VVSSCG 2018 CHANGES SPECIFICATION Version 2 – iNCLUDING DRAFT VALIDATION RULES

**AVETMISS 8.0 AND VICTORIAN STATE CHANGES**

Note: In the National AVETMISS 8.0 changes section:

* Red highlight indicates National (AVETMISS 8.0 changes)
* Green highlight indicates Victorian state based changes

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# changes in brief (AVETMISS 8)

## HIGH Impact

### Added

(NAT00080) Survey contact status

(NAT00085) Email address (Alternative)

(NAT00120) Training Organisation Identifier

School type identifier

Predominant delivery mode

(NAT00130) Parchment issue date

Parchment number

### Deleted

(NAT00060) Subject flag

(NAT00080) Proficiency in spoken English Identifier

Year highest school level completed

### Resized

(NAT00120) Client tuition fee

Delivery mode identifier

Fee exemption/concession type

(NAT00130) Date program completed

### Repositioned

(NAT00120) Scheduled hours – Note: also removed from the national collection

### Table Structure changes

Due to added, deleted or repositioned fields, the new table sizes are as follows:

(NAT00060) table size changed from 124 to 123

(NAT00080) table size changed from 362 to 358

(NAT00085) table size changed from 477 to 557

(NAT00120) table size changed from 238 to 304

(NAT00130) table size changed from 56 to 145

## LOW Impact

### Renamed

(NAT00010) Address location – suburb, locality or town

(NAT00020) Address location – suburb, locality or town

(NAT00080) Address location – suburb, locality or town

Sex to Gender

(NAT00085) Address location – suburb, locality or town

(NAT00120) File name change from Enrolment to Training Activity

(NAT00130) Year program completed

### Business rule, text or value change

(NAT00030) Program field of education

Program identifier

Nominal hours

(NAT00060) Nominal hours

(NAT00080) Postcode

Client identifier

Date of birth

Labour force status identifier

(NAT00085) Postcode

(NAT00085) Address Street Number

(NOTE: NCVER business rule change does not apply in Victoria, existing state rules still apply)

(NAT00090) Prior educational achievement identifier

(NAT00120) Activity start date

Delivery mode identifier

Funding source – national

Outcome identifier – national

(NAT00130) Date program completed

# changes in brief (victoria)

### Added data elements

(NAT00130) Program Status Identifier

(NAT00120 & NAT00130) Program Enrolment Identifier

# AVETMISS 8 – CHANGES IN DETAIL

# Table structure changes

## NAT00010A (existing 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 or Town | 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 |
| Software Vendor E-mail Address | 469 | 80 | A |
| Carriage Return/Line Feed (ASCII 13/10) | 549 | 2 |  |
| **Total record length excluding carriage return** |  | **548** |  |

## 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 |
| Address Building/Property Name | 181 | 50 | A |
| Address Flat/Unit Details | 231 | 30 | A |
| Address Street Number | 261 | 15 | A |
| Address Street Name | 276 | 70 | A |
| Carriage Return/Line Feed (ASCII 13/10) | 346 | 2 |  |
| **Total record length excluding carriage return** |  | **345** |  |

## NAT00060

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Posn | Size | Type |
| ~~Subject flag~~ | ~~1~~ | ~~1~~ | ~~A~~ |
| Subject Identifier | 1 | 12 | A |
| Subject Name | 13 | 100 | A |
| Subject Field of Education Identifier | 113 | 6 | A |
| VET Flag | 119 | 1 | A |
| Nominal Hours | 120 | 4 | N |
| Carriage Return/Line Feed (ASCII 13/10) | 124 | 2 |  |
| **Total record length excluding carriage return** |  | **123** |  |

## NAT00080

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Posn | Size | Type |
| Client (Student) Identifier | 1 | 10 | A |
| Name for Encryption | 11 | 60 | A |
| Highest School Level Completed Identifier | 71 | 2 | A |
| ~~Year Highest School Level Completed~~ |  | ~~4~~ | ~~A~~ |
| ~~Sex~~ Gender | 73 | 1 | A |
| Date of Birth | 74 | 8 | D |
| Postcode | 82 | 4 | A |
| Indigenous Status Identifier | 86 | 1 | A |
| Language Identifier | 87 | 4 | A |
| Labour Force Status Identifier | 91 | 2 | A |
| Country Identifier | 93 | 4 | A |
| Disability Flag | 97 | 1 | A |
| Prior Educational Achievement Flag | 98 | 1 | A |
| At School Flag | 99 | 1 | A |
| [~~Proficiency in Spoken English Identifier~~](#ProficiencyInSpokenEnglishIdentiferField) |  | ~~1~~ | ~~A~~ |
| [Address ~~Location~~ - Suburb, Locality or Town](#AddressLocationSuburbLocalityOrTown) | 100 | 50 | A |
| Unique Student Identifier | 150 | 10 | A |
| State Identifier | 160 | 2 | A |
| Address Building/Property Name | 162 | 50 | A |
| Address Flat/Unit Details | 212 | 30 | A |
| Address Street Number | 242 | 15 | A |
| Address Street Name | 257 | 70 | A |
| Survey contact status | 327 | 1 | A |
| Statistical Area Level 1 Identifier | 328 | 11 | A |
| Statistical Area Level 2 Identifier | 339 | 9 | A |
| Victorian Student Number (VSN) | 348 | 9 | N |
| Client Industry of Employment | 357 | 1 | A |
| Client Occupation Identifier | 358 | 1 | N |
| Carriage Return/Line Feed (ASCII 13/10) | 359 | 2 |  |
| **Total record length excluding carriage return** |  | **358** |  |

