

Executive Summary

This document outlines changes applicable to the Victorian VET Student Statistical Collection Guidelines - 2020 and are incorporated in to the Victorian VET Student Statistical Collection Guidelines – 2020 v1.1.

The changes have been made in order to provide:

1. clarification to the reporting requirements of existing data elements.
2. update terminology
3. clarify any ambiguous or erroneous aspects of the guidelines.

Overview

The Victorian VET Student Statistical Collection Guidelines (the Guidelines) form a data standard which specifies how training activity should be reported in a consistent manner to the Department. They are compatible with Release 8.0 of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) which are the basis for the annual National VET Provider Collection.

AVETMISS Release 8.0 updates as of August 2018 apply from 2019. Full details on AVETMISS are available at the NCVER website <http://www.ncver.edu.au/>.

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

Purpose

The purpose of this document is to communicate changes (**highlighted in red**), to the Guidelines. This summary document will be published as frequently as necessary. 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 <p>All VET providers need to be familiar with the Guidelines in order to understand the nature of the changes outlines in this Summary of Changes document.</p> Software developers and data analysts <p>Software developers, as well as systems personnel and data analysts in larger organisations, should note all changes that refer to the technical detail of the Guidelines. These include the file specifications, business rules and data element dictionary.</p>								
Prerequisite	<p>Familiarisation and understanding of the latest version of Victorian VET Student Statistical Collection Guidelines (the Guidelines) as published on SVTS or DET website.</p>								
Document structure	<p>This document contains a Change Summary table followed by the sections and categories of the Guidelines which contain changes.</p>								
How to use this document	<table> <tr> <th data-bbox="544 1048 772 1115">Step</th><th data-bbox="772 1048 1418 1115">Action</th></tr> <tr> <td data-bbox="544 1115 772 1568">1</td><td data-bbox="772 1115 1418 1568"> <p>Review and note each change as indicated in the Change Summary table. For quick reference, additions will be highlighted in red and deletions will be highlighted with red-cross through.</p> <p>Note: The changes may not contain the entire section of the business rule definitions, therefore the changes should always be read in conjunction with the corresponding section of original document being changed. [...] will denote that section contains more business rules that have not been changed.</p> </td></tr> <tr> <td data-bbox="544 1568 772 1769">2</td><td data-bbox="772 1568 1418 1769"> <p>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 any other changes.</p> </td></tr> <tr> <td data-bbox="544 1769 772 1930">3</td><td data-bbox="772 1769 1418 1930"> <p>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.</p> </td></tr> </table>	Step	Action	1	<p>Review and note each change as indicated in the Change Summary table. For quick reference, additions will be highlighted in red and deletions will be highlighted with red-cross through.</p> <p>Note: The changes may not contain the entire section of the business rule definitions, therefore the changes should always be read in conjunction with the corresponding section of original document being changed. [...] will denote that section contains more business rules that have not been changed.</p>	2	<p>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 any other changes.</p>	3	<p>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.</p>
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Change Impact Analysis Methodology

Changes to the Guidelines are generally limited to an annual cycle, with these changes specified in July for implementation in January the following year; this provides a six month lead time for stakeholders to implement changes.

Off-cycle changes during the year are only considered if they address one of the following issues:

- 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 or national requirements
- **reduce burden** of reporting requirements on providers.

Decisions to make out-of-cycle changes are not made lightly. A review of each change is conducted by the department to assess the impact on various stakeholders involved in the data collection process. This methodology is outlined below.

Stakeholder Impact Rating

0	None	None, no impact
1	Low	May be aware of change but little or no action is generally required
2	Medium	Must be aware of the change and act where required
3	High	Needs to review the change and take action
4	Very High	Needs to significantly change processes and systems

Data Collection Stakeholder Impact Weighting

The effect of introduction of/modification to:

0.5	Provider	Learners	Information solicited from the learner
1.5		Trainers	Assessment/observation required from trainers
3.5		Administration	Administrative, financial or enrolment processes
3.8	Vendor	Software	SMS design, interfaces, processes, configuration and education
3.2	DET	Analysis/Decision Making	BI Infrastructure, interpretation, dissemination and education
2.8		Contract, Payment, Audit	Instruments
3.8		System	Infrastructure, specification, interfaces, processes, configuration

Executive Summary

This document outlines the proposed changes to be made to the Victorian VET Student Statistical Guidelines (the Guidelines) for 2020.

The Guidelines form a data standard which specifies how training activity should be reported in a consistent manner to the Department. This data standard includes concepts, definitions and structures that are founded on and compliant with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). In addition to the standard, Victoria may extend the reporting requirements beyond those contained within AVETMISS, where these changes are required to support Government policy and programs.

Where the Guidelines deviate from AVETMISS, the Department ensures there is a clear rationale behind these changes, alternatives have been assessed, and that the resultant benefit is weighed against the impact of the change. As the nature of the changes varies, stakeholders will be impacted in various ways. The changes in this document have been analysed by the department with a view to understanding the impact. Changes to the Guidelines are generally limited to an annual cycle, with these changes specified in July for implementation in January the following year; this provides a six month lead time for stakeholders to implement changes.

The proposed changes for 2020 centre around strengthening Victoria's ability to manage the government funded training market through the use of timely and comprehensive training activity data, clarify any ambiguity or errors noted by providers through enquiry notifications and continue to be compliant with AVETMISS changes.

Change		Stakeholder impact summary						
		Training Provider			Software	DET		
		Learner	Trainer	Admin	Vendor	Analysis/ Decision Making	Operation: contract, payment, audit	System
2020 v1.1 -1	Client Tuition Fee - NAT00120 file							

The following summary of changes are incorporated in:

Document	Victorian VET Student Statistical Collection Guidelines – 2020
Version	1.1
Section and category	Data Element Definitions: <ul style="list-style-type: none"> Client Tuition Fee - NAT00120 file

Data Element Definitions

Client Tuition Fee - NAT00120 file							
Change 2020-1	<p>Updated business rule:</p> <p>General:</p> <p><i>Client Tuition Fee</i> is the rate (in cents per hour excluding GST) that the student was charged for training in a Subject Enrolment undertaken in a particular calendar year.</p> <p>Specific:</p> <ul style="list-style-type: none"> For all unit enrolments being recognised under RCC or Credit Transfer arrangements: This field may must be blank. <p>Updated Field value:</p> <table> <tr> <th>Value</th><th>Description</th></tr> <tr> <td>Blank</td><td>May only be blank for RCC or Credit Transfer or Fee for Service or 'ACE' funded training activity from 2013.</td></tr> <tr> <td>0000 - 9999</td><td>Hourly rate in cents for training delivery (excluding GST)</td></tr> </table>	Value	Description	Blank	May only be blank for RCC or Credit Transfer or Fee for Service or 'ACE' funded training activity from 2013.	0000 - 9999	Hourly rate in cents for training delivery (excluding GST)
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0000 - 9999	Hourly rate in cents for training delivery (excluding GST)						
Reason:	To remove any ambiguity and improve the understanding of the reporting requirements for this data element.						
Provider:	Providers who report this amount including GST will be impacted and will need to change their reporting processes.						
SVTS:	Clarification only.						