

Executive Summary

This document outlines changes applicable to the Victorian VET Student Statistical Collection Guidelines - 2020 and are incorporated in to the Victorian VET Student Statistical Collection Guidelines - 2020.

The changes have been made in order to provide:

1. clarification to the reporting requirements of some new data elements being introduced in 2020
2. update terminology
3. clarify any ambiguous or erroneous aspects of the guidelines.

Overview

The Victorian VET Student Statistical Collection Guidelines (the Guidelines) form a data standard which specifies how training activity should be reported in a consistent manner to the Department. They are compatible with 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 NCVET website <http://www.ncver.edu.au/>.

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

Purpose

The purpose of this document is to communicate changes (**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:

- 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.

<p>Audience</p>	<p>Training Providers</p> <p>All VET 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="544 1048 775 1115">Step</th> <th data-bbox="775 1048 1444 1115">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="544 1115 775 1570">1</td> <td data-bbox="775 1115 1444 1570"> <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> </td> </tr> <tr> <td data-bbox="544 1570 775 1771">2</td> <td data-bbox="775 1570 1444 1771"> <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="544 1771 775 1930">3</td> <td data-bbox="775 1771 1444 1930"> <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, 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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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:

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

Executive Summary

This document outlines the proposed changes to be made to the Victorian VET Student Statistical Guidelines (the Guidelines) for 2020.

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. 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 2020 centre around strengthening Victoria’s ability to manage the government funded training market through the use of timely and comprehensive training activity data, clarify any ambiguity or errors noted by providers through enquiry notifications and continue to be compliant with AVETMISS changes.

Change		Stakeholder impact summary						
		Training Provider			Software	DET		
		Learner	Trainer	Admin	Vendor	Analysis/ Decision Making	Operation: contract, payment, audit	System
2020-1	Training Activity File - NAT00120 file							
2020-2	Activity Start Date - NAT00120 file							
2020-3	Address - Suburb, Locality or Town - NAT00020 file							
2020-4	At School Flag - NAT00080 file							
2020-5	Client Fees - Other - NAT00120 file							
2020-6	Client Given Name - NAT00085 file							

Change		Stakeholder impact summary						
		Training Provider			Software	DET		
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2020-7	Contact Name - NAT00010 file							
2020-8	Fee Exemption/Concession Type Identifier - NAT00120 file							
2020-9	Outcome Identifier - National - NAT00120 file							
2020-10	Postcode - NAT00080 and NAT00085 files							
2020-11	Prior Educational Achievement Flag - NAT00080 file							
2020-12	Purchasing Contract Schedule Identifier - NAT00120 file							
2020-13	Subject Enrolment Identifier - NAT00120 file							
2020-14	Workplace ABN - NAT00120 file							
2020-15	Name - Enrolment Form							
2020-16	Student Enrolment Privacy Notice - Enrolment Form							
2020-17	VSN - Glossary							

The following summary of changes are incorporated in:	
Document	Victorian VET Student Statistical Collection Guidelines - 2020
Version	1
Section and category	<p>File Structure:</p> <ul style="list-style-type: none"> • Training Activity File <p>Data Element Definitions:</p> <ul style="list-style-type: none"> • Activity Start Date • Address - Suburb, Locality or Town • At School Flag • Client Fees - Other • Client Given Name • Contact Name • Fee Exemption/Concession • Outcome Identifier - National • Postcode • Prior Educational Achievement Flag • Purchasing Contract Schedule Identifier • Subject Enrolment Identifier • Workplace ABN <p>Enrolment Form:</p> <ul style="list-style-type: none"> • Name • Student Enrolment Privacy Notice <p>Glossary:</p> <ul style="list-style-type: none"> • VSN
General	Removed all references to validation rules.

File Structure

Training Activity File - NAT00120 file	
Change 2020-1:	Clarified business rule: Changed data element type from N (Numeric) to A (Alphanumeric) for the Client Identifier - Apprenticeships.
Reason:	Clarification.
Provider:	Clarification only.
SVTS:	Clarification only.

Data Element Definitions

Activity Start Date - NAT00120 file	
Change 2020-2	Updated paragraph: 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 the Program Commencement Date).
Reason:	Correction. Credit transfers should be reported once training commences.
Provider:	Providers must be aware of requirement and report accordingly. Correction of this business rules will reduce the number of Reject 4 providers were getting if only reporting credit transfers in one collection year and having no claims created.
SVTS:	Clarification only.

Address - Suburb, Locality or Town - NAT00020 file	
Change 2020-3	Added paragraph: <ul style="list-style-type: none"> For overseas delivery locations, populate with suburb/locality or town of the training organisation overseas delivery location.
Reason:	AVETMISS compliance.
Provider:	Providers must be aware of requirement and report accordingly.
SVTS:	No immediate impact. May choose to validate in future depending on data quality.

