Victorian VET Student Statistical Collection Guidelines - 2017 v2

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Section Overview

Contents

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 details and prior education background 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 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. 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).

In order to maintain and protect the privacy of both RTOs and students, only the minimum data required for Department of Education and Training (the 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 7.0 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.

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 element dictionary.

How to use this document

There are six 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.

4. 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.

5. Glossary

A Glossary of standard terms can be found of the document. The glossary will usually contain extended definitions or more detailed information about the business rules surrounding particular data elements.

6. 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.

7. Summary of changes

Each section and data element has its own Revision section where changes to that section are summarised.

A consolidated 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, is 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 7.0 (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.

Refer to Appendix 5 for a summary of data element name changes.

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 of information on VET nationally recognised training and RTOs (TGA) located at www.training.gov.au.

Privacy

The Department is bound by the *Information Privacy Act* 2000. For more information about the *Information Privacy Act* 2000 and about the Information Privacy Principles, please go to www.privacy.vic.gov.au.

A standard privacy notice, which advises students as to how their data may be supplied to and used by the Department and Commonwealth VET Fee-Help agencies is provided for inclusion in all enrolment forms in Appendix 1: standard enrolment questions.

You will need to update this notice with your organisation's contact details. You may also need to add to this notice to cover the use your organisation makes of the details that students provide.

RTOs that have a VET Funding Contract with the Department to deliver government subsided 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.

Use of student details, including student contact details, is consistent with the Student Enrolment Privacy Notice.

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.

For more information about national privacy protection, refer to https://www.oaic.gov.au/privacy-law/

Changes to the collection

A key revision section has been provided for each section of the guidelines, including file specification and data elements. This contains a *Summary of Changes to Victorian VET Student Statistical Collection Guidelines* document number and a change number, of changes (if any) that have been introduced in that section of these *Victorian VET Student Statistical Collection Guidelines.*

This changes document only lists material changes rather than nomenclature updates or clarifications.

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.

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-1
VVSSCG-SC-20160222	20160222-1

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.

Providers are advised that the deadline for final, accurate submission of all contracted 2017 training activity data is **5pm on 15 January 2018**.

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
Jan-Mar	31st March 2017
Jan-Jun	30th June 2017
Jan-Sep	30th September 2017
Jan-Dec (final submission for collection year)	15 January 2018

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/

Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-1
VVSSCG-SC.20140725	20140725-2
VVSSCG-SC-20160222	20160222-2
VVSSCG-SC-20170505	20170505-1

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 NATXXXX.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
Training Organisation	NAT00010.txt	One record.
Training Organisation Delivery Location	NAT00020.txt	One record for each location where the training organisation conducts a training activity.
Program	NAT00030.txt	One record for each program that the training organisation has conducted in the submission year.
Subject	NAT00060.txt	One record for each subject that the training organisation has conducted in the submission year.
Client	NAT00080.txt	One record for each student enrolled by the training organisation in the submission year.
Client Postal Details	NAT00085.txt	One record for each student who appears in the Client file (NAT00080).
Client Disability	NAT00090.txt	One record for each disability declared by a student enrolled by the training organisation.
Client Prior Educational Achievement	NAT00100.txt	One record for each prior educational achievement declared by a student enrolled by the training organisation.
Enrolment	NAT00120.txt	One record for each separate subject or unit of competency enrolment by a student.
Program Completed (Qualification Completed)	NAT00130.txt	One record for each entitlement to a program (qualification) by a student enrolled by the training organisation.

File structures overview

NAT00010 Training Organisation File

Training Organisation Identifier
Training Organisation Name
Training Organisation Type Identifier
Address First Line
Address Second Line
Address Location - Suburb, Locality or Town
Postcode
State Identifier
Contact Name
Telephone Number
Facsimile Number
E-mail Address

Software product name
Software Vendor E-mail Address

NAT00020 Training Organisation Delivery Location

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

NAT00030 Program File

Program Identifier
Program Name
Nominal Hours
Program Recognition Identifier
Program Level of Education Identifier
Program Field of Education Identifier
ANZSCO Identifier
VET Flag

NAT00060 Subject File

Subject Flag
Subject Identifier
Subject Name
Subject Field of Education Identifier
VET Flag
Nominal Hours

NAT00085 Client Postal Details File

NAT00080 Client File

Client Identifier
Name for Encryption
Highest School Level Completed Identifier
Year Highest School Level Completed
Sex
Date of Birth
Postcode
Indigenous Status Identifier
Language Identifier
Labour Force Status Identifier
Country Identifier
Disability Flag
Prior Educational Achievement Flag
At School Flag
Proficiency in Spoken English Identifier
Address Location – Suburb, Locality or Town
Unique Student Identifier
State Identifier
Address Building/Property Name
Address Flat/Unit Details
Address Street Number
Address Street Name
Statistical Area Level 1 Identifier
Statistical Area Level 2 Identifier

Victorian Student Number (VSN)
Client Industry of Employment
Client Occupation Identifier

NAT00090 Client Disability File

Client Identifier
Disability Type Identifier

NAT00100 Client Prior Educational Achievement

Client Identifier
Prior Educational Achievement Identifier

Prior Educational Achievement Recognition Identifier

NAT00120 Enrolment File

Training Organisation Delivery Location Identifier
Client Identifier
Subject Identifier
Program Identifier
Activity Start Date
Activity End Date
Delivery Mode Identifier
Outcome Identifier - National
Scheduled Hours
Funding Source Identifier - National
Commencing Program Identifier
Training Contract Identifier
Client Identifier - Apprenticeships
Study Reason Identifier
VET in Schools Flag
Specific Funding Identifier
Outcome Identifier - Training Organisation
Funding Source Identifier - State Training Authority
Client Tuition Fee
Fee Exemption/Concession Type Identifier
Purchasing Contract Identifier
Purchasing Contract Schedule Identifier
Hours Attended
Associated Program Identifier

Client Identifier
Client Title
Client First Given Name
Client Family Name
Address Building/Property Name
Address Flat/Unit Details
Address Street Number
Address Street Name
Address Postal Delivery Box
Address Postal – Suburb, Locality or Town
Postcode
State Identifier
Telephone Number Home
Telephone Number - Work
Telephone Number - Mobile
Email Address

*Victorian states specific data elements

Program Commencement Date
Eligibility Exemption Indicator
Enrolment Date
Enrolment Identifier
Client Fees - Other
Delivery Provider ABN
Funding Eligibility Key

NAT00130 Program Completed File

Training Organisation Identifier
Program Identifier
Client Identifier
Year Program Completed
Issued Flag

Program Commencement Date
Program Supervised Teaching Activity Completion Date
Program Unique Supervised Hours

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 0000, 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.

Email 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*

Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-2

NAT00010 - Training Organisation file - (continued)

Data elements in the NAT00010

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

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 Enrolment (NAT00120) file.

Specific:

Address location: This must be the physical delivery location associated with enrolment activity at a training organisation during the collection period. (vr.20020)

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*

Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-3
VVSSCG-SC-20140725	20140725-3

Training Organisation Delivery Location file - NAT00020

Data elements in the NAT00020

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

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 Enrolment (NAT00120) file; or
- the 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.

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.

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

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

NAT00030 - Program File

Data elements in the NAT00030

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

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 Enrolment (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

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.

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

Data elements in the NAT00060

Name	Position	Size	Type
Subject_Flag	1	1	A
Subject_Identifier	2	12	A
Subject_Name	14	100	A
Subject_Field of Education Identifier	114	6	A
VET Flag	120	1	A
Nominal Hours	121	4	N
Carriage Return/Line Feed (ASCII 13/10)	125	2	
Total record length excluding carriage return		**124**	

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 Postal Details (NAT00085) file,
- the Enrolment (NAT00120) file, **and/or**
- the 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).

