



AVETMISS^{7.0}
VET PROVIDER

VET Provider Collection specifications

Release 7.0

April 2013

Australian Vocational
Education and Training Management
Information Statistical Standard



Australian Government

Department of Education and Training



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

Publisher's note

Information on the 2014 transition arrangements for the collection of client address data is available at [<http://www.ncver.edu.au/publications/2613.html>](http://www.ncver.edu.au/publications/2613.html).

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Introduction

Scope

The *Australian Vocational Education and Training Management Information Statistical Standard* (AVETMISS) for VET providers covers data from training providers who offer vocational education and training (VET) to domestic and international students at onshore and offshore locations.

Overview

The *AVETMISS VET Provider Collection specifications: release 7.0* provides a nationally consistent framework for the collection of VET activity in Australia. It details the information collected by training organisations regarding their training activity. In broad terms, as shown in figure 1, the required information relates to students (clients), who they are, where they study and what they study. Nationally consistent and accurate measurement of VET activity in Australia is enabled by collecting this information in a uniform way.

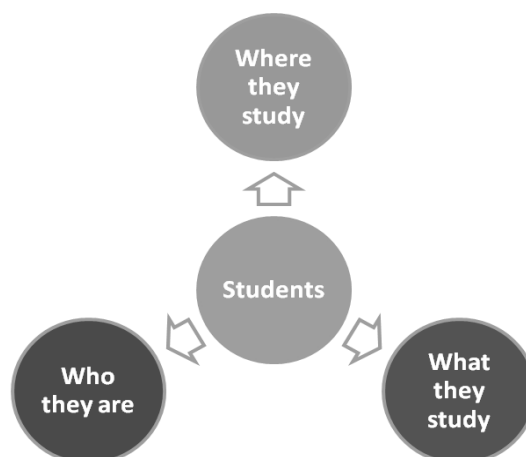


FIGURE 1: AVETMISS INFORMATION

<u>Who they are</u>	<u>Where they study</u>	<u>What they study</u>
<ul style="list-style-type: none"> • age, sex and other demographic information • Indigenous and disability information • geographic location 	<ul style="list-style-type: none"> • type of provider (for example, government or private) • location of training delivery 	<ul style="list-style-type: none"> • enrolments in units of competency or modules, as part of a qualification, course or skill set • how it was studied (for example, classroom, workplace or online) • how it was funded • the results obtained for unit/module (outcome)

The *AVETMISS VET Provider Collection specifications: release 7.0* presents a set of file specifications that define the collection of information for the National VET Provider Collection. It is the authoritative national reference for definitions, context, file structures, relationships and rules pertaining to the administrative data collection from VET providers. It also contains recommended questions for the enrolment form.

Data collection and validation process overview

The following terms are used throughout the *AVETMISS VET Provider Collection specifications: release 7.0* document:

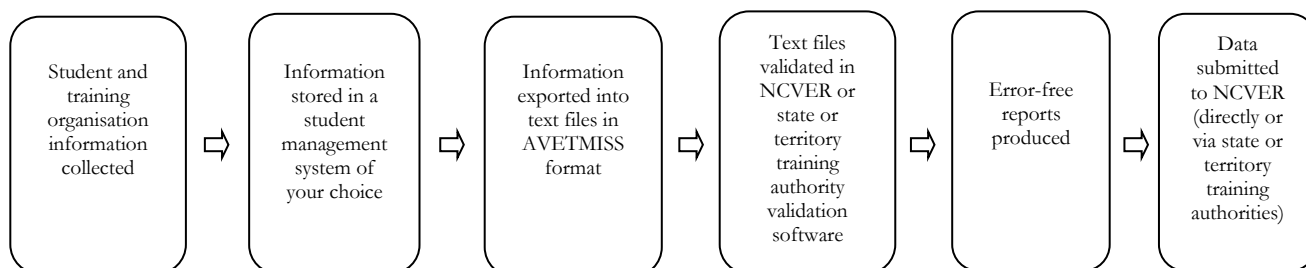
Collection year

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 submission, then the final submission must contain all data previously submitted during the collection year.

Figure 2 outlines the steps in the data collection and validation process.



Registered Training Organisations (RTO) collect student and training information and store it in a student management system. The file structure and collection specifications in the *AVETMISS VET Provider Collection specifications 7.0* detail the specific information to be collected and submitted to the National Centre for Vocational Education Research (NCVER) and specify the format required for the text files. The specifications can be used to check the specifications of commercially available systems or to build a student management system.

The validation process checks that the data collected meet the requirements of the *AVETMISS VET Provider Collection specifications 7.0*. Free validation software is available from the NCVER Portal <<http://www.ncver.edu.au>>. This is used to validate the data collected and ensures they are in the correct AVETMISS format and that valid AVETMISS values have been entered into the fields.

At the time of publication, only those registered training organisations with contractual agreements may use the validation software provided by state or territory training authorities. The AVETMISS validation software provided by NCVER may be used by anyone.

For more information on the data submission process, registered training organisations are advised to contact their state or territory training authority or the NCVER AVETMISS helpdesk. Frequently asked questions can also be found on the NCVER Portal at <<http://www.ncver.edu.au/content/cssfaq.htm>>.

Contents of this document

The *AVETMISS VET Provider Collection specifications: release 7.0* document is presented in the following sections:

Collection structure

This section includes a diagram showing the relationships between the files and includes a table listing fields and the related files.

File specifications

This section outlines the files and fields to be collected and includes for each file the definition, context, field table, file relationships and rules.

History of files

This section lists deletions, additions and changes made to the files from the previous release.

Standard enrolment questions

Questions are presented with the wording and sequence that should be followed to ensure that compatible and comparable data are collected across administrative collections, and over time.

Relationship to other AVETMISS documents

The *AVETMISS VET Provider Collection specifications: release 7.0* is a companion document to the *AVETMISS data element definitions: edition 2.2*. The *AVETMISS data element definitions* provides further information about each specific data element contained in the file specifications in the *AVETMISS VET Provider Collection specifications: release 7.0*.

Australian vocational education and training statistics: explained provides an overview of the collections, surveys, information systems and related 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 VET Provider Collection specifications: release 7.0*.

These documents can be downloaded in PDF and Word formats from the NCVER Portal.

The AVETMISS validation software is a file validation system designed for training organisations and state or territory training authorities to provide data to NCVER as part of the national data collections. The AVETMISS validation software checks that the data have been entered in the correct AVETMISS format and according to the rules provided in the *AVETMISS VET Provider Collection specifications* and *AVETMISS data element definitions*.

The AVETMISS validation software is updated on a regular basis. It is recommended that all organisations using the validation software sign up to the AVETMISS support alerts from NCVER Portal or regularly sign in to the AVETMISS validation software homepage to ensure they receive notification of updates. More information is available from the NCVER Portal about the validation process and the errors and warnings produced.

Confidentiality and reporting protocols

The National Centre for Vocational Education Research (NCVER) complies with the Privacy Act 1988 (Commonwealth). NCVER's privacy policy describes how NCVER collects, manages, uses, discloses, protects, and disposes of personal information in accordance with the 13 Australian Privacy Principles (APPs) outlined in Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012. NCVER's privacy policy can be viewed on the NCVER Portal at <<https://www.ncver.edu.au/privacy.html>>.

Access to data provided to the national vocational education and training (VET) administrative collections and surveys is governed by the VET Data Protocol agreed by the Council of Australian Governments (COAG) Ministers responsible for skills. These protocols aim to:

- provide access to as much information as possible to stakeholders consistent with the protection of an individual's and their employer's privacy (consistent with the information on Privacy Principles under the Privacy Act 1988) and subject to the protection of commercial-in-confidence training provider information
- ensure the processes used to access the data will be transparent and publicly available to all contributors of data and to other stakeholders
- ensure a 'return to source' service for data submitters, meaning that information provided by the data submitter (including personal information) which is held or derived by NCVER 1 is returned to the data submitter.

The VET Data Protocol can be viewed at <<https://education.gov.au/access-and-use-national-vet-provider-collection-data>>.

Support and internet resources

INTERNET RESOURCES

Australian Bureau of Statistics

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

Australian Qualifications Framework

<<http://www.aqf.edu.au>>

Australian Skills Quality Authority

<<http://www.asqa.gov.au>>

AVETMISS Standards and related resources

<<http://www.ncver.edu.au/avetmiss/21055.html>>

Department of Education and Training

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

Industry skills councils

<<http://www.isc.org.au>>

NCVER

<<http://www.ncver.edu.au>>

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

<<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 & Endorsement Policy

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

Unique student identifier for VET

<<http://www.usi.gov.au>>

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

<<http://www.voced.edu.au>>

AVETMISS RESOURCES**AVETMISS 7.0**

<<http://www.ncver.edu.au/avetmiss/21055.html>> (What's changing in release 7.0 for 2014 and 2015, released July 2014)