At School Flag - NAT00080 file	
Change 2020-4	Removed '@' as valid value.
Reason:	There should be no ambiguity, the student is either at school or they are not at school. The value of this flag can affect state government funding and unstated "@" is no longer an acceptable value.
Provider:	Providers will need to amend their enrolment forms to exclude this value.
SVTS:	Remove this value from reference table and amend validation rule.

Client Fees – Other - NAT00120 file	
Change 2020-5	<p>Deleted following text:</p> <p>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 the Subject only enrolment</p> <p>Added following paragraph:</p> <p>Note: Where a provider levies some or all fees at a program enrolment (not subject enrolment) level, the sum of fees charged across all subject enrolments should match the total (rounded to the nearest dollar) non-tuition fees the student has been charged.</p>
Reason:	Clarification only. Remove ambiguity.
Provider:	Providers keep reporting per guidelines.
SVTS:	No impact on the system, however auditors need to be made aware on how this data element is to be reported and amount of discretion allowed if individual amounts do not exactly match total amount charged if provider charging one upfront fee.

Client Given Name - NAT00085 file	
Change 2020-6	<p>Changed field name:</p> <p>From: Client First Given Name</p> <p>To: Client Given Name</p>
Reason:	AVETMISS compliance.

Client Given Name - NAT00085 file

Provider:	Change will not result in file structure changes and many SMS vendors already collect the information in the proposed format.
SVTS:	Clarification only, business rules in guidelines already include an example on how to report if client had a first and middle name.

Contact Name - NAT00010 file

Change 2020-7	Changed following text: The <i>Contact Name</i> should must be up-to-date in every submission.
Reason:	To emphasise the need to get this value correct.
Provider:	Clarification only.
SVTS:	Clarification only.

Fee Exemption/Concession Type Identifier - NAT00120 file

Change 2020-8	Clarification to business rule: 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), Fee Exemption/Concession Type Identifier 'O' must be used. With respect to the Fee Concession/Exemption Type Identifier value 'O' (Other), this should only be used where a concession has been granted, in accordance with the Guidelines About Fees, to: <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 • Indigenous Students without concession cards, or • Asylum Seekers without concession cards.
Reason:	Clarification.
Provider:	Clarification only.
SVTS:	Clarification only.

Outcome Identifier - National - NAT00120 file	
Change 2020-9	<p>Added following text:</p> <p>Credit Transfer/national recognition (Code 60)</p> <ul style="list-style-type: none"> Credit transfer is training credit for a Subject previously completed by a student and includes granted application for mutual recognition. Credit transfer and a granted application for mutual recognition are essentially administrative processes but can only be reported once the first subject with training activity has commenced. <p>Waiting employer signoff (Code 79)</p> <p>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.</p> <p>Added new value:</p> <p>79 - Waiting employer signoff</p>
Reason:	<p>Clarification required due to enquires where Reject 4 is created when only CT are reported late in a collection year and no claims are created.</p> <p>A new Outcome ID National value has been added to enable the capture of time between an apprentice completing their academic requirements and time of employer signoff.</p>
Provider:	<p>RTO will require SMS vendor to add new value. Administration should be made easier as RTO previously required a work around for this type of scenario. They either extended the end date for a subject until they got an employer signoff or withdraw students and then recommenced the subjects once they had employer signoff.</p>
SVTS:	<p>Add new value and implement new validation rules.</p>

Postcode - NAT00080 and NAT00085 files	
Change 2020-10	<p>Removed 0000 as a valid value.</p> <p>This value has not been valid since the beginning of 2018 collection year.</p>
Reason:	<p>Clarification only.</p>
Provider:	<p>Clarification only.</p>
SVTS:	<p>Clarification only.</p>

Prior Educational Achievement Flag - NAT00080	
Change 2020-11	Updated paragraph: This field is mandatory for all enrolments. For all government subsidised and domestic fee for service enrolments.
Reason:	Clarification.
Provider:	Clarification only.
SVTS:	Clarification only.

