# Summary of Changes to Victorian VET Student Statistical Collection Guidelines

## Executive Summary

This document outlines changes made to the Victorian VET Student Statistical Collection Guidelines - 2022 V1.2 and forms part of the Victorian VET Student Statistical Collection Guidelines – 2023 v1.0.

The changes have been made to provide:

1. the collection of additional data values necessary for the evaluation of contractual compliance and policy settings,
2. removal of values no longer valid for the collection, and
3. clarification and consistency of business rules throughout the document.

## Overview

The Victorian VET Student Statistical Collection Guidelines (the Guidelines) form a data standard that specifies how training activity should be reported consistently to the Department of Education and Training (the Department). They are compatible with Release 8.0 of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) which is 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/avetmiss/).

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 weighed 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 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 the burden of reporting requirements on RTOs.

## Audience

**Training Providers**

All VET training providers need to be familiar with the Guidelines 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, should 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 (the Guidelines) as published on SVTS or DET website.

## Document structure

This document contains a Change Summary table followed by the sections and categories of the Guidelines which contain changes.

## How to use this document

| **Step** | **Action** |
| --- | --- |
| 1 | Review and note each change as indicated in the Change Summary table. For quick reference where a business rule has been updated, additions will be highlighted in red and deletions will be highlighted with a ~~red cross through~~.  **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 the original document being changed. […..] will denote that section contains more business rules that have not been changed. |
| 2 | Retain all Summary of Changes documents with a copy of the latest Guidelines, this will ensure that you are always able to reference the most up-to-date business rules or any other changes. |
| 3 | Once a new version of the Guidelines is published, all the changes referenced in the Summary of Changes documents will be incorporated into that version. |

### Change Impact Analysis

The changes contained in this document have been analysed by the Department to determine the impact on key stakeholders. The methodology is outlined below.

### Stakeholder Impact Rating

| 0 | **None** | None, no impact |
| --- | --- | --- |
| 1 | **Low** | May be aware of the 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 |

### Areas of Impact

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

## The following summary of changes are incorporated in:

|  |  |
| --- | --- |
| **Documents** | Victorian VET Student Statistical Collection Guidelines - 2023 |
| **Version** | 1.0 |
| **Section and category** | File Structure   * Training Activity File – NAT00120 file   Data Element Definitions   * Commencing Program Cohort Identifier – NAT00130 file * Country Identifier – NAT00080 file * Fee Exemption/Concession Type Identifier – Training Activity - NAT00120 file * Hours Attended – Training Activity - NAT00120 file * Specific Funding Identifier – Training Activity NAT00120 file * Workplace ABN – Training Activity NAT00120 file   Glossary   * Government subsidised enrolment - Glossary   Appendix 4   * Free TAFE short courses – Appendix 4 |

### Stakeholder Impact Summary

|  | | | **Provider** | | | | **Software** | | **DET** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section** | | | **Learner** | **Trainer** | **Admin Change** | | **Vendor** | | **Analysis/Decision Making** | | **Operation: contract, payment, audit** | | **System** |
| File Structure | | |  | | | | | | | | | | |
| Change 2023-1 | | Training Activity File – NAT00120 file |  |  | |  |  |  | |  | |  | |
| Data element | | |  | | | | | | | | | | |
| Change 2023-2 | Commencing Program Cohort Identifier – NAT00130 file | |  |  |  | |  | |  | |  | |  |
| Change 2023-3 | Country Identifier – NAT00080 file | |  |  |  | |  | |  | |  | |  |
| Change 2023-4 | Fee Exemption/Concession Type Identifier – Training Activity - NAT00120 file | |  |  |  | |  | |  | |  | |  |
| Change  2023-5 | Hours Attended – Training Activity - NAT00120 file | |  |  |  | |  | |  | |  | |  |
| Change  2023-6 | Specific Funding Identifier – Training Activity NAT00120 file | |  |  |  | |  | |  | |  | |  |
| Change 2023-7 | Workplace ABN – Training Activity NAT00120 file | |  |  |  | |  | |  | |  | |  |
| Glossary | | |  | | | | | | | | | | |
| Change 2023- 8 | Government subsidised enrolment - Glossary | |  |  |  | |  | |  | |  | |  |
| Appendix | | |  | | | | | | | | | | |
| Change 2023-9 | Free TAFE short courses – Appendix 4 | |  |  |  | |  | |  | |  | |  |

