NCVER

AVETMISS

VET PROVIDER

AVETMISS 7.0 for VET Providers: detailed changes from Release 6.1

September 2012

Australian Vocational
Education and Training Management
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Australian Government

**Department of Industry, Innovation
Science, Research and Tertiary Education**

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National Centre for Vocational Education Research

September 2012
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Contents

Introduction

Overview

This document offers a detailed description of the changes for the *Australian Vocational Education and Training Management Information Statistical Standard* (AVETMISS) release 7.0 for VET providers.

The changes affect the *VET Provider Collection specifications* and the *AVETMISS data element definitions*. The *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 VET Provider Collection. The new edition of the *AVETMISS data element definitions* will be 2.2.

The new Standard will come into effect for training activity from January 2014.

Changes in brief

Added
- *Unique student identifier* placeholder (USI)
- client usual residential address information to support better client socioeconomic status measures
- capacity to report skill set information
- *Specific funding identifier* to the national collection of the Standard to improve monitoring of government programs (the field was previously included as an optional field item)
- a statement on scope to clarify that the Standard covers onshore and offshore VET delivery.

Removed
- *Statistical local area* from training delivery location as it can be derived
- two non-VET classification codes from level of education.

Renamed
- the term 'qualification/course' to 'program'
- the term 'module/unit of competency' to 'subject'
- a number of fields to improve clarity and consistency.

Regular Standard maintenance
- added permitted data value '@@—not specified' to *State identifier* in *Client* file
- added a validation rule to *Program completed* file to require a record in *Enrolment* file if *Year program completed* is the same as the collection year
- relaxed validation rules on fields where data can be sourced from the National Training Register (training.gov.au)
- removed unnecessary validation rules for *Program completed* file and *Study reason identifier* field
- aligned the formats of the address details fields in the *Client postal details* (NAT00085) file with the formats used in the *Client* (NAT00080) file
- clarified definitions and descriptions in the Standard.

Updated enrolment form
- added a question for client usual residential address
- modified instructions for question on disability type

Figure 1: Release 7.0 changes
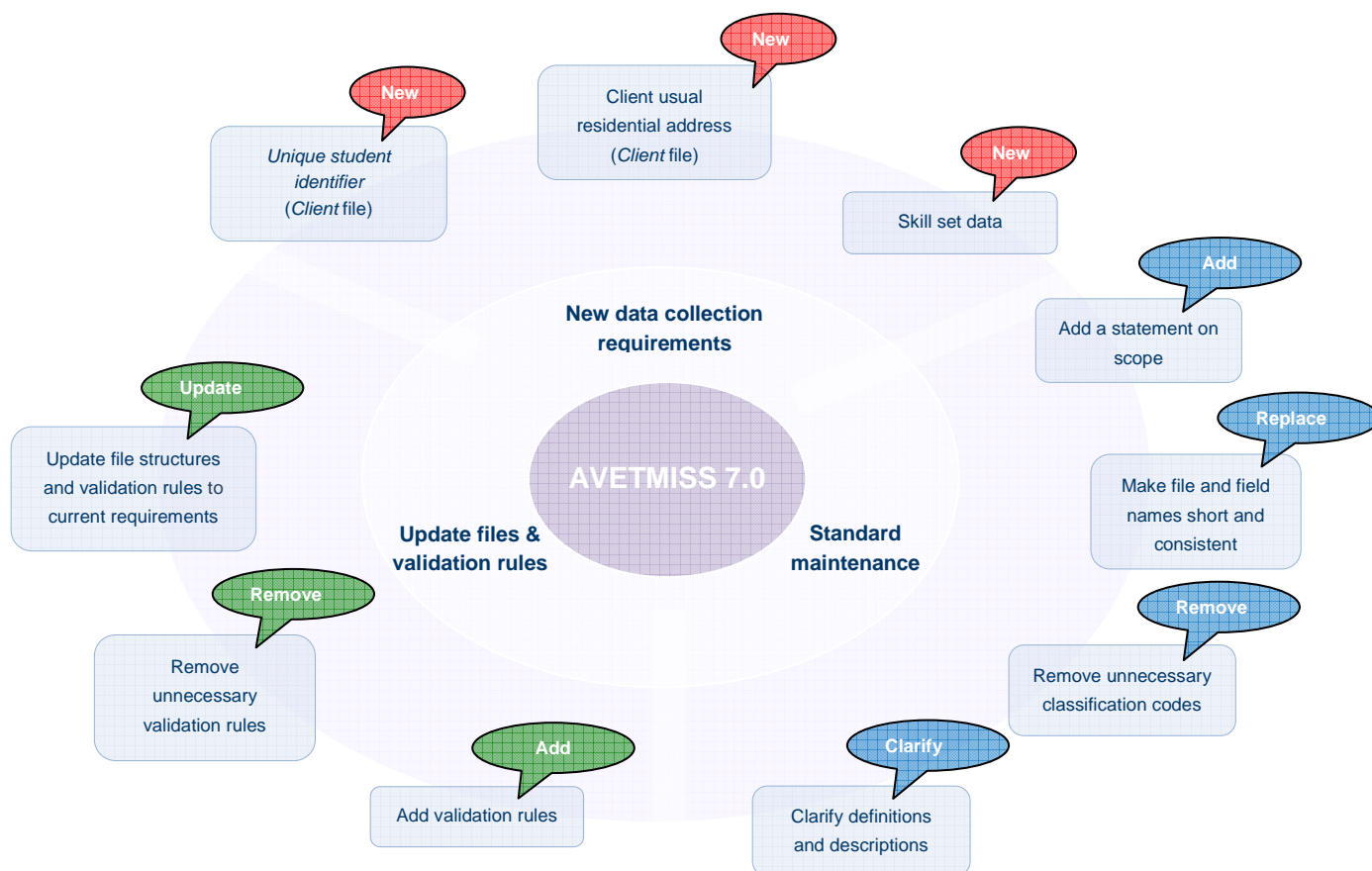
Scope of document