Purchasing Contract Schedule Identifier - NAT00120 file	
Change 2020-12	<p>Activated the use of this data element and created following business rules:</p> <p>Element description</p> <p>An identifier used for government funded enrolments allowing training providers the option to exclude subject level enrolments from claim processing or claim confirmation/invoicing.</p> <p>File</p> <p>Training Activity (NAT00120)</p> <p>Purpose</p> <p>Allow training providers who are receiving government subsidises the option to exclude claims from being processed.</p> <p>Business rules</p> <p>General:</p> <p>Training providers will upload data as per the current reporting requirements, however now those training providers claiming government subsidises will have the option to exclude specific claimable enrolments from being processed either overnight or from claim invoicing.</p> <p>These exclusion values are optional for training providers to use and are a direct interaction with the claims processing functionality. For further details on the use of these identifiers, please refer to the Guide to Claims.</p> <p>Specific:</p> <p>The EXC value is to be used if a training provider wishes to exclude a specific enrolment from being processes overnight.</p> <p>The R38 value is to be used when a claim has already been created but a training provider wishes to exclude this claim from being invoiced.</p> <p>This field may be left blank subject to rules above.</p>

Purchasing Contract Schedule Identifier - NAT00120 file																			
Change 2020-12 (cont.)	<p>Field format</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Length</td> <td>3</td> </tr> <tr> <td>Type</td> <td>Alphanumeric</td> </tr> <tr> <td>Justification</td> <td>Left</td> </tr> <tr> <td>Fill character</td> <td>Space</td> </tr> </tbody> </table> <p>Field value</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>Blank</td> <td></td> </tr> </tbody> </table>	Value	Description	Length	3	Type	Alphanumeric	Justification	Left	Fill character	Space	Value	Description	EXC	Exclude from claims processor	R38	Exclude from claim confirmation/invoicing	Blank	
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Reason:	Allow RTOs the option to opt out of having their claims from being processes. This functionality provides RTO control over their claims and potentially reduce the number of rejects created where the rejects are actual and cannot be fixed i.e. Reject 10 or Reject 4.																		
Provider:	<p>High positive impact. RTOs no longer need to get multiple rejects for data they cannot fix and also have the option to submit data which they can potentially claim but not get a reject until the data is all confirmed as accurate.</p> <p>To report this data element is an opt in option, therefore RTO who choose not to report this data element have not negative impact to the administration process.</p>																		
SVTS:	System claim processing time can be reduced as not all data will be required to be processed.																		

Subject Enrolment Identifier - NAT00120 file	
Change 2020-13	<p>Renamed data element:</p> <p>From: Enrolment Identifier</p> <p>To: Subject Enrolment Identifier</p>

Subject Enrolment Identifier - NAT00120 file	
Change 2020-13 (cont.)	<p>Changed following paragraph:</p> <p>Data elements that cannot change within an subject enrolment record (identified with a Subject Enrolment Identifier), once it has been successfully submitted without any errors to SVTS, are as follows:</p> <ul style="list-style-type: none"> • <i>Client Identifier;</i> • <i>Subject Identifier;</i> • Purchasing Contract Identifier; • <i>Program Commencement Date;</i> • <i>Program Identifier;</i> • <i>Associated Program Identifier (if reported);</i> • Activity Start Date; and • Program Enrolment Identifier
Reason:	Clarification and alignment with system implementation of the business rules.
Provider:	Providers will need to employ their SMS Vendors to update how the Subject Enrolment Identifier is being generated if all elements which cannot change are not already taken into account. Impact is rated as medium as the Activity Start Date and Program Enrolment Id, are not seen as frequently changing based on current 2019 data submissions.
SVTS:	No change, guidelines are aligning with system implementation.

Workplace ABN - NAT00120 file	
Change 2020-14	<p>Introduced a new data element</p> <p>Element description</p> <p>This element contains the Australian Business Number (ABN) of the organisation:</p> <ul style="list-style-type: none"> • providing a practical placement; or • of the employer/organisation where workplace-based delivery is taking place. <p>File</p> <p>Training Activity (NAT00120)</p> <p>Purpose</p> <p>To identify employers/organisations participating in practical placements and workplace-based delivery.</p>