## NAT00085

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Posn | Size | Type |
| Client (Student) Identifier | 1 | 10 | A |
| Client Title | 11 | 4 | A |
| Client First Given Name | 15 | 40 | A |
| Client Family Name (Surname) | 55 | 40 | A |
| Address Building/Property Name | 95 | 50 | A |
| Address Flat/Unit Details | 145 | 30 | A |
| Address Street Number | 175 | 15 | A |
| Address Street Name | 190 | 70 | A |
| Address Postal Delivery Box | 260 | 22 | A |
| [Address ~~Postal~~ - Suburb, Locality or Town](#AddressPostalSuburbLocalityOrTownField) | 282 | 50 | A |
| Postcode | 332 | 4 | A |
| State Identifier | 336 | 2 | A |
| [Telephone Number - Home](#TelephoneNumber_HomeField) | 338 | 20 | A |
| [Telephone Number - Work](#TelephoneNumber_WorkField) | 358 | 20 | A |
| [Telephone Number - Mobile](#TelephoneNumber_MobileField) | 378 | 20 | A |
| E-mail Address | 398 | 80 | A |
| Email Address [alternative] | 478 | 80 | A |
| Carriage Return/Line Feed (ASCII 13/10) | 558 | 2 |  |
| **Total record length excluding carriage return** |  | **557** |  |

## NAT00120

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Posn** | **Size** | **Type** |
| Training Organisation Identifier | 1 | 10 | A |
| Training Organisation Delivery Location Identifier | 11 | 10 | A |
| Client (Student) Identifier | 21 | 10 | A |
| Subject Identifier | 31 | 12 | A |
| Program Identifier | 43 | 10 | A |
| Activity Start Date | 53 | 8 | D |
| Activity End Date | 61 | 8 | D |
| Delivery Mode Identifier | 69 | 3 | A |
| Outcome Identifier - National | 72 | 2 | N |
| Funding Source - National | 74 | 2 | N |
| Commencing Program Identifier | 76 | 1 | N |
| Training Contract Identifier | 77 | 10 | A |
| Client Identifier - Apprenticeships | 87 | 10 | A |
| Study Reason Identifier | 97 | 2 | A |
| VET in Schools Flag | 99 | 1 | A |
| Specific Funding Identifier | 100 | 10 | A |
| School type identifier | 110 | 2 | A |
| Outcome Identifier - Training Organisation | 112 | 3 | A |
| Funding Source - State Training Authority | 115 | 3 | A |
| Client Tuition Fee | 118 | 5 | N |
| Fee Exemption/Concession Type Identifier | 123 | 2 | A |
| Purchasing Contract Identifier | 125 | 12 | A |
| Purchasing Contract Schedule Identifier | 137 | 3 | A |
| Hours Attended | 140 | 4 | N |
| Associated Program Identifier | 144 | 10 | A |
| [Scheduled Hours](#ScheduledHoursField) | 154 | 4 | N |
| Predominant delivery mode | 158 | 1 | A |
| Program Commencement Date | 159 | 8 | D |
| Eligibility Exemption indicator | 167 | 1 | A |
| VET FEE-HELP (Income Contingent Loan) Indicator | 168 | 1 | A |
| Industry code (ANZSIC) | 169 | 2 | N |
| Enrolment Date | 171 | 8 | D |
| Enrolment Identifier | 179 | 50 | A |
| Client Fees – Other | 229 | 5 | N |
| Delivery Provider ABN | 234 | 11 | N |
| Funding Eligibility Key | 245 | 10 | A |
| Program Enrolment Identifier | 255 | 50 | A |
| Carriage Return/Line Feed (ASCII 13/10) | 305 | 2 |  |
| **Total record length excluding carriage return** |  | **304** |  |

## NAT00130

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Posn | Size | Type |
| [Training Organisation Identifier](#TrainingOrgIDField) | 1 | 10 | A |
| [Program Identifier](#Qualification_CourseIdentifierField) | 11 | 10 | A |
| [Client (Student) Identifier](#Client_Student_IdentifierField) | 21 | 10 | A |
| [~~Year~~ Date Program Completed](#YearProgramCompletedField) | 31 | 8 | D |
| [Issued Flag](#QualificationIssuedFlagField) | 39 | 1 | A |
| Parchment Issue Date | 40 | 8 | D |
| Parchment Number | 48 | 25 | A |
| [Program Commencement Date](#ProgramCommencementDateField) | 73 | 8 | D |
| [Program Supervised Teaching Activity Completion Date](#ProgramCompletionDate) | 81 | 8 | D |
| [Program Unique Supervised Hours](#ProgramUniqueHours) | 89 | 5 | N |
| Program Status Identifier | 94 | 2 | N |
| Program Enrolment Identifier | 96 | 50 | A |
| Carriage Return/Line Feed (ASCII 13/10) | 146 | 2 |  |
| **Total record length excluding carriage return** |  | **145** |  |

# Field length changes

## Client Tuition Fee (NAT00120)

Field format

|  |  |
| --- | --- |
| Value | Description |
| Length | 5 |
| Type | Numeric |
| Justification | Right |
| Fill character | Zero |

## ~~Year~~ Date Program Completed (NAT00130)

Field format

|  |  |
| --- | --- |
| Value | Description |
| Length | 8 |
| Type | Date |
| Justification | None |
| Fill character | None |

## Delivery mode identifier (NAT00120)

Field format

|  |  |
| --- | --- |
| Value | Description |
| Length | 3 |
| Type | Alphanumeric |
| Justification | None |
| Fill character | None |