This document offers a detailed description of changes from release 6.1 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.

For more information

An overview of AVETMISS R7.0 changes can be viewed in the flyer 'AVETMISS 7.0 for VET Providers: what's new and why' at <www.ncver.edu.au/avetmiss/21055.html>.

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

Information about the new national Unique Student Identifier can be found at <www.innovation.gov.au/USI>.

Description of changes

The descriptions of changes below use the new names introduced with AVETMISS release 7.0. Key name changes include renaming the term 'Qualification/course' to 'Program' and 'Module/unit of competency' to 'Subject'. A full list of name changes can be viewed on the next page.

Added

Unique student identifier (USI) is a new placeholder field in the *Client file*. It is a randomly-generated alpha-numeric code that will stay with that individual student for life and be recorded with any nationally recognised VET course undertaken from the time the USI comes into effect. This field is a placeholder at the moment as the legislative changes required for implementation have not yet occurred. For more information on the USI, see <www.innovation.gov.au/USI>.

Client usual residential address information has been added to the *Client* file to support better client socioeconomic status measures. To protect client privacy, client usual address information is geo-coded to aggregated statistical areas. The address detail 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.

Capacity to report skill set information has been added to create the data collection framework for skill set reporting. A skill set is a single unit or a collection of units which link to a licence or regulatory requirement, or defined industry needs. Skill sets belonging to training packages are listed on the National Training Register at <www.training.gov.au>.

Skill set enrolments and completions are accommodated by extending the existing *Program identifier* and *Program name* to include skill sets in the *Program, Enrolment* and *Program completed* files. A skill set is distinguished from a qualification or a course by its *Program recognition identifier* that identifies the enrolment as belonging to a 'Nationally recognised skill set, specified in a national training package' or a 'Locally recognised skill set'. The optional field *Associated course identifier* has been added to the *Enrolment* file by request of jurisdictions who wish to associate skill sets with a qualification or a course.

Detailed reporting requirements and the timing for skill set reporting are yet to be determined.

Specific funding identifier has been added to the national collection section in the *Enrolment* file to make it a formal part of the Standard and thereby improve monitoring of government programs. In AVETMISS release 6.1 the field was included as an optional field item and was called the *Specific program identifier*.

