

SUMMARY OF CHANGES TO VICTORIAN VET STUDENT STATISTICAL COLLECTION GUIDELINES

Executive Summary

This document outlines changes made to the Victorian VET Student Statistical Collection Guidelines - 2021 V1.0 and form part of the Victorian VET Student Statistical Collection Guidelines - 2021 v1.0.

The changes have been made in order to provide:

1. field type alignment with SVT System architecture
2. clarify any ambiguous or erroneous aspects of the guidelines by removing/adding or updating business rules to align with current reporting requirements.

Overview

The Victorian VET Student Statistical Collection Guidelines (the Guidelines) form a data standard which specifies how training activity should be reported in a consistent manner to the Department. They are compatible with Release 8.0 of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) which are the basis for the annual National VET Provider Collection.

AVETMISS Release 8.0 updates as of August 2018 apply from 2019. Full details on AVETMISS are available at the [NCVER website](#).

Where the Guidelines deviate from AVETMISS, the Department ensures there is a clear rationale behind these changes, alternatives have been assessed and the resultant benefit is weighted against the impact of the change.

Purpose

The purpose of this document is to communicate changes to the Guidelines. This summary document will be published as frequently as necessary. The Guidelines will be published annually but may be more frequent depending on the scope of changes throughout the collection year. Off-cycle changes during the year may result from:

- certain aspects of the Guidelines that are ambiguous, erroneous or require clarification
- scenarios adversely affecting the data integrity of the collection
- ensuring compliance with statutory requirements
- reduce burden of reporting requirements on RTOs.

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<p>Audience</p>	<p>Training Providers</p> <p>All VET training providers need to be familiar with the Guidelines in order to understand the nature of the changes outlines in this Summary of Changes document.</p> <p>Software developers and data analysts</p> <p>Software developers, as well as systems personnel and data analysts in larger organisations, should note all changes that refer to the technical detail of the Guidelines. These include the file specifications, business rules and data element dictionary.</p>									
<p>Prerequisite</p>	<p>Familiarisation and understanding of the latest version of Victorian VET Student Statistical Collection Guidelines (the Guidelines) as published on SVTS or DET website.</p>									
<p>Document structure</p>	<p>This document contains a Change Summary table followed by the sections and categories of the Guidelines which contain changes.</p>									
<p>How to use this document</p>	<table border="1"> <thead> <tr> <th data-bbox="547 954 766 1014">Step</th> <th data-bbox="766 954 1497 1014">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="547 1014 766 1435">1</td> <td data-bbox="766 1014 1497 1435"> <p>Review and note each change as indicated in the Change Summary table. For quick reference where a business rule has been updated, additions will be highlighted in red and deletions will be highlighted with red-cross through.</p> <p>Note: The changes may not contain the entire section of the business rule definitions, therefore the changes should always be read in conjunction with the corresponding section of original document being changed. [...] will denote that section contains more business rules that have not been changed.</p> </td> </tr> <tr> <td data-bbox="547 1435 766 1603">2</td> <td data-bbox="766 1435 1497 1603"> <p>Retain all Summary of Changes documents with copy of latest Guidelines, this will ensure that you are always able to reference the most up to date business rules or any other changes.</p> </td> </tr> <tr> <td data-bbox="547 1603 766 1729">3</td> <td data-bbox="766 1603 1497 1729"> <p>Once a new version of the Guidelines is published, all the changes referenced in the Summary of Changes documents will be incorporated in that version.</p> </td> </tr> </tbody> </table>	Step	Action	1	<p>Review and note each change as indicated in the Change Summary table. For quick reference where a business rule has been updated, additions will be highlighted in red and deletions will be highlighted with red-cross through.</p> <p>Note: The changes may not contain the entire section of the business rule definitions, therefore the changes should always be read in conjunction with the corresponding section of original document being changed. [...] will denote that section contains more business rules that have not been changed.</p>	2	<p>Retain all Summary of Changes documents with copy of latest Guidelines, this will ensure that you are always able to reference the most up to date business rules or any other changes.</p>	3	<p>Once a new version of the Guidelines is published, all the changes referenced in the Summary of Changes documents will be incorporated in that version.</p>	
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Context

This document outlines the changes to be made to the Victorian VET Student Statistical Guidelines (the Guidelines) for 2021 v1.0.

The Guidelines form a data standard which specifies how training activity should be reported in a consistent manner to the Department. This data standard includes concepts, definitions and structures that are founded on and compliant with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). In addition to the standard, Victoria may extend the reporting requirements beyond those contained within AVETMISS, where these changes are required to support Government policy and programs.

