NCVER

AVETMISS 7.0 for VET providers: What's changing

National Centre for Vocational Education Research

July 2014

TO EASILY RECOGNISE CHANGES SINCE RELEASE 7.0 August 2013
PLEASE PRINT IN COLOUR.

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2. Introduction

2.1 Overview

This document offers a detailed description of the upcoming changes to the *Australian Vocational Education and Training Management Information Statistical Standard* (AVETMISS) release 7.0 for VET providers. The changes described are required to accommodate total VET activity, more frequent reporting and the impacts on the National VET Provider and the National VET in Schools collections.

The changes affect the *AVETMISS National VET Provider Collection specifications* and the *AVETMISS data element definitions*. The *AVETMISS National VET Provider Collection specifications* detail the collection requirements for vocational education and training providers. They describe the files and fields to be collected and the formats and rules that govern them. The *AVETMISS Data element definitions* describe the data elements used in the National VET Provider and VET in Schools collections.

The Standard came into effect for training activity from 1 January 2014 and was last updated in August 2013. Unless explicitly stated in this document, the classification and clarification updates released in this document are to be implemented for the annual National 2014 VET Provider and National 2014 VET in Schools collections, due to the National Centre for Vocational Education Research in 2015.

In the remainder of this document, changes are presented first in a general overview, and then followed by detailed changes in copies of relevant pages of the *Collection specifications* and the *Data element definitions* documents.

2.2 Scope of document

This document offers a detailed description of changes since AVETMISS release 7.0 in August 2013 that have an impact on data collection. Changes undertaken as part of regular Standard maintenance, such as clarification of definitions and descriptions, are only included where the change is substantial.

2.3 Overview of Changes

Changes carrying the most impact to the National VET Provider Collection are new rules for *Client identifier* and *Unique student identifier* data elements, the addition of a new *Outcome identifier — national* code, clarifications within the *Funding source — national* data element and clarifications of the terms 'period' and 'annual' both in the Standard and validation software business rules. A comprehensive list of updates is below:

Updated classifications

- *Outcome identifier — national —* 2015 collection
- *Specific program identifier —* 2014 collection

Clarifications for 2014 collection

- References to collection periods, interim, and final collections
- File set required by data submitters
- References to activity start and end dates

File specifications

- *Submission to managing agent* (NAT00005) file definition and context

- *Program* (NAT00030) file rules
- *Subject* (NAT00060) file rules
- *Client* (NAT00080) file relationships and rules
- *Client postal details* (NAT00085) context and file rules
- *Disability* (NAT00090) file relationships
- *Prior educational achievement (*NAT00100) file relationships
- *Enrolment* (NAT00120) file rules
- *Program completed* (NAT00130) file relationships

Data elements

- Context for All State/Territory Training Authority specific data elements
- *Training organisation identifier* guidelines for use
- *Training organisation type identifier* rules/guidelines for use
- *Funding source — national* guidelines for use
- *Outcome identifier — national* rules
- *Sex* definition, context, rules and guidelines for use
- *Specific funding identifier* context, rules and guidelines for use
- *Unique student identifier* context, rules

Updated validations for 2014 collection

- Removal of requirement to upload blank files to the validation software
- *Activity end date* – updated rules
- *Client identifier* – new rules
- *Outcome identifier* - new rule
- *Scheduled hours* – relaxed and deleted rules
- *Specific funding identifier* – new, updated and deleted rules

Updated validations for 2015 collection

- *Outcome identifier — national* – new rule
- *Specific funding identifier* – new rule
- *Unique student identifier* – new rule

2014 National VET in Schools Collection specific updates - for states and territories or Board of Studies submissions only

- Addition of the National VET in Schools Collection supplement to the *National VET Provider Collection specifications* containing VET in Schools *Enrolment* (NAT00120) file
- Addition of data element *School type identifier*
- Updated validations:
  - *Enrolment* (NAT00120) file record length – updated rule
  - *At school flag* – new and updated rules
  - *Labour force status identifier* – rule leniency added
  - *Program recognition identifier* – updated rule
  - *School type identifier* – updated rule and rule leniency added
  - *Study reason identifier* – rule leniency added
  - *VET in Schools flag* – new rule and rule leniency added

2.4 For more information

General information on AVETMISS is available in the frequently asked questions at <www.ncver.edu.au/avetmiss/21059.html>.

