



## Victorian VET Student Statistical Collection Guidelines - 2017



Department of  
Education & Training

Title: Victorian VET Student Statistical Collection Guidelines 2017

Published by: Training Market Operations Division  
Higher Education and Skills Group  
Department of Education and Training  
2 Treasury Place  
East Melbourne VIC 3002

Postal address: PO Box 4367  
Melbourne VIC 3001

Contact: Via SVTS Enquiry  
Email: statscollection@edumail.vic.gov.au

Published on : <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

Revised: August 2016

Authorised by: The Victorian Government  
1 Treasury Place  
East Melbourne VIC 3002

© Copyright State of Victoria 2016

This publication is copyright. No part may be reproduced by any process except in accordance with the provisions of the Copyright Act 1968

### Section Overview

Section	Page
About this document	9
Data submission	14
Submission structure	15
Data element definitions	41
Glossary	197
Appendix 1: Standard enrolment questions	209
Student enrolment privacy notice	218
Appendix 2: Websites and publications	220
Appendix 3: ANZSIC codes	222
Appendix 4: Summary of changes	225
Appendix 5: Name change mapping	226

## Contents

<b>About this document</b>	<b>9</b>
Scope of the collection .....	9
Document audience .....	10
How to use this document .....	10
Department services .....	11
AVETMISS .....	11
Classification tables .....	11
Locally developed programs, skill sets and subjects .....	12
Privacy .....	13
Changes to the collection .....	13
Revision .....	13
<b>Data submission</b>	<b>14</b>
Submission process and frequency .....	14
Submitting your data .....	14
<b>Submission structure</b>	<b>15</b>
Information for developers .....	15
File format .....	15
Field formats .....	15
File record requirements .....	15
NAT00010 - Training Organisation file .....	17
NAT00020 - Training Organisation Delivery Location file .....	19
NAT00030 - Program File .....	22
NAT00060 - Subject File .....	24
NAT00080 - Client file .....	25
NAT00085 - Client Postal Details file .....	27
NAT00090 - Client Disability file .....	29
NAT00100 - Client Prior Educational Achievement file .....	30
NAT00120 - Enrolment file .....	32
NAT00130 - Program Completed file .....	37
Data elements that may be blank .....	40
<b>Data element definitions</b>	<b>41</b>
Activity End Date .....	41
Activity Start Date .....	42
Address Building/Property Name – (NAT00080) and (NAT00085) files .....	43
Address Building/Property Name – (NAT00020) file .....	44
Address First Line .....	45
Address Flat/Unit Details – (NAT00080) and (NAT00085) files .....	46
Address Flat/Unit Details – (NAT00020) File .....	47
Address Location - Suburb, Locality or Town .....	48
Address Postal Delivery Box .....	50
Address Postal - Suburb, Locality or Town .....	51

Address Second Line .....	52
Address Street Name – (NAT00080) and (NAT00085) files .....	53
Address Street Name – (NAT00020) File .....	55
Address Street Number – (NAT00080) and (NAT00085) files .....	56
Address Street Number – (NAT00020) File .....	58
ANZSCO Identifier .....	59
Associated Program Identifier .....	61
At School Flag .....	63
Client Family Name .....	64
Client Fees - Other .....	65
Client First Given Name .....	67
Client Identifier .....	68
Client Identifier – Apprenticeships .....	69
Client Industry of Employment .....	71
Client Occupation Identifier .....	73
Client Title .....	74
Client Tuition Fee .....	75
Commencing Program Identifier .....	78
Contact Name .....	80
Country Identifier .....	81
Date of Birth .....	83
Delivery Mode Identifier .....	84
Delivery Provider ABN .....	86
Disability Flag .....	88
Disability Type Identifier .....	89
Eligibility Exemption Indicator .....	90
E-mail Address .....	92
Enrolment Date .....	93
Enrolment Identifier .....	94
Facsimile Number .....	96
Fee Exemption/Concession Type Identifier .....	97
Funding Eligibility Key .....	99
Funding Source Identifier - National .....	100
Funding Source Identifier - State Training Authority .....	102
Highest School Level Completed Identifier .....	112
Hours Attended .....	114
Indigenous Status Identifier .....	116
Industry Code (ANZSIC) .....	117
Labour Force Status Identifier .....	118
Language Identifier .....	119
Name for Encryption .....	121
Nominal Hours .....	122
Outcome Identifier - National .....	124
Outcome Identifier - Training Organisation .....	131
Postcode in Training Organisation File - NAT00010 .....	132
Postcode in Training Organisation Delivery Location File - NAT00020 .....	133
Postcode in Client File - NAT00080 .....	134
Postcode in Client Postal Details File - NAT00085 .....	136
Prior Educational Achievement Flag .....	137

Prior Educational Achievement Identifier .....	138
Prior Educational Achievement Recognition Identifier .....	140
Proficiency in Spoken English Identifier.....	142
Program Commencement Date.....	143
Program Field of Education Identifier .....	145
Program Identifier .....	146
Program Level of Education Identifier .....	149
Program Name.....	152
Program Recognition Identifier .....	153
Program Supervised Teaching Activity Completion Date .....	155
Program Unique Supervised Hours.....	156
Purchasing Contract Identifier .....	158
Purchasing Contract Schedule Identifier .....	159
Qualification Issued Flag.....	160
Scheduled Hours .....	161
Sex .....	163
Software Product Name .....	164
Software Vendor E-mail Address .....	165
Specific Funding Identifier .....	166
State Identifier.....	167
Statistical Area Level 1 Identifier .....	168
Statistical Area Level 2 Identifier .....	169
Study Reason Identifier.....	170
Subject Field of Education Identifier .....	171
Subject Flag.....	172
Subject Identifier .....	173
Subject Name .....	174
Telephone Number .....	175
Telephone Number - Home.....	176
Telephone Number - Mobile.....	177
Telephone Number - Work.....	178
Training Contract Identifier .....	179
Training Organisation Delivery Location Identifier .....	180
Training Organisation Delivery Location Name .....	181
Training Organisation Identifier (TOID).....	182
Training Organisation Name .....	183
Training Organisation Type Identifier .....	184
Unique Student Identifier.....	188
VET FEE-HELP (Income Contingent Loan) Indicator .....	190
VET Flag.....	191
VET in Schools Flag.....	193
Victorian Student Number (VSN).....	194
Year Highest School Level Completed.....	195
Year Program Completed.....	196
<b>Glossary</b> .....	<b>197</b>
Australian Qualifications Framework (AQF) .....	197
Client identifiers .....	197
Collection year .....	197

Continuing enrolment .....	197
Department .....	198
Eligibility exemption .....	198
Enrolment .....	198
Funding module (SVTS).....	198
Guidelines.....	198
Guidelines about Fees .....	199
Industry code (ANZSIC).....	199
Monitoring Module (SVTS).....	199
Nominal hours.....	199
On-shore.....	199
On the road delivery.....	199
Overseas Qualification Unit (OQU) .....	200
Performance measurement.....	200
Postal Address File (PAF).....	201
Program .....	201
Program categories.....	201
Program categories - continued .....	202
Program Commencement Date.....	202
Program Commencement Date - continued .....	203
Scheduled hours .....	203
Scope of Registration.....	203
Skill Set.....	203
Standard .....	204
Subject.....	204
SVTS .....	204
Training organisation delivery location identifiers .....	204
Training organisation delivery location identifiers .....	205
Training organisation identifier (TOID) .....	205
Unique Student Identifier (USI) .....	206
Usual Residence.....	206
Victorian Training Guarantee .....	206
Withdrawn/discontinued enrolments.....	206
Withdrawn/discontinued enrolments - continued .....	207
Victorian Student Number (VSN) .....	207
Victorian Student Number (VSN) - continued .....	208
Revision .....	208
<b>Appendix 1: Standard enrolment questions</b> .....	<b>209</b>
<b>Student enrolment privacy notice</b> .....	<b>218</b>
<b>Appendix 2: Websites and publications</b> .....	<b>220</b>
Websites .....	220
Publications .....	221
Revision .....	221

<b>Appendix 3: ANZSIC codes</b>	<b>222</b>
<b>Appendix 4: Summary of changes</b>	<b>225</b>
<b>Appendix 5: Name change mapping</b>	<b>226</b>

---



## About this document

### Scope of the collection

The Victorian VET Student Statistical Collection captures information about registered training organisations (RTOs), programs, skill sets, subjects, clients' demographic and prior education background as well as enrolment and qualification completion details associated with Vocational Education and Training (VET) delivery for domestic and international students, in Victoria and offshore.

Both government subsidised and fee-for-service nationally recognised training activity, is now mandatory to be reported as of 1 January 2014.

Non-VET (hobby and recreational) activity may be submitted, but care must be taken to ensure that both the program and corresponding subject, are flagged as *Non-VET* in the appropriate files.

All providers with a VET Funding Contract in or after 2014 **must** report **total VET activity** (including fee for service data) to the Department via SVTS. This will include reporting of fee for service enrolments that have started in 2014 or are continuing from previous years as long as they will be participating in training in 2014 or later.

RTOs who are also delivering outside of Victoria must report interstate enrolments in accordance with the directions of the State Training Authority of the state the training is taking place, or directly to the NCVER.

Total VET Activity must be reporting via SVTS to the Department in the month following the training activity occurring.

Data is submitted in the collection by all VET providers that operate in Victoria and are in receipt of State or Commonwealth government funding and are recognised by the Victorian Registration and Qualifications Authority (VRQA), the Australian Skills Quality Authority (ASQA), and/or the Adult, Community and Further Education (ACFE) Board Victoria. These include:

- TAFE institutes
- TAFE divisions of universities
- Adult education institutions
- Learn Local Organisations formally (Adult community education (ACE) providers)
- Private RTOs.

In order to maintain and protect the privacy of both RTOs and students, only the minimum data required for Department of Education and Training (the Department) business purposes and the national Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) provider collection (details of which are on page 11) is collected.

Each student reported in the collection must have a unique Client Identifier code allocated by the training organisation. Hence the training activity history of a particular student may be tracked within the same training organisation over time.

The AVETMISS and associated collection protocols ensure comparability over time and across geographical boundaries. The definitions, business rules and other terms set out in these Guidelines are based on the definitions in Release 7.0 of the [AVETMISS VET Provider Collection Specifications](#) published by the National Centre for Vocational Education Research (NCVER). Where differences exist, the Victorian Guidelines reflect information in a manner that allows the Department to recode submitted data to comply with the national AVETMISS standard.

Providers that do not have in-house student management systems will need to have the ability to collect and store data and create the ten data files that comply with the requirements of the Victorian and national collections.

### Document audience

#### Providers

All VET providers will need to be familiar with this document in order to understand the nature, scope and requirements of the statistical collection and how to submit data files to the Department.

#### Software developers and data analysts

Software developers, as well as systems personnel and data analysts in larger organisations, will need the technical detail contained in this document. These include the file specifications, business rules and data element dictionary.

### How to use this document

There are six critical pieces of information in this document:

#### 1. How and when to submit your data

The Department website used to upload data and the collection submission dates appear in the [Data submission section](#) on page 14.

#### 2. Submission structure

The submission structure section contains information about the files and field formats required by the collection. Go to the [Submission structure](#) section on page 16 for more information.

#### 3. File structures

Virtually every aspect of the statistical collection can be accessed through a hyperlinked, one-page summary that lists the ten NAT files and the data elements in each file. Go to page 16 for the links to the key parts of this document.

#### 4. Data elements

An alphabetical listing of data elements appears in the Contents section at the beginning of this document. The list is linked and will take you to specific information about each data element including:

- description
- the files in which it appears
- purpose
- business rules; that is, how to complete the field when submitting your data
- any recent changes to the element
- the format of the element and exactly which values you can and cannot use.

#### 5. Glossary

A [Glossary](#) of standard terms can be found on page 197 of the document. The glossary will usually contain extended definitions or more detailed information about the business rules surrounding particular data elements.

#### 6. Standard enrolment form questions

Wording for inclusion in your student enrolment privacy notice is provided in Appendix 1 which also provides a set of standard enrolment form questions designed to ensure that the information obtained through the statistical collection is consistent across the whole VET sector. For more information, go to the Privacy information section on page 13 and [Appendix 1: Standard enrolment questions](#) on page 209.

#### 7. Summary of changes

Each section and data element has its own Revision section where changes to that section are summaries. A consolidated [Summary of Changes](#) is published separate to this document and is available at the website

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

## Department services

The Department supports VET providers by:

- Offering technical and electronic resources
- Improving systems and practices
- Working with other jurisdictions to improve the statistical collection

A Validation Supplement to these guidelines, which describes validations applied to data submitted and their impact on the Department's acceptance and use of the data, is available at the website

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

## AVETMISS

The Victorian statistical collection forms part of a national VET statistical collection often referred to as the AVETMISS (Australian Vocational Education and Training Management Information Statistical Standard), VET Provider Collection

These guidelines are based on AVETMISS Release 7.0 (the Standard), which provides the framework for the collection and the definitions of individual data elements.

The Standard was developed to provide data definitions for information related to students, training programs and VET providers.

By using a common language and providing required data, VET providers contribute to the effective planning, efficient output and promotion of VET at the local, state and national levels.

For the past few years hybrid data element names have been used for VET providers to get accustomed to data element name changes which were introduced by NCVET in their 6.1 release. In this release of the guidelines, the hybrid names to be changed to be consistent with the AVETMISS data element name. Example: where ever the name 'Course' was used, it has been replaced with the name 'Program'

Refer to [Appendix 5](#) for a summary of the data element name changes.

## Classification tables

The codes and classifications used in the guidelines are taken from existing national classifications to allow information to be used and reported consistently across a variety of statistical collections.

The major source of national classifications is the Australian Bureau of Statistics (ABS). However the specific classification tables listed below can be downloaded from the NCVET web site.

- [ANZSCO Identifier \(Occupation\)](#)
- [ANZSIC Identifier \(Industry\)](#)
- [Country](#)
- [Language Identifier](#)
- [Subject Field of Education](#)
- [Program Field of Education Identifier](#)

Program Field of Education Identifier For more information about the reference tables related to these guidelines, go to <http://www.ncvet.edu.au/avetmiss/>

All accredited programs and National Training Package qualifications are coded, classified and recorded on [www.training.gov.au](http://www.training.gov.au) (TGA), the national register of information on VET nationally recognised training and RTO.

### Locally developed programs, skill sets and subjects

Where VET providers or eligible community-based providers accredit a program locally, it must be coded by the provider.

#### Programs

To support the transition to AVETMISS 7.0 naming conventions and definitions which came into effect in 2014, throughout this document we will be referring to Courses as Programs.

When you report locally accredited programs, you must include all associated classifications for those programs in the Program (NAT00030) file. That is:

- Program Identifier
- Program Name
- Nominal Hours
- Program Recognition Identifier
- Program Level of Education Identifier
- Program Field of Education Identifier
- ANZSCO (Occupation Type) Identifier
- VET Flag

#### Skill Sets

The reporting of skill sets in the Program, Enrolment and Program Completed files, has been introduced in AVETMISS 7.0 from 2014. A skill set is a single unit or a collection of units which link to a license or regulatory requirement, or defined industry needs. Skill sets belonging to training packages are listed on the National Training Register at [www.training.gov.au](http://www.training.gov.au)

To accommodate the reporting of skill sets, AVETMISS 7.0 changes specify that the use of the *Program Identifier* and *Program Name* fields is extended to accommodate skill sets as well as *Programs*.

A skill set is distinguished from a program by its Program Recognition Identifier that will either identify the skill set as being '13 - NATIONALLY RECOGNIZED SKILL SET, SPECIFIED IN A NATIONAL TRAINING PACKAGE' or '16 - LOCALLY RECOGNIZED SKILL SET'.

#### Subjects

To support the transition to AVETMISS 7.0 naming conventions and definitions which came into effect in 2014, throughout this document we will be referring to Modules as Subjects.

When you report locally accredited subjects, you must include all associated classifications for those subjects in the Subject /Unit of Competency (NAT00060) file. That is:

- Subject Flag
- Subject Identifier
- Subject Name
- Subject Field of Education Identifier
- VET Flag
- Nominal Hours

### Privacy

The Department is bound by the *Information Privacy Act 2000*. For more information about the *Information Privacy Act 2000* and about the Information Privacy Principles, please go to [www.privacy.vic.gov.au](http://www.privacy.vic.gov.au).

A standard privacy notice, which advises students how their data may be supplied to and used by the Department and Commonwealth VET Fee-Help agencies is provided for inclusion in all enrolment forms. This notice is on page 218. You will need to update this notice with your organisation's contact details. You may need to add to this notice to cover the use your organisation makes of the details that students provide.

RTOs that have a VET Funding Contract with the Department to deliver government subsidised training are specifically required to advise their students that they may be contacted to request their participation in the national NCVET Student Outcomes Survey and/or Department endorsed research projects and/or Departmental training provider audits or reviews. Use of student details, including student contact details, is consistent with the [Student Enrolment Privacy Notice](#).

Note that the student should sign the privacy notice and enrolment form to confirm that the details they are providing are accurate and that they understand the privacy notice. Where the training provider has an electronic enrolment system, a checkbox or similar electronic confirmation should be used to obtain confirmation of the accuracy of the student data and the student's acceptance of the privacy notice.

For more information about national privacy protection, refer to [http://www.oaic.gov.au/privacy-portal/about\\_privacy.html/](http://www.oaic.gov.au/privacy-portal/about_privacy.html/)

### Changes to the collection

A Revision section is provided for each section of the guidelines, including file specification and data elements, which contains a *Summary of Changes to Victorian VET Student Statistical Collection Guidelines* document number and a change number, of changes (if any) that have been introduced in that section of these *Victorian VET Student Statistical Collection Guidelines*.

The *Summary of Changes to Victorian VET Student Statistical Collection Guidelines* document is a separate document published on SVTS each time changes are being implemented and maybe outside the annual publication cycle of the guidelines.

### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-1
VVSSCG-SC-20160222	20160222-1

### Data submission

#### Submission process and frequency

The submission process involves a web browser upload of ten NAT files to the Skills Victoria Training System (SVTS) via the Department website link listed below. The ten files are specified in the [File structures](#) section on page 16.

All providers which receive government funding for training delivery are required to submit data every month. Total Vet Activity must be reporting via SVTS to the Department in the month following the training activity occurring.

Only the last successful (Completed) data submission made on a day is processed for payment, for eligible training activity.

Data must be reported in the format specified in these guidelines.

Reporting is to be consistent with VET Funding Contracts and contracts for services between the VET provider and the Department and with the business rules specified in these guidelines.

Each monthly submission **must** include full details for all reportable training activity already delivered within the collection year. This includes delivery already commenced/underway and/or completed in the current collection year. The Program (Qualification) Completions file may include enrolments completed in previous years which have not been previously reported. Providers **may** also submit details of future activity that is planned for commencement within the current collection year.

Providers are advised that the deadline for final, accurate submission of all contracted 2016 training activity data is **5pm on 15 January 2017**.

The frequency of reporting to the National VET Provider Collection **from 2016** has changed to **quarterly submissions**. It is expected that data is accurate for each submission.

Due to the change in NCVET data submission frequency, it is necessary to make a distinction between 'Collection Year' and 'Collection Period'.

Collection Year – refers to the calendar year in which the training activity occurred.

Collection Period – refers to the date range of a collection. There may be more than one collection period within a collection year. If providing data for an interim submission, then the final submission must contain all data previously submitted during the collection year.

#### Submitting your data

For more information about submitting data, go to <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.asp>. To submit data, go to: <http://www.education.vic.gov.au/svts/>

#### Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-1
VVSSCG-SC.20140725	20140725-2
VVSSCG-SC-20160222	20160222-2

## Submission structure

### Information for developers

This section provides information for software developers.

Developers' note: Please ensure your software conforms to the following file structure business rule requirements. For more information go to the [File structures](#) section that begins on page 16.

### File format

For each of the ten files listed, create one fixed ASCII text 'flat' file of information.

Files are to be named NATXXXX.txt as documented in these guidelines, where XXXX indicates the number of the relevant NAT file.

### Field formats

The following table describes the standard field formats.

Field type	Format requirement
Alphanumeric fields	All alphanumeric fields must be left justified and space filled. All letters must be capitalised. Alphanumeric fields are field type A.
Numeric fields	All numeric fields must be right justified and zero filled. Numeric fields are field type N.
Date fields	All date fields must be in the format DDMMYYYY, where each sub-field is right justified and zero filled. Date fields are field type D.
Year fields	All year fields must be in the format YYYY.

### File record requirements

The following table lists each file and describes the record requirements.

File name	File name	Record requirement
<a href="#">Training Organisation</a>	NAT00010.txt	One record.
<a href="#">Training Organisation Delivery Location</a>	NAT00020.txt	One record for each location where the training organisation conducts a training activity.
<a href="#">Program</a>	NAT00030.txt	One record for each program that the training organisation has conducted in the submission year.
<a href="#">Subject</a>	NAT00060.txt	One record for each subject that the training organisation has conducted in the submission year.
<a href="#">Client</a>	NAT00080.txt	One record for each student enrolled by the training organisation in the submission year.
<a href="#">Client Postal Details</a>	NAT00085.txt	One record for each student who appears in the Client file (NAT00080).
<a href="#">Client Disability</a>	NAT00090.txt	One record for each disability declared by a student enrolled by the training organisation.
<a href="#">Client Prior Educational Achievement</a>	NAT00100.txt	One record for each prior educational achievement declared by a student enrolled by the training organisation.
<a href="#">Enrolment</a>	NAT00120.txt	One record for each separate subject or unit of competency enrolment by a student.
<a href="#">Program Completed (Qualification Completed)</a>	NAT00130.txt	One record for each entitlement to a program (qualification) by a student enrolled by the training organisation.

### File structures

#### NAT00010 Training Organisation File

[Training Organisation Identifier](#)  
[Training Organisation Name](#)  
[Training Organisation Type Identifier](#)  
[Address First Line](#)  
[Address Second Line](#)  
[Address Location - Suburb, Locality or Town](#)  
[Postcode](#)  
[State Identifier](#)  
[Contact Name](#)  
[Telephone Number](#)  
[Facsimile Number](#)  
[E-mail Address](#)

[Software product name](#)  
[Software Vendor E-mail Address](#)

#### NAT00020 Training Organisation Delivery Location

[Training Organisation Identifier](#)  
[Training Organisation Delivery Location Identifier](#)  
[Training Organisation Delivery Location Name](#)  
[Postcode](#)  
[State Identifier](#)  
[Address Location – Suburb, Locality or Town](#)  
[Country Identifier](#)  
[Address Building/Property Name](#)  
[Address Flat/Unit Details](#)  
[Address Street Number](#)  
[Address Street Name](#)

#### NAT00030 Program File

[Program Identifier](#)  
[Program Name](#)  
[Nominal Hours](#)  
[Program Recognition Identifier](#)  
[Program Level of Education Identifier](#)  
[Program Field of Education Identifier](#)  
[ANZSCO Identifier](#)  
[VET Flag](#)

#### NAT00060 Subject File

[Subject Flag](#)  
[Subject Identifier](#)  
[Subject Name](#)  
[Subject Field of Education Identifier](#)  
[VET Flag](#)  
[Nominal Hours](#)

#### NAT00085 Client Postal Details File

[Client Identifier](#)  
[Client Title](#)  
[Client First Given Name](#)  
[Client Family Name](#)  
[Address Building/Property Name](#)  
[Address Flat/Unit Details](#)  
[Address Street Number](#)  
[Address Street Name](#)  
[Address Postal Delivery Box](#)  
[Address Postal – Suburb, Locality or Town](#)  
[Postcode](#)  
[State Identifier](#)  
[Telephone Number Home](#)  
[Telephone Number - Work](#)  
[Telephone Number - Mobile](#)  
[Email Address](#)

#### NAT00080 Client File

[Client Identifier](#)  
[Name for Encryption](#)  
[Highest School Level Completed Identifier](#)  
[Year Highest School Level Completed](#)  
[Sex](#)

#### NAT00080 Client File – cont.

[Date of Birth](#)  
[Postcode](#)  
[Indigenous Status Identifier](#)  
[Language Identifier](#)  
[Labour Force Status Identifier](#)  
[Country Identifier](#)  
[Disability Flag](#)  
[Prior Educational Achievement Flag](#)  
[At School Flag](#)  
[Proficiency in Spoken English Identifier](#)  
[Address Location – Suburb, Locality or Town](#)  
[Unique Student Identifier](#)  
[State Identifier](#)  
[Address Building/Property Name](#)  
[Address Flat/Unit Details](#)  
[Address Street Number](#)  
[Address Street Name](#)  
[Statistical Area Level 1 Identifier](#)  
[Statistical Area Level 2 Identifier](#)

[Victorian Student Number \(VSN\)](#)  
[Client Industry of Employment](#)  
[Client Occupation Identifier](#)

#### NAT00090 Client Disability File

[Client Identifier](#)  
[Disability Type Identifier](#)

#### NAT00100 Client Prior Educational Achievement

[Client Identifier](#)  
[Prior Educational Achievement Identifier](#)

[Prior Educational Achievement Recognition Identifier](#)

#### NAT00120 Enrolment File

[Training Organisation Delivery Location Identifier](#)  
[Client Identifier](#)  
[Subject Identifier](#)  
[Program Identifier](#)  
[Activity Start Date](#)  
[Activity End Date](#)  
[Delivery Mode Identifier](#)  
[Outcome Identifier - National](#)  
[Scheduled Hours](#)  
[Funding Source Identifier - National](#)  
[Commencing Program Identifier](#)  
[Training Contract Identifier](#)  
[Client Identifier - Apprenticeships](#)  
[Study Reason Identifier](#)  
[VET in Schools Flag](#)  
[Specific Funding Identifier](#)  
[Outcome Identifier - Training Organisation](#)  
[Funding Source Identifier - State Training Authority](#)  
[Client Tuition Fee](#)  
[Fee Exemption/Concession Type Identifier](#)  
  
[Purchasing Contract Identifier](#)  
  
[Purchasing Contract Schedule Identifier](#)  
[Hours Attended](#)  
[Associated Program Identifier](#)

[Program Commencement Date](#)  
[Eligibility Exemption Indicator](#)  
[VET FEE-HELP \(Income Contingent Loan\) Indicator](#)  
[Industry Code \(ANZSIC\)](#)  
[Enrolment Date](#)  
[Enrolment Identifier](#)  
[Client Fees - Other](#)  
[Delivery Provider ABN](#)  
[Funding Eligibility Key](#)

#### NAT00130 Program Completed File

[Training Organisation Identifier](#)  
[Program Identifier](#)  
[Client Identifier](#)  
[Year Program Completed](#)  
[Issued Flag](#)

[Program Commencement Date](#)  
[Program Supervised Teaching Activity Completion Date](#)  
[Program Unique Supervised Hours](#)



### NAT00010 - Training Organisation file

**File name** NAT00010.txt

**Purpose** The Training Organisation (NAT00010) file provides details of the organisation responsible for administering the information contained in the collection files.

**Description** This file contains a single record for information about the training organisation that is providing the data.

**Business rules** This file must contain only one record. (vr.10001)

The Training Organisation Identifier (TOID) is a unique number provided by the Australian Skills Quality Authority (ASQA), the Victorian Registration and Qualifications Authority (VRQA) or other Registration Authorities that register RTOs under the Australian Qualification Training Framework and is used to identify training organisations.

The same *Training Organisation Identifier* reported in this file must appear in the:

- Training Organisation Delivery Location (NAT00020) file
- Program Completed (Qualification Completed) (NAT00130) file.

The *Training Organisation Identifier* must be prefixed with the relevant number of leading zeroes.

The *Postcode* field must be a valid postcode and must not include the values 0000, OSPC or @@@@.

The *State Identifier* field must not be 99 - OTHER (OVERSEAS BUT NOT AN AUSTRALIAN TERRITORY OR DEPENDENCY).

The training organisation must not have an overseas address.

The *E-mail Address* provided should be appropriate to respond to queries about your data submission (preferred) or, should be the official *E-mail Address* of the training provider.

The Software Vendor E-mail Address has been introduced to enable the Department to communicate directly with the vendors when necessary.

The *E-mail Address* and *Telephone Number* fields should be kept up-to-date so that every submission provides the most current contact details.

#### Fields that may be blank

- *Address Second Line*
- *Facsimile Number*
- *Software Product Name*

#### Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-2

## NAT00010 - Training Organisation file - (continued)

## Data elements in the NAT00010

Name	Posn	Size	Type
<a href="#">Training Organisation Identifier</a>	1	10	A
<a href="#">Training Organisation Name</a>	11	100	A
<a href="#">Training Organisation Type Identifier</a>	111	2	N
<a href="#">Address First Line</a>	113	50	A
<a href="#">Address Second Line</a>	163	50	A
<a href="#">Address Location - Suburb or Town or Locality</a>	213	50	A
<a href="#">Postcode</a>	263	4	A
<a href="#">State Identifier</a>	267	2	N
<a href="#">Contact Name</a>	269	60	A
<a href="#">Telephone Number</a>	329	20	A
<a href="#">Facsimile Number</a>	349	20	A
<a href="#">E-mail Address</a>	369	80	A
<a href="#">Software Product Name</a>	449	20	A
<a href="#">Software Vendor E-mail Address</a>	469	80	A
Carriage Return/Line Feed (ASCII 13/10)	549	2	
<b>Total record length excluding carriage return</b>		<b>548</b>	

## NAT00020 - Training Organisation Delivery Location file

<b>File name</b>	NAT00020.txt
<b>Purpose</b>	The Training Organisation Delivery Location (NAT00020) file provides information about the geographic location of training activity undertaken by clients during the collection period.
<b>Description</b>	This file contains a record for each delivery location for a training organisation during the collection period.
<b>Business rules</b>	<p>A training organisation may have more than one delivery location.</p> <p>This file must contain one record for each unique <i>Training Organisation Delivery Location Identifier</i> reported in the Enrolment (NAT00120) file.</p> <p>The address location must be the physical delivery location associated with enrolment activity within a training organisation during the collection period. (vr.20020)</p> <p>The <i>Training Organisation Delivery Location Identifier</i> must refer to the same training delivery physical location in every collection year. New locations must be reported with a new <i>Training Organisation Delivery Location Identifier</i>.</p> <p>Records should not be created for locations in the same immediate vicinity such as classrooms or buildings that share the same address.</p> <ul style="list-style-type: none"> <li>▪ To support geo-coding VET training delivery locations, four new address fields have been added to the training Organisation Delivery Location File: <ul style="list-style-type: none"> <li>➢ <i>Address Building/Property Name,</i></li> <li>➢ <i>Address Flat/Unit Details,</i></li> <li>➢ <i>Address Street Number, and</i></li> <li>➢ <i>Address Street Name</i></li> </ul> </li> </ul> <p>Each <i>Training Organisation Delivery Location Identifier</i> must have a unique address.</p> <p><b>Postcode</b></p> <p>The <i>Postcode</i> must not be the Australia Post postcode of a post office box address. The <i>Postcode</i> should represent the physical location at which training is delivered.</p> <ul style="list-style-type: none"> <li>▪ Where delivery does not occur at a physical location (such as online or by distance education), the postcode of where the training is being coordinated must be used. This will generally be the RTO address details.</li> <li>▪ If delivery occurs at an overseas location, the code <i>OSPC</i> must be used.</li> <li>▪ Where delivery occurs across a range of locations, the primary delivery location (comprising the majority of contact with the student) is to be reported.</li> </ul>

### Training Organisation Delivery Location file - NAT00020 - (continued)

#### Business rules - continued

#### Fields that may be blank

Only the *Address Building/Property Name* or the *Address Flat/Unit Details* fields may be left blank if not applicable to the delivery location.

#### Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-3
VVSSCG-SC-20140725	20140725-3

## Training Organisation Delivery Location file - NAT00020 - (continued)

## Data elements in the NAT00020

Name	Posn	Size	Type
<a href="#">Training Organisation Identifier</a>	1	10	A
<a href="#">Training Organisation Delivery Location Identifier</a>	11	10	A
<a href="#">Training Organisation Delivery Location Name</a>	21	100	A
<a href="#">Postcode</a>	121	4	A
<a href="#">State Identifier</a>	125	2	N
<a href="#">Address Location - Suburb, Locality or Town</a>	127	50	A
<a href="#">Country Identifier</a>	177	4	A
<a href="#">Address Building/Property Name</a>	181	50	A
<a href="#">Address Flat/Unit Details</a>	231	30	A
<a href="#">Address Street Number</a>	261	15	A
<a href="#">Address Street Name</a>	276	70	A
Carriage Return/Line Feed (ASCII 13/10)	346	2	
<b>Total record length excluding carriage return</b>		<b>345</b>	

### NAT00030 - Program File

<b>File name</b>	NAT00030.txt
<b>Purpose</b>	<p>The Program (NAT00030) file provides information about programs or skill sets that are undertaken and/or completed by clients during the collection period.</p> <p>It provides information about qualifications, programs or skill sets to assist with analysis of the type of level of training activity.</p>
<b>Description</b>	<p>A Program or skill set is a structured program of study and/or skills acquisition including, where appropriate, practical experience.</p>
<b>Business rules</b>	<p>Each program record listed in this file must appear in either the Enrolment (NAT00120) file or the Program Completed (NAT00130) file.</p> <p>A Program may lead to a recognised qualification. For reporting purposes, where a Program is designed to lead to a qualification specified in a National Training Package, the term 'program' is used synonymously with the term 'qualification'.</p> <p>Where the program is a training package qualification or a nationally recognised program, the national code and name must be used.</p> <p>If the <i>Program Identifier</i> field is a nationally accredited code, the code and name must match that on TGA <a href="http://www.training.gov.au">www.training.gov.au</a>.</p> <p>A skill set is a single unit or a collection of units which link to a license or regulatory requirements, or defined industry needs. Skill sets belonging to training packages are listed on TGA at: <a href="http://www.training.gov.au">www.training.gov.au</a>.</p> <p>A skill set is distinguished from a qualification or a Program by its <i>Program Recognition Identifier</i> that identifies the enrolment as belonging to a '13 - <b>NATIONALLY RECOGNISED SKILL SET, SPECIFIED IN A NATIONAL TRAINING PACKAGE</b>' or a '16 - <b>LOCALLY RECOGNISED SKILL SET</b>'</p> <p>If the skill set reported under the <i>Program Identifier</i> field is a nationally recognised skill set, specified in a national training package then the national code and name that appears on TGA, <a href="http://www.training.gov.au">www.training.gov.au</a> must be used.</p> <p>If the <i>Program Identifier</i> field is locally assigned, (either a program or skill set), the code assigned must not match a nationally recognised Program Identifier code.</p> <p>The file must contain <b>one</b> record per unique <i>Program Identifier</i>.</p>

**NAT00030 - Program File - (continued)****Business rules -  
continued****No field may be blank.****Revision**

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

**Data elements in the NAT00030**

Name	Posn	Size	Type
<a href="#">Program Identifier</a>	1	10	A
<a href="#">Program Name</a>	11	100	A
<a href="#">Nominal Hours</a>	111	4	N
<a href="#">Program Recognition Identifier</a>	115	2	N
<a href="#">Program Level of Education Identifier</a>	117	3	N
<a href="#">Program Field of Education Identifier</a>	120	4	N
<a href="#">ANZSCO (Occupation Type) Identifier</a>	124	6	A
<a href="#">VET Flag</a>	130	1	A
Carriage Return/Line Feed (ASCII 13/10)	131	2	
<b>Total record length excluding carriage return</b>		<b>130</b>	

### NAT00060 - Subject File

<b>File name</b>	NAT00060.txt
<b>Purpose</b>	The Subject (NAT00060) file provides information about subjects that are undertaken and/or completed by clients during the collection period.
<b>Description</b>	This file contains a record for each subject associated with enrolment activity at a training organisation during the collection period.
<b>Business rules</b>	<p>This file must contain one record for each unique <i>Subject Identifier</i> recorded in the Enrolment (NAT00120) file.</p> <p>A subject can be studied independently, but is usually offered as part of one or more programs.</p> <p>A unit of competency can be studied independently but is usually offered as part of a National Training Package qualification.</p> <p>If the <i>Subject Identifier</i> field is a nationally accredited code, the code and name must match that on TGA <a href="http://www.training.gov.au">www.training.gov.au</a>.</p> <p>The <i>Nominal Hours</i> for locally developed subjects must not be 0000 and must be less than 3000.</p>

**No field in this file can be blank.**

**Revision**

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

### Data elements in the NAT00060

Name	Posn	Size	Type
<a href="#">Subject Flag</a>	1	1	A
<a href="#">Subject Identifier</a>	2	12	A
<a href="#">Subject Name</a>	14	100	A
<a href="#">Subject Field of Education Identifier</a>	114	6	A
<a href="#">VET Flag</a>	120	1	A
<a href="#">Nominal Hours</a>	121	4	N
Carriage Return/Line Feed (ASCII 13/10)	125	2	
<b>Total record length excluding carriage return</b>		<b>124</b>	



## NAT00080 - Client file

**File name** NAT00080.txt

**Purpose** The Client (NAT00080) file provides information about clients who undertake and/or complete training activity during the collection period. This information is used to monitor client participation patterns and to provide information related to equity issues.

