SUMMARY OF CHANGES TO VICTORIAN VET STUDENT STATISTICAL COLLECTION GUIDELINES

Executive Summary	This document outlines changes applicable to the Victorian VET Student Statistical Collection Guidelines – 2017 v1 (guidelines). The changes have been made in order to provide: 1. consistency with AVETMIS Standards, 2. updated terminology, 3. updated state identifiers and codes available in 2017, 4. corrections to any ambiguous or erroneous aspects of the guidelines.
Overview	The *Victorian VET Student Statistical Collection Guidelines* (the guidelines) form a data standard which specifies how training activity should be reported in a consistent manner to the Department. They are compatible with the most recent revision to Release 7 of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) which are used as the basis for the annual National VET Provider Collection. AVETMISS Release 7 applied from 2014. Full details on AVETMISS are available at the NCVER website http://www.ncver.edu.au/. Where the guidelines deviate from AVETMISS, the Department ensures there is a clear rationale behind these changes, alternatives have been assessed and the resultant benefit is weighted against the impact of the change.
Purpose	The purpose of this document is to communicate changes to the guidelines. This summary document will be published periodically and as frequently as necessary to enable up to date communication. The guidelines will be published annually but may be more frequent depending on the scope of changes throughout the collection year. Off-cycle changes during the year may result from: ▪ certain aspects of the guidelines that are **ambiguous, erroneous** or require **clarification** ▪ scenarios adversely affecting the **data integrity** of the collection ▪ ensuring **compliance** with statutory requirements ▪ **reduce burden** of reporting requirements on RTOs
Audience	**Training Providers** All VET providers need to be familiar with the guidelines in order to understand the nature of the changes outlined in this Summary of Changes document. **Software developers and data analysts** Software developers, as well as systems personnel and data analysts in larger organisations, need to note all changes that refer to the technical detail of the guidelines. These include the file specifications, business rules and data element dictionary.
Prerequisite	Familiarisation and understanding of the latest version of Victorian VET Student Statistical Collection Guidelines (guidelines) as published on SVTS or DET website.
Document Structure	This document includes sections and categories as detailed in the guidelines, followed by a Change Summary table outlining the changes, reason and possible impact.

How to use this document

Step	Action
1	Retain a hard copy of the latest guidelines. This should be the same version as referred to in the Change Summary table.
2	Review and note each change as indicated in the Change Summary table. For quick reference, all additions will be in red and deletions will be strike through. **Note:** The changes may not contain the entire section of the business rule definitions therefore the changes should always be read in conjunction with the corresponding section of original document being changed. [.....] will denote that section contains more business rules that have not been changed.
3	Retain all Summary of Changes documents with copy of latest guidelines, this will ensure that you are always able to reference the most up to date business rules or changes.
4	Once a new version of the guidelines is published, all the changes referenced in the Summary of Changes documents will be incorporated in that version. Retain the new published version of the guidelines and repeat steps 1 to 4 if new changes are published.

Change summary table

The following summary of changes apply to:	
Document	Victorian VET Student Statistical Collection Guidelines 2017
Version	1
are incorporated in:	
Document	**Victorian VET Student Statistical Collection Guidelines 2017**
Version	**2**

Changes include:	
General	• These general changes are throughout the entire document and no specific revision section will be numbered to reflect these changes. The general changes include:
Data submission	• Updated submission process and frequency definitions section
Data element definition	• Enrolment Identifier – Enrolment (NAT00120) file • Fee Exemption/Concession Type identifier – Enrolment (NAT00120) file • Funding Eligibility Key – Enrolment (NAT00120) file • Funding Source identifier – State training Authority – Enrolment (NAT00120) file • Purchasing Contract Schedule Identifier – Enrolment (NAT00120) file • Training Organisation Delivery Location Identifier – Training Organisation Delivery Location (NAT00020) file

General

These general changes are throughout the entire document and no specific revision section will be numbered to reflect these changes. The general changes include:

1. Applying new corporate branding to entire document
2. For consistency and user readability added the following headings in the business rules section:
   - File relationships,
   - General, and
   - Specific
3. For user readability, rearranged order of some business rules
4. Removed duplication by moving all term references into the Glossary and deleting from Data Element Definition section.
5. Removed all Funding Source Identifier – State Training Authority tables from the Guidelines and created a new Funding Source Identifier – STA Supplement document.
6. Deleted out dated references.
7. Change all references from Client to Student.
8. Removed Appendix 3 (ANZSIC codes). Reference to of these codes was only applied to Skills for Growth enrolment initiative which is no longer applicable.

