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**Related Publications**

*AVETMISS National Apprentice and Trainee Collection specifications: release 7.0*
ISBN 978 1 925173 36 9

*AVETMISS National VET Provider Collection specifications: release 8.0*
ISBN 978 1 925173 68 0

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Australian and New Zealand Standard Classification of Occupations (ANZSCO), ABS catalogue no.1220.0, 2013 (Version 1.2).
Australian and New Zealand Standard Industrial Classification (ANZSIC), ABS catalogue no.1292.0, 2006 (Revision 2).
Australian Standard Classification of Languages (ASCL), ABS catalogue no.1267.0, 2016.
Language Standards, ABS catalogue no.1200.0.55.005, 2016.
Standard Australian Classification of Countries (SACC), ABS catalogue no.1269.0, 2016.
Standard for Sex and Gender Variables, ABS catalogue no.1200.0.55.012, 2016 (First issue).

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Introduction
AVETMISS is the Australian Vocational Education and Training Management Information Statistical Standard. The AVETMISS data element definitions define the data elements used in the National VET Provider Collection and the National Apprentice and Trainee Collection. They contain information on context, rules, classification schemes and format attributes of each data element.

AVETMISS data element definitions also include:

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

The following terms are used throughout the AVETMISS data element definitions: edition 2.3 document:

Collection year
The term ‘collection year’ refers to the calendar year in which the training activity occurred.

Collection period
The term ‘collection period’ refers to the date range of a collection. There may be more than one collection period within a collection year if submitting data for an interim collection. The final submission must contain all data previously submitted during the collection year. For example, in a given year there may be a January-December final collection period, and also January-March, January-June and January-September interim collection periods.

Acknowledgement
NCVER acknowledges the assistance of many organisations and individuals who provided information and advice during the development of these data elements and the standards more broadly. NCVER welcomes feedback on AVETMISS. Please email your feedback to support@ncver.edu.au.

Contents of this document

AVETMISS data element definitions: edition 2.3 is presented in the following sections:

Relationship of elements to collection specifications
This section contains a table listing the data elements and their respective collections.

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

Changes and revisions to elements
This section lists revisions made to existing elements since the previous release.

Relationship to other AVETMISS documents

AVETMISS data element definitions: edition 2.3 is a companion document to:

- AVETMISS National VET Provider Collection specifications: release 8.0

- AVETMISS National Apprentice and Trainee Collection specifications: release 7.0

Australian vocational education and training statistics: explained
contained in the policy and strategic framework of the Australian vocational education and training system.
Support and internet resources

INTERNET RESOURCES

Australian Bureau of Statistics

Australian Qualifications Framework
<https://www.aqf.edu.au/>

Australian Skills Quality Authority

AVETMIS Standards and related resources

Australian Government Department of Education and Training

National Centre for Vocational Education Research
<https://www.ncver.edu.au/>

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

National VET Data Policy (including data access and disclosure and exemption information)
<https://docs.education.gov.au/node/46116/>

Skills service organisations (formerly Industry skills councils)
<https://www.aisc.net.au/content/skills-service-organisations/>

Standards for Registered Training Organisations 2015

Training Package Development & Endorsement Policy
<https://docs.education.gov.au/node/43181/>

Unique Student Identifier

VOCEDplus (UNESCO/NCVER research database for international research abstracts)
<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
Phone: 08 8230 8400
Toll Free: 1800 649 452

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

AVETMISS Support for RTOs:

AVETMISS Support for STAs and Boards of Studies:

AVETMISS Support for SMS vendors:

AVETMISS validation software
<https://www.avs.ncver.edu.au/avs/>
Relationship of elements to collection specifications
# Elements and their associated collections

The following table shows the data elements and their respective collections.

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<th>Type legend:</th>
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<td>D – Date field in format DDMMYYYY</td>
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<table>
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<th>National Apprentice and Trainee</th>
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- **N** – Numeric field – must contain only integers
- **D** – Date field in format DDMMYYYY

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<td>10</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>VET flag</td>
<td>A</td>
<td>1</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>VET in schools flag</td>
<td>A</td>
<td>1</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Year highest school level completed</td>
<td>A</td>
<td>4</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Guide to data elements – format and content

Definitional attributes

DEFINITION
Defines the element.

CONTEXT
Describes the use of the element and why it is necessary to collect this information.

Relational attributes

RULES
Describes the requirements to report data accurately in the field.

GUIDELINES FOR USE
Details additional information for using the data element.

RELATED DATA
Lists related data element(s).

TYPE OF RELATIONSHIP
Describes the nature of the relationship between the data element and any other data elements.

CLASSIFICATION SCHEME
Presents in table format the required values and descriptive labels. Where the full classification is not listed, please refer to the NCVER Portal for the most up-to-date version of the selected classification.

QUESTION
Where an Australian Bureau of Statistics standard exists for how a question should be phrased for a specified data element, the exact phrasing is provided.

Format attributes

Length: field length
Type: alphanumeric, numeric or date
Justification: left, right or none
Fill character: space: allowable characters that are used to fill any remaining spaces for that field
Permitted data element value: values that are allowed for missing or not applicable cases in addition to the classification scheme

Administrative attributes

HISTORY
Describes the changes to the data elements from the previous release. The history section is shown in two tables due to changes in the AVETMISS architecture. Prior to AVETMISS release 6.0, the data element definitions were included in the same volume as the collection specifications for each collection. Therefore, the first table documents the history from AVETMISS release 1.0 to 5.0 of the collection specifications. The second table documents the history from AVETMISS data element definitions: edition 1 onwards. National Apprentice and Trainee Collection elements were incorporated in the AVETMISS data element definitions from edition 2.
Activity end date

Definitional attributes

DEFINITION

Activity end date is the actual date that training activity and assessment ends for a client in a unit of competency, accredited unit or module enrolment. Activity end date includes the conclusion of any on-the-job training components and the time required for the trainer to determine the final outcome for the unit of competency or module.

CONTEXT

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

Relational attributes

RULES

Activity end date must be a valid date that represents the date training is completed.

If the date is unknown, the expected end date must be reported and may be revised as activity progresses.

If the Activity end date is after the collection period end date, then the training must be reported as either continuing (‘Outcome identifier — national 70’) or not yet started (‘Outcome identifier — national 85’).

GUIDELINES FOR USE

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

Activity end date is determined by the end-of-training activity for an individual client. If a client is an assessment-only (including recognition of prior learning) client, it is the date of the end of the assessment activity by the trainer. It must not be defaulted to the last date of the calendar year, academic year, term or semester (e.g. 31/12/2015).

If assessment activities such as assignments continue after tuition finishes then Activity end date is reported as the date the final assignment is assessed.

When a client is issued with a credit transfer the Activity end date is the date when the credit transfer is administratively processed by the training organisation.

RELATED DATA

Activity start date

TYPE OF RELATIONSHIP

Activity start date is used with Activity end date to indicate the duration of a client’s training activity.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION — ACTIVITY END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDMYYYY</td>
<td>Valid date</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

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

**HISTORY**

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enrolment activity end date</td>
<td></td>
</tr>
</tbody>
</table>

**DATA ELEMENT DEFINITIONS**

| Edition 2.2 | Revised 01 January 2013                          |                |
|             | Renamed from *Enrolment activity end date* to *Activity end date* | |
Activity start date

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

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

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

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

*Activity start date* for online training is the date of the actual start of training activity when materials are accessed not when the training materials are made available.

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

For training that is clustered delivery, the *Activity start date* is the first date activity started in those specific subjects. Clustered delivery is a group of subjects being taught together.

When a client is issued with a credit transfer the *Activity start date* is the date when the credit transfer is administratively processed by the training organisation.

RELATED DATA

*Activity end date*

TYPE OF RELATIONSHIP

*Activity end date* is used with *Activity start date* to measure a client's activity in the training sector.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – ACTIVITY START DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD/MM/YYYY</td>
<td>Valid date</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

- Length: 8
- Type: date
- Justification: none
- Fill character: none
- Permitted data element value: not applicable
## Administrative attributes

### HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enrolment activity start date</td>
<td></td>
</tr>
</tbody>
</table>

### DATA ELEMENT DEFINITIONS

<table>
<thead>
<tr>
<th>Edition 2.2</th>
<th>Revised 01 January 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Renamed from Enrolment activity start date to Activity start date</td>
</tr>
</tbody>
</table>
Address building/property name

Definitional attributes

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

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

Relational attributes

RULES
Not applicable

GUIDELINES FOR USE
Not applicable

RELATED DATA
Address street number and Address street name

TYPE OF RELATIONSHIP
Address building/property name provides additional details to Address street number and Address street name.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – ADDRESS BUILDING/PROPERTY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Name of building or property</td>
</tr>
</tbody>
</table>

QUESTION
What is the address of your usual residence?

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

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

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.
What is your postal address (if different from above)?

<table>
<thead>
<tr>
<th>Building/property name</th>
<th>Flat/unit details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Street or lot number (e.g. 205 or Lot 118)</td>
</tr>
<tr>
<td></td>
<td>Street name</td>
</tr>
<tr>
<td></td>
<td>Postal delivery information (e.g. PO Box 254)</td>
</tr>
<tr>
<td></td>
<td>Suburb, locality or town</td>
</tr>
<tr>
<td></td>
<td>Slate/territory</td>
</tr>
<tr>
<td></td>
<td>Postcode</td>
</tr>
</tbody>
</table>

**Format attributes**

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

**Administrative attributes**

**HISTORY**

<table>
<thead>
<tr>
<th>DATA ELEMENT DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition 2.2</td>
</tr>
<tr>
<td><strong>Introduced 01 January 2014</strong></td>
</tr>
<tr>
<td><em>Address building/property name</em></td>
</tr>
</tbody>
</table>
Address first line

Definitional attributes

**DEFINITION**

Address first line is the first line of an address and provides a valid street number and name (including floor and building name if relevant) or post office box information.

**CONTEXT**

Address first line is used along with other address details to collect physical location or postal address information.

Relational attributes

**RULES**

Address first line must not contain the name of the suburb, locality or town, or a postcode.

**GUIDELINES FOR USE**

Not applicable

**RELATED DATA**

Address second line

**TYPE OF RELATIONSHIP**

Address second line must be used to continue the Address first line details if space is not sufficient.

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – ADDRESS FIRST LINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Street number and name (and floor and building name if relevant) or post office box information</td>
</tr>
</tbody>
</table>

**QUESTION**

Not applicable

Format attributes

- **Length:** 50
- **Type:** alphanumeric
- **Justification:** left
- **Fill character:** space
- **Permitted data element values:** not applicable
## Administrative attributes

### HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td>Address first line</td>
<td>Address first line</td>
</tr>
</tbody>
</table>

### DATA ELEMENT DEFINITIONS

| Edition 2.2   | Revised 01 January 2014             | Removed enrolment question      |
Address flat/unit details

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

Address flat/unit details typically contains:

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

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

Address flat/unit details examples

<table>
<thead>
<tr>
<th>ADDRESS FLAT/UNIT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment 113</td>
</tr>
<tr>
<td>Unit N15</td>
</tr>
<tr>
<td>Level 4</td>
</tr>
<tr>
<td>Suite 21A Level 8</td>
</tr>
</tbody>
</table>

RELATED DATA

Address street number and Address street name

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – ADDRESS UNIT/FLAT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Flat, unit or apartment address details</td>
</tr>
</tbody>
</table>
QUESTION
What is the address of your usual residence?

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

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

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

<table>
<thead>
<tr>
<th>Building/property name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat/unit details</td>
</tr>
<tr>
<td>Street or lot number (e.g. 205 or Lot 118)</td>
</tr>
<tr>
<td>Street name</td>
</tr>
<tr>
<td>Suburb, locality or town</td>
</tr>
<tr>
<td>State/territory</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
</tbody>
</table>

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

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

Format attributes

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

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>Edition 2.3 November 2016</th>
<th>AVETMISS Data element definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDITION</strong></td>
<td><strong>AVETMISS Data element definitions</strong></td>
</tr>
<tr>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>November 2016</td>
<td></td>
</tr>
</tbody>
</table>

DATA ELEMENT DEFINITIONS

<table>
<thead>
<tr>
<th>Edition 2.2</th>
<th>Introduced 01 January 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address flat/unit details</td>
<td></td>
</tr>
</tbody>
</table>
Address postal delivery box

Definitional attributes

DEFINITION

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

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

RELATED DATA

*Address — suburb, locality or town*

TYPE OF RELATIONSHIP

*Address — suburb, locality or town* is used with *Address postal delivery box* to provide a valid postal address.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – ADDRESS POSTAL DELIVERY BOX</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Post office box, bag, or rural mail box address</td>
</tr>
</tbody>
</table>

QUESTION

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

- Building/property name
- Flat/unit details
- Street or lot number (e.g. 205 or Lot 118)
- Street name
- Postal delivery information (e.g. PO Box 254)
- Suburb, locality or town
- State/territory
- Postcode
<table>
<thead>
<tr>
<th>Format attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length: 22</td>
</tr>
<tr>
<td>Type: alphanumeric</td>
</tr>
<tr>
<td>Justification: left</td>
</tr>
<tr>
<td>Fill character: space</td>
</tr>
<tr>
<td>Permitted data element value: not applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISTORY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATA ELEMENT DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition 2.2</td>
</tr>
<tr>
<td>Address postal delivery box</td>
</tr>
</tbody>
</table>

Data elements

Address postal delivery box

30
Address second line

Definitional attributes

DEFINITION

 Address second line is the second line of an address and provides a continuation of the valid name and number of the street (including floor and business name if relevant) or post office box information.

CONTEXT

 Address second line is used in conjunction with other address details to collect physical location or postal address information.

Relational attributes

RULES

 Address second line must not contain the name of a suburb, locality or town or a postcode.

GUIDELINES FOR USE

 Not applicable

RELATED DATA

 Address first line

TYPE OF RELATIONSHIP

 If space is insufficient in Address first line, then Address second line must be used to continue the Address first line details.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – ADDRESS SECOND LINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Continuation of street number and name</td>
</tr>
</tbody>
</table>

QUESTION

 Not applicable

Format attributes

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

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td>Address second line</td>
<td>Address second line</td>
<td></td>
</tr>
</tbody>
</table>

DATA ELEMENT DEFINITIONS

<table>
<thead>
<tr>
<th>Edition 2.2</th>
<th>Introduced 01 January 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removed enrolment question</td>
<td></td>
</tr>
</tbody>
</table>
Address street name

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

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

GUIDELINES FOR USE

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

- Street name — the name assigned to the street
- Street type — the type assigned to the street, e.g. road, court, street, highway
- Street suffix — additional information to define the street, such as direction.

*Address street name* examples

<table>
<thead>
<tr>
<th>ADDRESS STREET NAME</th>
<th>STREET NAME</th>
<th>STREET TYPE</th>
<th>STREET SUFFIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith Avenue</td>
<td>Smith</td>
<td>Avenue</td>
<td></td>
</tr>
<tr>
<td>The Avenue West</td>
<td>The Avenue</td>
<td>-</td>
<td>West</td>
</tr>
<tr>
<td>Brown Road North East</td>
<td>Brown</td>
<td>Road</td>
<td>North East</td>
</tr>
<tr>
<td>The Esplanade</td>
<td>The Esplanade</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>High Street Road</td>
<td>High Street</td>
<td>Road</td>
<td>-</td>
</tr>
</tbody>
</table>

RELATED DATA

*Address street number*

TYPE OF RELATIONSHIP

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

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – ADDRESS STREET NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Street name, type and suffix</td>
</tr>
</tbody>
</table>
QUESTION
What is the address of your usual residence?

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

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

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

<table>
<thead>
<tr>
<th>Building/property name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat/unit details</td>
</tr>
<tr>
<td>Street or lot number (e.g. 205 or Lot 118)</td>
</tr>
<tr>
<td>Street name</td>
</tr>
<tr>
<td>Suburb, locality or town</td>
</tr>
<tr>
<td>State/territory</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
</tbody>
</table>

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

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

Format attributes

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

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS

<table>
<thead>
<tr>
<th>Edition 2.2</th>
<th>Introduced 01 January 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address street name</td>
<td></td>
</tr>
</tbody>
</table>

Edition 2.3 November 2016 AVETMISS Data element definitions
Address street number

Definitional attributes

**DEFINITION**

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

**CONTEXT**

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

Relational attributes

**RULES**

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

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

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

**GUIDELINES FOR USE**

*Address street number* can contain the following:

- A single street or road number.
- A range of street or road numbers — the range should be separated by a hyphen, e.g. 100-110.
- A lot number — a lot number should be preceded with the word ‘Lot’.

### Address street number examples

<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
<th>STREET NAME</th>
<th>STREET NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>103 Smith Avenue West</td>
<td>Smith Avenue West</td>
<td>103</td>
</tr>
<tr>
<td>340-346 Gibbs Street</td>
<td>Gibbs Street</td>
<td>340-346</td>
</tr>
<tr>
<td>Lot 65 Brown Road</td>
<td>Brown Road</td>
<td>Lot 65</td>
</tr>
</tbody>
</table>

**RELATED DATA**

*Address street name*

**TYPE OF RELATIONSHIP**

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

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – ADDRESS STREET NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Street or lot number</td>
</tr>
</tbody>
</table>
**QUESTION**
What is the address of your usual residence?

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

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

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

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

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

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

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

**Administrative attributes**

**HISTORY**

<table>
<thead>
<tr>
<th>Edition 2.2</th>
<th>Introduced 01 January 2014</th>
<th>Address street number</th>
</tr>
</thead>
</table>
Address – suburb, locality or town

Definitional attributes

DEFINITION

Address – suburb, locality or town is the name of a suburb, locality or town of a geographic location.

CONTEXT

Address – suburb, locality or town is used along with other address details to collect location information.

Relational attributes

RULES

Address – suburb, locality or town must only contain a suburb, locality or town name and must not contain a postcode.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Postcode and State identifier

TYPE OF RELATIONSHIP

Address – suburb, locality or town, Postcode and State identifier are used together to determine an address region.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – ADDRESS – SUBURB, LOCALITY OR TOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Name of suburb, locality or town</td>
</tr>
</tbody>
</table>

QUESTION

What is the address of your usual residence?

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

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

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

<table>
<thead>
<tr>
<th>Building/property name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat/unit number</td>
</tr>
<tr>
<td>Street number</td>
</tr>
<tr>
<td>Street name and type</td>
</tr>
<tr>
<td>Suburb, locality or town</td>
</tr>
<tr>
<td>State/territory</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
</tbody>
</table>

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

Building/property name

<table>
<thead>
<tr>
<th>Building/property name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat/unit number/street number</td>
</tr>
<tr>
<td>Street name and type</td>
</tr>
<tr>
<td>Suburb, locality or town</td>
</tr>
<tr>
<td>State/territory</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
</tbody>
</table>
Format attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>50</td>
</tr>
<tr>
<td>Type</td>
<td>alphanumeric</td>
</tr>
<tr>
<td>Justification</td>
<td>left</td>
</tr>
<tr>
<td>Fill character</td>
<td>space</td>
</tr>
<tr>
<td>Permitted data</td>
<td>not applicable</td>
</tr>
</tbody>
</table>

Administrative attributes

**HISTORY**

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td>Address third line</td>
</tr>
<tr>
<td>Release 5.0</td>
<td>Revised 01 January 2003</td>
<td>Revised 01 April 2004</td>
</tr>
<tr>
<td></td>
<td>Revised Address suburb or town or locality</td>
<td>Revised Address suburb or town or locality</td>
</tr>
</tbody>
</table>

**DATA ELEMENT DEFINITIONS**

<table>
<thead>
<tr>
<th>Edition</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition 1</td>
<td>Revised 01 January 2007</td>
<td>Split Address – suburb or town or locality to create Address location – suburb, locality or town and Address postal – suburb, locality or town.</td>
</tr>
<tr>
<td>Edition 2</td>
<td>Revised 01 July 2008</td>
<td>Adopted Address location – suburb, locality or town and Address postal – suburb, locality or town to replace Address suburb or town or locality for National Apprentice and Trainee Collection</td>
</tr>
<tr>
<td>Edition 2.3</td>
<td>Revised 01 January 2018</td>
<td>Combined Address location – suburb, locality or town and Address postal – suburb, locality or town into Address – suburb, locality or town</td>
</tr>
</tbody>
</table>
**ANZSCO identifier**

**Definitional attributes**

**DEFINITION**

*ANZSCO identifier* is a code that uniquely identifies the type of occupation that may be expected for those undertaking a program of study.