## Fee Exemption/Concession Type Identifier (NAT00120)

Field format

|  |  |
| --- | --- |
| Value | Description |
| Length | 2 |
| Type | Alphanumeric |
| Justification | None |
| Fill character | None |
| Fill character | None |

# Field value changes

## Delivery mode identifier (NAT00120)

Field value

|  |  |  |  |
| --- | --- | --- | --- |
| Value | | | Description |
| Internal | External | Workplace-based |  |
| Y | N | N | Internal only |
| N | Y | N | External only |
| N | N | Y | Workplace-based only |
| Y | Y | N | Combination of internal and external |
| Y | N | Y | Combination of internal and workplace-based |
| N | Y | Y | Combination of external and workplace-based |
| Y | Y | Y | Combination of all modes |
| N | N | N | Not applicable (RPL or credit transfer) |

## Outcome Identifier – National (NAT00120)

Field value

|  |  |  |
| --- | --- | --- |
| Not yet assessed | | Valid in final upload |
| Value | Description |  |
| 85 | Not yet started | No |

## Postcode (NAT00080) & (NAT00085)

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 not provided |
| OSPC | Overseas address |
|  | From 1/1/2018 the value below is not valid. |
| 0000 | Postcode provided but unknown. |

## Date Program Completed (NAT00130)

Field value

|  |  |
| --- | --- |
| Value | Description |
| DDMMYYYY | A valid ~~year~~ date, not in the future or more than 10 years before the collection period. |
| Blank | Not yet completed |

# New data elements

## E-mail Address (Alternative)

|  |  |
| --- | --- |
| Data element description | An email address that can be used to contact the client. |
| Files | Client Postal Details (NAT00085) |
| Purpose | To facilitate contact with the 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.  The *E-mail Address* (Alternative) provided on the Client Postal Detail file should be appropriate to contact the student.  The E-mail addresses should not be generic but be direct e-mail addresses enabling direct contact with the appropriate person.  This field may be blank. |
| 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. |

## Parchment issue date

|  |  |
| --- | --- |
| Data element description | Parchment issue date contains the date a parchment (certificate for a qualification or course) was issued for the completion of a program by a student |
| Files | Programs Completed (NAT00130) |
| Purpose | *Parchment issue date* is used to record the date a parchment is issued and provide statistics on the length of study and how many students are completing the programs they enrol in, differences between study and issuing of a parchment. |
| Business rules | When a parchment is issued to a student for the completion of a program this should be the date entered on the parchment (the creation date) not the application date or the graduation date.  *Parchment issue date* should not be before *Date program completed.*  *Parchment issue date* cannot be blank if *Parchment number* is not blank.  This field may be blank. |
| Revision | No change. |

Field format

|  |  |
| --- | --- |
| Value | Description |
| Length | 8 |
| Type | Date |
| Justification | None |
| Fill character | None |

Field value

|  |  |
| --- | --- |
| Value | Description |
| Date | A valid date. |

## Parchment number

|  |  |
| --- | --- |
| Data element description | *Parchment number* contains the recorded number on a certificate for a qualification or course which is issued for the completion of a program by a student. |
| Files | Programs Completed (NAT00130) |
| Purpose | *Parchment number* is used to record the parchment has been issued to the student for the completion of a program. |
| Business rules | When a parchment is issued to a student for the completion of a program this should be the number on the parchment used to keep a record of the issue.  *Parchment number* cannot be blank if *Parchment issue date* is not blank.  This field may be blank. |
| Revision | No change. |

Field format

|  |  |
| --- | --- |
| Value | Description |
| Length | 25 |
| Type | Alphanumeric |
| Justification | Left |
| Fill character | Space |

Field value

|  |  |
| --- | --- |
| Value | Description |
| Alphanumeric | Parchment number. |

## Predominant delivery mode

|  |  |
| --- | --- |
| Data element description | Predominant delivery mode identifies which of the modes available in combination in the Delivery mode identifier field is the largest or only component of delivery for a subject enrolment. |
| Files | Training Activity (NAT00120) |
| Purpose | To provide additional information for analysing delivery modes reported in the Delivery mode identifier data element. |
| Business rules | Predominant delivery mode must be a valid value.  *Delivery mode identifier* identifies whether or not a subject comprises internal, external or workplace-based delivery – or a combination of these modes.  Predominant delivery mode must align with one of the sub-field values identified in Delivery mode identifier.  Predominant delivery mode ‘I – Internal delivery’ indicates that internal delivery is specified as one of the values in the Delivery mode identifier data element and is the largest or only component.  Predominant delivery mode ‘E – External delivery’ indicates that external delivery is specified as one of the values in the Delivery mode identifier data element and is the largest or only component.  Predominant delivery mode ‘W – Workplace-based delivery’ indicates that workplace-based delivery is specified as one of the values in the Delivery mode identifier data element and is the largest or only component.  Predominant delivery mode ‘N – Not applicable’ indicates recognition of prior learning or credit transfer and reported as ‘NNN’ in the Delivery mode identifier data element.  *Predominant delivery mode* is based on delivery mode details reported in *Delivery mode identifier*. Where the training organisation indicates in *Delivery mode identifier* that there is more than one delivery mode, the mode which has the largest component of delivery should be applied as the predominant delivery mode.  Where the training organisation indicates in *Delivery mode identifier* that an enrolment has only one delivery mode, that mode should be applied as the *Predominant delivery mode*.  Where the training organisation indicates in *Delivery mode identifier* that there is no delivery mode, as is the case with recognition of prior learning or credit transfer, the value ‘N – Not applicable’ should be applied as the predominant delivery mode.  This field must not be blank. |
| Revision | New data element. |

