NCVER

AVETMISS 6.1
VET PROVIDER

VET Provider Collection specifications

Release 6.1

July 2011

Australian Vocational
Education and Training Management
Information Statistical Standard

Australian Government

**Department of Education, Employment
and Workplace Relations**

Updated August 2012

AVETMISS

AVETMISS VET Provider Collection specifications

Contents

Introduction

Overview

The *Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) VET Provider Collection specifications: Release 6.1* provides a nationally consistent framework for the collection of vocational education and training (VET) activity in Australia. It details the information to be collected by training organisations regarding the training activity they provide. As shown in figure 1, in broad terms the information required relates to the student (client), who they are, where they study and what they study. Nationally consistent and accurate measurement of VET activity in Australia is enabled by collecting this information in a uniform way.
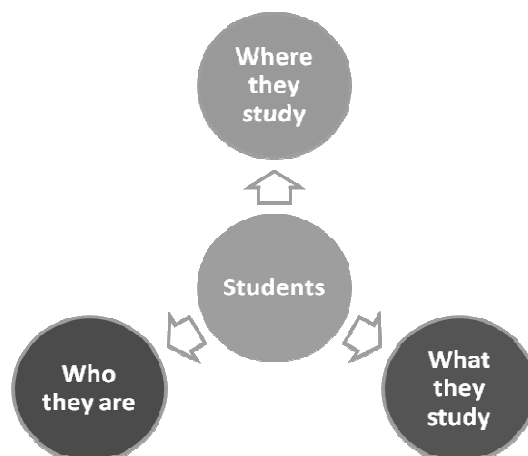
Who they are

- age, sex and other demographic information

- Indigenous and disability information

- geographic location

Where they study

- type of provider (for example, government or private)

- location of training delivery

What they study

- enrolments in units of competency, as part of a qualification, and modules as part of courses

- how it was studied (for example, classroom, workplace or online)

- how it was funded

- the results obtained for unit/module (outcome)

The *AVETMISS VET Provider Collection specifications: Release 6.1* presents a set of file specifications to structure the collection of information for the national VET Provider Collection. It is the authoritative national reference for definitions, context, file structures, relationships and rules pertaining to the administrative data collection from VET providers.

The *AVETMISS VET Provider Collection specifications: Release 6.1* also includes:

- recommended questions – self-enumerated at enrolment in a training program

- classifications – which comply with Australian Bureau of Statistics (ABS) standards wherever possible

- history – which describes all changes to individual elements since the first release of the *AVETMIS Standard.*

Review process and outcomes

This revision of the AVETMISS VET Provider Collection specifications was the result of wide consultation and thorough review under the auspices of the National Training and Statistics Committee. A discussion paper and a summary of these responses with NCVER's recommendations can be found at:

www.ncver.edu.au/publications/2253.html and

www.ncver.edu.au/publications/2336.html.

In summary, changes for this release include the introduction of a specific program identifier and minor modifications to some data element definitions.

Changes have been restricted to those that do not impact on national collection file structures or enrolment forms at the registered training organisation level. This approach has been taken to reduce the burden on registered training organisations and state training authorities.

Other changes are envisaged for Release 7.0 of AVETMISS (planned for activity from 2014).

Data collection and validation process overview

Figure 2 outlines the steps in the data collection and validation process.
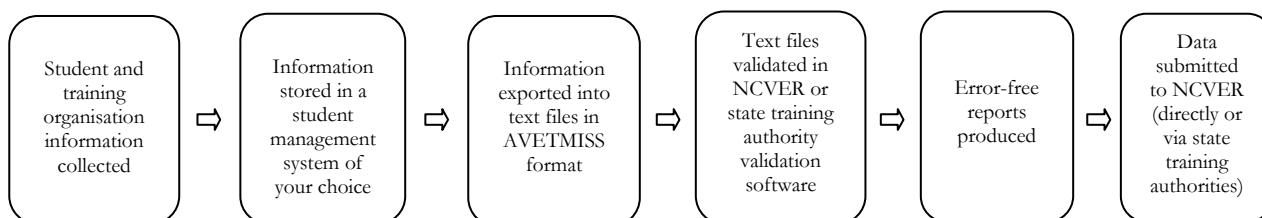
The file structure and collection specifications within the *AVETMISS VET Provider Collection specifications 6.1* detail the specific information to be collected and specify the format required for the text files. These specifications can be used to check the specifications of commercially available systems or to build a student management system.

