

## Executive Summary

This document outlines changes applicable to the Victorian VET Student Statistical Collection Guidelines – 2016 v3 (guidelines) that will be incorporated in the 2017 v1 of the guidelines (due for publication as a final document in December 2016).

The changes have been made in order to provide:

1. consistency with AVETMIS Standards,
2. updated terminology,
3. updated state identifiers and codes available in 2017,
4. corrections to any ambiguous or erroneous aspects of the guidelines.

## Overview

The *Victorian VET Student Statistical Collection Guidelines* (the guidelines) form a data standard which specifies how training activity should be reported in a consistent manner to the Department. They are compatible with the most recent revision to Release 7 of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) which are used as the basis for the annual National VET Provider Collection.

AVETMISS Release 7 applied from 2014. Full details on AVETMISS are available at the NCVET website <http://www.ncver.edu.au/>.

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

## Purpose

The purpose of this document is to communicate changes to the guidelines. This summary document will be published periodically and as frequently as necessary to enable up to date communication. The guidelines will be published annually but may be more frequent depending on the scope of changes throughout the collection year. Off-cycle changes during the year may result from:

- certain aspects of the guidelines that are **ambiguous, erroneous** or require **clarification**
- scenarios adversely affecting the **data integrity** of the collection
- ensuring **compliance** with statutory requirements
- **reduce burden** of reporting requirements on RTOs

## Audience

### Training Providers

All VET providers need to be familiar with the guidelines in order to understand the nature of the changes outlined in this Summary of Changes document.

### Software developers and data analysts

Software developers, as well as systems personnel and data analysts in larger organisations, need to note all changes that refer to the technical detail of the guidelines. These include the file specifications, business rules and data element dictionary.

## Prerequisite

Familiarisation and understanding of the latest version of Victorian VET Student Statistical Collection Guidelines (guidelines) as published on SVTS or DET website.

## Document Structure

This document includes sections and categories as detailed in the guidelines, followed by a Change Summary table outlining the changes, reason and possible impact.

## How to use this document

Step	Action
1	Retain a hard copy of the latest guidelines. This should be the same version as referred to in the Change Summary table.
2	Review and note each change as indicated in the Change Summary table. For quick reference, all additions will be in <b>red</b> and deletions will be <del>strike through</del> .  <b>Note:</b> The changes may not contain the entire section of the business rule definitions, therefore the changes should always be read in conjunction with the corresponding section of original document being changed. [...] will denote that section contains more business rules that have not been changed.

3	Retain all Summary of Changes documents with copy of latest guidelines, this will ensure that you are always able to reference the most up to date business rules or changes.
4	Once a new version of the guidelines is published, all the changes referenced in the Summary of Changes documents will be incorporated in that version. Retain the new published version of the guidelines and repeat steps 1 to 4 if new changes are published.

**Change summary table**

<b>The following summary of changes apply to:</b>	
<b>Document</b>	<a href="#">Victorian VET Student Statistical Collection Guidelines – 2016</a>
<b>Version</b>	<a href="#">3</a>
<b>are incorporated in:</b>	
<b>Document</b>	<b>Victorian VET Student Statistical Collection Guidelines -2017</b>
<b>Version</b>	<b>1</b>

<b>Changes include:</b>	
<b>Data element definition</b>	<ul style="list-style-type: none"> <li>▪ Client Identifier – Apprenticeships – Enrolment file (NAT00120)</li> <li>▪ Country Identifier Training Organisation Delivery Location file (NAT00020)</li> <li>▪ Date of Birth – Client file (NAT00080)</li> <li>▪ Funding Source Identifier – State Training Authority file (NAT00120)Funding Source Identifier – State Training Authority file (NAT00120)</li> <li>▪ Nominal Hours – Program file (NAT00030) &amp; Subject file (NAT00060)</li> <li>▪ Outcome Identifier - Enrolment file - (NAT00120)</li> <li>▪ Postcode – Training Organisation Delivery Location file (NAT00020)</li> <li>▪ Sex – Client file (NAT00080)</li> <li>▪ Subject Field of Education Identifier – Subject file (NAT00060)</li> <li>▪ Subject Name – Subject file (NAT00060)</li> <li>▪ Training Contract Identifier – Enrolment file (NAT00120)</li> <li>▪ Unique Student Identifier – Client file (NAT00080)</li> </ul>
<b>Standard Enrolment Form</b>	<ul style="list-style-type: none"> <li>▪ Question 3 Sex</li> <li>▪ Question 23. Unique Student Identifier</li> </ul>

Data  
element  
definitions

## Client Identifier – Apprenticeships – Enrolment file (NAT00120)

Change 20160825-1	<b>Clarified field format:</b>	
	<b>Value</b> Type	<b>Description</b> Alphanumeric (Numeric for Victoria)
Reason:	To be compliant with AVETMISS 7 edition 2.2 changes.	
Impact:	Clarification only.	