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

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-4

NAT00080 - Client file

Data elements in the NAT00080

Name	Position	Size	Type
Client (Student) Identifier	1	10	A
Name for Encryption	11	60	A
Highest School Level Completed Identifier	71	2	A
Year Highest School Level Completed	73	4	A
Sex	77	1	A
Date of Birth	78	8	D
Postcode	86	4	A
Indigenous Status Identifier	90	1	A
Language Identifier	91	4	A
Labour Force Status Identifier	95	2	A
Country Identifier	97	4	A
Disability Flag	101	1	A
Prior Educational Achievement Flag	102	1	A
At School Flag	103	1	A
Proficiency in Spoken English Identifier	104	1	A
Address Location - Suburb, Locality or Town	105	50	A
Unique Student Identifier	155	10	A
State Identifier	165	2	A
Address Building/Property Name	167	50	A
Address Flat/Unit Details	217	30	A
Address Street Number	247	15	A
Address Street Name	262	70	A
Statistical Area Level 1 Identifier	332	11	A
Statistical Area Level 2 Identifier	343	9	A
Victorian Student Number (VSN)	352	9	N
Client Industry of Employment	361	1	A
Client Occupation Identifier	362	1	N
Carriage Return/Line Feed (ASCII 13/10)	363	2	
Total record length excluding carriage return		**362**	

NAT00085 - Client Postal Details file

File name

NAT00085.txt

Purpose

The Client Postal Details (NAT00085) file provides the students 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**
- the Enrolment (NAT00120) **or** Program Completed (NAT00130) files.

On-shore international students should use the 'usual postal address details' on the Client Postal 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*

Note: If the Postcode has a value of 0000, @@@@, or OSPC then the following fields may also be blank:

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

Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-4

NAT00085 - Client Postal Details file

Data elements in the NAT00085

Name	Position	Size	Type
Client (Student) Identifier	1	10	A
Client Title	11	4	A
Client First Given Name	15	40	A
Client Family Name (Surname)	55	40	A
Address Building/Property Name	95	50	A
Address Flat/Unit Details	145	30	A
Address Street Number	175	15	A
Address Street Name	190	70	A
Address Postal Delivery Box	260	22	A
Address Postal - Suburb, Locality or Town	282	50	A
Postcode	332	4	A
State Identifier	336	2	A
Telephone Number - Home	338	20	A
Telephone Number - Work	358	20	A
Telephone Number - Mobile	378	20	A
E-mail Address	398	80	A
Carriage Return/Line Feed (ASCII 13/10)	478	2	
Total record length excluding carriage return		**477**	

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 Identifier*s 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.

Revision   No change.

Data elements in the NAT00090

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

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 Identifier*s 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 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 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.

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-5

NAT00100 - Client Prior Educational Achievement file

Data elements in the NAT000100

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

NAT00120 - Enrolment file

File name   NAT000120.txt

Purpose   The Enrolment (NAT00120) File provides information about training activity undertaken by students during the collection period.

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 Postal Details (NAT00085) file.

- A VET Program Enrolment for a *Clientid*, *Program Identifier* and *Program Commencement Date* combination with a *Program Level of Education Identifier* other than 912 or 999, on the Enrolment file, must also exist on the Program Completions file. (vr. 120087).

General:

A single entry in the (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 Enrolment (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*.

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 – 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*

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-6
VVSSCG-SC-20150818	20150818-4
VVSSCG-SC-20151111	20151111-1

Data elements in the NAT00120

Name	Position	Size	Type
Training Organisation Delivery Location Identifier	1	10	A
Client (Student) Identifier	11	10	A
Subject Identifier	21	12	A
Program Identifier	33	10	A
Activity Start Date	43	8	D
Activity End Date	51	8	D
Delivery Mode Identifier	59	2	N
Outcome Identifier - National	61	2	N
Scheduled Hours	63	4	N
Funding Source - National	67	2	N
Commencing Program Identifier	69	1	N
Training Contract Identifier	70	10	A
Client Identifier - Apprenticeships	80	10	N
Study Reason Identifier	90	2	A
VET in Schools Flag	92	1	A
Specific Funding (Specific Program) Identifier	93	10	A
Outcome Identifier - Training Organisation	103	3	A
Funding Source - State Training Authority	106	3	A
Client Tuition Fee	109	4	N
Fee Exemption/Concession Type Identifier	113	1	A
Purchasing Contract Identifier	114	12	A
Purchasing Contract Schedule Identifier	126	3	A
Hours Attended	129	4	N
Associated Program Identifier	133	10	A
Program Commencement Date	143	8	D
Eligibility Exemption indicator	151	1	A
VET FEE-HELP (Income Contingent Loan) Indicator	152	1	A
Industry code (ANZSIC)	153	2	N
Enrolment Date	155	8	D
Enrolment Identifier	163	50	A
Client Fees – Other	213	5	N
Delivery Provider ABN	218	11	N
Funding Eligibility Key	229	10	A
Carriage Return/Line Feed (ASCII 13/10)	239	2	
Total record length excluding carriage return		**238**	

NAT00130 - Program Completed file

File name	NAT00130.txt
Purpose	The Program Completed (NAT00130) file provides information about students completing the requirements of qualifications.
Description	This file contains a record for each Program Enrolment on the Enrolment (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 ProgramID 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).

No record should exist where:

- the student is enrolled within a Program Enrolment that is limited to certain subjects; and
- this Program Enrolment is not intended to lead to the award of that qualification; and
- where the Commencing Program identifier is 8

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 long exist on the Enrolment (NAT00120) file but a Client record must still exist on the Client (NAT00080) file and Client Postal Details (NAT00085) file and the ProgramID must exist on the Program (NAT00030) file.

General:

There may be multiple *Client Identifier/ Program Identifier* records on the Program Completions files, but only unique records for the *Client Identifier/ Program Identifier/ Program Commencement Date* combination.

In the case where a traineeship or apprenticeship has been issued a new Delta number and a new *Program Commencement Date*, either date can be reported in the Program Completions (NAT00130) file.

For reporting consistency the latest enrolment is considered to be the one where there is intention to complete therefore the *Program Commencement Date* corresponding to that enrolment should be reported in the NAT00130.

Where the student has completed the requirements of a multiple Programs or Skill Sets and has been enrolled in all these (trained/assessed or was issued with) all these Program Enrolments are to be reported even though only the highest qualification conferred in the collection period for that particular program or skill set will be reported to NCVER.

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.

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:

Year Program Completed: This must be reported as (@@@@ - Not yet completed) until the training activity is complete and then it must be populated with the year the training completed.

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 ProgramID. If the student is issued with a completion in a different Program, a new record must be created on the (NAT00130) file for the new Program and the *Issued Flag* reported against that Program.

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-7
VVSSCG-SC-20150818	20150818-1
VVSSCG-SC-20150818	20150818-3
VVSSCG-SC-20150818	20150818-6
VVSSCG-SC-20150818	20150818-7
VVSSCG-SC-20160222	20160222-1
VVSSCG-SC-20160701	20160701-1

NAT00130 - Program Completed file

Data elements in the NAT00130

Name	Position	Size	Type
Training Organisation Identifier	1	10	A
Program Identifier	11	10	A
Client_Identifier	21	10	A
Year Program Completed	31	4	N
Issued Flag	35	1	A
Program Commencement Date	36	8	D
Program Supervised Teaching Activity Completion Date	44	8	D
Program Unique Supervised Hours	52	5	N
Carriage Return/Line Feed (ASCII 13/10)	57	2	
Total record length excluding carriage return		**56**	

Data element definitions

Activity End Date

Element description

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

File

Enrolment (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*. (vr.1203253);
- not be before the start of the collection period, (vr.120007), and
- cover all training delivery and all 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 (vr.1203252); or
- 50 – RPL assessment started and results not yet available, if the activity relates to RPL assessment.

This field must not be blank.

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

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 or unit of competency enrolment.
File	Enrolment (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* (vr.120009);
- not be after the end of the collection period. (vr.120009);
- on or after the *Program Commencement Date*. (vr.120076);
- not more than five years prior to collection period. (vr.1203212)

This field must not be blank.

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

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 Postal 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 Postal Details (NAT00085)

In the Client and Client Postal 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

Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-6

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).

Files

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. (vr.10011)

Revision

No change.

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 Postal 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 *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 Postal 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.

Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-6

Field format

Value	Description
Length	30
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	Flat, unit or apartment details

Address Location - Suburb, Locality or Town

Element description	Provides the name of the suburb, locality or town of the physical location of a training organisation's or a client's address.
Files	Training Organisation (NAT00010)
	Training Organisation Delivery Location (NAT00020)
	Client (NAT00080)

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); 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.

