Victorian VET Student Statistical Collection Guidelines - 2010

Guidelines issued December 2009　　　　　　　　　　　　　　**Version 1.2**

Victoria
The Place To Be

Department of
Innovation, Industry and
Regional Development

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About this document

Scope of the collection

The Victorian VET Student Statistical Collection captures information about registered training organizations (RTOs), courses, modules/units of competency, clients' demographic and prior education background as well as enrolment and qualification completion details associated with VET delivery in Victoria.

Both government funded and fee-for-service VET activity is normally reported in the collection. Non-VET (hobby and recreational) activity can be submitted, but care must be taken to ensure that both the course and corresponding module/unit of competency are flagged as *Non-VET* in the appropriate files.

Data is submitted in the collection by all VET providers that operate in Victoria and are in receipt of State or Commonwealth government funding that are recognised by the Victorian Skills Commission, the Victorian Registration and Qualifications Authority (VRQA), the National Audit and Registration Agency (NARA), and/or the Adult, Community and Further Education (ACFE) Board Victoria. These include:

- TAFE institutes
- TAFE divisions of universities
- Adult education institutions
- Adult community education (ACE) providers
- Private RTOs.

In order to maintain and protect the privacy of both RTOs and students, only the minimum data required for Skills Victoria's business purposes and the national AVETMISS provider collection (details of which are on page 9) is collected.

Each student reported in the collection must have a unique Client Identifier code allocated by the training organization. Hence the training activity history of a particular student may be tracked within the same training organization over time.

Collection processes are based on standard definitions and collection protocols to ensure comparability over time and across geographical boundaries. The definitions, business rules and other terms set out in these Guidelines conform to the definitions in the AVETMISS VET Provider Collection Specifications published by the National Centre for Vocational Education Research (NCVER).

Providers that do not have in-house student management systems will need to have the ability to collect and store data and create the ten data files that comply with the requirements of the collection.

Document audience

Providers

All VET providers will need to be familiar with this document in order to understand the nature, scope and requirements of the statistical collection and how to submit data files to Skills Victoria.

Software developers and data analysts

Software developers, as well as systems personnel and data analysts in larger organizations, will need the technical detail contained in this document. These include the file specifications, business rules and data element dictionary.

How to use this document

There are six critical pieces of information in the document.

1. How and when to submit your data

The Skills Victoria website used to upload data and the collection submission dates appear in the Data submission section on page 11.

2. Submission structure

The submission structure section contains information about the files and field formats required by the collection. Go to the Submission structure section on page 12 for more information.

3. File structures

Virtually every aspect of the statistical collection can be accessed through a hyperlinked, one-page summary that lists the ten NAT files and the data elements in each file. Go to the File structures section on page 13 for the links to the key parts of this document.

4. Data elements

An alphabetical listing of data elements appears in the Contents section at the beginning of this document. The list is linked and will take you to specific information about each data element including:

- description
- the files in which it appears
- purpose
- business rules; that is, how to complete the field when submitting your data
- any recent changes to the element
- the format of the element and exactly which values you can and cannot use.

5. Glossary

A Glossary of standard terms can be found on page 134 of the document. The glossary will usually contain extended definitions or more detailed information about the business rules surrounding particular data elements.

6. Standard enrolment form questions

A student enrolment privacy notice has been added to Appendix 1 which provides a set of standard enrolment form questions designed to ensure that the information obtained through the statistical collection is consistent across the whole VET sector. Go to the Privacy information on page 10and Appendix 1: Standard enrolment questions on page 142 for more information.

Skills Victoria services

Skills Victoria supports VET providers by:

- Offering technical and training services and electronic resources
- Improving systems and practices
- Working with other jurisdictions to improve the statistical collection

A Validation Supplement to these guidelines, which describes validations applied to data submitted and their impact on Skills Victoria's acceptance and use of the data, is available at the website http://www.skills.vic.gov.au/corporate/statistics/submit_data.

Appendix 2 on page 146 lists all the Skills Victoria and related websites and publications referred to in this document.

AVETMISS

The Victorian statistical collection forms part of a national VET statistical collection often referred to as AVETMISS (Australian Vocational Education and Training Management Information Statistical Standard).

These guidelines incorporate AVETMISS Release 6.0 (the Standard), which provides the framework for the collection and the definitions of individual data elements.

The Standard was developed by the National Training Statistics Committee to provide data definitions for information related to students, training programs and VET providers.

By using a common language and providing required data, VET providers contribute to the effective planning, efficient output and promotion of VET at the local, state and national levels.

Classification tables

The codes and classifications used in the guidelines are taken from existing national classifications to allow information to be used and reported consistently across a variety of statistical collections.

The major source of national classifications is the Australian Bureau of Statistics (ABS). However the specific classification tables listed below can be downloaded from the NCVER web site

- ANZSCO identifier (Occupation)
- ANZSIC identifier (Industry)
- ASCO identifier (Occupation)
- Country
- Main language other than English
- Module/unit of competency field of education
- Qualification course field of education identifier

For more information about the tables related to these guidelines, go to http://www.ncver.edu.au/avetmiss/31264.html.

All accredited courses and National Training Package qualifications are coded, classified and recorded on NTIS (National Training Information Service). Go to their website at http://www.ntis.gov.au.

Locally developed courses and modules

Where VET providers or eligible community-based providers accredit a course locally, it must be coded by the provider.

Courses

When you report locally accredited courses, you must include all associated classifications for those courses in the Course (NAT00030) file. That is:

- Qualification/Course Identifier
- Qualification/Course Name
- Nominal Hours
- Qualification/Course Recognition Status Identifier
- Qualification/Course Level of Education Identifier
- Qualification/Course Field of Education Identifier
- ANZSCO (Occupation Type) Identifier
- VET Flag.

Locally developed courses and modules continued

Modules

When you report locally accredited modules, you must include all associated classifications for those modules in the Module/Unit of Competency (NAT00060) file. That is:

- Module/Unit of Competency Flag
- Module/Unit of Competency Identifier
- Module/Unit of Competency Name
- Module/Unit of Competency Field of Education Identifier
- VET Flag
- Nominal Hours.

Privacy

Skills Victoria is bound by the *Information Privacy Act* 2000. For more information about the *Information Privacy Act* 2000 and about the Information Privacy Principles, please go to www.privacy.vic.gov.au.

A standard privacy notice, which advises students how their data may be supplied to and used by Skills Victoria and Commonwealth VET Fee-Help agencies is provided for inclusion in all enrolment forms for all enrolments from 2010. This notice is on page 145. You will need to update this notice with your organisation's contact details. You may need to add to this notice to cover the use your organisation makes of the details that students provide.

Note that the student should sign the privacy notice and enrolment form to confirm that the details they are providing are accurate and that they understand the privacy notice. Where the training provider has an electronic enrolment system, a checkbox or similar electronic confirmation should be used to obtain confirmation of the accuracy of the student data and the student's acceptance of the privacy notice.

For more information about national privacy protection, go to http://www.privacy.gov.au/ l

Changes to the collection

Each time these guidelines are updated a summary of changes is provided.

The following document is provide on the website http://www.skills.vic.gov.au/corporate/statistics/submit_data:

- Changes Introduced in Version 1.2, *Victorian VET Student Statistical Collection Guidelines - 2010*.

Revision

A Revision section is provided for each section of the guidelines, including file specification and data elements, which summarises the changes (if any) that have been introduced in that section in version 1.2 of these *Victorian VET Student Statistical Collection Guidelines -2010*.

Data submission

Submission process and frequency

The submission process involves a browser upload of ten NAT files via the Skills Victoria website link listed below. The ten files are specified in the File structures section on page 13.

All providers which receive government funding for training delivery are required to submit data every month.

Data must be reported in the format specified in these guidelines.

Reporting is to be consistent with Performance Agreements and contracts for services between the VET provider and Skills Victoria.

Each monthly submission **must** include full details for all training activity already delivered within the collection year. Providers **may** also submit details of future planned activity, particularly activity that is planned for commencement within the current collection year.

For 2009, the deadline for final data submission of all data for 2009 is 15 January 2010.

Providers will be advised of the deadline date for 2010 data submission closer to the time. It is expected to be around 15 January 2011.

Submitting your data

For more information about submitting data, go to http://www.skills.vic.gov.au/corporate/statistics/submit_data.

To submit data, go to: https://secure.otte.vic.gov.au/SVTS/

Submission structure

Information for developers

This section provides information for developers.

Developers' note: Please ensure your software conforms to the following structure requirements. For more information go to the File structures section that begins on page 13.

File format

For each of the ten files listed, create one fixed ASCII text 'flat' file of information.

Field formats

The following table describes the standard field formats.

Field type	Format requirement
Alphanumeric fields	All alphanumeric fields must be left justified and space filled. All letters must be capitalized. Alphanumeric fields are field type A.
Numeric fields	All numeric fields must be right justified and zero filled. Numeric fields are field type N.
Date fields	All date fields must be in the format DDMMYYYY, where each sub-field is right justified and zero filled. Date fields are field type D.
Year fields	All year fields must be in the format YYYY.

File record requirements

The following table lists each file and describes the record requirements.

File name	File code	Record requirement
Training Organisation	NAT00010	One record.
Training Organisation Delivery Location	NAT00020	One record for each location where the training organisation conducts a training activity.
Course	NAT00030	One record for each course that the training organisation has conducted in the submission year.
Module/Unit of Competency	NAT00060	One record for each module or unit of competency that the training organisation has conducted in the submission year.
Client	NAT00080	One record for each student enrolled by the training organisation in the submission year.
Client Postal Details	NAT00085	One record for each student who appears in the Client file (NAT00080).
Client Disability	NAT00090	One record for each disability declared by a student enrolled by the training organisation.
Client Prior Educational Achievement	NAT00100	One record for each prior educational achievement declared by a student enrolled by the training organisation.
Enrolment	NAT00120	One record for each separate module or unit of competency enrolment by a student.
Qualification Completed	NAT00130	One record for each entitlement to a qualification by a student enrolled by the training organisation.

File structures

NAT00010 Training Organization File

Training Organisation Identifier
Training Organisation Name
Training Organisation Type Identifier
Address First Line
Address Second Line
Address Location - Suburb, Locality or Town
Postcode
State Identifier
Contact Name
Telephone Number
Facsimile Number
E-mail Address
Software product name

NAT00030 Course File

Qualification/Course Identifier
Qualification/Course Name
Nominal Hours
Qualification/Course Recognition Identifier
Qualification/Course Level of Education Identifier
Qualification/Course Field of Education Identifier
ANZSCO Identifier
VET Flag

NAT00080 Client File

Client (student) Identifier
Name for Encryption
Highest School Level Completed
Year Highest School Level Completed
Sex
Date of Birth
Postcode
Indigenous Status Identifier
Main Language Other Than English Spoken at Home
Labour Force Status Identifier
Country Identifier
Disability Flag
Prior Educational Achievement Flag
At School Flag
Proficiency in Spoken English Identifier
Address Location – Suburb, Locality or Town
Victorian Student Number (VSN)

NAT00090 Client Disability File

Client (student) Identifier
Disability Type Identifier

NAT00100 Client Prior Educational Achievement

Client (student) Identifier
Prior Educational Achievement Identifier

NAT00130 Qualification Completed File

Training Organisation Identifier
Qualification/Course Identifier
Client (student) Identifier
Year Program Completed
Qualification Issued Flag

NAT00020 Training Organization Delivery Location

Training Organisation Identifier
Training Organisation Delivery Location Identifier
Training Organisation Delivery Location Name
Postcode
State Identifier
Address Location – Suburb, Locality or Town
Country Identifier
Statistical Local Area

NAT00060 Module/Unit of Competency File

Module/Unit of Competency Flag
Module/Unit of Competency Identifier
Module/Unit of Competency Name
Module/Unit of Competency FOE Identifier
VET Flag
Nominal Hours

NAT00085 Client Postal Details File

Client (student) Identifier
Client Title
Client First Given Name
Client Last Name (Surname)
Address First Line
Address Second Line
Address Postal – Suburb, Locality or Town
Postcode
State Identifier
Telephone Number Home
Telephone Number - Work
Telephone Number - Mobile
Email Address

NAT00120 Enrolment File

Training Organisation Delivery Location Identifier
Client (student) Identifier
Module/Unit of Competency Identifier
Qualification/Course Identifier
Enrolment Activity Start Date
Enrolment Activity End Date
Delivery Mode Identifier
Outcome Identifier - National
Scheduled Hours
Funding Source - National
Commencing Course Identifier
Training Contract Identifier - Australian Apprenticeships
Client Identifier - Australian Apprenticeships
Study Reason Identifier
VET in Schools Flag
Outcome Identifier - Training Organisation
Funding Source - State Training Authority
Client Tuition Fee
Fee Exemption/Concession Type Identifier
Purchasing Contract Identifier
Purchasing Contract Schedule Identifier
Hours Attended
Course Commencement Date
Eligibility Exemption Indicator
VET FEE-HELP (Income Contingent Loan) Indicator
Industry Code (ANZSIC)

NAT00010 - Training Organisation file

File name	NAT00010
Purpose	The Training Organisation (NAT00010) file provides details of the organisation responsible for administering the information contained in the collection files.
Description	This file contains a single record for information about the training organisation that is providing the data.
Business rules	This file must contain only one record.

The *Training Organisation Identifier (TOID)* is a unique number provided by the Victorian Registration and Qualifications Authority (VRQA) and is used to identify training organisations.

The same *Training Organisation Identifier* reported in this file must appear in the:

- Training Organisation Delivery Location (NAT00020) file
- Qualification Completed (NAT00130) file.

The *Training Organisation Identifier* must be prefixed with the relevant number of leading zeroes.

The *Postcode* field must be a valid postcode and must not include the values 0000, OSPC or @@@@.

The *State Identifier* field must not be 99 – OTHER (OVERSEAS BUT NOT AN AUSTRALIAN TERRITORY OR DEPENDENCY).

The training organisation must not have an overseas address.

Fields that may be blank

- *Address Second Line*
- *E-mail Address*
- *Facsimile Number*
- *Software Product Name*

Revision	No change

Training Organisation file - NAT00010 (continued)

Data elements in the NAT00010

Name	Posn	Size	Type
Training Organisation Identifier	1	10	A
Training Organisation Name	11	100	A
Training Organisation Type Identifier	111	2	N
Address First Line	113	50	A
Address Second Line	163	50	A
Address Location - Suburb or Town or Locality	213	50	A
Postcode	263	4	A
State Identifier	267	2	N
Contact Name	269	60	A
Telephone Number	329	20	A
Facsimile Number	349	20	A
E-mail Address	369	80	A
Software product name	449	20	A
Carriage Return/Line Feed (ASCII 13/10)	469	2	
Total record length excluding carriage return		**468**	

NAT00020 - Training Organisation Delivery Location file

File name	NAT00020
Purpose	The Training Organisation Delivery Location (NAT00020) file provides information about the geographic location of training activity undertaken by clients during the collection period.
Description	This file contains a record for each delivery location for a training organisation during the collection period.

Business rules

A training organisation may have more than one delivery location.

This file must contain one record for each unique *Training Organisation Delivery Location Identifier* in the Enrolment (NAT00120) file.

The address location must be the physical delivery location associated with enrolment activity within a training organisation during the collection period.

Records should not be created for locations in the same immediate vicinity such as classrooms or buildings that share the same address.

Postcode

The *Postcode* must not be a post office box postcode category in the Australia Post postcode classification.

Country Identifier

If the *Postcode* field displays OSPC then the *Country Identifier* field must not be:

- 1100 – AUSTRALIA (INCLUDES EXTERNAL TERRITORIES)
- 1101 – AUSTRALIA
- 1102 – NORFOLK ISLAND
- 1199 – AUSTRALIAN EXTERNAL TERRITORIES.

If the postcode is a valid Australia Post postcode then the *Country Identifier* field must display 1100, 1101, 1102 or 1199.

State Identifier

The *State Identifier* must be consistent with the postcode.

If the *Postcode* field displays OSPC, the *State Identifier* field must display 99 – OTHER (OVERSEAS BUT NOT AN AUSTRALIAN TERRITORY OR DEPENDENCY).

Fields that may be blank

Only the *Statistical Local Area* field may be left blank.

Revision	No change

Training Organisation Delivery Location file - NAT00020 (continued)

Data elements in the NAT00020

Name	Posn	Size	Type
Training Organisation Identifier	1	10	A
Training Organisation Delivery Location Identifier	11	10	A
Training Organisation Delivery Location Name	21	100	A
Postcode	121	4	A
State Identifier	125	2	N
Address Location - Suburb, Locality or Town	127	50	A
Country Identifier	177	4	A
Statistical Local Area	181	4	A
Carriage Return/Line Feed (ASCII 13/10)	186	2	
Total record length excluding carriage return		**184**	

NAT00030 - Course file

File name	NAT00030
Purpose	The Course (NAT00030) file provides information about courses that are undertaken and/or completed by clients during the collection period.
Description	A course is a structured program of study and/or skills acquisition including, where appropriate, practical experience.

A course may lead to a recognised qualification. For reporting purposes, where a course is designed to lead to a qualification specified in a National Training Package, the term 'course' is used synonymously with the term 'qualification'. |
| **Business rules** | Each course record listed in this file must appear in either the Enrolment (NAT00120) file or the Qualification Completed (NAT00130) file.

Where the course is a training package qualification or a nationally recognised course, the national code and name must be used.

The file must contain **one** record per unique *Course Identifier.*

If the *Qualification/Course Identifier* field is a nationally accredited code, the code and name must match that on the National Training Information Service.

No fields may be blank. |
| **Revision** | No change |

Data elements in the NAT00030

Name	Posn	Size	Type
Qualification/Course Identifier	1	10	A
Qualification/Course Name	11	100	A
Nominal Hours	111	4	N
Qualification/Course Recognition Identifier	115	2	N
Qualification/Course Level of Education Identifier	117	3	N
Qualification/Course Field of Education Identifier	120	4	N
ANZSCO (Occupation Type) Identifier	124	6	A
VET Flag	130	1	A
Carriage Return/Line Feed (ASCII 13/10)	131	2	
Total record length excluding carriage return		**130**	

NAT00060 - Module/Unit of Competency file

File name	NAT00060
Purpose	The Module/Unit of Competency (NAT00060) file provides information about modules and units of competency that are undertaken and/or completed by clients during the collection period.
Description	This file contains a record for each module or unit of competency associated with enrolment activity at a training organisation during the collection period. A module can be studied independently, but is usually offered as part of one or more courses. A unit of competency can be studied independently but is usually offered as part of a National Training Package qualification.
Business rules	This file must contain one record for each unique *Module/Unit of Competency Identifier* recorded in the Enrolment (NAT00120) file. If the *Module/Unit of Competency Identifier* field is a nationally accredited code, the code and name must match that on the National Training Information Service. The *Nominal Hours* for locally developed modules must not be 0000 and must be less than 3000. No fields may be blank.
Revision	No change

Data elements in the NAT00060

Name	Posn	Size	Type
Module/Unit of Competency Flag	1	1	A
Module/Unit of Competency Identifier	2	12	A
Module/Unit of Competency Name	14	100	A
Module/Unit of Competency Field of Education Identifier	114	6	A
VET Flag	120	1	A
Nominal Hours	121	4	N
Carriage Return/Line Feed (ASCII 13/10)	125	2	
Total record length excluding carriage return		**124**	

NAT00080 - Client file

File name	NAT00080
Purpose	The Client (NAT00080) file provides information about clients who undertake and/or complete training activity during the collection period. This information is used to monitor client participation patterns and to provide information related to equity issues.
Description	This file contains a record for each client who has participated in VET activity, or who is reported as 'completing' in the training organisation within the collection period.

