

# How to report skill sets

This reporting guide is to assist training providers in their reporting of skill sets and complement the ‘Understanding Skill Sets fact sheet’ published on the Department of Education and Training (the Department)’s website.

## Skill sets funded under *Skills First*

Under the VET Funding Contract (the Contract), a skill set is an accredited program that’s on the Funded Skill Set List and may include:

- an accredited course with the title ‘Course in...’ (a Course In)
- a nationally recognised skill set from a Training Package
- an accredited single subject
- a group of accredited subjects approved by the Department.

The table below outlines the values you must report for skill set in particular circumstances.

Skill Set	Funding Source Identifier – State (FSI)	National Funding Source Code	Program Recognition Identifier	<sup>A</sup> Concession Type	Fee Waiver	Program level of Education
Infection Control Skill Set for COVID-19	19P	11	13	Any valid Fee Concession value applicable to the student	N/A (don’t report a value)	991
Job Trainer Skill Set	JSP	11	12 or 13	Any valid Fee Concession value applicable to the student	R	991
Skill Sets - General	GSP	11	12 or 13	Any valid Fee Concession value applicable to the student	Per normal <i>Skills First</i> Fee Waiver settings	991

Most skill sets funded under *Skills First* can be found on the [Funded Skill Set List](#), with the remainder being incorporated into relevant contractual clauses in the relevant *Skills First* contract. This list will be updated as new skill sets are added or removed.

<sup>A</sup> While Infection Control and JobTrainer Skill Sets automatically receive a Fee Waiver, it is recommended that training providers still report any Concessions a student may be entitled to. This data is important for monitoring purposes and is used in determining whether the 30% youth loading is applicable.

## Valid Program Status Ids for skill sets

Only a subset of *Program Status Identifiers (PSI)* are valid for skill set program enrolments. These are:

- 10 – Program completed (issued)
- <sup>B</sup>25 – Student successfully achieved intended outcome
- 30 – In training
- 40 – Withdrawn - Official
- 41 – Withdrawn - Apparent
- 42 – Withdrawn - Deferred
- 85 – Not yet started

The remaining values as specified in the [Victorian VET Student Statistical Collection Guidelines](#) are specific for Program Enrolments and are not relevant to skill sets.

## Reporting the completion of a skill set

You must report a student's completion of a skill set in the same way as completions of other Program Enrolments. Specifically:

- **Training Activity file (NAT120):**
  - you must report all subjects with a valid final subject outcome.
- **Program Completed file (NAT130):**
  - you must report the *PSI* as '10 - Program completed (issued)'; and
  - that a Statement of Attainment has been issued (*Qualification Issued Flag* = 'Y'); and
  - both the *Parchment Date* and the *Parchment Number* are not left blank.

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<sup>B</sup> While *PSI* value of '25' will be allowed as a valid value, it is not expected that many skill set enrolments will be reported with this value. Skill sets are generally of a short duration and if a student does not complete (*PSI* value '10') then they are more likely to have withdrawn from the enrolment.

## Reporting details by *Funding Source Identifier – State (FSI) values*

FSI value	19P	JSP	GSP
<b>Description</b>	Infection Control Skill Sets	JobTrainer Skill Sets	Skill Sets - General
<b>Purpose</b>	Infection Control Skill Sets was developed to upskill workers in the management of risks associated with COVID-19.	A partnership agreement between the Victorian Government and the Commonwealth to increase access to training for those most impacted by COVID-19.	For short courses to support the rapid skilling of workers with quality, industry-endorsed training and accreditation, vital for recovering from the impacts of COVID-19.
<b>Who can report</b>	<i>Skills First</i> contracted training providers who have these skill sets on their scope of registration and funded scope and express interest to receive government funds to deliver these skill sets.	<i>Skills First</i> contracted training providers who have these skill sets on their scope of registration and funded scope.	<i>Skills First</i> contracted training providers who have these skill sets on their scope of registration and funded scope.
<b>Eligibility Exemptions</b>	Value 'Y' or 'N'	Value 'Y' or 'N'	Value 'Y' or 'N'
<b>Fee Concession</b> (First character of the <i>Fee Concession/Exemption Type Id</i> )	Any valid Fee Concession value applicable to the student.	Any valid Fee Concession value applicable to the student.	Any valid Fee Concession value applicable to the student.
<b>Fee Waiver</b> (Second character of the <i>Fee Concession/Exemption Type Id</i> )	Do not report anything. All Infection Control Skill Sets enrolments must be granted a fee waiver.	Value 'R' must be reported. All JobTrainer skill set enrolments must be granted a fee waiver.	Any valid Fee Waiver value applicable to the student.
<b>Client Tuition Fee</b>	No tuition fee should be charged for this skill set, therefore you must report value 00000.	No tuition fee should be charged for this skill set, therefore you must report value 00000.	As with any other <i>Skills First</i> training, you can determine the tuition fee for each skill set, unless the student is entitled to a concession or Fee Waiver.