A statement of scope has been added to clarify coverage of the Standard:

> The VET Provider AVETMIS Standard covers data from public and private training providers who offer vocational education and training to domestic and international students at onshore and offshore locations.

Removed

Statistical local area has been removed from the *Training organisation delivery location* file. The appropriate geographic classification can be derived from the address information collected.

Classification codes for *level of education* of professional specialist qualifications at graduate diploma and graduate certificate level have been removed. The codes are not relevant to the VET sector.

Renamed

Files and fields have been renamed from specific to generic names to improve the ability of the Standard to accommodate new types of training in the future. The new file and field names do not replace existing terminology used by the Australian Qualifications Framework and other governing bodies. Fields have also been renamed to improve clarity and consistency.

Table 1 File name changes

File No.	New name	Old name	Comments
NAT00030	Program	Course	
NAT00060	Subject	Module/unit of competency	Use the generic name.
NAT00130	Program completed	Qualification completed	

Table 2 Field name changes

New name	Old name	Comment
Commencing program identifier	Commencing course identifier	
Program field of education identifier	Qualification/course field of education identifier	
Program identifier	Qualification/course identifier	
Program level of education identifier	Qualification/course level of education identifier	
Program name	Qualification/course name	Use the generic name that aligns with new file name.
Program recognition identifier	Qualification/course recognition identifier	
Subject field of education identifier	Module/unit of competency field of education identifier	
Subject flag	Module/unit of competency flag	
Subject identifier	Module/unit of competency identifier	
Subject name	Module/unit of competency name	
Activity end date	Enrolment activity end date	Shorten name and clarify that date refers to training activity rather than enrolment.
Activity start date	Enrolment activity start date	
Client identifier – apprenticeships	Client identifier – new apprenticeships	Remove the word 'new' from name to reflect correct name of program.
Training contract identifier	Training contract identifier – new apprenticeships	Align name with name used in Apprentice and Trainee Collection
Issued flag	Qualification issued flag	Use short and generic name
Language identifier	Main language other than English identifier	
Specific funding identifier	Specific program identifier	Clarify that the field relates to government funding

Regular Standard maintenance

Permitted data value '@@—not specified' has been added to *State identifier* in *Client* file to be used when incomplete address information is supplied.

Validation rules have been added to the *Enrolment* and *Program completed* files. Two rules have been added to the *Enrolment* file on the *Activity start date* and *Activity end date* fields: "*Activity start date* must not be more than 5 years prior to collection year" and "*Activity end date* must not be more than 5 years after *Activity start date*". One rule has been added to the *Program completed* file to ensure there is a corresponding *Client identifier* in the *Enrolment* file if the *Year program completed* is the same as the collection year.

Validation rules for fields available on the National Training Register have been relaxed. The web-based AVETMISS validation software currently under development will auto-populate fields available from the National Training Register (training.gov.au). Rules for fields affected by this change now indicate that data submitters only need to provide the data if it cannot be sourced from the Training.gov.au reference list published on the NCVER website. The new web-based AVETMISS validation software will be available to VET providers prior to the implementation of release 7.0.

Table 3 Fields auto-populated from training.gov.au list published on the NCVER website

File	Fields served by auto-population	Comments
Training organisation	Training organisation type identifier	For registered training organisations only
Program	ANZSCO identifier Program field of education identifier Program level of education identifier Program recognition identifier	For nationally recognised training only
Subject	Subject field of education identifier Subject flag	For units of competency only

One validation rule in the *Program completed* file has been removed: "A *Program identifier* with a *Program level of education identifier* of '912 — Other non-award courses' or '999 — Education not elsewhere classified' may not be reported in the *Program completed* file."

Validation rules for *Study reason identifier* have been removed: "*Study reason identifier* must be blank if enrolment is for a module or a unit of competency only" and "*Study reason identifier* must be unique for each *Client identifier* and *Program identifier* combination."

A number of validation rule positions have been corrected where rules were duplicated or found associated with the wrong field. These changes have no impact on the data collection. Duplicate rules have been deleted and misplaced rules moved to the correct field.