Field format

|  |  |
| --- | --- |
| Value | Description |
| Length | 1 |
| Type | Alphanumeric |
| Justification | None |
| Fill character | None |

Field value

|  |  |
| --- | --- |
| Value | Description |
| E | External delivery |
| I | Internal delivery |
| W | Workplace-based delivery |
| N | Not applicable – recognition of prior learning/credit transfer |

## Training Organisation Identifier

|  |  |
| --- | --- |
| Element description | A numeric code that uniquely identifies a training organisation. |
| Files | Training Organisation (NAT00010)  Training Organisation Delivery Location (NAT00020)  Program Completed (NAT00130)  Training Activity (NAT00120) |
| Purpose | To identify training organisations within the VET sector. |
| Business rules | General:  The Training Organisation Identifier must be the valid, unique national code where a training organisation is listed on TGA ([www.training.gov.au](http://www.training.gov.au)).  Only registered training organisations can provide nationally recognised training.  Training organisations that are registered by a different body, such as ACFE for Learn Local Organisations, should report their registering agency’s code for their TOID.  The training organisation should use this identifier at all times when communicating with the Department or the Regional Council of ACFE.  The field must be right justified and have leading zeros.  Specific:  The value of these fields should match across all files within a single submission.  This field must not be blank. (vr.10002) |

## 

## School type identifier

This data element is applicable only to schools who previously used the VET in School Collection supplement. It has been merged into the main body of the collection to assist providers who submit this data to NCVER.

RTOs are not required to report his data element so no further details are included in these Victorian VET Student Statistical Collection Guidelines

This field must be blank.

## Survey contact status

|  |  |
| --- | --- |
| Data element description | *Survey contact status* identifies reasons to exclude clients from the Student Outcomes Survey and other communications. |
| Files | Client (NAT00080) |
| Purpose | *Survey contact status* is used to exclude clients from participating in the Student Outcomes Survey and other communications. |
| Business rules | The values in this field are specifically applicable to the national Student outcomes Survey, for state government funded enrolments, the Department still reserves the right to contact any student it deems fit.  The classification value ‘E – Excluded’ should be used if the client does not tick the following section from the Privacy Statement & Student Declaration on the enrolment form:  I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.  This field must not be blank for all commencements from 1st January 2018. |
| Revision | No change. |

Field format

|  |  |
| --- | --- |
| Value | Description |
| Length | 1 |
| Type | Alphanumeric |
| Justification | None |
| Fill character | space |

Field value

|  |  |
| --- | --- |
| Value | Description |
| A | Available for survey use |
| C | Correctional facility (address or enrolment) |
| D | Deceased student |
| E | Excluded |
| I | Invalid address/Itinerant student (very low likelihood of response) |
| M | Minor – under age of 15 (not to be surveyed) |
| O | Overseas (address or enrolment) |

# Business Rule Changes

## Activity Start Date

|  |  |
| --- | --- |
| Business rules | Activity start date for online training is the date of the actual start of training activity when materials are accessed not when the training materials are made available.  For training that is clustered delivery, the Activity start date is the first date activity started in those specific subjects.  When a client is issued with a credit transfer the Activity start date is the date when the credit transfer is administratively processed by the training organisation. |

## Address Street Number

|  |  |
| --- | --- |
| Business rules | NCVER has made a change to business rule but the change is not applicable in Victoria.  Please refer to NCVER 2018 changes for change details. |

## Client Identifier

|  |  |
| --- | --- |
| Business rules | *Client identifier* will usually be the client’s ‘student number’. Note that Unique Student Identifier codes are not to be assigned to the client as the *Client identifier*. |

## Date of birth

|  |  |
| --- | --- |
| Business rules | *Date of birth* should be checked against the client’s personal identification by the training organisation for complete and correct data. |

## Date Program completed

|  |  |
| --- | --- |
| Data element description | *~~Year~~ Date program completed* identifies the date that the qualification, course or skill set was completed and includes the on-the-job component.  *~~Year~~ Date program completed* reflects the actual completion of the program rather than the date in which the training organisation issued the certificate of completion. |
| File |  |
| Purpose | *~~Year~~ Date program completed* is used to analyse the number of programs of study completed in a given year. |
|  |  |
| Business rules | *Date program completed* must be the date that the activity in the program was completed, including any on-the-job training components and the time required for the trainer to determine the final outcome.  *Date program completed* should not be defaulted to the date in which the training organisation issued the certificate of completion.  *Date program completed* should not be after *Parchment issue date*.  This field may be blank. |

