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| Executive Summary | <p>This document outlines changes applicable to the Victorian VET Student Statistical Collection Guidelines – 2019 and are incorporated in to the Victorian VET Student Statistical Collection Guidelines – 2019 v2.</p> <p>The changes have been made in order to provide:</p> <ol style="list-style-type: none"> 1. clarification to the reporting requirements of some new data elements being introduced in 2019 2. update terminology 3. clarify any ambiguous or erroneous aspects of the guidelines. |
| Overview | <p>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.</p> <p>AVETMISS Release 8.0 updates as of August 2018 apply from 2019. Full details on AVETMISS are available at the NCVET website http://www.ncvet.edu.au/.</p> <p>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.</p> |
| Purpose | <p>The purpose of this document is to communicate changes (highlighted in red), 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:</p> <ul style="list-style-type: none"> ▪ certain aspects of the Guidelines that are ambiguous, erroneous or require clarification ▪ scenarios adversely affecting the data integrity of the collection ▪ ensuring compliance with statutory requirements ▪ reduce burden of reporting requirements on RTOs. |
| Audience | <p>Training Providers</p> <p>All VET providers need to be familiar with the Guidelines in order to understand the nature of the changes outlined in this Summary of Changes document.</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> |
| Prerequisite | <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> |
| Document Structure | <p>This document contains a Change Summary table followed by the sections and categories of the Guidelines which contain changes.</p> |

How to use this document

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>Review and note each change as indicated in the Change Summary table. For quick reference, 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> |

Executive Summary

This document outlines the proposed changes to be made to the Victorian VET Student Statistical Guidelines (the Guidelines) for 2019.

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 the impact of the change. As the nature of the changes varies, stakeholders will be impacted in various ways. The changes in this document have been analysed by the department with a view to understanding the impact. 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.

The proposed changes for 2019 centre around strengthening Victoria's ability to manage the government funded training market through the use of timely and comprehensive training activity data.

| Change | | Stakeholder impact summary | | | | | | |
|--------|------------------------------------------------------------|----------------------------|---------|-------|----------|---------------------------------|----------------------------------------------|--------|
| | | Training Provider | | | Software | DET | | |
| | | Learner | Trainer | Admin | Vendor | Analysis/ Decision Making | Operation: contract, payment, audit | System |
| 2019-1 | Fee Exemption/Concession Type Identifier – (NAT00120) file | | | | | | | |
| 2019-2 | Program Status Identifier – (NAT00130) file | | | | | | | |
| 2019-3 | VET Student Loans (Income Contingent Loan) Indicator | | | | | | | |
| 2019-4 | Standard enrolment questions | | | | | | | |
| 2019-5 | Glossary 'Usual Residence | | | | | | | |

Change Impact Analysis Methodology

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.

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.

Decisions to make out-of-cycle changes are not made lightly. A review of each change is conducted by the department to assess the impact on various stakeholders involved in the data collection process. This methodology is outlined below.

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 |

Data Collection Stakeholder Impact Weighting

The effect of introduction of/modification to:

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|-----|----------|---------------------------------|---------------------------------------------------------------------|
| 0.5 | Provider | Learners | Information solicited from the learner |
| 1.5 | | Trainers | Assessment/observation required from trainers |
| 3.5 | | Administration | Administrative, financial or enrolment processes |
| 3.8 | Vendor | Software | SMS design, interfaces, processes, configuration and education |
| 3.2 | DET | Analysis/Decision Making | BI Infrastructure, interpretation, dissemination and education |
| 2.8 | | Contract, Payment, Audit | Instruments |
| 3.8 | | System | Infrastructure, specification, interfaces, processes, configuration |

**Change
summary
table****The following summary of changes are incorporated in:****Document** [Victorian VET Student Statistical Collection Guidelines – 2019](#)**Version** 2**Section
and
category**

Data Element Definitions:

- Fee Exemption/Concession Type Identifier – (NAT00120) file
- Program Status Identifier – (NAT00130) file
- VET Student Loans (Income Contingent Loan) Indicator

Glossary

- Usual Residence

Standard Enrolment Form

- Standard enrolment questions

Data
element
definitions**Fee Exemption/Concession Type Identifier – (NAT00120) file**

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|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Change 2019-1 | Updated business rule: Specific: For Indigenous Students without concession cards, Asylum Seekers without concession cards or Back to Work Learners without concession cards who are studying at TAFEs (and are therefore eligible for a concession), <i>Fee Exemption/Concession Type Identifier 'O'</i> must be used. |
| Reason: | Incorrectly removed in previous version of the Guidelines. |
| No Impact: | No impact clarification only. |
| SVTS | No impact |

Program Status Identifier – (NAT00130) file

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|------------------|-----------------------------------------------------------------------------------------|
| Change 2019-2 | Renamed PSI value 60: From: Nested program To: Fully nested program. |
| Reason: | Consistency with Program Status Identifier reporting guide. |
| No Impact: | No impact clarification only. |
| SVTS | No impact. |

VET Student Loans (Income Contingent Loan) Indicator

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|------------------|-----------------------------------------------------------------------------|
| Change 2019-3 | Changed all reference: From: VET Fee Help To: VET Student Loans |
| Reason: | Compliance with national change. |
| Low Impact: | No impact clarification only. |
| SVTS | Some validation rule descriptions will need to be changed. |

Glossary

Usual Residence

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| Change 2019-5 | Deleted following: 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. |
| Reason: | Align with AVETMISS definition. |
| No impact | Clarification only. Change has already been noted in earlier version of Guidelines for the business rule regarding postcode reporting for international onshore and offshore students. |
| SVTS | No impact on SVTS. |

Standard
Enrolment
Form

Standard enrolment questions

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|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Change 2019-4 | Added new value to Question 19 (Study Reason) on the standard enrolment form: 13 – To get skills for community/voluntary work |
| Reason: | Omitted in the Standard enrolment form section in earlier version. |
| Low Impact: | Clarification only. Change has already been noted in earlier version of Guidelines in the 'Study Reason Identifier' data element definition but was omitted from the questions on the Standard enrolment form. |
| SVTS | No impact on SVTS. |