

AVERMISS-A&TApprentice and Trainee   
Collection specifications

Release 7.0

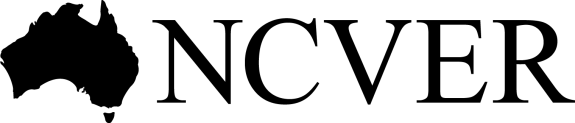
October 2015

*Updated October 2022*

National Centre for Vocational Education Research

### Australian Vocational Education and Training Management Information Statistical Standard





**© Commonwealth of Australia, 2015**

https://i2.wp.com/i.creativecommons.org/l/by/3.0/88x31.png?w=700

Any material protected by a trade mark and where otherwise noted all material presented in this document is provided under a Creative Commons Attribution 3.0 Australia licence <<https://creativecommons.org/licenses/by/3.0/au/>.

The details of the relevant licence conditions are available on the Creative Commons website (accessible using the links provided) as is the full legal code for the CC BY 3.0 AU licence <http://[www.creativecommons.org/licenses/by/3.0/legalcode/](http://creativecommons.org/licenses/by/3.0/legalcode/)>.

The Creative Commons licence conditions do not apply to all logos, graphic design, artwork and photographs. Requests and enquiries concerning other reproduction and rights should be directed to the National Centre for Vocational Education Research (NCVER).

This document should be attributed as NCVER 2015, *AVETMISS Apprentice and Trainee Collection specifications: release 7.0,* NCVER, Adelaide.

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

The views and opinions expressed in this document are those of NCVER and do not necessarily reflect the views of the Australian Government or state and territory governments.

ISBN 978 1 925173 36 9

**Related Publications**

AVETMISS data element definitions: edition 2.3

ISBN 978 1 925173 70 3

**Enquiries**

For further information concerning this publication contact:

National Centre for Vocational Education Research Ltd

Level 5, 60 Light Square, Adelaide, SA 5000

PO Box 8288 Station Arcade, Adelaide SA 5000, Australia

**P** +61 8 8230 8400 **E** [ncver@ncver.edu.au](mailto:ncver@ncver.edu.au) **W** <<https://www.ncver.edu.au/>>

Release 7.0 October 2015, updated October 2022

Release 6.0 March 2008

Release 5.0 January 2004

Release 4.0 September 2001

Release 3.0 September 1998

Release 2.0 July 1997 (COT Supplement)

Release 1.1 May 1995

Release 1.0 November 1993

Contents

[Introduction 5](#_Toc523325406)

[Collection structure 9](#_Toc523325407)

[Files 11](#_Toc523325408)

[Fields and related files 12](#_Toc523325409)

[History of releases 14](#_Toc523325410)

[File specifications 15](#_Toc523325411)

[Guide to file specifications, format and content 17](#_Toc523325412)

[Client (APP00080) file 18](#_Toc523325413)

[Prior educational achievement (APP00100) file 21](#_Toc523325414)

[Training contract transaction (APP00150) file 22](#_Toc523325415)

[Employer (APP00160) file 27](#_Toc523325416)

[Changes and revisions 29](#_Toc523325417)

[Changes and revisions 31](#_Toc523325418)

Introduction

Overview

The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) for the National Apprentice and Trainee Collection provides a national framework for the collection and distribution of information on apprentice and trainee activity in Australia.

This document presents a set of file specifications that are the authoritative national reference for definitions, context, file structures, relationships and rules for the National Apprentice and Trainee Collection.

The assistance of the many organisations and individuals who provided information and advice during the development of this set of standards is gratefully acknowledged. The National Centre for Vocational Education Research (NCVER) would welcome feedback on any aspect of these standards.

Scope

The *AVETMISS Apprentice and Trainee Collection specifications: release 7.0* is designed to enable the collection of information about the parties that are bound by the obligation and the legislation of the state or territory jurisdiction in which apprenticeship/traineeship training contracts are registered.

Data collection arrangements

The National Apprentice and Trainee Collection is a quarterly data collection requiring all states and territories to submit the four files detailed in this collection specification:

* Client (APP00080)
* Prior Educational Achievement (APP00100)
* Training Contract Transaction (APP00150)
* Employer (APP00160).

The collection of data is undertaken on a cumulative basis and the data collection start date is 1 July 2011. All contracts that were active or suspended as at 1 July 2011 and all subsequent contracts are included in the data collection.

With the exception of the *Training contract transaction* (APP00150) file, all collection files are updated with the most recent information. The *Training contract transaction* (APP00150) file contains transaction records for all contracts from the data collection start date (1 July 2011). This file collates the history of training contract transactions, with each transaction record holding information that was accurate at the time the record was created.