## Delivery mode identifier

|  |  |
| --- | --- |
| Data element description | ~~A code that uniquely identifies the predominant mode of delivery for a subject or unit of competency enrolment.~~  *Delivery mode identifier* identifies whether or not a subject comprises internal, external or workplace-based delivery – or a combination of these modes. |
| File | Enrolment (NAT00120) |
| Purpose | ~~To enable the analysis of VET activity by mode of delivery.~~  *Delivery mode identifier* is used to analyse training activity by training delivery modes. It can be used to differentiate classroom-based delivery from self-paced learning. It can also be used to identify training that is delivered in more than one mode, for example, internal and workplace-based delivery. |
| Business rules | ~~The training organisation must classify the delivery mode for each subject or unit of competency enrolment using the following codes:~~  ~~10 – Classroom based’ includes classroom-based delivery at any permanent or semi-permanent training delivery location.~~  ~~‘20 – Electronic based’ includes web-based resources, computer-based resources, online interactions both on or off campus includes radio, television, videoconference, or audio-conference.~~  ~~‘30 – Employment-based’ includes training activity conducted in the workplace whether it is conducted by the training organisation or the employer; for example, industrial/work experience, field placement, or fully on-job training.~~  ~~‘40 – Other delivery (e.g. correspondence)’ is used where the predominant method of learning is not classroom-based, employment-based or electronic-based instruction.~~  ~~‘90 – Not applicable – recognition of prior learning/recognition of current competency/credit transfer’, is used for recognition of prior learning, recognition of current competency, and credit transfer.~~  ~~Where a subject or unit of competency is delivered using more than one mode of delivery, the predominant mode of delivery is to be reported.~~  ~~Using code 90 - Not applicable~~  ~~The Delivery mode Identifier value 90 - Not applicable must only be used for subject or unit of competency enrolments where the Outcome Identifier - National is:~~  ~~50 – Recognition of Prior Learning assessment started and result not yet available~~  ~~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. (vr.120011)~~  **~~This field must not be blank~~**~~. (vr.120046)~~  *Delivery mode identifier* is a 3 character field composed of Ys and Ns that identifies the mode(s) of delivery of a unit of competency or module where each of the three positions indicates a type of delivery. The field comprises the following structure:   * first position indicates internal * second position indicates external * third position indicates workplace-based delivery.   Technology underpins much training delivery in today’s world so providing additional materials online or incorporating technology into training that is otherwise face-to-face does not constitute external delivery.  **Internal delivery (e.g. classroom-based)** (i.e. first position in field) is where the clientand the trainer attend any permanent or semi-permanent training delivery location. This includes workshop, laboratory, simulator, and classroom-based training even when the training is delivered using video or internet links in real time.  **External delivery (e.g. online)** (i.e. second position in field) is where the client does not primarily attend a physical delivery location but instead undertakes training in their own time and location using training materials that are provided online or by correspondence. The client does not usually have to undertake training at a particular time. This type of training is often referred to as self-paced learning. Contact with the trainer is usually limited to feedback on submitted work.  **Workplace-based** (i.e. third position in field) includes training activity conducted in the workplace whether it is conducted by the training organisation or the employer; for example, industrial/work experience, field placement, fully on-the-job training or structured workplace training delivered at a place of employment.  Where a unit of competency or module is recognition of prior learning or credit transfer then all three values must be set to N. |

## Funding source – national

|  |  |
| --- | --- |
| Business rules | ‘80 — Revenue earned from another training organisation’ is revenue earned by a training organisation delivering the training which receives funding from another registered training organisation in terms of subcontracted, auspicing, partnership arrangements or similar arrangements. The registered training organisation delivering the training does not issue the statement of attainment. This activity needs to be submitted only when required for state training authority submissions. |

## Labour force identifier

|  |  |
| --- | --- |
| Business rules | For employment such as casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week). |

## Nominal hours

|  |  |
| --- | --- |
| Business rules | The value of *Nominal hours* should not include any prerequisites for the program or subject that have previously been achieved. *Nominal hours* are allocated assuming a typical classroom-based delivery and assessment strategy and do not include hours associated with non-supervised work experience, field work, work placement or private study. In instances where a program or subject consists entirely of one or more of these components, the *Nominal hours* value must be ‘0000’.  Nominal hours for qualifications are found on the Victorian Purchasing Guide website at  <[www.education.vic.gov.au/training/providers/rto/Pages/purchasingguides.aspx](http://www.education.vic.gov.au/training/providers/rto/Pages/purchasingguides.aspx)>.  Nationally agreed hours for units of competency and accredited units (only those accredited units listed on the National Training Register <[www.training.gov.au](http://www.training.gov.au/)>) are found on the NCVER Portal at *<*https://www.ncver.edu.au/publications/publications/all-publications/statistical-standard-software/nationally-agreed-nominal-hours> |

## Outcome Identifier - National

|  |  |
| --- | --- |
| Business rules | Recognition of prior learning (RPL) means an assessment process that assesses the competency of an individual that may have been acquired through formal, non-formal (such as previously unrecognised skills and knowledge), or informal learning. This process determines the extent to which an individual has achieved the required learning outcomes, competency outcomes, or standards for entry into, and/or partial or total completion of a program of study.  **Superseded subject (Code 61)**  ‘61 — Superseded subject’Superseded subject is used when training activity started in a unit of competency or subject but was not completed when superseded by another subject against which the final outcome will be recorded~~. The Activity start date of the original subject must be retained for the replacement subject.~~  Where a provider chooses to report Outcome Identifier National 61 – Superseded Subject, SVTS will reverse the whole payment and commence payment on the new *Subject Identifier*. In such cases where a reject 26 is executed against the superseding subject, the RTO is required to log an enquiry under category “Claims -Superseded Subjects”, requesting that the reject be overwritten.  **70 — Continuing enrolment**  This code is used when the client has engaged in learning activity, but has not completed all the training and assessment criteria by the end of the collection period. Training activity reported with this code must be reported in a subsequent collection with a final outcome.  The enrolment retains the original *Activity start date* until the subject is finalised and resulted.  While it is generally expected that training activity reported with this code will have an *Activity end date* after the collection period end date, there is some leniency for activity for interim collection points (e.g. fortnightly, monthly, or quarterly reporting) where *Activity end date* is in the current collection year.  85 – Not yet started  This is a preliminary outcome code that may be used when the client has enrolled in a subject, but has not yet commenced activity.  It is not compulsory for 'Not yet started' activity to be included in an AVETMISS data submission, but is available for use to accommodate some student management system requirements.  Activity listed with this code in an AVETMISS data submission will not be included on Unique Student Identifier transcripts and not included in any national reports from NCVER. |

