



# **AVETMISS**

## **Data element definitions**

Edition 2.2

April 2013

Australian Vocational  
Education and Training Management  
Information Statistical Standard



**Australian Government**

**Department of Education and Training**





**AVETMISS**

# Data element definitions

Edition 2.2

April 2013

*Updated August 2016*

**AUSTRALIAN VOCATIONAL EDUCATION AND  
TRAINING MANAGEMENT INFORMATION  
STATISTICAL STANDARD**



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This document should be attributed as NCVER 2013, *AVETMISS data element definition: edition 2.2*, NCVER, Adelaide.

This work has been produced by NCVER on behalf of the Australian Government and state and territory governments, with funding provided through the Department of Education and Training.

ISBN 978 1 922056 37 5  
TD/TNC 110.13

#### Related Publications

*AVETMISS National Apprentice and Trainee Collection specifications: release 6.0*  
ISBN 978 1 921170 71 3 (web edition)

*AVETMISS National Apprentice and Trainee Collection specifications: release 7.0*  
ISBN 978 1 925173 36 9

*AVETMISS National VET Provider Collection specifications: release 7.0*  
ISBN 978 1 922056 36 8

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*Australian and New Zealand Standard Classification of Occupations (ANZSCO)*, ABS catalogue no.1220.0, 2013 (revision 2).  
*Australian and New Zealand Standard Industrial Classification (ANZSIC)*, ABS catalogue no.1292.0, 2006.  
*Australian Standard Classification of Education (ASCED)*, ABS catalogue no.1272.0, 2001.  
*Australian Standard Classification of Languages (ASCL)*, ABS catalogue no.1267.0, 2011(second edition, revision 1).  
*Australian Standard Classification of Occupations (ASCO)*, ABS catalogue no.1220.0, 1997 (second edition).  
*Australian Standard Interchange of Client Information, AS 4590-2006*.  
*Australian Statistical Geography Standard (ASGS)*, ABS catalogue no.1270.0, 2011.  
*Country of Birth Standard*, ABS catalogue no.1200.0.55.004, 2012 (version 1.0).  
*Language Standards*, ABS catalogue no.1200.0.55.005, 2012 (version 1.1).  
*Standard Australian Classification of Countries (SACC)*, ABS catalogue no.1269.0, 2011 (second edition, revision 1).  
*Standards for Labour Force Statistics*, ABS catalogue no.1288.0, 1996.  
*Standards for Statistics on Cultural and Language Diversity*, ABS catalogue no.1289.0, 1999.

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Edition 2.2	April 2013, amended March 2014, September 2014, December 2015, June 2016 and August 2016
Edition 2.1	July 2011
Edition 2	March 2008
Edition 1	April 2006

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## *Introduction*

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## Overview

The *AVETMISS data element definitions* define the data elements used in the National VET Provider Collection and the National Apprentice and Trainee Collection. They contain information on context, rules, classification schemes and format attributes of each data element.

*AVETMISS data element definitions* also include:

- recommended questions for enrolment form
- data classifications which comply with Australian Bureau of Statistics(ABS) standards where possible
- history of individual elements since the first release of AVETMISS.

The following terms are used throughout the *AVETMISS data element definitions: edition 2.2* document:

### Collection year

The term 'collection year' refers to the calendar year in which the training activity occurred.

### Collection period

The term 'collection period' refers to the date range of a collection. There may be more than one collection period within a collection year if providing data for an interim collection. If providing data via interim submissions, then the final submission contains all data previously submitted during the collection year.

The assistance of the many organisations and individuals who provided information and advice during the development of this set of standards is gratefully acknowledged NCVER welcomes feedback of AVETMISS. Email your feedback to: [support@ncver.edu.au](mailto:support@ncver.edu.au).

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## Contents of this document

*AVETMISS data element definitions: edition 2.2* is presented in the following sections:

### Relationship of elements to collection specifications

This section contains a table listing the data elements and their respective collections.

### Data elements

This section lists the data elements pertaining to the VET system and includes definitional attributes, relational attributes, format attributes and administrative attributes for each element.

### Changes and revisions to elements

This section lists revisions made to existing elements since the previous release.

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## Relationship to other AVETMISS documents

*AVETMISS data element definitions: edition 2.2* is a companion document to the *AVETMISS National VET Provider Collection specifications: release 7.0* and *AVETMISS National Apprentice and Trainee Collection specifications: release 7.0*.

*AVETMISS National VET Provider Collection specifications: release 7.0* provides the requirements for the National VET Provider Collection.

*AVETMISS National Apprentice and Trainee Collection specifications: release 7.0* provides the requirements for the National Apprentice and Trainee Collection.

*Australian vocational education and training statistics: explained* provides an overview of the collections, surveys, information systems and resultant statistical reports contained in the policy and strategic framework of the Australian vocational education and training system. It also provides additional contextual and historical information about the *AVETMISS data element definitions: edition 2.2*.

These documents can be downloaded in PDF and Word formats from the NCVER Portal: [<www.ncver.edu.au/avetmiss/index.html>](http://www.ncver.edu.au/avetmiss/index.html)

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## Support and internet resources

### INTERNET RESOURCES

#### Australian Apprenticeships

<[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)>

#### Australian Bureau of Statistics

<[www.abs.gov.au](http://www.abs.gov.au)> for Classifications, select 'Methods & Classifications', then select appropriate category.

#### Australian Qualifications Framework

<[www.aqf.edu.au](http://www.aqf.edu.au)>

#### Australian Skills Quality Authority

<[www.asqa.gov.au](http://www.asqa.gov.au)>

#### AVETMISS and related resources

<[www.ncver.edu.au/avetmiss/index.html](http://www.ncver.edu.au/avetmiss/index.html)>

#### Department of Education and Training

<<https://www.education.gov.au>>

#### National Centre for Vocational Education Research

<[www.ncver.edu.au](http://www.ncver.edu.au)>

#### National Training Register also known as Training.gov.au (TGA)

<[www.training.gov.au](http://www.training.gov.au)>

#### Reporting exemptions for VET

<<https://www.education.gov.au/national-reporting-exemptions>>

#### Standards for Registered Training Organisations 2015

< <https://www.comlaw.gov.au/Details/F2014L01377>>

#### Training Package Development and Endorsement Process Policy

<<https://docs.education.gov.au/documents/training-package-development-and-endorsement-process-policy>>

#### Unique Student Identifier

<[www.usi.gov.au](http://www.usi.gov.au)>

#### VET Quality Framework

<<http://www.asqa.gov.au/vet-registration/understand-the-requirements-for-registration/the-vet-quality-framework.html#data>>

#### Victorian Registration and Qualifications Authority

<[www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au)>

#### VOCEDplus (UNESCO/NCVER research database for international research abstracts)

<[www.voced.edu.au](http://www.voced.edu.au)>

#### Training Accreditation Council Western Australia

<<http://www.tac.wa.gov.au>>

#### Total VET Activity exemptions (apply to your VET regulator)

**ASQA** <[www.asqa.gov.au/for-training-organisations/data-provision/total-vet-activity-reporting.html](http://www.asqa.gov.au/for-training-organisations/data-provision/total-vet-activity-reporting.html)>

**VRQA** <[www.vrqa.vic.gov.au/registration/Pages/vetreporting.aspx](http://www.vrqa.vic.gov.au/registration/Pages/vetreporting.aspx)>

**WA TAC**

<[http://www.tac.wa.gov.au/registration/Reporting\\_requirements/Total\\_VET\\_activity/Pages/default.aspx](http://www.tac.wa.gov.au/registration/Reporting_requirements/Total_VET_activity/Pages/default.aspx)>

**AVETMISS RESOURCES****AVETMISS support**

NCVER AVETMISS support provides assistance for queries relating to AVETMISS and the AVETMISS validation software only. NCVER is unable to assist with queries relating to specific student management systems.

National Centre for Vocational Education Research Ltd:

Telephone: 1800 649 452

Facsimile: (08) 8212 3436

Contact form: <[www.ncver.edu.au/wps/portal/portlet/avetmiss-supportform](http://www.ncver.edu.au/wps/portal/portlet/avetmiss-supportform)>

Internet: <[www.ncver.edu.au/avetmiss/21059.html](http://www.ncver.edu.au/avetmiss/21059.html)>

For further information on AVETMISS compliance for registered training organisations see  
<[www.ncver.edu.au/content/cssfaqs.htm](http://www.ncver.edu.au/content/cssfaqs.htm)>



*Relationship of elements to collection  
specifications*

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## Elements and their associated collections

The following table shows data elements and the respective collections they are contained within.

Element	Type	Length	National VET Provider	National Apprentice and Trainee
Activity end date	D	8	X	
Activity start date	D	8	X	
Address building/property name	A	50	X	
Address first line	A	50	X	X
Address flat/unit details	A	30	X	
Address location – suburb, locality or town	A	50	X	X
Address postal delivery box	A	22	X	
Address postal – suburb, locality or town	A	50	X	X
Address second line	A	50	X	X
Address street name	A	70	X	
Address street number	A	15	X	
ANZSCO identifier	A	6	X	X
ANZSIC identifier	A	4		X
Associated course identifier	A	10	X	
At school flag	A	1	X	X
Client family name	A	40	X	
Client first given name	A	40	X	
Client identifier	A	10	X	
Client identifier – AAMS	A	10		X
Client identifier – apprenticeships	A	10	X	X
Client title	A	4	X	
Client tuition fee	N	4	X	
Commencing program identifier	N	1	X	
Contact name	A	60	X	X
Country identifier	A	4	X	X
Credit flag	A	1		X
Date of birth	A	8	X	X
Date of training contract commencement	D	8		X
Date of training contract completion	D	8		X
Date of transaction	D	8		X
Delivery mode identifier	N	2	X	
Disability flag	A	1	X	X
Disability type identifier	N	2	X	
Email address	A	80	X	X
Employer identifier	A	10		X
Employer legal name	A	100		X
Employer size	A	6		X
Employer type identifier	N	2		X
Employment arrangement identifier	A	2		X
Existing worker flag	A	1		X
Facsimile number	A	20	X	X

Element	Type	Length	National VET Provider	National Apprentice and Trainee
Fee exemption/concession type identifier	A	1	X	
Full-time identifier	A	1		X
Funding source – national	N	2	X	
Funding source – state training authority	A	3	X	
Highest school level completed identifier	A	2	X	X
Hours attended	N	4	X	
Indigenous status identifier	A	1	X	X
Issued flag	A	1	X	
Labour force status identifier	A	2	X	
Language identifier	A	4	X	X
Name for encryption	A	60	X	X
Nominal duration	N	2		X
Nominal hours	N	4	X	
Outcome identifier – national	N	2	X	
Outcome identifier – training organisation	A	3	X	
Postcode	A	4	X	X
Prior educational achievement flag	A	1	X	X
Prior educational achievement identifier	N	3	X	X
Proficiency in spoken English identifier	A	1	X	
Program field of education identifier	N	4	X	
Program identifier	A	10	X	X
Program level of education identifier	N	3	X	
Program name	A	100	X	X
Program recognition identifier	N	2	X	
Purchasing contract identifier	A	12	X	
Purchasing contract schedule identifier	A	3	X	
Scheduled hours	N	4	X	
School-based flag	A	1		X
School level identifier	A	2		X
School type identifier	A	2	National VET in Schools	
Sex	A	1	X	X
Specific funding identifier	A	10	X	
State identifier	A	2	X	X
Statistical area level 1 identifier	A	50	X	
Statistical area level 2 identifier	A	50	X	
Study reason identifier	A	2	X	
Subject field of education identifier	A	6	X	
Subject flag	A	1	X	
Subject identifier	A	12	X	
Subject name	A	100	X	
Telephone number	A	20	X	X
Telephone number – home	A	20	X	
Telephone number – mobile	A	20	X	
Telephone number – work	A	20	X	
Training authority identifier	A	10	X	X

Element	Type	Length	National VET Provider	National Apprenticeship and Trainee
Training authority name	A	100	X	X
Training contract identifier	A	10	X	X
Training contract identifier – previous	A	10		X
Training contract status identifier	N	2		X
Training organisation delivery location identifier	A	10	X	
Training organisation delivery location name	A	100	X	
Training organisation identifier	A	10	X	X
Training organisation name	A	100	X	X
Training organisation type identifier	N	2	X	
Unique student identifier	A	10	X	X
VET flag	A	1	X	
VET in schools flag	A	1	X	
Year highest school level completed	A	4	X	X
Year program completed	N	4	X	

**Type legend:****A – Alphanumeric field****N – Numeric field – must contain only integers****D – Date field in format DDMMYYYY**



## *Data elements*

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## Guide to data elements – format and content

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### Definitional attributes

#### DEFINITION

Defines the element.

#### CONTEXT

Describes the use of the element and why it is necessary to collect this information.

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### Relational attributes

#### RULES

Describes the requirements to report data accurately in the field.

#### GUIDELINES FOR USE

Details additional information for using the data element.

#### RELATED DATA

Lists related data element(s).

#### TYPE OF RELATIONSHIP

Describes the nature of the relationship that is present between the data element and any other data elements.

#### CLASSIFICATION SCHEME

Presents in table format the required values and descriptive labels. Where the full classification is not listed, please refer to the NCVER Portal for the most up-to-date version of the selected classification.

#### QUESTION

Where an Australian Bureau of Statistics standard exists for how a question should be phrased for a specified data element, the exact phrasing is provided.

---

### Format attributes

Length:	field length
Type:	alphanumeric, numeric or date
Justification:	left, right or none
Fill character:	space: allowable characters that are used to fill any remaining spaces for that field
Permitted data element value:	values that are allowed for missing or not applicable cases in addition to the classification scheme

---

### Administrative attributes

#### HISTORY

Describes the changes to data elements from the previous release. The history section is shown in two tables due to changes in the AVETMISS architecture. Prior to AVETMISS release 6.0, the data element definitions were included in the same volume as the collection specifications for each collection. Therefore, the first table documents the history from AVETMISS release 1.0 to 5.0 of the collection specifications. The second table documents the history from *AVETMISS data element definitions: edition 1* onwards. National Apprentice and Trainee Collection elements were incorporated in the *AVETMISS data element definitions* from edition 2.

## Activity end date

### Definitional attributes

#### DEFINITION

*Activity end date* is the date that training activity and assessment ends for a client in a unit of competency or module enrolment. *Activity end date* includes the conclusion of any on-the-job training components and the time required for the trainer to determine the final outcome for the unit of competency or module.

#### CONTEXT

*Activity end date* provides information about patterns of activity and participation within and across collection years.

### Relational attributes

#### RULES

*Activity end date* must be a valid date that represents the date training is completed.

If the date is unknown, the expected end date must be reported.

#### GUIDELINES FOR USE

*Activity end date* is not intended for calculation of hours from the *Activity start date*.

*Activity end date* is determined by the end-of-training activity for an individual client. If a client is an assessment-only (including recognition of prior learning) client, it is the date of the end of the assessment activity by the trainer. It must not be defaulted to the last date of the calendar year, academic year, term or semester (e.g. 31/12/2015).

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ACTIVITY END DATE
DDMMYYYY	Valid date

#### QUESTION

Not applicable

### Format attributes

Length:	8
Type:	date
Justification:	none
Fill character:	none
Permitted data element value:	not applicable



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**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Enrolment activity end date</i>	

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**DATA ELEMENT DEFINITIONS**

EDITION 2.2	Revised 01 January 2013 Renamed from <i>Enrolment activity end date</i> to <i>Activity end date</i>
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## Activity start date

### Definitional attributes

#### DEFINITION

*Activity start date* is the date that training activity starts for a client in a unit of competency or module enrolment.

#### CONTEXT

*Activity start date* provides information about patterns of activity and participation within and across collection years.

### Relational attributes

#### RULES

Not applicable

#### GUIDELINES FOR USE

*Activity start date* is not intended for calculation of hours from the *Activity end date*.

*Activity start date* is determined by the start of training activity and must not be defaulted to the first date of the calendar year, academic year, term or semester or collection period.

*Activity start date* is the start of training activity itself (e.g. attends first class, commences online module etc.) and not the date the client enrolls nor the date the client's information is entered into the student management system.

If a client is an assessment-only (including recognition of prior learning) client, it is the date of the start of the assessment. Where a client undertakes training and assessment activities, it is the date the client starts their training activity.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ACTIVITY START DATE
DDMMYYYY	Valid date

#### QUESTION

Not applicable

### Format attributes

Length:	8
Type:	date
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

---

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Enrolment activity start date</i>	

---

**DATA ELEMENT DEFINITIONS**

EDITION 2.2	Revised 01 January 2013 Renamed from <i>Enrolment activity start date</i> to <i>Activity start date</i>
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## Address building/property name

### Definitional attributes

#### DEFINITION

*Address building/property name* is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

#### CONTEXT

*Address building/property name* is used along with other address details to collect physical address information.

### Relational attributes

#### RULES

Not applicable

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

*Address street number* and *Address street name*

#### TYPE OF RELATIONSHIP

*Address building/property name* provides additional details to *Address street number* and *Address street name*.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS BUILDING/PROPERTY NAME
text	Name of building or property

#### QUESTION

What is the address of your usual residence?

Please provide the physical address (street address and not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

#### Building/property name

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street name

Suburb, locality or town

State/territory

Postcode

What is your postal address (if different from above)?

<b>Building/property name</b>
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Postal delivery information (e.g. PO Box 254)
Suburb, locality or town
State/territory
Postcode

### Format attributes

Length:	50
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

### Administrative attributes

#### HISTORY

DATA ELEMENT DEFINITIONS	
<b>EDITION 2.2</b>	Introduced 01 January 2014 <i>Address building/property name</i>

## Address first line

### Definitional attributes

#### DEFINITION

*Address first line* is the first line of an address and provides a valid street number and name (including floor and building name if relevant) or post office box information.

#### CONTEXT

*Address first line* is used along with other address details to collect physical location or postal address information.

### Relational attributes

#### RULES

*Address first line* must not contain the name of the suburb, locality or town, or a postcode.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

*Address second line*

#### TYPE OF RELATIONSHIP

*Address second line* must be used to continue the *Address first line* details if space is not sufficient.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS FIRST LINE
text	Street number and name (and floor and building name if relevant) or post office box information

#### QUESTION

Not applicable

### Format attributes

Length: 50  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element values: not applicable

---

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Address first line</i>	Introduced 01 July 1994 <i>Address first line</i>

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**DATA ELEMENT DEFINITIONS**

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Revised 01 January 2014  
Removed enrolment question

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## Address flat/unit details

### Definitional attributes

#### DEFINITION

*Address flat/unit details* identifies an address within a building/sub-complex.

#### CONTEXT

*Address flat/unit details* is used along with other address details to collect physical address information.

### Relational attributes

#### RULES

*Address flat/unit details* must not contain street or post office box details.

#### GUIDELINES FOR USE

*Address flat/unit details* should be used when the address is part of a building where the street name and number alone do not provide sufficient detailed address information.

*Address flat/unit details* typically contains:

Type of flat/unit address, e.g. Apartment, Unit, Level

Number of flat/unit address.

*Address flat/unit details* may contain multiple address details for flat/unit.

*Address flat/unit details* examples

ADDRESS FLAT/UNIT DETAILS
Apartment 113
Unit N15
Level 4
Suite 21A Level 8

#### RELATED DATA

*Address street number* and *Address street name*

#### TYPE OF RELATIONSHIP

*Address flat/unit details* provides additional details to *Address street number* and *Address street name*.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS UNIT/FLAT DETAILS
text	Flat, unit or apartment address details



**QUESTION**

What is the address of your usual residence?

Please provide the physical address (street address and not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name
<b>Flat/unit details</b>
Street or lot number (e.g. 205 or Lot 118)
Street name
Suburb, locality or town
State/territory
Postcode

What is your postal address (if different from above)?

Building/property name
<b>Flat/unit details</b>
Street or lot number (e.g. 205 or Lot 118)
Street name
Postal delivery information (e.g. PO Box 254)
Suburb, locality or town
State/territory
Postcode

**Format attributes**

Length:	30
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

**Administrative attributes****HISTORY**

DATA ELEMENT DEFINITIONS	
<b>EDITION 2.2</b>	Introduced 01 January 2014 <i>Address flat/unit details</i>

## Address location – suburb, locality or town

### Definitional attributes

#### DEFINITION

*Address location – suburb, locality or town* is the name of a suburb, locality or town of a physical geographic location.

#### CONTEXT

*Address location – suburb, locality or town* is used along with other address details to collect physical location information.

### Relational attributes

#### RULES

*Address location – suburb, locality or town* must only contain a suburb, locality or town name and must not contain a postcode.

Any *Address location – suburb, locality or town* must be a physical geographic location, not a locked bag, post office box or large volume receiver.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

*Postcode; State identifier*

#### TYPE OF RELATIONSHIP

*Address location – suburb, locality or town, Postcode* and *State identifier* are used together to determine an address region.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS LOCATION – SUBURB, LOCALITY OR TOWN
text	Name of suburb, locality or town

#### QUESTION

What is the address of your usual residence?

Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name

Flat/unit number

Street number

Street name and type

**Suburb, locality or town**

State/territory

Postcode

**Format attributes**

Length: 50  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Address third line</i>	Introduced 01 July 1994 <i>Address third line</i>
<b>RELEASE 5.0</b>	Revised 01 January 2003 <i>Renamed Address suburb or town or locality</i>	Revised 01 April 2004 <i>Renamed Address suburb or town or locality</i>

**DATA ELEMENT DEFINITIONS**

<b>EDITION 1</b>	Revised 01 January 2007 <i>Renamed Address location – suburb, locality or town</i>
<b>EDITION 2</b>	Revised 01 July 2008 <i>Adopted Address location – suburb, locality or town to replace Address suburb or town or locality for National Apprentice and Trainee Collection</i>

## Address postal delivery box

### Definitional attributes

#### DEFINITION

*Address postal delivery box* identifies the postal address details where mail is to be delivered to a box, bag or rural mail box.

*Address postal delivery box* consists of a postal delivery type and postal delivery number where applicable.

#### CONTEXT

*Address postal delivery box* is used with other address details to collect postal address information.

### Relational attributes

#### RULES

*Address postal delivery box* must not contain street name or street number.

#### GUIDELINES FOR USE

*Address postal delivery box* must contain sufficient detail for postal delivery, e.g. PO Box 88, RMB 123 or CARE PO.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS POSTAL DELIVERY BOX
text	Post office box, bag, or rural mail box address

#### QUESTION

What is your postal address (if different from above)?

Building/property name

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street name

**Postal delivery information (e.g. PO Box 254)**

Suburb, locality or town

State/territory

Postcode

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**Format attributes**

Length: 22  
Type: alphanumeric  
Justification: left  
Fill character: space  
Permitted data element value: not applicable

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**Administrative attributes****HISTORY**

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**DATA ELEMENT DEFINITIONS**

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<b>EDITION 2.2</b>	Introduced 01 January 2014 <i>Address postal delivery box</i>
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## Address postal – suburb, locality or town

### Definitional attributes

#### DEFINITION

*Address postal – suburb, locality or town* is the name of a suburb, locality or town used for the delivery of mail.

#### CONTEXT

*Address postal – suburb, locality or town* is used along with other address details to determine postal address.

### Relational attributes

#### RULES

*Address postal – suburb, locality or town* must only contain a suburb, locality or town name.

#### GUIDELINES FOR USE

*Address postal – suburb, locality or town* should not be used for coding to geographical classifications or aggregating statistical data for areas.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS POSTAL – SUBURB, LOCALITY OR TOWN
text	Name of suburb, locality or town

#### QUESTION

What is your postal address (if different from above)?

