	1 January 1999
4.0	September 2001	1 January 2002
5.0	January 2004	1 April 2004
6.0	March 2008	1 July 2008
7.0	October 2015	1 July 2016
8.0	March 2026	1 January 2027

File specifications

Guide to file specifications, format and content

Definition

A description of the contents of the file.

Context

The reason for collecting the data contained in the file.

Structure

File must not contain header records.

Defines the order, position, length and type of fields within a record in the file.

The structure of the file is outlined in a table with four columns:

Fields

Lists the names of the fields contained within each record in the file.

Where applicable, contextual information is given in the format: **[Xxx]**. This context is not part of the data element name.

Position

Specifies the starting column position of a field within a file.

Length

The length of the field.

Type

Indicates the type of field where:

- **A** Alphanumeric fields must contain any printable ASCII character (for example '@'). All alphanumeric fields must be left justified and space filled to the length of the field.
- **N** Numeric fields must contain only integers. All numeric fields must be right justified.
- **D** All date fields must be in the format DDMMYYYY, where each sub-field is right justified and zero filled. Valid dates are further limited where the day field (DD) must be in the range of '01 - 31' and the month sub-field (MM) must be in the range of '01' to '12'.

File relationships

The relationships between files within the collection specifications.

Rules

The rules required to accurately report the data.

The *AVETMISS validation software* generates errors and warnings when data recorded in the data files do not comply with the rules in AVETMISS.

Client (APP00080) file

Definition

The *Client* (APP00080) file contains a record for each client who has entered into an Apprenticeship/Traineeship with an employer.

Context

The *Client* (APP00080) file provides information used to monitor client participation patterns.

Structure

FIELDS - CLIENT (APP00080) FILE	POSITION	LENGTH	TYPE
Client identifier - apprenticeships	1	10	A
Name for encryption	11	60	A
Highest school level completed identifier	71	2	A
Gender	73	1	A
Date of birth	74	8	A
Postcode *[Residential]*	82	4	A
Address - suburb, locality or town *[Residential]*	86	50	A
Indigenous status identifier	136	1	A
Language identifier	137	4	A
Country identifier *[Birth]*	141	4	A
Disability flag	145	1	A
Prior educational achievement flag	146	1	A
State identifier *[Residential]*	147	2	A
Client identifier - national	149	10	A
Unique student identifier	159	10	A
Record length for national data collection:		**168**	
Carriage return/line feed (ASCII 13/10)		**2**	

File relationships

For each unique *Client identifier - apprenticeships* in the *Client* (APP00080) file there must be at least one corresponding record in the *Training contract transaction* (APP00150) file.

For each client with a *Prior educational achievement flag* of 'Y' in the *Client* (APP00080) file there must be at least one record in the *Prior educational achievement* (APP00100) file.

Rules

Each record in this file must be unique for *Client identifier - apprenticeships*.

Where client information changes during a collection period, the data provided should be the client's up-to-date details, even if these differ from details originally recorded on the training contract. For example, if a client changes their residential address during the collection period, *Postcode* on the *Client* (APP00080) file must be the postcode of the client's most recent address.

ADDRESS - SUBURB, LOCALITY OR TOWN

This field must not be blank.

Address - suburb, locality or town must be the client's residential suburb, locality or town.

Address - suburb, locality or town and *Postcode* and *State identifier* in combination must be valid when matched against the Australia Post postcode datafile (available for download via Australia Post's website), except where *Postcode* is 'OSPC - Overseas address location', '@@@@ – not specified' or '0000 – Postcode unknown'.

CLIENT IDENTIFIER – NATIONAL

This field must not be blank.

Client identifier – national must be unique to each *Client identifier - apprenticeships*.

Client identifier – national must not be '@@@@@@@@@@ - not specified'.

CLIENT IDENTIFIER - APPRENTICESHIPS

This field must not be blank.

A client must retain the same *Client identifier - apprenticeships* within a training authority and across data collections.

Client identifier – apprenticeships must not be '@@@@@@@@@@ - not specified'.