## Prior educational achievement identifier

|  |  |
| --- | --- |
| Data element description | *Prior educational achievement identifier* uniquely identifies the level of ~~non-schooling sector~~ prior educational achievement successfully completed by a client from the VET or university sectors. |
| Business rules | If a client completes a certificate I or certificate II as a secondary student, then the *Prior educational achievement identifier* must be  521 — Certificate II or 524 — Certificate I |

## Program field of education identifier

|  |  |
| --- | --- |
| Business rules | ~~For nationally recognised programs of study, the~~ *~~Program field of education identifier~~* ~~must be obtained from the National Training Register <www.training.gov.au>.~~  The field of education must be a valid code from the *Australian Standard Classification of Education* (ASCED), ABS catalogue no. 1272.0, 2001 and must be reported at the 4 digit level.  All programs not on Training.gov.au must be assigned a field of education.  Use the ABS website (<www.abs.gov.au>) for a complete list of available field of education codes with descriptions. |

## Program Identifier

|  |  |
| --- | --- |
| Business rules | Programs that are not nationally recognised must not match any *Program identifier* or *Subject identifier* code for any current or superseded/obsolete nationally recognised training listed on Training.gov.au. |

# VICTORIA 2018 - CHANGES

# new data element - existing files

## Program Status Identifier

|  |  |
| --- | --- |
| Data element description | Program status identifier identifies the status of a program a client is enrolled in. |
| File | Program Completed File (NAT00130) |
| Purpose | Program status identifier is used to determine program completion rates. |
| Business rules | The following values can be used:  **10 - Program completed (issued)**  'Program completed (issued)' is used when the client has successfully completed the program and the training organisation has issued the certificate/statement of attainment to the client. A program is determined to be completed when all requirements for the completion of the program, including on-the-job requirements, have been met. Completions for Australian Qualifications Framework (AQF) qualifications and courses are achieved when the client is eligible for the award to be conferred.  Records reported with this status will be displayed on the Unique Student Identifier (USI) transcript for nationally recognised training.  If a client has completed a program that entitles the client to receive more than one level of education for the program, only the highest level of education conferred for that program should be reported with this code. Lower levels of education within this program may be reported with the code '60 – Nested program'.  **20 - Program completed (not issued)**  'Program completed (not issued)' is used when the client has successfully completed the program but the training organisation has not issued the certificate/statement of attainment to the client. A program is determined to be completed when all requirements for the completion of the program, including on-the-job requirements, have been met. Completions for Australian Qualifications Framework (AQF) qualifications and courses are achieved when the client is eligible for the award to be conferred.  Records reported with this status will be displayed on the Unique Student Identifier (USI) transcript for nationally recognised training.  If a client has completed a program that entitles the client to receive more than one level of education for the program, only the highest level of education conferred for that program should be reported with this code. Lower levels of education within this program may be reported with the code '60 – Nested program'.  **30 - In training**  'In training' is used when the client has commenced training in a program, with activity in that program expected to end in a future collection.  Activity with this status is only required to be reported if the client had activity in the program in the collection year.  **40 - Withdrawn - Official**  'Withdrawn – Official” is used when a client has finished their training without successfully completing any program and has notified the RTO of their withdrawal.  **41 - Withdrawn - Apparent**  'Withdrawn – Apparent” is used when a client has finished their training without successfully completing any program and but has not officially notified the RTO of their withdrawal. The Client is not lost contact with the RTO and the RTO is assuming a withdrawal. This code covers both scenarios where the client has opted to stop training and where the training has ceased through no fault of the client (e.g. RTO closure).  **42 - Withdrawn - Deferred**  'Withdrawn – Deferred” is used when a client has finished their training without successfully completing any program and has notified the RTO of their intension to deferred training to a later date.  **50 - Completion of lower level of program**  'Completion of lower level of program' is used when a client has withdrawn from the program they were originally enrolled in, having successfully completed a lower level of education within the program, e.g. the client was originally enrolled in a Certificate IV but exited having successfully completed a Certificate III.  This code must be used with the *Program identifier* of the client’s original enrolment.  Activity listed with this code in an AVETMISS data submission will not be included on Unique Student Identifier transcripts and not counted separately in national reports from NCVER.  **60 - Nested program**  'Nested program' is used when reporting programs that were completed as part of the client's highest program completed, e.g. a client completed a Certificate IV and as part of that has also achieved a Certificate I, II and III. The primary purpose of reporting these records is for clients who wish all levels completed within their program to appear on their USI transcript. It is not compulsory to report these records unless requested by a client or a state or territory training authority.  Activity listed with this code in an AVETMISS data submission will not counted separately in national reports from NCVER.  **70 - Superseded program**  'Superseded program' is used when training activity started in a program which has since been superseded, and the client has been transferred into the superseding program.  This code should not be selected until the training activity has commenced in the replacement program.  Activity listed with this code in an AVETMISS data submission will not be included on Unique Student Identifier transcripts and not counted separately in national reports from NCVER.  **80 – Streamed program**  'Streamed program' is used when a client has completed a program twice by completing subjects in different specialisations (e.g. CHC52015 Diploma of Community Services may be used for an award in 'Case Management', 'Social Housing' or 'Statutory & forensic child, youth and family welfare').  A *Program identifier* reported twice as a completion will only be displayed once on the USI transcript within a year of completion.  **85 – Not yet started**  This is a preliminary outcome code that may be used when the client has enrolled in a program, but has not yet commenced training.  It is not compulsory for 'Not yet started' activity to be included in an AVETMISS data submission, but the code is available for use to accommodate some student management system or state training authority requirements.  Activity listed with this code in an AVETMISS data submission will not be included on Unique Student Identifier transcripts and not included in any national reports from NCVER.  This field must not be blank. |
| Revision | New |

