

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 - 2022 V1.2 and forms part of the Victorian VET Student Statistical Collection Guidelines - 2023 v1.0.

The changes have been made to provide:

- 1. the collection of additional data values necessary for the evaluation of contractual compliance and policy settings,
- 2. removal of values no longer valid for the collection, and
- 3. clarification and consistency of business rules throughout the document.

Overview

The Victorian VET Student Statistical Collection Guidelines (the Guidelines) form a data standard that specifies how training activity should be reported consistently to the Department of Education and Training (the Department). They are compatible with Release 8.0 of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) which is 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 weighed 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 the burden of reporting requirements on RTOs.

Audience

Training Providers

All VET training providers need to be familiar with the Guidelines to understand the nature of the changes outlined in this Summary of Changes document.

Software developers and data analysts





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.

Prerequisite

Familiarisation and understanding of the latest version of Victorian VET Student Statistical Collection Guidelines (the Guidelines) as published on SVTS or DET website.

Document structure

This document contains a Change Summary table followed by the sections and categories of the Guidelines which contain changes.

How to use this document

Step	Action
1	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 a red cross through.
	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 the original document being changed. [] will denote that section contains more business rules that have not been changed.
2	Retain all Summary of Changes documents with a copy of the latest Guidelines, this will ensure that you are always able to reference the most up-to-date business rules or any other changes.
3	Once a new version of the Guidelines is published, all the changes referenced in the Summary of Changes documents will be incorporated into that version.

Change Impact Analysis

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

Stakeholder Impact Rating

0	None	None, no impact
1	Low	May be aware of the 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

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

The following summary of changes are incorporated in:

Documents	Victorian VET Student Statistical Collection Guidelines - 2023
Version	1.0
Section and category	 File Structure Training Activity File – NAT00120 file Data Element Definitions Commencing Program Cohort Identifier – NAT00130 file Country Identifier – NAT00080 file Fee Exemption/Concession Type Identifier – Training Activity - NAT00120 file Hours Attended – Training Activity - NAT00120 file Specific Funding Identifier – Training Activity NAT00120 file Workplace ABN – Training Activity NAT00120 file Glossary Government subsidised enrolment - Glossary Appendix 4 Free TAFE short courses – Appendix 4



Stakeholder Impact Summary

			Provider		Software		DET	
Section		Learner	Trainer	Admin Change	Vendor	Analysis/ Decision Making	Operation: contract, payment, audit	System
File Struc	cture		I	!	!	!	<u> </u>	
Change 2023-1 Training Activity File - NAT00120 file								
Data eler	ment						<u> </u>	
Change 2023-2								
Change 2023-3	Country Identifier – NAT00080 file							
Change 2023-4	Fee Exemption/Con cession Type Identifier – Training Activity - NAT00120 file							
Change 2023-5	Hours Attended – Training Activity - NAT00120 file							
Change 2023-6	Specific Funding Identifier – Training Activity NAT00120 file							
Change 2023-7	Workplace ABN – Training Activity NAT00120 file							
Glossary	Glossary							



			Provider		Software DET			
Section		Learner	Trainer	Admin Change	Vendor	Analysis/ Decision Making	Operation: contract, payment, audit	System
Change 2023- 8	Government subsidised enrolment - Glossary							
Appendix								
Change 2023-9 Free TAFE short courses – Appendix 4								





File Structures Overview

Training A	Activity File - NAT00120 file
Change	Updated business rule:
2023-1	Hours Attended: This is mandatory where a student withdraws from a Subject Enrolment after participating in that unit of competency or subject, or when reporting a superseded subject with an <i>Outcome Identifier – National</i> value of 61.
Reason:	The business rule for Hours Attended was updated to be consistent with business rules under the <i>Hours Attended</i> data element and the <i>Outcome Identifier – National</i> , data element.
Provider:	No impact, clarification only.
SVTS:	No impact, clarification only.





Data Element Definitions

Commencing Program Cohort Identifier – NAT00130 file

Change

Element description

2023-2:

Commencing Program Cohort Identifier identifies students belonging to a specific cohort/s as defined by the Victorian Department of Education.

File

Program Completed (NAT00130)

Purpose

To allow for the identification and analysis of specific student cohorts in program enrolments.

General:

If a student belongs to a specific cohort/s as identified by the Department, or the provider is required by the department to identify a specific cohort, use this identifier to report that cohort at the commencement of the enrolment. This value may or may not be independent of the *Funding Source Identifier – State* (FSI) value, please refer to Funding Source Identifier – STA supplement for more information.

Where a cohort is linked to an FSI, a reference to the contract will form part of the value description.

Example:

Retrenched Worker is a specific cohort defined by the Victorian Department of Education. A student who has been identified as a Retrenched Worker wishes to enroll in a JobTrainer state-based initiative.