COUNTRY IDENTIFIER

This field must not be blank.

Country identifier must be the client's country of birth.

DATE OF BIRTH

This field must not be blank.

Date of birth must be at least ten years prior to the collection year.

DISABILITY FLAG

This field must not be blank.

HIGHEST SCHOOL LEVEL COMPLETED IDENTIFIER

This field must not be blank.

INDIGENOUS STATUS IDENTIFIER

This field must not be blank.

LANGUAGE IDENTIFIER

This field must not be blank.

NAME FOR ENCRYPTION

This field must not be blank.

POSTCODE

This field must not be blank.

Postcode must be the client's residential postcode and not the 4-digit Australia Post postcode of a post office box address or a large volume receiver (LVR).

Postcode must be listed on the Australia Post postcode datafile as a 'Delivery Area'.

Address - suburb, locality or town and *Postcode* and *State identifier* in combination must be valid when matched against the Australia Post postcode datafile (available for download via Australia Post's website), except where *Postcode* is 'OSPC - Overseas address location', '@@@@ – not specified' or '0000 – Postcode unknown'.

Postcode cannot be 'OSPC – Overseas address location' or '0000 – Postcode unknown' for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 01 July 2016 or later.

PRIOR EDUCATIONAL ACHIEVEMENT FLAG

This field must not be blank.

GENDER

This field must not be blank.

STATE IDENTIFIER

This must not be blank.

State identifier must be the client's residential state or territory.

Address - suburb, locality or town and *Postcode* and *State identifier* in combination must be valid when matched against the Australia Post postcode datafile (available for download via Australia Post's website), except where *Postcode* is 'OSPC - Overseas address location' or '@@@@ – not specified' or '0000 – Postcode unknown'.

State identifier cannot be '@@ - not specified' or '99 – Other (overseas but not an Australian territory or dependency)' for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 01 July 2016 or later.

UNIQUE STUDENT IDENTIFIER

This field may be blank.

Prior educational achievement (APP00100) file

Definition

The *Prior educational achievement* (APP00100) file contains a record for each type of prior educational achievement for a client. A client may have more than one type of prior educational achievement.

Context

The *Prior educational achievement* (APP00100) file provides information about the types of prior educational achievements for a client to assist with the analysis of pathways and skill levels of clients entering training.

Structure

FIELDS - PRIOR EDUCATIONAL ACHIEVEMENT (APP00100) FILE	POSITION	LENGTH	TYPE
Client identifier - apprenticeships	1	10	A
Prior educational achievement identifier	11	3	N
Record length for national data collection:		13	
Carriage return/line feed (ASCII 13/10)		2	

File relationships

For each client with a *Prior educational achievement flag* of 'Y' in the *Client* (APP00080) file there must be one corresponding record in the *Prior educational achievement* (APP00100) file.

Rules

Each record in this file must be unique.

CLIENT IDENTIFIER - APPRENTICESHIPS

This field must not be blank.

PRIOR EDUCATIONAL ACHIEVEMENT IDENTIFIER

This field must not be blank.

Training contract transaction (APP00150) file

Definition

The *Training contract transaction* (APP00150) file contains a record for the initial training contract information and any changes subsequent to the signing by all parties of the contract and registration by a state or territory.

Context

An Apprenticeship/Traineeship Training Contract is a contractual arrangement between a client and an employer committing both parties to experiential forms of training. A training contract is registered with an appropriate administrative body.

The *Training contract transaction* (APP00150) file provides information used to monitor and analyse activity associated with training contracts.

The *Training contract transaction* (APP00150) file collates the history of training contract transactions, with each transaction record holding information that was accurate at the time the transaction occurred.