In some cases, state training authorities are responsible for boththe administration of training contracts and the collection of apprentice and trainee data. In other cases, the administration of training contracts has been outsourced to other organisations. Regardless of the arrangement in place, the state training authority is the organisation responsible for providing data to NCVER.

Contents of this document

*AVETMISS Apprentice and Trainee Collection specifications: release 7.0* 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 each Apprentice and Trainee Collection file and includes the definitions, contexts, structures, file relationships, and element rules.

Changes and revisions to files

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

Other related AVETMISS documents

*AVETMISS Data element definitions* is a companion document to the *AVETMISS Apprentice and Trainee Collection specifications*.The *AVETMISS Data element definitions* contain information on context, rules, classification schemes, and format attributes for each data element.

*Australian VET Statistics Explained* presents a summary of the structure and purpose of vocational education and training (VET) statistics in Australia. The document provides guidance on national collections, surveys, information systems and subsequent statistical reporting within the policy and strategic framework of the Australian VET system.

AVETMISS validation software

TheAVETMISS validation software(AVS)was developed by NCVER and is freely available online for validating files and submitting data to the national AVETMISS collections. AVS generates errors and warnings resulting from data inconsistencies in the files. AVS generates two types of messages:

* Warnings prompt a data submitter to check the validity of data records and make the necessary corrections, before re-importing the data into AVS. Warnings do not prevent data from being submitted to the national collections.
* Errors prompt a data submitter to correct serious problems in the data records before re-importing the data into AVS. Data cannot be submitted to the national AVETMISS collections with errors.

Resources and support

resources

Australian Apprenticeships

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

Australian Bureau of Statistics

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

Australian Qualifications Framework

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

AVETMIS standards and related resources

<<https://www.ncver.edu.au/rto-hub/avetmiss-apprentices-and-trainees/>>

Australian Government Department of Employment and Workplace Relations

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

National Centre for Vocational Education Research

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

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

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

Training Package Development & Endorsement Policy

<<https://www.dewr.gov.au/aisc/resources/training-package-development-and-endorsement-process-policy>>

Unique Student Identifier

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

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

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

AVETMISS resources

AVETMISS support

NCVER’s client support team provides assistance with queries relating to AVETMISS and the AVETMISS validation software and can be contacted via:

Contact form: <<https://www.ncver.edu.au/rto-hub/support-form>>

Email: [support@ncver.edu.au](mailto:support@ncver.edu.au)  
Phone: 08 8230 8400  
Toll Free: 1800 649 452

Further support information can be found on NCVER’s Portal as follows:

AVETMISS Support for STAs and Boards of Studies:

<<https://www.ncver.edu.au/rto-hub/avetmiss-support-for-stas-and-boards-of-studies>>

AVETMISS validation software

<<https://www.avs.ncver.edu.au/avs/>>

Collection structure

Files



Fields and related files

|  | **Legend**  **A - Alphanumeric field**  **N - Numeric field - must contain only integers**  **D - Date field - in format DDMMYYYY** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | APP file | 80 | 100 | 150 | 160 |
| Data field | | Length | Type |  |  |  |  |
| Address – suburb, locality or town | | 50 | A | 🗸 |  | 🗸 |  |
| ANZSIC identifier | | 4 | A |  |  | 🗸 |  |
| At school flag | | 1 | A |  |  | 🗸 |  |
| Client identifier - apprenticeships | | 10 | A | 🗸 | 🗸 | 🗸 |  |
| Client identifier - national | | 10 | A | 🗸 |  |  |  |
| Country identifier | | 4 | A | 🗸 |  |  |  |
| Date of birth | | 8 | A | 🗸 |  |  |  |
| Date of training contract commencement | | 8 | D |  |  | 🗸 |  |
| Date of training contract completion | | 8 | D |  |  | 🗸 |  |
| Date of transaction | | 8 | D |  |  | 🗸 |  |
| Disability flag | | 1 | A | 🗸 |  |  |  |
| Employer identifier | | 10 | A |  |  | 🗸 | 🗸 |
| Employer legal name | | 100 | A |  |  |  | 🗸 |
| Employer size | | 6 | A |  |  |  | 🗸 |
| Employer type identifier | | 2 | N |  |  |  | 🗸 |
| Existing worker flag | | 1 | A |  |  | 🗸 |  |
| Full-time identifier | | 1 | A |  |  | 🗸 |  |
| Gender | | 1 | A | 🗸 |  |  |  |
| Highest school level completed identifier | | 2 | A | 🗸 |  |  |  |
| Indigenous status identifier | | 1 | A | 🗸 |  |  |  |
| Language identifier | | 4 | A | 🗸 |  |  |  |
| Name for encryption | | 60 | A | 🗸 |  |  |  |
| Postcode | | 4 | A | 🗸 |  | 🗸 |  |
| Prior educational achievement flag | | 1 | A | 🗸 |  |  |  |
| Prior educational achievement identifier | | 3 | N |  | 🗸 |  |  |
| Program identifier | | 10 | A |  |  | 🗸 |  |
| School-based flag | | 1 | A |  |  | 🗸 |  |
| School level identifier | | 2 | A |  |  | 🗸 |  |
| State identifier | | 2 | A | 🗸 |  | 🗸 |  |
| Training contract identifier | | 10 | A |  |  | 🗸 |  |
| Training contract identifier – national | | 10 | A |  |  | 🗸 |  |
| Training contract status identifier | | 2 | N |  |  | 🗸 |  |
| Training organisation identifier | | 10 | A |  |  | 🗸 |  |
| Unique student identifier | | 10 | A | 🗸 |  |  |  |

