AVETMISS

VET Provider Collection specifications

Release 8.1

February 2026

National Centre for Vocational Education Research

Australian Vocational Education and Training Management Information Statistical Standard



NCVER

INFORMING + INFLUENCING
THE AUSTRALIAN VET SECTOR

© Commonwealth of Australia, 2026



Any material protected by a trade mark and where otherwise noted all material presented in this document is provided under a Creative Commons Attribution 3.0 Australia licence <https://creativecommons.org/licenses/by/3.0/au/.

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

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

This document should be attributed as NCVER 2026, *AVETMISS VET Provider Collection specifications: release 8.1*, 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.

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

ISBN 978 1 925173 68 0
TD/TNC 126.02

Related publications
AVETMISS data element definitions: edition 2.4
ISBN 978 1 925173 70 3

Enquiries
For further information concerning this publication contact:

National Centre for Vocational Education Research Ltd
Level 4, 191 Pultney Street, Adelaide, SA 5000
PO Box 8288 Station Arcade, Adelaide SA 5000, Australia
P +61 8 8230 8400 **E** ncver@ncver.edu.au **W** <https://www.ncver.edu.au>

Release 8.1 February 2026
Release 8.0 November 2016, last amended October 2022
Release 7.0 April 2013
Release 6.1 July 2011
Release 6.0 April 2006
Release 5.0 September 2002
Release 4.0 September 2001
Release 3.0 September 1998
Release 2.0 May 1996
Release 1.1 May 1995
Release 1.0 November 1993

Contents

Introduction 5

Collection structure 11

Files 13
Fields and related files 14

File specifications 19

Guide to file specifications, format and content 21
Training organisation (NAT00010) file 22
Training organisation delivery location (NAT00020) file 23
Program (NAT00030) file 25
Subject (NAT00060) file 26
Client (NAT00080) file 27
Client contact details (NAT00085) file 31
Disability (NAT00090) file 33
Prior educational achievement (NAT00100) file 34
Training activity (NAT00120) file 35
Program completed (NAT00130) file 39

National VET Collection supplement for non-National Training Register information 41

Introduction 43
Training organisation (NAT00010A) file 44
Program (NAT00030A) file 46

Changes and revisions to files 49

Changes and revisions 51
Amendments since publication 53

Standard enrolment questions 55

Standard enrolment questions 57

Disability supplement 65

Disability supplement 67

Introduction

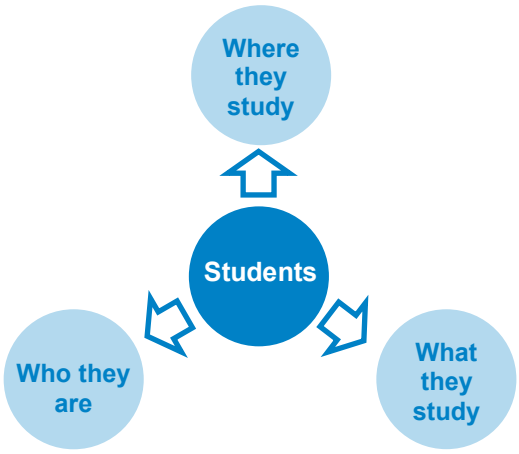
Overview

The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) for the National VET Provider Collection is a national framework for the collection and distribution of information on training activity in Australia.

This document presents a set of file specifications that are the authoritative national reference for definitions, context, file structures, relationships and rules for the National VET Provider Collection. Fields that are used to populate Unique Student Identifier transcripts are shaded in grey in the File specifications section. This document also contains standard enrolment form questions.

As shown in figure 1, the required information in this standard relates to students (clients), who they are, where they study, and what they study. Nationally consistent and accurate measurement of VET activity in Australia is enabled by collecting this information in a uniform way.

Figure 1 AVETMISS information



Who they are

- age, gender and other demographic information
- Indigenous and disability information
- geographic location
- Unique Student Identifier (USI)

Where they study

- type of provider (for example, government or private)
- location of training delivery

What they study

- training activity undertaken in units of competency or modules, as part of a qualification, course or skill set
- how it was studied (for example, internal, external and workplace)
- how it was funded
- the results obtained for unit/module (outcome)

Scope and reporting requirements

The AVETMISS VET Provider Collection specifications enable the collection of information from training providers who deliver nationally recognised vocational education and training (VET) to domestic and international students at onshore and offshore locations. VET in Schools programs provide credit towards a nationally recognised VET qualification and therefore are included in this collection. This document is also used by training providers who deliver government-funded locally recognised training to domestic students.

The National VET Data Policy, 2017 enforces the collection of AVETMISS-compliant data and outlines the reporting timeframes for all accredited training, from all training providers irrespective of funding arrangements. The frequency, timing and submission processes may be changed from time to time by Senior Officials responsible for VET. The national VET data standard (AVETMISS) for the National VET Provider Collection assures data consistency and quality and covers students, their training and their outcomes.

There are two documents (which should be used together) that describe the AVETMISS data requirements for the National VET Provider Collection:

- the *National VET Provider Collection specifications*, which describes the files and fields to be collected (this document)

- the *AVETMISS data element definitions*, which provides detail on the fields listed in the collection specifications.

Data collection and validation arrangements

The following terms are used throughout the *AVETMISS VET Provider Collection specifications: release 8.1* document:

Collection year

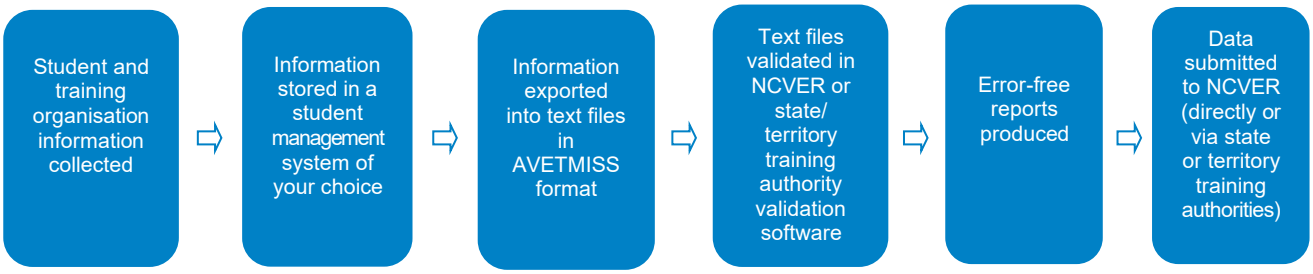
The term 'collection year' refers to the calendar year in which the training activity occurred.

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.

Figure 2 outlines the steps in the data collection and validation process.

Figure 2 Data collection and validation process



Registered training organisations (RTOs) collect student and training information and store it in student management systems. The file specifications in the *AVETMISS VET Provider Collection specifications: release 8.1* detail the specific information to be collected, and specify the format required for the text files. The specifications can be used to check the specifications of commercially available systems or to build a student management system.

The validation process checks that the data collected meet the requirements of the *AVETMISS VET Provider Collection specifications: release 8.1*. Free validation software is available from the NCVER Portal <https://avs.ncver.edu.au/avs/>. This is used to validate the data files and ensures they are in the correct AVETMISS format with valid AVETMISS values.

State or territory training authorities may also provide validation software for those RTOs who submit their data to them. The AVETMISS validation software provided by NCVER may be used for validation purposes by anyone.

The AVETMISS validation software is updated on a regular basis. It is recommended that all organisations using the validation software sign up to the Data Support Bulletin alerts from the NCVER Portal or regularly sign in to the AVETMISS validation software homepage to ensure they receive notification of updates. More information is available from the NCVER Portal about the validation process and the errors and warnings produced.

Once data have been validated error-free, the data must be submitted to the appropriate body. For more information on the data submission process, registered training organisations are advised to contact their state or territory training authority or the NCVER Client Support team. Multiple resources, including fact sheets, can be found at <https://www.ncver.edu.au/rto-hub/avetmiss-support-for-rtos>.

Contents of this document

The *AVETMISS VET Provider Collection specifications: release 8.1* document is presented in the following sections:

Collection structure

This section includes a diagram showing the relationships between the files and includes a table listing fields and the related files.

File specifications

This section outlines the files and fields to be collected and includes for each file the definition, context, field table, file relationships and rules.