### File Structures Overview

| Training Activity File – NAT00120 file | |
| --- | --- |
| Change  2023-1 | Updated business rule*:*  ***Hours Attended:*** This is mandatory where a student withdraws from a Subject Enrolment after participating in that unit of competency or subject, or when reporting a superseded subject with an Outcome Identifier – National value of 61. |
| Reason: | The business rule for Hours Attended was updated to be consistent with business rules under the Hours Attended data element and the Outcome Identifier – National, data element. |
| Provider: | No impact, clarification only. |
| SVTS: | No impact, clarification only. |

### Data Element Definitions

| Commencing Program Cohort Identifier – NAT00130 file | |
| --- | --- |
| Change  2023-2: | Element description *Commencing Program Cohort Identifier* identifies students belonging to a specific cohort/s as defined by the Victorian Department of Education. File Program Completed (NAT00130) Purpose To allow for the identification and analysis of specific student cohorts in program enrolments*.*  General:  If a student belongs to a specific cohort/s as identified by the Department, or the provider is required by the department to identify a specific cohort, use this identifier to report that cohort at the commencement of the enrolment. This value may or may not be independent of the Funding Source Identifier – State (FSI) value, please refer to Funding Source Identifier – STA supplement for more information.  Where a cohort is linked to an FSI, a reference to the contract will form part of the value description.  Example:  Retrenched Worker is a specific cohort defined by the Victorian Department of Education. A student who has been identified as a Retrenched Worker wishes to enroll in a JobTrainer state-based initiative.  In 2022, the Funding Source Identifiers – State (FSI) available to report this student are, ‘JFL’, ‘JFP’ for JobTrainer or ‘scl’ and ‘scp’ for the Retrenched Worker. From 2023 this student can continue to be reported against either of the FSI (whichever the provider believes benefits the student more), but will also need to report the *Commencing Program Cohort Id* (CPCI) value of ‘RW’ because the student belongs to a specific cohort which is the Retrenched Worker cohort.  In 2024 FSIs ‘scl’ and ‘scp’ are no longer valid for new commencements in 2024, the provider can no longer report ‘scl’ or ‘scp’ and can only report JFP or JFL but continues to report a CPCI value of ‘RW’ if the student belongs to the Retrenched Worker cohort. Continuing enrolments commencing prior to 2024 will only be able to report FSI values of ‘scl’ and ‘scp’  Specific:  A maximum of three cohorts can be reported. There is no priority order therefore a student belonging to both Asylum Seeker and being a Retrenched Worker can be reported as either ASRW or RWAS. |

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|  | Unless the CPCI is directly linked to an FSI, there will be no extra requirement on the provider to collect any form of verification for a cohort a student has nominated.  All other forms of verification will remain for state government-funded enrolments.  The Commencing Program Cohort Identifier must be reported for new commencements starting from 2023 for both government funded and fee for service enrolments.  This field must not be blank for new commencements from 2023.   |  |  | | --- | --- | | Value | Description | | AS | Asylum Seeker – a person is forcibly displaced from their home country and waiting for their request for sanctuary to be processed. | | AU | Automotive Supply Chain Worker. For Skills First enrolments by individuals who are former Automotive Supply Chain Workers meeting the conditions specified in VET Funding Contracts and associated Guidelines. | | FS | Learner Facing Financial stress – having difficulty meeting basic financial commitments due to a shortage of money, particularly in cases of insecure housing and/or food. | | HS | Head Start Apprentice/Trainee. For Skills First enrolments as part of the Head Start program for apprentices and trainees within a school setting (not to be used for SBAT). Refer to conditions specified in VET Funding Contracts and/or associated Guidelines. | | JV | Jobs Victoria Employment Network Client. For Skills First enrolments by individuals who are clients of a Jobs Victoria Employment Network provider. Refer to conditions specified in VET Funding Contracts and associated Guidelines. | | LN | A learner with Literacy, Numeracy, and Digital Literacy needs. | | RW | Retrenched Workers. For Skills First enrolments by individuals who are Retrenched Workers meeting the conditions specified in VET Funding Contracts and associated Guidelines. | | RC | Reconnect. For Skills First enrolments by individuals who are referred to the training provider through the Reconnect Program. Refer to conditions specified in VET Funding Contracts and/or associated Guidelines. | | VT | Veteran - A person who has served, or is serving, as a member of the Australian Defence Force, or as a member of the Reserves, with at least one day of continuous full-time service | | WR | Women returning to work - Women who are engaging in training with the intention of gaining employment after a career break. | | NNNNNN | No specific cohort | | @@@@@@ | Not stated - question asked of the student but no answer provided. | |
|  | Examples:  No cohort @@@@@@  Head Start only HS  Head Start and Retrenched HSRW or RWHS - both are equivalent  Auto, Reconnect and Aboriginal AURPRT or RPAURT or RTAURP, etc |
| Reason: | To decouple Funding Source Identifiers – State from specific student cohorts and allow for better monitoring of cohorts for both funding and policy settings. |
| Provider: | Needs to significantly change processes and systems to allow for the capture and reporting of these values. |
| SVTS: | Needs to significantly systems change to all for a table of values and new validation rules. |