3. Changes to the AVETMISS documents and validation software

The following sections outline changes to the *AVETMISS National VET Provider Collection specifications*, *Data element definitions* and the AVETMISS validation software. Changes that affect validation are **marked in red.** Clarifications are **marked in blue**.

3.1 Changes to collection specifications

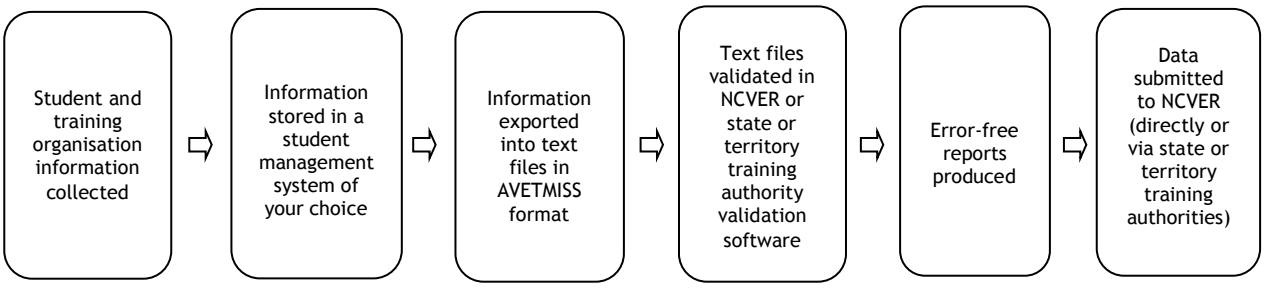
***VET Provider Collection specifications* - Data collection and validation process overview**

The following terms are used throughout the *AVETMISS National 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.



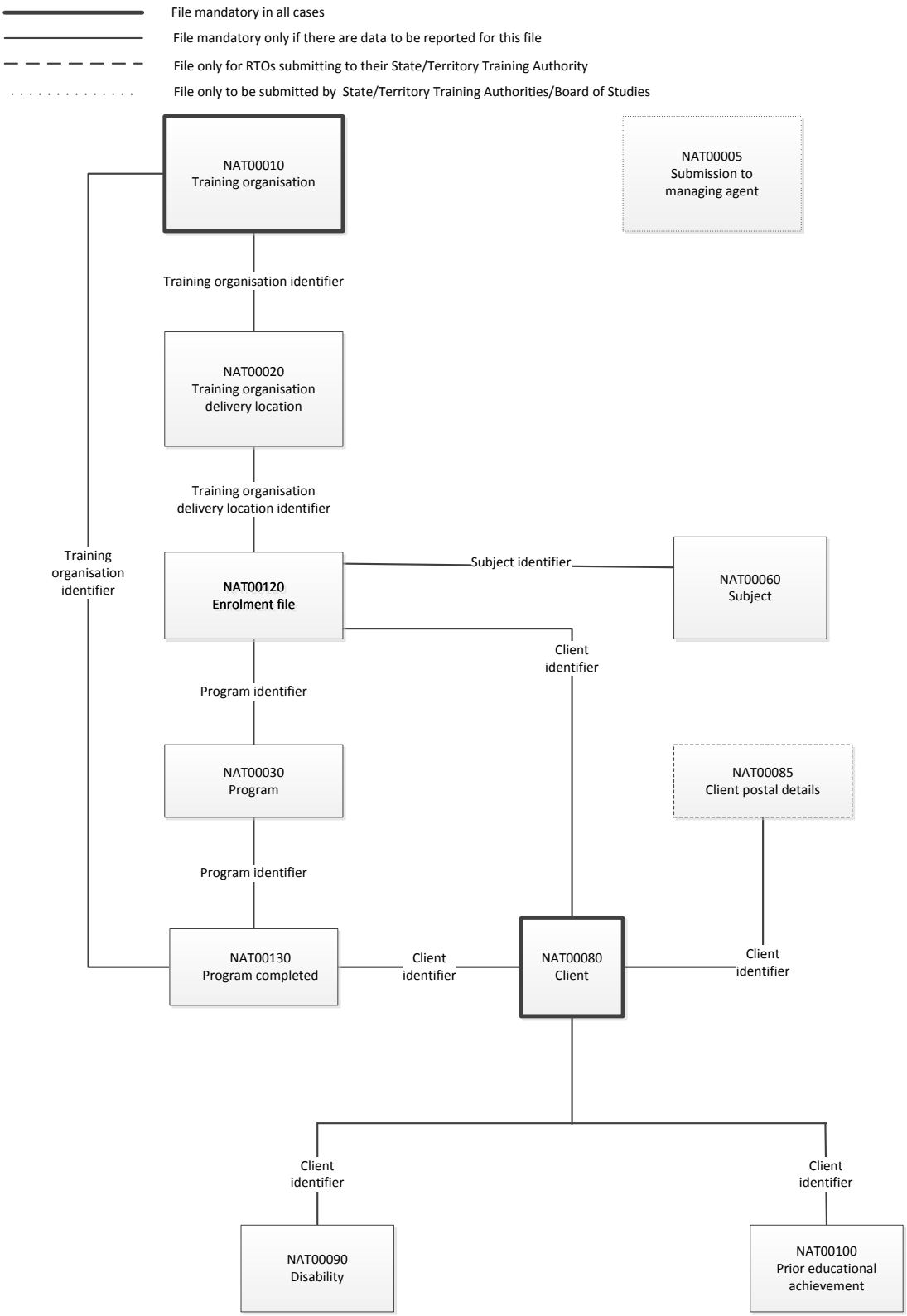
Registered Training Organisations (RTO) collect student and training information and store it in a student management system. The file structure and collection specifications in the *AVETMISS National VET Provider Collection specifications 7.0* detail the specific information to be collected and submitted to 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 National VET Provider Collection specifications 7.0.* Free validation software is available from the NCVER website <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.