The validation process checks that the data collected meet the requirements of the *AVETMISS VET Provider Collection specifications 6.1*. The 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 formats and that valid AVETMISS options have been entered into the fields.

At the time of publication, only those registered training organisations in receipt of public funds may use the validation software provided by state training authorities. The validation software provided by NCVER may be used for fee-for-service activity by private providers.

For more information on the data submission process, registered training organisations are advised to contact their state training authority or the NCVER AVETMISS helpdesk. Frequently asked questions can also be found on the NCVER website at www.ncver.edu.au.

Contents of this document

AVETMISS VET Provider Collection specifications: Release 6.1 document is presented in the following sections:

Collection structure

This section contains a diagram of the relationships between the files and a table listing fields and the related files.

File specifications

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

History of files

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

Standard enrolment questions

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

Relationship to other AVETMISS documents

The *AVETMISS VET Provider Collection specifications: Release 6.1* is a companion document to the *AVETMISS Data element definitions: Edition 2.1.* The AVETMISS Data element definitions provides further information about each specific data element contained in the file specifications in the *AVETMISS VET Provider Collection specifications: Release 6.1.*

The Australian vocational education and training statistics: explained provides an overview of the collections, surveys, information systems and related statistical reports contained in the policy and strategic framework of the Australian vocational education and training system. It also provides additional contextual and historical information about the *AVETMISS VET Provider Collection specifications: Release 6.1.*

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

The validation software is updated on a regular basis. It is recommended that all organisations using the validation software sign up to the users' page to ensure they receive notification of updates. More information is available from the NCVER website about the validation process and the errors and warnings produced.

Confidentiality and reporting protocols

Access to data provided to the national collection under AVETMISS Release 6.1 is governed by a set of protocols agreed by the Ministerial Council for Tertiary Education and Employment.

The key principles of the protocols relate to the need for transparency in processes and access to information about vocational education and training. In particular, the protocols aim to:

- provide access to as much information as possible to stakeholders, consistent with the protection of an individual's and their employer's privacy (consistent with the Information Privacy Principles under the *Privacy Act* of 1988) and subject to the protection of commercial-in-confidence training provider information

- ensure the processes used to access the data will be transparent and publicly available to contributors of data and other stakeholders.

The protocols for the collection and reporting of VET statistical information may be viewed on the NCVER website at www.ncver.edu.au/statistic/21075.html#protocols.

NCVER is governed by a privacy policy for the use of data. No individual can be identified and student names are encrypted in a non-reversible process before any data are provided to NCVER.

The NCVER privacy policy may be viewed on the NCVER website at www.ncver.edu.au/content/Privacy_Policy.pdf.

Support and internet resources

INTERNET RESOURCES

Apprentices and trainees, training and skills
www.deewr.gov.au/Skills/Pages/default.aspx

Australian Bureau of Statistics
www.abs.gov.au for classifications, select 'Methods & Standards', then select appropriate category.

Australian Qualifications Framework
www.aqf.edu.au

Australian Quality Training Framework
www.training.com.au Select 'AQTF' on main page

AVETMIS Standards and related resources
www.ncver.edu.au/avetmiss/index.html

Department of Education, Employment and Workplace Relations
www.deewr.gov.au

Industry skills councils
www.isc.org.au

National Centre for Vocational Education Research
www.ncver.edu.au

National Register
www.training.gov.au

Training Package Development Handbook
www.deewr.gov.au/Skills/Overview/Policy/TPDH/Pages/main.aspx

VOCEDplus (UNESCO/NCVER research database for international research abstracts)
www.voced.edu.au

NCVER AVETMISS HELPDESK

National Centre for Vocational Education Research Ltd: www.ncver.edu.au

Telephone:	1800 649 452
Facsimile:	(08) 8212 3436
Email:	support@ncver.edu.au
Internet:	www.ncver.edu.au