Building/property name

Flat/unit number/street number

Street name and type

**Suburb, locality or town**

State/territory

Postcode

### Format attributes

Length: 50

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Address third line</i>	Introduced 01 July 1994 <i>Address third line</i>
<b>RELEASE 5.0</b>	Revised 01 January 2003 Renamed <i>Address suburb or town or locality</i>	Revised 01 April 2004 Renamed <i>Address suburb or town or locality</i>

### DATA ELEMENT DEFINITIONS

<b>EDITION 1</b>	Revised 01 January 2007 Renamed <i>Address postal – suburb, locality or town</i>
<b>EDITION 2</b>	Revised 01 July 2008 Adopted <i>Address postal – suburb, locality or town</i> to replace <i>Address suburb or town or locality</i> for National Apprentice and Trainee Collection

## Address second line

### Definitional attributes

#### DEFINITION

*Address second line* is the second line of an address and provides a continuation of the valid name and number of the street (including floor and business name if relevant) or post office box information.

#### CONTEXT

*Address second line* is used in conjunction with other address details to collect physical location or postal address information.

### Relational attributes

#### RULES

*Address second line* must not contain the name of a suburb, locality or town or a postcode.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

*Address first line*

#### TYPE OF RELATIONSHIP

If space is insufficient in *Address first line*, then *Address second line* must be used to continue the *Address first line* details.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS SECOND LINE
text	Continuation of street number and name

#### QUESTION

Not applicable

### Format attributes

Length: 50

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element values: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Address second line</i>	Introduced 01 July 1994 <i>Address second line</i>

#### DATA ELEMENT DEFINITIONS

Revised 01 January 2014

Removed enrolment question



## Address street name

### Definitional attributes

#### DEFINITION

*Address street name* identifies the name and type of the street to the address site.

#### CONTEXT

*Address street name* is used along with other address details to collect physical address information.

### Relational attributes

#### RULES

*Address street name* must not contain a building/property name.

*Address street name* for rural addresses should contain the street name from the rural property addressing system provided by the state or territory.

#### GUIDELINES FOR USE

*Address street name* can contain a combination of the following components:

Street name – the name assigned to the street

Street type – the type assigned to the street, e.g. road, court, street, highway

Street suffix – additional information to define the street, such as direction.

#### *Address street name examples*

ADDRESS STREET NAME	STREET NAME	STREET TYPE	STREET SUFFIX
Smith Avenue	Smith	Avenue	-
The Avenue West	The Avenue	-	West
Brown Road North East	Brown	Road	North East
The Esplanade	The Esplanade	-	-
High Street Road	High Street	Road	-

#### RELATED DATA

*Address street number*

#### TYPE OF RELATIONSHIP

*Address street number* along with *Address street name* provides the physical address of a site.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS STREET NAME
text	Street name, type and suffix

**QUESTION**

What is the address of your usual residence?

Please provide the physical address (street address and not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
<b>Street name</b>
Suburb, locality or town
State/territory
Postcode

What is your postal address (if different from above)?

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
<b>Street name</b>
Postal delivery information (e.g. PO Box 254)
Suburb, locality or town
State/territory
Postcode

**Format attributes**

Length:	70
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

**Administrative attributes****HISTORY**

DATA ELEMENT DEFINITIONS	
<b>EDITION 2.2</b>	Introduced 01 January 2014 <i>Address street name</i>

## Address street number

### Definitional attributes

#### DEFINITION

*Address street number* identifies the number of the address in the street.

#### CONTEXT

*Address street number* is used along with other address details to collect physical address information.

### Relational attributes

#### RULES

*Address street number* must not contain a floor number, flat/unit details or post office box number.

*Address street number* for rural addresses should contain the number from the rural property addressing system provided by the state or territory.

*Address street number* may contain a lot number only when a street number has not been specifically allocated or is not readily identifiable with the property.

#### GUIDELINES FOR USE

*Address street number* can contain the following:

A single street or road number

A range of street or road numbers — the range should be separated by a hyphen, e.g. 100—110.

A lot number — a lot number should be preceded with the word 'Lot'.

#### Address street number examples

STREET ADDRESS	STREET NAME	STREET NUMBER
103 Smith Avenue West	Smith Avenue West	103
340—346 Gibbs Street	Gibbs Street	340—346
Lot 65 Brown Road	Brown Road	Lot 65

#### RELATED DATA

*Address street name*

#### TYPE OF RELATIONSHIP

*Address street name* along with *Address street number* provides the physical address of a site.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION — ADDRESS STREET NUMBER
text	Street or lot number

**QUESTION**

What is the address of your usual residence?

Please provide the physical address (street address and not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name
Flat/unit details
<b>Street or lot number (e.g. 205 or Lot 118)</b>
Street name
Suburb, locality or town
State/territory
Postcode

What is your postal address (if different from above)?

Building/property name
Flat/unit details
<b>Street or lot number (e.g. 205 or Lot 118)</b>
Street name
Postal delivery information (e.g. PO Box 254)
Suburb, locality or town
State/territory
Postcode

**Format attributes**

Length:	15
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

**Administrative attributes****HISTORY**

DATA ELEMENT DEFINITIONS	
<b>EDITION 2.2</b>	Introduced 01 January 2014 <i>Address street number</i>

## ANZSCO identifier

### Definitional attributes

#### DEFINITION

*ANZSCO identifier* is a code that uniquely identifies the type of occupation that may be expected for those undertaking a program of study.

The classification is based on the *Australian and New Zealand Standard Classification of Occupations* (ANZSCO), ABS catalogue no.1220.0, 2013 (first edition, revision 2).

#### CONTEXT

*ANZSCO identifier* is used to profile VET delivery by occupational areas.

### Relational attributes

#### RULES

*ANZSCO identifier* is the most likely occupational outcome that the program of study is designed to provide.

*ANZSCO identifier* must represent the primary (or most significant) occupation type that the program of study relates to if a program of study can be classified to more than one *ANZSCO identifier*.

ANZSCO is a 6-digit classification and codes are preferably allocated to the full 6-digit code (100000–899999) in order to describe an individual occupation level. Where a code is allocated at a higher occupation level, zeros must be added to the end to make a 6-digit code.

#### **For National VET Provider Collection only**

*ANZSCO identifier* must be the ANZSCO code listed on the National Training Register <[www.training.gov.au](http://www.training.gov.au)> for training package qualifications and nationally recognised courses.

*ANZSCO identifier* must be consistent with the skill level of the qualification or course. A code with a comparable ANZSCO skill level from the same occupation group may be selected as appropriate.

#### GUIDELINES FOR USE

Data submitters are required to assign an ANZSCO identifier for every course or qualification for which an official ANZSCO has not yet been supplied on the National Training Register <[www.training.gov.au](http://www.training.gov.au)>. For the complete list of up-to-date ANZSCO codes and their descriptions, please refer to the ABS <[www.abs.gov.au/ausstats/abs@.nsf/mf/1220.0](http://www.abs.gov.au/ausstats/abs@.nsf/mf/1220.0)>.

The following table indicates the number of categories at each level of ANZSCO:

Hierarchical Level		Number of categories
Major group	(1-digit level)	8
Sub-major group	(2-digit level)	43
Minor group	(3-digit level)	97
Unit group	(4-digit level)	358
Occupation	(6-digit level)	1023

**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable

**CLASSIFICATION SCHEME**

VALUE	DESCRIPTION – ANZSCO IDENTIFIER
100000–899999	Valid 6-digit ANZSCO code
GEN19	Occupational non-specific – general education
GEN20	Non-industry specific training
NONVET	Non-VET course – no occupational outcome

**QUESTION**

Not applicable

**Format attributes**

Length: 6  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
ADMINISTRATIVE ARRANGEMENT BASED ON RELEASE 5.0		Introduced 01 January 2007

**DATA ELEMENT DEFINITIONS**

<b>EDITION 1</b>	Revised 01 January 2007 Revised classification to include the following codes: GEN19 – Occupational non-specific – general education GEN20 – Non-industry specific training NONVET – non-VET course – no occupational outcome
<b>EDITION 2.1</b>	Revised 01 January 2012 Adopted updated classification, ABS catalogue no.1220.0, 2009 (revision 1)
<b>EDITION 2.2</b>	Revised 06 March 2014 Adopted updated classification, ABS catalogue no.1220.0, 2013 (revision 2)

## ANZSIC identifier

### Definitional attributes

#### DEFINITION

*ANZSIC identifier* is used to assign an individual business entity to an industry based on its predominant activity.

This classification is based on the *Australian and New Zealand Standard Industrial Classification* (ANZSIC), ABS catalogue no.1292.0, 2006.

#### CONTEXT

*ANZSIC identifier* is used to profile VET delivery by industry areas.

### Relational attributes

#### RULES

*ANZSIC identifier* must be a valid code from *Australian and New Zealand Standard Industrial Classification* (ANZSIC). ANZSIC codes should be reported to the full 4-digit code in order to describe an individual industry type.

Where an individual business entity can be classified by more than one ANZSIC code, the *ANZSIC identifier* must reflect the primary (or most significant) industry that best describes the individual business entity's main economic activity.

*ANZSIC identifier* may be an ANZSIC code at a level higher than the 4-digit industry level only where the individual business entity relates equally to all subordinate 4-digit industry types.

#### GUIDELINES FOR USE

For the complete list of up-to-date ANZSIC codes, please refer to the NCVER Portal <[www.ncver.edu.au](http://www.ncver.edu.au)>.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ANZSIC IDENTIFIER
SSGC	Valid 4-digit (Class) ANZSIC code
SSG	Valid 3-digit (Group) ANZSIC code
SS	Valid 2-digit (Subdivision) ANZSIC code

#### QUESTION

Not applicable

**Format attributes**

Length: 4  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: @@@@ not specified

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>ANZSIC (industry type) identifier</i>
RELEASE 3.0		Revised 01 January 1999 Added value '@@@@ – not stated'

**DATA ELEMENT DEFINITIONS**

EDITION 2	Revised 01 July 2008 Renamed <i>ANZSIC identifier</i> to adopt <i>Australian and New Zealand Standard Industrial Classification (ANZSIC)</i> , ABS catalogue no.1292.0, 2006
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## Associated course identifier

### Definitional attributes

#### DEFINITION

*Associated course identifier* uniquely identifies a qualification or course that is associated with a skill set for funding purposes.

#### CONTEXT

Applicable only to training organisations that have contractual obligations with state or territory training authorities. Rules are determined by individual states and territories.

### Relational attributes

#### RULES

Determined by individual states and territories.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ASSOCIATED COURSE IDENTIFIER
text	National training package qualification, nationally recognised accredited course or locally developed training organisation course code

#### QUESTION

Not applicable

### Format attributes

Length: 10  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

DATA ELEMENT DEFINITIONS	
EDITION 2.2	Introduced 01 January 2014 <i>Associated course identifier</i>

## At school flag

### Definitional attributes

#### DEFINITION

*At school flag* indicates whether a client is currently attending secondary school.

#### CONTEXT

*At school flag* is used to analyse data on clients who attend secondary school.

### Relational attributes

#### RULES

Not applicable

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – AT SCHOOL FLAG
Y	Yes – the client is still attending secondary school
N	No – the client is not attending secondary school

#### QUESTION

Are you still attending secondary school?

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N

### Format attributes

Length: 1  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: @ not specified

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 2.0</b>	Introduced 01 January 1997 <i>At school</i>	Introduced 01 July 1997 <i>At school</i>
<b>RELEASE 4.0</b>	Revised 01 January 2002 Modified value description for <i>At school</i> 'N' flag from 'has finished secondary schooling' to 'is not attending secondary school'	Revised 01 January 2002 Modified value description for <i>At school</i> 'N' flag from 'has finished secondary schooling' to 'is not attending secondary school'

### DATA ELEMENT DEFINITIONS

<b>EDITION 1</b>	Revised 01 January 2007 Renamed <i>At school flag</i>
<b>EDITION 2</b>	Revised 01 July 2008 Adopted <i>At school flag</i> to replace <i>At school</i> for National Apprentice and Trainee Collection

## Client family name

### Definitional attributes

#### DEFINITION

*Client family name* contains the client's family name; this is the official family name.

#### CONTEXT

*Client family name* is used for addressing correspondence.

### Relational attributes

#### RULES

*Client family name* must contain the client's family name (i.e. surname) even if the client's family name is usually written first.

When the client has only one name this name should be recorded under *Client family name* and the *Client first given name* should be left blank in student management systems. If the *Client first given name* is blank, use the *Client family name* to populate both the *Client first given name* and the *Client family name* fields when exporting data to create the *Name for encryption* field in the *Client* (NAT00080) file to submit to the National VET Provider Collection.

#### GUIDELINES FOR USE

Other systems, such as the USI Registrar's Office, may collect additional characters for *Client family name*, resulting in a longer field length in student management systems. For the purposes of reporting AVETMISS data the *Client family name* should be truncated to 40 characters when creating the *Name for encryption* field in the *Client* (NAT00080) file to submit to the National VET Provider and VET in Schools Collections.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CLIENT FAMILY NAME
text	Client's family name

#### QUESTION

Enter your full name

Family name

Given names

### Format attributes

Length: 40  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

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**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Client last name</i>	

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**DATA ELEMENT DEFINITIONS**

EDITION 2.2	Revised 10 December 2015 Renamed from <i>Client last name</i> to <i>Client family name</i>
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## Client first given name

### Definitional attributes

#### DEFINITION

*Client first given name* contains the client's given name.

#### CONTEXT

*Client first given name* is used for addressing correspondence. To protect client privacy, *Client first given name* is encrypted before it is submitted to the National VET Provider Collection.

### Relational attributes

#### RULES

*Client first given name* must not be the client's family name even if it is their first name.

When the client has only one name this name should be recorded under *Client family name* and the *Client first given name* should be left blank in student management systems. If the *Client first given name* is blank, use the *Client family name* to populate both the *Client first given name* and the *Client family name* fields when exporting data to create the *Name for encryption* field in the *Client* (NAT00080) file to submit to the National VET Provider Collection.

#### GUIDELINES FOR USE

Other systems, such as the USI Registrar's Office, may collect additional characters for *Client first given name*, resulting in a longer field length in student management systems. For the purposes of reporting AVETMISS data the *Client first given name* should be truncated to 40 characters when creating the *Name for encryption* field in the *Client* (NAT00080) file to submit to the National VET Provider and VET in Schools Collections.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CLIENT FIRST GIVEN NAME
text	Client's first name

#### QUESTION

Enter your full name

Family name

Given names

### Format attributes

Length: 40  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Client first given name</i>	

## Client identifier

### Definitional attributes

#### DEFINITION

*Client identifier* uniquely distinguishes an individual within a training organisation.

#### CONTEXT

*Client identifier* is used for analysis of client's educational attainment while protecting client's privacy.

### Relational attributes

#### RULES

*Client identifier* is assigned by the training organisation as a means of uniquely identifying the client for record-keeping purposes.

Training organisations are required to use the same *Client identifier* for an individual and not generate a different *Client identifier* each time an individual re-enrols.

*Client identifier* will usually be the client's 'student number'.

*Client identifier* must not contain spaces.

#### GUIDELINES FOR USE

Records should be checked to ensure that two or more records with different *Client identifiers* do not identify the same person.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CLIENT IDENTIFIER
text	Unique client identifier within the collection

#### QUESTION

Not applicable

### Format attributes

Length: 10  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Client identifier</i>	

## Client identifier – AAMS

### Definitional attributes

#### DEFINITION

*Client identifier – AAMS* uniquely identifies a client on the Department of Education and Training's Australian Apprenticeship Management System (AAMS).

#### CONTEXT

*Client identifier – AAMS* is assigned by the Department of Education and Training as a means of uniquely identifying the client for record-keeping purposes.

### Relational attributes

#### RULES

*Client identifier – AAMS* must be the client identifier that is assigned by the Department of Education and Training and as recorded in AAMS.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CLIENT IDENTIFIER – AAMS
1–9999999999	Client identifier issued by the Department and recorded in AAMS

#### QUESTION

Not applicable

### Format attributes

Length: 10  
 Type: numeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

DATA ELEMENT DEFINITIONS	
EDITION 2	Introduced 01 July 2008 <i>Client identifier – TYIMS</i>
EDITION 2.2	Revised 01 July 2016 Renamed from <i>Client identifier - TYIMS</i> to <i>Client identifier – AAMS</i>



## Client identifier – apprenticeships

### Definitional attributes

#### DEFINITION

*Client identifier – apprenticeships* identifies a client with an apprenticeship/traineeship training contract.

#### CONTEXT

*Client identifier – apprenticeships* is assigned when the apprenticeship/traineeship training contract is registered as a means of uniquely identifying the client for record-keeping purposes.

### Relational attributes

#### RULES

*Client identifier – apprenticeships* must not contain spaces.

#### For National VET Provider Collection only

*Client identifier – apprenticeships* is only used if an enrolment in a unit of competency or module relates to a client undertaking an apprenticeship or traineeship under a registered apprenticeship/traineeship training contract.

The application of the *Client identifier – apprenticeships* should be the same across data collection periods.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CLIENT IDENTIFIER – APPRENTICESHIPS
text	Unique apprenticeship client identifier

#### QUESTION

Not applicable

### Format attributes

Length: 10  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: @@@@ not specified

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Client identifier</i>
RELEASE 5.0	Introduced 01 January 2003 <i>Client identifier – new apprenticeships</i>	

### DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>Client identifier – apprenticeships</i> Adopted <i>Client identifier – apprenticeships</i> to replace <i>Client identifier</i> for National Apprentice and Trainee Collection
EDITION 2.2	Revised 01 January 2014 Renamed from <i>Client identifier – new apprenticeships</i> to <i>Client identifier – apprenticeships</i> for National VET Provider Collection

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## Client identifier – new apprenticeships

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Name changed see *Client identifier – apprenticeships*

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## Client last name

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Name changed see *Client family name*

## Client title

### Definitional attributes

#### DEFINITION

*Client title* contains the formal title to be used for correspondence with the client.

#### CONTEXT

*Client title* is used for addressing correspondence.

### Relational attributes

#### RULES

*Client title* contains the client's preferred title for example: Mr, Mrs, Miss, Ms, Dr, Rev, Hon. etc.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CLIENT TITLE
text	Client's preferred title

#### QUESTION

Not applicable

### Format attributes

Length: 4  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Client title</i>	

## Client tuition fee

### Definitional attributes

#### DEFINITION

*Client tuition fee* is the amount of tuition and/or administration fee charged to a client for a unit of competency or module.

#### CONTEXT

Applicable only to training organisations that have contractual obligations with state or territory training authorities. Rules are determined by individual states and territories.

### Relational attributes

#### RULES

Determined by individual states and territories.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CLIENT TUITION FEE
0000–9999	Value that represents the tuition fee and/or administration charge, rounded up to the nearest dollar

#### QUESTION

Not applicable

### Format attributes

Length: 4  
 Type: numeric  
 Justification: right  
 Fill character: zero  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Student tuition fee</i>	

#### DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Renamed <i>Client tuition fee</i>
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## Commencing course identifier

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Name changed see *Commencing program identifier*

## Commencing program identifier

### Definitional attributes

#### DEFINITION

*Commencing program identifier* indicates whether a client has enrolled in a qualification, course or skill set for the first time with the training organisation in the collection year.

#### CONTEXT

*Commencing program identifier* is used to measure the number of VET clients who commenced a qualification, course or skill set in a given year.

### Relational attributes

#### RULES

*Commencing program identifier* must be '3 – Commencing enrolment in the program' if a client commenced a program for the first time at the training organisation.

*Commencing program identifier* must be '4 – Continuing enrolment in the program from a previous year' if a client commenced the program in a previous collection year and is continuing with that study in the current year

or

if a client commenced in a program that superseded a program in a previous collection year and is continuing with that study under the new program in the current year.

*Commencing program identifier* must be '8 – Unit of competency or module enrolment only' if the enrolment is a unit of competency or module enrolment only.

#### GUIDELINES FOR USE

If the original program was superseded while the client was enrolled, the value '4 – Continuing enrolment in the program from a previous year' should be used to indicate transitional enrolments. The original enrolment in the superseded program in a previous collection year has been cancelled and the client transferred into a program with a different program identifier.

The '*General direction – transition and teach out*' is a general direction made under section 28(1) of the *National Vocational Education and Training Regulator Act 2011*. The purpose of this general direction is to guide ASQA-regulated registered training organisations in managing the transition from superseded training packages and accredited courses. It also guides registered training organisations in managing the transition from superseded units of competency, deleted training package qualifications and expired accredited courses. This general direction also describes arrangements to 'teach out' students enrolled in superseded or deleted qualifications, or superseded or expired accredited courses.

Refer to ASQA for more information on transition and teach out directions <[www.asqa.gov.au](http://www.asqa.gov.au)>.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – COMMENCING PROGRAM IDENTIFIER
3	Commencing enrolment in the program
4	Continuing enrolment in the program from a previous year
8	Unit of competency or module enrolment only

#### QUESTION

Not applicable



**Format attributes**

Length:	1
Type:	numeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 2.0</b>	Introduced 01 January 1997 <i>Commencing course enrolment indicator</i>	
<b>RELEASE 3.0</b>	Revised 01 January 1999 Renamed <i>Commencing course identifier</i>	
<b>RELEASE 4.0</b>	Revised 01 January 2002 Updated the value descriptions for <i>Commencing course identifier</i> to replace 'a course' with 'a qualification or a course' Modified the value '9' description for <i>Commencing course identifier</i> to replace 'The enrolment is not course-based' with 'The enrolment is not in a qualification or course'	

**DATA ELEMENT DEFINITIONS**

<b>EDITION 1</b>	Revised 01 January 2007 Recoded values and modified descriptions for <i>Commencing course identifier</i>
<b>EDITION 2.2</b>	Revised 01 January 2014 Renamed from <i>Commencing course identifier</i> to <i>Commencing program identifier</i>

## Contact name

### Definitional attributes

#### DEFINITION

*Contact name* identifies the person who has been nominated as having responsibility for communication within a training organisation or a state or territory training authority.

#### CONTEXT

*Contact name* identifies the person whose role it is to manage the communication regarding the submission of data.

### Relational attributes

#### RULES

*Contact name* must contain the contact person's full name in the format: family name, given name, title and position (optional).

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CONTACT NAME
text	Contact name in format: family name, given name(s), title and position (optional)

#### QUESTION

Not applicable

### Format attributes

Length: 60  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Contact name</i>	Introduced 01 July 1994 <i>Contact name</i>

## Country identifier

### Definitional attributes

#### DEFINITION

*Country identifier* is a code that uniquely identifies a country.

*Country identifier* classification is based on the *Standard Australian Classification of Countries* (SACC), ABS catalogue no.1269.0, 2011 (second edition, revision 1).

#### CONTEXT

*Country identifier* is used in the analysis of client and training organisation characteristics.

*Country identifier* is one of the four minimum core sets of cultural and language indicators and is used for the identification of individuals from non-English speaking backgrounds.

### Relational attributes

#### RULES

*Country identifier* must be a valid 4-digit *Standard Australian Classification of Countries* code.

#### GUIDELINES FOR USE

For the complete list of up-to-date country codes, please refer to the NCVER Portal<[www.ncver.edu.au](http://www.ncver.edu.au)>.

In AVETMISS, '####' is used for 'Not stated' rather than the Australian Bureau of Statistics code of '0003'.

National VET Provider Collection enrolment form questions are designed to comply with the *Country of Birth Standard*, ABS catalogue no.1200.0.55.004, 2012 (version 1.0).

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – COUNTRY IDENTIFIER
0000–9999	Valid 4-digit SACC code

#### QUESTION

In which country were you born?