## Country Identifier Training Organisation Delivery Location file (NAT00020)

Change 20160825-2	<b>Clarified field value useage:</b>	
	<b>Value</b>	<b>Description</b>
	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. <b>(Not a valid value for the NAT0020 file)</b>	
Reason:	Correction.	
Impact:	No impact, validation rule already exists to not allow these values in the NAT00020 file.	

## Date of Birth – Client file (NAT00080)

Change 20160825-3	<b>Removed field values:</b>	
	<b>Value</b>	<b>Description</b>
	DDMMYYYY	Valid date.
	<del>@@MMYYYY*</del>	<del>Valid month and year but day not stated.</del>
	<del>@@@@YYYY*</del>	<del>Valid year but day and month not stated.</del>
<del>@@@@@* @@@@* @@@@*</del>	<del>Not stated or year unknown.</del>	
	* <del>Only valid for enrolments of full fee paying international students.</del>	
Reason:	Values no longer valid.	
Impact:	Clarification only. Data quality checks show that over all the enrolments, only a few students are being reported with these unstated values.	

## Data element definitions - cont.

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

Change 20160825-4	<p><b>Added following business rule and updated tables for new codes:</b></p> <p>A small number of RTOs are contracted with the Department to deliver training in Regional Victoria under the Returning employment-generating training to regional Victoria Initiative. Enrolments under these arrangements should have a <i>Funding Source Identifier – State Training Authority</i> code of RVL or RVP. This is only relevant for RTOs that have been specifically contracted to deliver training under this initiative.</p>
Reason:	New state funding initiative.
Impact:	Additional information only.

### Nominal Hours – Program file (NAT00030) & Subject file (NAT00060)

Change 20160825-5	<p><b>Added business rule:</b></p> <p>Nationally agreed hours for units of competency are found on the NCVET Portal at <a href="http://www.ncver.edu.au">www.ncver.edu.au</a></p>
Reason:	To be compliant with AVETMISS 7 edition 2.2 changes.
Impact:	Additional information only.

### Outcome Identifier - Enrolment file - (NAT00120)

Change 20160825-6	<p><b>Deleted business rules:</b></p> <p><del>A continuing enrolment is training activity in a unit of competency or subject that continues for a client into a subsequent collection period (year) where the client has engaged in learning activity but has not completed all their assessment criteria by the end of the collection period.</del></p> <p><del>All continuing enrolments are reported with an <i>Activity End Date</i> that is in a future collection period (year). For all continuing enrolments excepting those being assessed under RPL arrangements, the enrolment must be reported with <i>Outcome Identifier – National code 70 – ENROLMENTS CONTINUING INTO A FOLLOWING COLLECTION YEAR. (vr.1203251)</i></del></p> <p><del>Continuing enrolments must continue to be reported in every subsequent collection period through to the end of the collection period in which the unit of competency or subject's <i>Activity End Date</i> is reached and must always be reported with the same <i>Activity Start Date</i>.</del></p> <p><del>In the final collection period, continuing enrolments that are not being assessed under RPL arrangements are to be reported with <i>Outcome Identifier – National code 90 – NOT YET AVAILABLE AT INTERIM COLLECTION</i> until one of the following outcomes is reported:</del></p>
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## Data element definitions – cont.