Structure

FIELDS - TRAINING CONTRACT TRANSACTION (APP00150) FILE	POSITION	LENGTH	TYPE
Training contract identifier	1	10	A
Client identifier - apprenticeships	11	10	A
Training contract status identifier	21	2	N
Date of transaction	23	8	D
Date of training contract commencement	31	8	D
Date of training contract completion	39	8	D
At school flag	47	1	A
School level identifier	48	2	A
School-based flag	50	1	A
Full-time identifier	51	1	A
Postcode *[Workplace]*	52	4	A
Address - suburb, locality or town *[Workplace]*	56	50	A
Employer identifier	106	10	A
Program identifier	116	10	A
Existing worker flag	126	1	A
Training organisation identifier	127	10	A
State identifier *[Workplace]*	137	2	A
ANZSIC identifier *[Training Contract]*	139	4	A
Training contract identifier - national	143	10	A
Apprenticeship identifier - national	153	10	N
Record length:		**162**	
Carriage return/line feed (ASCII 13/10)		**2**	

File relationships

For each unique *Client identifier - apprenticeships* in the *Training contract transaction* (APP00150) file there must be one corresponding record in the *Client* (APP00080) file.

For each unique *Employer identifier* in the *Training contract transaction* (APP00150) file there must be one corresponding record in the *Employer* (APP00160) file.

Rules

Each record in this file must be unique on *Training contract identifier*, *Client identifier*, *Training contract status identifier*, *Date of transaction*, *Training contract commencement date*, *Training contract completion date* and *Employer identifier*.

For each unique combination of *Client identifier - apprenticeships* and *Training contract identifier*, records must be sorted by *Date of transaction* in chronological order.

The first (earliest in chronological order) transaction record for an individual *Training contract identifier* must have a *Training contract status identifier* of '01 - Active ' or '02 - Recommenced'.

A new transaction record must be created to capture each change to attributes of the training contract.

Transaction records provided in a previous quarter's submission in the *Training contract transaction* (APP00150) file must only be changed if the original information was inaccurate.

ADDRESS - SUBURB, LOCALITY OR TOWN

This field must not be blank.

Address - suburb, locality or town must be the suburb, locality or town of the workplace where the client will be employed.

Address - suburb, locality or town and *Postcode* and *State identifier* in combination must be valid when matched against the Australia Post postcode datafile (available for download via Australia Post's website), except where Postcode is 'OSPC - Overseas address location', '@@@@ - not specified' or '0000 – Postcode unknown'.

APPRENTICESHIP IDENTIFIER – NATIONAL

This field must not be blank.

All codes provided by the ADMS are numerical and must be no more than 10-digits in length.

ANZSIC IDENTIFIER

This field must not be blank.

ANZSIC identifier must be the exact code selected by the Australian Apprenticeships Support Network and recorded in the Australian Government Department of Employment and Workplace Relations' apprenticeship management system for the contract.

ANZSIC identifier must not reflect the intended occupational area of the apprentice or trainee.

Example:

A company mining gold in the Kimberley in Western Australia may have employed an apprentice cook at their facility. The ANZSIC code for this employer should be 1314 (Gold Ore Mining) NOT 5730 Cafes and Restaurants, as the employer's principal activity is in gold ore mining, not hospitality.

AT SCHOOL FLAG

This field must not be blank.

At school flag must not be '@ - not specified' when *School-based flag* is 'Y – Yes — the contract commenced as an approved school-based apprenticeship'.

CLIENT IDENTIFIER - APPRENTICESHIPS

This field must not be blank.

A client must retain the same *Client identifier - apprenticeships* within the training organisation and across data collections, both within one data submission and across data submissions.

DATE OF TRAINING CONTRACT COMMENCEMENT

This field must not be blank.

Date of training contract commencement must be before *Date of training contract completion*.

Date of training contract commencement must not be prior to 01 January 1996.

DATE OF TRAINING CONTRACT COMPLETION

This field must not be blank if *Training contract status identifier* is '01 - Active', '02 - Recommenced', '04 - Completed', '05 - Expired ', or '07 - Suspended' or '09 - Expired (Unsuccessful)'.

This field must be blank where *Training contract status identifier* is '03 - Withdrawn', '06 - Cancelled' or '11 - Transferred'.

Date of training contract completion must be after *Date of training contract commencement*.

Date of training contract completion must not be more than 20 years after the collection year.

