

Executive Summary

This document outlines changes applicable to the Victorian VET Student Statistical Collection Guidelines – 2018 v2 and are incorporated in to the Victorian VET Student Statistical Collection Guidelines – 2019 v1

The changes have been made in order to provide:

1. clarification to the reporting requirements of some new data elements being introduced in 2018,
2. update terminology, and
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 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, or to
- **reduce burden** of reporting requirements on RTOs

Audience

Training Providers

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.

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 (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, additions will be highlighted in red and deletions will be highlighted with 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 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 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.
3	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.

Executive Summary

This document outlines the proposed changes to be made to the Victorian VET Student Statistical 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 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 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	Operations : contract, payment, audit	System
2019-1	Privacy							
2019-2	Submission process and frequency							
2019-3	File structures overview							
2019-4	Client (NAT00080) file Client Contact Details (NAT00085) file							
2019-5	Client Contact Details (NAT00085) file							
2019-6	Training Activity (NAT00120) file							
2019-7	Program Completion (NAT00130) file							
2019-8	Commencing Program Identifier – (NAT00120) file							
2019-9	Delivery Mode Identifier – (NAT00120) file							

Change – cont.		Stakeholder impact summary						
		Training provider			Software	DET		
		Learner	Trainer	Admin	Vendor	Analysis / Decision Making	Operations: contract, payment, audit	System
2019-10	Eligibility Exemption Indicator – (NAT00120) file							
2019-11	Fee Exemption/Concession Type Identifier – (NAT00120) file							
2019-12	Funding Source Identifier – National – (NAT00120) file							
2019-13	Issued Flag – (NAT00130) file							
2019-14	Labour Force Status Identifier – (NAT00080) file							
2019-15	Outcome Identifier - National – (NAT00120) file							
2019-16	Postcode – (NAT00080) file							
2019-17	Prior Educational Achievement Flag – (NAT00080) file							
2019-18	Program Enrolment Identifier – (NAT00120 & NAT00130) file							
2019-19	Program Status Identifier – (NAT00130) file							
2019-20	Specific Funding Identifier – (NAT00120) file							
2019-21	Study Reason – (NAT00120) file							
2019-22	Training Organisation Delivery Location Identifier – (NAT00020) & (NAT00120) files							
2019-23	Unique Student Identifier – (NAT00080) file							
2019-24	VET in Schools Flag – (NAT00120) file							
2019-25	Victorian Student Number – (NAT00080) file							
2019-26	Previous qualification achieved							
2019-27	New validations							

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

Change
summary
table

The following summary of changes are incorporated in:

Document [Victorian VET Student Statistical Collection Guidelines – 2019](#)

Version 1

Section
and
category

Submission structure

- Submission process and frequency
- File structures overview
- Client (NAT00080) file
- Client Contact Details (NAT00085) file
- Training Activity (NAT00120) file
- Program Completion (NAT00130) file

Data Element Definitions

- Commencing Program Identifier – (NAT00120) file
- Delivery Mode Identifier – (NAT00120) file
- Eligibility Exemption Indicator – (NAT00120) file
- Fee Exemption/Concession Type Identifier – (NAT00120) file
- Funding Source Identifier – National – (NAT00120) file
- Issued Flag – (NAT00130) file
- Labour Force Status Identifier – (NAT00080) file
- Outcome Identifier - National – (NAT00120) file
- Postcode – (NAT00080) file
- Prior Educational Achievement Flag – (NAT00080) file
- Program Enrolment Identifier – (NAT00120 & NAT00130) file
- Program Status Identifier – (NAT00130) file
- Specific Funding Identifier – (NAT00120) file
- Study Reason – (NAT00120) file
- Training Organisation Delivery Location Identifier – (NAT00020) & (NAT00120) files
- Unique Student Identifier – (NAT00080) file
- VET in Schools Flag – (NAT00120) file
- Victorian Student Number – (NAT00080) file

Standard Enrolment Form

- Previous qualification achieved

Glossary

- Privacy

New Validation Rules

- New validations

About this document**Privacy**

Change 2019-1	Added business rule: RTOs must retain evidence that the student is aware of the purposes for which information may be used. This can be achieved by retaining evidence that the student has acknowledged a Privacy Notice and Student Declaration as part of their enrolment process.
Reason:	Additional information.
Low Impact:	This is a clarification only. RTOs should already be doing this as part of their enrolment process.