<p>Change 20160825-6 continued</p>	<p><b>Deleted business rules:</b></p> <p><del><b>Not yet available at interim collection (Code 90)</b></del></p> <p><del>Report Outcome Identifier – National code 90 when:</del></p> <ul style="list-style-type: none"> <li><del>• the unit of competency/subject is not being assessed for RPL, and</del></li> <li><del>• the final outcome for the client’s enrolment in the unit of competency or subject is not yet available, and</del></li> <li><del>• the Activity End Date is in the current collection year.</del></li> </ul> <p><del>Code 90 is used for interim collection points (e.g. monthly reporting) where the Activity End Date indicates the enrolment will end in the current collection year. This code is not valid in data submissions for any collection year and is not valid for the final submission used for reporting to the annual National VET Provider Collection. (vr.120058).</del></p> <p><b>Amended business rule:</b></p> <p>Code <del>90</del> <b>70</b> nor code 50 are valid for enrolments where the Activity End Date is 60 or more days prior to the latest upload date. (vr.120064)</p> <p><b>Added business rules:</b></p> <p><i>When using Outcome identifier – national '61 – SUPERSEDED SUBJECT', the corresponding Program identifier field should be populated with the original subject's Program identifier unless the superseding subject is being reported within a superseded Program in which case the superseded Program identifier should be used.</i></p> <p><i>Activity listed with this code in an AVETMISS data submission will not be populated on Unique Student Identifier transcripts.</i></p> <p><b>Continuing Enrolments (Code 70)</b></p> <p><i>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 year.</i></p> <p><i>The enrolment retains the original Activity start date until the subject is finalised and resulted.</i></p> <p><b><u>From 01 January 2017</u></b></p> <p><i>This code replaces '90 – NOT YET AVAILABLE AT INTERIM COLLECTION', and, in addition to training activity continuing into the following year, can also be used for activity that is continuing at the time of interim submissions but due to finish in the current collection year. Note that this code cannot be used for reporting to the final annual National VET Provider Collection when the Activity end date is in the collection year.</i></p> <p><b>The only valid codes in this instance are:</b></p> <ul style="list-style-type: none"> <li><i>20 – COMPETENCY ACHIEVED/PASS</i></li> <li><i>30 – COMPETENCY NOT ACHIEVED/FAIL</i></li> <li><i>40 – WITHDRAWN/DISCONTINUED</i></li> <li><i>81 – NON-ASSESSABLE ENROLMENT – SATISFACTORILY COMPLETED</i></li> <li><i>82 – NON-ASSESSABLE ENROLMENT – WITHDRAWN OR NOT SATISFACTORILY COMPLETED.</i></li> </ul>
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**Data element definitions – cont.**

<p>Change 20160825-6 continued</p>	<p><b>Added new Outcome Identifier – National value 25</b></p> <p><b>Competency Achieved/Pass as determined via Gap Training and Assessment (Code 25)</b></p> <p><i>25- COMPETENCY ACHIEVED/PASS AS DETERMINED VIA GAP TRAINING AND ASSESSMENT</i></p> <p>Like Outcome 20, the client has been assessed and satisfies all the requirements for the Subject (unit of competency or module), however competency has been recognised via Gap Training and Assessment as opposed to standard training and assessment.</p> <ul style="list-style-type: none"> <li>For the purposes of this Outcome Identifier, Gap training and Assessment is defined as where the RTO has undertaken a process to identify a student’s existing skills, followed by a supplementation of those skills with a lesser amount of training than that required for the delivery of the Subject (unit of competency or module) to a learner with no prior skills. The training/instruction provided is therefore lower than the amount of learning normally required for the provision of the Subject (unit of competency or module).</li> </ul> <p><b>Amended field values:</b></p> <table border="1" data-bbox="528 907 1490 1299"> <thead> <tr> <th>Value</th> <th>Description</th> <th>Valid in final upload for collection year?</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>Competency achieved/pass as determined via Gap Training and Assessment</td> <td>Yes</td> </tr> <tr> <td>70</td> <td><del>Enrolments continuing into a following collection year – Activity End Date occurs in a future collection year.</del> Continuing enrolments</td> <td>No (where Activity End Date is in the collection year) Yes (where Activity End Date is in a future collection year)</td> </tr> <tr> <td colspan="3"><b>The value below is not valid from 01/01/17</b></td> </tr> <tr> <td>90</td> <td>Not yet available at interim collection - Activity End Date is in the current collection year.</td> <td>Yes</td> </tr> </tbody> </table>	Value	Description	Valid in final upload for collection year?	25	Competency achieved/pass as determined via Gap Training and Assessment	Yes	70	<del>Enrolments continuing into a following collection year – Activity End Date occurs in a future collection year.</del> Continuing enrolments	No (where Activity End Date is in the collection year) Yes (where Activity End Date is in a future collection year)	<b>The value below is not valid from 01/01/17</b>			90	Not yet available at interim collection - Activity End Date is in the current collection year.	Yes
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<b>The value below is not valid from 01/01/17</b>																
90	Not yet available at interim collection - Activity End Date is in the current collection year.	Yes														
<p>Reason:</p>	<p>To be compliant with AVETMISS 7 edition 2.2 changes and to facilitate reporting of gap training.</p>															
<p>Impact:</p>	<p>This change may require a SMS change if outcome identifier – national is coded in the system.</p> <p>Administration and/or assessment staff will also need to be aware that from new enrolments starting January 2017, <i>Outcome identifier – national 70 - CONTINUING ENROLMENTS</i> replaces <i>90 - NOT YET AVAILABLE AT INTERIM collection</i>. Also to start reporting <i>25 - COMPETENCY ACHIEVED/PASS AS DETERMINED VIA GAP TRAINING AND ASSESSMENT</i>.</p> <p>SVTS validation rules and rejects applicable to <i>Outcome identifier 90</i>, will be amended accordingly.</p>															