The formats of the address details fields in the *Client postal details* (NAT00085) file have been aligned with the formats used in the *Client* (NAT00080) file.

Definitions and descriptions in the Standard have been clarified to make it more user-friendly.

Updated enrolment form

An enrolment question for client usual residential address has been added to collect client usual residential address data. The data will be captured in the *Client* file.

Instructions for the enrolment question on disability type have been modified to clarify that only clients who have indicated the presence of a disability are asked to indicate the area(s) of their disability.

Changes to collection specifications

The following are the changes and revisions made to the AVETMISS VET Provider Collection specifications in release 7.0. Changes that impact data submissions or the enrolment form are marked in red. Name changes of files and fields and clarifications that do not impact data submissions are marked in blue.

A summary of changes and revisions for the AVETMISS 7.0 VET Provider Collection specifications is presented first. The file specifications follow.

Changes and revisions

Training organisation (NAT00010) file

CHANGE

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

Training organisation delivery location (NAT00020) file

DELETED

Deleted *Statistical Local Area*.

CHANGE

Changed total file record length from 185 to 180.

Program (NAT00030) file

UPDATED DEFINITION

Added skill set.

UPDATED CONTEXT

Added skill set.

ADDITIONS

Added rule to *ANZSCO identifier* that this field must not be blank if *ANZSCO identifier* is not available on the Training.gov.au reference list published on the NCVER website.

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

Added rule to *Program field of education identifier* that this field must not be blank if *Program field of education identifier* is not available on the Training.gov.au reference list published on the NCVER website.

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

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

CHANGES

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

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

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

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

Subject (NAT00060) file

ADDITIONS

Added rule to *Subject field of education identifier* that this field must not be blank if *Subject field of education identifier* is not available on the Training.gov.au reference list published on the NCVER website.

CHANGES

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

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

Client (NAT00080) file

UPDATED CONTEXT

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

ADDITIONS

Added *Address building/property name*.

Added *Address flat/unit details*.

Added *Address street number*.

Added *Address street name*.

Added *Unique student identifier* placeholder.

Added *State identifier*.

Added *Statistical area level 1 identifier*.

Added *Statistical area level 2 identifier*.

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

CHANGE

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

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

CORRECTIONS (NO IMPACT ON DATA COLLECTION)

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

Client postal details (NAT00085) file

ADDITIONS

Added *Address building/property name*.

Added *Address flat/unit details*.

Added *Address street number*.

Added *Address street name*.

Added *postal delivery box*.

CHANGE

Deleted *Address first line*.

Deleted *Address second line*.

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

Moved *Postcode* from position 245 to 332.

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

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

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

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

Moved *Email address* from position 311 to 398.

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

Enrolment (NAT00120) file

ADDITIONS

Added *Associated course identifier*.

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

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

CHANGES

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

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

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

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

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

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

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

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

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

Changed total file record length from 132 to 142.

DELETIONS

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

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

CORRECTIONS (NO IMPACT ON DATA COLLECTION)

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

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

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

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

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

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

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

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

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

Program completed (NAT00130) file

ADDITIONS

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

DELETIONS

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

CORRECTIONS (NO IMPACT ON DATA COLLECTION)

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

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

Training organisation (NAT00010) file

Definition

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

Context

The *Training organisation* (NAT00010) file provides information about the training organisation for the national VET data collection.

Field table

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

File relationships

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

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

Rules

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

ADDRESS FIRST LINE

This field must not be blank.

ADDRESS LOCATION – SUBURB, LOCALITY OR TOWN

This field must not be blank.

ADDRESS SECOND LINE

This field may be blank.

CONTACT NAME

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

EMAIL ADDRESS

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

FACSIMILE NUMBER

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

POSTCODE

This field must not be blank.

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

STATE IDENTIFIER

This field must not be blank.

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

TELEPHONE NUMBER

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

TRAINING ORGANISATION IDENTIFIER

This field must not be blank.

TRAINING ORGANISATION NAME

This field must not be blank.