Data submission**Submission process and frequency**

Change 2019-2	Updated collection year referenced.
Reason:	Keep reference relevant
No Impact:	Information only, no system change.

Submission Structure**File structures overview**

Change 2019-3	Updated hyperlinks for: <i>Date Program Completed</i> <i>Parchment Issue Date</i> <i>Parchment Number</i> <i>Program Status Identifier</i> <i>Program Enrolment Identifier</i>
Reason:	Keep links relevant
No Impact:	Clarification only, no system change.

Client (NAT00080) file

Change 2019-4	Updated business rule: Address (All address fields): The provided address must be the student's usual residential street address (see glossary definition). This is distinguishable from their current residential address (which includes a temporary address a student relocates to for training, work or other purposes). This means that the international address must be used for both international onshore and offshore students.
Reason:	Alignment with AVETMISS 8 data element definitions edition 2.3
Low Impact:	Clarification only, no system change.

Client Contact Details (NAT00085) file

Change 2019-5	Updated Client Postal Details to Client Contact Details Throughout the whole document updated all reference from Client Postal Details to Client Contact Details.
Reason:	Alignment with AVETMISS 8 data element definitions edition 2.3
Low Impact:	Clarification only, no system change.

Submission Structure – cont.

Training Activity (NAT00120) file

Change 2019-6	<p>Updated Purpose:</p> <p>The Training Activity (NAT00120) File provides information about training activity undertaken by students during the collection period. This information is used to measure activity and output for the VET sector and will appear on a client’s Unique Student Identifier transcript, where applicable.</p>
Reason:	Alignment with AVETMISS 8 data element definitions edition 2.3
Low Impact:	Clarification only, no system impact.

Program Completion (NAT00130) file

Change 2019-7	<p>Updated Purpose:</p> <p>The Program Completed (NAT00130) file provides information about students completing the requirements of a recognised qualifications, program or Skill Set.</p> <p>This information is used to measure successful outcomes from the VET sector and will appear on the client’s Unique Student Identifier transcript, where applicable.</p> <p>Added business rule:</p> <p>Only one record per combination of Program Identifier, Client Identifier and Date Program Completed can be reported in the NAT000130 file.</p>
Reason:	Alignment with AVETMISS 8 data element definitions edition 2.3
Medium Impact:	New validation rule.

Data element definitions

Commencing Program Identifier – (NAT00120) file

Change 2019-8	<p>Changed all reference from ‘Enrolments’ to ‘Training’</p> <p>Commencing Program Identifier</p> <p>4 – Continuing enrolment training</p> <p>3- Commencing enrolment training</p> <p>8- Unit of competency or subject only enrolment training</p>
Reason:	Alignment with AVETMISS 8 data element definitions edition 2.3
No Impact:	Clarification only, no system change.

Data element definitions – cont.

Delivery Mode Identifier – (NAT00120) file

Change 2019-9	<p>Clarification to business rule:</p> <p>Where a unit of competency or module is recognition of prior learning, recognition of current competency or credit transfer then all three values must be set to N.</p> <p>Added RCC to field value NNN field in the Field Value table</p> <table border="1"> <thead> <tr> <th colspan="3">Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Internal</td> <td>External</td> <td>Workplace-based</td> <td></td> </tr> <tr> <td>Y</td> <td>N</td> <td>N</td> <td>Internal only</td> </tr> <tr> <td>N</td> <td>Y</td> <td>N</td> <td>External only</td> </tr> <tr> <td>N</td> <td>N</td> <td>Y</td> <td>Workplace-based only</td> </tr> <tr> <td>Y</td> <td>Y</td> <td>N</td> <td>Combination of internal and external</td> </tr> <tr> <td>Y</td> <td>N</td> <td>Y</td> <td>Combination of internal and workplace-</td> </tr> <tr> <td>N</td> <td>Y</td> <td>Y</td> <td>Combination of external and workplace -</td> </tr> <tr> <td>Y</td> <td>Y</td> <td>Y</td> <td>Combination of all modes</td> </tr> <tr> <td>N</td> <td>N</td> <td>N</td> <td>Not applicable (RPL, RCC or CT)</td> </tr> </tbody> </table>	Value			Description	Internal	External	Workplace-based		Y	N	N	Internal only	N	Y	N	External only	N	N	Y	Workplace-based only	Y	Y	N	Combination of internal and external	Y	N	Y	Combination of internal and workplace-	N	Y	Y	Combination of external and workplace -	Y	Y	Y	Combination of all modes	N	N	N	Not applicable (RPL, RCC or CT)
Value			Description																																						
Internal	External	Workplace-based																																							
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N	Y	Y	Combination of external and workplace -																																						
Y	Y	Y	Combination of all modes																																						
N	N	N	Not applicable (RPL, RCC or CT)																																						
Reason:	Clarification on reporting requirements.																																								
Low Impact:	Clarification only, no system change.																																								