**Description** This file contains a record for each client who has participated in VET activity (has a record on the NAT00120 file), or who is reported as 'completing' (has a record on the NAT00130 file) in the training organisation within the collection period.

**Business rules** The Client Identifier must be unique to the client and there must be only one record per client.

To protect client privacy, client usual address information is geo-coded to aggregated statistical areas and the fields Address Building/Property Name, Address Flat/Unit Details, Address Street Number and Address Street Name are deleted before state and territory training organisations submit the data to the National VET Provider Collection.

The Client Identifier must remain the same for a given client in each and every collection year for every enrolment undertaken.

Some client information will change over time; for example, employment category. The training organisation should update the client's information each time they commence or modify an activity; that is, at each enrolment.

An associated Client Identifier record must exist in

- the Client Postal Details (NAT00085) file,
- the Enrolment (NAT00120) file, and/or
- the Program Completed (NAT00130) file.

### Address (All address fields)

Address must be the client's usual residential street address.

In this instance the term 'usual' means the address where the client usually resides rather than a temporary address a client relocates to for training, work or other purposes.

The usual address must be a physical address (street number and name) and not a post office box.

## Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-4

## NAT00080 - Client file - (continued)

## Data elements in the NAT00080

Name	Posn	Size	Type
<a href="#">Client (Student) Identifier</a>	1	10	A
<a href="#">Name for Encryption</a>	11	60	A
<a href="#">Highest School Level Completed Identifier</a>	71	2	A
<a href="#">Year Highest School Level Completed</a>	73	4	A
<a href="#">Sex</a>	77	1	A
<a href="#">Date of Birth</a>	78	8	D
<a href="#">Postcode</a>	86	4	A
<a href="#">Indigenous Status Identifier</a>	90	1	A
<a href="#">Language Identifier</a>	91	4	A
<a href="#">Labour Force Status Identifier</a>	95	2	A
<a href="#">Country Identifier</a>	97	4	A
<a href="#">Disability Flag</a>	101	1	A
<a href="#">Prior Educational Achievement Flag</a>	102	1	A
<a href="#">At School Flag</a>	103	1	A
<a href="#">Proficiency in Spoken English Identifier</a>	104	1	A
<a href="#">Address Location - Suburb, Locality or Town</a>	105	50	A
<a href="#">Unique Student Identifier</a>	155	10	A
<a href="#">State Identifier</a>	165	2	A
<a href="#">Address Building/Property Name</a>	167	50	A
<a href="#">Address Flat/Unit Details</a>	217	30	A
<a href="#">Address Street Number</a>	247	15	A
<a href="#">Address Street Name</a>	262	70	A
<a href="#">Statistical Area Level 1 Identifier</a>	332	11	A
<a href="#">Statistical Area Level 2 Identifier</a>	343	9	A
<a href="#">Victorian Student Number (VSN)</a>	352	9	N
<a href="#">Client Industry of Employment</a>	361	1	A
<a href="#">Client Occupation Identifier</a>	362	1	N
Carriage Return/Line Feed (ASCII 13/10)	363	2	
<b>Total record length excluding carriage return</b>		<b>362</b>	

**NAT00085 - Client Postal Details file**

**File name** NAT00085.txt

**Purpose** The Client Postal Details (NAT00085) file provides client mailing address details for the purposes of conducting the Student Outcomes Survey and/or to invite students to participate in Department endorsed projects and/or training provider audits. Use of all student details, including student contact details, is consistent with the Student Enrolment Privacy Notice.

**Description** This file contains a record for each client who has participated in training, or who has been recorded in the Program Completed (Qualification Completed) (NAT00130) file in the collection year, to enable the creation of mailing lists for the Student Outcomes Survey and other Department endorsed projects and Department and training provider audit programs.

**Business rules** This file must contain records for all students who have completed qualifications and/or who participated in training in the collection period.

*Client identifiers* included in this file must exist in the Client (NAT00080) file.

Clients included in this file should have associated records in the Enrolment (NAT00120) and/or Program Completed (Qualification Completed) (NAT00130) files.

When reporting an **on-shore international student**, use the 'usual postal address details' on the Client Postal Details (NAT00085) file and ensure that 'OSPC - OVERSEAS ADDRESS LOCATION' is reported as the postcode on the Client (NAT00080) file.

**Fields that may be blank**

With just the following exceptions, no field in this file should be blank.

- If the *Postcode* has a value of 0000, @@@@, or OSPC, the *Address Street Number*, *Address Street Name* and *Address Postal – Suburb, Locality or Town* may be blank.
- *Client Title*, *Address Building/Property Name*, *Address Flat/Unit Details*, *Telephone Number – Home*, *Telephone Number – Work*, *Telephone Number – Mobile* and *E-mail Address* may be blank at any time.

**Revision**

Change Document	Change Number
VVSSCG-SC-20140206	20140206-4

### Data elements in the NAT00085

Name	Posn	Size	Type
<a href="#">Client (Student) Identifier</a>	1	10	A
<a href="#">Client Title</a>	11	4	A
<a href="#">Client First Given Name</a>	15	40	A
<a href="#">Client Family Name (Surname)</a>	55	40	A
<a href="#">Address Building/Property Name</a>	95	50	A
<a href="#">Address Flat/Unit Details</a>	145	30	A
<a href="#">Address Street Number</a>	175	15	A
<a href="#">Address Street Name</a>	190	70	A
<a href="#">Address Postal Delivery Box</a>	260	22	A
<a href="#">Address Postal - Suburb, Locality or Town</a>	282	50	A
<a href="#">Postcode</a>	332	4	A
<a href="#">State Identifier</a>	336	2	A
<a href="#">Telephone Number - Home</a>	338	20	A
<a href="#">Telephone Number - Work</a>	358	20	A
<a href="#">Telephone Number - Mobile</a>	378	20	A
<a href="#">E-mail Address</a>	398	80	A
Carriage Return/Line Feed (ASCII 13/10)	478	2	
<b>Total record length excluding carriage return</b>		<b>477</b>	

## NAT00090 - Client Disability file

<b>File name</b>	NAT00090.txt
<b>Purpose</b>	The Client Disability (NAT00090) file provides information about the participation of clients who declare a disability, impairment or long-term condition.
<b>Description</b>	This file contains a record for each disability, impairment, or long-term condition associated with a client. A client may have more than one type of disability, impairment or long-term condition.
<b>Business rules</b>	<p>Disability details are normally collected from the client at the time of enrolling with a training organisation.</p> <p><i>Client Identifiers</i> included in this file must exist in the Client (NAT00080) file and the <i>Disability Flag</i> for these clients must be Y.</p> <p>This file records the different types of client disabilities. In cases where a client has more than one disability type, the <i>Client Identifier</i> will occur in more than one record; that is, there will be one record for each associated disability type.</p> <p>Note: If a client has specified multiple disability types within the range 11-18 then the following <i>Disability Type Identifier</i> values must not be used:</p> <ul style="list-style-type: none"> <li>▪ 19 - OTHER, OR</li> <li>▪ 99 - NOT SPECIFIED.</li> </ul> <p>If the <i>Disability Flag</i> field displays N or @ in the Client (NAT00080) file, there must be no records for that client in this file.</p> <p>Each client <i>Identifier/Disability Type Identifier</i> combination must be unique.</p> <p>If a client indicates that he/she has a disability, impairment, or long-term condition but fails to identify the disability type:</p> <ul style="list-style-type: none"> <li>▪ the <i>Disability Flag</i> in the Client (NAT00080) file must be Y, and</li> <li>▪ the associated Client Disability (NAT00090) file record must contain the <i>Disability Type Identifier</i> 99 - UNSPECIFIED.</li> </ul> <p>No fields may be blank.</p>
<b>Revision</b>	No change.

### Data elements in the NAT00090

Name	Posn	Size	Type
<a href="#">Client (Student) Identifier</a>	1	10	A
<a href="#">Disability Type Identifier</a>	11	2	N
Carriage Return/Line Feed (ASCII 13/10)	13	2	
<b>Total record length excluding carriage return</b>		<b>12</b>	

### NAT00100 - Client Prior Educational Achievement file

<b>File name</b>	NAT000100.txt
<b>Purpose</b>	The Client Prior Education Achievement (NAT00100) file provides information about client pathways between VET and other educational sectors.
<b>Description</b>	This file contains a record for each type of prior educational achievement associated with a client. A client may have more than one type of prior educational achievement.
<b>Business rules</b>	<p>Prior educational achievement details are normally collected from the client at the time of enrolling with a training organisation.</p> <p><i>Client Identifiers</i> included in this file must exist in the Client (NAT00080) file and the <i>Prior Educational Achievement Flag</i> for these clients must be Y.</p> <p>This file records the different types of client prior educational achievement. Where a client has more than one prior educational achievement type, the <i>Client Identifier</i> will occur in more than one record; that is, there will be one record for each associated prior educational achievement type.</p> <p>If the <i>Prior Educational Achievement Flag</i> field displays N or @ in the Client (NAT00080) file, there must be no records for that client in this file.</p> <p>Each <i>Client Identifier/Prior Educational Achievement Identifier</i> combination must be unique.</p> <p>If a client indicates that they have a prior educational achievement but fails to identify the educational achievement type:</p> <ul style="list-style-type: none"> <li>▪ the <i>Prior Educational Achievement Flag</i> in the Client (NAT00080) file must be Y</li> <li>▪ the associated Prior Educational Achievement (NAT00100) file record must contain the <i>Prior Educational Achievement Identifier</i> 990 - MISCELLANEOUS EDUCATION.</li> </ul> <p>If a client indicates that they have a prior educational achievement, the <i>Prior Education Achievement Recognition Identifier</i> must have one of the following values:</p> <p style="margin-left: 40px;">A - AUSTRALIAN E- AUSTRALIAN EQUIVALENT I - INTERNATIONAL</p> <p>No fields may be blank.</p>

### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-5

**Data elements in the NAT000100**

Name	Posn	Size	Type
<a href="#">Client (Student) Identifier</a>	1	10	A
<a href="#">Prior Educational Achievement Identifier</a>	11	3	N
<a href="#">Prior Education Achievement Recognition Identifier</a>	14	1	A
Carriage Return/Line Feed (ASCII 13/10)	15	2	
<b>Total record length excluding carriage return</b>		<b>14</b>	

### NAT00120 - Enrolment file

**File name** NAT000120.txt

**Purpose** The Enrolment (NAT00120) File provides information about training activity undertaken by clients during the collection period. This information is used to measure training activity and output for the VET sector.

**Description** This file contains a record for each subject or unit of competency enrolment for a client at a training organisation's delivery location during the collection period.

#### Business rules

#### File relationships

- For each unique *Training Organisation Delivery Location Identifier* reported in this file, there must be a corresponding record in the Training Organisation Delivery Location (NAT00020) file.
- For each unique *Program Identifier* reported in this file, there must be a corresponding record in the Program (NAT00030) file.
- For each unique *Subject Identifier* in this file, there must be a corresponding record in the Subject (NAT00060) file.
- For each unique *Client Identifier* in this file, there must be corresponding records in both the Client (NAT00080) file and the Client Postal Details (NAT00085) file.
- A VET program enrolment for a *Clientid*, *Program Identifier* and *Program Commencement Date* combination with a *Program Level of Education Identifier* other than 912 or 999, on the Enrolment file, must also exist on the Program Completions file. (vr.120087).

#### A subject or unit of competency enrolment:

- Is the enrolment registration of a client at a *Training Organisation Delivery Location* for the purpose of studying a subject or unit of competency.
- occurs when the client's registration is completed by paying all fee obligations (where applicable), and he/she has actively engaged in the learning activity associated with the enrolment.
- May represent an administrative transaction for granting of credit to a client via Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC) or Credit Transfer (CT).
- Must be reported with a valid national *Subject Identifier*, except where the subject is locally recognised. In that instance its *Subject Identifier* will be allocated by the training organisation. Locally assigned identifiers must not contain spaces.

#### Duplicate records

There should be no duplicate records in the Enrolment (NAT00120) file. Duplicate enrolments are defined as records with identical values for the *Client Identifier*, *Program Identifier*, *Subject Identifier* and the same or overlapping *Activity Start Date* and/or *Activity End Date*.



## NAT00120 - Enrolment file - (continued)

### Business rules - continued

Duplicates generally occur due to the practice of breaking up large units of competency into smaller elements and reporting them as separate identical individual units of competency. Elements must not be reported in the NAT00120.

### Enrolment continues into the next collection period

Where a subject or unit of competency enrolment continues into the next collection period, the enrolment must be reported in the current collection period with an *Outcome Identifier - National* value of 70 - CONTINUING ENROLMENT, if training is being delivered or with code 50 - RPL ASSESSMENT STARTED AND RESULTS NOT YET AVAILABLE, if the activity relates to RPL assessment.

### Correcting incorrectly reported details

- Where a unit of competency or subject enrolment has been incorrectly reported to SVTS, the training provider must correct the details in the next possible submission and by no later than by the end of the following month or the final submission for the collection year (whichever is earlier).

Prompt correction to report accurate data is particularly critical when the incorrect data has already been used for payment or for other contractual purposes.

All unit of competency or subject enrolments and all associated details must be correct by the final submission for each collection year.

### Reporting of Scheduled Hours

The full *Scheduled Hours* for a unit of competency or subject enrolment must be reported every time the unit of competency or subject is included in a submission. This requirement applies to all reporting, including for units of competency or subjects that run across more than one collection year. This allows payment of Scheduled Hours to be calculated automatically across the full duration of the unit.

The previous option for training providers to manually apportion hours across collection years was removed from 2010.

The unit of competency or subject enrolment record must be included in all statistical submissions between the *Activity Start Date* and the final submission for the end of the collection year relevant to the *Activity End Date*.

### Fields that may be blank

The following fields in the NAT00120 can be left blank under specific conditions:

- **Specific Funding Identifier**
  - This field has been added to the national collection section in the Enrolment (NAT00120) file to make it a formal part of the Standard and thereby improve the monitoring of government programs. This field was introduced as an optional field in AVETMISS 6.1 and was named *Specific Program Identifier*.
  - This field is only for the use of state training authorities or by training organisations as directed by the Department of Industry, Innovation, Science, Research and Tertiary Education and must only be used when Funding source – national is '13 - COMMONWEALTH SPECIFIC PURPOSE PROGRAMS'.

## NAT00120 - Enrolment file - (continued)

Business rules -  
continued

## Fields that may be blank - continued

- **Program Identifier**
  - The *Program Identifier* **must not be blank** in the NAT00120 if the *Subject Identifier* is part of a qualification or program enrolment.
  - The *Program Identifier* **may be blank** in the NAT00120 if the *Subject* or *Unit* is not part of a qualification or program enrolment - that is, the activity is a 'subject -only enrolment'.
    - If the *Program Identifier* is blank, the *Client Identifier - Apprenticeships* and *Training Contract Identifier* must be blank in the NAT00120.
    - If the *Program Identifier* is blank, the *Commencing Program Identifier* must be '8 - UNIT OF COMPETENCY OR SUBJECT ENROLMENT ONLY'.
    - The relevant *Program Identifier* may be provided for a subject only enrolment (*Commencing Program Identifier* is 8). This would be appropriate if the student was enrolling in skill set or subject only enrolment and if that student's enrolment is eligible for government funding.
- **Outcome Identifier - Training Organisation**  
An internal outcome identifier reported at the provider's discretion.
- **Client Tuition Fee**  
This field is mandatory for all government subsidised training activity reported from 2013.  
  
Refer to the *Client Tuition Fee* data element definitions found on page 75 for full details of reporting requirements.  
  
Only numeric data can be reported in the *Client Tuition Fee* field (report in cents per hour and do not include a decimal point)  
  
From the 2013 collection year, this field may be blank only for Recognition of Current Competency (RCC), Credit Transfer, Fee for Service or (ACE) funded enrolments.
- **Purchasing Contract Identifier**  
Mandatory for data submitted for payment through the SVTS system.  
Leave blank for enrolments not eligible for payment or not being claimed through the SVTS.
- **Funding Eligibility Key**  
From the 2016 collection year, this field may be blank for activity other than government funded.

**Business rules -  
continued**

- **Purchasing Contract Schedule Identifier**  
Mandatory for RTOs submitting claims through the SVTS system under the former PETP scheme.  
This field must be blank for training delivery being funded under the Victorian Training Guarantee.  
NOTE: This data element is sometimes referred to as the PETP Submission Number.
- **Hours Attended**  
Mandatory where a client withdraws from a unit of competency or subject after participating in that unit of competency or subject (*Outcome Identifier – National* is 40, Hours Attended must be provided).
  - Will be zero if student was enrolled in error or has withdrawn/discontinued with no attendance (*Outcome Identifier - National* 40 together with Hours Attended 0).
  - Will be blank for all enrolments where the student has not withdrawn/discontinued (*Outcome Identifier - National* is not 40).
  - If a non-integer value is submitted for Hours Attended, SVTS will use only the integer value.  
For example if 14.2 is submitted, SVTS will use 14. If 14.9 is submitted, SVTS will use 14.
- **Client Identifier - Apprenticeships and Training Contract Identifier**
  - Neither field should be blank where the *Funding Source Identifier- State Training Authority* is specific to apprentices/trainees.
  - Both fields must be blank if the *Funding Source Identifier- State Training Authority* does not relate to an apprentice/trainee enrolment and the student is not an interstate apprentice/trainee
  - *Client Identifier – Apprenticeships (Client Identifier – Australian Apprenticeships)* and *Training Contract Identifier* must be blank if *Program Identifier* is blank in the Enrolment (NAT00120) file.

Apprenticeships can only be Program enrolments, they cannot be subject only or skill set enrolments.

- **Industry code (ANZSIC)**

Must not be blank for records where the *Funding Source Identifier- State Training Authority* is LSG, PSG or SSG.

**All other fields must not be blank.**

**Revision**

Change Document	Change Number
VVSSCG-SC-20140725	20140725-6
VVSSCG-SC-20150818	20150818-4
VVSSCG-SC-20151111	20151111-1

### NAT00120 - Enrolment file - (continued)

#### Data elements in the NAT00120

Name	Posn	Size	Type
<a href="#">Training Organisation Delivery Location Identifier</a>	1	10	A
<a href="#">Client (Student) Identifier</a>	11	10	A
<a href="#">Subject Identifier</a>	21	12	A
<a href="#">Program Identifier</a>	33	10	A
<a href="#">Activity Start Date</a>	43	8	D
<a href="#">Activity End Date</a>	51	8	D
<a href="#">Delivery Mode Identifier</a>	59	2	N
<a href="#">Outcome Identifier - National</a>	61	2	N
<a href="#">Scheduled Hours</a>	63	4	N
<a href="#">Funding Source - National</a>	67	2	N
<a href="#">Commencing Program Identifier</a>	69	1	N
<a href="#">Training Contract Identifier</a>	70	10	A
<a href="#">Client Identifier - Apprenticeships</a>	80	10	A
<a href="#">Study Reason Identifier</a>	90	2	A
<a href="#">VET in Schools Flag</a>	92	1	A
<a href="#">Specific Funding (Specific Program) Identifier</a>	93	10	A
<a href="#">Outcome Identifier - Training Organisation</a>	103	3	A
<a href="#">Funding Source - State Training Authority</a>	106	3	A
<a href="#">Client Tuition Fee</a>	109	4	N
<a href="#">Fee Exemption/Concession Type Identifier</a>	113	1	A
<a href="#">Purchasing Contract Identifier</a>	114	12	A
<a href="#">Purchasing Contract Schedule Identifier</a>	126	3	A
<a href="#">Hours Attended</a>	129	4	N
<a href="#">Associated Program Identifier</a>	133	10	A
<a href="#">Program Commencement Date</a>	143	8	D
<a href="#">Eligibility Exemption indicator</a>	151	1	A
<a href="#">VET FEE-HELP (Income Contingent Loan) Indicator</a>	152	1	A
<a href="#">Industry code (ANZSIC)</a>	153	2	N
<a href="#">Enrolment Date</a>	155	8	D
<a href="#">Enrolment Identifier</a>	163	50	A
<a href="#">Client Fees – Other</a>	213	5	N
<a href="#">Delivery Provider ABN</a>	218	11	N
<a href="#">Funding Eligibility Key</a>	229	10	A
Carriage Return/Line Feed (ASCII 13/10)	239	2	
<b>Total record length excluding carriage return</b>		<b>238</b>	

## NAT00130 - Program Completed file

<b>File name</b>	NAT00130.txt
<b>Purpose</b>	The Program Completed (NAT00130) file provides information about clients completing the requirements of qualifications. This information is used to measure the success of VET sector outcomes.
<b>Description</b>	This file contains a record for each Program enrolment on the Enrolment (NAT00120) file reported during a collection period, where upon completion it is expected that the client will be entitled to a Qualification or a Statement of Attainment (for Skill Set enrolments).
<b>Business rules</b>	<p>Program enrolments that have completed in years prior to the collection period but where that program completion has not previously been reported, the associated record will no longer exist on the Enrolment (NAT00120) file but a Client record must still exist on the Client (NAT00080) file and Client Postal Details (NAT00085) file and the ProgramId must exist on the Program (NAT00030) file.</p> <p>The reporting of a Program Completion must be based on entitlement to a qualification and not qualifications actually issued. The reported entitlement to a qualification must relate to a client's program of enrolment or an approved exit qualification.</p> <p>A record for each Program must be reported in the NAT00130 file as soon as training has commenced. The <i>Year Program Completed</i> field will be (#### - NOT YET COMPLETED) during reporting until the training activity is complete and then it must be populated with the year the training completed. The <i>Year Program Completed</i> must be updated after successful completion.</p> <p>There may be multiple <i>Client Identifier/ Program Identifier</i> records on the Program Completions files but only unique records for the <i>Client Identifier/ Program Identifier/ Program Commencement Date</i> combination.</p> <p>If there are multiple records for the <i>Client Identifier/Program Identifier</i> combination only the Qualifications that are not yet complete and finalised, would still have the "<i>Year Program Completed</i>" field unreported (#### - Not yet completed). The earlier Client/ Program enrolments would already be complete and finalised therefore the year the program completed should already be reported against these enrolments.</p> <p>In the case where a traineeship or apprenticeship has been issued a new Delta number and a new <i>Program Commencement Date</i>, either date can be reported in the Program Completions (NAT00130) file but for reporting consistency just as per an unauthorised withdrawal and re-enrolment, the latest enrolment is considered to be the one where there is intention to complete therefore the <i>Program Commencement Date</i> corresponding to that enrolment should be reported in the NAT00130.</p> <p>Where the client has completed the requirements of a program or skill set for which there is more than one recognised qualification, the state requirement is that all qualifications are to be reported even though only the highest qualification conferred in the collection period for that particular program or skill set will be reported to NCVER.</p>

### NAT00130 - Program Completed file - (continued)

#### Business rules - continued

*Client Identifiers* included in this file must exist in the Client (NAT00080) file.

*Program Identifiers* included in this file must exist in the Program (NAT00030) file.

*Training Organisation Identifiers* included in this file must exist in the Training Organisation (NAT00010) file.

For Apprenticeship and Traineeship enrolments, the on-the-job component must be completed before the qualification can be reported. The student must be reported as completed on Delta before this completion can be reported on SVTS.

Completions reported in one collection year should not be re-reported in future collection years. A valid, up to date, Program Completed (NAT00130) files must be reported with every data submission to SVTS.

#### Senior and Junior Secondary Education

Senior Secondary Education (Year 11 or Year 12) and Junior Secondary Education (Year 10) are recognised as qualifications attained when delivered within the VET sector and can be recorded in the Program Completed (NAT00130) file.

#### Records that must not appear in the NAT00130

The following records must not appear in the Program Completed (NAT00130) File:

- If the *VET Flag* in the in the Program (NAT00030) File is coded: N (No - THE INTENTION OF THE PROGRAM OF STUDY IS NOT VOCATIONAL)
- If the Client in the same *Program Identifier* has been reported as completed in previous collection years and the *Qualification Completion Flag* was reported with Y.
- Subject only enrolments, where *Commencing Program identifier* is 8
- The student is enrolled within a program that is limited to certain subjects and not intended to lead to the award of that qualification and, where the *Commencing Program identifier* is 8

#### No fields may be blank.

#### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-7
VVSSCG-SC-20150818	20150818-1
VVSSCG-SC-20150818	20150818-3
VVSSCG-SC-20150818	20150818-6
VVSSCG-SC-20150818	20150818-7
VVSSCG-SC-20160222	20160222-1
VVSSCG-SC-20160701	20160701-1

**NAT00130 - Program Completed file - (continued)****Data elements in the NAT00130**

Name	Posn	Size	Type
<a href="#">Training Organisation Identifier</a>	1	10	A
<a href="#">Program Identifier</a>	11	10	A
<a href="#">Client Identifier</a>	21	10	A
<a href="#">Year Program Completed</a>	31	4	N
<a href="#">Issued Flag</a>	35	1	A
<a href="#">Program Commencement Date</a>	36	8	D
<a href="#">Program Supervised Teaching Activity Completion Date</a>	44	8	D
<a href="#">Program Unique Supervised Hours</a>	52	5	N
Carriage Return/Line Feed (ASCII 13/10)	57	2	
<b>Total record length excluding carriage return</b>		<b>56</b>	

# Victorian VET Student Statistical Collection Guidelines - 2017

## Submission structure

### Data elements that may be blank

<b>NAT00010 Training Organisation File</b>	
<a href="#">Training Organisation Identifier</a>	N
<a href="#">Training Organisation Name</a>	N
<a href="#">Training Organisation Type Identifier</a>	N
<a href="#">AddressFirstLineField</a>	N
<a href="#">AddressSecondLineField</a>	Y
<a href="#">Address Location - Suburb, Locality or Town</a>	N
<a href="#">Postcode</a>	N
<a href="#">State Identifier</a>	N
<a href="#">Contact Name</a>	N
<a href="#">Telephone Number</a>	N
<a href="#">Facsimile Number</a>	Y
<a href="#">E-mail Address</a>	Y
<a href="#">Software product name</a>	Y
<a href="#">Software Vendor E-mail Address</a>	N
<b>NAT00020 Training Organisation Delivery Location</b>	
<a href="#">Training Organisation Identifier</a>	N
<a href="#">Training Organisation Delivery Location Identifier</a>	N
<a href="#">Training Organisation Delivery Location Name</a>	N
<a href="#">Postcode</a>	N
<a href="#">State Identifier</a>	N
<a href="#">Address Location – Suburb, Locality or Town</a>	N
<a href="#">Country Identifier</a>	N
<a href="#">Address Building/Property Name</a>	Y
<a href="#">Address Flat/Unit Details</a>	Y
<a href="#">Address Street Number</a>	Y
<a href="#">Address Street Name</a>	N
<b>NAT00030 Program File</b>	
<a href="#">Program Identifier</a>	N
<a href="#">Program Name</a>	N
<a href="#">Nominal Hours</a>	N
<a href="#">Program Recognition Identifier</a>	N
<a href="#">Program Level of Education Identifier</a>	N
<a href="#">Program Field of Education Identifier</a>	N
<a href="#">ANZSCO Identifier</a>	N
<a href="#">VET Flag</a>	N
<b>NAT00060 Subject File</b>	
<a href="#">Subject Flag</a>	N
<a href="#">Subject Identifier</a>	N
<a href="#">Subject Name</a>	N
<a href="#">Subject Field of Education Identifier</a>	N
<a href="#">VET Flag</a>	N
<a href="#">Nominal Hours</a>	N
<b>NAT00085 Client Postal Details File</b>	
<a href="#">Client Identifier</a>	N
<a href="#">Client Title</a>	Y
<a href="#">Client First Given Name</a>	N
<a href="#">Client Family Name</a>	N
<a href="#">Address Building/Property Name</a>	Y
<a href="#">Address Flat/Unit Details</a>	Y
<a href="#">Address Street Number</a>	Y
<a href="#">Address Street Name</a>	Y
<a href="#">Address Postal Delivery Box</a>	Y
<a href="#">Address Postal – Suburb, Locality or Town</a>	N
<a href="#">Postcode</a>	N
<a href="#">State Identifier</a>	N
<a href="#">Telephone Number Home</a>	Y
<a href="#">Telephone Number - Work</a>	Y
<a href="#">Telephone Number - Mobile</a>	Y
<a href="#">Email Address</a>	Y
<b>NAT00080 Client File</b>	
<a href="#">Client Identifier</a>	N
<a href="#">Name for Encryption</a>	N
<a href="#">Highest School Level Completed Identifier</a>	N
<a href="#">Year Highest School Level Completed</a>	N
<a href="#">Sex</a>	N

<b>NAT00080 Client File – cont.</b>	
<a href="#">Date of Birth</a>	N
<a href="#">Postcode</a>	N
<a href="#">Indigenous Status Identifier</a>	N
<a href="#">Language Identifier</a>	N
<a href="#">Labour Force Status Identifier</a>	N
<a href="#">Country Identifier</a>	N
<a href="#">Disability Flag</a>	N
<a href="#">Prior Educational Achievement Flag</a>	N
<a href="#">At School Flag</a>	N
<a href="#">Proficiency in Spoken English Identifier</a>	Y
<a href="#">Address Location – Suburb, Locality or Town</a>	N
<a href="#">Unique Student Identifier</a>	Y
<a href="#">State Identifier</a>	N
<a href="#">Address Building/Property Name</a>	Y
<a href="#">Address Flat/Unit Details</a>	Y
<a href="#">Address Street Number</a>	Y
<a href="#">Address Street Name</a>	N
<a href="#">Statistical Area Level 1 Identifier</a>	Y
<a href="#">Statistical Area Level 2 Identifier</a>	Y
<a href="#">Victorian Student Number (VSN)</a>	Y
<a href="#">Client Industry of Employment</a>	Y
<a href="#">Client Occupation Identifier</a>	Y
<b>NAT00090 Client Disability File</b>	
<a href="#">Client Identifier</a>	N
<a href="#">Disability Type Identifier</a>	N
<b>NAT00100 Client Prior Education Achievement File</b>	
<a href="#">Client Identifier</a>	N
<a href="#">Prior Educational Achievement Identifier</a>	N
<a href="#">Prior Education Achievement Recognition Identifier</a>	Y+
<b>NAT00120 Enrolment File</b>	
<a href="#">Training Organisation Delivery Location Identifier</a>	N
<a href="#">Client Identifier</a>	N
<a href="#">Subject Identifier</a>	N
<a href="#">Program Identifier</a>	Y
<a href="#">Activity Start Date</a>	N
<a href="#">Activity End Date</a>	N
<a href="#">Delivery Mode Identifier</a>	N
<a href="#">Outcome Identifier - National</a>	N
<a href="#">Scheduled Hours</a>	N
<a href="#">Funding Source Identifier - National</a>	N
<a href="#">Commencing Program Identifier</a>	N
<a href="#">Training Contract Identifier</a>	Y
<a href="#">Client Identifier - Apprenticeships</a>	Y
<a href="#">Study Reason Identifier</a>	N
<a href="#">VET in Schools Flag</a>	N
<a href="#">Specific Funding Identifier</a>	Y
<a href="#">Outcome Identifier - Training Organisation</a>	Y
<a href="#">Funding Source Identifier - State Training Authority</a>	N
<a href="#">Client Tuition Fee</a>	Y
<a href="#">Fee Exemption/Concession Type Identifier</a>	N
<a href="#">Purchasing Contract Identifier</a>	Y
<a href="#">Purchasing Contract Schedule Identifier</a>	Y
<a href="#">Hours Attended</a>	Y
<a href="#">Associated Program Identifier</a>	Y
<a href="#">Program Commencement Date</a>	N
<a href="#">Eligibility Exemption Indicator</a>	N
<a href="#">VET FEE-HELP (Income Contingent Loan) Indicator</a>	N
<a href="#">Industry Code (ANZSIC)</a>	Y
<a href="#">Enrolment Date</a>	Y
<a href="#">Enrolment Identifier</a>	Y
<a href="#">Client Fees - Other</a>	Y
<a href="#">Delivery Provider ABN</a>	N
<a href="#">Funding Eligibility Key</a>	Y
<b>NAT00130 Program Completed File</b>	
<a href="#">Training Organisation Identifier</a>	N
<a href="#">Program Identifier</a>	N
<a href="#">Client Identifier</a>	N
<a href="#">Year Program Completed</a>	N
<a href="#">Issued Flag</a>	N
<a href="#">Program Commencement Date</a>	N
<a href="#">Program Supervised Teaching Activity Completion Date</a>	Y
<a href="#">Program Unique Supervised Hours</a>	Y



## Data element definitions

### Activity End Date

**Data element description** The date on which training activity and assessment ends for a subject or unit of competency enrolment.

**File** Enrolment (NAT00120)

**Purpose** This field provides information about patterns of activity and participation.

**Business rules** The *Activity End Date* must:

- be on or after the *Activity Start Date*,
- not be before the start of the collection period, (vr.120007)
- include the assessment period, and
- Cover all training delivery and all assessment activities. For Apprentices, this includes employer confirmation of competency.

#### Enrolments continuing into the next collection period

If the enrolment is continuing after 31 December of the collection period into the next collection period, ensure the *Activity End Date* is **after** the end of the collection period. In this instance, the Subject must have an *Outcome Identifier - National value* of 70 - CONTINUING ENROLMENT or *Outcome Identifier - National value* (vr.1203252) or 50 - RPL ASSESSMENT STARTED AND RESULTS NOT YET AVAILABLE, if the activity relates to RPL assessment.

*Activity End Date* must not be more than five years after *Activity Start Date*. (vr.1203253)

If the date is unknown, report the **expected** end date.

Every unit of competency or subject enrolment must be included in all statistical submissions between the *Activity Start Date* and the final submission for the end of the collection year relevant to the *Activity End Date*.

**This field must not be blank.**

#### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

#### Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

#### Field value

Value	Description
DDMMYYYY	A valid date.

### Activity Start Date

#### Data element description

The date on which training activity starts for the subject or unit of competency enrolment.

#### File

Enrolment (NAT00120)

#### Purpose

This field provides information about patterns of activity and participation.

#### Business rules

The *Activity Start Date* must be on or before the *Activity End Date* and must not be after the end of the collection period. (vr.120009)

The *Activity Start Date* for each unit of competency or subject enrolment should be on or after the *Program Commencement Date*. (vr.120076)

*Activity Start Date* must not be more than five years prior to collection period. (vr.1203212)

For Recognition of Prior Learning (RPL) activity (*Outcome Identifier – National* 50, 51 and 52), the *Activity Start Date* should reflect the date that the student first submitted their (RPL) evidence for assessment.

**This field must not be blank.**

#### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

#### Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

#### Field value

Value	Description
DDMMYYYY	A valid date.

## Address Building/Property Name – (NAT00080) and (NAT00085) files

<b>Data element description</b>	<i>Address Building/Property Name</i> is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.
<b>File</b>	Client (NAT00080) Client Postal Details (NAT00085)
<b>Purpose</b>	<i>Address Building/Property Name</i> is used along with other address details to collect physical address information.
<b>Business rules</b>	<p>The <i>Address Building/Property Name</i> must represent the <b>client's</b> usual residential building or property name address.</p> <p>The intent of 'usual' residential address is to report the address where the client usually resides (<a href="#">refer to definition in glossary</a>), rather than a temporary address a client relocates to for training, work or other purposes.</p> <p>Place of usual address must be a physical address (street number and name) and not a post office box. It must be the client's physical address and not that of an organisation.</p> <p><b>This field may be blank.</b></p>
<b>Revision</b>	No change.

### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
text	Name of building or property

### Address Building/Property Name – (NAT00020) file

**Data element description** *Address Building/Property Name* is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

**File** Training Organisation Delivery Location (NAT00020)

**Purpose** *Address Building/Property Name* is used along with other address details to collect physical address information where training is being delivered.

**Business rules** The *Address Building/Property Name* must represent the name of the physical building/property where the training is being delivery.

The *Address Building/Property Name* in the Training Organisation Delivery Location File will be used by the Department to assist in identifying physical locations of VET training delivery.

**This field may be blank.**

#### Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-6

#### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
text	Name of building or property

### Address First Line

#### Data element description

The first line of an address provides the street number and name (including floor and building name if relevant).

#### Files

- Training Organisation (NAT00010)

#### Purpose

To provide a:

- means of physically locating training organisations

#### Business rules

This line must not contain the name of a town, suburb or postcode. If this line contains insufficient space, use the *Address Second Line* field to continue the address details.

This field must not be blank in the NAT00010. (vr.10011)

#### Revision

No change.

#### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	Street number and name (and floor and building name if relevant) details.

### Address Flat/Unit Details – (NAT00080) and (NAT00085) files

**Data element description** *Address flat/unit details* identifies an address within a building/sub-complex.

**File**  
Client (NAT00080)  
Client Postal Details (NAT00085)

**Purpose** *Address flat/unit details* is used along with other address details to collect physical address information.

**Business rules**

The *Address Flat/Unit Details* must represent the client's usual residential apartment, flat or unit address details.

The intent of 'usual' residential address is to report the address where the client usually resides ([refer to glossary definition](#)), rather than a temporary address a client relocates to for training, work or other purposes.

Place of usual address must be a physical address (street number and name) and not a post office box. It must be the client's physical address and not that of an organisation. The Flat/Unit Details field must be used when the Address Street Number and Address Street Name are not enough to describe the physical location where the client lives. Therefore the location is part of a building/flat or unit. In these cases the name of the building/flat or unit must be provided.

Example:

- Apartment 17
- Unit 17
- Level 3
- Suite 1A level 3

**This field may be blank.**

**Revision** No change.

#### Field format

Value	Description
Length	30
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	Flat, unit or apartment details

## Address Flat/Unit Details – (NAT00020) File

<b>Data element description</b>	<i>Address Flat/Unit Details</i> identifies an address within a building/sub-complex.
<b>File</b>	Training Organisation Delivery Location (NAT00020)
<b>Purpose</b>	<i>Address Flat/unit Details</i> is used along with other address details to collect physical address information.
<b>Business rules</b>	<p>The <i>Address Flat/Unit Details</i> must represent the details of the physical Flat/Unit where the training is being delivery.</p> <p>The <i>Address Flat/Unit Details</i> in the Training Organisation Delivery Location File will be used by the Department to assist in identifying physical locations of VET training delivery.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>▪ Apartment 17</li> <li>▪ Unit 17</li> <li>▪ Level 3</li> <li>▪ Suite 1A level 3</li> </ul>

**This field may be blank.**

### Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-6

### Field format

Value	Description
Length	30
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	Flat, unit or apartment details

### Address Location - Suburb, Locality or Town

<b>Data element description</b>	Provides the name of the suburb, locality or town of the physical location of a training organisation's or a client's address.
<b>Files</b>	<ul style="list-style-type: none"> <li>▪ Training Organisation (NAT00010)</li> <li>▪ Training Organisation Delivery Location (NAT00020)</li> <li>▪ Client (NAT00080)</li> </ul>
<b>Purpose</b>	<p>To provide:</p> <ul style="list-style-type: none"> <li>▪ a means of physically locating training organisations (NAT00010)</li> <li>▪ a means of physically locating where training is being delivered (NAT00020)</li> <li>▪ coding for a geographic region</li> </ul>
<b>Business rules</b>	<p>This field must only contain a suburb, locality or town name.</p> <p>The combination of the data in the Postcode and the Address Location - Suburb, Locality or Town fields must match the Australia Post listing. (vr.104652)</p> <p>This field must be a physical location. For example, it must not be a locked bag, post office bag, or large volume receiver.</p> <p><b>Training Organisation (NAT00010) file</b>  <b>This field must not be blank.</b> (vr.10012)</p> <p><b>Training Organisation Delivery Location (NAT00020) file</b>  <b>This field must not be blank.</b> (vr.20010)</p> <p><b>Client (NAT00080) file</b>  <b>This field must not be blank unless <i>postcode</i> is OSPC, 0000 or @@@@.</b> (vr.803830)</p> <p><i>Address location</i> — <i>suburb, locality or town</i> must represent the client's usual residential suburb, locality or town cannot be that of an organisation.</p> <p>The intent of 'usual' address is to report the address where the client usually resides (<a href="#">refer to glossary definition</a>), rather than a temporary address a client relocates to for training, work or other purposes.</p>
<b>Revision</b>	No change.



**Address Location - Suburb, Locality or Town - (continued)****Field format**

---

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

**Field value**

---

Value	Description
Text	The name of suburb, locality or town.

### Address Postal Delivery Box

#### Data element description

*Address Postal Delivery Box* identifies the postal address details where mail is to be delivered to a box, bag or rural mail box.

Where applicable *Address Postal Delivery Box* consists of a postal delivery type and postal delivery number.

#### File

Client Postal Details (NAT00085)

#### Purpose

*Address Postal Delivery Box* is used with other address details to collect postal address information.

#### Business rules

*Address Postal Delivery Box* must not contain street name or number and must contain sufficient details for postal delivery. It must be the client's *Postal Delivery Box* and not that of an organisation.

**This field may be blank.**

#### Revision

No change.

#### Field format

Value	Description
Length	22
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	Address postal delivery box

## Address Postal - Suburb, Locality or Town

<b>Data element description</b>	Provides the name of the suburb or locality or town of the postal address for the delivery of mail.
<b>File</b>	Client Postal Details (NAT00085)
<b>Purpose</b>	To provide a mailing address for the delivery of mail.
<b>Business rules</b>	<p>The combination of data in the <i>Postcode</i> and the <i>Address Postal - Suburb, Locality or Town</i> fields must match the Australia Post listing.</p> <p>This field may be blank if the <i>Postcode</i> has a value of 0000, @@@@, or OSPC. (vr.853830)</p> <p>The Address Postal – Suburb, Locality or Town must be the client's Suburb, Locality or Town, not that of an organisation or the registered training provider.</p>
<b>Revision</b>	No change.

### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	The name of suburb, locality or town.

### Address Second Line

#### Data element description

The second line of an address provides a continuation of the name and number of the street (including floor and business name, if relevant).

#### Files

- Training Organisation (NAT00010)

#### Purpose

To provide a:

- means of physically locating training organisations

#### Business rules

This line must not contain the name of the suburb, locality, town or postcode.

If the complete name and number of the street (including floor and business name if relevant) is provided in the *Address First Line* field, this field will be blank.

#### Revision

No change.

#### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	The continuation of street number and name (and floor and building name if relevant) details.

## Address Street Name – (NAT00080) and (NAT00085) files

<b>Data element description</b>	<i>Address Street Name</i> identifies the name of the address in the street.
<b>File</b>	Client (NAT00080) Client Postal Details (NAT00085)
<b>Purpose</b>	<i>Address Street Number</i> is used along with other address details to collect physical address information.
<b>Business rules</b>	<p>The <i>Address Street Name</i> must represent the <b>client's</b> usual residential address street name.</p> <p>The intent of 'usual' residential address is to report the address where the client usually resides (<a href="#">refer to glossary definition</a>), rather than a temporary address a client relocates to for training, work or other purposes.</p> <p>Place of usual address must be a physical address (street number and name) and not a post office box. It must be the client's <i>Postal Delivery Box</i> and not that of an organisation.</p> <p>For clients who do not provide residential address details or clients whose address does not contain a street address (e.g. clients from Aboriginal communities), the <i>Address Street Name</i> must be reported as 'NOT SPECIFIED'.</p> <p>The <i>Address Street Name</i> must not contain a building/unit or flat name.</p> <p>The <i>Address Street Name</i> field can contain the Street name, street type (street, avenue, place etc.) and street suffix (additional information to define the street e.g. direction)</p> <p>Example:</p> <ul style="list-style-type: none"> <li>▪ Smith Street East</li> </ul> <p><b>Client (NAT00080) file</b>  <b>This field may only be blank if <i>postcode</i> is</b> OSPC, 0000 <b>or</b> @@@@ (vr.80058)</p> <p><b>Client Postal Details (NAT00085) file</b>  <b>This field may only be blank if <i>postcode</i> is</b> OSPC, 0000, @@@@ <b>or</b> <i>Address Post Office Box</i> <b>is not blank.</b> (vr.85047)</p>

**Revision**

Change Document	Change Number
VVSSCG-SC-20140206	20140206-8

## Address Street Name – (NAT00080) and (NAT00085) files - (continued)

### Field format

Value	Description
Length	70
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
text	Street name, type and suffix

## Address Street Name – (NAT00020) File

<b>Data element description</b>	<i>Address Street Name</i> identifies the name of the address in the street.
<b>File</b>	Training Organisation Delivery Location (NAT00020)
<b>Purpose</b>	<i>Address street number</i> is used along with other address details to collect physical address information.
<b>Business rules</b>	<p>The <i>Address Street Name</i> must represent the Training Organisation's training delivery address street name.</p> <p>Place of address must be a physical address (street number and name) and not a post office box.</p> <p>The <i>Address Street Name</i> must not contain a building/unit or flat name.</p> <p>The <i>Address Street Name</i> field can contain the Street name, street type (street, avenue, place etc.) and street suffix (additional information to define the street ie direction)</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Smith Street East</li> </ul> <p>Where delivery occurs across a range of locations, the primary delivery location (comprising the majority of contact with the student) is to be reported.</p> <p>The Address Street Name, Address Street Number and postcode combination once assigned to a unique Training Organisation Delivery Location Identifier, must remain the same. Address details cannot change for the same Training Organisation Delivery Location Identifier. The RTO is required to assign a new Training Organisation Delivery Location Identifier when there are any address detail changes.</p> <p><b>This field must not be blank.</b> (vr.20018)</p>

### Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-6

### Field format

Value	Description
Length	70
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
text	Street name, type and suffix

### Address Street Number – (NAT00080) and (NAT00085) files

<b>Data element description</b>	<i>Address street number</i> identifies the number of the address in the street.
<b>File</b>	Client (NAT00080) Client Postal Details (NAT00085)
<b>Purpose</b>	<i>Address street number</i> is used along with other address details to collect physical address information.
<b>Business rules</b>	<p>The <i>Address Street Number</i> must represent the client’s usual residential address street number.</p> <p>The intent of ‘usual’ residential address is to report the address where the client usually resides (<a href="#">refer to glossary definition</a>), rather than a temporary address a client relocates to for training, work or other purposes.</p> <p>Place of usual address must be a physical address (street number and name) and not a post office box.</p> <p>The <i>Address Street Number</i> must not contain the floor level or flat/unit details.</p> <p><i>Address street number</i> may contain a lot number only when a street number has not been specifically allocated or is not readily identifiable with the property.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>▪ 168</li> <li>▪ 168 -170</li> <li>▪ Lot 168</li> </ul> <p>Where client does not provide a residential address details or address does not contain a street address (e.g. clients from Aboriginal communities), the <i>Address street number</i> must have the value ‘NOT SPECIFIED’.</p> <p><b>Client (NAT00080) file</b>  <b>This field may only be blank if <i>postcode</i> is OSPC, 0000 or @@@@ (vr.80057)</b></p> <p><b>Client Postal Details (NAT00085) file</b>  <b>This field may only be blank if <i>postcode</i> is OSPC, 0000, @@@@ or <i>Address Post Office Box</i> is not blank. (vr.85046)</b></p>

### Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-9



**Address Street Number – (NAT00080) and (NAT00085) files -  
(continued)**

**Field format**

Value	Description
Length	15
Type	Alphanumeric
Justification	Left
Fill character	space

**Field value**

Value	Description
Text	Address street or lot number

### Address Street Number – (NAT00020) File

**Data element description** *Address Street Number* identifies the number of the address in the street.

**File** Training Organisation Delivery Location (NAT00020)

**Purpose** *Address Street Number* is used along with other address details to collect physical address information.

**Business rules** The *Address Street Number* must represent the Training Organisations training delivery address street number.

Place of address must be a physical address (street number and name) and not a post office box.

The *Address Street Number* must not contain the floor level or flat/unit details.

Example:

- 168
- 168 -170
- Lot 168

The Address Street Name, Address Street Number and postcode combination once assigned to a unique Training Organisation Delivery Location Identifier, must remain the same. Address details cannot change for the same Training Organisation Delivery Location Identifier. The RTO is required to assign a new Training Organisation Delivery Location Identifier when there are any address detail changes.

For online, correspondence, and 'on the road' delivery, the postcode must be from which this training is coordinated. This would generally be the RTO address location details.

**This field may only be blank when there is no registered street number for the registered address.**

#### Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-7

#### Field format

Value	Description
Length	15
Type	Alphanumeric
Justification	Left
Fill character	space

#### Field value

Value	Description
Text	Address street or lot number

## ANZSCO Identifier

### Data element description

A code that uniquely identifies the type of occupation(s) to which a program relates.

The classification is based on the Australian Bureau of Statistics, ANZSCO - Australian and New Zealand Standard Classification of Occupations, ABS Catalogue No. 1220.0, 2013 (first edition, revision 2).

### File

Program (NAT00030)

### Purpose

To monitor VET delivery at state and national levels.

### Business rules

Training organisations reporting activity in locally accredited programs are requested to classify each program to a single *ANZSCO identifier* according to the **most common occupational outcome** that the program is designed to provide.

Where a program relates to more than one *ANZSCO* code, the *ANZSCO Identifier* must reflect the **primary** (or most significant) occupational type to which the program relates.

For training package qualifications and nationally accredited programs, the *ANZSCO Identifier* must match that published for the relevant qualification or program on TGA of training organisations and qualifications and programs at <http://training.gov.au>

For government subsidised Program enrolments, this field must be reported with a valid Program Identifier as specified on TGA and on the organisations scope of delivery.

Where the training:

- is general education and not occupationally specific, *GEN19* must be assigned
- is non-industry specific, *GEN20* must be assigned
- has no occupational outcome, *NONVET* must be assigned and the *VET Flag* field in the Program (NAT00030) file must be set to N. (vr.30020)

**This field must not be blank.** (vr.303830)

### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-3

### ANZSCO Identifier - (continued)

#### Field format

Value	Description
Length	6
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
100000-899999	Valid 6-digit ANZSCO code.
GEN19	Occupational non-specific - general education.
GEN20	Non-industry specific training.
NONVET	Non-VET program - no occupational outcome.

## Associated Program Identifier

### Data element description

A code that uniquely identifies an enrolment in a superseded qualification.

### Files

- Enrolment (NAT00120)

### Purpose

To identify enrolments in superseded qualifications.

### Business rules

Applicable from 1 January 2016, all RTOs delivering Government subsidised training are required to report the *Program Identifier* of a superseded Program in the *Associated Program Identifier* field whenever transitioning into a new qualification.

### Guidelines for use

In accordance with the VET Funding Contract, RTOs are required to deliver training that is relevant and up to date. This requires RTOs to transition students into replacement qualifications within 12 months of the date the replacement qualification is released on the National Register.

When a government subsidised qualification has been transitioned, the *Program Identifier* of the old superseded qualification must be reported in the *Associated Program Identifier* field of the replacement qualification.

Where fee for services qualifications are being transitioned into government subsidised qualifications, these enrolments must be treated as new enrolment under Skills First (formerly VTG Funding) and therefore no *Associate Program Identifier* should be reported. In these cases if an *Associated Program Identifier* is reported, reject 28 will be generated.

When transitioning students from fee for service delivery into government subsidised delivery, all subjects passed in the fee for service enrolment must be reported as a credit transfer in the government subsidised enrolment.

Refer to your VET Funding Contract and the Superseded Programs – Fact Sheet for more details on when and how to transition superseded qualifications.

All alphabetic characters in the *Associated Program Identifier* must be in upper case.

The *Associated Program Identifier* must not contain spaces.

This field must **not be blank** for government subsidised superseding enrolments.

### Revision

Change Document	Change Number
VVSSCG-SC-20150818	20150818-2
VVSSCG-SC-20151111	20151111-2
VVSSCG-SC-20160222	20160222-1

### Associated Program Identifier - (continued)

#### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	A valid Program Identifier

## At School Flag

### Data element description

A flag that indicates whether or not a client is attending secondary school.

### File

Client (NAT00080)

### Purpose

To enable analysis of participation in VET programs by students still attending secondary school.

### Business rules

The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 209.

If a client is:

- still attending secondary school, set the flag to Y
- not attending school, set the flag to N.
- commencing a new enrolment and now is no longer at secondary school, the At School Flag must be changed to N.
- at school and the flag is set to Y then the client cannot be enrolled in a government subsidised program post 1/1/2014. (vr.120085)

If *Highest School Level Completed Identifier* = 02 (Did not go to school) set the *At School Flag* to N.

**This field must not be blank.**

### Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-10

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
Y	Yes - the client is still attending secondary school.
N	No - the client is not attending secondary school.
@	Not stated - question asked of the client but no answer provided.

### Client Family Name

#### Data element description

A field that contains the client's family name, this is the official family name.

#### File

Client Postal Address (NAT00085)

#### Purpose

To facilitate contact with clients.

#### Business rules

There may be rare occasions where a client does not have a family name or a given first name but only one name by which they are known. In these instances report the name they are known by in the *Client Family Name* Field and "NONE" in the *Client First Name* field.

Where a client has the same first and last name, report that name in both fields. **This field must not be blank.** (vr.85043)

The *Client's Family Name* must be report exactly as it appears on the form of ID used to verify a student's identity.

If the student has a valid *Unique Student Identifier*, then the name must be the same as the name used when they applied for the *Unique Student Identifier*.

If the *Family Name* has changed since the student applied for a USI, then report current name and the student must notify the USI Register of the name change.

#### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-10
VVSSCG-SC-20160222	20160222-4
VVSSCG-SC-20160701	20160701-3

#### Field format

Value	Description
Length	40
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	The client's family name.



## Client Fees - Other

<b>Data element description</b>	A field that captures fees/cost (excluding Client Tuition Fee) levied to client.
<b>File</b>	Enrolment (NAT00120)
<b>Purpose</b>	To facilitate a better understanding of fees charged to a client within the government-subsided training market.
<b>Business rules</b>	<p>For all government subsidised training activity commencing on or after 1 January 2015, the rounded total dollar amount of the Client Fees – <i>Other</i> (excluding Client Tuition Fee) is to be reported against the Clients enrolment.</p> <p>This fee/cost is the non- tuition fee and should include such things as materials and equipment costs charged to the students/sponsor as part of an enrolment requirement when undertaking training.</p> <p>The <i>Client Fees – Other</i> amount is the amount charged for Subject and is to be reported against each Subject where a Client Fee – Other has been charged.</p> <p>In cases where a provider charges one upfront fee for the entire Program Enrolment and there is no specific fee per subject, the total amount charged for the Program should be divided evenly against the subjects being reported.</p> <p>If subjects are later added to the training plan where one upfront fee was charged, the fees charged per subject will need to be readjusted to again reflect the total amount charged to client.</p> <p>If a student withdraws from a subject and the fee is refunded then 0000 is to be reported against that subject. If fees were charged even though the student has withdrawn, then report the fee amount.</p> <p>In summary, 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 or for a Subject only enrolment.</p> <p>Where employer or another party pays the fee on behalf of student this payment for reporting purposes is still considered as Client Fees – Other charged to the student and must be reported as such.</p> <p><b>This field can be blank for non-government subsidised training and 0000 for government subsidised training where no such fees/costs are charged.</b></p>

## Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-8
VVSSCG-SC-20141030	20141030-1

### Client Fees – Other – (continued)

#### Field format

Value	Description
Length	5
Type	Numeric
Justification	Right
Fill character	Zero

#### Field value

Value	Description
Blank	For Fee for Services or non-government subsidized training.
00000	Where no Client Fees – Other is charged
00001-99999	Where Client Fees – Other is charged

## Client First Given Name

### Data element description

A field that contains the client's legal given name.

### File

Client Postal Details (NAT00085)

### Purpose

To facilitate contact with clients.

### Business rules

The *Client's First Given Name* must be report exactly as it appears on the form of ID used to verify a student's identity.

If the client has two given names or first given name and middle name, these must be reported as first name, space and middle name.

Example:

First given name is **David** and middle name is **Andrew**

Format:

**David Andrew**

Text should not include initials, title, numbers nor dashes.

If the student has a valid *Unique Student Identifier*, then the name must be the same as the name used when they applied for the *Unique Student Identifier*. This includes exact text and format.

**This field must not be blank.** (vr.85041)

### Revision

Change Document	Change Number
VVSSCG-SC-20160701	20160701-2

### Field format

Value	Description
Length	40
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	The client's given name.

### Client Identifier

**Data element description** A code that uniquely identifies a client within a training organisation.

- Files**
- Client (NAT00080)
  - Client Postal Details (NAT00085)
  - Client Disability (NAT00090)
  - Client Prior Educational Achievement (NAT00100)
  - Enrolment (NAT00120)
  - Program (Qualification) Completed (NAT00130)

**Purpose** To provide a mechanism for linking information relating to individual clients.

**Business rules** The *Client Identifier* is assigned by the training organisation as a means of identifying the client for record keeping purposes. The identifier will usually be the client's student number.

**Each client must have only one identifier within the training organisation. The identifier must be unique to the client and remain the same across all years and across all enrolments/programs undertaken by that student.** (vr.80002) and (vr.80048) and (vr.85010)

For each *Client Identifier* in the Client (NAT00080) file there must be a corresponding *Client Identifier* in the Client Postal Details (NAT00085) file and at least one corresponding record in the Enrolment (NAT00120) file or the Program Completed (NAT00130) file. (vr.80003), (vr.80062) and (vr.120002)

A *Client Identifier* on the Client Postal Details (NAT00085) file must also exist on the Client (NAT00080) file. (vr.85001)

All alphabetic characters in the *Client Identifier* must be upper case and must not contain spaces.

**This field must not be blank.** (vr.80001) and (vr.85042) and (90003) and (vr.120044)

**Revision** No change.

### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A unique client identifier within the training organisation.

## Client Identifier – Apprenticeships

**Data element description** A code that uniquely identifies apprentices and trainees undertaking an apprenticeship or traineeship under a training agreement.

**File** Enrolment (NAT00120)

**Purpose** To provide a mechanism for linking clients registered as apprentices and trainees in Victoria with the training programs in which they are enrolled.

**Business rules**

When an apprentice or trainee is registered, the Department DELTA Registration System assigns the *Client Identifier – Apprenticeships*.

Each client has a unique *Client Identifier - Apprenticeships* and this number should be inserted into enrolments where the training provided is part of an apprenticeship or traineeship training program.

In Victoria, *Client Identifier – Apprenticeships (Client Identifier – Australian Apprenticeships)* is numeric and must be reported as numeric.

Do not include the *Client Identifier - Apprenticeships* for enrolments or completions not relevant to apprenticeship/traineeship programs.

For each *Client Identifier - Apprenticeships (Client Identifier – Australian Apprenticeships)* value in the Enrolment (NAT00120) file, there must be a corresponding *Training Contract Identifier* value.

### Obtaining a code

Obtain *Client Identifier - Apprenticeship (Client Identifier – Australian Apprenticeships)* from the:

- registration acknowledgement letter issued to each new apprentice or trainee, or;
- Apprentice Administration Branch (telephone 1300 722 603), or;
- DELTA Registration System where the RTO has been given access.

### Related fields

If the value in the *Funding Source Identifier - State Training Authority* field is specific to apprentices/trainees (e.g. ASL, L, LCP, LQ, LSG, QIL, RWL, WTL, YCL, YRL or Z55) then ensure the following fields are not blank:

- *Client Identifier - Apprenticeships (Client Identifier – Australian Apprenticeships)*
- *Training Contract Identifier (Training Contract Identifier - Australian Apprenticeships)*.

#### **This field may be blank Only if:**

*Training Contract Identifier* is blank in the Enrolment (NAT00120) file. (vr.1204620)

#### **This field must be blank**

If *Program Identifier* is blank in the Enrolment (NAT00120) file.

### Client Identifier – Apprenticeships - (continued)

#### Business rules – continued

**This field may be blank Only if:**

*Training Contract Identifier* is blank in the Enrolment (NAT00120) file. (vr.1204620)

**This field must be blank**

If *Program Identifier* is blank in the Enrolment (NAT00120) file.

#### Revision

Change Document	Change Number
VVSSCG-SC-20160825	20160825-1

#### Field format

Value	Description
Length	10
Type	Numeric
Justification	Left
Fill character	None

#### Field value

Value	Description
Text	A valid client identifier code for Australian apprenticeships (Numeric for Victoria).
Blank	This field can only be blank if the <i>Training Contract Identifier</i> field is blank.

## Client Industry of Employment

**Data element description** A broad industry code according to the Australian and New Zealand Standard Industrial Classification which captures the Industry code of a clients' employer. (ANZSIC)

**File** Client (NAT00080)

**Purpose** To facilitate monitoring of client pathways.

**Business rules** From January 2015 every student who has indicated that they are employed or has recently been unemployed, who is undertaking VET training activity will need to report a valid Industry code of their employer or recent employer.

The *Client Industry of Employment* field may be blank when the student has indicated that their *Labour Force Status* is;

- 06 - UNEMPLOYED - SEEKING FULL TIME WORK,
- 07 - UNEMPLOYED - SEEKING PART-TIME WORK,
- 08 - NOT EMPLOYED NOT SEEKING WORK ,
- @@ - NOT STATED.

### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-9
VVSSCG-SC-20141030	20141030-2

### Field format

Value	Description
Length	1
Type	Alpha
Justification	None
Fill character	None

### Client Industry of Employment - (continued)

#### Field value

Value	Description
A	- Agriculture, Forestry and Fishing
B	- Mining
C	- Manufacturing
D	- Electricity, Gas, Water and Waste Services
E	- Construction
F	- Wholesale Trade
G	- Retail Trade
H	- Accommodation and Food Services
I	- Transport, Postal and Warehousing
J	- Information Media and telecommunications
K	- Financial and Insurance Services
L	- Rental, Hiring and real Estate Services
M	- Professional, Scientific and Technical Services
N	- Administrative and Support Services
O	- Public Administration and Safety
P	- Education and Training
Q	- Health Care and Social Assistance
R	- Arts and recreation Services
S	- Other Services
Blank	May be blank if <i>Labour Force Status</i> is: 06 - UNEMPLOYED - SEEKING FULL TIME WORK, 07 - UNEMPLOYED - SEEKING PART-TIME WORK, 08 - NOT EMPLOYED NOT SEEKING WORK , @@ - NOT STATED



## Client Occupation Identifier

### Data element description

A field that uniquely identifies the type of occupation a client is employed.

The classification is based on the Australian Bureau of Statistics, ANZSCO - Australian and New Zealand Standard Classification of Occupations.

### File

Client (NAT00080)

### Purpose

To provide a mechanism for analysing a clients' training pathway.

### Business rules

From 1 January 2015 when a student indicates that they are employed or have recently been unemployed, they must nominate a valid broad occupation code of their current or recent occupation as the *Client Occupation Identifier*.

The *Client Occupation Identifier* may be blank if the student has indicated that their *Labour Force Status* is;

- 06 - UNEMPLOYED - SEEKING FULL TIME WORK,
- 07 - UNEMPLOYED - SEEKING PART-TIME WORK,
- 08 - NO EMPLOYED NOT SEEKING WORK,
- @@ - NOTE STATED.

### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-11
VVSSCG-SC-20141030	20141030-3

### Field format

Value	Description
Length	1
Type	Numeric (Integer)
Justification	None
Fill character	None

### Field value

Value	Description
1	- Manager
2	- Professionals
3	- Technicians and Trades Workers
4	- Community and personal Service Workers
5	- Clerical and Administrative Workers
6	- Sales Workers
7	- Machinery Operators and Drivers
8	- Labourers
9	- Other
Blank	May be blank if <i>Labour Force Status</i> is: 06 - UNEMPLOYED - SEEKING FULL TIME WORK, 07 - UNEMPLOYED - SEEKING PART-TIME WORK, 08 - NOT EMPLOYED NOT SEEKING WORK, @@ - NOT STATED

### Client Title

<b>Data element description</b>	A field that contains the formal title to be used for correspondence with the client.
<b>File</b>	Client Postal Details (NAT00085)
<b>Purpose</b>	To facilitate contact with clients.
<b>Business rules</b>	This field may be blank.
<b>Revision</b>	No change.

### Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	The client's preferred title; for example, Mr, Mrs, Miss, Ms, Dr, Rev, or Hon.

## Client Tuition Fee

<b>Data element description</b>	The amount of the tuition fee (represented as an hourly rate), that a client has been charged at enrolment.
<b>File</b>	Enrolment (NAT00120)
<b>Purpose</b>	To provide a mechanism for reporting Student Tuition Fee for government subsidised training activity to support tuition fee contribution calculations and tuition fee monitoring.
<b>Business rules</b>	<p>This field is <b>mandatory for all government subsidised training activity reported from 2013</b>. (vr.120078)</p> <p><i>Client Tuition Fee</i> is the hourly rate (in cents per hour) that the student was charged for their enrolment in the reported unit of competency/ subject (referred to in this section as "units").</p> <p>Refer to the <i>Guidelines about Fees</i> available on the SVTS Homepage for full details of the requirements for the calculation and charging of client tuition fees for Government subsidised training. Tuition fees charged must be reported correctly in SVTS submissions. The following information and examples may assist you to charge and report correctly.</p> <p>All units in which a student enrolls at a particular point in time for which tuition fees may be charged and are part of the same program enrolment should be charged and reported with the same hourly rate.</p> <p>The hourly rate charged may be different for different students or for different program enrolments or on different enrolment dates.</p> <p>Client tuition fees relate to training undertaken in a particular calendar year. Hence the <i>Client Tuition Fee</i> reported for a student's enrolment in a particular unit that is delivered over more than one calendar year may vary from year to year.</p> <ol style="list-style-type: none"> <li>1. For units for which training and assessment (including Recognition of Prior Learning) is being delivered (i.e. not units which are being recognised under Recognition of Current Competency (RCC) or Credit Transfer arrangements):       <ol style="list-style-type: none"> <li>1.1 For students who <b>are not</b> eligible for student tuition fee concession rates, fee exemptions or fee waivers:           <p>Report the actual hourly rate (in cents) that the student was charged as their student tuition fee for their enrolment in the unit.</p> <p>All units in which the student enrolled at a particular point in time which are part of the same program enrolment should be charged and reported with the same hourly rate.</p> <p>The hourly rate charged may be different for different students or for different program enrolments or on different enrolment dates.</p> <p>For example, report an hourly rate of \$3.30 as 0330</p> </li> </ol> </li> </ol>

### Client Tuition Fee - (continued)

#### Business rules - continued

- 1.2 For students who **are eligible for student tuition fee concession rates:**

Report the actual hourly rate (in cents) that the student was charged as their student tuition fee for their enrolment in the unit, being 20 per cent of the standard hourly tuition fee as published at the time of enrolment.

All units for the program in which the student enrolled at that time should be charged and reported with the same hourly rate.

For example, report an hourly rate of \$0.66 as 0066

- 1.3 For students who **are eligible for student tuition fee exemptions or fee waivers:**

Report the actual hourly rate (in cents) that the student was charged as their student tuition fee for their enrolment in the unit, being \$0.00.

For example, report an hourly rate of \$0.00 as 0000

2. For all unit enrolments being recognised under RCC or Credit Transfer arrangements:

Leave blank.

3. For ACFE 'ACE'-funded unit enrolments: *Client Tuition Fee* information is not required for enrolments reported with *Funding Source Identifier – State Training Authority* code 'ACE – ACFE-FUNDED NON-ACCREDITED LOCAL PROGRAMS (LEARN LOCAL ORGANISATIONS ONLY)'

Leave blank.

4. For Fee for Service unit enrolments: *Client Tuition Fee* information is not required for Fee for Service activity.

Leave blank.

This field must not be blank unless enrolment is RCC, Credit Transfer, ACFE 'ACE'- funded records from the 2013 collection year.

#### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-11
VVSSCG-SC-20141030	20141030-4

**Client Tuition Fee - (continued)****Field format**

Value	Description
Length	4
Type	Numeric
Justification	Right
Fill character	Zero

**Field value**

Value	Description
Blank	May only be blank for RCC or Credit Transfer or Fee for Service or 'ACE' funded training activity from 2013.
0000 - 9999	Hourly rate in cents for training delivery

### Commencing Program Identifier

<b>Data element description</b>	A value that indicates whether a client has enrolled in a training package or a program with the intent of completing the full program.
<b>File</b>	Enrolment (NAT00120)
<b>Purpose</b>	To measure the number of VET clients who commenced a program in a given year.
<b>Business rules</b>	<p>If a client commenced a qualification or a program:</p> <ul style="list-style-type: none"> <li>▪ for the first time, the value must be 3</li> <li>▪ in a previous collection year and has not completed the qualification, the value must be 4.</li> </ul> <p>Report <i>Commencing Program Identifier</i> value of 8, if:</p> <ul style="list-style-type: none"> <li>▪ The enrolment is a Subject only enrolment .</li> <li>▪ The student is enrolled within a program that is limited to certain subjects and not intended to lead to the award of that qualification.</li> </ul> <p>Correct identification of unit of competency or subject only enrolments is important to the accurate calculation of qualification and program completion rates.</p> <p>Victoria allows a <i>Program Identifier</i> to be reported for a unit of competency or subject only enrolment (which has <i>Commencing Program Identifier</i> 8). SVTS needs the <i>Program Identifier</i> to calculate the payment due to the RTO.</p> <p>For units of competency/subject reported with a <i>Program Commencement Date</i> in a previous collection year, the <i>Commencing Program Identifier</i> <b>cannot be</b> '3 - COMMENCING ENROLMENT IN A QUALIFICATION OR PROGRAM' . (vr.120545)</p> <p>For programs with a <i>Program Commencement Date</i> in the current collection year, the <i>Commencing Program Identifier</i> <b>cannot be</b> '4 - CONTINUING ENROLMENT IN A QUALIFICATION OR PROGRAM FROM A PREVIOUS YEAR' . (vr.120056)</p> <p><i>Commencing Program Identifier</i> <b>can only be</b> '4 - CONTINUING ENROLMENT IN A QUALIFICATION OR PROGRAM FROM A PREVIOUS YEAR' if the student is re-commencing in the same program that was previously attempted in a prior year but not completed. (vr.120544)</p> <p><i>Commencing Program Identifier</i> must be the same and not equal to '8 - UNIT OF COMPETENCY OR SUBJECT ENROLMENT ONLY' for each unique <i>Client Identifier</i> and <i>Program Identifier</i> in combination.</p> <p><b>This field must not be blank.</b> (vr.120045)</p>

**Commencing Program Identifier - (continued)****Revision**

Change Document	Change Number
VVSSCG-SC-20140206	20140206-11
VVSSCG-SC-20150818	20150818-3
VVSSSG-SC-20160222	20160222-1

**Field format**

Value	Description
Length	1
Type	Numeric
Justification	None
Fill character	None

**Field value**

Value	Description
3	Commencing enrolment in a qualification or program.
4	Continuing enrolment in the qualification or program from a previous year.
8	The student is enrolled within a program that is limited to certain subjects and not intended to lead to the award of that program or unit of competency/ subject only enrolment

### Contact Name

#### Data element description

The name of the person within a training organisation who is responsible for the communication of student statistical information.

#### File

Training Organisation (NAT00010)

#### Purpose

To provide a point of contact with the training organisation.

#### Business rules

The person's full name should be provided, with the surname listed first, followed by a comma, the given names and optionally the person's title and position.

The *Contact Name* should be up-to-date in every submission.

**This field must not be blank.** (vr.10013)

#### Revision

No change.

#### Field format

Value	Description
Length	60
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	The contact name in format: surname, given name, title and position (optional).



### Country Identifier

#### Data element description

A code that uniquely identifies the client's country of birth, or the training organisation delivery location.

The classification is based on the Australian Bureau of Statistics, Countries (SACC) - ABS Catalogue No. 1269.0, 2011 (second edition). (vr.803715)

#### Files

- Training Organisation Delivery Location (NAT00020)
- Client (NAT00080)

#### Purpose

To provide information to support the demographic analysis of participation in VET.

