

# Victorian VET Student Statistical Collection Guidelines - 2020



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# ABOUT THIS DOCUMENT

## Scope of the collection

The Victorian VET Student Statistical Collection captures information about training activity in Victoria. This includes, but is not limited to, information on registered training organisations (RTOs), training activity, students' demographic and prior education details as well as enrolment and qualification completion details associated with Vocational Education and Training (VET) delivery for domestic and international students, both in Victoria and offshore.

Data is collected from all VET providers that operate in Victoria, are in receipt of State or Commonwealth Government funding, and are recognised by the Victorian Registration and Qualifications Authority (VRQA), the Australian Skills Quality Authority (ASQA), and/or the Adult, Community and Further Education (ACFE) Board Victoria.

These include:

- TAFE institutes
- TAFE divisions of universities
- Adult education institutions
- Learn Local Organisations (formerly Adult Community Education (ACE) providers); and
- Private RTOs.

It is a contractual requirement that RTOs with an active 2014 or later Victorian VET Funding Contract must report total VET activity (including fee for service data) to the Department of Education and Training (the Department) via the Skills Victoria Training System (SVTS) in the month following the training activity occurring.

While nationally recognised training activity is required to be reported by RTOs, there is no requirement for RTOs to submit non-VET (hobby and recreational) activity. If RTOs do report non-VET activity, care must be taken to ensure that both the program and corresponding subject are flagged as *Non-VET* in the appropriate files.

RTOs who are **also** delivering outside of Victoria must report interstate enrolments in accordance with the directions of the State Training Authority of the state the training is taking place, or directly to the National Centre for Vocational Education Research (NCVER).

Victorian VET activity data collected via SVTS is submitted to NCVER on RTOs behalf, so there is no need to submit the same data to NCVER.

In order to maintain and protect the privacy of both RTOs and students, only the minimum data required for Department business purposes and the national Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) provider collection is collected.

The AVETMISS and associated collection protocols ensure comparability over time and across geographical boundaries. The definitions, business rules and other terms set out in these Guidelines are based on the definitions in Release 8.0 of the [AVETMISS VET Provider Collection Specifications](#) published by the National Centre for Vocational Education Research (NCVER).

Where differences exist between the Victorian Guidelines and AVETMISS, the Department will recode submitted data to comply with the national AVETMISS standard before submitting to NCVER.

## Document audience

### Providers

All Victorian VET providers required to submit data through SVTS will need to be familiar with this document in order to understand the nature, scope and requirements of the statistical collection.

### Software developers and data analysts

Software developers, as well as systems personnel and data analysts in larger organisations, will need the technical detail contained in this document. These include the file specifications, business rules and data elements.

## How to use this document

There are seven critical parts to this document:

### 1. Data submission - how and when to submit your data

The [Data submission section](#) contains information regarding the Department website used to upload data and the collection submission dates.

### 2. Submission structure

The Submission structure section contains information about the files and field formats required by the collection.

Go to the [Submission structure section](#) for more information.

### 3. Data elements

An alphabetical listing of data elements appears in the Contents section at the beginning of this document. The list is linked and will take you to specific information about each data element including:

- the definition and purpose of the element
- the files in which it appears
- any recent changes to the element; and
- the format of the element and which values you can use.

### 4. Glossary

A [Glossary](#) of standard terms can be found at the end of the document. The glossary contains extended definitions or more detailed information about the business rules surrounding particular data elements.

### 5. Standard enrolment form questions

Wording for inclusion in your student enrolment privacy notice is provided in Appendix 1, which also provides a set of standard enrolment form questions designed to ensure that the information obtained through the statistical collection is consistent across the whole VET sector.

For more information, go to the [Privacy information section](#) and [Appendix 1: Standard enrolment questions](#).

### 6. Summary of changes

A [Summary of Changes](#) is published separate to this document and is available on the Department's website:

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

## Department services

The Department supports VET providers by:

- offering technical and electronic resources
- improving systems and practices; and
- working with other jurisdictions to improve the statistical collection

A Validation Supplement to these guidelines, which describes validations applied to data submitted and their impact on the Department's acceptance and use of the data, and a Funding Source Identifier - STA Supplement outlining all state specific funding codes, are available on the Department's website:

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

## AVETMISS

The Victorian statistical collection forms part of a national VET statistical collection often referred to as the AVETMISS (Australian Vocational Education and Training Management Information Statistical Standard) VET Provider Collection.

These guidelines are based on AVETMISS Release 8.0 (the Standard), which provides the framework for the collection and the definitions of individual data elements. The Standard was developed to provide data definitions for information related to students, training programs and VET providers.

By using a common language and providing required data, VET providers contribute to the effective planning, efficient output and promotion of VET at the local, state and national levels.

## Classification tables

The codes and classifications used in the guidelines are taken from existing national classifications to allow information to be used and reported consistently across a variety of statistical collections.

The major source of national classifications is the Australian Bureau of Statistics (ABS). However, the specific classification tables listed below can be downloaded from the NCVER web site.

[ANZSCO Identifier \(Occupation\)](#)

[ANZSIC Identifier \(Industry\)](#)

[Country](#)

[Language Identifier](#)

[Subject Field of Education](#)

[Program Field of Education Identifier](#)

For more information about the reference tables related to these guidelines, go to

<http://www.ncver.edu.au/avetmiss/>.

All accredited programs and National Training Package qualifications are coded, classified and recorded on the National Register on Vocational Education and Training (TGA) located at [www.training.gov.au](http://www.training.gov.au).

## Privacy

Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*. For more information about the *Privacy and Data Protection Act 2014 (Vic)* and about the Information Privacy Principles, please go to [www.privacy.vic.gov.au](http://www.privacy.vic.gov.au).

Use of student details, including student contact details, is consistent with the [Student Enrolment Privacy Notice](#). This is a standard privacy notice provided for inclusion in all enrolment forms, which advises students as to how their data may be supplied to and used by the Department.

You will need to update this notice with your organisation's contact details. You will also need to add to this notice to cover the use your organisation, NCVER, and any other Commonwealth agencies (e.g. VET Student Loans Scheme) makes of the details that students provide.

RTOs that have a VET Funding Contract with the Department to deliver government subsidised training are specifically required to advise their students that they may be contacted to request their participation in the national NCVER Student Outcomes Survey and/or Department endorsed research projects and/or Departmental training provider audits or reviews.

The student should sign the privacy notice and enrolment form to confirm that the details they are providing are accurate and that they understand the privacy notice. Where the training provider has an electronic enrolment system, a checkbox or similar electronic confirmation should be used to obtain confirmation of the accuracy of the student data and the student's acceptance of the privacy notice.

RTOs must retain evidence that the student is aware of the purposes for which information may be used. This can be achieved by retaining evidence that the student has acknowledged a **Privacy Notice and Student Declaration** as part of their enrolment process.

For information about national privacy protections, refer to <https://www.oaic.gov.au/privacy-law/>.

## Changes to the collection

The *Summary of Changes to Victorian VET Student Statistical Collection Guidelines* document is a separate document published on SVTS each time changes are being implemented and may be outside the annual publication cycle of the guidelines.

# DATA SUBMISSION

## Submission process and frequency

The submission process involves a web browser based upload of ten NAT files to SVTS via the Department website link listed below.

The ten files are specified in the [File structures](#) section.

All providers who receive government funding for training delivery are required to submit Total VET Activity data every month in line with these guidelines.

Reporting is to be consistent with VET Funding Contracts and contracts for services between the VET provider and the Department. These requirements are reflected by the business rules specified in these guidelines.

Each monthly submission *must* include full details for all reportable training activity already delivered within the collection year. This includes delivery already commenced/underway and/or completed in the current collection year. The Program (Qualification) Completions file may include enrolments completed in previous years that have not been previously reported. Providers *may* also submit details of future activity that is planned for commencement within the current collection year as long as this activity is reported with the *Outcome Identifier - National* code of '85 - activity not yet started'.

Providers are advised that the deadline for final, accurate submission of all contracted 2020 training activity data is **5:00pm (AEST) on 15 January 2021**.

The frequency of reporting to the National VET Provider Collection **is quarterly submissions**. It is expected that data is accurate for each submission.

Quarterly submission period	Final date for submission to DET
January - March	31 March 2020
January - June	30 June 2020
January - September	30 September 2020
January - December (final submission for collection year)	5:00pm (AEST) 15 January 2021

## Submitting your data

For more information about submitting data, go to <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

To submit data, go to: <http://www.education.vic.gov.au/svts/>.

# SUBMISSION STRUCTURE

## Introduction

This section provides information for software developers. Developers' note: Please ensure your software conforms to the following file structure business rule requirements. For more information go to the [File structures section](#).

## File format

For each of the ten files listed, create one fixed ASCII text 'flat' file of information.

Files are to be named NATXXXXX.txt as documented in these guidelines, where XXXX indicates the number of the relevant NAT file.

## Field formats

The following table describes the standard field formats.

Field type	Format requirement
Alphanumeric fields	All alphanumeric fields must be left justified and space filled. All letters must be capitalised. Alphanumeric fields are field type A.
Numeric fields	All numeric fields must be right justified and zero filled. Numeric fields are field type N.
Date fields	All date fields must be in the format DDMMYYYY, where each sub-field is right justified and zero filled. Date fields are field type D.
Year fields	All year fields must be in the format YYYY.

## File record requirements

The following table lists each file and describes the record requirements.

File name	File name	Record requirement
<a href="#">Training Organisation</a>	NAT00010.txt	One record.
<a href="#">Training Organisation Delivery Location</a>	NAT00020.txt	One record for each location where the training organisation conducts a training activity.
<a href="#">Program</a>	NAT00030.txt	One record for each program that the training organisation has conducted in the submission year.
<a href="#">Subject</a>	NAT00060.txt	One record for each subject that the training organisation has conducted in the submission year.
<a href="#">Client</a>	NAT00080.txt	One record for each student enrolled by the training organisation in the submission year.
<a href="#">Client Contact Details</a>	NAT00085.txt	One record for each student who appears in the Client file (NAT00080).
<a href="#">Client Disability</a>	NAT00090.txt	One record for each disability declared by a student enrolled by the training organisation.
<a href="#">Client Prior Educational Achievement</a>	NAT00100.txt	One record for each prior educational achievement declared by a student enrolled by the training organisation.
<a href="#">Training Activity</a>	NAT00120.txt	One record for each separate subject or unit of competency enrolment by a student.
<a href="#">Program Completed</a>	NAT00130.txt	One record for each entitlement to a program (qualification) or skill set by a student enrolled by the training organisation.

## FILE STRUCTURES OVERVIEW

### NAT00010 Training Organisation File

<u>Training Organisation Identifier</u>
<u>Training Organisation Name</u>
<u>Training Organisation Type Identifier</u>
<u>Address First Line</u>
<u>Address Second Line</u>
<u>Address - Suburb, Locality or Town</u>
<u>Postcode</u>
<u>State Identifier</u>
<u>Contact Name</u>
<u>Telephone Number</u>
<u>Facsimile Number</u>
<u>E-mail Address</u>
<u>Software Product Name</u>
<u>Software Vendor E-mail Address</u>

### NAT00030 Program File

<u>Program Identifier</u>
<u>Program Name</u>
<u>Nominal Hours</u>
<u>Program Recognition Identifier</u>
<u>Program Level of Education Identifier</u>
<u>Program Field of Education Identifier</u>
<u>ANZSCO (Occupation Type) Identifier</u>
<u>VET Flag</u>

### NAT00085 Client Contact Details File

<u>Client (Student) Identifier</u>
<u>Client Title</u>
<u>Client Given Name</u>
<u>Client Family Name (Surname)</u>
<u>Address Building/Property Name</u>
<u>Address Flat/Unit Details</u>
<u>Address Street Number</u>
<u>Address Street Name</u>
<u>Address Postal Delivery Box</u>
<u>Address - Suburb, Locality or Town</u>
<u>Postcode</u>
<u>State Identifier</u>
<u>Telephone Number - Home</u>
<u>Telephone Number - Work</u>
<u>Telephone Number - Mobile</u>
<u>E-mail Address</u>
<u>E-mail Address (Alternative)</u>

### NAT00020 Training Organisation Delivery Location

<u>Training Organisation Identifier</u>
<u>Training Organisation Delivery Location Identifier</u>
<u>Training Organisation Delivery Location Name</u>
<u>Postcode</u>
<u>State Identifier</u>
<u>Address - Suburb, Locality or Town</u>
<u>Country Identifier</u>
<u>Address Building/Property Name</u>
<u>Address Flat/Unit Details</u>
<u>Address Street Number</u>
<u>Address Street Name</u>

### NAT00080 Client File

<u>Client (Student) Identifier</u>
<u>Name for Encryption</u>
<u>Highest School Level Completed Identifier</u>
<u>Gender</u>
<u>Date of Birth</u>
<u>Postcode</u>
<u>Indigenous Status Identifier</u>
<u>Language Identifier</u>
<u>Labour Force Status Identifier</u>
<u>Country Identifier</u>
<u>Disability Flag</u>
<u>Prior Educational Achievement Flag</u>
<u>At School Flag</u>
<u>Address - Suburb, Locality or Town</u>
<u>Unique Student Identifier</u>
<u>State Identifier</u>
<u>Address Building/Property Name</u>
<u>Address Flat/Unit Details</u>
<u>Address Street Number</u>
<u>Address Street Name</u>
<u>Survey Contact Status</u>
<u>Statistical Area Level 1 Identifier</u>
<u>Statistical Area Level 2 Identifier</u>
<u>Victorian Student Number (VSN)</u>
<u>Client Industry of Employment</u>
<u>Client Occupation Identifier</u>



## NAT00060 Subject File

<u>Subject Identifier</u>
<u>Subject Name</u>
<u>Subject Field of Education Identifier</u>
<u>VET Flag</u>
<u>Nominal Hours</u>

## NAT00090 Client Disability File

<u>Client (Student) Identifier</u>
<u>Disability Type Identifier</u>

## NAT00100 Client Prior Educational Achievement

<u>Client (Student) Identifier</u>
<u>Prior Educational Achievement Identifier</u>
<u>Prior Educational Achievement Recognition Identifier</u>

## NAT00130 Program Completed File

<u>Training Organisation Identifier</u>
<u>Program Identifier</u>
<u>Client (Student) Identifier</u>
<u>Date Program Completed</u>
<u>Issued Flag</u>
<u>Parchment Issue Date</u>
<u>Parchment Number</u>
<u>Program Commencement Date</u>
<u>Program Supervised Teaching Activity Completion Date</u>
<u>Program Unique Supervised Hours</u>
<u>Program Status Identifier</u>
<u>Program Enrolment Identifier</u>

## NAT00120 Training Activity File

<u>Training Organisation Identifier</u>
<u>Training Organisation Delivery Location Identifier</u>
<u>Client (Student) Identifier</u>
<u>Subject Identifier</u>
<u>Program Identifier</u>
<u>Activity Start Date</u>
<u>Activity End Date</u>
<u>Delivery Mode Identifier</u>
<u>Outcome Identifier - National</u>
<u>Funding Source Identifier - National</u>
<u>Commencing Program Identifier</u>
<u>Training Contract Identifier</u>
<u>Client Identifier - Apprenticeships</u>
<u>Study Reason Identifier</u>
<u>VET in Schools Flag</u>
<u>Specific Funding (Specific Program) Identifier</u>
<u>School Type Identifier</u>
<u>Outcome Identifier - Training Organisation</u>
<u>Funding Source Identifier - State Training Authority</u>
<u>Client Tuition Fee</u>
<u>Fee Exemption/Concession Type Identifier</u>
<u>Purchasing Contract Identifier</u>
<u>Purchasing Contract Schedule Identifier</u>
<u>Hours Attended</u>
<u>Associated Program Identifier</u>
<u>Scheduled Hours</u>
<u>Predominant Delivery Mode</u>
<u>Program Commencement Date</u>
<u>Eligibility Exemption Indicator</u>
<u>VET Student Loans (Income Contingent Loan) Indicator</u>
<u>Industry Code (ANZSIC)</u>
<u>Enrolment Date</u>
<u>Subject Enrolment Identifier</u>
<u>Client Fees - Other</u>
<u>Delivery Provider ABN</u>
<u>Funding Eligibility Key</u>
<u>Program Enrolment Identifier</u>
<u>Workplace ABN</u>

\*Victorian states specific data elements

## NAT00010 - Training Organisation file

### File name

NAT00010.txt

### Purpose

The Training Organisation (NAT00010) file provides details of the organisation responsible for administering the information contained in the collection files.

### Description

This file contains a single record for information about the training organisation that is providing the data.

### Business rules

File relationships:

The same Training Organisation Identifier (TOID) reported in this file must appear in the:

- Training Organisation Delivery Location (NAT00020) file; and the
- Program Completed (Qualification Completed) (NAT00130) file.

General:

This file must contain only one record.

Specific:

**TOID:** The TOID must be prefixed with the relevant number of leading zeroes.

**Postcode:** This must be a valid postcode and must not include the values OSPC or @@@@.

**State Identifier:** This must not be 99 - other (overseas but not an Australian territory or dependency).

**Address:** The training organisation must not have an overseas address.

**E-mail Address and Telephone Number (RTO):** The e-mail address and telephone number provided should be either:

- the most appropriate to respond to queries about your data submission (preferred); or
- the official e-mail address of the training provider.

The *E-mail Address* and *Telephone Number* fields should be kept up-to-date so that every submission provides the most current contact details.

Fields that may be blank:

- Address Second Line
- Facsimile Number
- Software Product Name

## NAT00010 - Training Organisation file (continued)

## Data elements in the NAT00010

Name	Position	Size	Type
<u>Training Organisation Identifier</u>	1	10	A
<u>Training Organisation Name</u>	11	100	A
<u>Training Organisation Type Identifier</u>	111	2	N
<u>Address First Line</u>	113	50	A
<u>Address Second Line</u>	163	50	A
<u>Address - Suburb Locality or Town</u>	213	50	A
<u>Postcode</u>	263	4	A
<u>State Identifier</u>	267	2	N
<u>Contact Name</u>	269	60	A
<u>Telephone Number</u>	329	20	A
<u>Facsimile Number</u>	349	20	A
<u>E-mail Address</u>	369	80	A
<u>Software Product Name</u>	449	20	A
<u>Software Vendor E-mail Address</u>	469	80	A
<u>Carriage Return/Line Feed (ASCII 13/10)</u>	549	2	
<b>Total record length excluding carriage return</b>		<b>548</b>	

## NAT00020 - Training Organisation Delivery Location file

### File name

NAT00020.txt

### Purpose

The Training Organisation Delivery Location (NAT00020) file provides information about the geographic location of training activity undertaken by students during the collection period.

### Description

This file contains a record for each delivery location used by a training organisation during the collection period.

### Business rules

File relationships:

This file must contain one record for each unique *Training Organisation Delivery Location Identifier* reported in the Training Activity (NAT00120) file.

Specific:

**Address:** This must be the physical delivery location associated with enrolment activity at a training organisation during the collection period.

**Training Organisation Delivery Location Identifier:** This must refer to the same training delivery physical location in every collection year. New locations must be reported with a new *Training Organisation Delivery Location Identifier*.

Records should not be created for locations in the same immediate vicinity such as classrooms or buildings that share the same address and each *Training Organisation Delivery Location Identifier* must have a unique address.

**Postcode:** The Postcode should represent the physical location at which training is delivered. This must not be related to a post office box address.

Where delivery does not occur at a physical location (such as online or by distance education), the postcode of where the training is being coordinated must be used.

If delivery occurs at an overseas location, the code OSPC must be used in place of a postcode.

Fields that may be blank:

- *Address Building/Property Name*
- *Address Flat/Unit Details*

## NAT00020 - Training Organisation Delivery Location file (continued)

## Data elements in the NAT00020

Name	Position	Size	Type
<u>Training Organisation Identifier</u>	1	10	A
<u>Training Organisation Delivery Location Identifier</u>	11	10	A
<u>Training Organisation Delivery Location Name</u>	21	100	A
<u>Postcode</u>	121	4	A
<u>State Identifier</u>	125	2	N
<u>Address - Suburb, Locality or Town</u>	127	50	A
<u>Country Identifier</u>	177	4	A
<u>Address Building/Property Name</u>	181	50	A
<u>Address Flat/Unit Details</u>	231	30	A
<u>Address Street Number</u>	261	15	A
<u>Address Street Name</u>	276	70	A
Carriage Return/Line Feed (ASCII 13/10)	346	2	
<b>Total record length excluding carriage return</b>		<b>345</b>	

## NAT00030 - Program file

### File name

NAT00030.txt

### Purpose

The Program (NAT00030) file provides information about Programs that are undertaken and/or completed by students during the collection period.

### Description

A Program relates to structured study and/or skills acquisition including, where appropriate, practical experience.

### Business rules

File relationships:

Each program record listed in this file must appear in either the:

- Training Activity (NAT00120) file; or
- Program Completed (NAT00130) file.

General:

Where the Program is nationally recognised the national code and name must be used.

The file must contain one record per unique *Program Identifier*.

Specific:

**Program Identifier:** If this is a nationally accredited code, the code and name must match that on TGA [www.training.gov.au](http://www.training.gov.au). If this is locally assigned, the code assigned must not match a nationally recognised *Program Identifier* code.

**Program Recognition Identifier:** If this is a nationally accredited Program, the code and name must match that on TGA [www.training.gov.au](http://www.training.gov.au).

A Skill Set is distinguished from a Program by the use of identifiers:

- '13 - Nationally recognised skill set, specified in a national training package'; or
- '16 - Locally recognised skill set'.

No fields may be blank.

### Data elements in the NAT00030

Name	Position	Size	Type
<u>Program Identifier</u>	1	10	A
<u>Program Name</u>	11	100	A
<u>Nominal Hours</u>	111	4	N
<u>Program Recognition Identifier</u>	115	2	N
<u>Program Level of Education Identifier</u>	117	3	N
<u>Program Field of Education Identifier</u>	120	4	N
<u>ANZSCO (Occupation Type) Identifier</u>	124	6	A
<u>VET Flag</u>	130	1	A
Carriage Return/Line Feed (ASCII 13/10)	131	2	
<b>Total record length excluding carriage return</b>		<b>130</b>	

## NAT00060 - Subject file

### File name

NAT00060.txt

### Purpose

The Subject (NAT00060) file provides information about Subjects that are undertaken during the collection period.

### Description

This file contains a record for each Subject associated with activity at a training organisation during the collection period.

### Business rules

File relationships:

This file must contain one record for each unique *Subject Identifier* recorded in the Training Activity (NAT00120) file.

Specific:

**Subject Identifier:** If this is a nationally accredited code, the code and name must match that on TGA [www.training.gov.au](http://www.training.gov.au).

**Nominal Hours:** For locally developed subjects these must not be 0000 and must be less than 3000.

No field in this file can be blank.

### Data elements in the NAT00060

Name	Position	Size	Type
<u>Subject Identifier</u>	1	12	A
<u>Subject Name</u>	13	100	A
<u>Subject Field of Education Identifier</u>	113	6	A
<u>VET Flag</u>	119	1	A
<u>Nominal Hours</u>	120	4	N
Carriage Return/Line Feed (ASCII 13/10)	124	2	
<b>Total record length excluding carriage return</b>		<b>123</b>	



## NAT00080 - Client file

### File name

NAT00080.txt

### Purpose

The Client (NAT00080) file provides information about students who undertake and/or complete training activity during the collection period.

### Description

This file contains a record for each student who has participated in VET activity (has a record on the NAT00120 file), or who is reported as 'completing' (has a record on the NAT00130 file) at the training organisation within the collection period.

### Business rules

File relationships:

An associated *Client Identifier* record must exist in the:

- Client Contact Details (NAT00085) file,
- Training Activity (NAT00120) file, **and/or**
- Program Completed (NAT00130) file.

General:

The *Client Identifier* must be unique to the student and there must be only one record per student.

Some student information will change over time; for example, employment category. The training organisation should update the student's information each time they create or modify activity records.

To protect student privacy, student usual address information is geo-coded to aggregated statistical areas and the fields *Address Building/Property Name*, *Address Flat/Unit Details*, *Address Street Number* and *Address Street Name* are deleted before state and territory training organisations submit the data to the National VET Provider Collection.

Specific:

**Client Identifier:** this must remain the same for a student in each and every collection year for every enrolment undertaken.

**Address (All address fields):** The provided address must be the student's usual residential street address (see [glossary definition](#)). This is distinguishable from their current residential address (which includes a temporary address a student 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 address must be a physical address (street number and name) and not a post office box.

## NAT00080 - Client file (continued)

### Data elements in the NAT00080

Name	Position	Size	Type
<u>Client (Student) Identifier</u>	1	10	A
<u>Name for Encryption</u>	11	60	A
<u>Highest School Level Completed Identifier</u>	71	2	A
<u>Gender</u>	73	1	A
<u>Date of Birth</u>	74	8	D
<u>Postcode</u>	82	4	A
<u>Indigenous Status Identifier</u>	86	1	A
<u>Language Identifier</u>	87	4	A
<u>Labour Force Status Identifier</u>	91	2	A
<u>Country Identifier</u>	93	4	A
<u>Disability Flag</u>	97	1	A
<u>Prior Educational Achievement Flag</u>	98	1	A
<u>At School Flag</u>	99	1	A
<u>Address - Suburb, Locality or Town</u>	100	50	A
<u>Unique Student Identifier</u>	150	10	A
<u>State Identifier</u>	160	2	A
<u>Address Building/Property Name</u>	162	50	A
<u>Address Flat/Unit Details</u>	212	30	A
<u>Address Street Number</u>	242	15	A
<u>Address Street Name</u>	257	70	A
<u>Survey Contact Status</u>	327	1	A
<u>Statistical Area Level 1 Identifier</u>	328	11	A
<u>Statistical Area Level 2 Identifier</u>	339	9	A
<u>Victorian Student Number (VSN)</u>	348	9	N
<u>Client Industry of Employment</u>	357	1	A
<u>Client Occupation Identifier</u>	358	1	N
<u>Carriage Return/Line Feed (ASCII 13/10)</u>	359	2	
<b>Total record length excluding carriage return</b>		<b>358</b>	

## NAT00085 - Client Contact Details file

### File name

NAT00085.txt

### Purpose

The Client Contact Details (NAT00085) file provides the student's mailing address details. Use of all student details, including student contact details, is consistent with the [Student Enrolment Privacy Notice](#).