For further information on AVETMISS compliance for registered training organisations please visit www.ncver.edu.au/content/compliancefaq.htm
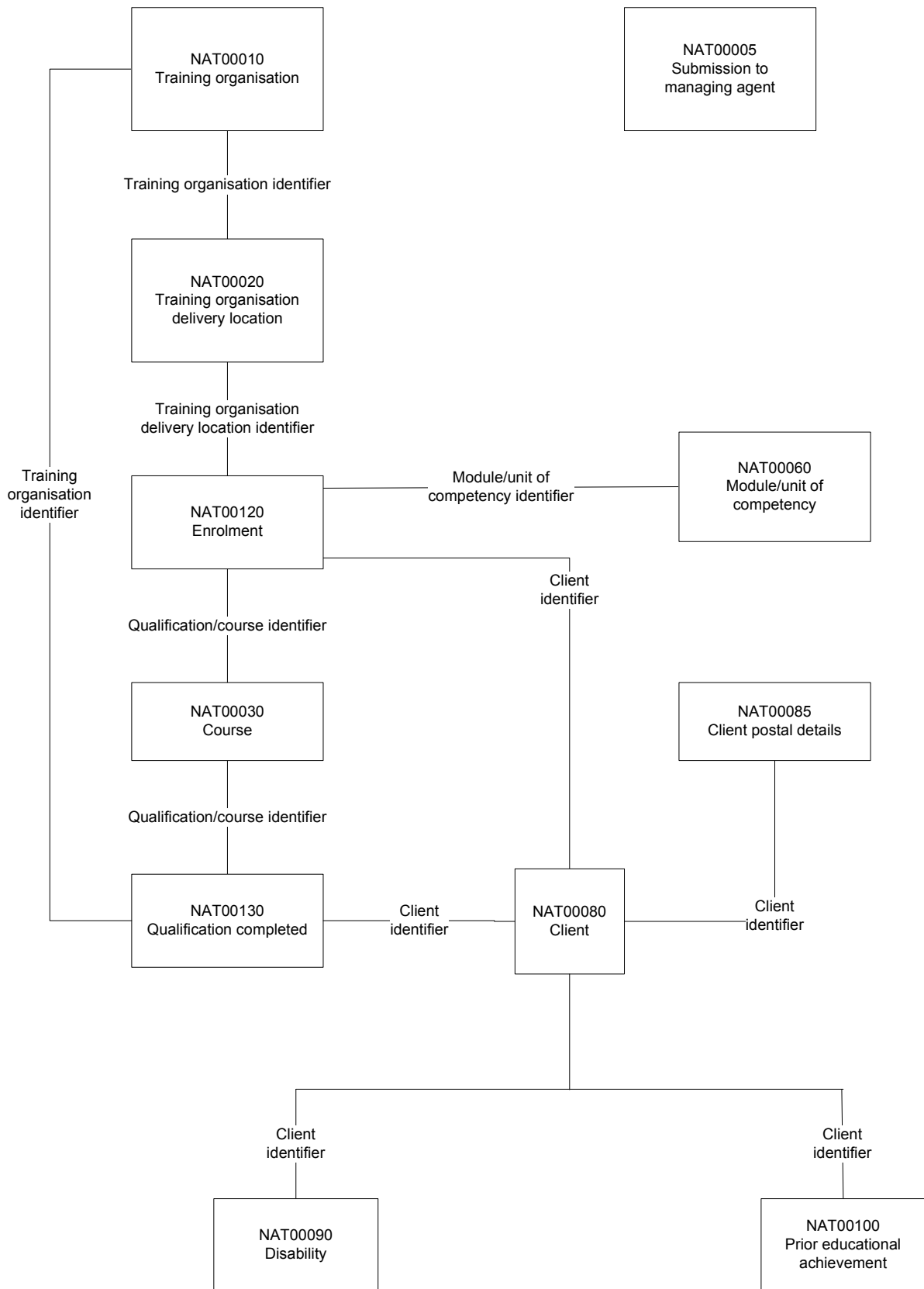
Files

Fields and related files

Legend
A – Alphanumeric field
N – Numeric field – must contain only integers
D – Date field – in format DDMMYYYY
P – VET Provider Collection
S – State or territory required field