| Country Identifier – NAT00080 file | |
| --- | --- |
| Change  2023-3: | Updated business rule:  In the Client (NAT00080) file, where the country of birth is inadequately described, the *Country Identifier* must be 0000 ~~in the Client (NAT00080) file~~ and if *Country identifier* is unknown, the *Country Identifier* must be ‘@@@@’.   |  |  | | --- | --- | | Value | Description | | 0000 | Inadequately described. (Not a valid value for the Training Organisation Delivery Location (NAT0020) file). | | 0001 | At sea. | | 1000-9999 | Other valid 4-digit SACC code. | | @@@@ | Not stated - question asked of the student but no answer provided.  (Not a valid value for the Training Organisation Delivery Location (NAT0020) file). | |
| Reason: | To align with NCVER validation rules and SVTS update to validation rule 3. |
| Provider: | No action, clarification only. |
| SVTS: | No action, clarification only. |

| Fee Exemption/Concession Type Identifier – Training Activity - NAT00120 file | |
| --- | --- |
| Change  2023-4: | Removed and updated Field values: Field value (first character)  |  |  |  | | --- | --- | --- | | Value | Description | Eligible for concession contribution from the Department? | | A | Asylum Seeker NOT currently holding a relevant Pensioner Concession Card, Heath Care Card or Veteran’s Gold Card. | ~~No~~ Yes | | ~~G~~ | ~~VCE Scholarship~~ | ~~No~~ | | H | Health Care Card. | Yes | | ~~J~~ | ~~Job Seeker concession cardholder (student is covered by a current, relevant Pensioner Concession Card, Health Care Card or Veteran’s Gold Card).~~  ~~Note: Not valid for new commencements from 2019.~~ | ~~No~~ | | ~~K~~ | ~~Job Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran’s Gold Card.~~  ~~Note: Not valid for new commencements from 2019.~~ | ~~No~~ | | ~~M~~ | ~~Prisoner~~ | ~~No~~ | | O | Other. | \*No | | P | Pensioner Concession Card. | Yes | | V | Veteran Gold Card. | Yes | | Z | None. | No |   \*Students reported with this code are only eligible for a concession contribution from the Department if they are Indigenous Students without a concession card.   * ~~they are Asylum Seekers without a concession card (only valid until end of 2021); or~~ * ~~they are Indigenous Students without a concession card.~~ |
| Reason: | Correction of error in the 2022 Guidelines to show that ‘A’ is a valid concession value for concession eligibility contribution from the Department.  Concession types that are not funded by Skills First and there is no need to collect for government subsidised enrolments have been removed for clarity. |
| Provider: | Be aware of the change for administrative processes. SMS Vendor may need to disable value. |
| SVTS: | A system update to end date this value. |