Business rules

The *Client Identifier* must be unique to the client and there must be only one record per client. The *Client Identifier* must remain the same for a given client in each collection year.

Some client information will change over time; for example, employment category. The training organisation should update the client's information each time they commence or modify an activity; that is, at each enrolment.

An associated *Client Identifier* record must exist in

- the Client Postal Details (NAT00085) file
- the Enrolment (NAT00120) file and/or the Qualification Completed (NAT00130) file.

Date of Birth

Date of Birth is now **mandatory** (that is, no @ symbols can be included in the *Date of Birth* submitted) for all government funded and domestic fee for service clients whose enrolment commences on or after 1/1/2010.

Where a client from a previous year was asked the question and did not provide a valid answer, you may report @ according to the reporting conventions outlined in the *Data of Birth* data element on page 52.

Disability Flag

If the *Disability Flag* field displays Y there must be at least one corresponding record in the Client Disability (NAT00090) file.

Where a client is asked the question and does not provide a valid answer, the field should be @ filled.

Prior Educational Achievement Flag

Prior Educational Achievement Flag is now **mandatory** (that is, @ is no longer valid) for all government funded and domestic fee for service enrolments that commence on or after 1/1/2010.

Where a client from a previous year was asked the question and did not provide a valid answer, the field should be @ filled.

If the *Prior Educational Achievement Flag* field displays Y there must be at least one corresponding record in the Client Prior Educational Achievement (NAT00100) file.

Address Location - Suburb, Locality or Town

The information in this field must be the residential suburb, locality or town.

Country Identifier

The *Country Identifier* specifies the client's country of birth.

If a country of birth is reported but inadequately described, the *Country Identifier* field must be 0000.

If the country of birth is unknown, the *Country Identifier* must be @@@@.

NAT00080 - Client file (continued)

Business rules (continued)

Highest School Level Completed

If the *Highest School Level Completed* is 02 - DID NOT GO TO SCHOOL, the *Year Highest School Level Completed* must be @@@@ - NOT SPECIFIED and the *At School Flag* must be N.

Year Highest School Level Completed

The value in this field must not be after the collection period.

Main Language other than English Spoken at Home Identifier

If the main language is ENGLISH, SIGN LANGUAGE, AUSLAN, MAKATON, or @@@@ then the *Proficiency in Spoken English Identifier* must be blank.

Postcode

The *Postcode* field must be a residential address postcode that refers to the client's physical location while undertaking training.

Postcodes reported in the NAT00080 must appear in the Postal Address File (PAF) published quarterly by Australia Post. Note that:

▪ Postcodes associated with 'Post Office Boxes' and 'Large Volume Receivers' must not be reported in this file. These are clearly identified in the column labelled 'Category' in the PAF.

▪ The Glossary contains the URL and additional information about the Postal Address File.

The combination of data in the *Postcode* and the *Address Location - Suburb, Locality* or *Town* fields must match those listed in the Postal Address File.

Fields that may be blank

With just the following exceptions, no field in this file should be blank.

▪ If the *Postcode* has a value of 0000, @@@@, or OSPC, the *Address Location – Suburb, Locality or Town* may be blank.

▪ If the *Main Language Other Than English Spoken at Home Identifier* is coded 1201, 9700, 9701, 9702, 9799 or @@@@, then the *Proficiency in Spoken English Identifier* field must be blank.

▪ As an interim measure, the *Victorian Student Number* (VSN) can be blank.

Revision

Clarified that each student must have a **unique *Client Identifier*** that remains constant in every year that the student is enrolled with the provider.

Date of Birth and *Prior Educational Achievement Flag* are mandatory data elements for all government funded and domestic fee for service enrolments that commence on or after 1/1/2010.

NAT00080 - Client file (continued)

Data elements in the NAT00080

Name	Posn	Size	Type
Client (Student) Identifier	1	10	A
Name for Encryption	11	60	A
Highest School Level Completed	71	2	A
Year Highest School Level Completed	73	4	A
Sex	77	1	A
Date of Birth	78	8	D
Postcode	86	4	A
Indigenous Status Identifier	90	1	A
Main Language Other Than English Spoken at Home Identifier	91	4	A
Labour Force Status Identifier	95	2	A
Country Identifier	97	4	A
Disability Flag	101	1	A
Prior Educational Achievement Flag	102	1	A
At School Flag	103	1	A
Proficiency in Spoken English Identifier	104	1	A
Address Location - Suburb, Locality or Town	105	50	A
Victorian Student Number (VSN)	155	9	N
Carriage Return/Line Feed (ASCII 13/10)	164	2	
Total record length excluding carriage return		**163**	

NAT00085 - Client Postal Details file

File name	NAT00085
Purpose	The Client Postal Details (NAT00085) file provides client mailing address details for the purpose of conducting the Student Outcomes Survey.
Description	This file contains a record for each client who has participated in training, or who has been recorded in the Qualification Completed (NAT00130) file in the collection year, to enable the creation of mailing lists for the Student Outcomes Survey. Note: The scope and definitions for the Student Outcomes Survey is the subject of separate information from Skills Victoria.
Business rules	This file should contain records for all students who have completed qualifications, or who participated in training in the collection period. *Client identifier*s included in this file must exist in the Client (NAT00080) file. Clients included in this file should have associated records in the Enrolment (NAT00120) and/or Qualification Completed (NAT00130) files.

Fields that may be blank

With just the following exceptions, no field in this file should be blank.

- If the *Postcode* has a value of `0000`, `@@@@`, or `OSPC`, the *Address First Line* and *Address Postal – Suburb, Locality or Town* may be blank.
- *Client Title*, *Address Second Line*, *Telephone Number – Home*, *Telephone Number – Work*, *Telephone Number – Mobile* and *E-mail Address* may be blank at any time.

Revision	No change

Data elements in the NAT00085

Name	Posn	Size	Type
Client (Student) Identifier	1	10	A
Client Title	11	4	A
Client First Given Name	15	40	A
Client Last Name (Surname)	55	40	A
Address First Line	95	50	A
Address Second Line	145	50	A
Address Postal - Suburb, Locality or Town	195	50	A
Postcode	245	4	A
State Identifier	249	2	A
Telephone Number - Home	251	20	A
Telephone Number - Work	271	20	A
Telephone Number - Mobile	291	20	A
E-mail Address	311	80	A
Carriage Return/Line Feed (ASCII 13/10)	391	2	
Total record length excluding carriage return		**390**	

NAT00090 - Client Disability file

File name	NAT00090
Purpose	The Client Disability (NAT00090) file provides information about the participation of clients who declare a disability, impairment or long-term condition.
Description	This file contains a record for each disability, impairment, or long-term condition associated with a client. A client may have more than one type of disability, impairment or long-term condition.
Business rules	Disability details are normally collected from the client at the time of enrolling with a training organisation.

Client Identifiers included in this file must exist in the Client (NAT00080) file and the *Disability Flag* for these clients must be Y.

This file records the different types of client disabilities. In cases where a client has more than one disability type, the *Client Identifier* will occur in more than one record; that is, there will be one record for each associated disability type.

Note: If a client has specified multiple disability types within the range 11-18 then the following *Disability Type Identifier* values must not be used:

- 19 – OTHER, OR
- 99 – NOT SPECIFIED.

If the *Disability Flag* field displays N or @ in the Client (NAT00080) file, there must be no records for that client in this file.

Each client *Identifier/Disability Type Identifier* combination must be unique.

If a client indicates that he/she has a disability, impairment, or long-term condition but fails to identify the disability type:

- the *Disability Flag* in the Client (NAT00080) file must be Y, and
- the associated Client Disability (NAT00090) file record must contain the *Disability Type Identifier* 99 – UNSPECIFIED.

No fields may be blank.

Revision	No change

Data elements in the NAT00090

Name	Posn	Size	Type
Client (Student) Identifier	1	10	A
Disability Type Identifier	11	2	N
Carriage Return/Line Feed (ASCII 13/10)	13	2	
Total record length excluding carriage return		**12**	

NAT00100 - Client Prior Educational Achievement file

File name	NAT000100
Purpose	The Client Prior Education Achievement (NAT00100) file provides information about client pathways between VET and other educational sectors.
Description	This file contains a record for each type of prior educational achievement associated with a client. A client may have more than one type of prior educational achievement.
Business rules	Prior educational achievement details are normally collected from the client at the time of enrolling with a training organisation.

Client Identifiers included in this file must exist in the Client (NAT00080) file and the *Prior Educational Achievement Flag* for these clients must be Y.

This file records the different types of client prior educational achievement. Where a client has more than one prior educational achievement type, the C*lient Identifier* will occur in more than one record; that is, there will be one record for each associated prior educational achievement type.

If the *Prior Educational Achievement Flag* field displays N or @ in the Client (NAT00080) file, there must be no records for that client in this file.

Each *Client Identifier/Prior Educational Achievement Identifier* combination must be unique.

If a client indicates that they have a prior educational achievement but fails to identify the educational achievement type:

- the *Prior Educational Achievement Flag* in the Client (NAT00080) file must be Y

- the associated Prior Educational Achievement (NAT00100) file record must contain the *Prior Educational Achievement Identifier* 990 – MISCELLANEOUS EDUCATION.

No fields may be blank.

Revision	No change

Data elements in the NAT000100

Name	Posn	Size	Type
Client (Student) Identifier	1	10	A
Prior Educational Achievement Identifier	11	3	N
Carriage Return/Line Feed (ASCII 13/10)	14	2	
Total record length excluding carriage return		**13**	

NAT00120 - Enrolment file

File name

NAT000120

Purpose

The Enrolment (NAT00120) File provides information about training activity undertaken by clients during the collection period. This information is used to measure training activity and output for the VET sector.

Description

This file contains a record for each **module or unit of competency** enrolment for a client at a training organisation's delivery location during the collection period.

Business rules

File relationships

- For each unique *Training Organisation Delivery Location Identifier* reported in this file, there must be a corresponding record in the Training Organisation Delivery Location (NAT00020) file.

- For each unique *Course Identifier* reported in this file, there must be a corresponding record in the Course (NAT00030) file.

- For each unique *Module/Unit of Competency Identifier* in this file, there must be a corresponding record in the Module/Unit of Competency (NAT00060) file.

- For each unique *Client Identifier* in this file, there must be corresponding records in both the Client (NAT00080) file and the Client Postal Details (NAT00085) file.

A module or unit of competency enrolment:

- Is the registration of a client at a *Training Organisation Delivery Location* for the purpose of studying a module or unit of competency.

- Is valid when the client's registration is completed by paying all fee obligations (where applicable) , and he/she has actively engaged in the learning activity associated with the enrolment

- May represent an administrative transaction for granting of credit to a client via recognition of prior learning (RPL) or credit transfer.

- Must be reported with a valid national *Module/Unit of Competency Identifier*, except where the module is locally recognised. In that instance its module identifier will be allocated by the training organisation. Locally assigned identifiers must not contain spaces.

Duplicate records

There should be no duplicate records in the Enrolment (NAT00120) file. Duplicate enrolments are defined as records with identical values for the *Client Identifier*, *Course Identifier*, *Module or Unit of Competency Identifier* and the same *Enrolment Activity Start Date*.

Duplicates generally occur due to the practice of breaking up large units of competency into smaller elements and reporting them as separate identical individual units of competency. Elements must not be reported in the NAT00120.

NAT00120 - Enrolment file (continued)

**Business rules
(continued)**

Enrolment continues into the next collection period

Where a module or unit of competency enrolment continues into the next collection period, the enrolment must be reported in the current collection period with an *Outcome Identifier - National* value of 70 – CONTINUING ENROLMENT.

From 2010, the full *Scheduled Hours* must be reported each time the enrolment is included in the statistical submission. The requirement to report hours only once has been removed. Hence the option to apportion hours over collection years has also been removed.

Correcting incorrectly reported details

Where a unit of competency or module enrolment has been incorrectly reported to SVTS, the training provider must correct the details in the next possible submission.

Corrective action is essential when the incorrect data has already been used for payment or for other contractual purposes.

All unit of competency or module enrolments must be correct by the final submission for each collection year.

Reporting of *Scheduled Hours*

The full *Scheduled Hours* for a unit of competency or module enrolment must be reported every time the unit of competency or module is included in a submission. This requirement applies to all reporting, including for units of competency or modules that run across more than one collection year. This allows payment to be apportioned equally and automatically across the full duration of the unit.

The previous option for training providers to manually apportion hours across collection years is removed from 2010.

The unit of competency or module enrolment record must be included in all statistical submissions between the *Enrolment Activity Start Date* and the final submission for the end of the collection year relevant to the *Enrolment Activity End Date.*

Fields that may be blank

The following fields in the NAT00120 can be left blank under specific conditions:

- *Qualification/Course Identifier*
  - The *Qualification/Course Identifier* must not be blank in the NAT00120 if the *Module/Unit of Competency Identifier* is part of a qualification or course enrolment.
  - The *Qualification/Course Identifier* may be blank in the NAT00120 if the *Module/Unit of Competency Identifier* is not part of a qualification or course enrolment - that is, the activity is a 'module-only enrolment'.
  - If the *Qualification/Course Identifier* is blank, the *Client Identifier - Australian Apprenticeships* and *Training Contract Identifier - Australian Apprenticeships* must be blank in the NAT00120.
  - If the *Qualification/Course Identifier* is blank, the *Commencing Course Identifier* must be '8 - Unit of competency or module enrolment only'.

NAT00120 - Enrolment file (continued)

Business rules (continued)

- *Outcome Identifier - Training Organisation*
  An internal outcome identifier reported at the provider's discretion.

- *Client Tuition Fee*
  This field should be left blank for data submitted to Victoria

- *Purchasing Contract Identifier*
  Mandatory for data submitted for payment through the SVTS system. Leave blank for enrolments not paid through the SVTS.

- *Purchasing Contract Schedule Identifier*
  Mandatory for RTOs submitting claims through the SVTS system. NOTE: This data element is sometimes referred to as the Submission Number.

- *Hours Attended*

  Mandatory where a client withdraws from a unit of competency or module after participating in that unit of competency or module (*Outcome Identifier – National* is 40, Hours Attended must be provided).

  - ➢ Will be zero if student was enrolled in error or has withdrawn with no attendance (*Outcome Identifier - National* 40 together with Hours Attended 0).

  - ➢ Will be blank for all enrolments where the student has not withdrawn (*Outcome Identifier - National* is <u>not</u> 40).

- *Client Identifier - Australian Apprenticeships* and
  Training Contract Identifier - Australian Apprenticeships

  - ➢ Neither field should be blank where the *Funding Source Identifier- State Training Authority* is specific to apprentices/trainees: AHL, DLQ, L, LCP, LQ, LSG, QIL, RWL, YCL, YRL or Z55.

  - ➢ Both fields must be blank if the apprentice/trainee funding source codes listed above do not apply or the student is not an interstate apprentice/trainee.

- *Industry code (ANZSIC)*
  Must **not** be blank for records where the *Funding Source Identifier- State Training Authority* is LSG, PSG or SSG.

- All other fields must not be blank.

Revision

- Require the reporting of the **full** *Scheduled Hours* for the unit of competency or module enrolment in every monthly submission from the *Enrolment Activity Start Date* through to the final submission for the collection year relevant to the *Enrolment Activity End Date.* (Removed option to apportion hours manually across collection years).

- Remove option for providers to adjust *Scheduled Hours* to indicate the hours attended prior to withdrawal. *Hours Attended* prior to withdrawal must be provided for all withdrawn students.

- Clarify requirement to submit correct details for a unit of competency or module that has previously been incorrectly submitted to SVTS,

- Allow reporting of a *Qualification/Course Id* for module only enrolments.

- Allow reporting of *Scheduled Hours* for credit transfer outcomes.

NAT00120 - Enrolment file (continued)

Data elements in the NAT00120

Name	Posn	Size	Type
Training Organisation Delivery Location Identifier	1	10	A
Client (Student) Identifier	11	10	A
Module/Unit of Competency Identifier	21	12	A
Qualification/Course Identifier	33	10	A
Enrolment Activity Start Date	43	8	D
Enrolment Activity End Date	51	8	D
Delivery Mode Identifier	59	2	N
Outcome Identifier - National	61	2	N
Scheduled Hours	63	4	N
Funding Source - National	67	2	N
Commencing Course Identifier	69	1	N
Training Contract Identifier - Australian Apprenticeships	70	10	A
Client Identifier - Australian Apprenticeships	80	10	A
Study Reason Identifier	90	2	A
VET in Schools Flag	92	1	A
Outcome Identifier - Training Organisation	93	3	A
Funding Source - State Training Authority	96	3	A
Client Tuition Fee	99	4	N
Fee Exemption/Concession Type Identifier	103	1	A
Purchasing Contract Identifier	104	12	A
Purchasing Contract Schedule Identifier	116	3	A
Hours Attended	119	4	N
Course Commencement Date	123	8	D
Eligibility Exemption indicator	131	1	A
VET FEE-HELP (Income Contingent Loan) Indicator	132	1	A
Industry code (ANZSIC)	133	2	N
Carriage Return/Line Feed (ASCII 13/10)	135	2	
Total record length excluding carriage return		**134**	

NAT00130 - Qualification Completed file

File name	NAT00130
Purpose	The Qualification Completed (NAT00130) file provides information about clients completing the requirements of qualifications. This information is used to measure the success of VET sector outcomes.
Description	This file contains a record for each acknowledgment by the training organisation that a client has completed the requirements of a qualification, either during the collection period, or in a year before the collection period (where that qualification completion has not previously been reported).

Business rules

The reporting of a qualification completion must be based on entitlement to a qualification and not qualifications actually issued. The reported entitlement to a qualification must relate to a client's course of enrolment or an approved exit qualification.

Where the client has completed the requirements of a course for which there is more than one recognised qualification, only the highest qualification conferred in the collection period for that particular course should be reported in this file.

Client Identifiers included in this file must exist in the Client (NAT00080) file.

Qualification/Course Identifiers included in this file must exist in the Course (NAT00030) file.

Training Organisation Identifiers included in this file must exist in the Training Organisation (NAT00010) file.

The on-the-job component must be completed before the qualification can be reported.

Senior and Junior Secondary Education

Senior Secondary Education (Year 11 or Year 12) and Junior Secondary Education (Year 10) are recognized as qualifications attained when delivered within the VET sector and can be recorded in the Qualification Completed (NAT00130) file.

Records that must not appear in the NAT00130

The following records must not appear in the Qualification Completed (NAT00130) File:

- If the *VET Flag* in the in the Course (NAT00030) File is coded:
  N (NO – THE INTENTION OF THE PROGRAM OF STUDY IS NOT VOCATIONAL)
- If the *Qualification/Course Level of Education Identifier* in the Course (NAT00030) File displays:
  912 – OTHER NON-AWARD COURSES OR
  999 – EDUCATION NOT ELSEWHERE CLASSIFIED,

No fields may be blank.

Revision

No change

NAT00130 - Qualification Completed file (continued)

Data elements in the NAT00130

Name	Posn	Size	Type
Training Organisation Identifier	1	10	A
Qualification/Course Identifier	11	10	A
Client (Student) Identifier	21	10	A
Year Program Completed	31	4	N
Qualification Issued Flag	35	1	A
Carriage Return/Line Feed (ASCII 13/10)	36	2	
Total record length excluding carriage return		**35**	

Data elements that may be blank

The following tables summarise whether or not a data element may be blank.