## Data element definitions – cont.

### Postcode – Training Organisation Delivery Location file (NAT00020)

Change 20160825-7	<b>Remove field value :</b>	
	<b>Value</b>	<b>Description</b>
	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	<del>A superseded code only valid for enrolments commenced prior to 1/1/2014.</del>
	OSPC	Overseas address.
Reason:	The field value VIC has not been a valid value for postcode since 2014.	
Impact:	Clarification only.	

### Sex – Client file (NAT00080)

Change 20160825-8	<b>Added new value:</b>	
	<b>Value</b>	<b>Description</b>
	F	Female
	M	Male
	X	(Indeterminate/Intersex/Unspecified)
	@	Not stated - question asked of the client but no answer provided.
Reason:	To be compliant with Australian Government Guidelines on the Recognition of Sex and Gender.	
Impact:	Providers will need to update their enrolment forms.	

### Subject Field of Education Identifier – Subject file (NAT00060)

Change 20160825-9	<b>Added business rules:</b>
	<p>For units of competency belonging to national training package qualifications, the <i>Subject field of education identifier</i> must be obtained from the National Training Register. <a href="http://www.training.gov.au">www.training.gov.au</a></p> <p>If the field of education code for nationally registered units of competency or subjects cannot be sourced from Training.gov.au, use the ABS website for a complete list of available field of education codes and descriptions.</p>
Reason:	To be compliant with AVETMISS 7 edition 2.2 changes.
Impact:	Clarification only.

## Data element definitions – cont.

### Subject Name – Subject file (NAT00060)

Change 20160825-10	<p><b>Clarified business rule:</b></p> <ul style="list-style-type: none"> <li>accredited by the training organisation, the <b>training organisation approved/accredited subject name</b> must be used. <b>The name cannot be a national name.</b></li> </ul> <p><b>Added business rule:</b></p> <p>For locally developed modules the subject name should meaningfully indicate the subject matter of the module, for example, 'Basic Numeracy 1', and not 'C100MOD007'.</p>
Reason:	To be compliant with AVETMISS 7 edition 2.2 changes.
Impact:	Clarification only.

### Training Contract Identifier – Enrolment file (NAT00120)

Change 20160825-11	<p><b>Updated business rule:</b></p> <p>This field must not be blank and must contain a valid value when the <i>Funding Source Code – State Training Authority</i> is specific to apprentices/trainees. (e.g. <del>ASL, L, LCP, LQ, LSG, NSL, NGL, QIL, RWL, WTL, YCL, YRL or Z55</del>). (vr.120027) (vr.120028) and <a href="#">(vr.120086)</a></p> <p><b>Clarified field format:</b></p> <table border="1"> <thead> <tr> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Type</td> <td>Alphanumeric (Numeric for Victoria)</td> </tr> </tbody> </table>	Value	Description	Type	Alphanumeric (Numeric for Victoria)
Value	Description				
Type	Alphanumeric (Numeric for Victoria)				
Reason:	To minimise confusion when state funding code change and to be compliant with AVETMISS 7 edition 2.2 changes.				
Impact:	Clarification only.				