History of releases

Until July 1997 the collection specifications for training contract and VET provider data were contained within the same volumes of AVETMISS. The *AVETMIS Standard for VET Providers* was updated in May 1996, but no changes were made to the *Contract of Training Supplement,* which was renamed *The AVETMIS Standard for New Apprenticeships* in September 1998.

Before 1 January 1998, annual data for the national data collection were derived from the collection for the quarter ending 30 September (for statistical reporting on the previous financial year ending 30 June).

From 1 January 1999, annual data for the national data collection are derived from the collection for the quarter ending 31 March (for statistical reporting on the previous calendar year ending 31 December).

The change from fiscal to calendar year statistical reporting was made to align the reporting requirements of New Apprenticeships information with other national data collections as well as to enable retrospective annual reporting of statistics from the implementation of New Apprenticeships on 1 January 1998.

AVETMISS Releases

|  |  |  |
| --- | --- | --- |
| AVETMISS Release | Publication Date | Implementation Date |
| 1.0 | November 1993 | 1 July 1994 |
| 1.1 | May 1995 | 1 July 1995 |
| 2.0 (COT Supplement) | July 1997 | 1 July 1997 |
| 3.0 | September 1998 | 1 January 1999 |
| 4.0 | September 2001 | 1 January 2002 |
| 5.0 | January 2004 | 1 April 2004 |
| 6.0 | March 2008 | 1 July 2008 |
| 7.0 | October 2015 | 1 July 2016 |

File specifications

Guide to file specifications, format and content

Definition

A description of the contents of the file.

Context

The reason for collecting the data contained in the file.

Structure

File must not contain header records.

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

The structure of the file is outlined in a table with four columns:

**Fields**

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

Where applicable, contextual information is given in the format: [Xxx]. This context is not part of the data element name.

**Position**

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

**Length**

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.

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

File relationships

The relationships between files within the collection specifications.

Rules

The rules required to accurately report the data.

The *AVETMISS validation software* generates errors and warnings when data recorded in the data files do not comply with the rules in AVETMISS.

Client (APP00080) file

Definition

The *Client* (APP00080) file contains a record for each client who has entered into an Apprenticeship/Traineeship with an employer.

Context

The *Client* (APP00080) file provides information used to monitor client participation patterns.

Structure

|  |  |  |  |
| --- | --- | --- | --- |
| Fields - | Position | Length | Type |
| Client identifier - apprenticeships | 1 | 10 | A |
| Name for encryption | 11 | 60 | A |
| Highest school level completed identifier | 71 | 2 | A |
| Gender | 73 | 1 | A |
| Date of birth | 74 | 8 | A |
| Postcode *[Residential]* | 82 | 4 | A |
| Address - suburb, locality or town *[Residential]* | 86 | 50 | A |
| Indigenous status identifier | 136 | 1 | A |
| Language identifier | 137 | 4 | A |
| Country identifier *[Birth]* | 141 | 4 | A |
| Disability flag | 145 | 1 | A |
| Prior educational achievement flag | 146 | 1 | A |
| State identifier *[Residential]* | 147 | 2 | A |
| Client identifier - national | 149 | 10 | A |
| Unique student identifier | 159 | 10 | A |
| **Record length for national data collection:** |  | **168** |  |
| **Carriage return/line feed (ASCII 13/10)** |  | **2** |  |

File relationships

For each unique *Client identifier - apprenticeships* in the *Client* (APP00080) file there must be at least one corresponding record in the *Training contract transaction* (APP00150) file.