AVETMISS support

<<http://www.ncver.edu.au/avetmiss/21059.html>>

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

Email: support@ncver.edu.au

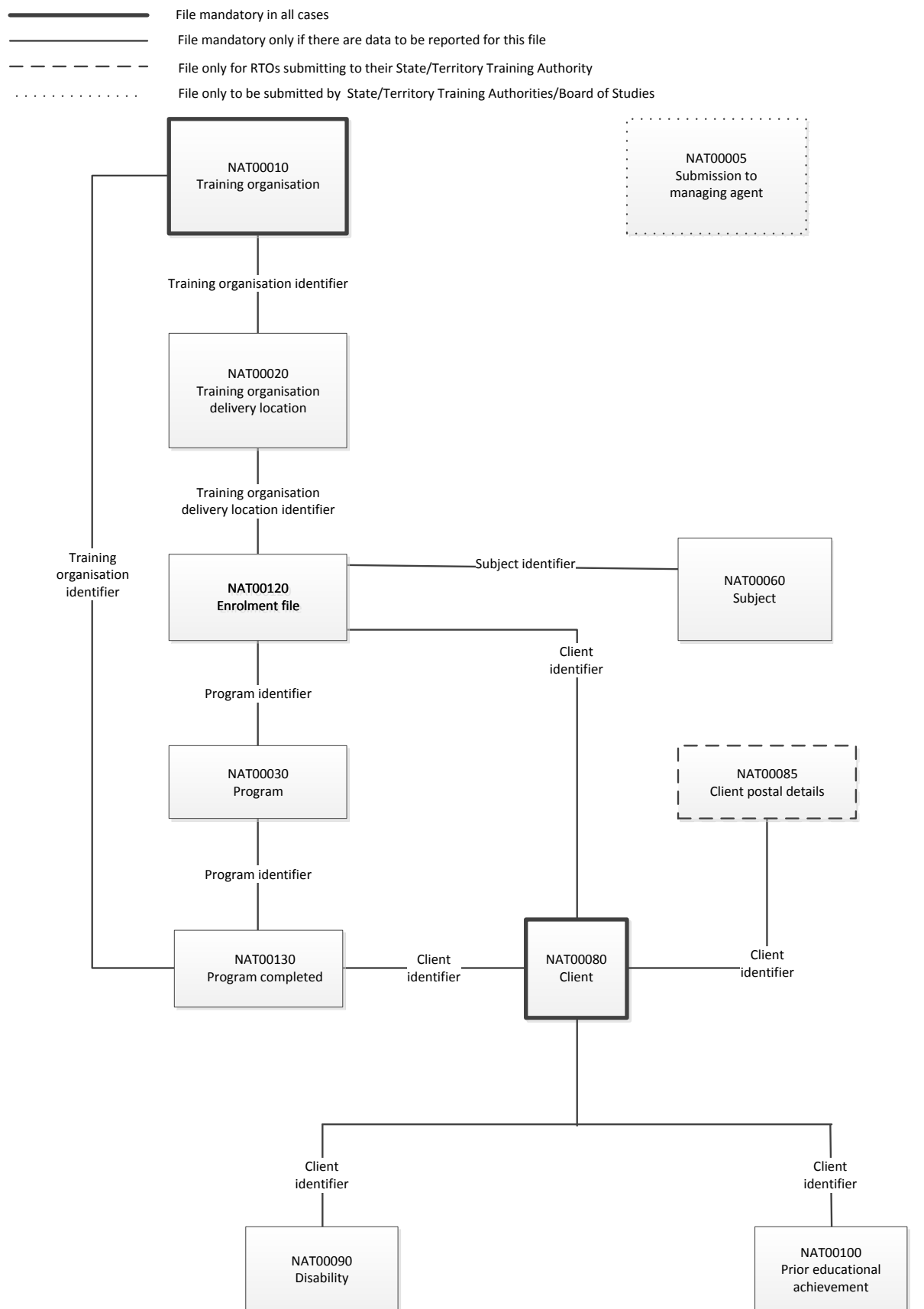
For further information on AVETMISS compliance for registered training organisations see

<<http://www.ncver.edu.au/content/cssfaqs.htm>>

Collection structure

Files

This overview presents the full set of eleven files for the National VET Provider Collection (NAT files) and the data fields that link the files. Different subsets of files may be required depending on the submission destination (state or territory training authority or NCVER), the program of study (subject enrolment only or program and subject enrolment) and completion information.



Fields and related files

Legend

A – Alphanumeric field

N – Numeric field – must contain only integers

D – Date field – in format DDMMYYYY

P – National VET Provider Collection

S – State or territory required field only – not required for direct NCVER submissions

ViS – National VET in Schools Collection only

	NATFile		05	10	20	30	60	80	85	90	100	120	130
Data field	Length	Type											
Activity end date	8	D										P	
Activity start date	8	D										P	
Address building/property name	50	A						P	S				
Address first line	50	A	P	P									
Address flat/unit details	30	A						P	S				
Address location – suburb, locality or town	50	A		P	P			P					
Address postal delivery box	22	A							S				
Address postal – suburb, locality or town	50	A	P						S				
Address second line	50	A	P	P									
Address street name	70	A						P	S				
Address street number	15	A						P	S				
ANZSCO identifier	6	A				P							
Associated course identifier	10	A										S	
At school flag	1	A						P					
Client first given name	40	A							S				
Client identifier	10	A						P	S	P	P	P	P
Client identifier – apprenticeships	10	A										P	
Client last name	40	A							S				
Client title	4	A							S				
Client tuition fee	4	N										S	
Commencing program identifier	1	N										P	
Contact name	60	A	P	S									
Country identifier	4	A			P			P					
Date of birth	8	A						P					
Delivery mode identifier	2	N										P	

Legend**A – Alphanumeric field****N – Numeric field – must contain only integers****D – Date field – in format DDMMYYYY****P – National VET Provider Collection****S – State or territory required field only – not required for direct NCVER submissions****ViS – National VET in Schools Collection only**

	NATFile		05	10	20	30	60	80	85	90	100	120	130
Data field	Length	Type											
Disability flag	1	A						P					
Disability type identifier	2	N								P			
Email address	80	A	P	S					S				
Facsimile number	20	A	P	S									
Fee exemption/concession type identifier	1	A										S	
Funding source – national	2	N										P	
Funding source – state training authority	3	A										S	
Highest school level completed identifier	2	A						P					
Hours attended	4	N										S	
Indigenous status identifier	1	A						P					
Issued flag	1	A											P
Labour force status identifier	2	A						P					
Language identifier	4	A						P					
Name for encryption	60	A						P					
Nominal hours	4	N				P	P						
Outcome identifier – national	2	N										P	
Outcome identifier – training organisation	3	A										S	
Postcode	4	A	P	P	P			P	S				
Prior educational achievement flag	1	A						P					
Prior educational achievement identifier	3	N									P		
Proficiency in spoken English identifier	1	A						P					
Program field of education identifier	4	N				P							
Program identifier	10	A				P						P	P
Program level of education identifier	3	N				P							
Program name	100	A				P							
Program recognition identifier	2	N				P							
Purchasing contract identifier	12	A										S	

Legend**A – Alphanumeric field****N – Numeric field – must contain only integers****D – Date field – in format DDMMYYYY****P – National VET Provider Collection****S – State or territory required field only – not required for direct NCVER submissions****ViS – National VET in Schools Collection only**

	NATFile		05	10	20	30	60	80	85	90	100	120	130
Data field	Length	Type											
Purchasing contract schedule identifier	3	A										S	
Scheduled hours	4	N										P	
School type identifier	2	A										ViS	
Sex	1	A						P					
Specific funding identifier	10	A										P	
State identifier	2	A	P	P	P			P	S				
Statistical area level 1 identifier	11	A						P					
Statistical area level 2 identifier	9	A						P					
Study reason identifier	2	A										P	
Subject field of education identifier	6	A					P						
Subject flag	1	A					P						
Subject identifier	2	A					P					P	
Subject name	100	A					P						
Telephone number	20	A	P	S									
Telephone number – home	20	A							S				
Telephone number – mobile	20	A							S				
Telephone number – work	20	A							S				
Training authority identifier	10	A	P										
Training authority name	100	A	P										
Training contract identifier	10	A										P	
Training organisation delivery location identifier	10	A			P							P	
Training organisation delivery location name	100	A			P								
Training organisation identifier	10	A		P	P								P
Training organisation name	100	A		P									
Training organisation type identifier	2	N		P									
Unique student identifier	10	A						P					
VET flag	1	A				P	P						

Legend**A** – Alphanumeric field**N** – Numeric field – must contain only integers**D** – Date field – in format DDMMYYYY**P** – National VET Provider Collection**S** – State or territory required field only – not required for direct NCVET submissions**ViS** – National VET in Schools Collection only

	NATFile		05	10	20	30	60	80	85	90	100	120	130
Data field	Length	Type											
VET in schools flag	1	A										P	
Year highest school level completed	4	A						P					
Year program completed	4	N											P

File specifications

Guide to file specifications, format and content

Definition

An overview of the contents of the file. Each file consists of a sequence of data records. All records consist of a set of fixed length fields.

Context

The reason for collecting the data contained in the file.

Field table

File must not contain header records.

Defines the order, position, length and type of fields in a record in the file.

The field tables are structured with four columns.

Fields

Lists the names of the fields contained in each record in the file.

Position

Specifies the starting column position of a field in a file.

Length

Specifies the length of the field.

Type

Indicates the type of field where:

- A** Alphanumeric fields must contain any printable ASCII character (for example '@'). All alphanumeric fields must be left-justified and space filled to the length of the field.
- N** Numeric fields must contain only integers. All numeric fields must be right-justified and zero-filled.
- D** All date fields must be in the format DDMMYYYY, where each sub-field is right-justified and zero-filled. Valid dates are further limited: the day field (DD) must be in the range of '01' to '31' and the month sub-field (MM) must be in the range of '01' to '12'.

File relationships

The relationships between this file and other files in the collection specifications.

Rules

The rules required to accurately report data to the submission managing agent.

Submission to managing agent (NAT00005) file

Definition

The *Submission to managing agent* (NAT00005) file is only required by state or territory training authorities submitting to NCVER. This file is not required from registered training organisations.

The *Submission to managing agent* (NAT00005) file contains a single record that holds data about the state or territory training authority submitting information to NCVER.

Context

The *Submission to managing agent* (NAT00005) file identifies the state or territory training authority submitting information to NCVER and is used for correspondence.