Specific:

The combination of the data in the Postcode and the *Address Location - Suburb, Locality or Town* fields must match the Australia Post listing. (vr. 104652)

Training Organisation (NAT00010) file:

- This field must not be blank. (vr.10012)

Training Organisation Delivery Location (NAT00020) file

- This field must not be blank. (vr.20010)

Client (NAT00080) file

- This field must not be blank unless postcode is OSPC, 0000 or @@@@. (vr.803830)

This field may be blank subject to rules above

Revision

No change.

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

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 Postal 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

Revision

No change.

Field format

Value	Description
Length	22
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	Address postal delivery box

Address Postal - Suburb, Locality or Town

Element description	Provides the name of the suburb, locality, or town of the address for the delivery of mail.
File	Client Postal Details (NAT00085)
Purpose	To provide the suburb or locality or town of an address for the delivery of mail.
Business rules	**General:**
	The *Address Postal – Suburb, Locality or Town* must the student's own postal address, not that of an organisation or the registered training provider.
	Specific:
	The combination of data in the *Postcode* and the *Address Postal - Suburb, Locality or Town* fields must match the Australia Post listing.
	This field may be blank if the *Postcode* has a value of 0000, @@@@, or OSPC. (vr.853830)
	This field may be blank subject to rules above

Revision

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 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).
Files	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
Revision	No change.

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 Postal 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, 0000 or @@@@ (vr.80058)

Client Postal 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, 0000, @@@@ or *Address Post Office Box* is not blank. (vr.85047)

Training Organisation Delivery Location (NAT00020)

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. (vr. 120018)

This field may be blank subject to rules above

Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-8
VVSSCG-SC-20140206	20140206-6

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.
File	Client (NAT00080)
	Client Postal 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 a 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, 0000 or @@@@ (vr.80057)

Client Postal Details (NAT00085) file:

This field may only be blank if postcode is OSPC, 0000, @@@@ or Address Post Office Box is not blank. (vr.85046)

Training Organisation Delivery Location (NAT00020)

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

Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-9
VVSSCG-SC-20140206	20140206-7

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 - http://training.gov.au/Home/Tga

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. (vr.30020)

This field must not be blank. (vr.303830)

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-3

ANZSCO Identifier

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.
Files	Enrolment (NAT00120)
Purpose	To identify enrolments in superseded Programs.
Business rules	**General:**

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 Associate 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

Revision

Change Document	Change Number
VVSSCG-SC-20150818	20150818-2
VVSSCG-SC-20151111	20151111-2
VVSSCG-SC-20160222	20160222-1

Associated Program Identifier

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 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. (vr.120085)

This field must not be blank.

Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-10

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.
@	Not stated - question asked of the student but no answer provided.

Client Family Name

Element description	A field that contains the student's family name. This is the official family name.
File	Client Postal Address (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, then the name must be the same as the name used when they applied for the Unique Student Identifier.

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. (vr.85043)

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-10
VVSSCG-SC-20160222	20160222-4
VVSSCG-SC-20160701	20160701-3

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	Enrolment (NAT00120)
Purpose	To facilitate a better understanding of fees charged to a student within the government-subsided 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 0000 is to be reported against that subject. If fees were charged even though the student has withdrawn, then report the fee amount.

Note: the fees charged against each subject should always add up to the total amount the student has been charged for non-tuition fees either for the Program Enrolment or for a Subject only enrolment.

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

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-8
VVSSCG-SC-20141030	20141030-1

Client Fees – Other

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 First Given Name

Element description	A field that contains the student's legal given name.
File	Client Postal Details (NAT00085)
Purpose	To facilitate contact with students.
Business rules	**General:**

The *Client First 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: First 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. (vr.85041)

Revision

Change Document	Change Number
VVSSCG-SC-20160701	20160701-2

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 Postal Details (NAT00085)
- Client Disability (NAT00090)
- Client Prior Educational Achievement (NAT00100)
- Enrolment (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 Postal Details (NAT00085) file. (vr.85001).

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

- The Enrolment (NAT00120) file; **or**
- The Program Completed (NAT00130) file. (vr.80003), (vr.80062) and (vr.120002)

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. (vr.80002) and (vr.80048) and (vr.85010)

This field must not be blank. (vr.80001) and (vr.85042) and (90003) and (vr.120044)

Revision

No change.

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

Enrolment (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 Enrolment (NAT00120) file, there must be a corresponding Training Contract Identifier value (NAT00120) file.

General:

This field must be blank if the:

- *Program Identifier* is blank in the Enrolment (NAT00120) file; or the
- *Training Contract Identifier* is blank in the Enrolment (NAT00120) file. (vr.1204620)

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, YCL, 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

Revision

Change Document	Change Number
VVSSCG-SC-20160825	20160825-1

Field format

Value	Description
Length	10
Type	Numeric
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

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-9
VVSSCG-SC-20141030	20141030-2

Field format

Value	Description
Length	1
Type	Alpha
Justification	None
Fill character	None

Client Industry of Employment

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	May be blank if Labour Force Status is: 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

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-11
VVSSCG-SC-20141030	20141030-3

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	-	Laborers
9	-	Other
Blank	May be blank if Labour Force Status is: 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 Postal Details (NAT00085)
Purpose	To facilitate contact with students.
Business rules	This field may be blank subject to rules above
Revision	No change.

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

Enrolment (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 enrols at the same point in time, 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. (vr.120078)

This field may be blank subject to rules above

Client Tuition Fee - (continued)

Business rules - continued

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-11
VVSSCG-SC-20141030	20141030-4

Field format

Value	Description
Length	4
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 a Subject only enrolment, or is undertaking a Program that is commencing or continuing.

File

Enrolment (NAT00120)

Purpose

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

Business rules

General:

Correct identification of Subject only enrolments 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 enrolment (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 enrolment as a Subject only enrolment report a *Commencing Program Identifier* value of 8.

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

- 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 enrolment in a qualification or program'. (vr.120545)

For Programs with a *Program Commencement Date* in the current collection year, the *Commencing Program Identifier* cannot be '4 – Continuing enrolment in a qualification or program from a previous year'. (vr.120056)

Commencing Program Identifier can only be '4 – Continuing enrolment 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. (vr.120544)

Commencing Program Identifier must be the same and not equal to '8 — Unit of competency or Subject Enrolment only' for each unique Client Identifier and Program Identifier in combination.

This field must not be blank. (vr.120045)

Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-11
VVSSCG-SC-20150818	20150818-3
VVSSSG-SC-20160222	20160222-1

Commencing Program Identifier

Field format

Value	Description
Length	1
Type	Numeric
Justification	None
Fill character	None

Field value

Value	Description
3	Commencing enrolment in a qualification or program.
4	Continuing enrolment in the qualification or program from a previous year.
8	The student is enrolled within 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 enrolment

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* should be up-to-date in every submission. This field must not be blank. (vr.10013)
Revision	No change.

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). (vr.803715)

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. (vr.20012)

Country Identifier – Training Organisation Delivery Location file (NAT00020)

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. (vr.204648)

This field must not be blank. (vr.20014) and (vr.80040).

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-12
VVSSCG-SC-20160825	20160825-2

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 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.

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. (vr.80047)

This field must not be blank.

Revision

Change Document	Change Number
VVSSCG-SC-20160825	20160825-3

Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

Field value

Value	Description
DDMMYYYY	Valid date.

Delivery Mode Identifier

Element description

A code that uniquely identifies the predominant mode of delivery for a Subject Enrolment.

File

Enrolment (NAT00120)

Purpose

To enable the analysis of VET activity by mode of delivery.

Business rules

General:

The training organisation must classify the delivery mode for each subject or unit of competency enrolment using the following codes:

- 10 – Classroom based' includes classroom-based delivery at any permanent or semi-permanent training delivery location.

- '20 – Electronic based' includes web-based resources, computer-based resources, online interactions both on or off campus includes radio, television, videoconference, or audio-conference.

- '30 – Employment-based' 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, or fully on-job training.

- '40 – Other delivery (e.g. correspondence)' is used where the predominant method of learning is not classroom-based, employment-based or electronic-based instruction.

- '90 – Not applicable – recognition of prior learning/recognition of current competency/credit transfer', is used for recognition of prior learning, recognition of current competency, and credit transfer.

Where a subject or unit of competency is delivered using more than one mode of delivery, the predominant mode of delivery is to be reported.