Eligibility Exemption Indicator – (NAT00120) file

Change 2019-10	<p>Clarification to business rule:</p> <p>Eligibility exemptions may only be granted for new commencements under specified Funding Source Identifier – State Training Authority codes. These are listed in the Funding Source Identifier – STA Supplement that will accompany these guidelines.</p>
Reason:	This document is no longer updated in line with the publication of the guidelines and does not form part of the suite of guideline supplementary documentation.
No Impact:	Publication of the Funding Source Identifier – STA Supplement will be more dynamic as it will be maintained by staff responsible for the documentation and maintenance of Funding Source Identifier – State codes. No system change.

Data element definitions – cont.

Fee Exemption/Concession Type Identifier – (NAT00120) file

Change 2019-11

Changed definitions/revised classification schemes:

Element description A code that ~~specifies~~ allows determination of any ~~the type of fee exemption waiver~~ or concession ~~the a student has~~ may be ~~been granted~~ eligible for ~~when for the program of undertaking study~~.

File Training Activity (NAT00120)

Purpose To support the analysis of ~~student demographics, and fee exemptions and concessions and~~ to enable the calculation of any fee waiver or concession payable by the Department. ~~contribution that will be paid to the RTO.~~

Business rules

General:

~~The Training organisations is expected to~~ must supply this information for each subject enrolment. ~~details of the fee exemption or concession type applicable to and recorded for each unit enrolment.~~

~~With respect to training funded through Service Agreements and VET Funding Contracts with the Department, fee exemptions and concessions must be granted to students and reported in accordance with the Guidelines about Fees, and the Victorian VET Student Statistical Collection Guidelines.~~

~~Training organisations should retain evidence to support this reporting. Consistent with the Guidelines about Fees and VET Funding Contracts, RTOs should retain evidence to support their reporting of each Fee Exemption/Concession Type Identifier.~~

~~The Department's concession and fee waiver/exemption contribution payments to RTOs are made outside SVTS and are paid in addition to the regular training activity payments made through SVTS.~~

Specific:

For Indigenous Students without concession cards, ~~Single and Teenage Parents and 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.

For Training organisations offering a student a fee waiver, the applicable waiver identifier must be reported in the second character of the field;

Example: For a student without a concession card but a Fee Waiver, you would report ZY as this field value.

This field must not be blank. (vr.120047)

Data element definitions – cont.

Change 2019-11 – cont.

Field value (first character)

Value	Description	Eligible for concession waiver contribution from the Department?
E	For individuals enrolled under the Skills First Youth Access Initiative (new from 1 January 2018) or the Young People Transitioning from Care Initiative (where the student holds a current Health Care Card, Pensioner Concession Card, or Veteran's Gold Card).	Yes – waiver
G	VCE Scholarship	No
H	Health Care Card	Yes –concession
†	For individuals enrolled under the Skills First Youth Access Initiative (new from 1 January 2018) or the Young People Transitioning from Care Initiative (where the student DOES NOT hold a current Health Care Card, Pensioner Concession Card, or Veteran's Gold Card).	Yes – waiver
J	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* (not from the Department)
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.	No –not applicable
M	Prisoner	No
O	Other	No**
P	Pensioner Concession Card	Yes –concession
V	Veteran Gold Card	Yes –concession
X	Individuals who are required to undertake the program pursuant to a community based order made under the Children, Youth and Families Act 2005 or individuals held in the Judy Lazarus Transition Centre	Yes – waiver
Y	Fee Waiver for a student with a letter from the Department providing them with a Fee Exemption	Yes
Z	None	No

Data element definitions – cont.

Fee Exemption/Concession Type Identifier – (NAT00120) file – cont.

