

Executive Summary

This document outlines changes applicable to the Victorian VET Student Statistical Collection Guidelines – 2016 v2, due for publication in July 2016.

The changes have been made in order to provide:

1. consistency with AVETMIS Standards,
2. update terminology,
3. provide update of new state identifiers and codes available in 2016,
4. correction to 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 applied from 2014. Full details on AVETMISS are available at the NCVET website <http://www.ncver.edu.au/>.

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

Purpose

The purpose of this document is to communicate changes (**highlighted in red**), to the guidelines. This summary document will be published 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 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, 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 includes sections and categories as detailed in the guidelines, followed by a Change Summary table outlining the changes, reason and possible impact.

How to use this document

Step	Action
1	Retain a 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 red . 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.
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 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. Retain the new published version of the guidelines and repeat steps 1 to 4 if new changes are published.
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Change summary table

The following summary of changes apply to:	
Document	Victorian VET Student Statistical Collection Guidelines – 2016
Version	2
About this document	<ul style="list-style-type: none"> ▪ AVETMISS – Data element name change
Data Submission	<ul style="list-style-type: none"> ▪ Collection year and collection period
Data Element Definitions	<ul style="list-style-type: none"> ▪ ANZSCO –(NAT00030) – file ▪ <i>Client Family Name</i> – (NAT00085) – file ▪ <i>Eligibility Exemption Indicator</i> – (NAT00120) – file ▪ <i>Fee Exemption/Concession Type Identifier</i> – (NAT00120) - file ▪ <i>Funding Source Identifier – State Training Authority</i> – (NAT00120) file ▪ <i>Highest School Level Completed Identifier</i> – (NAT0080) - file ▪ <i>Name for Encryption</i> – (NAT00080) - file
Enrolment Form	<ul style="list-style-type: none"> ▪ Questions 1, 4 & 23 ▪ Privacy Policy

About this document**AVETMISS – Data element name change**

Change 20160222-1	<p>Change hybrid data element names to be consistent with AVETMISS.</p> <p>For the past few years hybrid data element names have been used in the guidelines to allow VET providers to get accustomed to data element name changes which were introduced by NCVET in their 6.1 release. For consistency, in the July 2016 release of the guidelines, these hybrid names will be replaced with the AVETMISS data element names.</p> <p>i.e. all reference to 'Course' has been changed to 'Program'.</p> <p>Refer to Appendix 1 of this document for the mapping of file and data element name changes.</p>
Reason:	To be consistent with AVETMISS
Impact:	<p>Clarification only. Hybrid names have been used for past few years, therefore providers will be familiar with the name changes.</p> <p>Until name changes are adopted throughout SVTS and related documentation, providers will notice the existing and new data element names appearing interchangeably throughout various documentation (i.e. validation errors).</p>

Data Submission**Collection year and collection period**

Change 20160222-2	<p>Added definition for collection year and collection period.</p> <p>Due to the change in NCVET data submission frequency, it is necessary to make a distinction between 'Collection Year' and 'Collection Period'.</p> <p>Collection Year – refers to the calendar year in which the training activity occurred.</p> <p>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.</p>
Reason:	To be consistent with AVETMISS. Since the introduction of quarterly NCVET data collection, it is necessary to distinguish between the collection year and collection period.
Impact:	Clarification only.

Data element definitions**ANZSCO –(NAT00030) – file**

Change 20160222-3	<p>Updated ABS catalogue reference.</p> <p>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).</p>
Reason:	Update.
Impact:	Update.

Data element definition – cont.

Client Family Name – (NAT00085) – file

Change 20160222-4	Changed field name: From: <i>Client Last Name</i> To: <i>Client Family Name</i>
Reason:	To be consistent with AVETMISS.
Impact:	Reflect this change as appropriate.