### Description

This file contains a record for each student who has participated in training, or who has been recorded in the Program Completed (NAT00130) file in the collection year.

### Business rules

File relationships:

Students included in this file must have associated records in the:

- Client (NAT00080) file and at least one record in **either**
- Training Activity (NAT00120) or Program Completed (NAT00130) files.

On-shore international students should use the 'usual postal address details' on the Client Contact Details (NAT00085) file and have 'OSPC - Overseas address location' reported as the postcode on the Client (NAT00080) file.

General:

This file must contain records for all students who have completed training and/or participated in training in the collection period.

Fields that may be blank:

- *Client Title*
- *Address Building/Property Name*
- *Address Flat/Unit Details*
- *Telephone Number - Home*
- *Telephone Number - Work*
- *Telephone Number - Mobile*
- *E-mail Address*
- *E-mail Address [alternative]*

**Note:** If the Postcode has a value of @@@@, or OSPC then the following fields may also be blank:

- *Address Street Number; and/or*
- *Address Street Name and Address – Suburb, Locality or Town*

## NAT00085 - Client Contact Details file (continued)

## Data elements in the NAT00085

Name	Position	Size	Type
<u>Client (Student) Identifier</u>	1	10	A
<u>Client Title</u>	11	4	A
<u>Client Given Name</u>	15	40	A
<u>Client Family Name (Surname)</u>	55	40	A
<u>Address Building/Property Name</u>	95	50	A
<u>Address Flat/Unit Details</u>	145	30	A
<u>Address Street Number</u>	175	15	A
<u>Address Street Name</u>	190	70	A
<u>Address Postal Delivery Box</u>	260	22	A
<u>Address - Suburb, Locality or Town</u>	282	50	A
<u>Postcode</u>	332	4	A
<u>State Identifier</u>	336	2	A
<u>Telephone Number - Home</u>	338	20	A
<u>Telephone Number - Work</u>	358	20	A
<u>Telephone Number - Mobile</u>	378	20	A
<u>E-mail Address</u>	398	80	A
<u>E-mail Address (Alternative)</u>	478	80	A
<u>Carriage Return/Line Feed (ASCII 13/10)</u>	558	2	
<b>Total record length excluding carriage return</b>		<b>557</b>	

## NAT00090 - Client Disability file

### File name

NAT00090.txt

### Purpose

The Client Disability (NAT00090) file provides information about the participation of students who declare a disability, impairment or long-term condition.

### Description

This file contains a record for each disability, impairment, or long-term condition associated with a students. A student may have more than one type of disability, impairment or long-term condition.

### Business rules

File relationships:

*Client Identifiers* included in this file must exist in the Client (NAT00080) file and the *Disability Flag* for these students must be Y.

If the *Disability Flag* field displays N or @ in the Client (NAT00080) file, there must be no records for that student in this file.

If a student indicates that they have a disability, impairment, or long-term condition but fails to identify the disability type:

- the *Disability Flag* in the Client (NAT00080) file must be Y, and
- the associated Client Disability (NAT00090) file record must contain the *Disability Type Identifier* 99 - Unspecified.

General:

Disability details are normally collected from the student at the time of enrolling with a training organisation.

In cases where a student has more than one disability type, the *Client Identifier* will occur in more than one record.

**Note:** If a student has specified multiple disability types within the range 11-18 then the following *Disability Type Identifier* values must not be used:

- 19 - Other, or
- 99 - Not specified.

Each *Client Identifier/Disability Type Identifier* combination must be unique.

No fields may be blank.

### Data elements in the NAT00090

Name	Position	Size	Type
<u>Client (Student) Identifier</u>	1	10	A
<u>Disability Type Identifier</u>	11	2	N
Carriage Return/Line Feed (ASCII 13/10)	13	2	
<b>Total record length excluding carriage return</b>		<b>12</b>	

## NAT00100 - Client Prior Educational Achievement file

### File name

NAT000100.txt

### Purpose

The Client Prior Education Achievement (NAT00100) file provides information about student pathways between VET and other educational sectors.

### Description

This file contains a record for each type of prior educational achievement associated with a student. A student may have more than one type of prior educational achievement.

### Business rules

File relationships:

*Client Identifiers* included in this file must exist in the Client (NAT00080) file and the *Prior Educational Achievement Flag* for these students must be Y.

If the *Prior Educational Achievement Flag* field displays N in the Client (NAT00080) file, there must be no records for that student in this file.

If a student indicates that they have a prior educational achievement but fails to identify the educational achievement type:

- the *Prior Educational Achievement Flag* in the Client (NAT00080) file must be Y; and
- the associated Prior Educational Achievement (NAT00100) file record must contain the *Prior Educational Achievement Identifier* 990 - Miscellaneous Education.

General:

Prior educational achievement details are normally collected from the student at enrolment.

This file records the different types of student prior educational achievement. Where a student has more than one prior educational achievement type, the *Client Identifier* will occur in more than one record.

Each *Client Identifier/Prior Educational Achievement Identifier* combination must be unique.

If a student indicates that they have a prior educational achievement, the *Prior Education Achievement Recognition Identifier* must have one of the following values:

- A - Australian
- E - Australian Equivalent
- I - International

No fields may be blank.

### Data elements in the NAT000100

Name	Position	Size	Type
<u>Client (Student) Identifier</u>	1	10	A
<u>Prior Educational Achievement Identifier</u>	11	3	N
<u>Prior Educational Achievement Recognition Identifier</u>	14	1	A
Carriage Return/Line Feed (ASCII 13/10)	15	2	
<b>Total record length excluding carriage return</b>		<b>14</b>	

## NAT00120 - Training Activity file

### File name

NAT000120.txt

### Purpose

The Training Activity (NAT00120) file provides information about training activity undertaken by students 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.

### Description

This file contains a record for each Subject enrolment a student is active in during the collection period.

### Business rules

File relationships:

For each unique *Training Organisation Delivery Location Identifier* reported in this file, there must be a corresponding record in the Training Organisation Delivery Location (NAT00020) file.

For each unique *Program Identifier* reported in this file, there must be a corresponding record in the Program (NAT00030) file.

For each unique *Subject Identifier* in this file, there must be a corresponding record in the Subject (NAT00060) file.

For each unique *Client Identifier* in this file, there must be corresponding records in both the Client (NAT00080) file and the Client Contact Details (NAT00085) file. A VET Program Enrolment for a *Client Id*, *Program Identifier* and *Program Commencement Date* combination with a *Program Level of Education Identifier* other than 912 or 999, on the Training Activity (NAT00120) file, must also exist on the Program Completions (NAT00130) file.

General:

A single entry in the Training Activity (NAT00120) file should reflect a single Subject Enrolment.

This Subject Enrolment must be included in all statistical submissions between the *Activity Start Date* and the final submission for the end of the collection year relevant to the *Activity End Date*.

### Correcting incorrectly reported details

Where a Subject Enrolment has been incorrectly reported to SVTS, the training provider must correct the details in the next possible submission and by no later than by the end of the following month or the final submission for the collection year (whichever is earlier).

All Subject Enrolments and all associated details must be correct by the final submission for each collection year.

### Duplicate records:

There should be no duplicate Subject Enrolments in the Training Activity (NAT00120) file.

Duplicate Subject Enrolments are defined as records with identical values for the *Client Identifier*, *Program Identifier*, *Subject Identifier* and the same or overlapping *Activity Start Date* and/or *Activity End Date*.



## NAT00120 - Training Activity file (continued)

### Business rules (cont.)

Specific:

**Outcome Identifier – National:** Where the *Activity End Date* of Subject Enrolment is in the future, the enrolment must be reported with an *Outcome Identifier - National* value of 70 - Continuing Enrolment if training is being delivered or with code 50 - RPL assessment started and results not yet available, if the activity relates to RPL assessment.

**Scheduled Hours:** The full *Scheduled Hours* for a Subject Enrolment must be reported every time the Subject Enrolment is included in a submission. This requirement applies to all reporting, including for Subjects that run across more than one collection year.

**Hours Attended:** This is mandatory where a student withdraws from a Subject Enrolment after participating in that unit of competency or subject.

The value will be zero if student was enrolled in error or has withdrawn/discontinued with no attendance.

Will be blank for all enrolments where the student has not withdrawn/discontinued.

If a non-integer value is submitted for *Hours Attended*, SVTS will use only the integer value. For example if 14.2 is submitted, SVTS will use 14. If 14.9 is submitted, SVTS will use 14.

**Specific Funding Identifier:** This field must only be used when *Funding Source Identifier - National* is '13 - Commonwealth specific purpose programs'.

**Program Identifier:** The Program Identifier may be blank if the Subject Enrolment is a subject - only enrolment.

If the *Program Identifier* is blank, the *Client Identifier - Apprenticeships and Training Contract Identifier* must be blank.

If the *Program Identifier* is blank, the *Commencing Program Identifier* must be '8 - UNIT OF COMPETENCY OR SUBJECT ENROLMENT ONLY'.

Note: A relevant *Program Identifier* may be provided for a subject only enrolment, as long as the *Commencing Program Identifier* is 8.

**Client Tuition Fee:** May be blank only for Recognition of Current Competency (RCC), Credit Transfer, Fee for Service or (ACE) funded Subject Enrolments.

Fields that may be blank:

- *Outcome Identifier - Training Organisation*
- *Program Identifier*
- *Specific Funding Identifier:*
- *Client Identifier – Apprenticeships*
- *Training Contract Identifier*
- *Purchasing Contract Identifier*
- *Client Tuition Fee*
- *Funding Eligibility Key*
- *Purchasing Contract Schedule Identifier*
- *Industry code (ANZSIC)*
- *Hours Attended*
- *Workplace ABN*

## NAT00120 - Training Activity file (continued)

### Data elements in the NAT00120

Name	Position	Size	Type
<u>Training Organisation Identifier</u>	1	10	A
<u>Training Organisation Delivery Location Identifier</u>	11	10	A
<u>Client (Student) Identifier</u>	21	10	A
<u>Subject Identifier</u>	31	12	A
<u>Program Identifier</u>	43	10	A
<u>Activity Start Date</u>	53	8	D
<u>Activity End Date</u>	61	8	D
<u>Delivery Mode Identifier</u>	69	3	N
<u>Outcome Identifier - National</u>	72	2	N
<u>Funding Source Identifier - National</u>	74	2	N
<u>Commencing Program Identifier</u>	76	1	N
<u>Training Contract Identifier</u>	77	10	A
<u>Client Identifier - Apprenticeships</u>	87	10	A
<u>Study Reason Identifier</u>	97	2	A
<u>VET in Schools Flag</u>	99	1	A
<u>Specific Funding (Specific Program) Identifier</u>	100	10	A
<u>School Type Identifier</u>	110	2	A
<u>Outcome Identifier - Training Organisation</u>	112	3	A
<u>Funding Source - State Training Authority</u>	115	3	A
<u>Client Tuition Fee</u>	118	5	N
<u>Fee Exemption/Concession Type Identifier</u>	123	2	A
<u>Purchasing Contract Identifier</u>	125	12	A
<u>Purchasing Contract Schedule Identifier</u>	137	3	A
<u>Hours Attended</u>	140	4	N
<u>Associated Program Identifier</u>	144	10	A
<u>Scheduled Hours</u>	154	4	N
<u>Predominant Delivery Mode</u>	158	1	A
<u>Program Commencement Date</u>	159	8	D
<u>Eligibility Exemption Indicator</u>	167	1	A
<u>VET Student Loans (Income Contingent Loan) Indicator</u>	168	1	A
<u>Industry Code (ANZSIC)</u>	169	2	N
<u>Enrolment Date</u>	171	8	D
<u>Subject Enrolment Identifier</u>	179	50	A
<u>Client Fees - Other</u>	229	5	N
<u>Delivery Provider ABN</u>	234	11	N
<u>Funding Eligibility Key</u>	245	10	A
<u>Program Enrolment Identifier</u>	255	50	A
<u>Workplace ABN</u>	305	11	N
<u>Carriage Return/Line Feed (ASCII 13/10)</u>	316	2	
<b>Total record length excluding carriage return</b>		<b>315</b>	

## NAT00130 - Program Completed file

### File name

NAT00130.txt

### Purpose

The Program Completed (NAT00130) file provides information about students completing the requirements of a recognised Qualifications, Program or Skill Set.

This information is used to measure successful outcomes from the VET sector and will appear on the client's *Unique Student Identifier* transcript, where applicable.

### Description

This file contains a record for each Program Enrolment on the Training Activity (NAT00120) file reported during a collection period.

### Business rules

File relationships:

- *Client Identifiers* included in this file must exist in the Client (NAT00080) file.
- *Program Identifiers* included in this file must exist in the Program (NAT00030) file.
- *Training Organisation Identifiers* included in this file must exist in the Training Organisation (NAT00010) file.

A record for each Program Enrolment (record on the NAT00120 with a Program ID listed) must be reported in the NAT00130 file as soon as training has commenced if the intent of that Program Enrolment is vocational.

This will be signalled by the *VET Flag* in the in the Program (NAT00030) file being coded N (No - The intention of the program of study is not vocational).

For Program Enrolments that have completed in years prior to the collection period but where that program completion has not previously been reported, the associated record will no longer exist on the Training Activity (NAT00120) file. A Client record must still exist on the Client (NAT00080) file and Client Contact Details (NAT00085) file and the Program ID must exist on the Program (NAT00030) file.

General:

There may be multiple *Client Identifier/Program Identifier* records on the Program Completed (NAT00130) file, but only unique records for the *Client Identifier/Program Identifier/Program Commencement Date* combination.

Where the student has completed the requirements of multiple Programs or Skill Sets and has been enrolled in all these (trained/assessed or was issued with a certificate), all these Program Enrolments are to be reported.

For Apprenticeship and Traineeship enrolments, the on-the-job component must be completed before the qualification can be reported. The student must be reported as completed on Delta before this completion can be reported on SVTS.

Completions reported in one collection year should not be re-reported in future collection years. A valid, up to date, Program Completed (NAT00130) file must be reported with every data submission to SVTS.

## NAT00130 - Program Completed file (continued)

### Business rules (cont.)

Senior Secondary Education (Year 11 or Year 12) and Junior Secondary Education (Year 10) are recognised as qualifications attained when delivered within the VET sector, and can be recorded in the Program Completed (NAT00130) file.

Specific:

**Date Program Completed:** This must be left blank until the training activity is complete and then it must be populated with the date the training completed.

Only one record per combination of *Program Identifier*, *Client Identifier* and *Date Program Completed* can be reported in the Program Completed (NAT00130) file.

The reporting of a Program Completion must be based on entitlement to a qualification and not qualifications actually issued.

**Issued Flag:** The reported issuing of a qualification must relate to the reported Program ID. If the student is issued with a completion in a different Program, a new record must be created on the Program Completed (NAT00130) file for the new Program and the *Issued Flag* reported against that Program.

### Data elements in the NAT00130

Name	Position	Size	Type
<u>Training Organisation Identifier</u>	1	10	A
<u>Program Identifier</u>	11	10	A
<u>Client Identifier</u>	21	10	A
<u>Date Program Completed</u>	31	8	D
<u>Issued Flag</u>	39	1	A
<u>Parchment Issue Date</u>	40	8	D
<u>Parchment Number</u>	48	25	A
<u>Program Commencement Date</u>	73	8	D
<u>Program Supervised Teaching Activity Completion Date</u>	81	8	D
<u>Program Unique Supervised Hours</u>	89	5	N
<u>Program Status Identifier</u>	94	2	A
<u>Program Enrolment Identifier</u>	96	50	A
Carriage Return/Line Feed (ASCII 13/10)	146	2	
<b>Total record length excluding carriage return</b>		<b>145</b>	

# DATA ELEMENT DEFINITIONS

## Activity End Date

### Element description

The date training activity and/or assessment ends for a Subject Enrolment.

### File

Training Activity (NAT00120)

### Purpose

This field provides information about patterns of activity and participation.

### Business rules

General:

If the date is unknown, report the expected end date.

Every Subject Enrolment must be included in all statistical submissions between the *Activity Start Date* and the final submission for the end of the collection year relevant to the *Activity End Date*.

Specific:

The *Activity End Date* must:

- be on or after the *Activity Start Date*;
- not be more than five years after *Activity Start Date*; and
- not be before the start of the collection period.

The period of time between the *Activity Start Date* and this element must cover all training delivery and assessment activities.

**Note:** For Apprentices, this includes the time taken for employer confirmation.

If the Subject Enrolment is not completed, the Subject must have an *Outcome Identifier - National* value of:

- 70 - Continuing Enrolment; or
- 50 - RPL assessment started and results not yet available, if the activity relates to RPL assessment.

This field must not be blank.

### Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

### Field value

Value	Description
DDMMYYYY	A valid date.

## Activity Start Date

### Element description

The date on which training activity starts for the Subject Enrolment.

### File

Training Activity (NAT00120)

### Purpose

This field provides information about patterns of activity and participation.

### Business rules

General:

For Recognition of Prior Learning (RPL) activity (*Outcome Identifier - National 50, 51 and 52*), the *Activity Start Date* should reflect the date that the student first submitted their (RPL) evidence for assessment.

Specific:

The *Activity Start Date* must:

- be on or before the *Activity End Date*;
- not be after the end of the collection period;
- be on or after the *Program Commencement Date*; and
- not be more than five years prior to collection period.

The period of time between this element and the *Activity End Date* must cover all training delivery and assessment activities.

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

For training that is clustered delivery, the *Activity Start Date* is the first date activity started in those specific subjects.

When a client is issued with a credit transfer the *Activity Start Date* is the date when the credit transfer is administratively processed by the training organisation and joined to an underway Program Enrolment. This should not occur before the first supervised training or assessment has taken place (i.e. on or after the *Program Commencement Date*).

This field must not be blank.

### Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

### Field value

Value	Description
DDMMYYYY	A valid date.

## Address Building/Property Name

### Element description

*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.

### Files

Client (NAT00080)

Client Contact Details (NAT00085)

Training Organisation Delivery Location (NAT00020)

### Purpose

*Address Building/Property Name* is used along with other address details to collect physical address information.

### Business rules

Specific:

#### Client (NAT00080) and Client Contact Details (NAT00085)

In the Client and Client Contact Details files, the *Address Building/Property Name* must represent the student's usual residential address. (See glossary definition of [usual residence](#))

#### Training Organisation Delivery Location (NAT00020)

In the Training Organisation Delivery Location file, the *Address Building/Property Name* must represent the name of the physical building/property where the training is being delivered.

The *Address Building/Property Name* in the Training Organisation Delivery Location file will be used by the Department to assist in identifying physical locations of VET training delivery.

This field may be blank subject to rules above.

### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	Name of building or property



## Address First Line

### Element description

The first line of an address provides the street number and name (including floor and building name if relevant).

### File

Training Organisation (NAT00010)

### Purpose

To provide a means of physically locating training organisations.

### Business rules

General:

This line must not contain the name of a town, suburb or postcode.

If this line contains insufficient space, use the *Address Second Line* field to continue the address details.

This field must not be blank.

### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	Street number and name (and floor and building name if relevant) details.

## Address Flat/Unit Details

### Element description

*Address Flat/Unit Details* identifies an address within a building/sub-complex.

### Files

Client (NAT00080)

Client Contact Details (NAT00085)

Training Organisation Delivery Location (NAT00020)

### Purpose

*Address Flat/Unit Details* are used along with other address details to collect physical address information.

### Business rules

General:

The *Address Flat/Unit Details* field must be used when the *Address Street Number* and *Address Street Name* are not enough to describe the specific physical location of the student or training organisation. In these cases, the details of the building unit must be provided.

Examples:

- Apartment 17
- Unit 17
- Level 3
- Suite 1A level 3
- Shop 5

Specific:

#### Client (NAT00080)

The *Address Flat/Unit Details* must represent the student's usual residential apartment, flat or unit address details. See glossary definition of [usual residence](#).

#### Client Contact Details (NAT00085)

The *Address Flat/Unit Details* must represent the student's postal address, and must not be the postal address of an organisation or training provider.

#### Training Organisation Delivery Location (NAT00020)

The *Address Flat/Unit Details* must represent the details of the physical Flat/Unit where the training is being delivery.

The *Address Flat/Unit Details* in the Training Organisation Delivery Location file will be used by the Department to assist in identifying physical locations of VET training delivery.

This field may be blank subject to rules above.

## Address Flat/Unit Details (continued)

### Field format

Value	Description
Length	30
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	Flat, unit or apartment details

## Address - Suburb, Locality or Town

### Element description

Provides the name of the suburb, locality or town of the physical location of a training organisation or client's address.

For the Client Contact Details file it provides the name of the suburb, locality or town of the address for the delivery of mail.

### Files

Training Organisation (NAT00010)

Training Organisation Delivery Location (NAT00020)

Client (NAT00080)

Client Contact Details (NAT00085)

### Purpose

To provide:

- a means of physically locating training organisations (NAT00010) and students (NAT00080);
- a means of physically locating where training is being delivered (NAT00020);
- the name of the suburb, locality, or town of the address for the delivery of mail (NAT00085); and
- coding for geographic regions.

### Business rules

General:

This field must only contain a suburb, locality or town name.

This field must be a physical location. For example, it must not be a locked bag, post office bag or large volume receiver.

For the Client (NAT00080) file, it must represent the student's usual residential suburb, locality or town and cannot be that of an organisation. See glossary definition of [usual residence](#).

For the Client Contact Detail (NAT00085) file, the *Address – Suburb, Locality or Town* must be the student's own postal address, not that of an organisation or the registered training provider.

Specific:

The combination of the data in the *Postcode* and the *Address - Suburb, Locality or Town* fields must match the Australia Post listing.

#### Training Organisation (NAT00010) file:

- This field must not be blank.

#### Training Organisation Delivery Location (NAT00020) file

- This field must not be blank.
- For overseas delivery locations, populate with suburb/locality or town of the training organisation overseas delivery location.

## Address - Suburb, Locality or Town (continued)

### Business rules (cont.)

#### Client (NAT00080) file

- This field must not be blank unless postcode is OSPC or @@@@.

#### Client Contact Detail (NAT00085) file

- The combination of data in the *Postcode* and the *Address - Suburb, Locality or Town* fields must match the Australia Post listing.
- This field may be blank if the *Postcode* has a value of @@@@, or OSPC.

This field may be blank subject to rules above.

### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	The name of suburb, locality or town.

## Address Postal Delivery Box

### Element description

*Address Postal Delivery Box* identifies the postal address details where mail is to be delivered when the delivery location is a box, bag or rural mail box.

Where applicable *Address Postal Delivery Box* consists of a postal delivery type and postal delivery number.

Examples:

- PO Box 1234
- Locked Bag 520

### File

Client Contact Details (NAT00085)

### Purpose

*Address Postal Delivery Box* is used with other address details to collect postal address information.

### Business rules

General:

*Address Postal Delivery Box* must not contain street name or number and must contain sufficient details for postal delivery.

*Address Postal Delivery Box* must be the student's own Postal Delivery Box and not that of an organisation or the training provider.

This field may be blank.

### Field format

Value	Description
Length	22
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	Address postal delivery box

## Address Second Line

### Element description

The second line of an address provides a continuation of the street name and number (including floor and business name, if relevant).

### File

Training Organisation (NAT00010)

### Purpose

To provide a means of physically locating training organisations.

### Business rules

General:

This line must not contain the name of the suburb, locality, town or postcode.

If the complete name and number of the street (including floor and business name if relevant) is provided in the *Address First Line* field, this field will be blank.

This field may be blank subject to rules above.

### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	The continuation of street number and name (and floor and building name if relevant) details.

## Address Street Name

### Element description

*Address Street Name* identifies the name of the street.

### Files

Client (NAT00080)

Client Contact Details (NAT00085)

Training Organisation Delivery Location (NAT00020)

### Purpose

*Address Street Number* is used along with other address details to collect physical address information.

### Business rules

General:

The *Address Street Name* must not contain a building/unit or flat name.

The *Address Street Name* field can contain the street name, street type (street, avenue, place etc.) and street suffix (additional information to define the street i.e. direction)

Example:

- Smith Street East

Specific:

#### Client (NAT00080) file

In the Client (NAT00080) file, the *Address Street Name* must represent the street name of the student's usual residential address. See glossary definition of [usual residence](#).

For students who do not provide residential address details or students whose address does not contain a street address (e.g. students from Aboriginal communities), the *Address Street Name* must be reported as 'not specified'.

This field may only be blank if postcode is OSPC or @@@@

#### Client Contact Details (NAT00085) file

*Address Street Name* must be the street name of the student's own postal address and not that of an organisation or the training provider.

This field may only be blank if Postcode is OSPC, @@@@ or *Address Post Office Box* is not blank.

#### Training Organisation Delivery Location (NAT00020) file

The *Address Street Name* must represent the street name of the Training Organisation's training delivery address.

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

This field must not be blank.

This field may be blank subject to rules above, depending on the NAT file.



## Address Street Name (continued)

### Field format

Value	Description
Length	70
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	Street name, type and suffix

## Address Street Number

### Element description

*Address Street Number* identifies the street number of the address.

### Files

Client (NAT00080)

Client Contact Details (NAT00085)

Training Organisation Delivery Location (NAT00020)

### Purpose

*Address Street Number* is used along with other address details to collect physical address information.

### Business rules

General:

The *Address Street Number* must not contain the floor level or flat/unit number.

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

Example:

- 168
- 168 -170
- Lot 168

Specific:

#### Client (NAT00080) file

In the Client file, the *Address Street Number* must represent the street number of the student's usual residential address. Place of usual address must be a physical address (street number and name) and not a post office box.

See glossary definition of [usual residence](#).

Where a student does not provide residential address details or address does not contain a street address (e.g. students from Aboriginal communities), the *Address Street Number* must have the value 'not specified'.