The classification is based on the *Australian and New Zealand Standard Classification of Occupations* (ANZSCO), ABS catalogue no.1220.0, 2013 (first edition, revision 2).

**CONTEXT**

*ANZSCO identifier* is used to profile VET delivery by occupational areas.

**Relational attributes**

**RULES**

*ANZSCO identifier* is the most likely occupational outcome that the program of study is designed to provide.

*ANZSCO identifier* must represent the primary (or most significant) occupation type that the program of study relates to if a program of study can be classified to more than one *ANZSCO identifier*.

ANZSCO is a 6-digit classification and codes are preferably allocated to the full 6-digit code (100000 - 899999) in order to describe an individual occupation level. Where a code is allocated at a higher occupation level, zeros must be added to the end to make a 6-digit code.

**GUIDELINES FOR USE**

*ANZSCO identifier* must be consistent with the skill level of the qualification or course. A code with a comparable ANZSCO skill level from the same occupation group may be selected as appropriate.

Those programs not on the National Register of VET must be assigned an ANZSCO.


The following table indicates the number of categories at each level of ANZSCO:

<table>
<thead>
<tr>
<th>Hierarchical Level</th>
<th>Code</th>
<th>ANZSCO category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major group</td>
<td>1</td>
<td>Managers</td>
</tr>
<tr>
<td>Sub-major group</td>
<td>12</td>
<td>Farmers and farm managers</td>
</tr>
<tr>
<td>Minor group</td>
<td>121</td>
<td>Farmers and farm managers</td>
</tr>
<tr>
<td>Unit group</td>
<td>1211</td>
<td>Aquaculture farmers</td>
</tr>
<tr>
<td>Occupation</td>
<td>12111</td>
<td>Aquaculture farmer</td>
</tr>
</tbody>
</table>
RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION — ANZSCO IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000 – 899999</td>
<td>Valid 6-digit ANZSCO code</td>
</tr>
</tbody>
</table>

VET PROVIDER ONLY

| GEN19          | Occupational non-specific – general education       |
| GEN20          | Non-industry specific training                       |
| NONVET         | Non-VET course – no occupational outcome            |

QUESTION
Not applicable

Format attributes

- Length: 6
- Type: alphanumeric
- Justification: left
- Fill character: space
- Permitted data element value: not applicable

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative arrangement based on release 5.0</td>
<td></td>
<td>Introduced 01 January 2007</td>
</tr>
</tbody>
</table>

DATA ELEMENT DEFINITIONS

Edition 1.0
Revised 01 January 2007
Revised classification to include the following codes:
‘GEN19 – Occupational non-specific – general education’
‘GEN20 – Non-industry specific training’
‘NONVET – non-VET course – no occupational outcome’

Edition 2.1
Revised 01 January 2012
Adopted updated classification, ABS catalogue no.1220.0, 2009 (revision 1)

Edition 2.2
Revised 06 March 2014
Adopted updated classification, ABS catalogue no.1220.0, 2013 (revision 2)
ANZSIC identifier

Definitional attributes

DEFINITION

ANZSIC identifier is used to assign an individual business entity to an industry based on its predominant activity.

This classification is based on the Australian and New Zealand Standard Industrial Classification (ANZSIC), ABS catalogue no. 1292.0, 2006 (Revision 2).

CONTEXT

ANZSIC identifier is used to profile VET delivery by industry areas.

Relational attributes

RULES

ANZSIC identifier must be a valid code from the Australian and New Zealand Standard Industrial Classification (ANZSIC). ANZSIC codes should be reported to the full 4-digit code in order to describe an individual industry type.

Where an individual business entity can be classified by more than one ANZSIC code, the ANZSIC identifier must reflect the primary (or most significant) industry that best describes the individual business entity’s main economic activity.

ANZSIC identifier may be an ANZSIC code at a level higher than the 4-digit industry level only where the individual business entity relates equally to all subordinate 4-digit industry types.

GUIDELINES FOR USE

For the complete list of up-to-date ANZSIC codes, please refer to the NCVER Portal <https://www.ncver.edu.au/rto-hub/statistical-standard-software/anzsic-identifier-industry/>.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – ANZSIC IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSGC</td>
<td>Valid 4-digit (Class) ANZSIC code</td>
</tr>
<tr>
<td>SSG</td>
<td>Valid 3-digit (Group) ANZSIC code</td>
</tr>
<tr>
<td>SS</td>
<td>Valid 2-digit (Subdivision) ANZSIC code</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

Length: 4
Type: alphanumeric
Justification: left
Fill character: space
Permitted data element value: @@@@@ not specified
Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td></td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANZSIC (industry type) identifier</td>
</tr>
<tr>
<td>Release 3.0</td>
<td></td>
<td>Revised 01 January 1999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Added value ‘@@@ – not stated’</td>
</tr>
</tbody>
</table>

DATA ELEMENT DEFINITIONS

Edition 2 Revised 01 July 2008
Renamed ANZSIC identifier to adopt Australian and New Zealand Standard Industrial Classification (ANZSIC), ABS catalogue no. 1292.0, 2006
Associated course identifier

Definitional attributes

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

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

Relational attributes

RULES
Determined by individual states and territories.

GUIDELINES FOR USE
Not applicable

RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – ASSOCIATED COURSE IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>National training package qualification, nationally recognised accredited course or locally developed training organisation course code</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes

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

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>DATA ELEMENT DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition 2.2</td>
</tr>
<tr>
<td>Associated course identifier</td>
</tr>
</tbody>
</table>
At school flag

Definitional attributes

DEFINITION

At school flag indicates whether a client is currently enrolled in secondary school.

CONTEXT

At school flag is used to analyse data on clients who are enrolled in secondary school.

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

If a client was at school during the reporting period, report At school flag status as ‘Y’.

At school flag indicates whether a student is enrolled in secondary schooling. School students can include students studying VET in Schools, school-based apprentices, pre-apprentices and trainees, school students enrolling in VET outside of school, and home-schooling students.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – AT SCHOOL FLAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Yes – the client is still enrolled in secondary school</td>
</tr>
<tr>
<td>N</td>
<td>No – the client is not enrolled in secondary school</td>
</tr>
</tbody>
</table>

QUESTION

Are you still enrolled in secondary or senior secondary education?

<table>
<thead>
<tr>
<th>Yes</th>
<th>☑ Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>☑ N</td>
</tr>
</tbody>
</table>

Format attributes

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

### HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 2.0</td>
<td>Introduced 01 January 1997</td>
<td>Introduced 01 July 1997</td>
</tr>
<tr>
<td></td>
<td>At school</td>
<td>At school</td>
</tr>
<tr>
<td>Release 4.0</td>
<td>Revised 01 January 2002</td>
<td>Revised 01 January 2002</td>
</tr>
<tr>
<td></td>
<td>Modified value description for At school ‘N’ flag from ‘has finished secondary schooling’ to ‘is not attending secondary school’</td>
<td>Modified value description for At school ‘N’ flag from ‘has finished secondary schooling’ to ‘is not attending secondary school’</td>
</tr>
</tbody>
</table>

### DATA ELEMENT DEFINITIONS

<table>
<thead>
<tr>
<th>Edition</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition 1</td>
<td>Revised 01 January 2007</td>
<td>Renamed At school flag</td>
</tr>
<tr>
<td>Edition 2</td>
<td>Revised 01 July 2008</td>
<td>Adopted At school flag to replace At school for National Apprentice and Trainee Collection</td>
</tr>
</tbody>
</table>
Client family name

Definitional attributes

DEFINITION

*Client family name* is the official family name.

CONTEXT

*Client family name* is used for addressing correspondence.

Relational attributes

RULES

*Client family name* must contain the client’s family name (i.e. surname) even if the client’s family name is usually written first.

When the client has only one name this name should be recorded under *Client family name* and the *Client first given name* should be left blank in student management systems. If the *Client first given name* is blank, use the *Client family name* to populate both the *Client first given name* and the *Client family name* fields when exporting data to create the *Name for encryption* field in the *Client* (NAT00080) file to submit to the National VET Provider Collection.

GUIDELINES FOR USE

Other systems, such as that of the USI Office, may allow additional characters for *Client family name*, resulting in a longer field length in student management systems. For the purposes of reporting AVETMISS data the *Client family name* should be truncated to 40 characters when creating the *Name for encryption* field in the *Client* (NAT00080) file to submit to the National VET Provider and VET in Schools Collections.

RELATED DATA

*Client first given name* and *Name for encryption*

TYPE OF RELATIONSHIP

*Client first given name* and *Client family name* form the *Name for encryption*

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – CLIENT FAMILY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Client's family name</td>
</tr>
</tbody>
</table>

QUESTION

Enter your full name

| Family name
| Given names

Format attributes

Length: 40
Type: alphanumeric
Justification: left
Fill character: space
Permitted data element value: not applicable
### Administrative attributes

#### HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 5.0</td>
<td>Introduced 01 January 2003</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Client last name</td>
<td></td>
</tr>
</tbody>
</table>

#### DATA ELEMENT DEFINITIONS

<table>
<thead>
<tr>
<th>Edition 2.2</th>
<th>Revised 10 December 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Renamed from Client last name to Client family name</td>
</tr>
</tbody>
</table>
Client first given name

Definitional attributes

**DEFINITION**

*Client first given name* contains the client’s given name.

**CONTEXT**

*Client first given name* is used for addressing correspondence. To protect client privacy, *Client first given name* is encrypted before it is submitted to the National VET Provider Collection.

Relational attributes

**RULES**

*Client first given name* must not be the client’s family name even if it is their first name.

When the client has only one name this name should be recorded under *Client family name* and the *Client first given name* should be left blank in student management systems. If the *Client first given name* is blank, use the *Client family name* to populate both the *Client first given name* and the *Client family name* fields when exporting data to create the *Name for encryption* field in the *Client* (NAT00080) file to submit to the National VET Provider Collection.

**GUIDELINES FOR USE**

Other systems, such as that of the USI Office, may allow additional characters for *Client first given name*, resulting in a longer field length in student management systems. For the purposes of reporting AVETMISS data the *Client first given name* should be truncated to 40 characters when creating the *Name for encryption* field in the *Client* (NAT00080) file to submit to the National VET Provider and VET in Schools Collections.

**RELATED DATA**

*Client family name* and *Name for encryption*

**TYPE OF RELATIONSHIP**

*Client first given name* and *Client family name* form the *Name for encryption*

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – CLIENT FIRST GIVEN NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Client’s preferred first name</td>
</tr>
</tbody>
</table>

**QUESTION**

Enter your full name

<table>
<thead>
<tr>
<th>Family name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Given names</td>
<td></td>
</tr>
</tbody>
</table>

**Format attributes**

- **Length:** 40
- **Type:** alphanumeric
- **Justification:** left
- **Fill character:** space
- **Permitted data element value:** not applicable

**Administrative attributes**

**HISTORY**

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 5.0</td>
<td>Introduced 01 January 2003</td>
<td></td>
</tr>
</tbody>
</table>

*Client first given name*
Client identifier

Definitional attributes

DEFINITION
Client identifier uniquely distinguishes an individual within a training organisation.

CONTEXT
Client identifier is used for analysis of client’s educational attainment while protecting a client’s privacy.

Relational attributes

RULES
Client identifier is assigned by the training organisation as a means of uniquely identifying the client for record-keeping purposes.

Training organisations are required to use the same Client identifier for an individual and not generate a different Client identifier each time an individual re-enrols. The Client identifier must be unique to the client and remain the same across all years and across all subjects and programs undertaken by that individual.

Client identifier will usually be the client’s ‘student number’. Note that Unique Student Identifier codes are not to be assigned to the client as the Client identifier.

Client identifier must not contain spaces.

GUIDELINES FOR USE
Not applicable

RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – CLIENT IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Unique client identifier within the collection</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes

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

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td></td>
</tr>
</tbody>
</table>

Client identifier
Client identifier – national

Definitional attributes

DEFINITION

Client identifier – national uniquely identifies a client within the Australian Government Department of Education and Training’s apprenticeship management system.

CONTEXT

Client identifier – national is assigned by the Australian Government Department of Education and Training as a means of uniquely identifying the client for record-keeping purposes.

Relational attributes

RULES

Client identifier – national must be the client identifier that is assigned by the Australian Government Department of Education and Training and as recorded in their apprenticeship management system.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Training contract identifier – national

TYPE OF RELATIONSHIP

Training contract identifier – national and Client identifier – national are used to access further information about a training contract from the Australian Government Department of Education and Training’s apprenticeship management system.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – CLIENT IDENTIFIER – NATIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 9999999999</td>
<td>Client identifier issued by the Department</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

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

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>DATA ELEMENT DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition 2</td>
</tr>
<tr>
<td>Client identifier – TYIMS</td>
</tr>
<tr>
<td>Edition 2.2</td>
</tr>
<tr>
<td>Renamed from Client identifier – TYIMS to Client identifier – AAMS</td>
</tr>
<tr>
<td>Edition 2.3</td>
</tr>
<tr>
<td>Renamed from Client identifier – AAMS to Client identifier – national</td>
</tr>
</tbody>
</table>
Client identifier – apprenticeships

Definitional attributes

**DEFINITION**

*Client identifier – apprenticeships* identifies a client with an apprenticeship/traineeship training contract.

**CONTEXT**

*Client identifier – apprenticeships* is assigned when the apprenticeship/traineeship training contract is registered as a means of uniquely identifying the client for record-keeping purposes.

Relational attributes

**RULES**

*Client identifier – apprenticeships* must not contain spaces.

**GUIDELINES FOR USE**

For National VET Provider Collection only

*Client identifier – apprenticeships* is only used if training activity in a subject relates to a client undertaking an apprenticeship or traineeship under a registered apprenticeship/traineeship training contract.

This identifier can be sourced from the registering state/territory training authority.

The *Client identifier – apprenticeships* should be the same across data collection periods except when ‘@@@@@@@@@ — not specified’ is used.

If it is known the client is an apprentice or trainee but the correct *Client identifier* is not known then ‘@@@@@@@@@ — not specified’ can be used in the first instance.

**RELATED DATA**

*Training contract identifier*

**TYPE OF RELATIONSHIP**

*Client identifier – apprenticeships* is used with *Training contract identifier* to uniquely identify a client/contract combination.

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – CLIENT IDENTIFIER – APPRENTICESHIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Unique apprenticeship client identifier</td>
</tr>
</tbody>
</table>

**QUESTION**

Not applicable

**Format attributes**

- Length: 10
- Type: alphanumeric
- Justification: left
- Fill character: space
- Permitted data element value: @@@@@@@@@@ — not specified
### Administrative attributes

#### HISTORY

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<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td></td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Client identifier</td>
</tr>
<tr>
<td>Release 5.0</td>
<td>Introduced 01 January 2003</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Client identifier – new apprenticeships</td>
<td></td>
</tr>
</tbody>
</table>

#### DATA ELEMENT DEFINITIONS

<table>
<thead>
<tr>
<th>Edition 2</th>
<th>Revised 01 July 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Renamed Client identifier – apprenticeships</td>
</tr>
<tr>
<td></td>
<td>Adopted Client identifier – apprenticeships to replace Client identifier for National Apprentice and Trainee Collection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Edition 2.2</th>
<th>Revised 01 January 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Renamed from Client identifier – new apprenticeships to Client identifier – apprenticeships for National VET Provider Collection</td>
</tr>
</tbody>
</table>
Client title

Definitional attributes

DEFINITION
Client title contains the formal title to be used for correspondence with the client.

CONTEXT
Client title is used for addressing correspondence.

Relational attributes

RULES
Client title contains the client’s preferred title for example: Mr, Mrs, Miss, Ms, Dr, Rev, Hon. etc.

GUIDELINES FOR USE
Not applicable

RELATED DATA
Client family name and Client first given name

TYPE OF RELATIONSHIP
Client family name, Client first given name and Client title are used together to address correspondence.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – CLIENT TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Client’s preferred title</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes

Length: 4
Type: alphanumeric
Justification: left
Fill character: space
Permitted data element value: not applicable

Administrative attributes

HISTORY

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<th>APPRENTICESHIP</th>
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</thead>
<tbody>
<tr>
<td>Release 5.0</td>
<td>Introduced 01 January 2003</td>
<td></td>
</tr>
</tbody>
</table>

Client title
Client tuition fee

Definitional attributes

DEFINITION
Client tuition fee is the amount of tuition and/or administration fee charged to a client for a unit of competency or module.

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

Relational attributes

RULES
Determined by individual states and territories.

GUIDELINES FOR USE
Not applicable

RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – CLIENT TUITION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000 – 9999</td>
<td>Value that represents the tuition fee and/or administration charge, rounded up to the nearest dollar</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes

Length: 5
Type: numeric
Justification: right
Fill character: zero
Permitted data element value: not applicable

Administrative attributes

HISTORY

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<th>APPRENTICESHIP</th>
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</thead>
<tbody>
<tr>
<td>Release 5.0</td>
<td>Introduced 01 January 2003</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student tuition fee</td>
<td></td>
</tr>
</tbody>
</table>

DATA ELEMENT DEFINITIONS

<table>
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<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Revised 01 January 2007</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Renamed Client tuition fee</td>
<td></td>
</tr>
</tbody>
</table>
Commencing program identifier

**Definitional attributes**

**DEFINITION**

*Commencing program identifier* indicates whether a client has undertaken training towards a qualification, course or skill set for the first time with the training organisation in the collection year.

**CONTEXT**

*Commencing program identifier* is used to measure the number of VET clients who commenced a qualification, course or skill set in a given year.

**Relational attributes**

**RULES**

*Commencing program identifier* must be '3 — Commencing training in the program' if a client commenced a program for the first time at the training organisation.

*Commencing program identifier* must be '4 — Continuing training in the program from a previous year' if a client commenced the program in a previous collection year and is continuing with that study in the current year or if a client commenced in a program that superseded a program in a previous collection year and is continuing with that study under the new program in the current year.

*Commencing program identifier* must be '8 — Subject-only training' if the training activity is a unit of competency or module enrolment only.

**GUIDELINES FOR USE**

If the original program was superseded while the client was undertaking training, the value ‘4 — Continuing training in the program from a previous year’ should be used to indicate transitional arrangements. The original training in the superseded program in a previous collection year has been cancelled and the client transferred into a program with a different program identifier.

The ‘General Direction — Learner transition’ is made under section 28(1) of the National Vocational Education and Training Regulator Act 2011. This has replaced the ‘General Direction — Transition and Teach-out’ following the full implementation of the Standards for RTOs on 1 April 2015 from 07/09/2017. The purpose of this general direction is to guide ASQA-regulated registered training organisations in managing the transition from superseded training packages and accredited courses. It also guides registered training organisations in managing the transition from superseded units of competency, deleted training package qualifications and expired accredited courses. This general direction also describes arrangements to ‘teach out’ students enrolled in superseded or deleted qualifications, or superseded or expired accredited courses.

Refer to ASQA for more information on transition and teach out directions <http://www.asqa.gov.au>.