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 website at <www.ncver.edu.au>.

Files

This overview presents the full set of eleven files for the national collections (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.



Submission to managing agent (NAT00005) file

Definition

The *Submission to managing agent* (NAT0005) 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 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 – 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 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 – 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 must not be blank if *Program identifier* and *Program name* in combination do not match the code and name combination listed on the National Training Register.

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 must not be blank if *Program identifier* and *Program name* in combination do not match the code and name combination listed on the National Training Register.

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 the National Training Register.

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.

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 the National Training Register.

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 – 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 must not be blank if *Subject identifier* and *Subject name* in combination do not match the code and name combination listed on the National Training Register.

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 the National Training Register.

SUBJECT IDENTIFIER

This field must not be blank.

SUBJECT NAME

This field must not be blank.

NOMINAL HOURS

This field must not be blank.

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 – CLIENT (NAT00080) FILE	POSITION	LENGTH	TYPE
Client identifier	1	10	A
Name for encryption	11	60	A
Highest school level completed	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 OSPC, @@@@ 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 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.

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

This field must not be blank.

If *Highest school level completed* 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 ABS's *Australian Statistical Geography Standard* (ASGS).

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 ABS's *Australian Statistical Geography Standard* (ASGS).

UNIQUE STUDENT IDENTIFIER

This field must not be blank if a client is undertaking nationally accredited training from 1 January 2015.

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* 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.

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 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 last 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 state 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.

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

ADDRESS FLAT/UNIT DETAILS

This field may be blank.

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

ADDRESS POSTAL DELIVERY BOX

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

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

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* (NAT0085) file.

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

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.

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

ADDRESS STREET NUMBER

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

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

CLIENT FIRST GIVEN NAME

This field must not be blank.

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

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.

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

CLIENT LAST NAME

This field must not be blank.

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

CLIENT TITLE

This field may be blank.

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

EMAIL ADDRESS

This field may be blank.

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

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.

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

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.

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

TELEPHONE NUMBER – HOME

This field may be blank.

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

TELEPHONE NUMBER – MOBILE

This field may be blank.

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

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

TELEPHONE NUMBER – WORK

This field may be blank.

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

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 outputs for the VET sector.

Field table

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 commencing 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 ~~period~~ where *Outcome identifier — national* is '70 — Continuing enrolment'.

Activity end date must be within the collection year ~~period~~ 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 ~~for the annual National VET Provider Collection~~.

OUTCOME IDENTIFIER — TRAINING ORGANISATION

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

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.

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.

~~*Program identifier* must be unique to each *Training contract identifier* and *Client identifier — apprenticeships* in combination in the *Enrolment* (NAT00120) file.~~

SCHEDULED HOURS

This field ~~must not~~ 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 funding program'.

