AVETMISS

Data element definitions

Edition 2.4

February 2026

National Centre for Vocational Education Research

Australian Vocational Education and Training Management Information Statistical Standard



NCVER

INFORMING + INFLUENCING
THE AUSTRALIAN VET SECTOR

Document Number: 163698 Version: 44

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This document should be attributed as NCVER 2027, *AVETMISS data element definitions: edition 2.4,* 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 Department of Employment and Workplace Relations.

ISBN 978 1 925173 70 3
TD/TNC 126.06

Related publications

AVETMISS National Apprentice and Trainee Collection specifications: release 8.0
ISBN 978 1 925173 36 9

AVETMISS National VET Provider Collection specifications: release 8.1
ISBN 978 1 925173 68 0

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Occupation Standard Classification for Australia (OSCA), ABS catalogue
Australian and New Zealand Standard Industrial Classification (ANZSIC), ABS catalogue no.1292.0, 2006 (Revision 2).
Australian Standard Classification of Education (ASCED), ABS catalogue no.1272.0, 2001.
Australian Standard Classification of Languages (ASCL), ABS catalogue no.1267.0, 2016.
Australian Standard Interchange of Client Information, AS 4590-2006.
Australian Statistical Geography Standard (ASGS), ABS catalogue no.1270.0, 2016.
Country of Birth Standard, ABS catalogue no.1200.0.55.004, 2016.
Language Standards, ABS catalogue no.1200.0.55.005, 2016.
Standard Australian Classification of Countries (SACC), ABS catalogue no.1269.0, 2016.
Standards for Labour Force Statistics, ABS catalogue no.1288.0, Issue for Dec. 2014.
Standard for Sex and Gender Variables, ABS catalogue no.1200.0.55.012, 2016 (First issue).
Standards for Statistics on Cultural and Language Diversity, ABS catalogue no.1289.0, 1999.
Indigenous Status Standard - 1200.0.55.008 - 2014, Version 1.5

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Edition	**Publication**
Edition 2.4	February 2026
Edition 2.3	November 2016, last amended October 2022
Edition 2.2	April 2013
Edition 2.1	July 2011
Edition 2	March 2008
Edition 1	April 2006

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Introduction

Overview

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

AVETMISS data element definitions also include:

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

The following terms are used throughout the *AVETMISS data element definitions: edition 2.4* document:

Collection year

The term 'collection year' refers to the calendar year in which the training activity occurred.

Collection period

The term 'collection period' refers to the date range of a collection. There may be more than one collection period within a collection year if submitting data for an interim collection. The final submission must contain all data previously submitted during the collection year. For example, in a given year there may be a January—December final collection period, and also January—March, January—June and January—September interim collection periods.

Acknowledgement

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

Contents of this document

AVETMISS data element definitions: edition 2.4 is presented in the following sections:

Relationship of elements to collection specifications

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

Data elements

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

Changes and revisions to elements

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

Relationship to other AVETMISS documents

AVETMISS data element definitions: edition 2.4 is a companion document to:

- *AVETMISS National VET Provider Collection specifications: release 8.1* < https://www.ncver.edu.au/rto-hub/statistical-standard-software/avetmiss-vet-provider-collection-specifications-release-8.1>, which provides the requirements for the National VET Provider Collection.
- *AVETMISS National Apprentice and Trainee Collection specifications: release 8.0* < https://www.ncver.edu.au/rto-hub/statistical-standard-software/avetmiss-apprentice-and-trainee-collection-specifications-release-8.0>, which provides the requirements for the National Apprentice and Trainee Collection.

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

Support and internet resources

INTERNET RESOURCES

Australian Bureau of Statistics

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

Australian Qualifications Framework

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

Australian Skills Quality Authority

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

AVETMIS Standards and related resources

<https://www.ncver.edu.au/rto-hub/avetmiss-for-vet-providers/>

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

Australian Government Department of Employment and Workplace Relations

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

National Centre for Vocational Education Research

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

National Training Register, also known as Training.gov.au (TGA)

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

National VET Data Policy (including data access and disclosure and exemption information)

<https://www.dewr.gov.au/national-vet-data/resources/national-vet-data-policy>

Standards for Registered Training Organisations 2015

<https://www.legislation.gov.au/F2014L01377/latest/text>

Training Package Development and Endorsement Policy

<https://www.dewr.gov.au/aisc/resources/training-package-development-and-endorsement-process-policy>

Unique student identifier

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

VOCEDplus (UNESCO/NCVER research database for international research abstracts)

<http://www.voced.edu.au>

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 RTOs:
<https://www.ncver.edu.au/rto-hub/avetmiss-support-for-rtos>

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

AVETMISS Support for SMS vendors:
<https://www.ncver.edu.au/rto-hub/avetmiss-support-for-sms-vendors>

AVETMISS validation software

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

Relationship of elements to collection specifications

Elements and their associated collections

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

Type legend:
A – Alphanumeric field
N – Numeric field – must contain only integers
D – Date field in format DDMMYYYY

Element	Type	Length	National VET Provider	National Apprentice and Trainee
ABN	N	11		✓
Activity end date	D	8	✓	
Activity start date	D	8	✓	
Address building/property name	A	50	✓	
Address first line	A	50	✓	
Address flat/unit details	A	30	✓	
Address postal delivery box	A	22	✓	
Address – suburb, locality or town	A	50	✓	✓
Address second line	A	50	✓	
Address street name	A	70	✓	
Address street number	A	15	✓	
ANZSIC identifier	A	4		✓
Apprenticeship identifier – national	N	10		✓
Associated course identifier	A	10	✓	
At school flag	A	1	✓	✓
Client family name	A	40	✓	
Client first given name	A	40	✓	
Client identifier	A	10	✓	
Client identifier – national	A	10		✓
Client identifier – apprenticeships	A	10	✓	✓
Client title	A	4	✓	
Client tuition fee	N	5	✓	
Commencing program identifier	A	1	✓	
Contact name	A	60	✓	
Country identifier	A	4	✓	✓
Date of birth	A	8	✓	✓
Date of training contract commencement	D	8		✓
Date of training contract completion	D	8		✓
Date of transaction	D	8		✓
Date program completed	A	8	✓	
Delivery mode identifier	A	3	✓	
Disability flag	A	1	✓	✓
Disability type identifier	A	2	✓	
Email address	A	80	✓	
Employer identifier	A	10		✓
Employer legal name	A	100		✓
Employer size	A	6		✓
Employer type identifier	A	2		✓
Existing worker flag	A	1		✓

Type legend:
A – Alphanumeric field
N – Numeric field – must contain only integers
D – Date field in format DDMMYYYY

Element	Type	Length	National VET Provider	National Apprentice and Trainee
Facsimile number	A	20	✓	
Fee exemption/concession type identifier	A	2	✓	
Full-time identifier	A	1		✓
Funding source – national	A	2	✓	
Funding source – state training authority	A	3	✓	
Gender	A	1	✓	✓
Highest school level completed identifier	A	2	✓	✓
Hours attended	N	4	✓	
Indigenous status identifier	A	1	✓	✓
Issued flag	A	1	✓	
Labour force status identifier	A	2	✓	
Language identifier	A	4	✓	✓
Name for encryption	A	60	✓	✓
Nominal hours	N	4	✓	
OSCA identifier	A	6	✓	
Outcome identifier – national	A	2	✓	
Outcome identifier – training organisation	A	3	✓	
Parchment issue date	D	8	✓	
Parchment number	A	25	✓	
Postcode	A	4	✓	✓
Predominant delivery mode	A	1	✓	
Prior educational achievement flag	A	1	✓	✓
Prior educational achievement identifier	A	3	✓	✓
Program field of education identifier	A	4	✓	
Program identifier	A	10	✓	✓
Program level of education identifier	A	3	✓	
Program name	A	100	✓	
Program recognition identifier	A	2	✓	
Purchasing contract identifier	A	12	✓	
Purchasing contract schedule identifier	A	3	✓	
Scheduled hours	N	4	✓	
School-based flag	A	1		✓
School level identifier	A	2		✓
School type identifier	A	2	✓	
Specific funding identifier	A	10	✓	
State identifier	A	2	✓	✓
Statistical area level 1 identifier	A	11	✓	
Statistical area level 2 identifier	A	9	✓	
Study reason identifier	A	2	✓	
Subject field of education identifier	A	6	✓	
Subject identifier	A	12	✓	
Subject name	A	100	✓	
Survey contact status	A	1	✓	

Type legend:
A – Alphanumeric field
N – Numeric field – must contain only integers
D – Date field in format DDMMYYYY

Element	Type	Length	National VET Provider	National Apprentice and Trainee
Telephone number	A	20	✓	
Training contract identifier	A	10	✓	✓
Training contract identifier – national	A	10		✓
Training contract status identifier	A	2		✓
Training organisation delivery location identifier	A	10	✓	
Training organisation delivery location name	A	100	✓	
Training organisation identifier	A	10	✓	✓
Training organisation name	A	100	✓	
Training organisation type identifier	A	2	✓	
Unique student identifier	A	10	✓	✓
VET flag	A	1	✓	
VET in schools flag	A	1	✓	

Data elements

Guide to data elements – format and content

Definitional attributes

DEFINITION

Defines the element.

CONTEXT

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

Relational attributes

RULES

Describes the requirements to report data accurately in the field.

GUIDELINES FOR USE

Details additional information for using the data element.

RELATED DATA

Lists related data element(s).

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

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

QUESTION

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

Format attributes

Length:	field length
Type:	alphanumeric, numeric or date
Justification:	left, right or none
Fill character:	space: allowable characters that are used to fill any remaining spaces for that field
Permitted data element value:	values that are allowed for missing or not applicable cases in addition to the classification scheme

Administrative attributes

HISTORY

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

ABN

Definitional attributes

DEFINITION

ABN is the Australian Business Number (ABN) of an Organisation. It is a unique 11-digit identifier issued to all entities registered in the Australian Business Register (ABR).

CONTEXT

ABN is captured against Employers in combination with other Apprentice and Trainee data and is used in reporting and analysis to inform policy and wider research.

Relational attributes

RULES

All codes provided by the ABR are numerical and must be 11 digits long exactly.

GUIDELINES FOR USE

ABN must be a valid code issued by the Australian Business Register (ABR).
An employer's ABN is captured and verified on the Apprentice & Trainees individual contract of training.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ABN
Numeric	Valid 11-digit ABN code

QUESTION

Not Applicable

Format attributes

Length:	11
Type:	numeric
Justification:	left
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.4	**Introduced 1 January 2027** *ABN* into Apprenticeship Collection

Activity end date

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

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

GUIDELINES FOR USE

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

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

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

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

RELATED DATA

Activity start date

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ACTIVITY END DATE
DDMMYYYY	Valid date

QUESTION

Not applicable

Format attributes

Length:	8
Type:	date
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Enrolment activity end date*	

DATA ELEMENT DEFINITIONS

Edition 2.2	**Revised 1 January 2013** Renamed from *Enrolment activity end date* to *Activity end date*

Activity start date

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

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

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

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

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

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

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

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

RELATED DATA

Activity end date

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ACTIVITY START DATE
DDMMYYYY	Valid date

QUESTION

Not applicable

Format attributes

Length:	8
Type:	date
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Enrolment activity start date*	

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Revised 1 January 2013** Renamed from *Enrolment activity start date* to *Activity start date*

Address building/property name

Definitional attributes

DEFINITION

Address building/property name is the official place name or common-usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

CONTEXT

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

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

Address street number and *Address street name*

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS BUILDING/PROPERTY NAME
Text	Name of building or property

QUESTION

What is the address of your usual residence?