The *Submission to managing agent* (NAT00005) file is used when the state or territory training authority aggregate data from multiple training organisations into a single return for submission to NCVER. Training organisations submitting directly to NCVER do not provide this file.

Field table

FIELDS – SUBMISSION TO MANAGING AGENT (NAT00005) FILE	POSITION	LENGTH	TYPE
Training authority identifier	1	10	A
Training authority name	11	100	A
Address first line	111	50	A
Address second line	161	50	A
Address postal – suburb, locality or town	211	50	A
Postcode	261	4	A
State identifier	265	2	N
Contact name	267	60	A
Telephone number	327	20	A
Facsimile number	347	20	A
Email address	367	80	A
Record length for national data collection:		446	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

Not applicable

Rules

This file must contain exactly one data record.

ADDRESS FIRST LINE

This field must not be blank.

ADDRESS POSTAL – SUBURB, LOCALITY OR TOWN

This field must not be blank.

ADDRESS SECOND LINE

This field may be left blank.

CONTACT NAME

This field must not be blank.

EMAIL ADDRESS

This field must not be blank.

FACSIMILE NUMBER

This field must not be blank.

POSTCODE

This field must not be blank.

Postcode must not include the values '0000', 'OSPC' or '@@@@'.

STATE IDENTIFIER

This field must not be blank.

State identifier must not be '99 – Other (Overseas but not an Australian territory or dependency)'.

TELEPHONE NUMBER

This field must not be blank.

TRAINING AUTHORITY IDENTIFIER

This field must not be blank.

TRAINING AUTHORITY NAME

This field must not be blank.

Training organisation (NAT00010) file

Definition

The *Training organisation* (NAT00010) file contains records about training organisations.

Context

The *Training organisation* (NAT00010) file provides information about the training organisation for the National VET Provider Collection.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – TRAINING ORGANISATION (NAT00010) FILE	POSITION	LENGTH	TYPE
Training organisation identifier	1	10	A
Training organisation name	11	100	A
Training organisation type identifier	111	2	N
Address first line	113	50	A
Address second line	163	50	A
Address location – suburb, locality or town	213	50	A
Postcode	263	4	A
State identifier	267	2	N
Record length for national data collection:		268	
Contact name	269	60	A
Telephone number	329	20	A
Facsimile number	349	20	A
Email address	369	80	A
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Training organisation identifier* in the *Training organisation* (NAT00010) file there must be at least one corresponding record in the:

Training organisation delivery location (NAT00020) file or
Program completed (NAT00130) file.

Rules

Each record in this file must be unique to *Training organisation identifier*.

ADDRESS FIRST LINE

This field must not be blank.

ADDRESS LOCATION – SUBURB, LOCALITY OR TOWN

This field must not be blank.

ADDRESS SECOND LINE

This field may be blank.

CONTACT NAME

Rules for this field will be determined by individual states or territories.

EMAIL ADDRESS

Rules for this field will be determined by individual states or territories.

FACSIMILE NUMBER

Rules for this field will be determined by individual states or territories.

POSTCODE

This field must not be blank.

Postcode must not include the values '0000', 'OSPC' or '@@@@'.

STATE IDENTIFIER

This field must not be blank.

State identifier must not be '99 – Other (overseas but not an Australian territory or dependency)'.

TELEPHONE NUMBER

Rules for this field will be determined by individual states or territories.

TRAINING ORGANISATION IDENTIFIER

This field must not be blank.

TRAINING ORGANISATION NAME

This field must not be blank.

TRAINING ORGANISATION TYPE IDENTIFIER

This field must not be blank if *Training organisation identifier* and *Training organisation name* in combination do not match the code and name combination listed on the Training.gov.au reference list published on the NCVER Portal.

Training organisation delivery location (NAT00020) file

Definition

The *Training organisation delivery location* (NAT00020) file contains a record for each training delivery location associated with enrolment activity in a training organisation during the collection period.

A training organisation delivery location is a specific training site.

Context

The *Training organisation delivery location* (NAT00020) file provides a record of training delivery location details during the collection period. This file is used to distinguish between delivery locations of a training organisation.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – TRAINING ORGANISATION DELIVERY LOCATION (NAT00020) FILE	POSITION	LENGTH	TYPE
Training organisation identifier	1	10	A
Training organisation delivery location identifier	11	10	A
Training organisation delivery location name	21	100	A
Postcode	121	4	A
State identifier	125	2	N
Address location – suburb, locality or town	127	50	A
Country identifier	177	4	A
Record length for national data collection:		180	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Training organisation identifier* in the *Training organisation delivery location* (NAT00020) file there must be one corresponding record in the

Training organisation (NAT00010) file.

For each unique *Training organisation delivery location identifier* in the *Training organisation delivery location* (NAT00020) file there must be at least one corresponding record in the

Enrolment (NAT00120) file.

If there is no subject enrolment and therefore no *Enrolment* (NAT00120) file, then the *Training organisation delivery location* (NAT00020) file is not required.

Rules

Each record in this file must be unique to *Training organisation delivery location identifier*.

Address information must be the physical location of the delivery location associated with enrolment activity in a training organisation during the collection period.

ADDRESS LOCATION – SUBURB, LOCALITY OR TOWN

This field must not be blank.

COUNTRY IDENTIFIER

This field must not be blank, '@@@@ – not specified' or '0000 – inadequately described'.

Country identifier is used to identify the country in which training delivery takes place by an Australian registered training organisation.

Country identifier must not be:

- 1100 – Australia (includes external territories), not further defined
- 1101 – Australia
- 1102 – Norfolk Island or
- 1199 – Australian external territories, not elsewhere classified

if *Postcode* is 'OSPC' in the *Training organisation delivery location* (NAT00020) file.

Country identifier must be:

- 1100 – Australia (includes external territories), not further defined
- 1101 – Australia
- 1102 – Norfolk Island or
- 1199 – Australian external territories, not elsewhere classified

if *Postcode* is a valid 4-digit Australia Post postcode in the *Training organisation delivery location* (NAT00020) file.

POSTCODE

This field must not be blank.

Postcode with the category of 'Post office box' in the Australia Post postcode classification, '@@@@ - not specified' or '0000 - Postcode unknown' are not permitted in the *Training organisation delivery location* (NAT00020) file.

Postcode must be given the value 'OSPC', if the training organisation's delivery location has an overseas address in the *Training organisation delivery location* (NAT00020) file.

If *Postcode* is 'OSPC', the *State identifier* must be either:

- 09 – Other Australian territories or dependencies or
- 99 – Other (Overseas but not an Australian territory or dependency)

in the *Training organisation delivery location* (NAT00020) file.

STATE IDENTIFIER

This field must not be blank.

State identifier must indicate the state or territory that is represented by the valid 4-digit Australia Post postcode, supplied in *Postcode* in the *Training organisation delivery location* (NAT00020) file.

State identifier must be:

- 09 – Other Australian territories or dependencies or
- 99 – Other (Overseas but not an Australian territory or dependency)

if *Postcode* is 'OSPC' in the *Training organisation delivery location* (NAT00020) file.

TRAINING ORGANISATION DELIVERY LOCATION IDENTIFIER

This field must not be blank.

TRAINING ORGANISATION DELIVERY LOCATION NAME

This field must not be blank.

TRAINING ORGANISATION IDENTIFIER

This field must not be blank.

Program (NAT00030) file

Definition

The *Program* (NAT00030) file contains a record for each qualification, course or skill set associated with enrolments and completions during the collection period.

A qualification, course or skill set is a structured program that may include practical experience.

Context

The *Program* (NAT00030) file provides information about qualifications, courses or skill sets to assist with analysis of the type and level of training activity.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – PROGRAM (NAT00030) FILE	POSITION	LENGTH	TYPE
Program identifier	1	10	A
Program name	11	100	A
Nominal hours	111	4	N
Program recognition identifier	115	2	N
Program level of education identifier	117	3	N
Program field of education identifier	120	4	N
ANZSCO identifier	124	6	A
VET flag	130	1	A
Record length for national data collection:		130	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Program identifier* in the *Program* (NAT00030) file there must be at least one corresponding record in the

Enrolment (NAT00120) file or
Program completed (NAT00130) file.

If there is no *Program identifier* in the *Enrolment* (NAT00120) file or *Program completed* (NAT00130) file, because of subject-only training, then the *Program* (NAT00030) file is not required.

Rules

Each record in this file must be unique to *Program identifier*.

ANZSCO IDENTIFIER

This field may be blank if *Program identifier* and *Program name* in combination match the code and name combination listed on *Training.gov.au*.

This field may be blank if *Program recognition identifier* is '13 – Nationally recognised skill set, specified in a national training package' or '16 – Locally recognised skill set'.

NOMINAL HOURS

This field must not be blank.

PROGRAM FIELD OF EDUCATION IDENTIFIER

This field may be blank if *Program identifier* and *Program name* in combination match the code and name combination listed on Training.gov.au.

This field may be blank if *Program recognition identifier* is '13 – Nationally recognised skill set, specified in a national training package' or '16 – Locally recognised skill set'.

PROGRAM IDENTIFIER

This field must not be blank.

PROGRAM LEVEL OF EDUCATION IDENTIFIER

This field must not be blank if *Program identifier* and *Program name* in combination do not match the code and name combination listed on Training.gov.au.

This field must not be blank if *Program level of education identifier* is not available on Training.gov.au.

This field may be blank if *Program recognition identifier* is '13 – Nationally recognised skill set, specified in a national training package' or '16 – Locally recognised skill set'.

PROGRAM NAME

This field must not be blank.

If *Program identifier* is on any of the Training.gov.au master lists of nationally accredited qualifications, courses or skill sets, then *Program name* must match the program name listed on Training.gov.au.

