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| Higher Education and Skills Group  **Participation Branch Memo**  **Department of Education and Early Childhood Development** |

***NUMBER:*** *2014 / 10 / 01*

**TO:**

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| Learn Local organisations  *– ALL* | Adult Education Institutions | Learn Local stakeholders |
| Participation Branch staff |  |  |

**FROM:** Verna Kearney, A/Director, Participation Branch

**DATE:** 1 October 2014

**SUBJECT:** *Improving pre-accredited data quality*

**ACTIONS:**

* *To support the accurate calculation of Learn Local sector activity, all Learn Local Organisations registered with the ACFE Board must improve their SVTS data by:*

*i) Identifying only as Training Organisation type ‘61: Community-based Adult Education Provider’;*

*ii) Removing any course-level information that is attached to pre-accredited modules; and*

*iii) Applying new module codes when a new year commences.*

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***The importance of pre-accredited data quality***

Promotion of the Learn Local sector’s achievements relies on accurate training activity data. That data informs the Department’s *Training Market Reports*, *Regional Reports* and *Industry Reports*. The data is used in briefings to Government Ministers, the ACFE Board, Regional Councils and the Commonwealth Government. The ACFE Board also uses Learn Local data in its *Annual Report* to the Victorian Parliament.

The Department has found it cannot accurately represent all Learn Local achievement due to three data quality issues.

To resolve these sector-wide issues, the following reporting improvements now apply to all Learn Local Organisations that are registered with the ACFE Board (LLOs).

1. Undercounting the **Learn Local provider** population

Some Learn Local RTOs identify as ‘Private RTOs’ in their data reporting. This can lead the Department to undercount i) the total LLO population, and ii) the respective pre-accredited and accredited training activity of Learn Local RTOs, when reporting the Learn Local sector’s achievements to its stakeholders.

1. Action

* LLOs are required to report the Training Organisation Type Identifier *Code 61–Community-based Adult Education Provider* as their Training Organisation Type Identifier. This will not impact any LLO’s reporting of accredited delivery for the Victorian Training Guarantee.
* Consistent identification with Training Organisation Type Identifier *Code 61* will enable the accurate reporting of the Learn Local sector’s pre-accredited and accredited activity.

2. Undercounting **pre-accredited** **module enrolments**

Many LLOs include course-level information in their pre-accredited data. Modules, not courses, are however the unit of activity in pre-accredited delivery. The inclusion of course-level information in pre-accredited data can result in the Department undercounting pre-accredited enrolments when reporting Learn Local sector achievement.

2. Action

* In preparation for 2015 reporting, LLOs are required to review the NAT30 Program (Course) File contents of their Student Management Systems. Pre-accredited reporting to SVTS should not include NAT30 File information, because it pertains only to accredited courses. NAT30 File information should be deleted from pre-accredited program reporting to SVTS.
* LLOs should then also review the corresponding NAT120 Enrolment File contents of their Student Management Systems. After the deletion of NAT30 File contents, NAT120 Files for pre-accredited enrolments should contain no course code and course name (“Program (Qualification/Course)”) information. Course-level information pertains only to accredited courses and should not be reported in pre-accredited enrolment NAT120 Files.
* No other NAT120 fields are required to change in relation to this issue.

3. Imprecise counting of **pre-accredited** **delivery hours**

When updating or re-using (annually as a result of change) pre-accredited programs, many LLOs do not create new, unique pre-accredited module codes. Instead, the LLOs report new program content against existing original module codes. The Department’s data tools always retain only the original program content of an original module code, and do not recognise any new program content data that is reported against old module codes.

For example, a LLO might continue to use an original module code after A-Frame moderation increased the module’s nominal hours. Moderation changed the program duration from the original 30 nominal hours to 50 nominal hours. When the LLO then reported new enrolments in the changed module, the Department’s data tools kept referencing the original module nominal hours, because the provider kept using the original module code. This would result in some of the Department’s data reports under-calculating the reported delivery by 20 hours per enrolment.

3. Action

* In preparation for 2015 reporting, every LLO must apply new pre-accredited module codes for that and subsequent years. For each module intended for inclusion in the 2015 Delivery Plan, a new and unique ‘Subject (Module/Unit of Competency) Identifier’ code must be created in the NAT60 Subject (Module) Files of the Student Management System.
* LLOs will also need to review the corresponding NAT120 Enrolment File contents of their Student Management Systems. The newly created NAT60 code identifiers should also appear in relevant NAT120 File fields.
* This change only applies to module nominal hour values (NAT60 Files). It does not impact enrolment scheduled hours (NAT120 Files). Other module-level NAT120 File contents, such as module name, are not required to change.

LLOs’ compliance processes will vary according to the Student Management Systems they use. Please contact your SMS vendor for help with meeting these three data quality requirements.

If you have detailed questions on these requirements, please send them to [training.participation@edumail.vic.gov.au](mailto:training.participation@edumail.vic.gov.au) , and use “Data Quality” in the subject line, so the enquiry will reach the relevant Officer.