# Summary of Changes to Victorian VET Student Statistical Collection Guidelines

## Executive Summary

This document outlines changes made to the Victorian VET Student Statistical Collection Guidelines - 2022 and form part of the Victorian VET Student Statistical Collection Guidelines - 2022 v1.2.

The changes have been made in order to provide:

1. minor clarifications throughout document to eliminate ambiguity,
2. a correction to the question numbering and removed Parent/Guardian Signature requirement for students under the age of 18 under the acknowledgment of reading the Victorian Government’s VET Student Enrolment Privacy Notice, on the Standard Enrolment Form, and
3. updates to Appendix 4 – Specific reporting requirements.

## 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](http://www.ncver.edu.au/avetmiss/).

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 | 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~~.**Note:** The changes may not contain the entire section of the business rule definitions, therefore the changes should always be read in conjunction with the corresponding section of original document being changed. […..] will denote that section contains more business rules that have not been changed. |
| 2 | Retain all Summary of Changes documents with copy of latest Guidelines, this will ensure that you are always able to reference the most up to date business rules or any other changes. |
| 3 | Once a new version of the Guidelines is published, all the changes referenced in the Summary of Changes documents will be incorporated in that version. |

### 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** | 1.2 |
| **Section and category** | Data Element Definitions:* Client Fees – Other NAT00120

Appendixes:* Standard enrolment form
* Specific reporting requirements
 |

### Stakeholder Impact Summary

|  | **Provider** | **Software** | **DET** |
| --- | --- | --- | --- |
| **Section** | **Learner** | **Trainer** | **Admin Change** | **Vendor** | **Analysis/Decision Making** | **Operation: contract, payment, audit** | **System** |
| **(Data element)** |  |
| Change 2022-1 | Client Fees – Other NAT00120 |  |  |  |  |  |  |  |
| **(Standard Enrolment Form)** |  |
| Change 2022-2 | Standard Enrolment Form |  |  |  |  |  |  |  |
| **Appendix 4** |
| Change 2022-3 | Specific reporting requirements |  |  |  |  |  |  |  |

### Data Element Definitions

| Client Fees – Other NAT00120 |
| --- |
| Change2022-1: | Updated Field Value description of Client Fees – Other data element:To:Where Client Fees - Other is charged. Positive dollar amounts are only valid. |
| Reason: | Clarification purposes and remove ambiguity. |
| Provider: | No impact. |
| SVTS: | No impact. |

**Appendixes**

| Standard Enrolment Form |
| --- |
| Change2022-2: | Corrected question numbering and removed Parental/Guardian signature requirement where consent for student under the age of 18 is required for acknowledgement of reading the Victorian Government’s VET Student Enrolment Privacy Notice.~~[PARENT/GUARDIAN SIGNATURE\*] ………………………….[DATE]…………~~~~\*Parental/guardian consent is required for all students under the age of 18~~ |
| Reason: | Correction and to align with the National requirements.  |
| Provider: | Low impact, providers need to be aware for administrative purposes. |
| SVTS: | No impact. |

| Specific reporting requirements |
| --- |
| Change2022-3: | Updated reporting requirements section for:**Asylum Seeker VET Program**For individuals enrolled under this initiative, the training provider must report:* Eligibility Exemption Indicator value set to ‘Y’
* Funding Source Identifiers – State Training Authority ~~FSI~~ Funding Source Identifier of ‘ASP’ or ‘ASL’.

If the individual is also participating under a different initiative where a different Funding Source Identifier must be reported, the training provider should report:* the ~~(FSI)~~ Funding Source Identifier for that initiative,
* ~~the Eligibility Exemption Indicator value set to ‘Y’~~
* the Fee Exemption/Concession Type Identifier (1st character) as either:
* a value to show the type of concession the individual already holds (e.g. ‘H’ if they hold a Health Care Card), or
* ‘A’ if the individual doesn’t hold an accepted type of concession but is entitled to a concession under the Asylum Seeker VET Program.

**Eligibility Exemptions Initiative**Where the training provider has granted an eligibility exemption under the Eligibility Exemptions initiative, the training provider must report:* the Eligibility Exemption Indicator value of ‘Y’.

Training providers must offer an exemption to certain cohorts and report them using the following Funding Source Identifiers:* ‘SCL’ - Retrenched workers (Apprentice/Trainee) or ‘SCP’ – Retrenched workers (General – non-Apprentice/Trainee)
* ‘AEL’ - Automotive supply chain workers (Apprentice/Trainee) or ‘AEP’ Automotive supply chain workers (General, non-Apprentice/Trainee)
* ‘JVL’ - Jobs Victoria Employment Network Client (Apprentice/Trainee) or ‘JVP’ Jobs Victoria Employment Network Client (General, non-Apprentice/Trainee).