In 2022, the Funding Source Identifiers – State (FSI) available to report this student are, 'JFL', 'JFP' for JobTrainer or 'SCL' and 'SCP' for the Retrenched Worker. From 2023 this student can continue to be reported against either of the FSI (whichever the provider believes benefits the student more), but will also need to report the Commencing Program Cohort Id (CPCI) value of 'RW' because the student belongs to a specific cohort which is the Retrenched Worker cohort.

In 2024 FSIs 'scl' and 'scl' are no longer valid for new commencements in 2024, the provider can no longer report 'scl' or 'scl' and can only report JFP or JFL but continues to report a CPCI value of 'RW' if the student belongs to the Retrenched Worker cohort. Continuing enrolments commencing prior to 2024 will only be able to report FSI values of 'scl' and 'scl'

Specific:

A maximum of three cohorts can be reported. There is no priority order therefore a student belonging to both Asylum Seeker and being a Retrenched Worker can be reported as either ASRW or RWAS.





Unless the CPCI is directly linked to an FSI, there will be no extra requirement on the provider to collect any form of verification for a cohort a student has nominated. All other forms of verification will remain for state government-funded enrolments.

The Commencing Program Cohort Identifier must be reported for new commencements starting from 2023 for both government funded and fee for service enrolments.

This field must not be blank for new commencements from 2023.

Value	Description
AS	Asylum Seeker – a person is forcibly displaced from their home country and waiting for their request for sanctuary to be processed.
AU	Automotive Supply Chain Worker. For Skills First enrolments by individuals who are former Automotive Supply Chain Workers meeting the conditions specified in VET Funding Contracts and associated Guidelines.
FS	Learner Facing Financial stress – having difficulty meeting basic financial commitments due to a shortage of money, particularly in cases of insecure housing and/or food.
HS	Head Start Apprentice/Trainee. For Skills First enrolments as part of the Head Start program for apprentices and trainees within a school setting (not to be used for SBAT). Refer to conditions specified in VET Funding Contracts and/or associated Guidelines.
JV	Jobs Victoria Employment Network Client. For Skills First enrolments by individuals who are clients of a Jobs Victoria Employment Network provider. Refer to conditions specified in VET Funding Contracts and associated Guidelines.
LN	A learner with Literacy, Numeracy, and Digital Literacy needs.
RW	Retrenched Workers. For Skills First enrolments by individuals who are Retrenched Workers meeting the conditions specified in VET Funding Contracts and associated Guidelines.
RC	Reconnect. For Skills First enrolments by individuals who are referred to the training provider through the Reconnect Program. Refer to conditions specified in VET Funding Contracts and/or associated Guidelines.
VT	Veteran - A person who has served, or is serving, as a member of the Australian Defence Force, or as a member of the Reserves, with at least one day of continuous full-time service
WR	Women returning to work - Women who are engaging in training with the intention of gaining employment after a career break.
NNNNN	No specific cohort
000000	Not stated - question asked of the student but no answer provided.
Examples: No cohort	@@@@@@
Head Start only	HS

Head Start and Retrenched HSRW or RWHS - both are equivalent

Auto, Reconnect and Aboriginal AURPRT or RPAURT or RTAURP, etc





Reason:	To decouple Funding Source Identifiers – State from specific student cohorts and allow for better monitoring of cohorts for both funding and policy settings.
Provider:	Needs to significantly change processes and systems to allow for the capture and reporting of these values.
SVTS:	Needs to significantly systems change to all for a table of values and new validation rules.

Country lo	dentifier – NAT00080 file					
Change	Updated business rule:					
2023-3:	In the Client (NAT00080) file, where the country of birth is inadequately describe Country Identifier must be 0000 in the Client (NAT00080) file and if Country Identifier must be '@@@@@'.					
	Value	Description				
	0000	Inadequately described. (Not a valid value for the Training Organisation Delivery Location (NAT0020) file).				
	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 Training Organisation Delivery Location (NAT0020) file).				
Reason:	To align with NCVER validation rules and SVTS update to validation rule 3.					
Provider:	No action, clarification only.					
SVTS:	No action, clarification only.					





Fee Exem	ption/Co	oncession Type Identifier – Training Activity - NAT00120 f	ile			
Change	Removed and updated Field values:					
2023-4:	Field value (first character)					
	Value	Description	Eligible for concession contribution from the Department?			
	Α	Asylum Seeker NOT currently holding a relevant Pensioner Concession Card, Heath Care Card or Veteran's Gold Card.	No-Yes			
	G	VCE Scholarship	No			
	Н	Health Care Card.	Yes			
	Ą	Job Seeker concession cardholder (student is covered by a current, relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card). Note: Not valid for new commencements from 2019.	No			
	K	Job Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card. Note: Not valid for new commencements from 2019.	Ne			
	M	Prisoner	No			
	0	Other.	*No			
	Р	Pensioner Concession Card.	Yes			
	V	Veteran Gold Card.	Yes			
	Z	None.	No			
	Departm t	ts reported with this code are only eligible for a concession of nent if they are Indigenous Students without a concession car they are Asylum Seekers without a concession card (only valider they are Indigenous Students without a concession card.	d.			
Reason:	for conc	on of error in the 2022 Guidelines to show that 'A' is a valid ression eligibility contribution from the Department.				
	government subsidised enrolments have been removed for clarity.					
Provider:	Be awar	re of the change for administrative processes. SMS Vendor m	nay need to disable			
SVTS:	A system update to end date this value.					