## Various scenarios for reporting skill sets

Only *Skills First* contracted training providers can deliver skill sets. How a skill set is reported is determined by the type of skill set, what the training provider has in their Training Delivery Plan and the *Funding Source Identifier - State* it is being reporting against.

### Scenario 1

A student wants to enrol in 22325VIC – Course in Workplace Spotting for Service Assets.

- This Program is a ‘Course In’ so it must be reported as a skill set for commencements from 1 January 2021 under the *FSI* value of ‘GSP’.
- In this instance, the student has a Healthcare card so the training provider reports the *Fee Exemption/Concession Type* (first character) value of ‘H’.
- The student does not require an eligibility exemption to enrol in this skill set, so the training provider reports ‘N’ for the *Eligibility Exemption Indicator* value.
- This Program only has two subjects and the student enrolls in subject VU212936 with a nominal duration of 8 hours and HLTAID003 of 18 hours. While the training provider might consider this as a subject only enrolment, in this instance it is a skill set and must be reported the *Commencing Program Identifier* of either ‘3’ or ‘4’ and the *Program ID* must not be blank.

#### 1.1 Data is uploaded on 18 March 2021.

Training Activity (NAT00120) file

Client ID	Program Commencement Date	Program ID	Subject ID	Start date	End date	SCH	Outcome ID National	FSI	Eligibility Exemption Indicator	Fee Exemption/Concession Type (first character)	Fee Exemption/Concession Type (second character)	Program Recognition ID	Program Level	Commencing Program ID
XXXXXXXX	16/03/2021	22325VIC	VU21936	16/03/2021	16/03/2021	8	70	GSP	N	H		12	991	3
XXXXXXXX	16/03/2021	22325VIC	HLTAID003	17/03/2021	20/03/2021	18	70	GSP	N	H		12	991	3

Program Completed (NAT00130) file

Client ID	Program Commencement Date	Program Enrolment Identifier	Program ID	Program Name	Has Issued	Program Supervised Training Activity Completion Date	Program Unique Supervised Hours	Date Program Completed	Parchment Date	Parchment Number	Program Status Identifier
XXXXXXXX	16/03/2021	2222444455	22325VIC	Course in Workplace Spotting for Service Assets	N	20/03/2021	25				30

**1.2 On 20 March 2021 the student completes the skill set and the data is uploaded on 22 March 2021.**

Training Activity (NAT00120) file

Client ID	Program Commencement Date	Program ID	Subject ID	Start date	End date	SCH	Outcome ID National	FSI	Eligibility Exemption Indicator	Fee Exemption/Concession Type (first character)	Fee Exemption/Concession Type (second character)	Program Recognition ID	Program Level	Commencing Program ID
XXXXXXXX	16/03/2021	22325VIC	VU21936	16/03/2021	16/03/2021	8	20	GSP	N	H		12	991	3
XXXXXXXX	16/03/2021	22325VIC	HLTAID003	17/03/2021	20/03/2021	18	20	GSP	N	H		12	991	3

Program Completed (NAT00130) file

Client ID	Program Commencement Date	Program Enrolment Identifier	Program ID	Program Name	Has Issued	Program Supervised Training Activity Completion Date	Program Unique Supervised Hours	Date Program Completed	Parchment Date	Parchment Number	Program Status Identifier
XXXXXXXX	16/03/2021	2222444455	22325VIC	Course in Workplace Spotting for Service Assets	Y	20/03/2021	25	20/03/2021	22/03/2021	55442	10

## Scenario 2

A student is already enrolled in a JobTrainer full qualification program and now wants to enrol in a JobTrainer Skill Set program.

For the full qualification *FSI* value 'JFP':

- The student is granted a concession fee under JobTrainer for the full qualification. The student is not eligible for a normal *Skills First* concession ('H', 'P' or 'V'), so the training provider reports the value 'Z' in the first character field of the *Fee Exemption/Concession Type* field to indicate that the JobTrainer concession has been granted. This 'Z' value, combined with the JobTrainer full qualification *FSI* value of 'JFP', will trigger concession contribution payments to the training provider.
- The student does not have a Fee Waiver, so the *Fee Exemption/Concession Type* (second character) is left blank.
- The student has previously completed a diploma qualification and therefore requires an eligibility exemption which may be granted under JobTrainer. The student is granted eligibility exemption, the training provider reports the *Eligibility Exemption Indicator* value of 'Y'.

