

## Executive Summary

This document outlines changes applicable to the Victorian VET Student Statistical Collection Guidelines – 2016 v2.

The changes have been made in order to provide:

1. clarification to the reporting requirements of some new data elements being introduced in 2016,
2. update terminology,
3. clarify any ambiguous or erroneous aspects of the guidelines.

## Overview

The *Victorian VET Student Statistical Collection Guidelines* (the guidelines) form a data standard which specifies how training activity should be reported in a consistent manner to the Department. They are compatible with Release 7 of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) which are used as the basis for the annual National VET Provider Collection.

AVETMISS Release 7 apply from 2014. Full details on AVETMISS are available at the NCVER website <http://www.ncver.edu.au/>.

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

## Purpose

The purpose of this document is to communicate changes (**highlighted in red**), to the guidelines. This summary document will be published periodically and as frequently as necessary to enable up to date communication. 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 providers need to be familiar with the guidelines in order to understand the nature of the changes outlines in this Summary of Changes document.

### Software developers and data analysts

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

## Prerequisite

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

## Document Structure

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

## How to use this document

Step	Action
1	Retain a link or hard copy of the latest guidelines. This should be the same version as referred to in the Change Summary table.

	2	Review and note each change as indicated in the Change Summary table. For quick reference, all changes will be highlighted in <b>red</b> .  <b>Note:</b> 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.
	3	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.
	4	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 summary table

The following summary of changes are incorporated in:	
Document	<a href="#">Victorian VET Student Statistical Collection Guidelines – 2016</a>
Version	2
Section and category	<b>Submission Structure</b> <ul style="list-style-type: none"> <li>Enrolment File – (NAT00120) file</li> </ul> <b>Data Elements</b> <ul style="list-style-type: none"> <li>Associated Course Identifier – (NAT00120) file</li> <li>Program Supervised Teaching Activity Completion Date – (NAT00130) file</li> <li>Program Unique Supervised Hours – (NAT00130) file</li> </ul> <b>Student enrolment privacy notice</b> <b>Websites and publications</b>

## Submission Structure

## Enrolment File – (NAT00120) file

Change 20151111-1	<p><b>Changed business rule</b></p> <p><b>From:</b></p> <p><i>Associated Course Identifier</i></p> <p>This field must be blank</p> <p><b>To:</b></p> <p><i>Associated Course Identifier</i></p> <p>This field must <b>not be blank</b> for government subsidised superseding enrolments.</p>
Reason:	Clarification on reporting requirements.
Impact:	Clarification only.

## Data element definitions

## Associated Course Identifier – (NAT00120) file

Change 20151111-2	<p><b>Updated business rules</b></p> <p>When a <b>government subsidised</b> qualification has been transitioned, the <i>Program Identifier</i> of the old superseded qualification must be reported in the <i>Associated Course Identifier</i> field of the replacement qualification.</p> <p><b>Added new business rules</b></p> <p>Where fee for services qualifications are being transitioned into government subsidised qualifications, these enrolments must be treated as new enrolments under VTG funding and therefore no <i>Associate Course Identifier</i> should be reported. In these cases if an <i>Associated Course Identifier</i> is reported, reject 28 will be generated.</p> <p>When transitioning students from fee for service delivery into government subsidised delivery, all modules passed in the fee for service enrolment must be reported as a credit transfer in the government subsidised enrolment.</p> <p>Refer to your VET Funding Contract and the Superseded Courses – Fact Sheet for more details on when and how to transition superseded qualifications.</p>
Reason:	Clarification on reporting requirements.
Impact:	Clarification only.

## Program Supervised Teaching Activity Completion Date – (NAT00130) file

Change 20151111-3	<p><b>Updated business rules</b></p> <p>From 1 January 2016, for all new and continuing government subsidised enrolments, the RTOs must report the Program Supervised Teaching Activity Completion Date. <i>Where the Program Supervised Teaching Activity Completion Date</i> must:</p> <ul style="list-style-type: none"> <li>on <b>Program completion</b>, will be on or <b>before</b> the last subject <i>Activity End Date</i></li> </ul>
Reason:	Further clarification on reporting requirements.
Impact:	SMS vendors will need to update validation rule if already coded.

Data  
element  
definitions –  
continued

## Program Unique Supervised Hours – (NAT00130) file

<p>Change</p> <p>20151111-4</p>	<p><b>Clarified Data element description</b></p> <p>The total number of unique <del>(non-overlapping)</del> hours of supervised training and assessment activity for the Program (Course/Qualification) enrolment.</p> <p><b>Updated business rules</b></p> <p>From 1 January 2016, for all new <del>and continuing</del> government subsidised enrolments, the RTOs must report the supervised hours it takes a student to complete the Program. These hours will <b>generally align</b> with the <b>timetabled</b> hours documented in the student's Training Plan. <b>In most circumstances, these hours may also align with the RTOs timetable.</b></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 <b>actual</b> elapsed time engaged in <b>supervised</b> training and assessment from the student's point of view across the Program, in line with the student's Training Plan.</p> <p>This field must not be blank <b>for government subsidised enrolments commencing from 1 January 2016.</b></p> <p><b>Added business rules</b></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> <p>Where multiple units are being delivered in a clustered fashion, the total elapsed time to deliver all the units concurrently should be reported.</p> <p><b>For example, if two units each of 10 scheduled hours are being delivered as a cluster, only 10 PUSH should be reported.</b></p> <p>This field must not be blank for government subsidised Programs. The <i>Program Unique Supervised Hours</i> must be specific to each student for each Program enrolment. <del>and must be based on the individual's existing skills and competencies.</del></p>
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Reason:	To assist SMS Vendors in system coding and provide RTOs with clarification of data element definition to enable correct reporting.
Impact:	If vendors have already started programming validation code, they may choose to exclude continuing enrolments.

## Student enrolment privacy notice

Change 20151111-5	<p><b>Updated Privacy Notice</b></p> <p><b>RTO VET Student Enrolment Privacy Notice</b></p> <p>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.</p> <p>...</p> <p>I acknowledge that I have read the Victorian Government's VET Student Enrolment Notice.  Student signature: .....  [Insert a "tick box" to confirm acknowledgement of the privacy statement as a prerequisite for online enrolments.]</p>
Reason:	Support implementation of USI
Impact:	RTOs will need to update Student Enrolment forms to incorporate the updated Privacy Notice.

## Websites and publications

Change 20151111-6	<p><b>Updated links</b></p> <p>Office of the Australian information Commissioner  <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></p> <p>USI  <a href="http://www.usi.gov.au/">http://www.usi.gov.au/</a></p>
Reason:	Keep links relevant.
Impact:	Standard maintenance