Where the Guidelines deviate from AVETMISS, the Department ensures there is a clear rationale behind these changes, alternatives have been assessed, and that the resultant benefit is weighed against then impact of the change. As the nature of the changes varies, stakeholders will be impacted in various ways.

Changes to the Guidelines are generally limited to an annual cycle, with these changes specified in July for implementation in January the following year; this provides a six-month lead time for stakeholders to implement changes.

Decisions to make out-of-cycle changes are not made lightly. Off-cycle changes during the year are only considered if they address one of the following issues:

- certain aspects of the Guidelines that are **ambiguous, erroneous** or require **clarification**
- scenarios adversely affecting the **data integrity** of the collection
- ensuring **compliance** with statutory or national requirements
- **reduce burden** of reporting requirements on providers.

Change Impact Analysis

The changes for 2021 v1.0 centre around:

- further aligning SVTS architecture and the Guidelines;
- clarify any ambiguity or errors noted by providers through enquiry notifications; and
- alignment with contractual requirements.

The changes contained in this document have been analysed by the Department to determine the impact on key stakeholders. The methodology is outlined below.

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Stakeholder Impact Rating

0	None	None, no impact
1	Low	May be aware of change but little or no action is generally required
2	Medium	Must be aware of the change and act where required
3	High	Needs to review the change and take action
4	Very High	Needs to significantly change processes and systems

Areas of Impact

Provider	Learners	Information solicited from the learner
	Trainers	Assessment/observation required from trainers
	Administration	Administrative, financial or enrolment processes
Vendor	Software	SMS design, interfaces, processes, configuration and education
DET	Analysis/Decision Making	BI Infrastructure, interpretation, dissemination and education
	Contract, Payment, Audit	Instruments
	System	Infrastructure, specification, interfaces, processes, configuration

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Stakeholder Impact Summary

(Data element)		Provider			Software	DET		
		Learner	Trainer	Admin Change	Vendor	Analysis/ Decision Making	Operation: contract, payment, audit	System
Change 2021-1	Activity Start - NAT00120 file							
Change 2021-2	Client Fees - Other - NAT00120 file							
Change 2021-3	Client Identifier - Apprenticeships - NAT00120 file							
Change 2021-4	Client Tuition Fee - NAT00120 file							
Change 2021-5	Fee Exemption/Concession Type Identifier - NAT00120 file							
Change 2021-6	Hours Attended - NAT00120 file							
Change 2021-7	Outcome Identifier National - NAT00120 file							
Change 2021-8	Purchasing Contract Schedule Identifier - NAT00120 file							
Change 2021-9	Training Contract Identifier - NAT00120 file							

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The following summary of changes are incorporated in:

Document	Victorian VET Student Statistical Collection Guidelines - 2021
Version	1.0
Section and category	<p>Data Element Definitions:</p> <ol style="list-style-type: none"> 1. Activity Start - NAT00120 file 2. Client Fees - Other - NAT00120 file 3. Client Identifier - Apprenticeships - NAT00120 file 4. Client Tuition Fee - NAT00120 file 5. Fee Exemption/Concession Type Identifier - NAT00120 file 6. Hours Attended - NAT00120 file 7. Outcome Identifier National - NAT00120 file 8. Purchasing Contract Schedule Identifier - NAT00120 file 9. Training Contract Identifier - NAT00120 file

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Data Element Definitions

Activity Start - NAT00120 file	
Change 2021-1:	<p>Updated Business Rule:</p> <ul style="list-style-type: none"> When a client is issued with a credit transfer the <i>Activity Start Date</i> is the date when the credit transfer is administratively processed by the training organisation and joined to an underway Program Enrolment. This should not occur before the first supervised training or assessment has taken place (i.e. on or after before the <i>Program Commencement Date</i>).
Reason:	Correction
Provider:	No impact as business rule is correct, only example was incorrect.
SVTS:	No impact

Client Fees - Other - NAT00120 file									
Change 2021-2:	<p>Updated Note:</p> <p>Note: For all government subsidised training activity commencing on or after 1 January 2015, the rounded total dollar amount of the <i>Client Fees - Other</i> (excluding Client Tuition Fee) is to be reported against the student's enrolment. This field many be blank for non-government subsidised training and must be 00000 for government subsidised training where no such fees/costs are charged. This field may be blank subject to rules above must not be blank.</p> <p>Updated Field Value:</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Blank</td> <td>For Fee for Services or non-government subsidized training.</td> </tr> <tr> <td>00000</td> <td>Where no Client Fees - Other is charged</td> </tr> <tr> <td>00001-99999</td> <td>Where Client Fees - Other is charged. Positive amounts are only valid.</td> </tr> </tbody> </table>	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. Positive amounts are only valid.
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. Positive amounts are only valid.								
Reason:	For reporting requirement consistency for both government subsidised and fee for service delivery.								
Provider:	Medium impact as providers will need to report 00000 value where they may have previously left blank. May require change to SMS.								
SVTS:	Medium impact. Switch off validation rule 120090 and replace by rule 5.								