**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – COMMENCING PROGRAM IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Commencing training in the program</td>
</tr>
<tr>
<td>4</td>
<td>Continuing training in the program from a previous year</td>
</tr>
<tr>
<td>8</td>
<td>Subject-only training</td>
</tr>
</tbody>
</table>

**QUESTION**

Not applicable
### Format attributes

- **Length:** 1
- **Type:** alphanumeric
- **Justification:** none
- **Fill character:** none
- **Permitted data element value:** not applicable

### Administrative attributes

#### HISTORY

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<th>APPRENTICESHIP</th>
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<tr>
<td>Release 2.0</td>
<td>Introduced 01 January 1997</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Commencing course enrolment indicator</em></td>
<td></td>
</tr>
<tr>
<td>Release 3.0</td>
<td>Revised 01 January 1999</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Renamed <em>Commencing course identifier</em></td>
<td></td>
</tr>
<tr>
<td>Release 4.0</td>
<td>Revised 01 January 2002</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Updated the value descriptions for <em>Commencing course identifier</em> to replace ‘a course’ with ‘a qualification or a course’</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Modified the value ‘9’ description for <em>Commencing course identifier</em> to replace ‘The enrolment is not course-based’ with ‘The enrolment is not in a qualification or course’</td>
<td></td>
</tr>
</tbody>
</table>

#### DATA ELEMENT DEFINITIONS

<table>
<thead>
<tr>
<th>Edition 1</th>
<th>Revised 01 January 2007</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recoded values and modified descriptions for <em>Commencing course identifier</em></td>
<td></td>
</tr>
<tr>
<td>Edition 2.2</td>
<td>Revised 01 January 2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Renamed from <em>Commencing course identifier</em> to <em>Commencing program identifier</em></td>
<td></td>
</tr>
</tbody>
</table>
Contact name

Definitional attributes

DEFINITION

Contact name identifies the person who has been nominated as having responsibility for communication within a training organisation or a state or territory training authority.

CONTEXT

Contact name identifies the person whose role it is to manage the communication regarding the submission of data.

Relational attributes

RULES

Contact name must contain the contact person’s full name in the format: family name, given name, title and position (optional).

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – CONTACT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Contact name in format: family name, given name(s), title and position (optional)</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

- Length: 60
- Type: alphanumeric
- Justification: left
- Fill character: space
- Permitted data element value: not applicable

Administrative attributes

HISTORY

<table>
<thead>
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<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td>Contact name</td>
<td>Contact name</td>
</tr>
</tbody>
</table>
Country identifier

Definitional attributes

DEFINITION

*Country identifier* is a code that uniquely identifies a country.

*Country identifier* classification is based on the *Standard Australian Classification of Countries (SACC)*, ABS catalogue no.1269.0, 2016.

CONTEXT

*Country identifier* is used in the analysis of client and training organisation characteristics.

*Country identifier* is one of the four minimum core sets of cultural and language indicators and is used for the identification of individuals from non-English speaking backgrounds.

Relational attributes

RULES

*Country identifier* must be a valid 4-digit *Standard Australian Classification of Countries* code.

GUIDELINES FOR USE

For the complete list of up-to-date country codes, please refer to the NCVER Portal <https://www.ncver.edu.au/rto-hub/statistical-standard-software/country/>.

In AVETMISS, ‘@@@@’ is used for ‘Not stated’ rather than the Australian Bureau of Statistics code of ‘0003’.

National VET Provider Collection enrolment form questions are designed to comply with the *Country of Birth Standard*, ABS catalogue no.1200.0.55.004, 2016.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – COUNTRY IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000 – 9999</td>
<td>Valid 4-digit SACC code</td>
</tr>
</tbody>
</table>

QUESTION

In which country were you born?

Australia [1101]

Other – please specify

Format attributes

Length: 4

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @@@@ not specified
## Administrative attributes

### HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
</table>
| Release 1.0| **Introduced 01 January 1994**  
Country (of birth) identifier  
Australian Standard Classification of Countries for Social Statistics (ASCCSS)  
Revised by the ABS in 1996 | **Introduced 01 July 1994**  
Country (of birth) identifier  
Australian Standard Classification of Countries for Social Statistics (ASCCSS)  
Revised by the ABS in 1996 |
| Release 3.0| **Revised 01 January 1999**  
ABS Standard renamed in 1998 to the Standard Australian Classification of Countries (SACC) | **Revised 01 January 1999**  
ABS Standard renamed in 1998 to the Standard Australian Classification of Countries (SACC) |
| Release 4.0|                                                                               | **Revised 01 January 2002**  
Changed question asked to comply with ABS, Standards for Statistics on Cultural and Language Diversity |

### DATA ELEMENT DEFINITIONS

| Edition 1 | Revised 01 January 2007  
Renamed Country identifier |
|-----------|--------------------------|
| Edition 2 | **Revised 01 July 2008**  
Adopted Country identifier to replace Country (of birth) identifier for National Apprentice and Trainee Collection  
Adopted Standard Australian Classification of Countries (SACC), ABS catalogue no.1269.0, 1998 (revision 2.03) |
| Edition 2.1 | **Revised 01 January 2012**  
Adopted updated Standard Australian Classification of Countries (SACC), ABS catalogue no.1269.0, 2008 (second edition)  
Adopted updated Standard Australian Classification of Countries (SACC), ABS catalogue no.1269.0, 2011 (second edition, revision 1) |
| Edition 2.2 | **Revised 01 January 2012**  
Replaced reference to Standards for Statistics on Cultural and Language Diversity, ABS catalogue no.1289.0, 1999 with Country of Birth Standard, ABS catalogue no.1200.0.55.004, 2012 (version 1.0) |
| Edition 2.3 | **Revised 01 January 2018**  
Date of birth

Definitional attributes

DEFINITION

Date of birth is the date a client was born.

CONTEXT

Date of birth is used to determine the age of the client and is used in the analysis of client characteristics.

Relational attributes

RULES

Date of birth must not be a system default.

Date of birth must be:

- a valid date (e.g. 25121989), or
- a valid month and year with day ‘@’ filled (e.g. @@121984), or
- a valid year with day and month ‘@’ filled (e.g. @@@@1984), or
- completely ‘@’ filled where the client does not specify their birth date (e.g. @@@@@@@@@).

GUIDELINES FOR USE

Date of birth should be checked against the client’s personal identification by the training organisation for complete and correct data.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDMYYYY</td>
<td>Valid date</td>
</tr>
<tr>
<td>@@MMYYYY</td>
<td>Valid month and year but day not specified</td>
</tr>
<tr>
<td>@@@@@@YYYY</td>
<td>Valid year but day and month not specified</td>
</tr>
</tbody>
</table>

QUESTION

Enter your birth date

Day/month/year

Format attributes

Length: 8

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @@@@@@@@@ not specified

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td>Date of birth</td>
<td>Date of birth</td>
</tr>
</tbody>
</table>
Date of training contract commencement

Definitional attributes

DEFINITION
Date of training contract commencement is the date from which a client commences training under a training contract.

CONTEXT
Date of training contract commencement is used to permit point-in-time analysis of training contracts.

Relational attributes

RULES
Date of training contract commencement must be a valid date.
Date of training contract commencement must be the actual date the apprentice or trainee commenced training under a training contract.

GUIDELINES FOR USE
Not applicable

RELATED DATA
Date of training contract completion

TYPE OF RELATIONSHIP
Date of training contract commencement is used with Date of training contract completion to measure the time span of a contract.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – DATE OF TRAINING CONTRACT COMMENCEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDMMYYYY</td>
<td>Valid date of commencement</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes

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

Administrative attributes

HISTORY

<table>
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<th>APPRENTICESHIP</th>
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<tr>
<td>Release 1.0</td>
<td></td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Training contract commencement date</td>
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</table>

DATA ELEMENT DEFINITIONS

Edition 2
Revised 01 July 2008
Renamed Date of training contract commencement
**Date of training contract completion**

**Definitional attributes**

**DEFINITION**

*Date of training contract completion* is the date a client completed, or is expected to complete, the requirements of the training contract.

**CONTEXT**

*Date of training contract completion* is used to permit point-in-time analysis of training contracts.

**Relational attributes**

**RULES**

*Date of training contract completion* must be a valid date.

*Date of training contract completion* must be the expected completion date or the actual date the apprentice or trainee completed the training contract.

**GUIDELINES FOR USE**

Not applicable

**RELATED DATA**

*Date of training contract commencement*

**TYPE OF RELATIONSHIP**

*Date of training contract completion* is used with *Date of training contract commencement* to measure the time span of a contract.

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – DATE OF TRAINING CONTRACT COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDMMYYYY</td>
<td>Valid date of completion</td>
</tr>
</tbody>
</table>

**QUESTION**

Not applicable

**Format attributes**

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

**Administrative attributes**

**HISTORY**

<table>
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<th>APPRENTICESHIP</th>
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<tbody>
<tr>
<td>Release 1.0</td>
<td></td>
<td>Introduces 01 July 1994</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Training contract completion date</td>
</tr>
</tbody>
</table>

**DATA ELEMENT DEFINITIONS**

Edition 2

- Revised 01 July 2008
- Renamed *Date of training contract completion*
Date of transaction

Definitional attributes

DEFINITION
Date of transaction is the date that a variation or amendment to the training contract came into effect.

CONTEXT
Date of transaction is used to analyse variations to the training contract (commencements, cancellations, amendments etc.) over time.

Relational attributes

RULES
Date of transaction must be a valid date.
Date of transaction must be the date on which the event or transaction or amendment occurred, not merely the date on which the event or transaction was processed.

GUIDELINES FOR USE
Not applicable

RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – DATE OF TRANSACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDMMYYYY</td>
<td>Valid date of event</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes

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

#### HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
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<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td></td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract status date of effect</td>
</tr>
<tr>
<td>Release 4.0</td>
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<td>Revised 01 January 2002</td>
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<tr>
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<td></td>
<td>Renamed Training contract status date of effect</td>
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#### DATA ELEMENT DEFINITIONS

<table>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Renamed Date of transaction</td>
</tr>
</tbody>
</table>
**Date program completed**

**Definitional attributes**

**DEFINITION**

*Date program completed* identifies the date that the qualification, course or skill set was completed and includes the on-the-job component.

*Date program completed* reflects the actual completion of the program rather than the date in which the training organisation issued the certificate of completion.

**CONTEXT**

*Date program completed* is used to analyse the number of programs of study completed in a given year.

**Relational attributes**

**RULES**

*Date program completed* must not be after the collection period end date.

*Date program completed* must not be a date more than ten years prior to the collection period start date.

**GUIDELINES FOR USE**

*Date program completed* must be the date that the activity in the program was completed, including any on-the-job training components and the time required for the trainer to determine the final outcome.

*Date program completed* should not be defaulted to the date in which the training organisation issued the certificate of completion.

**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – DATE PROGRAM COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDMMYYYY</td>
<td>Valid date</td>
</tr>
<tr>
<td>@@MMYYYY</td>
<td>Valid month but day not specified</td>
</tr>
<tr>
<td>@@@@@YYYY</td>
<td>Valid year but day and month not specified</td>
</tr>
</tbody>
</table>

*The values below are only valid for the 2018 collection year*

**QUESTION**

Not applicable

**Format attributes**

- Length: 8
- Type: alphanumeric
- Justification: none
- Fill character: none
- Permitted data element value: not applicable
### Administrative attributes

#### HISTORY

<table>
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<th>APPRENTICESHIP</th>
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</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td><strong>Introduced 01 January 1994</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Year program completed</em></td>
<td></td>
</tr>
<tr>
<td>Release 2.0</td>
<td><strong>Revised 01 January 1997</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Removed '@@@@@ – Not stated'</td>
<td></td>
</tr>
</tbody>
</table>

#### DATA ELEMENT DEFINITIONS

Edition 2.3

**Revised 01 January 2018**

*Renamed Date program completion*

Deleted ‘1900–9999 – Valid year, not in future’

Added ‘DDMMYYYY – Valid date’

Added '@@MMYYYY – Valid month but day not specified'

Added '@@@YYYYY – Valid year but day and month not specified'
Delivery mode identifier

Definitional attributes

**DEFINITION**

*Delivery mode identifier* identifies whether or not a subject comprises internal, external or workplace-based delivery — or a combination of these modes.

**CONTEXT**

*Delivery mode identifier* is used to analyse training activity by training delivery modes. It can be used to differentiate classroom-based delivery from self-paced learning. It can also be used to identify training that is delivered in more than one mode, for example, internal and workplace-based delivery.

Relational attributes

**RULES**

*Delivery mode identifier* must be ‘NNN’ when *Outcome identifier – national* is either ‘51’, ‘52’, or ‘60’.

**GUIDELINES FOR USE**

*Delivery mode identifier* is a 3 character field composed of ‘Y’s and ‘N’s that identifies the mode(s) of delivery of a unit of competency or module where each of the three positions indicates a type of delivery. The field comprises the following structure:

- first position indicates internal
- second position indicates external
- third position indicates workplace-based delivery.

Technology underpins much training delivery in today’s world so providing additional materials online or incorporating technology into training that is otherwise face-to-face does not constitute external delivery.

**Internal delivery (e.g. classroom-based)** (i.e. first position in field) is where the client and the trainer attend any permanent or semi-permanent training delivery location. This includes workshop, laboratory, simulator, and classroom-based training even when the training is delivered using video or internet links in real time.

**External delivery (e.g. online)** (i.e. second position in field) is where the client does not primarily attend a physical delivery location but instead undertakes training in their own time and location using training materials that are provided online or by correspondence. The client does not usually have to undertake training at a particular time. This type of training is often referred to as self-paced learning. Contact with the trainer is usually limited to feedback on submitted work.

**Workplace-based** (i.e. third position in field) includes training activity conducted in the workplace whether it is conducted by the training organisation or the employer; for example, industrial/work experience, field placement, fully on-the-job training or structured workplace training delivered at a place of employment.

Where a unit of competency or module is recognition of prior learning or credit transfer then all three values must be set to ‘N’.

**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable
### CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – DELIVERY MODE IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Internal only</td>
</tr>
<tr>
<td>N</td>
<td>External only</td>
</tr>
<tr>
<td>N</td>
<td>Workplace-based only</td>
</tr>
<tr>
<td>Y</td>
<td>Combination of internal and external</td>
</tr>
<tr>
<td>Y</td>
<td>Combination of internal and workplace-based</td>
</tr>
<tr>
<td>N</td>
<td>Combination of external and workplace-based</td>
</tr>
<tr>
<td>Y</td>
<td>Combination of all modes</td>
</tr>
<tr>
<td>N</td>
<td>Not applicable (RPL or credit transfer)</td>
</tr>
</tbody>
</table>

### QUESTION

Not applicable

### Format attributes

- **Length:** 3
- **Type:** alphanumeric
- **Justification:** none
- **Fill character:** none
- **Permitted data element value:** not applicable

### Administrative attributes

#### HISTORY

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<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery strategy identifier</td>
<td></td>
</tr>
<tr>
<td>Release 3.0</td>
<td>Revised 01 January 1999</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revised Delivery type identifier</td>
<td></td>
</tr>
</tbody>
</table>

### DATA ELEMENT DEFINITIONS

- **Edition 1**
  - Revised 01 January 2007
  - Renamed *Delivery mode identifier*
  - Recoded values and modified descriptions for *Delivery mode identifier*

- **Edition 2.2**
  - Revised 01 January 2014
  - Renamed '40 – Other delivery (e.g. correspondence)' to '40 – Other delivery' and '90 – Not applicable – recognition of prior learning/recognition of current competency /credit transfer' to '90 – Not applicable – recognition of prior learning /credit transfer'

- **Edition 2.3**
  - Revised 01 January 2018
  - Deleted '10 – Classroom-based', '10 – Electronic-based', '30 – Employment-based', '40 – Other', and '90 – Not applicable'. Converted to composite field capturing 3 delivery mode types identified with flags. Introduced flags for internal, external and workplace-based.
Disability flag

Definitional attributes

DEFINITION

*Disability flag* indicates whether clients consider themselves to have a disability, impairment or long-term condition.

CONTEXT

*Disability flag* is used to identify clients with disabilities when measuring activity, outputs and participation in the VET sector.

Relational attributes

RULES

If a client has indicated that they have a disability, impairment or long-term condition, then the *Disability flag* must be ‘Y’, even if the nature of the disability has not been specified.

GUIDELINES FOR USE

Not applicable

RELATED DATA

National VET Provider Collection only: *Disability type identifier*

TYPE OF RELATIONSHIP

National VET Provider Collection only: *Disability type identifier* can be used to define the disability type.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – DISABILITY FLAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Yes – the client has a disability, impairment or long-term condition</td>
</tr>
<tr>
<td>N</td>
<td>No – the client does not have a disability, impairment or long-term condition</td>
</tr>
</tbody>
</table>

QUESTION

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>□ Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>□ N</td>
</tr>
</tbody>
</table>

Format attributes

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

Administrative attributes

HISTORY

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<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td><em>Disability flag</em></td>
<td><em>Disability flag</em></td>
</tr>
<tr>
<td>Release 4.0</td>
<td>Revised 01 January 2002</td>
<td>Revised 01 January 2002</td>
</tr>
<tr>
<td></td>
<td>Modified value description for <em>Disability flag</em></td>
<td>Changed question for national consistency</td>
</tr>
</tbody>
</table>
Disability type identifier

Definitional attributes

DEFINITION

*Disability type identifier* is a code that uniquely identifies the type(s) of disability, impairment or long-term condition that a client indicates.

*Disability type identifier* classification is intended to be consistent with the *International Classification of Impairments, Disabilities and Handicaps* as published by the World Health Organisation (Geneva, 1980).

CONTEXT

*Disability type identifier* is used in the analysis of clients with disabilities when measuring activity, outputs and participation in the VET sector.

Relational attributes

RULES

A client may have one or more disability, impairment or long-term condition.

*Disability type identifier* ‘19 – Other’ must only be used when codes ‘11’ to ‘18’ do not suitably describe the client’s disability, impairment or long-term condition.

GUIDELINES FOR USE

The following guidelines and definitions of disability categories should be made available in full to clients when handed an enrolment form as an attachment or when filling in client’s enrolment form.

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision mitigated by wearing glasses or lenses.

The following are definitions of the type of disability, impairment or long-term condition (source Australian National Training Authority January 2001).

‘11 — Hearing/deaf’

Hearing impairment is used to refer to a person who has an acquired mild, moderate or even a severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

‘12 — Physical’

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

‘13 — Intellectual’

There is diversity in the underlying concepts, definitions and classifications of intellectual disability adopted in Australia. In general, the term ‘intellectual disability’ is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.
‘14 — Learning’

There has been widespread debate in Australia and overseas regarding the causes and characteristics of learning disabilities. In recent years a definition proposed by the United States National Joint Committee for Learning Disabilities (NJCLD) has become widely accepted:

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

US National Joint Committee on Learning Disabilities 1988

‘15 — Mental illness’

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person’s usual pattern and level of functioning.

‘16 — Acquired brain impairment’

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment (Ministerial Implementation Committee on Head Injury 1995).

‘17 — Vision’

A partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

‘18 — Medical condition’

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, AIDS, cancer, chronic fatigue syndrome, Crohn’s disease, cystic fibrosis, asthma or diabetes.