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 – 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 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.

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.

ISSUED FLAG

This field must not be blank.

TRAINING ORGANISATION IDENTIFIER

This field must not be blank.

YEAR PROGRAM COMPLETED

This field must not be blank.

3.2 VET in Schools supplement

The supplement is an addition to the current *National VET Provider Collection specifications* to cater for specific requirements of the National VET in Schools Collection. It contains the VET in Schools *Enrolment* (NAT00120) file which will be found at the back of the *AVETMISS VET Provider Collection specifications* document. This file is only for use by the states and territories or the Boards of Studies for the submission of subject enrolment activity for VET in Schools enrolments.

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 *VET in Schools 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 – 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 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.

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 commencing 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 ~~period~~ where *Outcome identifier — national* is '70 — Continuing enrolment'.

Activity end date must be within the collection year ~~period~~ 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.

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

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.

FUNDING SOURCE — NATIONAL

This field must not be blank.

OUTCOME IDENTIFIER — NATIONAL

This field must not be blank ~~for the annual National VET Provider Collection~~.

PROGRAM IDENTIFIER

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

~~*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 the unit of competency or module is 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.~~

~~*Program identifier* must be unique to each *Training contract identifier* and *Client identifier — apprenticeships* in combination in the *Enrolment* (NAT00120) file.~~

SCHEDULED HOURS

This field ~~must not~~ 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.

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.

~~*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 be 'Y'.

3.3 Changes to data element definitions

Data element definitions - Overview

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

AVETMISS data element definitions also include:

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

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

Collection year

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

Collection period

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

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

Activity start date

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

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

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

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ACTIVITY START DATE
DDMMYYYY	Valid date

QUESTION

Not applicable

Format attributes

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

Funding source – national

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

~~**Revenue from government**~~

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

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

Selecting *Funding source — national* '13' will require a subsequent entry in the data element *Specific funding identifier*. The *Specific funding identifier* reference list is available from the NCVER Portal (www.ncver.edu.au > Support > AVETMISS > AVETMISS system files > Other > Specific funding identifier).

'15 — State specific funding ~~purpose~~ program' is funding provided by state or territory governments to provide training for specific purpose.

~~**Other revenue**~~

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

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

'80 — Revenue earned from another training organisation' is revenue earned by a training organisation delivering the training which receives funding from another registered training organisation in terms of subcontracted, auspicing, partnership arrangements or similar arrangements.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

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

QUESTION

Not applicable

Format attributes

Length:	2
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.1	**Introduced 01 January 1995** *Funding source indicator*	
RELEASE 3.0	**Revised 01 January 1999** Renamed *Funding source – national* Identified funding source for overseas client enrolments	
RELEASE 4.0	**Revised 01 January 2002** Modified descriptions for *Funding source – national* '01' from 'Commonwealth and state recurrent funding' to 'Commonwealth and state recurrent funding for VET', modified '02' description from 'Commonwealth and state specific funding' to 'Commonwealth and state specific purpose funding for VET', and modified '04' description from '… student' to '… client'	
EDITION 1	**Revised 01 January 2007** Recoded values and modified descriptions for *Funding source – national*	

DATA ELEMENT DEFINITIONS

EDITION 1	**Revised 01 January 2007** Recoded values and modified descriptions for *Funding source – national*
EDITION 2.2	**Revised August 2014** Modified descriptions for *Funding source – national*

Outcome identifier – national

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

20 — Competency achieved/pass

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

30 — Competency not achieved/fail

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

40 — Withdrawn/discontinued

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

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

Recognition of prior learning

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

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

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

51 — Recognition of prior learning granted

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

52 — Recognition of prior learning not granted

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

60 — Credit transfer/national recognition

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

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

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

61 — Superseded subject (valid for activity commencing from 1 January 2015)

'Superseded subject' is used when training activity started in a unit of competency or module but was not completed when superseded by another subject against which the final outcome will be recorded. *The Activity start date* of the original subject must be retained for the replacement subject.

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

70 — ~~Continuing enrolment~~ Enrolment continuing into a following collection year

Continuing enrolment is training activity in a unit of competency or module that continues for a client into a subsequent collection year ~~period ,~~ whereby the client has engaged in learning activity, but has not completed all their assessment criteria by the end of the current collection year ~~period~~.