For the skill set *FSI* value 'JSP':

- Training providers are required to grant a Fee Waiver to all JobTrainer Skill Set participants. Therefore, the *Fee Exemption/Concession Type* (second character) is reported as 'R'.
- The students still doesn't hold any concession card so the training provider reports *Fee Exemption/Concession Type* (first character) value of 'Z'.
- The student does not require an eligibility exemption for the JobTrainer Skill Set, therefore the *Eligibility Exemption Indicator* is reported as 'N'.

Training Activity (NAT00120) file

Client ID	Program Commencement Date	Program ID	Program Name	Subject ID	Start date	End date	SCH	Outcome ID National	FSI	Eligibility Exemption Indicator	Fee Exemption/Concession Type (first character)	Fee Exemption/Concession Type (second character)	Program Recognition ID	Program Level
XXXYYYW	16/03/2021	HLT41120	Certificate IV in Health Care	HLTWHS006	16/03/2021	16/07/2021	25	70	JFP	Y	Z		12	514
XXXYYYW	18/03/2021	CHCSS0079	Homelessness Support Work	CHCSO H010	18/03/2021	15/07/2021	50	70	JSP	N	Z	R	13	991

### Scenario 3

In 2021, a TAFE is commencing a student in a General skill set, Course in Introduction to the National Disability Insurance Scheme with 40 scheduled hours. Per clause 2.3 (g) of the Guidelines about Fees, students enrolling in this skill set at a TAFE, must be granted a fee waiver, therefore the value of 'Y' against the *Fee Exemption/Concession Type* (second character).

The student does not hold a concession card, therefore the *Fee Exemption/Concession Type* (first character) is reported as 'Z'.

#### 3.1 Data uploaded on the 25 January 2021.

Training Activity (NAT00120) file

Client ID	Program Commencement Date	Program ID	Program Name	Subject ID	Start date	End date	SCH	Outcome ID National	FSI	Eligibility Exemption Indicator	Fee Exemption/Concession Type (first character)	Fee Exemption/Concession Type (second character)	Program Recognition ID	Program Level
XXXXXXZ	15/02/2021	22469VIC	Course in Introduction to the National Disability Insurance Scheme	VU22448	15/02/2021	26/02/2021	40	70	GSP	N	Z	Y	12	991

Program Completed (NAT00130) file

Client ID	Program Commencement Date	Program Enrolment Identifier	Program ID	Program Name	Has Issued	Program Supervised Training Activity Completion Date	Program Unique Supervised Hours	Date Program Completed	Parchment Date	Parchment Number	Program Status Identifier
XXXXXXZ	15/02/2021	5555566666	22469VIC	Course in Introduction to the National Disability Insurance Scheme	N	26/02/2021	40				30

**3.2 The student successfully completes the skill set on 26 February 2021 and TAFE has issued a statement of attainment. Data is uploaded on 28 February 2021.**

Training Activity (NAT00120) file

Client ID	Program Commencement Date	Program ID	Program Name	Subject ID	Start date	End date	SCH	Outcome ID National	FSI	Eligibility Exemption Indicator	Fee Exemption/Concession Type (first character)	Fee Exemption/Concession Type (second character)	Program Recognition ID	Program Level
XXXXXXZ	15/02/2021	22469VIC	Course in Introduction to the National Disability Insurance Scheme	VU22448	15/02/2021	26/02/2021	40	20	GSP	N	Z	Y	12	991

Program Completed (NAT00130) file

Client ID	Program Commencement Date	Program Enrolment Identifier	Program ID	Program Name	Has Issued	Program Supervised Training Activity Completion Date	Program Unique Supervised Hours	Date Program Completed	Parchment Date	Parchment Number	Program Status Identifier
XXXXXXZ	15/02/2021	5555566666	22469VIC	Course in Introduction to the National Disability Insurance Scheme	Y	26/02/2021	40	26/02/2021	27/02/2021	55441	10



## Scenario 4

A training provider has a student who is an Asylum Seeker wanting to enrol in a JobTrainer Skill Set.

- For Asylum Seekers enrolling in AQF qualifications (full qualifications), *FSI*s 'ASP' or 'ASL' are typically used. However, an Asylum Seeker enrolling in a skill set must be reported in the *FSI* that is relevant for the skill set. In this case, the relevant *FSI* is 'JSP' (JobTrainer Skill Set), therefore this student is reported with:
  - the *FSI* value of 'JSP'; and
  - a *Fee Exemption/Concession Type* (first character) value of 'A - Asylum Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card'. This indicates to the Department that the student is an Asylum Seeker and will trigger the youth loading for students who meet the full criteria for that loading; and
  - a *Fee Exemption/Concession Type* (second character) value of 'R' because all JobTrainer skill set enrolments are automatically granted a fee waiver; and
  - the *Eligibility Exemption Indicator* set to 'Y' because the student has been granted an exemption to the *Skills First* citizenship/residency requirements.