NAT00010 Training Organization File

Training Organisation Identifier	No
Training Organisation Name	No
Training Organisation Type Identifier	No
Address First Line	No
Address Second Line	Yes
Address Location - Suburb, Locality or Town	No
Postcode	No
State Identifier	No
Contact Name	No
Telephone Number	No
Facsimile Number	Yes
E-mail Address	Yes
Software product name	Yes

NAT00020 Training Organization Delivery Location

Training Organisation Identifier	No
Training Organisation Delivery Location Identifier	No
Training Organisation Delivery Location Name	No
Postcode	No
State Identifier	No
Address Location – Suburb, Locality or Town	No
Country Identifier	No
Statistical Local Area	Yes

NAT00030 Course File

Qualification/Course Identifier	No
Qualification/Course Name	No
Nominal Hours	No
Qualification/Course Recognition Identifier	No
Qualification/Course Level of Education Identifier	No
Qualification/Course Field of Education Identifier	No
ANZSCO Identifier	No
VET Flag	No

NAT00060 Module/Unit of Competency File

Module/Unit of Competency Flag	No
Module/Unit of Competency Identifier	No
Module/Unit of Competency Name	No
Module/Unit of Competency FOE Identifier	No
VET Flag	No
Nominal Hours	No

NAT00080 Client File

Client (student) Identifier	No
Name for Encryption	No
Highest School Level Completed	No
Year Highest School Level Completed	No
Sex	No
Date of Birth	No
Postcode	No
Indigenous Status Identifier	No
Main Language Other Than English Spoken at Home	No
Labour Force Status Identifier	No
Country Identifier	No
Disability Flag	No
Prior Educational Achievement Flag	No
At School Flag	No
Proficiency in Spoken English Identifier	Yes
Address Location – Suburb, Locality or Town	Yes
Victorian Student Number (VSN)	Yes

NAT00085 Client Postal Details File

Client (student) Identifier	No
Client Title	Yes
Client First Given Name	No
Client Last Name (Surname)	No
Address First Line	Yes
Address Second Line	Yes
Address Postal – Suburb, Locality or Town	Yes
Postcode	No
State Identifier	No
Telephone Number Home	Yes
Telephone Number - Work	Yes
Telephone Number - Mobile	Yes
Email Address	Yes

NAT00090 Client Disability File

Client (student) Identifier	No
Disability Type Identifier	No

NAT00100 Client Prior Educational Achievement

Client (student) Identifier	No
Prior Educational Achievement Identifier	No

NAT00120 Enrolment File

Training Organisation Delivery Location Identifier	No
Client (student) Identifier	No
Module/Unit of Competency Identifier	No
Qualification/Course Identifier	Yes
Enrolment Activity Start Date	No
Enrolment Activity End Date	No
Delivery Mode Identifier	No
Outcome Identifier - National	No
Scheduled Hours	No
Funding Source - National	No
Commencing Course Identifier	No
Training Contract Identifier - Australian Apprenticeships	Yes
Client Identifier - Australian Apprenticeships	Yes
Study Reason Identifier	No
VET in Schools Flag	No
Outcome Identifier - Training Organisation	Yes
Funding Source - State Training Authority	No
Client Tuition Fee	Yes
Fee Exemption/Concession Type Identifier	No
Purchasing Contract Identifier	Yes
Purchasing Contract Schedule Identifier	Yes
Hours Attended	Yes
Course Commencement Date	No
Eligibility Exemption Indicator	No
VET FEE-HELP (Income Contingent Loan) Indicator	No
Industry Code (ANZSIC)	Yes

NAT00130 Qualification Completed File

Training Organisation Identifier	No
Qualification/Course Identifier	No
Client (student) Identifier	No
Year Program Completed	No
Qualification Issued Flag	No

Data element definitions

Address First Line

Data element description	The first line of an address provides the street number and name (including floor and building name if relevant).
Files	▪ Training Organisation (NAT00010) ▪ Client Postal Details (NAT00085)
Purpose	To provide a: ▪ means of physically locating training organisations ▪ location for a mailing address.
Business rules	This line must not contain the name of a town, suburb or postcode. If this line contains insufficient space, use the *Address Second Line* field to continue the address details. This field must not be blank in the NAT00010. This field may be blank in the NAT00085 if the *Postcode* has a value of `0000`, `@@@@`, or `OSPC`.
Revision	No change

Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	Street number and name (and floor and building name if relevant) details.

Address Location - Suburb, Locality or Town

Data element description

Provides the name of the suburb, locality or town of the physical location of a training organisation's or a client's address.

Files

- Training Organisation (NAT00010)
- Training Organisation Delivery Location (NAT00020)
- Client (NAT00080)

Purpose

To provide:

- a means of physically locating training organisations
- coding for a geographic region.

Business rules

This field must only contain a suburb, locality or town name.

The combination of the data in the *Postcode* and the *Address Location - Suburb, Locality or Town* fields must match the Australia Post listing.

This field must be a physical location. For example, it must not be a locked bag, post office bag, or large volume receiver.

This field may not be blank in the NAT00010 and NAT00020.

This field may be blank in the NAT00080 if the *Postcode* has a value of 0000, @@@@, or OSPC.

Revision

No change

Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	The name of suburb, locality or town.

Address Postal - Suburb, Locality or Town

Data element description	Provides the name of the suburb or locality or town of the postal address for the delivery of mail.
File	Client Postal Details (NAT00085)
Purpose	To provide a mailing address for the delivery of mail.
Business rules	The combination of data in the *Postcode* and the *Address Postal - Suburb, Locality* or *Town* fields must match the Australia Post listing.

This field may be blank if the *Postcode* has a value of `0000`, `@@@@`, or `OSPC`. |
| **Revision** | No change |

Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	The name of suburb, locality or town.

Address Second Line

Data element description	The second line of an address provides a continuation of the name and number of the street (including floor and business name, if relevant).
Files	▪ Training Organisation (NAT00010) ▪ Client Postal Details (NAT00085)
Purpose	To provide a: ▪ means of physically locating training organisations ▪ location for a mailing address.
Business rules	This line must not contain the name of the suburb, locality, town or postcode. If the complete name and number of the street (including floor and business name if relevant) is provided in the *Address First Line* field, this field will be blank.
Revision	No change

Field format

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	The continuation of street number and name (and floor and building name if relevant) details.

ANZSCO Identifier

Data element description

A code that uniquely identifies the type of occupation(s) to which a course relates.

The classification is based on the Australian Bureau of Statistics, ANZSCO - Australian and New Zealand Standard Classification of Occupations, First Edition 2006 (ABS Catalogue No. 1220.0, 2006).

File

Course (NAT00030)

Purpose

To monitor VET delivery at state and national levels.

Business rules

Training organisations reporting activity in locally accredited courses are requested to classify each course to a single *ANZSCO identifier* according to the **most common occupational outcome** that the course is designed to provide.

Where a course relates to more than one ANZSCO code, the *ANZSCO Identifier* must reflect the **primary** (or most significant) occupational type to which the course relates.

For training package qualifications and nationally recognised courses, the *ANZSCO Identifier* must be taken from the lists published on the National Training Information Service (NTIS) web site: http://www.ntis.gov.au/Default.aspx?classificationreport

The *ANZSCO identifier* must be consistent with the *Qualification/Course Level of Education Identifier.*

Where the training:

- is general education and not occupationally specific, `GEN19` must be assigned
- is non-industry specific, `GEN20` must be assigned
- has no occupational outcome, `NONVET` must be assigned and the *VET Flag* field in the Course (NAT00030) file must be set to `N`.

This field must not be blank.

Revision

No change

Field format

Value	Description
Length	6
Type	Alphanumeric
Justification	Left
Fill character	Space

ANZSCO Identifier (continued)

Field value

Value	Description
100000-899999	Valid 6-digit ANZSCO code.
GEN19	Occupational non-specific - general education.
GEN20	Non-industry specific training.
NONVET	Non-VET course - no occupational outcome.

At School Flag

Data element description	A flag that indicates whether or not a client is attending secondary school.
File	Client (NAT00080)
Purpose	To enable analysis of participation in VET programs by students still attending secondary school.
Business rules	The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142.

If a client is:

- still attending secondary school, set the flag to Y
- not attending school, set the flag to N.

If *Highest School Level Completed* = 02 (Did not go to school) set the *At School Flag* to N.

This field must not be blank.

Revision	No change

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
Y	Yes - the client is still attending secondary school.
N	No - the client is not attending secondary school.
@	Not stated - question asked of the client but no answer provided.

Client First Given Name

Data element description   A field that contains the client's preferred first name.

File   Client Postal Details (NAT00085)

Purpose   To facilitate contact with clients.

Business rules   This field must not be blank.

Revision   No change.

Field format

Value	Description
Length	40
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	The client's preferred first name.

Client Identifier

Data element description	A code that uniquely identifies a client within a training organisation.

Files

- Client (NAT00080)
- Client Postal Details (NAT00085)
- Client Disability (NAT00090)
- Client Prior Educational Achievement (NAT00100)
- Enrolment (NAT00120)
- Qualification Completed (NAT00130)

Purpose

To provide a mechanism for linking information relating to individual clients.

Business rules

The *Client Identifier* is assigned by the training organisation as a means of identifying the client for record keeping purposes. The identifier will usually be the client's student number.

Each client must have only one identifier within the training organisation. The identifier must be unique to the client and remain the same across the years.

For each *Client Identifier* in the Client (NAT00080) file there must be at least one corresponding record in the Enrolment (NAT00120) file or the Qualification Completed (NAT00130) file.

All alphabetic characters in the C*lient Identifier* must be upper case and must not contain spaces.

This field must not be blank.

Revision

Bolded requirement for providing a unique client identifier.

Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	A unique client identifier within the training organisation.

Client Identifier - Australian Apprenticeships

Data element description

A code that uniquely identifies apprentices and trainees undertaking an apprenticeship or traineeship under a training agreement.

File

Enrolment (NAT00120)

Purpose

To provide a mechanism for linking clients registered as apprentices and trainees in Victoria with the training programs in which they are enrolled.

Business rules

When an apprentice or trainee is registered, the Skills Victoria DELTA Registration System assigns the *Client Identifier - Australian Apprenticeships*.

Each client has a unique *Client Identifier - Australian Apprenticeships* and this number should be inserted into enrolments where the training provided is part of an apprenticeship or traineeship training program.

In Victoria, *Client Identifier – Australian Apprenticeships* is numeric and must be reported as numeric.

Do not include the *Client Identifier - Australian Apprenticeships* for enrolments or completions not relevant to apprenticeship/traineeship programs.

For each *Client Identifier - Australian Apprenticeships* value in the Enrolment (NAT00120) file, there must be a corresponding *Training Contract Identifier - Australian Apprenticeships* value.

Obtaining a code

Obtain *Client Identifier - Australian Apprenticeship* from the:

- registration acknowledgement letter issued to each new apprentice or trainee
- Apprentice Administration Branch (telephone 03 9412 6610)
- DELTA Registration System where the RTO has been given access.

Related fields

If the value in the *Funding Source Identifier - State Training Authority* field is specific to apprentices/trainees (eg AHL, DLQ, L, LCP, LQ, LSG, QIL, RWL, YCL, YRL or Z55) then ensure the following fields are not blank:

- *Client Identifier - Australian Apprenticeships*
- *Training Contract Identifier - Australian Apprenticeships*.

Revision

No change

Client Identifier - Australian Apprenticeships (continued)

Field format

Value	Description
Length	10
Type	Alphanumeric (Numeric for Victoria)
Justification	Left
Fill character	None

Field value

Value	Description
Text	A valid client identifier code for Australian apprenticeships (Numeric for Victoria).
Blank	This field can only be blank if the *Training Contract Identifier - Australian Apprenticeships* field is blank.

Client Last Name

Data element description	A field that contains the client's surname.
File	Client Postal Details (NAT00085)
Purpose	To provide a mechanism for contacting clients.
Business rules	This field must not be blank.
Revision	No change

Field format

Value	Description
Length	40
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	The client's last name.

Client Title

Data element description	A field that contains the formal title to be used for correspondence with the client.
File	Client Postal Details (NAT00085)
Purpose	To facilitate contact with clients.
Business rules	This field may be blank.
Revision	No change

Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	The client's preferred title; for example, Mr, Mrs, Miss, Ms, Dr, Rev, or Hon.

Client Tuition Fee

Data element description   The amount of a tuition fee and/or administration charge that a client has been charged at enrolment.

File   Enrolment (NAT00120)

Purpose   Not used in the Victorian Statistical Collection.

Business rules   **This element should be left blank for data submitted to Victoria.**

Revision   No change

Field format

Value	Description
Length	4
Type	Numeric
Justification	Right
Fill character	Zero

Field value

Value	Description
Blank	This element is not relevant to the Victorian Statistical Collection.

Commencing Course Identifier

Data element description	A value that indicates whether a client has enrolled in a training package or a course with the intent of completing the full course.
File	Enrolment (NAT00120)
Purpose	To measure the number of VET clients who commenced a course in a given year.

Business rules

If a client commenced a qualification or a course:

- for the first time, the value must be 3
- in a previous collection year and has not completed the qualification, the value must be 4.

A *Commencing Course Identifier* value of 8 should be used when a client is enrolling in a Unit of competency or module enrolment only. The *Qualification/Course Identifier* under these circumstances must be blank.

This field must not be blank.

Revision No change

Field format

Value	Description
Length	1
Type	Numeric
Justification	None
Fill character	None

Field value

Value	Description
3	Commencing enrolment in a qualification or course.
4	Continuing enrolment in the qualification or course from a previous year.
8	Unit of competency or module enrolment only.

Contact Name

Data element description   The name of the person within a training organisation who is responsible for the communication of student statistical information.

File   Training Organisation (NAT00010)

Purpose   To provide a point of contact with the training organisation.

Business rules   The person's full name should be provided, with the surname listed first, followed by a comma, the given names and optionally the person's title and position.

This field must not be blank.

Revision   No change

Field format

Value	Description
Length	60
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	The contact name in format: surname, given name, title and position (optional).

Country Identifier

Data element description

A code that uniquely identifies the client's country of birth, or the training organisation delivery location.

Files

- Training Organisation Delivery Location (NAT00020)
- Client (NAT00080)

Purpose

To provide information to support the demographic analysis of participation in VET.

Business rules

The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142.

The country should be matched with a valid ABS Standard Australian Classification of Countries (SACC) 4-digit code.

Where the country of birth is inadequately described the *Country Identifier* must be 0000 in the Client (NAT00080) file.

This field must not be blank.

Revision

Removed Value 0002 which is no longer valid.

Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
0000	Inadequately described.
0001	At sea.
1000-9999	Other valid 4-digit SACC code.
@ @ @ @	Not stated - question asked of the client but no answer provided.

Course Commencement Date

Data element description	Date the student commenced training activity in a particular course.
Files	Enrolment (NAT00120)
Purpose	To monitor and facilitate payment of government funded training delivery and to support fee maintenance arrangements.

Business rules

The *Course Commencement Date* is a training activity date (not an enrolment or admission date). The date will usually be the date of the first scheduled training for the first module towards the completion of the course in which the student has enrolled.

The *Course Commencement Date* will normally have the same value as the earliest *Enrolment Activity Start Date* reported in the NAT00120 for a student enrolled in the same course.

The *Course Commencement Date* must not change from month to month or year to year for continuing students who remain enrolled and active in the same course.

The same commencement date must be recorded for each module or unit of competency undertaken by a student in the same course.

A student enrolled in more than one course during the collection year would usually have different commencement dates for each course.

A *Course Commencement Date* must be provided for all enrolments including 'unit or module only enrolments' (that is, where a value of 8 - Unit of competency or module enrolment only - has been recorded in the *Commencing Course Identifier* field). For 'unit of competency / module only enrolments', the *Course Commencement Date* will be the module's *Enrolment Activity Start Date*.

This field must not be blank.

Important note	This field will be used to support fee maintenance arrangements for students who commenced their studies prior to 1 July 2009. Refer to the Glossary for additional information about *Course Commencement Date.*
Revision	No change

Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

Field value

Value	Description
DDMMYYYY	Valid date

Date of Birth

Data element description	The date on which a client was born.
File	Client (NAT00080)
Purpose	This field is used to determine the client's age. For statistical purposes the age of the client is calculated at 30 June of the collection year.
Business rules	The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142.

The year of birth must precede the collection year.

All components must represent a valid date.

Date of Birth is now **mandatory** (that is, no @ symbols can be included in the *Date of Birth* submitted) for all government funded and domestic fee for service clients whose enrolment commences on or after 1/1/2010. A valid date of birth in format DDMMYYYY must be provided.

For enrolments prior to 2010 or full fee paying international students:
- Where month or day is unknown, use @@.
- Where year is unknown, fill the whole field with @.

This field must not be blank.

Revision	*Date of Birth* is now mandatory (that is, no @ symbols can be included in the *Date of Birth* submitted) for all government funded and domestic fee for service enrolments that commence on or after 1/1/2010.

Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

Field value

Value	Description
DDMMYYYY	Valid date.
@@MMYYYY*	Valid month and year but day not stated.
@@@@YYYY*	Valid year but day and month not stated.
@@@@@@@@*	Not stated or year unknown.

* Only valid for enrolments that commence prior to 1/1/2010 or for full fee paying international students.

Delivery Mode Identifier

Data element description	A code that uniquely identifies the mode of delivery for a module or unit of competency enrolment.
File	Enrolment (NAT00120)
Purpose	To enable the analysis of VET activity by mode of delivery.
Business rules	The training organisation must classify each module or unit of competency enrolment according to the mode of delivery.

Using code 90 - Not applicable

The *Delivery mode Identifier* value 90 - NOT APPLICABLE must only be used for module or unit of competency enrolments where the *Outcome Identifier - National* is:

- 51 – STATUS OR CREDIT GRANTED THROUGH RECOGNITION OF PRIOR LEARNING

- 52 – STATUS OR CREDIT NOT GRANTED THROUGH RECOGNITION OF PRIOR LEARNING

- 53 – STATUS OR CREDIT GRANTED THROUGH RECOGNITION OF CURRENT COMPETENCY

- 54 – STATUS OR CREDIT NOT GRANTED THROUGH RECOGNITION OF CURRENT COMPETENCY

- 60 – STATUS OR CREDIT GRANTED THROUGH CREDIT TRANSFER.

This field must not be blank.

Revision	No change

Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

Field value

Value	Description
10	Classroom based.
20	Electronic based.
30	Employment based.
40	Other. (None of the above; for example, correspondence.)
90	Not applicable - recognition of prior learning, recognition of current competency, or credit transfer.

Disability Flag

Data element description	A flag to indicate whether or not clients consider themselves to have a disability, impairment or long-term condition.
File	Client (NAT00080)
Purpose	To provide information to support the analysis of VET participation by clients declaring a disability.
Business rules	The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142. If a client has indicated that he or she has a disability, impairment or long-term condition then the *Disability Flag* must be Y regardless of whether the specific nature of the disability has been stated. If the specific nature has not been stated, then the *Disability Type Identifier* on the Client Disability (NAT00090) file would be 99 - NOT SPECIFIED. If the *Disability Flag* = Y, one or more records describing the client's disabilities must be provided in the Client Disability (NAT00090) file. This field must not be blank.
Revision	No change

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
Y	Yes - the client has a disability, impairment or long-term condition.
N	No - the client does not have a disability, impairment or long-term condition.
@	Not stated - question asked of the client but no answer provided.

Disability Type Identifier

Data element description

A code that uniquely identifies the type of disability of a client.

File

Client Disability (NAT00090)

Purpose

To provide information to support the analysis of VET participation by clients declaring a disability.

Business rules

This information is normally collected via a standard question on the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142.

The *Disability Type Identifier* classification is consistent with the International Classification of Impairments, Disabilities and Handicaps as published by the World Health Organisation (Geneva 1980) and on which the Australian Bureau of Statistics bases its national surveys.

A client may be classified as having any number of disability types.