Australia ☐ 1101

Other – please specify

**Format attributes**

Length:	4
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@@@ not specified

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Country (of birth) identifier</i> <i>Australian Standard Classification of Countries for Social Statistics (ASCCSS)</i> Revised by the ABS in 1996	Introduced 01 July 1994 <i>Country (of birth) identifier</i> <i>Australian Standard Classification of Countries for Social Statistics (ASCCSS)</i> Revised by the ABS in 1996
<b>RELEASE 3.0</b>	Revised 01 January 1999 ABS Standard renamed in 1998 to the <i>Standard Australian Classification of Countries (SACC)</i>	Revised 01 January 1999 ABS Standard renamed in 1998 to the <i>Standard Australian Classification of Countries (SACC)</i>
<b>RELEASE 4.0</b>		Revised 01 January 2002 Changed question asked to comply with ABS, <i>Standards for Statistics on Cultural and Language Diversity</i>

**DATA ELEMENT DEFINITIONS**

<b>EDITION 1</b>	Revised 01 January 2007 Renamed <i>Country identifier</i>
<b>EDITION 2</b>	Revised 01 July 2008 Adopted <i>Country identifier</i> to replace <i>Country (of birth) identifier</i> for National Apprentice and Trainee Collection Adopted <i>Standard Australian Classification of Countries (SACC)</i> , ABS catalogue no.1269.0, 1998 (revision 2.03)
<b>EDITION 2.1</b>	Revised 01 January 2012 Adopted updated <i>Standard Australian Classification of Countries (SACC)</i> , ABS catalogue no.1269.0, 2008 (second edition)
	Revised 15 May 2012 Adopted updated <i>Standard Australian Classification of Countries (SACC)</i> , ABS catalogue no.1269.0, 2011 (second edition, revision 1)
<b>EDITION 2.2</b>	Revised 01 January 2012 Replaced reference to <i>Standards for Statistics on Cultural and Language Diversity</i> ABS catalogue no.1289.0, 1999 with <i>Country of Birth Standard</i> , ABS catalogue no.1200.0.55.004, 2012 (version 1.0)

## Credit flag

### Definitional attributes

#### DEFINITION

*Credit flag* indicates whether or not a client participating in a training contract is seeking credit for prior learning or experience.

#### CONTEXT

*Credit flag* is used to identify the extent of recognition of prior learning or experience an apprentice or trainee is seeking under a training contract.

### Relational attributes

#### RULES

*Credit flag* must be set to 'Y – Yes' where the client participating in the training contract is seeking credit for training or experience gained prior to entering into the training contract. Such credit implies a reduced training requirement under the training contract.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – CREDIT FLAG
Y	Yes – Credit has been sought for prior learning or experience
N	No – Credit has not been sought for prior learning or experience

#### QUESTION

Are you seeking credit to reduce the term of the training contract?

No	<input type="checkbox"/> N
Yes	<input type="checkbox"/> Y

### Format attributes

Length: 1  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: not applicable

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**Administrative attributes**
**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Credit for prior training</i>

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**DATA ELEMENT DEFINITIONS**

EDITION 2	Revised 01 July 2008 <i>Renamed Credit flag</i> <i>Changed definition of Credit flag</i>
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## Date of birth

### Definitional attributes

#### DEFINITION

*Date of birth* is the date a client was born.

#### CONTEXT

*Date of birth* is used to determine the age of the client and is used in the analysis of client characteristics.

### Relational attributes

#### RULES

*Date of birth* should be checked by the training organisation for complete and correct data.

*Date of birth* must not be a system default.

*Date of birth* must be:

- a valid date (e.g. 25121989), or
- a valid month and year with day '@' filled (e.g. @@121984), or
- a valid year with day and month '@' filled (e.g. @@@@1984), or
- completely '@' filled where the client does not specify their birth date (e.g. @@@@ @@@@).

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – DATE OF BIRTH
DDMMYYYY	Valid date
@@MMYYYY	Valid month and year but day not specified
@@@@YYYY	Valid year but day and month not specified

#### QUESTION

Enter your birth date

Day/month/year			
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### Format attributes

Length: 8  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: @@@@ @@@@ not specified

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Date of birth</i>	Introduced 01 July 1994 <i>Date of birth</i>

## Date of training contract commencement

### Definitional attributes

#### DEFINITION

*Date of training contract commencement* is the date from which a client commences training under a training contract.

#### CONTEXT

*Date of training contract commencement* is used to permit point-in-time analysis of training contracts.

### Relational attributes

#### RULES

*Date of training contract commencement* must be a valid date.

*Date of training contract commencement* must be the actual date the apprentice or trainee commenced training under a training contract.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

*Date of training contract completion*

#### TYPE OF RELATIONSHIP

*Date of training contract commencement* is used with *Date of training contract completion* to measure the time span of a contract.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – DATE OF TRAINING CONTRACT COMMENCEMENT
DDMMYYYY	Valid date of commencement

#### QUESTION

Not applicable

### Format attributes

Length: 8  
 Type: date  
 Justification: none  
 Fill character: none  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Training contract commencement date</i>

#### DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>Date of training contract commencement</i>
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## Date of training contract completion

### Definitional attributes

#### DEFINITION

*Date of training contract completion* is the date a client completed, or is expected to complete, the requirements of the training contract.

#### CONTEXT

*Date of training contract completion* is used to permit point-in-time analysis of training contracts.

### Relational attributes

#### RULES

*Date of training contract completion* must be a valid date.

*Date of training contract completion* must be the expected completion date or the actual date the apprentice or trainee completed the training contract.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

*Date of training contract commencement*

#### TYPE OF RELATIONSHIP

*Date of training contract completion* is used with *Date of training contract commencement* to measure the time span of a contract.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – DATE OF TRAINING CONTRACT COMPLETION
DDMMYYYY	Valid date of completion

#### QUESTION

Not applicable

### Format attributes

Length: 8  
 Type: date  
 Justification: none  
 Fill character: space  
 Permitted element data value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Training contract completion date</i>

#### DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>Date of training contract completion</i>
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## Date of transaction

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### Definitional attributes

#### DEFINITION

*Date of transaction* is the date that a variation or amendment to the training contract came into effect.

#### CONTEXT

*Date of transaction* is used to analyse variations to the training contract (commencements, cancellations, amendments etc.) over time.

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### Relational attributes

#### RULES

*Date of transaction* must be a valid date.

*Date of transaction* must be the date on which the event or transaction or amendment occurred, not merely the date on which the event or transaction was processed.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – DATE OF TRANSACTION
DDMMYYYY	Valid date of event

#### QUESTION

Not applicable

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### Format attributes

Length:	8
Type:	date
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

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**Administrative attributes**
**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Contract status date of effect</i>
RELEASE 4.0		Revised 01 January 2002 Renamed <i>Training contract status date of effect</i>

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**DATA ELEMENT DEFINITIONS**

EDITION 2	Revised 01 July 2008 Renamed <i>Date of transaction</i>
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## Delivery mode identifier

### Definitional attributes

#### DEFINITION

*Delivery mode identifier* identifies the predominant mode of delivery for a unit of competency or module enrolment.

#### CONTEXT

*Delivery mode identifier* is used to analyse training activity by training delivery modes.

### Relational attributes

#### RULES

*Delivery mode identifier* must be a valid value.

#### GUIDELINES FOR USE

*Delivery mode identifier* is applied by the training organisation. Where the training organisation uses more than one mode of delivery for the delivery of a unit of competency or module only the main mode should be selected.

'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' is used where the predominant method of learning is not covered by the options provided.

'90 – Not applicable – recognition of prior learning/credit transfer', is used for recognition of prior learning and credit transfer.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – DELIVERY MODE IDENTIFIER
10	Classroom-based
20	Electronic-based
30	Employment-based
40	Other delivery
90	Not applicable – recognition of prior learning/credit transfer

#### QUESTION

Not applicable

**Format attributes**

Length:	2
Type:	numeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Delivery strategy identifier</i>	
<b>RELEASE 3.0</b>	Revised 01 January 1999 Renamed <i>Delivery type identifier</i>	

**DATA ELEMENT DEFINITIONS**

<b>EDITION 1</b>	Revised 01 January 2007 Renamed <i>Delivery mode identifier</i> Recoded values and modified descriptions for <i>Delivery mode identifier</i>
<b>EDITION 2.2</b>	Revised 01 January 2014 Renamed '40 – Other delivery (e.g. correspondence)' to '40 – Other delivery' and '90 – Not applicable – recognition of prior learning/recognition of current competency /credit transfer' to '90 – Not applicable – recognition of prior learning /credit transfer'

## Disability flag

### Definitional attributes

#### DEFINITION

*Disability flag* indicates whether clients consider themselves to have a disability, impairment or long-term condition.

#### CONTEXT

*Disability flag* is used to identify clients with disabilities when measuring activity, outputs and participation in the VET sector.

### Relational attributes

#### RULES

If a client has indicated that they have a disability, impairment or long-term condition, then the *Disability flag* must be 'Y', even if the nature of the disability has not been specified.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

National VET Provider Collection only: *Disability type identifier*

#### TYPE OF RELATIONSHIP

National VET Provider Collection only: *Disability type identifier* can be used to define the disability type.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – DISABILITY FLAG
Y	Yes – the client has a disability, impairment or long-term condition
N	No – the client does not have a disability, impairment or long-term condition

#### QUESTION

Do you consider yourself to have a disability, impairment or long-term condition?

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N

### Format attributes

Length: 1  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: @ not specified

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Disability flag</i>	Introduced 01 July 1994 <i>Disability flag</i>
RELEASE 4.0	Revised 01 January 2002 Modified value description for <i>Disability flag</i>	Revised 01 January 2002 Changed question for national consistency

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## Disability type identifier

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### Definitional attributes

#### DEFINITION

*Disability type identifier* is a code that uniquely identifies the type(s) of disability, impairment or long-term condition that a client indicates.

*Disability type identifier* classification is intended to be consistent with the *International Classification of Impairments, Disabilities and Handicaps* as published by the World Health Organisation (Geneva, 1980).

#### CONTEXT

*Disability type identifier* is used in the analysis of clients with disabilities when measuring activity, outputs and participation in the VET sector.

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### Relational attributes

#### RULES

A client may have one or more disability, impairment or long-term condition.

*Disability type identifier* '19 – Other' must only be used when codes '11' to '18' do not suitably describe the client's disability, impairment or long-term condition.

#### GUIDELINES FOR USE

The following guidelines and definitions of disability categories should be made available in full to clients when handed an enrolment form as an attachment or when filling in client's enrolment form.

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision mitigated by wearing glasses or lenses.

The following are definitions of the type of disability, impairment or long-term condition (source Australian National Training Authority January 2001).

##### '11 – Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate or even a severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

##### '12 – Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

##### '13 – Intellectual'

There is diversity in the underlying concepts, definitions and classifications of intellectual disability adopted in Australia. In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

**'14 – Learning'**

There has been widespread debate in Australia and overseas regarding the causes and characteristics of learning disabilities. In recent years a definition proposed by the United States National Joint Committee for Learning Disabilities (NJCLD) has become widely accepted:

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

US National Joint Committee on Learning Disabilities 1988

**'15 – Mental illness'**

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

**'16 – Acquired brain impairment'**

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment (Ministerial Implementation Committee on Head Injury 1995).

**'17 – Vision'**

A partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

**'18 – Medical condition'**

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

**'19 – Other'**

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

**RELATED DATA**

*Disability flag*

**TYPE OF RELATIONSHIP**

*Disability flag* of 'Y – Yes' indicates if the client has a disability, impairment or long-term condition.



**CLASSIFICATION SCHEME**

VALUE	DESCRIPTION – DISABILITY TYPE IDENTIFIER
11	Hearing/deaf
12	Physical
13	Intellectual
14	Learning
15	Mental illness
16	Acquired brain impairment
17	Vision
18	Medical condition
19	Other
99	Not specified

**QUESTION**

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list.

(You may indicate more than one area.)

Hearing/deaf	<input type="checkbox"/> 11
Physical	<input type="checkbox"/> 12
Intellectual	<input type="checkbox"/> 13
Learning	<input type="checkbox"/> 14
Mental illness	<input type="checkbox"/> 15
Acquired brain impairment	<input type="checkbox"/> 16
Vision	<input type="checkbox"/> 17
Medical condition	<input type="checkbox"/> 18
Other	<input type="checkbox"/> 19

**Format attributes**

Length:	2
Type:	numeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Disability type identifier</i>	

## Email address

### Definitional attributes

#### DEFINITION

*Email address* is an address to send electronic mail via computers.

#### CONTEXT

*Email address* if available is used to contact an individual electronically.

### Relational attributes

#### RULES

*Email address* must be a valid email address including the '@' symbol.

*Email address* must not have embedded spaces.

*Email address* must be the direct email address to contact the appropriate person.

The '@' symbol must not be the first or last character.

#### GUIDELINES FOR USE

Generic email addresses should not be used unless it is the only means to contact the appropriate person via email.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – EMAIL ADDRESS
text	Valid email address

#### QUESTION

Not applicable

### Format attributes

Length: 80  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Email address</i>	

## Employer identifier

### Definitional attributes

#### DEFINITION

*Employer identifier* identifies an employer for record-keeping purposes.

#### CONTEXT

*Employer identifier* is used to uniquely identify an employer associated with a training contract.

### Relational attributes

#### RULES

Not applicable

#### GUIDELINES FOR USE

*Employer identifier* is assigned by the state or territory training authority as a means of uniquely identifying an employer for record-keeping purposes.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – EMPLOYER IDENTIFIER
text	Unique employer identifier

#### QUESTION

Not applicable

### Format attributes

Length: 10  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted element data value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Employer identifier</i>

## Employer legal name

### Definitional attributes

#### DEFINITION

*Employer legal name* is the legal name for a business to which the apprentice or trainee is contracted.

#### CONTEXT

*Employer legal name* is used to identify an employer.

### Relational attributes

#### RULES

*Employer legal name* must be the registered name associated with an Australian Company Number (ACN) where the employer is a company.

*Employer legal name* must not be an acronym.

If *Employer legal name* is greater than 100 characters, the name must be truncated.

#### GUIDELINES FOR USE

*Employer legal name* is the name of the employer's legal entity. The legal name is not necessarily the name under which an employer normally trades.

This will be a person's name, a company name, or the name of an incorporated association, not a trading name, business name, or name of a trust.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – EMPLOYER LEGAL NAME
text	Legal name of the employer

#### QUESTION

Not applicable

### Format attributes

Length: 100  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted element data value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Employer legal name</i>

## Employer size

### Definitional attributes

#### DEFINITION

*Employer size* is the total number of people employed in an employer's organisation in Australia.

#### CONTEXT

*Employer size* is used to enable analysis and reporting of apprentice and trainee data by employer size.

### Relational attributes

#### RULES

*Employer size* must be the total number of people employed by the firm in Australia and must not only be the number of people employed at the client's workplace.

Employer size must be between 0 and 1 000 000.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – EMPLOYER SIZE
000001–999999	Number of employees

#### QUESTION

Not applicable

### Format attributes

Length: 6  
 Type: alphanumeric  
 Justification: right  
 Fill character: zero  
 Permitted data element value: @@@@ not specified

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Employer size</i>
RELEASE 3.0		Revised 01 January 1999 Deleted value '000000' Add '@@@@@@ – not stated'

## Employer type identifier

### Definitional attributes

#### DEFINITION

*Employer type identifier* is a code that identifies the type of employer classification to which an employer belongs.

#### CONTEXT

*Employer type identifier* is used to identify employers by type for analysis and statistical reporting.

### Relational attributes

#### RULES

Not applicable

#### GUIDELINES FOR USE

'01 - Private sector' should not be used for clients with a *Date of training contract transaction* on or after 01/10/2016

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – EMPLOYER TYPE IDENTIFIER
01	Private sector
02	Group training
03	Government business enterprise
04	Local government
05	State government
06	Federal Government
90	Not elsewhere classified
	<b>The values below are only valid for collection periods from October - December 2016 onwards</b>
07	Direct employment
08	Labour hire

#### QUESTION

Not applicable

### Format attributes

Length: 2  
 Type: numeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Employer type identifier</i>

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DATA ELEMENT DEFINITIONS	
<b>EDITION 2.2</b>	Revised 01 October 2016 Renamed '02 - Group training scheme' to '02 - Group training' Renamed '06 - Commonwealth Government' to '06 - Federal Government' Added '07 - Direct employment' and '08 - Labour hire'

## Employment arrangement identifier

### Definitional attributes

#### DEFINITION

*Employment arrangement identifier* uniquely identifies the type of employment arrangement by which a client is employed.

#### CONTEXT

*Employment arrangement identifier* is used for analysis and statistical reporting.

### Relational attributes

#### RULES

Not applicable

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – EMPLOYMENT ARRANGEMENT IDENTIFIER
11	Federal award
12	Australian workplace agreement
13	State award
14	State workplace agreement
15	Certified agreement
16	Other

#### QUESTION

Not applicable



**Format attributes**

Length: 2  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: @@ not specified

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0		Introduced 01 January 1999 <i>Type of agreement</i>
RELEASE 4.0		Revised 01 January 2002 Renamed <i>Type of employment arrangement</i> Changed the values and descriptions to comply with the national apprenticeship/traineeship training contract

**DATA ELEMENT DEFINITIONS**

EDITION 2	Revised 01 July 2008 Renamed <i>Employment arrangement identifier</i>
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## Enrolment activity end date

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Name changed see *Activity end date*

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## Enrolment activity start date

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Name changed see *Activity start date*

## Existing worker flag

### Definitional attributes

#### DEFINITION

*Existing worker flag* indicates whether a client entering into a training contract is an existing worker.

#### CONTEXT

*Existing worker flag* is used for analysis of training contract data by existing worker status.

### Relational attributes

#### RULES

An existing worker is defined as a person who has been employed by the applicant employer continuously for more than three months full-time or 12 months casual or part-time or a combination of both, immediately prior to the commencement date of a training contract.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – EXISTING WORKER FLAG
Y	Yes – The client is an existing worker
N	No – The client is not an existing worker

#### QUESTION

Not applicable

### Format attributes

Length: 1  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: @ not specified

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 4.0		Introduced 01 January 2002 <i>Existing worker flag</i>

## Facsimile number

### Definitional attributes

#### DEFINITION

*Facsimile number* is a number used to send a facsimile.

#### CONTEXT

*Facsimile number* is used to contact individuals.

### Relational attributes

#### RULES

*Facsimile number* must include the area code.

The format for *Facsimile number* is 0882123436.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – FACSIMILE NUMBER
text	Valid facsimile number, including area code

#### QUESTION

Not applicable

### Format attributes

Length: 20  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Facsimile number</i>	Introduced 01 July 1994 <i>Facsimile number</i>

## Fee exemption/concession type identifier

### Definitional attributes

#### DEFINITION

*Fee exemption/concession type identifier* indicates the type of fee exemption or concession a client has used to gain exemption from part or all fee payments for that enrolment.

*Fee exemption/concession type identifier* is collected at the time of enrolment to enable analysis of the cost of social concessions.

#### CONTEXT

Applicable only to training organisations that have contractual obligations with state or territory training authorities. Rules are determined by individual states and territories.

### Relational attributes

#### RULES

Determined by individual states and territories.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – FEE EXEMPTION/CONCESSION TYPE IDENTIFIER
text	Valid state or territory code

#### QUESTION

Not applicable

### Format attributes

Length: 1  
 Type: alphanumeric  
 Justification: left  
 Fill character: none  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Fee exemption/concession type identifier</i>	

## Full-time identifier

### Definitional attributes

#### DEFINITION

*Full-time identifier* is a code that identifies the basis on which the training contract is being undertaken.

#### CONTEXT

*Full-time identifier* is used to identify an apprentice/trainee whose ordinary hours of employment are that of a full-time employee.

### Relational attributes

#### RULES

'Casual' arrangements must be reported as '2 – Part-time'.

#### GUIDELINES FOR USE

An apprentice/trainee is considered full-time when their ordinary hours of employment, including the training component, are not less than the usual hours of employment for a full-time employee in that occupation. Part-time provisions vary, across Australia and across occupations.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – FULL-TIME IDENTIFIER
1	Full-time
2	Part-time

#### QUESTION

Not applicable

**Format attributes**

Length:	1
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@ not specified

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0		Introduced 01 January 1999 <i>Full-time flag</i>
RELEASE 4.0		Revised 01 January 2002 Renamed <i>Full-time identifier</i> Changed from a flag to a classification where the values and descriptions for <i>Full-time identifier</i> align with the national apprenticeship/traineeship training contract
RELEASE 5.0		Revised 01 April 2004 Removed the value and description '3 — School-based'



## Funding source – national

### Definitional attributes

#### DEFINITION

*Funding source – national* identifies the predominant source of the funding for the delivery of a unit of competency or module enrolment.

#### CONTEXT

*Funding source – national* may be used to analyse training outputs by funding sources.

### Relational attributes

#### RULES

If *Funding source – national* is '13 – Commonwealth specific funding program' then *Specific funding identifier* must contain a valid entry for training activity from January 2015 onwards.

#### GUIDELINES FOR USE

'11 – Commonwealth and state general purpose recurrent' is funding provided under the National Agreement on Skills and Workforce Development (NASWD) or superseding agreement for general and recurrent purposes by the Commonwealth with the state or territory; or funding provided for recurrent purposes by the state or territory government.

'13 – Commonwealth specific funding programs' is funding provided by the Commonwealth to provide training for specific purpose or initiative. Funding may come from a Commonwealth department other than the Department of Education and Training, for example, job search incentives on training provided by Centrelink or health training initiatives funded by the Commonwealth. Programs can be administered by state and territory training authorities or by a direct contract between the Commonwealth and the training organisation.

Selecting *Funding source – national* '13' will require a subsequent entry in the data element *Specific funding identifier*. The *Specific funding identifier* reference list is available from the NCVET Portal (<[www.ncver.edu.au](http://www.ncver.edu.au)> > Support > AVETMISS > AVETMISS system files > Other > Specific funding identifier).

'15 – State specific funding programs' is funding provided by state or territory governments to provide training for specific purpose.

'20 – Domestic client – other revenue' is revenue provided by or for a client to undertake education and training, whose funding source does not come from categories '11', '13' or '15' and whose citizenship status is Australian, New Zealand or permanent resident. Examples for revenue provided for a client include enterprise/employers or industry training their own staff, a training organisation providing free training to selected students or a charity providing scholarships.

'30 – International client – other revenue' is revenue provided by or for an international client to undertake education and training who temporarily resides in Australia and holds a student visa or a temporary residency permit or who resides in an overseas country and whose funding source does not come from any of the other funding categories.

'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.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

**CLASSIFICATION SCHEME**

VALUE	DESCRIPTION – FUNDING SOURCE – NATIONAL
11	Commonwealth and state general purpose recurrent
13	Commonwealth specific funding programs
15	State specific funding programs
20	Domestic client — other revenue
30	International client — other revenue
80	Revenue earned from another training organisation

**QUESTION**

Not applicable

**Format attributes**

Length: 2  
 Type: numeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.1</b>	Introduced 01 January 1995 <i>Funding source indicator</i>	
<b>RELEASE 3.0</b>	Revised 01 January 1999 Renamed <i>Funding source – national</i> Identified funding source for overseas client enrolments	
<b>RELEASE 4.0</b>	Revised 01 January 2002 Modified descriptions for <i>Funding source – national</i> '01' from 'Commonwealth and state recurrent funding' to 'Commonwealth and state recurrent funding for VET', modified '02' description from 'Commonwealth and state specific funding' to 'Commonwealth and state specific purpose funding for VET', and modified '04' description from '... student' to '... client'	

**DATA ELEMENT DEFINITIONS**

<b>EDITION 1</b>	Revised 01 January 2007 Recoded values and modified descriptions for <i>Funding source – national</i>
<b>EDITION 2.2</b>	Revised July 2014 Renamed '13 – Commonwealth specific purpose program' to '13 – Commonwealth specific funding programs' Renamed '15 – State specific purpose program' to '15 – State specific funding programs' Renamed '20 – Domestic full fee paying client' to '20 – Domestic client – other revenue' Renamed '30 – International full fee paying client' to '30 – International client – other revenue' Modified descriptions for <i>Funding source – national</i>

## Funding source – state training authority

### Definitional attributes

#### DEFINITION

*Funding source – state training authority* uniquely identifies the internal funding source used to fund delivery of a unit of competency or module enrolment.