Field format

|  |  |
| --- | --- |
| Value | Description |
| Length | 2 |
| Type | Alphanumeric |
| Justification | none |
| Fill character | none |

Field value

|  |  |
| --- | --- |
| Value | Description |
| 10 | Program completed (issued) |
| 20 | Program completed (not issued) |
| 30 | In training |
| 40 | Withdrawn – Official |
| 41 | Withdrawn – Apparent |
| 42 | Withdrawn – Deferred |
| 50 | Completion of lower level of program |
| 60 | Nested program |
| 70 | Superseded program |
| 80 | Streamed program |
| 85 | Not yet started |

## Program Enrolment Identifier

|  |  |
| --- | --- |
| Description | The Program Enrolment Identifier links the NAT00120 and NAT00130 files |
| Files | * Enrolment (NAT00120) * Program Completed (NAT00130) |
| Purpose | To tie attributes of training in a Subject to attributes of the Program that the student is undertaking. |
| Business rules | General:  This identifier should remain unique to the combination of Student, Program, Program Commencement Date and ContractID once uploaded. If any of these values change for an identifier where activity has been successfully paid for, the submission will be rejected.  This field may only be blank if:  **NAT00130** – if there is no associated activity in the collection year (a completion reported after the activity has taken place). The Commencement date of this activity must also be in a past collection year.  **NAT00120** – if there is no associated Program that the Subject forms part of (for example a Subject only enrolment). |

|  |  |
| --- | --- |
| Revision | New data element |

Field format

|  |  |
| --- | --- |
| **Value** | **Description** |
| Length | 50 |
| Type | Alphanumeric |
| Justification | Right |
| Fill character | Space |

Field value

|  |  |
| --- | --- |
| **Value** | **Description** |
| Text | A unique *Program* Enrolment Identifier within the NAT00130 (Program Completed) File with one or more associated entries on the NAT00120 (Enrolment) |

# Appendix 1 - VALIDATION RULES

These Validation rules have been specified according to the business rule and new file structure changes.

**PLEASE NOTE:**

These are only our preliminary validation specifications and may change during development and testing phases and therefore should only be used as a guide at this stage.

## Modified validation rules:

**File structure**

8: invalid length.

12: Date fields must be in the acceptable reporting date range.

**NAT00010**

10012: Address - Suburb, Locality or Town must not be blank .

104652: The Address - Suburb, Locality or Town must be a valid location on Australia Post records for the reported Postcode.

**NAT00020**

20010: Address - Suburb, Locality or Town must not be blank.

20011: For postcodes other than OSPC, the Postcode must be consistent with the Address - Suburb, Locality or Town (ie; match a postcode/description in the master list).

**NAT00060**

60009: Where a subject identifier exists in the master list of subjects that form part of a training package. qualification the subject name must match the subject name in the master list.

603416: If the Subject ID appears on the master list of subjects that form part of a training package qualification the VET Flag must be set to Y as all units of competency are of vocational intent.

**NAT00080**

80005: Gender on the Client (NAT00080) file must be valid (ie; M or F or X or @).

80030: A Postcode must be OSPC, @@@@ or a valid four digit number except 0000.

80008: For postcodes other than @@@@ or OSPC, the Postcode must be consistent with the Address - Suburb, Locality or Town (i.e. match a postcode/description in the master list).

80057: The Address Street Number must not be blank when postcode is not "OSPC" or "@@@@".

80058: The Address Street Name must not be blank when postcode is not "OSPC" or "@@@@".

80063: Address details for the student could not be fully geocoded – the address may be partially invalid or has missing details.

80071: Address details for the student could not be geocoded.

803705: Postcode must match Australia Post postcode.

803830: In the NAT00080 file, you must enter an Australia post Suburb, Locality or Town where the student. resides This field cannot be empty.

**NAT00085**

85030: A Postcode must be or OSPC, or @@@@ or a valid four digit number except 0000.

85049: For postcodes other than @@@@ or OSPC, the Postcode must be consistent with the Address -Suburb, Locality or Town (ie; match a postcode/description in the master list).

85046: The Address Street Number must not be blank when postcode is not “OSPC”or “@@@@” (or the Address Postal Delivery Box and Address– Suburb, Locality or Town fields are blank).

85047: The Address Street Name must not be blank when postcode is not “OSPC”or “@@@@” (or the Address Postal Delivery Box and Address Postal – Suburb, Locality or Town fields are blank).

853705: Postcode must match Australia Post postcode

853830: The Address - Suburb, Locality or Town can only be blank when the postcode is @@@@ or OSPC.

**NAT00120**

120046: The Delivery Mode Identifier on the Enrolment (NAT00120) must not be blank and have a valid value.

120105: One of the fields which constitutes an Enrolment Identifier has changed since this enrolment was last uploaded and after the activity should have commenced. You will need to create a new Enrolment Identifier for this enrolment.