- *Disability Type Identifier* 19 - Other must only be used when values 11 to 18 are not applicable.
- *Disability Type Identifier* 99 – NOT SPECIFIED should only be used where the disability type is not known.
- If a client has specified multiple disability types then an entry for each type should be submitted and the *Disability Type Identifier* 99 – NOT SPECIFIED must not be used.

This field must not be blank.

Revision

No change

Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

Disability Type Identifier (continued)

Field value

Value	Description
11	Hearing/Deaf
12	Physical
13	Intellectual
14	Learning
15	Mental Illness
16	Acquired Brain Impairment
17	Vision
18	Medical Condition
19	Other
99	Not Specified

Eligibility Exemption Indicator

Data element description	An indicator that flags students who are ineligible for government funding because of a prior qualification but who have been granted a government subsidised place at the discretion of the provider within specific guidelines.
Files	Enrolment (NAT00120)
Purpose	To facilitate payment of government funded training delivery.
Business rules	This field must be set to N for all students who meet government funding eligibility criteria or are undertaking their studies on a fee for service basis.
	The *Eligibility Exemption Indicator* field will be set to Y only for those students who do not meet the prior qualification criterion but who have been granted an eligibility exemption by their training provider under approved exemption criteria.
	While not part of the statistical collection submission, providers must maintain evidence of the reason the exemption was granted.
	This field must not be blank.
	Refer to the Glossary for additional information about eligibility and exemptions.
Revision	No change

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
Y	Yes, identified as meeting eligibility exemption criteria
N	No, does not meeting eligibility exemption criteria

E-mail Address

Data element description   An email address that can be used to contact a person.

Files
- Training Organisation (NAT00010)
- Client Postal Details (NAT00085)

Purpose   To facilitate contact with training organisations and students.

Business rules   The entry in the *E-mail Address* field must be a valid email address including the @ symbol.

The @ symbol must not be the first or last character.

The email address must not have embedded spaces.

Revision   No change

Field format

Value	Description
Length	80
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	A valid email address.

Enrolment Activity End Date

Data element description	The date on which training activity ends for a module or unit of competency enrolment.
File	Enrolment (NAT00120)
Purpose	This field provides information about patterns of activity and participation.

Business rules

The *Enrolment Activity End Date* must:

- be on or after the enrolment activity start date,
- not be before the start of the collection period, and
- includes the assessment period.

Enrolments continuing into the next collection period

If the enrolment is continuing into the next collection period, ensure the activity end date is **after** the end of the collection period. In this instance, the module/unit of competency must have an *Outcome Identifier - National* value of 70 – CONTINUING ENROLMENT.

If the date is unknown, report the **expected** end date.

The unit of competency or module enrolment record must be included in all statistical submissions between the *Enrolment Activity Start Date* and the final submission for the end of the collection year relevant to the *Enrolment Activity End Date.*

This field must not be blank.

Revision

Clarified that the Enrolment Activity End Date must include the assessment period.

Clarified that enrolment records must be included in all statistical submissions between the *Enrolment Activity Start Date* and the final submission for the end of the collection year relevant to the *Enrolment Activity End Date*.

Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

Field value

Value	Description
DDMMYYYY	A valid date.

Enrolment Activity Start Date

Data element description	The date on which training activity starts for the module or unit of competency enrolment.
File	Enrolment (NAT00120)
Purpose	This field provides information about patterns of activity and participation.
Business rules	The *Enrolment Activity Start Date* must be on or before the *Enrolment Activity End Date* and must not be after the end of the collection period. This field must not be blank.
Revision	No change

Field format

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

Field value

Value	Description
DDMMYYYY	A valid date.

Facsimile Number

Data element description	A telephone number that can be used to contact a training organisation via facsimile.
File	Training Organisation (NAT00010)
Purpose	To facilitate contact with training organisations.
Business rules	The *Facsimile Number* must include the area code extension. If a facsimile number is not available, this field must be left blank.
Revision	No change

Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	A valid facsimile number.
Blank	Leave blank if a facsimile number is not available.

Fee Exemption/Concession Type Identifier

Data element description	A code that specifies the type of fee exemption or concession the client has been granted for the program of study.
File	Enrolment (NAT00120)
Purpose	To enable the analysis of fee exemptions and concessions.
Business rules	The training organisation is expected to supply details of fee exemptions or concession types for each enrolment.

Note: The fee exemption/concession type values must be applied in accordance with the 2009 Ministerial Directions about Fees.

For more information about this policy, go to
http://www.skills.vic.gov.au/corporate/directions/policy_and_legislation/ministerial-directions-2009

The following concession card holders are eligible for fee concessions:

- Health Care Card holder or dependant spouse or child of Health Care Card holder
- Pensioner Concession Card holder or dependant spouse or child of Pensioner Concession Card holder
- Veteran's Gold Card holder (but only the holder, not dependants).

In addition:

- students with Job Seeker status are eligible for a full tuition fee exemption.
- students who are prisoners as defined in the 2009 Ministerial Directions about Fees are eligible for a full tuition fee exemption.
- Indigenous students, as identified by the *Indigenous Status Identifier,* are eligible to pay only the minimum applicable fee.

This field must not be blank.

Revision

- Added   J   Job Seeker AND concession card holder (student is covered by a current, relevant pensioner Concession Card, Health Care Card or Veteran's Gold Card)
- Added   K   Job Seeker AND NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card
- Removed F, N, Q and S
- As foreshadowed, H has been introduced and a new description has been provided for P.

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description	Skills Victoria reimbursement?
G	VCE Scholarship	No
H	Health Care Card	Yes
J	Job Seeker and concession card holder (student is covered by a current, relevant pensioner Concession Card, Health Care Card or Veteran's Gold Card)	Yes
K	Job Seeker AND NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card	Yes
M	Prisoner	No
O	Other	No
P	Pensioner Concession Card	Yes
V	Veteran Gold Card Concession	Yes
Z	None	No

Funding Source Identifier - National

Data element description	A code that uniquely identifies the national source of funding for the delivery of a module or unit of competency enrolment.
File	Enrolment (NAT00120)
Purpose	To analyse VET activity by source of funding.
Business rules	The *Funding Source Identifier - National* field categorises the funding sources used to deliver the training associated with enrolments.

Revenue from government

Commonwealth and State General Purpose Recurrent (Code 11)
Funding provided for general and recurrent purposes by the Commonwealth under its agreement with the state or territory, and funds provided by the state for recurrent purposes within that state or territory.

Commonwealth Specific Purpose Programs (Code 13)
Funding provided by the Commonwealth for specific purposes to provide training.

State Specific Purpose Programs (Code 15)
Funding provided from state or territory governments for specific purposes to provide training.

Other revenue

Domestic full fee-paying client (Code 20)
Payment by a client whose citizenship status is Australian, New Zealand or permanent resident to undertake education and training.

International full fee-paying client (Code 30):
Payment by a client who holds a student visa, a temporary residency permit, or who resides in an overseas country to undertake education and training (onshore or offshore).

Revenue earned from another training organisation (Code 80)
Revenue earned from another registered training organisation in terms of subcontracted, auspicing, partnership arrangements or similar.

This field must not be blank.

Revision	No change

Funding Source Identifier - National (continued)

Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

Field value

Revenue from Government	
Value	**Description**
11	Commonwealth and State General Purpose Recurrent
13	Commonwealth Specific Purpose Programs
15	State Specific Purpose Programs

Other revenue	
Value	**Description**
20	Domestic Full Fee-Paying Client
30	International Full Fee-Paying Client
80	Revenue Earned From Another Registered Training Organisation

Funding Source Identifier - State Training Authority

Data element description

A code that uniquely identifies the state source of funding for the delivery of a module or unit of competency enrolment.

File

Enrolment (NAT00120)

Purpose

To analyse VET activity by the purpose of funding.

Business rules

Training organisations are required to report each module or unit of competency enrolment according to the type of funding specified by Skills Victoria.

Each module or unit of competency enrolment must be associated with one *Funding Source Identifier - State Training Authority* code.

This field must not be blank.

Revision

CHANGES TO FUNDING SOURCE CODES:

For activity from July 2009:

New Skills Victoria Government funded codes
- RW

For activity from 2010:

New Skills Victoria Government funded codes
- AHP, AHL, RWP, RWL, YCP, YCL, YRP, YRL

New ACFE-funded non accredited delivery code
- ACE

The following obsolete funding source codes have been deleted from 2010:
- Z10, Z35, Z36.

CHANGE IN NATIONAL FUNDING SOURCE IDENTIFIER:
- ZP changed *Funding Source Identifier - National* code from 15 to 11
- SSG and Z20 may be either 20 (Domestic) or 30 (International) full fee-paying

CLARIFICATIONS TO CODE DESCRIPTIONS:

Clarified Description for D, QIL, QIP, Z70, F, S, SSG and Z20.

Expanded Special Notes section.

Field format

Value	Description
Length	3
Type	Alphanumeric
Justification	Left
Fill character	Space

Funding Source Identifier - State Training Authority (continued)

Field value

Description	State code	National code
GOVERNMENT FUNDED: Commonwealth and State General Purpose		
General (not Apprentice/Trainee) - previously 'Profile'	P	11
Apprentice/Trainee	L	11
Apprentice/Trainee contestable pool (selected non-TAFE RTOs only)	LCP	11
Additional one-off funding - Apprentice/Trainee	LQ	11
Additional one-off funding - General (not Apprentice/Trainee)	Q	11
Agriculture related training - General (not Apprentice/Trainee) (non-TAFE RTOs only)	QIP	11
Agriculture related training - Apprentice/Trainee (non-TAFE RTOs only)	QIL	11
Corrections delivery contracted directly with TAFE institutes	ZC	11
Corrections funding through private prisons	ZP	11
NSW registered apprentices (TAFE only)	Z75	11
Priority Health - General (not Apprentice/Trainee)	DQ	11
Priority Health - Apprentice/Trainee	DLQ	11
Skills for Growth - General (not Apprentice/Trainee)	PSG	11
Skills for Growth - Apprentice/Trainee	LSG	11
Tender (Priority Education and Training Program)	T	11
Retrenched Worker Training Entitlement - General (not Apprentice/Trainee)	RWP	11
Retrenched Worker Training Entitlement - Apprentice/Trainee	RWL	11
Youth Compact - General (not Apprentice/Trainee) (TAFE only)	YCP	11
Youth Compact - Apprentice/Trainee (TAFE only)	YCL	11
Youth Compact - General (not Apprentice/Trainee) (non-TAFE RTOs only)	YRP	11
Youth Compact - Apprentice/Trainee (non-TAFE RTOs only)	YRL	11
ACFE-funded non-accredited local courses (ACE providers only)	ACE	11
GOVERNMENT FUNDED: Commonwealth Specific Purpose Programs		
Training activity funded directly by the Commonwealth (eg DEEWR, DOHA)	D	13
GOVERNMENT FUNDED: State Specific Purpose Programs		
Additional Health Places - General (not Apprentice/Trainee)	AHP	15
Additional Health Places - Apprentice/Trainee	AHL	15
Retrenched Worker Training Entitlement (course commenced in 2009)	RW	15
VCE programs (Distance Education Centre Victoria only)	VCE	15
Youth employment scheme - Apprentice/Trainee	Z55	15
Youth Pathways Program (ACE providers only)	Z99	15
NON GOVERNMENT FUNDED: Fee-for-service		
Fee for service - domestic full fee-paying students	S	20
Fee for service - overseas full fee-paying students	F	30
Fee for service - Skills for Growth	SSG	20 or 30
Subcontracting, auspicing and partnership arrangements	S1	80
Interstate apprentices/trainees (excluding NSW registered apprentices)	Z70	20
VET in schools	Z20	20 or 30
ACE - Schools Partnership Program	Z30	20

Funding Source Identifier - State Training Authority (continued)

Special notes

State Code	Description	National code
ACE	ACFE-funded non-accredited local courses delivered by ACE providers	11
AHL	Additional Health Places - Apprentice/Trainee. Delivery of additional training funded by the Department of Health in Cert IV in Nursing or Cert IV Allied Health as an apprentice/trainee.	15
AHP	Additional Health Places - General (not Apprentice/Trainee). Delivery of additional training funded by the Department of Health in Cert IV in Nursing or Cert IV Allied Health, not as an apprentice/trainee.	15
D	Training activity funded directly by the Commonwealth (eg DEEWR, DOHA).	13
DLQ	Priority Health - Apprentice/Trainee. Delivery of additional apprentice/trainee priority health training funded through Productivity Places Program.	11
DQ	Priority Health - General (not Apprentice/Trainee). Delivery of additional priority health training funded to students who are not apprentices/trainees through Productivity Places Program.	11
F	Fee for service - overseas full fee-paying students. All training activity funded by onshore and offshore overseas full fee-paying students other than overseas full fee-paying students participating in Skills for Growth programs (SSG) and overseas full fee-paying students participating in VET in Schools (Z20).	30
L	Apprentice/Trainee. Training activity funded by Skills Victoria where the student is a registered apprentice/trainee.	11
LCP	Apprentice/Trainee contestable pool (selected non-TAFE RTOs only).	11
LQ	Additional one-off funding - Apprentice/Trainee training delivery.	11
LSG	Skills for Growth - Apprentice/Trainee. Training delivery to apprentices and trainees through Skills for Growth funding.	11
P	General training delivery (non-Apprentice/Trainee training).	11
PSG	Skills for Growth - General (not Apprentice/Trainee).Training delivery to non-Apprentice/Trainees through Skills for Growth funding.	11
Q	Additional one-off funding - General (not Apprentice/Trainee). Additional general training delivery (non-apprentice/trainee) purchased through additional schedules to contracts (TAFE and non-TAFE), generally as one-off payments.	11
QIL	Agriculture related delivery - Apprentice/Trainee (non-TAFE RTOs only). Formerly referred to as Institute of Land and Food Resources funding.	11
QIP	Agriculture related delivery - General (not Apprentice/Trainee) (non-TAFE RTOs only). Formerly referred to as Institute of Land and Food Resources funding.	11
RW	Retrenched Worker Training Entitlement –course enrolment commenced in 2009 and continues to be funded in 2010.	15
RWP	Retrenched Worker Training Entitlement – General (not Apprentice/Trainee). Non apprentice/trainee retrenched worker enrolments that commence in 2010.	11
RWL	Retrenched Worker Training Entitlement - Apprentice/Trainee. Retrenched worker apprentice/trainee enrolments that commence in 2010.	11
S	Fee for service - domestic full fee-paying students. All training activity funded by domestic fee for service students other than that those fee for service domestic students participating in Skills for Growth programs (SSG).	20

State Code	Description	National code
S1	Subcontracting, Auspicing, Partnership Arrangements: To be used by RTOs delivering training programs on behalf of an organisation that has been funded for this delivery by Skills Victoria.	80
SSG	Fee for service - Skills for Growth. Use together with *Funding Source Identifier - National* 20 if SSG activity is delivered to Domestic full fee-paying (fee for service) students and national code 30 if delivery is to International full fee-paying students.	20 or 30
T	Tender (Priority Education and Training Program - PETP). A Victorian Government initiative that supports training and assessment by non-TAFE RTOs in skills and regions that have been identified as industry and/or Victorian Government priorities.	11
VCE	VCE programs. The code is used by Distance Education Centre Victoria only.	15
YCP	Youth Compact - General (not Apprentice/Trainee) (TAFE only). Training delivery to eligible young people aged 15-24 as at 1 January of year of course commencement.	11
YCL	Youth Compact - Apprentice/Trainee (TAFE only). Training delivery to eligible young people aged 15-24 as at 1 January of year of course commencement..	11
YRP	Youth Compact – General (not Apprentice/Trainee) (non-TAFE RTO only). Training delivery to eligible young people aged 15-24 as at 1 January of year of course commencement.	11
YRL	Youth Compact - Apprentice/Trainee (non-TAFE RTO only). Training delivery to eligible young people aged 15-24 as at 1 January of year of course commencement.	11
Z20	VET in Schools. Program/s undertaken as part of a student's senior secondary certificate that provides credit towards a nationally recognised VET qualification. Use together with *Funding Source Identifier - National* 20 if Z20 activity is delivered to Domestic full fee-paying (fee for service) students and national code 30 if delivery is to International full fee-paying students.	20 or 30
Z30	ACE - Schools Partnership Program. Denotes training activity for which funding flows directly to ACE providers from the schools. This activity is effectively a special case of fee-for-service delivery.	20
Z55	Youth employment scheme (Apprentice/Trainee)	15
Z70	Interstate Apprentices/Trainees (excluding NSW registered apprentices). Training activity for which funding flows directly to providers from interstate bodies. This activity is effectively a special case of fee-for-service delivery.	20
Z75	NSW Registered Apprentices (TAFE only). Training activity under a reciprocal arrangement with the NSW government.	11
Z99	Youth Pathways Program (ACE providers only). To be used by ACE providers only under the Youth Pathways Program (YPP) project operated by ACFE.	15
ZC	Corrections delivery contracted directly with TAFE institutes	11
ZP	Corrections funding through private prisons	11

Highest School Level Completed

Data element description	A code that identifies the highest level of school that a client has completed.
File	Client (NAT00080)
Purpose	To enable analysis of access and entry to VET by clients with different educational backgrounds.
Business rules	This information is normally collected by the training organisation via a standard question on the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142. Where a student is still at school, the *Highest School Level Completed* field refers to the highest level that has actually been completed, and not the level currently being undertaken. These clients should have the *At School Flag* in the Client (NAT00080) file set to Y. If *Highest School Level Completed* = 02 (Did not go to school), ensure that the *At School Flag* is set to N. This field must not be blank.
Revision	No change

Field format

Value	Description
Length	2
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
02	Did not go to school
08	Year 8 or below
09	Completed year 9 or equivalent
10	Completed year 10
11	Completed year 11
12	Completed year 12
@@	Not stated — question asked of the client but no answer provided.

Hours Attended

Data element description	A value that identifies the hours attended by a client who withdraws from a unit of competency or module without completing all training in that unit of competency or module.
File	Enrolment (NAT00120)
Purpose	Contract management.
Business rules	Provision of the hours attended prior to a student's withdrawal from a unit of competency or module is **mandatory** for all providers.
	Where *Hours Attended* are reported, the *Outcome Identifier - National* field must be coded 40 (Withdrawn).
	Report the full scheduled hours in the *Scheduled Hours* field for all enrolments including withdrawn enrolments. The option to report the hours attended prior to withdrawal by adjusting the *Scheduled Hours* field has been removed.
	Hours Attended should be blank for all other enrolments (*Outcome Identifier – National* is not 40).
	When a student withdraws, the *Enrolment Activity End Date* must also be modified and be consistent with the date of withdrawal. See the Glossary (Withdrawn enrolments) for information on the correct combination of fields and values for withdrawn students.
Revision	Require all training providers submitting data to SVTS for payment by Skills Victoria to report the *Hours Attended* prior to withdrawal.
	The option to report the hours attended prior to withdrawal by amending the *Scheduled Hours* field has been removed.

Field format

Value	Description
Length	4
Type	Numeric
Justification	Right
Fill character	Zero

Field value

Value	Description
Number	This element is mandatory for all withdrawn enrolments for all training providers submitting data to SVTS for payment by Skills Victoria.

Indigenous Status Identifier

Data element description	A code that indicates a client who self-identifies as being of Aboriginal or Torres Strait Islander descent.
File	Client (NAT00080)
Purpose	To provide information on the VET participation of Aboriginal/Torres Strait Islanders.
Business rules	The *Indigenous Status Identifier* is intended as a self-assessment response by the client and must not be determined by the training organisation.
	The classification is based on the Australian Bureau of Statistics, Standards on Cultural and Language Diversity (ABS Catalogue No. 1289.0, Nov. 1999).
	The training organisation normally collects information about a client's Indigenous status via a standard question on the enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142.
	This field must not be blank.
Revision	No change

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
1	Yes, Aboriginal
2	Yes, Torres Strait Islander
3	Yes, Aboriginal AND Torres Strait Islander
4	No, neither Aboriginal nor Torres Strait Islander
@	Not stated — question asked of the client but no answer provided.