For each client with a *Prior educational achievement flag* of 'Y' in the *Client* (APP00080) file there must be at least one record in the *Prior educational achievement* (APP00100) file.

Rules

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

Where client information changes during a collection period, the data provided should be the client's up-to-date details, even if these differ from details originally recorded on the training contract. For example, if a client changes their residential address during the collection period, *Postcode* on the *Client* (APP00080) filemust be the postcode of the client's most recent address.

Address - suburb, locality or town

This field must not be blank.

*Address - suburb, locality or town* must be the client's residential suburb, locality or town.

*Address - suburb, locality or town* and *Postcode* and *State identifier* in combination must be valid when matched against the Australia Post postcode datafile (available for download via Australia Post's website), except where *Postcode* is 'OSPC - Overseas address location', '@@@@ – not specified' or '0000 – Postcode unknown'.

Client identifier – national

This field must not be blank.

*Client identifier – national* must be unique to each *Client identifier - apprenticeships.*

*Client identifier* – *national* must not be '@@@@@@@@@@ - not specified'.

Client identifier - apprenticeships

This field must not be blank.

A client must retain the same *Client identifier - apprenticeships* within a training authority and across data collections.

*Client identifier – apprenticeships* must not be '@@@@@@@@@@ - not specified'.

Country identifier

**This field must not be blank**.

*Country identifier* must be the client's country of birth.

Date of birth

This field must not be blank.

*Date of birth* must be at least ten years prior to the collection year.

Disability flag

This field must not be blank.

Highest school level completed identifier

This field must not be blank.

Indigenous status identifier

This field must not be blank.

Language identifier

This field must not be blank.

Name for encryption

This field must not be blank.

Postcode

This field must not be blank.

*Postcode* must be the client's residential postcode and not the 4-digit Australia Post postcode of a post office box address or a large volume receiver (LVR).

*Postcode* must be listed on the Australia Post postcode datafile as a 'Delivery Area'.

*Address - suburb, locality or town* and *Postcode* and *State identifier* in combination must be valid when matched against the Australia Post postcode datafile (available for download via Australia Post's website), except where *Postcode* is 'OSPC - Overseas address location', '@@@@ – not specified' or '0000 – Postcode unknown'.

*Postcode* cannot be 'OSPC – Overseas address location' or '0000 – Postcode unknown' for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 01 July 2016 or later.

Prior educational achievement flag

This field must not be blank.

GENDER

This field must not be blank.

State identifier

**This must not be blank**.

*State identifier* must be the client's residential state or territory.

*Address - suburb, locality or town* and *Postcode* and *State identifier* in combination must be valid when matched against the Australia Post postcode datafile (available for download via Australia Post's website), except where *Postcode* is 'OSPC - Overseas address location' or '@@@@ – not specified' or '0000 – Postcode unknown'.

*State identifier* cannot be '@@ - not specified’ or '99 – Other (overseas but not an Australian territory or dependency)' for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 01 July 2016 or later.

Unique student identifier

This field may be blank.

Prior educational achievement (APP00100) file

Definition

The *Prior educational achievement* (APP00100) 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* (APP00100) 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.

Structure

|  |  |  |  |
| --- | --- | --- | --- |
| Fields - | Position | Length | Type |
| Client identifier - apprenticeships | 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 client with a *Prior educational achievement flag* of 'Y' in the *Client* (APP00080) file there must be one corresponding record in the *Prior educational achievement* (APP00100) file.

Rules

**Each record in this file must be unique.**

Client identifier - apprenticeships

This field must not be blank.

Prior educational achievement identifier

This field must not be blank.

Training contract transaction (APP00150) file

Definition

The *Training contract transaction* (APP00150) file contains a record for the initial training contract information and any changes subsequent to the signing by all parties of the contract and registration by a state or territory.

Context

An Apprenticeship/Traineeship Training Contract is a contractual arrangement between a client and an employer committing both parties to experiential forms of training. A training contract is registered with an appropriate administrative body.

The *Training contract transaction* (APP00150) file provides information used to monitor and analyse activity associated with training contracts.

The *Training contract transaction* (APP00150) file collates the history of training contract transactions, with each transaction record holding information that was accurate at the time the transaction occurred.