#### CONTEXT

Applicable only to training organisations that have contractual obligations with state or territory training authorities. Rules are determined by individual states and territories.

### Relational attributes

#### RULES

Determined by individual states and territories.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – FUNDING SOURCE – STATE TRAINING AUTHORITY
text	Valid training organisation's internal funding source code

#### QUESTION

Not applicable

### Format attributes

Length: 3  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0	Introduced 01 January 1999 <i>Funding source – state training authority</i>	

## Highest school level completed identifier

### Definitional attributes

#### DEFINITION

*Highest school level completed identifier* identifies the highest level of school that a client has completed.

#### CONTEXT

*Highest school level completed identifier* is used to identify the highest level of schooling a client has completed

### Relational attributes

#### RULES

If a client left school without completing the full program for a year, the *Highest school level completed identifier* must be the client's previous year's level of study.

If a client is still at school, the *Highest school level completed identifier* refers to the highest level that has actually been completed and not the level currently being undertaken. For example, a Year 10 client would have their *Highest school level completed identifier* set to Year 9.

For clients whose schooling was undertaken overseas, the nearest Australian equivalent *Highest school level completed identifier* must be reported.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

National VET Provider Collection only: *Year highest school level completed*

#### TYPE OF RELATIONSHIP

National VET Provider Collection only: *Year highest school level completed* can be used to obtain the year of completion of a client's highest school level.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – HIGHEST SCHOOL LEVEL COMPLETED IDENTIFIER
02	Did not go to school
08	Year 8 or below
09	Year 9 or equivalent
10	Completed Year 10
11	Completed Year 11
12	Completed Year 12

**QUESTION**

What is your highest COMPLETED school level? (Tick ONE box only.)

Year 12 or equivalent	<input type="checkbox"/> 12
Year 11 or equivalent	<input type="checkbox"/> 11
Year 10 or equivalent	<input type="checkbox"/> 10
Year 9 or equivalent	<input type="checkbox"/> 09
Year 8 or below	<input type="checkbox"/> 08
Never attended school	<input type="checkbox"/> 02

**Format attributes**

Length:	2
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@ not specified

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Highest school level completed</i>	Introduced 01 July 1994 <i>Highest school level completed</i>
<b>RELEASE 2.0</b>	Revised 01 January 1997 Merged categories below Year 9 to the category '09 – Completed Year 9 or lower'	Revised 01 July 1997 Merged categories below Year 9 to the category '09 – Completed Year 9 or lower'
<b>RELEASE 4.0</b>		Revised 01 January 2002 Updated the value descriptions for <i>Highest school level completed</i> to align with the ABS Australian census and the national apprenticeship/traineeship training contract by adding the categories 'Did not go to school', 'Year 8 or below' and 'Year 9 or equivalent'
<b>RELEASE 5.0</b>	Revised 01 January 2003 Added values and descriptions '02 – Did not go to school', '08 – Year 8 or below' and changed description for '09' to 'Year 9 or equivalent' to align with the ABS Australian census	

**DATA ELEMENT DEFINITIONS**

<b>EDITION 2</b>	Revised 01 July 2008 Renamed <i>Highest school level completed identifier</i> Adopted <i>Highest school level completed identifier</i> to replace <i>Highest school level completed</i> for National Apprentice and Trainee Collection
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## Hours attended

### Definitional attributes

#### DEFINITION

*Hours attended* is a value that identifies the hours attended by a client who withdraws from a unit of competency or module without completing all training in that unit of competency or module.

#### CONTEXT

Applicable only to training organisations that have contractual obligations with state or territory training authorities. Rules are determined by individual states and territories.

### Relational attributes

#### RULES

Determined by individual states and territories.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – HOURS ATTENDED
0001–9999	Value that represents the number of hours a client attended training

#### QUESTION

Not applicable

### Format attributes

Length: 4  
 Type: numeric  
 Justification: right  
 Fill character: zero  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Hours attended</i>	

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## Indigenous status identifier

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### Definitional attributes

#### DEFINITION

*Indigenous status identifier* indicates a client who self-identifies as being of Australian Aboriginal or Torres Strait Islander descent.

The classification is based on the *Standards for Statistics on Cultural and Language Diversity*, ABS catalogue no.1289.0, 1999.

#### CONTEXT

*Indigenous status identifier* is used to distinguish those clients who are Australian Aboriginal or Torres Strait Islanders. It is important for policy, planning and service delivery purposes as well as to inform wider research and discussion.

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### Relational attributes

#### RULES

*Indigenous status identifier* is intended as a self-assessment response by the client and must not be determined by the training organisation.

#### GUIDELINES FOR USE

National VET Provider enrolment form questions are designed to comply with *Standards for Statistics on Cultural and Language Diversity*.

##### How to code the responses

- A If the client marks either 'Yes, Aboriginal' or 'Yes, Torres Strait Islander' boxes, then their response should be coded to either '1 – Yes, Aboriginal' or '2 – Yes, Torres Strait Islander'.
- B If the client marks 'No' and either 'Yes, Aboriginal' or 'Yes, Torres Strait Islander' boxes, then their response should be coded to either '1 – Yes, Aboriginal' or '2 – Yes, Torres Strait Islander' (i.e. disregard the 'No' response).
- C If the client marks both 'Yes, Aboriginal' and 'Yes, Torres Strait Islander' boxes, then their response should be coded to '3 – Yes, Aboriginal AND Torres Strait Islander'.
- D If the client marks all three boxes ('No', 'Yes, Aboriginal' and 'Yes, Torres Strait Islander'), then the response should be coded to '3 – Yes, Aboriginal AND Torres Strait Islander' (i.e. disregard the 'No' response).
- E If the client marks only 'No', then the response should be coded to '4 – No, Neither Aboriginal nor Torres Strait Islander'.
- F If the client does not mark any box, then the response should be coded to '@ – Not specified'.

Coding responses for *Indigenous status identifier*

	No	YES, ABORIGINAL	YES, TORRES STRAIT ISLANDER	INDIGENOUS STATUS IDENTIFIER
A		X		1
A			X	2
B	X	X		1
B	X		X	2
C		X	X	3
D	X	X	X	3
E	X			4
F				@

**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable

**CLASSIFICATION SCHEME**

VALUE	DESCRIPTION – INDIGENOUS STATUS IDENTIFIER
1	Yes, Aboriginal
2	Yes, Torres Strait Islander
3	Yes, Aboriginal AND Torres Strait Islander
4	No, Neither Aboriginal nor Torres Strait Islander

**QUESTION**

Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

**Format attributes**

Length: 1  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: @ not specified



## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Aboriginal/Torres Strait Islander</i>	Introduced 01 July 1994 <i>Aboriginal/Torres Strait Islander</i>
RELEASE 4.0	Revised 01 January 2002 Renamed <i>Indigenous status identifier</i> to comply with the <i>Standards for Statistics on Cultural and Language Diversity</i> , ABS catalogue no.1289.0, 1999	Revised 01 January 2002 Renamed <i>Indigenous status identifier</i> to comply with the <i>Standards for Statistics on Cultural and Language Diversity</i> , ABS catalogue no.1289.0, 1999

### DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Revised classification to include '9 Yes – Client is of Aboriginal and/or Torres Strait Islander origin'
EDITION 2.1	Revised 01 January 2012 Added 'Australian' into the description of <i>Indigenous status identifier</i>
EDITION 2.2	Revised 01 July 2016 Removed classification value '09 – Yes - Client is of Aboriginal and/or Torres Strait Islander origin'

## Issued flag

### Definitional attributes

#### DEFINITION

*Issued flag* indicates whether a client has been issued with a credential for the successful completion of a recognised qualification, course or skill set.

#### CONTEXT

*Issued flag* is used to measure output in the VET system.

### Relational attributes

#### RULES

*Issued flag* must be 'Y – Qualification, course or skill set credential issued' if the training organisation has issued the certificate for a client who has completed the requirements of a recognised qualification, course or skill set.

*Issued flag* must be 'N – Qualification, course or skill set credential not issued' if the training organisation has not issued the certificate to a client who has completed the requirements of a recognised qualification, course or skill set.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ISSUED FLAG
Y	Qualification, course or skill set credential issued
N	Qualification, course or skill set credential not issued

#### QUESTION

Not applicable

### Format attributes

Length: 1  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: not applicable

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**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0	Introduced 01 January 1999 <i>Qualification issued flag</i>	

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**DATA ELEMENT DEFINITIONS**

EDITION 2.2	Revised 01 January 2014 Renamed from <i>Qualification issued flag</i> to <i>Issued flag</i>
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## Labour force status identifier

### Definitional attributes

#### DEFINITION

*Labour force status identifier* describes a client's employment status.

*Labour force status identifier* is based on the *Standards for Labour Force Statistics*, ABS catalogue no.1288.0, 1996.

#### CONTEXT

*Labour force status identifier* is used in analysis to inform policy and wider research.

### Relational attributes

#### RULES

Clients must be classified to a single labour force category.

#### GUIDELINES FOR USE

Responses for the *Labour force status identifier* rely on the client's own perception of their labour force activities.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – LABOUR FORCE STATUS IDENTIFIER
	<b>Employed</b>
01	Full-time employee
02	Part-time employee
03	Self-employed – not employing others
04	Employer
05	Employed – unpaid worker in a family business
	<b>Unemployed</b>
06	Unemployed – seeking full-time work
07	Unemployed – seeking part-time work
	<b>Not in the labour force</b>
08	Not employed – not seeking employment

#### QUESTION

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

Full-time employee	<input type="checkbox"/> 01
Part-time employee	<input type="checkbox"/> 02
Self employed – not employing others	<input type="checkbox"/> 03
Employer	<input type="checkbox"/> 04
Employed – unpaid worker in a family business	<input type="checkbox"/> 05
Unemployed – seeking full-time work	<input type="checkbox"/> 06
Unemployed – seeking part-time work	<input type="checkbox"/> 07
Not employed – not seeking employment	<input type="checkbox"/> 08

**Format attributes**

Length:	2
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@ not specified

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Employment category identifier</i>	
<b>RELEASE 4.0</b>	Revised 01 January 2002 Modified the description for <i>Employment category identifier</i> '05 – Employed – unpaid family worker' to '05 – Employed – unpaid worker in a family business' to be consistent with the <i>Standards for Labour Force Statistics</i> , ABS catalogue no.1288.0, 1996.	
<b>RELEASE 5.0</b>	Revised 01 January 2003 Renamed <i>Labour force status identifier</i>	

## Language identifier

### Definitional attributes

#### DEFINITION

*Language identifier* uniquely identifies the main language other than English spoken at home by the client.

This classification is based on the *Australian Standard Classification of Languages* (ASCL), ABS catalogue no.1267.0, 2011 (second edition, revision 1).

#### CONTEXT

*Language identifier* in conjunction with *Proficiency in spoken English identifier* may be used in analysis for equity and access.

### Relational attributes

#### RULES

*Language identifier* must be a valid 4-digit *Australian Standard Classification of Languages* code.

If English is the only language spoken at home, the *Language identifier* must be '1201 – English'.

In AVETMISS, '@@@@' is used for 'Not stated' rather than the Australian Bureau of Statistics code of '0002'.

Where a client indicates a sign language as their main language, '0001 – Non-verbal' must not be used and one of the following codes must be used:

9700	Sign language
9701	Auslan
9702	Makaton
9799	Sign languages, not elsewhere classified

#### GUIDELINES FOR USE

National VET Provider Collection enrolment form questions are designed to comply with the *Language Standards*, ABS catalogue no.1200.0.55.005, 2012 (version 1.1).

For the complete list of up-to-date language codes, please refer to the NCVER Portal <[www.ncver.edu.au](http://www.ncver.edu.au)>.

#### RELATED DATA

National VET Provider Collection only: *Proficiency in spoken English identifier*

#### TYPE OF RELATIONSHIP

National VET Provider Collection only: *Language identifier* must be asked before a question on *Proficiency in spoken English identifier* to identify people at disadvantage as a result of a lack of competence in spoken English.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – LANGUAGE IDENTIFIER
0000–9999	Valid 4-digit ASCL code
0000	Unknown
0001	Non verbal

**QUESTION**

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often.)

No, English only ☐ 1201

Yes, other – Please specify \_\_\_\_\_

**Format attributes**

Length: 4  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: @@@@ not specified

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Language (spoken at home) identifier</i>	Introduced 01 July 1994 <i>Language (spoken at home) identifier</i>
<b>RELEASE 1.1</b>	Updated 01 January 1995 Classification revised by the ABS in 1996	Updated 01 July 1995 Classification revised by the ABS in 1996
<b>RELEASE 3.0</b>	<b>Revised 01 January 1999</b> Included '0000 – unknown' and '0001 – non verbal'	<b>Revised 01 January 1999</b> Included '0000 – unknown' and '0001 – non verbal'
<b>RELEASE 4.0</b>	<b>Revised 01 January 2002</b> Changed the enrolment question for <i>Language (spoken at home) identifier</i> to comply with the <i>Standards for Statistics on Cultural and Language Diversity</i> , ABS catalogue no.1289.0, 1999	<b>Revised 01 January 2002</b> Changed the questions asked in relation to <i>Language (spoken at home) identifier</i> to comply with the <i>Standards for Statistics on Cultural and Language Diversity</i> , ABS catalogue no.1289.0, 1999 and the national apprenticeship/traineeship training contract

**DATA ELEMENT DEFINITIONS**

<b>EDITION 1</b>	Revised 01 January 2007 Renamed <i>Main language other than English spoken at home identifier</i> to comply with the <i>Standards for Statistics on Cultural and Language Diversity</i> , ABS catalogue no.1289.0, 1999 Added 9700 – Sign language, 9701 – Auslan, 9702 – Makaton, or 9799 – Sign languages, not elsewhere classified for the blank value
<b>EDITION 2</b>	Revised 01 July 2008 Adopted <i>Main language other than English spoken at home identifier</i> to replace <i>Language (spoken at home) identifier</i> for National Apprentice and Trainee Collection Adopted <i>Australian Standard Classification of Languages (ASCL)</i> , ABS catalogue no.1267.0, 2005 (second edition)
<b>EDITION 2.1</b>	Revised 31 August 2012 Adopted updated <i>Australian Standard Classification of Languages (ASCL)</i> , ABS catalogue no.1267.0, 2011 (second edition, revision 1)
<b>EDITION 2.2</b>	Revised 01 January 2014 Renamed from <i>Main language other than English spoken at home identifier</i> to <i>Language identifier</i> Replaced reference to <i>Standards for Statistics on Cultural and Language Diversity</i> , ABS catalogue no.1289.0, 1999 with <i>Language Standards</i> , ABS catalogue no.1200.0.55.005, 2012 (version 1.1)

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## **Main language other than English spoken at home identifier**

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**Name changed see *Language identifier***



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## Module/unit of competency field of education identifier

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Name changed see *Subject field of education identifier*

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## Module/unit of competency flag

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Name changed see *Subject flag*

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## Module/unit of competency identifier

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Name changed see *Subject Identifier*

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## Module/unit of competency name

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Name changed see *Subject name*

## Name for encryption

### Definitional attributes

#### DEFINITION

*Name for encryption* contains the client's full name in the defined format. A non-reversible encryption process encrypts the name, facilitating analysis of unit-record data while ensuring the anonymity of individual clients.

#### CONTEXT

*Name for encryption* ensures privacy and confidentiality for the submission of data to NCVER and as part of the AVETMISS validation software process.

### Relational attributes

#### RULES

*Name for encryption* must be recorded in the following order: Client family name (maximum 40 characters) (comma) (space) Client first given name (space) followed by the client's second given name (maximum 40 characters).

When the client has only one name it should be used for both the *Client first given name* and the *Client family name* fields when exporting data to create the *Name for encryption* field in the *Client* (NAT00080) file, to submit to the National VET Provider and VET in Schools Collections. For example, if the Client's name is Jackson and this is their only name, then the name for encryption would be Jackson, Jackson.

If the full name for encryption with commas and spaces exceeds 60 characters, enter client's full name in the order above and truncate at 60 characters.

*Name for encryption* must contain the full name of the client. It should not include initials and must not include a title.

Correct spelling is important for the *Name for encryption*.

#### GUIDELINES FOR USE

The following encryption routine is used by the AVETMISS validation software to maintain client anonymity while providing an encrypted identifier that can be used reliably to uniquely identify clients.

1. Convert all characters to upper case.
2. Remove non A–Z characters, including spaces and commas.
3. Alphabetically sort in ascending order.
4. Encrypt using a non-reversible, banking standard encryption algorithm.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – NAME FOR ENCRYPTION
text	Client's full name in the specified format

#### QUESTION

Enter your full name

Family name

Given names

**Format attributes**

Length: 60  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Encrypted identifier</i>	Introduced 01 July 1994 <i>Encrypted identifier</i>
<b>RELEASE 3.0</b>	Revised 01 January 1999 Renamed <i>Name for encryption</i>	Revised 01 January 1999 Renamed <i>Name for encryption</i>
<b>RELEASE 5.0</b>	Revised 01 January 2003 Standardised the order for the client's name for <i>Name for encryption</i> for national consistency	

## Nominal duration

### Definitional attributes

#### DEFINITION

*Nominal duration* is the anticipated time in months for a client to complete a training contract.

#### CONTEXT

*Nominal duration* is used for analysis and statistical reporting.

### Relational attributes

#### RULES

*Nominal duration* must be the number of months that appears on the training contract at the time of signing.

If *Nominal duration* contains part months, then they must be rounded to the nearest whole month (for example, '05.5' months would become '06' months).

*Nominal duration* must include any deduction in the duration of the training contract as a result of credit for prior learning or experience that has been approved by the training organisation.

#### GUIDELINES FOR USE

It is expected that the anticipated duration of a full-time training contract with no recognition for prior learning would be greater than six months.

Credit for prior learning or experience that has been approved by the training organisation must be recorded in months. If the number of months is part months, then they should be rounded to the nearest whole month (for example '05.5' would become '06' months).

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – NOMINAL DURATION
01–99	A valid number representing months

#### QUESTION

Not applicable

### Format attributes

Length: 2  
 Type: numeric  
 Justification: right  
 Fill character: zero  
 Permitted data element value: not applicable

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**Administrative attributes**
**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 4.0		Introduced 01 January 2002 <i>Nominal duration (months)</i> to comply with the national apprenticeship/traineeship training contract

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**DATA ELEMENT DEFINITIONS**

EDITION 2	Revised 01 July 2008 Renamed <i>Nominal duration</i>
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## Nominal hours

### Definitional attributes

#### DEFINITION

*Nominal hours* is a value assigned to a program or subject that nominally represents the anticipated hours of supervised training deemed necessary to conduct the training and assessment activities associated with the program or subject.

#### CONTEXT

*Nominal hours* is used to analyse training activity by nominal hours of supervised training.

### Relational attributes

#### RULES

*Nominal hours* must be an integer.

If *Nominal hours* are zero, then the field must be recorded as '0000'.

The value of *Nominal hours* for a program or subject must be the value of supervised nominal hours as determined by its accreditation or endorsement body.

#### GUIDELINES FOR USE

*Nominal hours* generally represents the anticipated hours of structured supervised training and assessment.

The value of *Nominal hours* should not include any prerequisites for the unit of competency or module 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* is generally specified in curriculum documentation (non-training package material) or implementation guides associated with national training packages.

Where a curriculum document or implementation guide shows fractional hours, the value must be rounded to the nearest whole number of hours with exact half-hours resolved by rounding up to the nearest integer. Where a curriculum document or implementation guide shows a range of hours, the value must be midpoint of the range and rounded up to the nearest integer.

*Nominal hours* represents the hours deemed necessary for the whole program or subject, whether or not delivery is within one collection period.

Nationally agreed hours for units of competency are found on the NCVER Portal at [www.ncver.edu.au](http://www.ncver.edu.au) > Support > AVETMISS > AVETMISS system files > Other > Nationally agreed hours.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – NOMINAL HOURS
0000–9999	Value that nominally represents anticipated hours of supervised training for a program or subject

#### QUESTION

Not applicable

**Format attributes**

Length: 4  
 Type: numeric  
 Justification: right  
 Fill character: zero  
 Permitted data element value: not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Curriculum hours</i>	
<b>RELEASE 3.0</b>	Revised 01 January 1999 Renamed <i>Nominal hours – supervised</i>	
<b>RELEASE 5.0</b>	Revised 01 January 2003 Renamed <i>Nominal hours</i>	

**DATA ELEMENT DEFINITIONS**

<b>EDITION 2.1</b>	Revised 01 January 2012 Removed rule ' <i>Nominal hours</i> must be in the range 0000–0400 hours'
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## Outcome identifier – national

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### Definitional attributes

#### DEFINITION

*Outcome identifier – national* identifies the result or outcome of a client's participation in a unit of competency or module at the time of data submission.

#### CONTEXT

*Outcome identifier – national* is used to measure output and activity in the system.

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### Relational attributes

#### RULES

##### 20 – Competency achieved/pass

The client has been assessed and satisfies all the requirements for the unit of competency or module.

##### 30 – Competency not achieved/fail

The client has attempted all of the requirements for the assessment and has been assessed as not competent, or as not satisfying one or more of the requirements for the unit of competency or module. For example, this code would apply if a client attempted ten of ten required assessments and was assessed as not competent in one or more of the assessments. However, if a client had only attempted nine of the ten assessments, this code would not be used as the client must attempt *all* of the assessments in order to receive a 'Competency not achieved/fail' code.

##### 40 – Withdrawn/discontinued

Withdrawn is reported for clients under two possible scenarios. The first scenario is that the client has engaged in some learning activity, and has then notified the training organisation of their withdrawal before completing all of the assessment criteria.

The second situation is where the client has engaged in some learning activity and then stopped attending or submitting assessments (i.e. discontinues) without notifying the training organisation. In this situation, a student does not attend the final assessment and has not made contact with the training organisation to formally withdraw or arrange a continuing status. The withdrawn code applies in this situation, even if the client has completed some assessments and been assessed as not competent for one or more assessments.

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#### *Recognition of prior learning*

Recognition of prior learning (RPL) involves the assessment of the previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process (rather than a training process) in which the individual's non-formal and informal learning is assessed. This assessment determines the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a program of study.

These codes also include recognition of current competencies (RCC). RCC applies if a client has successfully completed the requirements for a unit of competency or module previously and is now required to be reassessed to ensure that the competence is being maintained.

For national reporting, RPL and RCC do not include any additional training at the unit of competency or module level: they are assessment-only activities. If a unit of competency or module has any training activity associated with it, then '51 – Recognition of prior learning granted' or '52 – Recognition of prior learning not granted' must not be used.

##### 51 – Recognition of prior learning granted

The client has been assessed and recognition of prior learning has been granted.

##### 52 – Recognition of prior learning not granted

The client has been assessed and recognition of prior learning has not been granted.

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## 60 – Credit transfer/national recognition

Credit transfer is training credit for a unit of competency or module previously completed by a client and includes granted application for mutual recognition. Credit transfer and a granted application for mutual recognition are essentially administrative processes. These are not formal enrolments in the normal sense, because they involve neither delivery nor assessment of the student's knowledge. However, credit transfers need to be recorded and reported, firstly to exempt the student from the need to enrol in the unit, and secondly for the purposes of provider and systems calculation of qualification eligibility.

Upon application by the client, the provider consults curriculum documents or official lists to determine the extent to which the client's previously achieved program of study or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a program of study they are now undertaking.