‘Usual residence’ refers to the address you live at on a permanent basis. This is important for international and rural students in particular.

Please provide the physical address (street address and **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area, use the address from your state or territory’s ‘rural property addressing’ or ‘numbering’ system as your residential street address.

Building/property name is the official place name or common-usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Suburb, locality or town
State/territory
Postcode

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

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Postal delivery information (e.g. PO Box 254)
Suburb, locality or town
State/territory
Postcode

Format attributes

Length:	50
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Introduced 1 January 2014** *Address building/property name*

Address first line

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Address second line

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS FIRST LINE
Text	Street number and name (and floor and building name if relevant) or post office box information

QUESTION

Not applicable

Format attributes

Length:	50
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element values:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Address first line*	**Introduced 1 July 1994** *Address first line*

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Revised 1 January 2014** Removed enrolment question

Address flat/unit details

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

Address flat/unit details typically contains:

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

Number of flat/unit address.

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

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

ADDRESS FLAT/UNIT DETAILS
Apartment 113
Unit N15
Level 4
Suite 21A Level 8

RELATED DATA

Address street number and *Address street name*

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS UNIT/FLAT DETAILS
Text	Flat, unit or apartment address details

QUESTION

What is the address of your usual residence?

'Usual residence' refers to the address you live at on a permanent basis. This is important for international and rural students in particular.

Please provide the physical address (street address and **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common-usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Suburb, locality or town
State/territory
Postcode

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

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Postal delivery information (e.g. PO Box 254)
Suburb, locality or town
State/territory
Postcode

Format attributes

Length:	30
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Introduced 1 January 2014** *Address flat/unit details*

Address postal delivery box

Definitional attributes

DEFINITION

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

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

RELATED DATA

Address — suburb, locality or town

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS POSTAL DELIVERY BOX
Text	Post office box, bag, or rural mailbox address

QUESTION

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

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Postal delivery information (e.g. PO Box 254)
Suburb, locality or town
State/territory
Postcode

Format attributes

Length:	22
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Introduced 1 January 2014** *Address postal delivery box*

Address second line

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Address first line

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS SECOND LINE
Text	Continuation of street number and name

QUESTION

Not applicable

Format attributes

Length:	50
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element values:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Address second line*	**Introduced 1 July 1994** *Address second line*
	DATA ELEMENT DEFINITIONS	
Edition 2.2	**Introduced 1 January 2014** Removed enrolment question	

Address street name

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

GUIDELINES FOR USE

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

Street name — the name assigned to the street

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

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

Address street name examples

ADDRESS STREET NAME	STREET NAME	STREET TYPE	STREET SUFFIX
Smith Avenue	Smith	Avenue	-
The Avenue West	The Avenue	-	West
Brown Road North East	Brown	Road	North East
The Esplanade	The Esplanade	-	-
High Street Road	High Street	Road	-

RELATED DATA

Address street number

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS STREET NAME
Text	Street name, type and suffix

QUESTION

What is the address of your usual residence?

'Usual residence' refers to the address you live at on a permanent basis. This is important for international and rural students in particular.

Please provide the physical address (street address and **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common-usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Suburb, locality or town
State/territory
Postcode

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

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Postal delivery information (e.g. PO Box 254)
Suburb, locality or town
State/territory
Postcode

Format attributes

Length:	70
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Introduced 1 January 2014** *Address street name*

Address street number

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

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

GUIDELINES FOR USE

Address street number can contain the following:

A single street or road number

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

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

Address street number examples

STREET ADDRESS	STREET NAME	STREET NUMBER
103 Smith Avenue West	Smith Avenue West	103
340–346 Gibbs Street	Gibbs Street	340–346
Lot 65 Brown Road	Brown Road	Lot 65

RELATED DATA

Address street name

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS STREET NUMBER
Text	Street or lot number

QUESTION

What is the address of your usual residence?

'Usual residence' refers to the address you live at on a permanent basis. This is important for international and rural students in particular. Please provide the physical address (street address and **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common-usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Suburb, locality or town
State/territory
Postcode

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

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Postal delivery information (e.g. PO Box 254)
Suburb, locality or town
State/territory
Postcode

Format attributes

Length:	15
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Introduced 1 January 2014** *Address street number*

Address – suburb, locality or town

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Postcode and *State identifier*

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS – SUBURB, LOCALITY OR TOWN
Text	Name of suburb, locality or town

QUESTION

What is the address of your usual residence?

'Usual residence' refers to the address you live at on a permanent basis. This is important for international and rural students in particular.

Please provide the physical address (street number and name, not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common-usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

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

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

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

Format attributes

Length:	50
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Address third line*	**Introduced 1 July 1994** *Address third line*
Release 5.0	**Revised 1 January 2003** Renamed *Address suburb or town or locality*	**Revised 1 April 2004** Renamed *Address suburb or town or locality*

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

ANZSIC identifier

Definitional attributes

DEFINITION

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

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

CONTEXT

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

Relational attributes

RULES

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

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

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

GUIDELINES FOR USE

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ANZSIC IDENTIFIER
SSGC	Valid 4-digit (Class) ANZSIC code
SSG	Valid 3-digit (Group) ANZSIC code
SS	Valid 2-digit (Subdivision) ANZSIC code

QUESTION

Not applicable

Format attributes

Length:	4
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	@@@@ not specified

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0		**Introduced 1 July 1994** *ANZSIC (industry type) identifier*
Release 3.0		**Revised 1 January 1999** Added value '@@@@ – not stated'

DATA ELEMENT DEFINITIONS	
Edition 2	**Revised 1 July 2008** Renamed *ANZSIC identifier* to adopt *Australian and New Zealand Standard Industrial Classification* (ANZSIC), ABS catalogue no.1292.0, 2006

Apprenticeship identifier - national

Definitional attributes

DEFINITION

Apprenticeship identifier - national uniquely identifies an Apprenticeship or Traineeship, within a structured training arrangement, in the Apprenticeships Data Management System (ADMS) managed by the Department of Employment and Workplace Relations.

CONTEXT

Apprenticeship identifier - national in combination with other Apprentice and Trainee data is used in reporting and analysis to inform policy and wider research.

Relational attributes

RULES

All codes provided by the ADMS are numerical and must be no more than 10-digits in length. Apprenticeship identifier – national must not be the same value submitted for Client Identifier – Apprenticeships or Training Contract Identifier.

GUIDELINES FOR USE

A valid Apprenticeship identifier - national code is assigned in ADMS and captured within the Apprentice & Trainees individual contract of training.

Department of Employment and Workplace Relations will provide State and Territory Training Authorities with the Apprenticeship identifier - national. It will originally be sourced from ADMS, or TYIMS (Training and Youth Internet Management System) where the apprenticeship/traineeship started before ADMS was in effect.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – APPRENTICESHIP IDENTIFIER – NATIONAL
Numeric	Valid format

QUESTION

Format attributes

Length:	10
Type:	numeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.4	**Introduced 1 January 2027** *Apprenticeship Identifier – National* into Apprenticeship Collection

Associated course identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Determined by individual states and territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ASSOCIATED COURSE IDENTIFIER
Text	National training package qualification, nationally recognised accredited course or locally developed training organisation course code

QUESTION

Not applicable

Format attributes

Length:	10
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Introduced 1 January 2014** *Associated course identifier*

At school flag

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – AT SCHOOL FLAG
Y	Yes – the client is still enrolled in secondary school
N	No – the client is not enrolled in secondary school

QUESTION

Are you still enrolled in secondary or senior secondary education?

Yes	☐ Y
No	☐ N

Format attributes

Length:	1	
Type:	alphanumeric	
Justification:	none	
Fill character:	none	
Permitted data element value:	@	not specified

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 2.0	**Introduced 1 January 1997** *At school*	**Introduced 1 July 1997** *At school*
Release 4.0	**Revised 1 January 2002** Modified value description for *At school* 'N' flag from 'has finished secondary schooling' to 'is not attending secondary school'	**Revised 1 January 2002** Modified value description for *At school* 'N' flag from 'has finished secondary schooling' to 'is not attending secondary school'

DATA ELEMENT DEFINITIONS	
Edition 1	**Revised 1 January 2007** Renamed *At school flag*
Edition 2	**Revised 1 July 2008** Adopted *At school flag* to replace *At school* for National Apprentice and Trainee Collection

Client family name

Definitional attributes

DEFINITION

Client family name is the official family name.

CONTEXT

Client family name is used for addressing correspondence.

Relational attributes

RULES

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

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

GUIDELINES FOR USE

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

RELATED DATA

Client first given name and *Name for encryption*

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CLIENT FAMILY NAME
Text	Client's family name

QUESTION

Enter your full name

Family name
Given names

Format attributes

Length:	40
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 5.0	**Introduced 1 January 2003** *Client last name*	

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Revised 10 December 2015** Renamed from *Client last name* to *Client family name*

Client first given name

Definitional attributes

DEFINITION

Client first given name contains the client's given name.

CONTEXT

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

Relational attributes

RULES

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

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

GUIDELINES FOR USE

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

RELATED DATA

Client family name and *Name for encryption*

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CLIENT FIRST GIVEN NAME
Text	Client's preferred first name

QUESTION

Enter your full name

Family name
Given names

Format attributes

Length:	40
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 5.0	**Introduced 1 January 2003** *Client first given name*	

Client identifier

Definitional attributes

DEFINITION

Client identifier uniquely distinguishes an individual in a training organisation.

CONTEXT

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

Relational attributes

RULES

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

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

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

Client identifier must not contain spaces.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CLIENT IDENTIFIER
Text	Unique client identifier within the collection

QUESTION

Not applicable

Format attributes

Length:	10
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Client identifier*	

Client identifier – national

Definitional attributes

DEFINITION

Client identifier — national uniquely identifies a client undertaking an apprenticeship or traineeship managed within the Australian Government Australian Government Department of Employment and Workplace Relations' Apprenticeship management system.

CONTEXT

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

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

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

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

VALUE	JURISDICTION
A	Australian Capital Territory
N	New South Wales
O	Northern Territory
Q	Queensland
S	South Australia
T	Tasmania
V	Victoria
W	Western Australia

RELATED DATA

Training contract identifier — national

TYPE OF RELATIONSHIP

Training contract identifier — national and *Client identifier — national* are used to access further information about a training contract from the Australian Government Department of Employment and Workplace Relations' apprenticeship management system.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CLIENT IDENTIFIER – NATIONAL
1 – 9999999999	Client identifier issued by the Australian Government
X1 – X9999999999	Client identifier assigned by state training authority

QUESTION

Not applicable

Format attributes

Length:	10
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2	**Introduced 1 July 2008** *Client identifier – TYIMS*
Edition 2.2	**Revised 1 July 2016** Renamed from *Client identifier – TYIMS* to *Client identifier – AAMS*
Edition 2.3	**Revised 31 August 2018** Renamed from *Client identifier – AAMS* to *Client identifier – national*

Client identifier – apprenticeships

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Client identifier — apprenticeships must not contain spaces.