| Hours Attended – Training Activity - NAT00120 file | |
| --- | --- |
| Change  2023-5: | Updated business rules:  General   * Provision of the hours attended relating to a student’s withdrawal from a Subject or when a Subject is reported as being superseded but not complete and still continuing under the new Subject Identifier, is mandatory for all providers. * Even when a student withdraws or the subject is superseded and hours attended are reported, the full scheduled hours should be reported in the relevant field. * In both these instances, ~~When a student withdraws~~ the *Activity End Date* must be modified and be consistent with the date of withdrawal or subject being superseded. See the Glossary ([Withdrawn/discontinued enrolments](#_Withdrawn_/discontinued_enrolments_1)) for information on the correct combination of fields and values for withdrawn/discontinued students.   Specific:   * Where a student has withdrawn/discontinued (*Outcome Identifier - National* code 40) and where a subject is superseded and continuing under the new Subject Identifier (Outcome Identifier – National code 61), *Hours Attended* must be reported (not null). * Where *Hours Attended* are reported, the *Outcome Identifier - National* field must be coded 40 (Withdrawn/discontinued) or 61 – Superseded Subject. * *Hours Attended* should be blank for enrolments that are not withdrawn/discontinued (*Outcome Identifier - National* is not 40) or Superseded Subject (Outcome Identifier – National 61). |
| Reason: | These business rules are already covered under the *Outcome Id – National* data element but for clarification and consistency, should also be stated under the *Hours* *Attended* data element. |
| Provider: | No action is required, clarification only. |
| SVTS: | No action is required, clarification only. |

| Specific Funding Identifier – Training Activity NAT00120 file | |
| --- | --- |
| Change  2023-6: | Added field values:   |  |  | | --- | --- | | Value | Description | | 14 | Industry Skills Fund | | 21 | Skills for Education and employment program | | 22 | PaTH – Employability Skills Training | | 23 | Foundation Skills for Your Future Program | | 42 | Adult Migrant English Program | | 91 | Dual award – VET AMC | | 92 | Dual award – HE AMC | | 93 | Commonwealth funded – VET AMC | | 99 | Other Commonwealth government funding | |
| Reason: | Support better data quality and align with NCVER validations. |
| Provider: | No action is required. Providers were previously advised to check the NCVER website for these values. SMS Vendors may want to add these values to a reference table. |
| SVTS: | No action is required, values already exist in the system. |

| Workplace ABN – Training Activity NAT00120 file | |
| --- | --- |
| Change  2023-7: | Updated business rules.  Where multiple workplaces are used during **workplace-based training**, we would expect the predominant *Workplace ABN* to be listed and any one of the following *Delivery Mode Identifier* values:   * NNY; or * YNY; or * NYY; or * YYY |
| Reason: | Correction, the value was missed in the previous version. |
| Provider: | No action is required, value has been implemented in validation rules. |
| SVTS: | No action is required, value is already implemented in validation rules. |

**Glossary**

| Government subsidised enrolment - Glossary | |
| --- | --- |
| Change  2023-8: | Added definition.  A Government Subsidised enrolment refers to an enrolment reported with the intention of claiming a State Government subsidy. For the enrolment to be recognised by SVTS as being a government subsidised enrolment the following conditions must be met;   * A *Program Id* must be reported and must exist on the Funded Programs Report, and the *Program Id* and Enrolment Type (Apprentice, Trainee, Non-Apprentice/Trainee) combination relevant to the enrolment must be on the Funded Programs Report * the *Program Commencement Date* falls within the year the Program is shown as subsidised on the Funded Programs Report, * the *Purchasing Contract Identifier* must be valid for the period the program is attempting to be claimed, and * the *Program Id* and *Funding Source Identifier – State* value must be consistent with the Enrolment Type, as approved on the provider’s Funded Scope.   For a Training Provider to be able to claim, the *Program Id* must;   * be on their Registered Scope, and * be on their Funded Scope |
| Reason: | Provide clarity and definition for a term that is used throughout validation rule error messages and descriptions. |
| Provider: | No action is required, additional information. |
| SVTS: | No action is required. |

**Appendix**

| Free TAFE short courses – Appendix 4 | |
| --- | --- |
| Change  2023-9: | Changed language.  From: ~~Free at TAFE~~  To: Free TAFE short courses  Added the reporting of Commencing Program Cohort Identifier under the Asylum Seeker VET Program item.  Added Continuing to describe training delivery reporting for the JobTrainer item. |
| Reason: | To be consistent with a change in terminology instigated by OTCD and to update the Asylum Seeker reporting with new cohort data element value. Also, update the reporting requirements for JobTrainer to show that only continuing enrolments will be allowed in 2023. |
| Provider: | No action is required, clarification only. |
| SVTS: | No action is required, clarification only. |