#### Business rules

The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 209.

The country should be matched with a valid ABS Standard Australian Classification of Countries (SACC) 4-digit code. (vr.20012)

Where the country of birth is inadequately described the *Country Identifier* must be 0000 in the Client (NAT00080) file. If *Country identifier* is unknown, the *Country Identifier* must be '@@@@'.

#### Country Identifier – Training Organisation Delivery Location file (NAT00020)

If the *Postcode* field displays OSPC then the *Country Identifier* field must not be:

- 1100 - AUSTRALIA (INCLUDES EXTERNAL TERRITORIES)
- 1101 - AUSTRALIA
- 1102 - NORFOLK ISLAND
- 1199 - AUSTRALIAN EXTERNAL TERRITORIES.

If the postcode is a valid Australia Post postcode then the *Country Identifier* field must display 1100, 1101, 1102 or 1199. (vr.204648)

**This field must not be blank.** (vr.20014) and (vr.80040).

#### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-12
VVSSCG-SC-20160825	20160825-2

### Country Identifier - (continued)

#### Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

#### Field value

Value	Description
0000	Inadequately described.
0001	At sea.
1000-9999	Other valid 4-digit SACC code.
@ @ @ @	Not stated - question asked of the client but no answer provided. <b>(Not a valid value for the NAT0020 file)</b>

## Date of Birth

**Data element description** The date on which a client was born.

**File** Client (NAT00080)

**Purpose** This field is used to determine the client's age. For statistical purposes the age of the client is calculated at 30 June of the collection year.

**Business rules** The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#) on page 209.

The year of birth must precede the collection year.

All components must represent a valid date.

*Date of Birth* is **mandatory**. A valid date of birth in format DDMMYYYY must be provided. (vr.80047)

**This field must not be blank.**

### Revision

Change Document	Change Number
VVSSCG-SC-20160825	20160825-3

### Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

### Field value

Value	Description
DDMMYYYY	Valid date.

### Delivery Mode Identifier

<b>Data element description</b>	A code that uniquely identifies the predominant mode of delivery for a subject or unit of competency enrolment.
<b>File</b>	Enrolment (NAT00120)
<b>Purpose</b>	To enable the analysis of VET activity by mode of delivery.
<b>Business rules</b>	<p>The training organisation must classify the delivery mode for each subject or unit of competency enrolment using the following codes:</p> <p>10 - CLASSROOM BASED' INCLUDES CLASSROOM-BASED DELIVERY AT ANY PERMANENT OR SEMI-PERMANENT TRAINING DELIVERY LOCATION.</p> <p>'20 - ELECTRONIC BASED' INCLUDES WEB-BASED RESOURCES, COMPUTER-BASED RESOURCES, ONLINE INTERACTIONS BOTH ON OR OFF CAMPUS INCLUDES RADIO, TELEVISION, VIDEOCONFERENCE, OR AUDIO-CONFERENCE.</p> <p>'30 - EMPLOYMENT-BASED' INCLUDES TRAINING ACTIVITY CONDUCTED IN THE WORKPLACE WHETHER IT IS CONDUCTED BY THE TRAINING ORGANISATION OR THE EMPLOYER; FOR EXAMPLE, INDUSTRIAL/WORK EXPERIENCE, FIELD PLACEMENT, OR FULLY ON-JOB TRAINING.</p> <p>'40 - OTHER DELIVERY (E.G. CORRESPONDENCE)' IS USED WHERE THE PREDOMINANT METHOD OF LEARNING IS NOT CLASSROOM-BASED, EMPLOYMENT-BASED OR ELECTRONIC-BASED INSTRUCTION.</p> <p>'90 - NOT APPLICABLE - RECOGNITION OF PRIOR LEARNING/RECOGNITION OF CURRENT COMPETENCY/CREDIT TRANSFER', IS USED FOR RECOGNITION OF PRIOR LEARNING, RECOGNITION OF CURRENT COMPETENCY, AND CREDIT TRANSFER.</p> <p>Where a subject or unit of competency is delivered using more than one mode of delivery, the predominant mode of delivery is to be reported.</p>

#### Using code 90 - Not applicable

The Delivery mode Identifier value 90 - Not applicable must only be used for subject or unit of competency enrolments where the Outcome Identifier - National is:

- 50 - RECOGNITION OF PRIOR LEARNING ASSESSMENT STARTED AND RESULT NOT YET AVAILABLE
- 51 - STATUS OR CREDIT GRANTED THROUGH RECOGNITION OF PRIOR LEARNING
- 52 - STATUS OR CREDIT NOT GRANTED THROUGH RECOGNITION OF PRIOR LEARNING
- 53 - STATUS OR CREDIT GRANTED THROUGH RECOGNITION OF CURRENT COMPETENCY
- 54 - STATUS OR CREDIT NOT GRANTED THROUGH RECOGNITION OF CURRENT COMPETENCY
- 60 - STATUS OR CREDIT GRANTED THROUGH CREDIT TRANSFER. (VR.120011)

**This field must not be blank. (vr.120046)**

### Delivery Mode Identifier - (continued)

**Revision** No change.

#### Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

#### Field value

Value	Description
10	Classroom based.
20	Electronic based.
30	Employment based.
40	Other. (None of the above; for example, correspondence.)
90	Not applicable - recognition of prior learning, recognition of current competency, or credit transfer.

### Delivery Provider ABN

#### Data element description

Australian Business Number (ABN) of the organisation, contracted or subcontracted, delivering the training at a location.

#### Files

Enrolment (NAT00120)

#### Purpose

To distinguish between training delivered by your RTO and a subcontracted organisation (RTO or non RTO) delivering training at various locations.

#### Business rules

For each subject enrolment on the Enrolment (NAT0120) file, report the ABN of the training organisation delivering the training.

If your RTO is delivering the training and assessment directly then report your RTO's ABN.

If your RTO subcontracts part or all of the training and assessment, then the ABN of the subcontracted organisation must be reported against the training on the Enrolment file.

This includes:

- training and assessment subcontracted to another RTO that has a VET Funding Contract; and
- training subcontracted to another organisation (RTO or non RTO) that does not have a VET Funding Contract but the arrangement has been approved by the Department.

Where multiple subcontracted organisations are employed to deliver the same subject then use the ABN of the subcontractor delivering the majority of the training.

Where training and assessment is delivered by an individual that may hold their own ABN, this is not considered subcontracting and the contracted RTO should report its own ABN. RTOs are not required to report the ABN of individual trainers and assessors.

The ABN must be a valid ABN.

**This field must not be blank for government subsidised training.**

#### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-17
VVSSCG-SC-20141030	20141030-5

#### Field format

Value	Description
Length	11
Type	Numeric (Integer)
Justification	None
Fill character	None

**Delivery Provider ABN – (continued)****Field value**

---

Value	Description
Text	A valid training organisations' Australian Business Number (ABN)

### Disability Flag

#### Data element description

A flag to indicate whether or not clients consider themselves to have a disability, impairment or long-term condition.

#### File

Client (NAT00080)

#### Purpose

To provide information to support the analysis of VET participation by clients declaring a disability.

#### Business rules

The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#) on page 209.

If a client has indicated that he or she has a disability, impairment or long-term condition then the *Disability Flag* must be Y regardless of whether the specific nature of the disability has been stated.

If the specific nature has not been stated, then the *Disability Type Identifier* on the Client Disability (NAT00090) file would be 99 - NOT SPECIFIED.

If the *Disability Flag* = Y, one or more records describing the client's disabilities must be provided in the Client Disability (NAT00090) file. (vr.80014)

If the *Disability Flag* = N, there must be no records for this client in the Client Disability (NAT00090) file. (vr.80052) and (vr.904000)

**This field must not be blank.**

#### Revision

No change.

#### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

#### Field value

Value	Description
Y	Yes - the client has a disability, impairment or long-term condition.
N	No - the client does not have a disability, impairment or long-term condition.
@	Not stated - question asked of the client but no answer provided.



## Disability Type Identifier

<b>Data element description</b>	A code that uniquely identifies the type of disability of a client.
<b>File</b>	Client Disability (NAT00090)
<b>Purpose</b>	To provide information to support the analysis of VET participation by clients declaring a disability.
<b>Business rules</b>	<p>This information is normally collected via a standard question on the client's enrolment form. For more information, go to <a href="#">Appendix 1: Standard enrolment questions</a> on page 209.</p> <p>The <i>Disability Type Identifier</i> classification is consistent with the International Classification of Impairments, Disabilities and Handicaps as published by the World Health Organisation (Geneva 1980) and on which the Australian Bureau of Statistics bases its national surveys.</p> <p>A client may be classified as having any number of disability types.</p> <ul style="list-style-type: none"> <li>▪ <i>Disability Type Identifier 19 - Other</i> must only be used when values 11 to 18 are not applicable.</li> <li>▪ <i>Disability Type Identifier 99 - NOT SPECIFIED</i> should only be used where the disability type is not known.</li> <li>▪ If a client has specified multiple disability types then an entry for each type should be submitted and the <i>Disability Type Identifier 99 - NOT SPECIFIED</i> must not be used.</li> </ul> <p><b>This field must not be blank.</b> (vr.90004)</p>
<b>Revision</b>	No change.

### Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

### Field value

Value	Description
11	Hearing/Deaf
12	Physical
13	Intellectual
14	Learning
15	Mental Illness
16	Acquired Brain Impairment
17	Vision
18	Medical Condition
19	Other
99	Not Specified

### Eligibility Exemption Indicator

#### Data element description

An indicator that flags students who are otherwise ineligible for government funding but who have been granted a government subsidised place by the training provider in accordance with the requirements of specific initiatives.

#### Files

Enrolment (NAT00120)

#### Purpose

To facilitate payment of government subsidised training delivery for students who have been granted an exemption from the eligibility criteria of the Victorian Training Guarantee to enrol in a nationally recognised qualification or program.

#### Business rules

The *Eligibility Exemption Indicator* field will be set to Y only for units of competency or subjects being undertaken by students who **do not** meet the VTG eligibility criteria AND who

- **have** presented an approved referral form or related documentation\* demonstrating their eligibility for an Eligibility Exemption to their training provider under approved specific initiatives; or
- have been granted an Eligibility Exemption at a TAFE institute of dual sector University in accordance with Contact Notification 2015-18.

\* While not part of the statistical collection submission, providers must maintain evidence of the reason the exemption was granted, being the relevant referral form or related documentation.

For all other unit of competency or subject enrolments, this field must be reported as N. This means that all students who are eligible for government funding under the Victorian Training Guarantee (VTG) or who are undertaking their studies on a fee for service basis will have the *Eligibility Exemption Indicator* N reported.

The same *Eligibility Exemption Identifier* must be recorded for each subject or unit of competency undertaken by a given student in a given program enrolment. (vr.120539)

From 1 January 2014, eligibility exemptions may only be granted for new commencements under specified *Funding Source Identifier – State Training Authority* codes, namely 'SCP', 'SCL', 'NGP', 'NGL', 'BWP' and 'BWL'. For all other funding codes, only *Eligibility Exemption Identifier* value N (no eligibility exemption granted) will be valid. (vr.120540). The only exception to this rule is enrolments at TAFE institutes and dual sector Universities made in accordance with Contract Notification 2015-18 whereby other relevant *Funding Source Identifier – State Training Authority* codes may also be utilised.

The vast majority of student unit of competency and subject enrolments will be reported with *Eligibility Exemption Identifier* value N for all *Funding Source Identifier – State Training Authority* codes including those funding codes for which eligibility exemptions may be granted.

**This field must not be blank.**

Refer to the [Glossary](#) for additional information about eligibility and eligibility exemptions.

#### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-5

**Eligibility Exemption Indicator - (continued)****Field format**

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

**Field value**

Value	Description
Y	Yes – An Eligibility Exemption has been granted
N	No – No eligibility exemption has been granted. (Student may already be eligible for the VTG or may be undertaking a fee for service program enrolment)

### E-mail Address

#### Data element description

An email address that can be used to contact a person.

#### Files

- Training Organisation (NAT00010)
- Client Postal Details (NAT00085)

#### Purpose

To facilitate contact with training organisations and students.

#### Business rules

The entry in the *E-mail Address* field must be a valid email address including the @ symbol. (vr.85048)

The @ symbol must not be the first or last character. (vr.10006)

The email address must not have embedded spaces. (vr.10006)

The *E-mail Address* provided on the Training Organisation file should be appropriate to respond to queries about your data submission (preferred) or, should be the official *E-mail Address* of the training provider.

The *E-mail Address* provided on the Client Postal Detail file should be appropriate to contact the student.

Neither of the E-mail addresses should not be generic but be direct e-mail addresses enabling direct contact with the appropriate person.

The *E-mail Address* on the Training Organisation file should be up-to-date in every submission.

The *E-mail Address* on the Training Organisation (NAT00010) file must not be blank.

#### Revision

No change.

#### Field format

Value	Description
Length	80
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	A valid email address.

## Enrolment Date

### Data element description

The earlier date of the *Program Commencement Date* or the date the student incurred any costs towards their training, (including any deposit or similar).

### File

Enrolment (NAT00120)

### Purpose

To provide a mechanism for capturing the date an agreement was made between a student and a training provider that the student will undertake government subsidised training.

### Business rules

An *Enrolment Date* is the earlier date of either the date the student incurred any costs (including any deposit or similar), to commence training or the *Program Commencement Date* which is generally the earliest *Activity Start Date* of a *Subject*.

The *Enrolment Date* is to be reported for all enrolments commencing on or after the 1 January 2015 and must remain consistent for all *Subject* enrolments within the one Program or Subject only Enrolment and also any superseded enrolments.

#### The field may be blank for:

- Fee for Service Delivery.

### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-13
VVSSCG-SC-20141030	20141030-6

### Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

### Field value

Value	Description
DDMMYYYY	Valid date.

### Enrolment Identifier

**Data element description** Value that uniquely identifies a student's enrolment in a subject/unit of competency.

**File** Enrolment (NAT00120)

**Purpose** To provide a mechanism for linking information relating to individual enrolments at subject level.

**Business rules** An *Enrolment Identifier* is a unique identifier on the Enrolment NAT00120 file which relates to:

- a student's enrolment in training, or
- assessment in a standalone subject, or
- a subject forming part of a program,

all at a certain point in time, where the *Activity Start Date* may change prior to commencements or *Activity End Date* may change prior to completion but the *Client Identifier*, *Subject Identifier* must remain the same.

The Enrolment file must not contain any duplicate records and the *Enrolment Identifier* must be unique for each record on the Enrolment file. This value must remain unique over time.

Once the Enrolment file has been submitted and claims have been generated, the same *Enrolment Identifier* must be reported against the same records in all subsequent submissions.

Data elements that cannot change within an enrolment record without a new *Enrolment Identifier* being generated are the *Client Identifier* and the *Subject Identifier*.

If RTOs are planning to change their Student Management System, they need to notify the Department prior to any data migration in order to discuss how consistent reporting of the *Enrolment Identifier* will be managed.

The field must not be blank.

### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-14

### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

## Enrolment Identifier – (continued)

### Field value

---

Value	Description
Text	A unique <i>Enrolment Identifier</i> within the Enrolment File.

### Facsimile Number

**Data element description** A telephone number that can be used to contact a training organisation via facsimile.

**File** Training Organisation (NAT00010)

**Purpose** To facilitate contact with training organisations.

**Business rules** The *Facsimile Number* must include the area code extension.  
If a facsimile number is not available, this field must be left blank.

**Revision** No change.

### Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid facsimile number.
Blank	Leave blank if a facsimile number is not available.



## Fee Exemption/Concession Type Identifier

### Data element description

A code that specifies the type of fee exemption or concession the client has been granted for the program of study.

### File

Enrolment (NAT00120)

### Purpose

To support the analysis of fee exemptions and concessions and to enable the calculation of the Department's contribution that will be paid to the RTO as a result of the RTO charging an individual student the student tuition concession fee rate or, under approved circumstances, waiving or exempting the student from the student tuition fee for a given unit of competency or subject enrolment.

### Business rules

The training organisation is expected to supply 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.

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.

For Indigenous Students without concession cards and Single and Teenage Parents without concession cards, *Fee Exemption/Concession Identifier* '0' must be used.

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

### Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-12
VVSSCG-SC-20160222	20160222-6

### Fee Exemption/Concession Type Identifier - (continued)

#### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

#### Field value

Value	Description	Eligible for concession /waiver contribution from the Department?
E	Young People Transitioning from Care (student is covered by a current, relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card)	Yes - waiver
G	VCE Scholarship	No
H	Health Care Card	Yes - concession
I	Young People Transitioning from Care NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card.	Yes - waiver
J	Job Seeker concession card holder (student is covered by a current, relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card).	No* - (not from the Department)
K	Job Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card.	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 <i>Children, Youth and Families Act 2005</i> 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

\* 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.

\*\* Except for Indigenous students without concession cards and Single and Teenage Parents without concession cards where, *Fee Exemption/Concession Identifier 'O'* must be used.

## Funding Eligibility Key

### Data element description

A key that identifies a student's funding eligibility.

### Files

Enrolment (NAT00120)

### Purpose

This element creates the ability for the Department to provide Skills First (formerly VTG Funding) for identified cohorts of students. Initial scope of this element is likely to include training to otherwise ineligible students under the Automotive Supply Chain Training Initiative.

### Business rules

The scope of the funding eligibility key will be identified in late 2015, along with relevant implementation timeframes. Providers and SMS vendors should look to support this change by January 2016 in order to facilitate initial program scopes.

Students interested in enrolling for specific government subsidised Programs such as the Automotive Supply Chain Training Initiative, will need to contact the Department to verify their potential eligibility. The Department will determine their eligibility and issue a *Funding Eligibility Key* where applicable.

A student will provide their Training Organisation with the *Funding Eligibility Key* when enrolling in a Government subsidised Program.

The *Funding Eligibility Key* will need to remain consistent for the same *Clientid*, *Program Identifier* and *Program Commencement Date* combination.

### Revision

Change Document	Change Number
VVSSCG-SC-20150818	20150818-4

### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Alphanumeric	Valid 10 – digit Funding Eligibility Key

### Funding Source Identifier - National

<b>Data element description</b>	A code that uniquely identifies the predominant national source of funding for the delivery of a subject or unit of competency enrolment.
<b>File</b>	Enrolment (NAT00120)
<b>Purpose</b>	To analyse VET activity by source of funding.
<b>Business rules</b>	<p>The <i>Funding Source Identifier - National</i> field categorises the funding sources used to deliver the training associated with enrolments.</p> <p>'11 - COMMONWEALTH AND STATE GENERAL PURPOSE RECURRENT' is funding provided under the National Agreement on Skills and Workforce Development (NASWD) or succeeding agreement for general and recurrent purposes; or funding provided for recurrent purposes by the state or territory training authority.</p> <p>'13 - COMMONWEALTH SPECIFIC FUNDING PROGRAM' is funding provided by the Commonwealth to provide training for specific purpose or initiative. Funding may come from a Commonwealth department other than the Department of Industry, for example, job search incentives on training 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>Selecting Funding source — national '13' will require a subsequent entry in the data element Specific funding identifier. The Specific funding identifier reference list is available from the NCVET website.</p> <p>'15 - STATE SPECIFIC FUNDING PROGRAM' is funding provided by state or territory governments to provide training for specific purposes.</p> <p>'20 - DOMESTIC CLIENT - OTHER REVENUE' is revenue provided by or for a client to undertake education and training, whose funding source does not come from categories '11', '13' or '15' and whose citizenship status is Australian, New Zealand or permanent resident. Examples for revenue provided for a client include enterprise/employers or industry training their own staff, a training organisation providing free training to selected students, or a charity providing scholarships.</p> <p>'30 - INTERNATIONAL CLIENT - OTHER REVENUE' is revenue provided by or for an international client to undertake education and training who temporarily resides in Australian 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>'80 - REVENUE EARNED FROM ANOTHER TRAINING ORGANISATION' is revenue earned by a training organisation delivering the training which receives funding from another registered training organisation in terms of subcontracted, auspicing, partnership arrangements or similar arrangements.</p> <p><b>This field must not be blank.</b> (vr.120048)</p>

## Funding Source Identifier – National - (continued)

### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-15
VVSSCG-SC-20150112	20150112-1

### Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

### Field value

DESCRIPTON – FUNDING SOURCE – NATIONAL	
Value	Description
11	Commonwealth and state general purpose recurrent
13	Commonwealth specific funding programs
15	State specific funding programs
20	Domestic client – other revenue
30	International client – other revenue
80	Revenue earned from another training organisation

### Funding Source Identifier - State Training Authority

**Data element description** A code that uniquely identifies the state source of funding for the delivery of a subject or unit of competency enrolment.

**File** Enrolment (NAT00120)

**Purpose** To analyse VET activity by the purpose of funding.

**Business rules** Training organisations are required to report each subject or unit of competency enrolment with the appropriate funding code.  
Each subject or unit of competency enrolment must be associated with one *Funding Source Identifier - State Training Authority* code.

For a given student's enrolment in a given instance of a program (same *Client Id*, *Program Identifier* and *Program Commencement Date*) under the Victorian Training Guarantee (VTG), all subjects/units of competency that make up that program enrolment must have the same *Funding Source Identifier – State Training Authority*.

Once a *Funding Source Identifier – State Training Authority* has been reported correctly, it must remain constant and be reported consistently for the duration of the program enrolment.

Funding codes applicable to government subsidised program commencements in 2016 under the VTG are:

General (non apprentice/ trainee)	Apprentice/Trainee	Referral form required?	Possible Eligibility Exemption Indicator?
P	L	No	No*
ASP	ASL	Yes	No
AEP	AEL	Yes	Yes
SCP	SCL	Yes	Yes
BWP	BWL	Yes	Yes
RVP	RVL	No	No

\* except at TAFE institutes and dual sector Universities where an eligibility exemption has been granted in accordance with Contract Notification 2015-18.

For the vast majority of government subsidised enrolments, the student will have no referral form and their program enrolment will be reported with code **L** or **P** (depending whether the student is undertaking the program as an apprentice/trainee or not).

Students who present a referral form for their program enrolment are assessed for eligibility for enrolment under any modified VTG criteria appropriate to their referral form. These modified criteria are described in relevant VET Funding Contracts, SANs, Contract Notifications and other documentation.

## Funding Source Identifier - State Training Authority - (continued)

### Business rules - continued

Students referred as an **Asylum Seeker** or **Victim of Human Trafficking** referral do not need to meet the VTG Citizenship criterion and must be reported with *Funding Source Identifier – State Training Authority* code **ASL** or **ASP**.

Students referred under the Retrenched Employees program must be reported with *Funding Source Identifier – State Training Authority* code **SCL** or **SCP** (depending whether they are an apprentice/trainee or not).

For **SCL** or **SCP** coded enrolments for individuals who do not meet the up-skilling requirement of the VTG, the *Eligibility Exemption Indicator* should be set to **Y** on every unit studied to identify that the enrolment is only eligible for the VTG because of the student's Retrenched Employee status.

For **SCL** or **SCP** coded individuals who do meet the up-skilling requirement of the VTG, the *Eligibility Exemption Indicator* should be set to **N** on every unit studied to identify that the student is eligible to pursue their enrolment under VTG (regardless of their Retrenched Employee status).

Students referred under the **Automotive Supply Chain Training Initiative** must be reported with *Funding Source Identifier – State Training Authority* code **AEL** or **AEP** (depending whether they are an apprentice/trainee or not).

For **AEL** or **AEP** coded enrolments for individuals who do not meet the up-skilling requirement of the VTG, the *Eligibility Exemption Indicator* should be set to **Y** on every unit studied to identify that the enrolment is only eligible for the VTG because of the student's Worker in Transition status.

For **AEL** or **AEP** coded individuals who do meet the up-skilling requirement of the VTG, the *Eligibility Exemption Indicator* should be set to **N** on every unit studied to identify that the student is eligible to pursue their enrolment under VTG (regardless of their Worker in Transition status).

For details on the VTG eligibility changes for the Automotive Supply Chain Training Initiative please refer to Contract Notification CN No. 2014-13.

A small number of RTOs are contracted with the Department to deliver training in Regional Victoria under the *Returning employment-generating training to regional Victoria Initiative*. Enrolments under these arrangements should have a *Funding Source Identifier – State Training Authority* code of **RVL** or **RVP**. This is only relevant for RTOs that have been specifically contracted to deliver training under this initiative.

A small number of RTOs are specifically contracted by various Victorian government departments (Justice, Health, and Human Services) to deliver training in custodial settings. Enrolments under these arrangements should have a *Funding Source Identifier – State Training Authority* code of **ZC** (for all new enrolments in 2016 and for continuing program enrolments that commenced prior to 2016 under code **ZC**) or **ZP** (only for continuing students in program enrolments who commenced prior to 2012 under code **ZP**).

*Funding Source Identifier – State Training Authority* code **Q** has been re-instated to be used for state-specific funding arrangements. From **1<sup>st</sup> July 2013** code **Q** can be used to identify Auslan activity delivered under a consortium contract between VicDeaf and La Trobe University and providers that may hold such a contract.

### Funding Source Identifier - State Training Authority - (continued)

#### Business rules - continued

The table below provides details of *Funding Source Identifier – State Training Authority* codes that may be reported during the 2016 collection year. This table highlights codes that apply to VTG enrolments and shows which codes can be used for 2016 program commencements. The table also indicates codes that can only be used for enrolments commencing in various previous years.

**This field must not be blank.** (vr.120043)

#### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-16
VVSSCG-SC-20150112	20150112-2
VVSSCG.SC-20160222	20160222-7
VVSSCG-SC-20160825	20160825-4

#### Field format

Value	Description
Length	3
Type	Alphanumeric
Justification	Left
Fill character	Space



## Funding Source Identifier – State Training Authority - (continued)

## Field value

Funding Source Identifier – State Training Authority  Description	Valid for program commence - ments in 2017?	Authorised Referral form required?	Funding Source codes	
			State code	National code
<b>GOVERNMENT SUBSIDISED: Victorian Training Guarantee</b>				
General (not Apprentice/Trainee) - meets VTG eligibility criteria	Yes	No	P <sup>x</sup>	11
Apprentice / Trainee - meets VTG eligibility criteria	Yes	No	L <sup>x</sup>	11
Asylum Seeker or Victim of Human Trafficking General (not Apprentice/Trainee) VTG enrolment	Yes	Yes	ASP	11
Asylum Seeker or Victim of Human Trafficking Apprentice / Trainee VTG enrolment	Yes	Yes	ASL	11
Workers in Transition Program - General (not Apprentice/Trainee)	No	Yes	WTP	11
Workers in Transition Program - Apprentice/Trainee	No	Yes	WTL	11
Single and Teenage Parents Training Initiative – General (not Apprentice/Trainee) – meets the Guaranteed Access Cohort eligibility criteria	No	No	NGP	11
Single and Teenage Parents Training Initiative - Apprentice/Trainee – meets the Guaranteed Access Cohort eligibility criteria	No	No	NGL	11
Single and Teenage Parents Training Initiative – General (not Apprentice/Trainee) – meets the VTG eligibility criteria	No	No	NSP	11
Single and Teenage Parents Training Initiative – Apprentice/Trainee – meets the VTG eligibility criteria	No	No	NSL	11
Automotive Supply Chain Training Initiative (General, non-Apprentice/Trainee)	Yes	Yes	AEP	11
Automotive Supply Chain Training Initiative (Apprentice/Trainee)	Yes	Yes	AEL	11
Retrenched employees – General (not Apprentice/Trainee)	Yes	Yes	SCP	11
Retrenched employees – Apprentice/Trainee	Yes	Yes	SCL	11
Back to Work Scheme (non Apprentice/Trainee)	Yes	Yes	BWP	11
Back to Work Scheme (Apprentice/Trainee)	Yes	Yes	BWL	11
Returning employment-generating training to regional Victoria Initiative (non Apprentice/Trainee)	Jun-Dec 2016 only	No	RVP	11
Returning employment-generating training to regional Victoria Initiative (Apprentice/Trainee)	Jun-Dec 2016 only	No	RVL	11
<b>GOVERNMENT SUBSIDISED: Other Commonwealth and State funded program enrolments</b>				
Training activity funded directly by the Commonwealth (e.g. DEEWR, DOHA)	Yes	No	D	13
Additional funding - General (not Apprentice/Trainee)	No	No	Q	11
NSW registered apprentices (TAFE Institutes)	Yes	No	Z75	11

# Victorian VET Student Statistical Collection Guidelines - 2017

## Data element definitions

Funding Source Identifier – State Training Authority	Valid for program commencements in 2017?	Authorised Referral form required?	Funding Source codes	
			State code	National code
<b>Description</b>				
VET in custodial settings – only for delivery by RTOs specifically contracted by relevant Victorian Government departments	Yes	No	ZC	15
Corrections funding through privately operated prisons	No	No	ZP	15
ACFE-funded non-accredited local programs (Learn Local Organisations only)	Yes	No	ACE	11
General (not Apprentice/Trainee) – (previously ‘Profile’) where enrolment commenced under funding arrangements in place prior to eligibility for VTG (program commenced prior to 2011).	No, other than under Skill First	No	P <sup>x</sup>	11
Apprentice/Trainee (including previous “Profile” and ATTP programs) where enrolment commenced under funding arrangements in place prior to eligibility for VTG (program commenced prior to 2011)	No, other than under Skill First	No	L <sup>x</sup>	11
Youth Compact - General (not Apprentice/Trainee) (TAFE only) (program commenced prior to 2011)	No	No	YCP*	11
Youth Compact - Apprentice/Trainee (TAFE only) (program commenced prior to 2011)	No	No	YCL*	11
Youth Compact - General (not Apprentice/Trainee) (non-TAFE RTOs only) (program commenced in 2010)	No	No	YRP*	11
Youth Compact - Apprentice/Trainee (non-TAFE RTOs only) (program commenced in 2010)	No	No	YRL*	11
Retrenched Worker Training Entitlement - General (not Apprentice/Trainee) (program commenced in 2010)	No	No	RWP*	11
Retrenched Worker Training Entitlement - Apprentice/Trainee (program commenced in 2010)	No	No	RWL*	11
Apprentice/Trainee contestable pool (selected non-TAFE RTOs only)	No	No	LCP*	11
Additional one-off funding – Apprentice/Trainee	No	No	LQ*	11
Agriculture related training - Apprentice/Trainee (non-TAFE RTOs only)	No	No	QIL*	11
Tender (Priority Education and Training Program)	No	No	T*	11
Youth employment scheme - Apprentice/Trainee	No	No	Z55*	15
Skills for Growth - General (not Apprentice/Trainee) – meets VTG eligibility criteria (program commenced prior to 2013)	No	Yes	PSG	11
Skills for Growth - Apprentice/Trainee – meets VTG eligibility criteria (program commenced prior to 2013)	No	Yes	LSG	11
<b>NON GOVERNMENT SUBSIDISED: Fee-for-service</b>				
Fee for service - domestic full fee-paying students	Yes	No	S	20
Fee for service - overseas full fee-paying students	Yes	No	F	30
Subcontracting, auspicing and partnership arrangements	Yes	No	S1	80
Interstate Apprentices/Trainees (other than NSW registered Apprentices) (TAFE Institutes)	Yes	No	Z70	20
VET in schools	Yes	No	Z20	20 or 30
ACE - Schools Partnership Program	Yes	No	Z30	20
Fee for service - Skills for Growth (program commenced prior to 2013)	No	No	SSG	20 or 30

## Funding Source Identifier – State Training Authority - (continued)

- \* *Funding Source Identifier – State Training Authority* codes that are asterisked (\*) can only be used for Subject enrolments with a *Program Commencement Date* prior to 1 January 2011.
- \* Enrolments against *Funding Source identifier – State Training Authority* L and P generally do not require a referral form, with the exception of enrolments under the Young People Transitioning From Care initiative. Individuals who are required to undertake the program pursuant to a community based order made under the Children, Youth and Families Act 2005, and individuals held in the Judy Lazarus Transition Centre must also present relevant documentation. Refer to the Guidelines about Fees and VET Funding Contract.

### Note:

Apprenticeship/Traineeship enrolments, which are reported with a *Funding Source Identifier – State Training Authority* code that relates to an apprenticeship or traineeship enrolment, must also report the relevant *Delta Client Identifier – Apprenticeships* (Client Identifier – Australian Apprenticeships) and *Training Contract Identifier* (*Training Contract Identifier - Australian Apprenticeships*).