Changes and revisions

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

Standard enrolment questions

Questions are presented with the wording and sequence that should be followed to ensure that compatible and comparable data are collected across administrative collections, and over time.

Related AVETMISS documents

The *AVETMISS VET Provider Collection specifications: release 8.1* is a companion document to the *AVETMISS data element definitions: edition 2.4*. The *AVETMISS data element definitions* provide further information about each specific data element contained in the *AVETMISS VET Provider Collection specifications: release 8.1*.

Australian vocational education and training statistics: explained provides an overview of the collections, surveys, information systems and related statistical reports contained in the policy and strategic framework of the Australian vocational education and training system. It also provides additional contextual and historical information about the *AVETMISS VET Provider Collection specifications: release 8.1*.

These documents can be downloaded from the NCVER Portal.

Confidentiality and reporting protocols

NCVER complies with the Privacy Act 1988 (Commonwealth). NCVER's privacy policy describes how NCVER collects, manages, uses, discloses, protects, and disposes of personal information in accordance with the 13 Australian Privacy Principles (APPs) outlined in Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012. NCVER's privacy policy can be viewed on the NCVER Portal at <https://www.ncver.edu.au/policies/policies/>.

Access to data provided to the national vocational education and training (VET) administrative collections and surveys is governed by the National VET Data Policy. Agreed by the Council of Australian Governments (COAG) Ministers responsible for skills, this policy notes that:

- the primary principle for information sharing in relation to VET is 'open access to information', which means that information should be open to public access unless there is a legal requirement to protect it
- it applies to all past, current and future VET data collected and reported to NCVER, except where disclosure would contravene applicable legislation, including *Student Identifiers Act 2014* and the *Privacy Act 1988*, or breach any applicable agreement.

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/>

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 & 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 8240 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>

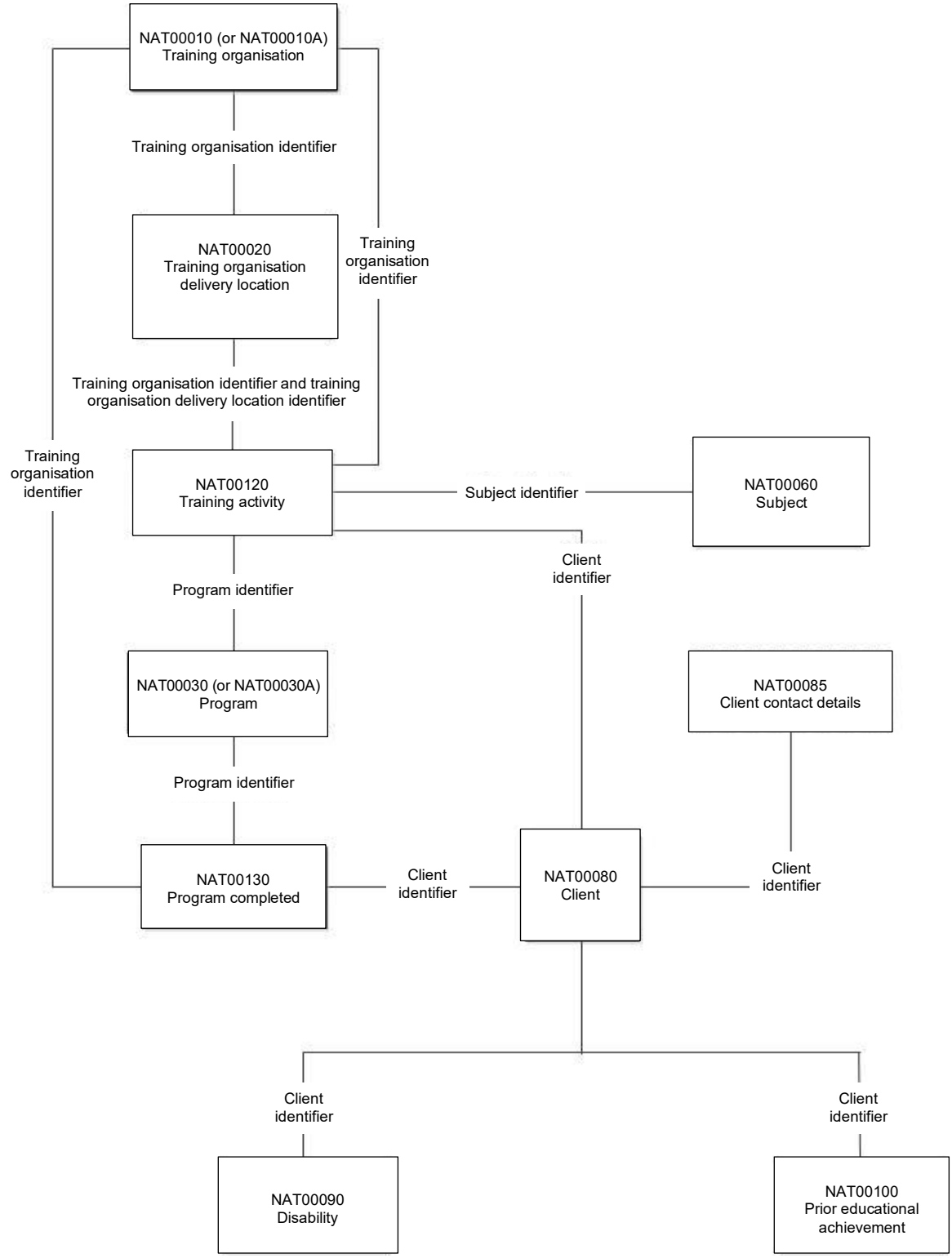
AVETMISS validation software

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

Collection structure

Files

This section presents the NAT files and linking fields for the National VET Provider Collection. More detail is provided in the 'File specifications' section of this document.



Fields and related files

Legend
A – Alphanumeric field
N – Numeric field – must contain only integers
D – Date field – in format DDMMYYYY
P – National VET Provider Collection
S – State or territory required field only – not required for direct NCVER submissions

		NAT File	10	10A	20	30	30A	60	80	85	90	100	120	130
Data field	**Length**	**Type**												
Activity end date	8	D											P	
Activity start date	8	D											P	
Address building/property name	50	A							P	P				
Address first line	50	A		P										
Address flat/unit details	30	A							P	P				
Address – suburb, locality or town	50	A		P	P				P	P				
Address postal delivery box	22	A								P				
Address second line	50	A		P										
Address street name	70	A							P	P				
Address street number	15	A							P	P				
Associated course identifier	10	A											S	
At school flag	1	A							P					
Client family name	40	A								P				
Client first given name	40	A								P				
Client identifier	10	A							P	P	P	P	P	P
Client identifier – apprenticeships	10	A											P	
Client title	4	A								P				
Client tuition fee	5	N											S	
Commencing program identifier	1	A											S	
Contact name	60	A	S	S										
Country identifier	4	A			P				P					
Date of birth	8	A							P					
Date program completed	8	A												P
Delivery mode identifier	3	A											P	
Disability flag	1	A							P					
Disability type identifier	2	A									P			

Legend
A – Alphanumeric field
N – Numeric field – must contain only integers
D – Date field – in format DDMMYYYY
P – National VET Provider Collection
S – State or territory required field only – not required for direct NCVER submissions

		NAT File	10	10A	20	30	30A	60	80	85	90	100	120	130
Data field	**Length**	**Type**												
Email address	80	A	S	S						P				
Email address *[alternative]*	80	A								P				
Facsimile number	20	A	S	S										
Fee exemption/concession type identifier	2	A											S	
Funding source – national	2	A											P	
Funding source – state training authority	3	A											S	
Gender	1	A							P					
Highest school level completed identifier	2	A							P					
Hours attended	4	N											S	
Indigenous status identifier	1	A							P					
Issued flag	1	A												P
Labour force status identifier	2	A							P					
Language identifier	4	A							P					
Name for encryption	60	A							P					
Nominal hours	4	N				P	P	P						
OSCA identifier	6	A					P							
Outcome identifier – national	2	A											P	
Outcome identifier – training organisation	3	A											S	
Parchment issue date	8	D												S
Parchment number	25	A												S
Postcode	4	A		P	P				P	P				
Predominant delivery mode	1	A											S	
Prior educational achievement flag	1	A							P					
Prior educational achievement identifier	3	A										P		
Program field of education identifier	4	A					P							
Program identifier	10	A				P	P						P	P
Program level of education identifier	3	A					P							