PROGRAM RECOGNITION IDENTIFIER

This field must not be blank if *Program identifier* and *Program name* in combination do not match the code and name combination listed on Training.gov.au.

Program recognition identifiers '15 - Higher level qualifications' and '16 - Locally recognised skill set' are not valid for the National VET in Schools Collection.

VET FLAG

This field must not be blank.

VET Flag must be 'Y' when reporting to the National VET in Schools Collection.

Subject (NAT00060) file

Definition

The *Subject* (NAT00060) file contains a record for each unit of competency or module associated with enrolment activity during the collection period.

A unit of competency or module can be studied independently but is usually offered as part of a qualification, course or skill set.

Context

The *Subject* (NAT00060) file provides information about units of competency and modules that are undertaken and/or completed by clients during the collection period.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – SUBJECT (NAT00060) FILE	POSITION	LENGTH	TYPE
Subject flag	1	1	A
Subject identifier	2	12	A
Subject name	14	100	A
Subject field of education identifier	114	6	A
VET flag	120	1	A
Nominal hours	121	4	N
Record length for national data collection:		124	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Subject identifier* in the *Subject* (NAT00060) file there must be at least one corresponding record in the

Enrolment (NAT00120) file.

If there are no subject enrolments and therefore no *Enrolment* (NAT00120) file, then the *Subject* (NAT00060) file is not required.

Rules

Each record in this file must be unique to *Subject identifier*.

SUBJECT FIELD OF EDUCATION IDENTIFIER

This field may be blank if *Subject identifier* and *Subject name* in combination match the code and name combination listed on Training.gov.au.

SUBJECT FLAG

This field must not be blank if *Subject identifier* and *Subject name* in combination do not match the code and name combination listed on Training.gov.au.

SUBJECT IDENTIFIER

This field must not be blank.

SUBJECT NAME

This field must not be blank.

If *Subject identifier* is on any of the Training.gov.au master lists of unit of competency or accredited units, then *Subject name* must match the subject name listed on Training.gov.au.

NOMINAL HOURS

This field may be blank if *Subject identifier* and *Subject name* in combination match the code and name combination listed on Training.gov.au and *Subject identifier* also exists in NCVER's nationally agreed hours system file.

VET FLAG

This field must not be blank.

VET Flag must be 'Y' when reporting to the National VET in Schools Collection.

Client (NAT00080) file

Definition

The *Client* (NAT00080) file contains a record for each client who has participated in VET activity during the collection period or whose completion of a program of study is reported during the collection period.

A client is an individual who is engaged in or has completed a program of study.

Context

The *Client* (NAT00080) file provides information used to monitor client participation patterns.

To protect client privacy, client usual address information is geo-coded to aggregated statistical areas. The fields *Address building/property name*, *Address flat/unit details*, *Address street number* and *Address street name* will be deleted once state and territory training authorities and direct data submitters submit the data to the National VET Provider Collection.

State and territory training authorities may submit the *Statistical area level 1* and *Statistical area level 2* identifiers rather than *Address building/property name*, *Address flat/unit details*, *Address street number* and *Address street name*.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – CLIENT (NAT00080) FILE	POSITION	LENGTH	TYPE
Client identifier	1	10	A
Name for encryption	11	60	A
Highest school level completed identifier	71	2	A
Year highest school level completed	73	4	A
Sex	77	1	A
Date of birth	78	8	A
Postcode	86	4	A
Indigenous status identifier	90	1	A
Language identifier	91	4	A
Labour force status identifier	95	2	A
Country identifier	97	4	A
Disability flag	101	1	A
Prior educational achievement flag	102	1	A
At school flag	103	1	A
Proficiency in spoken English identifier	104	1	A
Address location – suburb, locality or town	105	50	A
Unique student identifier	155	10	A
State identifier	165	2	A
Address building/property name	167	50	A
Address flat/unit details	217	30	A
Address street number	247	15	A
Address street name	262	70	A
Record length for national data collection for training organisations:		331	
Statistical area level 1 identifier	332	11	A
Statistical area level 2 identifier	343	9	A
Record length for national data collection for state and territory training authorities:		351	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

If *Client identifier* exists with a *Disability flag* of 'Y' in the *Client* (NAT00080) file there must be at least one corresponding record in the

Disability (NAT00090) file.

If *Client identifier* exists with a *Prior educational achievement flag* of 'Y' in the *Client* (NAT00080) file there must be at least one corresponding record in the

Prior educational achievement (NAT00100) file.

If the training organisation is submitting to a state or training authority under a contractual obligation then, for each *Client identifier* in the *Client* (NAT00080) file, there must be at least one corresponding record in the *Client postal details* (NAT00085) file. Training organisations submitting directly to NCVER do not provide the *Client postal details* (NAT00085) file.

The *Client* (NAT00080) file must contain one record for each *Client identifier* reported in either the *Enrolment* (NAT00120) file or the *Program completed* (NAT00130) file.

Rules

Each record in this file must be unique to *Client identifier*.

ADDRESS (ALL ADDRESS FIELDS)

Address must represent the client's usual residential address.

The intent of 'usual' residential address is to report the address where the client usually resides rather than a temporary address a client relocates to for training, work or other purposes.

Place of usual address must be a physical address (street number and name) and not a post office box.

Most states and territories are using an address identification system in rural areas to facilitate emergency services coordination such as the 'Rural property addressing' or 'numbering' systems. This is the preferred residential street address for clients from rural areas where available.

ADDRESS BUILDING/PROPERTY NAME

This field may be blank.

Address building/property name must comply with rules listed in *Address*.

ADDRESS FLAT/UNIT DETAILS

This field may be blank.

Address flat/unit details must comply with rules listed in *Address*.

ADDRESS LOCATION – SUBURB, LOCALITY OR TOWN

This field must not be blank.

Address location – suburb, locality or town must comply with rules listed in *Address*. *Address location – suburb, locality or town* must be part of a valid postcode - address location combination as listed by Australia Post. If the postcode is OSP, @@@@ or 0000 then 'Not specified' should be entered in this field.

ADDRESS STREET NAME

This field must not be blank.

Address street name must comply with rules listed in *Address*.

Address street name should be 'not specified' for clients who do not provide residential address details, whose address does not contain a street address (e.g. clients from Aboriginal communities) or whose usual residential address is not in Australia (e.g. overseas students).

For state and territory training authorities only: This field may be blank if *Statistical area level 1* and *Statistical area level 2* identifiers are populated.

ADDRESS STREET NUMBER

This field must not be blank.

Address street number must comply with rules listed in *Address*.

Address street number should be 'not specified' for clients who do not provide residential address details or clients whose address does not contain a street address (e.g. clients from Aboriginal communities).

For state and territory training authorities only: This field may be blank if *Statistical area level 1* and *Statistical area level 2* identifiers are populated.

AT SCHOOL FLAG

This field must not be blank.

When submitting to the National VET in Schools Collection, *At school flag* must be 'Y' if *School type identifier* is '21 – School – Government', '25 – School – Catholic' or '27 – School – Independent' in the *Enrolment* (NAT00120) file.

CLIENT IDENTIFIER

This field must not be blank.

The *Client* (NAT00080) file must contain one record for each unique *Client identifier* reported in either the *Enrolment* (NAT00120) file or the *Program completed* (NAT00130) file.

Client identifiers included in the *Client* (NAT00080) file must exist in the *Client postal details* (NAT00085) file.

COUNTRY IDENTIFIER

This field must not be blank.

Country identifier specifies the country of birth of a client in the *Client* (NAT00080) file.

If *Country identifier* is inadequately described, the *Country identifier* must be '0000'.

If *Country identifier* is unknown, the *Country identifier* must be '@@@@'.

DATE OF BIRTH

This field must not be blank.

DISABILITY FLAG

This field must not be blank.

HIGHEST SCHOOL LEVEL COMPLETED IDENTIFIER

This field must not be blank.

If *Highest school level completed identifier* is '02 – Did not go to school' the *Year highest school level completed* must be '@@@@ – Not specified'.

INDIGENOUS STATUS IDENTIFIER

This field must not be blank.

LABOUR FORCE STATUS IDENTIFIER

This field must not be blank when submitting to the National VET Provider Collection.

This field may be blank when submitting to the National VET in Schools Collection.

LANGUAGE IDENTIFIER

This field must not be blank.

If *Language identifier* in the *Client* (NAT00080) file is:

- 1201 – English
- 9700 – Sign language
- 9701 – Auslan
- 9702 – Makaton
- 9799 – Sign languages, not elsewhere classified or
- @@@@ – Not specified

then *Proficiency in spoken English identifier* must be blank.

NAME FOR ENCRYPTION

This field must not be blank.

POSTCODE

This field must not be blank.

Postcode must comply with rules listed in *Address*.

Postcode must be an Australian Post postcode of a physical street address and not a postcode of a post office box address or a large volume receiver (LVR).

Postcode must be 'OSPC – Overseas address location' for international clients, irrespective of the postcode used in the overseas address or the client's temporary address in Australia.

PRIOR EDUCATIONAL ACHIEVEMENT FLAG

This field must not be blank.

PROFICIENCY IN SPOKEN ENGLISH IDENTIFIER

This field may be blank.

Proficiency in spoken English identifier must be blank if *Language identifier* in the *Client* (NAT00080) file is:

- 1201 – English
- 9700 – Sign Language
- 9701 – Auslan
- 9702 – Makaton
- 9799 – Sign Languages, not elsewhere classified or
- @@@@ – Not specified.

SEX

This field must not be blank.

STATE IDENTIFIER

This field must not be blank.

State identifier must comply with rules listed in *Address*.

If *Postcode* is 'OSPC – Overseas address location' in the *Client* (NAT00080) file, *State identifier* must be '99 – Other (overseas but not an Australian territory or dependency)'.