### Funding Source Identifier - State Training Authority - (continued)

#### Alphabetic list of codes with further description

Funding Source - State Code	Funding Source Identifier - State Training Authority Description	Funding Source - National code	Valid for program enrolments commencing in 2017?
ACE	ACFE-funded non-accredited local programs delivered by Learn Local Organisations.	11	Yes
AEP	Automotive Supply Chain Training Initiative (General, non-Apprentice/Trainee)	11	Yes
AEL	Automotive Supply Chain Training Initiative (Apprentice/Trainee)	11	Yes
ASL	Asylum Seeker or Victim of Human Trafficking General (Apprentice/Trainee), enrolled under Victorian Training Guarantee in program that commenced on or after 1 January 2011. Requires authorised referral form.	11	Yes
ASP	Asylum Seeker or Victim of Human Trafficking (not Apprentice/Trainee) enrolled under Victorian Training Guarantee in program that commenced on or after 1 January 2011. Requires authorised referral form.	11	Yes
BWL	Back to Work Scheme (Apprentice/Trainee)	11	Yes
BWP	Back to Work Scheme (non Apprentice/Trainee)	11	Yes
D	Training activity funded directly by the Commonwealth (e.g. DEEWR, DOHA)	13	Yes
F	Fee for service - overseas full fee-paying students. All training activity funded by onshore and offshore overseas (not domestic) full fee-paying students other than overseas full fee-paying students participating in VET in Schools (Z20).	30	Yes
L <sup>x</sup>	Apprentice/Trainee. Training activity funded by the Department where the student is an Apprentice/Trainee registered with the VRQA	11	Yes, only for Skill First enrolments
LCP*	Apprentice/Trainee contestable pool (selected non-TAFE RTOs only), where program enrolment commenced prior to 1 January 2011 and is continuing in 2016.	11	No
LQ*	Additional one-off funding - Apprentice/Trainee training delivery, where program enrolment commenced prior to 1 January 2011 and is continuing in 2016.	11	No
LSG	Skills for Growth - Apprentice/Trainee. Training delivery to apprentices and trainees through Skills for Growth program. Required authorised referral form. Program enrolment commenced prior to 2013 and is continuing in to 2016.	11	No
P <sup>x</sup>	General training delivery (non-Apprentice/Trainee training).	11	Yes, only for Skill First enrolments
PSG	Skills for Growth - General (not Apprentice/Trainee). Training delivery to non-Apprentice/Trainees through Skills for Growth. Required authorised referral form. Program enrolment commenced prior to 2013 and is continuing in to 2016.	11	No

Funding Source - State Code	Funding Source Identifier - State Training Authority Description	Funding Source - National code	Valid for program enrolments commencing in 2017?
NGP	Single and Teenage Parents Training Initiative – General (not Apprentice/Trainee) – meets the Guaranteed Access Cohort eligibility criteria. Requires authorised referral form. May be granted an Eligibility Exemption from the VTG eligibility criteria.	11	No
NGL	Single and Teenage Parents Training Initiative - Apprentice/Trainee – meets the Guaranteed Access Cohort eligibility criteria. Requires authorised referral form. May be granted an Eligibility Exemption from the VTG eligibility criteria.	11	No
NSP	Single and Teenage Parents Training Initiative – General (not Apprentice/Trainee) – meets the Cohort and VTG eligibility criteria. Requires authorised referral form.	11	No
NSL	Single and Teenage Parents Training Initiative – Apprentice/Trainee – meets the VTG eligibility criteria. Requires authorised referral form.	11	No
Q	Additional funding - General (not Apprentice/Trainee). Additional general training delivery (non-Apprentice/Trainee) purchased through (specific contracts), as specifically directed in a VET Funding Contract.	11	No
QIL*	Agriculture related delivery - Apprentice/Trainee (non-TAFE RTOs only). Formerly referred to as Institute of Land and Food Resources funding. Program enrolment commenced prior to 1 January 2011 and is continuing in 2016.	11	No
RWL*	Retrenched Worker Training Entitlement - Apprentice/Trainee. Program enrolment that commenced in 2010 and is continuing in 2016.	11	No
RWP*	Retrenched Worker Training Entitlement – General (not Apprentice/Trainee). Program enrolment commenced in 2010 and is continuing in 2016.	11	No
S	Fee for service - domestic full fee-paying students. All training activity funded by domestic fee for service students	20	Yes
S1	Subcontracting, Auspicing, Partnership Arrangements: To be used by RTOs delivering training programs on behalf of an organisation that has been funded for this delivery by the Department.	80	Yes
SCL	Retrenched employees – Apprentice/Trainee	11	Yes
SCP	Retrenched employees – General (not Apprentice/Trainee)	11	Yes
SSG	Fee for service - Skills for Growth. Use together with <i>Funding Source Identifier - National</i> 20 if SSG activity is delivered to Domestic full fee-paying (fee for service) students and national code 30 if delivery is to International full fee-paying students. Required authorised referral form. Program enrolment commenced prior to 2013 and is continuing in to 2016.	20 or 30	No
T*	Tender (Priority Education and Training Program - PETP). A Victorian Government initiative that supports training and assessment by non-TAFE RTOs in skills and regions that have been identified as industry and/or Victorian Government priorities. Program enrolment commenced prior to 2011 and is continuing in 2016.	11	No
RVL	Returning employment-generating training to regional Victoria Initiative (Apprentice/Trainee)	11	Yes (Jun-Dec 2016)
RVP	Returning employment-generating training to regional Victoria Initiative (non Apprentice/Trainee)	11	Yes (Jun-Dec 2016)

# Victorian VET Student Statistical Collection Guidelines - 2017

## Data element definitions

Funding Source - State Code	Funding Source Identifier - State Training Authority Description	Funding Source - National code	Valid for program enrolments commencing in 2017?
WTL	Workers in Transition Program - Apprentice/Trainee. Requires authorised referral form. May be granted an Eligibility Exemption from the VTG eligibility criteria.	11	No
WTP	Workers in Transition Program - General (not Apprentice/Trainee). Requires authorised referral form. May be granted an Eligibility Exemption from the VTG eligibility criteria.	11	No
YCL*	Youth Compact - Apprentice/Trainee (TAFE only). Training delivery to eligible young people aged 15-24 as at 1 January of year of program commencement. Program enrolment commenced prior to 2011 and is continuing in 2016.	11	No
YCP*	Youth Compact - General (not Apprentice/Trainee) (TAFE only). Training delivery to eligible young people aged 15-24 as at 1 January of year of program commencement. Program enrolment commenced prior to 2011 and is continuing in 2016.	11	No
YRL*	Youth Compact - Apprentice/Trainee (non-TAFE RTO only). Training delivery to eligible young people aged 15-24 as at 1 January of year of program commencement. Program enrolment commenced in 2010 and is continuing in 2016.	11	No
YRP*	Youth Compact – General (not Apprentice/Trainee) (non-TAFE RTO only). Training delivery to eligible young people aged 15-24 as at 1 January of year of program commencement. Program enrolment commenced in 2010 and is continuing in 2016.	11	No
Z20	VET in Schools. Program/s undertaken as part of a student's senior secondary certificate that provides credit towards a nationally recognised VET qualification. Use together with <i>Funding Source Identifier - National 20</i> if Z20 activity is delivered to Domestic full fee-paying (fee for service) students and national code 30 if delivery is to International full fee-paying students.	20 or 30	Yes
Z30	ACE - Schools Partnership Program. Denotes training activity for which funding flows directly to Learn Local Organisations from the schools. This activity is effectively a special case of fee-for-service delivery.	20	Yes
Z55*	Youth employment scheme (Apprentice/Trainee). Program enrolment commenced prior to 2011 and is continuing in 2016.	15	No
Z70	Interstate Apprentices/Trainees (other than NSW registered Apprentices at TAFE Institutes). Training activity for which funding flows directly to providers from interstate bodies. This activity is effectively a special case of fee-for-service delivery.	20	Yes
Z75	NSW Registered Apprentices at TAFE Institutes. Training activity under a reciprocal arrangement with the NSW government	11	No
ZC	VET in custodial settings – only for delivery by RTOs specifically contracted by relevant Victorian Government departments	15	Yes
ZP	Corrections funding through privately operated prisons.	15	No

\* *Funding Source Identifier – State Training Authority* codes that are asterisked (\*) can only be used for Subject enrolments with a *Program Commencement Date* prior to 1 January 2011.

\* Enrolments against *Funding Source identifier – State Training Authority* L and P generally do not require a referral form, with the exception of enrolments under the Young People Transitioning From Care initiative. Individuals who are required to undertake the program pursuant to a community based order made under the Children, Youth and

Families Act 2005, and individuals held in the Judy Lazarus Transition Centre must also present relevant documentation. Refer to the Guidelines about Fees and VET Funding Contract.

### Highest School Level Completed Identifier

<b>Data element description</b>	A code that identifies the highest level of school that a client has successfully completed.
<b>File</b>	Client (NAT00080)
<b>Purpose</b>	To enable analysis of access and entry to VET by clients with different educational backgrounds.
<b>Business rules</b>	<p>This information is normally collected by the training organisation via a standard question on the client's enrolment form. For more information, go to <a href="#">Appendix 1: Standard enrolment questions</a> on page 209.</p> <p>Where a student is still at school, the <i>Highest School Level Completed Identifier</i> field refers to the highest level that has actually been completed, and not the level currently being undertaken. These clients should have the <i>At School Flag</i> in the Client (NAT00080) file set to Y.</p> <p>If <i>Highest School Level Completed Identifier</i> is reported as '02 - DID NOT GO TO SCHOOL', ensure that the <i>At School Flag</i> is set to 'N'. (vr.803745)</p> <p>If <i>Highest School Level Completed Identifier</i> is '02 - DID NOT GO TO SCHOOL' the <i>Year Highest School Level Completed</i> must be '#### - NOT SPECIFIED'. (VR.803236)</p> <p>Where a student previously attended a special school and their highest year level was "Ungraded", report <i>Highest School Level Completed Identifier</i> as '08 - YEAR 8 OR BELOW'.</p> <p><b>This field must not be blank.</b> (vr.80041)</p>

#### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-8

#### Field format

Value	Description
Length	2
Type	Alphanumeric
Justification	None
Fill character	None



**Highest School Level Completed Identifier - (continued)****Field value**

Value	Description
02	Did not go to school
08	Year 8 or below
09	Completed year 9 or equivalent
10	Completed year 10
11	Completed year 11
12	Completed year 12
@@	Not stated — question asked of the client but no answer provided.

### Hours Attended

#### Data element description

A value that identifies the hours attended by a client who withdraws from a unit of competency or subject without completing all training in that unit of competency or subject.

#### File

Enrolment (NAT00120)

#### Purpose

Contract management.

#### Business rules

Provision of the hours attended prior to a student's withdrawal from a unit of competency or subject is **mandatory** for all providers.

Where student has withdrawn/discontinued (*Outcome Identifier – National code 40*), *Hours Attended* must be reported (not null).

Where *Hours Attended* are reported, the *Outcome Identifier - National* field must be coded 40 (Withdrawn/discontinued).

Report the full scheduled hours in the *Scheduled Hours* field for all enrolments including withdrawn/discontinued enrolments. The option to report the hours attended prior to withdrawal by adjusting the *Scheduled Hours* field has been removed.

*Hours Attended* must not exceed the *Scheduled Hours* for the Subject (vr.120067) and (vr.120543)

*Hours Attended* should be blank for enrolments that are not withdrawn/discontinued (*Outcome Identifier – National* is not 40).

When a student withdraws, the *Activity End Date* must be modified and be consistent with the date of withdrawal. See the Glossary ([Withdrawn/discontinued enrolments](#)) for information on the correct combination of fields and values for withdrawn/discontinued students.

If a non integer value is submitted for *Hours Attended*, SVTS will use only the integer value.  
For example if 14.2 is submitted, SVTS will use 14. If 14.9 is submitted, SVTS will use 14.

#### Revision

No change.

#### Field format

Value	Description
Length	4
Type	Numeric (Integer)
Justification	Right
Fill character	Zero

## Hours Attended - (continued)

### Field value

Value	Description
Number	This element is mandatory for all withdrawn/discontinued enrolments for all training providers submitting data to SVTS.

### Indigenous Status Identifier

**Data element description** A code that indicates a client who self-identifies as being of Australian Aboriginal or Torres Strait Islander descent.

**File** Client (NAT00080)

**Purpose** To provide information on the VET participation of Aboriginal/Torres Strait Islanders.

**Business rules** The *Indigenous Status Identifier* is intended as a self-assessment response by the client and must not be determined by the training organisation.

The classification is based on the Australian Bureau of Statistics, Standards on Cultural and Language Diversity (ABS Catalogue No. 1289.0, Nov. 1999).

The training organisation normally collects information about a client's Indigenous status via a standard question on the enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#) on page 209.

**This field must not be blank.** (vr.80042)

**Revision** No change.

#### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

#### Field value

Value	Description
1	Yes, Aboriginal
2	Yes, Torres Strait Islander
3	Yes, Aboriginal AND Torres Strait Islander
4	No, neither Aboriginal nor Torres Strait Islander
@	Not stated — question asked of the client but no answer provided.

## Industry Code (ANZSIC)

### Data element description

The *Industry code (ANZSIC)* is relevant to the student's employer and is recorded for Skills for Growth enrolments only. The Australian and New Zealand Standard Industrial Classification (ANZSIC) provides a framework for organising data about businesses and grouping them according to activity.

### Files

Enrolment (NAT00120)

### Purpose

To monitor Skills for Growth training activity.

### Business rules

*Industry (ANZSIC) codes* are only required for Skills for Growth enrolments which must have one of the following *Funding Source Identifier - State Training Authority* codes:

- LSG: Skills for Growth - Apprentice/Trainee
- PSG: Skills for Growth - General (not Apprentice/Trainee)
- SSG: Skills for Growth - Fee for Service

From 2013 no new enrolments with *State Funding Source Identifiers* LSG, PSG and SSG are acceptable.

The ANZSIC code will be provided to RTOs as part of the Skills for Growth enrolment referral process.

The two-digit ANZSIC codes and the Australian Bureau of Statistics reference source are set out in [Appendix 3](#).

This field must be left blank for all records where the *Funding Source Identifier- State Training Authority* is **not** LSG, PSG or SSG.

The Skills for Growth program ceased in 2012. No enrolments with a *Program Commencement Date* from 2013 will use the LSG, PSG or SSG funding codes so no 2013 enrolments will need to report the *Industry Code (ANZSIC)*.

Refer to the [Glossary](#) for additional information about the *Industry code (ANZSIC)* and Skills for Growth enrolments.

### Revision

No change.

### Field format

Value	Description
Length	2
Type	Numeric
Justification	Right
Fill character	None

### Field value

Value	Description
01-96	A valid two-digit industry code as set out in <a href="#">Appendix 3</a>
Blank	Where the <i>Funding Source Identifier- State Training Authority</i> is not LSG, PSG or SSG

### Labour Force Status Identifier

<b>Data element description</b>	A code that best describes a client's employment status.
<b>File</b>	Client (NAT00080)
<b>Purpose</b>	To provide information on VET participation by clients' declared employment status.
<b>Business rules</b>	<p>The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to <a href="#">Appendix 1: Standard enrolment questions</a> on page 209.</p> <p>It should reflect the client's employment status at the time of their most recent enrolment.</p> <p><b>This field must not be blank.</b> (vr.80043)</p>
<b>Revision</b>	No change.

### Field format

Value	Description
Length	2
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
01	Full-time employee
02	Part-time employee
03	Self employed - not employing others
04	Employer
05	Employed - unpaid worker in a family business
06	Unemployed - seeking full time work
07	Unemployed - seeking part-time work
08	Not employed - not seeking employment
@ @	Not stated - question asked of the client but no answer provided.

## Language Identifier

### Data element description

A code that uniquely identifies the client's main language other than English spoken at home.

### File

Client (NAT00080)

### Purpose

To provide information to support the demographic analysis of VET participation.

### Business rules

The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#) on page 209.

The language specified by a client must be matched with a valid 4-digit code as specified in the Australian Standard Classification of Languages (Australian Bureau of Statistics).

If the main language spoken at home is:

- Inadequately described, the *Language Identifier* must be 0000.
- not stated, fill the *Language Identifier* field with @@@@.
- Where a client indicates a sign language as their main language 0001 - NON-VERBAL must not be used and one of the following codes must be used (9700 - SIGN LANGUAGE, 9701 - AUSLAN, 9702 - MAKATON, 9799 - SIGN LANGUAGE, not elsewhere classified)
- If *Language Identifier* in the Client (NAT00080) file is:
  - 1201 - ENGLISH
  - 9700 - SIGN LANGUAGE
  - 9701 - AUSLAN
  - 9702 - MAKATON
  - 9799 - SIGN LANGUAGES, NOT ELSEWHERE CLASSIFIED OR
  - @@@@ - NOT SPECIFIED

then Proficiency in Spoken English Identifier must be blank.

**This field must not be blank.** (vr.80044)

### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

### Language Identifier - (continued)

#### Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

#### Field value

Value	Description
0000	Inadequately described.
0001	Non-verbal.
1000-9999	Valid 4-digit Australian Standard Classification of Languages code.
@ @ @ @	Not stated - question asked of the client but no answer provided.



### Name for Encryption

#### Data element description

A field that contains the client's full name.

To ensure privacy and confidentiality, this field is encrypted by a non-reversible encryption process during software validation by the State Training Authority prior to provision to the National VET Provider Collection.

#### File

Client (NAT00080)

#### Purpose

The student name is provided and encrypted by the Department to assure the anonymity of individual clients while still allowing matching of clients across RTOs and across years for research purposes including longitudinal studies of participation in VET.

#### Business rules

This field must contain the client's full legal name (given names and surname).

Name for Encryption must contain the full name of the client. It should not include initials and must not include a title. It cannot contain numbers or dashes.

Name for Encryption must follow the format described in the Field Value section for this data element below.

**This field must not be blank.** (vr.80045)

#### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-9

#### Field format

Value	Description
Length	60
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	<p>Type the client's full name using the following format:</p> <p>Surname (comma) (space) - (max 40 characters)</p> <p>First given name (space) }                      Second given name } - (max 40 characters)</p> <p>For example:                      Jones, David Andrew</p>

### Nominal Hours

#### Data element description

The nominal anticipated hours of supervised learning or training deemed necessary to adequately present the educational material associated with the delivery of a training program.

(These hours are generally specified in the curriculum documentation and do not include hours associated with non-supervised work experience, industry placement or field placement or private study.)

#### Files

- Program (NAT00030)
- Subject (NAT00060)

#### Purpose

To allow analysis of training delivery that requires supervision.

#### Business rules

The value of *Nominal Hours* for a training program must be the value of supervised nominal hours as determined by its accrediting body.

The value of *Nominal hours* should not include any prerequisites for the unit of competency or subject that have previously been achieved. *Nominal hours* are allocated assuming a traditional classroom-based delivery and assessment strategy and do not include hours associated with non-supervised work experience, field work, work placement or private study. In instances where a program of study consists entirely of one or more of these components, the *Nominal hours* value must be zero.

This value is generally obtained from a curriculum or Training Package Implementation document.

Nationally agreed hours for units of competency are found on the NCVET Portal at [www.ncver.edu.au](http://www.ncver.edu.au)

Where a curriculum document shows:

- fractional hours, round the value to the nearest whole number of hours; round exact half-hours to the nearest odd number
- a range of hours, ensure the value is the midpoint of the range.

Where a training program lasts for more than one year, the total supervised nominal hours must be reported, not the proportion that equates to a collection period.

Nominal Hours should be between 0 and 9999. (vr.303401)

**This field must not be blank.**

#### Revision

Change Document	Change Number
VVSSCG-SC-20150112	20150112-3
VVSSCG-SC-20160825	20160825-5

## Nominal Hours - (continued)

### Field format

---

Value	Description
Length	4
Type	Numeric
Justification	Right
Fill character	Zero

### Field value

---

Value	Description
0000-9999	Value that nominally represents anticipated hours of supervised training for a program or subject

### Outcome Identifier - National

<b>Data element description</b>	A code that uniquely identifies the result or outcome of a client's participation in a subject or unit of competency at the time of the data submission.
<b>File</b>	Enrolment (NAT00120)
<b>Purpose</b>	To measure output and activity in the VET system.
<b>Business rules</b>	<p><b>Assessed</b></p> <p><b>Competency Achieved/Pass (Code 20)</b> The client has been assessed and satisfies all the requirements for the unit of competency or subject.</p> <p><b>Competency Achieved/Pass as determined via Gap Training and Assessment (Code 25)</b> Like Outcome 20, the client has been assessed and satisfies all the requirements for the Subject (unit of competency or module), however competency has been recognised via Gap Training and Assessment as opposed to standard training and assessment.</p> <ul style="list-style-type: none"> <li>▪ For the purposes of this Outcome Identifier, Gap training and Assessment is defined as where the RTO has undertaken a process to identify a student's existing skills, followed by a supplementation of those skills with a lesser amount of training than that required for the delivery of the Subject (unit of competency or module) to a learner with no prior skills. The training/instruction provided is therefore lower than the amount of learning normally required for the provision of the Subject (unit of competency or module).</li> </ul> <p><b>Competency Not Achieved/Fail (Code 30)</b> The client has attempted all of the requirements for the assessment and has been assessed as not competent, or as not satisfying one or more of the requirements for the unit of competency or subject.</p> <p>For example: This code would apply if a client attempted ten of ten required assessments and was assessed as not competent in one or more of the assessments. However, if a client had only attempted nine of the ten assessments, this code would not be used as the client must attempt all of the assessments in order to be assessed and reported as 'Competency not achieved/fail' code.</p>

## Outcome Identifier - National - (continued)

### Business rules - continued

#### Withdrawn/discontinued (Code 40)

Withdrawn is reported for clients under two possible scenarios.

The first scenario is that the client has engaged in some learning activity, and has then notified the training organisation of their withdrawal before completing all of the assessment criteria.

The second situation is where the client has engaged in some learning activity and then stopped attending or submitting assessments (i.e. discontinues) without notifying the training organisation. In this situation, a student does not attend the final assessment and has not made contact with the training organisation to formally withdraw or arrange a continuing status. The withdrawn code applies in this situation, even if the client has completed some assessments and been assessed as not competent for one or more assessments.

- For all Withdrawn/discontinued subjects, report the *Hours Attended* prior to withdrawal.
- You must use code 40 for Withdrawn/discontinued from any unit of competency or subject enrolment for which payment is being claimed from the Department (not 82).
- A zero or null *Hours Attended* is interpreted as Withdrawn/discontinued with no attendance.

#### Recognition of Prior Learning (RPL) (Codes 50, 51, 52)

Recognition of prior learning (RPL) involves the assessment of the previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. RPL is an assessment process (rather than a training process) that assesses the individual's non-formal and informal learning. This assessment determines the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a qualification.

- If a unit of competency or subject has any training activity associated with it, codes 50, 51 or 52 must not be used.

#### Recognition of Prior Learning assessment started and result not yet available (Code 50)

- The client is in the process of being assessed for recognition of prior learning but no result is yet available. This code will be valid for final reporting for a collection year only if the *Activity End Date* is in a future year. Also refer to information on continuing enrolments and *Outcome Identifier – National* code 70 below.

#### Recognition of Prior Learning granted (Code 51)

- The client has been assessed and recognition of prior learning has been granted.

#### Recognition of Prior Learning not granted (Code 52)

- The client has been assessed and recognition of prior learning has not been granted.

### Business rules - continued

#### Recognition of Current Competency (Codes 53 and 54)

RCC applies if a client has successfully completed the requirements previously for a unit of competency or subject and is now required to be reassessed to ensure that the competence is being maintained.

Only report units of competency or subjects being recognised through Recognition of Current Competency (RCC) arrangements in the collection year in which the RCC recognition is finalised.

- If a unit of competency or subject has any training activity associated with it, codes 53 or 54 must not be used.

#### Credit Transfer/national recognition (Code 60)

Credit transfer is training credit for a unit of competency or subject previously completed by a client and includes granted application for mutual recognition. Credit transfer and a granted application for mutual recognition are essentially administrative processes. These are not formal enrolments in the normal sense, because they involve neither delivery nor assessment of the student's knowledge. However, credit transfers need to be recorded and reported, firstly to exempt the student from the need to enrol in the subject, and secondly for the purposes of provider and systems calculation of qualification eligibility.

Upon application by the client, the provider consults curriculum documents or official lists to determine the extent to which the client's previously achieved program or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification they are now undertaking.

**Only report units of competency or subjects being recognised under Credit Transfer arrangements in the collection year in which the Credit Transfer recognition is finalised.**

National recognition: (a) recognition by a registered training organisation (RTO) of the Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person; (b) recognition by each state and territory's registering body of the training organisations registered by any other state or territory's registering body and of its registration decisions; and (c) recognition by all state and territory program - accrediting bodies and registering bodies of the programs accredited by each state or territory's program -accrediting body and of its accreditation decisions.

### Not yet Assessed

#### Continuing Enrolments (Code 70)

This code is used when the client has engaged in learning activity, but has not completed all the training and assessment criteria by the end of the collection year.

The enrolment retains the original *Activity start date* until the subject is finalised and resulted.

## Outcome Identifier - National - (continued)

### Business rules - continued

#### From 01 January 2017

This code replaces '90 - NOT YET AVAILABLE AT INTERIM COLLECTION', and, in addition to training activity continuing into the following year, can also be used for activity that is continuing at the time of interim submissions but due to finish in the current collection year. Note that this code cannot be used for reporting to the final annual National VET Provider Collection when the *Activity end date* is in the collection year.

The only valid codes in this instance are:

- 20 - COMPETENCY ACHIEVED/PASS
- 25 - COMPETENCY ACHIEVED/PASS AS DETERMINED VIA GAP TRAINING AND ASSESSMENT
- 30 - COMPETENCY NOT ACHIEVED/FAIL
- 40 - WITHDRAWN/DISCONTINUED
- 50 - RECOGNITION OF PRIOR LEARNING - GRANTED
- 51 - RECOGNITION OF PRIOR LEARNING - NOT GRANTED
- 53 - RECOGNITION OF CURRENT COMPETENCY -GRANTED
- 54 - RECOGNITION OF CURRENT COMPETENCY - NOT GRANTED
- 60 - CREDIT TRANSFER/NATIONAL RECOGNITION
- 61 - SUPERSEDED SUBJECT
- 81 - NON-ASSESSABLE ENROLMENT - SATISFACTORILY COMPLETED
- 82 - NON-ASSESSABLE ENROLMENT - WITHDRAWN OR NOT SATISFACTORILY COMPLETED .

**NOTE:** Continuing enrolments that are being assessed under RPL arrangements are to be reported with *Outcome Identifier – National* code 50 - RECOGNITION OF PRIOR LEARNING ASSESSMENT STARTED AND RESULT NOT YET AVAILABLE until the end of the collection period in which they are assessed after which they are generally reported as either:

- 51 - RECOGNITION OF PRIOR LEARNING GRANTED
- 52 - RECOGNITION OF PRIOR LEARNING NOT GRANTED

The full *Scheduled Hours* must be reported for all enrolments, including continuing enrolments, each time that the enrolment is included in a statistical submission.

Code 70 nor code 50 are valid for enrolments where the *Activity End Date* is 60 or more days prior to the latest upload date. (vr.120064)

### Outcome Identifier - National - (continued)

#### Business rules - continued

#### Superseded subject (Code 61)

'61 – SUPERSEDED SUBJECT' Superseded subject is used when training activity started in a unit of competency or subject but was not completed when superseded by another subject against which the final outcome will be recorded. The *Activity start date* of the original subject must be retained for the replacement subject.

*Outcome identifier – national of '61 –SUPERSEDED SUBJECT'* must not be selected for the superseded subject until training activity has commenced in the replacement subject. There must be evidence of the training activity itself in the replacement subject; evidence of enrolment procedures or data entry into the student management system is not acceptable.

When using *Outcome identifier – national '61 – SUPERSEDED SUBJECT'*, the corresponding *Program identifier* field should be populated with the original subject's *Program identifier* unless the superseding subject is being reported within a superseded Program in which case the superseded *Program identifier* should be used.

Activity listed with this code in an AVETMISS data submission will not be populated on Unique Student Identifier transcripts.

Where a provider chooses to report *Outcome Identifier National 61 – SUPERSEDED SUBJECT*, SVTS will reverse the whole payment and commence payment on the new *Subject Identifier*. In such cases where a reject 26 is executed against the superseding subject, the RTO is required to log an enquiry under category "Claims -Superseded Subjects", requesting that the reject be overwritten.

**The above is an interim solution until mapping of superseded subjects is available.**



## Outcome Identifier - National - (continued)

### Business rules - continued

#### Non-assessable (Codes 81 and 82)

A non-assessable enrolment is reported when an enrolment in a program is designed so that the client is not required to undertake an assessment or the client has elected by agreement with the training organisation at enrolment not to be assessed.

#### Outcome identifier – national can only be one of the following for non-assessable enrolments:

##### Non-assessable enrolment – satisfactorily completed (Code 81)

The client has completed the program of study in a way that satisfies the requirements of the training organisation.

##### Non-assessable enrolment – withdrawn or not satisfactorily completed (Code 82)

The client has not completed the program of study in a way that satisfies the requirements of the training organisation or the client has withdrawn after engaging in the program's activities.

- Code 82 may only be used for withdrawals from units of competency/subjects which are NOT being claimed for funding by the Department. If funding is claimed, code 40 must be used for the withdrawal and the Hours Attended prior to withdrawal must be reported. (vr.120073)

**This field must not be blank.** (vr.120050)

### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-18
VVSSCG-SC-20141030	20141030-7
VVSSCG-SC-20150112	20150112-4
VVSSCG-SC-20150818	20150818-5
VVSSCG-SC-20160825	20160825-6

### Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

### Outcome Identifier – National - (continued)

#### Field value

Assessed		Valid in final upload for collection year?
Value	Description	
20	Competency achieved/pass	Yes
25	Competency achieved/pass as determined via Gap Training and Assessment	Yes
30	Competency not achieved/fail	Yes
40	Withdrawn/discontinued	Yes
50	Recognition of Prior Learning – assessment started and result not yet available	Yes (but only if <i>Activity End Date</i> is in a future year).
51	Recognition of Prior Learning - granted	Yes
52	Recognition of Prior Learning - not granted	Yes
53	Recognition of Current Competency - granted	Yes
54	Recognition of Current Competency - not granted	Yes
60	Credit transfer/national recognition	Yes
61	Superseded subject	Yes
Not yet assessed		
Value	Description	
70	Continuing enrolments.	No (where <i>Activity End Date</i> is in the collection year) Yes (where <i>Activity End Date</i> is in a future collection year)
<b>The value below is not valid from 01/01/17</b>		
90	Not yet available at interim collection - <i>Activity End Date</i> is in the current collection year.	
Non-assessable		
Value	Description	Yes
81	Non-assessable enrolment - Satisfactorily completed	Yes
82	Non-assessable enrolment – Withdrawn or not satisfactorily completed	Yes

## Outcome Identifier - Training Organisation

**Data element description** A code internal to the training provider that uniquely identifies a type of result or outcome that a client achieves in a subject or unit of competency enrolment.

**File** Enrolment (NAT00120)

**Purpose** This field facilitates the mapping of Training Organisations' marking/result schemes to *Outcome Identifier - National* codes.

**Business rules** The training organisation is required to classify each subject or unit of competency enrolment according to the outcome achievement specified for a client within the organisation.

**Revision** No change.

### Field format

Value	Description
Length	3
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	Local code.

### Postcode in Training Organisation File - NAT00010

<b>Data element description</b>	A code that identifies the Australia Post postcode associated with the provider's head office or main physical location.
<b>Files</b>	Training Organisation (NAT00010)
<b>Purpose</b>	To provide information to support geographic analysis of VET delivery.
<b>Business rules</b>	<p>The postcode must be a four-digit Australia Post postcode that is valid during the collection year. (vr.10014) &amp; (vr.103705)</p> <p>The postcode must not be the Australia Post postcode of a post office box address. The postcode should represent the organisation's physical location.</p> <p><b>This field must not be blank.</b></p> <p>Refer to the <a href="#">Glossary</a> for the Australia Post web site and additional information about the Postal Address File (PAF).</p>
<b>Revision</b>	No change.

#### Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

#### Field value

Value	Description
0001-9999	A 4-digit Australia Post postcode that is valid during the collection year. It must not be the postcode for a post office box number.

## Postcode in Training Organisation Delivery Location File - NAT00020

<b>Data element description</b>	A code that identifies the Australia Post postcode associated with each physical location (campus) at which training is delivered.
<b>Files</b>	Training Organisation Delivery Location (NAT00020)
<b>Purpose</b>	To provide information to support geographic analysis of VET delivery.
<b>Business rules</b>	<p>The postcode must be a four-digit Australia Post postcode that is valid during the collection year. (vr.20006)</p> <p>The postcode must not be the Australia Post postcode of a post office box address. The postcode should represent the physical location at which training is delivered. (vr.204639)</p> <ul style="list-style-type: none"> <li>▪ Where delivery occurs throughout Victoria, or does not occur at a physical location (such as online or by distance education), the postcode of where the training is being coordinated must be used. This will generally be the RTO address details.</li> <li>▪ If delivery occurs at an overseas location, the code <code>OSPC</code> must be used.</li> </ul> <p>The Address Street Name, Address Street Number and postcode combination once assigned to a unique Training Organisation Delivery Location Identifier, must remain the same. Address details cannot change for the same Training Organisation Delivery Location Identifier. The RTO is required to assign a new Training Organisation Delivery Location Identifier when there are any address detail changes.</p>

**This field must not be blank.**

### Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-13
VVSSCG-SC-20160825	20160825-7

### Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
0001-9999	A 4-digit Australia Post postcode that is valid during the collection year. It must not be the postcode for a post office box number.
OSPC	Overseas address.

### Postcode in Client File - NAT00080

<b>Data element description</b>	A code that identifies the Australia Post postcode associated with the client's physical location of usual place of residence.
<b>Files</b>	Client (NAT00080)
<b>Purpose</b>	To provide information to support geographic analysis of VET delivery.
<b>Business rules</b>	<p>The postcode must be a four-digit Australia Post postcode that is valid during the collection year. (vr.803705)</p> <p>The postcode must not be the Australia Post postcode of a post office box address. The postcode should represent the student's "usual" physical residential location, rather than a mailing address.</p> <p>If a valid residential postcode is not available the <i>Postcode</i> field must be reported as either:</p> <ul style="list-style-type: none"> <li>▪ 0000 - if an unknown postcode is provided</li> <li>▪ @@@@ - if no postcode is provided</li> <li>▪ OSPC - for an overseas location or address.</li> </ul> <p>If the State Identifier is '99 - OVERSEAS BUT NOT AN AUSTRALIAN TERRITORY OR DEPENDENCY' the postcode must be 'OSPC' (vr.80054)</p> <p>Postcode must be 'OSPC - OVERSEAS ADDRESS LOCATION' for international clients, irrespective of the postcode used in the overseas address or the client's temporary address in Australian.</p> <p>If Postcode is 'OSPC - OVERSEAS ADDRESS LOCATION', the National Source Identifier – National must be '30. INTERNATIONAL FULL FEE-PAYING CLIENT'.</p> <p>The combination of the <i>Postcode</i> field and the information in the <i>Address Location - Suburb, Locality or Town</i> field must match the Australia Post listing, if not reporting 'OSPC', '@@@@' or '0000'. (vr.80008)</p> <p><b>This field must not be blank.</b> (vr.80030)</p>

#### Revision

Change Document	Change Number
VVSSCG-20140725	20140725-19

## Postcode in Client File - NAT00080 - (continued)

### Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
0001-9999	A 4-digit Australia Post postcode that is valid during the collection year. It must not be the postcode for a post office box number.
0000	Postcode provided but unknown.
@@@@	Postcode not provided
OSPC	Overseas address

### Postcode in Client Postal Details File - NAT00085

<b>Data element description</b>	A postcode that provides client mailing address details for the purpose of conducting the Student Outcomes Survey.
<b>Files</b>	Client Postal Details (NAT00085)
<b>Purpose</b>	To provide a mailing address for the delivery of mail to students following completion of their training.
<b>Business rules</b>	<p>The postcode must be a four-digit Australia Post postcode that is valid during the collection year. (vr.853705) and (vr.85049)</p> <p>As the <i>Postcode</i> required for this file is part of a mailing address, the postcode for a post office box number is acceptable.</p> <p>If a valid postcode is not available the <i>Postcode</i> field must be reported as either:</p> <ul style="list-style-type: none"> <li>▪ 0000 - if an unknown postcode is provided</li> <li>▪ @@@@ - if no postcode is provided</li> <li>▪ OSPC - for an overseas location or address. (vr.85030)</li> </ul> <p>If the State Identifier is '99 - OVERSEAS BUT NOT AN AUSTRALIAN TERRITORY OR DEPENDENCY the postcode must be 'OSPC' (vr.85040) and (vr.85045)</p> <p><b>This field must not be blank.</b></p>
<b>Revision</b>	No change

#### Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

#### Field value

Value	Description
0001-9999	Any 4-digit Australia Post postcode that is valid during the collection year.
0000	Postcode provided but unknown.
@ @ @ @	Postcode not provided
OSPC	Overseas address



## Prior Educational Achievement Flag

<b>Data element description</b>	A flag to indicate whether or not a client has completed one or more types of post secondary school qualifications before the current VET enrolment.
<b>File</b>	Client (NAT00080)
<b>Purpose</b>	To provide information to support the analysis of VET participation.
<b>Business rules</b>	<p>Prior educational achievement details are normally collected from clients via a standard question on the enrolment form. For more information, go to <a href="#">Appendix 1: Standard enrolment questions</a> on page 209.</p> <p>If a client has indicated that he or she has completed a post-secondary school qualification before the current enrolment, the <i>Prior Educational Achievement Flag</i> field must be Y, regardless of whether or not the specific prior educational achievement category has been identified.</p> <p>If the <i>Prior Educational Achievement Flag</i> is Y, one or more records describing the client's prior educational achievements should be provided in the Client Prior Educational Achievement (NAT00100) file. (vr.80017) and_(vr.1004001)</p> <p>If a client has successfully completed a Certificate I, II, III, or IV in the secondary education system, then the <i>Prior Educational Achievement Flag</i> will be Y regardless of whether the client is still at school.</p> <p>This field is now <b>mandatory</b> (@ is not valid) for all government subsidised and domestic fee for service enrolments that commence on or after 1/1/2010. (vr.804001)</p> <p><b>This field must not be blank.</b></p>
<b>Revision</b>	No change.

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
Y	Yes - a prior educational achievement has been completed.
N	No - a prior educational achievement has not been completed.
@*	Not stated - question asked of the client but no answer provided.

\* Only valid for enrolments that commence prior to 1/1/2010 or for full fee paying international students

### Prior Educational Achievement Identifier

**Data element description** A code that uniquely identifies a level of prior educational achievement successfully completed by a client. (vr.100003)

**File** Client Prior Educational Achievement (NAT00100)

**Purpose** To provide information to support the analysis of VET participation.

**Business rules** The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#) on page 209.

Clients may have more than one prior educational achievement type.

If a client:

- identifies that he or she has completed a prior educational achievement (and the *Prior Educational Achievement Flag* field displays Y) but has not specified the type(s) of educational achievement, the *Prior Educational Achievement Identifier* field must be coded 990 – MISCELLANEOUS EDUCATION
- completes a Certificate I or Certificate II in secondary school, the *Prior Educational Achievement Identifier* field must be 521 or 524.

When a client has a Prior Education Level of Diploma or above, they cannot be enrolled in a government subsidised foundation level program. (vr.120083)

Senior secondary education (Year 12 or Year 11) and Junior Secondary Education (Year 10) are not considered prior educational qualifications.