‘19 — Other’

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

RELATED DATA

Disability flag

TYPE OF RELATIONSHIP

Disability flag of ‘Y — Yes’ indicates if the client has a disability, impairment or long-term condition.
### CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – DISABILITY TYPE IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Hearing/deaf</td>
</tr>
<tr>
<td>12</td>
<td>Physical</td>
</tr>
<tr>
<td>13</td>
<td>Intellectual</td>
</tr>
<tr>
<td>14</td>
<td>Learning</td>
</tr>
<tr>
<td>15</td>
<td>Mental illness</td>
</tr>
<tr>
<td>16</td>
<td>Acquired brain impairment</td>
</tr>
<tr>
<td>17</td>
<td>Vision</td>
</tr>
<tr>
<td>18</td>
<td>Medical condition</td>
</tr>
<tr>
<td>19</td>
<td>Other</td>
</tr>
<tr>
<td>99</td>
<td>Not specified</td>
</tr>
</tbody>
</table>

### QUESTION

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list. (You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

- Hearing/deaf
- Physical
- Intellectual
- Learning
- Mental illness
- Acquired brain impairment
- Vision
- Medical condition
- Other

### Format attributes

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

### Administrative attributes

<table>
<thead>
<tr>
<th>HISTORY</th>
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</thead>
<tbody>
<tr>
<td>RELEASE</td>
</tr>
<tr>
<td>Release 1.0</td>
</tr>
</tbody>
</table>
Email address

Definitional attributes

DEFINITION

*Email address* is an address to send electronic mail.

CONTEXT

*Email address* if available is used to contact an individual electronically.

Relational attributes

RULES

*Email address* must be a valid email address including the ‘@’ symbol.

*Email address* must not have embedded spaces.

*Email address* must be the direct email address to contact the appropriate person.

The ‘@’ symbol must not be the first or last character.

GUIDELINES FOR USE

Generic email addresses should not be used unless it is the only means to contact the appropriate person via email.

Text before the ‘@’ symbol identifies the name of a mailbox (often a username) and the text following the ‘@’ symbol identifies the domain name.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Valid email address</td>
</tr>
</tbody>
</table>

QUESTION

Enter your contact details

Home phone ___________________________ Work phone______________________________

Mobile_________________________________ Email address____________________________

Alternative email address (optional)____________________________

Format attributes

Length: 80
Type: alphanumeric
Justification: left
Fill character: space
Permitted data element value: not applicable

Administrative attributes

HISTORY

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<tbody>
<tr>
<td>Release 5.0</td>
<td>Introduced 01 January 2003</td>
<td></td>
</tr>
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Data elements Email address

72
<table>
<thead>
<tr>
<th>Data elements</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
<td></td>
</tr>
</tbody>
</table>
# Employer identifier

## Definitional attributes

**DEFINITION**

*Employer identifier* identifies an employer for record-keeping purposes.

**CONTEXT**

*Employer identifier* is used to uniquely identify an employer associated with a training contract.

## Relational attributes

**RULES**

Not applicable

**GUIDELINES FOR USE**

*Employer identifier* is assigned by the state or territory training authority as a means of uniquely identifying an employer for record-keeping purposes.

**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – EMPLOYER IDENTIFIER</th>
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<td>Unique employer identifier</td>
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## Format attributes

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

## Administrative attributes

### HISTORY

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<td>Release 1.0</td>
<td></td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Employer identifier</em></td>
</tr>
</tbody>
</table>
Employer legal name

Definitional attributes

DEFINITION

Employer legal name is the legal name for a business to which the apprentice or trainee is contracted.

CONTEXT

Employer legal name is used to identify an employer.

Relational attributes

RULES

Employer legal name must be the registered name associated with an Australian Company Number (ACN) where the employer is a company.

Employer legal name must not be an acronym.

If Employer legal name is greater than 100 characters, the name must be truncated.

GUIDELINES FOR USE

Employer legal name is the name of the employer’s legal entity. The legal name is not necessarily the name under which an employer normally trades.

This will be a person’s name, a company name, or the name of an incorporated association, not a trading name, business name, or name of a trust.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – EMPLOYER LEGAL NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Legal name of the employer</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

Length: 100
Type: alphanumeric
Justification: left
Fill character: space
Permitted element data value: not applicable

Administrative attributes

HISTORY

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<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td></td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employer legal name</td>
</tr>
</tbody>
</table>
**Employer size**

**Definitional attributes**

**DEFINITION**

*Employer size* is the total number of people employed in an employer’s organisation in Australia.

**CONTEXT**

*Employer size* is used to enable analysis and reporting of apprentice and trainee data by employer size.

**Relational attributes**

**RULES**

*Employer size* must be the total number of people employed by the firm in Australia and must not only be the number of people employed at the client’s workplace.

Employer size must be between 0 and 1,000,000.

**GUIDELINES FOR USE**

Not applicable

**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable

**CLASSIFICATION SCHEME**

<table>
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<th>VALUE</th>
<th>DESCRIPTION – EMPLOYER SIZE</th>
</tr>
</thead>
<tbody>
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<td>000001–999999</td>
<td>Number of employees</td>
</tr>
</tbody>
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**QUESTION**

Not applicable

**Format attributes**

- Length: 6
- Type: alphanumeric
- Justification: right
- Fill character: zero
- Permitted data element value: @@@@@@ not specified

**Administrative attributes**

**HISTORY**

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</thead>
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<td></td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Employer size</em></td>
</tr>
<tr>
<td>Release 3.0</td>
<td></td>
<td>Revised 01 January 1999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deleted value ‘000000’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Add ‘@@@@@ – not stated’</td>
</tr>
</tbody>
</table>
Employer type identifier

Definitional attributes

DEFINITION
Employer type identifier is a code that identifies the type of employer classification to which an employer belongs.

CONTEXT
Employer type identifier is used to identify employers by type for analysis and statistical reporting.

Relational attributes

RULES
Not applicable

GUIDELINES FOR USE
‘01 — Private sector’ should not be used for clients with a Date of training contract transaction prior to the Australian apprenticeship management system (AAMS) being operational.

RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – EMPLOYER TYPE IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Private sector</td>
</tr>
<tr>
<td>02</td>
<td>Group training</td>
</tr>
<tr>
<td>03</td>
<td>Government business enterprise</td>
</tr>
<tr>
<td>04</td>
<td>Local government</td>
</tr>
<tr>
<td>05</td>
<td>State government</td>
</tr>
<tr>
<td>06</td>
<td>Federal Government</td>
</tr>
<tr>
<td>90</td>
<td>Not elsewhere classified</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes

Length: 2
Type: alphanumeric
Justification: none
Fill character: none
Permitted data element value: not applicable
Administrative attributes

HISTORY

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<th>APPRENTICESHIP</th>
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<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employer type identifier</td>
</tr>
</tbody>
</table>

DATA ELEMENT DEFINITIONS

Edition 2.2

Revised 01 October 2016
Renamed ‘02 – Group training scheme’ to ‘02 – Group training’
Renamed ‘06 – Commonwealth Government’ to ‘06 – Federal Government’
Added ‘07 – Direct employment’ and ‘08 – Labour hire’

Edition 2.3

Revised 31 August 2018
Removed codes ‘07 – Direct employment’ and ‘08 – Labour hire’
Existing worker flag

Definitional attributes

**DEFINITION**

*Existing worker flag* indicates whether a client entering into a training contract is an existing worker.

**CONTEXT**

*Existing worker flag* is used for analysis of training contract data by existing worker status.

Relational attributes

**RULES**

An existing worker is defined as a person who has been employed by the applicant employer continuously for more than three months full-time or 12 months casual or part-time or a combination of both, immediately prior to the commencement date of a training contract.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – EXISTING WORKER FLAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Yes – The client is an existing worker</td>
</tr>
<tr>
<td>N</td>
<td>No – The client is not an existing worker</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

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

Administrative attributes

**HISTORY**

<table>
<thead>
<tr>
<th>RELEASE</th>
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<tbody>
<tr>
<td>Release 4.0</td>
<td></td>
<td>Introduced 01 January 2002</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Existing worker flag</td>
</tr>
</tbody>
</table>

Data elements

Existing worker flag

79
Facsimile number

Definitional attributes

DEFINITION
Facsimile number is a number used to send a facsimile.

CONTEXT
Facsimile number is used to contact individuals.

Relational attributes

RULES
Facsimile number must include the area code.
The format for Facsimile number is 0882123436.

GUIDELINES FOR USE
Not applicable

RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – FACSIMILE NUMBER</th>
</tr>
</thead>
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<tr>
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<td>Valid facsimile number, including area code</td>
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QUESTION
Not applicable

Format attributes

Length: 20
Type: alphanumeric
Justification: left
Fill character: space
Permitted data element value: not applicable

Administrative attributes

HISTORY

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<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td>Facsimile number</td>
<td>Facsimile number</td>
</tr>
</tbody>
</table>
Fee exemption/concession type identifier

Definitional attributes

DEFINITION

Fee exemption/concession type identifier indicates the type of fee exemption or concession a client has used to gain exemption from part or all fee payments for that training activity.

Fee exemption/concession type identifier is collected at the time of enrolment to enable analysis of the cost of social concessions.

CONTEXT

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

Relational attributes

RULES

Determined by individual states and territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – FEE EXEMPTION/CONCESSION TYPE IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Valid state or territory code</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

<table>
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<tr>
<th>Length:</th>
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Administrative attributes

HISTORY

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<th>APPRENTICESHIP</th>
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</thead>
<tbody>
<tr>
<td>Release 5.0</td>
<td>Introduced 01 January 2003</td>
<td>Fee exemption/concession type identifier</td>
</tr>
</tbody>
</table>

Fee exemption/concession type identifier
Full-time identifier

Definitional attributes

DEFINITION

*Full-time identifier* is a code that identifies the basis on which the training contract is being undertaken.

CONTEXT

*Full-time identifier* is used to identify an apprentice/trainee whose ordinary hours of employment are that of a full-time employee.

Relational attributes

RULES

‘Casual’ arrangements must be reported as ‘2 — Part-time’.

GUIDELINES FOR USE

An apprentice/trainee is considered full-time when their ordinary hours of employment, including the training component, are not less than the usual hours of employment for a full-time employee in that occupation. Part-time provisions vary, across Australia and across occupations.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
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<th>VALUE</th>
<th>DESCRIPTION – FULL-TIME IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full-time</td>
</tr>
<tr>
<td>2</td>
<td>Part-time</td>
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</table>

QUESTION

Not applicable

Format attributes

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

Administrative attributes

HISTORY

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<th>APPRENTICESHIP</th>
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<tbody>
<tr>
<td>Release 3.0</td>
<td></td>
<td><em>Introduced 01 January 1999 Full-time flag</em></td>
</tr>
</tbody>
</table>
| Release 4.0 |              | *Revised 01 January 2002*  
               |               | Renamed *Full-time identifier*  
               |               | Changed from a flag to a classification where the values and descriptions for *Full-time identifier* align with the national apprenticeship/traineeship training contract |
| Release 5.0 |              | *Revised 01 April 2004*  
               |               | Removed the value and description ‘3 – School-based’ |
Funding source – national

Definitional attributes

**DEFINITION**

*Funding source – national* identifies the predominant source of the funding for the training activity delivered in a unit of competency or module.

**CONTEXT**

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

Relational attributes

**RULES**

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

**GUIDELINES FOR USE**

‘11 — Commonwealth and state general purpose recurrent’ is funding provided jointly for general and recurrent purposes by the Commonwealth and the state or territory; or funding provided for recurrent purposes by the state or territory government.

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


‘15 — State specific funding programs’ is funding provided by state or territory governments to provide training for specific purpose.

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

‘30 — International client — other revenue’ is revenue provided by or for an international client to undertake education and training who temporarily resides in Australia and holds a student visa or a temporary residency permit or who resides in an overseas country and whose funding source does not come from any of the other funding categories. *(valid for activity until 31 December 2019)*

‘31 — International onshore client — other revenue’ is revenue provided by or for an international client to undertake education and training who temporarily resides in Australia and holds a student visa or a temporary residency permit and whose funding source does not come from any of the other funding categories. *(valid for activity from 1 January 2020)*

‘32 — International offshore client — other revenue’ is revenue provided by or for an international client to undertake education and training who resides in an overseas country and whose funding source does not come from any of the other funding categories. *(valid for activity from 1 January 2020)*

‘80 — Revenue earned from another training organisation (TAFE use only)’ is revenue earned by a TAFE training organisation delivering the training which receives funding from another registered training organisation in terms of subcontracted, auspicing, partnership arrangements or similar arrangements. The TAFE delivering the training does not issue the statement of attainment. This activity needs to be submitted only when required for state training authority submissions.

**Note on VET Student Loans:** VET student loans are not considered to be a type of funding source for AVETMISS purposes. This is because they are loans to cover some of the fees, not a final source...
of funding, and the actual Funding source - national will still be one of the existing classification values. For example - a client receiving a VET student loan may be using the loan to pay for all their own training (reported as ‘20 - Domestic client - other revenue’) or the predominant source of funding for their training may still be via a Commonwealth and state general purpose recurrent program (reported as ‘11 - Commonwealth and state general purpose recurrent’). The only classification value that cannot apply in this scenario is ‘30 - International client - other revenue’, as international students are not eligible for VET student loans.

RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – FUNDING SOURCE – NATIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Commonwealth and state general purpose recurrent</td>
</tr>
<tr>
<td>13</td>
<td>Commonwealth specific funding programs</td>
</tr>
<tr>
<td>15</td>
<td>State specific funding programs</td>
</tr>
<tr>
<td>20</td>
<td>Domestic client – other revenue</td>
</tr>
<tr>
<td>30</td>
<td>International client – other revenue (valid for activity until 31 December 2019)</td>
</tr>
<tr>
<td>31</td>
<td>International onshore client – other revenue (valid for activity from 1 January 2020)</td>
</tr>
<tr>
<td>32</td>
<td>International offshore client – other revenue (valid for activity from 1 January 2020)</td>
</tr>
<tr>
<td>80</td>
<td>Revenue earned from another training organisation (TAFE use only)</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes
Length: 2
Type: alphanumeric
Justification: none
Fill character: none
Permitted data element value: not applicable

Administrative attributes

HISTORY

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<th>APPRENTICESHIP</th>
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<td>Release 1.1</td>
<td>Introduced 01 January 1995</td>
<td>Funding source indicator</td>
</tr>
<tr>
<td>Release 3.0</td>
<td>Revised 01 January 1999</td>
<td>Identified funding source for overseas client enrolments</td>
</tr>
<tr>
<td>Release 4.0</td>
<td>Revised 01 January 2002</td>
<td>Modified descriptions for Funding source – national ‘01’ from ‘Commonwealth and state recurrent funding’ to ‘Commonwealth and state specific funding for VET’, modified ‘02’ description from ‘Commonwealth and state specific purpose funding for VET’, and modified ‘04’ description from ‘… student’ to ‘… client’</td>
</tr>
<tr>
<td>Edition</td>
<td>Revised Date</td>
<td>Changes</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Edition 1</td>
<td>Revised 01 January 2007</td>
<td>Recoded values and modified descriptions for Funding source – national</td>
</tr>
<tr>
<td>Edition 2.2</td>
<td>Revised July 2014</td>
<td>Renamed ‘13 – Commonwealth specific purpose program’ to ‘13 – Commonwealth specific funding programs’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renamed ‘15 – State specific purpose program’ to ‘15 – State specific funding programs’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renamed ‘20 – Domestic full fee paying client’ to ‘20 – Domestic client – other revenue’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renamed ‘30 – International full fee paying client’ to ‘30 – International client – other revenue’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Modified descriptions for Funding source – national</td>
</tr>
</tbody>
</table>
Funding source – state training authority

Definitional attributes

DEFINITION

Funding source – state training authority uniquely identifies the internal funding source used to fund delivery of training activity in a unit of competency or module.

CONTEXT

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

Relational attributes

RULES

Determined by individual states and territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Funding source – national

TYPE OF RELATIONSHIP

Funding source – state training authority is likely to be mapped to Funding source – national

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – FUNDING SOURCE – STATE TRAINING AUTHORITY</th>
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</thead>
<tbody>
<tr>
<td>text</td>
<td>Valid training organisation's internal funding source code</td>
</tr>
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</table>

QUESTION

Not applicable

Format attributes

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<tr>
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Administrative attributes

HISTORY

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<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 3.0</td>
<td>Introduced 01 January 1999</td>
<td>Funding source – state training authority</td>
</tr>
</tbody>
</table>
Gender

Definitional attributes

DEFINITION

Gender identifies whether the client identifies as male, female or other.

CONTEXT

Gender is used to analyse data by demographic characteristics.

Relational attributes

RULES

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

GUIDELINES FOR USE

The Gender question is designed to comply with the Standard for Sex and Gender Variables, ABS catalogue no.1200.0.55.012, 2016 (First issue).

The term ‘gender’ refers to the way in which a person identifies or expresses their masculine or feminine characteristics. A person’s gender identity or gender expression is not always exclusively male or female and may or may not correspond to their sex. The term ‘gender identity’ refers to a person’s deeply held internal and individual sense of gender (Australian Human Rights Commission, 2015).

Apart from the standard classification of being male or female, an individual may have mixed or non-binary sexual characteristics; identify as gender diverse; or identify as neither male nor female. This is captured on the National VET Provider Collection standard enrolment form as ‘Other’ and is consistent with the ABS Sex and Gender Standard.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – GENDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Female</td>
</tr>
<tr>
<td>M</td>
<td>Male</td>
</tr>
<tr>
<td>@</td>
<td>Other – Valid for activity up to 31 December 2018</td>
</tr>
<tr>
<td>X</td>
<td>Other – Valid for activity from 1 January 2019</td>
</tr>
</tbody>
</table>

QUESTION (2018 ENROLMENTS)

Gender (Tick ONE box only)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>Other</td>
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Format attributes

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### Administrative attributes

#### HISTORY

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#### DATA ELEMENT DEFINITIONS

<table>
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<th>Revised 31 August 2018</th>
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<tr>
<td></td>
<td>Renamed Gender</td>
<td>Added value ‘X – Other’ to classification scheme for use for activity from 1 January 2019</td>
</tr>
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</table>
Highest school level completed identifier

Definitional attributes

DEFINITION

Highest school level completed identifier identifies the highest level of school that a client has successfully completed.

CONTEXT

Highest school level completed identifier is used to identify the highest level of schooling a client has successfully completed.

Relational attributes

RULES

If a client left school without successfully completing the full program for a year, the Highest school level completed identifier must be the client’s previous year’s level of study.

If a client is still at school, the Highest school level completed identifier refers to the highest level that has actually been successfully completed and not the level currently being undertaken. For example, a Year 10 client would have their Highest school level completed identifier set to Year 9.

For clients whose schooling was undertaken overseas, the nearest Australian equivalent Highest school level completed identifier must be reported.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – HIGHEST SCHOOL LEVEL COMPLETED IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Did not go to school</td>
</tr>
<tr>
<td>08</td>
<td>Year 8 or below</td>
</tr>
<tr>
<td>09</td>
<td>Year 9 or equivalent</td>
</tr>
<tr>
<td>10</td>
<td>Completed Year 10</td>
</tr>
<tr>
<td>11</td>
<td>Completed Year 11</td>
</tr>
<tr>
<td>12</td>
<td>Completed Year 12</td>
</tr>
</tbody>
</table>
QUESTION

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

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.

<table>
<thead>
<tr>
<th>School Level</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 12 or equivalent</td>
<td>12</td>
</tr>
<tr>
<td>Year 11 or equivalent</td>
<td>11</td>
</tr>
<tr>
<td>Year 10 or equivalent</td>
<td>10</td>
</tr>
<tr>
<td>Year 9 or equivalent</td>
<td>09</td>
</tr>
<tr>
<td>Year 8 or below</td>
<td>08</td>
</tr>
<tr>
<td>Never attended school</td>
<td>02</td>
</tr>
</tbody>
</table>

Format attributes

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

Administrative attributes

**HISTORY**

**RELEASE** | **VET PROVIDER** | **APPRENTICESHIP**
---|---|---
Release 1.0 | Introduced 01 January 1994 Highest school level completed | Introduced 01 July 1994 Highest school level completed
Release 2.0 | Revised 01 January 1997 Merged categories below Year 9 to the category ‘09 – Completed Year 9 or lower’ | Revised 01 July 1997 Merged categories below Year 9 to the category ‘09 – Completed Year 9 or lower’
Release 4.0 | | Revised 01 January 2002 Updated the value descriptions for Highest school level completed to align with the ABS Australian census and the national apprenticeship/traineeship training contract by adding the categories ‘Did not go to school’, ‘Year 8 or below’ and ‘Year 8 or equivalent’
Release 5.0 | Revised 01 January 2003 Added values and descriptions ‘02 – Did not go to school’, ‘08 – Year 8 or below’ and changed description for ‘09’ to ‘Year 9 or equivalent’ to align with the ABS Australian census |  

**DATA ELEMENT DEFINITIONS**

Edition 2

Revised 01 July 2008

Renamed Highest school level completed identifier
Adopted Highest school level completed identifier to replace Highest school level completed for National Apprentice and Trainee Collection
**Hours attended**

**Definitional attributes**

**DEFINITION**

*Hours attended* is a value that identifies the hours attended by a client who withdraws from a unit of competency or module without completing all training in that unit of competency or module.