Legend
A – Alphanumeric field
N – Numeric field – must contain only integers
D – Date field – in format DDMMYYYY
P – National VET Provider Collection
S – State or territory required field only – not required for direct NCVER submissions

		NAT File	10	10A	20	30	30A	60	80	85	90	100	120	130
Data field	**Length**	**Type**												
Program name	100	A				P	P							
Program recognition identifier	2	A					P							
Purchasing contract identifier	12	A											S	
Purchasing contract schedule identifier	3	A											S	
Scheduled hours	4	N											S	
School type identifier	2	A											P	
Specific funding identifier	10	A											P	
State identifier	2	A		P	P				P	P				
Statistical area level 1 identifier	11	A							P					
Statistical area level 2 identifier	9	A							P					
Study reason identifier	2	A											P	
Subject field of education identifier	6	A						P						
Subject identifier	12	A						P					P	
Subject name	100	A						P						
Survey contact status	1	A							P					
Telephone number	20	A	S	S										
Telephone number *[home]*	20	A								P				
Telephone number *[mobile]*	20	A								P				
Telephone number *[work]*	20	A								P				
Training contract identifier	10	A											P	
Training organisation delivery location identifier	10	A			P								P	
Training organisation delivery location name	100	A			P									
Training organisation identifier	10	A	P	P	P								P	P
Training organisation name	100	A	P	P										
Training organisation type identifier	2	A		P										
Unique student identifier	10	A							P					

Legend
A – Alphanumeric field
N – Numeric field – must contain only integers
D – Date field – in format DDMMYYYY
P – National VET Provider Collection
S – State or territory required field only – not required for direct NCVER submissions

		NAT File	10	10A	20	30	30A	60	80	85	90	100	120	130
Data field	**Length**	**Type**												
VET flag	1	A					P	P						
VET in schools flag	1	A											P	

File specifications

Guide to file specifications, format and content

Definition

An overview of the contents of the file. Each file consists of a sequence of data records. All records consist of a set of fixed length fields.

Context

The reason for collecting the data contained in the file.

Field table

File must not contain header records.

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

The field tables are structured with four columns.

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

Position
Specifies the starting column position of a field in a file.

Length
Specifies the length of the field.

Type
Indicates the type of field where:

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

File relationships

The relationships between this file and other files in the collection specifications.

Rules

The rules required to accurately report the data.

Training organisation (NAT00010) file

Definition

The *Training organisation* (NAT00010) file contains records about the registered training organisation.

Context

The *Training organisation* (NAT00010) file provides identifying information about a registered training organisation for the National VET Provider Collection. This file is used to identify training organisation characteristics e.g. location and type.

If your organisation is not a registered training organisation refer to the *Training organisation* (NAT00010A) file in the 'National VET Collection supplement for non-National Training Register information' section of this document.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – TRAINING ORGANISATION (NAT00010) FILE	POSITION	LENGTH	TYPE
Training organisation identifier	1	10	A
Training organisation name	11	100	A
Record length for national data collection:		268	
Contact name	269	60	A
Telephone number	329	20	A
Facsimile number	349	20	A
Email address	369	80	A
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Training organisation identifier* in the *Training organisation* (NAT00010) file there must be at least one corresponding record in the:

Training organisation delivery location (NAT00020) file or
Program completed (NAT00130) file.

Rules

Only one record per *Training organisation identifier* in this file.

CONTACT NAME

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

EMAIL ADDRESS

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

FACSIMILE NUMBER

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

TELEPHONE NUMBER

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

TRAINING ORGANISATION IDENTIFIER

This field must not be blank.

TRAINING ORGANISATION NAME

This field must not be blank.

Training organisation delivery location (NAT00020) file

Definition

The *Training organisation delivery location* (NAT00020) file contains a record for each training delivery location associated with training activity in a training organisation during the collection period.

A training organisation delivery location is a specific training site.

Context

The *Training organisation delivery location* (NAT00020) file provides a record of training delivery location details during the collection period. This file is used to distinguish between delivery locations of a training organisation.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – TRAINING ORGANISATION DELIVERY LOCATION (NAT00020) FILE	POSITION	LENGTH	TYPE
Training organisation identifier	1	10	A
Training organisation delivery location identifier	11	10	A
Training organisation delivery location name	21	100	A
Postcode	121	4	A
State identifier	125	2	A
Address – suburb, locality or town	127	50	A
Country identifier	177	4	A
Record length for national data collection:		180	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Training organisation identifier* in the *Training organisation delivery location* (NAT00020) file there must be one corresponding record in the:

Training organisation (NAT00010) or (NAT00010A) file.

For each unique combination of *Training organisation identifier* and *Training organisation delivery location identifier* in the *Training organisation delivery location* (NAT00020) file there must be at least one corresponding record in the:

Training activity (NAT00120) file.

If there is no subject activity and therefore no *Training activity* (NAT00120) file, then the *Training organisation delivery location* (NAT00020) file is not required.

Rules

Only one record per combination of *Training organisation identifier* and *Training organisation delivery location identifier* in this file.

ADDRESS – SUBURB, LOCALITY OR TOWN

This field must not be blank.

For overseas delivery locations, populate with suburb/locality or town of the training organisation overseas delivery location.

COUNTRY IDENTIFIER

This field must not be blank or '@@@@ – not specified' or '0000 – inadequately described'.

Country identifier is used to identify the country in which training delivery takes place by an Australian training organisation.

Country identifier must not be:

'1100 — Australia (includes external territories), not further defined'
'1101 — Australia'
'1102 — Norfolk Island' or
'1199 — Australian external territories, not elsewhere classified'.

if *Postcode* is 'OSPC' in the *Training organisation delivery location* (NAT00020) file.

Country identifier must be:

'1100 — Australia (includes external territories), not further defined'
'1101 — Australia'
'1102 — Norfolk Island' or
'1199 — Australian external territories, not elsewhere classified'

if *Postcode* is a valid 4-digit Australia Post postcode in the *Training organisation delivery location* (NAT00020) file.

POSTCODE

This field must not be blank.

Postcode with the category of 'Post office box' in the Australia Post postcode classification or '@@@@ - not specified' are not permitted in the *Training organisation delivery location* (NAT00020) file.

Postcode must be given the value 'OSPC' if the training organisation's delivery location has an overseas address in the *Training organisation delivery location* (NAT00020) file.

If *Postcode* is 'OSPC', the *State identifier* must be either:

'09 — Other Australian territories or dependencies' or
'99 — Other (Overseas but not an Australian territory or dependency)'

in the *Training organisation delivery location* (NAT00020) file.

STATE IDENTIFIER

This field must not be blank.

State identifier must indicate the state or territory that is represented by the valid 4-digit Australia Post postcode, supplied in *Postcode* in the *Training organisation delivery location* (NAT00020) file.

State identifier must be:

09 — Other Australian territories or dependencies or
99 — Other (Overseas but not an Australian territory or dependency)

if *Postcode* is 'OSPC' in the *Training organisation delivery location* (NAT00020) file.

TRAINING ORGANISATION DELIVERY LOCATION IDENTIFIER

This field must not be blank.

TRAINING ORGANISATION DELIVERY LOCATION NAME

This field must not be blank.

TRAINING ORGANISATION IDENTIFIER

This field must not be blank.

Program (NAT00030) file

Definition

The *Program* (NAT00030) file contains a record for each qualification, course or skill set associated with training activity and completions during the collection period.

A qualification, course or skill set is a structured program that may include practical experience.

Context

The *Program* (NAT00030) file provides information about qualifications, courses or skill sets to assist with analysis of the type and level of training activity.

If your organisation delivers any qualifications, courses or skill sets that are not nationally recognised (that is, they are locally recognised) refer to the *Program* (NAT00030A) file in the National VET Collection supplement for non-National Training Register information section of this document.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – PROGRAM (NAT00030) FILE	POSITION	LENGTH	TYPE
Program identifier	1	10	A
Program name	11	100	A
Nominal hours	111	4	N
Record length for national data collection:		130	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Program identifier* in the *Program* (NAT00030) file there must be at least one corresponding record in the:

Training activity (NAT00120) file
or
Program completed (NAT00130) file.