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Client Identifier - Apprenticeships - NAT00120 file	
Change 2021-3:	<p>Updated Business Rule:</p> <p>If the value in the <i>Funding Source Identifier - State Training Authority</i> field is specific to apprentices/trainees (e.g. ASL, L, LCP, LQ, LSG, QIL, RWL, WTL, YRL or Z55) then ensure the following fields are not blank: If the value in the <i>Funding Source Identifier - State Training Authority</i> field is NOT specific to apprentices/trainees (e.g. ASL, L, LCP, LQ, LSG, QIL, RWL, WTL, YRL or Z55) then ensure the following fields ARE blank:</p>
Reason:	To keep the business rules as generic as possible and limit updates when values change.
Provider:	No impact, clarification only.
SVTS:	No impact, clarification only.

Client Tuition Fee - NAT00120 file							
Change 2021-4:	<p>Removed Business Rule:</p> <ul style="list-style-type: none"> ● For all unit enrolments being recognised under RCC or Credit Transfer arrangements: This field must be blank. ● For ACFE 'ACE'=funded enrolments: This field may be blank. ● For Fee for Service unit enrolments: This field may be blank. <p>Note: This field is mandatory for all government subsidised training activity reported from 2013. This field may must not be blank. Subject to rules above.</p> <p>Updated Field Value:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th style="text-align: left;">Value</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td style="color: red;">Blank</td> <td style="color: red;">May only be blank for RCC or Credit Transfer or Fee for Service or 'ACE' funded training activity from 2013.</td> </tr> <tr> <td>0000 - 9999</td> <td>Hourly rate in cents for training delivery (excluding GST). Positive amounts are only valid.</td> </tr> </tbody> </table>	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 (excluding GST). Positive amounts are only valid.
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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 (excluding GST). Positive amounts are only valid.						
Reason:	For reporting requirement consistency for both government subsidised and fee for service delivery and alignment with <i>Client Fee - Other</i> reporting.						
Provider:	Medium impact as providers will need to report 00000 value where they may have previously left blank. May require change to SMS.						
SVTS:	Low impact. Validation rule 5 for when fields can be blank will need to be updated.						

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Fee Exemption/Concession Type Identifier - NAT00120 file								
Change 2021-5:	<p>Remove Business Rule:</p> <p>With respect to the <i>Fee Concession/Exemption Type Identifier</i> value 'O' (Other), this should only be used where a concession has been granted, in accordance with the Guidelines About Fees, to:</p> <ul style="list-style-type: none"> • Back to Work Learners without concession cards who are studying at a TAFE (and are therefore eligible for a concession), or <p>Added new Fee Waiver Code:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Value</th> <th style="width: 60%;">Description</th> <th style="width: 25%;">Eligible for a waiver contribution from the Department?</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">C</td> <td>Fee Waiver for students training in a skill set under the Construction Industry Skill Sets initiative</td> <td style="text-align: center;">Yes</td> </tr> </tbody> </table>		Value	Description	Eligible for a waiver contribution from the Department?	C	Fee Waiver for students training in a skill set under the Construction Industry Skill Sets initiative	Yes
Value	Description	Eligible for a waiver contribution from the Department?						
C	Fee Waiver for students training in a skill set under the Construction Industry Skill Sets initiative	Yes						
Reason:	Removed Initiative that is no longer active and added new Fee Waiver for reporting requirements of Construction Industry Skill Sets.							
Provider:	Low impact.							
SVTS:	Low impact.							

Hours Attended - NAT00120 file	
Change 2021-6:	<p>Updated Element Description:</p> <p>A value that identifies the hours attended by a student who withdraws from a Subject without completing all training in that Subject. It includes the hours of supervised training and assessment.</p>
Reason:	Clarification to align with clauses 11.2 and 11.5 of Schedule 1 of Contract.
Provider:	Low impact. Contract already implied this definition.
SVTS:	No impact.