**CONTEXT**

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

**Relational attributes**

**RULES**

Determined by individual states and territories.

**GUIDELINES FOR USE**

Not applicable

**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable

**CLASSIFICATION SCHEME**

<table>
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<tr>
<th>VALUE</th>
<th>DESCRIPTION – HOURS ATTENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001–9999</td>
<td>Value that represents the number of hours a client attended training</td>
</tr>
</tbody>
</table>

**QUESTION**

Not applicable

**Format attributes**

- Length: 4
- Type: numeric
- Justification: right
- Fill character: zero
- Permitted data element value: not applicable

**Administrative attributes**

**HISTORY**

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</thead>
<tbody>
<tr>
<td>Release 5.0</td>
<td>Introduced 01 January 2003</td>
<td>Hour attended</td>
</tr>
</tbody>
</table>
Indigenous status identifier

Definitional attributes

**DEFINITION**

*Indigenous status identifier* indicates a client who self-identifies as being of Australian Aboriginal or Torres Strait Islander descent.

The classification is based on the *Standards for Statistics on Cultural and Language Diversity*, ABS catalogue no. 1289.0, 1999.

**CONTEXT**

*Indigenous status identifier* is used to distinguish those clients who are Australian Aboriginal or Torres Strait Islanders. It is important for policy, planning and service delivery purposes as well as to inform wider research and discussion.

Relational attributes

**RULES**

*Indigenous status identifier* is intended as a self-assessment response by the client and must not be determined by the training organisation.

**GUIDELINES FOR USE**

National VET Provider enrolment form questions are designed to comply with *Standards for Statistics on Cultural and Language Diversity*.

**How to code the responses**

<table>
<thead>
<tr>
<th></th>
<th>YES, ABORIGINAL</th>
<th>YES, TORRES STRAIT ISLANDER</th>
<th>INDIGENOUS STATUS IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>✓</td>
<td>✓</td>
<td>1</td>
</tr>
<tr>
<td>A</td>
<td>✓</td>
<td>✓</td>
<td>2</td>
</tr>
<tr>
<td>B</td>
<td>✓</td>
<td>✓</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>✓</td>
<td>✓</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>✓</td>
<td>✓</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>✓</td>
<td>✓</td>
<td>3</td>
</tr>
<tr>
<td>E</td>
<td>✓</td>
<td>✓</td>
<td>4</td>
</tr>
<tr>
<td>F</td>
<td>✓</td>
<td></td>
<td>@</td>
</tr>
</tbody>
</table>

**Coding responses for Indigenous status identifier**

**RELATED DATA**

Not applicable
TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – INDIGENOUS STATUS IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes, Aboriginal</td>
</tr>
<tr>
<td>2</td>
<td>Yes, Torres Strait Islander</td>
</tr>
<tr>
<td>3</td>
<td>Yes, Aboriginal AND Torres Strait Islander</td>
</tr>
<tr>
<td>4</td>
<td>No, Neither Aboriginal nor Torres Strait Islander</td>
</tr>
</tbody>
</table>

QUESTION
Are you of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal and Torres Strait Islander origin, mark both ‘Yes’ boxes.)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Yes, Aboriginal</td>
<td></td>
</tr>
<tr>
<td>Yes, Torres Strait Islander</td>
<td></td>
</tr>
</tbody>
</table>

Format attributes

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

Administrative attributes

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<td>Introduced 01 January 1994</td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td>Aboriginal/Torres Strait Islander</td>
<td>Aboriginal/Torres Strait Islander</td>
</tr>
<tr>
<td>Release 4.0</td>
<td>Revised 01 January 2002</td>
<td>Revised 01 January 2002</td>
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<tr>
<td></td>
<td>Revised Indigenous status identifier to comply with the Standards for Statistics on Cultural and Language Diversity, ABS catalogue no.1289.0, 1999</td>
<td>Revised Indigenous status identifier to comply with the Standards for Statistics on Cultural and Language Diversity, ABS catalogue no.1289.0, 1999</td>
</tr>
</tbody>
</table>

DATA ELEMENT DEFINITIONS

- Edition 2 Revised 01 July 2008
  Revised classification to include ‘9 Yes – Client is of Aboriginal and/or Torres Strait Islander origin’
- Edition 2.1 Revised 01 January 2012
  Added ‘Australian’ into the description of Indigenous status identifier
- Edition 2.2 Revised 01 July 2016
  Removed classification value ‘09 – Yes – Client is of Aboriginal and/or Torres Strait Islander origin’
Issued flag

Definitional attributes

DEFINITION
Issued flag indicates whether a client has been issued with a certificate/statement of attainment for the successful completion of a recognised qualification, course or skill set.

CONTEXT
Issued flag is used to measure output in the VET system.

Relational attributes

RULES
Issued flag must be ‘Y — Qualification, course or skill set credential issued’ if the training organisation has issued the certificate for a client who has completed the requirements of a recognised qualification, course or skill set.

Issued flag must be ‘N — Qualification, course or skill set credential not issued’ if the training organisation has not issued the certificate to a client who has completed the requirements of a recognised qualification, course or skill set.

GUIDELINES FOR USE
A credential issued is either a certificate or statement of attainment. As per the Student Identifiers Act 2014, a registered training organisation must not issue a VET qualification or VET statement of attainment (within the meaning of the National Vocational Education and Training Regulator Act) without collecting and verifying a Unique Student Identifier, unless that student has an exemption.

RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – ISSUED FLAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Qualification, course or skill set credential issued</td>
</tr>
<tr>
<td>N</td>
<td>Qualification, course or skill set credential not issued</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes

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

Administrative attributes

HISTORY

<table>
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</thead>
<tbody>
<tr>
<td>Release 3.0</td>
<td>Introduced 01 January 1999</td>
<td>Qualification issued flag</td>
</tr>
</tbody>
</table>

DATA ELEMENT DEFINITIONS

Edition 2.2 Revised 01 January 2014

Data elements: Issued flag
| Renamed from Qualification issued flag to Issued flag |  |
Labour force status identifier

Definitional attributes

DEFINITION
Labour force status identifier describes a client’s employment status.


CONTEXT
Labour force status identifier is used in analysis to inform policy and wider research.

Relational attributes

RULES
Clients must be classified to a single labour force category.

GUIDELINES FOR USE
Responses for the Labour force status identifier rely on the client’s own perception of their labour force activities.

For employment such as casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – LABOUR FORCE STATUS IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Employed</td>
</tr>
<tr>
<td>02</td>
<td>Full-time employee</td>
</tr>
<tr>
<td>03</td>
<td>Part-time employee</td>
</tr>
<tr>
<td>04</td>
<td>Self-employed – not employing others</td>
</tr>
<tr>
<td>05</td>
<td>Self-employed – employing others</td>
</tr>
<tr>
<td>06</td>
<td>Employed – unpaid worker in a family business</td>
</tr>
<tr>
<td>07</td>
<td>Unemployed – seeking full-time work</td>
</tr>
<tr>
<td>08</td>
<td>Unemployed – seeking part-time work</td>
</tr>
<tr>
<td>09</td>
<td>Not employed – not seeking employment</td>
</tr>
</tbody>
</table>

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

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

<table>
<thead>
<tr>
<th>Category</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time employee</td>
<td>01</td>
</tr>
<tr>
<td>Part-time employee</td>
<td>02</td>
</tr>
<tr>
<td>Self-employed – not employing others</td>
<td>03</td>
</tr>
<tr>
<td>Self-employed – employing others</td>
<td>04</td>
</tr>
<tr>
<td>Employed – unpaid worker in a family business</td>
<td>05</td>
</tr>
<tr>
<td>Unemployed – seeking full-time work</td>
<td>06</td>
</tr>
<tr>
<td>Unemployed – seeking part-time work</td>
<td>07</td>
</tr>
<tr>
<td>Not employed – not seeking employment</td>
<td>08</td>
</tr>
</tbody>
</table>
Data elements

Labour force status identifier

**Format attributes**

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

**Administrative attributes**

**HISTORY**

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<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td>Employment category identifier</td>
</tr>
<tr>
<td>Release 5.0</td>
<td>Revised 01 January 2003</td>
<td>Renamed Labour force status identifier</td>
</tr>
</tbody>
</table>
**Language identifier**

**Definitional attributes**

**DEFINITION**

*Language identifier* uniquely identifies the main language other than English spoken at home by the client.

This classification is based on the *Australian Standard Classification of Languages (ASCL)*, ABS catalogue no.1267.0, 2016.

**CONTEXT**

*Language identifier* may be used in analysis for equity and access.

**Relational attributes**

**RULES**

*Language identifier* must be a valid 4-digit *Australian Standard Classification of Languages* code.

If English is the only language spoken at home, the *Language identifier* must be ‘1201 — English’.

In AVETMISS, ‘@@@’ is used for ‘Not stated’ rather than the Australian Bureau of Statistics code of ‘0002’.

Where a client indicates a sign language as their main language, ‘0001 — Non-verbal’ must not be used and one of the following codes must be used:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9700</td>
<td>Sign language</td>
</tr>
<tr>
<td>9701</td>
<td>Auslan</td>
</tr>
<tr>
<td>9702</td>
<td>Makaton</td>
</tr>
<tr>
<td>9799</td>
<td>Sign languages, not elsewhere classified</td>
</tr>
</tbody>
</table>

**GUIDELINES FOR USE**

If more than one language other than English is spoken at home, choose the predominant language other than English.

National VET Provider Collection enrolment form questions are designed to comply with the *Language Standards*, ABS catalogue no.1200.0.55.005, 2016.


**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – LANGUAGE IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000 – 9999</td>
<td>Valid 4-digit ASCL code</td>
</tr>
<tr>
<td>0000</td>
<td>Unknown</td>
</tr>
<tr>
<td>0001</td>
<td>Non verbal</td>
</tr>
</tbody>
</table>

**QUESTION**

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
- Yes, other – Please specify
Format attributes

- Length: 4
- Type: alphanumeric
- Justification: none
- Fill character: none
- Permitted data element value: @@@@ not specified

Administrative attributes

**HISTORY**

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<th>APPRENTICESHIP</th>
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</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td>Language (spoken at home) identifier</td>
<td>Language (spoken at home) identifier</td>
</tr>
<tr>
<td>Release 1.1</td>
<td>Updated 01 January 1995</td>
<td>Updated 01 July 1995</td>
</tr>
<tr>
<td></td>
<td>Classification revised by the ABS in 1996</td>
<td>Classification revised by the ABS in 1996</td>
</tr>
<tr>
<td>Release 3.0</td>
<td>Revised 01 January 1999</td>
<td>Revised 01 January 1999</td>
</tr>
<tr>
<td></td>
<td>Included '0000 – unknown' and '0001 – non verbal'</td>
<td>Included '0000 – unknown' and '0001 – non verbal'</td>
</tr>
<tr>
<td>Release 4.0</td>
<td>Revised 01 January 2002</td>
<td>Revised 01 January 2002</td>
</tr>
<tr>
<td></td>
<td>Changed the enrolment question for Language (spoken at home) identifier to comply with the Standards for Statistics on Cultural and Language Diversity, ABS catalogue no.1289.0, 1999</td>
<td>Changed the questions asked in relation to Language (spoken at home) identifier to comply with the Standards for Statistics on Cultural and Language Diversity, ABS catalogue no.1289.0, 1999 and the national apprenticeship/traineeship training contract</td>
</tr>
</tbody>
</table>

**DATA ELEMENT DEFINITIONS**

Edition 1

- Revised 01 January 2007
  - Renamed Main language other than English spoken at home identifier to comply with the Standards for Statistics on Cultural and Language Diversity, ABS catalogue no.1289.0, 1999
  - Added ’9700 – Sign language’, ’9701 – Auslan’, ’9702 – Makaton’, or ’9799 – Sign languages’, not elsewhere classified for the blank value

Edition 2

- Revised 01 July 2008
  - Adopted Main language other than English spoken at home identifier to replace Language (spoken at home) identifier for National Apprentice and Trainee Collection
  - Adopted Australian Standard Classification of Languages (ASCL), ABS catalogue no.1267.0, 2005 (second edition)

Edition 2.1

- Revised 31 August 2012
  - Adopted updated Australian Standard Classification of Languages (ASCL), ABS catalogue no.1267.0, 2011 (second edition, revision 1)

Edition 2.2

- Revised 01 January 2014
  - Renamed from Main language other than English spoken at home identifier to Language identifier
  - Replaced reference to Standards for Statistics on Cultural and Language Diversity, ABS catalogue no.1289.0, 1999 with Language Standards, ABS catalogue no.1200.0.55.005, 2012 (version 1.1)

Edition 2.3

- Revised 01 January 2018
  - Adopted updated Australian Standard Classification of Languages (ASCL), ABS catalogue no.1267.0, 2016, and updated Language Standards, ABS catalogue no.1200.0.55.005, 2016
Name for encryption

Definitional attributes

DEFINITION

Name for encryption contains the client’s full name in the defined format. A non-reversible encryption process encrypts the name, facilitating analysis of unit-record data while ensuring the anonymity of individual clients.

CONTEXT

Name for encryption ensures privacy and confidentiality for the submission of data to NCVER and as part of the AVETMISS validation software process.

Relational attributes

RULES

Name for encryption must be recorded in the following order: Client family name (maximum 40 characters) (comma) (space) Client first given name (space) followed by the client’s second given name (maximum 40 characters).

When the client has only one name it should be used for both the Client first given name and the Client family name fields when exporting data to create the Name for encryption field in the Client (NAT00080) file, to submit to the National VET Provider and VET in Schools Collections. For example, if the Client’s name is Jackson and this is their only name, then the name for encryption would be Jackson, Jackson.

If the full name for encryption with commas and spaces exceeds 60 characters, enter client’s full name in the order above and truncate at 60 characters.

Name for encryption must contain the full name of the client. It should not include initials and must not include a title.

Correct spelling is important for the Name for encryption.

GUIDELINES FOR USE

The following encryption routine is used by the AVETMISS validation software to maintain client anonymity while providing an encrypted identifier that can be used reliably to uniquely identify clients.

1. Convert all characters to upper case.
2. Remove non A-Z characters, including spaces and commas.
3. Alphabetically sort in ascending order.
4. Encrypt using a non-reversible, banking standard encryption algorithm.

RELATED DATA

Client first given name and Client family name

TYPE OF RELATIONSHIP

Client first given name and Client family name are used to create Name for encryption.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – NAME FOR ENCRYPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Client's full name in the specified format</td>
</tr>
</tbody>
</table>

QUESTION

Enter your full name

<table>
<thead>
<tr>
<th>Family name (surname)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given names</td>
</tr>
</tbody>
</table>
Format attributes

Length: 60
Type: alphanumeric
Justification: left
Fill character: space
Permitted data element value: not applicable

Administrative attributes

HISTORY

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<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td>Encrypted identifier</td>
<td>Encrypted identifier</td>
</tr>
<tr>
<td>Release 3.0</td>
<td>Revised 01 January 1999</td>
<td>Revised 01 January 1999</td>
</tr>
<tr>
<td></td>
<td>Renamed Name for encryption</td>
<td>Renamed Name for encryption</td>
</tr>
<tr>
<td>Release 5.0</td>
<td>Revised 01 January 2003</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standardised the order for the client’s name for Name for encryption for national consistency</td>
<td></td>
</tr>
</tbody>
</table>
Nominal hours

Definitional attributes

DEFINITION
Nominal hours is a value assigned to a program or subject that nominally represents the anticipated hours of supervised training deemed necessary to conduct the training and assessment activities associated with the program or subject.

CONTEXT
Nominal hours is used to analyse training activity by nominal hours of supervised training.

Relational attributes

RULES
Nominal hours must be an integer.

If Nominal hours are zero, then the field must be recorded as ‘0000’.

The value of Nominal hours for a program or subject must be the value of supervised nominal hours as determined by its accreditation or endorsement body.

GUIDELINES FOR USE
Nominal hours generally represents the anticipated hours of structured supervised training and assessment.

The value of Nominal hours should not include any prerequisites for the program or subject that have previously been achieved. Nominal hours are allocated assuming a typical classroom-based delivery and assessment strategy, irrespective of actual delivery method. Therefore, the nominal hours value for online subjects should represent the anticipated hours of supervised training and assessment that would be deemed necessary in a typical classroom-based delivery setting.

Calculations of nominal hours should exclude hours associated with non-supervised work experience, field work, work placement or private study. In instances where a program or subject consists entirely of one or more of these components, the Nominal hours value must be ‘0000’.

Nominal hours is generally specified in curriculum documentation (non-training package material) or implementation guides associated with national training packages.

Where a curriculum document or implementation guide shows fractional hours, the value must be rounded to the nearest whole number of hours with exact half-hours resolved by rounding up to the nearest integer. Where a curriculum document or implementation guide shows a range of hours, the value must be midpoint of the range and rounded up to the nearest integer.

Nominal hours represents the hours deemed necessary for the whole program or subject, whether or not delivery is within one collection period.


RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>0000–9999</td>
<td>Value that nominally represents anticipated hours of supervised training for a program or subject</td>
</tr>
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QUESTION
Not applicable
Format attributes

Length: 4
Type: numeric
Justification: right
Fill character: zero
Permitted data element value: not applicable

Administrative attributes

HISTORY

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<td>Curriculum hours</td>
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<tr>
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<td>Revised 01 January 1999</td>
<td>Revised Nominal hours – supervised</td>
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<td>Release 5.0</td>
<td>Revised 01 January 2003</td>
<td>Renamed Nominal hours</td>
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DATA ELEMENT DEFINITIONS

Edition 2.1 | Revised 01 January 2012        |
Removed rule 'Nominal hours must be in the range 0000 – 0400 hours'
Outcome identifier – national

Definitional attributes

**DEFINITION**

*Outcome identifier – national* identifies the result or outcome of a client’s participation in a unit of competency or module at the time of data submission.

**CONTEXT**

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

Relational attributes

**RULES**

20 — Competency achieved/pass

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

30 — Competency not achieved/fail

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

40 — Withdrawn/discontinued

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

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

41 — Incomplete due to RTO closure

*Incomplete due to RTO closure* is reported when the training organisation ceases operations while training activity is still in progress. Outcome 41 — incomplete due to RTO closure should be reported rather than outcome 40 — withdrawn/discontinued or outcome 70 — continuing enrolment to ensure that the client’s Unique Student Identifier transcript displays a final outcome indicating that the inability to complete the training activity was due to circumstances beyond the client’s control.

Examples of who may report *Outcome identifier – national* 41:

- Training organisations (for all incomplete activity) when they know that their organisation is ceasing operations before the training activity can be completed.
- State and territory training authorities for incomplete activity received from training organisations that have closed.
Recognition of prior learning

Recognition of prior learning (RPL) means an assessment process that assesses the competency of an individual that may have been acquired through formal, non-formal (such as previously unrecognised skills and knowledge), or informal learning. This process determines the extent to which an individual has achieved the required learning outcomes, competency outcomes, or standards for entry into, and/or partial or total completion of a program of study.