GUIDELINES FOR USE

For National VET Provider Collection only

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

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

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

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

RELATED DATA

Training contract identifier

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CLIENT IDENTIFIER – APPRENTICESHIPS
Text	Unique apprenticeship client identifier

QUESTION

Not applicable

Format attributes

Length:	10	
Type:	alphanumeric	
Justification:	left	
Fill character:	space	
Permitted data element value:	@@@@@@@@@@	not specified

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0		**Introduced 1 July 1994** *Client identifier*
Release 5.0	**Introduced 1 January 2003** *Client identifier – new apprenticeships*	

DATA ELEMENT DEFINITIONS	
Edition 2	**Revised 1 July 2008** Renamed *Client identifier – apprenticeships* Adopted *Client identifier – apprenticeships* to replace *Client identifier* for National Apprentice and Trainee Collection
Edition 2.2	**Revised 1 January 2014** Renamed from *Client identifier – new apprenticeships* to *Client identifier – apprenticeships* for National VET Provider Collection

Client title

Definitional attributes

DEFINITION

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

CONTEXT

Client title is used for addressing correspondence.

Relational attributes

RULES

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Client family name and *Client first given name*

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CLIENT TITLE
Text	Client's preferred title

QUESTION

Not applicable

Format attributes

Length:	4
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 5.0	**Introduced 1 January 2003** *Client title*	

Client tuition fee

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Determined by individual states and territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CLIENT TUITION FEE
0000–9999	Value that represents the tuition fee and/or administration charge, rounded up to the nearest dollar

QUESTION

Not applicable

Format attributes

Length:	5
Type:	numeric
Justification:	right
Fill character:	zero
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 5.0	**Introduced 1 January 2003** *Student tuition fee*	

DATA ELEMENT DEFINITIONS	
Edition 1	**Revised 1 January 2007** Renamed C*lient tuition fee*

Commencing program identifier

Definitional attributes

DEFINITION

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

CONTEXT

Rules are determined by individual states and territories.

Relational attributes

RULES

Determined by individual states and territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – COMMENCING PROGRAM IDENTIFIER
3	Commencing training in the program
4	Continuing training in the program from a previous year
8	Subject-only training

QUESTION

Not applicable

Format attributes

Length:	1
Type:	alphanumeric
Justification:	none
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

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

DATA ELEMENT DEFINITIONS	
Edition 1	**Revised 1 January 2007** Recoded values and modified descriptions for *Commencing course identifier*
Edition 2.2	**Revised 1 January 2014** Renamed from *Commencing course identifier* to *Commencing program identifier*

Contact name

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CONTACT NAME
Text	Contact name in format: family name, given name(s), title and position (optional)

QUESTION

Not applicable

Format attributes

Length:	60
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Contact name*	**Introduced 1 July 1994** *Contact name*

Country identifier

Definitional attributes

DEFINITION

Country identifier is a code that uniquely identifies a country.

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

CONTEXT

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

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – COUNTRY IDENTIFIER
0000 – 9999	Valid 4-digit SACC code

QUESTION

In which country were you born?

Australia	☐ 1101
Other – please specify	

Format attributes

Length:	4
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@@@ not specified

Administrative attributes

HISTORY

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

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

Date of birth

Definitional attributes

DEFINITION

Date of birth is the date a client was born.

CONTEXT

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

Relational attributes

RULES

Date of birth must not be a system default.

Date of birth must be:

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

GUIDELINES FOR USE

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – DATE OF BIRTH
DDMMYYYY	Valid date
@@MMYYYY	Valid month and year but day not specified
@@@@YYYY	Valid year but day and month not specified

QUESTION

Enter your birth date

Day/month/year			

Format attributes

Length:	8	
Type:	alphanumeric	
Justification:	none	
Fill character:	none	
Permitted data element value:	@@@@@@@@	not specified

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Date of birth*	**Introduced 1 July 1994** *Date of birth*

Date of training contract commencement

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Date of training contract commencement must be a valid date.

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Date of training contract completion

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – DATE OF TRAINING CONTRACT COMMENCEMENT
DDMMYYYY	Valid date of commencement

QUESTION

Not applicable

Format attributes

Length:	8
Type:	date
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0		**Introduced 1 July 1994** *Training contract commencement date*

DATA ELEMENT DEFINITIONS	
Edition 2	**Revised 1 July 2008** Renamed *Date of training contract commencement*

Date of training contract completion

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Date of training contract completion must be a valid date.

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Date of training contract commencement

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – DATE OF TRAINING CONTRACT COMPLETION
DDMMYYYY	Valid date of completion

QUESTION

Not applicable

Format attributes

Length:	8
Type:	date
Justification:	none
Fill character:	space
Permitted element data value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0		**Introduced 1 July 1994** *Training contract completion date*

DATA ELEMENT DEFINITIONS	
Edition 2	**Revised 1 July 2008** Renamed *Date of training contract completion*

Date of transaction

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Date of transaction must be a valid date.

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – DATE OF TRANSACTION
DDMMYYYY	Valid date of event

QUESTION

Not applicable

Format attributes

Length:	8
Type:	date
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0		**Introduced 1 July 1994** *Contract status date of effect*
Release 4.0		**Revised 1 January 2002** Renamed *Training contract status date of effect*

DATA ELEMENT DEFINITIONS	
Edition 2	**Revised 1 July 2008** Renamed *Date of transaction*

Date program completed

Definitional attributes

DEFINITION

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

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

CONTEXT

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

Relational attributes

RULES

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

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

GUIDELINES FOR USE

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – DATE PROGRAM COMPLETED
DDMMYYYY	Valid date
	The values below are only valid for the 2018 collection year
@@MMYYYY	Valid month but day not specified
@@@@YYYY	Valid year but day and month not specified

QUESTION

Not applicable

Format attributes

Length:	8
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Year program completed*	
Release 2.0	**Revised 1 January 1997** Removed '@@@@ – Not stated'	

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

Delivery mode identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

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

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

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

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

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE			DESCRIPTION – DELIVERY MODE IDENTIFIER
Internal	External	Workplace-based	
Y	N	N	Internal only
N	Y	N	External only
N	N	Y	Workplace-based only
Y	Y	N	Combination of internal and external
Y	N	Y	Combination of internal and workplace-based
N	Y	Y	Combination of external and workplace-based
Y	Y	Y	Combination of all modes
N	N	N	Not applicable (RPL or credit transfer)

QUESTION

Not applicable

Format attributes

Length:	3
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Delivery strategy identifier*	
Release 3.0	**Revised 1 January 1999** Renamed *Delivery type identifier*	

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

Disability flag

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

National VET Provider Collection only: *Disability type identifier*

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – DISABILITY FLAG
Y	Yes – the client has a disability, impairment or long-term condition
N	No – the client does not have a disability, impairment or long-term condition

QUESTION

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

Yes	☐ Y
No	☐ N

Format attributes

Length:	1	
Type:	alphanumeric	
Justification:	none	
Fill character:	none	
Permitted data element value:	@	not specified

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Disability flag*	**Introduced 1 July 1994** *Disability flag*
Release 4.0	**Revised 1 January 2002** Modified value description for *Disability flag*	**Revised 1 January 2002** Changed question for national consistency

Disability type identifier

Definitional attributes

DEFINITION

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

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

CONTEXT

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

Relational attributes

RULES

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

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

GUIDELINES FOR USE

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

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision mitigated by wearing glasses or lenses.

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

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate or even a severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

There is diversity in the underlying concepts, definitions and classifications of intellectual disability adopted in Australia. In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

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

> A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability (US National Joint Committee on Learning Disabilities 1988)

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment (Ministerial Implementation Committee on Head Injury 1995).

'17 — Vision'

A partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

RELATED DATA

Disability flag

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – DISABILITY TYPE IDENTIFIER
11	Hearing/deaf
12	Physical
13	Intellectual
14	Learning
15	Mental illness
16	Acquired brain impairment
17	Vision
18	Medical condition
19	Other
99	Not specified

QUESTION

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list.

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf	☐ 11
Physical	☐ 12
Intellectual	☐ 13
Learning	☐ 14
Mental illness	☐ 15
Acquired brain impairment	☐ 16
Vision	☐ 17
Medical condition	☐ 18
Other	☐ 19

Format attributes

Length:	2
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Disability type identifier*	

Email address

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Email address must be a valid email address, including the '@' symbol.

Email address must not have embedded spaces.

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

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

GUIDELINES FOR USE

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – EMAIL ADDRESS
Text	Valid email address

QUESTION

Enter your contact details

Home phone _____ Work phone_____

Mobile_____ **Email address**_____

Alternative email address (optional)_____

Format attributes

Length:	80
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 5.0	**Introduced 1 January 2003** *Email address*	

Employer identifier

Definitional attributes

DEFINITION

Employer identifier identifies an employer for record-keeping purposes.

CONTEXT

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

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – EMPLOYER IDENTIFIER
Text	Unique employer identifier

QUESTION

Not applicable

Format attributes

Length:	10
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted element data value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0		**Introduced 1 July 1994** *Employer identifier*

Employer legal name

Definitional attributes

DEFINITION

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

CONTEXT

Employer legal name is used to identify an employer.

Relational attributes

RULES

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

Employer legal name must not be an acronym.

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

GUIDELINES FOR USE

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – EMPLOYER LEGAL NAME
Text	Legal name of the employer

QUESTION

Not applicable

Format attributes

Length:	100
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted element data value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0		**Introduced 1 July 1994** *Employer legal name*

Employer size

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

Employer size must be between 0 and 1 000 000.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – EMPLOYER SIZE
000001–999999	Number of employees

QUESTION

Not applicable

Format attributes

Length:	6	
Type:	alphanumeric	
Justification:	right	
Fill character:	zero	
Permitted data element value:	@@@@@@	not specified

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0		**Introduced 1 July 1994** *Employer size*
Release 3.0		**Revised 1 January 1999** Deleted value '000000' Add '@@@@@@ – not stated'

Employer type identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – EMPLOYER TYPE IDENTIFIER
01	Private sector
02	Group training
03	Government business enterprise
04	Local government
05	State government
06	Federal government
90	Not elsewhere classified

QUESTION

Not applicable

Format attributes

Length:	2
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0		**Introduced 1 July 1994** *Employer type identifier*

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Revised 1 October 2016** Renamed ‘02 – Group training scheme’ to ‘02 – Group training’ Renamed ‘06 – Commonwealth Government' to ‘06 – Federal government’ Added ‘07 – Direct employment’ and ‘08 – Labour hire’
Edition 2.3	**Revised 31 August 2018** Removed codes ‘07 – Direct employment’ and ‘08 – Labour hire’

Existing worker flag

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – EXISTING WORKER FLAG
Y	Yes – The client is an existing worker
N	No – The client is not an existing worker

QUESTION

Not applicable

Format attributes

Length:	1	
Type:	alphanumeric	
Justification:	none	
Fill character:	none	
Permitted data element value:	@	not specified

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 4.0		**Introduced 1 January 2002** *Existing worker flag*

Facsimile number

Definitional attributes

DEFINITION

Facsimile number is a number used to send a facsimile.