If there is no *Program identifier* in the *Training activity* (NAT00120) file or *Program completed* (NAT00130) file, because of subject-only training, then the *Program* (NAT00030) file is not required.

Rules

Only one record per *Program identifier* in this file.

NOMINAL HOURS

This field must not be blank.

PROGRAM IDENTIFIER

This field must not be blank.

PROGRAM NAME

This field must not be blank.

The *Program Name* must match the program name listed on the National Training Register, for nationally accredited qualifications, courses or skill sets.

Subject (NAT00060) file

Definition

The *Subject* (NAT00060) file contains a record for each unit of competency, accredited unit or module associated with enrolment activity during the collection period.

A unit of competency, accredited unit or module can be studied independently but is usually offered as part of a qualification, course or skill set.

Context

The *Subject* (NAT00060) file provides information about units of competency, accredited units and modules that are undertaken and/or completed by clients during the collection period.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – SUBJECT (NAT00060) FILE	POSITION	LENGTH	TYPE
Subject identifier	1	12	A
Subject name	13	100	A
Subject field of education identifier	113	6	A
VET flag	119	1	A
Nominal hours	120	4	N
Record length for national data collection:		123	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Subject identifier* in the *Subject* (NAT00060) file there must be at least one corresponding record in the:

Training activity (NAT00120) file.

If there are no subject enrolments and therefore no *Training activity* (NAT00120) file, then the *Subject* (NAT00060) file is not required.

Rules

Only one record per *Subject identifier* in this file.

SUBJECT FIELD OF EDUCATION IDENTIFIER

This field may be blank if *Subject identifier* and *Subject name* in combination match the code and name combination listed on the National Training Register.

SUBJECT IDENTIFIER

This field must not be blank.

SUBJECT NAME

This field must not be blank.

If *Subject identifier* is listed on the National Training Register as a unit of competency or accredited unit, then *Subject name* must match the subject name listed on the National Training Register.

NOMINAL HOURS

This field may be blank if *Subject identifier* and *Subject name* in combination match the code and name combination listed on the National Training Register and *Subject identifier* also exists in NCVER's nationally agreed hours system file.

VET FLAG

This field may be blank if *Subject identifier* and *Subject name* in combination match the code and name combination listed on the National Training Register.

VET flag must be 'Y' when reporting to the National VET in Schools Collection.

Client (NAT00080) file

Definition

The *Client* (NAT00080) file contains a record for each client who has participated in VET activity during the collection period or whose completion of a program of study is reported during the collection period.

A client is an individual who is engaged in or has completed a program of study.

Context

The *Client* (NAT00080) file provides information used to monitor client participation patterns and to be used for statistical, administrative, regulatory and research purposes.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – CLIENT (NAT00080) FILE	POSITION	LENGTH	TYPE
Client identifier	1	10	A
Name for encryption	11	60	A
Highest school level completed identifier	71	2	A
Gender	73	1	A
Date of birth	74	8	A
Postcode	82	4	A
Indigenous status identifier	86	1	A
Language identifier	87	4	A
Labour force status identifier	91	2	A
Country identifier	93	4	A
Disability flag	97	1	A
Prior educational achievement flag	98	1	A
At school flag	99	1	A
Address – suburb, locality or town	100	50	A
Unique student identifier	150	10	A
State identifier	160	2	A
Address building/property name	162	50	A
Address flat/unit details	212	30	A
Address street number	242	15	A
Address street name	257	70	A
Survey contact status	327	1	A
Record length for national data collection for training organisations:		327	
Statistical area level 1 identifier	328	11	A
Statistical area level 2 identifier	339	9	A
Record length for national data collection for state and territory training authorities:		347	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

If *Client identifier* exists with a *Disability flag* of 'Y' in the *Client* (NAT00080*)* file there must be at least one corresponding record in the:

Disability (NAT00090) file.

If *Client identifier* exists with a *Prior educational achievement flag* of 'Y' in the *Client* (NAT00080) file there must be at least one corresponding record in the:

Prior educational achievement (NAT00100) file.

If the training organisation is submitting to a state or training authority under a contractual obligation then, for each *Client identifier* in the *Client* (NAT00080) file, there must be at least one corresponding record in the *Client contact details* (NAT00085) file. Training organisations submitting directly to NCVER do not provide the *Client contact details* (NAT00085) file.

The *Client* (NAT00080) file must contain one record for each *Client identifier* reported in either the *Training activity* (NAT00120) file or the *Program completed* (NAT00130) file.

Rules

Only one record per *Client identifier* in this file.

ADDRESS (ALL ADDRESS FIELDS)

Address must represent the client's usual residential address.

The intent of 'usual' residential address is to report the address where the client usually resides rather than a temporary address a client relocates to for training, work or other purposes. This means that the international address must be used for both international onshore and offshore students.

The usual address must be a physical address (street number and name) and not a post office box.

Most states and territories are using an address identification system in rural areas to facilitate emergency services coordination such as the 'Rural property addressing' or 'numbering' systems. This is the preferred residential street address for clients from rural areas where available.

ADDRESS BUILDING/PROPERTY NAME

This field may be blank.

Address building/property name must comply with rules listed in *Address.*

ADDRESS FLAT/UNIT DETAILS

This field may be blank.

Address flat/unit details must comply with rules listed in *Address.*

ADDRESS – SUBURB, LOCALITY OR TOWN

This field must not be blank when postcode is listed on Australia Post.

Address — suburb, locality or town must comply with rules listed in *Address.* This field must be part of a valid postcode-address location combination as listed by Australia Post. If the postcode is 'OSPC' or '@@@@' and an Australian location or international equivalent is not available, then 'Not specified' may be entered in this field.

ADDRESS STREET NAME

This field must not be blank.

Address street name must comply with rules listed in *Address.*

Address street name should be 'not specified' for clients who do not provide residential address details, whose address does not contain a street address (e.g. clients from Aboriginal communities) or whose usual residential address is not in Australia (e.g. overseas students).

ADDRESS STREET NUMBER

This field must not be blank.

Address street number must comply with the rules listed in *Address.*

Address street number should be 'not specified' for clients who do not provide residential address details or clients whose address does not contain a street address (e.g. clients from Aboriginal communities).

AT SCHOOL FLAG

This field must not be blank.

When submitting to the National VET in Schools Collection, *At school flag* must be 'Y' if *School type identifier* is '21 — School — Government', '25 — School — Catholic' or '27 — School — Independent' in the *Training activity* (NAT00120) file.

CLIENT IDENTIFIER

This field must not be blank.

The *Client* (NAT00080) file must contain one record for each unique *Client identifier* reported in either the *Training activity* (NAT00120) file or the *Program completed* (NAT00130) file.

Client identifiers included in the *Client* (NAT00080) file must exist in the *Client contact details* (NAT00085) file.

COUNTRY IDENTIFIER

This field must not be blank.

Country identifier specifies the country of birth of a client in the *Client* (NAT00080) file.

If *Country identifier* is inadequately described, the *Country identifier* must be '0000'.

If *Country identifier* is unknown, the *Country identifier* must be '@@@@'.

DATE OF BIRTH

This field must not be blank.

DISABILITY FLAG

This field must not be blank.

GENDER

This field must not be blank.

HIGHEST SCHOOL LEVEL COMPLETED IDENTIFIER

This field must not be blank.

INDIGENOUS STATUS IDENTIFIER

This field must not be blank.

LABOUR FORCE STATUS IDENTIFIER

This field must not be blank when submitting to the National VET Provider Collection.

This field may be blank when submitting to the National VET in Schools Collection.

LANGUAGE IDENTIFIER

This field must not be blank.

NAME FOR ENCRYPTION

This field must not be blank.

POSTCODE

This field must not be blank.

Postcode must comply with rules listed in *Address.*

Postcode must be an Australia Post postcode of a physical street address and not a postcode of a post office box address or a large volume receiver (LVR).

Postcode must be 'OSPC — Overseas address location' for international clients, irrespective of the postcode used in the overseas address or the client's temporary address in Australia.

PRIOR EDUCATIONAL ACHIEVEMENT FLAG

This field must not be blank.

STATE IDENTIFIER

This field must not be blank.

State identifier must comply with rules listed in *Address*.