STATISTICAL AREA LEVEL 1 IDENTIFIER

This field may be blank.

This field is only for use by state or territory training authorities when submitting data to NCVER. *Statistical area level 1 identifier* must be a valid 11-digit identifier as allocated in the Australian Bureau of Statistics' *Australian Statistical Geography Standard* (ASGS). This field is not required by registered training organisations.

STATISTICAL AREA LEVEL 2 IDENTIFIER

This field may be blank.

This field is only for use by state or territory training authorities when submitting data to NCVER. *Statistical area level 2 identifier* must be a valid 9-digit identifier as allocated in the Australian Bureau of Statistics' *Australian Statistical Geography Standard* (ASGS). This field is not required by registered training organisations.

UNIQUE STUDENT IDENTIFIER

This field must not be blank under the requirements outlined in the Student Identifiers Act 2014. In addition, registered training organisations submitting data to their state training authorities may be required to have this field populated from the time of enrolment.

YEAR HIGHEST SCHOOL LEVEL COMPLETED

This field must not be blank.

Year highest school level completed must be a valid year not after the collection period.

Year highest school level completed must be '@@@@ – Not specified' if *Highest school level completed identifier* is '02 – Did not go to school'.

Client postal details (NAT00085) file

Definition

The *Client postal details* (NAT00085) file stores address details of clients for mailing lists under the administration of states and territories.

Context

The *Client postal details* (NAT00085) file is for use by the states or territories for administration of the Student Outcomes Survey. The Student Outcomes Survey is a national survey of students who completed training in the previous year (for more information, go to <www.ncver.edu.au>).

Training organisations in receipt of government funding should submit this file to the relevant state or territory directly. States and territories operate in the confines of the privacy legislation. This file is not submitted to NCVER.

Training organisations not in receipt of government funding do not currently need to submit this file.

National VET in Schools Collection submissions by Boards of Studies or state or territory training authorities do not need to submit this file to NCVER.

Field table

FIELDS – CLIENT POSTAL DETAILS (NAT00085) FILE	POSITION	LENGTH	TYPE
Client identifier	1	10	A
Client title	11	4	A
Client first given name	15	40	A
Client family name	55	40	A
Address building/property name	95	50	A
Address flat/unit details	145	30	A
Address street number	175	15	A
Address street name	190	70	A
Address postal delivery box	260	22	A
Address postal – suburb, locality or town	282	50	A
Postcode	332	4	A
State identifier	336	2	N
Telephone number – home	338	20	A
Telephone number – work	358	20	A
Telephone number – mobile	378	20	A
Email address	398	80	A
Record length for national data collection:		477	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Client identifier* in the *Client postal details* (NAT00085) file there must be one corresponding record in the

Client (NAT00080) file.

Rules

Rules for all fields in the *Client postal details* (NAT00085) file are at the discretion of, and may be determined by, individual states or territories. Training organisations in receipt of government funding are advised to check with their state or territory training authority prior to submission.

Rules described below apply only to the validation of the *Client postal details* (NAT00085) file in NCVER's AVETMISS validation software.

Each record in this file must be unique to *Client identifier*.

ADDRESS BUILDING/PROPERTY NAME

This field may be blank.

ADDRESS FLAT/UNIT DETAILS

This field may be blank.

ADDRESS POSTAL DELIVERY BOX

This field may be blank if *Address street name* is not blank in the *Client postal details* (NAT00085) file.

ADDRESS POSTAL — SUBURB, LOCALITY OR TOWN

This field must not be blank.

Address postal — suburb, locality or town and *Postcode* in combination must match the combination specified by Australia Post.

Address postal — suburb, locality or town should be 'not specified' if *Postcode* is 'OSPC', '@@@@' or '0000' in the *Client postal details* (NAT00085) file.

ADDRESS STREET NAME

This field must not be blank if *Address postal delivery box* is blank in the *Client postal details* (NAT00085) file.

This field must not be blank if *Address street number* is not blank in the *Client postal details* (NAT00085) file.

ADDRESS STREET NUMBER

This field may be blank if *Address street name* is not blank in the *Client postal details* (NAT00085) file.

CLIENT FIRST GIVEN NAME

This field may be blank.

CLIENT IDENTIFIER

This field must not be blank.

Client identifiers included in the *Client postal details* (NAT00085) file must exist in the *Client* (NAT00080) file.

CLIENT FAMILY NAME

This field must not be blank.

CLIENT TITLE

This field may be blank.

EMAIL ADDRESS

This field may be blank.

POSTCODE

This field must not be blank.

If *Postcode* is not 'OSPC', '@@@@' or '0000', then *Postcode* in combination with *Address postal — suburb, locality or town* and *State identifier* must match the combination specified by Australia Post.

STATE IDENTIFIER

This field must not be blank.

If *State identifier* is not '@@', then *State identifier* and *Postcode* in combination must match the combination specified by Australia Post.

TELEPHONE NUMBER – HOME

This field may be blank.

TELEPHONE NUMBER – MOBILE

This field may be blank.

Telephone number – mobile must be a valid Australian mobile telephone number.

TELEPHONE NUMBER – WORK

This field may be blank.

Disability (NAT00090) file

Definition

The *Disability* (NAT00090) file contains a record for each disability, impairment, or long-term condition associated with a client. A client may have more than one type of disability, impairment, or long-term condition.

Context

The *Disability* (NAT00090) file provides basic information about the type(s) of disability, impairment or long-term condition associated with a client to assist with analysis for access and equity purposes.

Field table

FIELDS – DISABILITY (NAT00090) FILE	POSITION	LENGTH	TYPE
Client identifier	1	10	A
Disability type identifier	11	2	N
Record length for national data collection:		12	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Client identifier* in the *Disability* (NAT00090) file there must be one corresponding record in the

Client (NAT00080) file.

This file is only required when there is at least one client with *Disability flag* = Y in the *Client* (NAT00080) file.

Rules

Each record in this file must be unique.

CLIENT IDENTIFIER

This field must not be blank.

DISABILITY TYPE IDENTIFIER

This field must not be blank.

Prior educational achievement (NAT00100) file

Definition

The *Prior educational achievement* (NAT00100) file contains a record for each type of prior educational achievement for a client. A client may have more than one type of prior educational achievement.

Context

The *Prior educational achievement* (NAT00100) file provides information about the types of prior educational achievements for a client to assist with the analysis of pathways and skill levels of clients entering training.

Field table

FIELDS – PRIOR EDUCATIONAL ACHIEVEMENT (NAT00100) FILE	POSITION	LENGTH	TYPE
Client identifier	1	10	A
Prior educational achievement identifier	11	3	N
Record length for national data collection:		13	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Client identifier* in the *Prior educational achievement* (NAT00100) file there must be one corresponding record in the

Client (NAT00080) file.

This file is only required when there is at least one client with *Prior educational achievement flag* = Y in the *Client* (NAT00080) file.

Rules

Each record in this file must be unique.

CLIENT IDENTIFIER

This field must not be blank.

PRIOR EDUCATIONAL ACHIEVEMENT IDENTIFIER

This field must not be blank.

Enrolment (NAT00120) file

Definition

The *Enrolment* (NAT00120) file contains a record for each unit of competency or module enrolment for a client at a training organisation's delivery location during the collection period.

Context

The *Enrolment* (NAT00120) file provides information about training activity undertaken by clients during the collection period. This information is used to measure training activity and output for the VET sector.

This file is to be used for submissions to the National VET Provider Collection. Submissions by states and territories or the Boards of Studies to the National VET in Schools Collection should use the *Enrolment* (NAT00120) file - VET in Schools in the National VET in Schools Collection supplement within this document.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – ENROLMENT (NAT00120) FILE	POSITION	LENGTH	TYPE
Training organisation delivery location identifier	1	10	A
Client identifier	11	10	A
Subject identifier	21	12	A
Program identifier	33	10	A
Activity start date	43	8	D
Activity end date	51	8	D
Delivery mode identifier	59	2	N
Outcome identifier – national	61	2	N
Scheduled hours	63	4	N
Funding source – national	67	2	N
Commencing program identifier	69	1	N
Training contract identifier	70	10	A
Client identifier – apprenticeships	80	10	A
Study reason identifier	90	2	A
VET in schools flag	92	1	A
Specific funding identifier	93	10	A
Record length for national data collection:		102	
Outcome identifier – training organisation	103	3	A
Funding source – state training authority	106	3	A
Client tuition fee	109	4	N
Fee exemption/concession type identifier	113	1	A
Purchasing contract identifier	114	12	A
Purchasing contract schedule identifier	126	3	A
Hours attended	129	4	N
Associated course identifier	133	10	A
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Training organisation delivery location identifier* in the *Enrolment* (NAT00120) file there must be one corresponding record in the

Training organisation delivery location (NAT00020) file.

For each unique *Program identifier* in the *Enrolment* (NAT00120) file there must be one corresponding record in the

Program (NAT00030) file.

For each unique *Subject identifier* in the *Enrolment* (NAT00120) file there must be one corresponding record in the

Subject (NAT00060) file.

For each unique *Client identifier* in the *Enrolment* (NAT00120) file there must be one corresponding record in the

Client (NAT00080) file.

If there are no subject enrolments and therefore no *Training organisation delivery location* (NAT00020) file or *Subject* (NAT00060) file, then the *Enrolment* (NAT00120) file is not required.

Rules

Each record in this file must be unique on *Training organisation delivery location identifier*, *Client identifier*, *Subject identifier*, *Program identifier* and *Activity start date* for activity from 1 January 2015.

ACTIVITY END DATE

This field must not be blank.

Activity end date must be after 31 December of the collection year where *Outcome identifier – national* is '70 – Continuing enrolment'.