Data field	NATFile Length	Type	05	10	20	30	60	80	85	90	100	120	130
Address first line	50	A	P	P					S				
Address location – suburb, locality or town	50	A		P	P			P					
Address postal – suburb, locality or town	50	A	P						S				
Address second line	50	A	P	P					S				
ANZSCO identifier	6	A				P							
At school flag	1	A						P					
Client first given name	40	A							S				
Client identifier	10	A						P	S	P	P	P	P
Client identifier – new apprenticeships	10	A										P	
Client last name	40	A							S				
Client title	4	A							S				
Client tuition fee	4	N										S	
Commencing course identifier	1	N										P	
Contact name	60	A	P	S									
Country identifier	4	A			P			P					
Date of birth	8	A						P					
Delivery mode identifier	2	N										P	
Disability flag	1	A						P					
Disability type identifier	2	N								P			
Email address	80	A	P	S					S				
Enrolment activity end date	8	D										P	
Enrolment activity start date	8	D										P	
Facsimile number	20	A	P	S									
Fee exemption/concession type identifier	1	A										S	
Funding source – national	2	N										P	

Legend
A – Alphanumeric field
N – Numeric field – must contain only integers
D – Date field – in format DDMMYYYY
P – VET Provider Collection
S – State or territory required field

Data field	Length	Type	05	10	20	30	60	80	85	90	100	120	130
Funding source – state training authority	3	A										S	
Highest school level completed	2	A						P					
Hours attended	4	N										S	
Indigenous status identifier	1	A						P					
Labour force status identifier	2	A						P					
Main language other than English spoken at home identifier	4	A						P					
Module/unit of competency field of education identifier	6	A					P						
Module/unit of competency flag	1	A					P						
Module/unit of competency identifier	12	A					P					P	
Module/unit of competency name	100	A					P						
Name for encryption	60	A						P					
Nominal hours	4	N				P	P						
Outcome identifier – national	2	N										P	
Outcome identifier – training organisation	3	A										S	
Postcode	4	A	P	P	P			P	S				
Prior educational achievement flag	1	A						P					
Prior educational achievement identifier	3	N									P		
Proficiency in spoken English identifier	1	A						P					
Purchasing contract identifier	12	A										S	
Purchasing contract schedule identifier	3	A										S	
Qualification/course field of education identifier	4	N				P							
Qualification/course identifier	10	A				P						P	P
Qualification/course level of education identifier	3	N				P							
Qualification/course name	100	A				P							
Qualification/course recognition identifier	2	N				P							
Qualification issued flag	1	A											P

Legend
A – Alphanumeric field
N – Numeric field – must contain only integers
D – Date field – in format DDMMYYYY
P – VET Provider Collection
S – State or territory required field

Data field	NATFile Length	Type	05	10	20	30	60	80	85	90	100	120	130
Scheduled hours	4	N										P	
Sex	1	A						P					
Specific program identifier	10	A										S	
State identifier	2	N	P	P	P				S				
Statistical local area	4	A			S								
Study reason identifier	2	A										P	
Telephone number	20	A	P	S									
Telephone number – home	20	A							S				
Telephone number – mobile	20	A							S				
Telephone number – work	20	A							S				
Training authority identifier	10	A	P										
Training authority name	100	A	P										
Training contract identifier – new apprenticeships	10	A										P	
Training organisation delivery location identifier	10	A			P							P	
Training organisation delivery location name	100	A			P								
Training organisation identifier	10	A		P	P								P
Training organisation name	100	A		P									
Training organisation type identifier	2	N		P									
VET flag	1	A				P	P						
VET in schools flag	1	A										P	
Year highest school level completed	4	A						P					
Year program completed	4	N											P

Guide to file specifications, format and content

Definition

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

Context

The reason for collecting the data contained in the file.

Field table

File must not contain header records.

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

The field tables are structured with four columns.

Fields

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

Position

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

Length

Specifies the length of the field.

Type

Indicates the type of field where:

A   Alphanumeric fields must contain any printable ASCII character (for example '@'). All alphanumeric fields must be left justified and space filled to the length of the field.

N   Numeric fields must contain only integers. All numeric fields must be right justified and zero filled.

D   Date fields must be numeric. All date fields must be in the format DDMMYYYY, where each sub-field is right justified and zero filled. Valid dates are further limited where the day field (DD) must be in the range of '01' to '31' and the month sub-field (MM) must be in the range of '01' to '12'.

File relationships

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

Rules

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

Submission to managing agent (NAT00005) file

Definition

The *Submission to managing agent (NAT00005) file* contains a single record holding data about the authority or organisation submitting information to the AVETMISS collection managing agent.

Submissions to the AVETMISS collection managing agent will normally be made by an authority within a state or territory government and not by a training organisation.

This file is only submitted by state training authorities or training organisations that have a formal agreement with the AVETMISS collection managing agent to submit their data directly.