### 4.1 Data is uploaded on 21 April 2021.

Training Activity (NAT00120) file

Client ID	Program Commencement Date	Program ID	Program Name	Subject ID	Start date	End date	SCH	Outcome ID National	FSI	Eligibility Exemption Indicator	Fee Exemption/Concession Type (first character)	Fee Exemption/Concession Type (second character)	Program Recognition ID	Program Level
XXXZZZZZ	20/04/2021	CHCSS00058	Education support work skill set	CHCEDS001	20/04/2021	25/04/2021	35	70	JSP	Y	A	R	13	991

Program Completed (NAT00130) file

Client ID	Program Commencement Date	Program Enrolment Identifier	Program ID	Program Name	Has Issued	Program Supervised Training Activity Completion Date	Program Unique Supervised Hours	Date Program Completed	Parchment Date	Parchment Number	Program Status Identifier
XXXZZZZZ	20/04/2021	AAA111BBB	CHCSS00058	Education support work skill set	N	25/04/2021	212				30

4.2 On 24 April 2021 the student commences in the second subject of the skill set, CHCEDS021 - Assist in facilitation of student learning. Data is uploaded on 25 April 2021.

Training Activity (NAT00120) file

Client ID	Program Commencement Date	Program ID	Program Name	Subject ID	Start date	End date	SCH	Outcome ID National	FSI	Eligibility Exemption Indicator	Fee Exemption/Concession Type (first character)	Fee Exemption/Concession Type (second character)	Program Recognition ID	Program Level
XXXZZZZZ	20/04/2021	CHCSS00058	Education support work skill set	CHCEDS001	20/04/2021	25/04/2021	35	70	JSP	Y	A	R	13	991
XXXZZZZZ	20/04/2021	CHCSS00058	Education support work skill set	<b>CHCEDS021</b>	<b>24/04/2021</b>	<b>03/05/2021</b>	<b>50</b>	<b>70</b>	<b>JSP</b>	<b>Y</b>	<b>A</b>	<b>R</b>	<b>13</b>	<b>991</b>

Program Completed (NAT00130) file

Client ID	Program Commencement Date	Program Enrolment Identifier	Program ID	Program Name	Has Issued	Program Supervised Training Activity Completion Date	Program Unique Supervised Hours	Date Program Completed	Parchment Date	Parchment Number	Program Status Identifier
XXXZZZZZ	20/04/2021	AAA111BBB	CHCSS00058	Education support work skill set	N	03/05/2021	212				30

**4.3 On 15 July 2021 the student completes their training. Data is uploaded on 21 July 2021.**

Training Activity (NAT00120) file

Client ID	Program Commencement Date	Program ID	Program Name	Subject ID	Start date	End date	SCH	Outcome ID National	FSI	Eligibility Exemption Indicator	Fee Exemption/Concession Type (first character)	Fee Exemption/Concession Type (second character)	Program Recognition ID	Program Level
XXXZZZZZ	20/04/2021	CHCSS00058	Education support work skill set	CHCEDS001	20/04/2021	25/04/2021	35	20	JSP	Y	A	R	13	991
XXXZZZZZ	20/04/2021	CHCSS00058	Education support work skill set	CHCEDS021	24/04/2021	03/05/2021	50	20	JSP	Y	A	R	13	991
XXXZZZZZ	20/04/2021	CHCSS00058	Education support work skill set	CHCEDS003	26/04/2021	08/07/2021	40	20	JSP	Y	A	R	13	991
XXXZZZZZ	20/04/2021	CHCSS00058	Education support work skill set	CHCEDS023	26/04/2021	12/07/2021	50	20	JSP	Y	A	R	13	991
XXXZZZZZ	20/04/2021	CHCSS00058	Education support work skill set	CHCEDS002	28/04/2021	15/07/2021	40	20	JSP	Y	A	R	13	991

Program Completed (NAT00130) file

Client ID	Program Commencement Date	Program Enrolment Identifier	Program ID	Program Name	Has Issued	Program Supervised Training Activity Completion Date	Program Unique Supervised Hours	Date Program Completed	Parchment Date	Parchment Number	Program Status Identifier
XXXZZZZZ	20/04/2021	AAA111BBB	CHCSS00058	Education support work skill set	Y	15/07/2021	200	15/07/2021	20/07/2021	YYRR23	10