CONTEXT

Facsimile number is used to contact individuals.

Relational attributes

RULES

Facsimile number must include the area code.

The format for *Facsimile number* is 0882123436.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – FACSIMILE NUMBER
Text	Valid facsimile number, including area code

QUESTION

Not applicable

Format attributes

Length:	20
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Facsimile number*	**Introduced 1 July 1994** *Facsimile number*

Fee exemption/concession type identifier

Definitional attributes

DEFINITION

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

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

CONTEXT

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

Relational attributes

RULES

Determined by individual states and territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – FEE EXEMPTION/CONCESSION TYPE IDENTIFIER
Text	Valid state or territory code

QUESTION

Not applicable

Format attributes

Length:	2
Type:	alphanumeric
Justification:	left
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 5.0	**Introduced 1 January 2003** *Fee exemption/concession type identifier*	

Full-time identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – FULL-TIME IDENTIFIER
1	Full-time
2	Part-time

QUESTION

Not applicable

Format attributes

Length:	1
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@ not specified

Administrative attributes

HISTORY

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

Funding source – national

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

Funding provided under the Free TAFE program must be reported using the *Specific funding identifier '71 — Free TAFE Waiver'* against *Funding source - national* '11 — Commonwealth and State general purpose recurrent'. The *Specific funding identifier* reference list is available from the NCVER Portal <https://www.ncver.edu.au/rto-hub/statistical-standard-software/specific-funding-identifier/>.'13 — Commonwealth specific funding programs' is funding provided by the Commonwealth to provide training for a specific purpose or initiative. Funding may come from a Commonwealth department other than the Department of Employment and Workplace Relations, for example, job search incentives on training provided by Centrelink or health training initiatives funded by the Commonwealth, for example, Department of Health. Programs can be administered by state and territory training authorities or by a direct contract between the Commonwealth and the training organisation.

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

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

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

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

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

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

'80 — Revenue earned from another training organisation (TAFE use only)' is revenue earned by a technical and further education (TAFE) organisation delivering the training and which receives funding from another registered training organisation in terms of subcontracted, auspicing, partnership arrangements or similar arrangements. The TAFE institution delivering the training

does not issue the statement of attainment. This activity needs to be submitted only when required for state training authority submissions.

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – FUNDING SOURCE – NATIONAL
11	Commonwealth and state general purpose recurrent
13	Commonwealth specific funding programs
15	State specific funding programs
20	Domestic client – other revenue
30	International client – other revenue **(valid for the 2019 collection)**
31	International onshore client – other revenue **(valid from 1 January 2020)**
32	International offshore client – other revenue **(valid from 1 January 2020)**
80	Revenue earned from another training organisation (TAFE use only)

QUESTION

Not applicable

Format attributes

Length:	2
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.1	**Introduced 1 January 1995** *Funding source indicator*	
Release 3.0	**Revised 1 January 1999** Renamed *Funding source – national* Identified funding source for overseas client enrolments	
Release 4.0	**Revised 1 January 2002** Modified descriptions for *Funding source – national* '01' from 'Commonwealth and state recurrent funding' to 'Commonwealth and state recurrent funding for VET', modified '02' description from 'Commonwealth and state specific funding' to 'Commonwealth and state specific purpose funding for VET', and modified	

	'04' description from '… student' to '… client'	

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

Funding source – state training authority

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Determined by individual states and territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Funding source — national

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – FUNDING SOURCE – STATE TRAINING AUTHORITY
Text	Valid training organisation's internal funding source code

QUESTION

Not applicable

Format attributes

Length:	3
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 3.0	**Introduced 1 January 1999** *Funding source – state training authority*	

Gender

Definitional attributes

DEFINITION

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

CONTEXT

Gender is used to analyse data by demographic characteristics.

Relational attributes

RULES

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

GUIDELINES FOR USE

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

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – GENDER
F	Female
M	Male
X	Other

QUESTION (2018 ENROLMENTS)

Gender (Tick ONE box only)

Male	☐
Female	☐
Other	☐

Format attributes

Length:	1	
Type:	alphanumeric	
Justification:	none	
Fill character:	none	
Permitted data element value:	@	not specified

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Sex*	**Introduced 1 July 1994** *Sex*

DATA ELEMENT DEFINITIONS	
Edition 2.3	**Revised 1 January 2018** Renamed *Gender*
Edition 2.3	**Revised 31 August 2018** Added value 'X – Other' to classification scheme for use for activity from 1 January 2019 for VET Provider **Revised 30 September 2022** Added value 'X – Other' to classification scheme for use for activity from 1 July 2022 for Apprenticeship

Highest school level completed identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – HIGHEST SCHOOL LEVEL COMPLETED IDENTIFIER
02	Did not go to school
08	Year 8 or below
09	Year 9 or equivalent
10	Completed Year 10
11	Completed Year 11
12	Completed Year 12

QUESTION

What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent	☐ 12
Year 11 or equivalent	☐ 11
Year 10 or equivalent	☐ 10
Year 9 or equivalent	☐ 09
Year 8 or below	☐ 08
Never attended school	☐ 02

Format attributes

Length:	2	
Type:	alphanumeric	
Justification:	none	
Fill character:	none	
Permitted data element value:	@@	not specified

Administrative attributes

HISTORY

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

DATA ELEMENT DEFINITIONS	
Edition 2	**Revised 1 July 2008** Renamed *Highest school level completed identifier* Adopted *Highest school level completed identifier* to replace *Highest school level completed* for National Apprentice and Trainee Collection

Hours attended

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Determined by individual states and territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – HOURS ATTENDED
0001–9999	Value that represents the number of hours a client attended training

QUESTION

Not applicable

Format attributes

Length:	4
Type:	numeric
Justification:	right
Fill character:	zero
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 5.0	**Introduced 1 January 2003** *Hours attended*	

Indigenous status identifier

Definitional attributes

DEFINITION

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

The classification is based on the *Indigenous Status Standard*, 1200.0.55.008 - 2014, Version 1.5.

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

How to code the responses

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

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

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

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

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

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

Coding responses for *Indigenous status identifier*

	NO	YES, ABORIGINAL	YES, TORRES STRAIT ISLANDER	INDIGENOUS STATUS IDENTIFIER
A		✓		1
A			✓	2
B	✓	✓		1
B	✓		✓	2
C		✓	✓	3
D	✓	✓	✓	3
E	✓			4
F				@

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – INDIGENOUS STATUS IDENTIFIER
1	Yes, Aboriginal
2	Yes, Torres Strait Islander
3	Yes, Aboriginal AND Torres Strait Islander
4	No, Neither Aboriginal nor Torres Strait Islander

QUESTION

Are you of Aboriginal or Torres Strait Islander origin?

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

No	☐
Yes, Aboriginal	☐
Yes, Torres Strait Islander	☐

Format attributes

Length:	1	
Type:	alphanumeric	
Justification:	none	
Fill character:	none	
Permitted data element value:	@	not specified

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Aboriginal/Torres Strait Islander*	**Introduced 1 July 1994** *Aboriginal/Torres Strait Islander*
Release 4.0	**Revised 1 January 2002** Renamed *Indigenous status identifier* to comply with the *Standards for Statistics on Cultural and Language Diversity,* ABS catalogue no.1289.0, 1999	**Revised 1 January 2002** Renamed *Indigenous status identifier* to comply with the *Standards for Statistics on Cultural and Language Diversity,* ABS catalogue no.1289.0, 1999

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

Issued flag

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

GUIDELINES FOR USE

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ISSUED FLAG
Y	Qualification, course or skill set credential issued
N	Qualification, course or skill set credential not issued

QUESTION

Not applicable

Format attributes

Length:	1
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 3.0	**Introduced 1 January 1999** *Qualification issued flag*	

DATA ELEMENT DEFINITIONS

Edition 2.2	**Revised 1 January 2014** Renamed from *Qualification issued flag* to *Issued flag*

Labour force status identifier

Definitional attributes

DEFINITION

Labour force status identifier describes a client's employment status.

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

CONTEXT

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

Relational attributes

RULES

Clients must be classified to a single labour force category.

GUIDELINES FOR USE

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

For employment such as casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full-time (35 hours or more per week) or part-time employed (fewer than 35 hours per week).

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – LABOUR FORCE STATUS IDENTIFIER
	Employed
01	Full-time employee
02	Part-time employee
03	Self-employed – not employing others
04	Self-employed – employing others
05	Employed – unpaid worker in a family business
	Unemployed
06	Unemployed – seeking full-time work
07	Unemployed – seeking part-time work
	Not in the labour force
08	Not employed – not seeking employment

QUESTION

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full-time (35 hours or more per week) or part-time employed (fewer than 35 hours per week).

Full-time employee	☐ 01
Part-time employee	☐ 02
Self-employed – not employing others	☐ 03
Self-employed – employing others	☐ 04
Employed – unpaid worker in a family business	☐ 05
Unemployed – seeking full-time work	☐ 06
Unemployed – seeking part-time work	☐ 07
Not employed – not seeking employment	☐ 08

Format attributes

Length:	2
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@ not specified

Administrative attributes

HISTORY

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

Language identifier

Definitional attributes

DEFINITION

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

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

CONTEXT

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

Relational attributes

RULES

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

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

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

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

9700	Sign language
9701	Auslan
9702	Makaton
9799	Sign languages, not elsewhere classified

GUIDELINES FOR USE

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

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – LANGUAGE IDENTIFIER
0000–9999	Valid 4-digit ASCL code
0000	Unknown
0001	Non-verbal

QUESTION

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often.)

No, English only ☐ 1201

Yes, other – Please specify _____

Format attributes

Length:	4
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@@@ not specified

Administrative attributes

HISTORY

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

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

Name for encryption

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

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

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

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

GUIDELINES FOR USE

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

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

RELATED DATA

Client first given name and *Client family name*

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – NAME FOR ENCRYPTION
Text	Client's full name in the specified format

QUESTION

Enter your full name

Family name (surname)
Given names

Format attributes

Length:	60
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Encrypted identifier*	**Introduced 1 July 1994** *Encrypted identifier*
Release 3.0	**Revised 1 January 1999** Renamed *Name for encryption*	**Revised 1 January 1999** Renamed *Name for encryption*
Release 5.0	**Revised 1 January 2003** Standardised the order for the client's name for *Name for encryption* for national consistency	

Nominal hours

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Nominal hours must be an integer.

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

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

GUIDELINES FOR USE

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

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

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

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

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

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

Nominal hours for qualifications are found on the Victorian Purchasing Guide website at <https://www.vic.gov.au/victorian-training-package-purchasing-guides>.

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – NOMINAL HOURS
0000–9999	Value that nominally represents anticipated hours of supervised training for a program or subject

QUESTION

Not applicable

Format attributes

Length:	4
Type:	numeric
Justification:	right
Fill character:	zero
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Curriculum hours*	
Release 3.0	**Revised 1 January 1999** Renamed *Nominal hours – supervised*	
Release 5.0	**Revised 1 January 2003** Renamed *Nominal hours*	

DATA ELEMENT DEFINITIONS	
Edition 2.1	**Revised 1 January 2012** Removed rule '*Nominal hours* must be in the range 0000–0400 hours'

OSCA identifier

Definitional attributes

DEFINITION

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

The classification is based on the Occupation Standard Classification for Australia (OSCA), 2024-version-1.0.

