

Summary of Changes to Victorian VET Student Statistical Collection Guidelines

Executive Summary

This document outlines changes made to the Victorian VET Student Statistical Collection Guidelines - 2021 V1.0 and form part of the Victorian VET Student Statistical Collection Guidelines - 2022 v1.0.

The changes have been made in order to provide:

1. the collection of additional data necessary for the evaluation of contractual compliance and policy settings,
2. a broader scope in collecting data directly related to the monitoring of industry participation in work placements, and
3. a correction to the reporting requirement of 'At School Flag' to ensure accurate reporting.

Overview

The Victorian VET Student Statistical Collection Guidelines (the Guidelines) form a data standard which specifies how training activity should be reported in a consistent manner to the Department. They are compatible with Release 8.0 of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) which are the basis for the annual National VET Provider Collection.

AVETMISS Release 8.0 updates as of August 2018 apply from 2019. Full details on AVETMISS are available at the [NCVER website](#).

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

Purpose

The purpose of this document is to communicate changes to the Guidelines. This summary document will be published as frequently as necessary. The Guidelines will be published annually but may be more frequent depending on the scope of changes throughout the collection year. Off-cycle changes during the year may result from:

- certain aspects of the Guidelines that are ambiguous, erroneous or require clarification
- scenarios adversely affecting the data integrity of the collection
- ensuring compliance with statutory requirements
- reduce burden of reporting requirements on RTOs.

Audience

Training Providers

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

Software developers and data analysts

Software developers, as well as systems personnel and data analysts in larger organisations, should note all changes that refer to the technical detail of the Guidelines. These include the file specifications, business rules and data element dictionary.

Prerequisite

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

Document structure

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

How to use this document

Step	Action
1	<p>Review and note each change as indicated in the Change Summary table. For quick reference where a business rule has been updated, additions will be highlighted in red and deletions will be highlighted with red-cross-through.</p> <p>Note: The changes may not contain the entire section of the business rule definitions, therefore the changes should always be read in conjunction with the corresponding section of original document being changed. [...] will denote that section contains more business rules that have not been changed.</p>
2	<p>Retain all Summary of Changes documents with copy of latest Guidelines, this will ensure that you are always able to reference the most up to date business rules or any other changes.</p>
3	<p>Once a new version of the Guidelines is published, all the changes referenced in the Summary of Changes documents will be incorporated in that version.</p>

Change Impact Analysis

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

Stakeholder Impact Rating

0	None	None, no impact
1	Low	May be aware of change but little or no action is generally required
2	Medium	Must be aware of the change and act where required
3	High	Needs to review the change and take action
4	Very High	Needs to significantly change processes and systems

Areas of Impact

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

The following summary of changes are incorporated in:

Documents	Victorian VET Student Statistical Collection Guidelines - 2022
Version	1.0
Section and category	<p>File Structure:</p> <ul style="list-style-type: none"> File Structure - NAT00080, NAT00120 and NAT00130 <p>Data Element Definitions:</p> <ul style="list-style-type: none"> At School Flag – NAT00080 file Client Tuition Fee - NAT00120 file Commencing Program Cohort Identifier – new data element NAT00130 file Commenced While At School Flag – new data element - NAT00130 file Disability Type Identifier - NAT00080 file Eligibility Exemption Indicator - NAT00120 file Fee Exemption/Concession Type Identifier - NAT00120 file Purchasing Contract Schedule Identifier - National - NAT00120 file Specialisation Name - new data element - NAT00130 file Workplace ABN - NAT00120 file <p>Standard Enrolment Questions:</p> <ul style="list-style-type: none"> Disability Type Identifier - NAT00080 file <p>Glossary</p> <ul style="list-style-type: none"> Continuing enrolment Eligibility exemption

Stakeholder Impact Summary

		Provider			Software	DET		
Section		Learner	Trainer	Admin Change	Vendor	Analysis/ Decision Making	Operation: contract, payment, audit	System
(File structure)								
Change 2022-1	File Structure - NAT00080, NAT00120 and NAT00130							
(Data element)								
Change 2022-2	Commencing Program Cohort Identifier – new data element NAT00130 file							
Change 2022-3	Specialisation Name - new data element - NAT00130 file							
Change 2022-4	Commenced While At School Flag – new data element - NAT00130 file							
Change 2022-5	At School Flag – NAT00080 file							
Change 2022-6	Client Tuition Fee - NAT00120 file							
Change 2022-7	Disability Type Identifier - NAT00080 file							
Change 2022-8	Eligibility Exemption Indicator - NAT00120 file							
Change 2022-9	Fee Exemption/Concession Type Identifier - NAT00120 file							

		Provider			Software	DET		
Section		Learner	Trainer	Admin Change	Vendor	Analysis/ Decision Making	Operation: contract, payment, audit	System
(File structure)								
Change 2022-10	Outcome Identifier - National - NAT00120 file							
Change 2022-11	Purchasing Contract Schedule Identifier - National - NAT00120 file							
Change 2022-12	Workplace ABN - NAT00120 file							
(Glossary)								
Change 2022-13	Continuing enrolment							
Change 2022-14	Eligibility exemption							

File Structure

File Structure - NAT00080, NAT00120 and NAT00130	
Change 2022-1:	Updated File Structure for NAT00120 and NAT00130.
Reason:	The introduction of new data elements requires an updated to file structures.
Provider:	Requires system change.
SVTS:	System and validation rule changes.