Structure

|  |  |  |  |
| --- | --- | --- | --- |
| Fields - | Position | Length | Type |
| Training contract identifier | 1 | 10 | A |
| Client identifier - apprenticeships | 11 | 10 | A |
| Training contract status identifier | 21 | 2 | N |
| Date of transaction | 23 | 8 | D |
| Date of training contract commencement | 31 | 8 | D |
| Date of training contract completion | 39 | 8 | D |
| At school flag | 47 | 1 | A |
| School level identifier | 48 | 2 | A |
| School-based flag | 50 | 1 | A |
| Full-time identifier | 51 | 1 | A |
| Postcode *[Workplace]* | 52 | 4 | A |
| Address - suburb, locality or town *[Workplace]* | 56 | 50 | A |
| Employer identifier | 106 | 10 | A |
| Program identifier | 116 | 10 | A |
| Existing worker flag | 126 | 1 | A |
| Training organisation identifier | 127 | 10 | A |
| State identifier *[Workplace]* | 137 | 2 | A |
| ANZSIC identifier *[Training Contract]* | 139 | 4 | A |
| Training contract identifier - national | 143 | 10 | A |
| **Record length:** |  | **152** |  |
| **Carriage return/line feed (ASCII 13/10)** |  | **2** |  |

File relationships

For each unique *Client identifier - apprenticeships* in the *Training contract transaction* (APP00150) file there must be one corresponding record in the *Client* (APP00080) file.

For each unique *Employer identifier* in the *Training contract transaction* (APP00150) file there must be one corresponding record in the *Employer* (APP00160) file.

Rules

Each record in this file must be unique on *Training contract identifier*, *Client identifier*, *Training contract status identifier*, *Date of transaction*, *Training contract commencement date*, *Training contract completion date* and *Employer identifier*.

For each unique combination of *Client identifier - apprenticeships* and *Training contract identifier*, records must be sorted by *Date of transaction* in chronological order.

The first (earliest in chronological order) transaction record for an individual *Training contract identifier* must have a *Training contract status identifier* of '01 - Active ' or '02 - Recommenced'.

A new transaction record must be created to capture each change to attributes of the training contract.

Transaction records provided in a previous quarter’s submission in the *Training contract transaction* (APP00150) file must only be changed if the original information was inaccurate.

Address - suburb, locality or town

This field must not be blank.

*Address - suburb, locality or town* must be the suburb, locality or town of the workplace where the client will be employed.

*Address - suburb, locality or town* and *Postcode* and *State identifier* in combination must be valid when matched against the Australia Post postcode datafile (available for download via Australia Post's website), except where Postcode is 'OSPC - Overseas address location', '@@@@ - not specified' or '0000 – Postcode unknown'.

ANZSIC identifier

**This field must not be blank**.

*ANZSIC identifier* must be the exact code selected by the Australian Apprenticeships Support Network and recorded in the Australian Government Department of Education, Skills and Employment’s apprenticeship management system for the contract.

*ANZSIC identifier* must not reflect the intended occupational area of the apprentice or trainee.

Example:

A company mining gold in the Kimberley in Western Australia may have employed an apprentice cook at their facility. The ANZSIC code for this employer should be 1314 (Gold Ore Mining) NOT 5730 Cafes and Restaurants, as the employer’s principal activity is in gold ore mining, not hospitality.

At school flag

**This field must not be blank**.

*At school flag* must not be '@ - not specified' when *School-based flag* is 'Y – Yes — the contract commenced as an approved school-based apprenticeship'.

Client identifier - apprenticeships

This field must not be blank.

A client must retain the same *Client identifier - apprenticeships* within the training organisation and across data collections, both within one data submission and across data submissions.

Date of training contract commencement

This field must not be blank.

*Date of training contract commencement* must be before *Date of training contract completion*.

*Date of training contract commencement* must not be prior to 01 January 1996.

Date of training contract completion

**This field must not be blank** if *Training contract status identifier* is '01 - Active', '02 - Recommenced', '04 - Completed', '05 - Expired ', or '07 - Suspended' or '09 - Expired (Unsuccessful)'.

This field must be blank where *Training contract status identifier* is '03 - Withdrawn', '06 - Cancelled' or '11 - Transferred'.

*Date of training contract completion* must be after *Date of training contract commencement*.

*Date of training contract completion* must not be more than 20 years after the collection year.

Date of transaction

This field must not be blank.

*Date of transaction* must be:

* the same date as *Date of training contract commencement* in the first record of an individual training contract
* on or after *Date of training contract commencement*
* the same date as *Date of training contract completion* where *Training contract status identifier* is '04 - Completed'
* on or after *Date of training contract completion* where *Training contract status identifier* is '05 – Expired’, '09 - Expired (Unsuccessful)'
* on or before the *Date of training contract completion* where the *Training contract status identifier* is '01 - Commenced', '02 - Recommenced', or '07 - Suspended'
* on or before the collection period end date.

When *Date of transaction* is on or after 1 July 2016, only one record can be reported for each unique *Date of transaction* and *Training contract identifier* combination.