Context

The *Submission to managing agent (NAT00005) file* identifies the authority submitting information to the AVETMISS collection managing agent and is used for correspondence.

Field table

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

File relationships

Not applicable

Rules

This file must contain exactly one data record.

ADDRESS FIRST LINE

This field must not be blank.

ADDRESS POSTAL – SUBURB, LOCALITY OR TOWN

This field must not be blank.

ADDRESS SECOND LINE

This field may be left blank.

CONTACT NAME

This field must not be blank.

EMAIL ADDRESS

This field must not be blank.

FACSIMILE NUMBER

This field must not be blank.

POSTCODE

This field must not be blank.

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

STATE IDENTIFIER

This field must not be blank.

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

TELEPHONE NUMBER

This field must not be blank.

TRAINING AUTHORITY IDENTIFIER

This field must not be blank.

TRAINING AUTHORITY NAME

This field must not be blank.

Training organisation (NAT00010) file

Definition

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

Context

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

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	

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.

Rules

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

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

ADDRESS LOCATION – SUBURB, LOCALITY OR TOWN

This field must not be blank.

COUNTRY IDENTIFIER

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 blank, '@@@@ – not specified' or '0000 – inadequately described'.

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 must not be a postcode pertaining to a post office box category in the Australia Post postcode classification, 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 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*.

STATISTICAL LOCAL AREA

This item is no longer required and may be left blank.

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.

Course (NAT00030) file

Definition

The *Course (NAT00030) file* contains a record for each qualification or course associated with enrolment activity and completed qualifications or courses during the collection period.

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

Context

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

Field table

FIELDS – COURSE (NAT00030) FILE	POSITION	LENGTH	TYPE
Qualification/course identifier	1	10	A
Qualification/course name	11	100	A
Nominal hours	111	4	N
Qualification/course recognition identifier	115	2	N
Qualification/course level of education identifier	117	3	N
Qualification/course 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 *Qualification/course identifier* in the *Course (NAT00030) file* there must be at least one corresponding record in the

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

Rules

Each record in this file must be unique for *Qualification/course identifier.*

ANZSCO IDENTIFIER

This field must not be blank.

NOMINAL HOURS

This field must not be blank.

QUALIFICATION/COURSE FIELD OF EDUCATION IDENTIFIER

This field must not be blank.

QUALIFICATION/COURSE IDENTIFIER

This field must not be blank.

QUALIFICATION/COURSE LEVEL OF EDUCATION IDENTIFIER

This field must not be blank.

QUALIFICATION/COURSE NAME

This field must not be blank.

QUALIFICATION/COURSE RECOGNITION IDENTIFIER

This field must not be blank.

VET FLAG

This field must not be blank.

Module/unit of competency (NAT00060) file

Definition

The *Module/unit of competency (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 *Module/unit of competency (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 – MODULE/UNIT OF COMPETENCY (NAT00060) FILE	POSITION	LENGTH	TYPE
Module/unit of competency flag	1	1	A
Module/unit of competency identifier	2	12	A
Module/unit of competency name	14	100	A
Module/unit of competency 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 *Module/unit of competency identifier* in the *Module/unit of competency (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 *Module/unit of competency identifier.*

MODULE/UNIT OF COMPETENCY FIELD OF EDUCATION IDENTIFIER

This field must not be blank.

MODULE/UNIT OF COMPETENCY FLAG

This field must not be blank.

MODULE/UNIT OF COMPETENCY IDENTIFIER

This field must not be blank.

MODULE/UNIT OF COMPETENCY 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 VET activity or has been awarded a qualification during the collection period.

A client is an individual who is engaged in VET training activity or has completed a VET qualification.

Context

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

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
Main language other than English spoken at home 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
Record length for national data collection:		154	
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 unique *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 unique *Client identifier* reported in either the *Enrolment (NAT00120) file* or the *Qualification completed (NAT00130) file.*

Rules

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

ADDRESS LOCATION – SUBURB, LOCALITY OR TOWN

This field must not be blank.

Address location – suburb, locality or town must represent the client's residential suburb, locality or town.

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 *Qualification 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.

MAIN LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME IDENTIFIER

This field must not be blank.

If *Main language other than English spoken at home 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 be a residential postcode and not the 4-digit Australia Post postcode of a post office box address or a large volume receiver (LVR) in the *Client (NAT00080) file* listed as 'delivery area', 'LVR' and 'post office boxes' under the heading 'Category' in the 4-digit Australia Post postcode variables.