The enrolment retains the original *Activity start date* until the unit of competency or module is finalised and resulted.

Non-assessable

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

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

81 — Non-assessable enrolment — satisfactorily completed

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

82 — Non-assessable enrolment — withdrawn or not satisfactorily completed

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

90 — Not yet available at interim collection

'Not yet available' can be used in instances where the client is yet to receive an outcome code for the unit of competency or module. Where a training organisation reports to a state or territory training authority the use of this code is at the discretion of the individual training authority. It is used for interim collection points (e.g. monthly or quarterly reporting) where the A*ctivity end date* indicates the enrolment will end in the current collection year. This code is not valid in data submissions for the final annual National VET Provider Collection.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - OUTCOME IDENTIFIER – NATIONAL
20	Competency achieved/pass
30	Competency not achieved/fail
40	Withdrawn/discontinued
51	Recognition of prior learning granted
52	Recognition of prior learning not granted
60	Credit transfer/national recognition
61	Superseded subject
70	Enrolment continuing into a following collection year
81	Non-assessable enrolment – satisfactorily completed
82	Non-assessable enrolment – withdrawn or not satisfactorily completed
90	Not yet available at interim collection

QUESTION

Not applicable

Format attributes

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

Administrative attributes

HISTORY

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

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

School type identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

RELATED DATA

Not applicable.

TYPE OF RELATIONSHIP

Not applicable.

CLASSIFICATION SCHEME

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

Format attributes

Length:	2
Type:	alphanumeric
Justification:	left
Fill character:	space
Permitted data element value:	not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
EDITION 2.2	**Introduced August 2014** *School type identifier*

Sex

Definitional attributes

DEFINITION

Sex identifies whether a client is male or female.

CONTEXT

Sex is used to analyse data by demographic characteristics.

Relational attributes

RULES

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

GUIDELINES FOR USE

Enrolment form questions are designed to comply with the Standards for Demographic Variables, ABS catalogue no. 1285.0, 1999.

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SEX
F	Female
M	Male

QUESTION

Sex (Tick ONE box only)

Male	☐ M
Female	☐ F

Format attributes

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

Specific funding identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

GUIDELINES FOR USE

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

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – SPECIFIC FUNDING IDENTIFIER
text	Specific funding identifier code

QUESTION

Not applicable

Format attributes

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

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 6.1	Introduced 01 January 2012	

DATA ELEMENT DEFINITIONS	
EDITION 2.1	Introduced 01 January 2012
EDITION 2.2	Revised 01 January 2014 Renamed from *Specific program identifier* to *Specific funding identifier*

Associated reference table: Specific funding identifier codes

Identifier	Description	Comments
11	NWDF - Job seeker	
12	NWDF - Existing worker	
13	NWDF - Critical Skills Investment Fund	Will be invalid for activity from 2015
14[1]	Industry Skills Fund	New program starting from July 2015
21	Skills for Education and Employment Program	Changed name from Language, Literacy and Numeracy
31	Sole Parent National Partnership	Scheme ends June 2014. Will be invalid for activity from 2015
32	NPA Skills Reform	New program starting in 2014
41	Workplace English Language and Literacy	
51	Productivity Places Program - Job seeker	Flagged for removal
52	Productivity Places Program - Existing worker	Flagged for removal
61	Australian Apprenticeships Access	
62	Trade Support Loans	New program starting from July 2014
91	Dual award - VET AMC	Australian Maritime College use only
92	Dual award - HE AMC	Australian Maritime College use only
93	Commonwealth funded - VET AMC	Australian Maritime College use only
99	Other Commonwealth government funding	New code for funding not covered by National Agreement for Skills and Workforce Development (NASWD)

This classification scheme is not published in the *AVETMISS Data element definitions* as codes change when programs are introduced or discontinued.

Training organisation identifier

Definitional attributes

DEFINITION

Training organisation identifier is a unique code used to identify a training organisation.

CONTEXT

Training organisation identifier is used to identify training organisations that deliver vocational education and training.

Relational attributes

RULES

If the training provider is a registered training organisation, the *Training organisation identifier* must be the valid national code listed on the National Training Register <www.training.gov.au>.

Non-registered training providers must ensure that the identifier used must not match the code for any current or cancelled identifier listed on the National Training Register <www.training.gov.au>.