<p>Change 2019-11 – cont.</p>	<p>* With the prior agreement of the referring agency, the RTO must invoice the referring agency directly for the portion of the tuition fee not covered by the referred Job Seeker.</p> <p>** Except for Indigenous students without concession cards, Single and Teenage Parents and Asylum Seekers without concession cards where 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</p> <p>Field value (second character)</p> <table border="1" data-bbox="512 703 1517 1323"> <thead> <tr> <th>Value</th> <th>Description</th> <th>Eligible for a fee waiver contribution from the Department?</th> </tr> </thead> <tbody> <tr> <td>E or I</td> <td>Skills First Youth Access Initiative.</td> <td>Yes</td> </tr> <tr> <td>X</td> <td>Individuals who are required to undertake the program pursuant to a community based order made under the Children, Youth and Families Act 2005 or individuals held in the Judy Lazarus Transition Centre</td> <td>Yes</td> </tr> <tr> <td>Y</td> <td>Fee Waiver for a student with a letter from the Department providing them with a Fee Exemption</td> <td>Yes</td> </tr> <tr> <td>T</td> <td>Fee Waiver for a student training in a course under the Free TAFE for Priority Courses initiative (to be reported by TAFE Institutes and Dual Sector Universities only)</td> <td>Yes</td> </tr> <tr> <td>NULL</td> <td>No waiver</td> <td>No</td> </tr> </tbody> </table>	Value	Description	Eligible for a fee waiver contribution from the Department?	E or I	Skills First Youth Access Initiative.	Yes	X	Individuals who are required to undertake the program pursuant to a community based order made under the Children, Youth and Families Act 2005 or individuals held in the Judy Lazarus Transition Centre	Yes	Y	Fee Waiver for a student with a letter from the Department providing them with a Fee Exemption	Yes	T	Fee Waiver for a student training in a course under the Free TAFE for Priority Courses initiative (to be reported by TAFE Institutes and Dual Sector Universities only)	Yes	NULL	No waiver	No
Value	Description	Eligible for a fee waiver contribution from the Department?																	
E or I	Skills First Youth Access Initiative.	Yes																	
X	Individuals who are required to undertake the program pursuant to a community based order made under the Children, Youth and Families Act 2005 or individuals held in the Judy Lazarus Transition Centre	Yes																	
Y	Fee Waiver for a student with a letter from the Department providing them with a Fee Exemption	Yes																	
T	Fee Waiver for a student training in a course under the Free TAFE for Priority Courses initiative (to be reported by TAFE Institutes and Dual Sector Universities only)	Yes																	
NULL	No waiver	No																	
<p>Reason:</p>	<p>Allow for Free TAFE reporting and better align concession codes and fee waivers for general reporting and to ensure better capture of student demographic information.</p>																		
<p>Very High Impact:</p>	<p>Requires a system change therefore RTOs impacted by cost to implement change in SMS as well as changes to their administrative processes.</p> <p>SVTS impacted by adding new values as well as updating how existing validations for this data element work and adding new validation rules for possible new valid value combinations.</p>																		

Data element definitions – cont.

Funding Source Identifier – National – (NAT00120) file

<p>Change 2019-12</p>	<p>Changed definitions/revised classification schemes:</p> <p>‘30 – International client – other revenue’ is revenue provided by or for an international student to undertake education and training who temporarily resides in Australia and holds a student visa or a temporary residency permit or who resides in an overseas country and whose funding source does not come from any of the other funding categories. (vr.120081)</p> <p>‘31 – International onshore client – other revenue’ is revenue provided by or for an international client who temporarily resides in Australia, holding a student visa or temporary residency, to undertake education and training and whose funding source does not come from any of the other funding categories.</p> <p>‘32 – International offshore client – other revenue’ is revenue provided by or for an international client who resides in an overseas country while undertaking education and training and whose funding source does not come from any of the other funding categories.</p> <p>‘80 – Revenue earned from another training organisation (TAFE use only)’ is revenue earned by a TAFE training organisation that is delivering the training which receives funding from another registered training organisation in terms of subcontracted, auspicing, partnership arrangements or similar arrangements. The registered training organisation-TAFE delivering the training does not issue the statement of attainment. This activity needs to be submitted only when required for state training authority submissions.</p> <p><u>Note on VET Student Loans:</u> VET student loans are not considered to be a type of funding source for AVETMISS purposes. This is because they are loans to cover some of the fees, not a final source of funding, and the actual <i>Funding source - national</i> will still be one of the existing classification values. For example – a client receiving a VET student loan may be using the loan to pay for all their own training (reported as ‘20 – Domestic client – other revenue’) or the predominant source of funding for their training may still be via a Commonwealth and State general purpose recurrent program (reported as ‘11 – Commonwealth and State general purpose recurrent’). The only classification values that cannot apply in this scenario is ‘31 – International onshore client – other revenue’ and ‘32 – International offshore client – other revenue’, as international students are not eligible for VET student loans.</p>
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Data element
definitions –
cont.