National recognition: (a) recognition by a registered training organisation (RTO) of the Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person; (b) recognition by each state and territory's registering body of the training organisations registered by any other state or territory's registering body and of its registration decisions; and (c) recognition by all state and territory course-accrediting bodies and registering bodies of the courses accredited by each state or territory's course-accrediting body and of its accreditation decisions.

## 61 – Superseded subject (valid for activity from 1 January 2015)

'Superseded subject' is used when training activity started in a unit of competency or module 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.

*Outcome identifier – national* of '61 – Superseded subject' must not be selected for the superseded subject until training activity has commenced in the replacement subject. There must be evidence of the training activity itself in the replacement subject; evidence of enrolment procedures or data entry into the student management system is not acceptable.

When using *Outcome identifier – national* '61 – Superseded subject', the corresponding *Program identifier* field may be populated with either the original or the replacement subject's *Program identifier*. If you are submitting funded data to your state training authority, they may have specific advice about which *Program identifier* should be used.

Activity listed with this code in an AVETMISS data submission will not be populated on Unique Student Identifier transcripts.

## 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 year.

The enrolment retains the original *Activity start date* until the subject is finalised and resulted.

## From 01 January 2017

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.

**Non-assessable**

A non-assessable enrolment is reported when an enrolment in a program is designed so that the client is not required to undertake an assessment or the client has elected by agreement with the training organisation at enrolment not to be assessed.

*Outcome identifier – national* can only be one of the following for non-assessable enrolments:

**81 – Non-assessable enrolment – satisfactorily completed**

The client has completed the program of study in a way that satisfies the requirements of the training organisation.

**82 – Non-assessable enrolment – withdrawn or not satisfactorily completed**

The client has not completed the program of study in a way that satisfies the requirements of the training organisation or the client has withdrawn after engaging in the program's activities.

**90 – Not yet available at interim collection (not valid for any collection from 1 January 2017)**

'Not yet available' can be used in instances where the client is yet to receive an outcome code for the unit of competency or module. Where a training organisation reports to a state or territory training authority the use of this code is at the discretion of the individual training authority. It is used for interim collection points (e.g. monthly or quarterly 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 the final annual National VET Provider Collection.

**GUIDELINES FOR USE**

Not applicable

**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable

**CLASSIFICATION SCHEME**

VALUE	DESCRIPTION – OUTCOME IDENTIFIER – NATIONAL
20	Competency achieved/pass
30	Competency not achieved/fail
40	Withdrawn/discontinued
51	Recognition of prior learning granted
52	Recognition of prior learning not granted
60	Credit transfer/national recognition
61	Superseded subject
70	Continuing enrolment
81	Non-assessable enrolment – satisfactorily completed
82	Non-assessable enrolment – withdrawn or not satisfactorily completed
	<b>The value below is not valid from 01/01/17</b>
90	Not yet available at interim collection

**QUESTION**

Not applicable

**Format attributes**

Length:	2
Type:	numeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Module outcome identifier</i>	
<b>RELEASE 3.0</b>	Revised 01 January 1999 Renamed <i>Module outcome identifier</i> to <i>Outcome identifier – national</i> to account for both unit of competency and module enrolments Recoded values and modified the descriptions '10 – Withdrew – without failure', '11 – Withdrew – failed' and '12 – Withdrew – transferred' codes merged to <i>Outcome identifier – national</i> '10 – Withdrawn'	
<b>RELEASE 4.0</b>	Revised 01 January 2002 Recoded values and modified descriptions for <i>Outcome identifier – national</i> Deleted '90 – Result not available'	

DATA ELEMENT DEFINITIONS	
<b>EDITION 1</b>	<p>Revised 01 January 2007</p> <p>Deleted '50 – Recognition of prior learning'</p> <p>Added '51 – Recognition of prior learning granted'</p> <p>'52 – Recognition of prior learning not granted'</p> <p>'53 – Recognition of current competency granted'</p> <p>'54 – Recognition of current competency not granted'</p>
<b>EDITION 2.1</b>	<p>Revised 01 January 2012</p> <p>Deleted '53 – Recognition of current competency granted' and '54 – Recognition of current competency not granted'</p> <p>Added '90 – Not yet available'</p> <p>Renamed '40 – Withdrawn' to '40 – Withdrawn/discontinued', '60 – Credit transfer' to '60 – Credit transfer/national recognition', '81 – Non-assessed enrolment – satisfactorily completed' to '81 – Non-assessable enrolment – satisfactorily completed', '82 – Non-assessed enrolment – withdrawn or not satisfactorily completed' to '82 – Non-assessable enrolment – withdrawn or not satisfactorily completed'</p> <p>Modified the descriptions of '30 – Competency not achieved/fail', '40 – Withdrawn/discontinued', '51 – Recognition of prior learning granted', '52 – Recognition of prior learning not granted', '60 – Credit transfer/national recognition'</p>
<b>EDITION 2.2</b>	<p>Revised July 2014</p> <p>Renamed '70 – Continuing enrolment' to '70 – Enrolment continuing into a following collection year'</p> <p>Renamed '90 – Not yet available' to '90 – Not yet available at interim collection'</p>
	<p>Revised 1 January 2015</p> <p>Added '61 – Superseded subject'</p>
	<p>Revised 1 January 2017</p> <p>Renamed '70 – Enrolment continuing into a following collection year' to 'Continuing enrolment'</p>

## Outcome identifier – training organisation

### Definitional attributes

#### DEFINITION

*Outcome identifier – training organisation* is internal to the training organisation and uniquely identifies the result that a client is granted in a unit of competency or module enrolment.

#### CONTEXT

Applicable only to training organisations that have contractual obligations with state or territory training authorities. Rules are determined by individual states and territories.

### Relational attributes

#### RULES

Determined by individual states and territories.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – OUTCOME IDENTIFIER – TRAINING ORGANISATION
text	Internal outcome identifier (state or territory specific)

#### QUESTION

Not applicable

### Format attributes

Length: 3  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0	Introduced 01 January 1999 <i>Outcome identifier – provider</i>	
RELEASE 5.0	Revised 01 January 2003 Renamed <i>Outcome identifier – training organisation</i>	



## Postcode

### Definitional attributes

#### DEFINITION

*Postcode* identifies the Australia Post postcode of a physical location or a postal address.

#### CONTEXT

*Postcode* is used along with other address details to collect address information.

### Relational attributes

#### RULES

*Postcode* must be 'OSPC' for an overseas location or address.

*Postcode* must be '0000' if an Australia Post postcode provided is indiscernible.

*Postcode* must be '@@@@' if an Australia Post postcode is not provided.

#### GUIDELINES FOR USE

The current list of Australia Post postcodes can be sourced from the Australia Post website at [www.austpost.com.au](http://www.austpost.com.au).

The file from the Australia Post website lists three Australia Post postcode variables under the heading 'Category'; namely 'delivery area', 'LVR' and 'post office boxes'. These categories may be used to cross-classify residential ('delivery area'), large volume receiver ('LVR') and post office box with *Postcode*.

#### RELATED DATA

*Address location* – suburb, locality or town; *State identifier*

#### TYPE OF RELATIONSHIP

*Address location* – suburb, locality or town, *Postcode* and *State identifier* are used together to determine an address region.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – POSTCODE
0001–9999	4-digit Australia Post postcode valid during the collection year
OSPC	Overseas address location
0000	Postcode unknown

**QUESTION**

What is the address of your usual residence?

Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name
Flat/unit number/street number
Street name and type
Suburb, locality or town
State/territory
<b>Postcode</b>

What is your postal address (if different from above)?

Building/property name
Flat/unit number /street number
Street name and type
Suburb, locality or town
State/territory
<b>Postcode</b>

**Format attributes**

Length:	4
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@@@ not specified

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Residential postcode</i>	Introduced 01 July 1994 <i>Residential postcode, Employer postcode, Postcode, Workplace postcode</i>
<b>RELEASE 3.0</b>	Revised 01 January 1999 Renamed <i>Postcode – residential</i> Changed value '9997 – Address unknown or not available' because value '9997' may be a valid Australia Post postcode Extended range of valid values to include Australia Post postcodes '8000–9999' Changed value '9998 – Overseas' to 'OSPC – Overseas' because value '9998' may be a valid Australia Post postcode Added the value '@@@@ – Not specified'	Revised 01 January 1999 Renamed <i>Postcode</i> to <i>Postcode – training organisation</i> Renamed <i>Postcode – workplace</i> Renamed <i>Postcode – employer</i> Renamed <i>Postcode – residential</i> Extended range of valid values to include Australia Post postcodes '8000–9999' Deleted '0000' as a valid postcode Changed value '9997 – Address unknown' to '0000 – Postcode unknown or not available' because value '9997' may be a valid Australia Post postcode Changed value '9998 – Overseas' to 'OSPC – Overseas' because value '9998' may be a valid Australia Post postcode Added the value '@@@@ – Not stated' for <i>Postcode residential</i>
<b>RELEASE 5.0</b>	Revised 01 January 2003 Combined <i>Postcode – training organisation, Postcode – training provider location</i> and <i>Postcode – residential</i> to <i>Postcode</i>	

### DATA ELEMENT DEFINITIONS

<b>EDITION 2</b>	Revised 01 July 2008 Adopted <i>Postcode</i> to combine <i>Postcode – employer, Postcode – residential, Postcode – training organisation, Postcode – workplace</i> for the National Apprentice and Trainee Collection
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## Prior educational achievement flag

### Definitional attributes

#### DEFINITION

*Prior educational achievement flag* indicates that a client has successfully completed some post-secondary education.

#### CONTEXT

*Prior educational achievement flag* is used to identify clients with prior learning when measuring activity, outputs and participation in the VET sector.

### Relational attributes

#### RULES

If a client successfully completes a certificate I, II, III or IV in the secondary education system, then the *Prior educational achievement flag* will be 'Y', regardless of whether the client is still at school.

Senior secondary education (Year 12 or Year 11) and junior secondary education (Year 10) are not considered as prior educational achievement for the purpose of this data element.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

*Prior educational achievement identifier*

#### TYPE OF RELATIONSHIP

*Prior educational achievement identifier* can be used to define the level of prior educational achievement.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PRIOR EDUCATIONAL ACHIEVEMENT FLAG
Y	Yes – a prior educational achievement has been successfully completed
N	No – a prior educational achievement has not been successfully completed

#### QUESTION

Have you SUCCESSFULLY completed any of the following qualifications?

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N

### Format attributes

Length: 1  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: @ not specified

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Prior educational achievement flag</i>	Introduced 01 July 1994 <i>Prior education achievement flag</i>
<b>RELEASE 2.0</b>	Revised 01 January 1997 Modified description and refined rules to refer only to successfully completed prior educational achievements	Revised 01 July 1997 Modified description and refined rules to refer only to successfully completed prior educational achievements
<b>RELEASE 4.0</b>	Revised 01 January 2002 Changed the enrolment form question for <i>Prior educational achievement flag</i> to 'Have you successfully completed any of the following qualifications?'	Revised 01 January 2002 Changed the question for <i>Prior educational achievement flag</i> to 'Have you successfully completed any of the following qualifications?' to comply with the national apprenticeship/traineeship training contract

## Prior educational achievement identifier

### Definitional attributes

#### DEFINITION

*Prior educational achievement identifier* uniquely identifies the level of non-schooling sector prior educational achievement successfully completed by a client.

#### CONTEXT

*Prior educational achievement identifier* is used to identify clients with prior learning when measuring activity, outputs and participation in the VET sector.

### Relational attributes

#### RULES

More than one prior educational achievement may be recorded for the client.

If a client completes a certificate I or certificate II in secondary school, then the *Prior educational achievement identifier* must be

521 — Certificate II or

524 — Certificate I

If a client indicates they have a prior educational achievement but fails to identify the education achievement type *Prior educational achievement identifier* must be '990 — Miscellaneous education'.

For a prior educational achievement to be reported the client must have successfully completed a program of study.

For international students whose prior educational achievement is not an Australian program of study or a bachelor degree or higher degree level, the *Prior educational achievement identifier* must be '990 — Miscellaneous education'.

#### GUIDELINES FOR USE

This classification is based on a subset of the *Australian Standard Classification of Education* (ASCED), ABS catalogue no.1272.0, 2001.

Senior secondary education (Year 12 or Year 11) and junior secondary education (Year 10) are not considered as prior educational achievement in this context.

A successful completion of matriculation/Year 12 when delivered within the technical and further education (TAFE) sector is not recorded as a prior educational achievement for the purposes of this element.

#### RELATED DATA

*Prior educational achievement flag*

#### TYPE OF RELATIONSHIP

*Prior educational achievement flag*, in conjunction with this element, can be used to define the level of prior educational achievement.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PRIOR EDUCATIONAL ACHIEVEMENT IDENTIFIER
008	Bachelor degree or higher degree level (defined for AVETMISS use only)
410	Advanced diploma or associate degree level
420	Diploma level
511	Certificate IV
514	Certificate III
521	Certificate II
524	Certificate I
990	Miscellaneous education

**QUESTION**

If YES, then tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/> 008
Advanced diploma or associate degree	<input type="checkbox"/> 410
Diploma (or associate diploma)	<input type="checkbox"/> 420
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> 511
Certificate III (or trade certificate)	<input type="checkbox"/> 514
Certificate II	<input type="checkbox"/> 521
Certificate I	<input type="checkbox"/> 524
Certificates other than the above	<input type="checkbox"/> 990

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**Format attributes**

Length: 3  
Type: numeric  
Justification: none  
Fill character: none  
Permitted data element value: not applicable

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Prior educational achievement identifier</i>	Introduced 01 July 1994 <i>Prior educational achievement identifier</i>
<b>RELEASE 4.0</b>	<p>Revised 01 January 2002</p> <p>Adopted the <i>Australian Standard Classification of Education (ASCED)</i>, ABS catalogue no.1272.0, 2001, level of education, for <i>Prior educational achievement identifier</i></p> <p>Updated <i>Prior educational achievement identifier</i> to include selected levels of education at the narrow level and include certificates I to IV at the detailed level</p> <p>Added AVETMISS defined code for <i>Prior educational achievement identifier</i> '008 – Degree or higher degree level' to incorporate level of education codes contained under the broad levels:</p> <p>01 Postgraduate degree level 02 Graduate diploma and graduate certificate level 03 Bachelor degree level</p> <p>Changed question asked in relation to <i>Prior educational achievement identifier</i></p>	<p>Revised 01 January 2002</p> <p>Adopted the <i>Australian Standard Classification of Education (ASCED)</i>, ABS catalogue no.1272.0, 2001, level of education, for <i>Prior educational achievement identifier</i></p> <p>Updated <i>Prior educational achievement identifier</i> to include selected levels of education at the narrow level and include certificates I to IV, miscellaneous education (certificates other than above) and bridging and enabling courses not identifiable by level at the detailed level (pre-apprenticeship/pre-vocational).</p> <p>Added AVETMISS defined code for <i>Prior educational achievement identifier</i> '008 – Degree or higher degree level' to incorporate level of education codes contained under the broad levels:</p> <p>01 Postgraduate degree level 02 Graduate diploma and graduate certificate level 03 Bachelor degree level</p> <p>Changed question asked in relation to <i>Prior educational achievement identifier</i></p>

### DATA ELEMENT DEFINITIONS

<b>EDITION 2</b>	<p>Revised 01 July 2008</p> <p>Deleted '992 – bridging and enabling courses not identifiable by level (pre-apprenticeship/pre-vocational)' for the National Apprentice and Trainee Collection</p>
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## Proficiency in spoken English identifier

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### Definitional attributes

#### DEFINITION

*Proficiency in spoken English identifier* is the self-assessed level of ability to speak English asked of people who speak a language other than English at home.

*Proficiency in spoken English identifier* is based on the *Language Standards*, ABS catalogue no.1200.0.55.005, 2012 (version 1.1).

#### CONTEXT

*Proficiency in spoken English identifier* is used primarily to identify people at disadvantage as a result of a lack of competence in spoken English. This information can be used to target the provision of services to people whose lack of ability in spoken English is potentially a barrier to gaining access to government programs and services and participating equitably in Australian society.

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### Relational attributes

#### RULES

*Proficiency in spoken English identifier* is intended as a self-assessment response by the client and should not be determined by the training organisation.

#### GUIDELINES FOR USE

Enrolment form questions are designed to comply with the *Language Standards*, ABS catalogue no.1200.0.55.005, 2012 (version 1.1).

*Proficiency in spoken English identifier* applies to all persons who speak a language other than English at home. The question on 'Proficiency in spoken English' is asked after a question which identifies people who speak a language other than English at home.

This sequencing is necessary because the *Proficiency in spoken English* data element is used to measure the number of people who may potentially suffer a disadvantage as a result of a lack of competence in spoken English, rather than assess the spoken English capacity of the Australian population in general. It is considered inappropriate to ask people whose only language is English, how well they speak it, as this may imply that they do not speak English well, even though they may have been speaking it all their lives.

*Proficiency in spoken English identifier* is used for statistical reporting purposes to indicate how well a client speaks English. The distinction in statistical reporting is:

'well' ('1 – Very well' and '2 – Well') and  
'not well' ('3 – Not well' and '4 – Not at all').

#### RELATED DATA

*Language identifier*

#### TYPE OF RELATIONSHIP

*Language identifier* and *Proficiency in spoken English identifier* are designed to be related within a collection.

**CLASSIFICATION SCHEME**

VALUE	DESCRIPTION – PROFICIENCY IN SPOKEN ENGLISH IDENTIFIER
1	Very well
2	Well
3	Not well
4	Not at all

**Question**

How well do you speak English?

Very well	<input type="checkbox"/> 1
Well	<input type="checkbox"/> 2
Not well	<input type="checkbox"/> 3
Not at all	<input type="checkbox"/> 4

*Language identifier* is asked prior to the *Proficiency in spoken English* question to filter out people who speak English only or who use sign languages. Instructions should be included to ensure that only respondents who speak a language other than English are sequenced to the *Proficiency in spoken English* question.

**Format attributes**

Length:	1
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@ not specified

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 4.0	Introduced 01 January 2002 <i>Proficiency in spoken English identifier</i>	

**DATA ELEMENT DEFINITIONS**

EDITION 2.2	Revised 01 January 2014 Replaced reference to <i>Standards for Statistics on Cultural and Language Diversity</i> , ABS catalogue no.1289.0, 1999 with <i>Language Standards</i> , ABS catalogue no.1200.0.55.005, 2012 (version 1.1)
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## Program field of education identifier

### Definitional attributes

#### DEFINITION

*Program field of education identifier* is a code that identifies the subject matter that is the ultimate aim of the skills and knowledge gained in a qualification, course or skill set.

The *Program field of education identifier* is based on the field of education (FOE) at the narrow level (4-digit), which is one part of the *Australian Standard Classification of Education (ASCED)*, ABS catalogue no.1272.0, 2001.

#### CONTEXT

*Program field of education identifier* identifies the narrow subject matter pertaining to the program of study. It allows analysis of data by subject matter and may be used to identify target groups for special purpose funding.

### Relational attributes

#### 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](http://www.training.gov.au)>.

#### GUIDELINES FOR USE

The ASCED field of education classification has a three-tiered hierarchical structure, 12 broad fields, 71 narrow fields and 356 detailed fields. The following illustrates the hierarchical structure of the ASCED field of education classification:

Hierarchical level	Code	Field of education
Broad field	03	Engineering and related technologies
Narrow field	0305	Automotive engineering and technology
Detailed field	030503	Vehicle mechanics

*Program field of education identifier* is allocated according to the content of the qualification, course or skill set by determining the broad field, then the narrow field.

If the field of education code for nationally registered qualification or course cannot be sourced from *Training.gov.au* use the ABS website for a complete list of available field of education codes with descriptions.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PROGRAM FIELD OF EDUCATION IDENTIFIER
BBNN	Valid 4-digit narrow level field of education code

#### QUESTION

Not applicable

### Format attributes

Length:	4
Type:	numeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Field of study identifier</i>	
RELEASE 4.0	Introduced 01 January 2002 <i>Qualification field of education identifier</i> to replace <i>Field of study identifier</i> with <i>Australian Standard Classification of Education (ASCED)</i> , level of education at the narrow (4-digit) level	

### DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Renamed <i>Qualification/course field of education identifier</i>
EDITION 2.2	Revised 01 January 2014 Renamed from <i>Qualification/course field of education identifier</i> to <i>Program field of education identifier</i>

## Program identifier

### Definitional attributes

#### DEFINITION

*Program identifier* uniquely identifies a qualification, course or skill set.

#### CONTEXT

*Program identifier* allows for analysis of data by qualification, course or skill set.

### Relational attributes

#### RULES

The *Program identifier* is a unique code that identifies:

- a program designed to lead to a qualification specified in a national training package
- a skill set that is specified in a national training package
- a nationally accredited course or
- other courses or skill sets that are not nationally accredited in which a client may enrol.

*Program identifier* must be the valid national code listed on the National Training Register <[www.training.gov.au](http://www.training.gov.au)> if the program is a training package qualification, training package skill set, or a national course.

Programs that are not nationally recognised must not match the *Program identifier* code for any current or superseded/obsolete nationally recognised program of training listed on the National Training Register <[www.training.gov.au](http://www.training.gov.au)>.

#### GUIDELINES FOR USE

Where the training package qualification code of 'AAABCCDD' comprises:

AAA	is three alpha characters identifying the training package
B	is one numeric character identifying the AQF level
CC	is two numeric characters identifying the sequence of this qualification type in the training package
DD	is two numeric characters identifying the version as the calendar year in which the qualification was endorsed

Where the training package skill set code of 'AAASSXXXX' comprises:

AAA	three alpha characters identifying the training package
SS	two alpha characters (always SS) identifying program as a skill set
XXXXX	five numeric characters applied sequentially to skill sets (e.g. 00001, 00002)

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PROGRAM IDENTIFIER
text	National training package qualification, training package skill set, nationally recognised accredited course, locally developed skill set, or training organisation course code

#### QUESTION

Not applicable

**Format attributes**

Length:	10
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Course identifier</i>	
<b>RELEASE 3.0</b>	Revised 01 January 1999 Refined rules for allocation of <i>Course identifier</i> to accommodate the introduction of training package qualifications Recoded values and modified descriptions for <i>Course identifier</i> to align with <i>Recognition status identifier</i> descriptions	Introduced 01 January 1999 <i>Qualification identifier</i>
<b>RELEASE 4.0</b>	Revised 01 January 2002 Modified value descriptions for <i>Course identifier</i> in line with revisions to the <i>Recognition status identifier</i>	

**DATA ELEMENT DEFINITIONS**

<b>EDITION 1</b>	Revised 01 January 2007 Renamed <i>Qualification/course identifier</i>
<b>EDITION 2</b>	Revised 01 July 2008 Adopted <i>Qualification/course identifier</i> to replace <i>Qualification identifier</i> for National Apprentice and Trainee Collection
<b>EDITION 2.2</b>	Revised 01 January 2014 Renamed from <i>Qualification/course identifier</i> to <i>Program identifier</i>

## Program level of education identifier

### Definitional attributes

#### DEFINITION

*Program level of education identifier* identifies the degree of complexity of the program of study. This classification is based on the *Australian Standard Classification of Education* (ASCED), ABS catalogue no.1272.0, 2001.

#### CONTEXT

*Program level of education identifier* is used to identify the number of clients in each recognised level of education.

### Relational attributes

#### RULES

Training organisations are required to classify each program of study to an appropriate *Program level of education identifier*.

Statements of attainment must be coded to '991 — Statements of attainment not identifiable by level'.

Bridging and enabling courses must be coded to '992 — Bridging and enabling courses not identifiable by level'.