TRAINING ORGANISATION TYPE IDENTIFIER

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

Training organisation delivery location (NAT00020) file

Definition

The *Training organisation delivery location* (NAT00020) file contains a record for each delivery location associated with enrolment activity within 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 for training organisations.

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	
~~Statistical local area~~	~~182~~	~~4~~	~~A~~
Carriage return/line feed (ASCII 13/10):		2	

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.

Rules

Each record in this file must be unique for *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 Training.gov.au reference list published on the NCVER website.

This field must not be blank if *ANZSCO identifier* is not available on the Training.gov.au reference list published on the NCVER website.

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 Training.gov.au reference list published on the NCVER website.

This field must not be blank if *Program field of education identifier* is not available on the Training.gov.au reference list published on the NCVER website.

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 Training.gov.au reference list published on the NCVER website.

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 Training.gov.au reference list published on the NCVER website.

VET FLAG

This field must not be blank.

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 national training package qualification or course.

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.

Rules

Each record in this file must be unique for *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 Training.gov.au reference list published on the NCVER website.

This field must not be blank if *Subject field of education identifier* is not available on the Training.gov.au reference list published on the NCVER website.

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 Training.gov.au reference list published on the NCVER website.

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.

Client (NAT00080) file

Definition

The *Client* (NAT00080) file contains a record for each client who has participated in a 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.

For each *Client identifier* in the *Client* (NAT00080) file there must be at least one corresponding record in the

> ~~*Enrolment* (NAT00120) file and~~
> *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 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.

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.

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 is a placeholder and may be blank.

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 intended for use by the states or territories for administration of the Student Outcomes Survey. States and territories operate in the confines of the privacy legislation.

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

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

ADDRESS BUILDING/PROPERTY NAME

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

ADDRESS FLAT/UNIT DETAILS

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

ADDRESS POSTAL DELIVERY BOX

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

ADDRESS POSTAL – SUBURB, LOCALITY OR TOWN

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

ADDRESS STREET NAME

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

ADDRESS STREET NUMBER

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

CLIENT FIRST GIVEN NAME

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

CLIENT IDENTIFIER

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

CLIENT LAST NAME

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

CLIENT TITLE

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

EMAIL ADDRESS

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

POSTCODE

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

STATE IDENTIFIER

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

TELEPHONE NUMBER — HOME

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

TELEPHONE NUMBER — MOBILE

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

TELEPHONE NUMBER — WORK

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

Enrolment (NAT00120) file

Definition

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

Context

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

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.

Rules

Each record in this file must be unique.

ACTIVITY END DATE
This field must not be blank.

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

Activity end date must be within the collection 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 A*ctivity 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.

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

Program identifier must not be blank if the unit of competency or module is part of a qualification or course 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.

~~If *Qualification/course identifier* is blank in the *Enrolment* (NAT00120) file, *Study reason identifier* must be blank.~~

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 be blank.

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

Scheduled hours must not 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 training authorities or by training organisations as directed by the Department of Industry, Innovation, Science, Research and Tertiary Education. It must only be used when *Funding source — national* is '13 — Commonwealth specific purpose programs'.

STUDY REASON IDENTIFIER

This field may be blank.

~~*Study reason identifier, Client identifier, and Qualification/course identifier* in combination must be unique in the *Enrolment* (NAT00120) file.~~

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 and only 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 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 training programs, either during the collection period or in a prior collection period (where the qualification or course completion 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.

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 within 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 program qualification, only the highest level of qualification 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.

~~*Qualification/course identifier* with a *Qualification/course level of education identifier* of~~

> ~~'912 - Other non-award courses' or~~
> ~~'999 - Education not elsewhere classified'~~

~~in the *Course* (NAT00030) file must not appear in the *Qualification completed* (NAT00130) file.~~

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.

Changes to data element definitions

The following are the changes and revisions made to the AVETMISS data element definitions for edition 2.2. Changes that impact data submissions or the enrolment form are marked in red. Name changes of fields and clarifications that do not impact data submissions are marked in blue.

A summary of changes and revisions for *AVETMISS data element definitions: edition 2.2* is presented first. The data element definitions follow.