**Data element definitions – cont.**

**Unique Student Identifier – Client file (NAT00080)**

<p>Change 20160825-12</p>	<p><b>Changed data element description:</b></p> <p>The <i>Unique Student Identifier</i> uniquely <del>distinguishes</del> <b>identifies</b> an individual who accesses Vocational Education and training (VET) over his or her lifetime.</p> <p><b>Updated business rules:</b></p> <p>All characters in the USI must be a combination of upper case (A-H, J-N, P-Z) and numbers (2-9) and will not include the characters ‘0’, ‘1’ or ‘O’, ‘I’ <b>and must be exactly ten digits long.</b></p> <p><b>Delete business rules:</b></p> <p><del>While the Training providers will not be required to apply for a USI on behalf of their students, this service will be available through the USI System and may be the most appropriate process in some circumstances.</del></p> <p><del>The Training providers will be required to:</del></p> <ul style="list-style-type: none"> <li><del>▪ Collect a USI from each student</del></li> <li><del>▪ Verify a USI supplied by a student</del></li> <li><del>▪ Ensure a student has a valid USI before conferring a qualification or statement of attainment on that student</del></li> <li><del>▪ Ensure the security of USIs and related documentation</del></li> <li><del>▪ Destroy any personal information which is collected solely for the purpose of applying for a USI on behalf of a student.</del></li> </ul> <p><del>Records should be checked to ensure that two or more records with different USI do not identify the same person.</del></p> <p><b>Added business rules:</b></p> <p>A valid USI code is assigned by the USI Registrar and must be verified by the registered training organisation using the USI Registry System against personal identification.</p> <p>Special care should be taken to capture a client’s USI code correctly.</p> <p>Records should be checked to ensure that two or more records with different <i>Unique student identifiers</i> do not identify the same person.</p> <p>Where a client is accessing a USI exemption, the appropriate exemption code from the classification scheme should be entered into this field. An exemption code can only be used if the client was exempt from requiring a USI for the whole collection period. Information about USI exemptions can be accessed at <a href="http://www.usi.gov.au/documents/usi-exemptions-table-march-2016">www.usi.gov.au/documents/usi-exemptions-table-march-2016</a>. Please note that clients exempt from the USI do not have a record in the USI Registry System. Therefore, you should not attempt to verify clients with an exemption code in the USI Registry System.</p> <p><b>Added Field value:</b></p> <table border="1" data-bbox="528 1738 1469 1823"> <tr> <td colspan="2" style="text-align: center;"><b>The value below is only valid for collections from Jan-Mar 2017</b></td> </tr> <tr> <td style="text-align: center;">INTOFF</td> <td style="text-align: center;">International offshore client exemption</td> </tr> </table>	<b>The value below is only valid for collections from Jan-Mar 2017</b>		INTOFF	International offshore client exemption
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INTOFF	International offshore client exemption				
<p>Reason:</p>	<p>To be compliant with AVETMISS 7 edition 2.2 changes.</p>				
<p>Impact:</p>	<p>Administration staff will need to note and apply the interim exemption code where applicable.</p>				

**Standard enrolment form**

Change 20160825- 13	<p><b>Question 3 Sex</b></p> <p><b>Added value:</b></p> <table border="1"> <thead> <tr> <th>Question</th> <th></th> <th>AVETMISS field</th> </tr> </thead> <tbody> <tr> <td>3. Sex (tick one box only)</td> <td> <input type="checkbox"/> Male  <input type="checkbox"/> Female  <input type="checkbox"/> (Indeterminate/Intersex/Unspecified)                 </td> <td>Sex</td> </tr> </tbody> </table>		Question		AVETMISS field	3. Sex (tick one box only)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> (Indeterminate/Intersex/Unspecified)	Sex
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3. Sex (tick one box only)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> (Indeterminate/Intersex/Unspecified)	Sex						
<p><b>Question 23. Unique Student Identifier</b></p> <p><b>Added note to RTOs:</b></p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><b>Advice to RTOs:</b> if you want to apply for USIs on behalf of your students (clients), please use the questions in the following section. Alternatively, a copy of the ID document can be obtained instead of recording this information. Australian birth certificate: note that different details are required depending on the jurisdiction of issue. RTOs that wish to include the birth certificate option in their enrolment form should note the information items required set out at <a href="http://usi.gov.au/help-centre/proof-of-ID/Pages/birth_certificate_(australian).aspx#">http://usi.gov.au/help-centre/proof-of-ID/Pages/birth_certificate_(australian).aspx#</a> Alternatively, they may wish not to include 'birth certificate' in their form.</p> </div> <p><b>Added form for Additional Information for USI Application:</b></p> <p>To access this form prior to the next release of the guidelines, please refer to the USI section on the Standard enrolment questions in the R7-0-VET-Provider-Collection-specifications-2578 document located on: <a href="http://www.ncver.edu.au/publications/">www.ncver.edu.au/publications/</a></p>								
Reason:	To be compliant with AVETMISS 7 edition 2.2 changes.							
Impact:	Administration staff will need to use the 'Additional Information for USI Application' if requested by student to apply for USI on their behalf.							