**This field must not be blank.** (vr.100005)

### Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-14

### Field format

Value	Description
Length	3
Type	Numeric
Justification	None
Fill character	None

**Prior Educational Achievement Identifier - (continued)****Field value**

<b>Value</b>	<b>Description</b>
008	Bachelor Degree or Higher Degree level
410	Advanced Diploma or Associate Degree Level
420	Diploma Level
511	Certificate IV
514	Certificate III
521	Certificate II
524	Certificate I
990	Miscellaneous Education

### Prior Educational Achievement Recognition Identifier

<b>Data element description</b>	A code that identifies whether the <i>Prior Education Achievement Identifier</i> reported is based on an International qualification, Australian equivalence or an Australian qualification.
<b>File</b>	Client Prior Educational Achievement (NAT00100)
<b>Purpose</b>	To provide information to support the analysis of VET participation.
<b>Business rules</b>	<p>The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to <a href="#">Appendix 1: Standard enrolment questions</a> on page 209.</p> <p>When reporting a <i>Prior Education Achievement Identifier</i> it is important to know whether this qualification is an Australian qualification, an Australian equivalent qualification or an International qualification.</p> <p>The definition of an Australian equivalent in this context means the student has had their International qualifications assessed by an appropriate Government Authority. In Victoria this authority is the Overseas Qualification Unit (OQU). Please refer to the <a href="#">Glossary</a> for more information on OQU and other useful links for assessment of International qualifications.</p> <p>The reporting requirements for students who declare that they have International qualifications, are as follows:</p> <p><b>International but has been assessed to an Australian equivalent qualification:</b></p> <p>If a student indicates that their prior education was achieved overseas and that they have gone through the process of having the qualification assessed by the relevant government authority in Australia, then they will need to report 'E - AUSTRALIAN EQUIVALENT' next to the prior education achievement identifier which has been assessed as the Australian equivalent.</p> <p><b>International but has not been assessed to an Australian equivalent qualification:</b></p> <p>If the student has an overseas (international) qualification but has not had it assessed then they report 'I - INTERNATIONAL' next to the prior education achievement identifier.</p> <p><b>International and an Australian qualification of the same level:</b></p> <p>If the student has an International qualification and also has an Australian qualification at the same qualification level, then 'A - AUSTRALIAN' must be reported for that qualification level.</p> <p><b>An Australian equivalent and an Australian qualification of the same level:</b></p> <p>If the student has an Australian equivalent qualification and also has an Australian qualification at the same qualification level, then 'A - AUSTRALIAN' must be reported for that qualification level. Note that this may be on rare occasions and they would generally be for different fields of study.</p>

## Prior Education Achievement Recognition Identifier – (continued)

### Business rules -continued

For enrolments commencing on or after 1 January 2015, when a student holds an International qualification but is not sure what is the Australian equivalent, then report 'I – INTERNATIONAL'. It is not the responsibility of the student or the RTO to guess what the equivalent is.

The priority order of reporting Prior Education Achievement Recognition Identifiers if a student has multiple for the same qualification levels is:

1. A - Australian
2. E- Australian Equivalent
3. I – International

**This field must not be blank for enrolments commencing on or after 1 January 2015.**

### Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-20
VVSSCG-SC-20141030	20141030-8

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
A	Australian qualification
E	Australian equivalent
I	International

### Proficiency in Spoken English Identifier

**Data element description** A code that is used to assess the English-speaking ability of people who speak a language other than English.

**File** Client (NAT00080)

**Purpose** The training organisation normally collects the information via a standard question in the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions [on page 209](#).

**Business rules** Leave this field blank if the *Language Identifier* field is one of the following:

- 1201 - ENGLISH
- 9700 - SIGN LANGUAGE
- 9701 - AUSLAN
- 9702 - MAKATON
- 9799 - SIGN LANGUAGE NOT ELSEWHERE CLASSIFIED
- @@@@ - NOT SPECIFIED. (vr.80056)

**Revision** No change.

#### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

#### Field value

Value	Description
1	Very well
2	Well
3	Not well
4	Not at all
Blank	If the Language Identifier is 1201, 9700, 9701, 9702, 9799 or @@@@.
@	Not stated - question asked of the client but no answer provided.

## Program Commencement Date

<b>Data element description</b>	Date the student commenced training activity in a particular program.
<b>Files</b>	Enrolment (NAT00120) and Program Completed (NAT00130)
<b>Purpose</b>	To monitor and facilitate payment of government subsidised training delivery and to support fee maintenance arrangements. As well as assist in the monitoring of Program Completed.
<b>Business rules</b>	<p>The <i>Program Commencement Date</i> is a training activity date (not an enrolment or admission date). The date will generally be the date of the first activity for the first subject towards the completion of the program in which the student has enrolled.</p> <p>The <i>Program Commencement Date</i> will normally have the same value as the earliest <i>Activity Start Date</i> reported in the NAT00120 for a student enrolled in the same program.</p> <p>The <b><i>Program Commencement Date</i> must not change</b> from month to month or year to year for a specific program enrolment for a specific student who continues to remain enrolled and active in the program under the same funding arrangements.</p> <p>The same <i>Program Commencement Date</i> must be recorded for each unit of competency/subject undertaken by a given student in a given program enrolment.</p> <p>For government subsidised training, the <i>Program Commencement Date</i> must be consistent with the <i>Purchasing Contract Identifier</i>. (vr.120538)</p> <p>A student enrolled in more than one program during a collection year may have a different <i>Program Commencement Date</i> for each program enrolment.</p> <p>A <i>Program Commencement Date</i> must be provided for all enrolments including 'unit or subject only enrolments' (that is, where a value of 8 - UNIT OF COMPETENCY OR SUBJECT ENROLMENT ONLY - has been recorded in the <i>Commencing Program Identifier</i> field). For 'unit of competency / subject only enrolments', the <i>Program Commencement Date</i> will be the subject's <i>Activity Start Date</i>.</p> <p>The <i>Program Commencement Date</i> reported on the Program Completed file must be the <b>same</b> as the <i>Program Commencement Date</i> that was reported for the <b>related enrolment</b> on the Enrolment file for which a completion is expected, or the same as the <i>Program Commencement Date</i> of an earlier enrolment that has already been completed but not yet reported in the Program Completions file with the year it was completed in.</p> <p><b>This field must not be blank.</b> (vr.120054)</p>
<b>Important note</b>	This field supports the provision of the appropriate funding up to the published maximum hours for each program enrolment. Refer to the <a href="#">Glossary</a> for additional information about <i>Program Commencement Date</i> .

### Program Commencement Date - (continued)

#### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

#### Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

#### Field value

Value	Description
DDMMYYYY	Valid date



## Program Field of Education Identifier

### Data element description

A code that uniquely identifies the purpose of learning; that is, the ultimate aim of the skills and knowledge gained in a qualification or program.

### File

Program (NAT00030)

### Purpose

To identify the main purpose of the program.

### Business rules

A qualification or program has a single *Program Field of Education Identifier* code according to the content of the program of study.

The code must be a valid narrow level (4-digit) Field of Education code. (vr.30010)

All programs developed by a training organisation that have not been registered for accreditation with a state or national accreditation authority must be coded by the training organisation in accordance with Australian Standard Classification of Education (ASCED) ABS Catalogue No. 1272.0, 2001. (vr.303999)

**This field must not be blank.**

### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

### Field format

Value	Description
Length	4
Type	Numeric
Justification	None
Fill character	None

### Field value

Value	Description
BBNN	A valid 4-digit narrow level field of education code.

### Program Identifier

#### Data element description

A code that uniquely identifies a program or skill set.

#### Files

- Program (NAT00030)
- Enrolment (NAT00120)
- Program Completed (NAT00130)

#### Purpose

To identify programs or skill sets within a training organisation.

#### Business rules

The *Program Identifier* is a unique code that identifies a program designed to lead to a qualification specified in a:

- a program designed to lead to a qualification specified in a national training package
- nationally accredited program, or
- a skill set that is specified in a national training package, or
- training organisation approved/accredited program or skill set. (vr.30002)

If the program is a training package qualification, training package skill set or a national program, the training organisation must provide the qualification code as specified in the curriculum document. Programs Program are assigned qualification codes during the process of national accreditation and are listed on the TGA<[www.training.gov.au](http://www.training.gov.au)>.

When allocating the *Program Identifier*, the following hierarchy must be observed. Where the program is:

- designed to lead to a qualification specified in a National Training Package, the *Program Identifier* must be the valid **national qualification code** as specified in the national training register
- nationally accredited but does not lead to a qualification specified in a National Training Package, the *Program Identifier* must be the **nationally accredited program code**
- approved or accredited by the training organisation, the *Program Identifier* must be the **training organisation approved/accredited program code**. Programs that are not nationally recognised must not match the Program Identifier code for any current or superseded/obsolete nationally recognised program of training listed on TGA. Once reported, the training organisation must use the same *Program Identifier* code every time, and in every collection year, that the training organisation reports that program. (vr.30018)

It is recommended that when creating new training organisation program codes, the training organisation uses their TOID as the characters prefixing their local *Program Identifier* and that old local superseded/obsolete codes are not reused as new local *program identifiers*.

## Program Identifier - (continued)

### Business rules - continued      Guidelines for use

All alphabetic characters in the *Program Identifier* must be in upper case.

The *Program Identifier* must not contain spaces.

#### This field must be blank if:

- *Program Identifier* must be blank if *Subject Identifier* is not part of a qualification or program enrolment in the *Enrolment (NAT00120)* file.

#### This field must not be blank:

- *Program Identifier* must not be blank if the unit of competency or subject is part of a qualification or program enrolment in the *Enrolment (NAT00120)* file.
- *Program Identifier* must not be blank if *Client Identifier — Apprenticeships and Training Contract Identifier* are not blank in the *Enrolment (NAT00120)* file.
- In the NAT00030 or NAT00130 files. (vr.30001), (vr.304501)
- In the NAT00120 if the *Subject Identifier* is part of a qualification or program enrolment and *Commencing Program Identifier* is 3 or 4.
- In Victoria, a *Program Identifier* may be provided for “unit of competency or subject enrolment only” which have *Commencing Program Identifier* code 8 .

A training package qualification code comprises of AAABCCDD

AAA	is three alpha characters identifying the training package
B	is one numeric character identifying the AQF level
CC	is two numeric character identifying the qualification type the sequence of this qualification type in the training package
DD	is two numeric characters identifying the version as the calendar year in which the qualification was endorsed

A training package skill set code comprises of AAASSXXXXX

AAA	three alpha characters identifying the training package
SS	two alpha characters (always SS) identifying program as a skill set
XXXXX	Five numeric characters applied sequentially to skill sets (e.g. 00001, 00002)

### Program Identifier - (continued)

#### Business Rules – continued

The *Program Identifier* may be blank if:

- The unit of competency or subject is **not** part of a qualification or program - that is, the activity is a "unit of competency or subject enrolment only" and has a *Commencing Program Identifier* of 8.
- Note for all subject only enrolments reported with *Commencing Program Identifier* code 8, the *Client Identifier – Apprenticeships* and *Training Contract Identifier* must also be blank. (vr.1204643)

#### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

#### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	In hierarchical order: <ul style="list-style-type: none"> <li>▪ national training package qualifications, or</li> <li>▪ Training package skill set, or</li> <li>▪ nationally recognized accredited program, or</li> <li>▪ locally developed skill set, or</li> <li>▪ training organisations' approved/accredited program code.</li> </ul>

## Program Level of Education Identifier

**Data element description** A code that uniquely identifies the level of complexity of the program of study.

This classification is based on the Australian Standard Classification of Education (ASCED), catalogue no. 1272.0, 2001. (vr.30007)

**File** Program (NAT00030)

**Purpose** To provide information to support the analysis of VET participation by qualification level.

**Business rules** The training organisation is required to provide the appropriate code as specified in the curriculum document for each program. Programs are assigned this code during the process of national/state accreditation.

Where the successful completion of a program does not lead to a recognised qualification, the program must be given the *Qualification Category Identifier* 999 - EDUCATION NOT ELSEWHERE CLASSIFIED.

If the *Program Recognition Identifier* '15 - HIGHER LEVEL QUALIFICATIONS' are accredited by state or territory government accreditation authorities or higher education institutions with self-accrediting authority in line with the Protocols for Higher Education Approval Processes, then the *Program Level of Education Identifier* must be in the range from '211 - GRADUATE DIPLOMA' to '421 - DIPLOMA'. (vr.30019)

If the *Program Recognition Identifier* = 14 (Other program, not a national Training Package or a nationally accredited program) then the *Program Level of Education Identifier* must be in the range 611 – 999.(vr.303848)

If the *Program Recognition Identifier* is '13 - NATIONALLY RECOGNISED SKILL SET, SPECIFIED IN A NATIONAL TRAINING PACKAGE' or '16 - LOCALLY RECOGNISED SKILL SET' Then the *Program Level of Education Identifier* must be 991 - STATEMENT OF ATTAINMENT NOT IDENTIFIABLE BY LEVEL. (VR.30023)

**This field must not be blank.** (vr.30016)

### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

### Program Level of Education Identifier - (continued)

#### Field format

Value	Description
Length	3
Type	Numeric
Justification	None
Fill character	None

#### Field value

Graduate Diploma Level	
Value	Description
211	Graduate Diploma/Vocational Graduate Diploma
Graduate Certificate Level	
Value	Description
221	Graduate Certificate/Vocational Graduate Certificate
Bachelor Degree Level	
Value	Description
311	Bachelor Degree (Honours)
312	Bachelor Degree (Pass)
Advanced Diploma and Associate Degree Level	
Value	Description
411	Advanced Diploma
413	Associate Degree
Diploma Level	
Value	Description
421	Diploma
Certificate III & IV Level	
Value	Description
511	Certificate IV
514	Certificate III

## Program Level of Education Identifier - (continued)

## Field value (continued)

<b>Certificate I &amp; II Level</b>	
<b>Value</b>	<b>Description</b>
521	Certificate II
524	Certificate I

  

<b>Senior Secondary Education</b>	
<b>Value</b>	<b>Description</b>
611	Year 12
613	Year 11

  

<b>Junior Secondary Education</b>	
<b>Value</b>	<b>Description</b>
621	Year 10

  

<b>Other Education - Non-award Programs</b>	
<b>Value</b>	<b>Description</b>
912	Other Non-award Programs

  

<b>Other Education - Miscellaneous Education</b>	
<b>Value</b>	<b>Description</b>
991	Statement of Attainment Not Identifiable by Level
992	Bridging and Enabling Programs Not Identifiable by Level
999	Education not elsewhere classified

### Program Name

#### Data element description

The full name of the program or the full name of the qualification.

#### File

Program (NAT00030)

#### Purpose

Program names provide more detailed information about programs and qualifications than is available from the classifications.

#### Business rules

Where the *Program Identifier* is a national qualification code, the *Program Name* must be the exact name of the **national qualification** as specified in a National Training Package. These are listed on TGA [www.training.gov.au](http://www.training.gov.au)

Where the program is nationally accredited and does not lead to a qualification specified in a National Training Package, in the *Program Name* must be the **nationally accredited program name**.

Where the program is approved or accredited by the training provider, the training organisation is required to provide a suitable program name that avoids the program being mistaken for a national qualification or nationally accredited program.

The training organisation is required to provide the appropriate program name for each program. Programs are assigned a name during the process of accreditation.

The *Program Name* field must be in upper case.

**This field must not be blank.** (vr.30004)

#### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

#### Field format

Value	Description
Length	100
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	In hierarchical order: <ul style="list-style-type: none"> <li>▪ name of a nationally endorsed qualification as specified in a National Training Package.</li> <li>▪ name of a nationally accredited program code</li> <li>▪ name of a Training organisation approved/accredited program code.</li> </ul>



## Program Recognition Identifier

<b>Data element description</b>	A code that uniquely identifies the organisational level of the authority that has granted recognition of a program or skill set.
<b>File</b>	Program (NAT00030)
<b>Purpose</b>	To identify the level of recognition given to programs and skill sets within the VET sector.
<b>Business rules</b>	<p>Nationally accredited program of study designed to lead to a qualification specified in an endorsed National Training Package</p> <ul style="list-style-type: none"> <li>Must be coded 11 - <small>NATIONALLY ACCREDITED QUALIFICATION (vr.304511)</small></li> </ul> <p>Nationally recognised accredited programs endorsed by state or territory recognition authorities, or registered training organisations with delegated authority to self-manage accreditation</p> <ul style="list-style-type: none"> <li>Must be coded 12 - <small>NATIONALLY RECOGNISED ACCREDITED PROGRAM (vr.304511)</small></li> </ul> <p>Skill sets endorsed in a training package</p> <ul style="list-style-type: none"> <li>Must be coded 13 - <small>NATIONALLY RECOGNISED SKILL SET, SPECIFIED IN A NATIONAL TRAINING PACKAGE (VR.30021), (vr.30022)</small></li> </ul> <p>Training organisations reporting other locally accredited programs</p> <ul style="list-style-type: none"> <li>Must be coded 14 - <small>OTHER PROGRAMS</small></li> </ul> <p>Not nationally recognised Higher level qualifications approved or accredited by the Training Organisation</p> <ul style="list-style-type: none"> <li>Must be coded 15 - <small>HIGHER-LEVEL QUALIFICATIONS, OTHER THAN TRAINING PACKAGE QUALIFICATIONS OR NATIONALLY ACCREDITED PROGRAMS</small></li> <li>Use where the local program is at Diploma or above, that is where the <i>Program Level of Education Identifier</i> is less or equal to 421. (vr.30019)</li> </ul> <p>Skill sets other than those specified in training packages</p> <ul style="list-style-type: none"> <li>Must be coded 16 - <small>LOCALLY RECOGNISED SKILL SET.</small></li> </ul> <p><b>This field must not be blank.</b> (vr.30017)</p>

## Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

### Program Recognition Identifier - (continued)

#### Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

#### Field value

Value	Description
	<b>NATIONALLY RECOGNISED TRAINING PROGRAMS</b>
11	Nationally accredited qualification designed to lead to a qualification specified in a National Training Package.
12	Nationally recognised accredited program, other than a qualification designed to lead to a qualification specified in a National Training Package.
13	Nationally recognized skill set specified in a national training package.
	<b>NOT NATIONALLY RECOGNISED</b>
14	Other programs.
	<b>OTHER</b>
15	Higher-level qualifications, other than training package qualifications or nationally recognised accredited programs.
16	Locally recognized skill set.

## Program Supervised Teaching Activity Completion Date

**Data element description** The date on which a student is scheduled to complete/completes their Program. Where a student has not yet completed their Program, this date should be an estimate of the last date upon which they are scheduled to undertake supervised training and assessment in order to complete the specified Program.

**File** Program Completion (NAT00130)

**Purpose** This field provides information about patterns of training activity and student participation in training.

**Business rules** From 1 January 2016, for all new and continuing government subsidised enrolments, the RTOs must report the *Program Supervised Teaching Activity Completion Date*. Where the *Program Supervised Teaching Activity Completion Date* must:

- be after the first subject *Activity Start Date*,
- on Program completion, will be on or before the last subject *Activity End Date*
- not be before the start of the collection period,
- should reflect the date upon which supervised training and assessment activity is scheduled to complete, in line with the student's Training Plan, and
- should exclude assessment activity where the student is not directly participating, such as the time elapsed between the submission and evaluation of written assessments.

Where a student has completed or otherwise discontinued their program enrolment, this date should reflect the occurrence of that event.

**This field must not be blank, when:**

- the student is enrolled in a government subsidised enrolment

**Please note:** A full implementation Fact – Sheet for this new data element will follow in due course.

### Revision

Change Document	Change Number
VVSSCG-SC-20150818	20150818-6
VVSSCG-SC-20151111	20151111-3

### Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

### Field value

Value	Description
DDMMYYYY	A valid date.

### Program Unique Supervised Hours

<b>Data element description</b>	The total number of unique hours of supervised training and assessment activity for the Program enrolment.
<b>Files</b>	Program Completed (NAT00130)
<b>Purpose</b>	To help determine the intensity of a student's training experience based on the estimated or planned duration of a student's engagement in training within a program.
<b>Business rules</b>	<p>From 1 January 2016, for all new government subsidised enrolments, the RTOs must report the supervised hours it takes a student to complete the Program. These hours will generally align with the timetabled hours documented in the student's Training Plan. In most circumstances, these hours may also align with the RTOs timetable.</p> <p>The <i>Program Unique Supervised Hours</i> (PUSH) must always reflect the unique hours of supervised training and assessment that will occur during the Program. Note that this data element differs from the <i>Nominal Hours</i> or <i>Scheduled Hours</i> in that it must reflect actual elapsed time engaged in supervised training and assessment from the student's point of view across the Program, in line with the student's Training Plan.</p> <p>In this context <b>Supervised</b> means directed, structured learning, where a student has real time access to a trainer and/or assessor, independent of delivery mode.</p> <ul style="list-style-type: none"> <li>▪ Time spent on <b>online</b> delivery is included in PUSH where the online training and/or assessment is structured and provides real time access to a trainer and/or assessor. Time spent undertaking online activity that is not structured and is provided purely as a student resource should not be included in PUSH.</li> <li>▪ Those parts of <b>workplace</b> based delivery where the student (including Apprenticeships or Traineeships) is at their employer's premises or at a host organisation <u>and</u> is being trained and/or assessed by an RTO trainer/assessor, form part of PUSH. Work supervised by the employer or host organisation <u>without</u> an RTO trainer/assessor being involved does not form part of PUSH.</li> <li>▪ All face to face <b>class room</b> based delivery forms part of PUSH.</li> <li>▪ The time spent by an RTO with the student in undertaking an assessment task whether knowledge based or practical assessment (this captures all modes of delivery) should be included in PUSH.</li> <li>▪ Time spent correcting an assessment task away from the student should not be included in PUSH.</li> </ul>

## Program Unique Supervised Hours – (continued)

### Business rules - continued

Where multiple subjects are being delivered in a clustered fashion, the total elapsed time to deliver all the subjects concurrently should be reported.

For example, if two subjects each of 10 scheduled hours are being delivered as a cluster, only 10 PUSH should be reported.

Where dual qualifications are being reported, it is expected that two separate records will exist on the Program Completions file and the *Program Unique Supervised Hours* will be distinct for each enrolment.

The value for *Program Unique Supervised Hours* must be a whole number of hours. Where fractional hours occur, round the value to the nearest whole number of hours; round exact half-hours to the odd number.

This field must not be blank for government subsidised Programs. The *Program Unique Supervised Hours* must be specific to each student for each Program enrolment.

This field must not be blank for government subsidised enrolments commencing from 1 January 2016.

### Revision

Change Document	Change Number
VVSSCG-SC-20150818	20150818-7
VVSSCG-SC-20151111	20151111-4

### Field format

Value	Description
Length	5
Type	Numeric
Justification	Right
Fill character	Zero

### Field value

Value	Description
00000-99999	Unique hours of supervised training and assessment that will occur during the Program delivery.

### Purchasing Contract Identifier

<b>Data element description</b>	A unique identifier or code for the purchasing or funding contract between the State Training Authority and the training provider (Registered Training Organisation -RTO).
<b>File</b>	Enrolment (NAT00120)
<b>Purpose</b>	Contract management.
<b>Business rules</b>	<p>The <i>Purchasing Contract Identifier</i> is unique to the RTO.</p> <p>Provision of the identifier is mandatory for all TAFEs and RTOs submitting claims for payment through SVTS. (vr.120533)</p> <p>The <i>Purchasing Contract Identifier</i> must be consistent with the year the student commenced their program. That is, the <i>Purchasing Contract Identifier</i> remains constant for a given <i>Client Identifier</i>, <i>Program Identifier</i> and <i>Program Commencement Date</i>. (vr.120057) and (vr.120501)</p> <p>The <i>Purchasing Contract Identifier</i> should be left blank by Learn Local Organisations which are not paid by the Department.</p> <p>This field should be blank for all subject enrolments for which payment is not being claimed through SVTS.</p>
<b>Revision</b>	No change.

#### Field format

Value	Description
Length	12
Type	Alphanumeric (must be an integer or blank)
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	This element is mandatory for TAFEs and private RTOs for all enrolments being claimed through SVTS.
Blank	<p>Blank for enrolments for which payment is not being claimed through SVTS.</p> <p>The identifier is not relevant to ACE delivery and should be left blank.</p>

## Purchasing Contract Schedule Identifier

<b>Data element description</b>	A <i>Purchasing Contract Schedule Identifier</i> is a code that identifies a specific qualification or program to be undertaken as part of a Purchasing Contract.
<b>File</b>	Enrolment (NAT00120)
<b>Purpose</b>	Contract management.
<b>Business rules</b>	<p>Provision of the <i>Purchasing Contract Schedule Identifier</i> is <b>mandatory</b> for all enrolments being submitted to SVTS <b>by RTOs</b> for payment under the <b>PETP</b> program (<i>Funding Source Identifier – State Training Authority</i> code “T”). (vr.120510)</p> <p>The <i>Purchasing Contract Schedule Identifier</i> is also sometimes referred to as the “Submission Number”.</p> <p>The <i>Purchasing Contract Schedule Identifier</i> is 3 alphabetic characters.</p> <p>The <i>Purchasing Contract Schedule Identifier</i> is unique to the RTO.</p> <p>The <i>Purchasing Contract Schedule Identifier</i> should be left blank by TAFE institutes and Learn Local Organisations.</p>
<b>Revision</b>	No change.

### Field format

Value	Description
Length	3
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	This element is mandatory for private RTOs claiming under the PETP program.
Blank	The identifier is not relevant to TAFE Institutes and Learn Local Organisations and should be left blank.

### Issued Flag

#### Data element description

A flag that indicates whether a client has been issued with a recognised credential for the successful completion of a recognised qualification or program.

#### File

Program Completed (NAT00130)

#### Purpose

To acknowledge that a qualification has been issued.

#### Business rules

Where the training organisation has:

- **issued the acknowledgment** that a client has completed the requirements of a recognised qualification, the *Issued Flag* must be Y.
- **not issued the acknowledgment** that a client has completed the requirements of a recognised qualification, the *Issued Flag* must be N.

**This field must not be blank.**

#### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

#### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

#### Field value

Value	Description
Y	Qualification acknowledgment issued.
N	Qualification acknowledgment not issued.



## Scheduled Hours

<b>Data element description</b>	The hours of supervised teaching activity (including assessment times) that the provider schedules for a subject or unit of competency enrolment.
<b>File</b>	Enrolment (NAT00120)
<b>Purpose</b>	To cater for local variations from the stated nominal hours in measuring VET activity.
<b>Business rules</b>	<p>The <i>Scheduled Hours</i> will usually be the same as the nominal hours specified for a subject or unit of competency. However, different local circumstances or delivery strategies may result in a variation from the standard nominal hours. Refer to the Glossary for further details on scheduled and nominal hours.</p> <p>The value for <i>Scheduled Hours</i> must be a whole number of hours. Where fractional hours occur, round the value to the nearest whole number of hours; round exact half-hours to the odd number.</p> <p><i>Scheduled hours</i> should normally be in the range 0000–0400 hours for a unit of competency or subject enrolment.</p> <p>Hours attributed to fully unsupervised work experience or industry placement, must not be included.</p> <p>If the <i>Outcome Identifier - National</i> field relates to Credit Transfer (Code 60 CREDIT TRANSFER), the <i>Scheduled Hours</i> for this enrolment may be reported but are not eligible for payment.</p> <p>Providers must report the full <i>Scheduled Hours</i> for the unit of competency or subject every time that the enrolment is reported in a statistical submission, including when the student has withdrawn from the unit of competency or subject.</p> <p><b>Withdrawn/discontinued students</b></p> <ul style="list-style-type: none"> <li>When a student withdraws from an assessable subject, the withdrawal must be reported using the <i>Outcome Identifier - National</i> code 40 (WITHDRAWN/DISCONTINUED) <b>and</b> the hours of training delivered prior to withdrawal must be recorded in the <i>Hours Attended</i> field.</li> <li>When a student withdraws, the <i>Activity End Date</i> must also be modified and be consistent with the date of withdrawal. See the Glossary (<a href="#">Withdrawn enrolments</a>) for further information on reporting student withdrawals.</li> </ul> <p><b>This field must not be blank.</b></p>
<b>Revision</b>	No change.

### Scheduled Hours - (continued)

#### Field format

Value	Description
Length	4
Type	Numeric
Justification	Right
Fill character	Zero

#### Field value

Value	Description
0000-9999	Number of hours.

## Sex

### Data element description

A client's self-assessed flag that identifies the sex of a client (male, female or intersex).

### File

Client (NAT00080)

### Purpose

To assist with the analysis of client's demographic characteristics.

### Business rules

The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#) on page 209.

The value must be in upper case.

**This field must not be blank.**

### Revision

Change Document	Change Number
VVSSCG-SC-20160825	20160825-8

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
F	Female
M	Male
X	(Indeterminate/Intersex/Unspecified)
@	Not stated - question asked of the client but no answer provided.

### Software Product Name

#### Data element description

Student Management System software used by the provider, including the version number.

#### Files

Training Organisation (NAT00010)

#### Purpose

To facilitate communication with RTOs in relation to data validation and data quality issues.

#### Business rules

Provide the application name.

Include the version number if known.

#### Revision

No change.

#### Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	None
Fill character	None

#### Field value

Value	Description
Text	The name of software product, including the version number if known.

## Software Vendor E-mail Address

<b>Data element description</b>	Student Management System Vendor email address.
<b>Files</b>	Training Organisation (NAT00010)
<b>Purpose</b>	To facilitate communication with Student Management System Vendors in relation to SVTS system changes and data quality issues.
<b>Business rules</b>	<p>The entry in the <i>E-mail Address</i> field must be a valid email address including the @ symbol. (vr.10019)</p> <p>The @ symbol must not be the first or last character. The email address must not have embedded spaces.</p> <p>The <i>E-mail Address</i> should be up-to-date in every submission</p>
<b>Revision</b>	No change.

### Field format

Value	Description
Length	80
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid email address.

### Specific Funding Identifier

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

This field must be blank. (vr.120082)

Revision	Change Document	Change Number
	VVSSCG-SC-20160222	20160222-1

## State Identifier

### Data element description

A code that uniquely identifies the state/territory of a physical location.

### Files

- Training Organisation (NAT00010)
- Training Organisation Delivery Location (NAT00020)
- Client (NAT00080)
- Client Postal Details (NAT00085)

### Purpose

To provide information to support geographic analysis of VET delivery.

### Business rules

The *State Identifier* must be consistent with the postcode in the *Postcode* field in the same file. (vr.203707)

If the *Postcode* is OSPC, the *State Identifier* field, must be 99 - OTHER (OVERSEAS BUT NOT AN AUSTRALIAN TERRITORY OR DEPENDENCY) . (vr.20019) and (vr.80053)

If a valid *Postcode* is entered the *State Identifier* must not be '@@'. (vr.85044)

**This field must not be blank.** (vr.10015), (vr.20016) and (vr.80060)

### Revision

No change.

### Field format

Value	Description
Length	2
Type	Numeric (NAT00010 & NAT00020) Alphanumeric (NAT00080 & NAT00085)
Justification	None
Fill character	None

### Field value

Value	Description
01	New South Wales
02	Victoria
03	Queensland
04	South Australia
05	Western Australia
06	Tasmania
07	Northern Territory
08	Australian Capital Territory
09	Other Australian Territories or Dependencies
99	Other (Overseas but not an Australian Territory or Dependency)
@@	Not Specified (only valid for NAT00080 & NAT00085)

### Statistical Area Level 1 Identifier

#### Data element description

A code that identifies the ABS statistical area level 1, a geographic – based population group at the lowest level for which census data is reported.

This code is based on the Australian Statistical Geographic Standard (ASGS), ABS catalogue no. 1270.0, 2011.

#### File

Client (NAT00080)

#### Purpose

The purpose collection the Statistical area level 1 identifier is to enable collection of aggregated client usual residential address information that can be used to derive client socioeconomic status while protecting client privacy.

#### Business rules

Training providers **do not** provide the *Statistical area level 1 identifier* when submitting data to their state or territory training authority. Geo-coded client residential address information is only necessary once data are submitted to the National Centre for Vocational Education Research.

Geo-coding will be an automated process in the AVETMISS validation software that replaces client usual residential address information with the *Statistical area level 1 identifier* when the geo-coding option is selected.

#### For state and territory training authorities only:

Statistical area level 1 identifier must contain a valid 11-digit statistical area level 1 code as defined in the Australian Statistical Geography Standard (ASGS).

If geo-coded client residential address data is submitted, *Address first line* must contain the *Statistical area 1 identifier*.

*Address first line* must contain the *Statistical area 1 identifier* or '@@@@@@@@@@@@ — Not specified' if *Address second line* contains the *Statistical area 2 identifier*.

#### Revision

No change.

#### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	None
Fill character	None

#### Field value

Value	Description
0000000001–9999999999	Valid ASGS Statistical area level 1 code



## Statistical Area Level 2 Identifier

### Data element description

A code that identifies the ABS statistical area level 2, a geographic – based population group at the second level for which census data is reported.

This code is based on the Australian Statistical Geographic Standard (ASGS), ABS catalogue no. 1270.0, 2011.

### File

Client (NAT00080)

### Purpose

The purpose collection the Statistical area level 2 identifier is to enable collection of aggregated client usual residential address information that can be used to derive client socioeconomic status while protecting client privacy.

### Business rules

Training providers **do not** provide the *Statistical area level 2 identifier* when submitting data to their state or territory training authority. Geo-coded client residential address information is only necessary once data are submitted to the National Centre for Vocational Education Research.

Geo-coding will be an automated process in the AVETMISS validation software that replaces client usual residential address information with the *Statistical area level 2 identifier* when the geo-coding option is selected.

#### For state and territory training authorities only:

Statistical area level 2 identifier must contain a valid 9-digit statistical area level 2 code as defined in the Australian Statistical Geography Standard (ASGS).

If geo-coded client residential address data is submitted, Address second line must contain the Statistical area 2 identifier.

Address second line must contain the Statistical area 2 identifier if Address first line contains the Statistical area 1 identifier.

### Revision

No change.

### Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
000000001–999999999	Valid ASGS Statistical area level 2 code

### Study Reason Identifier

<b>Data element description</b>	A code that identifies the client's main reason for studying.
<b>File</b>	Enrolment (NAT00120)
<b>Purpose</b>	To facilitate analysis of students' intentions. These codes correspond with codes used for similar questions in the Student Outcomes Survey.
<b>Business rules</b>	<p>The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to <a href="#">Appendix 1: Standard enrolment questions</a> on page 209.</p> <p>This field must not be left blank. (vr.120051)</p>
<b>Revision</b>	No change.

### Field format

Value	Description
Length	2
Type	Alphanumeric
Justification	Left
Fill character	None

### Field value

Value	Description
<b>Job related</b>	
01	To get a job
02	To develop my existing business
03	To start my own business
04	To try for a different career
05	To get a better job or promotion
06	It was a requirement of my job
07	I wanted extra skills for my job
<b>Further study</b>	
08	To get into another program or study
<b>Other</b>	
11	Other reasons
12	For personal interest or self-development
@@	Not specified

## Subject Field of Education Identifier

**Data element description** A code that uniquely identifies the objects of interest taught in a unit of competency or subject.

**File** Subject (NAT00060)

**Purpose** To allow analysis of training delivery by subject matter.

**Business rules**

A unit of competency or subject is classified to a single field of education at the detailed (6-digit) level.

A unit of competency or subject must be classified according to the object of interest of the unit of competency or subject, independently of the context in which it may be delivered.

All subjects developed by a training organisation that have not been registered for accreditation with a state or national accreditation authority must be coded by the training organisation.

- For locally coded programs, the last 2 digits must not be zero.

For units of competency belonging to national training package qualifications, the *Subject field of education identifier* must be obtained from the National Training Register. [www.training.gov.au](http://www.training.gov.au)

If the field of education code for nationally registered units of competency or subjects cannot be sourced from Training.gov.au, use the ABS website for a complete list of available field of education codes and descriptions.

**This field must not be blank.** (vr.60011)

### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1
VVSSCG-SC-20160825	20160825-9

### Field format

Value	Description
Length	6
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
BBNNDD	A valid 6-digit major level field of education code.

### Subject Flag

#### Data element description

A flag that indicates whether the record is a subject or a unit of competency.

#### File

Subject (NAT00060)

#### Purpose

To indicate whether the record in the Subject (NAT00060) file is a subject or unit of competency.

#### Business rules

Where the Subject (NAT00060) file reports a:

- *Subject Identifier*, the *Subject Flag* must be M.
- *Unit of Competency Identifier* (as specified within a National Training Package), the flag must be C. (vr.60009) and (vr.604516)

**This field must not be blank** (vr.60001)

#### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

#### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

#### Field value

Value	Description
C	Unit of competency
M	Subject

## Subject Identifier

### Data element description

A code that uniquely identifies a subject or unit of competency.