CONTEXT

OSCA Identifier is used to profile Programs by occupational areas.

Relational attributes

RULES

Programs with a *Program recognition identifier* of *14 – Other course* or *15 - Higher-level qualification, other than training package qualification or nationally recognised accredited course* are not on the National Training Register and therefore must not be blank.

GUIDELINES FOR USE

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

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

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

OSCA has five levels, and codes are preferably allocated to the full 6-digit occupation code (121131) in order to describe an individual occupation but can be allocated at a higher level if necessary.

For the complete list of up-to-date OSCA codes and their descriptions, please refer to the ABS <https://www.abs.gov.au/statistics/classifications/osca-occupation-standard-classification-australia/2024-version-1-0>. A valid list of OSCA identifier codes is available on the NCVER Portal at <https://www.ncver.edu.au/rto-hub/statistical-standard-software/osca-identifier>.

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

Hierarchical Level	Code	OSCA category
Major group	1	Managers
Sub-major group	12	Chief Executives, General Managers and Legislators
Minor group	121	Chief Executives, General Managers and Legislators
Unit group	1211	Chief Executives and Managing Directors
Occupation	121131	Chief Executive or Managing Director

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

1 - 899999	VALID OSCA CODE
VET PROVIDER ONLY	
GEN19	Occupational non-specific – general education
GEN20	Non-industry - specific training
NONVET	Non-VET course – no occupational outcome

QUESTION

Not applicable

Format attributes

Length:	6
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS

Edition 2.4	**Introduced 1 January 2027** *OSCA* identifier **replaced** *ANZSCO identifier*

Outcome identifier – national

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

20 — Competency achieved/pass

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

30 — Competency not achieved/fail

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

40 — Withdrawn/discontinued

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

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

41 — Incomplete due to RTO closure

Incomplete due to RTO closure is reported when the training organisation ceases operations while training activity is still in progress. Outcome 41 — *incomplete due to RTO closure* should be reported rather than outcome 40 — *withdrawn/discontinued* or outcome 70 — *continuing enrolment* to ensure that the client's unique student identifier transcript displays a final outcome indicating that the inability to complete the training activity was due to circumstances beyond the client's control.

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

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

Recognition of prior learning

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

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

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

51 — Recognition of prior learning granted

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

52 — Recognition of prior learning not granted

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

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60 — Credit transfer/national recognition

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

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

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

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

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

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

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

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

70 — Continuing activity

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

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

Non-assessable

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

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

81 — Non-assessable activity — satisfactorily completed

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

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

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

85 — Not yet started

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

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

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

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

QUESTION

Not applicable

Format attributes

Length:	2
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

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

DATA ELEMENT DEFINITIONS	
Edition 1	**Revised 1 January 2007** Deleted '50 – Recognition of prior learning' Added '51 – Recognition of prior learning granted' '52 – Recognition of prior learning not granted' '53 – Recognition of current competency granted' '54 – Recognition of current competency not granted'
Edition 2.1	**Revised 1 January 2012** Deleted '53 – Recognition of current competency granted' and '54 – Recognition of current competency not granted' Added '90 – Not yet available' Renamed '40 – Withdrawn' to '40 – Withdrawn/discontinued', '60 – Credit transfer' to '60 – Credit transfer/national recognition', '81 – Non-assessed enrolment – satisfactorily completed' to '81 – Non-assessable enrolment – satisfactorily completed', '82 – Non-assessed enrolment – withdrawn or not satisfactorily completed' to '82 – Non-assessable enrolment – withdrawn or not satisfactorily completed' Modified the descriptions of '30 – Competency not achieved/fail', '40 – Withdrawn/discontinued', '51 – Recognition of prior learning granted', '52 – Recognition of prior learning not granted', '60 – Credit transfer/national recognition'
Edition 2.2	**Revised July 2014** Renamed '70 – Continuing enrolment' to '70 – Enrolment continuing into a following collection year' Renamed '90 – Not yet available' to '90 – Not yet available at interim collection'
	Revised 1 January 2015 Added '61 – Superseded subject'

	Revised 1 January 2017 Renamed ‘70 – Enrolment continuing into a following collection year’ to '70 – Continuing enrolment'
Edition 2.3	**Revised 1 January 2018** Added ‘85 ─ Not yet started' Added ‘41 ─ Incomplete due to RTO closure Deleted '90 – Not yet available at interim collection' Renamed –81 –Non-assessable enrolment – satisfactorily completed' to 'Non-assessable activity – satisfactorily completed' Renamed '82 – Non-assessable enrolment – withdrawn or not satisfactorily completed' to 'Non-assessable activity – withdrawn or not satisfactorily completed'

Outcome identifier – training organisation

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Determined by individual states and territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – OUTCOME IDENTIFIER – TRAINING ORGANISATION
text	Internal outcome identifier (state or territory specific)

QUESTION

Not applicable

Format attributes

Length:	3
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 3.0	**Introduced 1 January 1999** *Outcome identifier – provider*	
Release 5.0	**Revised 1 January 2003** Renamed *Outcome identifier – training organisation*	

Parchment issue date

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Parchment issue date should be a valid date.

GUIDELINES FOR USE

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PARCHMENT ISSUE DATE
DDMMYYYY	Valid date

QUESTION

Not applicable

Format attributes

Length:	8
Type:	date
Justification:	none
Fill character:	space
Permitted data element values:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.3	**Introduced 1 January 2018** *Parchment issue date*
	Updated January 2019 *Format changed from alphanumeric to date*

Parchment number

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Not applicable.

GUIDELINES FOR USE

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PARCHMENT NUMBER
Alphanumeric	Parchment number

QUESTION

Not applicable

Format attributes

Length:	25
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element values:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.3	**Introduced 1 January 2018** *Parchment number*

Postcode

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Postcode must be 'OSPC' for an overseas location or address.

Postcode must be '@@@@' if an Australia Post postcode is not provided or is indiscernible.

GUIDELINES FOR USE

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

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

RELATED DATA

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

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

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

QUESTION

What is the address of your usual residence?

Please provide the physical address (street number and name, not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common-usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

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

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

Building/property name

Flat/unit number /street number
Street name and type
Suburb, locality or town
State/territory
Postcode

Format attributes

Length:	4
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@@@ not specified

Administrative attributes

HISTORY

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

DATA ELEMENT DEFINITIONS	
Edition 2	**Revised 1 July 2008** Adopted *Postcode* to combine *Postcode – employer, Postcode – residential, Postcode – training organisation, Postcode – workplace* for the National Apprentice and Trainee Collection

Predominant delivery mode

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

Predominant delivery mode must be a valid value.

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

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

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

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

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

GUIDELINES FOR USE

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

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

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

RELATED DATA

Delivery mode identifier

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PREDOMINANT DELIVERY MODE
E	External delivery
I	Internal delivery
W	Workplace-based delivery
N	Not applicable – recognition of prior learning/credit transfer

QUESTION

Not applicable

Format attributes

Length:	1
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.3	**Introduced 1 January 2018** *Predominant delivery mode*

Prior educational achievement flag

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Prior educational achievement identifier

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PRIOR EDUCATIONAL ACHIEVEMENT FLAG
Y	Yes – a prior educational achievement has been successfully completed
N	No – a prior educational achievement has not been successfully completed

QUESTION

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

Yes	☐ Y
No	☐ N

Format attributes

Length:	1	
Type:	alphanumeric	
Justification:	none	
Fill character:	none	
Permitted data element value:	@	not specified

Administrative attributes

HISTORY

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

Prior educational achievement identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

'521 — Certificate II' or
'524 — Certificate I'

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

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

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

GUIDELINES FOR USE

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

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

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

RELATED DATA

Prior educational achievement flag

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PRIOR EDUCATIONAL ACHIEVEMENT IDENTIFIER
008	Bachelor degree or higher degree level (defined for AVETMISS use only)
410	Advanced diploma or associate degree level
420	Diploma level
511	Certificate IV
514	Certificate III
521	Certificate II
524	Certificate I
990	Miscellaneous education

QUESTION

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

If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	☐ 008
Advanced diploma or associate degree	☐ 410
Diploma (or associate diploma)	☐ 420
Certificate IV (or advanced certificate/technician)	☐ 511
Certificate III (or trade certificate)	☐ 514
Certificate II	☐ 521
Certificate I	☐ 524
Other education (including certificates or overseas qualifications not listed above)	☐ 990

Format attributes

Length:	3
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

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

DATA ELEMENT DEFINITIONS	
Edition 2	**Revised 1 July 2008** Deleted '992 – bridging and enabling courses not identifiable by level (pre-apprenticeship/prevocational)' for the National Apprentice and Trainee Collection

Program field of education identifier

Definitional attributes

DEFINITION

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

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

Hierarchical level	Code	Field of education
Broad field	03	Engineering and related technologies
Narrow field	0305	Automotive engineering and technology
Detailed field	030503	Vehicle mechanics

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

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PROGRAM FIELD OF EDUCATION IDENTIFIER
BBNN	Valid 4-digit narrow level field of education code

QUESTION

Not applicable

Format attributes

Length:	4
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

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

DATA ELEMENT DEFINITIONS	
Edition 1	**Revised 1 January 2007** Renamed *Qualification/course field of education identifier*
Edition 2.2	**Revised 1 January 2014** Renamed from *Qualification/course field of education identifier* to *Program field of education identifier*

Program identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

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

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

GUIDELINES FOR USE

The training package qualification code of 'AAABCCDD' comprises:

AAA	three alpha characters identifying the training package
B	one numeric character identifying the AQF level
CC	two numeric characters identifying the sequence of this qualification type in the training package
DD	two numeric characters identifying the version as the calendar year in which the qualification was endorsed

The training package skill set code of 'AAASSXXXXX' comprises:

AAA	three alpha characters identifying the training package
SS	two alpha characters (always SS) identifying program as a skill set
XXXXX	five numeric characters applied sequentially to skill sets (e.g. 00001, 00002)

RELATED DATA

Program name

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PROGRAM IDENTIFIER
Text	National training package qualification, training package skill set, nationally recognised accredited course, locally developed skill set, or training organisation course code

QUESTION

Not applicable

Format attributes

Length:	10
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

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

DATA ELEMENT DEFINITIONS	
Edition 1	**Revised 1 January 2007** Renamed *Qualification/course identifier*
Edition 2	**Revised 1 July 2008** Adopted *Qualification/course identifier* to replace *Qualification identifier* for National Apprentice and Trainee Collection
Edition 2.2	**Revised 1 January 2014** Renamed from *Qualification/course identifier* to *Program identifier*

Program level of education identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

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

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

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

GUIDELINES FOR USE

The *Program level of education identifier* is based on the ASCED level of education, with an additional classification for Vocational Degrees, which are not listed in the ASCED classification.

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

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

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

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

BSB	three alpha characters identifying the training package
4	one numeric character identifying the AQF level
04	two numeric characters identifying the sequence of this qualification type in the training package
15	two numeric characters identifying the version as the calendar year in which the qualification was endorsed.