If *Postcode* is 'OSPC — Overseas address location' in the *Client* (NAT00080) file, *State identifier* must be '99 — Other (overseas but not an Australian territory or dependency)'.

STATISTICAL AREA LEVEL 1 IDENTIFIER

This field may be blank.

This field is only to be used by state/territory training authorities when submitting data to NCVER. *Statistical area level 1 identifier* must be a valid 11-digit identifier as allocated in the Australian Bureau of Statistics' *Australian Statistical Geography Standard* (ASGS), ABS catalogue no.1270.0, 2016. This field is not required by registered training organisations.

STATISTICAL AREA LEVEL 2 IDENTIFIER

This field may be blank.

This field is only to be used by state/territory training authorities when submitting data to NCVER. *Statistical area level 2 identifier* must be a valid 9-digit identifier as allocated in the Australian Bureau of Statistics' *Australian Statistical Geography Standard* (ASGS), ABS catalogue no.1270.0, 2016. This field is not required by registered training organisations.

SURVEY CONTACT STATUS

This field may be blank for the National VET Provider Collection if *date of birth* indicates that a client is under the age of 15 at the end of the collection year.

This field may be blank in the National VET in Schools Collection.

UNIQUE STUDENT IDENTIFIER

This field must not be blank under the requirements outlined in the Student Identifiers Act 2014. In addition, registered training organisations submitting data to their state training authorities may be required to populate this field from the time of enrolment.

If Unique Student Identifier is 'INTOFF', a client's *Postcode* must be 'OSPC'.

Client contact details (NAT00085) file

Definition

The *Client contact details* (NAT00085) file stores contact details of clients (address, email, and phone).

Context

The *Client contact details* (NAT00085) file provides information used for statistical, administrative, regulatory and research purposes.

The file can be submitted by all registered training organisation, state training authorities and boards of studies.

Field table

FIELDS – CLIENT CONTACT DETAILS (NAT00085) FILE	POSITION	LENGTH	TYPE
Client identifier	1	10	A
Client title	11	4	A
Client first given name	15	40	A
Client family name	55	40	A
Address building/property name	95	50	A
Address flat/unit details	145	30	A
Address street number	175	15	A
Address street name	190	70	A
Address postal delivery box	260	22	A
Address – suburb, locality or town	282	50	A
Postcode	332	4	A
State identifier	336	2	A
Telephone number *[home]*	338	20	A
Telephone number *[work]*	358	20	A
Telephone number *[mobile]*	378	20	A
Email address	398	80	A
Email address *[alternative]*	478	80	A
Record length for national data collection:		557	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Client identifier* in the *Client contact details* (NAT00085) file there must be one corresponding record in the:

Client (NAT00080) file.

Rules

Only one record per *Client identifier* in this file.

Rules for all fields in the *Client contact details* (NAT00085) file are at the discretion of, and may be determined by, individual states or territories. Training organisations in receipt of government funding are advised to check with their state or territory training authority prior to submission.

Rules described below apply only to the validation of the *Client contact details* (NAT00085) file in NCVER's AVETMISS validation software.

ADDRESS BUILDING/PROPERTY NAME

This field may be blank.

ADDRESS FLAT/UNIT DETAILS

This field may be blank.

ADDRESS POSTAL DELIVERY BOX

This field may be blank if *Address street name* is not blank in the *Client contact details* (NAT00085) file.

ADDRESS – SUBURB, LOCALITY OR TOWN

This field must not be blank.

Address — suburb, locality or town and *Postcode* in combination must match the combination specified by Australia Post.

Address — suburb, locality or town should be 'not specified' if *Postcode* is 'OSPC' or '@@@@' in the *Client contact details* (NAT00085) file.

ADDRESS STREET NAME

This field must not be blank if *Address postal delivery box* is blank in the *Client contact details* (NAT00085) file.

This field must not be blank if *Address street number* is not blank in the *Client contact details* (NAT00085) file.

ADDRESS STREET NUMBER

This field may be blank.

CLIENT FIRST GIVEN NAME

This field may be blank.

CLIENT IDENTIFIER

This field must not be blank.

Client identifiers included in the *Client contact details* (NAT00085) file must exist in the *Client* (NAT00080) file.

CLIENT FAMILY NAME

This field must not be blank.

CLIENT TITLE

This field may be blank.

EMAIL ADDRESS

This field may be blank.

EMAIL ADDRESS *[ALTERNATIVE]*

This field may be blank.

POSTCODE

This field must not be blank.

If *Postcode* is not 'OSPC' or '@@@@', then *Postcode* in combination with *Address — suburb, locality or town* and *State identifier* must match the combination specified by Australia Post.

STATE IDENTIFIER

This field must not be blank.

If *State identifier* is not '@@', then *State identifier* and *Postcode* combination must match that specified by Australia Post.

TELEPHONE NUMBER *[HOME]*

This field may be blank.

Telephone number [home] must be a valid Australian telephone number and include an area code.

Telephone number [home] should be in the following format 0123456789.

TELEPHONE NUMBER *[MOBILE]*

This field may be blank.

Telephone number [mobile] must be a valid Australian mobile telephone number.

Telephone number [mobile] should be in the following format 0423456789.

TELEPHONE NUMBER *[WORK]*

This field may be blank.

Telephone number [work] must be a valid Australian telephone number and include an area code.

Telephone number [work] should be in the following format 0123456789.

Disability (NAT00090) file

Definition

The *Disability* (NAT00090) file contains a record for each disability, impairment, or long-term condition associated with a client. A client may have more than one type of disability, impairment, or long-term condition.

Context

The *Disability* (NAT00090) file provides basic information about the type(s) of disability, impairment or long-term condition associated with a client to assist with analysis for access and equity purposes.

Field table

FIELDS – DISABILITY (NAT00090) FILE	POSITION	LENGTH	TYPE
Client identifier	1	10	A
Disability type identifier	11	2	A
Record length for national data collection:		12	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Client identifier* in the *Disability* (NAT00090) file there must be one corresponding record in the:

Client (NAT00080) file.

This file is only required when there is at least one client with *Disability flag* = 'Y' in the *Client* (NAT00080) file.

Rules

Only one record per combination of *Client identifier* and *Disability type identifier* in this file.

CLIENT IDENTIFIER

This field must not be blank.

DISABILITY TYPE IDENTIFIER

This field must not be blank.

Prior educational achievement (NAT00100) file

Definition

The *Prior educational achievement* (NAT00100) file contains a record for each type of prior educational achievement for a client. A client may have more than one type of prior educational achievement.

Context

The *Prior educational achievement* (NAT00100) file provides information about the types of prior educational achievements for a client to assist with the analysis of pathways and skill levels of clients entering training.

Field table

FIELDS – PRIOR EDUCATIONAL ACHIEVEMENT (NAT00100) FILE	POSITION	LENGTH	TYPE
Client identifier	1	10	A
Prior educational achievement identifier	11	3	A
Record length for national data collection:		13	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Client identifier* in the *Prior educational achievement* (NAT00100) file there must be one corresponding record in the:

Client (NAT00080) file.

This file is only required when there is at least one client with *Prior educational achievement flag* = 'Y' in the *Client* (NAT00080) file.

Rules

Only one record per combination of *Client identifier* and *Prior educational achievement identifier* in this file.

CLIENT IDENTIFIER

This field must not be blank.

PRIOR EDUCATIONAL ACHIEVEMENT IDENTIFIER

This field must not be blank.

Training activity (NAT00120) file

Definition

The *Training activity* (NAT00120) file contains a record for each unit of competency or module undertaken by a client at a training organisation's delivery location during the collection period.