Funding Source Identifier – National – (NAT00120) file – cont.

Change 2019-12 – cont.	<p>Changed definitions/revised classification schemes: cont.</p> <p>Field value</p> <hr/> <p>DESCRIPTON – FUNDING SOURCE – NATIONAL</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>Commonwealth and State general purpose recurrent</td> </tr> <tr> <td>13</td> <td>Commonwealth specific funding programs</td> </tr> <tr> <td>15</td> <td>State specific funding programs</td> </tr> <tr> <td>20</td> <td>Domestic client – other revenue</td> </tr> <tr> <td>31</td> <td>International onshore client – other revenue</td> </tr> <tr> <td>32</td> <td>International offshore client – other revenue</td> </tr> <tr> <td>80</td> <td>Revenue earned from another training organisation (TAFE use only)</td> </tr> </tbody> </table>	Value	Description	11	Commonwealth and State general purpose recurrent	13	Commonwealth specific funding programs	15	State specific funding programs	20	Domestic client – other revenue	31	International onshore client – other revenue	32	International offshore client – other revenue	80	Revenue earned from another training organisation (TAFE use only)
Value	Description																
11	Commonwealth and State general purpose recurrent																
13	Commonwealth specific funding programs																
15	State specific funding programs																
20	Domestic client – other revenue																
31	International onshore client – other revenue																
32	International offshore client – other revenue																
80	Revenue earned from another training organisation (TAFE use only)																
Reason:	AVETMISS change already identified but full implementation postponed until 2020. Victoria believes there is value in improving the collection for off and on shore delivery and proposes to implement change in 2019.																
Very High Impact:	<p>Change affects system modification with requirements for new and amended validation rules to handled new values.</p> <p>Reporting between STA and NCVET will need to use data transformation until values 31 and 32 are implemented 2020 in the national collection.</p> <p>Possible RTO internal processes and reporting may need to change as value 30 in no longer valid from 2019.</p>																

Issued Flag – (NAT00130) file

Change 2019-13	<p>Updated Purpose:</p> <p>A flag that indicates whether a student has been issued with a recognised credential for the successful completion of a recognised qualification, Program or Skill Set.</p> <p>Added business rule:</p> <p>A credential issued is either a certificate or statement of attainment. As per the Student Identifier Act 2014, a registered training organisation must not issue a VET qualification or VET statement of attainment (within the meaning of the National Vocational Education and Training Regulator Act) without collecting and verifying a Unique Student Identifier, unless that student has an exemption.</p>
Reason:	Alignment with AVETMISS 8 data element definitions edition 2.3
Low Impact:	Clarification only.

Data element definitions – cont.

Labour Force Status Identifier – (NAT00080) file

Change 2019-14	<p>Updated Description for field value 4.</p> <p>Field value</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>04</td> <td>Employer Self-employed – employing others</td> </tr> </tbody> </table>	Value	Description	04	Employer Self-employed – employing others
Value	Description				
04	Employer Self-employed – employing others				
Reason:	Remove ambiguity.				
Low Impact:	Clarification only.				