If the client is an international full fee-paying client, *Postcode* must be 'OSPC – Overseas address location' in the *Client (NAT00080) file*, irrespective of the postal/zip code 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 *Main language other than English spoken at home 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.

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 within 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 first line	95	50	A
Address second line	145	50	A
Address postal – suburb, locality or town	195	50	A
Postcode	245	4	A
State identifier	249	2	N
Telephone number – home	251	20	A
Telephone number – work	271	20	A
Telephone number – mobile	291	20	A
Email address	311	80	A
Record length for national data collection:		390	
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 for *Client identifier*.

ADDRESS FIRST LINE

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 SECOND LINE

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.

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.

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.

Rules

Each record in this file must be unique.

CLIENT IDENTIFIER

This field must not be blank.

PRIOR EDUCATIONAL ACHIEVEMENT IDENTIFIER

This field must not be blank.

Enrolment (NAT00120) file

Definition

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

Context

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

Field table

FIELDS – ENROLMENT (NAT00120) FILE	POSITION	LENGTH	TYPE
Training organisation delivery location identifier	1	10	A
Client identifier	11	10	A
Module/unit of competency identifier	21	12	A
Qualification/course identifier	33	10	A
Enrolment activity start date	43	8	D
Enrolment 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 course identifier	69	1	N
Training contract identifier – new apprenticeships	70	10	A
Client identifier – new apprenticeships	80	10	A
Study reason identifier	90	2	A
VET in schools flag	92	1	A
Record length for national data collection:		92	
Outcome identifier – training organisation	93	3	A
Funding source – state training authority	96	3	A
Client tuition fee	99	4	N
Fee exemption/concession type identifier	103	1	A
Purchasing contract identifier	104	12	A
Purchasing contract schedule identifier	116	3	A
Hours attended	119	4	N
Specific program identifier	123	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 *Qualification/course identifier* in the *Enrolment (NAT00120) file* there must be one corresponding record in the

>   *Course (NAT00030) file.*

For each unique *Module/unit of competency identifier* in the *Enrolment (NAT00120) file* there must be one corresponding record in the

>   *Module/unit of competency (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.

CLIENT IDENTIFIER

This field must not be blank.

CLIENT IDENTIFIER – NEW APPRENTICESHIPS

This field may be blank if and only if *Training contract identifier – new apprenticeships* is blank in the *Enrolment (NAT00120) file.*

If *Client identifier – new apprenticeships* is not blank then *Training contract identifier – new apprenticeships* must not be blank in the *Enrolment (NAT00120) file.*

If *Client identifier – new apprenticeships* and *Training contract identifier – new apprenticeships* is not blank the *Qualification/course identifier* must not be blank in the *Enrolment (NAT00120) file.*

CLIENT TUITION FEE

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

COMMENCING COURSE IDENTIFIER

This field must not be blank.

For each unique *Client identifier* and *Qualification/course identifier* in combination *Commencing course identifier* must be the same and not equal to '8 – Unit of competency or module enrolment only'.

DELIVERY MODE IDENTIFIER

This field must not be blank.

ENROLMENT ACTIVITY END DATE

This field must not be blank.

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

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

ENROLMENT ACTIVITY START DATE

This field must not be blank.

Enrolment activity start date must be on or before the *Enrolment activity end date.*

Enrolment activity start date must be before the end of the collection period.

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.

MODULE/UNIT OF COMPETENCY IDENTIFIER

This field must not be blank.

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

OUTCOME IDENTIFIER – NATIONAL

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

If *Outcome identifier – national* is '70 – Continuing enrolment', *Enrolment activity end date* must be after 31 December of the collection period.

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

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.

QUALIFICATION/COURSE IDENTIFIER

This field may be blank.

Qualification/course identifier must be blank if *Module/unit of competency identifier* is not part of a qualification or course enrolment in the *Enrolment (NAT00120) file.*

Qualification/course 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.*

If *Qualification/course identifier* is blank, *Client identifier – new apprenticeships* and *Training contract identifier – new apprenticeships* must be blank in the *Enrolment (NAT00120) file.*

If *Qualification/course identifier* is blank, *Commencing course identifier* must be '8 – Unit of competency or module enrolment only'.