Data Element Definitions

Commencing Program Cohort Identifier – new data element NAT00130 file	
Change 2022-2:	Added new data element: <ul style="list-style-type: none"> • Commencing Program Cohort Identifier
Reason:	Provide a placeholder for future platform to enable simplifying the reporting of Funding Source Identifier – State codes which have proliferated over the past years and resulted in cross over between tracking cohorts and monitoring funding streams.
Provider:	Requires system changes. No administrative impact initially as it is not expected that this data be collected in 2022.
SVTS:	System and validation rule changes.

Specialisation Name - new data element - NAT00130 file	
Change 2022-3:	Added new data element <ul style="list-style-type: none"> • Specialisation Name
Reason:	To assist in evaluating the program stream or specialisation area of a program that a student completes
Provider:	Requires system and administration changes. No administrative impact initially as it is an optional element (report if you can).
SVTS:	System, validation rule and BI changes.

Commenced While At School Flag – new data element - NAT00130 file	
Change 2022-4:	Added new data element: <ul style="list-style-type: none"> • Commenced While At School Flag.
Reason:	This new flag is necessary to show the students At School Status at the time of Program Commencement and will remain static for the life of the Program enrolment. For NCVER reporting purposes, the existing At School Flag on the Client (NAT00080) file will continue to be reported based on existing business rules and will remain on the Client file.
Provider:	Requires system and administration changes. Once off administrative change for providers to determine locking.
SVTS:	System and validation rule changes.

At School Flag – NAT00080 file	
Change 2022-5:	Updated Note: <p>Note: If the student is attending school and the flag is set to Y then the student cannot commence a government subsidised Program unless the enrolment is a school based apprenticeship or traineeship, then the VET in Schools Flag must be 'N' and the At School Flag must be 'Y'.</p>
Reason:	This new flag is necessary to show the students At School Status at the time of Program Commencement and will remain static for the life of the Program enrolment. For NCVER reporting purposes, the existing At School Flag on the Client (NAT00080) file will continue to be reported based on existing business rules and will remain on the Client file.
Provider:	Requires system and administration changes. Once off administrative change for providers to determine locking.
SVTS:	System and validation rule changes.

Client Tuition Fee - NAT00120 file	
Change 2022-6:	<p>Updated business rules.</p> <p>All Subjects in which a student enrolls, for which tuition fees may be charged, and that are part of the same Program Enrolment, should generally be charged and reported with the same hourly rate.</p> <ul style="list-style-type: none"> • 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 (\$0.00). • The Client Tuition Fee must be zero value for subjects reported with Outcome Id – National values of: <ul style="list-style-type: none"> ○ Recognition Prior Learning (50,51,52) or ○ Recognition Current Competency (53,54) or ○ Credit Transfer (60) or ○ Not yet started (85) or ○ The enrolment is reported with a fee waiver.
Reason:	Clarification only.
Provider:	This change was implemented in 2020, additional text is being added to GLs for clarification to business rules.
SVTS:	This change was implemented in 2020, additional text is being added to GLs for clarification to business rules.

Disability Type Identifier - NAT00080 file	
Change 2022-7:	<p>Renamed Disability type value and updated Q11 of the Standard Enrolment Form.</p> <p>From: Mental Illness</p> <p>To: Mental Health Issue</p>
Reason:	Alignment to provider terminology.
Provider:	Administrative change.
SVTS:	Administrative change and update to reference table in SVTS.

Eligibility Exemption Indicator - NAT00120 file	
Change 2022-8:	<p>Updated business rules.</p> <p>Eligibility exemptions may only be granted and the Eligibility Exemption Indicator field reported as 'Y' when subjects: for new commencements under specified Funding Source identifier – State Training Authority codes.</p> <p>The Eligibility Exemption Indicator field will be set to Y only for Subjects:</p>
Reason:	Clarification and removal of ambiguity.
Provider:	Clarification only.
SVTS:	Clarification only.

Fee Exemption/Concession Type Identifier - NAT00120 file	
Change 2022-9:	<p>Updated business rules.</p> <p>Where an asylum seeker is undertaking training reported with a funding source code other than ASL/ASP (and does not hold a concession entitlement otherwise), they are to be reported with the Fee Concession Exemption Type Identifier 'A - Asylum Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card'. Students reporting with ASL/ASP may continue to be reported with the Fee Concession Exemption Type Identifier 'O' for the remainder of 2021 collection year.</p>
Reason:	Clarification. The updated was introduced and communicated in 2021.
Provider:	Clarification only.
SVTS:	Clarification only.