Outcome Identifier - National – (NAT00120) file

Change 2019-15	<p>Updated business rule:</p> <p>Continuing Enrolments (Code 70)</p> <p>This code is used when the student has engaged in learning activity, but has not completed all the training and assessment criteria by the end of the collection period, therefore the training activity is still in progress. Training activity reported in a subsequent collection with this code must be reported with a valid final outcome within 90 days of the <i>Activity End Date</i>. (Reject 27).</p> <p>Field Value table:</p> <p>Removed value 90 & added 41</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> <th>Yes/No</th> </tr> </thead> <tbody> <tr> <td>90</td> <td>Not yet available or interim collection – Activity End date is in the current collection year (This value is not valid from 01/01/17)</td> <td>No</td> </tr> <tr> <td>41</td> <td>Incomplete due to RTO closure</td> <td>Yes</td> </tr> </tbody> </table>	Value	Description	Yes/No	90	Not yet available or interim collection – Activity End date is in the current collection year (This value is not valid from 01/01/17)	No	41	Incomplete due to RTO closure	Yes
Value	Description	Yes/No								
90	Not yet available or interim collection – Activity End date is in the current collection year (This value is not valid from 01/01/17)	No								
41	Incomplete due to RTO closure	Yes								
Reason:	Clarification and align business rules with existing validations.									
No Impact:	No impact, validation rule/reject has already operational. No system change									

Postcode – (NAT00080) file

Change 2019-16	<p>Updated business rule:</p> <p>If <i>Postcode</i> is 'OSPC – OVERSEAS ADDRESS LOCATION', the <i>National Funding Source Identifier – National</i> must be '32 INTERNATIONAL OFFSHORE CLIENT – OTHER REVENUE' or 31 INTERNATIONAL ONSHORE CLIENT – OTHER REVENUE.</p>
Reason:	Support new <i>Funding Source Identifier – National</i> values of 31 and 32.
High Impact:	Validation rule changes.

Data
element
definitions
– cont.

Prior Educational Achievement Flag – (NAT00080) file

Change 2019-17	<p>Clarification to business rule:</p> <p>This field is mandatory (@ is not valid) for all government subsidised and domestic fee for service enrolments. (vr.804001).</p> <p>Removed field value:</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>@*</td> <td>Not stated – question asked of the student but no answer provided.</td> </tr> </tbody> </table>	Value	Description	@*	Not stated – question asked of the student but no answer provided.
Value	Description				
@*	Not stated – question asked of the student but no answer provided.				
Reason:	Clarification only, value not active for new enrolments since 2010 but coding still requires the system to look for this value.				
Low Impact:	Clarification only. No impact to RTOs but requires coding changes in SVTS.				

Program Enrolment Identifier – (NAT00120 & NAT00130) file

Change 2019-18	<p>Clarification to business rule:</p> <p>This identifier should remain unique to the combination of <i>Client Identifier</i>, <i>Program Identifier</i>, <i>Program Commencement Date</i> and <i>Purchasing Contract Identifier</i> once uploaded. If any of these values change for an identifier where activity has been successfully paid for, the submission will be rejected. (vr.120111)</p>
Reason:	Clarification only, to stop possible ambiguity with Training Contract Identifier.
Low Impact:	Clarification only. No system change.

Data element definitions – cont.

Program Status Identifier – (NAT00130) file

Change 2019-19	<p>Clarification to business rules and reorder of codes to better align with a likely lifecycle of a program.</p> <p>41 - Withdrawn - Apparent 'Withdrawn – Apparent' is used when a client has finished stopped their training without successfully fully completing any program their enrolment but has not officially notified the RTO of their withdrawal. The Client has lost contact with the RTO and the RTO is assuming a withdrawal. This code covers both scenarios where the client has opted to stop training and where the training has ceased through no fault of the client (e.g. RTO closure).</p> <p>40 - Withdrawn - Official 'Withdrawn – Official' is used when a client has finished stopped their training without successfully fully completing any program their enrolment and has notified the RTO of their withdrawal.</p> <p>42 - Withdrawn - Deferred 'Withdrawn – Deferred' is used when a client has finished stopped their training without successfully fully completing their enrolment any program and has negotiated an agreement with notified the RTO of their intention to defer training to a later date.</p> <p>25 – Student successfully achieved intended outcome This value is to be used where a student enrolls in a program for a reason other than the completion of a full program attainment of a formal qualification and successfully meets these goals (for example a predefined set of subjects that result in a locally defined set of skills). If this enrolment also results in a formal awarding of a Skill Set, we expect to see this additional activity reflected in both the NAT00120 (with credit transfers and any additional training as required) and the NAT00130.</p> <p>50 - Completion of lower level of program 'Completion of lower level of program' is used when a client has withdrawn from the program they were originally enrolled in, having successfully fully completed a lower level of education within the program, e.g. the client was originally enrolled in a Certificate IV but exited having successfully fully completed a Certificate III.</p> <p>70 - Superseded program 'Superseded program' is used when training activity started in a program which has since been superseded, and the client has been transferred into the superseding/replacement program. This code should not be selected until the training activity has commenced in the superseding/replacement program.</p> <p>20 - Program completed (not issued) 'Program completed (not issued)' is used when the client has successfully fully completed the program but the training organisation has not issued the certificate/statement of attainment to the client. A program is determined to be completed when all requirements for the completion of the program, including on-the-job requirements, have been met. Completions for Australian Qualifications Framework (AQF) qualifications and programs/courses are achieved when the client is eligible for the award to be conferred.</p>
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Program Status Identifier – (NAT00130) file – cont.