Context

The *Training activity* (NAT00120) file provides information about training activity undertaken by clients during the collection period. This information is used to measure activity and output for the VET sector and will appear on a client's Unique Student Identifier transcript, where applicable.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – TRAINING ACTIVITY (NAT00120) FILE	POSITION	LENGTH	TYPE
Training organisation identifier	1	10	A
Training organisation delivery location identifier	11	10	A
Client identifier	21	10	A
Subject identifier	31	12	A
Program identifier	43	10	A
Activity start date	53	8	D
Activity end date	61	8	D
Delivery mode identifier	69	3	A
Outcome identifier – national	72	2	A
Funding source – national	74	2	A
Commencing program identifier	76	1	A
Training contract identifier	77	10	A
Client identifier – apprenticeships	87	10	A
Study reason identifier	97	2	A
VET in schools flag	99	1	A
Specific funding identifier	100	10	A
School type identifier	110	2	A
Record length for national data collection:		111	
Outcome identifier – training organisation	112	3	A
Funding source – state training authority	115	3	A
Client tuition fee	118	5	N
Fee exemption/concession type identifier	123	2	A
Purchasing contract identifier	125	12	A
Purchasing contract schedule identifier	137	3	A
Hours attended	140	4	N
Associated course identifier	144	10	A
Scheduled hours	154	4	N
Predominant delivery mode	158	1	A
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique combination of *Training organisation identifier* and *Training organisation delivery location identifier* in the *Training activity* (NAT00120) file there must be one corresponding record in the:

Training organisation delivery location (NAT00020) file.

For each unique *Program identifier* in the *Training activity* (NAT00120) file there must be one corresponding record in the:

Program (NAT00030) or (NAT00030A) file.

For each unique *Subject identifier* in the *Training activity* (NAT00120) file there must be one corresponding record in the:

Subject (NAT00060) file.

For each unique *Client identifier* in the *Training activity* (NAT00120) file there must be one corresponding record in the:

Client (NAT00080) file.

If there is no training activity and therefore no *Training organisation delivery location* (NAT00020) file or *Subject* (NAT00060) file, then the *Training activity* (NAT00120) file is not required.

Rules

Only one record per combination of *Training organisation identifier*, *Client identifier*, *Subject identifier*, *Program identifier* and *Activity start date* in this file.

ACTIVITY END DATE

This field must not be blank.

Activity end date must be within the collection year if *Outcome identifier — national* is not '70 — Continuing activity'.

Activity end date must not be more than five years after *Activity start date*.

ACTIVITY START DATE

This field must not be blank.

Activity start date must be on or before the *Activity end date*.

Activity start date must be before the end of the collection period.

Activity start date must not be more than five years prior to the collection year.

Activity start date should not change in subsequent data submissions when reporting the same training activity.

ASSOCIATED COURSE IDENTIFIER

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

CLIENT IDENTIFIER

This field must not be blank.

CLIENT IDENTIFIER – APPRENTICESHIPS

This field may be blank if *Training contract identifier* is blank in the *Training activity* (NAT00120) file.

Client identifier — apprenticeships must be blank if *Program identifier* is blank in the *Training activity* (NAT00120) file.

CLIENT TUITION FEE

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

COMMENCING PROGRAM IDENTIFIER

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

DELIVERY MODE IDENTIFIER

This field must not be blank.

FEE EXEMPTION/CONCESSION TYPE IDENTIFIER

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

FUNDING SOURCE – NATIONAL

This field must not be blank.

FUNDING SOURCE – STATE TRAINING AUTHORITY

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

HOURS ATTENDED

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

OUTCOME IDENTIFIER – NATIONAL

This field must not be blank.

OUTCOME IDENTIFIER – TRAINING ORGANISATION

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

PREDOMINANT DELIVERY MODE

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

PROGRAM IDENTIFIER

This field must not be blank if the unit of competency or module is part of a qualification, course or skill set enrolment in the *Training activity* (NAT00120) file.

This field must not be blank if *Client identifier — apprenticeships* and *Training contract identifier* are not blank in the *Training activity* (NAT00120) file.

This field must not be blank when submitted to the National VET in Schools Collection.

This field must be blank if *Subject identifier* is not part of a qualification, course or skill set enrolment in the *Training activity* (NAT00120) file.

PURCHASING CONTRACT IDENTIFIER

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

PURCHASING CONTRACT SCHEDULE IDENTIFIER

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

SCHEDULED HOURS

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

SCHOOL TYPE IDENTIFIER

This field may be blank when data are submitted to the National VET Provider Collection.

This field must not be blank when data are submitted by Boards of Studies or state/territory training authorities to the National VET in Schools Collection.

SPECIFIC FUNDING IDENTIFIER

This field may be blank.

This field is only for use by state/territory training authorities or by training organisations as directed by the Australian Government Department of Employment and Workplace Relations. It must only be used in limited scenarios when *Funding source — national* is '11 — Commonwealth and state general purpose recurrent' or when *Funding source — national* is '13 — Commonwealth specific purpose programs'.

This field must not be blank if *Funding source — national* is '13 — Commonwealth specific funding program'.

STUDY REASON IDENTIFIER

This field may be blank.

SUBJECT IDENTIFIER

This field must not be blank.

Subject identifier may exist with a blank *Program identifier* in the *Training activity* (NAT00120) file if enrolment is in a unit of competency or module only.

TRAINING CONTRACT IDENTIFIER

This field must be blank if *Program identifier* is blank in the *Training activity* (NAT00120) file.

This field may be blank if *Client identifier — apprenticeships* is blank in the *Training activity* (NAT00120) file.

Training contract identifier and *Client identifier — apprenticeships* should be the same for each unique *Program identifier*/*Client identifier* combination.

TRAINING ORGANISATION IDENTIFIER

This field must not be blank.

TRAINING ORGANISATION DELIVERY LOCATION IDENTIFIER

This field must not be blank.

VET IN SCHOOLS FLAG

This field must not be blank.

This field must be 'Y' when data are submitted by Boards of Studies to the National VET in Schools Collection.

Program completed (NAT00130) file

Definition

The *Program completed* (NAT00130) file contains records for which all requirements for the completion of the qualification, course or skill set, including on-the-job requirements, have been met. Completions for Australian Qualifications Framework (AQF) qualifications and courses are achieved when the client is eligible for the award to be conferred.

Context

The *Program completed* (NAT00130) file provides profile information about clients completing the requirements of a program of study, either during the collection period or in a prior collection period (where the completion of the program of study has not previously been reported). This information is used to measure successful outcomes from the VET sector and will appear on a client's Unique Student Identifier transcript, where applicable.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – PROGRAM COMPLETED (NAT00130) FILE	POSITION	LENGTH	TYPE
Training organisation identifier	1	10	A
Program identifier	11	10	A
Client identifier	21	10	A
Date program completed	31	8	A
Issued flag	39	1	A
Record length for national data collection:		39	
Parchment issue date	40	8	D
Parchment number	48	25	A
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Training organisation identifier* in the *Program completed* (NAT00130) file, there must be one corresponding record in the:

Training organisation (NAT00010) file.

For each unique *Program identifier* in the *Program completed* (NAT00130) file, there must be one corresponding record in the:

Program (NAT00030) file.

For each unique *Client identifier* in the *Program completed* (NAT00130) file, there must be one corresponding record in the:

Client (NAT00080) file.

If there are no program completions to report, then the *Program completed* (NAT00130) file is not required.

Rules

Only one record per combination of *Program identifier*, *Client identifier* and *Date program completed* in this file.

The *Program completed* (NAT00130) file must not contain records that have been reported previously in the National VET Provider Collection.

The on-the-job component is to be completed before the completion can be reported.

Senior secondary education (Year 11 or Year 12) and junior secondary education (Year 10) are recognised as program completions attained when delivered in the VET sector and can be recorded in the *Program completed* (NAT00130) file.

If a client has completed a qualification, course or skill set that entitles the client to receive more than one level of education for the program, only the highest level of education conferred for that qualification, course or skill set should be reported.

CLIENT IDENTIFIER

This field must not be blank.

The *Client identifier* must appear in the *Training activity* (NAT00120) file if *Date program completed* for the *Client identifier* in the *Program completed* (NAT00130) file is within the collection year.

DATE PROGRAM COMPLETED

This field must not be blank.

ISSUED FLAG

This field must not be blank.

PARCHMENT ISSUED DATE

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

PARCHMENT NUMBER

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

PROGRAM IDENTIFIER

This field must not be blank.

Program identifier with a *VET flag* of 'N' (No — The intention of the program of study is not vocational) in the *Program* (NAT00030A) file must not appear in the *Program completed* (NAT00130) file.

TRAINING ORGANISATION IDENTIFIER

This field must not be blank.

National VET Collection supplement for non-National Training Register information

Introduction

This supplement is an addition to the *National VET Provider Collection specifications* to cater for specific requirements for non-registered training organisations and government-funded locally recognised training, delivered by both registered and non-registered training organisations in the National VET Provider Collection. It contains the *Training organisation* (NAT00010A) and *Program* (NAT00030A) files which are to be submitted in place of the *Training organisation* (NAT00010) and *Program* (NAT00030) files described in the main body of this document.