Employer identifier

This field must not be blank.

Existing worker flag

This field must not be blank.

Full-time identifier

**This field must not be blank**.

This field must not be '@ - not specified' for every *Client identifier - apprenticeships* with a *Date of training contract commencement* of 1 July 2016 or later.

Postcode

This field must not be blank.

*Postcode* must be the postcode of the workplace where the client will be employed and not the 4-digit Australia Post postcode of a post office box address or a large volume receiver (LVR).

*Postcode* must be listed on the Australia Post postcode datafile as a 'Delivery Area'.

*Address - suburb, locality or town* and *Postcode* and *State Identifier* in combination must be valid when matched against the Australia Post postcode datafile (available for download via Australia Post's website), except where *Postcode* is ‘OSPC - Overseas address location', '@@@@ - not specified' or '0000 – Postcode unknown'.

If *Postcode* is 'OSPC', *State identifier* must be '99 - Other (Overseas but not an Australian Territory or Dependency)'.

*Postcode* cannot be 'OSPC – Overseas address location' or '0000 – Postcode unknown' for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 01 July 2016 or later.

Program identifier

**This field must not be blank**.

*Program identifier* must match a program listed on the National Register of VET.

School-based flag

This field must not be blank.

School level identifier

**This field must not be blank.**

*School level identifier* must be '99 - Not applicable' if *At school flag* is 'N'.

*School level identifier* must be one of the following values

'08 Year 8 or below'  
'09 Year 9 or equivalent'  
'10 Year 10 or equivalent'  
'11 Year 11 or equivalent'  
'12 Year 12 or equivalent'

if *At school flag* is 'Y' in the *Training contract transaction* (APP00150) file.

*School level identifier* must be higher than *Highest school level completed identifier* for the same *Client identifier - apprenticeships* in the *Client* (APP00080) file.

State identifier

**This field must not be blank**.

*Address - suburb, locality or town* and *Postcode* and *State identifier* in combination must be valid when matched against the Australia Post postcode datafile (available for download via Australia Post's website), except where *Postcode* is 'OSPC - Overseas address location', '@@@@ - not specified' or '0000 – Postcode unknown'.

*State identifier* must be '99 - Other (Overseas but not an Australian Territory or Dependency)' if *Postcode* is 'OSPC - Overseas address location' '.

*State identifier* cannot be '@@ - not specified' or '99 – Other (overseas but not an Australian territory or dependency) for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 01 July 2016 or later.

Training contract identifier

This field must not be blank.

*Training contract identifier* must not be '@@@@@@@@@@ - not specified'.

Training contract identifier – NATIONAL

**This field must not be blank** or **'**@@@@@@@@@@ - not specified'for *Client identifier – apprenticeships* with a *Date of training contract commencement* of 01 July 2016 or later.

*Training contract identifier – national* must not be the same as *Training contract identifier*.

Training contract status identifier

This field must not be blank.

For every *Client identifier – apprenticeships* with a *Date of transaction* of 01 July 2016 or later, if a change in attributes has occurred for an active contract, a new transaction record may be created using the *Training contract status identifier* '01 – Active'.

*Training contract status identifiers* must be assigned to the same *Training contract identifier* as per the table below:

|  |  |
| --- | --- |
| Value and description of training contract status identifier | Values allowed as a subsequent training contract status identifier for the same training contract |
| 01 - Active | Can only be followed by  01 - Active  02 - Recommenced (if *Date of Transaction* is prior 01 July 2016)  03 - Withdrawn  04 - Completed  05 - Expired  06 - Cancelled  07 - Suspended  09 - Expired (Unsuccessful) (if *Date of Transaction* is prior 01 July 2016)  11 - Transferred |
| 02 - Recommenced | Can only be followed by  01 - Active  02 - Recommenced (if *Date of Transaction* is prior 01 July 2016)  03 - Withdrawn  04 - Completed  05 - Expired  06 - Cancelled  07 - Suspended  09 - Expired (Unsuccessful) (if *Date of Transaction* is prior 01 July 2016)  11 - Transferred |
| 03 - Withdrawn | Can only be followed by  nil - last record of contract |
| 04 - Completed | Can only be followed by  nil - last record of contract |
| 05 - Expired | Can only be followed by  01 - Active  02 - Recommenced (if *Date of Transaction* is prior 01 July 2016)  04 - Completed  07 - Suspended  09 - Expired (Unsuccessful) (if *Date of Transaction* is prior 01 July 2016) |
| 06 - Cancelled | Can only be followed by  nil - last record of contract |
| 07 - Suspended | Can only be followed by  01 - Active  02 - Recommenced (if *Date of Transaction* is prior 01 July 2016)  03 - Withdrawn  04 - Completed  05 - Expired  06 - Cancelled  09 - Expired (Unsuccessful)  11 - Transferred |
| 09 - Expired (Unsuccessful)  (code only valid when *Date of Transaction* is prior 01 July 2016) | Can only be followed by  nil - last record of contract |
| 11 - Transferred | Can only be followed by  nil - last record of contract |

Training organisation identifier

This field must not be blank.