Activity end date must be within the collection year if *Outcome identifier – national* is not '70 – Continuing enrolment'.

Activity end date must not be more than five years after *Activity start date*.

ACTIVITY START DATE

This field must not be blank.

Activity start date must be on or before the *Activity end date*.

Activity start date must be before the end of the collection period.

Activity start date must not be more than five years prior to collection year.

Activity start date should not change in subsequent data submissions when reporting the same training.

ASSOCIATED COURSE IDENTIFIER

Rules for this field will be determined by individual states or territories.

CLIENT IDENTIFIER

This field must not be blank.

CLIENT IDENTIFIER – APPRENTICESHIPS

This field may be blank if *Training contract identifier* is blank in the *Enrolment* (NAT00120) file.

Client identifier – apprenticeships must be blank if *Program identifier* is blank in the *Enrolment* (NAT00120) file.

CLIENT TUITION FEE

Rules for this field will be determined by individual states or territories.

COMMENCING PROGRAM IDENTIFIER

This field must not be blank.

Commencing program identifier must be '8 – Unit of competency or module enrolment only' if *Program identifier* is blank in the *Enrolment* (NAT00120) file.

Commencing program identifier must be the same and not equal to '8 – Unit of competency or module enrolment only' for each unique *Client identifier* and *Program identifier* in combination.

DELIVERY MODE IDENTIFIER

This field must not be blank.

FEE EXEMPTION/CONCESSION TYPE IDENTIFIER

Rules for this field will be determined by individual states or territories.

FUNDING SOURCE – NATIONAL

This field must not be blank.

FUNDING SOURCE — STATE TRAINING AUTHORITY

Rules for this field will be determined by individual states or territories.

HOURS ATTENDED

Rules for this field will be determined by individual states or territories.

OUTCOME IDENTIFIER — NATIONAL

This field must not be blank.

OUTCOME IDENTIFIER — TRAINING ORGANISATION

Rules for this field will be determined by individual states or territories.

PROGRAM IDENTIFIER

This field may be blank.

Program identifier must not be blank if the unit of competency or module is part of a qualification, course or skill set enrolment in the *Enrolment* (NAT00120) file.

Program identifier must be blank if *Subject identifier* is not part of a qualification, course or skill set enrolment in the *Enrolment* (NAT00120) file.

Program identifier must not be blank if *Client identifier — apprenticeships* and *Training contract identifier* are not blank in the *Enrolment* (NAT00120) file.

PURCHASING CONTRACT IDENTIFIER

Rules for this field will be determined by individual states or territories.

PURCHASING CONTRACT SCHEDULE IDENTIFIER

Rules for this field will be determined by individual states or territories.

SCHEDULED HOURS

This field may be blank.

Scheduled hours should be zero if *Outcome identifier — national* is '60 — Credit transfer/national recognition' in the *Enrolment* (NAT00120) file.

Scheduled hours should be zero for a *Subject identifier* if delivery includes a component of supervised activity in the *Enrolment* (NAT00120) file.

SPECIFIC FUNDING IDENTIFIER

This field may be blank.

This field is only for use by state or territory training authorities or by training organisations as directed by the Department of Industry. It must only be used when *Funding source — national* is '13 — Commonwealth specific purpose programs'.

Specific funding identifier must not be blank if *Funding source — national* is '13 — Commonwealth specific funding program'.

STUDY REASON IDENTIFIER

This field may be blank.

SUBJECT IDENTIFIER

This field must not be blank.

Subject identifier may exist with a blank *Program identifier* in the *Enrolment* (NAT00120) file if enrolment is in a unit of competency or module only.

TRAINING CONTRACT IDENTIFIER

This field may be blank if *Client identifier — apprenticeships* is blank in the *Enrolment* (NAT00120) file.

Training contract identifier must be blank if *Program identifier* is blank in the *Enrolment* (NAT00120) file.

Training contract identifier and *Client identifier — apprenticeships* should be the same for each unique *Program identifier/Client identifier* combination.

TRAINING ORGANISATION DELIVERY LOCATION IDENTIFIER

This field must not be blank.

VET IN SCHOOLS FLAG

This field must not be blank.

Program completed (NAT00130) file

Definition

The *Program completed* (NAT00130) file contains records for which all requirements for the completion of the qualification, course or skill set, including on-the-job requirements, have been met. Completions for Australian Qualifications Framework (AQF) qualifications and courses are achieved when the client is eligible for the award to be conferred.

Context

The *Program completed* (NAT00130) file provides profile information about clients completing the requirements of a program of study, either during the collection period or in a prior collection period (where the completion of the program of study has not previously been reported). This information is used to measure successful outcomes from the VET sector.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – PROGRAM COMPLETED (NAT00130) FILE	POSITION	LENGTH	TYPE
Training organisation identifier	1	10	A
Program identifier	11	10	A
Client identifier	21	10	A
Year program completed	31	4	N
Issued flag	35	1	A
Record length for national data collection:		35	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Training organisation identifier* in the *Program completed* (NAT00130) file there must be one corresponding record in the

Training organisation (NAT00010) file.

For each unique *Program identifier* in the *Program completed* (NAT00130) file there must be one corresponding record in the

Program (NAT00030) file.

For each unique *Client identifier* in the *Program completed* (NAT00130) file there must be one corresponding record in the

Client (NAT00080) file.

If there are no program completions to report, then the *Program completed* (NAT00130) file is not required.

Rules

Each record in this file must be unique.

The *Program completed* (NAT00130) file must not contain records that have been reported previously in the National VET Provider Collection.

The on-the-job component is to be completed before the completion can be reported.

Senior secondary education (Year 11 or Year 12) and junior secondary education (Year 10) are recognised as program completions attained when delivered in the VET sector and can be recorded in the *Program completed* (NAT00130) file.

If a client has completed a qualification, course or skill set that entitles the client to receive more than one level of education for the program, only the highest level of education conferred for that qualification, course or skill set should be reported.

CLIENT IDENTIFIER

This field must not be blank.

The *Client identifier* must appear in the *Enrolment* (NAT00120) file if *Year program completed* for the *Client identifier* in the *Program completed* (NAT00130) file is equal to the collection year.

ISSUED FLAG

This field must not be blank.

PROGRAM IDENTIFIER

This field must not be blank.

Program identifier with a *VET flag* of 'N' (No – The intention of the program of study is not vocational) in the *Program* (NAT00030) file must not appear in the *Program completed* (NAT00130) file.

TRAINING ORGANISATION IDENTIFIER

This field must not be blank.

YEAR PROGRAM COMPLETED

This field must not be blank

***National VET in Schools Collection
supplement***

Introduction

This supplement is an addition to the *National VET Provider Collection specifications* to cater for specific requirements of the National VET in Schools Collection. It contains the *Enrolment* (NAT00120) file – VET in Schools which is to be submitted in place of the VET Provider *Enrolment* (NAT00120) file described in the previous section.

The *Enrolment* (NAT00120) file – VET in Schools differs in file length and validation of some data fields to the VET Provider *Enrolment* (NAT00120) file. Using the wrong file in your submission, i.e. VET Provider *Enrolment* (NAT00120) file in National VET in Schools Collection submission or *Enrolment* (NAT00120) file – VET in Schools in National VET Provider Collection submission, will cause validation errors.

The *Enrolment* (NAT00120) file – VET in Schools is only for use by the states and territory training authorities or the Boards of Studies when submitting to the National VET in Schools Collection.

Enrolment (NAT00120) file – VET in Schools

Definition

The *Enrolment* (NAT00120) file contains a record for each unit of competency or module enrolment for a client at a training organisation's delivery location during the collection period.

Context

The *Enrolment* (NAT00120) file in the National VET in Schools Collection supplement section provides information about activity undertaken by VET in Schools clients during the collection period.

This file is only for use by the states and territories or the Boards of Studies for the submission of activity for VET in Schools enrolments only.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – ENROLMENT (NAT00120) FILE – VET IN SCHOOLS	POSITION	LENGTH	TYPE
Training organisation delivery location identifier	1	10	A
Client identifier	11	10	A
Subject identifier	21	12	A
Program identifier	33	10	A
Activity start date	43	8	D
Activity end date	51	8	D
Delivery mode identifier	59	2	N
Outcome identifier – national	61	2	N
Scheduled hours	63	4	N
Funding source – national	67	2	N
Commencing program identifier	69	1	N
Training contract identifier	70	10	A
Client identifier – apprenticeships	80	10	A
Study reason identifier	90	2	A
VET in schools flag	92	1	A
Specific funding identifier	93	10	A
School type identifier	103	2	A
Record length for national data collection:		104	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Training organisation delivery location identifier* in the *Enrolment* (NAT00120) file there must be one corresponding record in the

Training organisation delivery location (NAT00020) file.

For each unique *Program identifier* in the *Enrolment* (NAT00120) file - VET in Schools there must be one corresponding record in the

Program (NAT00030) file.

For each unique *Subject identifier* in the *Enrolment* (NAT00120) file - VET in Schools there must be one corresponding record in the

Subject (NAT00060) file.

For each unique *Client identifier* in the *Enrolment* (NAT00120) file - VET in Schools there must be one corresponding record in the

Client (NAT00080) file.

Rules

Each record in this file must be unique on *Training organisation delivery location identifier*, *Client identifier*, *Subject identifier*, *Program identifier* and *Activity start date* for activity from 1 January 2015.

ACTIVITY END DATE

This field must not be blank.

Activity end date must be after 31 December of the collection year where *Outcome identifier – national* is '70 – Continuing enrolment'.

Activity end date must be within the collection year if *Outcome identifier – national* is not '70 – Continuing enrolment'.

Activity end date must not be more than five years after *Activity start date*.