Hours Att	Attended – Training Activity - NAT00120 file				
Change 2023-5:	Updated business rules: General Provision of the hours attended relating to a student's withdrawal from a Subject or				
	 Provision of the hours attended relating to a student's withdrawal from a Subject or when a Subject is reported as being superseded but not complete and still continuing under the new Subject Identifier, is mandatory for all providers. Even when a student withdraws or the subject is superseded and hours attended are reported, the full scheduled hours should be reported in the relevant field. In both these instances, When a student withdraws the Activity End Date must be modified and be consistent with the date of withdrawal or subject being superseded. See the Glossary (Withdrawn/discontinued enrolments) for information on the correct combination of fields and values for withdrawn/discontinued students. 				
	Specific:				
	 Where a student has withdrawn/discontinued (Outcome Identifier - National code 40) and where a subject is superseded and continuing under the new Subject Identifier (Outcome Identifier - National code 61), Hours Attended must be reported (not null). Where Hours Attended are reported, the Outcome Identifier - National field must be coded 40 (Withdrawn/discontinued) or 61 - SUPERSEDED SUBJECT. Hours Attended should be blank for enrolments that are not withdrawn/discontinued (Outcome Identifier - National is not 40) or Superseded Subject (Outcome Identifier - National 61). 				
Reason:	These business rules are already covered under the <i>Outcome Id – National</i> data element but for clarification and consistency, should also be stated under the <i>Hours Attended</i> data element.				
Provider:	No action is required, clarification only.				
SVTS:	No action is required, clarification only.				





Specific Funding Identifier – Training Activity NAT00120 file				
Change	Added field values:			
2023-6:				
	Value	Description		
	14	Industry Skills Fund		
	21	Skills for Education and employment program		
	22	PaTH – Employability Skills Training		
	23	Foundation Skills for Your Future Program		
	42	Adult Migrant English Program		
	91	Dual award – VET AMC		
	92	Dual award – HE AMC		
	93	Commonwealth funded – VET AMC		
	99	Other Commonwealth government funding		
Reason:	Support better data quality and align with NCVER validations.			
Provider:	No action is required. Providers were previously advised to check the NCVER website for these values. SMS Vendors may want to add these values to a reference table.			
SVTS:	No action is required, values already exist in the system.			

Workplace ABN – Training Activity NAT00120 file			
Change	Updated business rules.		
2023-7:	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:		
	NNY; orYNY; orNYY; orYYY		
Reason:	Correction, the value was missed in the previous version.		
Provider:	No action is required, value has been implemented in validation rules.		
SVTS:	No action is required, value is already implemented in validation rules.		





Glossary

Government subsidised enrolment - Glossary			
Change	Added definition.		
2023-8:	A Government Subsidised enrolment refers to an enrolment reported with the intention of claiming a State Government subsidy. For the enrolment to be recognised by SVTS as being a government subsidised enrolment the following conditions must be met;		
	 A <i>Program Id</i> must be reported and must exist on the Funded Programs Report, and the <i>Program Id</i> and Enrolment Type (Apprentice, Trainee, Non-Apprentice/Trainee) combination relevant to the enrolment must be on the Funded Programs Report the <i>Program Commencement Date</i> falls within the year the Program is shown as subsidised on the Funded Programs Report, the <i>Purchasing Contract Identifier</i> must be valid for the period the program is attempting to be claimed, and the <i>Program Id</i> and <i>Funding Source Identifier – State</i> value must be consistent with the Enrolment Type, as approved on the provider's Funded Scope. 		
	For a Training Provider to be able to claim, the <i>Program Id</i> must;		
	 be on their Registered Scope, and be on their Funded Scope 		
Reason:	Provide clarity and definition for a term that is used throughout validation rule error messages and descriptions.		
Provider:	No action is required, additional information.		
SVTS:	No action is required.		

Appendix

Free TAFE short courses – Appendix 4			
Change	Changed language.		
2023-9:	From: Free at TAFE		
	To: Free TAFE short courses		
	Added the reporting of <i>Commencing Program Cohort Identifier</i> under the Asylum Seeker VET Program item.		
	Added Continuing to describe training delivery reporting for the JobTrainer item.		
Reason:	To be consistent with a change in terminology instigated by OTCD and to update the Asylum Seeker reporting with new cohort data element value. Also, update the reporting requirements for JobTrainer to show that only continuing enrolments will be allowed in 2023.		
Provider:	No action is required, clarification only.		
SVTS:	No action is required, clarification only.		