GUIDELINES FOR USE

Only registered training organisations can provide nationally recognised training. *Training organisation identifier* is usually assigned by a registration body (ASQA, TAC, VRQA) to a training organisation at the time of registration. The code is listed on the National Training Register <www.training.gov.au>.

It is recommended that training organisation identifiers for non-registered training organisations include the training organisation's name or part of the name up to 10 characters long (for example, AutoTrain, Artscraft1).

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING ORGANISATION IDENTIFIER
text	Unique alphanumeric identifier

QUESTION

Not applicable

Format attributes

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

Training organisation type identifier

Definitional attributes

DEFINITION

Training organisation type identifier classifies a training provider.

CONTEXT

Training organisation type identifier is used for reporting client participation by type of educational institution.

Training organisation type identifier is used for analysis of educational participation, on a regional basis and for groups such as young people or Indigenous Australians.

Relational attributes

RULES

Training organisation type identifier refers to the type of training organisation and not:

- the training organisation's delivery location; for example, although a TAFE training organisation may have a training organisation delivery location at a school, the *Training organisation type identifier* will be '31 — Technical and further education institute or similar public institution' and not '21 — School — government'.
- the type of program of study delivered; for example, although a TAFE training organisation may deliver a senior secondary certificate, the *Training organisation type identifier* will be '31 — Technical and further education institute or similar public institution' and not '21 — School — government'.
- the funding received; for example, although a TAFE training organisation may deliver community-based adult education programs, the *Training organisation type identifier* will be '31 — Technical and further education institute or similar public institutions'' and not '51 — Community-based adult education provider'.

GUIDELINES FOR USE

School

A school is established or recognised under an Act of parliament for the purpose of providing courses of instruction in pre-school, primary or secondary education.

A school encompasses compulsory education and non-compulsory education. The compulsory stages of education are defined in state legislation. A school (other than a special school) must satisfy the following criteria:

- Its major activity is the provision of full-time day primary or secondary education or the provision of primary or secondary distance education.
- It is headed by a principal (or equivalent) responsible for its internal operation.
- It is possible for clients to enrol for a minimum of four continuous weeks, excluding breaks for school vacations.

The term 'school' includes schools in institutions and hospitals, mission schools and similar establishments.

TAFE or similar public institutions

Technical and further education (TAFE) institutes or similar public institutions (e.g. polytechnics) are created by an Act of parliament and have responsibilities specified in that and other legislation and via ministerial directions. These institutes are public bodies in receipt of government funding.

University

All Australia's universities are established or recognised under state or territory legislation except the Australian National University, which is constituted under an Act of the federal parliament.

University — government: e.g. RMIT University
University — non-government Catholic: e.g. Australian Catholic University, Notre Dame
University — non-government independent: e.g. Bond University.

Enterprise

An enterprise, or the training function or department of an enterprise that is registered to provide nationally accredited training according to the standards for the registration of training organisations (RTOs) of the VET Quality Framework or Australian Quality Training Framework. Training is delivered to their employees or cadets.

Enterprise — government: e.g. Department of Defence, Customs, Department of Correctional Services Academy, Centrelink Virtual College
Enterprise — non-government: e.g. Woolworths, Qantas

Community-based adult education

A not-for-profit, community-based organisation with a primary focus on adult education. Community-based adult education delivers courses relating to leisure, personal and community development, employment skills, preparation for VET and nationally recognised programs of study.

Other training provider

'91 — Private education/training business or centre' is a privately operated registered training organisation ('private provider')

'93 — Professional association' may exist for every industry and these perform a variety of functions such as:

- providing and promoting professional and career development activities
- establishing and monitoring industry standards and professional codes of practice
- advising educational institutions on curriculum development.

Examples of professional associations include Institute of Chartered Accountants, Australian Institute of Management, Australian Computer Society.

'95 — Industry association' is a national industry association that represents the interests of its members, for example, Internet Industry Association, industry unions.

'97 — Equipment and/or product manufacturer or suppliers provide certification and training for employees and non-employees, for example, CISCO, Microsoft.

'99 — Other training provider not elsewhere classified' are for-profit private training providers (e.g. private one-on-one music teachers, private tutors) and not-for-profit training providers (e.g. Mission Australia, Salvation Army).