Eligibility Exemption Indicator – (NAT00120) – file

Change 20160222-5	<p>Updated business rules:</p> <p>The <i>Eligibility Exemption Indicator</i> 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</p> <ul style="list-style-type: none"> • 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. <p>* 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.</p> <p>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 <i>Eligibility Exemption Identifier</i> 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.</p>
Reason:	New state funding codes available in 2016.
Impact:	Additional codes available from 2016. Refer to your VET Funding Contract.

Fee Exemption/Concession Type Identifier – (NAT00120) - file

Change 20160222-6	Added Field values		
	Value	Description	Eligible for concession /waiver contribution from the Department?
	Y	Fee Waiver for a student with a letter from the Department providing them with a Fee Exemption	Yes
Reason:	New identifier available in 2016.		
Impact:	Additional <i>Fee Exemption/Concession Type Identifier</i> available from 2016. Refer to your VET Funding Contract.		

Data element definition – cont.

Funding Source Identifier – State Training Authority – (NAT00120) file

Change 20160222-7	Added Field values				
	Funding Source Identifier – State Training Authority	Valid for program commencements in 2016?	Authorised Referral form required?	State codes	National code
	Workers in Transition Program - General (not Apprentice/Trainee)	No [#]	Yes	WTP	11
	Workers in Transition Program - Apprentice/Trainee	No [#]	Yes	WTL	11
	Back to Work Scheme (non Apprentice/Trainee)	Yes	Yes	BWP	11
	Back to Work Scheme (Apprentice/Trainee)	Yes	Yes	BWL	11
	Updated table of applicable VTG codes in 2016.				
	General (non apprentice/ trainee)	Apprentice/Trainee	Referral form required?	Possible Eligibility Exemption Indicator?	
	P	L	No	No*	
	ASP	ASL	Yes	No	
WTP	WTL	Yes	Yes		
AEP	AEL	Yes	Yes		
SCP	SCL	Yes	Yes		
BWP	BWL	Yes	Yes		
* except at TAFE institutes and dual sector Universities where an eligibility exemption has been granted in accordance with Contract Notification 2015-18.					
Updated annotation.					
<p>× Enrolments against <i>Funding Source identifier – State Training Authority L</i> and <i>P</i> 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.</p>					
Added annotation:					
<p># There should be no new enrolments against <i>Funding Source Identifier – State Training Authority codes 'WTP' and 'WTL'</i> in 2016. Students holding referral letter for the Training Support for Retrenched Workers initiative should have their 2016 commencements enrolled against '<i>SCP</i>' or '<i>SCL</i>'.</p>					

Data element definition – cont.

Change 20160222-7 continued	<p>Replaced funding codes WTL and WTP with SCL and SCP in following business rules.</p> <p>Students referred under the Retrenched Employees program must be reported with <i>Funding Source Identifier – State Training Authority</i> code 'SCL' or 'SCP' (depending whether they are an apprentice/trainee or not).</p> <p>For 'SCL' or 'SCP' coded enrolments for individuals who do <u>not</u> meet the up-skilling requirement of the VTG, the <i>Eligibility Exemption Indicator</i> should be set to Y on every subject studied to identify that the enrolment is only eligible for the VTG because of the student's Retrenched Employee status.</p> <p>For 'SCL' or 'SCP' coded individuals who <u>do</u> meet the up-skilling requirement of the VTG, the <i>Eligibility Exemption Indicator</i> should be set to N on every subject studied to identify that the student is eligible to pursue their enrolment under VTG (regardless of their Retrenched Employee status).</p>
Reason:	New state funding codes available in 2016 and to be consistent with Schedule 1 Clause 18 of the VET Funding Contract.
Impact:	Additional codes available from 2016. Refer to your VET Funding Contract.

Highest School Level Completed Identifier – (NAT0080) - file

Change 20160222-8	<p>Changed field name:</p> <p>From: <i>Highest School Level Completed</i></p> <p>To: <i>Highest School Level Completed Identifier</i></p> <p>Updated data element definition:</p> <p>A code that identifies the highest level of school that a client has successfully completed.</p>
Reason:	To be consistent with AVETMISS.
Impact:	Reflect this change as appropriate.