This field may only be blank if postcode is OSPC or @@@@.

#### Client Contact Details (NAT00085) file

This field may only be blank if postcode is OSPC, @@@@ or Address Post Office Box is not blank.

#### Training Organisation Delivery Location (NAT00020) file

The *Address Street Number* must represent the Training Organisation's training delivery address street number.

This field may only be blank when there is no registered street number for the registered address.

This field may be blank subject to rules above.

## Address Street Number (continued)

### Field format

Value	Description
Length	15
Type	Alphanumeric
Justification	Left
Fill character	space

### Field value

Value	Description
Text	Address street or lot number

## ANZSCO Identifier

### Element description

A code that uniquely identifies the type of occupation(s) to which a Program relates. The classification is based on the Australian Bureau of Statistics, ANZSCO - Australian and New Zealand Standard Classification of Occupations, ABS Catalogue No. 1220.0, 2013 (first edition, revision 2).

### File

Program (NAT00030)

### Purpose

To monitor VET delivery at state and national levels.

### Business rules

General:

Training organisations reporting activity in locally accredited programs are requested to classify each program to a single ANZSCO code according to the most common occupational outcome that the program is designed to provide.

Where a program relates to more than one ANZSCO code, the *ANZSCO Identifier* must reflect the primary (or most significant) occupational type to which the program relates.

For training package qualifications and nationally accredited programs, the *ANZSCO Identifier* must match that published for the relevant qualification or program on [TGA website](#).

For government subsidised program enrolments, this field must be reported with a valid *Program Identifier* as specified on TGA and on the organisation's scope of delivery.

Specific:

Where the training:

- is general education and not occupationally specific, GEN19 must be assigned
- is non-industry specific, GEN20 must be assigned
- has no occupational outcome, NONVET must be assigned and the *VET Flag* field in the Program (NAT00030) file must be set to N.

This field must not be blank.

### Field format

Value	Description
Length	6
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
100000-899999	Valid 6-digit ANZSCO code.
GEN19	Occupational non-specific - general education.
GEN20	Non-industry specific training.
NONVET	Non-VET program - no occupational outcome.

## Associated Program Identifier

### Element description

A code that uniquely identifies an enrolment in a superseded Program.

### File

Training Activity (NAT00120)

### Purpose

To identify enrolments in superseded Programs.

### Business rules

General:

This field must not be blank for government subsidised superseding enrolments.

All RTOs delivering Government subsidised training are required to report the *Program Identifier* of a superseded Program in the *Associated Program Identifier* field whenever transitioning into a new qualification.

When a government subsidised Program has been transitioned, the *Program Identifier* of the old superseded Program must be reported in the *Associated Program Identifier* field of the replacement Program.

Where a fee for service Program is being transitioned into a government subsidised Program, these enrolments must be treated as new enrolments under *Skills First* (formerly VTG Funding) and therefore no *Associated Program Identifier* should be reported.

When transitioning students from fee for service delivery into government subsidised delivery, all subjects passed in the fee for service enrolment must be reported as a credit transfer in the government subsidised enrolment.

Specific:

All alphabetic characters in the *Associated Program Identifier* must be in upper case.

The *Associated Program Identifier* must not contain spaces.

This field may be blank subject to rules above.

### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid Program Identifier

## At School Flag

### Element description

A flag that indicates whether a student is attending secondary school.

### File

Client (NAT00080)

### Purpose

To enable analysis of participation in VET programs by students still attending secondary school.

### Business rules

General:

The training organisation normally collects this information via a standard question on the student's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#).

Specific:

If a student is:

- still attending secondary school, set the flag to Y
- not attending secondary school, set the flag to N
- commencing a new enrolment and now is no longer at secondary school, the *At School Flag* must be changed to N

If the student's *Highest School Level Completed Identifier* = 02 (Did not go to school) set the *At School Flag* to N.

**Note:** If the student is attending school and the flag is set to Y then the student cannot commence a government subsidised Program.

This field must not be blank.

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
Y	Yes - the student is still attending secondary school.
N	No - the student is not attending secondary school.
@	No longer valid from 2020

## Client Family Name

### Element description

A field that contains the student's family name. This is the official family name.

### File

Client Contact Details (NAT00085)

### Purpose

To facilitate contact with students.

### Business rules

General:

There may be rare occasions where a student does not have a family name or a given first name but only one name by which they are known. In these instances, report the name they are known by in the *Client Family Name* field and "none" in the *Client First Name* field.

The student's family name must be reported exactly as it appears on the form of ID used to verify a student's identity.

If the student has a valid *Unique Student Identifier* (USI), then the name must be the same as the name used when they applied for the USI.

If the family name has changed since the student applied for a USI, then report their current name and the student must notify the USI Register of the name change.

Where a student has the same first and last name, report that name in both fields.

This field must not be blank.

### Field format

Value	Description
Length	40
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	The student's family name.

## Client Fees - Other

### Element description

A field that captures fees/cost (excluding Client Tuition Fee) levied to a student for that Subject Enrolment.

### File

Training Activity (NAT00120)

### Purpose

To facilitate a better understanding of fees charged to a student within the government subsidised training market.

### Business rules

General:

The *Client Fees - Other* amount is to be reported against each Subject where fees other than tuition fees have been charged. This fee/cost includes such things as materials and equipment costs charged to the students/sponsor as part of an enrolment requirement when undertaking training.

For reporting purposes, where an employer or another party pays the fee on behalf of a student this payment is still considered as charged to the student and therefore must be reported in the *Client Fees - Other* field.

In cases where a provider charges one upfront non-tuition fee for the entire Program Enrolment and there is no specific fee per Subject, the total amount charged for the Program should be divided evenly against the Subjects being reported.

If Subjects are later added to the training plan where one upfront fee was charged, the fees charged per Subject will need to be readjusted to reflect the total amount charged to the student for the Program Enrolment.

If a student withdraws from a Subject and the fee is refunded then 00000 is to be reported against that subject. If fees were charged even though the student has withdrawn, then report the fee amount.

**Note:** Where a provider levies some or all fees at a program enrolment (not subject enrolment) level, the sum of fees charged across all subject enrolments should match the total (rounded to the nearest dollar) non-tuition fees the student has been charged.

**Note:** For all government subsidised training activity commencing on or after 1 January 2015, the rounded total dollar amount of the *Client Fees - Other* (excluding Client Tuition Fee) is to be reported against the student's enrolment.

This field may be blank for non-government subsidised training and 00000 for government subsidised training where no such fees/costs are charged.

This field may be blank subject to rules above.



## Client Fees - Other (continued)

### Field format

Value	Description
Length	5
Type	Numeric
Justification	Right
Fill character	Zero

### Field value

Value	Description
Blank	For Fee for Services or non-government subsidized training.
00000	Where no Client Fees - Other is charged
00001-99999	Where Client Fees - Other is charged

## Client Given Name

### Element description

A field that contains the student's legal given name(s).

### File

Client Contact Details (NAT00085)

### Purpose

To facilitate contact with students.

### Business rules

General:

The *Client Given Name* must be reported exactly as it appears on the form of ID used to verify a student's identity.

If the student has two given names or a first given name and a middle name, these must be reported as first name, space and middle name.

The text should not include initials, title, numbers nor dashes.

Example:

- Name: Given name is Mary and middle name is Gwen
- Format: Mary Gwen

If the student has a valid *Unique Student Identifier*, then the name must be the same as the name used when they applied for the *Unique Student Identifier*. This includes exact text and format.

This field must not be blank.

### Field format

Value	Description
Length	40
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	The student's given name.

## Client Identifier

### Element description

A code that uniquely identifies a student within a training organisation.

### Files

Client (NAT00080)

Client Contact Details (NAT00085)

Client Disability (NAT00090)

Client Prior Educational Achievement (NAT00100)

Training Activity (NAT00120)

Program (Qualification) Completed (NAT00130)

### Purpose

To provide a mechanism for linking information relating to individual students.

### Business rules

File structure rules:

For each *Client Identifier* in the Client (NAT00080) file there must be a corresponding *Client Identifier* in the Client Contact Details (NAT00085) file.

For each *Client Identifier* in the Client (NAT00080) file there must be at least one corresponding record in the:

- Training Activity (NAT00120) file; **or**
- Program Completed (NAT00130) file.

General:

All alphabetic characters in the *Client Identifier* field must be upper case and must not contain spaces.

Specific:

Each student must have only one identifier within the training organisation.

The identifier must be unique to the student and remain the same across all years and across all activity undertaken by that student.

*Client Identifier* will usually be the client's 'student number'.

Note that *Unique Student Identifier* codes are not to be assigned to the client as the *Client Identifier*.

This field must not be blank.

## Client Identifier (continued)

### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A unique client identifier within the training organisation.

## Client Identifier - Apprenticeships

### Element description

A code that uniquely identifies apprentices and trainees undertaking an apprenticeship or traineeship under a training agreement.

### File

Training Activity (NAT00120)

### Purpose

To provide a mechanism for identifying students registered as apprentices and trainees in Victoria.

### Business rules

File structure rules:

For each *Client Identifier - Apprenticeships* value in the Training Activity (NAT00120) file, there must be a corresponding *Training Contract Identifier* value in the Training Activity (NAT00120) file.

General:

This field must be blank if the:

- *Program Identifier* is blank in the Training Activity (NAT00120) file; or
- *Training Contract Identifier* is blank in the Training Activity (NAT00120) file.

When an apprentice or trainee is registered, the Department DELTA Registration System assigns the *Client Identifier - Apprenticeships*. This number should be inserted into enrolments where the training provided is part of an apprenticeship or traineeship training program.

In Victoria, *Client Identifier - Apprenticeships* (*Client Identifier - Australian Apprenticeships*) is numeric and must be reported as numeric.

**Do not include** the *Client Identifier - Apprenticeships* for enrolments or completions not relevant to apprenticeship/traineeship programs.

### Obtaining a code

Obtain *Client Identifier - Apprenticeship* (*Client Identifier - Australian Apprenticeships*) from the:

- registration acknowledgement letter issued to each new apprentice or trainee, or;
- Apprentice Administration Branch (telephone 1300 722 603), or;
- DELTA Registration System where the RTO has been given access.

### Related fields

If the value in the *Funding Source Identifier - State Training Authority* field is specific to apprentices/trainees (e.g. ASL, L, LCP, LQ, LSG, QIL, RWL, WTL, YRL or Z55) then ensure the following fields are not blank:

- *Client Identifier - Apprenticeships* (*Client Identifier - Australian Apprenticeships*)
- *Training Contract Identifier* (*Training Contract Identifier - Australian Apprenticeships*).

This field may be blank subject to rules above.

## Client Identifier - Apprenticeships (continued)

### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	None

### Field value

Value	Description
Text	A valid client identifier code for Australian apprenticeships (Numeric for Victoria).
Blank	This field can only be blank if the Training Contract Identifier field is blank.

## Client Industry of Employment

### Element description

A broad industry code in line with the Australian and New Zealand Standard Industrial Classification which (ANZSIC) captures the Industry code of a student's employer.

### File

Client (NAT00080)

### Purpose

To facilitate monitoring of student employment pathways.

### Business rules

General:

Students who have indicated that they are employed or have recently become unemployed, and who are undertaking VET training activity, will need to be reported with the Industry code of their employer or recent employer.

Specific:

The *Client Industry of Employment* field may be blank when the student has indicated that their *Labour Force Status* is:

- 06 - Unemployed - seeking full time work,
- 07 - Unemployed - seeking part-time work,
- 08 - not employed not seeking work,
- @@ - Not stated.

This field may be blank subject to rules above.

## Client Industry of Employment (continued)

## Field format

Value	Description
Length	1
Type	Alpha
Justification	None
Fill character	None

## Field value

Value	Description
A	Agriculture, Forestry and Fishing
B	Mining
C	Manufacturing
D	Electricity, Gas, Water and Waste Services
E	Construction
F	Wholesale Trade
G	Retail Trade
H	Accommodation and Food Services
I	Transport, Postal and Warehousing
J	Information Media and Telecommunications
K	Financial and Insurance Services
L	Rental, Hiring and Real Estate Services
M	Professional, Scientific and Technical Services
N	Administrative and Support Services
O	Public Administration and Safety
P	Education and Training
Q	Health Care and Social Assistance
R	Arts and Recreation Services
S	Other Services
Blank	<b>May be blank if Labour Force Status is:</b> 06 - Unemployed - seeking full time work, 07 - Unemployed - seeking part-time work, 08 - Not employed not seeking work, @@ - Not stated



## Client Occupation Identifier

### Element description

A field that identifies the type of occupation a student is employed in.

The classification is based on the Australian Bureau of Statistics, ANZSCO - Australian and New Zealand Standard Classification of Occupations.

### File

Client (NAT00080)

### Purpose

To provide a mechanism for analysing a student's training pathway.

### Business rules

From 1 January 2015 when a student indicates that they are employed or have recently been unemployed, they must nominate a valid broad occupation code of their current or recent occupation as the *Client Occupation Identifier*.

The *Client Occupation Identifier* may be blank if the student has indicated that their *Labour Force Status* is:

- 06 - Unemployed - seeking full time work,
- 07 - Unemployed - seeking part-time work,
- 08 - Not employed not seeking work,
- @@ - Not stated.

This field may be blank subject to rules above.

### Field format

Value	Description
Length	1
Type	Numeric (Integer)
Justification	None
Fill character	None

### Field value

Value	Description
1	Manager
2	Professionals
3	Technicians and Trades Workers
4	Community and Personal Service Workers
5	Clerical and Administrative Workers
6	Sales Workers
7	Machinery Operators and Drivers
8	Labourer's
9	Other
Blank	<b>May be blank if Labour Force Status is:</b> 06 - Unemployed - seeking full time work, 07 - Unemployed - seeking part-time work, 08 - Not employed not seeking work, @@ - Not stated

## Client Title

### Element description

A field that contains the formal title to be used for correspondence with the student.

### File

Client Contact Details (NAT00085)

### Purpose

To facilitate contact with students.

### Business rule

This field may be blank subject to rules above.

### Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	The student's preferred title. For example, Mr, Mrs, Miss, Ms, Dr, Rev, or Hon.

## Client Tuition Fee

### Element description

The tuition fee amount (represented as an hourly rate), that a student has been charged for an enrolment.

### File

Training Activity (NAT00120)

### Purpose

To support tuition fee contribution calculations and tuition fee monitoring.

### Business rules

General:

*Client Tuition Fee* is the rate (in cents per hour) that the student was charged for training in a Subject Enrolment undertaken in a particular calendar year.

The *Client Tuition Fee* reported for a student's enrolment in a particular Subject that is delivered over more than one calendar year may vary from year to year.

Refer to the Guidelines about Fees available on the SVTS Homepage for full details of the requirements for the calculation and charging of client tuition fees for government subsidised training.

Specific:

All Subjects in which a student enrolls, for which tuition fees may be charged, and that are part of the same Program Enrolment, should be charged and reported with the same hourly rate.

- **For students who are not eligible for student tuition fee concession rates, fee exemptions or fee waivers:** Report the actual hourly rate (in cents) that the student was charged as their student tuition fee for their enrolment in the Subject.
- **For students who are eligible for student tuition fee concession rates:** Report the actual hourly rate (in cents) that the student was charged as their student tuition fee for their enrolment in the unit, being 20 per cent of the standard hourly tuition fee as published at the time of enrolment.
- **For students who are eligible for student tuition fee exemptions or fee waivers:** Report the actual hourly rate (in cents) that the student was charged as their student tuition fee for their enrolment in the unit (\$0.00).
- **For all unit enrolments being recognised under RCC or Credit Transfer arrangements:** This field may be blank.
- **For ACFE 'ACE'=funded enrolments:** This field may be blank.
- **For Fee for Service unit enrolments:** This field may be blank.

**Note:** This field is mandatory for all government subsidised training activity reported from 2013.

This field may be blank subject to rules above.

## Client Tuition Fee (continued)

### Field format

Value	Description
Length	5
Type	Numeric
Justification	Right
Fill character	Zero

### Field value

Value	Description
Blank	May only be blank for RCC or Credit Transfer or Fee for Service or 'ACE' funded training activity from 2013.
0000 - 9999	Hourly rate in cents for training delivery

## Commencing Program Identifier

### Element description

A value that indicates whether a student is undertaking Subject only training, or is undertaking a Program that is commencing or continuing.

### File

Training Activity (NAT00120)

### Purpose

To measure the number of VET students who commence in a given year.

### Business rules

General:

Correct identification of Subject-only training is important to the accurate calculation of Program completion rates.

Victoria allows a *Program Identifier* to be reported for a unit of competency or subject only training (which has *Commencing Program Identifier* 8) as SVTS needs the *Program Identifier* to calculate any payments due to the RTO.

Specific:

If the student is undertaking this training as Subject only training report a *Commencing Program Identifier* value of 8.

If a student has commenced their Program training linked to this Subject training:

- in this collection year the value must be 3; or in
- a previous collection year the value must be 4.

For Subjects reported with a *Program Commencement Date* in a previous collection year, the *Commencing Program Identifier* cannot be '3 - Commencing training in a qualification or program'.

For Programs with a *Program Commencement Date* in the current collection year, the *Commencing Program Identifier* cannot be '4 - Continuing training in a qualification or program from a previous year'.

*Commencing Program Identifier* can only be '4 - Continuing training in a qualification or program from a previous year' if the student is re-commencing in the same program that was previously attempted in a prior year but not completed.

*Commencing Program Identifier* must be the same and not equal to '8 - Subject-only training' for each unique *Client Identifier* and *Program Identifier* in combination.

This field must not be blank.

## Commencing Program Identifier (continued)

## Field format

Value	Description
Length	1
Type	Numeric
Justification	None
Fill character	None

## Field value

Value	Description
3	Commencing training in a qualification or program.
4	Continuing training in the qualification or program from a previous year.
8	The student is training in a program that is limited to certain subjects and not intended to lead to the award of that program or unit of competency/subject-only training.

## Contact Name

### Element description

The name of the person within a training organisation who is responsible for the communication of student statistical information.

### File

Training Organisation (NAT00010)

### Purpose

To provide a point of contact with the training organisation.

### Business rules

General:

The person's full name should be provided, with the surname listed first, followed by a comma, the given names and optionally the person's title and position.

The *Contact Name* must be up-to-date in every submission.

This field must not be blank.

### Field format

Value	Description
Length	60
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	The contact name in format: surname, given name, title and position (optional).

## Country Identifier

### Element description

A code that uniquely identifies the student's country of birth, or the training organisation delivery location.

The classification is based on the Australian Bureau of Statistics, Countries (SACC) - ABS Catalogue No. 1269.0, 2011 (second edition).

### Files

Training Organisation Delivery Location (NAT00020)

Client (NAT00080)

### Purpose

To provide information to support the demographic analysis of participation in VET.

### Business rules

General:

The training organisation normally collects this information via a standard question on the student's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#).

Where the country of birth is inadequately described, the *Country Identifier* must be 0000 in the Client (NAT00080) file. If *Country identifier* is unknown, the *Country Identifier* must be '@@@@'.

Specific:

The country should be matched with a valid ABS Standard Australian Classification of Countries (SACC) 4-digit code.

#### **Country Identifier - Training Organisation Delivery Location (NAT00020) file**

If the *Postcode* field displays OSPC then the *Country Identifier* field must not be:

- 1100 - Australia (includes external territories)
- 1101 - Australia
- 1102 - Norfolk Island
- 1199 - Australian External Territories.

If the postcode is a valid Australia Post postcode then the *Country Identifier* field must display 1100, 1101, 1102 or 1199.

This field must not be blank.



## Country Identifier (continued)

## Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

## Field value

Value	Description
0000	Inadequately described.
0001	At sea.
1000-9999	Other valid 4-digit SACC code.
@ @ @ @	Not stated - question asked of the student but no answer provided. (Not a valid value for the Training Organisation Delivery Location (NAT0020) file)

## Date of Birth

### Element description

The date on which a student was born.

### File

Client (NAT00080)

### Purpose

This field is used to determine the student's age. For statistical purposes, the age of the student is calculated at 30 June of the collection year.

### Business rules

General:

The training organisation normally collects this information via a standard question on the student's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#).

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

Specific:

The year of birth must precede the collection year.

All components must represent a valid date.

*Date of Birth* is mandatory. A valid date of birth in format DDMMYYYY must be provided.

This field must not be blank.

### Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

### Field value

Value	Description
DDMMYYYY	Valid date.

## Date Program Completed

### Element description

This element identifies the date that the qualification, program/course or skills set was completed and includes the on-the-job component.

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

### File

Program Completed (NAT00130)

### Purpose

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

### Business rules

Specific:

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

*Date Program Completed* should not be defaulted to the date in which the training organisation issued the certificate of completion.

The *Date Program Completed* field must not be:

- in the future, or
- more than 10 years before the collection period
- after Parchment issue date.

If the *Date Program Completed* is not within the collection year:

- The *Program Identifier* specified in each Completion record must appear in the Program (NAT00030) file.
- The *Client Identifier* specified in each Completion record must appear in the Client (NAT00080) file.

This field may be blank.

### Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

### Field value

Value	Description
DDMMYYYY	A valid date, not in the future or more than 10 years before the collection period.
Blank	Not yet completed

## Delivery Mode Identifier

### Element description

*Delivery Mode Identifier* identifies whether or not a subject comprises internal, external or workplace-based delivery - or a combination of these modes.

### File

Training Activity (NAT00120)

### Purpose

*Delivery Mode Identifier* is used to analyse training activity by training delivery modes. It can be used to differentiate classroom-based delivery from self-paced learning. It can also be used to identify training that is delivered in more than one mode, for example, internal and workplace-based delivery.

### Business rules

General:

*Delivery Mode Identifier* is a 3 character field composed of Ys and Ns that identifies the mode(s) of delivery of a unit of competency or module where each of the three positions indicates a type of delivery. The field comprises the following structure:

- first position indicates internal
- second position indicates external
- third position indicates workplace-based delivery.

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

Specific:

**Internal delivery (e.g. classroom-based)** (i.e. first position in field) is where the client and the trainer attend any permanent or semi-permanent training delivery location. This includes workshop, laboratory, simulator, and classroom-based training even when the training is delivered using video or internet links in real time.

**External delivery (e.g. online)** (i.e. second position in field) is where the client does not primarily attend a physical delivery location but instead undertakes training in their own time and location using training materials that are provided online or by correspondence. The client does not usually have to undertake training at a particular time. This type of training is often referred to as self-paced learning. Contact with the trainer is usually limited to feedback on submitted work.

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

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

This field must not be blank.

## Delivery Mode Identifier (continued)

## Field format

Value	Description
Length	3
Type	Alphanumeric
Justification	None
Fill character	None

## Field value

Value			Description
Internal	External	Workplace-based	
Y	N	N	Internal only
N	Y	N	External only
N	N	Y	Workplace-based only
Y	Y	N	Combination of internal and external
Y	N	Y	Combination of internal and workplace-based
N	Y	Y	Combination of external and workplace-based
Y	Y	Y	Combination of all modes
N	N	N	Not applicable (RPL , RCC or credit transfer)

## Delivery Provider ABN

### Element description

Australian Business Number (ABN) of the organisation, contracted or subcontracted, delivering training or assessment.

### File

Training Activity (NAT00120)

### Purpose

To distinguish between training delivered by your RTO and a subcontracted organisation (RTO or non-RTO).

### Business rules

General:

For each Subject Enrolment on the Training Activity (NAT00120) file, report the ABN of the training organisation delivering the training. If your RTO is delivering the training and assessment directly then report your RTO's ABN.

If your RTO subcontracts part or all of the training and assessment, then the ABN of the subcontracted organisation must be reported against the training on the Training Activity (NAT00120) file. This includes:

- training and assessment subcontracted to another RTO that has a VET Funding Contract; and
- training subcontracted to another organisation (RTO or non-RTO) that does not have a VET Funding Contract but the arrangement has been approved by the Department.

Where multiple subcontracted organisations are employed to deliver the same subject then use the ABN of the subcontractor delivering the majority of the training.

Where training and assessment is delivered by an individual that may hold their own ABN, this is not considered subcontracting and **the contracted RTO should report its own ABN.**

Specific:

The ABN must be a valid ABN.

This field must not be blank for government subsidised training.

This field may be blank subject to rules above.

### Field format

Value	Description
Length	11
Type	Numeric (Integer)
Justification	None
Fill character	None

### Field value

Value	Description
Text	A valid training organisation's Australian Business Number (ABN)

## Disability Flag

### Element description

A flag to indicate whether a student considers themselves to have a disability, impairment or long-term condition.

### File

Client (NAT00080)

### Purpose

To provide information to support the analysis of VET participation by students declaring a disability.

### Business rules

General:

The training organisation normally collects this information via a standard question on the student's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#).

If a student has indicated that he or she has a disability, impairment or long-term condition then the *Disability Flag* must be Y regardless of whether the specific nature of the disability has been stated.

Specific:

If the specific nature has not been stated, then the *Disability Type Identifier* on the Client Disability (NAT00090) file would be 99 - Not Specified.

If the *Disability Flag* = Y, one or more records describing the student's disabilities must be provided in the Client Disability (NAT00090) file.

If the *Disability Flag* = N, there must be no records for this student in the Client Disability (NAT00090) file.

This field must not be blank.

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
Y	Yes - the student has a disability, impairment or long-term condition.
N	No - the student does not have a disability, impairment or long-term condition.
@	Not stated - question asked of the student but no answer provided.

## Disability Type Identifier

### Element description

A code that uniquely identifies the type of disability of a student.

### File

Client Disability (NAT00090)

### Purpose

To provide information to support the analysis of VET participation by students declaring a disability.

### Business rules

General:

This information is normally collected via a standard question on the student's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#).

The *Disability Type Identifier* classification is consistent with the International Classification of Impairments, Disabilities and Handicaps as published by the World Health Organisation (Geneva 1980) and on which the Australian Bureau of Statistics bases its national surveys.

A student may be classified as having any number of disability types.

Specific:

*Disability Type Identifier* 19 - Other must only be used when values 11 to 18 are not applicable.