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – TRAINING ORGANISATION TYPE IDENTIFIER
	Secondary school
21	School – government
25	School – Catholic
27	School – independent
	TAFE, skills institute or polytechnic
31	Technical and further education institute or similar public institutions
	University
41	University – government
43	University – non-government Catholic
45	University – non-government independent
	Enterprise
51	Enterprise – government
53	Enterprise – non-government
	Community-based adult education
61	Community-based adult education provider
	Other training provider
91	Private education/training business or centre: privately operated registered training organisation
93	Professional association
95	Industry association
97	Equipment and/or product manufacturer or supplier
99	Other – not elsewhere classified

QUESTION

Not applicable

Format attributes

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

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	**Introduced 01 January 1994** *Training provider location type identifier*	
RELEASE 1.1	**Updated 01 January 1995** Added '12 — Community access centre' and '13 — Adult migrant education provider'	
RELEASE 2.0	**Revised 01 January 1997** Renamed *Training provider type identifier*	
RELEASE 3.0	**Revised 01 January 1999** Modified descriptions for *Training provider type identifier*	
RELEASE 5.0	**Revised 01 January 2003** Renamed *Training organisation type identifier*	

DATA ELEMENT DEFINITIONS	
EDITION 1	**Revised 01 January 2007** Recoded values and modified descriptions for *Training organisation type identifier*
EDITION 2.1	**Revised 01 January 2012** Removed '23 — School — Australian technical college'
EDITION 2.2	**Revised August 2014** Renamed '31' from 'Technical and further education institute, skills institute or polytechnic' to 'Technical and further education institute or similar public institutions'

Unique student identifier

Definitional attributes

DEFINITION

The *Unique student identifier* (USI) uniquely identifies an individual who accesses vocational education and training over his or her lifetime.

CONTEXT

The *Unique student identifier* is assigned by the USI Registrar.

The *Unique student identifier* allows collation of a client's educational attainments for analysis and research purposes while protecting client privacy.

Relational attributes

RULES

Where a client has already been issued a *Unique student identifier*, a new *Unique student identifier* must not be requested from the USI Registrar.

The *Unique student identifier* must be a valid identifier issued by the USI Registrar.

All characters are a combination of upper case (A-H, J-N, P-Z)~~, lower case (a–z~~) and numbers (2-9)~~, e.g. 'AAAAAAAAAA' is not valid~~ and will not include the characters '0', 1', 'I' or 'O'.

The *Unique student identifier* must be exactly ten digits long.

GUIDELINES FOR USE

Special care should be taken to capture a client's *Unique student identifier* correctly.

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – UNIQUE STUDENT IDENTIFIER
alphanumeric	Valid 10-digit USI code

QUESTION

Not applicable

Format attributes

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

State or territory required fields

The *AVETMISS Data element definitions: Edition 2.2* contains a number of data elements which are applicable only to training organisations that have contractual obligations with state or territory training authorities. The Context section for each of these fields has been clarified accordingly as below:

CONTEXT

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

The state or territory required fields are:

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

3.4 Changes to validation software

The following tables provide an overview of changes to the AVETMISS validation software business rules associated with the changes outlined in sections 3.1, 3.2 and 3.3 of this document. NCVER provides a full list of current validation business rules on the NCVER Portal (www.ncver.edu.au > Support > AVETMISS Validation Software > Resources). Please note that changes to validation come into effect in 2014 or 2015.

Table 1 – AVETMISS validation software updates

FIELD	E/W NO.	BUSINESS RULE	CHANGE DETAILS	YEAR
New rules				
NAT00080				
Client identifier	E 4692	If the sum of the nominal hours (from NAT00060 file) for all enrolments (excluding those with Outcome identifier – national of 60 and 61) for this client exceeds 1000.	New warning	2014
Unique student identifier	E TBA	Unique Student identifier must not be blank for nationally recognised training from January 2015.	New rule	2015
NAT00120				
Client identifier	E/W 4693	If duplicate records found based on: Training organisation delivery location identifier, Client identifier, Subject identifier, Program identifier (noting this can be blank), Activity Start Date	This will be introduced as a warning for 2014 data, but will become an error for 2015 data.	2014