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

- certificate I to certificate IV
- diploma and advanced diploma
- vocational degree
- graduate certificate and graduate diploma (may include 'vocational' in name)

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

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

QUESTION

Not applicable

Format attributes

Length:	3
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

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

DATA ELEMENT DEFINITIONS	
Edition 1	**Revised 1 January 2007** Renamed *Qualification/course level of education identifier*
Edition 2.2	**Revised 1 January 2014** Renamed from *Qualification/course level of education identifier* to *Program level of education identifier* Deleted values '213 – Professional specialist qualification at graduate diploma level' and '222 – Professional specialist qualification at graduate certificate level'
Edition 2.4	**Revised** Add value '315' – Vocational Degree

Program name

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

OR

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

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Program identifier

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PROGRAM NAME
Text	National training package qualification, skill set or nationally recognised accredited course or locally developed training organisation course or skill set name

QUESTION

Not applicable

Format attributes

Length:	100
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Course name*	
Release 3.0	**Revised 1 January 1999** Refined rules for the allocation of *Course name*	**Introduced 1 January 1999** *Title of qualification*
Release 4.0	**Revised 1 January 2002** Modified value descriptions for *Course name*	

DATA ELEMENT DEFINITIONS	
Edition 1	**Revised 1 January 2007** Renamed *Qualification/course name*
Edition 2	**Revised 1 July 2008** Adopted *Qualification/course name* to replace *Title of qualification* for National Apprentice and Trainee Collection
Edition 2.2	**Revised 1 January 2014** Renamed from *Qualification/course name* to *Program name*

Program recognition identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

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

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

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

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

GUIDELINES FOR USE

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PROGRAM RECOGNITION IDENTIFIER
	Nationally recognised program of study
11	Nationally accredited qualification specified in a national training package
12	Nationally recognised accredited course, other than a qualification specified in a national training package
13	Nationally recognised skill set specified in a national training package
	Not nationally recognised
14	Other course
	Other
15	Higher-level qualification, other than training package qualification or nationally recognised accredited course
16	Locally recognised skill set

QUESTION

Not applicable

Format attributes

Length:	2
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	Not applicable

Administrative attributes

HISTORY

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

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

Purchasing contract identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Determined by individual states and territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PURCHASING CONTRACT IDENTIFIER
Text	Code that identifies the purchasing or funding contract between the state or territory training authority and the registered training organisation

QUESTION

Not applicable

Format attributes

Length:	12
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 5.0	**Introduced 1 January 2003** *Purchasing contract identifier*	

Purchasing contract schedule identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Determined by individual states and territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PURCHASING CONTRACT SCHEDULE IDENTIFIER
Text	Valid purchasing contract schedule identifier

QUESTION

Not applicable

Format attributes

Length:	3
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 5.0	**Introduced 1 January 2003** *Purchasing contract schedule identifier*	

Scheduled hours

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

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

GUIDELINES FOR USE

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SCHEDULED HOURS
0000–9999	Number of hours

QUESTION

Not applicable

Format attributes

Length:	4
Type:	numeric
Justification:	right
Fill character:	zero
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Scheduled hours*	

School-based flag

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SCHOOL-BASED FLAG
Y	Yes – the contract commenced as an approved school-based apprenticeship
N	No – the contract did not commence as an approved school-based apprenticeship

QUESTION

Not applicable

Format attributes

Length:	1	
Type:	alphanumeric	
Justification:	none	
Fill character:	none	
Permitted data element value:	@	not specified

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 5.0		**Introduced 1 April 2004** *School-based flag*
DATA ELEMENT DEFINITIONS		
Edition 2.2	**Revised 1 July 2016** Modified descriptors for *School-based flag*	

School level identifier

Definitional attributes

DEFINITION

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

CONTEXT

School level identifier is used for analyses and statistical reporting.

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SCHOOL LEVEL IDENTIFIER
08	Year 8 or below
09	Year 9 or equivalent
10	Year 10 or equivalent
11	Year 11 or equivalent
12	Year 12 or equivalent
99	Not applicable (Client not at secondary school)

QUESTION

Not applicable

Format attributes

Length:	2
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@ not specified

Administrative attributes

HISTORY

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

DATA ELEMENT DEFINITIONS

Edition 2	**Revised 1 July 2008** Renamed *School level identifier*

School type identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SCHOOL TYPE IDENTIFIER
21	School — Government
25	School — Catholic
27	School — Independent
31	Technical and further education institute
61	Community-based adult education provider
91	Privately operated registered training organisation
92	Home school arrangement

Format attributes

Length:	2
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Introduced August 2014** *School type identifier*

Specific funding identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

If *Specific funding identifier* is not blank, then *Funding source — national* must be '11 — Commonwealth and state general purpose recurrent' or '13 — Commonwealth specific funding program'.

If *Specific funding identifier* is '71 — Free TAFE waiver', *Funding source - national* must be '11 — Commonwealth and state general purpose recurrent'

GUIDELINES FOR USE

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

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

Please refer to the NCVER Portal <https://www.ncver.edu.au/rto-hub/statistical-standard-software/specific-funding-identifier> for an up-to-date list of *Specific funding identifier* values as codes are updated when new programs are introduced or discontinued.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SPECIFIC FUNDING IDENTIFIER
Text	Specific funding identifier code

QUESTION

Not applicable

Format attributes

Length:	10
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.1	**Introduced 1 January 2012** *Specific program identifier*
Edition 2.2	**Revised 1 January 2014** Renamed from *Specific program identifier* to *Specific funding identifier*

State identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

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

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – STATE IDENTIFIER
01	New South Wales
02	Victoria
03	Queensland
04	South Australia
05	Western Australia
06	Tasmania
07	Northern Territory
08	Australian Capital Territory
09	Other Australian territories or dependencies
99	Other (overseas but not an Australian territory or dependency)

QUESTION

What is the address of your usual residence?

Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common-usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

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

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

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

Format attributes

Length:	2	
Type:	alphanumeric	
Justification:	none	
Fill character:	none	
Permitted data element value:	@@	not specified

Administrative attributes

HISTORY

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

DATA ELEMENT DEFINITIONS	
Edition 2	**Revised 1 July 2008** Adopted *State identifier* to replace *State identifier – training organisation* for the National Apprentice and Trainee Collection
Edition 2.2	**Revised 1 January 2014** Added '@@ not specified' as permitted data element value

Statistical area level 1 identifier

Definitional attributes

DEFINITION

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

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

CONTEXT

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

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

Relational attributes

RULES

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Statistical area level 2 identifier

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – STATISTICAL AREA LEVEL 1 IDENTIFIER
00000000001–99999999999	Valid ASGS Statistical area level 1 code

QUESTION

Not applicable

Format attributes

Length:	11
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@@@@@@@@@@ not specified

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Introduced 1 January 2014** *Statistical area level 1 identifier*

Statistical area level 2 identifier

Definitional attributes

DEFINITION

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

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

CONTEXT

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

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

Relational attributes

RULES

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Statistical area level 1 identifier

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – STATISTICAL AREA LEVEL 2 IDENTIFIER
000000001– 999999999	Valid ASGS Statistical area level 2 code

QUESTION

Not applicable

Format attributes

Length:	9
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@@@@@@@@ not specified

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Introduced 1 January 2014** *Statistical area level 2 identifier*

Study reason identifier

Definitional attributes

DEFINITION

Study reason identifier identifies the client's main reason for study.

CONTEXT

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

Relational attributes

RULES

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

Study reason identifier must be a valid code.

GUIDELINES FOR USE

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

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

QUESTION

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.)

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

Format attributes

Length:	2	
Type:	alphanumeric	
Justification:	left	
Fill character:	none	
Permitted data element value:	@@	not specified

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 5.0	**Introduced 1 January 2003** *Study reason identifier*	

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

Subject field of education identifier

Definitional attributes

DEFINITION

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

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

CONTEXT

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

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

Relational attributes

RULES

Subject field of education identifier must be a valid code.

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

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

GUIDELINES FOR USE

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

Hierarchical level	Code	Field of education
Broad field	03	Engineering and related technologies
Narrow field	0305	Automotive engineering and technology
Detailed field	030503	Vehicle mechanics

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SUBJECT FIELD OF EDUCATION IDENTIFIER
BBNNDD	Valid 6-digit detailed level field of education code

QUESTION

Not applicable

Format attributes

Length:	6
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

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

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Revised 1 January 2014** Renamed from *Module/unit of competency field of education identifier* to *Subject field of education identifier*

Subject identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

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

GUIDELINES FOR USE

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

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

RELATED DATA

Subject name

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SUBJECT IDENTIFIER
Text	Module or unit of competency identifier

QUESTION

Not applicable

Format attributes

Length:	12
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP

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

DATA ELEMENT DEFINITIONS	
Edition 1	**Revised 1 January 2007** Combined *Module identifier* and *Unit of competency identifier* to rename *Module/unit of competency identifier*
Edition 2.2	**Revised 1 January 2014** Renamed from *Module/unit of competency identifier* to *Subject identifier*

Subject name

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

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

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

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

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

RELATED DATA

Subject identifier

TYPE OF RELATIONSHIP

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

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SUBJECT NAME
Text	Unit of competency or module name

QUESTION

Not applicable

Format attributes

Length:	100
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Module name*	
Release 3.0	**Introduced 1 January 1999** *Unit of competency name* Refined rules for allocation of *Module name* Refined rules for allocation of *Unit of competency name*	
Release 4.0	**Revised 1 January 2002** Modified value descriptions for *Module name* Modified value descriptions for *Unit of competency name*	

DATA ELEMENT DEFINITIONS	
Edition 1	**Revised 1 January 2007** Combined *Module name* and *Unit of competency name* to *Module/unit of competency name*
Edition 2.2	**Revised 1 January 2014** Renamed from *Module/unit of competency name* to *Subject name*

Survey contact status

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SURVEY CONTACT STATUS
A	Available for survey use
C	Correctional facility (address or enrolment)
D	Deceased student
E	Excluded from survey use
I	Invalid address/Itinerant student (very low likelihood of response)
M	Minor – under age of 15 (not to be surveyed)
O	Overseas (address or enrolment)

QUESTION

Not applicable

Format attributes

Length:	1
Type:	alphanumeric
Justification:	none
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.3	**Introduced 1 January 2018** *Survey contact status*

Telephone number

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TELEPHONE NUMBER
Text	Valid telephone number

QUESTION

Enter your contact details

Home phone _____ **Work phone**_____

Mobile_____ Email address_____

Alternative email address (optional)_____

Format attributes

Length:	20
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Phone number*	**Introduced 1 July 1994** *Phone number*
Release 5.0	**Revised 1 January 2003** Renamed from *Phone number* to *Telephone number* Introduced *Telephone number – home* Introduced *Telephone number – mobile* Introduced *Telephone number – work*	

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

Training contract identifier

Definitional attributes

DEFINITION

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

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

CONTEXT

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

Relational attributes

RULES

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

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

GUIDELINES FOR USE

For National VET Provider Collection only

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

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

Training contract identifier forms a dual key with the *Client identifier — apprenticeships*.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING CONTRACT IDENTIFIER
Text	Unique training contract identifier

QUESTION

Not applicable

Format attributes

Length:	10	
Type:	alphanumeric	
Justification:	left	
Fill character:	space	
Permitted data element value:	@@@@@@@@@@	not specified

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0		**Introduced 1 July 1994** *Training contract identifier*
Release 5.0	**Introduced 1 January 2003** *Training contract identifier – new apprenticeships*	

DATA ELEMENT DEFINITIONS	
Edition 2	**Revised 1 July 2008** Renamed *Training contract identifier* for National Apprentice and Trainee Collection
Edition 2.2	**Revised 1 January 2014** Renamed from *Training contract identifier – new apprenticeships* to *Training contract identifier* for National VET Provider Collection

Training contract identifier – national

Definitional attributes

DEFINITION

Training contract identifier — national uniquely identifies an apprentice or trainee training contract registered with the Australian Government Department of Employment and Workplace Relations' apprenticeship management system.