ACTIVITY START DATE

This field must not be blank.

Activity start date must be on or before the *Activity end date*.

Activity start date must be before the end of the collection period.

Activity start date must not be more than five years prior to collection year.

Activity start date should not change in subsequent data submissions when reporting the same training.

CLIENT IDENTIFIER

This field must not be blank.

CLIENT IDENTIFIER – APPRENTICESHIPS

This field may be blank if *Training contract identifier* is blank in the *Enrolment* (NAT00120) file - VET in Schools.

Client identifier – apprenticeships must be blank if *Program identifier* is blank in the *Enrolment* (NAT00120) file - VET in Schools.

COMMENCING PROGRAM IDENTIFIER

This field must not be blank.

Commencing program identifier must be '8 – Unit of competency or module enrolment only' if *Program identifier* is blank in the *Enrolment* (NAT00120) file - VET in Schools.

Commencing program identifier must be the same and not equal to '8 – Unit of competency or module enrolment only' for each unique *Client identifier* and *Program identifier* in combination.

DELIVERY MODE IDENTIFIER

This field must not be blank.

FUNDING SOURCE – NATIONAL

This field must not be blank.

OUTCOME IDENTIFIER – NATIONAL

This field must not be blank.

PROGRAM IDENTIFIER

This field must not be blank for the National VET in Schools Collection.

SCHEDULED HOURS

This field may be blank.

Scheduled hours should be zero if *Outcome identifier – national* is '60 – Credit transfer/national recognition' in the *Enrolment* (NAT00120) file - VET in Schools.

Scheduled hours should be zero for a *Subject identifier* if delivery includes a component of supervised activity in the *Enrolment* (NAT00120) file - VET in Schools.

SCHOOL TYPE IDENTIFIER

This field must not be blank.

SPECIFIC FUNDING IDENTIFIER

This field may be blank.

This field is only for use by state or territory training authorities or by training organisations as directed by the Department of Industry. It must only be used when *Funding source – national* is '13 – Commonwealth specific purpose programs'.

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

STUDY REASON IDENTIFIER

This field may be blank.

SUBJECT IDENTIFIER

This field must not be blank.

TRAINING CONTRACT IDENTIFIER

This field may be blank if *Client identifier – apprenticeships* is blank in the *Enrolment* (NAT00120) file - VET in Schools.

Training contract identifier must be blank if *Program identifier* is blank in the *Enrolment* (NAT00120) file - VET in Schools.

Training contract identifier and *Client identifier – apprenticeships* should be the same for each unique *Program identifier/Client identifier* combination.

TRAINING ORGANISATION DELIVERY LOCATION IDENTIFIER

This field must not be blank.

VET IN SCHOOLS FLAG

This field must be 'Y'.

Changes and revisions to files

Changes and revisions

CHANGES AND REVISIONS FROM RELEASE 6.1 FOR VET PROVIDERS

The following are the changes and revisions made to the *AVETMISS VET Provider Collection specifications* release 7.0. A detailed description of changes from release 6.1 to release 7.0 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.

Introduction

ADDITION

Added a statement of scope: AVETMISS for VET providers covers data from public and private training providers who offer vocational education and training (VET) to domestic and international students at onshore and offshore locations.

Training organisation (NAT00010) file

CHANGE

Changed rule for *Training organisation type identifier* that this field must not be blank if the *Training organisation identifier* and *Training organisation name* in combination do not match the code and name combination listed on the Training.gov.au reference list published on the NCVER website.

Training organisation delivery location (NAT00020) file

DELETED

Deleted *Statistical local area*.

CHANGE

Changed total file record length from 185 to 180.

Program (NAT00030) file

UPDATED DEFINITION

Added skill set.

UPDATED CONTEXT

Added skill set.

ADDITIONS

Added rule to *ANZSCO identifier* that this field may be blank if the record is a skill set.

Added rule to *Program field of education identifier* that this field may be blank if the record is a skill set.

Added rule to *Program level of education identifier* that this field may be blank if the record is a skill set.

CHANGES

Changed rule for *ANZSCO identifier* that this field must not be blank if the record is a qualification or a course and if the *Program identifier* and *Program name* in combination do not match the code and name combination listed on the Training.gov.au reference list published on the NCVER website.

Changed rule for *Program field of education identifier* that this field must not be blank if the record is a qualification or a course and if the *Program identifier* and *Program name* in combination do not match the code and name combination listed on the Training.gov.au reference list published on the NCVER website.

Changed rule for *Program level of education identifier* that this field must not be blank if the record is a qualification or a course and if the *Program identifier* and *Program name* in combination do not match the code and name combination listed on the Training.gov.au reference list published on the NCVER website.

Changed rule for *Program recognition identifier* that this field must not be blank if the *Program identifier* and *Program name* in combination do not match the code and name combination listed on the Training.gov.au reference list published on the NCVER website.

Subject (NAT00060) file

CHANGES

Changed rule for *Subject field of education identifier* that this field must not be blank if the *Subject identifier* and *Subject name* in combination do not match the code and name combination listed on the Training.gov.au reference list published on the NCVER website.

Changed rule for *Subject flag* that this field must not be blank if the *Subject identifier* and *Subject name* in combination do not match the code and name combination listed on the Training.gov.au reference list published on the NCVER website.

Client (NAT00080) file

UPDATED CONTEXT

Added that in order to protect client privacy, client usual address information is geo-coded to aggregated statistical areas. The fields *Address building/property name*, *Address flat/unit details*, *Address street number* and *Address street name* will be deleted once state and territory training authorities and direct data submitters submit the data to the National VET Provider Collection.

ADDITIONS

Added *Address building/property name*.

Added *Address flat/unit details*.

Added *Address street number*.

Added *Address street name*.

Added *Unique student identifier*.

Added *State identifier*.

Added *Statistical area level 1 identifier*.

Added *Statistical area level 2 identifier*.

Added rule to *Postcode* that *Postcode* must represent the client's usual residential postcode.

CHANGE

Changed record length for national data collection for training organisations from 154 to 331.

Changed record length for national data collection for state/territory training authorities from 154 to 351.

CORRECTIONS (NO IMPACT ON DATA COLLECTION)

Changed rule in File relationships removing the reference to *Enrolment* (NAT00120) file in rule that for each *Client identifier* there must be at least one corresponding record in the *Enrolment* (NAT00120) file and *Client postal details* (NAT00085) file. The rule was inaccurate. The correct rule for the *Enrolment* (NAT00120) file is already listed.

Client postal details (NAT00085) file

ADDITIONS

Added *Address building/property name*.

Added *Address flat/unit details*.

Added *Address street number*.

Added *Address street name*.

Added *Address postal delivery box*.

CHANGE

Deleted *Address first line*.

Deleted *Address second line*.

Moved *Address postal - suburb, locality or town* from position 195 to position 282.

Moved *Postcode* from position 245 to 332.

Moved *State identifier* from position 249 to position 336.

Moved *Telephone number - home* from position 251 to position 338.

Moved *Telephone number - work* from position 271 to position 358.

Moved *Telephone number - mobile* from position 291 to position 378.

Moved *Email address* from position 311 to 398.

Changed record length for national data collection from 390 to 477.

Enrolment (NAT00120) file

ADDITIONS

Added *Associated course identifier*.

Added rule to *Activity end date* that *Activity end date* must not be more than five years after *Activity start date*.

Added rule to *Activity start date* that *Activity start date* must not be more than five years prior to collection year.

CHANGES

Moved *Specific funding identifier* from position 123 to position 93.

Changed record length for national data collection from 92 to 102.

Moved *Outcome identifier – training organisation* from position 93 to 103.

Moved *Funding source – state training authority* from position 96 to position 106.

Moved *Client tuition fee* from position 99 to position 109.

Moved *Fee exemption/concession type identifier* from position 103 to position 113.

Moved *Purchasing contract identifier* from position 104 to position 114.

Moved *Purchasing contract schedule identifier* from position 116 to 126.

Moved *Hours attended* from position 119 to position 129.

Changed total file record length from 132 to 142.

DELETIONS

Deleted rule from *Program Identifier* that *Study reason identifier* must be blank if *Program identifier* is blank.

Deleted rule from *Study reason identifier* that *Study reason identifier*, *Client identifier* and *Program identifier* in combination must be unique.

CORRECTIONS (NO IMPACT ON DATA COLLECTION)

Deleted rule from *Client identifier – apprenticeships* that *Training contract identifier* must not be blank if *Client identifier – apprenticeships* is not blank. Rule already exists in *Training contract identifier*.

Moved rule from *Client identifier – apprenticeships* to *Program identifier* that *Program identifier* must not be blank if *Client identifier – apprenticeships* and *Training contract identifier* are not blank. Rule was misplaced.

Deleted rule from *Outcome identifier – national* that *Activity end date* must be after 31 December of the collection period if *Outcome identifier – national* is '70 – Continuing enrolment'. Rule already exists in *Activity end date*.

Deleted rule from *Outcome identifier – national* that *Scheduled hours* must be zero if *Outcome identifier – national* is '60 – Credit transfer/national recognition'. Rule already exists in *Scheduled hours*.

Moved rule from *Program identifier* to *Client identifier – apprenticeships* that *Client identifier – apprenticeships* must be blank if *Program identifier* is blank. Rule was misplaced.

Moved rule from *Program identifier* to *Training contract identifier* that *Training contract identifier* must be blank if *Program identifier* is blank. Rule was misplaced.

Moved rule from *Program identifier* to *Commencing program identifier* that *Commencing program identifier* must be '8 – Unit of competency or module enrolment only' if *Program identifier* is blank. Rule was misplaced.