### Files

- Subject (NAT00060)
- Enrolment (NAT00120)

### Purpose

To identify components of training programs within the training organisation.

### Business rules

Where subjects /units of competency are:

- part of a training package qualification or national program, the code assigned during the accreditation process must be used
- locally approved or accredited, the training organisation must assign the *Subject Identifier*.

Locally assigned identifiers must not contain spaces. (vr.60301)

There must be one record in the Subject (NAT00060) file for each unique *Subject Identifier* on the Enrolment (NAT00120) file. (vr.60002) and (vr.120003)

All alphabetic characters in the *Subject Identifier* field must be in upper case.

**This field must not be blank.** (vr.120049)

### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1

### Field format

Value	Description
Length	12
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	Use the subject identifier code that corresponds to the highest level of recognition. For example, <ul style="list-style-type: none"> <li>▪ a nationally accredited subject or unit of competency code, or</li> <li>▪ training organisation approved/accredited subject code.</li> </ul>

### Subject Name

**Data element description** The title of the subject or unit of competency associated with a *Subject Identifier* code.

**File** Subject (NAT00060)

**Purpose** Names provide more detailed information about subjects /units of competency than can be expressed by an identifier code.

**Business rules** When deciding on the name, where the subject or unit of competency is:

- nationally accredited, the **nationally recognised name** must be used
- accredited by the training organisation, the **training organisation approved/accredited subject name** must be used. The name cannot be a national name.

For locally developed modules the subject name should meaningfully indicate the subject matter of the module, for example, 'Basic Numeracy 1', and not 'C100MOD007'.

The name must be in upper case.

**This field must not be blank.** (vr.60004)

### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1
VVSSCG-SC-20160825	20160825-10

### Field format

Value	Description
Length	100
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	In hierarchical order, type the name of the: <ul style="list-style-type: none"> <li>▪ nationally accredited subject</li> <li>▪ training organisation approved/accredited subject .</li> </ul>

## Telephone Number

**Data element description** A number that can be used to contact a training organisation by telephone.

**File** Training Organisation (NAT00010)

**Purpose** To facilitate contact with training organisations.

**Business rules** When completing the *Telephone Number* field you must:

- include the area code
- use the recommended format: 0388308830.

**This field must not be blank.** (vr.10016)

**Revision** No change.

### Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid telephone number.

### Telephone Number - Home

<b>Data element description</b>	A home (landline) telephone number that can be used to contact a client.
<b>File</b>	Client Details (NAT00085)
<b>Purpose</b>	To facilitate contact with the client.
<b>Business rules</b>	<p>When completing the <i>Telephone Number - Home</i> field you must:</p> <ul style="list-style-type: none"> <li>▪ include the area code</li> <li>▪ use the recommended format: 0388308830.</li> </ul> <p>For more information about mobile numbers, go to Telephone Number - Mobile on page 177.</p> <p>This field may be blank.</p>
<b>Revision</b>	No change.

#### Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	A valid telephone number.



## Telephone Number - Mobile

**Data element description** A mobile telephone number that can be used to contact a client.

**File** Client Details (NAT00085)

**Purpose** To facilitate contact with the client.

**Business rules** When completing the *Telephone Number - Mobile* field, you must:

- use the recommended format: 0408308830.

This field may be blank.

**Revision** No change.

### Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid telephone number.

### Telephone Number - Work

**Data element description** A work telephone number that can be used to contact a client.

**File** Client Details (NAT00085)

**Purpose** To facilitate contact with the client.

**Business rules** When completing the *Telephone Number - Work* field, you must:

- include the area code
- use the recommended format: 0388308830.

This field may be blank.

**Revision** No change.

#### Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	A valid telephone number.

## Training Contract Identifier

**Data element description** A code that uniquely identifies an Apprenticeship/Traineeship Training Contract for Australian apprenticeships.

**File** Enrolment (NAT00120)

**Purpose** The code for the *Training Contract Identifier* is required in combination with the code for the *Client Identifier - Apprenticeships*.

These codes are used for data cross-referencing between the VET providers and the AVETMIS Standard for Australian Apprenticeships.

### Business rules

The training contract code is assigned by the Department's DELTA registration system when a contract of training is registered. In Victoria this identifier is usually 8 digits in length.

For each *Training Contract Identifier* code in the Enrolment (NAT00120) file, there must be a corresponding *Client Identifier - Apprenticeships*.

This field is only used where an enrolment in a subject or unit of competency relates to a client undertaking an apprenticeship or traineeship under a registered Apprenticeship/Traineeship Training Contract.

This field must not be blank and must contain a valid value when the *Funding Source Code – State Training Authority* is specific to apprentices/trainees. (vr.120027) (vr.120028) and ([vr.120086](#))

All Victorian values must be numeric but other characters are allowed where the *Funding Code - State Training Authority* has a value of Z75 (NSW registered apprentices) or Z70 (Interstate apprentices/trainees excluding registered NSW Apprentices) or S ( Fee For Service) (Reject 18)

This field may be blank.

### Revision

Change Document	Change Number
VVSSCG-SC-20160222	20160222-1
VVSSCG-SC-20160825	20160825-11

### Field format

Value	Description
Length	10
Type	Numeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A unique identifier
Blank	Leave this field blank if, and only if, the <i>Client Identifier - Apprenticeships</i> field is blank.

### Training Organisation Delivery Location Identifier

#### Data element description

A code that uniquely identifies a geographic training organisation delivery location.

#### Files

- Training Organisation Delivery Location (NAT00020)
- Enrolment (NAT00120)

#### Purpose

To distinguish between training organisation delivery locations and to enable geographic analysis of VET activity.

#### Business rules

A unique *Training Organisation Delivery Location Identifier* must be allocated by the Training Organisation to each *Training Organisation Delivery Location*. An old or existing *Training Organisation Delivery Location Identifier* CANNOT be reused for a new *Training Organisation Delivery Location*. (vr.20003) and (vr.20020)

For each *Training Organisation Delivery Location Identifier* in the Training Organisation Delivery Location (NAT00020) file, there must be at least one corresponding *Training Organisation Delivery Location Identifier* in the Enrolment (NAT00120) file. (vr.120001)

*Training Organisation Delivery Location Identifier* must be in uppercase.

For each location, the *Training Organisation Delivery Location Identifier* must be the same code in all collections in all collection years.

Use common sense when identifying delivery locations. For example, two annexes at the same street address should be reported as the same training location.

Refer to the [Glossary](#) for additional information about this field.

**This field must not be blank.** (vr.20002) and (vr.120052)

#### Revision

No change.

#### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

#### Field value

Value	Description
Text	A unique training organisation delivery location identifier code.

## Training Organisation Delivery Location Name

<b>Data element description</b>	The name used by the training organisation to refer to a geographic delivery location.
<b>File</b>	Training Organisation Delivery Location (NAT00020)
<b>Purpose</b>	To record the name of a training organisation delivery location.
<b>Business rules</b>	<p>A unique <i>Training Organisation Delivery Location Name</i> is required for each <i>Training Organisation Delivery Location Identifier</i>. (vr.204616)</p> <p>Delivery locations are generally the places where the training is conducted, discretion must be used when identifying individual delivery locations. For example, two annexes of an institute at the same street address should be reported as the same training provider location.</p> <p><i>Training Organisation Delivery Location Name</i> must not contain meaningless or coded names such as 'Room 101' or '11 Pitt Street'.</p> <p>All alphabetic characters in the name must be upper case.</p> <p><b>This field must not be blank.</b> (vr.20005)</p>
<b>Revision</b>	No change.

### Field format

Value	Description
Length	100
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid training organisation delivery location name.

### Training Organisation Identifier (TOID)

#### Data element description

A numeric code that uniquely identifies an RTO.

#### Files

- Training Organisation (NAT00010)
- Training Organisation Delivery Location (NAT00020)
- Program Completed (NAT00130)

#### Purpose

To identify training organisations within the VET sector.

#### Business rules

The Training Organisation Identifier must be the valid, unique national code where a training organisation is listed on TGA ([www.training.gov.au](http://www.training.gov.au)).

Only registered training organisations can provide nationally recognised training.

Training organisations that are registered by a different body, such as ACFE for Learn Local Organisations, should report their registering agency's code for their TOID.

The training organisation should use this identifier at all times when communicating with the Department or the Regional Council of ACFE.

The field must be right justified and have leading zeros.

**This field must not be blank.** (vr.10002)

#### Revision

Change Document	Change Number
VVSSCG-SC-20150112	20150112-5

#### Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Right
Fill character	Zero

#### Field value

Value	Description
Text	A valid identifier.

## Training Organisation Name

**Data element description** The name of a training organisation.

**File** Training Organisation (NAT00010)

**Purpose** To provide a meaningful name for the training organisation to be used for validation and reporting purposes.

**Business rules** A *Training Organisation Name* is required for each *Training Organisation Identifier*.

The name is the name under which a training organisation is registered and must be the exact legal or trading name if listed on the National Training Register, it must not be an acronym. (vr.10020)

**This field must not be blank.** (vr.10017)

### Revision

Change Document	Change Number
VVSSCG-SC-20150112	20150112-6

### Field format

Value	Description
Length	100
Type	Alphanumeric
Justification	Left
Fill character	Space

### Field value

Value	Description
Text	A valid name.

### Training Organisation Type Identifier

**Data element description** A code that uniquely identifies the type of training organisation.

**File** Training Organisation (NAT00010)

**Purpose** To identify VET activity and outputs by type of training provider.

**Business rules** The *Training Organisation Type Identifier* must reflect the type of training provider and not the type of training organisation delivery, location.

**In Victoria:**

- TAFE institutes and TAFE divisions within universities should be coded 31.
- Learn Local Organisations and Adult Education Institutions registered with the Adult Community and Further Education Board, should be coded 61.
- Private RTOs should be coded 91.

**This field must not be blank.** (vr.10018)

**Revision**

Change Document	Change Number
VVSSCG-SC-20150112	20150112-7

**Field format**

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

**Field value**

Secondary School	
Value	Description
21	School - Government
25	School - Catholic
27	School - Independent
TAFE	
Value	Description
31	Technical and Further Education Institute or similar public institution.



## Training Organisation Type Identifier - (continued)

### Field value (continued)

University	
Value	Description
41	University - Government
43	University - Non-Government Catholic
45	University - Non-Government Independent

  

Enterprise	
Value	Description
51	Enterprise - Government
53	Enterprise - Non-Government

  

Community-based Adult Education	
Value	Description
61	Community-based Adult Education Provider

  

Other Training Provider	
Value	Description
91	Education/training business or centre: Privately Operated Registered Training Organisation
93	Professional association
95	Industry association
97	Equipment and/or product manufacturer or supplier
99	Other - not elsewhere classified

### Training Organisation Type Identifier - (continued)

#### Notes

Values	Description
21, 25, 27	<p><b>School</b></p> <p>A school is established or recognised under an Act of Parliament to provide programs of instruction in pre-school, primary or secondary education. This definition includes schools in institutions and hospitals, mission schools and similar establishments.</p>
31	<p><b>TAFE</b></p> <p>Technical and Further Education (TAFE) institutes are created by an Act of Parliament. Their responsibilities are specified in the Act, in other legislation, and via Ministerial Directions. TAFE institutes are public bodies in receipt of government funding and include TAFE divisions within universities.</p>
41, 43, 45	<p><b>University</b></p> <p>Australia's universities are all established or recognised under state or territory legislation except the Australian National University, which is constituted under an Act of the Federal Parliament. Universities have three categories:</p> <ul style="list-style-type: none"> <li>▪ government; for example, La Trobe University</li> <li>▪ non-government Catholic; for example, Australian Catholic University</li> <li>▪ non-government independent; for example, Bond University.</li> </ul>
51, 53	<p><b>Enterprise</b></p> <p>An enterprise, or the training function or department of an enterprise, is registered to provide nationally accredited training. The training is provided according to the standards of the Australian Quality Training Framework. Once an enterprise adopts the framework, they are regarded as a registered training organisation (RTO). Training is delivered to their employees or cadets.</p> <p>Enterprises fall under two categories:</p> <ul style="list-style-type: none"> <li>▪ Government: for example, the Department of Defence, the Australian Customs Service, Department of Correctional Services, Centrelink, and Virtual College</li> <li>▪ Non-government: for example, Woolworths, Qantas and Toyota Australia.</li> </ul>
61	<p><b>Community-based Adult Education Provider</b></p> <p>A not-for-profit, community-based organisation with a primary focus on adult education. Community-based adult education delivers programs relating to leisure, personal and community development, employment skills, preparation for VET, and nationally recognised training programs.</p>
91	<p><b>Education/training business or centre</b></p> <p>A privately operated, registered training organisation ('private provider').</p>

## Training Organisation Type Identifier - (continued)

### Notes (continued)

Values	Description
93	<p><b>Professional association</b></p> <p>Professional associations may exist for every industry and perform a variety of functions including:</p> <ul style="list-style-type: none"> <li>▪ providing and promoting professional and career development activities</li> <li>▪ establishing and monitoring industry standards and professional codes of practice</li> <li>▪ advising educational institutions on curriculum development.</li> </ul> <p>Examples of professional associations include: the Institute of Chartered Accountants, the Australian Institute of Management, and the Australian Computer Society.</p>
95	<p><b>Industry association</b></p> <p>Any national industry association that represents the interests of its members; for example, the Internet Industry Association or industry unions.</p>
97	<p><b>Equipment and/or product manufacturer or supplier</b></p> <p>Provides certification and training for employees and non-employees; for example, CISCO or Microsoft.</p>
99	<p><b>Other training provider not elsewhere classified</b></p> <p>This group is comprised of:</p> <ul style="list-style-type: none"> <li>▪ for-profit private training providers; for example, private one-on-one music teachers, or private tutors</li> <li>▪ not-for-profit training providers; for example, Mission Australia or the Salvation Army.</li> </ul>

### Unique Student Identifier

<b>Data element description</b>	The <i>Unique Student Identifier</i> uniquely identifies an individual who accesses Vocational Education and training (VET) over his or her lifetime.
<b>Files</b>	Client (NAT00080)
<b>Purpose</b>	<p>The <i>Unique Student Identifier</i> is assigned by the USI Registrar.</p> <p>The <i>Unique Student Identifier</i> allows collation of a client's educational attainments for analysis and research purposes while protecting the client's privacy.</p>
<b>Business rules</b>	<p>From 1 January 2015 all providers delivering nationally recognised training or state subsidised training, will need to report a valid USI. This applies to new students, pre-enrolled students and continuing students.</p> <p>New and continuing students undertaking on-shore nationally recognised Vocational Education and training (VET) programs will need to have a <i>Unique Student Identifier</i> (USI) to receive their statement of attainment or qualification.</p> <p>From 1 October 2014 an individual can apply for a USI account through the USI website.</p> <p>Where a client has already been issued a USI, a new USI must not be requested from the USI Register.</p> <p>A valid USI code is assigned by the USI Registrar and must be verified by the registered training organisation using the USI Registry System against personal identification.</p> <p>Special care should be taken to capture a client's USI code correctly.</p> <p>Records should be checked to ensure that two or more records with different <i>Unique student identifiers</i> do not identify the same person.</p> <p>Where a client is accessing a USI exemption, the appropriate exemption code from the classification scheme should be entered into this field. An exemption code can only be used if the client was exempt from requiring a USI for the whole collection period. Information about USI exemptions can be accessed at <a href="http://www.usi.gov.au/documents/usi-exemptions-table-march-2016">www.usi.gov.au/documents/usi-exemptions-table-march-2016</a>. Please note that clients exempt from the USI do not have a record in the USI Registry System. Therefore, you should not attempt to verify clients with an exemption code in the USI Registry System.</p> <p>The USI must be a valid identifier issued by the USI Registrar. For more information refer to: <a href="http://www.usi.gov.au/Pages/default.aspx">http://www.usi.gov.au/Pages/default.aspx</a></p> <p>All characters in the USI must be a combination of upper case (A-H, J-N, P-Z) and numbers (2-9) and will not include the characters '0', '1' or 'O', 'I' and must be exactly ten digits long.</p> <p>This field must not be blank if a client is undertaking at least one unit of a nationally recognised training.</p>

## Unique Student Identifier - (continued)

## Revision

Change Document	Change Number
VVSSCG-SC-20140725	20140725-21
VVSSCG-SC-20141030	20141030-9
VVSSCG-SC-20150112	20150112-8
VVSSCG-SC-20150818	20150818-8
VVSSCG-SC-20160222	20160222-10
VVSSCG-SC-20160825	20160825-12

## Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

## Field value

Value	Description
Alphanumeric	Valid 10 – digit USI code
INTOFF	International offshore client exemption <b>(value only valid for collections from Jan-Mar 2017)</b>

### VET FEE-HELP (Income Contingent Loan) Indicator

#### Data element description

A flag to indicate that the student has an income contingent loan as financial support.

#### Files

Enrolment (NAT00120)

#### Purpose

To facilitate VET FEE-HELP monitoring and reporting.

#### Business rules

Income contingent loans are available only to students enrolling in VET programs at Diploma level or above.

The indicator must be set to Y if the student has an income contingent loan. These students would be enrolled in a program that has:

(a) The *Program Level of Education Identifier* in the Program File (NAT00030) is coded:

- 411 - Advanced Diploma
- 421 – Diploma, or

(b) The program is offered at the following levels:

- Vocational Graduate Certificate
- Vocational Graduate Diploma

(vr.120041)

The indicator should be coded N for all other records.

**This field must not be blank.** (vr.120038)

#### Revision

No change.

#### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

#### Field value

Value	Description
Y	Yes, training is being provided under VET FEE-HELP
N	No, training is not being provided under VET FEE-HELP

## VET Flag

<b>Data element description</b>	A flag that indicates whether or not the intention of the training program is vocational.
<b>Files</b>	<ul style="list-style-type: none"> <li>▪ Program (NAT00030)</li> <li>▪ Subject (NAT00060)</li> </ul>
<b>Purpose</b>	To identify programs /subjects/units of competency where the intention of the curriculum is to provide vocationally (including further education) relevant skills.
<b>Business rules</b>	<p>'Vocational' intent is where the training program is intended to develop relevant skills for the workplace.</p> <p>The <i>VET Flag</i> is assigned during the process of accreditation and must not be altered.</p> <p>Where a program is locally approved or accredited, the training organisation must assign the <i>VET Flag</i>.</p> <p>Personal Development programs are non-VET activity. VET activity includes further education activity; for example, ESL, literacy and VCE programs.</p> <p>General and pre-vocational programs that are designed as prerequisites for other VET programs should also be classified as VET.</p> <p>The presence of some potential vocational content in a program does not, of itself, make a program VET.</p> <p>If the intention of the training program is:</p> <ul style="list-style-type: none"> <li>▪ vocational, set the <i>VET Flag</i> to Y</li> <li>▪ not vocational, set the <i>VET Flag</i> to N.</li> <li>▪ If the Program Recognition Identifier = 11 or 12 (nationally accredited qualification or nationally recognised accredited program) then the VET Flag must be Y. (vr.304515)</li> </ul> <p><b>Subject (NAT00060) file</b></p> <p>If the <i>Subject Flag</i> in the NAT00060 is set to C - UNIT OF COMPETENCY, the <i>VET Flag</i> must be Y (as all units of competency are of vocational intent). (vr.603416)</p> <p><b>This field must not be blank.</b> (vr.30012)</p>
<b>Revision</b>	No change.

### VET Flag - (continued)

#### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

#### Field value

Value	Description
Y	Yes - the intention of the training program is vocational.
N	No - the intention of the training program is not vocational.



## VET in Schools Flag

### Data element description

A flag that indicates whether the unit of competency or subject is part of a VET in schools program.

A VET in schools program:

- is based on national industry/enterprise competency standards based on Training Packages where endorsed, or involves subjects based on available industry/enterprise competency standards
- relates to, or provides, VET certificates within the Australian Qualifications Framework (AQF) and senior secondary certificates endorsed by state and territory Boards of Studies. It is undertaken as part of a senior secondary certificate, and its completion by the student provides credit towards a recognised qualification within the AQF.

### File

Enrolment (NAT00120)

### Purpose

To identify the number of clients enrolled in a VET in schools program.

### Business rules

If the training program is:

- a VET in schools program, the flag must be Y.
- not a VET in schools program, the flag must be N.

If the *VET in Schools Flag* is Y the *At School Flag* must be Y. (vr.120060)

**This field must not be blank.**

### Revision

No change.

### Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
Y	A VET in schools program.
N	Not a VET in schools program.

### Victorian Student Number (VSN)

#### Data element description

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.

#### Files

Client (NAT00080)

#### Purpose

Compliance with legislation mandating the VSN. Supports analysis of student VET pathways.

#### Business rules

The VSN will be supplied to providers either by the enrolling student or by the Victorian Curriculum Assessment Authority (VCAA) from the Victorian Student Register (VSR) following an exchange of enrolment information.

Providers must report the VSN for all students who have been allocated this number.

Providers must include the standard VSN enrolment question on their enrolment forms. Providers do not need to store in their student management system 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.

Code 888888888 is a temporary code that is only valid for students new to the VET sector until the student has had their unique VSN assigned.

Blanks or Null are acceptable in the interim where no VSN is available.

Refer to the [Glossary](#) for additional information about the VSN.

#### Revision

No change.

#### Field format

Value	Description
Length	9
Type	Numeric
Justification	Right
Fill character	None

#### Field value

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

## Year Highest School Level Completed

**Data element description** The calendar year in which a client completed his or her highest level of secondary schooling.

**File** Client (NAT00080)

**Purpose** To provide information to support the analysis of VET participation.

**Business rules** The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to [Appendix 1: Standard enrolment questions](#) on page 209.

The value in this field must be a valid year before the collection period.

Where the *Highest School Level Completed Identifier* field contains a value between 09 and 12, ensure the value in this field is consistent with the client's *Date of Birth* as reported in the Client (NAT00080) file.

If the value in the *Highest School Level Completed Identifier* field is 02 - DID NOT GO TO SCHOOL, a value of @@@@ must be recorded in this field. (vr.803236)

**This field must not be blank.** (vr.80046)

**Revision** No change.

### Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

### Field value

Value	Description
1900-9999	Must be a valid year, not in the future.
@@@@	Not stated - question asked of the client but no answer provided.

### Year Program Completed

#### Data element description

The year the qualification or program was completed; this includes the on-the-job component.

#### File

Program Completed (NAT00130)

#### Purpose

To allow analysis of qualifications completed.

#### Business rules

The *Year Program Completed* field must not be:

- in the future, or
- more than 10 years before the collection period.

If the *Year Program Completed* is not equal to the collection year:

The *Program Identifier* specified in each Completion record must appear in the Program (NAT00030) file.

The *Client Identifier* specified in each Completion record must appear in the Client (NAT00080) file.

**This field must not be blank.**

#### Revision

No change.

#### Field format

Value	Description
Length	4
Type	Numeric
Justification	None
Fill character	None

#### Field value

Value	Description
1900-9999	A valid year, not in the future or more than 10 years before the collection period.
@@@@	Not yet completed

## Glossary

### Australian Qualifications Framework (AQF)

The glossary defines standard terms used throughout this document.

The Australian Qualifications Framework (commonly known as the AQF) is a unified system of national qualifications in schools, vocational education and training (TAFEs and private providers) and the higher education sector (mainly universities).

AQF qualifications are:

- Senior Secondary Certificate of Education
- Certificate I
- Certificate II
- Certificate III
- Certificate IV
- Diploma, Advanced Diploma
- Associate Degree
- Bachelor Degree
- Vocational Graduate Certificate
- Vocational Graduate Diploma
- Graduate Certificate
- Graduate Diploma
- Masters Degree
- Doctoral Degree

The AQF website <http://www.aqf.edu.au/> provides further information.

In particular, <http://www.aqf.edu.au/aqf/about/what-is-the-aqf/> provides a helpful diagram showing how the various AQF qualifications are positioned across the school, vocational and higher education sectors.

### Client identifiers

Each client must be assigned a unique identifier. It must be used for every enrolment for that client. The same identifier must be used for that client in every collection period.

### Collection year

A collection year (or collection period) is a calendar year. That is, the period from 1 January 201x to 31 December 201x. The deadline for reporting a collection year's data is usually 15 January in the following calendar year.

### Continuing enrolment

A continuing enrolment is any training activity that continues, for a client, into a future collection year. That is, the *Activity End Date* for the subject or unit of competency is in a future year.

#### To report continuing enrolments

The *Outcome Identifier - National* code, must be code 70 - CONTINUING ENROLMENT or code 50 - RECOGNITION OF PRIOR LEARNING STARTED AND RESULT NOT YET AVAILABLE AND the unit of competency or subject must have an *Activity End Date* in a future year.

Once a unit or subject that is not being assessed through recognition of prior learning (RPL) has an *Activity End Date* in the current year, it will be reported as 70- CONTINUING ENROLMENTS until one of the following outcomes is reported:

- 20 - COMPETENCY ACHIEVED/PASS
- 30 - COMPETENCY NOT ACHIEVED/FAIL
- 40 - WITHDRAWN/DISCONTINUED
- 81 - NON ASSESSABLE ENROLMENT - SATISFACTORILY COMPLETED
- 82 - NON ASSESSABLE ENROLMENT - WITHDRAWN OR NOT SATISFACTORILY COMPLETED

### Glossary - (continued)

#### Continuing enrolment - continued

Continuing enrolments that are being assessed under RPL arrangements are to be reported with *Outcome Identifier – National code* 50 – RECOGNITION OF PRIOR LEARNING ASSESSMENT STARTED AND RESULT NOT YET AVAILABLE until the end of the collection period in which the activity is assessed and will generally then be reported as either:

51 – RECOGNITION OF PRIOR LEARNING GRANTED

52 – RECOGNITION OF PRIOR LEARNING NOT GRANTED

#### REMINDERS

Include each continuing enrolment in your statistical submissions in every submission in every year in which the enrolment is active.

The full *Scheduled Hours* must be reported for all enrolments, including continuing enrolments, each time that the enrolment is included in a statistical submission.

#### Department

#### Eligibility exemption

#### The Department of Education and Training.

An exemption from the Victorian Training Guarantee (VTG) eligibility criterion that may be granted by a training provider under eligibility exemption policies and conditions that are current at that time to provide an otherwise-ineligible student access to government subsidised training for a specific enrolment in a specific program and granted within the training provider's eligibility exemption allocation (if any).

From 1 January 2013, Eligibility Exemptions will only be applicable for specific *Funding Source Identifiers – State Training Authority* codes. Please refer to page 102 for more details on applicable codes.

#### Enrolment

A unit of competency or subject enrolment is the recording of a client at a training organisation delivery location for the purpose of studying a subject or unit of competency that may or may not be part of an enrolment in a qualification or program.

An enrolment exists when the participant has:

- paid, or been exempted from payment of, any compulsory fees associated with undertaking a particular subject or unit of competency in the reference year, and
- participated in the learning processes associated with enrolment.

Unit of competency or subject enrolments may be part of a program or qualification enrolment. The *Client Identifier*, *Program Identifier* and *Program Commencement Date* should be constant and consistent and suitable for use to identify all units of competency or subjects that are associated with a particular student's enrolment in a particular instance of a particular program.

#### Funding module (SVTS)

The module of SVTS that calculates and pays providers for demand-driven training delivery based on data uploaded by providers to the SVTS.

#### Guidelines

The Victorian VET Student Statistical Collection Guidelines applicable for the relevant collection year.

## Glossary - (continued)

<b>Guidelines about Fees</b>	The Guidelines about Fees replaces previous Guidelines and the former Ministerial Directions about Fees 2009. The Guidelines about Fees are available on the SVTS Homepage.
<b>Industry code (ANZSIC)</b>	<p>The former Skills for Growth workforce development program was designed to address the skills needs of business and the training needs of the workforce. Independent workforce planning and training specialists were invited by employers to identify the training needs of their workforce and to develop training plans including the identification of training solutions. When referring prospective students for training, the Skills for Growth training specialist provided the RTO with a referral form containing details about the student and employer, including the <i>Industry code (ANZSIC)</i> applicable to the employer.</p> <p>The Industry Code (ANZSIC) must be recorded in your student management system and must continue to be reported in conjunction with the relevant Skills for Growth funding code (PSG, LSG or SSG) for all enrolments which have training continuing in to 2014 under the Skills for Growth program.</p>
<b>Monitoring Module (SVTS)</b>	The module of SVTS that accepts and validates data uploaded by training providers and makes the data available to other Departmental business processes including Payment and Reporting.
<b>Nominal hours</b>	<p>AVETMISS defines <i>Nominal Hours</i> as “<i>Nominal Hours</i> is a value assigned to a structured program of study that nominally represents the anticipated hours of supervised learning and/or training deemed necessary to conduct training/learning and assessment activities associated with the program of study.”</p> <p><i>Nominal Hours</i> are thus the anticipated hours of supervised learning or training deemed necessary to adequately present the educational material. These hours must not be zero. These hours are generally specified in the curriculum documentation of programs, or the implementation guides for training package qualifications.</p> <p><i>Nominal Hours</i> are represented as a whole number of hours. Where fractional hours exist, round the value to the nearer whole number. Round exact half-hours to the odd number.</p> <p>Report <i>Nominal Hours</i> in the Program (NAT00030) file and the Subject (NAT00060) file.</p>
<b>On-shore</b>	<p>Onshore training delivery is identified when...</p> <ul style="list-style-type: none"> <li>• When postcode in the Training Organisation (NAT00020) delivery location file is not 'OSPC' OR</li> <li>▪ When postcode in the Training Organisation (NAT00020) delivery location file is 'OSPC' AND When postcode in the Client (NAT00080) file is not 'OSPC', '@@@@' or '0000' AND Delivery mode identifier in the Enrolment (NAT00120) file is not 20 – Electronic based</li> </ul>
<b>On the road delivery</b>	On the road delivery means that student is enrolled in a subject that is being delivered at multiple locations. Example: A student is enrolled in a horticultural program

### Glossary - (continued)

#### Overseas Qualification Unit (OQU)

The Overseas Qualifications Unit ([OQU](#)) aims to provide individuals with free, confidential and reliable information about their overseas qualification to help them achieve their personal and career goals.

The Unit can provide qualified professionals who are [living permanently](#) in Victoria, with an assessment of their overseas qualification to assist them to undertake work in Victoria.

The OQU also assists employers, educational institutions and others to appropriately interpret overseas education and qualifications.

For student living outside Victoria refer to the AEI-NOOSR assessment at: <http://www.directory.gov.au/directory?>

#### Performance measurement

VET providers, the Department and the Commonwealth Department responsible for VET all have an interest in measuring performance.

##### VET providers

VET providers may wish to measure performance against their business plans, contractual arrangements, marketing effort, student satisfaction and local initiatives.

##### The Department

The Department will measure VET providers and the State Training System capacity to efficiently meet training demands, maintain contractual obligations, satisfy industry and individual aspirations, minimise risks, and ensure quality and value.

##### Commonwealth government

The Commonwealth government and the National Centre for Vocational Education Research (NCVER) publish some data for individual training organisations including through the Statistics menu on MySkills website <http://www.myskills.gov.au/>

The Commonwealth government also measures performance against key performance indicators. These indicators are not individual measures in their own right but are used to inform the dialogue about VET activity from a national perspective. A number of key performance indicators are formed through the aggregation of statistics provided by training organisations. National key performance indicators include:

- level of student participation and achievement in vocational education and training
- level of student employment outcomes and benefits after training and their satisfaction with their training program
- level of VET participation by Indigenous Australians and the extent of their training success and post-training outcomes, relative to those of other Australians
- level of employer adoption of, and satisfaction with, VET in meeting the skill needs of their workforce
- level of community awareness and adoption of VET to help economic and social development efficiency of Australia's VET system.



## Glossary - (continued)

### Postal Address File (PAF)

The Postal Address File (PAF) is an extract from Australia Post's core addressing database and was developed to support its mail processing and delivery operations.

The file can be downloaded in .csv format from the following URL: <http://auspost.com.au/business/barcoding-tools-information-guides.html> and is updated on a quarterly basis on a schedule shown on that site.

### Program

A Program is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the National Training Package.

Throughout these guidelines, where a program is designed to lead to a qualification specified in a National Training Package, the term:

- 'program' is used synonymously with the term 'qualification'.

### Program categories

Between July 2009 and July 2012, programs were classified into "Program Categories" for the purposes of tuition fee calculation and funding allocation.

Program enrolments that commenced from July 2012 have been funded according to the subsidy and RPL Adjustment determined for each individual program as published in the relevant SVTS Funded Courses Report rather than according to the program category.

From 2013, all training activity eligible for payment of the government subsidy according to the published subsidy and RPL adjustment rate applicable to each individual program regardless of when the student commenced the program enrolment. Higher subsidies generally apply when the qualification is being undertaken as an Apprenticeship.

**From 2013, the former program categories are no longer relevant for funding and tuition fee purposes.**

Some programs continue to be classified as a Foundation Skills program for Victorian Training Guarantee eligibility purposes.

For historical reference the former program categories as they applied in 2012 were:

#### Foundation Skills

Non-accredited or pre-accredited programs provided by Adult and Community Education providers are classified in the Foundation Skills category for the purpose of tuition fee calculation. Otherwise, this category is limited to the specific qualifications listed on the Department's website and in the SVTS Funded Courses Report as a Foundation Skill program.

#### Skills Creation

Generally nationally recognised qualifications and programs accredited at Certificate I and II level other than those classified as Foundation Skills and except when undertaken as an Apprenticeship.

#### Skills Building

Generally nationally recognised qualifications and programs accredited at Certificate III and IV level other than those classified as Foundation Skills and except when undertaken as an Apprenticeship.

## Glossary - (continued)

### Program categories - continued

#### Skills Deepening

This category generally comprised all qualifications accredited as a Diploma, Advanced Diploma, vocational Graduate Certificate or vocational Graduate Diploma except when undertaken as an Apprenticeship.

#### Apprenticeships

This category comprised all qualifications undertaken under a Training Contract that had been lodged with the VRQA. An individual is undertaking an Apprenticeship (as opposed to a Traineeship) if the qualification undertaken is designated as such in the relevant Approved Training Scheme. All qualifications undertaken as an Apprenticeship are included in this category regardless of the AQF level of the qualification.

### Program Commencement Date

#### Definition

The *Program Commencement Date* is a training activity/delivery date, not an administrative enrolment or admission date. It is defined as the date of the first scheduled training for the first subject towards the completion of the program in which the student has enrolled.

#### The same Program Commencement Date must be retained if:

- a student continues in the same program, leading to the same qualification at the same institution under the same funding arrangements.
- a provider authorises a period of absence from otherwise continuous training and allows the student to resume the program under the conditions of their original enrolment.

#### A new Program Commencement Date may be issued if:

- The student takes an unauthorised period of absence and decides to re-enrol at a later stage.
- The student fails to complete the program (and, with support from the Training Provider, decides to re-enrol.)

#### Program Commencement Dates prior to July 2009

For students who commenced programs (or subject only enrolments) prior to 1 July 2009, providers may report a *Program Commencement Date* of 30 June 2009 if their systems cannot easily provide the actual *Program Commencement Date*.

**The Program Commencement Date is a critical data field** which affects both student tuition fees and training provider payments.

Program enrolments that commence prior to the RTO having a Purchasing Contract with the Department are not eligible for payment.

The same *Program Commencement Date* must be reported on every unit of competency/subject enrolment that is part of a given student's enrolment in a given program. It must not reflect multiple *Activity Start Dates*. The *Activity Start Dates* relate to when the Subject/ Unit of Competency started whereas the *Program Commencement Date* relates to the date the Program started.

For government subsidised training, the *Program Commencement Date* must be consistent with the *Purchasing Contract Identifier*.

The *Program Commencement Date* is a critical data field which helps to ensure that funding for a student's enrolment in a program is provided up to the maximum nominal hours specified for that program in the relevant Purchasing Guide.

## Glossary - (continued)

### Program Commencement Date - continued

***The Program Commencement Date is a critical data field*** which affects both student tuition fees and training provider payments.

Program enrolments that commence prior to the RTO having a Purchasing Contract with the Department are not eligible for payment.