<p>Change 2020-14 (cont.)</p>	<p>Business rules</p> <p>General:</p> <p>While this field is only mandatory from 2020 for enrolments where students are studying with a free TAFE Waiver, it is encouraged that all types of enrolments involving work placements report this field.</p> <p>This element should be reported for each Subject Enrolment on the Training Activity (NAT00120) file, where the enrolments involves:</p> <ul style="list-style-type: none"> • a practical placement (report the ABN of the employer/organisation providing the practical placement); or • workplace-based delivery (report the ABN of the employer/organisation providing the workplace in which the training and/or assessment is taking place). <p>Specific:</p> <p><i>Workplace ABN</i> must not be blank when:</p> <ul style="list-style-type: none"> • the Program Enrolment is supported by a Free TAFE waiver; AND • the delivery mode includes workplace-based delivery; OR • the subject is a listed practical placement. • The ABN must be a valid ABN. <p>Practical placements:</p> <p>Where practical placements form part of the overall qualification requirement, but no specific subject requires hours for a practical placement, then training providers would be required to report the following where a Practical Placement Agreement was in place:</p> <ul style="list-style-type: none"> • PRAC000001 - Practical placement organised by training provider; OR • PRAC000002 - Practical placement organised by student/client themselves <p>Where a practical placement hours form part of the assessment requirement of subjects, then those specific subjects must still be reported (i.e. CHCPRT003 Work collaboratively to maintain an environment safe for children and young people).</p> <p>Where multiple workplaces are involved as standalone practical placements, we would expect multiple lines for each standalone placement and the workplace organisation ABN.</p> <p>These placements must be reported with <i>Predominant Delivery Mode</i> of N and a <i>Delivery Mode Identifier</i> of NNN.</p> <p>Workplace-based training:</p> <p>Where multiple workplaces are used during workplace-based training, we would expect the predominant <i>Workplace ABN</i> to be listed and any one of the following <i>Delivery Mode Identifier</i> values:</p> <ul style="list-style-type: none"> • NNY; or • YNY; or • NYY
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Workplace ABN - NAT00120 file															
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Text	A valid employer/organisation Australian Business Number (ABN)														
Reason:	To identify employers/organisations participating in practical placements and workplace-based delivery.														
Provider:	The addition of a new data element will involve SMS vendor development costs. This data element may not be part of the general data collected in a SM System and may require additional processes to link it in. Additional administration will be required to collect this data as well as additional reporting requirements on how to report it correctly.														
SVTS:	A number of validation rules will need to be implemented to cover the specific reporting requirements for this data element.														

Enrolment Form

Name	
Change 2020-15:	Split the Given names line into First name and Middle name lines.
Reason:	AVETMISS compliance.
Provider:	Change will not result in file structure changes and many SMS vendors already collect the information in the proposed format.
SVTS:	SVTS: Clarification only.

Student Enrolment Privacy Notice	
Change 2020-16:	<p>Updated paragraph:</p> <p>The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate.</p> <p>Added paragraph:</p> <p>The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.</p>
Reason:	To allow the application of advanced analytics to VET student data and allow for targeted interaction between the Department and Student where appropriate.
Provider:	Change needs to be included in the Student Privacy Notice and the Training Providers need to ensure the student is aware of the use of their data.
SVTS:	No impact to system.

Glossary

VSN	
<p>Change 2020-17:</p>	<p>Re-instated VNS details to Glossary</p> <p>Purpose</p> <p>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.</p> <p>Legislation underpinning the VSN provides several uses to which the VSN may be put including:</p> <ul style="list-style-type: none"> • To ensure education or training providers and students receive appropriate resources • For statistical and research purposes relating to education or training • To ensure students' educational records are accurately maintained. <p>More detailed information on the VSN can be obtained from the VSN website: http://www.vcaa.vic.edu.au/Pages/schooladmin/vsn/index.aspx</p> <p>The VSN as a student ID</p> <ul style="list-style-type: none"> • The VSN will co-exist alongside other existing provider system student IDs. • It is expected that providers will continue to use their existing student IDs for most student identification business purposes. • Some providers may elect to use the VSN as their primary identifier, or may use the VSN for a particular application which is consistent with the underpinning VSN legislation. <p>Technical and other information</p> <ul style="list-style-type: none"> • The VSN must be used in a manner consistent with privacy and VSN usage protocols. • The VSN 9-digit format includes a check digit. Refer to the VSN website for further details including the check digit algorithm. <p>For further technical, business process or other VSN support, contact the VSN team by emailing vsr@edumail.vic.gov.au.</p> <p>The correct and valid VSN must be reported for all students who have been allocated this number.</p> <p>Enrolment forms should be updated to collect VSN information from students as described in Appendix 1: Standard enrolment questions.</p>

VSN	
	<p>Providers do not need to store in their student management system any details provided by student on their last school or other VET providers previously attended. This information is included on enrolment forms for future reference by the training provider if the VSN team requests additional information about the student to help to ensure that each student is always allocated the same VSN over time and regardless of the education or training provider attended.</p> <p>Updated business rule:</p> <p>Providers must include the standard VSN enrolment question on their enrolment forms and take necessary steps in obtaining a VSN for a student who is under 25 years of age and has or is studying in a Victorian school or participating in vocational training. Providers do not need to store their student management system detail provided by the student on their last school or other VET providers previously attended.</p>
Reason:	To emphasise the importance of reporting this data element and provide information on support if required.
Provider:	Introduce new processes in collecting the VSN if existing process not efficient.
SVTS:	Clarification only.