The *Training organisation* (NAT00010A) and *Program* (NAT00030A) files contain extra fields and are validated differently. The extra fields in these files do not exist in the main body of the document, as this information can be sourced from the National Training Register for registered training organisations and for nationally recognised training activity. However, this information cannot be sourced externally for locally recognised training and therefore needs to be provided via these supplementary files. Using the wrong file in your submission will cause validation errors e.g. submitting the *Training organisation* (NAT00010) file when your training organisation is not registered, or the *Program* (NAT00030) file when your training organisation is delivering locally recognised training.

The *Training organisation* (NAT00010A) file is only for use by non-registered training organisations.

The *Program* (NAT00030A) file is for use by training organisations delivering government-funded locally recognised training. Training organisations delivering a mixture of nationally recognised and locally recognised training should submit **all** their data in the *Program* (NAT00030A) file format.

Training organisation (NAT00010A) file

Definition

The *Training organisation* (NAT00010A) file contains records about the training organisation.

Context

The *Training organisation* (NAT00010A) file provides information about the training organisation for the National VET Provider Collection.

If your organisation is not a registered training organisation you must use the following *Training organisation* (NAT00010A) file format to submit to the National VET Provider Collection.

This file is not valid for National VET in Schools Collection submissions from state and territories or Boards of Studies. These organisations should use the *Training organisation* (NAT00010) file.

Field table

FIELDS – TRAINING ORGANISATION (NAT00010A) FILE	POSITION	LENGTH	TYPE
Training organisation identifier	1	10	A
Training organisation name	11	100	A
Training organisation type identifier	111	2	A
Address first line	113	50	A
Address second line	163	50	A
Address – suburb, locality or town	213	50	A
Postcode	263	4	A
State identifier	267	2	A
Record length for national data collection:		268	
Contact name	269	60	A
Telephone number	329	20	A
Facsimile number	349	20	A
Email address	369	80	A
Carriage return/line feed (ASCII 13/10):		2	

File relationships

The *Training organisation* (NAT0010A) file cannot be validated as part of a file set containing a *Program* (NAT00030) file.

For each unique *Training organisation identifier* in the *Training organisation* (NAT00010A) file there must be at least one corresponding record in the:

Training organisation delivery location (NAT00020) file or
Program completed (NAT00130) file.

Rules

This file is not valid for RTOs when submitting directly to NCVER.

A submission must include either a NAT00010 or NAT00010A file, but not both.

Only one record per *Training organisation identifier* in this file.

ADDRESS FIRST LINE

This field must not be blank.

ADDRESS – SUBURB, LOCALITY OR TOWN

This field must not be blank.

ADDRESS SECOND LINE

This field may be blank.

CONTACT NAME

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

EMAIL ADDRESS

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

FACSIMILE NUMBER

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

POSTCODE

This field must not be blank.

Postcode must not include the values 'OSPC' or '@@@@'.

STATE IDENTIFIER

This field must not be blank.

State identifier must not be '99 — Other (overseas but not an Australian territory or dependency)'.

TELEPHONE NUMBER

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

TRAINING ORGANISATION IDENTIFIER

This field must not be blank.

TRAINING ORGANISATION NAME

This field must not be blank.

TRAINING ORGANISATION TYPE IDENTIFIER

This field must not be blank if *Training organisation identifier* and *Training organisation name* in combination do not match the code and name combination listed on the National Training Register.

Program (NAT00030A) file

Definition

The *Program* (NAT00030A) file contains a record for each qualification, course or skill set associated with activity and completions during the collection period.

A qualification, course or skill set is a structured program that may include practical experience.

Context

The *Program* (NAT00030A) file provides information about qualifications, courses or skill sets to assist with analysis of the type and level of training activity.

If your organisation delivers any government-funded qualifications, courses or skill sets that are locally recognised (i.e. not nationally recognised) you must use the following *Program* (NAT00030A) file format to submit to the National VET Provider Collection.

Where an organisation delivers a mixture of nationally recognised and locally recognised training, they should submit data in the following *Program* (NAT00030A) file format. Where programs delivered are listed on the National Training Register, those fields not required under the *Program* (NAT00030) file in the main body of the Standard may be left blank.

This file is not valid for National VET in Schools Collection submissions from state and territories or Boards of Studies. These organisations should use the *Program* (NAT00030) file.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts for nationally recognised programs.

FIELDS – PROGRAM (NAT00030A) FILE	POSITION	LENGTH	TYPE
Program identifier	1	10	A
Program name	11	100	A
Nominal hours	111	4	N
Program recognition identifier	115	2	A
Program level of education identifier	117	3	A
Program field of education identifier	120	4	A
OSCA identifier	124	6	A
VET flag	130	1	A
Record length for national data collection:		130	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Program identifier* in the *Program* (NAT00030A) file there must be at least one corresponding record in the:

Training activity (NAT00120) file

or

Program completed (NAT00130) file.

If there is no *Program identifier* in the *Training activity* (NAT00120) file or *Program completed* (NAT00130) file, because of subject-only training, then the *Program* (NAT00030A) file is not required.

Rules

This file is not valid for RTOs when submitting directly to NCVER.

A submission can include either a NAT00030 or NAT00030A file, but not both.

Only one record per Program identifier in this file.

NOMINAL HOURS

This field must not be blank.

OSCA IDENTIFIER

This field may be blank if *Program identifier* and *Program name* in combination match the code and name combination listed on the National Register of VET.

This field may be blank if *Program recognition identifier* is '13 — Nationally recognised skill set, specified in a national training package' or '16 — Locally recognised skill set'.

PROGRAM FIELD OF EDUCATION IDENTIFIER

This field may be blank if *Program identifier* and *Program name* in combination match the code and name combination listed on the National Training Register.

This field may be blank if *Program recognition identifier* is '13 — Nationally recognised skill set, specified in a national training package' or '16 — Locally recognised skill set'.

PROGRAM IDENTIFIER

This field must not be blank.

PROGRAM LEVEL OF EDUCATION IDENTIFIER

This field must not be blank if *Program identifier* and *Program name* in combination do not match the code and name combination listed on the National Training Register.

This field must not be blank if *Program level of education identifier* is not available on the National Training Register.

This field may be blank if *Program recognition identifier* is '13 — Nationally recognised skill set, specified in a national training package' or '16 — Locally recognised skill set'.

PROGRAM NAME

This field must not be blank.

If *Program identifier* is listed on the National Training Register as a nationally accredited qualification, course or skill set, then *Program name* must match the program name listed on the National Training Register.

PROGRAM RECOGNITION IDENTIFIER

This field must not be blank if *Program identifier* and *Program name* in combination do not match any code and name combination listed on the National Training Register.

VET FLAG

This field must not be blank.

Changes and revisions to files

Changes and revisions

The following are the changes and revisions made from release 8.0 to release 8.1 data collection to files in the *AVETMISS VET Provider Collection specifications*.

File set changes

UPDATED ORGANISATION NAME

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

Training activity (NAT00120)

RULES

Changed rule for:

Specific funding identifier

This field is only for use by state/territory training authorities or by training organisations as directed by the Australian Government Department of Employment and Workplace Relations. It must only be used in limited scenarios when *Funding source — national* is '11 — Commonwealth and state general purpose recurrent' or when *Funding source — national* is '13 — Commonwealth specific purpose programs'.

Program (NAT00030A) FILE

STRUCTURE

Added *OSCA identifier* at position 124.

Deleted *ANZSCO identifier*.

RULES

Added rule:

OSCA identifier

"This field may be blank if *Program identifier* and *Program name* in combination match the code and name combination listed on the National Register of VET", and **"This field may be blank** if *Program recognition identifier* is '13 — Nationally recognised skill set, specified in a national training package' or '16 — Locally recognised skill set'" for OSCA identifier.

Amendments since publication

Reverse chronological order of changes to the AVETMISS for VET Providers Collection specifications: release 8.1 since January 2026.

Standard enrolment questions

Standard enrolment questions

Introduction

The following enrolment form is an example. These questions are provided to assist with collecting student data in an AVETMISS-compliant format. The use of standard enrolment questions supports the capture of compatible and comparable data over time. We recommend that the sequence and wording of questions are maintained.