Industry Code (ANZSIC)

Data element description	The *Industry code (ANZSIC)* is relevant to the student's employer and is recorded for Skills for Growth enrolments only. The Australian and New Zealand Standard Industrial Classification (ANZSIC) provides a framework for organising data about businesses and grouping them according to activity.
Files	Enrolment (NAT00120)
Purpose	To monitor Skills for Growth training activity.
Business rules	*Industry (ANZSIC) codes* are only required for Skills for Growth enrolments which must have one of the following *Funding Source Identifier - State Training Authority* codes:

- LSG: Skills for Growth - Apprentice/Trainee
- PSG: Skills for Growth - General (not Apprentice/Trainee)
- SSG: Skills for Growth - Fee for Service

The ANZSIC code will be provided to RTOs as part of the Skills for Growth enrolment referral process.

The two-digit ANZSIC codes and the Australian Bureau of Statistics reference source are set out in Appendix 3.

This field must be left blank for all records where the *Funding Source Identifier- State Training Authority* is **not** LSG, PSG or SSG.

Refer to the Glossary for additional information about the *Industry code* and Skills for Growth enrolments.

Revision	No change

Field format

Value	Description
Length	2
Type	Numeric
Justification	Right
Fill character	None

Field value

Value	Description
01-96	A valid two-digit industry code as set out in Appendix 3
Blank	Where the *Funding Source Identifier- State Training Authority* is not LSG, PSG or SSG

Labour Force Status Identifier

Data element description	A code that best describes a client's employment status.
File	Client (NAT00080)
Purpose	To provide information on VET participation by clients' declared employment status.
Business rules	The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142.
	It should reflect the client's employment status at the time of their most recent enrolment.
	This field must not be blank.
Revision	No change

Field format

Value	Description
Length	2
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
01	Full-time employee
02	Part-time employee
03	Self employed - not employing others
04	Employer
05	Employed - unpaid worker in a family business
06	Unemployed - seeking full time work
07	Unemployed - seeking part-time work
08	Not employed - not seeking employment
@@	Not stated - question asked of the client but no answer provided.

Main Language Other Than English Spoken at Home Identifier

Data element description	A code that uniquely identifies the client's main language spoken at home.
File	Client (NAT00080)
Purpose	To provide information to support the demographic analysis of VET participation.
Business rules	The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142.

The language specified by a client must be matched with a valid 4-digit code as specified in the Australian Standard Classification of Languages (Australian Bureau of Statistics).

If the main language spoken at home is:

- inadequately described, the *Language Identifier* must be `0000`.
- not stated, fill the *Language Identifier* field with `@@@@`.
- Where a client indicates a sign language as their main language 0001 – non-verbal must not be used and one of the following codes must be used (9700 – Sign Language, 9701 – Auslan, 9702 – Makaton, 9799 – Sign Language, not elsewhere classified)

This field must not be blank.

Revision	No change

Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
0000	Inadequately described.
0001	Non-verbal.
1000-9999	Valid 4-digit Australian Standard Classification of Languages code.
@@@@	Not stated - question asked of the client but no answer provided.

Module/Unit of Competency Field of Education Identifier

Data element description	A code that uniquely identifies the objects of interest taught in a unit of competency or module.
File	Module/Unit of Competency (NAT00060)
Purpose	To allow analysis of training delivery by subject matter.
Business rules	A unit of competency or module is classified to a single field of education at the detailed (6-digit) level.
	A unit of competency or module must be classified according to the object of interest of the unit of competency or module, independently of the context in which it may be delivered.
	All modules developed by a training organisation that have not been registered for accreditation with a state or national accreditation authority must be coded by the training organisation.
	▪ For locally coded courses, the last 2 digits must not be zero.
	This field must not be blank.
Revision	No change

Field format

Value	Description
Length	6
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
BBNNDD	A valid 6-digit major level field of education code.

Module/Unit of Competency Flag

Data element description	A flag that indicates whether the record is a module or a unit of competency.
File	Module/Unit of Competency (NAT00060)
Purpose	To indicate whether the record in the Module/Unit of Competency (NAT00060) file is a module or unit of competency.
Business rules	Where the Module/Unit of Competency (NAT00060) file reports a:

- *Module Identifier*, the *Module/Unit of Competency Flag* must be M.
- *Unit of Competency Identifier* (as specified within a National Training Package), the flag must be C.

This field must not be blank.

Revision	No change

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
C	Unit of competency
M	Module

Module/Unit of Competency Identifier

Data element description	A code that uniquely identifies a module or unit of competency.
Files	▪ Module/Unit of Competency (NAT00060) ▪ Enrolment (NAT00120)
Purpose	To identify components of training programs within the training organisation.
Business rules	Where modules/units of competency are: ▪ part of a training package qualification or national course, the code assigned during the accreditation process must be used ▪ locally approved or accredited, the training organisation must assign the *Module Identifier*. Locally assigned identifiers must not contain spaces. There must be one record in the Module/Unit of Competency (NAT00060) file for each unique *Module Identifier* on the Enrolment (NAT00120) file. All alphabetic characters in the *Module/Unit of Competency Identifier* field must be in upper case. This field must not be blank.
Revision	No change

Field format

Value	Description
Length	12
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	Use the module identifier code that corresponds to the highest level of recognition. For example, ▪ a nationally accredited module or unit of competency code, or ▪ training organisation approved/accredited module code.

Module/Unit of Competency Name

Data element description	The title of the module or unit of competency associated with a *Module/Unit of Competency Identifier* code.
File	Module/Unit of Competency (NAT00060)
Purpose	Names provide more detailed information about modules/units of competency than can be expressed by an identifier code.

Business rules

When deciding on the name, where the module or unit of competency is:

- nationally accredited, the **nationally recognised name** must be used
- accredited by the training organisation, the **training organisation approved/accredited module name** must be used

The name must be in upper case.

This field must not be blank.

Revision   No change

Field format

Value	Description
Length	100
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	In hierarchical order, type the name of the: • nationally accredited module • training organisation approved/accredited module.

Name for Encryption

Data element description	A field that contains the client's full name.

To ensure privacy and confidentiality, this field is encrypted by a non-reversible encryption process during software validation by the State Training Authority. |
| **File** | Client (NAT00080) |
| **Purpose** | To facilitate longitudinal studies of participation in VET. |
| **Business rules** | This field must contain the client's full name (given names and surname).

This field must not be blank. |
| **Revision** | No change |

Field format

Value	Description
Length	60
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	Type the client's full name using the following format:

Surname (comma) (space)
First given name (space)
Second given name

For example:
Jones, David Andrew |

Nominal Hours

Data element description

The anticipated hours of supervised learning or training deemed necessary to adequately present the educational material associated with the delivery of a training program.

(These hours are generally specified in the curriculum documentation and do not include hours associated with work experience, industry placement or field placement.)

Files

- Course (NAT00030)
- Module/Unit of Competency (NAT00060)

Purpose

To allow analysis of training delivery that requires supervision.

Business rules

The value of *Nominal Hours* for a training program must be the value of supervised nominal hours as determined by its accrediting body.

This value is generally obtained from a curriculum or Training Package Implementation document.

Where a curriculum document shows:

- fractional hours, round the value to the nearest whole number of hours; round exact half-hours to the nearest odd number
- a range of hours, ensure the value is the midpoint of the range.

Where a training program lasts for more than one year, the total supervised nominal hours must be reported, not the proportion that equates to a collection period.

Nominal Hours should be between 0 and 3000.

This field must not be blank.

Revision

No change

Field format

Value	Description
Length	4
Type	Numeric
Justification	Right
Fill character	Zero

Field value

Value	Description
0000-9999	Number of hours.

Outcome Identifier - National

Data element description

A code that uniquely identifies a type of result or outcome that a client achieves in a module or unit of competency enrolment.

File

Enrolment (NAT00120)

Purpose

To measure output and activity in the VET system.

Business rules

Assessed

Competency Achieved/Pass and Competency Not Achieved/Fail (Codes 20 and 30)

These codes cover enrolments in assessable modules or units of competency where the client has elected (at enrolment) to be assessed.

Withdrawn (Code 40)

This code must only be used when the client has withdrawn from the enrolment. Do not use it for other types of non-completion; report these as either 30 or 82 as appropriate.

Recognition of Prior Learning (RPL) (Codes 51 and 52)

The RPL process is one where people can gain entry to, or credit in, recognised courses based on competencies gained. The competencies may have been gained through workplace experience, voluntary work, social or domestic activities, or through informal or formal training. RPL does not include any additional training at the unit of competency or module level. If a unit of competency or module has any training activity associated with it, codes 51 or 52 must not be used.

Recognition of Current Competency (Codes 53 and 54)

Use these codes if a client has previously successfully completed the requirements of a unit of competency or module, and is now required to be reassessed to ensure that the competency is being maintained. If a unit of competency or module has any training activity associated with it, codes 53 or 54 must not be used.

Credit Transfer (Code 60)

Use this code when recognition has been obtained, on the basis of prior agreements between institutions and organisations, as to the credit value of specific courses/programs.

Outcome Identifier - National (continued)

Business rules (continued)

Not yet Assessed

Continuing Enrolment (Code 70)

Use this code for clients who have started a module or unit of competency where the *Enrolment Activity End Date* falls in a later collection period.

- A continuing enrolment must be reported in the current collection period with *Outcome Identifier – National* of 70

- In the final collection period the enrolment must be given an *Outcome Identifier - National* of 20 or 30 or 40 or 81 or 82.

NOTE: From 2010, the full *Scheduled Hours* for continuing enrolments must be reported each time that the corresponding enrolment record is included in a statistical submission, including in the years in which the unit is reported as continuing *Outcome Identifier – National* of 70.

Result not yet available (Code 90)

Use this code when the unit of competency or module is scheduled for completion in the current collection year but results of assessments are unknown at the time of the monthly data submission.

Code 90 is a temporary code for use only during the teaching year. It is not valid and must not appear in the final submission for the collection year.

Non-assessable

Non-assessable Enrolments (Codes 81 and 82)

These codes cover enrolments in:

- non-assessable modules or units of competency, and

- assessable modules or units of competency where the client has elected (at enrolment) not to be assessed.

This field must not be blank.

Revision

As foreshadowed for implementation in 2010, confirmed that a valid *Outcome Identifier – National* must be provided for each unit of competency or module each time the unit is submitted.

Clarified that *Outcome Identifier – National* 81 or 82 can be used as the final outcome for continuing enrolments. That is, *Outcome Identifier – National* 70 can be followed upon completion of the unit of competency or module by an *Outcome Identifier – National of* 20, 30, 40, 81 or 82.

Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

Outcome Identifier - National (continued)

Field value

Assessed	
Value	**Description**
20	Competency achieved/pass
30	Competency not achieved/fail
40	Withdrawn
51	Recognition of Prior Learning - granted
52	Recognition of Prior Learning - not granted
53	Recognition of Current Competency - granted
54	Recognition of Current Competency - not granted
60	Credit transfer

Not yet assessed	
Value	**Description**
70	Continuing enrolment - *Enrolment Activity End Date* occurs in a future collection year.
90	Result not yet available - Module is scheduled for completion in the current collection year.

Non-assessable	
Value	**Description**
81	Non-assessable enrolment - Satisfactorily completed
82	Non-assessable enrolment - Withdrawn or not satisfactorily completed

Outcome Identifier - Training Organisation

Data element description	A code internal to the training provider that uniquely identifies a type of result or outcome that a client achieves in a module or unit of competency enrolment.
File	Enrolment (NAT00120)
Purpose	This field facilitates the mapping of Training Organisations' marking/result schemes to *Outcome Identifier - National* codes.
Business rules	The training organisation is required to classify each module or unit of competency enrolment according to the outcome achievement specified for a client within the organisation.
Revision	No change

Field format

Value	Description
Length	3
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	Local code.

Postcode in Training Organisation File - NAT00010

Data element description	A code that identifies the Australia Post postcode associated with the provider's head office or main physical location.
Files	Training Organisation (NAT00010)
Purpose	To provide information to support geographic analysis of VET delivery.
Business rules	The postcode must be a four-digit Australia Post postcode that is valid during the collection year.

The postcode must not be the Australia Post postcode of a post office box address. The postcode should represent the organization's physical location.

This field must not be blank.

Refer to the Glossary for the Australia Post web site and additional information about the Postal Address File (PAF). |
| **Revision** | No change |

Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
0001-9999	A 4-digit Australia Post postcode that is valid during the collection year. It must not be the postcode for a post office box number.

Postcode in Training Organisation Delivery Location File - NAT00020

Data element description   A code that identifies the Australia Post postcode associated with each physical location (campus) at which training is delivered.

Files   Training Organisation Delivery Location (NAT00020)

Purpose   To provide information to support geographic analysis of VET delivery.

Business rules   The postcode must be a four-digit Australia Post postcode that is valid during the collection year.

The postcode must not be the Australia Post postcode of a post office box address. The postcode should represent the physical location at which training is delivered.

- If delivery occurs throughout Victoria, or does not occur at a physical location (such as online or by distance education), the special code VIC must be used.

- If delivery occurs at an overseas location, the code OSPC must be used.

This field must not be blank.

Revision   No change

Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
0001-9999	A 4-digit Australia Post postcode that is valid during the collection year. It must not be the postcode for a post office box number.
VIC	A code to represent statewide or online training delivery.
OSPC	Overseas address.

Postcode in Client File - NAT00080

Data element description

A code that identifies the Australia Post postcode associated with the client's physical location (residential term address) during training activity.

Files

Client (NAT00080)

Purpose

To provide information to support geographic analysis of VET delivery.

Business rules

The postcode must be a four-digit Australia Post postcode that is valid during the collection year.

The postcode must not be the Australia Post postcode of a post office box address. The postcode should represent the student's physical location during training activity, rather than a mailing address.

The *Postcode* field in the NAT00080 provides information about the residential location of the student during training activity. The postcode might be thought of as a "term address" postcode which may differ from the student's permanent home or mailing address.

If a valid residential postcode is not available the *Postcode* field must be reported as either:

- `0000` - if an unknown postcode is provided
- `@@@@` - if no postcode is provided
- `OSPC` - for an overseas location or address.

The combination of the *Postcode* field and the information in the *Address Location - Suburb, Locality* or *Town* field must match the Australia Post listing.

This field must not be blank.

Revision

No change

Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

Postcode in Client File - NAT00080 (continued)

Field value

Value	Description
0001-9999	A 4-digit Australia Post postcode that is valid during the collection year. It must not be the postcode for a post office box number.
0000	Postcode provided but unknown.
@@@@	Postcode not provided
OSPC	Overseas address

Postcode in Client Postal Details File - NAT00085

Data element description	A postcode that provides client mailing address details for the purpose of conducting the Student Outcomes Survey.
Files	Client Postal Details (NAT00085)
Purpose	To provide a mailing address for the delivery of mail to students following completion of their training.

Business rules

The postcode must be a four-digit Australia Post postcode that is valid during the collection year.

As the *Postcode* required for this file is part of a mailing address, the postcode for a post office box number is acceptable.

If a valid postcode is not available the *Postcode* field must be reported as either:

- 0000 - if an unknown postcode is provided
- @@@@ - if no postcode is provided
- OSPC - for an overseas location or address.

This field must not be blank.

Revision   No change

Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
0001-9999	Any 4-digit Australia Post postcode that is valid during the collection year.
0000	Postcode provided but unknown.
@@@@	Postcode not provided
OSPC	Overseas address

Prior Educational Achievement Flag

Data element description

A flag to indicate whether or not a client has completed one or more types of post secondary school qualifications before the current VET enrolment.

File

Client (NAT00080)

Purpose

To provide information to support the analysis of VET participation.

Business rules

Prior educational achievement details are normally collected from clients via a standard question on the enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142.

If a client has indicated that he or she has completed a post-secondary school qualification before the current enrolment, the *Prior Educational Achievement Flag* field must be Y, regardless of whether or not the specific prior educational achievement category has been identified.

If the *Prior Educational Achievement Flag* is Y, one or more records describing the client's prior educational achievements should be provided in the Client Prior Educational Achievement (NAT00100) file.

If a client has successfully completed a Certificate I, II, III, or IV in the secondary education system, then the *Prior Educational Achievement Flag* will be Y regardless of whether the client is still at school.

This field is now **mandatory** (@ is not valid) for all government funded and domestic fee for service enrolments that commence on or after 1/1/2010.

This field must not be blank.

Revision

Prior Educational Achievement Flag is now mandatory for all government funded and domestic fee for service enrolments that commence on or after 1/1/2010.

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
Y	Yes - a prior educational achievement has been completed.
N	No - a prior educational achievement has not been completed.
@*	Not stated - question asked of the client but no answer provided.

* Only valid for enrolments that commence prior to 1/1/2010 or for full fee paying international students

Prior Educational Achievement Identifier

Data element description	A code that uniquely identifies a level of prior educational achievement successfully completed by a client.
File	Client Prior Educational Achievement (NAT00100)
Purpose	To provide information to support the analysis of VET participation.
Business rules	The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142.

Clients may have more than one prior educational achievement type.

If a client:

- identifies that he or she has completed a prior educational achievement (and the *Prior Educational Achievement Flag* field displays Y) but has not specified the type(s) of educational achievement, the *Prior Educational Achievement Identifier* field must be coded 990 – MISCELLANEOUS EDUCATION
- completes a Certificate I or Certificate II in secondary school, the *Prior Educational Achievement Identifier* field must be 521 or 524.

Senior secondary education (Year 12 or Year 11) and Junior Secondary Education (Year 10) are not considered prior educational qualifications.

This field must not be blank.

Revision	No change. However the mandating of the *Prior Educational Achievement Flag* will result in more accurate provision of *Prior educational Achievement Identifier* details.

Field format

Value	Description
Length	3
Type	Numeric
Justification	None
Fill character	None

Prior Educational Achievement Identifier (continued)

Field value

Value	Description
008	Bachelor Degree or Higher Degree level
410	Advanced Diploma or Associate Degree Level
420	Diploma Level
511	Certificate IV
514	Certificate III
521	Certificate II
524	Certificate I
990	Miscellaneous Education

Proficiency in Spoken English Identifier

Data element description	A code that is used to assess the English-speaking ability of people who speak a language other than English.
File	Client (NAT00080)
Purpose	The training organisation normally collects the information via a standard question in the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142.
Business rules	Leave this field blank if the *Main Language Other Than English Spoken at Home Identifier* field is one of the following:

- 1201 – ENGLISH
- 9700 – SIGN LANGUAGE
- 9701 – AUSLAN
- 9702 – MAKATON
- 9799 – SIGN LANGUAGE NOT ELSEWHERE CLASSIFIED
- @@@@ – NOT SPECIFIED.

Revision	No change

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
1	Very well
2	Well
3	Not well
4	Not at all
Blank	If the language identifier is 1201, 9700, 9701, 9702, 9799 or @ @ @ @.
@	Not stated - question asked of the client but no answer provided.

Purchasing Contract Identifier

Data element description	A unique identifier or code for the purchasing or funding contract between the State Training Authority and the training provider (Registered Training Organisation -RTO).
File	Enrolment (NAT00120)
Purpose	Contract management.
Business rules	The *Purchasing Contract Identifier* is unique to the RTO.

Provision of the identifier is mandatory for all TAFEs and RTOs submitting claims for payment through SVTS.

The *Purchasing Contract Identifier* must be consistent with the year the student commenced their course. That is, the *Purchasing Contract Identifier* remains constant for a given student, course and course commencement date.