DATE OF TRANSACTION

This field must not be blank.

Date of transaction must be:

- the same date as *Date of training contract commencement* in the first record of an individual training contract
- on or after *Date of training contract commencement*
- the same date as *Date of training contract completion* where *Training contract status identifier* is '04 - Completed'
- on or after *Date of training contract completion* where *Training contract status identifier* is '05 – Expired', '09 - Expired (Unsuccessful)'
- on or before the *Date of training contract completion* where the *Training contract status identifier* is '01 - Commenced', '02 - Recommenced', or '07 - Suspended'
- on or before the collection period end date.

When *Date of transaction* is on or after 1 July 2016, only one record can be reported for each unique *Date of transaction* and *Training contract identifier* combination.

EMPLOYER IDENTIFIER

This field must not be blank.

EXISTING WORKER FLAG

This field must not be blank.

FULL-TIME IDENTIFIER

This field must not be blank.

This field must not be '@ - not specified' for every *Client identifier - apprenticeships* with a *Date of training contract commencement* of 1 July 2016 or later.

POSTCODE

This field must not be blank.

Postcode must be the postcode of the workplace where the client will be employed and not the 4-digit Australia Post postcode of a post office box address or a large volume receiver (LVR).

Postcode must be listed on the Australia Post postcode datafile as a 'Delivery Area'.

Address - suburb, locality or town and *Postcode* and *State Identifier* in combination must be valid when matched against the Australia Post postcode datafile (available for download via Australia Post's website), except where *Postcode* is 'OSPC - Overseas address location', '@@@@ - not specified' or '0000 – Postcode unknown'.

If *Postcode* is 'OSPC', *State identifier* must be '99 - Other (Overseas but not an Australian Territory or Dependency)'.

Postcode cannot be 'OSPC – Overseas address location' or '0000 – Postcode unknown' for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 01 July 2016 or later.

PROGRAM IDENTIFIER

This field must not be blank.

Program identifier must match a program listed on the National Training Register.

SCHOOL-BASED FLAG

This field must not be blank.

SCHOOL LEVEL IDENTIFIER

This field must not be blank.

School level identifier must be '99 - Not applicable' if *At school flag* is 'N'.

School level identifier must be one of the following values

'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'

if *At school flag* is 'Y' in the *Training contract transaction* (APP00150) file.

School level identifier must be higher than *Highest school level completed identifier* for the same *Client identifier - apprenticeships* in the *Client* (APP00080) file.

STATE IDENTIFIER

This field must not be blank.

Address - suburb, locality or town and *Postcode* and *State identifier* in combination must be valid when matched against the Australia Post postcode datafile (available for download via Australia Post's website), except where *Postcode* is 'OSPC - Overseas address location', '@@@@ - not specified' or '0000 – Postcode unknown'.

State identifier must be '99 - Other (Overseas but not an Australian Territory or Dependency)' if *Postcode* is 'OSPC - Overseas address location' '.

State identifier cannot be '@@ - not specified' or '99 – Other (overseas but not an Australian territory or dependency) for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 01 July 2016 or later.

TRAINING CONTRACT IDENTIFIER

This field must not be blank.

Training contract identifier must not be '@@@@@@@@@@ - not specified'.

TRAINING CONTRACT IDENTIFIER – NATIONAL

This field must not be blank or '@@@@@@@@@@ - not specified' for *Client identifier – apprenticeships* with a *Date of training contract commencement* of 01 July 2016 or later.

Training contract identifier – national must not be the same as *Training contract identifier*.

TRAINING CONTRACT STATUS IDENTIFIER

This field must not be blank.

For every *Client identifier – apprenticeships* with a *Date of transaction* of 01 July 2016 or later, if a change in attributes has occurred for an active contract, a new transaction record may be created using the *Training contract status identifier* '01 – Active'.