Employer (APP00160) file

Definition

The *Employer* (APP00160) file contains a record for each employer participating in a training contract.

Context

The *Employer* (APP00160) file provides information about employers participating in training contracts.

Structure

|  |  |  |  |
| --- | --- | --- | --- |
| Fields - | Position | Length | Type |
| Employer identifier | 1 | 10 | A |
| Employer legal name | 11 | 100 | A |
| Employer size | 111 | 6 | A |
| Employer type identifier | 117 | 2 | N |
| **Record length:** |  | **118** |  |
| **Carriage return/line feed (ASCII 13/10)** |  | **2** |  |

File relationships

For each unique *Employer identifier* in the *Employer* (APP00160) file there must be at least one corresponding record in the *Training contract transaction* (APP00150) file.

Rules

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

Where employer information changes during a collection period, the data provided should be the employer's up-to-date details, even if these differ from details originally recorded on the training contract. For example, if a client changes their employer during the collection period *Employer identifier* on the *Employer* (APP00160) filemust be the client's most recent employer.

Employer identifier

This field must not be blank.

Employer legal name

This field must not be blank.

Employer size

This field must not be blank.

Employer type identifier

This field must not be blank.

Changes and revisions

Changes and revisions

The following are the changes and revisions made for the July 2016 (release 7.0) data collection to files in the *AVETMISS Apprentice and Trainee Collection specifications*.

File set changes

Deleted files

*Submission to managing agent (*APP00005) file

*Registered training organisation* (APP00010) file

*Qualification* (APP00030) file

Client (APP00080) File

Structure

Changed file record length for national collection from 167 to 168

Introduced *Unique student identifier* on position 159

Deleted *Year highest school level completed*

Deleted *At school flag* from the *Client* (APP00080) file

Deleted *Statistical local area* from the *Client* (APP00080) file

Renamed *Main language other than English spoken at home identifier* to *Language identifier*

Renamed *Client identifier – TYIMS* to *Client identifier - AAMS*

Rules

Changed rules for:

*Highest school level completed identifier*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 January 1999 or later*'* to 'This field must not be blank'

Deleted rules cross-checking this field with *Year highest school level completed* and *Date of birth*

*Postcode*

Added rule that this field cannot be 'OSPC' or '0000' for clients with a *Date of training contract commencement* of 1 July 2016 or later

*Indigenous status identifier*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 January 1999 or later*'* to 'This field must not be blank'

Deleted rules detailing which classification values should be used for specific contract dates

*Country identifier*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 January 1999 or later*'* to 'This field must not be blank'

*Disability flag*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date* of *training contract commencement* of 1 January 1999 or later*'* to 'This field must not be blank’

*Prior educational achievement flag*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 January 1999 or later*'* to 'This field must not be blank'

*State identifier*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 July 2008 or later*'* to 'This field must not be blank'

Added rule that *State identifier* cannot be '@@ - not specified' or '99 – Other (overseas but not an Australian territory or dependency)' for clients with a *Date of training contract commencement* of 01 July 2016 or later

*Client identifier – AAMS*

Changed rule from 'This field can be blank' to 'This field must not be blank'

Added rule that this field must be unique to *Client identifier ­– apprenticeships*

Added rule that this field must not be '@@@@@@@@@@ - not specified'

Training contract transaction (APP00150) file

Structure

Changed file record length for national collection from 174 to 152

Introduced *Training contract identifier – AAMS*

Deleted *Training contract identifier – previous*

Deleted *Credit flag*

Deleted *Employment arrangement identifier*

Deleted *ASCO identifier*

Deleted *Nominal duration*

Deleted *ANZSCO identifier*

Deleted *Statistical local area*

Renamed *Qualification/course identifier* to *Program identifier*

Rules

Changed rules for:

Record level

Removed *ASCO identifier* from unique check on record level

*Training contract identifier*

Deleted rule cross-checking with *Training contract identifier – previous*

*Training contract status identifier*

Deleted rule cross-checking with *Training contract identifier – previous*

Added rule that classification value '02 - Recommenced' can only be used for the first record of a contract when *Date of transaction* is on or after 01 July 2016