Specific:

Using code 90 - Not applicable

The *Delivery mode Identifier* value 90 - Not applicable must only be used for subject or unit of competency enrolments where the *Outcome Identifier - National* is:

- 50 – Recognition of Prior Learning assessment started and result not yet available

- 51 - Status or Credit Granted Through Recognition of Prior Learning

- 52 - Status or Credit Not Granted Through Recognition of Prior Learning

- 53 - Status or Credit Granted Through Recognition of Current Competency

- 54 - Status or Credit Not Granted Through Recognition of Current Competency

- 60 - Status or Credit Granted Through Credit Transfer. (vr.120011)

This field must not be blank. (vr.120046)

Delivery Mode Identifier - (continued)

Revision

No change.

Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

Field value

Value	Description
10	Classroom based.
20	Electronic based.
30	Employment based.
40	Other. (None of the above; for example, correspondence.)
90	Not applicable - recognition of prior learning, recognition of current competency, or credit transfer.

Delivery Provider ABN

Element description	Australian Business Number (ABN) of the organisation, contracted or subcontracted, delivering training or assessment.
Files	Enrolment (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 Enrolment (NAT0120) 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 Enrolment 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

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-17
VVSSCG-SC-20141030	20141030-5

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. (vr.80014)
	If the *Disability Flag* = N, there must be no records for this student in the Client Disability (NAT00090) file. (vr.80052) and (vr.904000)
	This field must not be blank.
Revision	No change.

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. (vr.90004)

Revision   No change.

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.

Files

Enrolment (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. These are listed in the Funding Source Identifier – STA Supplement that will accompany these guidelines.

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 at a TAFE institute or Dual Sector University; 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 (vr.120540).

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. (vr.120539)

This field must not be blank

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-5

Eligibility Exemption Indicator - (continued)

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 email address that can be used to contact a student or organisation.
Files	Training Organisation (NAT00010)
	Client Postal 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 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 Postal Detail: The E-mail Address should be a student's personal email address that they use as their primary email contact. If the student does not have a personal email address, it may be an email address generated by the training provider.

Specific:

The entry in the E-mail Address field must be a valid email address including the @ symbol. (vr.85048)

The @ symbol must not be the first or last character. (vr.10006)

The email address must not have embedded spaces. (vr.10006)

Training Organisation: The E-mail Address must not be blank.

This field may be blank subject to rules above

Revision

Change Document	Change Number
VVSSCG -SC -20170505	20170505-2

Field format

Value	Description
Length	80
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	A valid email 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	Enrolment (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.

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-13
VVSSCG-SC-20141030	20141030-6

Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

Field value

Value	Description
DDMMYYYY	Valid date.

Enrolment Identifier

Element description	Value that uniquely identifies a student's enrolment in a Subject.
File	Enrolment (NAT00120)
Purpose	To provide a mechanism for linking information relating to individual enrolments at subject level.

Business rules

General:

The Enrolment Identifier is a unique identifier on the Enrolment 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 an enrolment record for Government subsidised activity (once it has proceeded to invoicing) without a new *Enrolment Identifier* being generated are the:

- *Client Identifier,*
- *Subject Identifier,*
- *Contract Identifier,*
- *Program Commencement Date,*
- *Program Identifier*, and
- *Associated Program Identifier* (if reported).

Note: From mid-2017 this will be enforced by a validation rule.

If RTOs 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 *Enrolment Identifier* will be managed.

The Enrolment file must not contain any duplicate records and the *Enrolment Identifier* must be unique for each record on the Enrolment file. This value must remain unique over time.

The field must not be blank.

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-14
VVSSCG.SC-20170505	20170505-3

Enrolment Identifier – (continued)

Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	A unique Enrolment Identifier within the Enrolment File.

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.
Revision	No change.

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 specifies the type of fee exemption or concession the student has been granted for the program of study.

File   Enrolment (NAT00120)

Purpose   To support the analysis of fee exemptions and concessions and to enable the calculation any contribution that will be paid to the RTO.

Business rules

General:

The training organisation is expected to supply details of the fee exemption or concession type applicable to and recorded for each unit enrolment.

With respect to training funded through Service Agreements and VET Funding Contracts with the Department, fee exemptions and concessions must be granted to students and reported in accordance with the Guidelines about Fees, and the Victorian VET Student Statistical Collection Guidelines.

Consistent with the Guidelines about Fees and VET Funding Contracts, RTOs should retain evidence to support their reporting of each Fee Exemption/Concession Type Identifier.

The Department's concession and fee waiver/exemption contribution payments to RTOs are made outside SVTS and are paid in addition to the regular training activity payments made through SVTS.

Specific:

For Indigenous Students without concession cards, Single and Teenage Parents and Asylum Seekers without concession cards, Fee Exemption/Concession Identifier 'O'must be used.

This field must not be blank. (vr.120047)

Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-12
VVSSCG-SC-20160222	20160222-6
VVSSCG-CS-20170505	20170505-4

Fee Exemption/Concession Type Identifier - (continued)

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description	Eligible for concession /waiver contribution from the Department?
E	Young People Transitioning from Care (student is covered by a current, relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card)	Yes - waiver
G	VCE Scholarship	No
H	Health Care Card	Yes - concession
I	Young People Transitioning from Care NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card.	Yes - waiver
J	Job Seeker concession card holder (student is covered by a current, relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card).	No* - (not from the Department)
K	Job Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card.	No – not applicable
M	Prisoner	No
O	Other	No**
P	Pensioner Concession Card	Yes - concession
V	Veteran Gold Card	Yes - concession
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 - waiver
Y	Fee Waiver for a student with a letter from the Department providing them with a Fee Exemption	Yes
Z	None	No

*With the prior agreement of the referring agency, the RTO must invoice the referring agency directly for the portion of the tuition fee not covered by the referred Job Seeker.

**Except for Indigenous students without concession cards, Single and Teenage Parents and Asylum Seekers without concession cards where, Fee Exemption/Concession Identifier 'O' must be used.

Funding Eligibility Key

Element description	A key that identifies a student's funding eligibility.
Files	Enrolment (NAT00120)
Purpose	This element creates the ability for the Department to provide funding for identified cohorts of students.

Business rules

General:

This key is used by the Department to issue a Funding Eligibility Key where applicable. These are often used alongside fee-waivers or eligibility exemptions.

A student will provide their Training Organisation with the Funding Eligibility Key when enrolling in a Government subsidised Program. The Funding Eligibility Key will be documented on the referral letter or equivalent type of letter 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 Clientid, Program Identifier and Program Commencement Date combination.

This field may be blank

Revision

Change Document	Change Number
VVSSCG-SC-20150818	20150818-4
VVSSCG-SC-20170505	20170505-5

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	Enrolment (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 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 — national '13' will require a subsequent entry in the data element Specific funding identifier. The Specific funding identifier reference list is available from the NCVER 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.

- '30 – International client – other revenue' is revenue provided by or for an international student to undertake education and training who temporarily resides in Australia and holds a student visa or a temporary residency permit or who resides in an overseas country and whose funding source does not come from any of the other funding categories. (vr.120081)

- '80 – Revenue earned from another training organisation' is revenue earned by a training organisation delivering the training which receives funding from another registered training organisation in terms of subcontracting, auspicing, partnership arrangements or similar arrangements.

This field must not be blank. (vr.120048)

Funding Source Identifier – National - (continued)

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-15
VVSSCG-SC-20150112	20150112-1

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
30	International client – other revenue
80	Revenue earned from another training organisation

Funding Source Identifier - State Training Authority

Element description

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

File

Enrolment (NAT00120)

Purpose

To analyse VET activity by the purpose of 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 2017 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 the 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.

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-16
VVSSCG-SC-20150112	20150112-2
VVSSCG.SC-20160222	20160222-7
VVSSCG-SC-20160825	20160825-4
VVSSCG-SC-20170505	20170505-6

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

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'. (vr.803745)

If *Highest School Level Completed Identifier* is '02 — Did not go to school' the *Year Highest School Level Completed* must be '@@@@ — Not specified'. (vr.803236)

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. (vr.80041)

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-8

Field format

Value	Description
Length	2
Type	Alphanumeric
Justification	None
Fill character	None

Highest School Level Completed Identifier

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	Enrolment (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 (vr.120067) and (vr.120543)

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

Revision	No change.

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. (vr.80042)

Revision

No change.

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.