Training contract status identifiers must be assigned to the same *Training contract identifier* as per the table below:

VALUE AND DESCRIPTION OF TRAINING CONTRACT STATUS IDENTIFIER	VALUES ALLOWED AS A SUBSEQUENT TRAINING CONTRACT STATUS IDENTIFIER FOR THE SAME TRAINING CONTRACT
01 - Active	Can only be followed by 01 - Active 02 - Recommenced (if *Date of Transaction* is prior 01 July 2016) 03 - Withdrawn 04 - Completed 05 - Expired 06 - Cancelled 07 - Suspended 09 - Expired (Unsuccessful) (if *Date of Transaction* is prior 01 July 2016) 11 - Transferred
02 - Recommenced	Can only be followed by 01 - Active 02 - Recommenced (if *Date of Transaction* is prior 01 July 2016) 03 - Withdrawn 04 - Completed 05 - Expired 06 - Cancelled 07 - Suspended 09 - Expired (Unsuccessful) (if *Date of Transaction* is prior 01 July 2016) 11 - Transferred
03 - Withdrawn	Can only be followed by nil - last record of contract
04 - Completed	Can only be followed by nil - last record of contract
05 - Expired	Can only be followed by 01 - Active 02 - Recommenced (if *Date of Transaction* is prior 01 July 2016) 04 - Completed 07 - Suspended 09 - Expired (Unsuccessful) (if *Date of Transaction* is prior 01 July 2016)
06 - Cancelled	Can only be followed by nil - last record of contract
07 - Suspended	Can only be followed by 01 - Active 02 - Recommenced (if *Date of Transaction* is prior 01 July 2016) 03 - Withdrawn 04 - Completed 05 - Expired 06 - Cancelled 09 - Expired (Unsuccessful) 11 - Transferred
09 - Expired (Unsuccessful) (code only valid when *Date of Transaction* is prior 01 July 2016)	Can only be followed by nil - last record of contract
11 - Transferred	Can only be followed by nil - last record of contract

TRAINING ORGANISATION IDENTIFIER

This field must not be blank.

Employer (APP00160) file

Definition

The *Employer* (APP00160) file contains a record for each employer participating in a training contract.

Context

The *Employer* (APP00160) file provides information about employers participating in training contracts.

Structure

FIELDS - EMPLOYER (APP00160) FILE	POSITION	LENGTH	TYPE
Employer identifier	1	10	A
Employer legal name	11	100	A
Employer size	111	6	A
Employer type identifier	117	2	N
ABN	119	11	N
Record length:		**129**	
Carriage return/line feed (ASCII 13/10)		**2**	

File relationships

For each unique *Employer identifier* in the *Employer* (APP00160) file there must be at least one corresponding record in the *Training contract transaction* (APP00150) file.

Rules

Each record in this file must be unique for *Employer identifier*.

Where employer information changes during a collection period, the data provided should be the employer's up-to-date details, even if these differ from details originally recorded on the training contract. For example, if a client changes their employer during the collection period *Employer identifier* on the *Employer* (APP00160) file must be the client's most recent employer.

EMPLOYER IDENTIFIER

This field must not be blank.

EMPLOYER LEGAL NAME

This field must not be blank.

EMPLOYER SIZE

This field must not be blank.

EMPLOYER TYPE IDENTIFIER

This field must not be blank.

ABN

This field must not be blank.

Changes and revisions

Changes and revisions

The following are the changes and revisions made for the February 2026 (release 8.0) data collection to files in the *AVETMISS Apprentice and Trainee Collection specifications*.

File set changes

UPDATED ORGANISATION NAME

Updated 'National Register of VET' to 'National Training Register'.

Training contract transaction (APP00150) file

STRUCTURE

Introduced *Apprenticeship identifier – national* on position 153

RULE

Added rule that "this field must not be blank." And "All codes provided by the ADMS are numerical and must be no more than 10-digits in length for "*Apprenticeship identifier – national data element*"

Employer (APP00160) file

STRUCTURE

Introduced *ABN* on position 119

RULE

Added rule that 'this field must not be blank.'

Amendments since publication

This document lists all changes to the Apprentice and Trainee Collection specifications: release 8.0 since February 2026.



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