The *Purchasing Contract Identifier* should be left blank by ACE providers which are not paid by Skills Victoria.

This field should be blank for all enrolments for which payment is not being claimed through SVTS. |
| **Revision** | Clarified reporting of *Purchasing Contract Identifier.*

TAFEs are also required to report *Purchasing Contract Identifier* from 2010. |

Field format

Value	Description
Length	12
Type	Alphanumeric (must be an integer or blank)
Justification	Left
Fill character	Space

Field value

Value	Description
Text	This element is mandatory for TAFEs and private RTOs for all enrolments being claimed through SVTS.
Blank	Blank for enrolments for which payment is not being claimed through SVTS.

The identifier is not relevant to ACE delivery and should be left blank. |

Purchasing Contract Schedule Identifier

Data element description	A *Purchasing Contract Schedule Identifier* is a code that identifies a specific qualification or course to be undertaken as part of a Purchasing Contract.
File	Enrolment (NAT00120)
Purpose	Contract management.
Business rules	Provision of the *Purchasing Contract Schedule Identifier* is **mandatory** for all enrolments being submitted to SVTS **by RTOs** for payment under the **PETP** program (*Funding Source Identifier – State Training Authority* code "T"). The *Purchasing Contract Schedule Identifier* is also sometimes referred to as the "Submission Number". The *Purchasing Contract Schedule Identifier* is 3 alphabetic characters. The *Purchasing Contract Schedule Identifier* is unique to the RTO. The *Purchasing Contract Schedule Identifier* should be left blank by TAFE institutes and ACE providers.
Revision	Removed business rule that all alphabetic characters in the *Purchasing Contract Schedule Identifier* must be in upper case. Advised that *Purchasing Contract Schedule Identifier* is sometimes referred to as the "Submission Number".

Field format

Value	Description
Length	3
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	This element is mandatory for private RTOs claiming under the PETP program.
Blank	The identifier is not relevant to TAFE Institutes and ACE providers and should be left blank.

Qualification/Course Field of Education Identifier

Data element description	A code that uniquely identifies the purpose of learning; that is, the ultimate aim of the skills and knowledge gained in a qualification or course.
File	Course (NAT00030)
Purpose	To identify the main purpose of the course/qualification.
Business rules	A qualification or course has a single *Qualification Field of Education Identifier* code according to the content of the program of study. The code must be a valid narrow level (4-digit) Field of Education code. All courses developed by a training organisation that have not been registered for accreditation with a state or national accreditation authority must be coded by the training organisation in accordance with Australian Standard Classification of Education (ASCED) ABS Catalogue No. 1272.0, 2001. This field must not be blank.
Revision	No change

Field format

Value	Description
Length	4
Type	Numeric
Justification	None
Fill character	None

Field value

Value	Description
BBNN	A valid 4-digit narrow level field of education code.

Qualification/Course Identifier

Data element description

A code that uniquely identifies a course associated with a module or unit of competency enrolment, or a completed qualification.

Files

- Course (NAT00030)
- Enrolment (NAT00120)
- Qualification Completed (NAT00130)

Purpose

To identify courses within a training organisation.

Business rules

The *Qualification/Course Identifier* is a unique code that identifies a program designed to lead to a qualification specified in a:

- National Training Package
- nationally accredited course, or
- training organisation approved/accredited course.

The training organisation is required to provide the course code as specified in the curriculum document for each course. Courses are assigned course codes during the process of national accreditation.

When allocating the *Qualification/Course Identifier*, the following hierarchy must be observed. Where the course is:

- designed to lead to a qualification specified in a National Training Package, the *Qualification/Course Identifier* must be the valid **national qualification code** as specified in a National Training Package
- nationally accredited but does not lead to a qualification specified in a National Training Package, the *Qualification/Course Identifier* must be the **nationally accredited course code**
- approved or accredited by the training organisation, the *Qualification/Course Identifier* must be the **training organisation approved/accredited course code**.

This field must not be blank:

- In the NAT00030 or NAT00130 files.
- In the NAT00120 if the *Module/Unit of Competency Identifier* is part of a qualification or course enrolment.

The *Qualification/Course Identifier* may be blank:

- only if the unit of competency or module is **not** part of a qualification or course - that is, the activity is a."unit of competency or module enrolment only" and has a *Commencing Course Identifier* of 8.
- A *Qualification/Course Identifier* may be provided for "unit of competency or module enrolment only"..

If the *Qualification/Course Identifier* is blank:

- The *Client Identifier - Australian Apprenticeships* and *Training Contract Identifier - Australian Apprenticeships* must be blank in the NAT00120.
- The *Commencing Course Identifier* must be '8 - Unit of competency or module enrolment only'.

Qualification/Course Identifier (continued)

All alphabetic characters in the *Qualification/Course Identifier* must be in upper case.

The *Qualification/Course Identifier* must not contain spaces.

Revision

Allow *Qualification/Course Identifier* to be reported for "unit of competency or module enrolments only". (*Commencing Course Identifier* 8)

Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	In hierarchical order: ▪ nationally endorsed qualification code as specified in a National Training Package. ▪ nationally accredited course code ▪ training organisation approved/accredited course code.

Qualification/Course Level of Education Identifier

Data element description

A code that uniquely identifies the recognised qualification awarded to an individual on successful completion of a qualification or course.

File

Course (NAT00030)

Purpose

To provide information to support the analysis of VET participation by qualification/course level.

Business rules

The training organisation is required to provide the appropriate code as specified in the curriculum document for each course. Courses are assigned this code during the process of national/state accreditation.

Where the successful completion of a course does not lead to a recognised qualification, the course must be given the *Qualification Category Identifier* 999 – EDUCATION NOT ELSEWHERE CLASSIFIED.

If the *Qualification/Course Recognition Identifier* = 14 (Other course, not a nationally accredited qualification or a nationally recognised accredited course) then the *Qualification/Course Level of Education Identifier* must be in the range 611 – 999.

This field must not be blank.

Revision

No change

Field format

Value	Description
Length	3
Type	Numeric
Justification	None
Fill character	None

Field value

Graduate Diploma Level	
Value	**Description**
211	Graduate Diploma
213	Professional Specialist Qualification at Graduate Diploma Level

Graduate Certificate Level	
Value	**Description**
221	Graduate Certificate
222	Professional Specialist Qualification at Graduate Certificate Level

Qualification/Course Level of Education Identifier (continued)

Field value (continued)

Bachelor Degree Level	
Value	**Description**
311	Bachelor Degree (Honours)
312	Bachelor Degree (Pass)

Advanced Diploma and Associate Degree Level	
Value	**Description**
411	Advanced Diploma
413	Associate Degree

Diploma Level	
Value	**Description**
421	Diploma

Certificate III & IV Level	
Value	**Description**
511	Certificate IV
514	Certificate III

Certificate I & II Level	
Value	**Description**
521	Certificate II
524	Certificate I

Senior Secondary Education	
Value	**Description**
611	Year 12
613	Year 11

Junior Secondary Education	
Value	**Description**
621	Year 10

Other Education - Non-award Courses	
Value	**Description**
912	Other Non-award Courses

Qualification/Course Level of Education Identifier (continued)

Field value (continued)

Other Education - Miscellaneous Education	
Value	**Description**
991	Statement of Attainment Not Identifiable by Level
992	Bridging and Enabling Courses Not Identifiable by Level
999	Education not elsewhere classified

Qualification/Course Name

Data element description	The full name of the course or the full name of the qualification.
File	Course (NAT00030)
Purpose	Course names provide more detailed information about courses and qualifications than is available from the classifications.
Business rules	Where the *Qualification/Course Identifier* is a national qualification code, the *Qualification/Course Name* must be the exact name of the **national qualification** as specified in a National Training Package.
	Where the course is nationally accredited and does not lead to a qualification specified in a National Training Package, in the *Qualification/Course Name* must be the **nationally accredited course name**.
	The training organisation is required to provide the appropriate course name for each course. Courses are assigned a name during the process of accreditation.
	The *Qualification/Course Name* field must be in upper case.
	This field must not be blank.
Revision	No change

Field format

Value	Description
Length	100
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	In hierarchical order: ▪ name of a nationally endorsed qualification as specified in a National Training Package. ▪ name of a nationally accredited course code ▪ name of a Training organisation approved/accredited course code.

Qualification/Course Recognition Identifier

Data element description	A code that uniquely identifies the organisational level of the authority that has granted recognition of a course.
File	Course (NAT00030)
Purpose	To identify the level of recognition given to courses within the VET sector.
Business rules	**Programs leading to a Training Package qualification** Must be coded 11 – NATIONALLY ACCREDITED QUALIFICATION. **Other nationally accredited courses** Must be coded 12 – NATIONALLY RECOGNIZED COURSE. **Training organisations reporting locally accredited courses** Must be coded 14 – OTHER COURSES. This field must not be blank.
Revision	Removed business rule restricting the *Qualification/Course Level of Education Identifier* range for locally accredited courses.

Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

Field value

Value	Description
11	Nationally accredited qualification designed to lead to a qualification specified in a National Training Package.
12	Nationally recognised accredited course, other than a qualification designed to lead to a qualification specified in a National Training Package.
14	Other courses.

Qualification Issued Flag

Data element description	A flag that indicates whether a client has been issued with a recognised credential for the successful completion of a recognised qualification or course.
File	Qualification Completed (NAT00130)
Purpose	To acknowledge that a qualification has been issued.
Business rules	Where the training organisation has:

- **issued the acknowledgment** that a client has completed the requirements of a recognised qualification, the *Qualification Issued Flag* must be Y.

- **not issued the acknowledgment** that a client has completed the requirements of a recognised qualification, the *Qualification Issued Flag* must be N.

This field must not be blank.

Revision	No change

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
Y	Qualification acknowledgment issued.
N	Qualification acknowledgment not issued.

Scheduled Hours

Data element description	The hours of supervised teaching activity (including assessment times) that the provider schedules for a module or unit of competency enrolment.
File	Enrolment (NAT00120)
Purpose	To cater for local variations from the stated nominal hours in measuring VET activity.

Business rules

The *Scheduled Hours* will usually be the same as the nominal hours specified for a module or unit of competency. However, different local circumstances or delivery strategies may result in a variation from the standard nominal hours.

The value for *Scheduled Hours* must be a whole number of hours. Where fractional hours occur, round the value to the nearest whole number of hours; round exact half-hours to the odd number.

Scheduled hours should normally be in the range `0000-0400` hours for a unit of competency or module enrolment.

Hours attributed to fully unsupervised work experience or industry placement, must not be included.

If the *Outcome Identifier - National* field displays:

- `60 (CREDIT TRANSFER)`, the *Scheduled Hours* for this enrolment may be reported but are not eligible for payment.

Providers must report the full *Scheduled Hours* for the unit of competency or module every time that the enrolment is reported in a statistical submission.

Withdrawn students

- When a student withdraws from a module/unit of competency, the withdrawal must be reported using the *Outcome Identifier - National* code `40(WITHDRAWN)` **and** the hours of training delivered prior to withdrawal must be recorded in the *Hours Attended* field.

When a student withdraws, the *Enrolment Activity End Date* must also be modified and be consistent with the date of withdrawal. See the Glossary (Withdrawn enrolments) for further information on reporting student withdrawals.

This field must not be blank.

Scheduled Hours (continued)

Revision

Remove option for providers to report apportioned (partial) hours for a unit of competency or module that continues over more than one collection year.

Require reporting of full Scheduled Hours for each unit of competency or module enrolment every time it is submitted, including for those units or modules that span more than one calendar/collection year.

Allow reporting of *Scheduled Hours* for Credit Transfer enrolments (*Outcome Identifier – National* code 60).

Remove option for providers to use the *Scheduled Hours* field to report the Hours Attended prior to withdrawal.

Field format

Value	Description
Length	4
Type	Numeric
Justification	Right
Fill character	Zero

Field value

Value	Description
0000-9999	Number of hours.

Sex

Data element description	A flag that identifies the gender of a client (male or female).
File	Client (NAT00080)
Purpose	To provide information on VET participation by gender.
Business rules	The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142.

The value must be in upper case.

This field must not be blank. |
| **Revision** | No change |

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
F	Female
M	Male
@	Not stated - question asked of the client but no answer provided.

Software Product Name

Data element description	Student Management System software used by the provider, including the version number.
Files	Training Organisation (NAT00010)
Purpose	To facilitate communication with RTOs in relation to data validation and data quality issues.
Business rules	Provide the application name. Include the version number if known.
Revision	No change

Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
Text	The name of software product, including the version number if known.

State Identifier

Data element description	A code that uniquely identifies the state/territory of a physical location.
Files	▪ Training Organisation (NAT00010) ▪ Training Organisation Delivery Location (NAT00020) ▪ Client Postal Details (NAT00085)
Purpose	To provide information to support geographic analysis of VET delivery.
Business rules	The *State Identifier* must be consistent with the postcode in the *Postcode* field in the same file. If the *Postcode* is OSPC, the *State Identifier* field, must be 99 – OTHER (OVERSEAS BUT NOT AN AUSTRALIAN TERRITORY OR DEPENDENCY). This field must not be blank.
Revision	No change

Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

Field value

Value	Description
01	New South Wales
02	Victoria
03	Queensland
04	South Australia
05	Western Australia
06	Tasmania
07	Northern Territory
08	Australian Capital Territory
09	Other Australian Territories or Dependencies
99	Other (Overseas but not an Australian Territory or Dependency)

Statistical Local Area

Data element description

A code that identifies the ABS statistical local area of a training organisation's delivery location.

File

Training Organisation Delivery Location (NAT00020)

Purpose

No purpose in the Victorian Statistical Collection.

Business rules

Each *Statistical Local Area* code will be unique only within a state or territory and therefore must be used in conjunction with the *State Identifier – Training Provider Location*.

This element should be left blank for data submitted to Victoria.

Revision

No change

Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
Blank	This element is not relevant in the Victorian Statistical Collection.

Study Reason Identifier

Data element description	A code that identifies the client's main reason for studying.
File	Enrolment (NAT00120)
Purpose	To facilitate analysis of students' intentions. These codes correspond with codes used for similar questions in the Student Outcomes Survey.
Business rules	The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142. This field must not be left blank.
Revision	No change

Field format

Value	Description
Length	2
Type	Alphanumeric
Justification	Left
Fill character	None

Field value

Value	Description
01	To get a job
02	To develop my existing business
03	To start my own business
04	To try for a different career
05	To get a better job or promotion
06	It was a requirement of my job
07	I wanted extra skills for my job
08	To get into another course or study
11	Other reasons
12	For personal interest or self-development
@@	Not specified

Telephone Number

Data element description	A number that can be used to contact a training organisation by telephone.
File	Training Organisation (NAT00010)
Purpose	To facilitate contact with training organisations.
Business rules	When completing the *Telephone Number* field you must:

- include the area code
- use the recommended format: 0388308830.

This field must not be blank.

Revision	No change

Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	A valid telephone number.

Telephone Number - Home

Data element description	A home (landline) telephone number that can be used to contact a client.
File	Client Details (NAT00085)
Purpose	To facilitate contact with the client.
Business rules	When completing the *Telephone Number - Home* field you must: ▪ include the area code ▪ use the recommended format: 0388308830. For more information about mobile numbers, go to Telephone Number - Mobile on page 115. This field may be blank.
Revision	No change

Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	A valid telephone number.

Telephone Number - Mobile

Data element description	A mobile telephone number that can be used to contact a client.
File	Client Details (NAT00085)
Purpose	To facilitate contact with the client.
Business rules	When completing the *Telephone Number - Mobile* field, you must: ▪ use the recommended format**:** 0408308830. This field may be blank.
Revision	No change

Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	A valid telephone number.

Telephone Number - Work

Data element description   A work telephone number that can be used to contact a client.

File   Client Details (NAT00085)

Purpose   To facilitate contact with the client.

Business rules   When completing the *Telephone Number - Work* field, you must:

- include the area code
- use the recommended format**:** 0388308830.

This field may be blank.

Revision   No change

Field format

Value	Description
Length	20
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	A valid telephone number.

Training Contract Identifier - Australian Apprenticeships

Data element description

A code that uniquely identifies an Apprenticeship/Traineeship Training Contract for Australian apprenticeships.

File

Enrolment (NAT00120)

Purpose

The code for the *Training Contract Identifier - Australian Apprenticeships* is required in combination with the code for the *Client Identifier - Australian Apprenticeships*.

These codes are used for data cross-referencing between the VET providers and the AVETMIS Standard for Australian Apprenticeships.

Business rules

The training contract code is assigned by the Skills Victoria DELTA registration system when a contract of training is registered. In Victoria this identifier is usually 8 characters in length.

For each *Training Contract Identifier - Australian Apprenticeships* code in the Enrolment (NAT00120) file, there must be a corresponding *Client Identifier - Australian Apprenticeships*.

This field is only used where an enrolment in a module or unit of competency relates to a client undertaking an apprenticeship or traineeship under a registered Apprenticeship/Traineeship Training Contract.

This field must not be blank and must contain a valid value when the *Funding Source Code – State Training Authority* is specific to apprentices/trainees (eg AHL, DLQ, L, LCP, LQ, LSG, QIL, RWL, YCL, YRL or Z55).

All Victorian values must be numeric but other characters are allowed where the *Funding Code - State Training Authority* has a value of Z75 (NSW registered apprentices) or Z70 (Interstate apprentices/trainees excluding registered NSW Apprentices).

This field may be blank.

Revision

No change

Field format

Value	Description
Length	10
Type	Alphanumeric (Numeric in Victoria)
Justification	Left
Fill character	Space

Training Contract Identifier - Australian Apprenticeships (continued)

Field value

Value	Description
Text	A unique identifier
Blank	Leave this field blank if, and only if, the **Client Identifier - Australian Apprenticeships** field is blank.

Training Organisation Delivery Location Identifier

Data element description	A code that uniquely identifies a geographic training organisation delivery location.
Files	▪ Training Organisation Delivery Location (NAT00020) ▪ Enrolment (NAT00120)
Purpose	To distinguish between training organisation delivery locations and to enable geographic analysis of VET activity.
Business rules	A unique *Training Organisation Delivery Location Identifier* must be allocated by the Training Organisation to each *Training Organisation Delivery Location*.

For each *Training Organisation Delivery Location Identifier* in the Training Organisation Delivery Location (NAT00020) file, there must be at least one corresponding *Training Organisation Delivery Location Identifier* in the Enrolment (NAT00120) file.

Training Organisation Delivery Location Identifier must be in uppercase.

For each location, the *Training Organisation Delivery Location Identifier* must be the same code in all collections.

Use commonsense when identifying delivery locations. For example, two annexes at the same street address should be reported as the same training location.

Refer to the [Glossary](#) for additional information about this field.

This field must not be blank.

Revision	No change

Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	A unique training organisation delivery location identifier code.

Training Organisation Delivery Location Name

Data element description	The name used by the training organisation to refer to a geographic delivery location.
File	Training Organisation Delivery Location (NAT00020)
Purpose	To record the name of a training organisation delivery location.
Business rules	A unique *Training Organisation Delivery Location Name* is required for each *Training Organisation Delivery Location Identifier*. All alphabetic characters in the name must be upper case. This field must not be blank.
Revision	No change

Field format

Value	Description
Length	100
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	A valid training organisation delivery location name.

Training Organisation Identifier (TOID)

Data element description	A numeric code issued by Skills Victoria or by the Regional Council of ACFE that uniquely identifies an RTO.
Files	▪ Training Organisation (NAT00010) ▪ Training Organisation Delivery Location (NAT00020) ▪ Qualification Completed (NAT00130)
Purpose	To identify training organisations within the VET sector.
Business rules	Skills Victoria or the Regional Council of ACFE will allocate a unique identifier to each training organisation at the time of registration or eligibility. The training organisation should use this identifier at all times when communicating with Skills Victoria or the Regional Council of ACFE. The field must be right justified and have leading zeros. This field must not be blank.
Revision	No change

Field format

Value	Description
Length	10
Type	Alphanumeric
Justification	Right
Fill character	Zero

Field value

Value	Description
Text	A valid identifier.