Revision

Change Document	Change Number
VVSSCG-SC-20170505	200170505-7

Issued Flag

Element description	A flag that indicates whether a student has been issued with a recognised credential for the successful completion of a Program.
File	Program Completed (NAT00130)
Purpose	To acknowledge that a qualification has been issued.
Business rules	**General:**
	When training has not yet completed (the Program Enrolment includes Subject Enrolments with end dates in the future) this field should be reported as N.
	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.

- 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.

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

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.

This field must not be blank. (vr.80043)

Revision	No change.

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	Employer
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

The Proficiency in Spoken English Identifier must be blank if Language Identifier in the Client (NAT00080) file is:

- 1201 — English
- 9700 — Sign language
- 9701 — Auslan
- 9702 — Makaton
- 9799 — Sign languages, not elsewhere classified or
- @@@@ — Not specified

This field must not be blank. (vr.80044)

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

Language Identifier - (continued)

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 rules

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. (vr.80045)

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-9

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)
	For example: Jones, David Andrew

Nominal Hours

Element description	The nominal anticipated hours of supervised learning or training deemed necessary to adequately present 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:

These hours are generally specified in the curriculum documentation and do not include hours associated with non-supervised work experience, industry placement or field placement or private study.

The value of Nominal Hours must be the value of supervised nominal hours as determined by the accrediting body. This value is generally obtained from a curriculum or Training Package Implementation document.

Nationally agreed hours for Subjects are found on the NCVER Portal at www.ncver.edu.au

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. (vr.303401)

This field must not be blank.

Revision

Change Document	Change Number
VVSSCG-SC-20150112	20150112-3
VVSSCG-SC-20160825	20160825-5

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	Enrolment (NAT00120)
Purpose	To measure output and activity in the VET system.
Business rules	Assessed:

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 lessor 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 client 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. discontinues) 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

Business rules

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

Recognition of prior learning (RPL) involves the assessment of the previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system.

RPL is an assessment process (rather than a training process) that assesses the individual's non-formal and informal learning. This assessment determines the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a qualification.

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.

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.

- 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.

Outcome Identifier - National

Business rules

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).

- The *Activity start date* of the original Subject must be retained for the replacement Subject.
- 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 year.

The enrolment retains the original *Activity start date* until the subject is finalised and resulted.

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.

Outcome Identifier - National

Business rules

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 01 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. (vr.120064)

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.

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. (vr.120073)

This field must not be blank. (vr.120050)

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-18
VVSSCG-SC-20141030	20141030-7
VVSSCG-SC-20150112	20150112-4
VVSSCG-SC-20150818	20150818-5
VVSSCG-SC-20160825	20160825-6
VVSSCG-SC-201703XX	201703XX-6

Outcome Identifier – National - (continued)

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
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

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)
90	Not yet available at interim collection - *Activity End Date* is in the current collection year. (This value is not valid from 01/01/17)	No

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

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	Enrolment (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.
Revision	No change.

Field format

Value	Description
Length	3
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	Local code.

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 Postal 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 four-digit Australia Post postcode that is valid during the collection year.

- (vr.10014) & (vr.103705) for NAT00010
- (vr.20006) for NAT00020
- (vr.803705) for NAT00080
- (vr.853705) & (vr.85049) for NAT00085

Specific:

Training Organisation (NAT00010)

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)

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. (vr.204639)

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

This field must not be blank.

Client (NAT00080)

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:

- 0000 - if an unknown postcode is provided

- ▪ @@@@ - 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' (vr.80054)

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 Australian.

If *Postcode* is 'OSPC – Overseas address location', *the National Source Identifier – National* must be '30. International full fee-paying student'.

The combination of the *Postcode* field and the information in the *Address Location - Suburb, Locality* or *Town* field must match the Australia Post listing, if not reporting 'OSPC', '@@@@' or '0000'. (vr.80008)

This field must not be blank. (vr.80030)

Client Postal Details (NAT00085)

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:

- ▪ 0000 - if an unknown postcode is provided
- ▪ @@@@ - if no postcode is provided
- ▪ OSPC - for an overseas location or address. (vr.85030)

If the State Identifier is '99 - Overseas but not an Australian Territory or Dependency the postcode must be 'OSPC' (vr.85040) and (vr.85045)

This field must not be blank.

This field must not be blank

Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-13
VVSSCG-SC-20160825	20160825-7
VVSSCG-20140725	20140725-19

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)
0000	Postcode provided but unknown.	(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. (vr.80017) and (vr.1004001)

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 (@ is not valid) for all government subsidised and domestic fee for service enrolments. (vr.804001)

This field must not be blank.

Revision	No change.

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.
@*	Not stated - question asked of the student but no answer provided.

* Only valid for enrolments that commence prior to 1/1/2010 or for full fee paying international students

Prior Educational Achievement Identifier

Element description	A code that uniquely identifies a level of prior educational achievement successfully completed by a student.
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. (vr.120083)

This field must not be blank. (vr.100005)

Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-14

Field format

Value	Description
Length	3
Type	Numeric
Justification	None
Fill character	None

Prior Educational Achievement Identifier - (continued)

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). Please refer to the Glossary for more information on OQU and other useful links for assessment of International qualifications.

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 Education Achievement Recognition Identifier – (continued)

Business rules -continued

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 Identifier*s 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

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-20
VVSSCG-SC-20141030	20141030-8

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

Proficiency in Spoken English Identifier

Element description	A code that is used to assess the English-speaking ability of people who speak a language other than English.
File	Client (NAT00080)
Purpose	To provide information to support the analysis of VET participation.
Business rules	General:

The training organisation normally collects the information via a standard question in the student's enrolment form. For more information, go to Appendix 1: Standard enrolment questions.

Specific:

Leave this field blank if the *Language Identifier* field is one of the following:

- 1201 - English
- 9700 - Sign Language
- 9701 - Auslan
- 9702 - Makaton
- 9799 - Sign Language not elsewhere classified
- @@@@ - Not specified. (vr.80056)

This field may be blank subject to rules above

Revision	No change.

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
1	Very well
2	Well
3	Not well
4	Not at all
Blank	If the Language Identifier is 1201, 9700, 9701, 9702, 9799 or @@@@.
@	Not stated - question asked of the student but no answer provided.

Program Commencement Date

Element description	Date the student commenced training activity in a particular program.
Files	Enrolment (NAT00120) and 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 file must be the same as the *Program Commencement Date* that was reported for the related enrolment on the Enrolment 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 file with the year it was completed in.

For government subsidised training, the *Program Commencement Date* must be consistent with the *Purchasing Contract Identifier*. (vr.120538)

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. (vr.120054)

Program Commencement Date - (continued)

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

Field value

Value	Description
DDMMYYYY	Valid date

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.

(vr.30010)

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. (vr.303999)

This field must not be blank.

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

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)
	Enrolment (NAT00120)
	Program Completed (NAT00130)
Purpose	To identify Programs within a training organisation.

Business rules

General:

The *Program Identifier* is a code that identifies:

- a Program specified in a national training package (vr.30002)
- an otherwise accredited Program, or
- a Skill Set that is specified in a national training package, or
- training organisations 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

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 local superseded/obsolete 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; or
- 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. (vr.30018)

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

Program Identifier - (continued)

Business rules - continued

Specific

This field must be blank if:

Enrolment (NAT00120): The *Program Identifier* must be blank if the *Subject Identifier* is not delivered as part of a Program Enrolment.

This field must not be blank:

- if the unit of competency or subject is part of a qualification or Program Enrolment in the Enrolment (NAT00120) file.
- if *Client Identifier — Apprenticeships* and *Training Contract Identifier* are not blank in the Enrolment (NAT00120) file.
- In the NAT00030 or NAT00130 files. (vr.30001), (vr.304501)
- In the 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. (vr.1204643)

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

AAA	is three alpha characters identifying the training package
B	is one numeric character identifying the AQF level
CC	is two numeric character identifying the qualification type the sequence of this qualification type in the training package
DD	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):

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

This field may be blank subject to rules above.

Program Identifier - (continued)

Business Rules – continued

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	In hierarchical order: national training package qualifications, or Training package skill set, or nationally recognized accredited program, or locally developed skill set, or training organisations' approved/accredited program code.