Changes and revisions

ADDRESS BUILDING/PROPERTY NAME
　　Added

ADDRESS FLAT/UNIT DETAILS
　　Added

ADDRESS POSTAL DELIVERY BOX
　　Added

ADDRESS STREET NAME
　　Added

ADDRESS STREET NUMBER
　　Added

ASSOCIATED COURSE IDENTIFIER
　　Added

PROGRAM LEVEL OF EDUCATION IDENTIFIER
　　Removed '213 — Professional specialist qualification at graduate diploma level' and '222 — Professional specialist qualification at graduate certificate level'

PROGRAM RECOGNITION IDENTIFIER
　　Added '13 — Nationally recognised skill set specified in a national training package' and '16 — Locally recognised skill set'

STATE IDENTIFIER
　　Added permitted data element value '@@ — not specified'

STATISTICAL AREA LEVEL 1 IDENTIFIER
　　Added

STATISTICAL AREA LEVEL 2 IDENTIFIER
　　Added

STATISTICAL LOCAL AREA
　　Deleted

UNIQUE STUDENT IDENTIFIER
　　Added

Address building/property name

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

Address street number and *Address street name*

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

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

QUESTION

What is the address of your usual residence?

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

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

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

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

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

Format attributes

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

Administrative attributes

HISTORY

	DATA ELEMENT DEFINITIONS
EDITION 2.2	**Introduced 01 January 2014** *Address building/property name*

Address flat/unit details

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

Address flat/unit details typically contains:

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

Number of flat/unit address.

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

Address flat/unit details **examples**

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

RELATED DATA

Address street number and *Address street name*

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

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

QUESTION

What is the address of your usual residence?

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

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

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

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

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

Format attributes

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

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
EDITION 2.2	**Introduced 01 January 2014** *Address flat/unit details*

Address street name

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

GUIDELINES FOR USE

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

Street name − the name assigned to the street

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

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

Address street name examples

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

RELATED DATA

Address street number

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

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

QUESTION

What is the address of your usual residence?

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

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

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

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

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

Format attributes

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

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
EDITION 2.2	**Introduced 01 January 2014** *Address street name*

Address street number

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

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

GUIDELINES FOR USE

Address street number can contain the following:

A single street or road number

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

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

Address street number examples

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

RELATED DATA

Address street name

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – ADDRESS STREET NUMBER
text	Street or lot number

QUESTION

What is the address of your usual residence?

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

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

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

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

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

Format attributes

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

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
EDITION 2.2	**Introduced 01 January 2014** *Address street number*

Address postal delivery box

Definitional attributes

DEFINITION

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

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

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

QUESTION

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

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

Format attributes

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

Administrative attributes

HISTORY

	DATA ELEMENT DEFINITIONS
EDITION 2.2	**Introduced 01 January 2014** *Address postal delivery box*

Associated course identifier

Definitional attributes

DEFINITION

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

CONTEXT

Determined by individual states and territories.

Relational attributes

RULES

Determined by individual states and territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

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

QUESTION

Not applicable

Format attributes

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

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
EDITION 2.2	**Introduced 01 January 2014** *Associated course identifier*

Program identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

- a program designed to lead to a qualification or skill set specified in a national training package

- a skill set that is specified in a national training package

- a nationally accredited course or

- other courses or skill sets that are not nationally accredited in which a client may enrol.

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

Programs that are not nationally recognised must not match the *Program identifier* code for any current or superseded/obsolete nationally recognised program of training listed on the National Training Register.

* AVETMISS compliant identifiers for training package skill sets are yet to be implemented on Training.gov.au.

GUIDELINES FOR USE

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

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

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

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

* AVETMISS compliant identifiers for training package skill sets are yet to be implemented on Training.gov.au.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

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

Program level of education identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

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

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

    a. a course that is designed to fulfil part of the requirements of an AQF qualification (see <www.aqf.edu.au/>) or

    b. courses that do not lead to a qualification of any kind.

GUIDELINES FOR USE

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

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

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

Where a qualification is specified in a national training package, the *Program level of education identifier* must be compatible with the AQF level embedded in the training package qualification code that is listed on the National Training Register <www.training.gov.au>.