The same *Program Commencement Date* must be reported on every unit of competency/subject enrolment that is part of a given student's enrolment in a given program. It must not reflect multiple *Activity Start Dates*. The *Activity Start Dates* relate to when the Subject/ Unit of Competency started whereas the *Program Commencement Date* relates to the date the Program started.

For government subsidised training, the *Program Commencement Date* must be consistent with the *Purchasing Contract Identifier*.

The *Program Commencement Date* is a critical data field which helps to ensure that funding for a student's enrolment in a program is provided up to the maximum nominal hours specified for that program in the relevant Purchasing Guide.

### Scheduled hours

AVETMISS defines *Scheduled Hours* as “*Scheduled Hours* specifies the number of supervised hours, including assessment time that the training organisation actually allocates for the delivery of a unit of competency or subject.”

*Scheduled Hours* are thus the supervised hours timetabled for a specific group of clients in a subject or unit of competency; they should normally be in the range 0000-0400 hours for a subject or unit of competency enrolment.

Scheduled hours represents the hours deemed necessary for the whole subject, whether or not delivery is within one collection period.

Scheduled hours will often be the same as the nominal hours specified for a subject, unit of competency or program. However, different local circumstances or delivery types may result in a variation from the nominal curriculum hours. Training organisations are required to provide details of the scheduled hours for each client enrolment in each subject or unit of competency.

Scheduled hours are represented as a whole number of hours. Where fractional hours exist, round the value to the nearer whole number. Round exact half-hours to the odd number.

Report *Scheduled Hours* in the Enrolment (NAT00120) file.

### Scope of Registration

The scope of registration includes all training programs listed on the Scope of Registration certificate issued to the registered training organisation by the relevant authority eg. The Victorian Registration and Qualifications Authority (VRQA) or Australian Skills Quality Authority (ASQA).

### Skill Set

The reporting of skill sets in the Program, Enrolment and Program Completed files, has been introduced in AVETMISS 7.0 for 2014. A skill set is a single unit or a collection of units which link to a license or regulatory requirement, or defined industry needs. Skill sets belonging to training packages are listed on the National Training Register at [www.training.gov.au](http://www.training.gov.au)

### Glossary - (continued)

#### Standard

Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) – the national standard. The Victorian Guidelines are compatible with the national standard.

#### Subject

An accredited unit is a single component of a qualification, or a stand-alone unit. In Australia an accredited unit may be called a 'subject', 'unit' or 'unit of competency'. Throughout these guidelines we refer to this accredited unit as Subject, previously referred to as 'Module/Unit of Competency'.

A Subject, has been accredited by the same process as a whole AQF qualification.

#### SVTS

The Skills Victoria Training System (SVTS) accepts and validates training activity data provided monthly by training providers to the Department and support payment, monitoring, reporting and related business purposes.

#### Training organisation delivery location identifiers

*Training Organisation Delivery Location Identifiers:*

- are assigned by the training organisation for each location at which they offer training
- are part of the training organisation delivery location file that is used to determine the geographic location of training through the use of geo-coding of the address details
- should not be used to identify classrooms at one training site, or annexes of an institute at the same street address
- must be in upper case
- where classroom delivery, *Delivery Mode Identifiers 10 - CLASSROOM BASED* INCLUDES CLASSROOM-BASED DELIVERY AT ANY PERMANENT OR SEMI-PERMANENT TRAINING DELIVERY LOCATION, the delivery location where the training is being delivered must be reported, if the training occurs across a range of locations, the primary delivery location (comprising the majority of contact with the student) is to be reported
- where delivery is, *Delivery Mode Identifier 30 - EMPLOYMENT-BASED* INCLUDES TRAINING ACTIVITY CONDUCTED IN THE WORKPLACE WHETHER IT IS CONDUCTED BY THE TRAINING ORGANISATION OR THE EMPLOYER; FOR EXAMPLE, INDUSTRIAL/WORK EXPERIENCE, FIELD PLACEMENT, OR FULLY ON-JOB TRAINING, the delivery location where the training is being delivered must be reported, if the training occurs across a range of locations, the primary delivery location (comprising the majority of contact with the student) is to be reported
- where delivery is, *Delivery Mode Identifiers 20 - ELECTRONIC BASED, 40 - OTHER DELIVERY (E.G. CORRESPONDENCE)* IS USED WHERE THE PREDOMINANT METHOD OF LEARNING IS NOT CLASSROOM-BASED, EMPLOYMENT-BASED OR ELECTRONIC-BASED INSTRUCTION OR '90 - NOT APPLICABLE - RECOGNITION OF PRIOR LEARNING/RECOGNITION OF CURRENT COMPETENCY/CREDIT TRANSFER', IS USED FOR RECOGNITION OF PRIOR LEARNING, RECOGNITION OF CURRENT COMPETENCY, AND CREDIT TRANSFER, the delivery location from which the training is coordinated or assessed must be reported. This will generally be the RTO address details.
- must be consistent from year to year – that is, the same Delivery Location Identifier should always identify the same training location
- The Address Street Name, Address Street Number and postcode combination once assigned to a unique Training Organisation Delivery Location Identifier, must remain the same for every collection.

## Glossary - (continued)

### Training organisation delivery location identifiers

#### *Training Organisation Delivery Location Identifiers:*

- are assigned by the training organisation for each location at which they offer training
- are part of the training organisation delivery location file that is used to determine the geographic location of training through the use of geo-coding of the address details
- should not be used to identify classrooms at one training site, or annexes of an institute at the same street address
- must be in upper case
- where classroom delivery, *Delivery Mode Identifiers 10 – CLASSROOM BASED* INCLUDES CLASSROOM-BASED DELIVERY AT ANY PERMANENT OR SEMI-PERMANENT TRAINING DELIVERY LOCATION, the delivery location where the training is being delivered must be reported, if the training occurs across a range of locations, the primary delivery location (comprising the majority of contact with the student) is to be reported
- where delivery is, *Delivery Mode Identifier 30 – EMPLOYMENT-BASED* INCLUDES TRAINING ACTIVITY CONDUCTED IN THE WORKPLACE WHETHER IT IS CONDUCTED BY THE TRAINING ORGANISATION OR THE EMPLOYER; FOR EXAMPLE, INDUSTRIAL/WORK EXPERIENCE, FIELD PLACEMENT, OR FULLY ON-JOB TRAINING, the delivery location where the training is being delivered must be reported, if the training occurs across a range of locations, the primary delivery location (comprising the majority of contact with the student) is to be reported
- where delivery is, *Delivery Mode Identifiers 20 – ELECTRONIC BASED, 40 – OTHER DELIVERY (E.G. CORRESPONDENCE)* IS USED WHERE THE PREDOMINANT METHOD OF LEARNING IS NOT CLASSROOM-BASED, EMPLOYMENT-BASED OR ELECTRONIC-BASED INSTRUCTION OR '90 – NOT APPLICABLE – RECOGNITION OF PRIOR LEARNING/RECOGNITION OF CURRENT COMPETENCY/CREDIT TRANSFER', IS USED FOR RECOGNITION OF PRIOR LEARNING, RECOGNITION OF CURRENT COMPETENCY, AND CREDIT TRANSFER, the delivery location from which the training is coordinated or assessed must be reported. This will generally be the RTO address details.
- must be consistent from year to year – that is, the same Delivery Location Identifier should always identify the same training location
- The Address Street Name, Address Street Number and postcode combination once assigned to a unique Training Organisation Delivery Location Identifier, must remain the same for every collection.

### Training organisation identifier (TOID)

All VET providers are issued with a training organisation identifier once their registration with the Victorian Registration and Qualifications Authority or other registering body, including ASQA and the Adult Community and Further Education (ACFE) Board, has been completed.

The *Training Organisation Identifier* must be used in all communications.

The *Training Organisation Identifier* must match the identifier and name listed on national registration records available at <http://www.training.gov.au> For submission to SVTS in Victoria, the format of this field is 10 numeric characters and must include leading zeros.

### Glossary - (continued)

#### Unique Student Identifier (USI)

The USI uniquely identifies an individual who accesses vocational education and training over his or her lifetime. It is issued by the USI Agency. The USI must be reported for all delivery of nationally recognised training.

For more information on the USI, [email the USI Taskforce](#).

#### Usual Residence

Usual residence means the address at which the person has lived or intends to live for a total of six months or more. Reference ABS Cat.2901.0.

It refers to the physical address where the client usually resides rather than any temporary address at which they reside for training, work or other purposes before returning to their home.

#### Victorian Training Guarantee

The *Victorian Training Guarantee (VTG)* is a commitment made by the Government to share in the cost of training Victorians to achieve higher skills levels. It entitles every Victorian who meets the Australian citizen/residency requirements to a subsidised training place in nationally recognised qualifications and programs providing the student is applying for a program at a higher level than the highest qualification they already hold.

For further information on the Victorian Training Guarantee, visit <http://www.education.vic.gov.au/victorianskillsgateway/students/pages/vtg-eligibility-indicator.aspx>

#### Withdrawn/discontinued enrolments

When a student withdraws from a subject or unit of competency or discontinues without formally withdrawing, all providers must update their statistical submissions to reflect the withdrawal. Amend the *Outcome Identifier – National* to code “40”, amend the *Activity End Date* to reflect the relevant withdrawal date and provide the *Hours Attended* prior to the student’s withdrawal.

##### Where the student participated in the subject prior to withdrawal:

When a student withdraws from a Subject, all providers (including TAFE, private RTO and Learn Local Organisations) are required to report the student as Withdrawn/discontinued (*Outcome Identifier – National* code 40) **and** to report the hours of training delivered to the student prior to withdrawal in the *Hours Attended* data element.

Report the withdrawal in your next submission to SVTS.

Include this subject in all subsequent submissions for the collection year.

##### Where the student withdrew prior to participating in a subject or unit of competency where you have no evidence that the student participated in the subject:

Where the Subject had already been reported to SVTS before you realised that the student withdrew prior to participation, report the subject again with *Outcome Identifier – National* code “40” and *Hours Attended* zero and update the *Activity End Date*.

- If the *Activity Start Date* is prior to the current submission month, payment may have already been made. Reporting the enrolment as “Withdrawn/discontinued” with “zero hours” will ensure that any payment already made for this subject is recovered.
- This process is also suitable for correcting situations where a student was initially enrolled in an incorrect unit of competency or subject.

## Glossary - (continued)

### Withdrawn/discontinued enrolments - continued

This reporting process helps to ensure you are aware of student withdrawals.

From 2011, if a unit of competency or subject enrolment “disappears” from a future upload, all previous payment for that unit of competency or subject will be automatically retrieved.

Hence omitting a previously reported unit of competency or subject from an upload is equivalent to reporting that the student has withdrawn/discontinued from that unit of competency/subject with no attendance.

Providers may therefore decide to omit units of competency or subjects from future SVTS uploads where the unit of competency or subject had been reported to SVTS but was subsequently determined to be a “withdrawal with no attendance”.

### Victorian Student Number (VSN)

#### Purpose

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.

Legislation underpinning the VSN provides several uses to which the VSN may be put including:

- 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.

**More detailed information on the VSN can be obtained from the VSN website:**

<http://www.vcaa.vic.edu.au/Pages/schooladmin/vsn/index.aspx>

#### The VSN as a student ID

- 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.

#### Technical and other information

- 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.

For further technical, business process or other VSN support, contact the VSN team by emailing

[victorian.student.register@edumail.vic.gov.au](mailto:victorian.student.register@edumail.vic.gov.au)

The correct and valid VSN must be reported for all students who have been allocated this number.

### Glossary - (continued)

#### Victorian Student Number (VSN) - continued

Enrolment forms should be updated to collect VSN information from students as described in [Appendix 1: Standard enrolment questions](#).

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.

#### Revision

Change Document	Change Number
VVSSCG-SC-20140206	20140206-15
VVSSCG-SC-20140725	20140725-22
VVSSCG-SC-20141030	20141030-10
VVSSCG-SC-20150112	20150112-9



### Appendix 1: Standard enrolment questions

#### Introduction

The standard enrolment questions have been designed to ensure that the data collected via enrolment forms from all VET students across Australia is interpreted consistently.

For each group of questions, the related AVETMIS Standard (AVETMISS) field is listed. In the case of the Victorian Student Number, the field name specified in these Guidelines is listed.

Note: The AVETMISS or Victorian field names do not need to appear on the enrolment form.

Standard wording for inclusion in training provider enrolment privacy notices has been updated to cover the introduction of the Victorian Student Number (VSN) and the Unique Student Identifier. Also see notes on page 13 for further information on Privacy requirements.

Data of Birth and Prior Educational Achievement are mandatory for all government subsidised and domestic fee for service clients whose enrolments commence on or after 1/1/2010 and cannot be reported using any '@' characters.

#### Name

Question		AVETMISS field
<p>1. Enter your full name</p> <p>Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.</p>	<p>Surname (Legal Family Name)</p> <hr/> <p>Given Names (Legal Given Names)</p> <hr/>	<p>Client File: Name for Encryption</p> <p>Client Postal Detail File: Client First Given name Client Family Name (Surname)</p>

#### Date of birth

Question		AVETMISS field						
2. Enter your birth date	<p>Day/Month/Year</p> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">dd</td> <td style="text-align: center;">mm</td> <td style="text-align: center;">yyyy</td> </tr> </table>				dd	mm	yyyy	Date of Birth
dd	mm	yyyy						

#### Sex

Question		AVETMISS field
3. Sex (tick one box only)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> (Indeterminate/Intersex/Unspecified)	Sex

#### Contact Details

Question			AVETMISS field
4. Enter your contact details	<p>Home Phone .....</p> <p>Work Phone .....</p> <p>Mobile .....</p> <p>Email Address .....</p>		<p>Telephone Number – Home</p> <p>Telephone Number – Work</p> <p>Telephone Number – Mobile</p> <p>Email Address</p>

### Usual Residence

Question			AVETMISS field
<p>5. What is the address location and postcode of the suburb, locality or town in which you usually live?</p> <p>Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.</p> <p>If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.</p>	Building/Property Name _____ Flat/Unit Number _____ Street Number (e.g. 5 or Lot 12) _____  Street Name _____ Suburb, locality or town _____ State/Territory _____ Postcode _____		Client File:  Building/Property Name Flat/Unit Number Street or Lot Number  Street Name Suburb, locality or town State/Territory Postcode

### Postal address

Question			AVETMISS field
<p>6. What is your postal address (if different from above)?</p>	Building/Property Name _____ Flat/Unit Number _____ Street Number _____ Street Name _____ PO box or roadside delivery box _____ Suburb, locality or town _____ State/Territory _____ Postcode _____ E-mail address _____		Client Postal Detail File:  Building/Property Name Flat/Unit Number Street Number Street Name PO box or roadside delivery box Suburb, locality or town State/Territory Postcode E-mail address

## Language and cultural diversity

Question		AVETMISS field
7. In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other - please specify	Country Identifier
8. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often) <b>English only – Go to Question 10</b>	<input type="checkbox"/> No, English Only <input type="checkbox"/> Yes, other - Please specify	Language Identifier
9. How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All	Proficiency in Spoken English Identifier
10. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander	Indigenous Status Identifier

## Disability

Question		AVETMISS field
11. Do you consider yourself to have a disability, impairment or long-term condition? <b>No – Go to Question 13</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Disability Flag
12. If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)	<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other	Disability Type Identifier

## Schooling

Question		AVETMISS field
13. What is your highest COMPLETED school level? (Tick ONE box only.) <b>Never attended school – Go to Question 15</b>	<input type="checkbox"/> Completed Year 12 <input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Completed Year 10 <input type="checkbox"/> Completed Year 9 or Equivalent <input type="checkbox"/> Completed Year 8 or Lower <input type="checkbox"/> Never attended School	Highest School Level Completed Identifier
14. In which YEAR did you complete that school level?	Free text field _____	Year Highest School Level Completed
15. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	At School Flag

### Previous qualification achieved

Question		AVETMISS field
<p>16. Have you <b>SUCCESSFULLY</b> completed any of the following qualifications?</p> <p><b>No – Go to Question 18</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Prior Educational Achievement Flag</p>
<p>17. If Yes, please enter <b>one</b> of these Prior Education Achievement Recognition Identifiers <b>any</b> applicable qualification level.</p> <p>A – Australian E – Australian equivalent I – International</p> <p>Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:</p> <ol style="list-style-type: none"> <li>1. A – Australian</li> <li>2. E – Australian equivalent</li> <li>3. I – International</li> </ol>	<p>A E I</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or Higher Degree</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma or Associate Degree</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma (or Associate Diploma)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III (or Trade Certificate)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificates other than the above</p>	<p>Prior Educational Achievement Identifier</p>

### Employment

Question		AVETMISS/Victorian field
<p>18. Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)</p>	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self employed - not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Employed - unpaid worker in a family business <input type="checkbox"/> Unemployed - seeking full-time work <input type="checkbox"/> Unemployed - seeking part-time work <input type="checkbox"/> Not employed - not seeking employment	Labour Force Status Identifier
<p>19. Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only) If never employed go to Question 21.</p>	<input type="checkbox"/> 1 – Managers <input type="checkbox"/> 2 – Professionals <input type="checkbox"/> 3 – Technicians and Trade Workers <input type="checkbox"/> 4 – Community and Personal Service Workers <input type="checkbox"/> 5 – Clerical and Administrative Workers <input type="checkbox"/> 6 – Sales Workers <input type="checkbox"/> 7 – Machinery Operators and Drivers <input type="checkbox"/> 8 – Labourers <input type="checkbox"/> 9 – Other	Client Occupation Identifier
<p>20. Which of the following classifications BEST describes the Industry of your current or previous Employer?</p>	<input type="checkbox"/> A - Agriculture, Forestry and Fishing <input type="checkbox"/> B - Mining <input type="checkbox"/> C - Manufacturing <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services <input type="checkbox"/> E - Construction <input type="checkbox"/> F- Wholesale Trade <input type="checkbox"/> G - Retail Trade <input type="checkbox"/> H - Accommodation and Food Services <input type="checkbox"/> I - Transport, Postal and Warehousing <input type="checkbox"/> J - Information Media and telecommunications <input type="checkbox"/> K - Financial and Insurance Services <input type="checkbox"/> L -Rental, Hiring and real Estate Services <input type="checkbox"/> M -Professional, Scientific and Technical Services <input type="checkbox"/> N - Administrative and Support Services <input type="checkbox"/> O - Public Administration and Safety <input type="checkbox"/> P -Education and Training <input type="checkbox"/> Q - Health Care and Social Assistance <input type="checkbox"/> R - Arts and recreation Services <input type="checkbox"/> S - Other Services	Client Industry of Employment

### Study reason

Question		AVETMISS field
21. Of the following categories, which BEST describes your main reason for undertaking this program/traineeship/apprenticeship? (Tick one box only.)	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another program of study <input type="checkbox"/> For personal interest or self development <input type="checkbox"/> Other reasons	Study Reason Identifier

### Victorian Student Number

To be completed by all students aged up to 24 years:

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Students should report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.

Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

Question		Victorian field
22. Enter your Victorian Student Number (VSN)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Victorian Student Number
Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?	<p>No more questions if you provided your VSN.</p> <hr/> <input type="checkbox"/> No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. <p>No more questions if you answer No above.</p> <hr/> <input type="checkbox"/> Yes - I have attended a Victorian school since 2009:	OFFICE USE: Code VSN as 888 888 888
		Leave VSN blank

Victorian Student Number - continued

	<p>Most recent Victorian school attended</p> <p>.....</p> <p style="text-align: center;">and / or</p> <p><input type="checkbox"/> Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011</p> <p>List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Leave VSN blank</p> <p>NOTE: Training providers are not required to store details of schools and training organisations previously attended on their student management system. This information may be requested by the VSN team to help the team to ensure that they allocate only one VSN to each student over time and over all training organisations attended.</p>
--	--	---

Unique Student Identifier

From 1 January 2015, we [insert RTO name] can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

Question		AVETMISS field										
23. Enter your Unique Student identifier (if you already have one)	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>											Unique Student Identifier

**Advice to RTOs:** if you want to apply for USIs on behalf of your students (clients), please use the questions in the following section. Alternatively, a copy of the ID document can be obtained instead of recording this information.

Australian birth certificate: note that different details are required depending on the jurisdiction of issue. RTOs that wish to include the birth certificate option in their enrolment form should note the information items required set out at [http://usi.gov.au/help-centre/proof-of-ID/Pages/birth\\_certificate\\_\(australian\).aspx#](http://usi.gov.au/help-centre/proof-of-ID/Pages/birth_certificate_(australian).aspx#) Alternatively, they may wish not to include 'birth certificate' in their form.

### Additional Information for USI Application – only required if you do not already have a USI

Town/City of Birth \_\_\_\_\_  
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

Please provide details for one of the forms of identity below.

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

#### Australian Driver Licence

State: \_\_\_\_\_ Licence Number: \_\_\_\_\_

#### Medicare Card

Medicare card number \_\_\_\_\_  
Individual reference number (next to your name on Medicare card): \_\_\_\_

Card colour: (select which applies)

Green  Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format MM/YYYY)  
(month/year)

Yellow  Blue  Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format DD/MM/YYYY)  
(day/month/year)

#### Australian Birth Certificate

State/Territory \_\_\_\_\_  
Details vary according to State/Territory (see note above)

#### Australian Passport

Passport number \_\_\_\_\_

#### Non-Australian Passport (with Australian Visa)

Passport number \_\_\_\_\_ Country of issue \_\_\_\_\_

#### Immicard

Immicard Number \_\_\_\_\_

#### Citizenship Certificate

Stock number \_\_\_\_\_ Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_  
day/month/year

#### Certificate of Registration by Descent

Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, [insert RTO name] will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.



**Revision**

Change Document	Change Number
VVSSCG-SC-20140725	20140725-23
VVSSCG-SC-20150112	20150112-10
VVSSCG-SC-20160222	20160222-11
VVSSCG-SC-20160825	20160825-13

### Student enrolment privacy notice

Under Victorian and federal privacy legislation, students must be provided with a privacy notice informing them about the ways their personal information will be collected and handled when they enrol for VET.

As part of this process, the following Victorian Government VET Student Enrolment Privacy Notice has been prepared for your use. It must be incorporated into your enrolment forms for all students commencing or re-enrolling from 2011. It should be customised to include your training provider contact details, as relevant.

At the same time, you will need to insert your own Student Enrolment Privacy Notice, describing how your training organisation collects and handles student data following enrolment. As necessary, this should include any relevant privacy notifications relating to Commonwealth initiatives and/or federal privacy requirements (e.g. Commonwealth VET Fee Help or the Unique Student Identifiers scheme). Preferably, privacy notice information should be presented to students in a coordinated way.

Where electronic enrolment forms are provided, appropriate electronic confirmation should be obtained from each student to ensure that the student details provided are correct and that the student has acknowledged the Victorian Government VET Student Enrolment Privacy Notice.

### Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*.

#### *Collection of your data*

[RTO] is required to provide the Department with student and training activity data. This includes personal information collected in the [RTO] enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

[RTO] provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at:

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

#### *Use of your data*

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning.

A student's USI may be used for specific VET purposes including the verification of student data provided by [RTO]; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

### Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

### Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006* (Vic). The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014* (Cth) and the *Student Identifiers Regulation 2014* (Cth).

### Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

### Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy

### Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact [RTO]'s Privacy Officer in the first instance by phone [#] or email [#].

### Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

Student signature: .....

[Insert a "tick box" to confirm acknowledgement of the privacy notice as a prerequisite for online enrolments.]

### Revision

Change Document	Change Number
VVSSCG-SC-20150818	20150818-9
VVSSCG-SC-20151111	20151111-5
VVSSCG-SC-20160222	20160222-12

### Appendix 2: Websites and publications

#### Websites

The following websites provide more detailed information about aspects of the statistical collection. To access the website, click the link in the **Website** column.

Organisation	Website
National Centre for Vocational Education Research (NCVER)	<p><a href="http://www.ncver.edu.au/avetmiss/21055.html">http://www.ncver.edu.au/avetmiss/21055.html</a> Contains information on the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) and the VET Provider Collection. Data submitted to SVTS is included in the national VET Provider collection.</p> <p><a href="http://www.ncver.edu.au/avetmiss/31264.html">http://www.ncver.edu.au/avetmiss/31264.html</a> Contains reference tables and links to Australian Bureau of Statistics and other VET reference data (ref. page 11).</p>
National Training Register (TGA)	<p><a href="http://www.training.gov.au/">http://www.training.gov.au/</a> Information about nationally accredited programs, subjects and training organisations can be accessed on the TGA site.</p>
Office of the Australian Information Commissioner	<p><a href="http://www.privacy.gov.au/privacy_rights/index.html">http://www.privacy.gov.au/privacy_rights/index.html</a> and <a href="http://www.oaic.gov.au/privacy-law/privacy-archive/privacy-resources-archive/privacy-fact-sheet-1-information-privacy-principles-under-the-privacy-act-1988">http://www.oaic.gov.au/privacy-law/privacy-archive/privacy-resources-archive/privacy-fact-sheet-1-information-privacy-principles-under-the-privacy-act-1988</a> provides a brief summary of the 11 information privacy principles that apply to the statistical collection (ref. page 13).</p>
Office of the Victorian Privacy Commissioner	<p><a href="http://www.privacy.vic.gov.au">http://www.privacy.vic.gov.au</a> Information on Victoria's privacy obligations that apply to the statistical collection (ref. page 13).</p>
Australia Post	<p><a href="http://auspost.com.au/">http://auspost.com.au/</a> Go to this site to download Australia Post's latest postcode reference file - the Postal Address File (ref. page 132 ).</p>
Department of Education and Training – Data collection	<p><a href="http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx">http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx</a> Provides information about submitting data in the statistical collection (ref. page 14) and a link to a validation supplement to these guidelines which describes the various validations and their impact on data accepted and used by the Department.</p>
Department of Education and Training	<p>URL for submitting your data in the statistical collection and should be bookmarked in your browser (ref. page 14).</p> <p><a href="http://www.education.vic.gov.au/svts">http://www.education.vic.gov.au/svts</a></p>
Department of Education and Training – Victorian Training Guarantee	<p><a href="http://www.education.vic.gov.au/victorianskillsgateway/students/pages/vtg-eligibility-indicator.aspx">http://www.education.vic.gov.au/victorianskillsgateway/students/pages/vtg-eligibility-indicator.aspx</a> Go to this site for more information about the Victorian Training Guarantee. (ref. page 206).</p>
Department of Education and Training - VSN	<p><a href="http://www.vcaa.vic.edu.au/Pages/schooladmin/vsn/index.aspx">http://www.vcaa.vic.edu.au/Pages/schooladmin/vsn/index.aspx</a> Technical information about the VSN can be obtained from the VSN team by emailing <a href="mailto:victorian.student.register@edumail.vic.gov.au">victorian.student.register@edumail.vic.gov.au</a> . (refer to page 194)</p>

## Appendix 2: Websites and publications – (continued)

Australian Skills Quality Authority (ASQA)	<a href="http://www.asqa.gov.au/">http://www.asqa.gov.au/</a>
Unique Student Identifier	<a href="http://www.usi.gov.au/">http://www.usi.gov.au/</a>
Victorian Registration and Qualifications Authority (VRQA)	<a href="http://www.vrqa.vic.gov.au/">http://www.vrqa.vic.gov.au/</a>

### Publications

The following publications are referred to in this document:

- Australian Bureau of Statistics, 2011, Australian Standard Classification of Languages (Cat. No. 1267.0)
- Australian Bureau of Statistics, 2012, Country of Birth Standard (Cat. No. 1200.0.55.004)
- Australian Bureau of Statistics, 2009, Australian and New Zealand Standard Classification of Occupations (Cat. No. 1220.0)
- Australian Bureau of Statistics, 2008 (Cat.No.1292.0.55.002) Australian and New Zealand Standard Industrial Classification (ANZSIC)
- Australian Bureau of Statistics, 2011, Australian Standard Classification of Countries (Cat. No. 1269.0)

Latest information is available on the ABS website [www.abs.gov.au](http://www.abs.gov.au)

### Revision

Change Document	Change Number
VVSSCG-SC-20151111	20151111-6

### Appendix 3: ANZSIC codes

#### Introduction

When a student has indicated that they are employed or have only recently (last 12 months) been unemployed, the student will need to include the *Industry code (ANZSIC)* applicable to the employer or recent. The Industry Code must be recorded in your student management system and reported in the statistical collection.

Source: Australian Bureau of Statistics (ABS)

Cat.No.1292.0.55.002 Australian and New Zealand Standard Industrial Classification (ANZSIC), 2006 - Codes and Titles

ANZSIC 2006 Division and Subdivision Codes and Titles

ANZSIC codes are to be reported at the 2 digit level for all Skills for Growth enrolments only.

**Note** ABS may update or modify these codes from time to time.

#### ANZSIC division and subdivision codes and titles (2006)

#### A – Agriculture, Forestry and Fishing

- 01 – Agriculture
- 02 – Aquaculture
- 03 – Forestry and Logging
- 04 – Fishing, Hunting and Trapping
- 05 – Agriculture, Forestry and Fishing Support Services

#### B– Mining

- 06 – Coal Mining
- 07 – Oil and Gas Extraction
- 08 – Metal Ore Mining
- 09 – Non-Metallic Mineral Mining and Quarrying
- 10 – Exploration and Other Mining Support Services

#### C– Manufacturing

- 11 – Food Product Manufacturing
- 12 – Beverage and Tobacco Product Manufacturing
- 13 – Textile, Leather, Clothing and Footwear Manufacturing
- 14 – Wood Product Manufacturing
- 15 – Pulp, Paper and Converted Paper Product Manufacturing
- 16 – Printing (including the Reproduction of Recorded Media)
- 17 – Petroleum and Coal Product Manufacturing
- 18 – Basic Chemical and Chemical Product Manufacturing
- 19 – Polymer Product and Rubber Product Manufacturing
- 20 – Non-Metallic Mineral Product Manufacturing
- 21 – Primary Metal and Metal Product Manufacturing
- 22 – Fabricated Metal Product Manufacturing
- 23 – Transport Equipment Manufacturing
- 24 – Machinery and Equipment Manufacturing
- 25 – Furniture and Other Manufacturing

**ANZSIC division and subdivision codes and titles (2006) - continued****D – Electricity, Gas, Water and Waste Services**

- 26 – Electricity Supply
- 27 – Gas Supply
- 28 – Water Supply, Sewerage and Drainage Services
- 29 – Waste Collection, Treatment and Disposal Services

**E – Construction**

- 30 – Building Construction
- 31 – Heavy and Civil Engineering Construction
- 32 – Construction Services

**F – Wholesale Trade**

- 33 – Basic Material Wholesaling
- 34 – Machinery and Equipment Wholesaling
- 35 – Motor Vehicle and Motor Vehicle Parts Wholesaling
- 36 – Grocery, Liquor and Tobacco Product Wholesaling
- 37 – Other Goods Wholesaling
- 38 – Commission-Based Wholesaling

**G – Retail Trade**

- 39 – Motor Vehicle and Motor Vehicle Parts Retailing
- 40 – Fuel Retailing
- 41 – Food Retailing
- 42 – Other Store-Based Retailing
- 43 – Non-Store Retailing and Retail Commission-Based Buying and/or Selling

**H – Accommodation and Food Services**

- 44 – Accommodation
- 45 – Food and Beverage Service Transport, Postal and Warehousing
- 46 – Road Transport
- 47 – Rail Transport
- 48 – Water Transport
- 49 – Air and Space Transport
- 50 – Other Transport
- 51 – Postal and Courier Pick-up and Delivery Services
- 52 – Transport Support Services
- 53 – Warehousing and Storage Services

**J – Information Media and Telecommunications**

- 54 – Publishing (except Internet and Music Publishing)
- 55 – Motion Picture and Sound Recording Activities
- 56 – Broadcasting (except Internet)
- 57 – Internet Publishing and Broadcasting
- 58 – Telecommunications Services
- 59 – Internet Service Providers, Web Search Portals and Data Processing Services
- 60 – Library and Other Information Services
- 64 – Auxiliary Finance and Insurance Services

### ANZSIC division and subdivision codes and titles (2006) - continued

#### **K – Financial and Insurance Services**

- 62 – Finance
- 63 – Insurance and Superannuation Funds

#### **L – Rental, Hiring and Real Estate Services**

- 66 – Rental and Hiring Services (except Real Estate)
- 67 – Property Operators and Real Estate Services

#### **M – Professional, Scientific and Technical Services**

- 69 – Professional, Scientific and Technical Services (Except Computer System Design and Related Services)
- 70 – Computer System Design and Related Services

#### **N – Administrative and Support Services**

- 72 – Administrative Services
- 73 – Building Cleaning, Pest Control and Other Support Services

#### **O – Public Administration and Safety**

- 75 – Public Administration
- 76 – Defence
- 77 – Public Order, Safety and Regulatory Services

#### **P – Education and Training**

- 80 – Preschool and School Education
- 81 – Tertiary Education
- 82 – Adult, Community and Other Education

#### **Q – Health Care and Social Assistance**

- 84 – Hospitals
- 85 – Medical and Other Health Care Services
- 86 – Residential Care Services
- 87 – Social Assistance Services

#### **R – Arts and Recreation Services**

- 89 – Heritage Activities
- 90 – Creative and Performing Arts Activities
- 91 – Sports and Recreation Activities
- 92 – Gambling Activities

#### **S – Other Services**

- 94 – Repair and Maintenance
- 95 – Personal and Other Services
- 96 – Private Households Employing Staff and Undifferentiated Goods- and Service-Producing Activities of Households for Own Use

### Revision

No change.



## Appendix 4: Summary of changes

The *Summary of Changes to Victorian VET Student Statistical Collection Guidelines* document is a separate document published on SVTS each time changes are being implemented and maybe outside the annual publication cycle of the guidelines.

Refer to following link:

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

### Appendix 5: Name change mapping

#### Mapping of file and data element name changes:

**Note:** Majority of these name changes occurred in AVETMISS 7.0 release 6.1 and in most instances hybrid names have been used in the Victorian VET Student Statistical Collection guidelines for the past two years.

NAT file data element belongs to	New name (AVETMISS)	Existing name	Comment
NAT00030	Program File	Program (Course) File	
NAT00060	Subject File	Subject (Module/Unit of Competency) File	
NAT00130	Program Completed File	Program (Qualification) File	

NAT file data element belongs to	New name (AVETMISS)	Existing name	Comment
NAT00030	Program Field of Education Identifier	Program (Qualification/Course Field of Education) Identifier	<i>Use the generic name that aligns with new file name.</i>
NAT00030	Program Identifier	Program (Qualification/Course) Identifier	
NAT00030	Program Level of Education Identifier	Program (Qualification/course Level of Education) Identifier	
NAT00030	Program Name	Program (Qualification/Course) Name	
NAT00030	Program Recognition Identifier	Program (Qualification/Course Recognition) Identifier	
NAT00120	Associated Program Identifier	Associated Course Identifier	

NAT file data element belongs to	New name (AVETMISS)	Existing name	Comment
NAT00120	Commencing Program Identifier	Commencing Course Identifier	
NAT00120	Program Commencement Date	Program (Course) Commencement Date	
NAT00060	Subject Field of Education Identifier	Subject (Module/Unit of Competency) Field of Education Identifier	
NAT00060	Subject Flag	Subject (Module/Unit of Competency) Flag	
NAT00060	Subject Identifier	Subject (Module/Unit of Competency) Identifier	
NAT00060	Subject Name	Subject (Module/Unit of Competency) Name	
NAT00080	Client Family Name	Client Last Name	This name change has been introduced in AVETMISS data element definitions edition 2.2 December 2015. Reason for change is to align with USI Registrar Office Requirements.
NAT00080	Highest school level completed identifier	Highest school level completed	This name change has been introduced in AVETMISS data element definitions edition 2.2 December 2015.
NAT00080	Language Identifier	Main Language Other Than English Identifier	
NAT00120	Activity End Date	Enrolment Activity End Date	Shorten name and clarify that date refers to training activity rather than enrolment.
NAT00120	Activity Start Date	Enrolment Activity Start Date	
NAT00120	Client Identifier – Apprenticeships	Client Identifier – Australian Apprenticeships	Remove the word ‘new’ from name to reflect correct name of program.
NAT00120	Training Contract Identifier	Training Contract Identifier – Australian Apprenticeships	Align name with name used in Apprentice and Trainee Collection
NAT00120	Specific Funding Identifier	Specific Program Identifier	Clarify that the field relates to government funding