Added rule that classification value '09 - Expired (Unsuccessful)' cannot be used when *Date of transaction* is on or after 01 July 2016

Updated rules so that classification values '01 – Active' can be used to follow classification values '05 – Expired' and '07 – Suspended'

*Date of transaction*

Added rule that when this fieldis on or after 1 July 2016, only one record can be reported for each unique *Date of transaction* and *Training contract identifier* combination

*Date of training contract commencement*

Added rule that this field must not be prior to 01 January 2001

*Date of training contract completion*

Deleted rule that there must not be more than six years between this field and *Date of training contract commencement*

Added rule that this field must not be more than 20 years after the collection year

*At school flag*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 January 1999 or later*'* to 'This field must not be blank'

Deleted rule that if this field is 'N – No', *School-based flag* must be 'N – No'

Deleted rule that that if this field is 'Y – Yes', *School-based flag* must be 'N – No' or 'Y – Yes'

Added rule that if this field is '@ - not specified', then *School-based flag* must not be 'Y – Yes'

*School level identifier*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 January 1999 or later*'* to 'This field must not be blank'

*School-based flag*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 April 2004 or later*'* to 'This field must not be blank'

*Full-time identifier*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 January 1999 or later*'* to 'This field must not be blank'

Added rule that this field must not be '@ - not specified' for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 July 2016 or later

*Postcode*

Added rule that this field cannot be 'OSPC – Overseas address location' or '0000 – Postcode unknown' for clients with a *Date of training contract commencement* of 1 July 2016 or later

*Address location – suburb, locality or town*

Updated rule so that this field must, in combination with *Postcode* and *State identifier,* match Australia Post’s listing unless *Postcode* is '@@@@ - not specified' or '0000 – Postcode unknown'

*Program identifier*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 January 1999 or later*'* to 'This field must not be blank'

*Existing worker flag*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 January 2002 or later*'* to 'This field must not be blank'

*Training organisation identifier*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 January 2002 or later*'* to 'This field must not be blank'

*State identifier*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 July 2008 or later*'* to 'This field must not be blank'

Added rule that *State identifier* cannot be '@@ - not specified' or '99 – Other (overseas but not an Australian territory or dependency)' for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 01 July 2016 or later

Employer (APP00160) File

Structure

Changed file record length for national collection from 122 to 118

Deleted *Postcode*

Rules

Changed rules for:

*Employer size*

Changed rule from 'This field must not be blank for every *Client identifier – apprenticeships* with a *Date of training contract commencement* of 1 January 1999 or later*'* to 'This field must not be blank'

Amendments since publication

This document lists all changes to the Apprentice and Trainee Collection specifications: release 7.0 since February 2016.

November 2019

Amendments since publication

Page 35 Amendments since publication information has been consolidated into the Collection Specifications rather than being held in a separate supporting document.

August 2018

Client (APP00080) file

Page 18 & 19 *Sex* – this field has been renamed from *Sex* to *Gender* to align with the AVETMISS data element definitions: edition 2.3.

Page 18 & 19 *Client identifier – AAMS* – following the discontinuation of the AAMS project this field has been renamed to *Client identifier – national*.

Page 18 & 19 *Address location – suburb, locality or town* – this field has been renamed from *Address location – suburb, locality or town* to *Address – suburb, locality or town* to align with the AVETMISS data element definitions: edition 2.3.

Training contract transaction (APP00150) file

Page 22 & 25 *Training contract identifier – AAMS* - following the discontinuation of the AAMS project this field has been renamed to *Training contract identifier – national*.

Page 22-25 *Address location – suburb, locality or town* – this field has been renamed from *Address location – suburb, locality or town* to *Address – suburb, locality or town* to align with the AVETMISS data element definitions: edition 2.3.

February 2016

Training contract transaction (APP00150) file

Page 25 *At school flag* – deleted rule that this field must be ‘@ - not specified’ when *School-based flag* is ‘Y – Yes – the contract commenced as an approved school-based apprenticeship’.

NCVER_Floating_Blue

**National Centre for Vocational Education Research**

Level 5, 60 Light Square, Adelaide, SA 5000  
PO Box 8288 Station Arcade, Adelaide SA 5000, Australia

**Phone** +61 8 8230 8400 **Email** [ncver@ncver.edu.au](mailto:ncver@ncver.edu.au)

**Web** [<https://www.ncver.edu.au>](https://www.ncver.edu.au/) [<http://www.lsay.edu.au>](http://www.lsay.edu.au/)

**Follow us:** <<https://twitter.com/ncver>> [<https://www.linkedin.com/company/ncver>](https://www.linkedin.com/company/ncver)