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

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

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

> Certificate I to Certificate IV
> Diploma and Advanced diploma
> Graduate certificate and Graduate diploma (may include 'Vocational' in name)

See *Australian Qualifications Framework:* <www.aqf.edu.au>.

RELATED DATA

> Not applicable

TYPE OF RELATIONSHIP

> Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PROGRAM LEVEL OF EDUCATION IDENTIFIER
	Graduate diploma level
211	Graduate diploma
~~213~~	~~Professional specialist qualification at graduate diploma level~~
	Graduate certificate level
221	Graduate certificate
~~222~~	~~Professional specialist qualification at graduate certificate level~~
	Bachelor degree level
311	Bachelor degree (Honours)
312	Bachelor degree (pass)
	Advanced diploma and associate degree level
411	Advanced diploma
413	Associate degree
	Diploma level
421	Diploma
	Certificate III & IV level
511	Certificate IV
514	Certificate III
	Certificate I & II level
521	Certificate II
524	Certificate I
	Senior secondary education
611	Year 12
613	Year 11
	Junior secondary education
621	Year 10
	Other education – non-award courses
912	Other non-award courses
	Other education – miscellaneous education
991	Statement of attainment not identifiable by level
992	Bridging and enabling courses not identifiable by level
999	Education not elsewhere classified

Program recognition identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

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

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

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

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

GUIDELINES FOR USE

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – PROGRAM RECOGNITION IDENTIFIER
	NATIONALLY RECOGNISED TRAINING PROGRAMS
11	Nationally accredited qualification specified in a national training package
12	Nationally recognised accredited course, other than a qualification specified in a national training package
13	Nationally recognised skill set specified in a national training package
	NOT NATIONALLY RECOGNISED
14	Other courses
	OTHER
15	Higher-level qualifications, other than training package qualifications or nationally recognised accredited courses
16	Locally recognised skill set

State identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

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

QUESTION

Not applicable

Format attributes

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

Statistical area level 1 identifier

Definitional attributes

DEFINITION

Statistical area level 1 identifier identifies a geographic-based population group at the lowest level for which census data is reported.

Statistical area level 1 identifier is based on the *Australian Statistical Geography Standard (ASGS)*, ABS catalogue no.1270.0, 2011.

CONTEXT

Statistical area level 1 identifier is used to collect aggregated client usual residential address information that can be used to derive client socioeconomic status while protecting client privacy.

Training providers do not have to provide the *Statistical area level 1 identifier* when submitting data to their state or territory training authority. Geo-coded client residential address information is only necessary once data are submitted to NCVER.

Relational attributes

RULES

Statistical area level 1 identifier must contain a valid 11-digit statistical area level 1 code as defined in the *Australian Statistical Geography Standard (ASGS)*.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – STATISTICAL AREA LEVEL 1 IDENTIFIER
00000000001–99999999999	Valid ASGS Statistical area level 1 code

QUESTION

Not applicable

Format attributes

Length:	11
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@@@@@@@@@@ not specified

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS	
EDITION 2.2	Introduced 01 January 2014 *Statistical area level 1 identifier*

Statistical area level 2 identifier

Definitional attributes

DEFINITION

Statistical area level 2 identifier identifies a geographic-based population group at the second lowest level for which census data is reported.

Statistical area level 2 identifier is based on the *Australian Statistical Geography Standard (ASGS),* ABS catalogue no.1270.0, 2011.

CONTEXT

Statistical area level 2 identifier is used to collect aggregated client usual residential address information that can be used to derive client socioeconomic status while protecting client privacy.

Training providers do not have to provide the *Statistical area level 2 identifier* when submitting data to their state or territory training authority. Geo-coded client residential address information is only necessary once data are submitted to NCVER.