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. (vr.30007)

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'. (vr.30019)

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.(vr.303848)

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. (vr.30023)

This field must not be blank. (vr.30016)

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

Program Level of Education Identifier - (continued)

Field format

Value	Description
Length	3
Type	Numeric
Justification	None
Fill character	None

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

Program Level of Education Identifier - (continued)

Field value (continued)

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

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. (vr.30004)

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

Field format

Value	Description
Length	100
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	In hierarchical order: ▪ national training package qualifications, or ▪ Training package skill set, or ▪ nationally recognized accredited program, or ▪ locally developed skill set, or ▪ training organisations' approved/accredited program code.

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 (vr.304511)

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 (vr.304511)

Skill Sets endorsed in a training package must be coded 13 – Nationally recognised Skill Set, specified in a national training package (vr.30021), (vr.30022).

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

Not nationally recognised Higher level qualifications 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. (vr.30019)

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

This field must not be blank. (vr.30017)

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

Program Recognition Identifier - (continued)

Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

Field value

Value	Description
	NATIONALLY RECOGNISED TRAINING PROGRAMS
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.
	NOT NATIONALLY RECOGNISED
14	Other programs.
	OTHER
15	Higher-level qualifications, other than training package qualifications or nationally recognised accredited programs.
16	Locally recognized skill set.

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.

Revision

Change Document	Change Number
VVSSCG-SC-20150818	20150818-6
VVSSCG-SC-20151111	20151111-3
VVSSCG-SC-201703XX	201703XX-7

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.

Files

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 elapsed time engaged in supervised training and assessment from the student's point of view across the Program, in line with the student's Training Plan.

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.

Where multiple subjects are being delivered in a clustered fashion, the total elapsed 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.

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.

Program Unique Supervised Hours – (continued)

Business rules - continued

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.

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.

Revision

Change Document	Change Number
VVSSCG-SC-20150818	20150818-7
VVSSCG-SC-20151111	20151111-4

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	Enrolment (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. (vr.120533)

The *Purchasing Contract Identifier* remains constant for a given Client Identifier, Program Identifier and Program Commencement Date. (vr.120057) and (vr.120501)

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.

Revision

No change.

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

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

This field must be left blank.

Revision

Change Document	Change Number
VVSSCG-SC-20170505	20170505-8

Scheduled Hours

Element description	The hours of supervised teaching activity (including assessment times) that the provider schedules for a Subject.
File	Enrolment (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 enrolments) for further information on reporting student withdrawals.

This field must not be blank.

Revision

No change.

Scheduled Hours – (continued)

Field format

Value	Description
Length	4
Type	Numeric
Justification	Right
Fill character	Zero

Field value

Value	Description
0000-9999	Number of hours.

Sex

Element description	A student's self-assessed flag that identifies the sex 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.

Revision

Change Document	Change Number
VVSSCG-SC-20160825	20160825-8

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.

Software Product Name

Element description	Name of the Student Management System software used by the provider.
Files	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.
Revision	No change.

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 email address.
Files	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 email address including the @ symbol. (vr.10019)
	The @ symbol must not be the first or last character. The email address must not have embedded spaces.
	This field must not be blank.
Revision	No change.

Field format

Value	Description
Length	80
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	A valid email address.

Specific Funding Identifier

Element description

This data element was introduced in AVETMISS Release 6.1 for State jurisdiction reporting only.

RTOs are not required to report his data element so no further details are included in these Victorian VET Student Statistical Collection Guidelines

This field must be left blank. (vr.120082)

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

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 Postal 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. (vr.203707)

If the Postcode is OSPC, the State Identifier field, must be 99 – Other (Overseas but not an Australian Territory or Dependency). (vr.20019) and (vr.80053)

If a valid Postcode is entered the State Identifier must not be '@@'. (vr.85044)

This field must not be blank. (vr.10015), (vr.20016) and (vr.80060)

Revision	No change.

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 1 identifier.

Address First Line must contain the Statistical area 1 identifier or '@@@@@@@@@@ — Not specified' if *Address Second Line* contains the Statistical area 2 identifier.

This field must be blank.

Revision   No change.

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	The purpose collection the Statistical area level 2 identifier is 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 2 identifier.

Address Second Line must contain the Statistical area 2 identifier if *Address First Line* contains the Statistical area 1 identifier.

This field must be blank.

Revision	No change.

Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
000000001–999999999	Valid ASGS Statistical area level 2 code

Study Reason Identifier

Element description	A code that identifies a student's main reason for studying.
File	Enrolment (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. (vr.120051)
Revision	No change.

Field format

Value	Description
Length	2
Type	Alphanumeric
Justification	Left
Fill character	None

Field value

Value	Description
Job related	
01	To get a job
02	To develop my existing business
03	To start my own business
04	To try for a different career
05	To get a better job or promotion
06	It was a requirement of my job
07	I wanted extra skills for my job
Further study	
08	To get into another program or study
Other	
11	Other reasons
12	For personal interest or self-development
@@	Not specified

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

If the field of education code for nationally registered units of competency or subjects cannot be sourced from 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 2 digits must not be zero.

This field must not be blank. (vr.60011)

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1
VVSSCG-SC-20160825	20160825-9

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 Flag

Element description	A flag that indicates whether the record is related to a subject or a unit of competency.
File	Subject (NAT00060)
Purpose	To indicate whether the record in the Subject (NAT00060) file is a subject or unit of competency.

Business rules

General:

Where the Subject (NAT00060) file reports a:

- Subject Identifier, the Subject Flag must be M.
- Unit of Competency Identifier (as specified within a National Training Package), the flag must be C. (vr.60009) and (vr.604516)

This field must not be blank (vr.60001)

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
C	Unit of competency
M	Subject

Subject Identifier

Element description	A code that uniquely identifies a Subject.
Files	Subject (NAT00060) Enrolment (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
- locally approved or accredited, the training organisation must assign the Subject Identifier.

Locally assigned identifiers must not contain spaces. (vr.60301)

There must be one record in the Subject (NAT00060) file for each unique Subject Identifier on the Enrolment (NAT00120) file. (vr.60002) and (vr.120003)

This field must not be blank. (vr.120049)

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

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. (vr.60004)

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1
VVSSCG-SC-20160825	20160825-10

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: - nationally accredited subject - training organisation approved/accredited subject.

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. (vr.10016)

Revision	No change.

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.
Revision	No change.

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.
Revision	No change.

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.
Revision	No change.

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	Enrolment (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 Enrolment (NAT00120) file, there must be a corresponding Client Identifier – Apprenticeships.

The training contract code is assigned by the Department's DELTA registration system when a contract of training is registered. In Victoria, this identifier is usually 8 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. (vr.120027) (vr.120028) and (vr.120086)

This field may be blank subject to rules above

Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1
VVSSCG-SC-20160825	20160825-11

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)
	Enrolment (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 Enrolment (NAT00120) file. (vr.120001)

Training Organisation Delivery Location Identifier must be in uppercase.

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 of where the training is being coordinated must be used. This will generally be the RTO's own delivery location identifier.

Use common sense 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. (vr.20003) and (vr.20020)

This field must not be blank. (vr.20002) and (vr.120052)

Revision

Change Document	Change Number
VVSSCG-SC-20170505	20170505-9

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. (vr.204616)
	This field must not be blank. (vr.20005)
Revision	No change.

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)
	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).

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. (vr.10002)

Revision

Change Document	Change Number
VVSSCG-SC-20150112	20150112-5

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 if listed on the National Training Register; it must not be an acronym. (vr.10020)

This field must not be blank. (vr.10017)

Revision

Change Document	Change Number
VVSSCG-SC-20150112	20150112-6

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, 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. (vr.10018)

Revision

Change Document	Change Number
VVSSCG-SC-20150112	20150112-7

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.

Training Organisation Type Identifier - (continued)

Field value (continued)

University	
Value	**Description**
41	University - Government
43	University - Non-Government Catholic
45	University - Non-Government Independent

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

Training Organisation Type Identifier - (continued)

Notes

Values	Description
21, 25, 27	**School** 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	**TAFE** 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	**University** 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: ▪ government; for example, La Trobe University ▪ non-government Catholic; for example, Australian Catholic University ▪ non-government independent; for example, Bond University.
51, 53	**Enterprise** 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: ▪ Government: for example, the Department of Defence, the Australian Customs Service, Department of Correctional Services, Centrelink, and Virtual College ▪ Non-government: for example, Woolworths, Qantas and Toyota Australia.
61	**Community-based Adult Education Provider** 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	**Education/training business or centre** A privately operated, registered training organisation ('private provider').