CONTEXT

Training contract identifier — national is required to uniquely identify a training contract and its associated information in the Australian Government Department of Employment and Workplace Relations' apprenticeship management system.

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

Training contract identifier — national must be used concurrently with the *Training contract identifier* assigned by jurisdictions.

Training contract identifier — national must be copied from the Australian Government Department of Employment and Workplace Relations' apprenticeship management system each time a client commences a new training contract.

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

VALUE	JURISDICTION
A	Australian Capital Territory
N	New South Wales
O	Northern Territory
Q	Queensland
S	South Australia
T	Tasmania
V	Victoria
W	Western Australia

RELATED DATA

Client identifier — national

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING CONTRACT IDENTIFIER – NATIONAL
Text	Unique *Training contract identifier — national*

QUESTION

Not applicable

Format attributes

Length:	10
Type:	alphanumeric
Justification:	left
Fill character:	space

Permitted data element value: not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 7.0		**Introduced 1 July 2016** *Training contract identifier – AAMS*

DATA ELEMENT DEFINITIONS	
Edition 2.3	**Introduced 1 July 2016** *Training contract identifier – AAMS*
Edition 2.3	**Revised 31 August 2018** Renamed from *Training contract identifier – AAMS* to *Training contract identifier – national*

Training contract status identifier

Definitional attributes

DEFINITION

Training contract status identifier is a code that identifies the status of a training contract.

CONTEXT

Training contract status identifier is used for analyses and statistical reporting.

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

The following status can be used:

01 — Active

- Where a contract has commenced for the first time or recommenced within the contract after a period of inactivity such as suspension.
- Where a change of attributes has occurred for an active contract.

02 — Recommenced

- Where a contract has commenced as the continuation of an apprenticeship or traineeship in the same or superseded qualification.

07 — Suspended

- Where a contract has been suspended for any reason.

03 — Withdrawn

- Where a contract has been terminated during the probationary period.

06 — Cancelled

- Where a contract has been terminated after the probationary period.

11 — Transferred

- Where a contract has been terminated (either during or after any probationary period) and a new training contract is to be entered into by the same apprentice/trainee in the same qualification.

04 — Completed

- Where an apprentice or trainee has met all the state or territory requirements for completion of a contract.

05 — Expired

- Where the expected term of a contract has been reached without being '04 — Completed' or otherwise terminated.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING CONTRACT STATUS IDENTIFIER
01	Active
02	Recommenced
03	Withdrawn
04	Completed
05	Expired
06	Cancelled
07	Suspended
09	Expired (unsuccessful) **This value is not valid for clients with a *Date of transaction* on or after 1 July 2016**
11	Transferred

QUESTION

Not applicable

Format attributes

Length:	2
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0		**Introduced 1 July 1994** *Contract status identifier*
Release 2.0		**Classification revised 1 July 1997** Removed the value '08 – Pending'
Release 4.0		**Revised 1 January 2002** Renamed *Training contract status identifier* Refined the rules for the *Training contract status identifier* in line with the rules for the valid and invalid status, to disallow two consecutive '03 – Withdrawn' transactions or two consecutive '04 – Completed' transactions or two consecutive '05 – Expired' transactions or two consecutive '06 – Cancelled' transactions within a single training contract. Also disallow a '03 – Withdrawn' or '04 – Completed' or '05 – Expired' or '06 – Cancelled' or '07 – Active (suspended)' to be followed by '01 – Active (commencement)' within a single training contract. Also disallow a '04 – Completed' to be followed by ''02 – Active (recommencement)' within a single training contract

DATA ELEMENT DEFINITIONS	
Edition 2	**Revised 1 July 2008** Renamed '05 – Expired' to '05 – Expired (outcome unknown)' Added codes '09 – Expired (unsuccessful)' and '11 – Transferred' Revised the definitions for codes
Edition 2.2	**Revised 1 July 2016** Updated name for 01 from 'Active (commenced)' to 'Active', 02 from 'Active (recommended)' to 'Recommenced' and 05 from 'Expired (outcome unknown) to 'Expired'.

Training organisation delivery location identifier

Definitional attributes

DEFINITION

Training organisation delivery location identifier is a unique code that identifies a training organisation's delivery location. This code is assigned by the training organisation unless advised by the state training authority.

CONTEXT

Training organisation delivery location identifier is used to uniquely identify the delivery locations of a training organisation. It is collected in addition to training organisation address details.

Relational attributes

RULES

Training organisation delivery location identifier must be unique in each training organisation.

GUIDELINES FOR USE

The identifier, in combination with a name for the delivery location, is usually determined by the training organisation according to their administrative preferences. The format of the identifier can be a maximum of ten characters long, with any combination of alphanumeric characters that is meaningful to the issuing training organisation.

Delivery locations are generally the places where the training is conducted; discretion must be used when identifying individual delivery locations. For example, two annexes of an institute or different floors of a building at the same street address should be reported as the same training delivery location.

Training organisation delivery location identifier must be the same code in and across all collections.

Training organisation delivery location identifier must be the delivery location from which the training is coordinated for online, correspondence and 'on the road' delivery, for example, a trainer visiting several workplaces to deliver training.

RELATED DATA

Training organisation delivery location name

TYPE OF RELATIONSHIP

Training organisation delivery location name and *Training organisation delivery location identifier* together uniquely identify the training organisation's specific training site.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING ORGANISATION DELIVERY LOCATION IDENTIFIER
Text	Delivery location identifier that is unique within a training organisation

QUESTION

Not applicable

Format attributes

Length:	10
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994**	

	Training provider location identifier	
Release 5.0	**Revised 1 January 2003** Renamed *Training organisation delivery location identifier*	

Training organisation delivery location name

Definitional attributes

DEFINITION

Training organisation delivery location name is the name created and/or assigned by the training organisation for a training organisation's delivery location.

CONTEXT

Training organisation delivery location name is used to describe the physical location of training delivery for a training organisation.

Relational attributes

RULES

Training organisation delivery location name must uniquely describe a delivery location.

Training organisation delivery location name must remain the same name in and across all collections.

Training organisation delivery location name must be a name for the location from which the training is coordinated for online, correspondence and 'on the road' delivery, for example, a trainer visiting several workplaces to deliver training.

GUIDELINES FOR USE

The name, in combination with an identifier for the delivery location, is created by the training organisation according to their administrative preferences.

Delivery locations are generally the places where the training is conducted; usually the delivery location name summarises its location in a meaningful way. Examples would be 'Ravier Institute, Knoalla Campus' or 'Bathhurst Park'. Discretion should be used when identifying individual delivery locations. For example, two annexes of an institute or different floors of a building at the same street address should be reported as the same training delivery location.

RELATED DATA

Training organisation delivery location identifier.

TYPE OF RELATIONSHIP

Training organisation delivery location identifier with *Training organisation delivery location name* uniquely identify the training organisation.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING ORGANISATION DELIVERY LOCATION NAME
Text	Unique training organisation delivery location name

QUESTION

Not applicable

Format attributes

Length:	100
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Training provider location name*	
Release 5.0	**Revised 1 January 2003** Renamed *Training organisation delivery location name*	

Training organisation identifier

Definitional attributes

DEFINITION

Training organisation identifier is a unique code used to identify a training organisation.

CONTEXT

Training organisation identifier is used to identify training organisations that deliver vocational education and training.

Relational attributes

RULES

If the training provider is a registered training organisation, the *Training organisation identifier* must be the valid national code listed on the National Training Register.

Non-registered training providers must ensure that the identifier used does not match the code for any current or cancelled identifier listed on the National Training Register.

GUIDELINES FOR USE

Only registered training organisations can provide nationally recognised training. *Training organisation identifier* is usually assigned by a registration body (ASQA, TAC, VRQA) to a training organisation at the time of registration. The code is listed on the National Training Register.

It is recommended that training organisation identifiers for non-registered training organisations include the training organisation's name or part of the name, up to 10 characters long (for example, AutoTrain, Artscraft1).

RELATED DATA

Training organisation name

TYPE OF RELATIONSHIP

Training organisation name is used along with *Training organisation identifier* to accurately identify a training organisation.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING ORGANISATION IDENTIFIER
Text	Unique alphanumeric identifier

QUESTION

Not applicable

Format attributes

Length:	10
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Training organisation identifier*	
Release 4.0		**Introduced 1 January 2002** *Registered training organisation identifier*

DATA ELEMENT DEFINITIONS	
Edition 2.0	**Revised 1 July 2008** Adopted *Training organisation identifier* to replace *Registered training organisation identifier* for National Apprentice and Trainee Collection

Training organisation name

Definitional attributes

DEFINITION

Training organisation name is the registered name of a training organisation.

CONTEXT

Training organisation name is used to identify registered and non-registered training organisations.

Relational attributes

RULES

Training organisation name must not be an acronym.

If the training provider is a registered training organisation, the *Training organisation name* must be the exact legal or trading name listed on the National Training Register.

Non-registered training providers must ensure that the name does not exist on the National Training Register.

If *Training organisation name* is greater than 100 characters, the name must be truncated.

GUIDELINES FOR USE

Training organisation name will generally be the name under which a training organisation is registered or operates as a legal entity.

RELATED DATA

Training organisation identifier

TYPE OF RELATIONSHIP

Training organisation identifier is used along with *Training organisation name* to accurately identify a training organisation.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING ORGANISATION NAME
Text	Valid training organisation name

QUESTION

Not applicable

Format attributes

Length:	100
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Training organisation name*	
Release 4.0		**Introduced 1 January 2002** *Registered training organisation name*

DATA ELEMENT DEFINITIONS	
Edition 2.0	**Revised 1 July 2008** Adopted *Training organisation name* to replace *Registered training organisation name* for National Apprentice and Trainee Collection

Training organisation type identifier

Definitional attributes

DEFINITION

Training organisation type identifier classifies a training provider.

CONTEXT

Training organisation type identifier is used for reporting client participation by type of educational institution.

Training organisation type identifier is used for an analysis of educational participation on a regional basis and for groups such as young people or Indigenous Australians.