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Outcome Identifier National - NAT00120 file										
Change 2021-7:	<p>Updated Business Rule:</p> <p>Waiting employer signoff or a practical placement (Code 79) This code is used for apprenticeship enrolments where the student has completed the supervised training and/or assessment component of the training at an RTO and is now awaiting employer signoff to be deemed competent or where the student has completed the supervised training and/or assessment component of the training at the RTO and is now waiting for a practical placement.</p> <p>Updated Field Values:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="background-color: #800000; color: white;">Not yet assessed</th> </tr> <tr> <th style="background-color: #cccccc;">Value</th> <th style="background-color: #cccccc;">Description</th> <th style="background-color: #cccccc;">Valid in final upload for collection year?</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">79</td> <td style="text-align: center;">Waiting employer signoff or a practical placement</td> <td> No <i>(where Activity End Date is in the collection year)</i> Yes <i>(where Activity End Date is in a future collection year)</i> </td> </tr> </tbody> </table>	Not yet assessed			Value	Description	Valid in final upload for collection year?	79	Waiting employer signoff or a practical placement	No <i>(where Activity End Date is in the collection year)</i> Yes <i>(where Activity End Date is in a future collection year)</i>
Not yet assessed										
Value	Description	Valid in final upload for collection year?								
79	Waiting employer signoff or a practical placement	No <i>(where Activity End Date is in the collection year)</i> Yes <i>(where Activity End Date is in a future collection year)</i>								
Reason:	<p>Historically employers of both trainees and apprentices were required to sign-off:</p> <ul style="list-style-type: none"> employers of apprentices do this across the apprenticeship and at the end employers of trainees just at the end <p>Some providers have their SMS set up to include both these types of training and because it is a way to valid workplace assessment, we should not limit this outcome to only apprenticeships.</p> <p>For many training providers COVID-19 has caused disruption to training delivery that are outside their direct control, in response the Department has developed a new reporting process which includes the introduction of practical placements being reported using Outcome Id National value of 79. Further information on the reporting process are provided by fact sheet on SVTS.</p>									
Provider:	High impact, change the definition of when this value can be reported.									
SVTS:	High impact. Update validation rules and align payment system to new reporting requirements.									

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Purchasing Contract Schedule Identifier - NAT00120 file													
Change 2021-8:	<p>Added Business Rule:</p> <p>ERA - Exclude from reappportioning value may be used if a training provider decides to opt-in and flag at subject level, enrolments that are disrupted due to delayed practical placements or employer signoff. This value should be used in combination with the <i>Outcome Identifier - National</i> value of 79.</p> <p>Note: From 2021, if there is no disruption to enrolment and only waiting for employer signoff, then <i>Outcome Identifier National</i> value of 79 is to be used alone without the <i>Purchasing Contract Schedule Identifier</i> value ERA.</p> <p>Updated Field Values:</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>EXC</td> <td>Exclude from claims processor</td> </tr> <tr> <td>R38</td> <td>Exclude from claim confirmation/invoicing</td> </tr> <tr> <td>G19</td> <td>Disrupted training and reappportioning</td> </tr> <tr> <td>ERA</td> <td>Exclude from reappportioning</td> </tr> <tr> <td>Blank</td> <td>When neither of the above values apply</td> </tr> </tbody> </table>	Value	Description	EXC	Exclude from claims processor	R38	Exclude from claim confirmation/invoicing	G19	Disrupted training and reappportioning	ERA	Exclude from reappportioning	Blank	When neither of the above values apply
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R38	Exclude from claim confirmation/invoicing												
G19	Disrupted training and reappportioning												
ERA	Exclude from reappportioning												
Blank	When neither of the above values apply												
Reason:	Departments decision to allow reporting as not to penalise providers where there have been delays in obtaining practical placements.												
Provider:	Medium impact, change in administrative requirements. May also need SMS vendor to add the new field value.												
SVTS:	High impact, requires system update to both validation rules and claims processing.												

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Training Contract Identifier - NAT00120 file											
Change 2021-9:	<p>Updated Business Rule:</p> <p>All Victorian values must be numeric but other characters are allowed where the <i>Funding Code - State Training Authority</i> has a value of Z75 (NSW registered apprentices) or Z70 (Interstate apprentices/trainees excluding registered NSW Apprentices) or S (Fee For Service) (Reject 18)</p> <p>If the value in the <i>Funding Source Identifier - State Training Authority</i> field is specific to apprentices/trainees (e.g. ASL, L, LCP, LQ, LSG, QIL, RWL, WTL, YRL or Z55) then ensure the following fields are not blank:</p> <p>If the value in the <i>Funding Source Identifier - State Training Authority</i> field is NOT specific to apprentices/trainees (e.g. ASL, L, LCP, LQ, LSG, QIL, RWL, WTL, YRL or Z55) then ensure the following fields ARE blank:</p> <p>Updated field format:</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Length</td> <td>10</td> </tr> <tr> <td>Type</td> <td>Numeric Alphanumeric</td> </tr> <tr> <td>Justification</td> <td>Left</td> </tr> <tr> <td>Fill character</td> <td>Space</td> </tr> </tbody> </table>	Value	Description	Length	10	Type	Numeric Alphanumeric	Justification	Left	Fill character	Space
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