Moved rule from *Training contract identifier* to *Program identifier* that *Program identifier* must not be blank if *Client identifier – apprenticeships* and *Training contract identifier* are not blank. Rule was misplaced.

Deleted rule from *Training contract identifier* that *Client identifier – apprenticeships* must not be blank if *Training contract identifier* is not blank. Rule already exists in *Client identifier – apprenticeships*.

Program completed (NAT00130) file

ADDITION

Added rule to *Client identifier* that *Client identifier* must appear in the *Enrolment* (NAT00120) file if *Year program completed* for the *Client identifier* in the *Program completed* (NAT00130) file is equal to the collection year.

DELETION

Deleted rule from *Program identifier* that *Program identifier* with a *Program level of education identifier* of '912 – Other non-award courses' or '999 – Education not elsewhere classified' may not be reported in the *Program completed* (NAT00130) file.

CORRECTIONS (NO IMPACT ON DATA COLLECTION)

Deleted the rule from *Year program completed* that the *Client identifier* must appear in the *Client* (NAT00080) file if the *Year program completed* is not equal to the collection year. The *Client identifier* must appear in the *Client* (NAT00080) file regardless of *Year program completed*. The rule already exists in File relationships section.

Deleted the rule from *Year program completed* that the *Program identifier* must appear in the *Program* (NAT00030) file if the *Year program completed* is not equal to the collection year. The *Program identifier* must appear in the *Program* (NAT00030) file regardless of *Year program completed*. The rule already exists in File relationships section.

CHANGES AND REVISIONS TO AVETMISS 7.0 FOR VET PROVIDERS (2014 AND 2015)

The following are further changes and revisions made to the *AVETMISS VET Provider Collection specifications* after the publication of release 7.0 in April 2013. A detailed description of changes is available in the document *AVETMISS 7.0 for VET providers: What's changing for 2014 and 2015* at <www.ncver.edu.au/avetmiss/21055.html>.

For subsequent changes, see the supporting document to this publication [Amendments since publication](#).

Introduction**ADDITION**

Added a statement clarifying 'collection year' and 'collection period'.

Training organisation delivery location (NAT00020) file**CHANGE**

Changed validation software requirement: if there is no subject enrolment and therefore no *Enrolment* (NAT00120) file, then the *Training organisation delivery location* (NAT00020) file is not required.

Program (NAT00030) file**CHANGE**

Changed validation software requirement: if there is no *Program identifier* in the *Enrolment* (NAT00120) file, because of subject-only training, then the *Program* (NAT00030) file is not required.

ADDITIONS

Added National VET in Schools Collection specific rule that values '15' and '16' are not valid for this field.

Subject (NAT00060) file**CHANGE**

Changed validation software requirement to: there are no subject enrolments and therefore no *Enrolment* (NAT00120) file, then the *Subject* (NAT00060) file is not required.

Client (NAT00080) file**ADDITIONS**

Added National VET in Schools Collection specific rule that *At School flag* must be 'Y' if *School type identifier* is '21', '25' or '27' in the *Enrolment* (NAT00120) file.

Added National VET in Schools Collection specific rule that *Labour force status identifier* may be blank.

Added that *Unique student identifier* must not be blank if a client is undertaking nationally accredited training from 1 January 2015.

Enrolment (NAT00120) file**ADDITIONS**

Added rule that each record must be unique on *Training organisation delivery location identifier*, *Client identifier*, *Subject identifier*, *Program identifier* and *Activity start date* for activity from 1 January 2015.

Added rule that *Specific funding identifier* must not be blank if *Funding source - national* is '13'.

CHANGE

Changed validation software requirement: if there are no subject enrolments and therefore no *Training organisation delivery location* (NAT00020) file or *Subject* (NAT00060) file, then the *Enrolment* (NAT00120) file is not required.

Changed *Activity end date* rules to apply to the collection year, not the collection period.

Changed *Scheduled hours* rule: this field may be blank.

Enrolment (NAT00120) file – VET in Schools**ADDITIONS**

Added *Enrolment* (NAT00120) file - VET in Schools as a supplement to the Collection specifications

Added rule that each record must be unique on *Training organisation delivery location identifier*, *Client identifier*, *Subject identifier*, *Program identifier* and *Activity start date* for activity from 1 January 2015.

Added rule that *Specific funding identifier* must not be blank if *Funding source - national* is '13'.

DELETION

Deleted fields *Outcome identifier - training organisation*, *Funding source - state training authority*, *Client tuition fee*, *Fee exemption/concession type identifier*, *Purchasing contract identifier*, *Purchasing contract schedule identifier*, *Hours attended* and *Associated course identifier*.

CHANGE

Changed field names in line with *AVETMISS data element definitions: edition 2.2*

Moved *Specific funding identifier* from position 123 to position 93.

Moved *School type identifier* from position 133 to position 103.

Changed total file record length to 104.

Changed *Activity end date* rules to apply to the collection year, not the collection period.

Changed *Scheduled hours* rule: this field may be blank.

Changed *VET in Schools flag* rule to that this field must be 'Y'.

Standard enrolment questions

Standard enrolment questions

Introduction

The following enrolment form is an example. These questions are provided to assist with collecting student data in an AVETMISS-compliant format. The use of standard enrolment questions supports the capture of compatible and comparable data over time. We recommend that the sequence and wording of questions are maintained.

Data element names in *italics* below the questions link the standard enrolment question to the *AVETMISS VET Provider Collection specifications* and the *AVETMISS data element definitions*.

A privacy statement, which advises students that their data may be supplied to and used by governments and other agencies for administration and research, should be included on all enrolment forms so that individuals are aware of how their data will be used and what will be published.

The student must acknowledge reading and accepting the privacy statement as well as confirming that the details they are providing are correct.

Privacy Statement & Student Declaration

I declare that the information I have provided to the best of my knowledge is true and correct.

I understand that my RTO [insert RTO name] is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- School - if I am a secondary student undertaking VET, including a school based apprenticeship or traineeship.
- Employer - if I am enrolled in training paid by my employer.
- Government departments and authorised agencies.
- Researchers.

Application for Unique Student Identifier

If you would like us [insert RTO name] to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME]authorise
[insert RTO name]..... to apply pursuant to
sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐ I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

☐ I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

[STUDENT SIGNATURE] [DATE]

Note: parental consent required if student is under the age of 18.

Personal details

1. Enter your full name *

Family name (surname)

Given names

Name for encryption

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

2. Enter your birth date

Day/month/year

Date of birth

3. Sex (Tick ONE box only)

Male ☐ M

Female ☐ F

Sex

4. Enter your contact details

Home phone _____ Work phone _____

Mobile _____ Email address _____

Telephone number - home

Telephone number - work

Telephone number - mobile

Email address

5. 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 details

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

Street name

Suburb, locality or town

State/territory

Postcode

Address building/property name

Address flat/unit details

Address street number

Address street name

Address location – suburb, locality or town

State identifier

Postcode

6. 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

*Address building/property name**Address flat/unit details**Address street number**Address street name**Address postal delivery box**Address location – suburb, locality or town**State identifier**Postcode*

Language and cultural diversity**7. In which country were you born?**

Australia	<input type="checkbox"/> 1101
Other – please specify	

*Country identifier***8. 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	<input type="checkbox"/> 1201	English only – Go to question 10
Yes, other – please specify		

*Language identifier***9. 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

*Proficiency in spoken English identifier***10. 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"/>

Indigenous status identifier

Disability**11. Do you consider yourself to have a disability, impairment or long-term condition?**

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

No – Go to question 13*Disability flag*

12. 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

Disability type identifier

Schooling

13. 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

Never attended school – go to question 16

Highest school level completed identifier

14. In which YEAR did you complete that school level?

Year highest school level completed

15. Are you still attending secondary school?

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

At school flag

Previous qualifications achieved

16. Have you SUCCESSFULLY completed any of the following qualifications?

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

No – go to question 18

Prior educational achievement flag

17. 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

Prior educational achievement identifier

Employment

18. 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

Labour force status identifier

Study reason

19. 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

Study reason identifier

Unique Student Identifier

From 1 January 2015, we [insert RTO name] can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

20. Enter your Unique Student identifier (if you already have one)

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Unique student identifier

Unique student identifier

Advice to RTOs: if you want to apply for USIs on behalf of your students (clients), please use the questions in the following section. Alternatively, a copy of the ID document can be obtained instead of recording this information.

Australian birth certificate: note that different details are required depending on the jurisdiction of issue. RTOs that wish to include the birth certificate option in their enrolment form should note the information items required set out at [http://usi.gov.au/help-centre/proof-of-ID/Pages/birth_certificate_\(australian\).aspx#](http://usi.gov.au/help-centre/proof-of-ID/Pages/birth_certificate_(australian).aspx#) Alternatively, they may wish not to include 'birth certificate' in their form.

Additional Information for USI Application – only required if you do not already have a USI

Town/City of Birth _____
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

Please provide details for one of the forms of identity below.

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

Australian Driver Licence

State: _____ Licence Number: _____

Medicare Card

Medicare card number _____
Individual reference number (next to your name on Medicare card): ____

Card colour: (select which applies)

Green ☐ Expiry date ____/____/____ (format MM/YYYY)
(month/year)

Yellow ☐ Blue ☐ Expiry date ____/____/____ (format DD/MM/YYYY)
(day/month/year)

Australian Birth Certificate

State/Territory _____
Details vary according to State/Territory (see note above)

Australian Passport

Passport number _____

Non-Australian Passport (with Australian Visa)

Passport number _____ Country of issue _____

Immicard

Immicard Number _____

Citizenship Certificate

Stock number _____ Acquisition date ____/____/____
day/month/year)

Certificate of Registration by Descent

Acquisition date ____/____/____
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, [insert RTO name] will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.



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