*Disability Type Identifier* 99 - Not Specified should only be used where the disability type is not known.

If a student has specified multiple disability types then an entry for each type should be submitted and the *Disability Type Identifier* 99 - Not specified must not be used.

This field must not be blank.

### Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

### Field value

Value	Description
11	Hearing/Deaf
12	Physical
13	Intellectual
14	Learning
15	Mental Illness
16	Acquired Brain Impairment
17	Vision
18	Medical Condition
19	Other
99	Not Specified



## Eligibility Exemption Indicator

### Element description

An indicator that flags students who are otherwise ineligible for government funding but who have been granted a government subsidised place by the training provider under a specific initiative.

### File

Training Activity (NAT00120)

### Purpose

To facilitate payment of government subsidised training delivery for students who have been granted an exemption from relevant eligibility criteria (to enrol in a nationally recognised Program).

### Business rules

General:

Eligibility exemptions may only be granted for new commencements under specified *Funding Source Identifier - State Training Authority* codes.

The *Eligibility Exemption Indicator* field will be set to Y only for Subjects:

- being undertaken by students who do not meet the Skills First eligibility criteria; **AND** who have been granted an Eligibility Exemption; OR
- being undertaken by students who have presented an approved referral form or related documentation\* demonstrating their eligibility for an Eligibility Exemption to their training provider under approved specific initiatives; OR
- being undertaken by students who commence this Program Enrolment under a valid *Funding Source Identifier - State Training Authority*.

*\*While not part of the statistical collection submission, providers must maintain evidence of the reason the exemption was granted, being the relevant referral form or related documentation.*

Refer to the Glossary for additional information about [eligibility and eligibility exemptions](#).

For all other Subject Enrolments, this field must be reported as N.

Specific:

The same *Eligibility Exemption Identifier* must be recorded for each subject or unit of competency undertaken by a given student in a given Program Enrolment.

This field must not be blank.

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
Y	Yes - An eligibility exemption has been granted
N	No - An eligibility exemption has not been granted

## E-mail Address

### Element description

An e-mail address that can be used to contact a student or organisation.

### Files

Training Organisation (NAT00010)

Client Contact Details (NAT00085)

### Purpose

To facilitate contact with training organisations and students.

### Business rules

General:

Neither of the e-mail addresses should be generic but be direct e-mail addresses enabling direct contact with the appropriate person.

**Training Organisation (NAT00010) file:** The *E-mail Address* provided should be appropriate to respond to queries about your data submission (preferred) or, should be the official *E-mail Address* of the training provider.

The *E-mail Address* should be up-to-date in every submission.

**Client Contact Detail (NAT00085) file:** The *E-mail Address* should be a student's personal e-mail address that they use as their primary e-mail contact. It should not be the e-mail address created by the Training Organisation for contact with student. Only if the student does not have a personal e-mail address, it may be an e-mail address generated by the training provider.

Specific:

The entry in the *E-mail Address* field must be a valid e-mail address including the @ symbol.

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

The e-mail address must not have embedded spaces

**Training Organisation (NAT00010) file:** The *E-mail Address* must not be blank.

This field may be blank subject to rules above.

### Field format

Value	Description
Length	80
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid e-mail address.

## E-mail Address (Alternative)

### Element description

An e-mail address that can be used to contact the client.

### File

Client Contact Details (NAT00085)

### Purpose

To facilitate contact with the students.

### Business rules

General:

The entry in the *E-mail Address* field must be a valid e-mail address including the @ symbol.

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

The e-mail address must not have embedded spaces.

The *E-mail Address (Alternative)* provided on the Client Contact Detail (NAT00085) file should be appropriate to contact the student.

The e-mail addresses should not be generic but be direct e-mail addresses enabling direct contact with the appropriate person.

This field may be blank.

### Field format

Value	Description
Length	80
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid e-mail address.

## Enrolment Date

### Element description

The earlier date of the *Program Commencement Date* or the date the student incurred any costs towards their training, (including any deposit or similar).

### File

Training Activity (NAT00120)

### Purpose

To provide a mechanism for capturing the date an agreement was made between a student and a training provider that the student will undertake government subsidised training.

### Business rules

General:

An *Enrolment Date* is the earlier date of either the date the student incurred any costs (including any deposit or similar), to commence training or the *Program Commencement Date* which is generally the earliest *Activity Start Date* of a Subject.

The *Enrolment Date* is to be reported for all enrolments commencing on or after the 1 January 2015 and must remain consistent for all Subject Enrolments within the one Program (including any superseding enrolments).

**Fee for Service Delivery:** The field may be blank.

This field may be blank subject to rules above.

### Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

### Field value

Value	Description
DDMMYYYY	Valid date.

## Facsimile Number

### Element description

A telephone number that can be used to contact a training organisation via facsimile.

### File

Training Organisation (NAT00010)

### Purpose

To facilitate contact with training organisations.

### Business rules

General:

The Facsimile Number must include the area code extension.

This field may be blank.

### Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid facsimile number.
Blank	Leave blank if a facsimile number is not available.

## Fee Exemption/Concession Type Identifier

### Element description

A code that allows determination of any fee waiver or concession a student may be eligible for when undertaking study.

### File

Training Activity (NAT00120)

### Purpose

To support the analysis of student demographics, and to enable the calculation of any fee waiver or concession payable by the Department.

### Business rules

General:

Training organisations must report this information for each subject enrolment.

Specific:

With respect to the *Fee Concession/Exemption Type Identifier* value 'O' (Other), this should only be used where a concession has been granted, in accordance with the Guidelines About Fees, to:

- Back to Work Learners without concession cards who are studying at a TAFE (and are therefore eligible for a concession), or
- Indigenous Students without concession cards, or
- Asylum Seekers without concession cards.

For training organisations offering a student a fee waiver, the applicable waiver identifier must be reported in the second character of the field.

Example: For a student without a concession card but a Fee Waiver, you would report ZY as this field value.

This field must not be blank.

### Field format

Value	Description
Length	2
Type	Alphanumeric
Justification	Left
Fill character	Space

## Fee Exemption/Concession Type Identifier (continued)

### Field value (first character)

Value	Description	Eligible for concession contribution from the Department?
G	VCE Scholarship	No
H	Health Care Card	Yes
J	Job Seeker concession cardholder (student is covered by a current, relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card). Note: Not valid for new commencements from 2019.	No
K	Job Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card. Note: Not valid for new commencements from 2019.	No
M	Prisoner	No
O	Other	No*
P	Pensioner Concession Card	Yes
V	Veteran Gold Card	Yes
Z	None	No

\* Students reported with this code are only eligible for a concession contribution from the Department if:

- they are Back to Work Learners without concession cards who are studying at a TAFE; or
- they are Asylum Seekers without a concession card; or
- they are Indigenous Students without a concession card.

### Field value (second character)

Value	Description	Eligible for a waiver contribution from the Department?
E or I	Skills First Youth Access Initiative.	Yes
T	Fee Waiver for a student training in a course under the Free TAFE for Priority Courses initiative (to be reported by TAFE Institutes and Dual Sector Universities only)	Yes
X	Individuals who are required to undertake the program pursuant to a community based order made under the Children, Youth and Families Act 2005 or individuals held in the Judy Lazarus transition Centre.	Yes
Y	Fee Waiver for a student with a letter from the Department providing them with a Fee Exemption.	Yes
NULL	No waiver	No

## Funding Eligibility Key

### Element description

A key that identifies a student's funding eligibility.

### File

Training Activity (NAT00120)

### Purpose

*Funding Eligibility Keys* are issued to students by the Department and allow identified cohorts of students to be funded. These are often used alongside fee-waivers or eligibility exemptions.

### Business rules

General:

Applicable students 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 that the student needs to present to the RTO before their enrolment.

Specific:

The *Funding Eligibility Key* will need to remain consistent for the same *Client ID*, *Program Identifier* and *Program Commencement Date* combination.

This field may be blank.

### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Alphanumeric	Valid 10-digit Funding Eligibility Key



## Funding Source Identifier - National

### Element description

A code that uniquely identifies the predominant national source of funding for the delivery of a Subject Enrolment.

### File

Training Activity (NAT00120)

### Purpose

To analyse VET activity by source of funding.

### Business rules

Specific:

- '11 - Commonwealth and State general purpose recurrent' is funding provided under the National Agreement on Skills and Workforce Development (NASWD) or succeeding agreement for general and recurrent purposes; or funding provided for recurrent purposes by the state or territory training authority.
- '13 - Commonwealth specific funding program' is funding provided by the Commonwealth to provide training for a specific purpose or initiative.

Funding may come from a Commonwealth department other than the Department of Education, for example, job search incentives on training provided by Centrelink or health training initiatives funded by the Commonwealth. Programs can be administered by state and territory training authorities or by a direct contract with the Commonwealth.

**Note:** selecting *Funding Source Identifier - National* '13' will require a subsequent entry in the data element *Specific Funding Identifier*. The *Specific Funding Identifier* reference list is available from the NCVET website.

- '15 - State specific funding program' is funding provided by state or territory governments to provide training for specific purposes.
- '20 - Domestic client - other revenue' is revenue provided by or for a student to undertake education and training, whose funding source does not come from categories '11', '13' or '15' and whose citizenship status is Australian, New Zealand or permanent resident.

Examples for revenue provided for a student include enterprise/employers or industry training their own staff, a training organisation providing free training to selected students, or a charity providing scholarships.

- '31 - International onshore client - other revenue' is revenue provided by or for an international client who temporarily resides in Australia, holding a student visa or temporary residency, to undertake education and training and whose funding source does not come from any of the other funding categories.
- '32 - International offshore client - other revenue' is revenue provided by or for an international client who resides in an overseas country while undertaking education and training and whose funding source does not come from any of the other funding categories.
- '80 - Revenue earned from another training organisation (TAFE use only)' is revenue earned by a TAFE that is delivering training which receives funding from another registered training organisation in terms of subcontracting, auspicing, partnership arrangements or similar arrangements. The TAFE delivering the training does not issue the statement of attainment. This activity needs to be submitted only when required for state training authority submissions.

## Funding Source Identifier - National (continued)

### Business rules (cont.)

**Note on VET Student Loans:** VET student loans are not considered to be a type of funding source for AVETMISS purposes. This is because they are loans to cover some of the fees, not a final source of funding, and the actual *Funding Source Identifier - National* will still be one of the existing classification values. For example - a client receiving a VET student loan may be using the loan to pay for all their own training (reported as '20 - Domestic client - other revenue' or the predominant source of funding for their training may still be via a Commonwealth and State general purpose recurrent program (reported as '11 - Commonwealth and State general purpose recurrent').

The only classification values that cannot apply in this scenario '31 - International onshore client - other revenue' and '32 - International offshore client - other revenue', as international students are not eligible for VET student loans.

This field must not be blank.

### Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

### Field value

DESCRIPTON – FUNDING SOURCE – NATIONAL	
Value	Description
11	Commonwealth and State general purpose recurrent
13	Commonwealth specific funding programs
15	State specific funding programs
20	Domestic client - other revenue
31	International onshore client - other revenue.
32	International offshore client - other revenue
80	Revenue earned from another training organisation (TAFE use only)

## Funding Source Identifier - State Training Authority

### Element description

A code that uniquely identifies the state source of funding for the Subject Enrolment.

### File

Training Activity (NAT00120)

### Purpose

To facilitate analysis of VET activity by the purpose of state funding.

### Business rules

General:

Each Subject enrolment must be associated with one *Funding Source Identifier - State Training Authority* code.

Once a *Funding Source Identifier - State Training Authority* has been reported correctly, it must remain constant and be reported consistently for the duration of the Program Enrolment.

For funding codes applicable to government subsidised program commencements in 2020 under *Skills First* please refer to the Funding Source Identifier - STA Supplement which can be accessed on SVTS or the Departments website:

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

Specific:

For a given student's enrolment in a given instance of a program (same *Client Id*, *Program Identifier* and *Program Commencement Date*) under *Skills First*, all subjects/units of competency that make up that Program Enrolment must have the same *Funding Source Identifier - State Training Authority*.

This field must not be blank.

### Field format

Value	Description
Length	3
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Refer to Funding Source Identifier - STA Supplement which can be accessed on SVTS or the Departments website:

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

## Gender

### Element description

A student's self-assessed flag that identifies the gender of a student.

### File

Client (NAT00080)

### Purpose

To assist with the analysis of student demographic characteristics.

### Business rules

General:

The training organisation normally collects this information via a standard question on the student's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#).

Specific:

The value must be in upper case.

This field must not be blank.

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
F	Female
M	Male
X	(Indeterminate/Intersex/Unspecified)
@	Not stated - question asked of the student but no answer provided.

## Highest School Level Completed Identifier

### Element description

A code that identifies the highest level of school that a student has successfully completed.

### File

Client (NAT00080)

### Purpose

To enable analysis of access and entry to VET by students with different educational backgrounds.

### Business rules

General:

This information is normally collected by the training organisation via a standard question on the student's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#).

Where a student is still at school, the *Highest School Level Completed Identifier* field refers to the highest level that has actually been completed, and not the level currently being undertaken. These students should have the *At School Flag* in the Client (NAT00080) file set to Y.

Specific:

If *Highest School Level Completed Identifier* is reported as '02 - Did not go to school', ensure that the *At School Flag* is set to 'N'.

Where a student previously attended a special school and their highest year level was "Ungraded", report *Highest School Level Completed Identifier* as '08 - Year 8 or below'.

This field must not be blank.

### Field format

Value	Description
Length	2
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
02	Did not go to school
08	Year 8 or below
09	Completed year 9 or equivalent
10	Completed year 10
11	Completed year 11
12	Completed year 12
@ @	Not stated - question asked of the student but no answer provided.

## Hours Attended

### Element description

A value that identifies the hours attended by a student who withdraws from a Subject without completing all training in that Subject.

### File

Training Activity (NAT00120)

### Purpose

Contract management.

### Business rules

General:

Provision of the hours attended relating to a student's withdrawal from a Subject is mandatory for all providers.

Even when a student withdraws and hours attended are reported, the full scheduled hours should be reported in the relevant field.

When a student withdraws, the *Activity End Date* must be modified and be consistent with the date of withdrawal. See the Glossary ([Withdrawn/discontinued enrolments](#)) for information on the correct combination of fields and values for withdrawn/discontinued students.

Specific:

Where student has withdrawn/discontinued (*Outcome Identifier - National* code 40), *Hours Attended* must be reported (not null).

Where *Hours Attended* are reported, the *Outcome Identifier - National* field must be coded 40 (Withdrawn/discontinued).

*Hours Attended* should be blank for enrolments that are not withdrawn/discontinued (*Outcome Identifier - National* is not 40).

*Hours Attended* must not exceed the *Scheduled Hours* for the Subject.

Note: If a non-integer value is submitted for *Hours Attended*, SVTS will use only the integer value. For example if 14.2 is submitted, SVTS will use 14. If 14.9 is submitted, SVTS will use 14.

This field may be blank subject to rules above.

### Field format

Value	Description
Length	4
Type	Numeric (Integer)
Justification	Right
Fill character	Zero

### Field value

Value	Description
Number	This element is mandatory for all withdrawn/discontinued enrolments for all training providers submitting data to SVTS.

## Indigenous Status Identifier

### Element description

A code that indicates a student who self-identifies as being of Australian Aboriginal or Torres Strait Islander descent.

### File

Client (NAT00080)

### Purpose

To provide information on the VET participation of Aboriginal/Torres Strait Islanders.

### Business rules

General:

The *Indigenous Status Identifier* is intended as a self-assessment response by the student and must not be determined by the training organisation.

The classification is based on the Australian Bureau of Statistics, Standards on Cultural and Language Diversity (ABS Catalogue No. 1289.0, Nov. 1999).

The training organisation normally collects information about a student's Indigenous status via a standard question on the enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#).

This field must not be blank.

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
1	Yes, Aboriginal
2	Yes, Torres Strait Islander
3	Yes, Aboriginal AND Torres Strait Islander
4	No, neither Aboriginal nor Torres Strait Islander
@	Not stated - question asked of the student but no answer provided.

## Industry Code (ANZSIC)

### Element description

This data element is no longer applicable for Victorian submissions, please leave blank.

This field must be left blank.



## Issued Flag

### Element description

A flag that indicates whether a student has been issued with a recognised credential for the successful completion of a recognised Qualification, Program or Skill Set.

### File

Program Completed (NAT00130)

### Purpose

To acknowledge that a qualification has been issued.

### Business rules

General:

When training has not yet completed (i.e. the Program Enrolment includes Subject Enrolments with end dates in the future) this field should be reported as N.

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

Specific:

Where the training organisation has issued the acknowledgment that a student has completed the requirements of a recognised qualification, the *Issued Flag* must be Y.

If the *Issued Flag* is Y then *Parchment Date* and *Parchment Number* must not be blank.

Where the training organisation has not issued the acknowledgment that a student has completed the requirements of a recognised qualification, the *Issued Flag* must be N.

This field must not be blank.

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
Y	Qualification acknowledgment issued.
N	Qualification acknowledgment not issued.

## Labour Force Status Identifier

### Element description

A code that describes a student's employment status.

### File

Client (NAT00080)

### Purpose

To provide information on VET participation by students' declared employment status.

### Business rules

General:

The training organisation normally collects this information via a standard question on the student's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#).

It should reflect the student's employment status at the time of their most recent enrolment.

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

This field must not be blank.

### Field format

Value	Description
Length	2
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
01	Full-time employee
02	Part-time employee
03	Self-employed - not employing others
04	Self-employed - employing others
05	Employed - unpaid worker in a family business
06	Unemployed - seeking full time work
07	Unemployed - seeking part-time work
08	Not employed - not seeking employment
@ @	Not stated - question asked of the student but no answer provided.

## Language Identifier

### Element description

A code that uniquely identifies the student's main language other than English spoken at home.

### File

Client (NAT00080)

### Purpose

To provide information to support the demographic analysis of VET participation.

### Business rules

General:

The training organisation normally collects this information via a standard question on the student's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#).

The language specified by a student must be matched with a valid 4-digit code as specified in the Australian Standard Classification of Languages (Australian Bureau of Statistics).

Specific:

If the main language spoken at home is:

- inadequately described, the *Language Identifier* must be 0000
- not stated, fill the *Language Identifier* field with @@@@.

Where a student indicates a sign language as their main language 0001 - non-verbal must not be used and one of the following codes must be used:

- 9700 - Sign Language,
- 9701 - Auslan,
- 9702 - Makaton, or
- 9799 - Sign Language, not elsewhere classified

This field must not be blank.

### Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
0000	Inadequately described
0001	Non-verbal
1000-9999	Valid 4-digit Australian Standard Classification of Languages code
@@@@	Not stated - question asked of the student but no answer provided

## Name for Encryption

### Element description

A field that contains the student's full name.

### File

Client (NAT00080)

### Purpose

The student name is provided and encrypted by the Department to assure the anonymity of individual students while still allowing matching of students across RTOs and across years for research purposes including longitudinal studies of participation in VET.

### Business rule

General:

To ensure privacy and confidentiality, this field is encrypted by a non-reversible encryption process during software validation by the State Training Authority prior to provision to the National VET Provider Collection.

*Name for Encryption* must contain the full legal name (given names and surname) of the student. It should not include initials and must not include a title.

It cannot contain numbers or dashes.

This field must not be blank.

### Field format

Value	Description
Length	60
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	Type the student's full name using the following format: Surname (comma) (space) - (max 40 characters)
	First given name (space) Second given name - (max 40 characters between First given name and Second given name)
	For example: Jones, David Andrew

## Nominal Hours

### Element description

The nominal anticipated hours of supervised learning or training deemed necessary to adequately present and assess the educational material associated with the delivery of training.

### Files

Program (NAT00030)

Subject (NAT00060)

### Purpose

To allow analysis of training delivery that requires supervision.

### Business rules

General:

The value of *Nominal Hours* should not include any prerequisites for the program or subject that have previously been achieved. *Nominal Hours* are allocated assuming a typical classroom-based delivery and assessment strategy and do not include hours associated with non-supervised work experience, field work, work placement or private study. In instances where a program or subject consists entirely of one or more of these components, the *Nominal Hours* value must be '0000'.

*Nominal Hours* for qualifications are found on the Victorian Purchasing Guide website at [www.education.vic.gov.au/training/providers/rto/Pages/purchasingguides.aspx](http://www.education.vic.gov.au/training/providers/rto/Pages/purchasingguides.aspx).

Nationally agreed hours for units of competency and accredited units (only those accredited units listed on the National Training Register [www.training.gov.au](http://www.training.gov.au)) are found on the NCVER Portal at <https://www.ncver.edu.au/publications/publications/all-publications/statistical-standard-software/nationally-agreed-nominal-hours>.

Specific:

Where a curriculum document shows:

- fractional hours, round the value to the nearest whole number of hours; round exact half-hours to the nearest odd number
- a range of hours, ensure the value is the midpoint of the range.

Nominal Hours must be between 0 and 9999.

This field must not be blank.

### Field format

Value	Description
Length	4
Type	Numeric
Justification	Right
Fill character	Zero

### Field value

Value	Description
0000-9999	Value that nominally represents anticipated hours of supervised training for a program or subject

## Outcome Identifier - National

### Element description

A code that uniquely identifies the result or outcome of a student's participation in a Subject enrolment.

### File

Training Activity (NAT00120)

### Purpose

To measure output and activity in the VET system.

### Business rules

Assessed:

#### Competency Achieved/Pass (Code 20)

The student has been assessed and satisfies all requirements of the Subject.

#### Competency Achieved/Pass as determined via Gap Training and Assessment (Code 25)

Like Outcome 20, the student has been assessed and satisfies all the requirements for the Subject, however competency has been recognised via Gap Training and Assessment.

Gap Training and Assessment is where the training organisation has identified a student's existing skills, and supplemented those skills with a lesser amount of training than that required for the delivery of the Subject to a learner with no prior skills.

#### Competency Not Achieved/Fail (Code 30)

The student has attempted all of the requirements for the assessment and has been assessed as not competent, or as not satisfying one or more of the requirements for the Subject.

For example: If a student attempted ten of ten required assessments and was assessed as not competent in one or more of the assessments. If a student had only attempted nine of the ten assessments, this code would not be used as the student must attempt all of the assessments in order to be assessed and reported as 'Competency not achieved/fail' code.

#### Withdrawn/discontinued (Code 40)

Withdrawn is reported for students under two possible scenarios.

The first scenario is that the student has engaged in some learning activity, and has then notified the training organisation of their withdrawal before completing all of the assessment criteria.

The second situation is where the student has engaged in some learning activity and then stopped attending or submitting assessments (i.e. discontinued) without notifying the training organisation.

The withdrawn code applies in this situation, even if the student has completed some assessments and been assessed as not competent for one or more assessments.

- For all withdrawn/discontinued subjects, report the *Hours Attended* prior to withdrawal.
- You must use code 40 for withdrawn/discontinued from any unit of competency or Subject Enrolment for which payment is being claimed from the Department (not 82).
- A zero or null *Hours Attended* is interpreted as withdrawn/discontinued with no attendance.

## Outcome Identifier - National (continued)

### Business rules (cont.)

#### Incomplete due to RTO Closure (Code 41)

Incomplete due to RTO closure is reported when the training organisation ceases operations while training activity is still in progress. Outcome '41 - incomplete due to RTO Closure' should be reported rather than outcome '40 - Withdrawn/discontinued' or outcome '70 - Continuing enrolment' to ensure that the client's *Unique Student Identifier*.

Transcript displays a final outcome indicating that the inability to complete the training activity was due to circumstances beyond the client's control.

Examples of who may report *Outcome Identifier - National 41*:

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

#### Recognition of Prior Learning (RPL) (Codes 50, 51, 52)

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

For national reporting, RPL and RCC do not include any additional training at the unit of competency or subject level: they are assessment-only activities.

If a unit of competency or subject has any training activity associated with it, codes 50, 51 or 52 must not be used.

- Recognition of Prior Learning assessment started and result not yet available (Code 50)

The student is in the process of being assessed for recognition of prior learning but no result is yet available. This code will be valid for final reporting for a collection year only if the *Activity End Date* is in a future year. Also refer to information on continuing enrolments and *Outcome Identifier - National* code 70 below.

- Recognition of Prior Learning granted (Code 51)

The student has been assessed and recognition of prior learning has been granted.

- Recognition of Prior Learning not granted (Code 52)

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

#### Recognition of Current Competency (Codes 53 and 54)

- RCC applies if a student has successfully completed the requirements previously for a Subject and is now required to be reassessed.
- Only report Subjects being recognised through Recognition of Current Competency (RCC) arrangements in the collection year in which the RCC recognition is finalised.
- If a Subject has any training activity associated with it, codes 53 or 54 must not be used.

## Outcome Identifier - National (continued)

### Business rules (cont.)

#### Credit Transfer/national recognition (Code 60)

- Credit transfer is training credit for a Subject previously completed by a student and includes granted application for mutual recognition. Credit transfer and a granted application for mutual recognition are essentially administrative processes but can only be reported once the first subject with training activity has commenced.
- These are not formal enrolments in the normal sense, because they involve neither delivery nor assessment of the student's knowledge. However, credit transfers need to be recorded and reported, firstly to exempt the student from the need to enrol in the subject, and secondly for the purposes of provider and systems calculation of qualification eligibility.

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

Only report units of competency or subjects being recognised under Credit Transfer arrangements in the collection year in which the Credit Transfer recognition is finalised.

#### Superseded subject (Code 61)

Superseded subject is used when training activity started in a Subject but was not completed when superseded by another Subject (where the final outcome is recorded).

- This outcome must not be selected for the superseded Subject until training activity has commenced in the replacement Subject.
- The corresponding *Program Identifier* field should be populated with the original Subject's *Program Identifier* unless the superseding Subject is being reported within a superseded Program in which case the superseded *Program Identifier* should be used.
- Activity listed with this code in an AVETMISS data submission will not be populated on *Unique Student Identifier* transcripts.