Relational attributes

RULES

Training organisation type identifier refers to the type of training organisation and not:

- the training organisation's delivery location; for example, although a TAFE training organisation may have a training organisation delivery location at a school, the *Training organisation type identifier* will be '31 — Technical and further education institute or similar public institution' and not '21 — School — government'.
- the type of program of study delivered; for example, although a TAFE training organisation may deliver a senior secondary certificate, the *Training organisation type identifier* will be '31 — Technical and further education institute or similar public institution' and not '21 — School — government'.
- the funding received; for example, although a TAFE training organisation may deliver community-based adult education programs, the *Training organisation type identifier* will be '31 — Technical and further education institute or similar public institution' and not '51 — Community-based adult education provider'.

GUIDELINES FOR USE

School

A school is established or recognised under an Act of parliament for the purpose of providing courses of instruction in preschool, primary or secondary education.

A school encompasses compulsory education and non-compulsory education. The compulsory stages of education are defined in state legislation. A school (other than a special school) must satisfy the following criteria:

- Its major activity is the provision of full-time day primary or secondary education or the provision of primary or secondary distance education.
- It is headed by a principal (or equivalent) responsible for its internal operation.
- It is possible for clients to enrol for a minimum of four continuous weeks, excluding breaks for school vacations.

The term 'school' includes schools in institutions and hospitals, mission schools and similar establishments.

TAFE or similar public institutions

Technical and further education (TAFE) institutes or similar public institutions (e.g. polytechnics) are created by an Act of parliament and have responsibilities specified in that and other legislation and via ministerial directions. These institutes are public bodies in receipt of government funding.

University

All Australia's universities are established or recognised under state or territory legislation except the Australian National University, which is constituted under an Act of the federal parliament.

University — government: for example, RMIT University
University — non-government Catholic: for example, Australian Catholic University, Notre Dame
University — non-government independent: for example, Bond University.

Enterprise

An enterprise, or the training function or department of an enterprise, is registered to provide nationally accredited training according to the standards for the registration of training

organisations of the VET Quality Framework or Australian Quality Training Framework. Training is delivered to their employees or cadets.

Enterprise — government: for example, Department of Defence, Customs, Department of Correctional Services Academy, Centrelink Virtual College
Enterprise — non-government: for example, Woolworths, Qantas, Toyota Australia.

Community-based adult education

A not-for-profit, community-based organisation with a primary focus on adult education. Community-based adult education delivers courses relating to leisure, personal and community development, employment skills, preparation for VET and nationally recognised programs of study.

Other training provider

'91 — Private education/training business or centre' is a privately operated registered training organisation ('private provider').

'93 — Professional association' may exist for every industry and these perform a variety of functions such as:

- providing and promoting professional and career development activities
- establishing and monitoring industry standards and professional codes of practice
- advising educational institutions on curriculum development.

Examples of professional associations include Institute of Chartered Accountants, Australian Institute of Management, Australian Computer Society.

'95 — Industry association' is a national industry association that represents the interests of its members, for example, Internet Industry Association, industry unions.

'97 — Equipment and/or product manufacturer or supplier' provides certification and training for employees and non-employees, for example, CISCO, Microsoft.

'99 — Other training provider not elsewhere classified' are for-profit private training providers (e.g. private one-on-one music teachers, private tutors) and not-for-profit training providers (e.g. Mission Australia, Salvation Army).

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING ORGANISATION TYPE IDENTIFIER
	Secondary school
21	School – government
25	School – Catholic
27	School – independent
	TAFE, skills institute or polytechnic
31	Technical and further education institute or similar public institutions
	University
41	University – government
43	University – non-government Catholic
45	University – non-government independent
	Enterprise
51	Enterprise – government
53	Enterprise – non-government
	Community-based adult education
61	Community-based adult education provider
	Other training provider
91	Private education/training business or centre: privately operated registered training organisation
93	Professional association
95	Industry association
97	Equipment and/or product manufacturer or supplier

99	Other – not elsewhere classified

QUESTION

Not applicable

Format attributes

Length:	2
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Training provider location type identifier*	
Release 1.1	**Updated 1 January 1995** Added '12 – Community access centre' and '13 – Adult migrant education provider'	
Release 2.0	**Revised 1 January 1997** Renamed *Training provider type identifier*	
Release 3.0	**Revised 1 January 1999** Modified descriptions for *Training provider type identifier*	
Release 5.0	**Revised 1 January 2003** Renamed *Training organisation type identifier*	

DATA ELEMENT DEFINITIONS	
Edition 1	**Revised 1 January 2007** Recoded values and modified descriptions for *Training organisation type identifier*
Edition 2.1	**Revised 1 January 2012** Removed '23 – School – Australian technical college'
Edition 2.2	**Revised 1 July 2014** Renamed '31 – Technical and further education institute, skill institute or polytechnic' to '31– Technical and further education institute or similar public institution' Renamed '91 – Education/training business or centre' to '91 – Private education/training business or centre'.

Unique student identifier

Definitional attributes

DEFINITION

Unique student identifier (USI) uniquely identifies an individual who accesses nationally recognised vocational education and training over his or her lifetime.

CONTEXT

Unique student identifier allows collation of a client's educational attainments for the USI transcript and for analysis and research purposes while protecting client privacy.

Relational attributes

RULES

Where a client has already been issued with a unique student identifier (USI), a new USI must not be requested from the USI Registrar.

A valid USI code must be a valid identifier issued by the USI Registrar.

All codes provided by the USI Registrar are a combination of letters (A—H, J—N, P—Z) or a combination of letters (A—H, J—N, P—Z) and numbers (2—9), do not include the characters '0', 1', 'I' or 'O' and must be exactly ten digits long.

GUIDELINES FOR USE

A valid USI code is assigned by the USI Registrar and must be verified by the registered training organisation using the USI Registry System against personal identification.

Special care should be taken to capture a client's USI code correctly.

Records should be checked to ensure that two or more records with different *Unique student identifiers* do not identify the same person.

Where a client is accessing a USI exemption, the appropriate exemption code from the classification scheme should be entered into this field. An exemption code can only be used if the client was exempt from requiring a USI for the whole collection period. A full list of USI exemptions can be accessed at <https://www.usi.gov.au/providers/provider-support/reporting-requirements-and-exemptions >. Please note that clients exempt from the USI do not have a record in the USI Registry System. Therefore, the training organisation should not attempt to verify clients with an exemption code in the USI Registry System.

INDIV — Individual exemption for a genuine objection to being assigned a USI

Training organisations must only use the code INDIV for clients who have obtained an individual exemption from the Student Identifiers Registrar because they have a genuine personal objection to being assigned a USI. Training organisations must sight the exemption letter sent to the client by the Registrar before using this code. Note that the use of this code will be closely monitored.

INTOFF — International offshore client exemption

International offshore clients who have an overseas address, are studying at an offshore location and are not Australian residents. These clients are exempt from requiring a USI and may use the INTOFF exemption code in place of a USI. International clients who undertake nationally recognised training while they temporarily reside in Australia require a USI.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – UNIQUE STUDENT IDENTIFIER
Alphanumeric	Valid 10-digit USI code
INDIV	Individual exemption for genuine objection to being assigned a USI
INTOFF	International offshore client exemption

QUESTION

Enter your unique student identifier (USI) (if you already have one)

Unique student identifier (USI)



Format attributes

Length:	10
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
Edition 2.2	**Introduced 1 January 2014** *Unique student identifier*
	Revised 1 January 2017 Added 'INDIV', 'INTOFF' and 'SHORT' to classification scheme
Edition 2.3	**Revised 31 December 2017** Removed 'SHORT' from classification scheme

VET flag

Definitional attributes

DEFINITION

VET flag indicates whether the intention of the program or subject is vocational education.

CONTEXT

VET flag is used to analyse the vocational and non-vocational education training activity.

Relational attributes

RULES

VET flag must be 'Y — Yes' if the purpose of the program or subject is designed for vocational training.

VET flag must be 'Y — Yes' if the program or subject is general and prevocational, designed as prerequisites for other VET programs.

VET flag must be 'N — No' if the purpose of the program or subject is not designed for vocational training.

GUIDELINES FOR USE

Vocational training describes a program or subject that is intended to develop competency in skills relevant to the workplace.

Vocational training intent of a module is determined independently of the course. A module undertaken as part of a course may be non-vocational even where the course is vocational.

Nationally recognised training such as skill sets, qualifications and courses and their training components (i.e. units of competency and accredited units) have a *VET flag* = 'Y — Yes'. Note that not all accredited units from nationally recognised courses are listed on the but they would be reported as *VET flag* = 'Y — Yes'.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – VET FLAG
Y	Yes – The intention of the program or subject is vocational
N	No – The intention of the program or subject is not vocational

QUESTION

Not applicable

Format attributes

Length:	1
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 1.0	**Introduced 1 January 1994** *Stream of study identifier*	
Release 3.0	**Revised 1 January 1999** Renamed and recoded *VET flag*	

VET in schools flag

Definitional attributes

DEFINITION

VET in schools flag identifies whether unit of competency/module training activity is part of a VET in Schools program.

CONTEXT

VET in schools flag may be used to identify the number of clients in a VET in Schools program.

Relational attributes

RULES

VET in schools flag must be 'Y — Yes' if the training activity in a program of study is a VET in Schools program

VET in schools flag must be 'N — No' if the training activity in a program of study is not a VET in Schools program.

GUIDELINES FOR USE

A VET in Schools program:

- is based on national industry/enterprise competency standards from training packages, or involves modules based on available industry/enterprise competency standards
- relates to, or provides, VET certificates within the Australian Qualifications Framework (AQF) and senior secondary certificates endorsed by state and territory boards of studies.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – VET IN SCHOOLS FLAG
Y	VET in Schools program
N	Not a VET in Schools program

QUESTION

Not applicable

Format attributes

Length:	1
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
Release 5.0	**Introduced 1 January 2003** *VET in Schools* (administrative arrangement only)	

DATA ELEMENT DEFINITIONS	
Edition 1.0	**Introduced 1 January 2007** *VET in schools flag* to interim measure Replaced blank with 'N – Not a VET in Schools program'

Changes and revisions to elements

Changes and revisions

Changes and revisions from Edition 2.3

The following are the changes and revisions for Edition 2.4 of the *AVETMISS data element definitions*. A detailed description of changes from release 8.1 is available in the document *AVETMISS 8.1 for VET providers: what's changing from release 8.0* at: < https://www.ncver.edu.au/rto-hub/statistical-standard-software/avetmiss-vet-provider-collection-specifications-release-8.1>.

ABN

Added new data element.

ANZSCO IDENTIFIER

Deleted data element

APPRENTICESHIP IDENTIFIER - NATIONAL

Added new data element

FUNDING SOURCE – NATIONAL

Added Rules to include Free Tafe Waiver.

PROGRAM LEVEL OF EDUCATION IDENTIFIER

Added context to guidelines for use to include Vocational degree, and added the classification code to the classification scheme

SPECIFIC FUNDING INDENTIFIER

Added classification value.

UPDATED REFERENCES TO NATIONAL TRAINING REGISTER

Updated all references from 'National Register of VET' to 'National Training Register'.

Amendments since publication

Reverse chronological order of changes to the AVETMISS Data element definitions: release 2.4 since January 2027.

Selected classifications

Systems files

Systems files

Please refer to the Systems files section on the NCVER Portal <https://www.ncver.edu.au/rto-hub/avetmiss-systems-files> for the most up-to-date lists of classifications.



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