

Executive Summary

This document outlines changes applicable to the Victorian VET Student Statistical Collection Guidelines – 2016 v2 (guidelines) and are incorporated in v3 of the guidelines published 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
are incorporated in:	
Document	Victorian VET Student Statistical Collection Guidelines -2016
Version	3
Changes include:	
Data Submission	<ul style="list-style-type: none"> ▪ Program Completed file - (NAT00130)
Data element definition	<ul style="list-style-type: none"> ▪ Client First Given Name file - (NAT00085) ▪ Client Family Name file - (NAT00085)

Data Submission

Program Completed file - (NAT00130)

Change 20160701-1	<p>Clarified paragraph 2 of business rules:</p> <p>From:</p> <p>Program Completions must be reported as soon as training has commenced and the Year Program Completed updated as soon as possible after successful completion. 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.</p> <p>To:</p> <p><i>A record for each Program must be reported in the NAT00130 file as soon as training has commenced. The Year Program Completed 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 Year Program Completed must be updated after successful completion.</i></p>
Reason:	To eliminate ambiguity.
Impact:	Clarification only.

Data element definitions

Client First Given Name file - (NAT00085)

Change 20160701-2	<p>Changed data element description:</p> <p>From:</p> <p>A field that contains the client’s preferred first name.</p> <p>To:</p> <p><i>A field that contains the client’s legal given name.</i></p> <p>Added following business rules:</p> <p><i>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.</i></p> <p><i>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.</i></p> <p>Example: First given name is David and middle name is Andrew</p> <p>Format to use: David Andrew</p> <p><i>Text should not include initials, title, numbers, dots nor dashes.</i></p> <p><i>If the student has a valid Unique Student Identifier (USI), then the name must be the same as the name used when they applied for the USI. This includes exact text and format.</i></p>
Reason:	To clarify and help align with USI Register requirements.
Impact:	Clarification only.

Client Family Name file - (NAT00085)

<p>Change 20160701-3</p>	<p>Added following business rules:</p> <p><i>The Client's Family Name</i> must be report exactly as it appears on the form of ID used to verify a student's identity.</p> <p>If the student has a valid <i>Unique Student Identifier</i>, then the name must be the same as the name used when they applied for the <i>Unique Student Identifier</i>.</p> <p>If the <i>Family Name</i> has changed since the student applied for a <i>USI</i>, then report current name and the student must notify the USI Register of the name change.</p>
<p>Reason:</p>	<p>To clarify and help align with USI Register requirements.</p>
<p>Impact:</p>	<p>Clarification only.</p>