Where a provider chooses to report *Outcome Identifier - National '61 - Superseded Subject'*, SVTS will reverse the whole payment and commence payment on the new *Subject Identifier*. In such cases a Reject 26 is executed against the superseding Subject, the RTO is required to log an enquiry under category "Claims - Superseded Subjects", requesting that the reject be overwritten.

**Note:** The above is an interim solution until mapping of superseded subjects is available.

Not yet Assessed

#### Continuing Enrolments (Code 70)

This code is used when the student has engaged in learning activity, but has not completed all the training and assessment criteria by the end of the collection period, therefore the training activity is still in progress. Training activity reported with this code must be reported with a valid final outcome within 90 days of the *Activity End Date* (Reject 27).

The enrolment retains the original *Activity Start Date* until the subject is finalised and resulted.

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



## Outcome Identifier - National (continued)

### Business rules (cont.)

#### Waiting employer signoff (Code 79)

This code is used for apprenticeship enrolments where the student has completed the supervised training and/or assessment component of the training at an RTO and is now awaiting employer signoff to be deemed competent.

#### Non-assessable

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

*Outcome Identifier - National* can only be one of the following for non-assessable enrolments:

#### Non-assessable enrolment - satisfactorily completed (Code 81)

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

#### Non-assessable enrolment - withdrawn or not satisfactorily completed (Code 82)

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

#### Not yet started - (Code 85)

This is a preliminary outcome code that may be used when the client has enrolled in a subject, but has not yet commenced activity.

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

Activity listed with this code in an AVETMISS data submission will not be included on Unique Student Identifier transcripts and not included in any national reports from NCVER.

#### General:

The full *Scheduled Hours* must be reported for all enrolments, including continuing enrolments, each time that the enrolment is included in a statistical submission.

Refer to the [Field Value](#) table for valid Outcome codes and when they can be used.

#### Specific:

**Note:** From 1 January 2017 '70 - CONTINUING ENROLMENTS' replaces code '90 - NOT YET AVAILABLE AT INTERIM COLLECTION'.

Neither code 70 nor code 50 are valid for enrolments where the *Activity End Date* is 60 or more days prior to the latest upload date.

Neither code 70 nor code 50 are valid for enrolments in the final upload for a collection year where the *Activity End Date* is inside the same collection year.

## Outcome Identifier - National (continued)

### Business rules (cont.)

Continuing enrolments that are being assessed under RPL arrangements are to be reported with *Outcome Identifier - National* code '50 - RECOGNITION OF PRIOR LEARNING ASSESSMENT STARTED AND RESULT NOT YET AVAILABLE' until the end of the collection period in which they are assessed, after which they are generally reported as either:

- 51 - RECOGNITION OF PRIOR LEARNING GRANTED
- 52 - RECOGNITION OF PRIOR LEARNING NOT GRANTED

Code 82 may only be used for withdrawals from units of competency/subjects that are NOT being claimed for funding by the Department. If funding is claimed, code 40 must be used for the withdrawal and the *Hours Attended* prior to withdrawal must be reported.

This field must not be blank.

### Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

### Field value

Assessed		
Value	Description	Valid in final upload for collection year?
20	Competency achieved/pass	Yes
25	Competency achieved/pass as determined via Gap Training and Assessment	Yes
30	Competency not achieved/fail	Yes
40	Withdrawn/discontinued	Yes
41	Incomplete due to RTO closure	Yes
50	Recognition of Prior Learning - assessment started and result not yet available	Yes (but only if Activity End Date is in a future year).
51	Recognition of Prior Learning - granted	Yes
52	Recognition of Prior Learning - not granted	Yes
53	Recognition of Current Competency - granted	Yes
54	Recognition of Current Competency - not granted	Yes
60	Credit transfer/national recognition	Yes
61	Superseded subject	Yes

## Outcome Identifier - National (continued)

### Business rules (cont.)

Not yet assessed		
Value	Description	Valid in final upload for collection year?
70	Continuing enrolments.	No (where Activity End Date is in the collection year) Yes (where Activity End Date is in a future collection year)
79	Waiting employer signoff	Yes

Non-assessable		
Value	Description	Valid in final upload for collection year?
81	Non-assessable enrolment - Satisfactorily completed	Yes
82	Non-assessable enrolment - Withdrawn or not satisfactorily completed	Yes
85	Not yet started	No

## Outcome Identifier - Training Organisation

### Element description

A code internal to the training provider that uniquely identifies a type of result or outcome that a student achieves in a Subject.

### File

Training Activity (NAT00120)

### Purpose

This field facilitates the mapping of Training Organisations' marking/result schemes to *Outcome Identifier - National* codes.

### Business rules

General:

The training organisation is required to classify each Subject Enrolment according to the outcome achievement specified for a student within the organisation.

This field may be blank.

### Field format

Value	Description
Length	3
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	Local code.

## Parchment Issue Date

### Element description

*Parchment Issue Date* contains the date a parchment (certificate for a qualification or course) was issued for the completion of a program by a student

### File

Program Completed (NAT00130)

### Purpose

*Parchment Issue Date* is used to record the date a parchment is issued and provide statistics on the length of study and how many students are completing the programs they enrol in.

### Business rules

General:

When a parchment is issued to a student for the completion of a program this should be the date entered on the parchment (the creation date) not the application date or the graduation date.

Specific:

- *Parchment Issue Date* should not be before *Date Program Completed*.
- *Parchment Issue Date* cannot be blank if *Parchment Number* is not blank
- When *Parchment Issue Date* is blank, *Issue Flag* should be N

This field may be blank subject to rule above.

### Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

### Field value

Value	Description
Date	A valid date.

## Parchment Number

### Element description

*Parchment Number* contains the recorded number on a certificate which is issued for the completion of a program by a student.

### File

Program Completed (NAT00130)

### Purpose

*Parchment Number* is used to record the parchment that has been issued to the student for the completion of a program.

### Business rules

General:

When a parchment is issued to a student for the completion of a program this should be the number on the parchment used to keep a record of the issue.

Specific:

- *Parchment Number* cannot be blank if *Parchment Issue Date* is not blank.

This field may be blank subject to rule above.

### Field format

Value	Description
Length	25
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Alphanumeric	Parchment number

## Predominant Delivery Mode

### Element description

*Predominant Delivery Mode* identifies which of the modes available in combination in the *Delivery Mode Identifier* field is the largest or only component of delivery for a subject enrolment.

### File

Training Activity (NAT00120)

### Purpose

To provide additional information for analysing delivery modes reported in the *Delivery Mode Identifier* data element.

### Business rules

Specific:

*Predominant Delivery Mode* must be a valid value.

*Delivery Mode Identifier* identifies whether or not a subject comprises internal, external or workplace-based delivery - or a combination of these modes.

*Predominant Delivery Mode* must align with one of the sub-field values identified in *Delivery Mode Identifier*.

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

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

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

*Predominant Delivery Mode* 'N - Not applicable' indicates recognition of prior learning or credit transfer and reported as 'NNN' in the *Delivery Mode Identifier* data element.

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

Where the training organisation indicates in *Delivery Mode Identifier* that an enrolment has only one delivery mode, that mode should be applied as the *Predominant Delivery Mode*.

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

This field must not be blank.

## Predominant Delivery Mode (continued)

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
E	External delivery
I	Internal delivery
W	Workplace-based delivery
N	Not applicable - recognition of prior learning/credit transfer



## Postcode

### Element description

An Australia Post postcode associated with a physical location or mailing address.

### Files

Training Organisation (NAT00010)

Training Organisation Delivery Location (NAT00020)

Client (NAT00080)

Client Contact Details (NAT00085)

### Purpose

To provide mailing address details and information to support geographic analysis of VET delivery.

### Business rules

General:

Refer to the [Websites](#) section for the Australia Post web site and additional information about the Postal Address File (PAF).

The postcode must be a 4-digit Australia Post postcode that is valid during the collection year.

Specific:

#### Training Organisation (NAT00010) file

The postcode should represent the organisation's physical location and must not be the postcode of a post office box address.

This field must not be blank.

#### Training Organisation Delivery Location (NAT00020) file

Where delivery occurs throughout Victoria, or does not occur at a physical location (such as online or by distance education), enter the postcode of where the training is being coordinated. This will generally be the RTO address details.

The *Address Street Name*, *Address Street Number* and postcode combination once assigned to a unique *Training Organisation Delivery Location Identifier*, must remain the same. Address details cannot change for the same *Training Organisation Delivery Location Identifier*. The RTO is required to assign a new *Training Organisation Delivery Location Identifier* when there are any address detail changes.

The postcode must not be the postcode of a post office box address. The postcode should represent the physical location at which training is delivered.

If delivery occurs at an overseas location, the code OSPC must be used.

This field must not be blank.

## Postcode (continued)

### Business rules (cont.)

#### Client (NAT00080) file

The postcode must not be the Australia Post postcode of a post office box address. The postcode should represent the student's usual physical residential location, rather than a mailing address. See glossary definition of [usual residence](#).

If a valid residential postcode is not available the *Postcode* field must be reported as either:

- @@@@ - if no postcode is provided
- OSPC - for an overseas location or address.

If the *State Identifier* is '99 - Overseas but not an Australian Territory or DEPENDENCY', the postcode must be 'OSPC'

*Postcode* must be 'OSPC - Overseas address location' for international students, irrespective of the postcode used in the overseas address or the student's temporary address in Australia.

If *Postcode* is 'OSPC - Overseas address location', the National Source Identifier - National must be '32 - International offshore client - other revenue' or '31 - International onshore client - other revenue'.

The combination of the *Postcode* field and the information in the *Address - Suburb, Locality or Town* field must match the Australia Post listing, if not reporting 'OSPC' or '@@@@'.

This field must not be blank.

#### Client Contact Details (NAT00085) file

As the postcode required for this file is part of a mailing address, the postcode for a post office box number is acceptable.

If a valid postcode is not available the *Postcode* field must be reported as either:

- @@@@ - if no postcode is provided
- OSPC - for an overseas location or address.

If the *State Identifier* is '99 - Overseas but not an Australian Territory or Dependency' the postcode must be 'OSPC'.

This field must not be blank.

## Postcode (continued)

## Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

## Field value

Value	Description	Valid for
0001-9999	A 4-digit Australia Post postcode that is valid during the collection year. It must not be the postcode for a post office box number.	(NAT00010) (NAT00020) (NAT00080) (NAT00085)
@@@@	Postcode not provided	(NAT00080) (NAT00085)
OSPC	Overseas address	(NAT00020) (NAT00080) (NAT00085)

## Prior Educational Achievement Flag

### Element description

A flag to indicate whether or not a student has completed one or more types of post-secondary school qualifications before the current VET enrolment.

### File

Client (NAT00080)

### Purpose

To provide information to support the analysis of VET participation.

### Business rules

General:

Prior educational achievement details are normally collected from students via a standard question on the enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#).

Specific:

If a student has indicated that he or she has completed a post-secondary school qualification before the current enrolment, the *Prior Educational Achievement Flag* field must be Y, regardless of whether or not the specific prior educational achievement category has been identified.

If the *Prior Educational Achievement Flag* is Y, one or more records describing the student's prior educational achievements should be provided in the Client Prior Educational Achievement (NAT00100) file.

If a student has successfully completed a Certificate I, II, III, or IV in the secondary education system, then the *Prior Educational Achievement Flag* will be Y regardless of whether the student is still at school.

This field is mandatory for all enrolments.

This field must not be blank.

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
Y	Yes - a prior educational achievement has been completed.
N	No - a prior educational achievement has not been completed.

## Prior Educational Achievement Identifier

### Element description

A code that uniquely identifies a level of prior educational achievement successfully completed by a student from the VET or university sectors.

### File

Client Prior Educational Achievement (NAT00100)

### Purpose

To provide information to support the analysis of VET participation.

### Business rules

General:

The training organisation normally collects this information via a standard question on the student's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#). A student may have more than one prior educational achievement type.

Senior secondary education (Year 12 or Year 11) and Junior Secondary Education (Year 10) are not considered prior educational qualifications.

Specific:

If a student:

- identifies that they have completed a prior educational achievement (and the *Prior Educational Achievement Flag* field displays Y) but has not specified the type(s) of educational achievement, the *Prior Educational Achievement Identifier* field must be coded 990 - Miscellaneous Education
- completes a Certificate I or Certificate II in **secondary school**, the *Prior Educational Achievement Identifier* field must be 521 or 524.

When a student has a prior education level of Diploma or above, they cannot be enrolled in a government subsidised foundation level program.

This field must not be blank.

### Field format

Value	Description
Length	3
Type	Numeric
Justification	None
Fill character	None

### Field value

Value	Description
008	Bachelor Degree or Higher Degree level
410	Advanced Diploma or Associate Degree Level
420	Diploma Level
511	Certificate IV
514	Certificate III
521	Certificate II
524	Certificate I
990	Miscellaneous Education

## Prior Educational Achievement Recognition Identifier

### Element description

A code that identifies whether the *Prior Education Achievement Identifier* reported is based on an International qualification, Australian equivalence or an Australian qualification.

### File

Client Prior Educational Achievement (NAT00100)

### Purpose

To provide information to support the analysis of VET participation.

### Business rules

General:

The training organisation normally collects this information via a standard question on the student's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#).

When reporting a *Prior Education Achievement Identifier*, it is important to know whether this qualification is an Australian qualification, an Australian equivalent qualification or an International qualification.

The definition of an Australian equivalent in this context means the student has had their International qualifications assessed by an appropriate Government Authority. In Victoria this authority is the Overseas Qualification Unit (OQU).

Specific:

The reporting requirements for students who declare that they have International qualifications, are as follows:

#### **International but mapped to an Australian equivalent qualification:**

If a student indicates that their prior education was achieved overseas and that they have gone through the process of having the qualification assessed by the relevant government authority in Australia, then they will need to report 'E - Australian equivalent' next to the prior education achievement identifier which has been assessed as the Australian equivalent.

#### **International but not mapped to an Australian equivalent qualification:**

If the student has an overseas (international) qualification but has not had it assessed, then they report 'I - International' next to the prior education achievement identifier.

#### **International and an Australian qualification of the same level:**

If the student has an International qualification and also has an Australian qualification at the same qualification level, then 'A - Australian' must be reported for that qualification level.

#### **An Australian equivalent and an Australian qualification of the same level:**

If the student has an Australian equivalent qualification and also has an Australian qualification at the same qualification level, then 'A - Australian' must be reported for that qualification level. Note that this may be on rare occasions and they would generally be for different fields of study.

## Prior Educational Achievement Recognition Identifier (continued)

### Business rules (cont.)

For enrolments commencing on or after 1 January 2015, when a student holds an International qualification but is not sure what the Australian equivalent is, then report 'I - International'. It is not the responsibility of the student or the RTO to guess what the equivalent is.

The priority order of reporting *Prior Education Achievement Recognition Identifiers* if a student has multiple for the same qualification levels is:

- A - Australian
- E - Australian Equivalent
- I - International

This field must not be blank for enrolments commencing on or after 1 January 2015.

This field may be blank subject to rules above.

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
A	Australian qualification
E	Australian equivalent
I	International

## Program Commencement Date

### Element description

Date the student commenced training activity in a particular program.

### Files

Training Activity (NAT00120)

Program Completed (NAT00130)

### Purpose

To monitor and facilitate payment of government subsidised training delivery and to support fee maintenance arrangements.

### Business rules

General:

The *Program Commencement Date* is a training activity date (not an enrolment or admission date). The date will generally be the date of the first activity for the first subject towards the completion of the program in which the student has enrolled.

A student enrolled in more than one program during a collection year may have a different *Program Commencement Date* for each Program Enrolment.

This field supports the provision of the appropriate funding up to the published maximum hours for each Program Enrolment. Refer to the Glossary for additional information about [Program Commencement Date](#).

The *Program Commencement Date* will normally have the same value as the earliest *Activity Start Date* ever reported for a student enrolled in the same program.

Specific:

The same *Program Commencement Date* must be recorded for each unit of competency/subject undertaken by a given student in a given Program Enrolment.

The *Program Commencement Date* must not change from month to month or year to year for a specific Program Enrolment for a specific student who continues to remain enrolled and active in the program under the same funding arrangements.

The *Program Commencement Date* reported on the Program Completed (NAT00130) file must be:

- the same as the *Program Commencement Date* that was reported for the related enrolment on the Training Activity (NAT00120) file for which a completion is expected, OR
- the same as the *Program Commencement Date* of an earlier enrolment that has already been completed but not yet reported in the Program Completions (NAT00130) file with the year it was completed in.

For government subsidised training, the *Program Commencement Date* must be consistent with the *Purchasing Contract Identifier*.

A *Program Commencement Date* must be provided for all enrolments including 'unit or subject only enrolments' (that is, where a value of 8 - Unit of competency or Subject Enrolment only - has been recorded in the *Commencing Program Identifier* field). For 'unit of competency/subject only enrolments', the *Program Commencement Date* will be the subject's *Activity Start Date*.

This field must not be blank.



## Program Commencement Date (continued)

### Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

### Field value

Value	Description
DDMMYYYY	Valid date

## Program Enrolment Identifier

### Element description

The *Program Enrolment Identifier* links the Training Activity (NAT00120) and Program Completed (NAT00130) files.

### File

Training Activity (NAT00120)

Program Completed (NAT00130)

### Purpose

To tie attributes of training in a Subject to attributes of the Program that the student is undertaking.

### Business rules

General:

This identifier should remain unique for the combination of:

- *Client Identifier*,
- *Program Identifier*,
- *Program Commencement Date*, and
- *Purchasing Contract Identifier*

once uploaded. If any of these values change for an identifier where activity has been successfully paid for, the submission will be rejected.

Specific:

This field may only be blank under the following circumstances:

**Program Completed (NAT00130) file** - if there is no associated activity in the collection year (a completion reported after the activity has taken place). The commencement date of this activity must also be in a past collection year

**Training Activity (NAT00120) file** - if there is no associated Program that the Subject forms part of (for example a Subject only enrolment).

### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Right
Fill character	Space

### Field value

Value	Description
Text	A unique Program Enrolment Identifier within the Program Completed (NAT00130) file with one or more associated entries on the Training Activity (NAT00120) file.

## Program Field of Education Identifier

### Element description

A code that uniquely identifies the purpose of learning.

### File

Program (NAT00030)

### Purpose

To identify the main purpose of the Program.

### Business rules

General:

Each Program has a single *Program Field of Education Identifier* code according to the content of the program of study.

Specific:

The code must be a valid narrow level (4-digit) field of education code.

All programs developed by a training organisation that have not been registered for accreditation with a state or national accreditation authority must be coded by the training organisation in accordance with Australian Standard Classification of Education (ASCED) ABS Catalogue No. 1272.0, 2001.

Use the ABS website ([www.abs.gov.au](http://www.abs.gov.au)) for a complete list of available field of education codes with descriptions.

This field must not be blank.

### Field format

Value	Description
Length	4
Type	Numeric
Justification	None
Fill character	None

### Field value

Value	Description
BBNN	A valid 4-digit narrow level field of education code.

## Program Identifier

### Element description

A code that uniquely identifies a Program.

### Files

Program (NAT00030)

Training Activity (NAT00120)

Program Completed (NAT00130)

### Purpose

To identify Programs within a training organisation.

### Business rules

General:

The *Program Identifier* is a code that identifies:

- Program specified in a national training package
- an otherwise accredited Program, or
- a Skill Set that is specified in a national training package, or
- a training organisation's self-approved/accredited program or skill set.

If the Program is sourced from a training package or is an otherwise accredited Program, the training organisation must provide the code as specified in the curriculum document. Programs are assigned qualification codes during the process of national accreditation and are listed on TGA [www.training.gov.au](http://www.training.gov.au).

It is recommended that when creating new training organisation program codes, the training organisation use their TOID as the characters prefixing their local *Program Identifier* and that old superseded/obsolete local codes are not reused as new local program identifiers.

When allocating the *Program Identifier*, the following hierarchy must be observed:

- where the program is specified in a National Training Package, the *Program Identifier* must be the valid national code as specified on the national training register
- where the programs is approved or accredited by the training organisation, the *Program Identifier* must be the training organisation Program code.

**Note:** Programs that are not nationally recognised must not match the *Program Identifier* code for any current or superseded/obsolete nationally recognised program of training listed on TGA. Once reported, the training organisation must use the same *Program Identifier* code every time, and in every collection year, that the training organisation reports that program.

All alphabetic characters in the *Program Identifier* must be in upper case. The *Program Identifier* must not contain spaces.

Specific:

**This field must be blank on the Training Activity (NAT00120) file** if the *Subject Identifier* is not delivered as part of a Program Enrolment.

## Program Identifier (continued)

### Business rules (cont.)

This field must not be blank:

- if the unit of competency or subject is part of a qualification or Program Enrolment in the Training Activity (NAT00120) file.
- if *Client Identifier - Apprenticeships* and *Training Contract Identifier* are not blank in the Training Activity (NAT00120) file.
- in the Program (NAT00030) or Program Completed (NAT00130) files.
- in the Training Activity (NAT00120) if the *Subject Identifier* is part of a qualification or Program Enrolment and *Commencing Program Identifier* is 3 or 4.

In Victoria, a *Program Identifier* may be provided for 'Unit of competency or Subject Enrolment only' which have *Commencing Program Identifier* code 8.

The *Program Identifier* may be blank if the Subject is not part of a Program Enrolment. The activity must also be reported with a *Commencing Program Identifier* of 8.

**Note:** for all Subject Enrolments reported with *Commencing Program Identifier* code 8, the *Client Identifier - Apprenticeships* and *Training Contract Identifier* must also be blank.

A training package qualification code comprises of AAABCCDD (see below):

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

A training package skill set code comprises of AAASSXXXXX (see below):

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

This field may be blank subject to rules above.

### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	<p>In hierarchical order:</p> <ul style="list-style-type: none"> <li>• national training package qualifications, or</li> <li>• Training package skill set, or</li> <li>• nationally recognised accredited program, or</li> <li>• locally developed skill set, or</li> <li>• training organisations' approved/accredited program code.</li> </ul>

## Program Level of Education Identifier

### Element description

A code that identifies the level of complexity of the program of study.

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

### File

Program (NAT00030)

### Purpose

To provide information to support the analysis of VET participation by qualification level.

### Business rules

General:

The training organisation is required to provide the appropriate code as specified in the curriculum document for each program. Programs are assigned this code during the process of national/state accreditation.

Where the successful completion of a Program does not lead to a recognised qualification, the program must be given the *Qualification Category Identifier* 999 - Education not elsewhere classified.

Specific:

If the *Program Recognition Identifier* = '15 - Higher level qualifications' and are accredited by state or territory government accreditation authorities or higher education institutions with self-accrediting authority in line with the Protocols for Higher Education Approval Processes, then the *Program Level of Education Identifier* must be in the range from '211 - Graduate diploma' to '421 - Diploma'.

If the *Program Recognition Identifier* = 14 (Other program, not a national Training Package or a nationally accredited program) then the *Program Level of Education Identifier* must be in the range 611 - 999.

If the *Program Recognition Identifier* = '13 - Nationally recognised skill set, specified in a national training package' or '16 - Locally recognised skill set' then the *Program Level of Education Identifier* must be '991 - Statement of Attainment Not Identifiable by Level'.

This field must not be blank.

### Field format

Value	Description
Length	3
Type	Numeric
Justification	None
Fill character	None

## Program Level of Education Identifier (continued)

## Field value

Graduate Diploma Level	
Value	Description
211	Graduate Diploma/Vocational Graduate Diploma
Graduate Certificate Level	
Value	Description
221	Graduate Certificate/Vocational Graduate Certificate
Bachelor Degree Level	
Value	Description
311	Bachelor Degree (Honours)
312	Bachelor Degree (Pass)
Advanced Diploma and Associate Degree Level	
Value	Description
411	Advanced Diploma
413	Associate Degree
Diploma Level	
Value	Description
421	Diploma
Certificate III & IV Level	
Value	Description
511	Certificate IV
514	Certificate III
Certificate I & II Level	
Value	Description
521	Certificate II
524	Certificate I
Senior Secondary Education	
Value	Description
611	Year 12
613	Year 11
Junior Secondary Education	
Value	Description
621	Year 10
Other Education - Non-award Programs	
Value	Description
912	Other Non-award Programs
Other Education - Miscellaneous Education	
Value	Description
991	Statement of Attainment Not Identifiable by Level
992	Bridging and Enabling Programs Not Identifiable by Level
999	Education not elsewhere classified

## Program Name

### Element description

The full name of a Program.

### File

Program (NAT00030)

### Purpose

Program names provide more detailed information about Programs than is available from the classifications.

### Business rules

General:

Where the *Program Identifier* is a national qualification code, the *Program Name* must be the exact name as specified in a National Training Package. These are listed on TGA [www.training.gov.au](http://www.training.gov.au).

Where the Program is approved or accredited by the training provider, the training organisation is required to provide a suitable *Program Name* that avoids the Program being mistaken for a nationally accredited Program.

The *Program Name* field must be in upper case.

Specific:

The training organisation is required to provide the appropriate program name for each program.

This field must not be blank.

### Field format

Value	Description
Length	100
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	<p>In hierarchical order:</p> <ul style="list-style-type: none"> <li>• national training package qualifications, or</li> <li>• Training package skill set, or</li> <li>• nationally recognized accredited program, or</li> <li>• locally developed skill set, or</li> <li>• training organisations' approved/accredited program code.</li> </ul>



## Program Recognition Identifier

### Element description

A code that uniquely identifies the organisational level of the authority that has granted recognition of a Program.

### File

Program (NAT00030)

### Purpose

To identify the level of recognition given to Programs.

### Business rules

Specific:

Nationally accredited Programs specified in an endorsed National Training Package must be coded '11 - Nationally accredited qualification'.

Nationally recognised accredited programs endorsed by state or territory recognition authorities, or registered training organisations with delegated authority to self-manage accreditation must be coded '12 - Nationally recognised accredited program'.

Skill Sets endorsed in a training package must be coded '13 - Nationally recognised Skill Set, specified in a national training package'.

Training organisations reporting other locally accredited programs must be coded '14 - Other programs'.