Relational attributes

RULES

Statistical area level 2 identifier must contain a valid 9-digit statistical area level 2 code as defined in the *Australian Statistical Geography Standard (ASGS).*

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – STATISTICAL AREA LEVEL 2 IDENTIFIER
000000001–999999999	Valid ASGS Statistical area level 2 code

QUESTION

Not applicable

Format attributes

Length:	9
Type:	alphanumeric
Justification:	none
Fill character:	none
Permitted data element value:	@@@@@@@@@ not specified

Administrative attributes

HISTORY

	DATA ELEMENT DEFINITIONS
EDITION 2.2	Introduced 01 January 2014 *Statistical area level 2 identifier*

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 Agency.

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 Agency.

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

All characters must be a combination of upper case (A − Z), lower case (a − z) and numbers (0 − 9), e.g. 'AAAAAAAAAA' is not valid.

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.

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

Administrative attributes

HISTORY

	DATA ELEMENT DEFINITIONS
EDITION 2.2	**Introduced 01 January 2014** *Unique student identifier*

Changes to enrolment form

Changes to the enrolment form AVETMISS release 6.1 include:

- adding a question for client usual residential address to collect client usual residential address data

- modifying instructions for question on disability type to clarify that only clients who have indicated the presence of a disability are asked to indicate the area(s) of their disability.

Standard enrolment questions

Introduction

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

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

Personal details

1. Enter your full name

| Family name (surname) |
| Given names |

Name for encryption

2. Enter your birth date

Day/month/year

Date of birth

3. Sex (Tick ONE box only)

| Male | ☐ M |
| Female | ☐ F |

Sex

4. What is the address of your usual residence?

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

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

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

Address building/property name

Address flat/unit details

Address street number

Address street name

Address location — suburb, locality or town

State identifier

Postcode

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

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

Address building/property name

Address flat/unit details

Address street number

Address street name

Address postal delivery box

Address location — suburb, locality or town

State identifier

Postcode

Language and cultural diversity

6. In which country were you born?

Australia	☐ 1101
Other – please specify	

Country identifier

7. Do you speak a language other than English at home?

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

No, English only	☐ 1201	**English only – Go to question 9**
Yes, other – please specify		

Language identifier

8. How well do you speak English?

Very well	☐ 1
Well	☐ 2
Not well	☐ 3
Not at all	☐ 4

Proficiency in spoken English identifier

9. Are you of Aboriginal or Torres Strait Islander origin?

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

No	☐
Yes, Aboriginal	☐
Yes, Torres Strait Islander	☐

Indigenous status identifier

Disability

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

Yes	☐ Y	
No	☐ N	**No – Go to question 12**

Disability flag

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

(You may indicate more than one area)

Hearing/deaf	☐ 11
Physical	☐ 12
Intellectual	☐ 13
Learning	☐ 14
Mental illness	☐ 15
Acquired brain impairment	☐ 16
Vision	☐ 17
Medical condition	☐ 18
Other	☐ 19

Disability type identifier

Schooling

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

Year 12 or equivalent	☐ 12	
Year 11 or equivalent	☐ 11	
Year 10 or equivalent	☐ 10	
Year 9 or equivalent	☐ 09	
Year 8 or below	☐ 08	
Never attended school	☐ 02	**Never attended school – go to question 14**

Highest school level completed identifier

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

_____

Year highest school level completed

14. Are you still attending secondary school?

Yes	☐ Y
No	☐ N

At school flag

Previous qualifications achieved

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

Yes	☐ Y	
No	☐ N	**No – go to question 17**

Prior educational achievement flag

16. If YES, then tick ANY applicable boxes.

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

Prior educational achievement identifier

Employment

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

Full-time employee	☐ 01
Part-time employee	☐ 02
Self employed – not employing others	☐ 03
Employer	☐ 04
Employed – unpaid worker in a family business	☐ 05
Unemployed – seeking full-time work	☐ 06
Unemployed – seeking part-time work	☐ 07
Not employed – not seeking employment	☐ 08

Labour force status identifier

Study reason

18. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

To get a job	☐ 01
To develop my existing business	☐ 02
To start my own business	☐ 03
To try for a different career	☐ 04
To get a better job or promotion	☐ 05
It was a requirement of my job	☐ 06
I wanted extra skills for my job	☐ 07
To get into another course of study	☐ 08
For personal interest or self-development	☐ 12
Other reasons	☐ 11

Study reason identifier