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

Qualification/course identifier must be unique for each *Training contract identifier – new apprenticeships* and *Client identifier – new 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 *Module/unit of competency identifier* if delivery includes a component of supervised activity in the *Enrolment (NAT00120) file.*

SPECIFIC PROGRAM IDENTIFIER

This field is only for use by state training authorities or by training organisations as directed by the Department of Education, Employment, and Workplace Relations. 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.*

TRAINING CONTRACT IDENTIFIER – NEW APPRENTICESHIPS

This field may be blank if and only if *Client identifier – new apprenticeships* is blank in the *Enrolment (NAT00120) file.*

If *Training contract identifier – new apprenticeships* is not blank then *Client identifier – new apprenticeships* must not be blank in the *Enrolment (NAT00120) file.*

If *Training contract identifier – new apprenticeships* and *Client identifier – new apprenticeships* are not blank then *Qualification/course identifier* must not be 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.

Qualification completed (NAT00130) file

Definition

The *Qualification completed (NAT00130) file* contains records indicating that all the requirements for the completion of Australian Qualifications Framework (AQF) qualifications or courses have been met to allow a client to be eligible for the award to be conferred.

A recognised certification of competence which may be granted to a client after completion of all the requirements of an AQF qualification or course.

Context

The *Qualification completed (NAT00130) file* provides profile information about clients completing the requirements of qualifications or courses, 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 – QUALIFICATION COMPLETED (NAT00130) FILE	POSITION	LENGTH	TYPE
Training organisation identifier	1	10	A
Qualification/course identifier	11	10	A
Client identifier	21	10	A
Year program completed	31	4	N
Qualification 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 *Qualification completed (NAT00130) file* there must be one corresponding record in the

Training organisation (NAT00010) file.

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

Course (NAT00030) file.

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

Client (NAT00080) file.

Rules

Each record in this file must be unique.

The *Qualification 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 qualification can be reported.

Senior secondary education (Year 11 or Year 12) and Junior secondary education (Year 10) are recognised as qualifications attained when delivered within the VET sector and can be recorded in the *Qualification completed (NAT00130) file*.

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

CLIENT IDENTIFIER

This field must not be blank.

QUALIFICATION/COURSE 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*.

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

QUALIFICATION 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.

If *Year program completed* for a *Qualification/course identifier* is not equal to the collection year, the *Qualification/course identifier* must appear in the *Course (NAT00030) file*.

If *Year program completed* for a *Qualification/course identifier* is not equal to the collection year, the *Client identifier* must appear in the *Client (NAT00080) file*.

Changes and revisions to files

Changes and revisions

The following are the changes and revisions made to the AVETMISS VET Provider Collection Specifications in Release 6.1.

Supplement – voluntary submissions of non-government-funded training activity

DELETIONS

Supplement – voluntary submissions of non-government-funded training activity deleted in Release 6.1.

This supplement was originally developed as part of Release 6.0. It outlined the minimum requirements for voluntary reporting of training activity for registered training organisations that do not receive government funding. The situation has changed since publication of Release 6.0 and now there are different requirements for non-funded reporting. These new requirements will be managed via appropriate validation rules.

Training organisation delivery location (NAT00020) file

CHANGES

Revised rule for *Statistical local area* to state that this field is no longer required and may be left blank.

Enrolment (NAT00120) file

ADDITIONS

Specific program identifier introduced for the 2012 (Release 6.1) data collection

CHANGES

Changed total file record length from 123 to 132. Record length for national data collection is 92 (unchanged)

Revised rule for *Outcome identifier – national* to state that this field must not be blank for the annual National VET Provider Collection.

Standard enrolment questions

Standard enrolment questions

Introduction

The following questions are provided for collecting data from enrolment forms. The order these questions are provided in and the wording should be followed to ensure that compatible and comparable data are collected across AVETMISS collections and over time.

Element names are given in italics as a link 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?

Suburb, locality or town

Postcode

Address location – suburb, locality or town

Postcode

5) What is your postal address?

Building/property name
Flat/unit number/street number
Street name
PO box or roadside delivery box
Suburb, locality or town
State/territory
Postcode

Address first line

Address second line

Address postal – suburb, locality or town

Postcode

State identifier

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		

Main language other than English spoken at home 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 YES, then please indicate the areas of disability, impairment or long-term condition:

(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

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

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