Programs of study that do not lead to a recognised qualification must be coded to '999 — Education not elsewhere classified'. For example:

- a. a course that is designed to fulfil part of the requirements of an AQF qualification (see <[www.aqf.edu.au](http://www.aqf.edu.au)>) or
- b. courses that do not lead to a qualification of any kind.

#### GUIDELINES FOR USE

The *Program level of education identifier* is based on the ASCED level of education.

The ASCED level of education classification has a three-tiered hierarchical structure, nine broad fields, 15 narrow fields and 62 detailed fields. The following certificate level example illustrates the hierarchical structure of the ASCED field of education classification:

Hierarchical level	Code	Level of education
Broad field	5	Certificate level
Narrow field	51	Certificate III & IV level
Detailed field	514	Certificate III

Where a qualification is specified in a national training package, the *Program level of education identifier* must be consistent with the AQF level embedded in the training package qualification code that is listed on the National Training Register <[www.training.gov.au](http://www.training.gov.au)>.

The following example shows the position of the embedded AQF level in the training package qualification code 'BSB40407 — Certificate IV in Small Business Management':

BSB	three alpha characters identifying the training package
4	one numeric character identifying the AQF level
04	two numeric characters identifying the sequence of this qualification type in the training package
07	two numeric characters identifying the version as the calendar year in which the qualification was endorsed.

The level of education in the *Australian Standard Classification of Education* includes qualifications in the Australian Qualifications Framework. The framework consists of qualifications across 10 levels accredited in the VET, higher education and school sectors (*Australian Qualifications Framework: first edition July 2011*). The following qualifications are currently listed as VET-accredited qualifications (the three diploma qualifications and the graduate certificate can also be accredited in the higher education sector):

- certificate I to certificate IV
- diploma and advanced diploma
- graduate certificate and graduate diploma (may include 'vocational' in name)

See *Australian Qualifications Framework*: <[www.aqf.edu.au](http://www.aqf.edu.au)>.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PROGRAM LEVEL OF EDUCATION IDENTIFIER
	<b>Graduate diploma level</b>
211	Graduate diploma
	<b>Graduate certificate level</b>
221	Graduate certificate
	<b>Bachelor degree level</b>
311	Bachelor degree (Honours)
312	Bachelor degree (pass)
	<b>Advanced diploma and associate degree level</b>
411	Advanced diploma
413	Associate degree
	<b>Diploma level</b>
421	Diploma
	<b>Certificate III &amp; IV level</b>
511	Certificate IV
514	Certificate III
	<b>Certificate I &amp; II level</b>
521	Certificate II
524	Certificate I
	<b>Senior secondary education</b>
611	Year 12
613	Year 11
	<b>Junior secondary education</b>
621	Year 10
	<b>Other education – non-award courses</b>
912	Other non-award courses
	<b>Other education – miscellaneous education</b>
991	Statement of attainment not identifiable by level
992	Bridging and enabling courses not identifiable by level
999	Education not elsewhere classified

#### QUESTION

Not applicable



**Format attributes**

Length:	3
Type:	numeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Qualification category identifier</i> Updated 01 January 1995 Included Australian Qualifications Framework qualifications	
<b>RELEASE 2.0</b>	Revised 01 January 1997 Removed '90 – Other' Added values '10 – RATE – Diploma' to '88 – AQF bachelor's degree' Recoded values of '50 – Endorsements to certificates', '70 – Certificates of competency' and '80 – Certificate of proficiency' to '99 – Not applicable' for <i>Qualification category identifier</i>	
<b>RELEASE 3.0</b>	Revised 01 January 1999 Combined codes '50', '70' and '80' with code '99' Deleted code '90'	
<b>RELEASE 4.0</b>	Revised 01 January 2002 Adopted the <i>Australian Standard Classification of Education (ASCED)</i> , level of education at the detailed (3-digit) level for <i>Qualification category identifier</i>	

**DATA ELEMENT DEFINITIONS**

<b>EDITION 1</b>	Revised 01 January 2007 Renamed <i>Qualification/course level of education identifier</i>
<b>EDITION 2.2</b>	Revised 01 January 2014 Renamed from <i>Qualification/course level of education identifier</i> to <i>Program level of education identifier</i> Deleted values '213 – Professional specialist qualification at graduate diploma level' and '222 – Professional specialist qualification at graduate certificate level'

## Program name

### Definitional attributes

#### DEFINITION

*Program name* contains the full name of the program of study.

#### CONTEXT

*Program name* provides descriptive information about qualification, course or skill set content.

### Relational attributes

#### RULES

*Program name* must be a title that conveys the content of the program of study.

*Program name* must be the exact name of the national training package qualification or skill set as specified in a national training package. These are listed on the National Training Register <[www.training.gov.au](http://www.training.gov.au)>.

OR

*Program name* must be the exact nationally recognised accredited course *Program name*. These are listed on the National Training Register <[www.training.gov.au](http://www.training.gov.au)>.

*Program name* must be the local course or skill set name where the program is not a nationally recognised accredited course or skill set.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PROGRAM NAME
text	National training package qualification, skill set or nationally recognised accredited course or locally developed training organisation course or skill set name

#### QUESTION

Not applicable

### Format attributes

Length: 100  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Course name</i>	
<b>RELEASE 3.0</b>	Revised 01 January 1999 Refined rules for the allocation of <i>Course name</i>	Introduced 01 January 1999 <i>Title of qualification</i>
<b>RELEASE 4.0</b>	Revised 01 January 2002 Modified value descriptions for <i>Course name</i>	

### DATA ELEMENT DEFINITIONS

<b>EDITION 1</b>	Revised 01 January 2007 Renamed <i>Qualification/course name</i>
<b>EDITION 2</b>	Revised 01 July 2008 Adopted <i>Qualification/course name</i> to replace <i>Title of qualification</i> for National Apprentice and Trainee Collection
<b>EDITION 2.2</b>	Revised 01 January 2014 Renamed from <i>Qualification/course name</i> to <i>Program name</i>

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## Program recognition identifier

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### Definitional attributes

#### DEFINITION

*Program recognition identifier* distinguishes a qualification, course or skill set by its level of recognition in the VET sector.

#### CONTEXT

*Program recognition identifier* allows analysis of qualifications, courses or skill sets by categories based on recognition and accreditation.

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### Relational attributes

#### RULES

*Program recognition identifier '11* — Nationally accredited qualification specified in a national training package' must only be used for a nationally accredited program of study which is designed to lead to a qualification specified in an endorsed national training package.

*Program recognition identifier '12* — Nationally recognised accredited course, other than a qualification specified in a national training package' must only be used for a nationally recognised accredited course endorsed by state or territory recognition authorities or registered training organisations with delegated authority to self-manage accreditation.

*Program recognition identifier '13* — Nationally recognised skill set, specified in a national training package' must only be used for a skill set endorsed in a training package.

*Program recognition identifier '14* — Other course' must be used for a local course developed by training organisations or where developed by industry, enterprise, community education or professional bodies to meet an identified training need.

*Program recognition identifier '15* — Higher level qualification' is accredited by state or territory government accreditation authorities or higher education institutions with self-accrediting authority in line with the Protocols for Higher Education Approval Processes. The level of education for these qualifications must be in the range from '211 — Graduate diploma' to '421 — Diploma'.

*Program recognition identifier '16* — Locally recognised skill set' must be used for skill sets other than those specified in training packages.

#### GUIDELINES FOR USE

A skill set is defined as 'a single unit or combinations of units which link to a licence or regulatory requirement, or defined by industry need'. Use of the *Program recognition identifier '16* — Locally recognised skill set' must meet this definition.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

**CLASSIFICATION SCHEME**

VALUE	DESCRIPTION – PROGRAM RECOGNITION IDENTIFIER
	<b>NATIONALLY RECOGNISED PROGRAM OF STUDY</b>
11	Nationally accredited qualification specified in a national training package
12	Nationally recognised accredited course, other than a qualification specified in a national training package
13	Nationally recognised skill set specified in a national training package
	<b>NOT NATIONALLY RECOGNISED</b>
14	Other course
	<b>OTHER</b>
15	Higher-level qualification, other than training package qualification or nationally recognised accredited course
16	Locally recognised skill set

**QUESTION**

Not applicable

**Format attributes**

Length: 2  
 Type: numeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: Not applicable

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Accreditation status identifier</i>	
<b>RELEASE 2.0</b>	Revised 01 January 1997 Renamed <i>Recognition status identifier</i>	
<b>RELEASE 3.0</b>	Revised 01 January 1999 Modified some descriptions to accommodate the introduction of national training packages	
<b>RELEASE 4.0</b>	Revised 01 January 2002 Recoded values and modified descriptions for <i>Recognition status identifier</i> Deleted the values '01', '02', '03' and '04' and descriptions and replaced with values '11', '12' and '14' and descriptions	

### DATA ELEMENT DEFINITIONS

<b>EDITION 1</b>	Revised 01 January 2007 Renamed <i>Qualification/course recognition identifier</i>
<b>EDITION 2.1</b>	Revised 01 January 2012 Added '15 – Higher level qualifications'  Modified value descriptions for '11 – Nationally accredited qualification specified in a national training package' and '12 – Nationally recognised accredited course, other than a qualification specified in a national training package'
<b>EDITION 2.2</b>	Revised 01 January 2014 Renamed from <i>Qualification/course recognition identifier</i> to <i>Program recognition identifier</i>  Added '13 – Nationally recognised skill set, specified in a national training package' and '16 – Locally recognised skill set'

## Purchasing contract identifier

### Definitional attributes

#### DEFINITION

*Purchasing contract identifier* uniquely identifies the purchasing or funding contract between the state or territory training authority and the registered training organisation.

#### CONTEXT

Applicable only to training organisations that have contractual obligations with state or territory training authorities. Rules are determined by individual states and territories.

### Relational attributes

#### RULES

Determined by individual states and territories.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PURCHASING CONTRACT IDENTIFIER
text	Code that identifies the purchasing or funding contract between the state or territory training authority and the registered training organisation

#### QUESTION

Not applicable

### Format attributes

Length: 12  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Purchasing contract identifier</i>	

## Purchasing contract schedule identifier

### Definitional attributes

#### DEFINITION

*Purchasing contract schedule identifier* identifies a specific program of study to be undertaken as part of a purchasing contract. *Purchasing contract schedule identifier* is applied to the duration of the contract period, which can overlap data collection periods.

#### CONTEXT

Applicable only to training organisations that have contractual obligations with state or territory training authorities. Rules are determined by individual states and territories.

### Relational attributes

#### RULES

Determined by individual states and territories.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PURCHASING CONTRACT SCHEDULE IDENTIFIER
text	Valid purchasing contract schedule identifier

#### QUESTION

Not applicable

### Format attributes

Length: 3  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Purchasing contract schedule identifier</i>	



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## Qualification issued flag

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Name changed see *Issued flag*

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## Qualification/course field of education identifier

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Name changed see *Program field of education identifier*

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## Qualification/course identifier

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Name changed see *Program Identifier*

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## Qualification/course level of education identifier

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Name changed see *Program level of education identifier*

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## Qualification/course name

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Name changed see *Program name*

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## Qualification/course recognition identifier

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Name changed see *Program recognition identifier*

## Scheduled hours

### Definitional attributes

#### DEFINITION

*Scheduled hours* specifies the number of supervised hours, including assessment time, that the training organisation actually allocates for the delivery of a unit of competency or module.

#### CONTEXT

*Scheduled hours* is used to analyse training activity by allocated hours of supervised training.

### Relational attributes

#### RULES

*Scheduled hours* must be in the range 0000–0400 hours.

If *Scheduled hours* are zero, then the field must be recorded as '0000'.

*Scheduled hours* is the time in hours that the training organisation allows to deliver and assess a unit of competency or module. Hours attributed to fully unsupervised work experience or industry placement must not be included.

*Scheduled hours* is a whole number of hours. Where fractional hours occur, the value must be rounded to the nearest integer.

#### GUIDELINES FOR USE

*Scheduled hours* represents the hours deemed necessary for the whole subject, whether or not delivery is within one collection period.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SCHEDULED HOURS
0000–9999	Number of hours

#### QUESTION

Not applicable

### Format attributes

Length: 4  
 Type: numeric  
 Justification: right  
 Fill character: zero  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Scheduled hours</i>	

## School-based flag

### Definitional attributes

#### DEFINITION

*School-based flag* indicates whether or not a training contract commenced as an approved school-based apprenticeship.

#### CONTEXT

*School-based flag* is used for analysis and statistical reporting to inform policy and planning.

### Relational attributes

#### RULES

*School-based flag* must = Y where the client is a student, who at the commencement of the contract, was:

- enrolled in a senior secondary certificate under the relevant Education Act
- enrolled in a school or education provider that acknowledges and endorses the training plan/outline required by the apprenticeship/traineeship training contract
- the Australian school-based apprenticeship is recognised on the senior secondary certificate.

#### GUIDELINES FOR USE

*School-based flag* should remain Y throughout the life of the contract if the client commenced as a school-based apprentice.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SCHOOL-BASED FLAG
Y	Yes – the contract commenced as an approved school-based apprenticeship
N	No – the contract did not commence as an approved school-based apprenticeship

#### QUESTION

Not applicable

### Format attributes

Length: 1  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: @ not specified

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0		Introduced 01 April 2004 <i>School-based flag</i>



DATA ELEMENT DEFINITIONS	
<b>EDITION 2.2</b>	Revised 01 July 2016 Modified descriptors for <i>School-based flag</i>

## School level identifier

### Definitional attributes

#### DEFINITION

*School level identifier* identifies the level of schooling in which a client is currently enrolled.

#### CONTEXT

*School level identifier* is used for analysis and statistical reporting.

### Relational attributes

#### RULES

Not applicable

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SCHOOL LEVEL IDENTIFIER
08	Year 8 or below
09	Year 9 or equivalent
10	Year 10 or equivalent
11	Year 11 or equivalent
12	Year 12 or equivalent
99	Not applicable (Client not at secondary school)

#### QUESTION

Not applicable

### Format attributes

Length: 2  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: @@ not specified

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0		Introduced 01 January 1999 <i>School level</i>
RELEASE 4.0		Revised 01 January 2002 Updated the value description for <i>School level</i> to align with the ABS Australian census and the national apprenticeship/traineeship training contract by adding the category 'Year 8 or below' and 'Year 9 or equivalent'

### DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>School level identifier</i>
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## School type identifier

### Definitional attributes

#### DEFINITION

*School type identifier* classifies an educational institution delivering training as part of secondary school.

#### CONTEXT

*School type identifier* is used for reporting a school student's participation in VET in Schools by their educational institution.

### Relational attributes

#### RULES

This field must not be blank if the enrolment in a program of study is a VET in Schools program.

#### GUIDELINES FOR USE

*School type identifier* must be the school type of the home school of the client and not where the training takes place.

#### RELATED DATA

Not applicable.

#### TYPE OF RELATIONSHIP

Not applicable.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION - SCHOOL TYPE IDENTIFIER
21	School – Government
25	School – Catholic
27	School – Independent
31	Technical and Further Education institute
61	Community-based adult education provider
91	Privately operated registered training organisation
92	Home school arrangement

### Format attributes

Length: 2

Type: alphanumeric

Justification: left

Fill character: space

Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

DATA ELEMENT DEFINITIONS	
EDITION 2.2	Introduced August 2014 <i>School type identifier</i>

## Sex

### Definitional attributes

#### DEFINITION

Sex identifies whether client is male or female.

#### CONTEXT

Sex is used to analyse data by demographic characteristics.

### Relational attributes

#### RULES

Sex is identified as a self-assessment response by the client and must not be determined by the training organisation.

#### GUIDELINES FOR USE

National VET Provider Collection enrolment form questions are designed to comply with the Standards for Demographic Variables, ABS catalogue no. 1285.0, 1999.

Apart from the standard classification of being male or female, an individual may be 'Intersex or Indeterminate' which is not listed on the National VET Provider Collection standard enrolment form or in the classification scheme. Due to the rarity of this demographic and resulting privacy concerns, classification 'Intersex or Indeterminate' is not reported in the national collections. Where someone specifies at enrolment that they are neither male nor female (i.e. intersex), Sex should be coded to '@ – not specified'.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SEX
F	Female
M	Male

#### QUESTION

Sex (Tick ONE box only)

Male	<input type="checkbox"/> M
Female	<input type="checkbox"/> F

### Format attributes

Length: 1  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: @ not specified

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 Sex	Introduced 01 July 1994 Sex

## Specific funding identifier

### Definitional attributes

#### DEFINITION

*Specific funding identifier* uniquely identifies training in a program funded or initiated by the Australian Government.

#### CONTEXT

*Specific funding identifier* allows for analysis of data by specific Australian Government programs relevant to vocational education and training.

### Relational attributes

#### RULES

The *Specific funding identifier* is a unique code applied to an enrolment in a unit of competency or module to identify Commonwealth-funded or initiated training.

If *Specific funding identifier* is not blank then *Funding source – national* must be '13 – Commonwealth specific funding program'.

#### GUIDELINES FOR USE

This field is for use by state or territory training authorities or those training organisations receiving funding directly from the Commonwealth.

While most programs are administered by the Department of Education and Training, other Commonwealth departments may offer funding for training. For example, job search incentives on training programs provided by Centrelink or health training initiatives funded by the Commonwealth. Programs can be administered by state and territory training authorities or by a direct contract between the Commonwealth and the training organisation.

Please refer to the NCVER Portal (<[www.ncver.edu.au](http://www.ncver.edu.au)> > Support > AVETMISS > AVETMISS system files > Other > Specific funding identifier) for an up-to-date list of *Specific funding identifier* values as codes are updated when new programs are introduced or discontinued.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SPECIFIC FUNDING IDENTIFIER
text	Specific funding identifier code

#### QUESTION

Not applicable

**Format attributes**

Length: 10  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 6.1	Introduced 01 January 2012	

**DATA ELEMENT DEFINITIONS**

EDITION 2.1	Introduced 01 January 2012
EDITION 2.2	Revised 01 January 2014 Renamed from <i>Specific program identifier</i> to <i>Specific funding identifier</i>

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## Specific program identifier

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Name changed see *Specific funding identifier*



## State identifier

### Definitional attributes

#### DEFINITION

*State identifier* uniquely identifies the state or territory of a physical location or postal address.

#### CONTEXT

*State identifier* is used to analyse the data by state and territory.

### Relational attributes

#### RULES

Not applicable

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

*Address location – suburb, locality or town; Postcode*

#### TYPE OF RELATIONSHIP

*Address location – suburb, locality or town, Postcode* and *State identifier* are used together to determine an address region.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – STATE IDENTIFIER
01	New South Wales
02	Victoria
03	Queensland
04	South Australia
05	Western Australia
06	Tasmania
07	Northern Territory
08	Australian Capital Territory
09	Other Australian territories or dependencies
99	Other (overseas but not an Australian territory or dependency)

**QUESTION**

What is the address of your usual residence?

Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name
Flat/unit number
Street number
Street name and type
Suburb, locality or town
<b>State/territory</b>
Postcode

What is your postal address (if different from above)?

Building/property name
Flat/unit number
Street number
Street name and type
Suburb, locality or town
<b>State/territory</b>
Postcode

**Format attributes**

Length:	2
Type:	numeric
Justification:	none
Fill character:	none
Permitted data element value:	@@ not specified

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>State identifier</i>	Introduced 01 July 1994 <i>State identifier</i>
<b>RELEASE 2.0</b>	Revised 01 January 1997 Added classification value and description '99 – Other'	Revised 01 January 1997 Added classification value and description '99 – Other'
<b>RELEASE 3.0</b>	Revised 01 January 1999 Split <i>State identifier</i> to create <i>State identifier – new apprenticeships</i> , <i>State identifier – training organisation</i> , and <i>State identifier – training provider location</i> . Deleted value and description '99 – Other' for <i>State identifier – training organisation</i>	Revised 01 January 1999 Renamed <i>State identifier – training organisation</i> Deleted value and description '99 – Other'
<b>RELEASE 5.0</b>	Revised 01 January 2003 Combined <i>State identifier – new apprenticeships</i> , <i>State identifier – training organisation</i> , and <i>State identifier – training provider location</i> into <i>State identifier</i> . Renamed <i>State identifier – training organisation</i> to <i>State identifier</i>	

### DATA ELEMENT DEFINITIONS

<b>EDITION 2</b>	Revised 01 July 2008 Adopted <i>State identifier</i> to replace <i>State identifier – training organisation</i> for the National Apprentice and Trainee Collection
<b>EDITION 2.2</b>	Revised 01 January 2014 Added '@@ not specified' as permitted data element value

## Statistical area level 1 identifier

### Definitional attributes

#### DEFINITION

*Statistical area level 1 identifier* identifies a geographic-based population group at the lowest level for which census data are reported.

*Statistical area level 1 identifier* is based on the *Australian Statistical Geography Standard (ASGS)*, ABS catalogue no.1270.0, 2011.

#### CONTEXT

*Statistical area level 1 identifier* is used to collect aggregated client usual residential address information that can be used to derive client socioeconomic status while protecting client privacy.

Training providers do not have to provide the *Statistical area level 1 identifier* when submitting data to their state or territory training authority. Geo-coded client residential address information is only necessary once data are submitted to NCVER.

### Relational attributes

#### RULES

*Statistical area level 1 identifier* must contain a valid 11-digit statistical area level 1 code as defined in the *Australian Statistical Geography Standard (ASGS)*.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – STATISTICAL AREA LEVEL 1 IDENTIFIER
00000000001– 99999999999	Valid ASGS Statistical area level 1 code

#### QUESTION

Not applicable

### Format attributes

Length:	11
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@@@@@@@@@@ not specified

### Administrative attributes

#### HISTORY

DATA ELEMENT DEFINITIONS	
EDITION 2.2	Introduced 01 January 2014 <i>Statistical area level 1 identifier</i>

## Statistical area level 2 identifier

### Definitional attributes

#### DEFINITION

*Statistical area level 2 identifier* identifies a geographic-based population group at the second lowest level for which census data are reported.

*Statistical area level 2 identifier* is based on the *Australian Statistical Geography Standard (ASGS)*, ABS catalogue no.1270.0, 2011.

#### CONTEXT

*Statistical area level 2 identifier* is used to collect aggregated client usual residential address information that can be used to derive client socioeconomic status while protecting client privacy.

Training providers do not have to provide the *Statistical area level 2 identifier* when submitting data to their state or territory training authority. Geo-coded client residential address information is only necessary once data are submitted to NCVER.

### Relational attributes

#### RULES

*Statistical area level 2 identifier* must contain a valid 9-digit statistical area level 2 code as defined in the *Australian Statistical Geography Standard (ASGS)*.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – STATISTICAL AREA LEVEL 2 IDENTIFIER
000000001– 999999999	Valid ASGS Statistical area level 2 code

#### QUESTION

Not applicable

### Format attributes

Length:	9
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@@@@@@@@ not specified

### Administrative attributes

#### HISTORY

DATA ELEMENT DEFINITIONS	
EDITION 2.2	Introduced 01 January 2014 <i>Statistical area level 2 identifier</i>

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## Statistical local area

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Data element removed

## Study reason identifier

### Definitional attributes

#### DEFINITION

*Study reason identifier* identifies the client's main reason for study.

#### CONTEXT

*Study reason identifier* is used to assist in the analysis of client motivation and intention for undertaking training.

### Relational attributes

#### RULES

*Study reason identifier* is intended as a self-assessment response by the client and should not be determined by the training organisation.

*Study reason identifier* must be a valid code.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – STUDY REASON IDENTIFIER
<b>Job-related</b>	
01	To get a job
02	To develop my existing business
03	To start my own business
04	To try for a different career
05	To get a better job or promotion
06	It was a requirement of my job
07	I wanted extra skills for my job
<b>Further study</b>	
08	To get into another course of study
<b>Other</b>	
11	Other reasons
12	For personal interest or self-development

#### QUESTION

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.)