Data submission

Updated submission process and frequency definitions section

Change 20170505-1	Added table to include quarterly submission period and dates data is to be submitted to the Department:
	<table><tr><th>Quarterly submission period</th><th>Final date for submission to DET</th></tr><tr><td>Jan-Mar</td><td>31st March 2017</td></tr><tr><td>Jan-Jun</td><td>30th June 2017</td></tr><tr><td>Jan-Sep</td><td>30th September 2017</td></tr><tr><td>Jan-Dec (final submission for collection year)</td><td>15 January 2018</td></tr></table>
Reason:	To further clarify distinction between collection period and collection year and provide dates by when it is expected to have most accurate data for quarterly and final submission.
Impact:	Clarification only.

Element definitions

E-mail Address

Change 20170505-2	New business rule:
	The E-mail Address should be a student's personal email address that they use as their primary email contact. If the student doesn't have a personal email address it may be an email address generated by the training provider.
Reason:	The Department requires an email address that would allow contact with the student after the training delivery has ceased.
Impact:	Low impact – training providers generally collect this data already.

Element definitions – cont.

Enrolment Identifier – Enrolment (NAT00120) file

Change 20170505-3	Updated business rule:
	Data elements that cannot change within an enrolment record without a new *Enrolment Identifier* being generated are the:
	- *Client Identifier,*

	▪ *Subject Identifier*
	▪ *Program Identifier,* and
	▪ *Associated Program Identifier, (*where they are reported)
Reason:	When an RTO reports a student in the NAT120 with an enrolment ID they are reporting an enrolment record and making a payment request (if govt funded) for a student, course and subject with or without an associated course. Once reported they should not change these elements as doing so would effectively mean a different payment request for which we would expect a different enrolment ID.
Impact:	This is not a new data element and Student Management System have already been changed to report this data element. Main impact will be getting errors or rejects if data entered for this data element change between uploads for what is considered a unique enrolment. In this case where an enrolment is identified by the data elements Client Identifier, Subject Identifier, Program Identifier and Associated Program Identifier (if it is reported).

Fee Exemption/Concession Type identifier – Enrolment (NAT00120) file

Change	Updated business rule for exemption value O:
20170505-4	For Indigenous Students without concession cards, Single and Teenage Parents and Asylum Seekers without concession cards, *Fee Exemption/Concession Identifier* 'O' must be used.
Reason:	To be compliant with CN.2016-18
Impact:	Clarification only.

Funding Eligibility Key – Enrolment (NAT00120) file

Change	Deleted business rule:
20170505-5	~~The scope of the funding eligibility key will be identified in late 2015, along with relevant implementation timeframes. Providers and SMS vendors should look to support this change by January 2016 in order to facilitate initial program scopes~~
	Added business rule:
	A student will provide their Training Organisation with the *Funding Eligibility Key* when enrolling in a Government subsidised Program. The *Funding Eligibility Key* will be documented on the referral letter or equivalent type of letter which the student needs to present to the RTO before their enrolment.
Reason:	Updated scope.
Impact:	Less administrative burden for an RTO, as in special circumstance, the student is able to seek funding eligibility directly with the Department.

Element definitions – cont.

Funding Source identifier – State training Authority – Enrolment (NAT00120) file

Change 20170505-6	Deleted tables containing codes for the Funding Source Identifier – State Training Authority and created a separate supplement document containing all valid codes. Added link to where the supplement can be found.
Reason:	The frequency of publishing the guidelines is not sufficiently align to the reporting of state funding codes. For timeliness and validity of reporting these codes it is more appropriate to publish a supplementary document which can be updated more regularly.
Impact:	More timely and accurate publishing of state funding codes.

Industry Code (ANZSIC) - (NAT00120) file

Change 20170505-7	Deleted all definitions for this data element. Added: This data element is no longer applicable for Victorian submission, please leave blank.
Reason:	No longer relevant.
Impact:	Clarification.

Purchasing Contract Schedule Identifier – Enrolment (NAT00120) file

Change 20170505-8	Deleted all definitions for this data element. Added: This data element is no longer applicable for Victorian submission, please leave blank.
Reason:	No longer relevant.
Impact:	Clarification.

Training Organisation Delivery Location Identifier – Training Organisation Delivery Location (NAT00020) file

Change 20170505-9	Added business rule: Where delivery occurs throughout Victoria, or does not occur at a physical location (such as online or by distance education), *the Training Organisation Delivery Location Identifier* of where the training is being coordinated must be used. This will generally be the RTO's own delivery location identifier.
Reason:	To be consistent with business rule regarding the reporting of *postcode* for the Training Organisation Delivery Location file.
Impact:	For clarification and consistency only.