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

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

51 — Recognition of prior learning granted

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

52 — Recognition of prior learning not granted

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

60 — Credit transfer/national recognition

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

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

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

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

‘Superseded subject’ is used when training activity started in a unit of competency or module but was not completed when superseded by another subject against which the final outcome will be recorded.

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

When using Outcome identifier — national ‘61 — Superseded subject’, the corresponding Program identifier field may be populated with either the original or the replacement subject’s Program identifier. Registered training organisations submitting funded data to their state training authority, should follow their state training authority’s specific advice about which Program identifier should be used.

Activity listed with this code in an AVETMISS data submission will not be populated on Unique Student Identifier transcripts.
70 — Continuing activity

This code is used when the client has engaged in learning activity, but has not completed all the training and assessment criteria by the end of the collection period. Training activity reported with this code must be reported in a subsequent collection with a final outcome.

While it is generally expected that training activity reported with this code will have an Activity end date after the collection period end date, there is some leniency for activity for interim collection points (e.g. fortnightly, monthly, or quarterly reporting) where Activity end date is in the current collection year.

Non-assessable

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

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

81 — Non-assessable activity — satisfactorily completed

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

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

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

85 — Not yet started

This is a preliminary outcome code that may be used when the client has enrolled in a subject, but has not yet commenced activity.

It is not compulsory for 'Not yet started' activity to be included in an AVETMISS data submission, but is available for use to accommodate some student management system requirements.

Activity listed with this code in an AVETMISS data submission will not be included on Unique Student Identifier transcripts and not included in any national reports from NCVER.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – OUTCOME IDENTIFIER – NATIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Competency achieved/pass</td>
</tr>
<tr>
<td>30</td>
<td>Competency not achieved/fail</td>
</tr>
<tr>
<td>40</td>
<td>Withdrawn/discontinued</td>
</tr>
<tr>
<td>41</td>
<td>Incomplete due to RTO closure</td>
</tr>
<tr>
<td>51</td>
<td>Recognition of prior learning granted</td>
</tr>
<tr>
<td>52</td>
<td>Recognition of prior learning not granted</td>
</tr>
<tr>
<td>60</td>
<td>Credit transfer/national recognition</td>
</tr>
<tr>
<td>61</td>
<td>Superseded subject</td>
</tr>
<tr>
<td>70</td>
<td>Continuing activity</td>
</tr>
<tr>
<td>81</td>
<td>Non-assessable activity – satisfactorily completed</td>
</tr>
<tr>
<td>82</td>
<td>Non-assessable activity – withdrawn or not satisfactorily completed</td>
</tr>
<tr>
<td>85</td>
<td>Not yet started</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable
**Format attributes**

<table>
<thead>
<tr>
<th>Length</th>
<th>Type</th>
<th>Justification</th>
<th>Fill character</th>
<th>Permitted data element value</th>
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<tbody>
<tr>
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<td>alphanumeric</td>
<td>none</td>
<td>none</td>
<td>not applicable</td>
</tr>
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</table>

**Administrative attributes**

**HISTORY**

<table>
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<tr>
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<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td></td>
</tr>
<tr>
<td>Release 3.0</td>
<td><strong>Revised 01 January 1999</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Renamed Module outcome identifier to Outcome identifier – national to account for both unit of competency and module enrolments</td>
<td></td>
</tr>
<tr>
<td>Release 4.0</td>
<td><strong>Revised 01 January 2002</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recoded values and modified descriptions for Outcome identifier – national</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deleted '90 – Result not available'</td>
<td></td>
</tr>
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</table>

**DATA ELEMENT DEFINITIONS**

<table>
<thead>
<tr>
<th>Edition 1</th>
<th>Revised 01 January 2007</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Deleted ‘50 – Recognition of prior learning’</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Added ‘51 – Recognition of prior learning granted’</td>
<td></td>
</tr>
<tr>
<td></td>
<td>‘52 – Recognition of prior learning not granted’</td>
<td></td>
</tr>
<tr>
<td></td>
<td>‘53 – Recognition of current competency granted’</td>
<td></td>
</tr>
<tr>
<td></td>
<td>‘54 – Recognition of current competency not granted’</td>
<td></td>
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</tr>
</thead>
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<tr>
<td></td>
<td>Deleted ‘53 – Recognition of current competency granted’ and ‘54 – Recognition of current competency not granted’</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Added ‘90 – Not yet available’</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Renamed ‘40 – Withdrawn’ to ‘40 – Withdrawn/discontinued’, ‘60 – Credit transfer’ to ‘60 – Credit transfer/national recognition’, ‘81 – Non-assessed enrolment – satisfactorily completed’ to ‘81 – Non-assessable enrolment – satisfactorily completed’, ‘82 – Non-assessed enrolment – withdrawn or not satisfactorily completed’ to ‘82 – Non-assessable enrolment – withdrawn or not satisfactorily completed’</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Edition 2.2</th>
<th>Revised July 2014</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Renamed ‘70 – Continuing enrolment’ to ‘70 – Enrolment continuing into a following collection year’</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Renamed ‘90 – Not yet available’ to ‘90 – Not yet available at interim collection’</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Edition 2.3 November 2016</th>
<th>Revised 1 January 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Added ‘61 – Superseded subject’</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Edition 2.3 November 2016</th>
<th>Revised 1 January 2017</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Renamed ‘70 – Enrolment continuing into a following collection year’ to ‘70 – Continuing enrolment’</td>
<td></td>
</tr>
<tr>
<td>Edition 2.3</td>
<td>Revised 1 January 2018</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Added ‘85 – Not yet started’</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Added ‘41 – Incomplete due to RTO closure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deleted ‘90 – Not yet available at interim collection’</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Renamed ‘81 – Non-assessable enrolment – satisfactorily completed’ to ‘Non-assessable activity – satisfactorily completed’</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Renamed ‘82 – Non-assessable enrolment – withdrawn or not satisfactorily completed’ to ‘Non-assessable activity – withdrawn or not satisfactorily completed’</td>
<td></td>
</tr>
</tbody>
</table>
Outcome identifier – training organisation

Definitional attributes

DEFINITION

*Outcome identifier – training organisation* is internal to the training organisation and uniquely identifies the result that a client is granted for training activity undertaken in a unit of competency or module.

CONTEXT

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

Relational attributes

RULES

Determined by individual states and territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – OUTCOME IDENTIFIER – TRAINING ORGANISATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Internal outcome identifier (state or territory specific)</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

- Length: 3
- Type: alphanumeric
- Justification: left
- Fill character: space
- Permitted data element value: not applicable

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
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<th>APPRENTICESHIP</th>
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<tr>
<td>Release 3.0</td>
<td>Introduced 01 January 1999</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Outcome identifier – provider</em></td>
<td></td>
</tr>
<tr>
<td>Release 5.0</td>
<td>Revised 01 January 2003</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Renamed <em>Outcome identifier – training organisation</em></td>
<td></td>
</tr>
</tbody>
</table>
Parchment issue date

Definitional attributes

DEFINITION

Parchment issue date contains the date a parchment (certificate for a qualification or course) was issued for the completion of a program by a student.

CONTEXT

Parchment issue date is used to record the date a parchment is issued and provide statistics on the length of study and how many students are completing the programs they enrol in, differences between study and issuing of a parchment.

Relational attributes

RULES

When a parchment is issued to a student for the completion of a program this should be the date entered on the parchment (the creation date) not the application date or the graduation date.

GUIDELINES FOR USE

This data element is used for statistical or payment purposes only.

RELATED DATA

Parchment number

TYPE OF RELATIONSHIP

Parchment number is also on the same parchment when created.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – PARCHMENT ISSUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>alphanumeric</td>
<td>Parchment issue date</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

| Length: | 8 |
| Type:   | alphanumeric |
| Justification: | left |
| Fill character: | space |
| Permitted data element values: | not applicable |

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS

<table>
<thead>
<tr>
<th>Edition 2.3</th>
<th>Introduced 01 January 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parchment issue date</td>
</tr>
</tbody>
</table>
Parchment number

Definitional attributes

DEFINITION

*Parchment number* contains the recorded number on a certificate for a qualification or course which is issued for the completion of a program by a student.

CONTEXT

*Parchment number* is used to record the parchment has been issued to the student for the completion of a program.

Relational attributes

RULES

When a parchment is issued to a student for the completion of a program this should be the number on the parchment used to keep a record of the issue.

GUIDELINES FOR USE

This data element is used for statistical or payment purposes only.

RELATED DATA

*Parchment issue date*

TYPE OF RELATIONSHIP

*Parchment issue date* is also on the same parchment when created.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – PARCHMENT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>alphanumeric</td>
<td>Parchment number</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

- Length: 25
- Type: alphanumeric
- Justification: left
- Fill character: space
- Permitted data element values: not applicable

Administrative attributes

HISTORY

<table>
<thead>
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<tbody>
<tr>
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</tr>
<tr>
<td>Introduced 01 January 2018</td>
</tr>
<tr>
<td><em>Parchment number</em></td>
</tr>
</tbody>
</table>
Postcode

Definitional attributes

DEFINITION
Postcode identifies the Australia Post postcode of a physical location or a postal address.

CONTEXT
Postcode is used along with other address details to collect address information.

Relational attributes

RULES
Postcode must be ‘OSPC’ for an overseas location or address.
Postcode must be ‘@@@@@’ if an Australia Post postcode is not provided or is indiscernible.

GUIDELINES FOR USE
The current list of Australia Post postcodes can be sourced from the Australia Post website at <http://www.auspost.com.au>.

The file from the Australia Post website lists three Australia Post postcode variables under the heading ‘Category’; namely ‘delivery area’, ‘LVR’ and ‘post office boxes’. These categories may be used to cross-classify residential (‘delivery area’), large volume receiver (‘LVR’) and post office box with Postcode.

RELATED DATA
Address location – suburb, locality or town and State identifier

TYPE OF RELATIONSHIP
Address location – suburb, locality or town, Postcode and State identifier are used together to determine an address region.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – POSTCODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001–9999</td>
<td>4-digit Australia Post postcode valid during the collection year</td>
</tr>
<tr>
<td>OSPC</td>
<td>Overseas address location</td>
</tr>
<tr>
<td>0000</td>
<td>0000 is only valid in the National Apprentice and Trainee Collection and only for apprenticeship contracts that commenced or recommenced before 01/07/2016</td>
</tr>
<tr>
<td>0000</td>
<td>Postcode unknown</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Building/property name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat/unit number/street number</td>
</tr>
<tr>
<td>Street name and type</td>
</tr>
<tr>
<td>Suburb, locality or town</td>
</tr>
<tr>
<td>State/territory</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
</tbody>
</table>

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

<p>| Building/property name |</p>
<table>
<thead>
<tr>
<th>Flat/unit number /street number</th>
<th>Street name and type</th>
<th>Suburb, locality or town</th>
<th>State/territory</th>
<th>Postcode</th>
</tr>
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</table>

**Format attributes**
- **Length:** 4
- **Type:** alphanumeric
- **Justification:** none
- **Fill character:** none
- **Permitted data element value:** @@@@ not specified

**Administrative attributes**

**HISTORY**

<table>
<thead>
<tr>
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<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994 Residential postcode</td>
<td>Introduced 01 July 1994 Residential postcode, Employer postcode, Postcode, Workplace postcode</td>
</tr>
<tr>
<td>Release 3.0</td>
<td>Revised 01 January 1999 Renamed Postcode – residential Changed value ‘9997 – Address unknown’ to ‘0000 – Postcode unknown or not available’ because value ‘9997’ may be a valid Australia Post postcode Extended range of valid values to include Australia Post postcodes ‘8000 – 9999’ Changed value ‘9998 – Overseas’ to ‘OSPC – Overseas’ because value ‘9998’ may be a valid Australia Post postcode Added the value @@@@ – Not specified’</td>
<td>Revised 01 January 1999 Renamed Postcode to Postcode – training organisation Renamed Postcode – workplace Renamed Postcode – employer Renamed Postcode – residential Extended range of valid values to include Australia Post postcodes ‘8000 – 9999’ Deleted ‘0000’ as a valid postcode Changed value ‘9997 – Address unknown’ to ‘0000 – Postcode unknown or not available’ because value ‘9997’ may be a valid Australia Post postcode Changed value ‘9998 – Overseas’ to ‘OSPC – Overseas’ because value ‘9998’ may be a valid Australia Post postcode Added the value @@@@ – Not specified’ for Postcode residential</td>
</tr>
<tr>
<td>Release 5.0</td>
<td>Revised 01 January 2003 Combined Postcode – training organisation, Postcode – training provider location and Postcode – residential to Postcode</td>
<td></td>
</tr>
</tbody>
</table>

**DATA ELEMENT DEFINITIONS**

Edition 2 Revised 01 July 2008 Adopted Postcode to combine Postcode – employer, Postcode – residential, Postcode – training organisation, Postcode – workplace for the National Apprentice and Trainee Collection

**Predominant delivery mode**

**Definitional attributes**
**DEFINITION**

*Predominant delivery mode* identifies which of the modes available in combination in the *Delivery mode identifier* field is the largest or only component of delivery for subject activity.

**CONTEXT**

*Predominant delivery mode* provides additional information for analysing delivery modes reported in the *Delivery mode identifier* data element.

**Relational attributes**

**RULES**

This field must not be blank when required by your state training authority.

*Predominant delivery mode* must be a valid value.

*Predominant delivery mode* must align with one of the sub-field values identified in *Delivery mode identifier*.

*Predominant delivery mode* ‘I — Internal delivery’ indicates that internal delivery is specified as one of the values in the *Delivery mode identifier* data element and is the largest or only component.

*Predominant delivery mode* ‘E — External delivery’ indicates that external delivery is specified as one of the values in the *Delivery mode identifier* data element and is the largest or only component.

*Predominant delivery mode* ‘W — Workplace-based delivery’ indicates that workplace-based delivery is specified as one of the values in the *Delivery mode identifier* data element and is the largest or only component.

*Predominant delivery mode* ‘N — Not applicable’ indicates recognition of prior learning or credit transfer and reported as ‘NNN’ in the *Delivery mode identifier* data element.

**GUIDELINES FOR USE**

*Predominant delivery mode* is based on delivery mode details reported in *Delivery mode identifier*. Where the training organisation indicates in *Delivery mode identifier* that there is more than one delivery mode, the mode which has the largest component of delivery should be applied as the predominant delivery mode.

Where the training organisation indicates in *Delivery mode identifier* that the training activity has only one delivery mode, that mode should be applied as the *Predominant delivery mode*.

Where the training organisation indicates in *Delivery mode identifier* that there is no delivery mode, as is the case with recognition of prior learning or credit transfer, the value ‘N — Not applicable’ should be applied as the predominant delivery mode.

**RELATED DATA**

*Delivery mode identifier*

**TYPE OF RELATIONSHIP**

*Delivery mode identifier* identifies whether or not a subject comprises internal, external or workplace-based delivery - or a combination of these modes.

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – PREDOMINANT DELIVERY MODE</th>
</tr>
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<tbody>
<tr>
<td>E</td>
<td>External delivery</td>
</tr>
<tr>
<td>I</td>
<td>Internal delivery</td>
</tr>
<tr>
<td>W</td>
<td>Workplace-based delivery</td>
</tr>
<tr>
<td>N</td>
<td>Not applicable – recognition of prior learning/credit transfer</td>
</tr>
</tbody>
</table>

**QUESTION**

Not applicable
Format attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
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</tr>
<tr>
<td>Type:</td>
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<tr>
<td>Fill character:</td>
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</tr>
<tr>
<td>Permitted data element value:</td>
<td>not applicable</td>
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Administrative attributes

HISTORY

<table>
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<th>Introduced 01 January 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Predominant delivery mode</td>
</tr>
</tbody>
</table>
Prior educational achievement flag

Definitional attributes

DEFINITION

Prior educational achievement flag indicates that a client has successfully completed some post-secondary education.

CONTEXT

Prior educational achievement flag is used to identify clients with prior learning when measuring activity, outputs and participation in the VET sector.

Relational attributes

RULES

If a client successfully completes a certificate I, II, III or IV as part of their secondary education, then the Prior educational achievement flag will be ‘Y’, even if the client is still at school.

Senior secondary education (Year 12 or Year 11) and junior secondary education (Year 10) are not considered as prior educational achievement for the purpose of this data element.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Prior educational achievement identifier

TYPE OF RELATIONSHIP

Prior educational achievement identifier can be used to define the level of prior educational achievement.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – PRIOR EDUCATIONAL ACHIEVEMENT FLAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Yes – a prior educational achievement has been successfully completed</td>
</tr>
<tr>
<td>N</td>
<td>No – a prior educational achievement has not been successfully completed</td>
</tr>
</tbody>
</table>

QUESTION

Have you SUCCESSFULLY completed any of the qualifications listed in question 15?

Yes ☐ Y

No ☐ N

Format attributes

Length:  1

Type:  alphanumeric

Justification:  none

Fill character:  none

Permitted data element value:  @ not specified
## Administrative attributes

### HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
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</table>
| Release 1.0 | Introduced 01 January 1994  
Prior educational achievement flag | Introduced 01 July 1994  
Prior educational achievement flag |
| Release 2.0 | Revised 01 January 1997  
Modified description and refined rules to refer only to successfully completed prior educational achievements | Revised 01 July 1997  
Modified description and refined rules to refer only to successfully completed prior educational achievements |
| Release 4.0 | Revised 01 January 2002  
Changed the enrolment form question for Prior educational achievement flag to ‘Have you successfully completed any of the following qualifications?’ | Revised 01 January 2002  
Changed the question for Prior educational achievement flag to ‘Have you successfully completed any of the following qualifications?’ to comply with the national apprenticeship/traineeship training contract |
Prior educational achievement identifier

Definitional attributes

DEFINITION

Prior educational achievement identifier uniquely identifies the level of prior educational achievement successfully completed by a client from the VET or university sectors.

CONTEXT

Prior educational achievement identifier is used to identify clients with prior learning when measuring activity, outputs and participation in the VET sector.

Relational attributes

RULES

More than one prior educational achievement may be recorded for the client.

If a client completes a certificate I or certificate II as a secondary student, then the Prior educational achievement identifier must be

‘521 — Certificate II’ or
‘524 — Certificate I’

If a client indicates they have a prior educational achievement but fails to identify the education achievement type, Prior educational achievement identifier must be ‘990 — Miscellaneous education’.

For a prior educational achievement to be reported the client must have successfully completed a program of study.

For international students whose prior educational achievement is not an Australian program of study or a bachelor degree or higher degree level, the Prior educational achievement identifier must be ‘990 — Miscellaneous education’.

GUIDELINES FOR USE

This classification is based on a subset of the Australian Standard Classification of Education (ASCED), ABS catalogue no.1272.0, 2001.

Senior secondary education (Year 12 or Year 11) and junior secondary education (Year 10) are not considered as prior educational achievement in this context.

A successful completion of matriculation/Year 12 when delivered within the technical and further education (TAFE) sector is not recorded as a prior educational achievement for the purposes of this element.