To get a job	<input type="checkbox"/> 01
To develop my existing business	<input type="checkbox"/> 02
To start my own business	<input type="checkbox"/> 03
To try for a different career	<input type="checkbox"/> 04
To get a better job or promotion	<input type="checkbox"/> 05
It was a requirement of my job	<input type="checkbox"/> 06
I wanted extra skills for my job	<input type="checkbox"/> 07
To get into another course of study	<input type="checkbox"/> 08
For personal interest or self-development	<input type="checkbox"/> 12
Other reasons	<input type="checkbox"/> 11

**Format attributes**

Length:	2
Type:	alphanumeric
Justification:	left
Fill character:	none
Permitted data element value:	@@ not specified

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Study reason identifier</i>	

**DATA ELEMENT DEFINITIONS**

EDITION 1	Revised 01 January 2007 Recoded values and modified descriptions for <i>Study reason identifier</i> Combined '09 – For personal interest' and '10 – For self-development' into '12 – For personal interest or self-development'
EDITION 2.1	Revised 01 January 2012 Grouped values for <i>Study reason identifier</i> under <i>Job-related</i> , <i>Further study</i> , and <i>Other</i> sub-headings



## Subject field of education identifier

### Definitional attributes

#### DEFINITION

*Subject field of education identifier* is based on the field of education (FOE) at the detailed level (6-digit), which is one part of the *Australian Standard Classification of Education* (ASCED), ABS catalogue no.1272.0, 2001.

The field of education is the subject matter of the unit of competency or module.

#### CONTEXT

*Subject field of education identifier* is used to determine the detailed subject matter covered in a program of study.

*Subject field of education identifier* is used to analyse training outputs by detailed field of education.

### Relational attributes

#### RULES

*Subject field of education identifier* must be a valid code.

For modules belonging to nationally accredited courses, the *Subject field of education identifier* must be assigned by the course developer.

For units of competency belonging to national training package qualifications, the *Subject field of education identifier* must be obtained from the National Training Register <[www.training.gov.au](http://www.training.gov.au)>.

#### GUIDELINES FOR USE

The ASCED field of education classification has a three-tiered hierarchical structure, 12 broad fields, 71 narrow fields and 356 detailed fields. The following illustrates the hierarchical structure of the ASCED field of education classification:

Hierarchical level	Code	Field of education
Broad field	03	Engineering and related technologies
Narrow field	0305	Automotive engineering and technology
Detailed field	030503	Vehicle mechanics

*Subject field of education identifier* is allocated according to the content of the unit of competency or module by determining the broad field, then the narrow field and finally the detailed field.

If the field of education code for nationally registered units of competency or modules cannot be sourced from *Training.gov.au* use the ABS website for a complete list of available field of education codes with descriptions.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SUBJECT FIELD OF EDUCATION IDENTIFIER
BBNNDD	Valid 6-digit detailed level field of education code

#### QUESTION

Not applicable

**Format attributes**

Length:	6
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Discipline group identifier</i>	
<b>RELEASE 4.0</b>	Introduced 01 January 2002 Replaced <i>Discipline group identifier</i> (5-digit) with the <i>Module/unit of competency field of education identifier</i> in concordance with the <i>Australian Standard Classification of Education</i> (ASCED), field of education at the detailed level (6-digit), ABS, catalogue no.1272.0, 2001 Modified the description of the blank value for <i>Module/unit of competency field of education identifier</i>	

**DATA ELEMENT DEFINITIONS**

<b>EDITION 2.2</b>	Revised 01 January 2014 Renamed from <i>Module/unit of competency field of education identifier</i> to <i>Subject field of education identifier</i>
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## Subject flag

### Definitional attributes

#### DEFINITION

*Subject flag* indicates whether the record is a unit of competency in a national training package or a module.

#### CONTEXT

*Subject flag* is used to differentiate between a unit of competency endorsed in a national training package and a nationally accredited module or training organisation module associated with a course.

### Relational attributes

#### RULES

The *Subject flag* must be 'C – Unit of competency' if the unit of competency is an endorsed unit within a training package.

The *Subject flag* must be 'M – Module' in all other cases.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

*Subject identifier*

#### TYPE OF RELATIONSHIP

*Subject flag* must be 'C' if a *Subject identifier* is listed or has been listed on the National Training Register <[www.training.gov.au](http://www.training.gov.au)>

*Subject flag* must be 'M' if *Subject identifier* is a nationally recognised module or a locally developed module.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SUBJECT FLAG
C	Unit of competency
M	Module

#### QUESTION

Not applicable

### Format attributes

Length:	1
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

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**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0	Introduced 01 January 1999 <i>Module/unit of competency flag</i>	

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**DATA ELEMENT DEFINITIONS**

EDITION 2.2	Revised 01 January 2014 Renamed from <i>Module/unit of competency flag</i> to <i>Subject flag</i>
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## Subject identifier

### Definitional attributes

#### DEFINITION

*Subject identifier* is a unique code used to identify a specific unit of competency in a national training package or a nationally accredited or a training organisation module.

#### CONTEXT

*Subject identifier* allows for analysis of data by unit of competency or module.

### Relational attributes

#### RULES

*Subject identifiers* for unique modules or units of competency must be consistent across collections.

When allocating the *Subject identifier*, the following hierarchy must be observed:

- If the *Subject identifier* represents a unit of competency in a nationally accredited training package, the *Subject identifier* must be as listed by the National Training Register <[www.training.gov.au](http://www.training.gov.au)>.
- If the *Subject identifier* represents a module in a nationally accredited course, the *Subject identifier* must be the nationally accredited module code.
- If the *Subject identifier* represents a locally developed subject, the *Subject identifier* must be the training organisation's subject code and not a national code.
- A *Subject identifier* for a locally developed subject such as a module must not match the code for any current or superseded units of competency listed on the National Training Register <[www.training.gov.au](http://www.training.gov.au)>.

#### GUIDELINES FOR USE

A module is defined within a nationally accredited or locally developed course. A unit of competency is defined within a national training package.

The *Subject identifier* of a module code can take any combination of alphanumeric characters up to 12 characters, as determined by the course developer and course accreditation body.

The *Subject identifier* of a unit of competency as defined within a national training package usually has the following format 'AAABBBBCDDDE' where:

AAA	is 3 alpha characters identifying the parent training package
BBBB	is up to 4 alpha characters referring to the industry field
C	is 1 numeric character referring to the AQF qualification in which the unit was first packaged
DDD	is up to 3 numeric characters referring to its position in the training package unit sequence
E	is 1 alpha character referring to its version in a previous unit coding process (Note: codes allocated after 29 July 2011 will not include this)

The following example 'TAADES401A' demonstrates the coding of a unit of competency identifier (*Training package development handbook*, 2011).

TAA	Training package code
DES	Industry field identifier 'Learning Design'
4	AQF qualification level
01	Sequence identifier
A	Version (Note: codes allocated after 29 July 2011 will not include this)

#### RELATED DATA

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable

**CLASSIFICATION SCHEME**

VALUE	DESCRIPTION – SUBJECT IDENTIFIER
text	Module or unit of competency identifier

**QUESTION**

Not applicable

**Format attributes**

Length: 12  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Module identifier</i>	
<b>RELEASE 3.0</b>	Introduced 01 January 1999 <i>Unit of competency identifier</i> Refined rules for allocation of <i>Module identifier</i> Refined rules for allocation of <i>Unit of competency identifier</i>	
<b>RELEASE 4.0</b>	Revised 01 January 2002 Modified value descriptions for <i>Module identifier</i> Modified value descriptions for <i>Unit of competency identifier</i>	

**DATA ELEMENT DEFINITIONS**

<b>EDITION 1</b>	Revised 01 January 2007 Combined <i>Module identifier</i> and <i>Unit of competency identifier</i> to rename <i>Module/unit of competency identifier</i>
<b>EDITION 2.2</b>	Revised 01 January 2014 Renamed from <i>Module/unit of competency identifier</i> to <i>Subject identifier</i>

## Subject name

### Definitional attributes

#### DEFINITION

*Subject name* is the title of a unit of competency or module.

#### CONTEXT

*Subject name* describes the subject matter covered in a unit of competency or module.

### Relational attributes

#### RULES

Not applicable

#### GUIDELINES FOR USE

It is advisable that training organisations retain the unit of competency *Subject name* associated with each version of the unit of competency for data-management purposes and only report activity to the appropriate version delivered.

When allocating the *Subject name*, the following hierarchy must be observed:

- If the *Subject name* represents a unit of competency from a nationally accredited training package, the *Subject name* must be as listed by the National Training Register <[www.training.gov.au](http://www.training.gov.au)>.
- If the *Subject name* represents a module from a nationally accredited course, the *Subject name* must be the nationally accredited module name.
- If the *Subject name* represents a locally developed program of study, the *Subject name* must be the training organisation module name and not a national name.

For locally developed modules the *Subject name* should meaningfully indicate the subject matter of the module, for example, 'Basic Numeracy 1', and not 'C100MOD007'.

#### RELATED DATA

*Subject identifier*

*Subject flag*

#### TYPE OF RELATIONSHIP

*Subject name* may be used in several training packages and may have more than one *Subject identifier*.

*Subject name* and *Subject identifier* must correspond to unit of competency name combination listed on the National Training Register <[www.training.gov.au](http://www.training.gov.au)>. If there is no correspondence, the *Subject flag* must be 'M – Module' in the Module/unit of competency.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SUBJECT NAME
text	Unit of competency or module name

#### QUESTION

Not applicable

**Format attributes**

Length: 100  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Module name</i>	
<b>RELEASE 3.0</b>	Introduced 01 January 1999 <i>Unit of competency name</i> Refined rules for allocation of <i>Module name</i> Refined rules for allocation of <i>Unit of competency name</i>	
<b>RELEASE 4.0</b>	Revised 01 January 2002 Modified value descriptions for <i>Module name</i> Modified value descriptions for <i>Unit of competency name</i>	

**DATA ELEMENT DEFINITIONS**

<b>EDITION 1</b>	Revised 01 January 2007 Combined <i>Module name</i> and <i>Unit of competency name</i> to <i>Module/unit of competency name</i>
<b>EDITION 2.2</b>	Revised 01 January 2014 Renamed from <i>Module/unit of competency name</i> to <i>Subject name</i>



## Telephone number

### Definitional attributes

#### DEFINITION

*Telephone number* is a number used to make a telephone call.

#### CONTEXT

*Telephone number* can be used to contact an individual.

### Relational attributes

#### RULES

*Telephone number* must include the area code.

The format for *Telephone number* is without spaces where 0123456789 is an example for a 10-digit telephone number.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TELEPHONE NUMBER
text	Valid telephone number including area code

#### QUESTION

Not applicable

### Format attributes

Length: 20  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Phone number</i>	Introduced 01 July 1994 <i>Phone number</i>
RELEASE 5.0	Revised 01 January 2003 Renamed <i>Telephone number</i>	

#### DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Adopted <i>Telephone number</i> to replace <i>Phone number</i> for National Apprentice and Trainee Collection
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## Telephone number – home

### Definitional attributes

#### DEFINITION

*Telephone number – home* is a number used to make a telephone call.

#### CONTEXT

*Telephone number – home* can be used to contact an individual.

### Relational attributes

#### RULES

*Telephone number – home* must include the area code.

*Telephone number – home* must be a valid telephone number.

The format for *Telephone number – home* is without spaces where 0123456789 is an example for a 10-digit telephone number.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TELEPHONE NUMBER – HOME
text	Valid telephone number

#### QUESTION

Not applicable

### Format attributes

Length: 20  
 Type: alphanumeric  
 Justification: none  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Telephone number – home</i>	

## Telephone number – mobile

### Definitional attributes

#### DEFINITION

*Telephone number – mobile* is a number used to make a telephone call.

#### CONTEXT

*Telephone number – mobile* can be used to contact an individual.

### Relational attributes

#### RULES

The format for *Telephone number – mobile* is without spaces where 0123456789 is as an example for a 10-digit mobile phone number.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TELEPHONE NUMBER – MOBILE
text	Valid mobile telephone number

#### QUESTION

Not applicable

### Format attributes

Length: 20  
 Type: alphanumeric  
 Justification: none  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Telephone number – mobile</i>	

## Telephone number – work

### Definitional attributes

#### DEFINITION

*Telephone number – work* is a number used to make a telephone call.

#### CONTEXT

*Telephone number – work* can be used to contact an individual.

### Relational attributes

#### RULES

*Telephone number – work* must include the area code.

The format for *Telephone number – work* is without spaces where 0123456789 is an example for a 10-digit telephone number.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TELEPHONE NUMBER – WORK
text	Valid telephone number

#### QUESTION

Not applicable

### Format attributes

Length: 20  
 Type: alphanumeric  
 Justification: none  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Telephone number – work</i>	

## Training authority identifier

### Definitional attributes

#### DEFINITION

*Training authority identifier* is used to uniquely identify a state or territory training authority that submits data for the national data submission to NCVER.

#### CONTEXT

*Training authority identifier* is issued by NCVER to a state or territory training authority that aggregates data from training organisations into a single return and then submits it for the national data collection to NCVER.

### Relational attributes

#### RULES

*Training authority identifier* is issued by the AVETMISS collection managing agent, NCVER, and is used to uniquely identify a state or territory training authority or other data submission authority.

*Training authority identifier* is only intended for use by state or territory training authorities that submit data for the national collection to NCVER. Training organisations do not use this field.

NCVER will allocate a 3-digit *Training authority identifier* to each state or territory training authority for the national data submission to NCVER. This code must be provided as the *Training authority identifier* in the format '00000xxx00', where 'xxx' is the current 3-digit code.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING AUTHORITY IDENTIFIER
text	Valid alphanumeric identifier

#### QUESTION

Not applicable

### Format attributes

Length:	10
Type:	alphanumeric
Justification:	left
Fill character:	zero
Permitted data element value:	not applicable

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Training organisation identifier</i>
RELEASE 5.0	Introduced 01 January 2003 <i>Training authority identifier</i>	

### DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Adopted <i>Training authority identifier</i> to replace <i>Training organisation identifier</i> for National Apprentice and Trainee Collection
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## Training authority name

### Definitional attributes

#### DEFINITION

*Training authority name* is the name of a state or territory training authority or organisation that submits data to the AVETMISS collection managing agent, NCVER.

#### CONTEXT

*Training authority name* is used to uniquely identify a state or territory training authority or organisation that aggregates data from training organisations into a single return and then submits it for the national data collection to NCVER.

### Relational attributes

#### RULES

*Training authority name* must be the full name of the organisation that submits data to the collection managing agent.

#### GUIDELINES FOR USE

Training authority name is only intended for use by state or territory training authorities that submit data for the national collection to NCVER. Registered training organisations do not use this field.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING AUTHORITY NAME
text	Valid name of a state or territory training authority or submission agent

#### QUESTION

Not applicable

### Format attributes

Length: 100  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Training organisation name</i>
RELEASE 5.0	Introduced 01 January 2003 <i>Training authority name</i>	

#### DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Adopted <i>Training authority name</i> to replace <i>Training organisation name</i> for National Apprentice and Trainee Collection
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## Training contract identifier

### Definitional attributes

#### DEFINITION

*Training contract identifier* uniquely identifies an apprentice or trainee training contract registered with a training authority.

A training contract is a contractual agreement between a client and an employer indicating the terms of experiential training the client is to undertake.

#### CONTEXT

*Training contract identifier* is required to uniquely identify a training contract.

### Relational attributes

#### RULES

A unique *Training contract identifier* must be used each time a client enters into a new training contract.

Rules for contract transfers are determined by state and territory training authorities.

#### GUIDELINES FOR USE

##### **For National VET Provider Collection only**

*Training contract identifier* is only used where an enrolment in a unit of competency or module relates to a client undertaking an apprenticeship or traineeship under a registered apprenticeship/traineeship training contract.

*Training contract identifier* is assigned when the apprenticeship/traineeship training contract is registered as a means of identifying the apprenticeship/traineeship training contract.

*Training contract identifier* forms a dual key with the *Client identifier – apprenticeships*.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING CONTRACT IDENTIFIER
text	Unique training contract identifier

#### QUESTION

Not applicable



**Format attributes**

Length: 10  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: @@@@ @@@@ @@@@ not specified

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Training contract identifier</i>
RELEASE 5.0	Introduced 01 January 2003 <i>Training contract identifier – new apprenticeships</i>	

**DATA ELEMENT DEFINITIONS**

EDITION 2	Revised 01 July 2008 Renamed <i>Training contract identifier</i> for National Apprentice and Trainee Collection
EDITION 2.2	Revised 01 January 2014 Renamed from <i>Training contract identifier – new apprenticeships</i> to <i>Training contract identifier</i> for National VET Provider Collection

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## Training contract identifier – new apprenticeships

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Name changed see *Training contract identifier*

## Training contract identifier – previous

### Definitional attributes

#### DEFINITION

*Training contract identifier – previous* uniquely identifies the training contract a client signed previously within a training authority.

#### CONTEXT

*Training contract identifier – previous* is used for analysis and statistical reporting.

### Relational attributes

#### RULES

*Training contract identifier – previous* must be a unique code that identifies a previous training contract undertaken by a client prior to the current training contract, which is identified by the *Training contract identifier*.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING CONTRACT IDENTIFIER – PREVIOUS
text	Training contract identifier – previous

#### QUESTION

Not applicable

### Format attributes

Length: 10  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

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**Administrative attributes**
**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Training contract identifier (previous)</i>
RELEASE 3.0		Revised 01 January 1999 Renamed <i>Previous training contract identifier</i>

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**DATA ELEMENT DEFINITIONS**

EDITION 2	Revised 01 July 2008 Renamed <i>Training contract identifier – previous</i>
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## Training contract status identifier

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### Definitional attributes

#### DEFINITION

*Training contract status identifier* is a code that identifies the status of a training contract.

#### CONTEXT

*Training contract status identifier* is used for analysis and statistical reporting.

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### Relational attributes

#### RULES

Not applicable

#### GUIDELINES FOR USE

The following status codes can be used:

##### 01 – Active

- Where a contract has commenced for the first time or recommenced within the contract after a period of inactivity such as suspension.
- Where a change of attributes has occurred for an active contract.

##### 02 –Recommenced

- Where a contract has commenced as the continuation of an apprenticeship or traineeship in the same or superseded qualification.

##### 07 – Suspended

- Where a contract has been suspended for any reason.

##### 03 – Withdrawn

- Where a contract has been terminated during the probationary period.

##### 06 – Cancelled

- Where a contract has been terminated after the probationary period.

##### 11 – Transferred

- Where a contract has been terminated (either during or after any probationary period) and a new training contract is to be entered into by the same apprentice/trainee in the same qualification.

##### 04 – Completed

- Where an apprentice or trainee has met all the state or territory requirements for completion of a contract.

##### 05 – Expired

- Where the expected term of a contract has been reached without being '04 – Completed' or otherwise terminated.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

**CLASSIFICATION SCHEME**

VALUE	DESCRIPTION – TRAINING CONTRACT STATUS IDENTIFIER
01	Active
02	Recommended
03	Withdrawn
04	Completed
05	Expired
06	Cancelled
07	Suspended
09	Expired (unsuccessful) <b>This value is not valid for clients with a <i>Date of transaction</i> on or after 01/07/2016</b>
11	Transferred

**QUESTION**

Not applicable

**Format attributes**

Length: 2  
 Type: numeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: not applicable

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Contract status identifier</i>
RELEASE 2.0		Classification revised 01 July 1997 Removed the value '08 – Pending'
RELEASE 4.0		Revised 01 January 2002 Renamed <i>Training contract status identifier</i> Refined the rules for the <i>Training contract status identifier</i> , in line with the rules for the valid and invalid status, to disallow two consecutive '03 – Withdrawn' transactions or two consecutive '04 – Completed' transactions or two consecutive '05 – Expired' transactions or two consecutive '06 – Cancelled' transactions within a single training contract. Also disallow a '03 – Withdrawn' or '04 – Completed' or '05 – Expired' or '06 – Cancelled' or '07 – Active (suspended)' to be followed by '01 – Active (commencement)' within a single training contract. Also disallow a '04 – Completed' to be followed by '02 – Active (recommencement)' within a single training contract

### DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed '05 – Expired' to '05 – Expired (outcome unknown)' Added codes '09 – Expired (unsuccessful)' and '11 – Transferred' Revised the definitions for codes
EDITION 2.2	Revised 01 July 2016 Updated name for 01 from 'Active (commenced)' to 'Active', 02 from 'Active (recommended)' to 'Recommended' and 05 from 'Expired (outcome unknown)' to 'Expired'.

## Training organisation delivery location identifier

### Definitional attributes

#### DEFINITION

*Training organisation delivery location identifier* is a unique code that identifies a training organisation's delivery location.

#### CONTEXT

*Training organisation delivery location identifier* is used to uniquely identify the delivery locations of a training organisation. It is collected in addition to training organisation address details.

### Relational attributes

#### RULES

*Training organisation delivery location identifier* must not be used for more than one location with a training organisation.

*Training organisation delivery location identifier* must be the same code in and across all collections.

*Training organisation delivery location identifier* must be the delivery location from which the training is coordinated for online, correspondence and 'on the road' delivery, e.g. a trainer visiting several workplaces to deliver training.

#### GUIDELINES FOR USE

The identifier in combination with a name for the delivery location is usually determined by the training organisation according to their administrative preferences. The format of the identifier can be a maximum of ten characters long with any combination of alphanumeric characters that is meaningful to the issuing training organisation.

Delivery locations are generally the places where the training is conducted; discretion must be used when identifying individual delivery locations. For example, two annexes of an institute or different floors of a building at the same street address should be reported as the same training delivery location.

#### RELATED DATA

*Training organisation delivery location name*

#### TYPE OF RELATIONSHIP

*Training organisation delivery location name* and *Training organisation delivery location identifier* together uniquely identify the training organisation's specific training site.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING ORGANISATION DELIVERY LOCATION IDENTIFIER
text	Delivery location identifier that is unique within a training organisation

#### QUESTION

Not applicable



**Format attributes**

Length: 10  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Training provider location identifier</i>	
<b>RELEASE 5.0</b>	Revised 01 January 2003 Renamed <i>Training organisation delivery location identifier</i>	

## Training organisation delivery location name

### Definitional attributes

#### DEFINITION

*Training organisation delivery location name* is the name used by the training organisation for a training organisation's delivery location.

#### CONTEXT

*Training organisation delivery location name* is used to describe the physical location of training delivery for a training organisation.

### Relational attributes

#### RULES

*Training organisation delivery location name* must uniquely describe a delivery location.

*Training organisation delivery location name* must remain the same name in and across all collections.

*Training organisation delivery location name* must be a name for the location from which the training is coordinated for online, correspondence and 'on the road' delivery, e.g. a trainer visiting several workplaces to deliver training.

#### GUIDELINES FOR USE

The name in combination with an identifier for the delivery location is usually determined by the training organisation according to their administrative preferences.

Delivery locations are generally the places where the training is conducted; usually the delivery location name summarises its location in a meaningful way. Examples would be 'Ravier Institute, Knoalla Campus' or 'Bathurst Park'. Discretion should be used when identifying individual delivery locations. For example, two annexes of an institute or different floors of a building at the same street address should be reported as the same training delivery location.

#### RELATED DATA

*Training organisation delivery location identifier*

#### TYPE OF RELATIONSHIP

*Training organisation delivery location identifier* with *Training organisation delivery location name* uniquely identify the training organisation.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING ORGANISATION DELIVERY LOCATION NAME
text	Unique training organisation delivery location name

#### QUESTION

Not applicable

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**Format attributes**

Length: 100  
Type: alphanumeric  
Justification: left  
Fill character: space  
Permitted data element value: not applicable

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**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Training provider location name</i>	
RELEASE 5.0	Revised 01 January 2003 Renamed <i>Training organisation delivery location name</i>	

## Training organisation identifier

### Definitional attributes

#### DEFINITION

*Training organisation identifier* is a unique code used to identify a training organisation.