120012: The Outcome Identifier - National must be a valid (refer to the Victorian VET Student Statistical Collection Guidelines for valid codes, e.g. 20, 25, 30, 40, 50, 51, 52, 53, 54, 60, 61,70, 81, 82 or 85)

120087: For at least one program enrolment for a Client ID, Program ID and Program Commencement Date combination on the NAT00120 file, a record must also exist on the NAT00130

1203251: If the Enrolment Activity End Date is after the collection period end date, the Outcome Identifier - National must be 70, 50 or 85.

**NAT00130**

130011: For Program Commencements in the current year, the Program Commencement Date in NAT00130 must match to a Program Commencement Date in NAT00120 for the same enrolment.

130016: A Program enrolment for a Client ID, Program ID and Program Commencement Date combination on the NAT00130 file must also exist on the NAT00120 file if the Date Program Completed is in the current collection year.

130021: The Program Supervised Teaching Activity Completion Date must not be blank for government funded course completions after 2015.

130005: No more than one completion record is to be provided for each student for each course they complete in a given year. That is, the combination of Client Identifier, Program Identifier, Program Commencement Date and Date program completed must be unique (cannot have duplicate records).

130004: The Qualification Issued Flag must be either 'Y' or 'N' on the completions file.

## Disabled validation rules:

**NAT00060**

604516: A record on the NAT00060 (NAT00060) file cannot be identified as a module if that record's Module/Unit of Competency Identifier exists on the national list of all units of competency that are specified in a nationally endorsed Training Package.

**NAT0080**

80021: The Year Highest School Level Completed must be valid. To be valid the value must be 4 digits between 1900-9999 or @@@@.

803752: Year Highest School Level Completed is within 5 years of the date of birth or more than 100 years prior to the Collection Year

## Removed validation rules:

**NAT00060**

60003: Module/Unit of Competency Flag must be 'C' or 'M'

**NAT00080**

80046: The Year Highest School Level Completed must not be blank.

803236: If Highest School Level Completed in the Client (NAT00080) file is 02 the Year Highest School Level Completed must be @@@@.

80022: The Proficiency in Spoken English Identifier on the Client (NAT00080) file is mandatory and must be valid (ie; either 1,2,3,4 or @), if the Main Language Other Than English Spoken at Home Identifier on the Client (NAT00080) file is not 1201 (English) or 9700, 9701, 9702, 9799 or @@@@.

80056: Proficiency in Spoken English must be blank when Main Language is 1201 (English), 9700 (Sign Language), 9701 (Auslan), 9702 (Makaton), 9799 (Sign languages, not elsewhere classified) or @@@@ (Not specified).

**NAT00120**

120010: The Delivery Mode Identifier on the Enrolment (NAT00120) must be valid (refer to the Victorian VET Student Statistical Collection Guidelines for valid codes, eg 10, 20, 30, 40, 90).

120011: If the Delivery Mode Identifier is 90 the Outcome Identifier - National must be 50,51, 52, 53, 54 or 60.

**NAT00130**

130012: The Year Program Completed cannot be blank.

1303217: The Year Program Completed must not be more than 10 years before this collection year.

1303242: The Year Program Completed must be no later than the collection year.

130003: If the program was completed in the collection year, client enrolment records must exist in the NAT00120 file.

130009: The Client Date of Birth value reported cannot be greater than or equal to the year qualification completed.

## New validation rules:

**File structure**

13: Date fields must be in the correct date format DDMMYYYY.

**NAT00080**

80074: Survey contact status on the Client (NAT00080) file must be a valid value and must not be blank.

**NAT00085**

85053: The E-mail address must be a valid format.

**NAT00120**

120106: The Training Organisation Identifier on the enrolment (NAT00120) file does not match the Training Organisation Identifier submitted in the Training Organisation (NAT00010) file.

120107: The combination of values between the Delivery Mode Identifier and the Outcome Identifier, are not valid.

120108: The School type identifier must be blank.

120109: Predominant delivery mode must not be blank and should have valid value.

120110: In the NAT00120 file, the Predominant delivery mode must be valid for the Delivery Mode identifier specified.

120111: Program Enrolment Identifier must be provided for all program enrolments.

120112: Outcome Identifier – National value 85 – Not yet started can only be reported for enrolments with activity start dates in the future.

120113: Outcome Identifier – National value 85 – Not yet started must be reported for enrolments with activity start dates in the future.

120114: Outcome Identifier – National value 85 – Not yet started can only be reported for enrolments with activity start dates in the future.

**NAT00130**

130025: Program status Identifier must be provided for all program on NAT00130.

130026: The Program Status Identifier must be a valid value

130027: Both Parchment Issue date and Parchment Number must be provided for all completed program.

130028: Issued Flag should be ‘N’ when Parchment Issue Date is Null.

130029: Date program completed data element must not be blank when enrolments associated with that program are completed.

130030: The combination of values between the Outcome Identifier and Date program completed, are not valid.

130031: Date program completed must be equal or less then Parchment issue date.

130032: Date program completed must be on or after the latest Activity End Date of enrolments associated with the NAT00130.

130033: Issued Flag should be ‘N’ when Date Program completed is Null.

130034: The Client Date of Birth value reported cannot be greater than or equal to the Date Program completed.

130035: The combination of values between the program status identifier and Issued Flag, are not valid.

130036: The combination of values between the Parchment Issue Date and Program Status Identifier, are not valid.

130037: A Program Enrolment Identifier maybe blank if Date Program Completed prior to current collection year and no associated records exist in the NAT0120 file. If not blank it must be unique on the NAT00130 file.

130038: A Program Enrolment Identifier cannot be null for each record on NAT00130 when there is an activity reported on NAT00120.

130039: Date Program completed cannot be null when the Parchment Issue Date has value.