RELATED DATA

Prior educational achievement flag

TYPE OF RELATIONSHIP

Prior educational achievement flag, in conjunction with this element, can be used to define the level of prior educational achievement.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – PRIOR EDUCATIONAL ACHIEVEMENT IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>008</td>
<td>Bachelor degree or higher degree level (defined for AVETMISS use only)</td>
</tr>
<tr>
<td>410</td>
<td>Advanced diploma or associate degree level</td>
</tr>
<tr>
<td>420</td>
<td>Diploma level</td>
</tr>
<tr>
<td>511</td>
<td>Certificate IV</td>
</tr>
<tr>
<td>514</td>
<td>Certificate III</td>
</tr>
<tr>
<td>521</td>
<td>Certificate II</td>
</tr>
<tr>
<td>524</td>
<td>Certificate I</td>
</tr>
<tr>
<td>990</td>
<td>Miscellaneous education</td>
</tr>
</tbody>
</table>
QUESTION

Have you SUCCESSFULLY completed any of the qualifications listed in question 15?
If YES, 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
Other education (including certificates or overseas qualifications not listed above) ☐ 990

Format attributes

Length: 3
Type: alphanumeric
Justification: none
Fill character: none
Permitted data element value: not applicable

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
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<th>APPRENTICESHIP</th>
</tr>
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<tbody>
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<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td>Prior educational achievement identifier</td>
<td>Prior educational achievement identifier</td>
</tr>
<tr>
<td>Release 4.0</td>
<td>Revised 01 January 2002</td>
<td>Revised 01 January 2002</td>
</tr>
<tr>
<td></td>
<td>Adopted the Australian Standard Classification of Education (ASCED), ABS catalogue no.1272.0, 2001, level of education, for Prior educational achievement identifier</td>
<td>Adopted the Australian Standard Classification of Education (ASCED), ABS catalogue no.1272.0, 2001, level of education, for Prior educational achievement identifier</td>
</tr>
<tr>
<td></td>
<td>Updated Prior educational achievement identifier to include selected levels of education at the narrow level and include certificates I to IV at the detailed level</td>
<td>Updated Prior educational achievement identifier to include selected levels of education at the narrow level and include certificates I to IV, miscellaneous education (certificates other than above) and bridging and enabling courses not identifiable by level at the detailed level (pre-apprenticeship/pre-vocational).</td>
</tr>
<tr>
<td></td>
<td>Added AVETMISS defined code for Prior educational achievement identifier '008 – Degree or higher degree level' to incorporate level of education codes contained under the broad levels: 01 Postgraduate degree level 02 Graduate diploma and graduate certificate level 03 Bachelor degree level</td>
<td>Added AVETMISS defined code for Prior educational achievement identifier '008 – Degree or higher degree level' to incorporate level of education codes contained under the broad levels: 01 Postgraduate degree level 02 Graduate diploma and graduate certificate level 03 Bachelor degree level</td>
</tr>
<tr>
<td></td>
<td>Changed question asked in relation to Prior educational achievement identifier</td>
<td>Changed question asked in relation to Prior educational achievement identifier</td>
</tr>
</tbody>
</table>

DATA ELEMENT DEFINITIONS

Edition 2 Revised 01 July 2008
Deleted ‘992 – bridging and enabling courses not identifiable by level (pre-apprenticeship/pre-vocational)’ for the National Apprentice and Trainee Collection
Program field of education identifier

Definitional attributes

DEFINITION

Program field of education identifier is a code that identifies the subject matter that is the ultimate aim of the skills and knowledge gained in a qualification, course or skill set.

The Program field of education identifier is based on the field of education (FOE) at the narrow level (4-digit), which is one part of the Australian Standard Classification of Education (ASCED), ABS catalogue no.1272.0, 2001.

CONTEXT

Program field of education identifier identifies the narrow subject matter pertaining to the program of study. It allows analysis of data by subject matter and may be used to identify target groups for special purpose funding.

Relational attributes

RULES

The field of education must be a valid code from the Australian Standard Classification of Education (ASCED), ABS catalogue no. 1272.0, 2001 and must be reported at the 4 digit level.

GUIDELINES FOR USE

The ASCED field of education classification has a three-tiered hierarchical structure, 12 broad fields, 71 narrow fields and 356 detailed fields. The following illustrates the hierarchical structure of the ASCED field of education classification:

<table>
<thead>
<tr>
<th>Hierarchical level</th>
<th>Code</th>
<th>Field of education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broad field</td>
<td>03</td>
<td>Engineering and related technologies</td>
</tr>
<tr>
<td>Narrow field</td>
<td>0305</td>
<td>Automotive engineering and technology</td>
</tr>
<tr>
<td>Detailed field</td>
<td>030503</td>
<td>Vehicle mechanics</td>
</tr>
</tbody>
</table>

Program field of education identifier is allocated according to the content of the qualification, course or skill set by determining the broad field, then the narrow field.

All programs not on the National Register of VET must be assigned a field of education.


RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – PROGRAM FIELD OF EDUCATION IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBNN</td>
<td>Valid 4-digit narrow level field of education code</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable
Format attributes

Length: 4
Type: alphanumeric
Justification: none
Fill character: none
Permitted data element value: not applicable

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
</table>
| Release 1.0 | Introduced 01 January 1994
Field of study identifier | |
| Release 4.0 | Introduced 01 January 2002
Qualification field of education identifier to replace Field of study identifier with Australian Standard Classification of Education (ASCED), level of education at the narrow (4-digit) level | |

DATA ELEMENT DEFINITIONS

<table>
<thead>
<tr>
<th>Edition</th>
<th>Revised</th>
<th>Released</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition 1</td>
<td>01 January 2007</td>
<td>Qualification/course field of education identifier</td>
</tr>
<tr>
<td>Edition 2.2</td>
<td>01 January 2014</td>
<td>Renamed from Qualification/course field of education identifier to Program field of education identifier</td>
</tr>
</tbody>
</table>
Program identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

The Program identifier is a unique code that identifies:

- a program designed to lead to a qualification specified in a national training package
- a skill set that is specified in a national training package
- a nationally accredited course or
- other courses or skill sets that are not nationally accredited in which a client may enrol.

Program identifier must be the valid national code listed on the National Register of VET if the program is a training package qualification, training package skill set, or a national course.

Programs that are not nationally recognised must not match any Program identifier or Subject identifier code for any current or superseded/obsolete nationally recognised training listed on The National Register of VET.

GUIDELINES FOR USE

The training package qualification code of ‘AAABCCDD’ comprises:

<table>
<thead>
<tr>
<th>AAA</th>
<th>three alpha characters identifying the training package</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>one numeric character identifying the AQF level</td>
</tr>
<tr>
<td>CC</td>
<td>two numeric characters identifying the sequence of this qualification type in the training package</td>
</tr>
<tr>
<td>DD</td>
<td>two numeric characters identifying the version as the calendar year in which the qualification was endorsed</td>
</tr>
</tbody>
</table>

Where the training package skill set code of ‘AAASSXXXXX’ comprises:

<table>
<thead>
<tr>
<th>AAA</th>
<th>three alpha characters identifying the training package</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS</td>
<td>two alpha characters (always SS) identifying program as a skill set</td>
</tr>
<tr>
<td>XXXXX</td>
<td>five numeric characters applied sequentially to skill sets</td>
</tr>
<tr>
<td></td>
<td>(e.g. 00001, 00002)</td>
</tr>
</tbody>
</table>

RELATED DATA

Program name

TYPE OF RELATIONSHIP

Program name is used along with Program identifier to accurately identify a qualification, course or skill set.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – PROGRAM IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>National training package qualification, training package skill set, nationally recognised accredited course, locally developed skill set, or training organisation course code</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable
## Format attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>10</td>
</tr>
<tr>
<td>Type</td>
<td>alphanumeric</td>
</tr>
<tr>
<td>Justification</td>
<td>left</td>
</tr>
<tr>
<td>Fill character</td>
<td>space</td>
</tr>
<tr>
<td>Permitted value</td>
<td>not applicable</td>
</tr>
</tbody>
</table>

## Administrative attributes

### HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
</table>
| Release 1.0     | Introduced 01 January 1994  
Course identifier |               |               |
| Release 3.0     | Revised 01 January 1999  
Refined rules for allocation of Course identifier to accommodate the introduction of training package qualifications  
Revised values and modified descriptions for Course identifier to align with Recognition status identifier descriptions | Introduced 01 January 1999  
Qualification identifier |               |
| Release 4.0     | Revised 01 January 2002  
Modified value descriptions for Course identifier in line with revisions to the Recognition status identifier |               |               |

### DATA ELEMENT DEFINITIONS

<table>
<thead>
<tr>
<th>Edition</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition 1</td>
<td>Revised 01 January 2007</td>
<td>Revised from Qualification/course identifier to Program identifier</td>
</tr>
<tr>
<td>Edition 2</td>
<td>Revised 01 July 2008</td>
<td>Adopted Qualification/course identifier to replace Qualification identifier for National Apprentice and Trainee Collection</td>
</tr>
<tr>
<td>Edition 2.2</td>
<td>Revised 01 January 2014</td>
<td></td>
</tr>
</tbody>
</table>
Program level of education identifier

Definitional attributes

**DEFINITION**

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

**CONTEXT**

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

Relational attributes

**RULES**

Training organisations are required to classify each program of study to an appropriate Program level of education identifier.

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

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

Programs of study that do not lead to a recognised qualification must be coded to ‘999 — Education not elsewhere classified’. For example:

a. a course that is designed to fulfil part of the requirements of an AQF qualification (see [http://www.aqf.edu.au](http://www.aqf.edu.au)) or
b. courses that do not lead to a qualification of any kind.

**GUIDELINES FOR USE**

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

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

<table>
<thead>
<tr>
<th>Hierarchical level</th>
<th>Code</th>
<th>Level of education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broad field</td>
<td>5</td>
<td>Certificate level</td>
</tr>
<tr>
<td>Narrow field</td>
<td>51</td>
<td>Certificate III &amp; IV level</td>
</tr>
<tr>
<td>Detailed field</td>
<td>514</td>
<td>Certificate III</td>
</tr>
</tbody>
</table>

Where a qualification is specified in a national training package, the Program level of education identifier must be consistent with the AQF level embedded in the training package qualification code that is listed on the National Register of VET.

The following example shows the position of the embedded AQF level in the training package qualification code ‘BSB40415 — Certificate IV in Small Business Management’:

BSB three alpha characters identifying the training package
4 one numeric character identifying the AQF level
04 two numeric characters identifying the sequence of this qualification type in the training package
15 two numeric characters identifying the version as the calendar year in which the qualification was endorsed.
The level of education in the *Australian Standard Classification of Education* includes qualifications in the Australian Qualifications Framework. The framework consists of qualifications across 10 levels accredited in the VET, higher education and school sectors (*Australian Qualifications Framework: second edition January 2013*). The following qualifications are currently listed as VET-accredited qualifications (the three diploma qualifications and the graduate certificate can also be accredited in the higher education sector):

- certificate I to certificate IV
- diploma and advanced diploma
- graduate certificate and graduate diploma (may include ‘vocational’ in name)


### RELATED DATA
Not applicable

### TYPE OF RELATIONSHIP
Not applicable

### CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – PROGRAM LEVEL OF EDUCATION IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>211</td>
<td>Graduate diploma level</td>
</tr>
<tr>
<td>221</td>
<td>Graduate certificate level</td>
</tr>
<tr>
<td>311</td>
<td>Bachelor degree level</td>
</tr>
<tr>
<td>312</td>
<td>Bachelor degree (Honours)</td>
</tr>
<tr>
<td>411</td>
<td>Advanced diploma level</td>
</tr>
<tr>
<td>413</td>
<td>Associate degree level</td>
</tr>
<tr>
<td>421</td>
<td>Diploma</td>
</tr>
<tr>
<td>511</td>
<td>Certificate IV</td>
</tr>
<tr>
<td>514</td>
<td>Certificate III</td>
</tr>
<tr>
<td>521</td>
<td>Certificate II</td>
</tr>
<tr>
<td>524</td>
<td>Certificate I</td>
</tr>
<tr>
<td>611</td>
<td>Year 12</td>
</tr>
<tr>
<td>613</td>
<td>Year 11</td>
</tr>
<tr>
<td>621</td>
<td>Year 10</td>
</tr>
<tr>
<td>912</td>
<td>Other non-award courses</td>
</tr>
<tr>
<td>991</td>
<td>Statement of attainment not identifiable by level</td>
</tr>
<tr>
<td>992</td>
<td>Bridging and enabling courses not identifiable by level</td>
</tr>
<tr>
<td>999</td>
<td>Education not elsewhere classified</td>
</tr>
</tbody>
</table>

### QUESTION
Not applicable
**Format attributes**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>3</td>
</tr>
<tr>
<td>Type</td>
<td>alphanumeric</td>
</tr>
<tr>
<td>Justification</td>
<td>none</td>
</tr>
<tr>
<td>Fill character</td>
<td>none</td>
</tr>
<tr>
<td>Permitted value</td>
<td>not applicable</td>
</tr>
</tbody>
</table>

**Administrative attributes**

**HISTORY**

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Qualification category identifier</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Updated 01 January 1995</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Included Australian Qualifications Framework qualifications</td>
<td></td>
</tr>
<tr>
<td>Release 2.0</td>
<td>Revised 01 January 1997</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Removed ‘90 – Other‘</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Added values ‘10 – RATE – Diploma’ to ‘88 – AQF bachelor’s degree’</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recoded values of ‘50 – Endorsements to certificates’, ‘70 – Certificates of competency’ and ‘80 – Certificate of proficiency’ to ‘99 – Not applicable’ for Qualification category identifier</td>
<td></td>
</tr>
<tr>
<td>Release 3.0</td>
<td>Revised 01 January 1999</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Combined codes ‘50’, ‘70’ and ‘80’ with code ‘99’</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deleted code ‘90’</td>
<td></td>
</tr>
<tr>
<td>Release 4.0</td>
<td>Revised 01 January 2002</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adopted the Australian Standard Classification of Education (ASCED), level of education at the detailed (3-digit) level for Qualification category identifier</td>
<td></td>
</tr>
</tbody>
</table>

**DATA ELEMENT DEFINITIONS**

<table>
<thead>
<tr>
<th>Edition</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition 1</td>
<td>Revised 01 January 2007</td>
<td>Renamed Qualification/course level of education identifier</td>
</tr>
<tr>
<td>Edition 2.2</td>
<td>Revised 01 January 2014</td>
<td>Renamed from Qualification/course level of education identifier to Program level of education identifier</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deleted values ‘213 – Professional specialist qualification at graduate diploma level’ and ‘222 – Professional specialist qualification at graduate certificate level’</td>
</tr>
</tbody>
</table>
Program name

Definitional attributes

DEFINITION
Program name contains the full name of the program of study.

CONTEXT
Program name provides descriptive information about qualification, course or skill set content.

Relational attributes

RULES
Program name must be a title that conveys the content of the program of study.
Program name must be the exact name of the national training package qualification or skill set as specified in a national training package. These are listed on the National Register of VET.
OR
Program name must be the exact name of the nationally recognised accredited course. These are listed on the National Register of VET.
Program name must be the local course or skill set name where the program is not a nationally recognised accredited course or skill set.

GUIDELINES FOR USE
Not applicable

RELATED DATA
Program identifier

TYPE OF RELATIONSHIP
Program identifier is used along with Program name to accurately identify a qualification, course or skill set

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – PROGRAM NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>National training package qualification, skill set or nationally recognised accredited course or locally developed training organisation course or skill set name</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes

Length: 100
Type: alphanumeric
Justification: left
Fill character: space
Permitted data element value: not applicable
# Administrative attributes

## HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course name</td>
<td></td>
</tr>
<tr>
<td>Release 3.0</td>
<td>Revised 01 January 1999</td>
<td>Introduced 01 January 1999</td>
</tr>
<tr>
<td></td>
<td>Refined rules for the allocation of Course name</td>
<td>Title of qualification</td>
</tr>
<tr>
<td>Release 4.0</td>
<td>Revised 01 January 2002</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Modified value descriptions for Course name</td>
<td></td>
</tr>
</tbody>
</table>

## DATA ELEMENT DEFINITIONS

| Edition | | |
|---------|-----------------------------|
| Edition 1 | Revised 01 January 2007 |
| | Renamed Qualification/course name |
| Edition 2 | Revised 01 July 2008 |
| | Adopted Qualification/course name to replace Title of qualification for National Apprentice and Trainee Collection |
| Edition 2.2 | Revised 01 January 2014 |
| | Renamed from Qualification/course name to Program name |
Program recognition identifier

**Definitional attributes**

**DEFINITION**

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

**CONTEXT**

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

**Relational attributes**

**RULES**

*Program recognition identifier* ‘11 — Nationally accredited qualification specified in a national training package’ must only be used for a nationally accredited program of study which is designed to lead to a qualification specified in an endorsed national training package.

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

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

*Program recognition identifier* ‘14 — Other course’ must be used for a local course developed by training organisations or where developed by industry, enterprise, community education or professional bodies to meet an identified training need.

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

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

**GUIDELINES FOR USE**

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

**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable
CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – PROGRAM RECOGNITION IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Nationally accredited qualification specified in a national training package</td>
</tr>
<tr>
<td>12</td>
<td>Nationally recognised accredited course, other than a qualification specified in a national training package</td>
</tr>
<tr>
<td>13</td>
<td>Nationally recognised skill set specified in a national training package</td>
</tr>
<tr>
<td>14</td>
<td>Not nationally recognised</td>
</tr>
<tr>
<td>15</td>
<td>Higher-level qualification, other than training package qualification or nationally recognised accredited course</td>
</tr>
<tr>
<td>16</td>
<td>Locally recognised skill set</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes
- Length: 2
- Type: alphanumeric
- Justification: none
- Fill character: none
- Permitted data element value: Not applicable

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>Apprenticeship</th>
</tr>
</thead>
</table>
| Release 1.0 | Introduced 01 January 1994  
Accreditation status identifier |  |
| Release 2.0 | Revised 01 January 1997  
Renamed Recognition status identifier |  |
| Release 3.0 | Revised 01 January 1999  
Modified some descriptions to accommodate the introduction of national training packages |  |
| Release 4.0 | Revised 01 January 2002  
Recoded values and modified descriptions for Recognition status identifier  
Deleted the values ’01’, ’02’, ’03’ and ’04’ and descriptions and replaced with values ’11’, ’12’ and ’14’ and descriptions |  |

DATA ELEMENT DEFINITIONS

Edition 1
- Revised 01 January 2007  
Renamed Qualification/course recognition identifier

Edition 2.1
- Revised 01 January 2012  
Added ’15 – Higher level qualifications’  
Modified value descriptions for ’11 – Nationally accredited qualification specified in a national training package’ and ’12 – Nationally recognised accredited course, other than a qualification specified in a national training package’

Edition 2.2
- Revised 01 January 2014  
Renamed from Qualification/course recognition identifier to Program recognition identifier  
Added ’13 – Nationally recognised skill set, specified in a national training package’ and ’16 – Locally recognised skill set’
Purchasing contract identifier

Definitional attributes

DEFINITION

Purchasing contract identifier uniquely identifies the purchasing or funding contract between the state or territory training authority and the registered training organisation.

CONTEXT

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

Relational attributes

RULES

Determined by individual states and territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – PURCHASING CONTRACT IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Code that identifies the purchasing or funding contract between the state or territory training authority and the registered training organisation</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

- Length: 12
- Type: alphanumeric
- Justification: left
- Fill character: space
- Permitted data element value: not applicable

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 5.0</td>
<td>Introduced 01 January 2003</td>
<td>Purchasing contract identifier</td>
</tr>
</tbody>
</table>
Purchasing contract schedule identifier

Definitional attributes

**DEFINITION**

*Purchasing contract schedule identifier* identifies a specific program of study to be undertaken as part of a purchasing contract. *Purchasing contract schedule identifier* is applied to the duration of the contract period, which can overlap data collection periods.

**CONTEXT**

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

Relational attributes

**RULES**

Determined by individual states and territories.

**GUIDELINES FOR USE**

Not applicable

**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – PURCHASING CONTRACT SCHEDULE IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Valid purchasing contract schedule identifier</td>
</tr>
</tbody>
</table>

**QUESTION**

Not applicable

Format attributes

- **Length:** 3
- **Type:** alphanumeric
- **Justification:** left
- **Fill character:** space
- **Permitted data element value:** not applicable

Administrative attributes

**HISTORY**

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 5.0</td>
<td>Introduced 01 January 2003</td>
<td>Purchasing contract schedule identifier</td>
</tr>
</tbody>
</table>
Scheduled hours

Definitional attributes
DEFINITION
Scheduled hours specifies the number of supervised hours, including assessment time, that the training organisation actually allocates for the delivery of a unit of competency or module.