Higher level qualifications that are not nationally recognised and are approved or accredited by the Training Organisation must be coded '15 - Higher-level qualifications', other than training package qualifications or nationally accredited programs. Use where the local program is at Diploma or above, that is, where the *Program Level of Education Identifier* is less or equal to 421.

Skill sets other than those specified in training packages must be coded '16 - Locally recognised skill set'.

This field must not be blank.

## Program Recognition Identifier (continued)

### Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

### Field value

Value	Description
<b>NATIONALLY RECOGNISED TRAINING PROGRAMS</b>	
11	Nationally accredited qualification designed to lead to a qualification specified in a National Training Package.
12	Nationally recognised accredited program, other than a qualification designed to lead to a qualification specified in a National Training Package.
13	Nationally recognized skill set specified in a National Training Package.
<b>NOT NATIONALLY RECOGNISED</b>	
14	Other programs.
<b>OTHER</b>	
15	Higher-level qualifications, other than training package qualifications or nationally recognised accredited programs.
16	Locally recognized skill set.

## Program Status Identifier

### Element description

*Program Status Identifier* identifies the status of a program a client is enrolled in.

### File

Program Completion (NAT00130)

### Purpose

*Program Status Identifier* is used to determine program completion rates.

### Business rules

Specific:

#### 85 - Not yet started

This is a preliminary outcome code that may be used when the client has enrolled in a program, but has not yet commenced training.

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

Activity listed with this code in an AVETMISS data submission will not be included on *Unique Student Identifier* transcripts and not included in any national reports from NCVER.

When *Issue Flag* is Y the *Program Status Identifier* cannot be 30 - in training, or 85 - not yet started.

#### 30 - In training

'In training' is used when the client has commenced training in a program, with activity in that program expected to end in a future collection.

Activity with this status is only required to be reported if the client had activity in the program in the collection year.

#### 41 - Withdrawn - Apparent

'Withdrawn - Apparent' is used when a client has stopped their training without fully completing their enrolment but has not officially notified the RTO of their withdrawal. The Client has lost contact with the RTO and the RTO is assuming a withdrawal. This code covers both scenarios where the client has opted to stop training and where the training has ceased through no fault of the client (e.g. RTO closure).

#### 40 - Withdrawn - Official

'Withdrawn - Official' is used when a client has stopped their training without fully completing their enrolment and has notified the RTO of their withdrawal.

#### 42 - Withdrawn - Deferred

'Withdrawn - Deferred' is used when a client has stopped their training without fully completing their enrolment and has negotiated an agreement with the RTO of their intention to defer training to a later date.

## Program Status Identifier (continued)

### Business rules (cont.)

#### 25 - Student successfully achieved intended outcome

This value is to be used where a student enrolls in a program for a reason other than the completion of a full program and successfully meets these goals (for example a predefined set of subjects that result in a locally defined set of skills). If this enrolment also results in a formal awarding of a Skill Set, we expect to see this additional activity reflected in both the Training Activity (NAT00120) file (with credit transfers and any additional training as required) and the Program Completion (NAT00130) file.

#### 50 - Completion of lower level of program

'Completion of lower level of program' is used when a client has withdrawn from the program they were originally enrolled in, having fully completed a lower level of education within the program, e.g. the client was originally enrolled in a Certificate IV but exited having fully completed a Certificate III.

This code must be used with the *Program Identifier* of the client's original enrolment.

Activity listed with this code in an AVETMISS data submission will not be included on *Unique Student Identifier* transcripts and not counted separately in national reports from NCVER.

#### 70 - Superseded program

'Superseded program' is used when training activity started in a program which has since been superseded, and the client has been transferred into the superseding/replacement program.

This code should not be selected until the training activity has commenced in the superseding/replacement program.

Activity listed with this code in an AVETMISS data submission will not be included on Unique Student Identifier transcripts and not counted separately in national reports from NCVER.

#### 20 - Program completed (not issued)

'Program completed (not issued)' is used when the client has /fully completed the program but the training organisation has not issued the certificate/statement of attainment to the client. A program is determined to be completed when all requirements for the completion of the program, including on-the-job requirements, have been met. Completions for Australian Qualifications Framework (AQF) qualifications and programs/courses are achieved when the client is eligible for the award to be conferred.

Records reported with this status will be displayed on the *Unique Student Identifier* (USI) transcript for nationally recognised training.

If a client has completed a program that entitles the client to receive more than one level of education for the program, only the highest level of education conferred for that program should be reported with this code. Lower levels of education within this program may be reported with the code '60 - Nested program'.

## Program Status Identifier (continued)

### Business rules (cont.)

#### 10 - Program completed (issued)

'Program completed (issued)' is used when the client has fully completed the program and the training organisation has issued the certificate/statement of attainment to the client. A program is determined to be completed when all requirements for the completion of the program, including on-the-job requirements, have been met. Completions for Australian Qualifications Framework (AQF) qualifications and programs/courses are achieved when the client is eligible for the award to be conferred.

Records reported with this status will be displayed on the *Unique Student Identifier* (USI) transcript for nationally recognised training.

If a client has completed a program that entitles the client to receive more than one level of education for the program, only the highest level of education conferred for that program should be reported with this code. Lower levels of education within this program may be reported with the code '60 - Nested program'.

#### 60 - Fully nested program

'Fully nested program' is used when reporting programs that were completed as part of the client's highest program completed, e.g. a client completed a Certificate IV and as part of that has also achieved a Certificate I, II and III. The primary purpose of reporting these records is for clients who wish all levels completed within their program to appear on their USI transcript. It is not compulsory to report these records unless requested by a client or a state or territory training authority.

Activity listed with this code in an AVETMISS data submission will not be counted separately in national reports from NCVET.

#### 80 - Streamed program

'Streamed program' is used when a client has completed a program twice by completing subjects in different specialisations (e.g. CHC52015 Diploma of Community Services may be used for an award in 'Case Management', 'Social Housing' or 'Statutory & forensic child, youth and family welfare').

A *Program Identifier* reported twice as a completion will only be displayed once on the USI transcript within a year of completion.

This field must not be blank.

## Program Status Identifier (continued)

### Field format

Value	Description
Length	2
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
10	Program completed (issued)
20	Program completed (not issued)
25	Student successfully achieved intended outcome
30	In training
40	Withdrawn - Official
41	Withdrawn - Apparent
42	Withdrawn - Deferred
50	Completion of lower level of program
60	Fully nested program
70	Superseded program
80	Streamed program
85	Not yet started

## Program Supervised Teaching Activity Completion Date

### Element description

The date on which a student is scheduled to complete training or the day on which a student completes training.

### File

Program Completion (NAT00130)

### Purpose

This field provides information about patterns of training activity and student participation in training.

### Business rules

General:

Where a student has not yet completed their Program, this date should be an estimate of the last date upon which they are scheduled to undertake supervised training and assessment.

Where a student has completed or otherwise discontinued their Program Enrolment, this date should reflect the occurrence of that event.

Specific:

The *Program Supervised Teaching Activity Completion Date*:

- must be after the first subject *Activity Start Date*,
- on Program completion, will be on or before the last subject *Activity End Date*,
- must not be before the start of the collection period,
- should reflect the date upon which supervised training and assessment activity is scheduled to complete, in line with the student's Training Plan, and
- should exclude assessment activity where the student is not directly participating, such as the time elapsed between the submission and evaluation of written assessments.

This field is required for all Government funded Program Enrolments.

This field may be blank subject to rules above.

### Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

### Field value

Value	Description
DDMMYYYY	A valid date.

## Program Unique Supervised Hours

### Element description

The unique hours of supervised training and assessment activity for a Program Enrolment.

### File

Program Completed (NAT00130)

### Purpose

To help determine the intensity of a student's training experience.

### Business rules

General:

The *Program Unique Supervised Hours* (PUSH) must always reflect the unique hours of supervised training and assessment that will occur during the Program.

**Note:** this data element differs from the *Nominal Hours* or *Scheduled Hours* in that it must reflect actual time a student is engaged in supervised training and assessment from the student's point of view across the Program, in line with the student's Training Plan.

Therefore where multiple subjects are being delivered in a clustered fashion, the time to deliver all the subjects concurrently should be reported.

For example, if two subjects each of 10 scheduled hours are being delivered as a cluster, only 10 PUSH should be reported as the student would have only attended 10 hours of supervised training, not 20 scheduled hours.

These hours will generally align with the timetabled hours documented in the student's Training Plan. In most circumstances, these hours may also align with the RTOs timetable.

**Note:** All government subsidised enrolments commencing from 1 January 2016 must report the unique supervised hours it takes a student to complete the Program.

Specific:

**Supervised:** this means directed, structured learning, where a student has real time access to a trainer and/or assessor, independent of delivery mode.

All face-to-face classroom based delivery forms part of PUSH.

**Online delivery:** time spent engaging in this delivery is included in PUSH where the online training and/or assessment is structured and provides real time access to a trainer and/or assessor. Time spent undertaking online activity that is provided purely as a resource should not be included.

**Workplace delivery:** Those parts where the student (including Apprenticeships or Traineeships) is at their employer's premises or at a host organisation and is being trained and/or assessed by an RTO trainer/assessor form part of PUSH. Work supervised by the employer or host organisation without an RTO trainer/assessor being involved does not form part of PUSH.

**Assessment:** Time spent by an RTO with the student in undertaking an assessment task whether knowledge based or practical assessment should be included in PUSH. Time spent correcting an assessment task away from the student should not be included in PUSH.

**Dual Program Enrolments:** When these are being undertaken, it is expected that two separate records will exist on the Program Completions file and the *Program Unique Supervised Hours* will be distinct for each.



## Program Unique Supervised Hours (continued)

### Business rules (cont.)

The value for *Program Unique Supervised Hours* must be a whole number of hours. Where fractional hours occur, round the value to the nearest whole number of hours. Round exact half-hours to the odd number.

This field must not be blank for government subsidised enrolments commencing from 1 January 2016.

This field may be blank subject to rules above.

### Field format

Value	Description
Length	5
Type	Numeric
Justification	Right
Fill character	Zero

### Field value

Value	Description
00000-99999	Unique hours of supervised training and assessment that will occur during the Program delivery.

## Purchasing Contract Identifier

### Element description

A unique identifier or code for the purchasing or funding contract between the State Training Authority and the training provider (Registered Training Organisation - RTO).

### File

Training Activity (NAT00120)

### Purpose

Contract management.

### Business rules

General:

The *Purchasing Contract Identifier* is unique to the RTO.

The *Purchasing Contract Identifier* must be consistent with the year the student commenced their Program Enrolment.

Specific:

Provision of the identifier is mandatory for all training organisations submitting claims for payment through SVTS.

The *Purchasing Contract Identifier* remains constant for a given *Client Identifier*, *Program Identifier* and *Program Commencement Date*.

The *Purchasing Contract Identifier* should be left blank by Learn Local Organisations for activity that is not paid through SVTS.

This field should be blank for all Subject Enrolments for which payment is not being claimed through SVTS.

This field may be left blank subject to rules above.

### Field format

Value	Description
Length	12
Type	Alphanumeric (must be an integer or blank)
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	This element is mandatory for TAFEs and private RTOs for all enrolments being claimed through SVTS.
Blank	Blank for enrolments for which payment is not being claimed through SVTS. The identifier is not relevant to ACE delivery and should be left blank.

## Purchasing Contract Schedule Identifier

### Element description

An identifier used for government funded enrolments allowing training providers the option to exclude subject level enrolments from claim processing or claim confirmation/invoicing.

### File

Training Activity (NAT00120)

### Purpose

Allow training providers who are receiving government subsidises the option to exclude claims from being processed.

### Business rules

General:

Training providers will upload data as per the current reporting requirements, however now those training providers claiming government subsidises will have the option to exclude specific claimable enrolments from being processed either overnight or from claim invoicing.

These exclusion values are optional for training providers to use and are a direct interaction with the claims processing functionality. For further details on the use of these identifiers, please refer to the Guide to Claims.

Specific:

The EXC value is to be used if a training provider wishes to exclude a specific enrolment from being processed overnight.

The R38 value is to be used when a claim has already been created but a training provider wishes to exclude this claim from being invoiced.

This field may be left blank subject to rules above.

### Field format

Value	Description
Length	3
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
EXC	Exclude from claims processor
R38	Exclude from claim confirmation/invoicing
Blank	

## Scheduled Hours

### Element description

The hours of supervised teaching activity (including assessment times) that the provider schedules for a Subject.

### File

Training Activity (NAT00120)

### Purpose

To cater for local variations from the stated nominal hours in measuring VET activity.

### Business rules

General:

The *Scheduled Hours* will usually be the same as the nominal hours specified for a Subject. However, different local circumstances or delivery strategies may result in a variation from the standard nominal hours. Refer to the Glossary for further details on [scheduled](#) and [nominal](#) hours.

The value for *Scheduled Hours* must be a whole number of hours. Where fractional hours occur, round the value to the nearest whole number of hours. Round exact half-hours to the odd number.

*Scheduled Hours* should normally be in the range 0000-0400 hours for a Subject Enrolment.

Specific:

Hours attributed to fully unsupervised work experience or industry placement must not be included.

If the *Outcome Identifier - National* field relates to Credit Transfer (Code 60 credit transfer), the *Scheduled Hours* for this enrolment may be reported but are not eligible for payment.

Providers must report the full *Scheduled Hours* for the unit of competency or subject every time that the enrolment is reported in a statistical submission, including when the student has withdrawn from the unit of competency or subject.

### Withdrawn/discontinued students

When a student withdraws from an assessable subject, the withdrawal must be reported using the *Outcome Identifier - National* code 40 (withdrawn/discontinued) and the hours of training delivered prior to withdrawal must be recorded in the *Hours Attended* field.

When a student withdraws, the *Activity End Date* must also be modified and be consistent with the date of withdrawal. See the Glossary ([Withdrawn/discontinued enrolments](#)) for further information on reporting student withdrawals.

This field must not be blank.

### Field format

Value	Description
Length	4
Type	Numeric
Justification	Right
Fill character	Zero

### Field value

Value	Description
0000-9999	Number of hours.

## School Type Identifier

### Element description

This data element is applicable only to schools who previously used the VET in School Collection supplement. It has been merged into the main body of the collection to assist providers who submit this data to NCVER as part of the AVETMISS 8 implementation.

RTOs are not required to report this data element so no further details are included in these Victorian VET Student Statistical Collection Guidelines.

This field must be left blank.

## Software Product Name

### Element description

Name of the Student Management System software used by the provider.

### File

Training Organisation (NAT00010)

### Purpose

To facilitate communication with RTOs in relation to data validation and data quality issues.

### Business rules

General:

Provide the application name.

Include the version number if known.

This field must not be blank.

### Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
Text	The name of software product, including the version number if known.

## Software Vendor E-mail Address

### Element description

Student Management System Vendor e-mail address.

### File

Training Organisation (NAT00010)

### Purpose

To facilitate communication with Student Management System Vendors in relation to SVTS system changes and data quality issues.

### Business rules

General:

The e-mail Address should be up-to-date in every submission.

Specific:

The entry in the e-mail Address field must be a valid e-mail address including the @ symbol.

The @ symbol must not be the first or last character. The e-mail address must not have embedded spaces.

This field must not be blank.

### Field format

Value	Description
Length	80
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid e-mail address.

## Specific Funding Identifier

### Element description

*Specific Funding Identifier* uniquely identifies training in a program funded or initiated by the Australian Government.

### File

Training Activity (NAT00120)

### Purpose

*Specific Funding Identifier* allows for analysis of data by specific Australian Government programs relevant to vocational education and training.

### Business rules

General:

This field is only for use by state or territory training authorities or by training organisations as directed by the Department of Education and Training. It must only be used when *Funding Source Identifier - National* is '13 - Commonwealth specific purpose programs'.

*Specific Funding Identifier* must not be blank if *Funding Source Identifier - National* is '13 - Commonwealth specific funding program'.

Specific:

This field is for use by state or territory training authorities or those training organisations receiving funding directly from the Commonwealth.

While most programs are administered by the Department of Education and Training, other Commonwealth departments may offer funding for training. For example, job search incentives on training programs provided by Centrelink or health training initiatives funded by the Commonwealth. Programs can be administered by state and territory training authorities or by a direct contract between the Commonwealth and the training organisation.

Please refer to the NCVER Portal (<https://www.ncver.edu.au/publications/publications/all-publications/statistical-standard-software/specific-funding-identifier>) for an up-to-date list of *Specific Funding Identifier* values as codes are updated when new programs are introduced or discontinued.

This field may be blank subject to rules above.

### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	Specific Funding Identifier code (refer to NCVER portal)



## State Identifier

### Element description

A code that uniquely identifies the state/territory of a physical location.

### Files

Training Organisation (NAT00010)

Training Organisation Delivery Location (NAT00020)

Client (NAT00080)

Client Contact Details (NAT00085)

### Purpose

To provide information to support geographic analysis of VET delivery.

### Business rules

Specific:

The *State Identifier* must be consistent with the postcode in the *Postcode* field in the same file.

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

If a valid *Postcode* is entered the *State Identifier* must not be '@@'.

This field must not be blank.

### Field format

Value	Description
Length	2
Type	Numeric (NAT00010 & NAT00020) Alphanumeric (NAT00080 & NAT00085)
Justification	None
Fill character	None

### Field value

Value	Description
01	New South Wales
02	Victoria
03	Queensland
04	South Australia
05	Western Australia
06	Tasmania
07	Northern Territory
08	Australian Capital Territory
09	Other Australian Territories or Dependencies
99	Other (Overseas but not an Australian Territory or Dependency)
@@	Not Specified (only valid for NAT00080 & NAT00085)

## Statistical Area Level 1 Identifier

### Element description

A code that identifies the ABS statistical area level 1, a geographic - based population group at the lowest level for which census data is reported.

This code is based on the Australian Statistical Geographic Standard (ASGS), ABS catalogue no. 1270.0, 2011.

### File

Client (NAT00080)

### Purpose

This allows the collection of aggregated student usual residential address information while protecting student privacy.

### Business rules

General:

For state and territory training authorities only:

Training providers do not provide the *Statistical Area Level 1 Identifier* when submitting data to their state or territory training authority. Geo-coded student residential address information is only necessary once data are submitted to the National Centre for Vocational Education Research. The Department will create this on your behalf.

Geo-coding will be an automated process in the AVETMISS validation software that replaces student usual residential address information with the *Statistical Area Level 1 Identifier* when the geo-coding option is selected.

*Statistical Area Level 1 Identifier* must contain a valid 11-digit statistical area level 1 code as defined in the Australian Statistical Geography Standard (ASGS).

If geo-coded student residential address data is submitted, Address First Line must contain the *Statistical Area Level 1 Identifier*.

Address First Line must contain the *Statistical Area Level 1 Identifier* or '@@@@@@@@@@@@ - Not specified' if Address Second Line contains the *Statistical Area Level 2 Identifier*.

This field must be blank.

### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
00000000001–99999999999	Valid ASGS Statistical area level 1 code

## Statistical Area Level 2 Identifier

### Element description

A code that identifies the ABS statistical area level 2, a geographic - based population group at the second level for which census data is reported.

This code is based on the Australian Statistical Geographic Standard (ASGS), ABS catalogue no. 1270.0, 2011.

### File

Client (NAT00080)

### Purpose

To enable collection of aggregated student usual residential address information that can be used to derive student socioeconomic status while protecting student privacy.

### Business rules

General:

For state and territory training authorities only:

Training providers do not provide the *Statistical Area Level 2 Identifier* when submitting data to their state or territory training authority. Geo-coded student residential address information is only necessary once data are submitted to the National Centre for Vocational Education Research. The Department will create this on your behalf.

Geo-coding will be an automated process in the AVETMISS validation software that replaces student usual residential address information with the *Statistical Area Level 2 Identifier* when the geo-coding option is selected.

*Statistical Area Level 2 Identifier* must contain a valid 9-digit statistical area level 2 code as defined in the Australian Statistical Geography Standard (ASGS).

If geo-coded student residential address data is submitted, *Address Second Line* must contain the *Statistical Area Level 2 Identifier*.

*Address Second Line* must contain the *Statistical Area Level 2 Identifier* if *Address First Line* contains the *Statistical Area Level 1 Identifier*.

This field must be blank.

### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
00000000001–99999999999	Valid ASGS Statistical area level 2 code

## Study Reason Identifier

### Element description

A code that identifies a student's main reason for studying.

### File

Training Activity (NAT00120)

### Purpose

To facilitate analysis of students' intentions. These codes correspond with codes used for similar questions in the Student Outcomes Survey.

### Business rules

General:

The training organisation normally collects this information via a standard question on the student's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#).

This field must not be left blank.

### Field format

Value	Description
Length	2
Type	Alphanumeric
Justification	Left
Fill character	None

### Field value

Value	Description
<b>Job related</b>	
01	To get a job
02	To develop my existing business
03	To start my own business
04	To try for a different career
05	To get a better job or promotion
06	It was a requirement of my job
07	I wanted extra skills for my job
<b>Further study</b>	
08	To get into another program or study
<b>Other</b>	
11	Other reasons
12	For personal interest or self-development
13	To get skills for community/voluntary work Valid for activity from 1 January 2019
@@	Not specified

## Subject Enrolment Identifier

### Element description

Value that uniquely identifies a student's enrolment in a Subject.

### File

Training Activity (NAT00120)

### Purpose

To provide a mechanism for linking information relating to individual enrolments at subject level.

### Business rules

General:

The *Subject Enrolment Identifier* is a unique identifier on the Training Activity (NAT00120) file which relates to:

- a student's enrolment in training, or
- assessment in a standalone subject, or
- a subject forming part of a program.

Data elements that cannot change within a subject enrolment record (identified with a *Subject Enrolment Identifier*), once it has been successfully submitted without any errors to SVTS, are as follows:

- *Client Identifier*;
- *Subject Identifier*;
- *Purchasing Contract Identifier*;
- *Program Commencement Date*;
- *Program Identifier*;
- *Associated Program Identifier (if reported)*;
- *Activity Start Date*; and
- *Program Enrolment Identifier*.

If providers are planning to change their Student Management System, they need to notify the Department prior to any data migration in order to discuss how consistent reporting of the *Subject Enrolment Identifier* will be managed.

The Training Activity (NAT00120) file must not contain any duplicate records and the *Subject Enrolment Identifier* must be unique for each record on the Training Activity (NAT00120) file. This value must remain unique over time.

The field must not be blank.

### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A unique Subject Enrolment Identifier within the Training Activity file.

## Subject Field of Education Identifier

### Element description

A code that uniquely identifies the objects of interest taught in a Subject.

### File

Subject (NAT00060)

### Purpose

To allow analysis of training delivery by subject matter.

### Business rules

General:

A Subject is classified to a single field of education at the detailed (6-digit) level.

A Subject must be classified according to the object of interest of the Subject, independently of the context in which it may be delivered.

All Subjects developed by a training organisation that have not been registered for accreditation with a state or national accreditation authority must be coded by the training organisation.

For Subjects belonging to national training package qualifications, the Subject field of education identifier must be obtained from the National Training Register [www.training.gov.au](http://www.training.gov.au).

If the field of education code for nationally registered units of competency or subjects cannot be sourced from [www.training.gov.au](http://www.training.gov.au), use the ABS website for a complete list of available field of education codes and descriptions.

Specific:

For locally coded programs, the last two digits must not be zero.

This field must not be blank.

### Field format

Value	Description
Length	6
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
BBNNDD	A valid 6-digit major level field of education code.

## Subject Identifier

### Element description

A code that uniquely identifies a Subject.

### Files

Subject (NAT00060)

Training Activity (NAT00120)

### Purpose

To identify components of training programs within the training organisation.

### Business rules

General:

All alphabetic characters in the *Subject Identifier* field must be in upper case.

Specific:

Where Subjects are part of a training package qualification or national program, the code assigned during the accreditation process must be used.

Where Subjects are locally approved or accredited, the training organisation must assign the *Subject Identifier*.

Locally assigned identifiers must not contain spaces.

There must be one record in the Subject (NAT00060) file for each unique *Subject Identifier* on the Training Activity (NAT00120) file.

This field must not be blank.

### Field format

Value	Description
Length	12
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	Use the subject identifier code that corresponds to the highest level of recognition. For example, a nationally accredited subject or unit of competency code or training organisation approved/accredited subject code.

## Subject Name

### Element description

The title of the Subject associated with a *Subject Identifier* code.

### File

Subject (NAT00060)

### Purpose

Names provide more detailed information about Subjects than can be expressed by an identifier code.

### Business rules

General:

The name must be in upper case.

When deciding on the name, where the subject or unit of competency is:

- nationally accredited, the nationally recognised name must be used
- accredited by the training organisation, the training organisation approved/accredited subject name must be used. The name cannot be a national name.

Specific:

For locally developed modules, the subject name should meaningfully indicate the subject matter of the module, for example, 'Basic Numeracy 1' and not 'C100MOD007'.

This field must not be blank.

### Field format

Value	Description
Length	100
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	In hierarchical order, type the name of the: <ul style="list-style-type: none"> <li>• nationally accredited subject</li> <li>• training organisation approved/accredited subject.</li> </ul>



## Survey Contact Status

### Element description

*Survey Contact Status* identifies reasons to exclude clients from the Student Outcomes Survey and other communications.

### File

Client (NAT00080)

### Purpose

*Survey Contact Status* is used to exclude clients from participating in the Student Outcomes Survey and other communications.

### Business rules

The values in this field are specifically applicable to the national Student Outcomes Survey. For state government funded enrolments, the Department still reserves the right to contact any student it deems fit.

The classification value 'E - Excluded from survey use' should only be used if the client (or parent/guardian) objects to being surveyed or requests address information is withheld. RTOs are not required to ask clients if they fall into this category, i.e. use the code only when the information is volunteered.

This field must not be blank for all enrolments from 1 January 2018.

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	Space

### Field value

Value	Description
A	Available for survey use
C	Correctional facility (address or enrolment)
D	Deceased student
E	Excluded
I	Invalid address/Itinerant student (very low likelihood of response)
M	Minor - under age of 15 (not to be surveyed)
O	Overseas (address or enrolment)

## Telephone Number

### Element description

A number that can be used to contact a training organisation by telephone.