Change 2019-19 – cont.	<p>10 - Program completed (issued) 'Program completed (issued)' is used when the client has successfully fully completed the program and the training organisation has issued the certificate/statement of attainment to the client. A program is determined to be completed when all requirements for the completion of the program, including on-the-job requirements, have been met. Completions for Australian Qualifications Framework (AQF) qualifications and programs/courses are achieved when the client is eligible for the award to be conferred.</p>
Reason:	Clarification
Low Impact:	No impact, clarification only. No system change.

Data element definitions – cont.

Specific Funding Identifier – (NAT00120) file

<p>Change 2019-20</p>	<p>Deleted existing description and business rule:</p> <p>This data element was introduced in AVETMISS Release 6.1 for State jurisdiction reporting only. RTOs are not required to report this data element so no further details are included in these Victorian VET Student Statistical Collection Guidelines</p> <p>This field must be left blank. (vr.120082)</p> <p>Updated with new Data element description, purpose and business rules:</p> <p>Element description <i>Specific Funding Identifier</i> uniquely identifies training in a program funded or initiated by the Australian Government.</p> <p>Files Training Activity (NAT00120)</p> <p>Purpose <i>Specific Funding Identifier</i> allows for analysis of data by specific Australian Government programs relevant to vocational education and training.</p> <p>Business rules General: This field is only for use by state or territory training authorities or by training organisations as directed by the Department of Education and Training. It must only be used when <i>Funding Source Identifier — National</i> is '13 — Commonwealth specific purpose programs'.</p> <p><i>Specific Funding Identifier</i> must not be blank if <i>Funding Source Identifier — National</i> is '13 — Commonwealth specific funding program'.</p> <p>Specific: This field is for use by state or territory training authorities or those training organisations receiving funding directly from the Commonwealth.</p> <p>While most programs are administered by the Department of Education and Training, other Commonwealth departments may offer funding for training. For example, job search incentives on training programs provided by Centrelink or health training initiatives funded by the Commonwealth. Programs can be administered by state and territory training authorities or by a direct contract between the Commonwealth and the training organisation.</p> <p>Please refer to the NCVET Portal (<https://www.ncver.edu.au/publications/publications/all-publications/statistical-standard-software/specific-funding-identifier> for an up-to-date list of Specific funding identifier values as codes are updated when new programs are introduced or discontinued.</p> <p>This field may be blank subject to rules above. (vr.120082)</p>
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Data element definitions – cont.

Specific Funding Identifier – (NAT00120) file – cont.

Change 2019-20 cont.	Field format									
	<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>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	Alphanumeric	Justification	Left	Fill character
Value	Description									
Length	10									
Type	Alphanumeric									
Justification	Left									
Fill character	Space									
	Field value									
	<table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Text</td> <td>Specific Funding Identifier code. (refer to NCVET portal)</td> </tr> </tbody> </table>	Value	Description	Text	Specific Funding Identifier code. (refer to NCVET portal)					
Value	Description									
Text	Specific Funding Identifier code. (refer to NCVET portal)									
Reason:	Alignment with AVETMISS 8 data element definitions edition 2.3									
Very High Impact:	<p>Very high impact to provider and Victorian STA as both will now need to validate these values against a national list published regularly on the NCVET Portal. This requires system change and maintenance to ensure the list is kept up to date.</p> <p>Prior to this change Victoria would populate this value with “99” (Other Commonwealth government funding), during the NCVET NAT file creation/submission.</p> <p>Possible SVTS/process change in the way data is treated for NCVET extracts.</p>									

Study Reason – (NAT00120) file

Change 2019-21	Added value: 13 – To get skills for community/voluntary work
Reason:	Alignment with AVETMISS 8 data element definitions edition 2.3
High Impact:	Will require validation rule changes.