Training Organisation Name

Data element description	The name of a training organisation.
File	Training Organisation (NAT00010)
Purpose	To provide a meaningful name for the training organisation to be used for validation and reporting purposes.
Business rules	A *Training Organisation Name* is required for each *Training Organisation Identifier*.
	The name will generally be the name under which a training organisation is registered and must not be an acronym.
	This field must not be blank.
Revision	No change

Field format

Value	Description
Length	100
Type	Alphanumeric
Justification	Left
Fill character	Space

Field value

Value	Description
Text	A valid name.

Training Organisation Type Identifier

Data element description	A code that uniquely identifies the type of training organisation.
File	Training Organisation (NAT00010)
Purpose	To identify VET activity and outputs by type of training provider.

Business rules

The *Training Organisation Type Identifier* must reflect the type of training provider and not the type of training organisation delivery, location.

In Victoria:

- TAFE institutes and TAFE divisions within universities should be coded `31`.
- ACE providers and Adult Education Institutions registered with the Adult Community and Further Education Board, should be coded `61`.
- Private RTOs should be coded `91`.

This field must not be blank.

Revision

No change

Field format

Value	Description
Length	2
Type	Numeric
Justification	None
Fill character	None

Field value

Secondary School	
Value	**Description**
21	School - Government
23	School - Australian Technical College
25	School - Catholic
27	School - Independent

TAFE	
Value	**Description**
31	Technical and Further Education Institute

Training Organisation Type Identifier (continued)

Field value (continued)

University	
Value	**Description**
41	University - Government
43	University - Non-Government Catholic
45	University - Non-Government Independent

Enterprise	
Value	**Description**
51	Enterprise - Government
53	Enterprise - Non-Government

Community-based Adult Education	
Value	**Description**
61	Community-based Adult Education Provider

Other Training Provider	
Value	**Description**
91	Education/training business or centre: Privately Operated Registered Training Organisation
93	Professional association
95	Industry association
97	Equipment and/or product manufacturer or supplier
99	Other - not elsewhere classified

Training Organisation Type Identifier (continued)

Notes

Values	Description
21, 23, 25, 27	**School** A school is established or recognised under an Act of Parliament to provide courses of instruction in pre-school, primary or secondary education. This definition includes schools in institutions and hospitals, mission schools and similar establishments. **Australian Technical College** (ATC) means a school in respect of which financial assistance under the Australian Technical Colleges (Flexibility in Achieving Australia's Skills Needs) Act 2005 is provided, or proposed to be provided.
31	**TAFE** Technical and Further Education (TAFE) institutes are created by an Act of Parliament. Their responsibilities are specified in the Act, in other legislation, and via Ministerial Directions. TAFE institutes are public bodies in receipt of government funding and include TAFE divisions within universities.
41, 43, 45	**University** Australia's universities are all established or recognised under state or territory legislation except the Australian National University, which is constituted under an Act of the Federal Parliament. Universities have three categories: ▪ government; for example, La Trobe University ▪ non-government Catholic; for example, Australian Catholic University ▪ non-government independent; for example, Bond University.
51, 53	**Enterprise** An enterprise, or the training function or department of an enterprise, is registered to provide nationally accredited training. The training is provided according to the standards of the Australian Quality Training Framework. Once an enterprise adopts the framework, they are regarded as a registered training organisation (RTO). Training is delivered to their employees or cadets. Enterprises fall under two categories: ▪ Government: for example, the Department of Defence, the Australian Customs Service, Department of Correctional Services, Centrelink, and Virtual College ▪ Non-government: for example, Woolworths, Qantas and Toyota Australia.
61	**Community-based Adult Education Provider** A not-for-profit, community-based organisation with a primary focus on adult education. Community-based adult education delivers courses relating to leisure, personal and community development, employment skills, preparation for VET, and nationally recognised training programs.
91	**Education/training business or centre** A privately operated, registered training organisation ('private provider').

Training Organisation Type Identifier (continued)

Notes (continued)

Values	Description
93	**Professional association** Professional associations may exist for every industry and perform a variety of functions including: • providing and promoting professional and career development activities • establishing and monitoring industry standards and professional codes of practice • advising educational institutions on curriculum development. Examples of professional associations include: the Institute of Chartered Accountants, the Australian Institute of Management, and the Australian Computer Society.
95	**Industry association** Any national industry association that represents the interests of its members; for example, the Internet Industry Association or industry unions.
97	**Equipment and/or product manufacturer or supplier** Provides certification and training for employees and non-employees; for example, CISCO or Microsoft.
99	**Other training provider not elsewhere classified** This group is comprised of: • for-profit private training providers; for example, private one-on-one music teachers, or private tutors • not-for-profit training providers; for example, Mission Australia or the Salvation Army.

VET FEE-HELP (Income Contingent Loan) Indicator

Data element description	A flag to indicate that the student has an income contingent loan as financial support.
Files	Enrolment (NAT00120)
Purpose	To facilitate VET FEE-HELP monitoring and reporting.
Business rules	Income contingent loans are available only to students training at courses at 'Skills Deepening' level. See the Glossary for more information about course categories.

The indicator must be set to Y if the student has an income contingent loan. These students would be enrolled in a course that has:

(a) The *Qualification/Course Level of Education Identifier* in the Course File (NAT00030) is coded:
- 411 - Advanced Diploma
- 421 – Diploma,   or

(b) The course is offered at the following levels:
- Vocational Graduate Certificate
- Vocational Graduate Diploma

The indicator should be coded N for all other records.

This field must not be blank.

Revision	No change

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
Y	Yes, training is being provided under VET FEE-HELP
N	No, training is not being provided under VET FEE-HELP

VET Flag

Data element description

A flag that indicates whether or not the intention of the training program is vocational.

Files

- Course (NAT00030)
- Module/Unit of Competency (NAT00060)

Purpose

To identify courses/modules/units of competency where the intention of the curriculum is to provide vocationally (including further education) relevant skills.

Business rules

'Vocational' intent is where the training program is intended to develop relevant skills for the workplace.

The *VET Flag* is assigned during the process of accreditation and must not be altered.

Where a program is locally approved or accredited, the training organisation must assign the *VET Flag*.

Personal Development programs are non-VET activity. VET activity includes further education activity; for example, ESL, literacy and VCE programs.

General and pre-vocational programs that are designed as prerequisites for other VET programs should also be classified as VET.

The presence of some potential vocational content in a program does not, of itself, make a program VET.

If the intention of the training program is:

- vocational, set the *VET Flag* to Y
- not vocational, set the *VET Flag* to N.
- If the Qualification/Course Recognition Identifier = 11 or 12 (nationally accredited qualification or nationally recognised accredited course) then the VET Flag must be Y.

Module/Unit of Competency (NAT00060) file

If the *Module/Unit of Competency Flag* in the NAT00060 is set to C – UNIT OF COMPETENCY, the *VET Flag* must be Y (as all units of competency are of vocational intent).

This field must not be blank.

Revision

No change

VET Flag (continued)

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
Y	Yes - the intention of the training program is vocational.
N	No - the intention of the training program is not vocational.

VET in Schools Flag

Data element description

A flag that indicates whether the unit of competency or module is part of a VET in schools program.

A VET in schools program:

- is based on national industry/enterprise competency standards based on Training Packages where endorsed, or involves modules based on available industry/enterprise competency standards

- relates to, or provides, VET certificates within the Australian Qualifications Framework (AQF) and senior secondary certificates endorsed by state and territory Boards of Studies. It is undertaken as part of a senior secondary certificate, and its completion by the student provides credit towards a recognised qualification within the AQF.

File

Enrolment (NAT00120)

Purpose

To identify the number of clients enrolled in a VET in schools program.

Business rules

If the training program is:

- a VET in schools program, the flag must be Y.

- not a VET in schools program, the flag must be N.

This field must not be blank.

Revision

No change

Field format

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
Y	A VET in schools program.
N	Not a VET in schools program.

Victorian Student Number (VSN)

Data element description	The Victorian Student Number (VSN) is a unique student ID for all Victorian students in school or vocational training from Preparatory school to age 24.
Files	Client (NAT00080)
Purpose	Compliance with legislation mandating the VSN.
Business rules	The *VSN* will be supplied to providers either by the enrolling student or by the Victorian Curriculum Assessment Authority (VCAA) from the Victorian Student Register (VSR) following an exchange of enrolment information The *VSN* is planned for introduction in the VET sector from 2010. Blanks or Null are acceptable in the interim. Refer to the Glossary for additional information about the VSN
Revision	No change

Field format

Value	Description
Length	9
Type	Numeric
Justification	Right
Fill character	None

Field value

Value	Description
000000001-999999999	A unique student ID
Blank	Leave blank if not available

Year Highest School Level Completed

Data element description	The calendar year in which a client completed his or her highest level of secondary schooling.
File	Client (NAT00080)
Purpose	To provide information to support the analysis of VET participation.
Business rules	The training organisation normally collects this information via a standard question on the client's enrolment form. For more information, go to Appendix 1: Standard enrolment questions on page 142.
	The value in this field must be a valid year before the collection period.
	Where the *Highest School Level Completed* field contains a value between 09 and 12, ensure the value in this field is consistent with the client's *Date of Birth* as reported in the Client (NAT00080) file.
	If the value in the *Highest School Level Completed* field is 02 - DID NOT GO TO SCHOOL, a value of @@@@ must be recorded in this field.
	This field must not be blank.
Revision	No change

Field format

Value	Description
Length	4
Type	Alphanumeric
Justification	None
Fill character	None

Field value

Value	Description
1900-9999	Must be a valid year, not in the future.
@@@@	Not stated - question asked of the client but no answer provided.

Year Program Completed

Data element description	The year the qualification or course was completed; this includes the on-the-job component.
File	Qualification Completed (NAT00130)
Purpose	To allow analysis of qualifications completed.

Business rules

The *Year Program Completed* field must not be:

- in the future, or
- more than 10 years before the collection period.

If the *Year Program Completed* is not equal to the collection year:

The *Qualification/Course Identifier* specified in each Completion record must appear in the Course (NAT00030) file.

The *Client Identifier* specified in each Completion record must appear in the Client (NAT00080) file.

This field must not be blank.

Revision

Removed requirement for clients for whom the *Year Program Completed* is the same as the current collection year to have at least one module or unit of competency enrolment in the current year's Enrolment (NAT00120) file for the qualification/course being reported as completed.

Field format

Value	Description
Length	4
Type	Numeric
Justification	None
Fill character	None

Field value

Value	Description
1900-9999	A valid year, not in the future or more than 10 years before the collection period.

Glossary

The glossary defines standard terms used throughout this document.

Australian Qualifications Framework (AQF)

The Australian Qualifications Framework (commonly known as the AQF) is a unified system of national qualifications in schools, vocational education and training (TAFEs and private providers) and the higher education sector (mainly universities).

AQF qualifications are:

- Senior Secondary Certificate of Education
- Certificate I
- Certificate II
- Certificate III
- Certificate IV
- Diploma, Advanced Diploma
- Associate Degree
- Bachelor Degree
- Vocational Graduate Certificate
- Vocational Graduate Diploma
- Graduate Certificate
- Graduate Diploma
- Masters Degree
- Doctoral Degree

The AQF website http://www.aqf.edu.au/ provides further information.

In particular, http://www.aqf.edu.au/aqfqual.htm provides a helpful diagram showing how the various AQF qualifications are positioned across the school, vocational and higher education sectors.

Client identifiers

Each client must be assigned a unique identifier. It must be used for every enrolment of that client. The same identifier must be used for that client in any collection period.

Collection year

A collection year (or collection period) is a calendar year. That is, the period from 1 January 200x to 31 December 200x. The deadline for reporting a collection year's data is usually early in the following calendar year.

Continuing enrolment

A continuing enrolment is any training activity in a module or unit of competency that:

- continues, for a client, into a subsequent collection period for a module or unit of competency.

To report continuing enrolments

The *Outcome Identifier - National* field, must be coded 70 – CONTINUING ENROLMENT while the unit of competency or module has an *Enrolment Activity End Date* in a future year. Once the unit or module has an *Enrolment Activity End Date* in the current year, it will be reported as 90 – RESULT NOT YET AVAILABLE until one of the following outcomes is reported:

- 20 – COMPETENCY ACHIEVED/PASS

- 30 – COMPETENCY NOT ACHIEVED/FAIL

- 40 – WITHDRAWN

- 81 – NON ASSESSABLE ENROLMENT – SATISFACTORILY COMPLETED

- 82 – NON ASSESSABLE ENROLMENT – WITHDRAWN OR NOT SATISFACTORILY COMPLETED

Continuing enrolment continued

Include the continuing enrolment in your statistical submissions in each year that the enrolment is active. From 2010, report the full *Scheduled Hours* each time you report the enrolment.

Course categories

Courses have been classified into categories for the purposes of tuition fee calculation and funding allocation. The classifications will be updated from time to time as determined by Skills Victoria and in line with updates to accreditation status. A complete list of the courses within each course category can be found at the following URL: http://www.skills.vic.gov.au/corporate/directions/policy_and_legislation/ministerial-directions-2009

Foundation Skills

Non-accredited or pre-accredited programs provided by Adult and Community Education providers are classified in the Foundation Skills category for the purpose of tuition fee calculation. Otherwise, this category is limited to the specific qualifications listed on the Skills Victoria website.

Skills Creation

This category comprises all qualifications accredited as Certificate I and II other than those classified as Foundation Skills and except when undertaken as an Apprenticeship or Traineeship. It also includes State accredited VCAL and VCE programs as well as selected single modules or units of competency undertaken as stand-alone training to meet regulatory or industry requirements.

Accredited programs with the title 'Course in…' have a range of entry requirements and skill development purposes and are not aligned with levels within the Australian Qualifications Framework. These programs, other than those listed as Foundation Skills or for the purpose of trade licensing, are classified in the Skills Creation category.

Skills Building

This category comprises all qualifications accredited as Certificate III and IV other than those classified as Foundation Skills and except when undertaken as an Apprenticeship or Traineeship. It also includes Single modules, units or a 'Course in…' undertaken as stand-alone training for the purpose of meeting licensing requirements for a trade or an extension of trade licensing.

Accredited programs with the title "Course in…" have a range of entry requirements and skill development purposes. Any 'Course in…' for the purpose of trade licensing is classified in the Skills Building category.

Skills Deepening

This category comprises all qualifications accredited as Diploma or Advanced Diploma, except when undertaken as an Apprenticeship or Traineeship. It also includes qualifications accredited as vocational Graduate Certificates and vocational Graduate Diplomas.

Graduate Certificates and Graduate Diplomas accredited as Higher Education qualifications are not included in this category.

Apprenticeships and Traineeships

This category comprises all qualifications undertaken under a training contract registered within the Australian Apprenticeship and Traineeship Program. All qualifications undertaken as an Apprenticeship or Traineeship are included in this category, regardless of the AQF qualification being undertaken.

Course commencement date

Definition

The *Course Commencement Date* is a training activity/delivery date, not an administrative enrolment or admission date. It is defined as the date of the first scheduled training for the first module towards the completion of the qualification in which the student has enrolled.

The same course commencement date must be retained if:

- a student continues to re-enrol in the same course, leading to the same qualification at the same institution

- a student continues to re-enrol in the same course, leading to the same qualification but the training involves a transfer from one Victorian provider to another - and the receiving provider decides to treat the new enrolment as a continuing enrolment. That is, the student is in the same course with a new provider

- a provider authorises a period of absence from otherwise continuous training and allows the student to resume the course.

A new course commencement date may be issued if:

- The student takes an unauthorised period of absence and fee maintenance will have ended

- The student decides to opt out of fee maintenance arrangements, in which case the new course commencement date will be after 1 July 2009.

Course commencement dates prior to July 2009

For students who commence courses (or module only enrolments) prior to 1 July 2009, providers may report a *Course Commencement Date* of 30 June 2009 if their systems cannot easily provide the actual course commencement date.

Role in implementing Skills Reform

The *Course Commencement Date* is a key field supporting the implementation of Skills Reform. The date is a critical marker that distinguishes funding arrangements as well as fees that apply to students who commence training before and after 1 July 2009.

The *Course Commencement Date* will be used to support fee maintenance procedures within provider systems and by Skills Victoria. A course commencement date prior to 1 July 2009 will indicate that the student is on Fee Maintenance and will be charged (and providers will be funded) accordingly. Course commencement dates on or after 1 July 2009 will indicate that the training is being delivered under Skills Reform arrangements.

For more information about fees under Skills Reform, go to the Skills Victoria website at:
http://www.skills.vic.gov.au/corporate/directions/policy_and_legislation/ministerial-directions-2009.

Eligibility exemption

Providers may at their discretion grant an exemption to otherwise ineligible applicants on the following grounds:

- The training is in a specified area of critical skill shortage

- Applicants are significantly disadvantaged in the labour market, for example through redundancy.

Enrolment

An enrolment is the recording of a client at a training organisation delivery location for the purpose of studying a module or unit of competency.

An enrolment exists when the participant has:

- paid, or been exempted from payment of, any compulsory fees associated with undertaking a particular module or unit of competency in the reference year, and

- participated in the learning processes associated with enrolment.

For more information about fees, go to the Ministerial Fees and Charges Policy at:
http://www.skills.vic.gov.au/corporate/directions/policy_and_legislation/ministerial-directions-2009.

Funding Module (SVTS)

The module of SVTS that pays providers for demand-driven training delivery based on data uploaded by providers to the SVTS.

Industry code (ANZSIC)

The Skills for Growth workforce development program is designed to address the skills needs of business and the training needs of the workforce. Independent workforce planning and training specialists are invited by employers to identify the training needs of their workforce and to develop training plans including the identification of training solutions.

When referring prospective students for training, the Skills for Growth training specialist will provide the RTO with a referral form containing details about the student and employer, including the *Industry code (ANZSIC)* applicable to the employer. The Industry Code must be recorded in your student management system and reported in the statistical collection.

Go to the following URL for more information about the Skills for Growth initiative:
http://www.business.vic.gov.au/BUSVIC/STANDARD//pc=PC_62573.

Monitoring Module (SVTS)

The module of SVTS that accepts and validates data uploaded by training providers and makes the data available to other Skills Victoria Business Processes including Payment and Reporting.

Nominal hours

AVETMISS defines *Nominal Hours* as "*Nominal Hours* is a value assigned to a structured program of study that nominally represents the anticipated hours of supervised learning and/or training deemed necessary to conduct training/learning and assessment activities associated with the program of study."

Nominal Hours are thus the anticipated hours of supervised learning or training deemed necessary to adequately present the educational material. These hours must not be zero. These hours are generally specified in the curriculum documentation of courses, or the implementation guides for training package qualifications.

Nominal Hours are represented as a whole number of hours. Where fractional hours exist, round the value to the nearer whole number. Round exact half-hours to the odd number.

Report *Nominal Hours* in the Course (NAT00030) file and the Module/Unit of Competency (NAT00060) file.

Performance measurement

VET providers, Skills Victoria and the Department of Education, Employment and Workplace Relations (DEEWR) all have an interest in measuring performance.

VET providers

VET providers may wish to measure performance against their business plans, contractual arrangements, marketing effort, student satisfaction and local initiatives.

Skills Victoria

Skills Victoria will measure VET providers and the State Training System capacity to efficiently meet training demands, maintain contractual obligations, satisfy industry and individual aspirations, minimise risks, and ensure quality and value.