### File

Training Organisation (NAT00010)

### Purpose

To facilitate contact with training organisations.

### Business rules

Specific:

When completing the *Telephone Number* field you must:

- include the area code
- use the recommended format: 0388308830.

This field must not be blank.

### Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid telephone number.

## Telephone Number - Home

### Element description

A home (landline) telephone number that can be used to contact a student.

### File

Client Details (NAT00085)

### Purpose

To facilitate contact with the student.

### Business rules

General:

For more information about mobile numbers, go to: *Telephone Number - Mobile*.

Specific:

When completing the *Telephone Number - Home* field you must:

- include the area code
- use the recommended format: 0388308830.

This field may be blank.

### Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid telephone number.

## Telephone Number - Mobile

### Element description

A mobile telephone number that can be used to contact a student.

### File

Client Details (NAT00085)

### Purpose

To facilitate contact with the student.

### Business rules

General:

When completing the *Telephone Number - Mobile* field, you must use the recommended format: 0408308830.

This field may be blank.

### Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid telephone number.

## Telephone Number - Work

### Element description

A work telephone number that can be used to contact a student.

### File

Client Details (NAT00085)

### Purpose

To facilitate contact with the student.

### Business rules

General:

When completing the *Telephone Number - Work* field, you must:

- include the area code
- use the recommended format: 0388308830.

This field may be blank.

### Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid telephone number.

## Training Contract Identifier

### Element description

A code that uniquely identifies an Apprenticeship/Traineeship Training Contract for Australian apprenticeships.

### File

Training Activity (NAT00120)

### Purpose

The code for the *Training Contract Identifier* is used in combination with the code for the *Client Identifier - Apprenticeships* for data cross-referencing.

### Business rules

General:

This field is only used where an enrolment in a subject or unit of competency relates to a student undertaking an apprenticeship or traineeship under a registered Apprenticeship/Traineeship Training Contract.

For each *Training Contract Identifier* code in the Training Activity (NAT00120) file, there must be a corresponding *Client Identifier - Apprenticeships*.

The *Training Contract Identifier* code is assigned by the Department's DELTA registration system when a contract of training is registered. In Victoria, this identifier is usually eight digits in length.

All Victorian values must be numeric but other characters are allowed where the *Funding Code - State Training Authority* has a value of Z75 (NSW registered apprentices) or Z70 (Interstate apprentices/trainees excluding registered NSW Apprentices) or S (Fee For Service) (Reject 18)

Specific:

This field must not be blank and must contain a valid value when the *Funding Source Code - State Training Authority* is specific to apprentices/trainees.

This field may be blank subject to rules above.

### Field format

Value	Description
Length	10
Type	Numeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A unique identifier
Blank	Leave this field blank if, and only if, the Client Identifier - Apprenticeships field is blank.

## Training Organisation Delivery Location Identifier

### Element description

A code to identify a training organisation delivery location.

### Files

Training Organisation Delivery Location (NAT00020)

Training Activity (NAT00120)

### Purpose

To distinguish between training organisation delivery locations.

### Business rules

General:

For each *Training Organisation Delivery Location Identifier* in the Training Organisation Delivery Location (NAT00020) file, there must be at least one corresponding *Training Organisation Delivery Location Identifier* in the Training Activity (NAT00120) file.

For each location, the *Training Organisation Delivery Location Identifier* must be the same code in all collections in all collection years.

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* for the location from which the training is being coordinated must be used. This will generally be the RTO's own delivery location identifier or a nominal address representing the region where majority of the training delivery has occurred.

Use discretion when identifying delivery locations. For example, two annexes at the same street address should be reported as the same training location.

Refer to the [Glossary](#) for additional information about this field.

Specific:

An old or existing *Training Organisation Delivery Location Identifier* CANNOT be reused for a new training organisation delivery location.

This field must not be blank.

### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A unique training organisation delivery location identifier code.

## Training Organisation Delivery Location Name

### Element description

The name used by the training organisation to refer to a delivery location.

### File

Training Organisation Delivery Location (NAT00020)

### Purpose

To record the name of a training organisation delivery location.

### Business rules

General:

Delivery locations are generally the places where the training is conducted; discretion must be used when identifying individual delivery locations. For example, two annexes of an institute at the same street address should be reported as the same training provider location.

*Training Organisation Delivery Location Name* must not contain meaningless or coded names such as 'Room 101' or '11 Pitt Street'.

All alphabetic characters in the name must be upper case.

Specific:

A unique *Training Organisation Delivery Location Name* is required for each *Training Organisation Delivery Location Identifier*.

This field must not be blank.

### Field format

Value	Description
Length	100
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid training organisation delivery location name.



## Training Organisation Identifier (TOID)

### Element description

A numeric code that uniquely identifies a training organisation.

### Files

Training Organisation (NAT00010)

Training Organisation Delivery Location (NAT00020)

Training Activity (NAT00120)

Program Completed (NAT00130)

### Purpose

To identify training organisations within the VET sector.

### Business rules

General:

The *Training Organisation Identifier* must be the valid, unique national code where a training organisation is listed on TGA [www.training.gov.au](http://www.training.gov.au).

Only registered training organisations can provide nationally recognised training.

Training organisations that are registered by a different body, such as ACFE for Learn Local Organisations, should report their registering agency's code for their TOID.

The training organisation should use this identifier at all times when communicating with the Department or the Regional Council of ACFE.

The field must be right justified and have leading zeros.

Specific:

The value of these fields should match across all files within a single submission.

This field must not be blank.

### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Right
Fill character	Zero

### Field value

Value	Description
Text	A valid identifier.

## Training Organisation Name

### Element description

The name of a training organisation.

### File

Training Organisation (NAT00010)

### Purpose

To provide a meaningful name for the training organisation to be used for validation and reporting purposes.

### Business rules

General:

A *Training Organisation Name* is required for each *Training Organisation Identifier*.

Specific:

The name is the name under which a training organisation is registered and must be the exact legal or trading name listed on the National Training Register: it must not be an acronym.

This field must not be blank.

### Field format

Value	Description
Length	100
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid name.

## Training Organisation Type Identifier

### Element description

A code that uniquely identifies the type of training organisation.

### File

Training Organisation (NAT00010)

### Purpose

To identify VET activity and outputs by type of training provider.

### Business rules

General:

The *Training Organisation Type Identifier* must reflect the type of training provider and not the type of training organisation delivery or location.

Specific:

In Victoria:

- TAFE institutes and TAFE divisions within universities should be coded 31.
- Learn Local Organisations and Adult Education Institutions registered with the Adult Community and Further Education Board should be coded 61.
- Private RTOs should be coded 91.

This field must not be blank.

### Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

### Field value

Secondary School	
Value	Description
21	School - Government
25	School - Catholic
27	School - Independent
TAFE	
Value	Description
31	Technical and Further Education Institute or similar public institution.
University	
Value	Description
41	University - Government
43	University - Non-Government Catholic
45	University - Non-Government Independent

## Training Organisation Type Identifier (continued)

## Field value (cont.)

Enterprise	
Value	Description
51	Enterprise - Government
53	Enterprise - Non-Government
Community-based Adult Education	
Value	Description
61	Community-based Adult Education Provider
Other Training Provider	
Value	Description
91	Education/training business or centre: Privately Operated Registered Training Organisation
93	Professional association
95	Industry association
97	Equipment and/or product manufacturer or supplier
99	Other - not elsewhere classified

## Notes

Values	Description
21, 25, 27	<b>School</b> A school is established or recognised under an Act of Parliament to provide programs of instruction in pre-school, primary or secondary education. This definition includes schools in institutions and hospitals, mission schools and similar establishments.
31	<b>TAFE</b> Technical and Further Education (TAFE) institutes are created by an Act of Parliament. Their responsibilities are specified in the Act, in other legislation, and via Ministerial Directions. TAFE institutes are public bodies in receipt of government funding and include TAFE divisions within universities.
41, 43, 45	<b>University</b> Australia's universities are all established or recognised under state or territory legislation except the Australian National University, which is constituted under an Act of the Federal Parliament. Universities have three categories: <ul style="list-style-type: none"> <li>• government; for example, La Trobe University</li> <li>• non-government Catholic; for example, Australian Catholic University</li> <li>• non-government independent; for example, Bond University.</li> </ul>

## Training Organisation Type Identifier (continued)

## Notes (cont.)

Values	Description
51, 53	<b>Enterprise</b> An enterprise, or the training function or department of an enterprise, is registered to provide nationally accredited training. The training is provided according to the standards of the Australian Quality Training Framework. Once an enterprise adopts the framework, they are regarded as a registered training organisation (RTO). Training is delivered to their employees or cadets. Enterprises fall under two categories: <ul style="list-style-type: none"> <li>• Government: for example, the Department of Defence, the Australian Customs Service, Department of Correctional Services, Centrelink, and Virtual College</li> <li>• Non-government: for example, Woolworths, Qantas and Toyota Australia.</li> </ul>
61	<b>Community-based Adult Education Provider</b> A not-for-profit, community-based organisation with a primary focus on adult education. Community-based adult education delivers programs relating to leisure, personal and community development, employment skills, preparation for VET, and nationally recognised training programs.
91	<b>Education/training business or centre</b> A privately operated, registered training organisation ('private provider').
93	<b>Professional association</b> Professional associations may exist for every industry and perform a variety of functions including: <ul style="list-style-type: none"> <li>• providing and promoting professional and career development activities</li> <li>• establishing and monitoring industry standards and professional codes of practice</li> <li>• advising educational institutions on curriculum development.</li> </ul> Examples of professional associations include: the Institute of Chartered Accountants, the Australian Institute of Management, and the Australian Computer Society.
95	<b>Industry association</b> Any national industry association that represents the interests of its members; for example, the Internet Industry Association or industry unions.
97	<b>Equipment and/or product manufacturer or supplier</b> Provides certification and training for employees and non-employees; for example, CISCO or Microsoft.
99	<b>Other training provider not elsewhere classified</b> This group is comprised of: <ul style="list-style-type: none"> <li>• for-profit private training providers; for example, private one-on-one music teachers, or private tutors</li> <li>• not-for-profit training providers; for example, Mission Australia or the Salvation Army.</li> </ul>

## Unique Student Identifier

### Element description

The *Unique Student Identifier* (USI) uniquely identifies an individual who accesses Vocational Education and training (VET) over his or her lifetime.

### File

Client (NAT00080)

### Purpose

The USI allows collation of a student's educational attainments for analysis and research purposes while protecting the student's privacy.

### Business rules

General:

A USI is assigned by the USI Registrar and must be verified by the registered training organisation using the USI Registry System against personal identification.

Where a student has already been issued a USI, a new USI must not be requested from the USI Register.

Special care should be taken to capture a student's USI correctly.

Records should be checked to ensure that two or more records with different USIs do not identify the same person.

All characters in the USI must be a combination of upper case (A-H, J-N, P-Z) and numbers (2-9) and will not include the characters '0', '1' or 'O', 'I' and must be exactly ten digits long.

An exemption code can only be used if the student was exempt from requiring a USI for the whole collection period. Information about USI exemptions can be accessed at [www.usi.gov.au/documents/usi-exemptions-table-march-2016](http://www.usi.gov.au/documents/usi-exemptions-table-march-2016).

Please note that students exempt from the USI do not have a record in the USI Registry System. Therefore, you should not attempt to verify students with an exemption code in the USI Registry System.

For more information refer to: <http://www.usi.gov.au/Pages/default.aspx>.

Specific:

Where a student is accessing a USI exemption, the appropriate exemption code from the classification scheme should be entered into this field.

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

This field must not be blank if a student is undertaking at least one unit of a nationally recognised training.

## Unique Student Identifier (continued)

### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Alphanumeric	Valid 10-digit USI code
INDIV	Individual exemption for genuine objection to being assigned a USI
INTOFF	International offshore student exemption

## VET Student Loans (Income Contingent Loan) Indicator

### Element description

A flag to indicate that the student has an income contingent loan as financial support.

### File

Training Activity (NAT00120)

### Purpose

To facilitate VET Student Loans, (formally VET FEE-HELP) monitoring and reporting.

### Business rules

General:

Income contingent loans are available only to students enrolling in VET programs at Diploma level or above.

Specific:

The indicator must be set to Y if the student has an income contingent loan. These students would be enrolled in a program where:

(a) The *Program Level of Education Identifier* in the Program (NAT00030) file is coded:

- 411 - Advanced Diploma
- 421 - Diploma, or

(b) The program is offered at the following levels:

- Vocational Graduate Certificate
- Vocational Graduate Diploma

The indicator should be coded N for all other records.

This field must not be blank.

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
Y	Yes, training is being provided under VET Student Loans
N	No, training is not being provided under VET Student Loans



## VET Flag

### Element description

A flag that indicates whether or not the intention of the training is vocational.

### Files

Program (NAT00030)

Subject (NAT00060)

### Purpose

To identify Programs/Subjects where the intention of the curriculum is to provide vocationally (including further education) relevant skills.

### Business rules

General:

'Vocational' intent is where the training program is intended to develop relevant skills for the workplace. The *VET Flag* is assigned during the process of accreditation and must not be altered. Personal Development programs are non-VET activity. VET activity includes further education activity; for example, ESL, literacy and VCE programs.

General and pre-vocational programs that are designed as prerequisites for other VET programs should also be classified as VET.

Where a Program is locally approved or accredited, the training organisation must determine the *VET Flag*. The presence of some potential vocational content in a Program does not, of itself, make a program VET.

Specific:

If the intention of the training program is:

- vocational, set the VET Flag to Y
- not vocational, set the VET Flag to N.

### Program (NAT00030) file

If the *Program Recognition Identifier* = 11 or 12 (nationally accredited qualification or nationally recognised accredited program) then the *VET Flag* must be Y.

### Subject (NAT00060) file

If the Subject is a Unit of Competency, the *VET Flag* must be Y (as all units of competency are of vocational intent).

This field must not be blank.

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
Y	Yes - the intention of the training program is vocational.
N	No - the intention of the training program is not vocational.

## VET in Schools Flag

### Element description

A flag that indicates whether the Subject is part of a VET in schools Program.

### File

Training Activity (NAT00120)

### Purpose

To identify the number of students enrolled in a VET in schools program.

### Business rules

General:

A VET in schools program:

- is based on national industry/enterprise competency standards based on Training Packages where endorsed, or involves subjects based on available industry/enterprise competency standards
- relates to, or provides, VET certificates within the Australian Qualifications Framework (AQF) and senior secondary certificates endorsed by state and territory Boards of Studies. It is undertaken as part of a senior secondary certificate and its completion by the student provides credit towards a recognised qualification within the AQF.

Specific:

If the training program is:

- a VET in schools program, the flag must be Y.
- not a VET in schools program, the flag must be N.

If the *VET in Schools Flag* is Y the *At School Flag* must be Y.

If school based apprenticeship, the flag must be N.

This field must not be blank.

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
Y	A VET in schools program.
N	Not a VET in schools program.

## Victorian Student Number (VSN)

### Element description

The *Victorian Student Number (VSN)* is a unique student ID for all Victorian students in school or vocational training from Preparatory school to age 24.

### File

Client (NAT00080)

### Purpose

Compliance with legislation mandating the VSN. Supports analysis of student VET pathways.

### Business rules

General:

The VSN will be supplied to providers either by the enrolling student or by the Victorian Curriculum Assessment Authority (VCAA) from the Victorian Student Register (VSR) [vsr@edumail.vic.gov.au](mailto:vsr@edumail.vic.gov.au), following an exchange of enrolment information.

Providers must include the standard VSN enrolment question on their enrolment forms and take necessary steps in obtaining a VSN when the student is under 25 years of age and has or is studying in a Victorian school or participating in vocational training. Providers do not need to store in their student management system details provided by the student on their last school or other VET providers previously attended.

This information is included on enrolment forms for future reference by the training provider if the VSN team requests additional information about the student to help to ensure that each student is always allocated the same VSN over time and regardless of the education or training provider attended.

Specific:

Providers must report the VSN for all students who have been allocated this number.

Code 888888888 is a temporary code that is only valid for students new to the VET sector until the student has had their unique VSN assigned.

Blanks or Null are acceptable in the interim where no VSN is available.

Refer to the Glossary for additional information about the [VSN](#).

This field may be blank subject to rules above.

### Field format

Value	Description
Length	9
Type	Numeric
Justification	Right
Fill character	None

### Field value

Value	Description
000000001-999999999	A unique student ID
888888888	The student is new to the Victorian Education System and has never attended a school, TAFE or other VET training provider in Victoria
Blank	Leave blank if VSN not available or not relevant to the student

## Workplace ABN

### Element description

This element contains the Australian Business Number (ABN) of the organisation:

- providing a practical placement; or
- of the employer/organisation where workplace-based delivery is taking place.

### File

Training Activity (NAT00120)

### Purpose

To identify employers/organisations participating in practical placements and workplace-based delivery.

### Business rules

General:

While this field is only mandatory from 2020 for enrolments where students are studying with a free TAFE Waiver, it is encouraged that all types of enrolments involving work placements report this field.

This element should be reported for each Subject Enrolment on the Training Activity (NAT00120) file, where the enrolments involves:

- a practical placement (report the ABN of the employer/organisation providing the practical placement); or
- workplace-based delivery (report the ABN of the employer/organisation providing the workplace in which the training and/or assessment is taking place).

Specific:

*Workplace ABN* must not be blank when:

- the Program Enrolment is supported by a Free TAFE waiver; **AND**
- the delivery mode includes workplace-based delivery; **OR**
- the subject is a listed practical placement.
- The ABN must be a valid ABN.

### Practical placements:

Where practical placements form part of the overall qualification requirement, but no specific subject requires hours for a practical placement, then training providers would be required to report the following where a Practical Placement Agreement was in place:

- PRAC000001 - Practical placement organised by training provider; **OR**
- PRAC000002 - Practical placement organised by student/client themselves

Where a practical placement hours form part of the assessment requirement of subjects, then those specific subjects must still be reported (i.e. CHCPRT003 Work collaboratively to maintain an environment safe for children and young people).

Where multiple workplaces are involved as standalone **practical placements**, we would expect multiple lines for each standalone placement and the workplace organisation ABN.

These placements must be reported with *Predominant Delivery Mode* of N and a *Delivery Mode Identifier* of NNN.

## Workplace ABN (continued)

### Business rules (cont.)

#### Workplace-based training:

Where multiple workplaces are used during **workplace-based training**, we would expect the predominant *Workplace ABN* to be listed and any one of the following *Delivery Mode Identifier* values:

- NNY; or
- YNY; or
- NYY

This field may be blank subject to rules above.

### Field format

Value	Description
Length	11
Type	Numeric
Justification	None
Fill character	None

### Field value

Value	Description
Text	A valid employer/organisation Australian Business Number (ABN)

# GLOSSARY

The glossary defines standard terms used throughout this document.

## Australian Qualifications Framework (AQF)

The Australian Qualifications Framework (commonly known as the AQF) is a unified system of national qualifications in schools, vocational education and training (TAFEs and private providers) and the higher education sector (mainly universities). AQF qualifications are:

- Senior Secondary Certificate of Education
- Certificate I
- Certificate II
- Certificate III
- Certificate IV
- Diploma, Advanced Diploma
- Associate Degree
- Bachelor Degree
- Vocational Graduate Certificate
- Vocational Graduate Diploma
- Graduate Certificate
- Graduate Diploma
- Masters Degree
- Doctoral Degree

The AQF website <http://www.aqf.edu.au/> provides further information.

In particular, <https://www.aqf.edu.au/what-is-the-aqf> provides a helpful diagram showing how the various AQF qualifications are positioned across the school, vocational and higher education sectors.

## AVETMISS

The Victorian statistical collection forms part of a national VET statistical collection often referred to as the AVETMISS (Australian Vocational Education and Training Management Information Statistical Standard) VET Provider Collection.

These guidelines are based on AVETMISS Release 8.0 (the Standard), which provides the framework for the collection and the definitions of individual data elements. The Standard was developed to provide data definitions for information related to students, training programs and VET providers.

By using a common language and providing required data, VET providers contribute to the effective planning, efficient output and promotion of VET at the local, state and national levels.

## Client Identifiers

Each student must be assigned a unique identifier. It must be used for every enrolment for that student. The same identifier must be used for that student in every collection period.

## Collection year

A collection year (or collection period) is a calendar year. The deadline for reporting a collection year's data is usually 15 January in the following calendar year.

## Continuing enrolment

A continuing enrolment is any training activity that:

- continues into a future collection year, or
- has not yet been assessed, or
- started in a previous collection year.

To report continuing enrolments into new collection year:

- The Outcome Identifier - National code must be code 70 - Continuing Enrolment or code 50 - Recognition of Prior Learning started and result not yet available.
- The unit of competency or subject must have an *Activity End Date* in a future year.

## Department

The Victorian Government Department of Education and Training.

## Eligibility exemption

An exemption from the *Skills First* eligibility criterion that may be granted by a training provider to allow an otherwise ineligible student access to government subsidised training. Eligibility exemptions may be granted under current applicable policies and conditions, for a specific enrolment in a specific program and granted within the training provider's eligibility exemption allocation (if any).

Eligibility Exemptions are only applicable for specific Funding Source Identifiers - State Training Authority codes. Please refer to Funding Source Identifiers - STA Supplement which can be accessed on SVTS or the Departments website:

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

## Enrolment (Subject or Program)

### Subject Enrolment:

A Subject Enrolment is the recording of a student engaging with a training provider for the purpose of undertaking a unit of training. This enrolment can be for a stand-alone subject, or can form part of a Program Enrolment.

A Subject Enrolment occurs when:

- the student's registration is completed; and/or
- a student has actively engaged in the learning, assessment or administrative activity associated with the enrolment.

It may represent an administrative transaction for granting of credit to a student via Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC) or Credit Transfer (CT).

## Enrolment (Subject or Program) (cont.)

The Subject Enrolment must be included in all statistical submissions between the *Activity Start Date* and the final submission for the end of the collection year in which the *Activity End Date* occurred.

### Program Enrolment:

Subject Enrolments can form part of a Program Enrolment. Program Enrolments can also be administrative constructs in order to give a student a certificate out of time (i.e. to report issuance of a certificate the year after training finished).

The Client Identifier, Program Identifier and Program Commencement Date should be constant, consistent, and suitable for Subjects that are associated with a particular student's enrolment in a Program.

## Guidelines

The Victorian VET Student Statistical Collection Guidelines applicable for the relevant collection year.

## Guidelines about Fees

The Guidelines about Fees are available on the SVTS Homepage.

## Nominal hours

AVETMISS defines Nominal Hours as follows: "Nominal Hours is a value assigned to a structured program of study that nominally represents the anticipated hours of supervised learning and/or training deemed necessary to conduct training/learning and assessment activities associated with the program of study."

Nominal Hours are thus the anticipated hours of supervised learning or training deemed necessary to adequately present and assess the educational material. These hours are generally specified in the curriculum documentation of programs, or the implementation guides for training package qualifications.

## On-shore

Onshore training delivery is identified when:

- Postcode in the Training Organisation (NAT00020) delivery location file is not 'OSPC'; OR
- Postcode in the Training Organisation (NAT00020) delivery location file is 'OSPC'; AND
- Postcode in the Client (NAT00080) file is not 'OSPC' or '@@@@'; AND
- Delivery mode identifier in the Training Activity (NAT00120) file is not E - External



## Performance measurement

VET providers, the Department and the Commonwealth Department responsible for VET all have an interest in measuring performance.

### VET providers

VET providers may wish to measure performance against their business plans, contractual arrangements, marketing effort, student satisfaction and local initiatives.

### The Department

The Department will measure the capacity of VET providers and the State Training System to efficiently meet training demands, maintain contractual obligations, satisfy industry and individual aspirations, minimise risks, and ensure quality and value.

### Commonwealth Government

The Commonwealth Government and the National Centre for Vocational Education Research (NCVER) publish some data for individual training organisations including through the Statistics menu on MySkills website <http://www.myskills.gov.au>.

The Commonwealth Government also measures performance against key performance indicators. These indicators are not individual measures in their own right but are used to inform the dialogue about VET activity from a national perspective. A number of key performance indicators are formed through the aggregation of statistics provided by training organisations. National key performance indicators include:

- level of student participation and achievement in vocational education and training
- level of student employment outcomes and benefits after training and their satisfaction with their training program
- level of VET participation by Indigenous Australians and the extent of their training success and post-training outcomes, relative to those of other Australians
- level of employer adoption of, and satisfaction with, VET in meeting the skill needs of their workforce
- level of community awareness and adoption of VET to help economic and social development efficiency of Australia's VET system.

## Program

Throughout these guidelines the term "Program" is used synonymously with the terms (both training package sourced and locally created):

- Qualification
- Course; and
- Skill Set.

## Program categories

For historical reference the former program categories as they applied in 2012 were:

### **Foundation Skills**

Non-accredited or pre-accredited programs provided by Adult and Community Education providers are classified in the Foundation Skills category for the purpose of tuition fee calculation. Otherwise, this category is limited to the specific qualifications listed on the Department's website and in the SVTS Funded Courses Report as a Foundation Skill program.

### **Skills Creation**

Generally nationally recognised qualifications and programs accredited at Certificate I and II level other than those classified as Foundation Skills and except when undertaken as an Apprenticeship.

### **Skills Creation**

Generally nationally recognised qualifications and programs accredited at Certificate I and II level other than those classified as Foundation Skills and except when undertaken as an Apprenticeship.

### **Skills Building**

Generally nationally recognised qualifications and programs accredited at Certificate III and IV level other than those classified as Foundation Skills and except when undertaken as an Apprenticeship.

### **Skills Deepening**

This category generally comprised all qualifications accredited as a Diploma, Advanced Diploma, vocational Graduate Certificate or vocational Graduate Diploma except when undertaken as an Apprenticeship.

### **Apprenticeships**

This category comprised all qualifications undertaken under a Training Contract that had been lodged with the VRQA. An individual is undertaking an Apprenticeship (as opposed to a Traineeship) if the qualification undertaken is designated as such in the relevant Approved Training Scheme. All qualifications undertaken as an Apprenticeship are included in this category regardless of the AQF level of the qualification.