Training Organisation Type Identifier - (continued)

Notes (continued)

Values	Description
93	**Professional association** Professional associations may exist for every industry and perform a variety of functions including: ▪ providing and promoting professional and career development activities ▪ establishing and monitoring industry standards and professional codes of practice ▪ advising educational institutions on curriculum development. Examples of professional associations include: the Institute of Chartered Accountants, the Australian Institute of Management, and the Australian Computer Society.
95	**Industry association** Any national industry association that represents the interests of its members; for example, the Internet Industry Association or industry unions.
97	**Equipment and/or product manufacturer or supplier** Provides certification and training for employees and non-employees; for example, CISCO or Microsoft.
99	**Other training provider not elsewhere classified** This group is comprised of: ▪ for-profit private training providers; for example, private one-on-one music teachers, or private tutors ▪ not-for-profit training providers; for example, Mission Australia or the Salvation Army.

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.

Files

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.

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.

This field must not be blank if a student is undertaking at least one unit of a nationally recognised training.

This field may be left blank.

Unique Student Identifier - (continued)

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-21
VVSSCG-SC-20141030	20141030-9
VVSSCG-SC-20150112	20150112-8
VVSSCG-SC-20150818	20150818-8
VVSSCG-SC-20160222	20160222-10
VVSSCG-SC-20160825	20160825-12

.

Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Alphanumeric	Valid 10 – digit USI code
INTOFF	International offshore student exemption
SHORT	Short program exemption

VET FEE-HELP (Income Contingent Loan) Indicator

Element description	A flag to indicate that the student has an income contingent loan as financial support.
Files	Enrolment (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 File (NAT00030) is coded:

- 411 – Advanced Diploma
- 421 – Diploma, or

(b) The program is offered at the following levels:

- Vocational Graduate Certificate
- Vocational Graduate Diploma

(vr.120041)

The indicator should be coded N for all other records.

This field must not be blank. (vr.120038)

Revision	No change.

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 FEE-HELP
N	No, training is not being provided under VET FEE-HELP

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. (vr.304515)

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). (vr.603416)

This field must not be blank. (vr.30012)

Revision

No change.

VET Flag - (continued)

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	Enrolment (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.(vr.120060)

This field must not be blank.

Revision	No change.

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.
Files	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) following an exchange of enrolment information.

Providers must include the standard VSN enrolment question on their enrolment forms. Providers do not need to store in their student management system 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.

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.

Revision

No change.

Field format

Value	Description
Length	9
Type	Numeric
Justification	Right
Fill character	None

Field value

Value	Description
000000001-999999999	A unique student ID
888 888 888	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

Year Highest School Level Completed

Element description	The calendar year in which a student completed their highest level of secondary schooling.
File	Client (NAT00080)
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.
	The value in this field must be a valid year before the collection period.
	Specific:
	Where the Highest School Level Completed Identifier field contains a value between 09 and 12, ensure the value in this field is consistent with the student's Date of Birth as reported in the Client (NAT00080) file.
	If the value in the Highest School Level Completed Identifier field is 02 - Did not go to School, a value of @@@@ must be recorded in this field. (vr.803236)
	This field must not be blank. (vr.80046)
Revision	No change.

Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
1900-9999	Must be a valid year, not in the future.
@@@@	Not stated - question asked of the student but no answer provided.

Year Program Completed

Element description	The year the Program was completed; this includes the on-the-job component.
File	Program Completed (NAT00130)
Purpose	To allow analysis of qualifications completed.

Business rules

Specific:

The Year Program Completed field must not be:

- in the future, or
- more than 10 years before the collection period.

If the Year Program Completed is not equal to 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 must not be blank.

Revision

No change.

Field format

Value	Description
Length	4
Type	Numeric
Justification	None
Fill character	None

Field value

Value	Description
1900-9999	A valid year, not in the future or more than 10 years before the collection period.
@@@@	Not yet completed

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, http://www.aqf.edu.au/aqf/about/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 7.0 (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).

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 the educational material. These hours must not be zero. 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 '0000'; AND
- Delivery mode identifier in the Enrolment (NAT00120) file is not 20 – Electronic based

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 VET providers and the State Training System capacity 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 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

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

Usual residence means the address at which the person has lived or intends to live for a total of six months or more. Reference ABS Cat.2901.0.

It 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.

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".

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

It is very important that one of the above valid outcomes be reported as soon as the unit or subject has been assessed. *Outcome Identifier – National* '70 –

Continuing Enrolment' will not be valid in the final collection year submission if the *Activity End Date* is in the current collection year.

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

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.

Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-15
VVSSCG-SC-20140725	20140725-22
VVSSCG-SC-20141030	20141030-10
VVSSCG-SC-20150112	20150112-9

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 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.	Surname (Legal Family Name) _____ Given Names (Legal Given Names) _____	Client File: Name for Encryption Client Postal Detail File: Client First Given name Client Family Name (Surname)

Date of birth

Question		AVETMISS field
2. Enter your birth date	Day/Month/Year dd mm yyyy	Date of Birth

Sex

Question		AVETMISS field
3. Sex (tick one box only)	☐ Male ☐ Female ☐ (Indeterminate/Intersex/Unspecified)	Sex

Contact Details

Question			AVETMISS field
4. Enter your contact details	Home Phone Work Phone Mobile Email Address	……………………………. ……………………………. ………………………………… …………………………………	Telephone Number – Home Telephone Number – Work Telephone Number – Mobile Email Address

Usual Residence

Question			AVETMISS field
5. What is the address location and postcode of the suburb, locality or town in which you usually live? Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area, use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.	Building/Property Name Flat/Unit Number Street Number (e.g. 5 or Lot 12) Street Name Suburb, locality or town State/Territory Postcode	_____ _____ _____ _____ _____ _____ _____	Client File: Building/Property Name Flat/Unit Number Street or Lot Number Street Name Suburb, locality or town State/Territory Postcode

Postal address

Question			AVETMISS field
6. What is your postal address (if different from above)?	Building/Property Name Flat/Unit Number Street Number Street Name PO box or roadside delivery box Suburb, locality or town State/Territory Postcode E-mail address	_____ _____ _____ _____ _____ _____ _____ _____ _____	Client Postal Detail File: Building/Property Name Flat/Unit Number Street Number Street Name PO box or roadside delivery box Suburb, locality or town State/Territory Postcode E-mail address

Language and cultural diversity

Question		AVETMISS field
7. In which country were you born?	☐ Australia ☐ 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) English only – Go to Question 10	☐ No, English Only ☐ Yes, other - Please specify	Language Identifier
9. How well do you speak English?	☐ Very Well ☐ Well ☐ Not Well ☐ Not at All	Proficiency in Spoken English Identifier
10. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander	Indigenous Status Identifier

Disability

Question		AVETMISS field
11. Do you consider yourself to have a disability, impairment or long-term condition? No – Go to Question 13	☐ Yes ☐ No	Disability Flag

12. If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)	☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental illness ☐ Acquired brain impairment ☐ Vision ☐ Medical condition ☐ Other	Disability Type Identifier

Schooling

Question		AVETMISS field
13. What is your highest COMPLETED school level? (Tick ONE box only.) Never attended school – Go to Question 15	☐ Completed Year 12 ☐ Completed Year 11 ☐ Completed Year 10 ☐ Completed Year 9 or Equivalent ☐ Completed Year 8 or Lower ☐ Never attended School	Highest School Level Completed Identifier
14. In which YEAR did you complete that school level?	Free text field _____	Year Highest School Level Completed
15. Are you still attending secondary school?	☐ Yes ☐ No	At School Flag

Previous qualification achieved

Question		AVETMISS field
16. Have you SUCCESSFULLY completed any of the following qualifications? ▪ Bachelor Degree or Higher Degree ▪ Advanced Diploma or Associate Degree ▪ Diploma (or Associate Diploma) ▪ Certificate IV (or Advanced Certificate/Technician) ▪ Certificate III (or Trade Certificate) ▪ Certificate II ▪ Certificate I ▪ Certificates other than the above No – Go to Question 18	☐ Yes ☐ No	Prior Educational Achievement Flag