#### CONTEXT

*Training organisation identifier* is used to identify training organisations that deliver vocational education and training.

### Relational attributes

#### RULES

If the training provider is a registered training organisation, the *Training organisation identifier* must be the valid national code listed on the National Training Register <[www.training.gov.au](http://www.training.gov.au)>.

Non-registered training providers must ensure that the identifier used must not match the code for any current or cancelled identifier listed on the National Training Register <[www.training.gov.au](http://www.training.gov.au)>.

#### GUIDELINES FOR USE

Only registered training organisations can provide nationally recognised training. *Training organisation identifier* is usually assigned by a registration body (ASQA, TAC, VRQA) to a training organisation at the time of registration. The code is listed on the National Training Register <[www.training.gov.au](http://www.training.gov.au)>.

It is recommended that training organisation identifiers for non-registered training organisations include the training organisation's name or part of the name up to 10 characters long (for example, AutoTrain, Artscraft1).

#### RELATED DATA

*Training organisation name*

#### TYPE OF RELATIONSHIP

*Training organisation name* is used along with *Training organisation identifier* to accurately identify a training organisation.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING ORGANISATION IDENTIFIER
text	Unique alphanumeric identifier

#### QUESTION

Not applicable

### Format attributes

Length: 10  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Training organisation identifier</i>	
RELEASE 4.0		Introduced 01 January 2002 <i>Registered training organisation identifier</i>

### DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Adopted <i>Training organisation identifier</i> to replace <i>Registered training organisation identifier</i> for National Apprentice and Trainee Collection
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## Training organisation name

### Definitional attributes

#### DEFINITION

*Training organisation name* is the registered name of a training organisation.

#### CONTEXT

*Training organisation name* is used to identify registered and non-registered training organisations.

### Relational attributes

#### RULES

*Training organisation name* must not be an acronym.

If the training provider is a registered training organisation, the *Training organisation name* must be the exact legal or trading name listed on the National Training Register <[www.training.gov.au](http://www.training.gov.au)>.

Non-registered training providers must ensure that the name does not exist on the National Training Register <[www.training.gov.au](http://www.training.gov.au)>.

If *Training organisation name* is greater than 100 characters, the name must be truncated.

#### GUIDELINES FOR USE

*Training organisation name* will generally be the name under which a training organisation is registered or operates as a legal entity.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING ORGANISATION NAME
text	Valid training organisation name

#### QUESTION

Not applicable

### Format attributes

Length: 100  
 Type: alphanumeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

## Administrative attributes

### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Training organisation name</i>	
RELEASE 4.0		Introduced 01 January 2002 <i>Registered training organisation name</i>

### DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Adopted <i>Training organisation name</i> to replace <i>Registered training organisation name</i> for National Apprentice and Trainee Collection
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## Training organisation type identifier

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### Definitional attributes

#### DEFINITION

*Training organisation type identifier* classifies a training provider.

#### CONTEXT

*Training organisation type identifier* is used for reporting client participation by type of educational institution.

*Training organisation type identifier* is used for analysis of educational participation, on a regional basis and for groups such as young people or Indigenous Australians.

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### Relational attributes

#### RULES

*Training organisation type identifier* refers to the type of training organisation and not:

- the training organisation's delivery location; for example, although a TAFE training organisation may have a training organisation delivery location at a school, the *Training organisation type identifier* will be '31 – Technical and further education institute or similar public institution' and not '21 – School – government'.
- the type of program of study delivered; for example, although a TAFE training organisation may deliver a senior secondary certificate, the *Training organisation type identifier* will be '31 – Technical and further education institute or similar public institution' and not '21 – School – government'.
- the funding received; for example, although a TAFE training organisation may deliver community-based adult education programs, the *Training organisation type identifier* will be '31 – Technical and further education institute or similar public institution' and not '51 – Community-based adult education provider'.

#### GUIDELINES FOR USE

##### School

A school is established or recognised under an Act of parliament for the purpose of providing courses of instruction in pre-school, primary or secondary education.

A school encompasses compulsory education and non-compulsory education. The compulsory stages of education are defined in state legislation. A school (other than a special school) must satisfy the following criteria:

- Its major activity is the provision of full-time day primary or secondary education or the provision of primary or secondary distance education.
- It is headed by a principal (or equivalent) responsible for its internal operation.
- It is possible for clients to enrol for a minimum of four continuous weeks, excluding breaks for school vacations.

The term 'school' includes schools in institutions and hospitals, mission schools and similar establishments.



**TAFE or similar public institutions**

Technical and further education (TAFE) institutes or similar public institutions (e.g. polytechnics) are created by an Act of parliament and have responsibilities specified in that and other legislation and via ministerial directions. These institutes are public bodies in receipt of government funding.

**University**

All Australia's universities are established or recognised under state or territory legislation except the Australian National University, which is constituted under an Act of the federal parliament.

University — government: e.g. RMIT University

University — non-government Catholic: e.g. Australian Catholic University, Notre Dame

University — non-government independent: e.g. Bond University.

**Enterprise**

An enterprise, or the training function or department of an enterprise that is registered to provide nationally accredited training according to the standards for the registration of training organisations (RTOs) of the VET Quality Framework or Australian Quality Training Framework. Training is delivered to their employees or cadets.

Enterprise — government: e.g. Department of Defence, Customs, Department of Correctional Services Academy, Centrelink Virtual College

Enterprise — non-government: e.g. Woolworths, Qantas, Toyota Australia.

**Community-based adult education**

A not-for-profit, community-based organisation with a primary focus on adult education. Community-based adult education delivers courses relating to leisure, personal and community development, employment skills, preparation for VET and nationally recognised programs of study.

**Other training provider**

'91 — Private education/training business or centre' is a privately operated registered training organisation ('private provider').

'93 — Professional association' may exist for every industry and these perform a variety of functions such as:

- providing and promoting professional and career development activities
- establishing and monitoring industry standards and professional codes of practice
- advising educational institutions on curriculum development.

Examples of professional associations include Institute of Chartered Accountants, Australian Institute of Management, Australian Computer Society.

'95 — Industry association' is a national industry association that represents the interests of its members, for example, Internet Industry Association, industry unions.

'97 — Equipment and/or product manufacturer or suppliers provide certification and training for employees and non-employees, for example, CISCO, Microsoft.

'99 — Other training provider not elsewhere classified' are for-profit private training providers (e.g. private one-on-one music teachers, private tutors) and not-for-profit training providers (e.g. Mission Australia, Salvation Army).

**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable

**CLASSIFICATION SCHEME**

VALUE	DESCRIPTION – TRAINING ORGANISATION TYPE IDENTIFIER
	<b>Secondary school</b>
21	School – government
25	School – Catholic
27	School – independent
	<b>TAFE, skills institute or polytechnic</b>
31	Technical and further education institute or similar public institutions
	<b>University</b>
41	University – government
43	University – non-government Catholic
45	University – non-government independent
	<b>Enterprise</b>
51	Enterprise – government
53	Enterprise – non-government
	<b>Community-based adult education</b>
61	Community-based adult education provider
	<b>Other training provider</b>
91	Private education/training business or centre: privately operated registered training organisation
93	Professional association
95	Industry association
97	Equipment and/or product manufacturer or supplier
99	Other – not elsewhere classified

**QUESTION**

Not applicable

**Format attributes**

Length:	2
Type:	numeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable

**Administrative attributes****HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Training provider location type identifier</i>	
<b>RELEASE 1.1</b>	Updated 01 January 1995 Added '12 – Community access centre' and '13 – Adult migrant education provider'	
<b>RELEASE 2.0</b>	Revised 01 January 1997 Renamed <i>Training provider type identifier</i>	
<b>RELEASE 3.0</b>	Revised 01 January 1999 Modified descriptions for <i>Training provider type identifier</i>	
<b>RELEASE 5.0</b>	Revised 01 January 2003 Renamed <i>Training organisation type identifier</i>	

**DATA ELEMENT DEFINITIONS**

<b>EDITION 1</b>	Revised 01 January 2007 Recoded values and modified descriptions for <i>Training organisation type identifier</i>
<b>EDITION 2.1</b>	Revised 01 January 2012 Removed '23 – School – Australian technical college'
<b>EDITION 2.2</b>	Revised 01 July 2014 Renamed '31 – Technical and further education institute, skill institute or polytechnic' to '31 – Technical and further education institute or similar public institution' Renamed '91 – Education/training business or centre' is a privately operated registered training organisation ('private provider') to '91 – Private education/training business or centre' is a privately operated registered training organisation ('private provider').

## Unique student identifier

### Definitional attributes

#### DEFINITION

The *Unique student identifier* uniquely identifies an individual who accesses vocational education and training over his or her lifetime.

#### CONTEXT

The *Unique student identifier* is assigned by the USI Registrar.

The *Unique student identifier* allows collation of a client's educational attainments for analysis and research purposes while protecting client privacy.

### Relational attributes

#### RULES

Where a client has already been issued a Unique student identifier (USI), a new USI must not be requested from the USI Registrar.

A valid USI code must be a valid identifier issued by the USI Registrar.

All USI Registrar provided codes are a combination of upper case (A–H, J–N, P–Z) and numbers (2–9), do not include the characters '0', '1', 'I' or 'O' and must be exactly ten digits long.

#### GUIDELINES FOR USE

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.

Special care should be taken to capture a client's USI code correctly.

Records should be checked to ensure that two or more records with different *Unique student identifiers* do not identify the same person.

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 [www.usi.gov.au/documents/usi-exemptions-table-march-2016](http://www.usi.gov.au/documents/usi-exemptions-table-march-2016). 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.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – UNIQUE STUDENT IDENTIFIER
alphanumeric	Valid 10-digit USI code
	<b>The value below is only valid for collections from Jan-Mar 2017</b>
INTOFF	International offshore client exemption

#### QUESTION

Not applicable

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**Format attributes**

Length: 10  
Type: alphanumeric  
Justification: left  
Fill character: space  
Permitted data element value: not applicable

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**Administrative attributes****HISTORY**

DATA ELEMENT DEFINITIONS	
EDITION 2.2	Introduced 01 January 2014 <i>Unique student identifier</i>
	Revised 01 January 2017 Added 'INTOFF' to classification scheme

## VET flag

### Definitional attributes

#### DEFINITION

*VET flag* indicates whether the intention of the program or subject is vocational.

#### CONTEXT

*VET flag* is used to analyse the vocational and non-vocational education training activity.

### Relational attributes

#### RULES

*VET flag* must be 'Y – Yes' if the purpose of the program or subject is designed for vocational training.

*VET flag* must be 'Y – Yes' if the program or subject is general and pre-vocational, designed as pre-requisites for other VET Programs.

*VET flag* must be 'N – No' if the purpose of the program or subject is not designed for vocational training.

#### GUIDELINES FOR USE

Vocational training describes a program or subject that is intended to develop competency in skills relevant to the workplace.

Vocational training intent of a module is determined independently of the course. A module undertaken as part of a course may be non-vocational even where the course is vocational.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – VET FLAG
Y	Yes – The intention of the program or subject is vocational
N	No – The intention of the program or subject is not vocational

#### QUESTION

Not applicable

### Format attributes

Length: 1  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: not applicable

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**Administrative attributes****HISTORY**

<b>RELEASE</b>	<b>VET PROVIDER</b>	<b>APPRENTICESHIP</b>
<b>RELEASE 1.0</b>	Introduced 01 January 1994 <i>Stream of study identifier</i>	
<b>RELEASE 3.0</b>	Revised 01 January 1999 Renamed and recoded <i>VET flag</i>	

## VET in schools flag

### Definitional attributes

#### DEFINITION

*VET in schools flag* identifies whether a unit of competency/module enrolment is part of a VET in Schools program.

#### CONTEXT

*VET in schools flag* may be used to identify the number of clients enrolled in a VET in Schools program.

### Relational attributes

#### RULES

*VET in schools flag* must be 'Y – Yes' if the enrolment in a program of study is a VET in Schools program

*VET in schools flag* must be 'N – No' if the enrolment in a program of study is not a VET in Schools program.

#### GUIDELINES FOR USE

A VET in Schools program:

- is based on national industry/enterprise competency standards from training packages, or involves modules based on available industry/enterprise competency standards
- relates to, or provides, VET certificates within the Australian Qualifications Framework (AQF) and senior secondary certificates endorsed by state and territory boards of studies.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – VET IN SCHOOLS FLAG
Y	VET in Schools program
N	Not a VET in Schools program

#### QUESTION

Not applicable

### Format attributes

Length:	1
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	not applicable



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**Administrative attributes**
**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
<b>RELEASE 5.0</b>	Introduced 01 January 2003 <i>VET in schools</i> (administrative arrangement only)	

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**DATA ELEMENT DEFINITIONS**

<b>EDITION 1</b>	Introduced 01 January 2007 <i>VET in schools flag</i> to interim measure Replaced blank with 'N – Not a VET in Schools program'
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## Year highest school level completed

### Definitional attributes

#### DEFINITION

*Year highest school level completed* identifies the calendar year in which a client completed their highest level of schooling.

#### CONTEXT

*Year highest school level completed* is used to assist in the analysis of pathways into VET.

### Relational attributes

#### RULES

*Year highest school level completed* must represent the year the client completed their highest school level and not the current year in which they are enrolled at school.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

*Highest school level completed identifier*

#### TYPE OF RELATIONSHIP

*Highest school level completed identifier* and its related question are designed to be used in conjunction with this element.

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – YEAR HIGHEST SCHOOL LEVEL COMPLETED
1900–9999	Valid year, not in the future

#### QUESTION

In which YEAR did you complete that school level?

\_\_\_\_\_

### Format attributes

Length: 4  
 Type: alphanumeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: @@@@ not specified

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Year highest school level completed</i>	Introduced 01 July 1994 <i>Year highest school level completed</i>

## Year program completed

### Definitional attributes

#### DEFINITION

*Year program completed* identifies the year that the qualification, course or skill set was completed and includes the on-the-job component.

*Year program completed* reflects the actual completion of the program rather than the year in which the training organisation issued the certificate of completion.

#### CONTEXT

*Year program completed* is used to analyse the number of programs of study completed in a given year.

### Relational attributes

#### RULES

*Year program completed* must not be after the collection period.

*Year program completed* must not be more than ten years prior to the collection period.

#### GUIDELINES FOR USE

Not applicable

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – YEAR PROGRAM COMPLETED
1900–9999	Valid year, not in the future

#### QUESTION

Not applicable

### Format attributes

Length: 4  
 Type: numeric  
 Justification: none  
 Fill character: none  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Year program completed</i>	
RELEASE 2.0	Revised 01 January 1997 Removed '#### – Not stated'	



*Apprentice and Trainee Collection release 7.0*  
*Supplement*

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## Overview

This supplement is an addition to the *AVETMISS Data element definitions: edition 2.2* to cater for changes affecting release 7.0 of the National Apprentice and Trainee Collection prior to the publication of the *AVETMISS Data element definitions: edition 2.3*.

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## Data elements to be deleted

Data elements listed here will be removed from the *AVETMISS Data element definitions: edition 2.3*, as they will not form part of the National Apprentice and Trainee Collection (release 7.0). They also do not form part of either the National VET Provider Collection or the National VET in Schools Collection.

- *Credit flag*
- *Employment arrangement identifier*
- *Nominal duration*
- *Training contract identifier - previous*

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## Data elements to be added

Data elements listed here are new elements which will be added to the National Apprentice and Trainee Collection (release 7.0)

- *Training contract identifier - AAMS*. The detail of this data element is shown on the following page

## Training contract identifier - AAMS

### Definitional attributes

#### DEFINITION

*Training contract identifier - AAMS* uniquely identifies an apprentice or trainee training contract registered with the national apprenticeship management authority in the Australian apprenticeship management system (AAMS).

#### CONTEXT

*Training contract identifier* is required to uniquely identify a training contract and its associated information in the Australian apprenticeship management system (AAMS).

### Relational attributes

#### RULES

*Training contract identifier - AAMS* must be copied from AAMS each time a client commences a new training contract.

#### GUIDELINES FOR USE

*Training contract identifier - AAMS* must be used concurrently with the *Training contract identifier* assigned by jurisdictions.

#### RELATED DATA

Not applicable

#### TYPE OF RELATIONSHIP

Not applicable

#### CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING CONTRACT IDENTIFIER - AAMS
text	Unique training contract identifier - AAMS

#### QUESTION

Not applicable

### Format attributes

Length: 10  
 Type: numeric  
 Justification: left  
 Fill character: space  
 Permitted data element value: not applicable

### Administrative attributes

#### HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 7.0		Introduced 01 July 2016 <i>Training contract identifier - AAMS</i>

#### DATA ELEMENT DEFINITIONS

EDITION 2.2	Introduced 01 July 2016 <i>Training contract identifier - AAMS</i>
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## *Changes and revisions to elements*

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## Changes and revisions

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### Changes and revisions from release 6.1 for VET Providers

The following are the changes and revisions made to *AVETMISS data element definitions: edition 2.2*. A detailed description of changes from release 6.1 is available in the document *AVETMISS 7.0 for VET providers: detailed changes from release 6.1* at <[www.ncver.edu.au/avetmiss/21055.html](http://www.ncver.edu.au/avetmiss/21055.html)>.

#### ACTIVITY END DATE

Renamed from *Enrolment activity end date*

#### ACTIVITY START DATE

Renamed from *Enrolment activity start date*

#### ADDRESS BUILDING/PROPERTY NAME

Added new data element

#### ADDRESS FIRST LINE

Removed enrolment question text

#### ADDRESS FLAT/UNIT DETAILS

Added new data element

#### ADDRESS POSTAL DELIVERY BOX

Added new data element

#### ADDRESS SECOND LINE

Removed enrolment question text

#### ADDRESS STREET NAME

Added new data element

#### ADDRESS STREET NUMBER

Added new data element

#### ASCO IDENTIFIER

Deleted data element

#### ASSOCIATED COURSE IDENTIFIER

Added new data element

#### CLIENT IDENTIFIER – APPRENTICESHIPS

Renamed from *Client identifier – new apprenticeships* for National VET Provider Collection

#### COMMENCING PROGRAM IDENTIFIER

Renamed from *Commencing course identifier*

Added guideline on coding superseded programs

#### DISABILITY TYPE IDENTIFIER

Added definition of disability in Guidelines for use section

Added Autism Spectrum Disorders to category '19 – Other'

#### ISSUED FLAG

Renamed from *Qualification issued flag*

#### LANGUAGE IDENTIFIER

Renamed from *Main language other than English identifier*

#### PRIOR EDUCATIONAL ACHIEVEMENT IDENTIFIER

Added rule on coding non-Australian prior educational achievement.

#### PROGRAM FIELD OF EDUCATION IDENTIFIER

Renamed from *Qualification/course field of education identifier*

**PROGRAM IDENTIFIER**

Renamed from *Qualification/course identifier*

**PROGRAM LEVEL OF EDUCATION IDENTIFIER**

Renamed from *Qualification/course level of education identifier*

Removed '213 – Professional specialist qualification at graduate diploma level' and '222 – Professional specialist qualification at graduate certificate level'

Revised Australian Qualifications Framework information in Guidelines of use section

**PROGRAM NAME**

Renamed from *Qualification/course name*

**PROGRAM RECOGNITION IDENTIFIER**

Renamed from *Qualification/course recognition identifier*

Added '13 – Nationally recognised skill set specified in a national training package' and '16 – Locally recognised skill set'

**SPECIFIC FUNDING IDENTIFIER**

Renamed from *Specific program identifier*

**STATE IDENTIFIER**

Added permitted data element value '@@ – not specified'

**STATISTICAL AREA LEVEL 1 IDENTIFIER**

Added new data element

**STATISTICAL AREA LEVEL 2 IDENTIFIER**

Added new data element

**STATISTICAL LOCAL AREA**

Deleted data element

**SUBJECT FIELD OF EDUCATION IDENTIFIER**

Renamed from *Module/unit of competency field of education identifier*

**SUBJECT FLAG**

Renamed from *Module/unit of competency flag*

**SUBJECT IDENTIFIER**

Renamed from *Module/unit of competency identifier*

**SUBJECT NAME**

Renamed from *Module/unit of competency name*

**TRAINING CONTRACT IDENTIFIER**

Renamed from *Training contract identifier – new apprenticeships* for National VET Provider Collection

**TRAINING ORGANISATION DELIVERY LOCATION NAME**

Changed rule on unique description of delivery location name

**UNIQUE STUDENT IDENTIFIER**

Added new data element

## Changes and revisions since publication

The following are further changes and revisions made to *AVETMISS data element definitions: edition 2.2* after the publication of release 7.0 in April 2013. A detailed description of all changes and when they were made is available in the document *AVETMISS data element definitions, edition 2.2 - support document*.

### CLIENT IDENTIFIER – AAMS

Renamed element from *Client identifier - TYIMS* to *Client identifier - AAMS*

### CLIENT LAST NAME

Renamed from *Client last name* to *Client family name*

### CREDIT FLAG

Provided notification of the deletion of this data element for the National Apprentice and Trainee Collection release 7.0 in the National Apprentice and Trainee Collection release 7.0 supplement

### EMPLOYMENT ARRANGEMENT IDENTIFIER

Provided notification of the deletion of this data element for the National Apprentice and Trainee Collection release 7.0 in the National Apprentice and Trainee Collection release 7.0 supplement

### FUNDING SOURCE - NATIONAL

Renamed values and revised descriptions

Added rule on identifier '13 – Specific Commonwealth funding programs' with follow up entry in data field *Specific funding identifier*

### INDIGENOUS STATUS IDENTIFIER

Removed classification value '09 – Yes - Client is of Aboriginal and/or Torres Strait Islander origin'.

### NOMINAL DURATION

Provided notification of the deletion of this data element for the National Apprentice and Trainee Collection release 7.0 in the National Apprentice and Trainee Collection release 7.0 supplement

### OUTCOME IDENTIFIER - NATIONAL

Added new classification value '61 – Superseded Subject'

Renamed values and revised descriptions

### SCHOOL-BASED FLAG

Changed guidelines and classification values so that this field should be used to indicate whether a training contract commenced as an approved school-based apprenticeship.

### SCHOOL TYPE IDENTIFIER

Added data element to Data element definitions (National VET in Schools Collection only)

### SEX

Expanded guidelines for use for intersex/indeterminate identification

### SPECIFIC FUNDING IDENTIFIER

Changed rule that this field must not be blank if *Funding source – national* is '13 – Commonwealth specific funding program'.

### TRAINING CONTRACT IDENTIFIER – AAMS

Added *Training contract identifier - AAMS* into the National Apprentice and Trainee Collection release 7.0 supplement

### TRAINING CONTRACT IDENTIFIER – PREVIOUS

Provided notification of the deletion of this data element for the National Apprentice and Trainee Collection release 7.0 in the National Apprentice and Trainee Collection release 7.0 supplement

### TRAINING CONTRACT STATUS IDENTIFIER

Updated classification values 01 from 'Active (commenced)' to 'Active', 02 from 'Active (recommended)' to 'Recommended' and 05 from 'Expired (outcome unknown)' to 'Expired'.

Changed classification value 09 – 'Expired (unsuccessful)' to not be valid for records with a *Date of transaction* on or after 01/07/2016.

**UNIQUE STUDENT IDENTIFIER**

Revised format of Unique student identifier code

## *Selected classifications*

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Please refer to the Systems files section section of the NCVER Portal  
<[www.ncver.edu.au/avetmiss/21060.html](http://www.ncver.edu.au/avetmiss/21060.html)> for the most up-to-date lists of classifications.



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