Data element definitions – cont.

Training Organisation Delivery Location Identifier – (NAT00020) & (NAT00120) files

Change 2019-22	<p>Remove business rules:</p> <p>The Training Organisation Delivery Location Identifier must be in uppercase.</p> <p>Where delivery occurs throughout Victoria, or does not occur at a physical location (such as online or by distance education), the <i>Training Organisation Delivery Location Identifier</i> for the location from which the training is being coordinated must be used. This will generally be the RTO's own delivery location identifier or a nominal address representing the region where majority of the training delivery has occurred.</p>
Reason:	SVTS is Case insensitive therefore no need for business rule. Try and capture information where regional delivery occurs for online training.
Medium Impact:	Medium impact, administrative process only. No system change.

Unique Student Identifier – (NAT00080) file

Change 2019-23	<p>Added new business rule:</p> <p>If Unique Student Identifier is 'INTOFF', a client's Postcode must be 'OSPC'</p> <p>Removed field value:</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Alphanumeric</td> <td>Valid 10 – digit USI code</td> </tr> <tr> <td>SHORT</td> <td>Single day program exemption</td> </tr> </tbody> </table>	Value	Description	Alphanumeric	Valid 10 – digit USI code	SHORT	Single day program exemption
Value	Description						
Alphanumeric	Valid 10 – digit USI code						
SHORT	Single day program exemption						
Reason:	Compliance with National VET Data Policy (November 2017), & alignment with AVETMISS changes.						
Medium Impact:	No impact for change to 'SHORT' value as this has been implemented in system since 2018. Medium impact for new validation rule for 'INTOFF' USI value.						

VET in Schools Flag – (NAT00120) file

Change 2019-24	<p>Added new business rule:</p> <ul style="list-style-type: none"> If school based apprenticeship or traineeships, the <i>VET in Schools Flag</i> must be 'N' and the <i>At School Flag</i> must be 'Y'
Reason:	Clarification.
High Impact:	A new validation rule will be introduced to ensure that school based apprenticeships are not reported as VET in schools programs

Data element definitions – cont.

Victorian Student Number – (NAT00080) file

Change 2019-25	Deleted space between Value format.								
	<table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>000000001-999999999</td> <td>A unique student ID</td> </tr> <tr> <td>888-888-888</td> <td>The student is new to the Victorian Education System and has never attended a school, TAFE or other VET training provider in Victoria</td> </tr> <tr> <td>Blank</td> <td>Leave blank if VSN not available or not relevant to the student</td> </tr> </tbody> </table>	Value	Description	000000001-999999999	A unique student ID	888-888-888	The student is new to the Victorian Education System and has never attended a school, TAFE or other VET training provider in Victoria	Blank	Leave blank if VSN not available or not relevant to the student
	Value	Description							
	000000001-999999999	A unique student ID							
888-888-888	The student is new to the Victorian Education System and has never attended a school, TAFE or other VET training provider in Victoria								
Blank	Leave blank if VSN not available or not relevant to the student								
Reason:	Clarification.								
No Impact:	This is a clarification only. This is a numeric field where spaces are not valid.								

Standard Enrolment Form

Previous qualification achieved

Change 2019-26	Updated question 14: 14. Have you SUCCESSFULLY completed any of the following qualifications listed in question 15?
	Reason:
Low Impact:	This is a clarification only.

New Validation Rules

New validations for overlapping activity

Change 2019-27	Activity Start Date (Error & Warning) If duplicate records with overlapping activity dates found based on: Unique Student Identifier and Subject Identifier, when the reported USI is not blank or a known exemption code Nationally recognised subjects will generate an error and all other subjects will generate a warning.
	Activity Start Date (Error & Warning) If duplicate records with overlapping activity dates found base on: Client Identifier, Subject Identifier, when the reporting USI is blank or a known exemption code Nationally recognised subjects will generate an error and all other subjects will generate a warning.
	Outcome Identifier – National (Warning) If duplicate records found based on: Unique Student Identifier, Subject Identifier and Outcome Identifier – national, where Outcome Identifier =20 and/or 51 Excludes Outcome Identifier – National codes '85 – Not yet started' and '60 – Credit Transfer' Note: Credit transfer and Recognition of Prior Competency codes will be excluded from these validations.
	Reason:
High Impact:	Will require system changes.