FIELD	E/W NO.	BUSINESS RULE	CHANGE DETAILS	YEAR
Outcome identifier - national	E TBA	If Outcome identifier – national is '61' (superseded unit) and there is no subsequent enrolment listed with the same Client identifier, Activity start date and a superseding Subject identifier in the same collection year as per reference table of superseded and superseding units.	New error	2015
Outcome identifier - national	W 4695	If Activity end date is after the collection period end date and before the collection year end date, and Outcome Identifier – National not = '90'.	This will be introduced as a warning for 2014 data and may be changed to an error for 2015 data.	2014
Specific funding identifier	E 4694	If Specific funding identifier is '91' or '92' or '93' and RTO ID is not '60131' (Australian Maritime College)	New error	2014
Specific funding identifier	W TBA	If Specific funding identifier is '13' or '31' and Activity start date>= 1/1/2015	New error	2015
Updated rules				
NAT00120				
Activity end date	E 3251	If > collection year end date and Outcome Identifier – National not = 70	Updating rule to specify that the collection end date refers to the collection year end date	2014
Activity end date	E 3252	If date < or = to the collection ~~period~~ year and has an Outcome Identifier - National = 70	Updating rule to specify that the collection end date refers to the collection year end date	2014

FIELD	E/W NO.	BUSINESS RULE	CHANGE DETAILS	YEAR
Activity end date	W 3215	If date > (collection year end date + 1 year)	Updating rule to specify that the collection end date refers to the collection year end date	2014
Scheduled hours	W 3406	If blank or not a valid value	Changing from an error to a warning	2014
Specific funding identifier	E/W 4685	If Funding Source - National = 13, ~~it is expected~~ Specific Funding Identifier ~~is not~~ cannot be blank or invalid	Updating rule to specify that this field cannot be invalid if Funding Source – National is 13. This will be implemented as a warning for 2014 data, then upgraded to an error for 2015 data.	2014
Deleted rules				
NAT00020; NAT00030; NAT00060; NAT00120				
n/a	n/a	n/a	Removal of requirement to upload blank files to meet AVETMISS validation software mandatory file checks.	2014
NAT00120				
Scheduled hours	W 3408	If Scheduled hours > (2 * Nominal Hours – Supervised on the Subject (NAT00060) file)	Deleted rule	
Specific funding identifier	E 4683	If Specific Funding Identifier is not blank, it must be a valid value	Deleted rule, as content has been merged with revisions to rule 4685.	2014

Table 2 – AVETMISS validation software updates for the VET in Schools Collection: applicable to state or territories and Boards of Studies only

FIELD	E/W NO.	BUSINESS RULE	CHANGE DETAILS	YEAR
New rules				
NAT00080				
At School flag	E TBA	The At Schools Flag must be 'Y' if School Type Identifier on the Enrolment file (NAT00120) is identified as a school with either value 21 or 25 or 27.	New rule	2014
NAT00120				
VET in Schools flag	E TBA	If not 'Y'	New rule replacing lenient rule 4691	2014
Updated rules				
NAT00030				
Program recognition identifier	E 4682	If Program Recognition Identifier is 15 or 16	Updating rule to specify that *Program recognition identifier* '15' or '16' is not valid for the National VET in Schools Collection.	2014
NAT00080				
At School flag	E 3002	If Schools Collection and At School Flag not 'Y' or 'N'	Updating rule to specify that *At School Flag* may be Y or N for the National VET in Schools Collection.	2014
NAT00120				
Record length	E 2106	If record length is less than 104	Updating rule to ensure that the NAT00120 file has a record length of 104 for the National VET in Schools Collection.	2014
~~*Parent*~~ *School type identifier*	E 4642	If ~~not~~ blank ~~and~~ or not a valid value	Data element name change; Revised rule to incorporate deleted rule 3830	2014
Deleted/lenient rules				
NAT00080				
Labour force status identifier	E 3723	If blank or not a valid value	Rule will be lenient for the National VET in Schools Collection.	2014

FIELD	E/W NO.	BUSINESS RULE	CHANGE DETAILS	YEAR
NAT00120				
~~*Parent*~~ *School type identifier*	E 3830	If blank	Data element name change; Deleted rule and content merged with revised rule 4642.	2014
Study reason identifier	E 4651	If not blank and not a valid value.	Rule will be lenient for the National VET in Schools Collection.	2014
VET in Schools flag	E 4691	If blank or not a valid value	Rule will be lenient for the National VET in Schools Collection as it will be covered by the new *VET in Schools flag* rule.	2014