Data element definition – cont.

Name for Encryption – (NAT00080) - file

Change 20160222-9	<p>Added business rule:</p> <p>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.</p> <p>Name for Encryption must follow the format described in the Field Value section for this data element below.</p> <p>Updated field value to include (max 40 characters):</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Value</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Text</td> <td> Type the client’s full name using the following format: Surname (comma) (space) - (max 40 characters) First given name (space) } Second given name } - (max 40 characters) For example: Jones, David Andrew </td> </tr> </tbody> </table>	Value	Description	Text	Type the client’s full name using the following format: Surname (comma) (space) - (max 40 characters) First given name (space) } Second given name } - (max 40 characters) For example: Jones, David Andrew
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Text	Type the client’s full name using the following format: Surname (comma) (space) - (max 40 characters) First given name (space) } Second given name } - (max 40 characters) For example: Jones, David Andrew				
Reason:	To be consistent with AVETMISS and align with USI Registrar Office requirements.				
Impact:	Clarification only.				

Unique Student Identifier – (NAT00080) - file

Change 20160222-10	<p>Changed reference:</p> <p>From: <i>USI Register</i></p> <p>To: <i>USI Registrar</i></p>
Reason:	Correction.
Impact:	Clarification only.

Enrolment Form

Questions 1, 4 & 23

Change: 20160222-11	<p>Updated Enrolment form:</p> <p>Question 1 – changed Client Last Name to Client Family Name and added note: 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>Question 4 – added question for student phone and email details and then renumbered all subsequent questions.</p> <table border="1"> <thead> <tr> <th>Question</th> <th></th> <th></th> <th>AVETMISS field</th> </tr> </thead> <tbody> <tr> <td rowspan="5">4. Enter your contact details</td> <td>Home Phone</td> <td>.....</td> <td>Telephone Number – Home</td> </tr> <tr> <td>Work Phone</td> <td>.....</td> <td>Telephone Number – Work</td> </tr> <tr> <td>Mobile</td> <td>.....</td> <td>Telephone Number – Mobile</td> </tr> <tr> <td>Email</td> <td>.....</td> <td rowspan="2">Email Address</td> </tr> <tr> <td>Address</td> <td></td> </tr> </tbody> </table> <p>Question 23 – added question for the Unique Student Identifier</p> <p>Unique Student Identifier</p> <p>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.</p> <table border="1"> <thead> <tr> <th>Question</th> <th></th> <th>AVETMISS field</th> </tr> </thead> <tbody> <tr> <td>23. Enter your Unique Student identifier (if you already have one)</td> <td> <table border="1"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </td> <td>Unique Student Identifier</td> </tr> </tbody> </table>	Question			AVETMISS field	4. Enter your contact details	Home Phone	Telephone Number – Home	Work Phone	Telephone Number – Work	Mobile	Telephone Number – Mobile	Email	Email Address	Address		Question		AVETMISS field	23. Enter your Unique Student identifier (if you already have one)	<table border="1"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Unique Student Identifier
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Reason:	To be consistent with AVETMISS.																																			
Impact:	Providers should incorporate change in the next update of their enrolment form.																																			

Standard Enrolment Form

Privacy Policy

<p>Change: 20160222-12</p>	<p>Added word 'Privacy' to: I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice. Student signature:</p> <p>Changed word <i>statement</i> to <i>notice</i> in following paragraph: [Insert a "tick box" to confirm acknowledgement of the privacy notice as a prerequisite for online enrolments.]</p>
<p>Reason:</p>	<p>Correction.</p>
<p>Impact:</p>	<p>Providers should incorporate change in the next update of their enrolment form.</p>

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	
NAT00120	Commencing Program Identifier	Commencing Course Identifier	

SUMMARY OF CHANGES TO VICTORIAN VET STUDENT STATISTICAL COLLECTION GUIDELINES

NAT file data element belongs to	New name (AVETMISS)	Existing name	Comment
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	Align name with name used in Apprentice and Trainee Collection
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