Data element names in italics below the questions link the standard enrolment question to the *AVETMISS VET Provider Collection specifications* and the *AVETMISS data element definitions*.

The Australian Government Department Australian Government Department of Employment and Workplace Relations' VET Data Policy Part B, Clause 7.2: states:

> Where personal information is collected from a student, RTOs must make students aware of the purposes for which their information may be collected, used or disclosed. RTOs must give the student a copy of the Privacy Notice at Schedule 1 of this Policy. This can be achieved by including the 'Privacy Notice' during the student's enrolment process.

The minimum mandatory content for inclusion in a Privacy Notice as at Schedule 1 of the VET Data Policy is provided below, and is to be used from 1 January 2021. This content is also available on the Department of Employment and Workplace Relations' website: - https://www.dewr.gov.au/.

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

*[**Note to RTOs – delete before providing to students**: in accordance with APP 5.2(e), a collection notice should include the consequences for the individual if the personal information is not collected. If there are any consequences if an individual does not provide their personal information to you, you should explain these consequences here.]*

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We may be required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National Centre for Vocational Education Research Ltd (NCVER). NCVER is the National VET Data Custodian responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

*[**Note to RTOs – delete before providing to students**: if any disclosures of students' personal information to overseas recipients are likely, please include a statement notifying students of this likely disclosure and the countries in which such recipients are likely to be located (if it is practicable to specify those countries in the notice or to otherwise make the individual aware of them) in accordance with the requirements set out in APP 5.2(i) and (j).]*

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act and the *Student Identifiers Regulation 2014*. NCVER may use and disclose your personal information for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER may disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), other relevant Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes for which the legislation above permits.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients.

Data submitted through a VET data system may undergo validation and quality assurance checks, which involve checking the submitted data against data held in other information systems, for example, the Unique Student Identifier Registry or the Australian Business Register.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil its functions and activities, including:

- administration of VET, such as program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

DEWR may be authorised by law to share 'public sector data' with third parties, including under the Data Availability and Transparency Act 2022 (Cth) (DAT Act). 'Public sector data' is defined in the DAT Act to mean "data lawfully collected, created or held by or on behalf of a Commonwealth body…" and therefore includes any data collected by the department as part of performing VET related functions.

For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at https://www.dewr.gov.au/national-vet-data/vet-privacy-notice.

*[**Note to RTOs – delete before providing to students**: if the privacy notice on the Department's website cannot be accessed electronically by the student, you are required to provide them with a downloaded or hard copy of that notice.]*

*[**Note to RTOs – delete before providing to students**: if applicable to the student, insert details about how a state or territory authority may handle personal information and link to relevant privacy notice or policy.]*

Surveys

You may receive a student survey from a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact [*insert RTO name*] to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

[insert RTO contact details and link to RTO's privacy policy]

*[**RTOs please note**: This Privacy Notice is to be given to students in addition to your standard Privacy Notice that includes any requirements under your state or territory laws, etc.*

Personal details

1. Enter your full name *

Single name only ☐ (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section).

Family name (surname)
First given name
Second given name (middle)

Name for encryption
Client first given name
Client family name

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, **you must write your name, including any middle**

names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

2. Enter your birth date

Day/month/year				

Date of birth

3. Gender (Tick ONE box only)

Male	☐
Female	☐
Other	☐

Gender

4. Enter your contact details

Home phone _____ Work phone_____

Mobile_____ Email address_____

Alternative email address (optional)_____

Telephone number [home]
Telephone number [work]
Telephone number [mobile]
Email address
Email address [alternative]

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

Address building/property name
Address flat/unit details
Address street number
Address street name
Address — suburb, locality or town
State identifier
Postcode

6. 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

Address building/property name
Address flat/unit details
Address street number
Address street name
Address postal delivery box
Address – suburb, locality or town
State identifier
Postcode

Language and cultural diversity

7. In which country were you born?

Australia	☐ 1101
Other – please specify	

Country identifier

8. 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	

Language identifier

9. Are you of Aboriginal or Torres Strait Islander origin?

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

No	☐ 4	
Yes, Aboriginal	☐ 1	3 (yes to both)
Yes, Torres Strait Islander	☐ 2	

Indigenous status identifier

Disability

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

Yes	☐ Y	
No	☐ N	**No – Go to question 12**

Disability flag

11. 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

Disability type identifier

Schooling

12. 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	**Never completed any primary or secondary level education – go to question 14**

Highest school level completed identifier

13. Are you still enrolled in secondary or senior secondary education?

Yes	☐ Y
No	☐ N

At school flag

Previous qualifications achieved

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

Yes	☐ Y	
No	☐ N	**No – go to question 16**

Prior educational achievement flag

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

Prior educational achievement identifier

Employment

16. 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 (less 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

Labour force status identifier

Study reason

17. Of the following categories, select the one which BEST describes the main reason you are 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

Study reason identifier

Unique Student Identifier (USI)

From 1 January 2015, we [insert RTO name] can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/students/create-your-usi on computer or mobile device.

18. Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/.

Unique Student Identifier (USI) ☐☐☐☐☐☐☐☐☐☐

Unique student identifier

Advice to RTOs: if you want to apply for USIs on behalf of your students (clients), please use the questions in the following section. Alternatively, a copy of the ID document can be obtained instead of recording this information. You may remove the following section if you will not be applying for USIs for students.

Before creating a USI on behalf of a student, with their permission, use the 'Existing USI Search' tool to determine whether the student has an existing USI. For details, see the Existing USI Search/Locate USI information on the USI website at https://www.usi.gov.au/providers/find-student-usi.

Australian birth certificate: note that different details are required depending on the jurisdiction of issue. RTOs who wish to include the birth certificate option in their enrolment form should note the information items required set out at:
https://www.usi.gov.au/students/create-your-usi/verifying-your-identity#australian-birth-certificate
Alternatively, you may wish not to include 'birth certificate' in your form.

USI application through your RTO (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like us [insert RTO name] to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at https://www.usi.gov.au/about-us/privacy. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] .....authorise
[insert RTO name]..... to apply pursuant to
sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐ I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at https://www.usi.gov.au/about-us/privacy.

Town/City of Birth _____
(*please write the name of the Australian or overseas town or city where you were born)*

We will also need to verify your identity to create your USI.

Please provide details for <u>one</u> of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

1. Australian Driver's Licence

State: _____ Licence Number: _____ Card Number: _____

2. Medicare Card

Medicare card number_____
Individual reference number (next to your name on Medicare card): __
Card colour: (select which applies)
Green ☐ Expiry date _____/_____ (format MM/YYYY)
(month/year)

Yellow ☐ Blue ☐ Expiry date ___/_____/____ (format DD/MM/YYYY)
(day/month/year)

3. Australian Birth Certificate

State/Territory_____
Details vary according to State/Territory (see note above)

4. Australian Passport

Passport number_____

5. Non-Australian Passport (with Australian Visa)

Passport number _____

6. Immicard

Immicard Number _____

7. Citizenship Certificate

Stock number _____Acquisition date ____/_____/_____
day/month/year)

8. Certificate of Registration by Descent

Acquisition date _____/_____/_____
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, [insert RTO name] will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

Advice to RTOs: The *Student Identifiers Act 2014* (s.11) requires RTOs to destroy personal information collected from individuals **<u>solely</u>** for the purpose of applying for a USI on their behalf as soon as practicable after the application has been made or the information is no longer needed for that purpose. If you are required by or under a law to retain this information, then you may wish to include a statement on the form to explain that.

Under Standard 3.6 (d), you are required to ensure the security of the USI and all related documentation under your control, including information stored in your student management systems.

Disability supplement

Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

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

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 managed by wearing glasses or lenses.

‘11 — Hearing/deaf’

Hearing impairment is used to refer to a person who has an acquired mild, moderate, 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’

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’

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.

‘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.

‘17 — Vision’

This covers 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, HIV/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



National Centre for Vocational Education Research

Level 4, 191 Pultney Street, Adelaide, SA 5000
PO Box 8288 Station Arcade, Adelaide SA 5000, Australia

Phone +61 8 8230 8400 **Email** <ncver@ncver.edu.au>

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

Follow us: <https://www.linkedin.com/company/ncver>