Some programs continue to be classified as Foundation Skills programs for Skills First eligibility purposes.

## Program Commencement Date

The Program Commencement Date is a training activity/delivery date, not an administrative enrolment or admission date. It is defined as the date of the first scheduled training for the first subject towards the completion of the program in which the student has enrolled.

The same Program Commencement Date must be retained if:

- a student continues in the same program, leading to the same qualification at the same institution under the same funding arrangements.
- a provider authorises a period of absence from otherwise continuous training and allows the student to resume the program under the conditions of their original enrolment.

A new Program Commencement Date may be issued if:

- The student takes an unauthorised period of absence and decides to re-enrol at a later stage.
- The student fails to complete the program (and, with support from the Training Provider, decides to re-enrol.)
- A student has transitioned into a superseding qualification.

The Program Commencement Date is a critical data field that affects both student tuition fees and training provider payments.

Program Enrolments that commence prior to the RTO having a Purchasing Contract with the Department are not eligible for payment.

## Scheduled hours

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

Scheduled Hours are thus the supervised hours timetabled for a specific group of students in a subject or unit of competency; they should normally be in the range 0000-0400 hours for a subject or unit of competency enrolment.

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

Scheduled hours will often be the same as the nominal hours specified for a Subject. However, different local circumstances or delivery types may result in a variation from the nominal curriculum hours. Training organisations are required to provide details of the scheduled hours for each student enrolment in each subject or unit of competency.

## Scope of Registration

The scope of registration includes all training programs listed on the Scope of Registration certificate issued to the registered training organisation by the relevant authority e.g. The Victorian Registration and Qualifications Authority (VRQA) or Australian Skills Quality Authority (ASQA).

## Skill Set

The reporting of Skill Sets in the Program, Enrolment and Program Completed files was introduced in AVETMISS 7.0 for 2014. A Skill Set is a single unit or a collection of units that link to a license or regulatory requirement, or defined industry needs. Skill Sets belonging to training packages are listed on the National Training Register at [www.training.gov.au](http://www.training.gov.au)

## Skills First

Through the *Skills First* program, the Victorian Government is committed to providing high quality training that aligns with industry and community demands and workforce needs. Skills First sets a high benchmark for training quality, and is aimed at supporting the courses that are most likely to lead to employment.

For further information on the Skills First program please refer to:

<http://www.education.vic.gov.au/skillsfirst/Pages/default.aspx>

## Standard

Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) is the national standard. The Victorian Guidelines are compatible with the national standard.

## Subject

Throughout these guidelines the term “Subject” is used synonymously with the terms (both training package sourced and locally created):

- Module; and
- Unit (or Unit of Competency)

## SVTS

The Skills Victoria Training System (SVTS) accepts and validates training activity data provided monthly by training providers to the Department and supports payment, monitoring, reporting and related business purposes.

## Training Organisation Identifier (TOID)

All VET providers are issued with a Training Organisation Identifier (TOID) once their registration with the Victorian Registration and Qualifications Authority (VRQA) or other registering body, including ASQA and the Adult Community and Further Education (ACFE) Board, has been completed.

The TOID must match the identifier and name listed on national registration records available at <http://www.training.gov.au>. For submission to SVTS in Victoria, the format of this field is 10 numeric characters and must include leading zeros.

## Unique Student Identifier (USI)

The USI uniquely identifies an individual who accesses vocational education and training anywhere in Australia over his or her lifetime. It is issued by the USI Agency. The USI must be reported for all delivery of nationally recognised training. For more information on the USI go to <https://www.usi.gov.au/>

## Usual residence

Refers to the physical address where the student usually resides rather than any temporary address at which they reside for training, work or other purposes before returning to their home.

Usual residence must be a physical address (street number and name) and not a post office box. It must represent the student's own residential address and cannot be that of an organisation or training provider.

## Valid final outcome

A unit or subject that has an *Activity End Date* in the current or future year, will be reported as 70 - Continuing Enrolments only until one of the following outcomes is reported:

- 20 - Competency Achieved/Pass
- 25 - Competency Achieved/Pass as determined via Gap Training and Assessment
- 30 - Competency Not Achieved/Fail
- 40 - Withdrawn/Discontinued
- 51 - Recognition of Prior Learning - granted
- 52 - Recognition of Prior Learning - not granted
- 53 - Recognition of Current Competency - granted
- 54 - Recognition of Current Competency - not granted
- 60 - Credit Transfer/National Recognition
- 61 - Superseded Subject
- 81 - Non assessable enrolment - Satisfactorily completed
- 82 - Non assessable enrolment - Withdrawn or not Satisfactorily completed
- 70 - Continuing Enrolments & 50 - Recognition of Prior Learning assessment started and result not yet available (ONLY if Activity End Date is after the reporting collection year).

It is very important that one of the above valid outcomes be reported as soon as the unit or subject has been assessed.

Continuing enrolments that are being assessed under RPL arrangements are to be reported with *Outcome Identifier - National* code 50 - Recognition of Prior Learning assessment started and result not yet available until the end of the collection period in which the activity is assessed and will generally then be reported as either:

- 51 - Recognition of prior learning granted
- 52 - Recognition of prior learning not granted.

## Valid final outcome (cont.)

### REMINDERS

Include each continuing enrolment in your statistical submissions in every submission in every year in which the enrolment is active.

- The full *Scheduled Hours* must be reported for all enrolments, including continuing enrolments, each time that the enrolment is included in a statistical submission.

## Victorian Student Number (VSN)

### Purpose

The Victorian Student Number (VSN) is a unique student ID for all Victorian students in school or vocational training from Preparatory school to age 24.

Legislation underpinning the VSN provides several uses to which the VSN may be put including:

- To ensure education or training providers and students receive appropriate resources
- For statistical and research purposes relating to education or training
- To ensure students' educational records are accurately maintained.

**More detailed information on the VSN can be obtained from the VSN website:**

<http://www.vcaa.vic.edu.au/Pages/schooladmin/vsn/index.aspx>

### The VSN as a student ID

- The VSN will co-exist alongside other existing provider system student IDs.
- It is expected that providers will continue to use their existing student IDs for most student identification business purposes.
- Some providers may elect to use the VSN as their primary identifier, or may use the VSN for a particular application which is consistent with the underpinning VSN legislation.

### Technical and other information

- The VSN must be used in a manner consistent with privacy and VSN usage protocols.
- The VSN 9-digit format includes a check digit. Refer to the VSN website for further details including the check digit algorithm.

For further technical, business process or other VSN support, contact the VSN team by emailing [vsr@edumail.vic.gov.au](mailto:vsr@edumail.vic.gov.au)

The correct and valid VSN must be reported for all students who have been allocated this number.

Enrolment forms should be updated to collect VSN information from students as described in [Appendix 1: Standard enrolment questions](#).

## Victorian Student Number (VSN) (cont.)

Providers do not need to store in their student management system any details provided by student on their last school or other VET providers previously attended. This information is included on enrolment forms for future reference by the training provider if the VSN team requests additional information about the student to help to ensure that each student is always allocated the same VSN over time and regardless of the education or training provider attended.

## Withdrawn /discontinued enrolments

When a student withdraws from a subject or unit of competency or discontinues without formally withdrawing, all providers must update their statistical submissions to reflect the withdrawal.

Amend the *Outcome Identifier - National* to code “40”, amend the *Activity End Date* to reflect the relevant withdrawal date and provide the *Hours Attended* prior to the student’s withdrawal.

### **Where the student participated in the subject prior to withdrawal:**

When a student withdraws from a Subject, all providers (including TAFE, private RTO and Learn Local Organisations) are required to report the student as Withdrawn/discontinued (*Outcome Identifier - National* code 40) and to report the hours of training delivered to the student prior to withdrawal in the *Hours Attended* data element.

Report the withdrawal in your next submission to SVTS.

Include this subject in all subsequent submissions for the collection year.

### **Where the student withdrew prior to participating in a subject or unit of competency where you have no evidence that the student participated in the subject:**

If the Subject had already been reported to SVTS before you realised that the student withdrew prior to participation, report the subject again with *Outcome Identifier – National* code “40” and *Hours Attended* zero and update the *Activity End Date*.

If the *Activity Start Date* is prior to the current submission month, payment may have already been made. Reporting the enrolment as “Withdrawn/discontinued” with “zero hours” will ensure that any payment already made for this subject is recovered.

This process is also suitable for correcting situations where a student was initially enrolled in an incorrect unit of competency or subject.

This reporting process helps to ensure you are aware of student withdrawals.

Note: If a Subject Enrolment “disappears” from a future upload, all previous payment will be automatically retrieved.

Providers may therefore decide to omit units of competency or subjects from future SVTS uploads where the Subject had been reported to SVTS but was subsequently determined to be a “withdrawal with no attendance”.



# APPENDIX 1: STANDARD ENROLMENT QUESTIONS

## Introduction

The standard enrolment questions have been designed to ensure that the data collected via enrolment forms from all VET students across Australia is interpreted consistently.

For each group of questions, the related AVETMIS Standard (AVETMISS) field is listed. In the case of the Victorian Student Number, the field name specified in these Guidelines is listed.

Note: The AVETMISS or Victorian field names do not need to appear on the enrolment form.

Standard wording for inclusion in training provider enrolment privacy notices has been updated to cover the introduction of the Victorian Student Number (VSN) and the Unique Student Identifier. Also see notes on Privacy requirements in the About This Document section.

Date of Birth and Prior Educational Achievement are mandatory for all government subsidised and domestic fee for service students whose enrolments commence on or after 1/1/2010 and cannot be reported using any '@' characters.

## Name

Question	AVETMISS field
1. Enter your full name  <i>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.</i>	Surname (Legal Family Name)  First Name (Legal Given Name)  Middle Name (Legal Middle Name)
	<i>Client File: Name for Encryption Client Contact Detail File: Client Given Names Client Family Name (Surname)</i>

## Date of birth

Question	AVETMISS field
2. Enter your birth date	Day/Month/Year  dd      mm      yyyy
	<i>Date of Birth</i>

## Gender

Question	AVETMISS field
3. Gender (tick one box only)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> (Indeterminate/Intersex/Unspecified)
	<i>Gender</i>

## Contact details

Question	AVETMISS field
4. Enter your contact details	Home Phone ..... Work Phone ..... Mobile ..... E-mail Address ..... E-mail Address (alternative) ..... optional .....
	<i>Telephone Number - Home Telephone Number - Work Telephone Number - Mobile E-mail Address E-mail Address (Alternative)</i>



## Usual residence

Question	AVETMISS field		
<p>5. What is the address and postcode of the suburb, locality or town in which you usually live?</p> <p>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.</p> <p>If you are from a rural area, use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.</p>	<p>Building/Property Name</p> <p>Flat/Unit Number</p> <p>Street Number (e.g. 5 or Lot 12)</p> <p>Street Name</p> <p>Suburb, locality or town</p> <p>State/Territory</p> <p>Postcode</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><i>Client File:</i></p> <p><i>Building/Property Name</i></p> <p><i>Flat/Unit Number</i></p> <p><i>Street or Lot Number</i></p> <p><i>Street Name</i></p> <p><i>Suburb, locality or town</i></p> <p><i>State/Territory</i></p> <p><i>Postcode</i></p>

## Postal address

Question	AVETMISS field		
<p>6. What is your postal address (if different from above)?</p>	<p>Building/Property Name</p> <p>Flat/Unit Number</p> <p>Street Number</p> <p>Street Name</p> <p>PO box or roadside delivery box</p> <p>Suburb, locality or town</p> <p>State/Territory</p> <p>Postcode</p> <p>E-mail address</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><i>Client Contact Detail File:</i></p> <p><i>Building/Property Name</i></p> <p><i>Flat/Unit Number</i></p> <p><i>Street Number</i></p> <p><i>Street Name</i></p> <p><i>PO box or roadside delivery box</i></p> <p><i>Suburb, locality or town</i></p> <p><i>State/Territory</i></p> <p><i>Postcode</i></p> <p><i>E-mail address</i></p>

## Language and cultural diversity

Question	AVETMISS field	
7. In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> 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)	<input type="checkbox"/> No, English Only <input type="checkbox"/> 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.)	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander	Indigenous Status Identifier

## Disability

Question	AVETMISS field
10. Do you consider yourself to have a disability, impairment or long-term condition? No – Go to Question 12	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Disability Flag</i>
11. If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)	<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other <i>Disability Type Identifier</i>

## Schooling

Question	AVETMISS field
12. What is your highest COMPLETED school level? (Tick ONE box only) Never attended school – Go to Question 14	<input type="checkbox"/> Completed Year 12 <input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Completed Year 10 <input type="checkbox"/> Completed Year 9 or Equivalent <input type="checkbox"/> Completed Year 8 or Lower <input type="checkbox"/> Never attended School <i>Highest School Level Completed Identifier</i>
13. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>At School Flag</i>

## Previous qualification achieved

Question	AVETMISS field																																				
14. Have you SUCCESSFULLY completed any of the qualifications listed in question 15? Yes - go to question 15. No - go to question 16.	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Prior Educational Achievement Flag</i>																																				
15. If Yes, please enter <b>one</b> of these Prior Education Achievement Recognition Identifiers for any applicable qualification level.  A - Australian E - Australian equivalent I - International  Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:  A - Australian E - Australian equivalent I - International	<table> <thead> <tr> <th>A</th><th>E</th><th>I</th><th></th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>008 - Bachelor Degree or Higher Degree</td></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>410 - Advanced Diploma or Associate Degree</td></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>420 - Diploma (or Associate Diploma)</td></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>511 - Certificate IV (or Advanced Certificate/Technician)</td></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>514 - Certificate III (or Trade Certificate)</td></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>521 - Certificate II</td></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>524 - Certificate I</td></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>990 - Certificates other than the above</td></tr> </tbody> </table> <i>Prior Educational Achievement Identifier</i>	A	E	I		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	008 - Bachelor Degree or Higher Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	410 - Advanced Diploma or Associate Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	420 - Diploma (or Associate Diploma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	511 - Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	514 - Certificate III (or Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	521 - Certificate II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	524 - Certificate I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	990 - Certificates other than the above
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	990 - Certificates other than the above																																		

## Employment

Question		AVETMISS/ Victorian field
<p>16. Of the following categories, which BEST describes your current employment status?</p> <p>(Tick ONE box only)</p>	<input type="checkbox"/> 01 - Full-time employee <input type="checkbox"/> 02 - Part-time employee <input type="checkbox"/> 03 - Self-employed - not employing others <input type="checkbox"/> 04 - Self-employed - employing others <input type="checkbox"/> 05 - Employed - unpaid worker in a family business <input type="checkbox"/> 06 - Unemployed - seeking full-time work <input type="checkbox"/> 07 - Unemployed - seeking part-time work <input type="checkbox"/> 08 - Not employed - not seeking employment	<i>Labour Force Status Identifier</i>
<p>17. Which of the following classifications BEST describes your current or recent occupation?</p> <p>(Tick ONE box only)</p> <p>If never employed go to Question 21.</p>	<input type="checkbox"/> 1 - Managers <input type="checkbox"/> 2 - Professionals <input type="checkbox"/> 3 - Technicians and Trade Workers <input type="checkbox"/> 4 - Community and Personal Service Workers <input type="checkbox"/> 5 - Clerical and Administrative Workers <input type="checkbox"/> 6 - Sales Workers <input type="checkbox"/> 7 - Machinery Operators and Drivers <input type="checkbox"/> 8 - Labourers <input type="checkbox"/> 9 - Other	<i>Client Occupation Identifier</i>
<p>18. Which of the following classifications BEST describes the Industry of your current or previous Employer?</p>	<input type="checkbox"/> A - Agriculture, Forestry and Fishing <input type="checkbox"/> B - Mining <input type="checkbox"/> C - Manufacturing <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services <input type="checkbox"/> E - Construction <input type="checkbox"/> F - Wholesale Trade <input type="checkbox"/> G - Retail Trade <input type="checkbox"/> H - Accommodation and Food Services <input type="checkbox"/> I - Transport, Postal and Warehousing <input type="checkbox"/> J - Information Media and telecommunications <input type="checkbox"/> K - Financial and Insurance Services <input type="checkbox"/> L - Rental, Hiring and real Estate Services <input type="checkbox"/> M - Professional, Scientific and Technical Services <input type="checkbox"/> N - Administrative and Support Services <input type="checkbox"/> O - Public Administration and Safety <input type="checkbox"/> P - Education and Training <input type="checkbox"/> Q - Health Care and Social Assistance <input type="checkbox"/> R - Arts and recreation Services <input type="checkbox"/> S - Other Services	<i>Client Industry of Employment</i>

## Study reason

Question		AVETMISS field
<p>19. Of the following categories, which BEST describes your main reason for undertaking this program/traineeship/apprenticeship?</p> <p>(Tick ONE box only)</p>	<input type="checkbox"/> 01 - To get a job <input type="checkbox"/> 02 - To develop my existing business <input type="checkbox"/> 03 - To start my own business <input type="checkbox"/> 04 - To try for a different career <input type="checkbox"/> 05 - To get a better job or promotion <input type="checkbox"/> 06 - It was a requirement of my job <input type="checkbox"/> 07 - I wanted extra skills for my job <input type="checkbox"/> 08 - To get into another program of study <input type="checkbox"/> 12 - For personal interest or self-development <input type="checkbox"/> 11 - Other reasons <input type="checkbox"/> 13 - To get skills for community/voluntary work	<i>Study Reason Identifier</i>

## Victorian Student Number

To be completed by all students aged up to 24 years.

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Students must report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.

Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

Question	Victorian field
20. Enter your Victorian Student Number (VSN) <div> <div>□□□ □□□ □□□</div> <div>No more questions if you provided your VSN.</div> </div>	<div>Victorian Student Number</div>
<div> <div>           Have you attended any Victorian school since 2009, or            done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?         </div> <div> <input type="checkbox"/> No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.             No more questions if you answer No above.         </div> <div> <input type="checkbox"/> Yes - I have attended a Victorian school since 2009:             Most recent Victorian school attended            .....   <div>and / or</div> </div> <div> <input type="checkbox"/> Yes - I have participated in training at a TAFE or other training organisation since the beginning of 2011             List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)            .....            .....            .....         </div> </div>	<div>OFFICE USE:</div> <div>Code VSN as 888 888 888</div> <div>Leave VSN blank</div> <div>Leave VSN blank</div> <div>NOTE: Training providers are not required to store details of schools and training organisations previously attended on their student management system. This information may be requested by the VSN team to help the team to ensure that they allocate only one VSN to each student over time and over all training organisations attended.</div>

## Unique Student Identifier

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 program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

Question	AVETMISS field
21. Enter your Unique Student identifier (if you already have one)	<div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> 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.

Australian birth certificate: note that different details are required depending on the jurisdiction of issue. RTOs that wish to include the birth certificate option in their enrolment form should note the information items required set out at [http://usi.gov.au/help-centre/proof-of-ID/Pages/birth\\_certificate\\_\(australian\).aspx#](http://usi.gov.au/help-centre/proof-of-ID/Pages/birth_certificate_(australian).aspx#). Alternatively, they may wish not to include 'birth certificate' in their 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/documents/privacy-notice-when-rto-applies-their-behalf>. 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/documents/privacy-notice-when-rto-applies-their-behalf>, and NCVER policies, procedures and protocols published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)

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 one of the forms of identity below.

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 Licence

State: \_\_\_\_\_ Licence 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

4. Australian Birth Certificate

State/Territory\_\_\_\_\_

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

5. Australian Passport

Passport number\_\_\_\_\_

6. Non-Australian Passport (with Australian Visa)

Passport number \_\_\_\_\_ Country of issue\_\_\_\_\_

7. Immicard

Immicard Number \_\_\_\_\_

8. Citizenship Certificate

Stock number \_\_\_\_\_ Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_  
day/month/year)

9. Certificate of Registration by Descent

Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(day/month/year)

**Advice to RTOs:** The *Student Identifiers Act 2014* (s.11) requires RTOs to destroy personal information collected from individuals **solely** 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.

## Student enrolment privacy notice

Under Victorian and federal privacy legislation, students must be provided with a privacy notice informing them about the ways their personal information will be collected and handled when they enrol for VET.

As part of this process, the following Victorian Government VET Student Enrolment Privacy Notice has been prepared for your use. It must be incorporated into your enrolment forms for all students commencing or re-enrolling from 2011. It should be customised to include your training provider contact details, as relevant.

At the same time, you will need to insert your own Student Enrolment Privacy Notice, describing how your training organisation collects and handles student data following enrolment. As necessary, this should include any relevant privacy notifications relating to Commonwealth initiatives and/or federal privacy requirements (e.g. Commonwealth VET Student Loans formally Commonwealth VET Fee Help or the Unique Student Identifiers scheme). You will also need to meet the privacy statement requirements of the NCVER data collection as outlined here: [www.education.gov.au/privacy-notice-and-student-declaration](http://www.education.gov.au/privacy-notice-and-student-declaration). Preferably, privacy notice information should be presented to students in a coordinated way.

Where electronic enrolment forms are provided, appropriate electronic confirmation should be obtained from each student to ensure that the student details provided are correct and that the student has acknowledged the Victorian Government VET Student Enrolment Privacy Notice.



## Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

### Collection of your data

[RTO] is required to provide the Department with student and training activity data. This includes personal information collected in the [RTO] enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

[RTO] provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

### Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

### Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

### Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006* (Vic). The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014* (Cth) and the *Student Identifiers Regulation 2014* (Cth).

### Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Please note you may opt out of the NCVER survey at the time of being contacted.

### Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

## Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact [RTO]'s Privacy Officer in the first instance by phone [#] or e-mail [#].

## Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to

<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

[STUDENT SIGNATURE]..... [DATE].....

[PARENT/GUARDIAN SIGNATURE\*] ..... [DATE].....

*\*Parental/guardian consent is required for all students under the age of 18.*

[Insert a "tick box" to confirm acknowledgement of the privacy notice as a prerequisite for online enrolments.]

## APPENDIX 2: WEBSITES AND PUBLICATIONS

The following websites provide more detailed information about aspects of the statistical collection.

Organisation	Website
Australia Post	<a href="http://auspost.com.au/">http://auspost.com.au/</a> Go to this site to download Australia Post's latest postcode reference file - the Postal Address File
Australian Skills Quality Authority (ASQA)	<a href="http://www.asqa.gov.au/">http://www.asqa.gov.au/</a>
Department of Education and Training - Data collection	<a href="http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx">http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx</a> Provides information about submitting data in the statistical collection and a link to a validation supplement to these guidelines which describes the various validations and their impact on data accepted and used by the Department.
Department of Education and Training - Skills Victoria Training System	URL for submitting your data in the statistical collection and should be bookmarked in your browser. <a href="http://www.education.vic.gov.au/svts">http://www.education.vic.gov.au/svts</a>
Department of Education and Training - Skills First	<a href="http://www.education.vic.gov.au/victorianskillsgateway/students/pages/vtg-eligibility-indicator.aspx">http://www.education.vic.gov.au/victorianskillsgateway/students/pages/vtg-eligibility-indicator.aspx</a> Go to this site for more information about Skills First.
Department of Education and Training - VSN	<a href="http://www.vcaa.vic.edu.au/Pages/schooladmin/vsn/index.aspx">http://www.vcaa.vic.edu.au/Pages/schooladmin/vsn/index.aspx</a> Technical information about the VSN can be obtained from the VSN team by emailing <a href="mailto:vsn@edumail.vic.gov.au">vsn@edumail.vic.gov.au</a> .
National Centre for Vocational Education Research (NCVER)	<a href="http://www.ncver.edu.au/avetmiss/21055.html">http://www.ncver.edu.au/avetmiss/21055.html</a> Contains information on the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) and the VET Provider Collection. Data submitted to SVTS is included in the national VET Provider collection.
National Training Register (TGA)	<a href="http://www.training.gov.au/">http://www.training.gov.au/</a> Information about nationally accredited programs, subjects and training organisations can be accessed on the TGA site.

Organisation	Website
Office of the Australian Information Commissioner	<a href="https://www.oaic.gov.au/privacy-law/rights-and-responsibilities">https://www.oaic.gov.au/privacy-law/rights-and-responsibilities</a> and <a href="http://www.oaic.gov.au/privacy-law/privacy-archive/privacy-resources-archive/privacy-fact-sheet-1-information-privacy-principles-under-the-privacy-act-1988">http://www.oaic.gov.au/privacy-law/privacy-archive/privacy-resources-archive/privacy-fact-sheet-1-information-privacy-principles-under-the-privacy-act-1988</a> provides a brief summary of the 11 information privacy principles that apply to the statistical collection
Office of the Victorian Privacy Commissioner	<a href="http://www.privacy.vic.gov.au">http://www.privacy.vic.gov.au</a> Information on Victoria's privacy obligations that apply to the statistical collection
Publications	The following publications are referred to in this document: Australian Bureau of Statistics, 2011, Australian Standard Classification of Languages (Cat. No. 1267.0) Australian Bureau of Statistics, 2012, Country of Birth Standard (Cat. No. 1200.0.55.004) Australian Bureau of Statistics, 2009, Australian and New Zealand Standard Classification of Occupations (Cat. No. 1220.0) Australian Bureau of Statistics, 2008 (Cat.No.1292.0.55.002) Australian and New Zealand Standard Industrial Classification (ANZSIC) Australian Bureau of Statistics, 2011, Australian Standard Classification of Countries (Cat. No. 1269.0) Latest information is available on the ABS website <a href="http://www.abs.gov.au">www.abs.gov.au</a>
Unique Student Identifier	<a href="http://www.usi.gov.au/">http://www.usi.gov.au/</a>
Victorian Registration and Qualifications Authority (VRQA)	<a href="http://www.vrqa.vic.gov.au/">http://www.vrqa.vic.gov.au/</a>

## APPENDIX 3: SUMMARY OF CHANGES

The *Summary of Changes to Victorian VET Student Statistical Collection Guidelines* document is a separate document published on SVTS each time changes are being implemented and maybe outside the annual publication cycle of the guidelines.

Refer to following link:

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