17. If Yes, please enter **one** of these Prior Education Achievement Recognition Identifiers **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	A	E	I		Prior Educational Achievement Identifier
	☐	☐	☐	Bachelor Degree or Higher Degree	
	☐	☐	☐	Advanced Diploma or Associate Degree	
	☐	☐	☐	Diploma (or Associate Diploma)	
	☐	☐	☐	Certificate IV (or Advanced Certificate/Technician)	
	☐	☐	☐	Certificate III (or Trade Certificate)	
	☐	☐	☐	Certificate II	
	☐	☐	☐	Certificate I	
	☐	☐	☐	Certificates other than the above	

Employment

Question		AVETMISS/Victorian field
18. Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)	☐ Full-time employee ☐ Part-time employee ☐ Self-employed - not employing others ☐ Employer ☐ Employed - unpaid worker in a family business ☐ Unemployed - seeking full-time work ☐ Unemployed - seeking part-time work ☐ Not employed - not seeking employment	Labour Force Status Identifier
19. Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only) If never employed go to Question 21.	☐ 1 – Managers ☐ 2 – Professionals ☐ 3 – Technicians and Trade Workers ☐ 4 – Community and Personal Service Workers ☐ 5 – Clerical and Administrative Workers ☐ 6 – Sales Workers ☐ 7 – Machinery Operators and Drivers ☐ 8 – Labourers ☐ 9 – Other	Client Occupation Identifier
20. Which of the following classifications BEST describes the Industry of your current or previous Employer?	☐ 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	Client Industry of Employment

Study reason

Question		AVETMISS field
21. Of the following categories, which BEST describes your main reason for undertaking this program/traineeship/apprenticeship? (Tick one box only.)	☐ To get a job ☐ To develop my existing business ☐ To start my own business ☐ To try for a different career ☐ To get a better job or promotion ☐ It was a requirement of my job ☐ I wanted extra skills for my job ☐ To get into another program of study ☐ For personal interest or self-development ☐ Other reasons	Study Reason Identifier

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 should 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
22. Enter your Victorian Student Number (VSN)	☐☐☐ ☐☐☐ ☐☐☐ No more questions if you provided your VSN. _____	Victorian Student Number
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?	☐ 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. _____. ☐ Yes - I have attended a Victorian school since 2009:	OFFICE USE: Code VSN as 888 888 888 Leave VSN blank

Victorian Student Number - continued

Question		Victorian field
	Most recent Victorian school attended ……………………………………………. and / or ☐ 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) …………………………………………… …………………………………………… ……………………………………………	Leave VSN blank 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.

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
23. Enter your Unique Student identifier (if you already have one)	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# Alternatively, they may wish not to include 'birth certificate' in their form.

Additional Information for USI Application – only required if you do not already have a USI

Town/City of Birth _____

(please write the name of the Australian or overseas town or city where you were born)

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

Please provide details for <u>one</u> of the forms of identity below.

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

Australian Driver Licence

State: _____   Licence Number: _____

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)

Australian Birth Certificate

State/Territory_____

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

Australian Passport

Passport number_____

Non-Australian Passport (with Australian Visa)

Passport number _____   Country of issue_____

Immicard

Immicard Number _____

Citizenship Certificate

Stock number _____Acquisition date _____/_____/_____

day/month/year)

Certificate of Registration by Descent

Acquisition date _____/_____/_____

(day/month/year)

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

Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-23
VVSSCG-SC-20150112	20150112-10
VVSSCG-SC-20160222	20160222-11
VVSSCG-SC-20160825	20160825-13

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 Fee Help or the Unique Student Identifiers scheme). 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.

A student's USI may be used for specific VET purposes including the verification of student data provided by [RTO]; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

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.

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 email [#].

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: ………………………………………………………………….

[Insert a "tick box" to confirm acknowledgement of the privacy notice *as a prerequisite* for online enrolments.]

Revision

Change Document	Change Number
VVSSCG-SC-20150818	20150818-9
VVSSCG-SC-20151111	20151111-5
VVSSCG-SC-20160222	20160222-12

Appendix 2: Websites and publications

The following websites provide more detailed information about aspects of the statistical collection.

Organisation	Website
Australia Post	http://auspost.com.au/ Go to this site to download Australia Post's latest postcode reference file - the Postal Address File
Australian Skills Quality Authority (ASQA)	http://www.asqa.gov.au/
Department of Education and Training – Data collection	http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx 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	URL for submitting your data in the statistical collection and should be bookmarked in your browser. http://www.education.vic.gov.au/svts
Department of Education and Training – Skills First	http://www.education.vic.gov.au/victorianskillsgateway/students/pages/vtg-eligibility-indicator.aspx Go to this site for more information about Skills First.
Department of Education and Training - VSN	http://www.vcaa.vic.edu.au/Pages/schooladmin/vsn/index.aspx Technical information about the VSN can be obtained from the VSN team by emailing victorian.student.register@edumail.vic.gov.au.
National Centre for Vocational Education Research (NCVER)	http://www.ncver.edu.au/avetmiss/21055.html 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)	http://www.training.gov.au/ Information about nationally accredited programs, subjects and training organisations can be accessed on the TGA site.
Office of the Australian Information Commissioner	https://www.oaic.gov.au/privacy-law/rights-and-responsibilities and http://www.oaic.gov.au/privacy-law/privacy-archive/privacy-resources-archive/privacy-fact-sheet-1-information-privacy-principles-under-the-privacy-act-1988 provides a brief summary of the 11 information privacy principles that apply to the statistical collection
Office of the Victorian Privacy Commissioner	http://www.privacy.vic.gov.au Information on Victoria's privacy obligations that apply to the statistical collection

Organisation	Website
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 www.abs.gov.au
Unique Student Identifier	http://www.usi.gov.au/
Victorian Registration and Qualifications Authority (VRQA)	http://www.vrqa.vic.gov.au/

Revision

Change Document	Change Number
VVSSCG-SC-20151111	20151111-6

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

Appendix 4: Name change mapping

Mapping of file and data element name changes:

Note: Majority of these name changes occurred in AVETMISS 7.0 release 6.1 and in most instances hybrid names have been used in the Victorian VET Student Statistical Collection guidelines for the past two years.

NAT file data element belongs to	New name (AVETMISS)	Existing name	Comment
NAT00030	Program File	Program (Course) File	
NAT00060	Subject File	Subject (Module/Unit of Competency) File	
NAT00130	Program Completed File	Program (Qualification) File	

NAT file data element belongs to	New name (AVETMISS)	Existing name	Comment
NAT00030	Program Field of Education Identifier	Program (Qualification/Course Field of Education) Identifier	
NAT00030	Program Identifier	Program (Qualification/Course) Identifier	
NAT00030	Program Level of Education Identifier	Program (Qualification/course Level of Education) Identifier	Use the generic name that aligns with new file name.
NAT00030	Program Name	Program (Qualification/Course) Name	
NAT00030	Program Recognition Identifier	Program (Qualification/Course Recognition) Identifier	
NAT00120	Associated Program Identifier	Associated Course Identifier	

NAT file data element belongs to	New name (AVETMISS)	Existing name	Comment
NAT00120	Commencing Program Identifier	Commencing Course Identifier	
NAT00120	Program Commencement Date	Program (Course) Commencement Date	
NAT00060	Subject Field of Education Identifier	Subject (Module/Unit of Competency) Field of Education Identifier	
NAT00060	Subject Flag	Subject (Module/Unit of Competency) Flag	
NAT00060	Subject Identifier	Subject (Module/Unit of Competency) Identifier	
NAT00060	Subject Name	Subject (Module/Unit of Competency) Name	
NAT00080	Client Family Name	Client Last Name	This name change has been introduced in AVETMISS data element definitions edition 2.2 December 2015. Reason for change is to align with USI Registrar Office Requirements.
NAT00080	Highest school level completed identifier	Highest school level completed	This name change has been introduced in AVETMISS data element definitions edition 2.2 December 2015.
NAT00080	Language Identifier	Main Language Other Than English Identifier	
NAT00120	Activity End Date	Enrolment Activity End Date	Shorten name and clarify that date refers to training activity rather than enrolment.
NAT00120	Activity Start Date	Enrolment Activity Start Date	
NAT00120	Client Identifier – Apprenticeships	Client Identifier – Australian Apprenticeships	Remove the word 'new' from name to reflect correct name of program.
NAT00120	Training Contract Identifier	Training Contract Identifier – Australian Apprenticeships	Align name with name used in Apprentice and Trainee Collection
NAT00120	Specific Funding Identifier	Specific Program Identifier	Clarify that the field relates to government funding