Outcome Identifier - National - NAT00120 file	
Change 2022-10:	<p>Updated business rules for Outcome value 61:</p> <p>Where a provider chooses to report <i>Outcome Identifier - National '61 - Superseded Subject'</i>, they need to reported the <i>Hours Attended</i> and update <i>Activity End Date</i> to the date they will transition into the superseding subject.</p> <p>The superseding subject is reported with a new <i>Activity Start Date</i>, <i>Scheduled Hours</i> are reduced by the <i>Hours Attended</i> in superseded subject and when completed, will be reported with a valid final outcome.</p> <p>SVTS will reverse the whole payment and commence payment on the new Subject Identifier. In such cases 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.</p> <p>Note: The above is an interim solution until mapping of superseded subjects is available.</p>
Reason:	To date mapping for superseded subjects has not been available from TGA and as a state we still need to provide a way these subjects can be reported when being transitioned into.
Provider:	Administrative change.
SVTS:	Update SVTS to treat outcome 61- Superseded Subject the same as outcome 40 – withdrawn.

Purchasing Contract Schedule Identifier - National - NAT00120 file											
Change 2022-11:	<p>Removed business rule:</p> <p>The C19 value may be used if a training provider decides to opt in and flag subject level enrolments that are disrupted due to the Novel Corona Virus (COVID-19). This is a temporary value and please refer to the COVID-19 - Disrupted Training and Reapportioning fact sheet for full reporting details.</p> <p>ERA - Exclude from reapportioning - value may be used if a training provider decides to opt-in and flag at subject level, enrolments that are disrupted due to delayed practical placements or employer signoff. This value should be used in combination with the Outcome Identifier - National value of 79.</p> <p>Note: From 2021, if there is no disruption to enrolment and only waiting for employer signoff, then Outcome Identifier National value of 79 is to be used alone without the Purchasing Contract Schedule Identifier value ERA.</p> <p>Updated field values:</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>EXC</td> <td>Exclude from claims processor.</td> </tr> <tr> <td>R38</td> <td>Exclude from claim confirmation/invoicing.</td> </tr> <tr> <td>ERA</td> <td>Exclude from reapportioning. (This value will not be valid for any commencements post 2021).</td> </tr> <tr> <td>Blank</td> <td>When neither of the above values apply.</td> </tr> </tbody> </table>	Value	Description	EXC	Exclude from claims processor.	R38	Exclude from claim confirmation/invoicing.	ERA	Exclude from reapportioning. (This value will not be valid for any commencements post 2021).	Blank	When neither of the above values apply.
Value	Description										
EXC	Exclude from claims processor.										
R38	Exclude from claim confirmation/invoicing.										
ERA	Exclude from reapportioning. (This value will not be valid for any commencements post 2021).										
Blank	When neither of the above values apply.										
Reason:	SVTS will be re-designed to adjust reapportioning and providers will no longer need to report this value.										
Provider:	Administrative change.										
SVTS:	Update SVTS to no longer validate for this value.										

Workplace ABN - NAT00120 file	
Change 2022-12:	<p>Updated business rules:</p> <p>General:</p> <p>While this field is only mandatory from 2020 for enrolments where students are studying with a free TAFE Waiver, it is expected that all types of enrolments involving work placements report this field will be reported from 1st July 2020</p> <p>The reporting of a Workplace ABN is mandatory for all types of enrolments involving work placements.</p> <p>Specific:</p> <p>Workplace ABN must not be blank when:</p> <ul style="list-style-type: none"> • the Program Enrolment is supported by a Free TAFE waiver; AND
Reason:	The need to monitor industry participation in work placements has increased due to COVID disruptions and a more holistic view is required.
Provider:	Administrative change.
SVTS:	Validation rule changes.

Glossary

Continuing enrolment	
Change 2022-13:	<p>Updated business rules:</p> <p>To report continuing enrolments into new collection year:</p> <ul style="list-style-type: none"> • The <i>Outcome Identifier - National</i> code must be code '70 - Continuing Enrolment' or code '50 - Recognition of Prior Learning started and result not yet available' or 79 – Waiting for Employer Signoff or Practical Placement.
Reason:	Clarification
Provider:	Clarification only.
SVTS:	Clarification only.

Eligibility exemption	
Change 2022-14:	Removed business rule: <ul style="list-style-type: none"> • Eligibility Exemptions are only applicable for specific Funding Source Identifiers - State Training Authority codes. Please refer to Funding Source Identifiers - STA Supplement which can be accessed on SVTS or the Departments website.
Reason:	Clarification
Provider:	Clarification only.
SVTS:	Clarification only.