DEEWR

DEEWR measures performance against key performance indicators. These indicators are not individual measures in their own right but are used to inform the dialogue about VET activity from a national perspective. A number of key performance indicators are formed through the aggregation of statistics provided by training organisations.

The national key performance indicators are the:

- level of student participation and achievement in vocational education and training
- level of student employment outcomes and benefits after training and their satisfaction with their training program
- level of VET participation by Indigenous Australians and the extent of their training success and post-training outcomes, relative to those of other Australians
- level of employer adoption of, and satisfaction with, VET in meeting the skill needs of their workforce
- ▪level of community awareness and adoption of VET to help economic and social development efficiency of Australia's VET system.

Postal Address File (PAF)

The Postal Address File (PAF) is an extract from Australia Post's core addressing database and was developed to support its mail processing and delivery operations.

The file can be downloaded in .csv format from the following URL: http://www.auspost.com.au/BCP/0,1467,CH3204~MO19,00.html and is updated on a quarterly basis on a schedule shown on that site.

Qualification and unit of competency

The outputs of National Training Packages are qualifications and units of competency.

Throughout these guidelines, where a course is designed to lead to a qualification specified in a National Training Package, the term:

- 'course' is used synonymously with the term 'qualification', and
- 'unit of competency' is used to refer to both the output and the program of learning that leads to the output.

Scheduled hours

AVETMISS defines *Scheduled Hours* as "*Scheduled Hours* specifies the number of supervised hours, including assessment time that the training organisation actually allocates for the delivery of a unit of competency or module."

Scheduled Hours are thus the supervised hours timetabled for a specific group of clients in a module or unit of competency; they should normally be in the range 0000-0400 hours for a module or unit of competency enrolment.

Scheduled hours will often be the same as the nominal hours specified for a module, unit of competency or course. However, different local circumstances or delivery types may result in a variation from the nominal curriculum hours. Training organisations are required to provide details of the scheduled hours for each client enrolment in each module or unit of competency.

Scheduled hours are represented as a whole number of hours. Where fractional hours exist, round the value to the nearer whole number. Round exact half-hours to the odd number.

Report *Scheduled Hours* in the Enrolment (NAT00120) file.

Scope of Registration

The registration includes all training programs listed on the Scope of Registration certificate issued to the registered training organisation by the Higher Education and Regulation Division of Skills Victoria.

Skills Reform

To secure Victoria's future economic prosperity, the Victorian Government is engaging with industry, business and individuals to support and encourage Victorians to gain the skills needed in its future workforce. To achieve this, Skills Victoria will be reforming the vocational education and training (VET) system to provide Victoria with a more dynamic and responsive training system. Proposed reforms to the VET system are based on the following objectives:

- A boost in the numbers of individuals and businesses accessing training, leading to an increase in the skills of Victoria's workforce;
- A VET system that engages more effectively with individuals and businesses and is easier to navigate;
- A VET system that is more responsive and flexible to the changing skill needs of businesses and individuals; and
- Creating a stronger culture of lifelong learning.

Go to the following URL for more information about Skills Reform:
http://www.skills.vic.gov.au/corporate/directions/skillsreform

SVTS

The Skills Victoria Training System (SVTS) accepts and validates training activity data provided monthly by training providers to Skills Victoria for payment, monitoring, reporting and related purposes.

Training organisation delivery location identifiers

Training Organisation Delivery Location Identifiers:

- are assigned by the training organisation for each location at which they offer training
- are part of the training organisation delivery location file that is used to determine the geographic location of training through the use of postcode
- should not be used to identify classrooms at one training site, or annexes of an institute at the same street address
- must be in upper case
- must be the delivery location from which the training is coordinated for online, correspondence, and 'on the road' delivery.

Training organisation identifier

All VET providers are issued with a training organisation identifier once their registration with the Victorian Skills Commission or the ACFE Board has been completed.

The *Training Organisation Identifier* must match the identifier and name listed on the National Training Information Service. In Victoria, the format of this field is 10 characters and must include leading zeros.

The *Training Organisation Identifier* must be used in all communications.

Withdrawn enrolments

When a student withdraws from a module or unit of competency, all providers must update their statistical submissions to reflect the withdrawal. Amend the *Outcome Identifier – National* to code "40", amend the *Enrolment Activity End Date* to reflect the date of withdrawal and provide the hours attended prior to the student's withdrawal.

Where the student participated in the module prior to withdrawal:

When a student withdraws from a module/unit of competency, all providers (including TAFE, private RTO and ACE providers) are required to report the student as Withdrawn (*Outcome Identifier – National* code 40) **and** to report the hours of training delivered to the student prior to withdrawal in the *Hours Attended* data element.

Include this module in all subsequent submissions for the collection year.

Where the student withdrew prior to participating in a module:

Where the module had already been reported to SVTS before you realized that the student withdrew prior to participation, you usually need to report that module again with *Outcome Identifier – National* code "40" **and** *Hours Attended* of zero.

- If the *Enrolment Activity Start Date* is prior to the current submission month, payment may have already been made. Reporting the enrolment as "Withdrawn" with "zero hours" will ensure that any payment already made for this module is recovered.
- This process is also suitable for correcting situations where a student was initially enrolled in an incorrect unit of competency or module.

Victorian Student Number (VSN)

Purpose

The Victorian Student Number (VSN) is a unique student ID for all Victorian students in school or vocational training from Preparatory school to age 24.

Legislation underpinning the *VSN* provides several uses to which the VSN may be put including:

- To ensure education or training providers and students receive appropriate resources
- For statistical and research purposes relating to education or training
- To ensure students' educational records are accurately maintained.

More detailed information on the VSN can be obtained from the VSN website: http://www.education.vic.gov.au/management/governance/vsn/

The VSN as a student ID

- The VSN will co-exist alongside other existing provider system student IDs.
- It is expected that providers will continue to use their existing student IDs for most student identification business purposes.
- Some providers may elect to use the VSN as their primary identifier, or may use the VSN for a particular application which is consistent with the underpinning VSN legislation.

Technical and other information

- The VSN must be used in a manner consistent with privacy and VSN usage protocols.

The VSN 9-digit format includes a check digit. Refer to the VSN website for further details including the check digit algorithm http://www.education.vic.gov.au/management/governance/vsn/software.htm

Implementation of the VSN in the VET sector is expected to commence in mid 2010.

Revision

Provided AVETMISS definitions for *Nominal Hours* and *Scheduled Hours*.

Clarified reporting of continuing enrolments.

Clarified reporting of withdrawn enrolments.

Provided estimated date for commencement of VET VSN implementation.

Appendix 1: Standard enrolment questions

Introduction

The standard enrolment questions have been designed to ensure that the data collected from clients via enrolment forms is interpreted consistently.

For each group of questions, the related AVETMIS Standard (AVETMISS) field is listed.

Note: The AVETMISS field names do not need to appear on the enrolment form.

A standard privacy notice is provided for inclusion in enrolment forms for all enrolments from 2010, Also see notes on page 10 for further information on Privacy requirements.

Data of Birth and Prior Educational Achievement are now mandatory for all government funded and domestic fee for service clients whose enrolments commence on or after 1/1/2010 and cannot be reported using any '@' characters.

Name

Question	Options	AVETMISS field
1. Enter your full name	▪ Surname (Family Name) ▪ Given Names	Name for Encryption

Date of birth

Question	Options	AVETMISS field
2. Enter your birth date	▪ Day ▪ Month ▪ Year	Date of Birth

Sex

Question	Options	AVETMISS field
3. Sex (tick one box)	▪ Male ▪ Female	Sex

Language and cultural diversity

Question	Options	AVETMISS field
4. In which country were you born?	Australia Other - please specify	Country Identifier
5. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	▪ No, English Only ▪ Yes, Other - Please Specify	Language (Spoken at Home) Identifier
6. How well do you speak English?	▪ Very Well ▪ Well ▪ Not Well ▪ Not at All	Proficiency in Spoken English Identifier

7. Are you of Aboriginal or Torres Strait Islander origin?	▪ No ▪ Yes, Aboriginal ▪ Yes, Torres Strait Islander	Indigenous Status Identifier

Residence

Question	Options	AVETMISS field
8. What is the address location and postcode of the suburb, locality or town in which you usually live?	▪ Suburb, Locality or Town: ▪ Enter Postcode here:	Address Location, Postcode

Disability

Question	Options	AVETMISS field
9. Do you consider yourself to have a disability, impairment or long-term condition?	▪ Yes ▪ No	Disability Flag
If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)	▪ Hearing/Deaf ▪ Physical ▪ Intellectual ▪ Learning ▪ Mental Illness ▪ Acquired Brain Impairment ▪ Vision ▪ Medical Condition ▪ Other	Disability Type Identifier

Schooling

Question	Options	AVETMISS field
10. Are you still attending secondary school?	▪ Yes ▪ No	At School Flag
What is your highest COMPLETED school level? (Tick ONE box only.)	▪ Completed Year 12 ▪ Completed Year 11 ▪ Completed Year 10 ▪ Completed Year 9 or Equivalent ▪ Completed Year 8 or Lower ▪ Did Not Go to High School	Highest School Level Completed
11. In which YEAR did you complete that school level?	Free text field	Year Highest School Level Completed

Previous qualification achieved

Question	Options	AVETMISS field
12. Have you SUCCESSFULLY completed any of the following qualifications?	Yes No	Prior Educational Achievement Flag
If Yes, tick ANY applicable boxes.	▪ Bachelor Degree or Higher Degree ▪ Advanced Diploma or Associate ▪ Degree ▪ Diploma or Associate Diploma ▪ Certificate IV or Advanced ▪ Certificate/Technician ▪ Certificate III or Trade Certificate ▪ Certificate II ▪ Certificate I ▪ Certificates Other Than the Above	Prior Educational Achievement Identifier

Employment

Question	Options	AVETMISS field
13. Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)	▪ Full-time Employee ▪ Part-time Employee ▪ Self Employed - Not Employing Others ▪ Employer ▪ Employed - Unpaid Worker in a Family Business ▪ Unemployed - Seeking Full-time Work ▪ Unemployed - Seeking Part-time Work ▪ Not Employed - Not Seeking ▪ Employment	Labour Force Status Identifier

Study reason

Question	Options	AVETMISS field
14. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick one box only.)	▪ To get a job ▪ To develop my existing business ▪ To start my own business ▪ To try for a different career ▪ To get a better job or promotion ▪ It was a requirement of my job ▪ I wanted extra skills for my job ▪ To get into another course of study ▪ For personal interest or self ▪ development ▪ Other reasons	Study Reason Identifier

Privacy notice

The privacy notice, using the wording below, must be updated with your training provider contact details and used in all enrolment forms for all enrolments from 2010. You may need to add further information to cover your usage of student data.

Where electronic enrolment forms are provided, appropriate electronic confirmation should be implemented for the student to confirm that the details provided are correct and that the student has accepted the Privacy notice.

Privacy Statement

I understand that:

[Insert name of training provider] is required to provide the Victorian Government, through Skills Victoria, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at www.skills.vic.gov.au/corporate/statistics/submit_data). Skills Victoria may use the information provided to it for planning, administration, policy development, program evaluation, communication, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

For students eligible for VET Fee Help, the following privacy statement also applies:

[Insert name of training provider] is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. [Insert name of training provider] will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes. DEEWR will store the information securely in the Higher Education Information Management System. DEEWR may disclose the information to the Australian Taxation Office. [Insert name of training provider] and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

For more information in relation to how student information may be used or disclosed please contact [insert training provider]'s Privacy Officer on phone [#] or email [#].

I acknowledge and agree to the terms described in this privacy statement:

Student signature: …………………………………………………………….

[insert "tick box" to confirm acceptance of the privacy statement for online enrolments]

Revision

Added Enrolment Privacy Notice.

Data of Birth and Prior Educational Achievement are now mandatory for all government funded and domestic fee for service clients whose enrolments commence on or after 1/1/2010.

Appendix 2: Websites and publications

Websites

The following websites provide more detailed information about aspects of the statistical collection. To access the website, click the link in the **Website** column.

Organisation	Website
National Centre for Vocational Education Research (NCVER)	http://www.ncver.edu.au/avetmiss/31264.html Contains reference tables sourced from the Australian Bureau of Statistics (ref. page 9).
National Training Information Service (NTIS)	http://www.ntis.gov.au/ Information about nationally accredited courses, modules and training organisations can be accessed on the NTIS site (ref. pages 9 and 38).
Office of the Privacy Commissioner	http://www.privacy.gov.au/privacy_rights/index.html For information about the privacy principles governing the statistical collection (ref. page 10).
Skills Victoria	http://www.skills.vic.gov.au/corporate/statistics/submit_data Go to this site for more information about submitting data in the statistical collection (ref. page 11). This site also provides a link to a validation supplement to these guidelines which describes the various validations and their impact on data accepted and used by Skills Victoria.
Skills Victoria	https://secure.otte.vic.gov.au/osdc This is the main URL for submitting your data in the statistical collection and should be bookmarked in your browser (ref. page 11). From July 2009, use https://secure.otte.vic.gov.au/SVTS/
Skills Victoria	http://www.skills.vic.gov.au/corporate/directions/policy_and_legislation/ministerial-directions-2009 For information about Skills Victoria's Fees and Charges policies (ref. pages 62, 135 and 136).
Business Victoria	http://www.business.vic.gov.au/BUSVIC/STANDARD//pc=PC_62573 For information about the Skills for Growth program (ref. page 137).
Australia Post	http://www.auspost.com.au/BCP/0,1467,CH3204~MO19,00.html Go to this site to download Australia Post's latest postcode reference file - the Postal Address File (ref. page 138).
Skills Victoria	http://www.skills.vic.gov.au/corporate/directions/skillsreform Go to the following URL for more information about Skills Reform (ref. page 139).
Department of Education and Early Childhood Development (DEECD)	http://www.education.vic.gov.au/management/governance/vsn/ General information about the Victorian Student Number (VSN) can be obtained from the VSN website (ref. page 141).
Department of Education and Early Childhood Development (DEECD)	http://www.education.vic.gov.au/management/governance/vsn/software.htm Technical information about the VSN can be obtained from this address (ref. page 141).

Publications

The following publications are referred to in this document:

- Australian Bureau of Statistics, Australian Standard Classification of Languages
- Australian Bureau of Statistics, 1999, Standards on Cultural and Language Diversity
- Australian Bureau of Statistics, 2006, Australian and New Zealand Standard Classification of Occupations.
- Australian Bureau of Statistics, 2006 (Cat.No.1292.0.55.002) Australian and New Zealand Standard Industrial Classification (ANZSIC), 2006 - Codes and Titles

Appendix 3: ANZSIC codes

Introduction

When referring prospective students for training, the Skills for Growth training specialist will provide the RTO with a referral form containing details about the student and employer, including the *Industry code (ANZSIC)* applicable to the employer. The Industry Code must be recorded in your student management system and reported in the statistical collection.

Source: Australian Bureau of Statistics (ABS)

Cat.No.1292.0.55.002 Australian and New Zealand Standard Industrial Classification (ANZSIC), 2006 - Codes and Titles

ANZSIC 2006 Division and Subdivision Codes and Titles

ANZSIC codes are to be reported at the 2 digit level for all Skills for Growth enrolments only.

Note   ABS may update or modify these codes from time to time.

ANZSIC division and subdivision codes and titles (2006)

A – Agriculture, Forestry and Fishing

- 01 – Agriculture
- 02 – Aquaculture
- 03 – Forestry and Logging
- 04 – Fishing, Hunting and Trapping
- 05 – Agriculture, Forestry and Fishing Support Services

B– Mining

- 06 – Coal Mining
- 07 – Oil and Gas Extraction
- 08 – Metal Ore Mining
- 09 – Non-Metallic Mineral Mining and Quarrying
- 10 – Exploration and Other Mining Support Services

C– Manufacturing

- 11 – Food Product Manufacturing
- 12 – Beverage and Tobacco Product Manufacturing
- 13 – Textile, Leather, Clothing and Footwear Manufacturing
- 14 – Wood Product Manufacturing
- 15 – Pulp, Paper and Converted Paper Product Manufacturing
- 16 – Printing (including the Reproduction of Recorded Media)
- 17 – Petroleum and Coal Product Manufacturing
- 18 – Basic Chemical and Chemical Product Manufacturing
- 19 – Polymer Product and Rubber Product Manufacturing
- 20 – Non-Metallic Mineral Product Manufacturing
- 21 – Primary Metal and Metal Product Manufacturing
- 22 – Fabricated Metal Product Manufacturing
- 23 – Transport Equipment Manufacturing
- 24 – Machinery and Equipment Manufacturing
- 25 – Furniture and Other Manufacturing

ANZSIC division and subdivision codes and titles (2006) (continued)

D – Electricity, Gas, Water and Waste Services

26 – Electricity Supply

27 – Gas Supply

28 – Water Supply, Sewerage and Drainage Services

29 – Waste Collection, Treatment and Disposal Services

E – Construction

30 – Building Construction

31 – Heavy and Civil Engineering Construction

32 – Construction Services

F – Wholesale Trade

33 – Basic Material Wholesaling

34 – Machinery and Equipment Wholesaling

35 – Motor Vehicle and Motor Vehicle Parts Wholesaling

36 – Grocery, Liquor and Tobacco Product Wholesaling

37 – Other Goods Wholesaling

38 – Commission-Based Wholesaling

G – Retail Trade

39 – Motor Vehicle and Motor Vehicle Parts Retailing

40 – Fuel Retailing

41 – Food Retailing

42 – Other Store-Based Retailing

43 – Non-Store Retailing and Retail Commission-Based Buying and/or Selling

H – Accommodation and Food Services

44 – Accommodation

45 – Food and Beverage Service Transport, Postal and Warehousing

46 – Road Transport

47 – Rail Transport

48 – Water Transport

49 – Air and Space Transport

50 – Other Transport

51 – Postal and Courier Pick-up and Delivery Services

52 – Transport Support Services

53 – Warehousing and Storage Services

J – Information Media and Telecommunications

54 – Publishing (except Internet and Music Publishing)

55 – Motion Picture and Sound Recording Activities

56 – Broadcasting (except Internet)

57 – Internet Publishing and Broadcasting

58 – Telecommunications Services

59 – Internet Service Providers, Web Search Portals and Data Processing Services

60 – Library and Other Information Services

64 – Auxiliary Finance and Insurance Services

ANZSIC division and subdivision codes and titles (2006) (continued)

K – Financial and Insurance Services

62 – Finance

63 – Insurance and Superannuation Funds

L – Rental, Hiring and Real Estate Services

66 – Rental and Hiring Services (except Real Estate)

67 – Property Operators and Real Estate Services

M – Professional, Scientific and Technical Services

69 – Professional, Scientific and Technical Services (Except Computer System Design and Related Services)

70 – Computer System Design and Related Services

N – Administrative and Support Services

72 – Administrative Services

73 – Building Cleaning, Pest Control and Other Support Services

O – Public Administration and Safety

75 – Public Administration

76 – Defence

77 – Public Order, Safety and Regulatory Services

P – Education and Training

80 – Preschool and School Education

81 – Tertiary Education

82 – Adult, Community and Other Education

Q – Health Care and Social Assistance

84 – Hospitals

85 – Medical and Other Health Care Services

86 – Residential Care Services

87 – Social Assistance Services

R – Arts and Recreation Services

89 – Heritage Activities

90 – Creative and Performing Arts Activities

91 – Sports and Recreation Activities

92 – Gambling Activities

S – Other Services

94 – Repair and Maintenance

95 – Personal and Other Services

96 – Private Households Employing Staff and Undifferentiated Goods- and Service-Producing Activities of Households for Own Use

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