~~The following FSI do not count towards the calculation of eligibility exemption limits for the initiative.~~The following Funding Source Identifiers are not counted towards the training provider’s eligibility exemption limit:* ‘02P, ‘ASP’, ‘ASL’, ~~‘FVP’~~, ‘GSP’, ‘JFP’, JFL’ and ‘JSP’ ~~‘PSP’~~.
 |
| Change2022-3 cont. | **Training to Support the 10-Year Industry Plan for Family Violence prevention and Response:** ‘22510VIC – Course in Identifying and Responding to Family Violence Risk’ ~~When a training provider grants an eligibility exemption for an individual enrolling in program ‘22520VIC Course in identifying and responding to family violence risk’ under this initiative, they must report:~~* ~~FSI values of ‘PSP’ or ‘GSP’~~
* ~~Eligibility Exemption Indicator value of ‘Y’~~

~~TAFEs and Dual Sector Universities granting an eligibility exemption for an individual enrolling in program ‘TAE40116 Certificate IV in Training and Assessment’ under this initiative, must report:~~* ~~FSI value of ‘FVP’~~
* ~~Eligibility Exemption Indicator value of ‘Y’~~

Enrolments in ‘22510VIC – Course in Identifying and Responding to Family Violence Risk’ should be reported with:* Funding Source Identifier value of GSP

Training Providers may grant an exemption to the ‘2 at a time’ and/or ‘2 Skill Sets in a year’ eligibility settings if required. Where required, it should be reported with:* Eligibility Exemption Indicator value of ‘Y’

See the ‘Free at TAFE’ section of this Appendix for advice regarding reporting of fee waivers at TAFE and Dual Sector Universities for students in this skill set.**JobTrainer**Training delivered under this initiative must be reported with the following Funding Source Identifiers:* JFL: JobTrainer – Traineeship
* JFP: JobTrainer – Non-Apprenticeship/Traineeship
* JSP: JobTrainer – Skill Set.

 When granting an eligibility exemption under this initiative, the Eligibility Exemption Indicator value must be ‘Y’When reporting a Fee Exemption/Concession Type Identifier under this initiative, the first character can only be one of the following:* H – Health Care Card
* P – Pensioner Concession Card
* V – Veteran Gold Card
* A – Asylum Seekers
* O – Other (Indigenous)
* Z – None ( note that under the JobTrainer, a Concession Contribution is paid even when this code ‘Z’ is reported).

For JobTrainer Skill Sets, all students must be granted a Fee Waiver. Therefore, when reporting the Fee Exemption/Concession Type Identifier, the second character must be ‘R’. |
| Change2022-3 cont. | **Free TAFE for Priority Courses (TAFE/Dual Sector only)**Where the training provider has granted a Fee Waiver for a program on the Free TAFE for Priority Courses List, the associated training activity must be reported using the Fee Exemption/Concession Type Identifier where:* the 1st character matches a valid value as identified for the Fee Exemption/Concession Type Identifier, which is applicable to the student,
* the 2nd character must be ‘T’~~. Fee Exemption/Concession Type identifier (the 2~~~~nd~~ ~~character) is value of ‘T’.~~

**Free TAFE and JobTrainer (TAFE/Dual Sector only)** Where a student is ~~getting~~ granted a Fee Waiver under JobTrainer for a program that is also on the Free TAFE for Priority Courses List, the training provider must report the Fee Exemption/Concession Type Identifier as follows:* the 1st character matches a valid value as identified for the Fee Exemption/Concession Type Identifier, which is applicable to the student,
* the 2nd character must be ‘T’

Added new items:**Free at TAFE**The following skill sets are ‘Free at TAFE’ in 2022:* Course in Gender Equity
* Course in Identifying and Responding to Family Violence Risk
* Course in Introduction to the National Disability Insurance Scheme.

TAFEs must grant a fee waiver to students enrolling in any of these skill sets.TAFEs must report:* Funding Source Identifier ‘GSP’, and
* Fee Exemption/Concession Type Identifier (2nd character) value of ‘Y’.

A student’s participation in these skill sets will not impact their ‘Free TAFE’ entitlement.Removed:**~~Free TAFE Skill Set (TAFE/Dual Sector only)~~**~~Where a student is getting a Fee Waiver under Free TAFE Skill Set, the associated training activity must be reported using the Fee Exemption/Concession Type Identifier where:~~* ~~the 1~~~~st~~ ~~character matches a valid value as identified for the Fee Exemption/Concession Type Identifier, which is applicable to the student,~~
* ~~the 2~~~~nd~~ ~~character is ‘Y’~~
 |
| Reason: | Clarifications and updates to policy.  |
| Provider: | Low impact, this information has already been communicated via other sources but is also provided in Appendix 4 for centralisation and quick referencing purposes. |
| SVTS: | No impact. |