CONTEXT
Scheduled hours is used to analyse training activity by allocated hours of supervised training.

Relational attributes
RULES
If Scheduled hours are zero, then the field must be recorded as ‘0000’.

Scheduled hours is the time in hours that the training organisation allows to deliver and assess a unit of competency or module. Hours attributed to fully unsupervised work experience or industry placement must not be included.

Scheduled hours is a whole number of hours. Where fractional hours occur, the value must be rounded to the nearest hour.

GUIDELINES FOR USE
Scheduled hours represents the hours deemed necessary for the whole subject, whether or not delivery is within one collection period.

RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – SCHEDULED HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000–9999</td>
<td>Number of hours</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes
Length: 4
Type: numeric
Justification: right
Fill character: zero
Permitted data element value: not applicable

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Scheduled hours</td>
<td></td>
</tr>
</tbody>
</table>
School-based flag

Definitional attributes

DEFINITION
School-based flag indicates whether or not a training contract commenced as an approved school-based apprenticeship.

CONTEXT
School-based flag is used for analysis and statistical reporting to inform policy and planning.

Relational attributes

RULES
School-based flag must = ‘Y’ where the client is a student, who at the commencement of the contract, was:

- enrolled in a senior secondary certificate under the relevant Education Act
- enrolled in a school or education provider that acknowledges and endorses the training plan/outline required by the apprenticeship/traineeship training contract
- the Australian school-based apprenticeship is recognised on the senior secondary certificate.

School-based flag should remain ‘Y’ throughout the life of the apprenticeship if the client commenced as a school-based apprentice.

GUIDELINES FOR USE
Not applicable

RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – SCHOOL-BASED FLAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Yes – the contract commenced as an approved school-based apprenticeship</td>
</tr>
<tr>
<td>N</td>
<td>No – the contract did not commence as an approved school-based apprenticeship</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes

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

Administrative attributes

Data elements

School-based flag
### HISTORY

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<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 5.0</td>
<td></td>
<td>Introduced 01 April 2004</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School-based flag</td>
</tr>
</tbody>
</table>

**DATA ELEMENT DEFINITIONS**

<table>
<thead>
<tr>
<th>Edition 2.2</th>
<th>Revised 01 July 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Modified descriptors for <em>School-based flag</em></td>
</tr>
</tbody>
</table>
School level identifier

Definitional attributes

DEFINITION

School level identifier identifies the level of schooling in which a client is currently enrolled.

CONTEXT

School level identifier is used for analysis and statistical reporting.

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – SCHOOL LEVEL IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>Year 8 or below</td>
</tr>
<tr>
<td>09</td>
<td>Year 9 or equivalent</td>
</tr>
<tr>
<td>10</td>
<td>Year 10 or equivalent</td>
</tr>
<tr>
<td>11</td>
<td>Year 11 or equivalent</td>
</tr>
<tr>
<td>12</td>
<td>Year 12 or equivalent</td>
</tr>
<tr>
<td>99</td>
<td>Not applicable (Client not at secondary school)</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

Length: 2

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: @@ not specified
Administrative attributes

**HISTORY**

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 3.0</td>
<td></td>
<td>Introduced 01 January 1999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School level</td>
</tr>
<tr>
<td>Release 4.0</td>
<td></td>
<td>Revised 01 January 2002</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Updated the value description for School level to align with the ABS Australian census and the national apprenticeship/traineeship training contract by adding the category ‘Year 8 or below’ and ‘Year 9 or equivalent’</td>
</tr>
</tbody>
</table>

**DATA ELEMENT DEFINITIONS**

<table>
<thead>
<tr>
<th>Edition 2</th>
<th>Revised 01 July 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Renamed School level identifier</td>
</tr>
</tbody>
</table>
School type identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

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

GUIDELINES FOR USE

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

RELATED DATA

Not applicable.

TYPE OF RELATIONSHIP

Not applicable.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – SCHOOL TYPE IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>School — Government</td>
</tr>
<tr>
<td>25</td>
<td>School — Catholic</td>
</tr>
<tr>
<td>27</td>
<td>School — Independent</td>
</tr>
<tr>
<td>31</td>
<td>Technical and Further Education institute</td>
</tr>
<tr>
<td>61</td>
<td>Community-based adult education provider</td>
</tr>
<tr>
<td>91</td>
<td>Privately operated registered training organisation</td>
</tr>
<tr>
<td>92</td>
<td>Home school arrangement</td>
</tr>
</tbody>
</table>

Format attributes

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

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>DATA ELEMENT DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition 2.2</td>
</tr>
<tr>
<td>Introduced August 2014</td>
</tr>
<tr>
<td><em>School type identifier</em></td>
</tr>
</tbody>
</table>
### Specific funding identifier

**Definitional attributes**

**DEFINITION**

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

**CONTEXT**

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

**Relational attributes**

**RULES**

The *Specific funding identifier* is a unique code applied to training activity delivered as part of a unit of competency or module to identify Commonwealth-funded or initiated training.

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

**GUIDELINES FOR USE**

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

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

Please refer to the NCVER Portal <https://www.ncver.edu.au/rto-hub/statistical-standard-software/specific-funding-identifier> for an up-to-date list of *Specific funding identifier* values as codes are updated when new programs are introduced or discontinued.

**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – SPECIFIC FUNDING IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Specific funding identifier code</td>
</tr>
</tbody>
</table>

**QUESTION**

Not applicable

**Format attributes**

- **Length:** 10
- **Type:** alphanumeric
- **Justification:** left
- **Fill character:** space
- **Permitted data element value:** not applicable
### Administrative attributes

#### HISTORY

<table>
<thead>
<tr>
<th>Edition</th>
<th>Action</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition 2.1</td>
<td>Introduced</td>
<td>01 January 2012</td>
<td>Specific program identifier</td>
</tr>
<tr>
<td>Edition 2.2</td>
<td>Revised</td>
<td>01 January 2014</td>
<td>Renamed from Specific program identifier to Specific funding identifier</td>
</tr>
</tbody>
</table>
State identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

Address location — suburb, locality or town and Postcode

TYPE OF RELATIONSHIP

Address location — suburb, locality or town, Postcode and State identifier are used together to determine an address region.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – STATE IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>New South Wales</td>
</tr>
<tr>
<td>02</td>
<td>Victoria</td>
</tr>
<tr>
<td>03</td>
<td>Queensland</td>
</tr>
<tr>
<td>04</td>
<td>South Australia</td>
</tr>
<tr>
<td>05</td>
<td>Western Australia</td>
</tr>
<tr>
<td>06</td>
<td>Tasmania</td>
</tr>
<tr>
<td>07</td>
<td>Northern Territory</td>
</tr>
<tr>
<td>08</td>
<td>Australian Capital Territory</td>
</tr>
<tr>
<td>09</td>
<td>Other Australian territories or dependencies</td>
</tr>
<tr>
<td>99</td>
<td>Other (overseas but not an Australian territory or dependency)</td>
</tr>
</tbody>
</table>
QUESTION
What is the address of your usual residence?

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

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

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

<table>
<thead>
<tr>
<th>Building/property name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat/unit number</td>
</tr>
<tr>
<td>Street number</td>
</tr>
<tr>
<td>Street name and type</td>
</tr>
<tr>
<td>Suburb, locality or town</td>
</tr>
</tbody>
</table>

**State/territory**

| Postcode |

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

<table>
<thead>
<tr>
<th>Building/property name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat/unit number</td>
</tr>
<tr>
<td>Street number</td>
</tr>
<tr>
<td>Street name and type</td>
</tr>
<tr>
<td>Suburb, locality or town</td>
</tr>
</tbody>
</table>

**State/territory**

| Postcode |

**Format attributes**

- Length: 2
- Type: alphanumeric
- Justification: none
- Fill character: none
- Permitted data element value: @@ not specified
Administrative attributes

**HISTORY**

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td><strong>Introduced 01 January 1994</strong></td>
<td><strong>Introduced 01 July 1994</strong></td>
</tr>
<tr>
<td></td>
<td>State identifier</td>
<td>State identifier</td>
</tr>
<tr>
<td>Release 2.0</td>
<td><strong>Revised 01 January 1997</strong></td>
<td><strong>Revised 01 January 1997</strong></td>
</tr>
<tr>
<td></td>
<td>Added classification value and description</td>
<td>Added classification value and description</td>
</tr>
<tr>
<td></td>
<td>‘99 – Other’</td>
<td>‘99 – Other’</td>
</tr>
<tr>
<td>Release 3.0</td>
<td><strong>Revised 01 January 1999</strong></td>
<td><strong>Revised 01 January 1999</strong></td>
</tr>
<tr>
<td></td>
<td>Split State identifier to create State identifier</td>
<td>Renamed State identifier – training organisation</td>
</tr>
<tr>
<td></td>
<td>– new apprenticeships, State identifier – training</td>
<td>Deleted value and description ‘99 – Other’</td>
</tr>
<tr>
<td></td>
<td>provider location.</td>
<td>for State identifier – training organisation</td>
</tr>
<tr>
<td></td>
<td>Deleted value and description ‘99 – Other’</td>
<td></td>
</tr>
<tr>
<td>Release 5.0</td>
<td><strong>Revised 01 January 2003</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Combined State identifier – new apprenticeships,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>State identifier – training organisation, and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>State identifier – training provider location</td>
<td></td>
</tr>
<tr>
<td></td>
<td>into State identifier.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Renamed State identifier – training organisation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to State identifier</td>
<td></td>
</tr>
</tbody>
</table>

**DATA ELEMENT DEFINITIONS**

| Edition 2  | **Revised 01 July 2008**                         |                                                     |
|            | Adopted State identifier to replace State identifier – training organisation for the National Apprentice and Trainee Collection |                                                     |
| Edition 2.2| **Revised 01 January 2014**                      |                                                     |
|            | Added ‘@@ not specified’ as permitted data element value |                                                     |
Statistical area level 1 identifier

Definitional attributes

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

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

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

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

Relational attributes

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

GUIDELINES FOR USE
Not applicable

RELATED DATA
Statistical area level 2 identifier

TYPE OF RELATIONSHIP
Statistical area level 1 identifier is a lower level classification under Statistical area level 2 identifier

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – Statistical area level 1 identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000001 – 99999999999</td>
<td>Valid ASGS Statistical area level 1 code</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes

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

Administrative attributes

HISTORY

<table>
<thead>
<tr>
<th>Edition 2.2</th>
<th>Introduced 01 January 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Statistical area level 1 identifier</td>
</tr>
</tbody>
</table>
Statistical area level 2 identifier

Definitional attributes

**DEFINITION**

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

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

**CONTEXT**

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

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

Relational attributes

**RULES**

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

**GUIDELINES FOR USE**

Not applicable

**RELATED DATA**

*Statistical area level 1 identifier*

**TYPE OF RELATIONSHIP**

*Statistical area level 2 identifier* is a higher level classification of *Statistical area level 1 identifier*

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – STATISTICAL AREA LEVEL 2 IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000001 – 999999999</td>
<td>Valid ASGS Statistical area level 2 code</td>
</tr>
</tbody>
</table>

**QUESTION**

Not applicable

Format attributes

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

Administrative attributes

**HISTORY**

<table>
<thead>
<tr>
<th>DATA ELEMENT DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition 2.2</td>
</tr>
<tr>
<td>Introduced 01 January 2014</td>
</tr>
<tr>
<td><em>Statistical area level 2 identifier</em></td>
</tr>
</tbody>
</table>
Study reason identifier

Definitional attributes

DEFINITION

*Study reason identifier* identifies the client’s main reason for study.

CONTEXT

*Study reason identifier* is used to assist in the analysis of client motivation and intention for undertaking training.

Relational attributes

RULES

*Study reason identifier* is intended as a self-assessment response by the client and should not be determined by the training organisation.

*Study reason identifier* must be a valid code.

GUIDELINES FOR USE

If more than one reason for study, choose the main reason for study.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – STUDY REASON IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Job-related</td>
</tr>
<tr>
<td>02</td>
<td>To get a job</td>
</tr>
<tr>
<td>03</td>
<td>To develop my existing business</td>
</tr>
<tr>
<td>04</td>
<td>To start my own business</td>
</tr>
<tr>
<td>05</td>
<td>To try for a different career</td>
</tr>
<tr>
<td>06</td>
<td>To get a better job or promotion</td>
</tr>
<tr>
<td>07</td>
<td>I wanted extra skills for my job</td>
</tr>
<tr>
<td>08</td>
<td>To get into another course of study</td>
</tr>
<tr>
<td>11</td>
<td>Other reasons</td>
</tr>
<tr>
<td>12</td>
<td>For personal interest or self-development</td>
</tr>
</tbody>
</table>
| 13    | To get skills for community/voluntary work – *Valid for activity from 1 January 2019*

QUESTION (2018 ENROLMENTS)

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

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- Other reasons

Data elements

Study reason identifier

147
Data elements

Study reason identifier

**Format attributes**

- **Length:** 2
- **Type:** alphanumeric
- **Justification:** left
- **Fill character:** none
- **Permitted data element value:** @@ not specified

**Administrative attributes**

**HISTORY**

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 5.0</td>
<td><strong>Introduced 01 January 2003</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Study reason identifier</strong></td>
<td></td>
</tr>
</tbody>
</table>

**DATA ELEMENT DEFINITIONS**

<table>
<thead>
<tr>
<th>Edition 1</th>
<th><strong>Revised 01 January 2007</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recoded values and modified descriptions for Study reason identifier</td>
</tr>
<tr>
<td></td>
<td>Combined '09 – For personal interest' and '10 – For self-development' into '12 – For personal interest or self-development'</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Edition 2.1</th>
<th><strong>Revised 01 January 2012</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grouped values for Study reason identifier under Job-related, Further study, and Other subheadings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Edition 2.3</th>
<th><strong>Revised 31 August 2018</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Added value '13 – To get skills for community/voluntary work' to classification scheme for use for activity from 1 January 2019</td>
</tr>
</tbody>
</table>
Subject field of education identifier

Definitional attributes

DEFINITION

Subject field of education identifier is based on the field of education (FOE) at the detailed level (6-digit), which is one part of the Australian Standard Classification of Education (ASCED), ABS catalogue no.1272.0, 2001.

The field of education is the subject matter of the unit of competency or module.

CONTEXT

Subject field of education identifier is used to determine the detailed subject matter covered in a particular area of study.

Subject field of education identifier is used to analyse training outputs by detailed field of education.

Relational attributes

RULES

Subject field of education identifier must be a valid code.

For modules belonging to nationally accredited courses, the Subject field of education identifier must be assigned by the course developer.

For units of competency belonging to national training package qualifications, the Subject field of education identifier must be obtained from the National Register of VET.

GUIDELINES FOR USE

The ASCED field of education classification has a three-tiered hierarchical structure, 12 broad fields, 71 narrow fields and 356 detailed fields. The following illustrates the hierarchical structure of the ASCED field of education classification:

<table>
<thead>
<tr>
<th>Hierarchical level</th>
<th>Code</th>
<th>Field of education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broad field</td>
<td>03</td>
<td>Engineering and related technologies</td>
</tr>
<tr>
<td>Narrow field</td>
<td>0305</td>
<td>Automotive engineering and technology</td>
</tr>
<tr>
<td>Detailed field</td>
<td>030503</td>
<td>Vehicle mechanics</td>
</tr>
</tbody>
</table>

Subject field of education identifier is allocated according to the content of the unit of competency or module by determining the broad field, then the narrow field and finally the detailed field.

If the field of education code for nationally registered units of competency or modules cannot be sourced from Training.gov.au use the ABS website for a complete list of available field of education codes with descriptions. A list of valid Subject field of education identifier codes can be found at <https://www.ncver.edu.au/rto-hub/statistical-standard-software/Subject-field-of-education-identifier>.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – SUBJECT FIELD OF EDUCATION IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBNND</td>
<td>Valid 6-digit detailed level field of education code</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable
Format attributes

Length: 6
Type: alphanumeric
Justification: none
Fill character: none
Permitted data element value: not applicable

Administrative attributes

HISTORY

<table>
<thead>
<tr>
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<th>APPRENTICESHIP</th>
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| Release 1.0 | Introduced 01 January 1994  
Discipline group identifier | | |
| Release 4.0 | Introduced 01 January 2002  
Replaced Discipline group identifier (5-digit) with the Module/unit of competency field of education identifier in concordance with the Australian Standard Classification of Education (ASCED), field of education at the detailed level (6-digit), ABS, catalogue no.1272.0, 2001  
Modified the description of the blank value for Module/unit of competency field of education identifier | |

DATA ELEMENT DEFINITIONS

Edition 2.2 | Revised 01 January 2014  
Renamed from Module/unit of competency field of education identifier to Subject field of education identifier | |
Subject identifier

Definitional attributes

DEFINITION

Subject identifier is a unique code used to identify a specific unit of competency in a national training package or a nationally accredited unit or a training organisation module.

CONTEXT

Subject identifier allows for analysis of data by unit of competency or module.

Relational attributes

RULES

Subject identifiers for unique modules or units of competency must be consistent across collections.

When allocating the Subject identifier, the following hierarchy must be observed:

- If the Subject identifier represents a unit of competency in a nationally accredited training package, the Subject identifier must be as listed by the National Register of VET.
- If the Subject identifier represents an accredited unit in a nationally accredited course, the Subject identifier must be the nationally accredited unit code.
- If the Subject identifier represents a locally developed subject, the Subject identifier must be the training organisation’s subject code and not a national code.
- A Subject identifier for a locally developed subject such as a module must not match the code for any current or superseded nationally recognised training listed on the National Register of VET.

GUIDELINES FOR USE

A module is defined within a nationally accredited or locally developed course. A unit of competency is defined within a national training package.

The Subject identifier of a module code can take any combination of alphanumeric characters up to 12 characters, as determined by the course developer and course accreditation body.

RELATED DATA

Subject name

TYPE OF RELATIONSHIP

Subject name is used along with Subject identifier to accurately identify a unit of competency or module.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – SUBJECT IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Module or unit of competency identifier</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

Length: 12
Type: alphanumeric
Justification: left
Fill character: space
Permitted data element value: not applicable

Administrative attributes

HISTORY

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<th>APPRENTICESHIP</th>
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</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td></td>
</tr>
</tbody>
</table>

AVETMISS Data element definitions
## Module identifier

| Release 3.0 | **Introduced 01 January 1999**  
Refined rules for allocation of Module identifier  
Refined rules for allocation of Unit of competency identifier |
|---|---|
| Release 4.0 | **Revised 01 January 2002**  
Modified value descriptions for Module identifier  
Modified value descriptions for Unit of competency identifier |

---

### DATA ELEMENT DEFINITIONS

| Edition 1 | **Revised 01 January 2007**  
Combined Module identifier and Unit of competency identifier to rename Module/unit of competency identifier |
|---|---|
| Edition 2.2 | **Revised 01 January 2014**  
Renamed from Module/unit of competency identifier to Subject identifier |
Subject name

Definitional attributes

**DEFINITION**

*Subject name* is the title of a unit of competency or module.

**CONTEXT**

*Subject name* describes the subject matter covered in a unit of competency or module.

Relational attributes

**RULES**

Not applicable

**GUIDELINES FOR USE**

It is advisable that training organisations retain the unit of competency *Subject name* associated with each version of the unit of competency for data-management purposes and only report activity to the appropriate version delivered.

When allocating the *Subject name*, the following hierarchy must be observed:

- If the *Subject name* represents a unit of competency from a nationally accredited training package, the *Subject name* must be as listed by the National Register of VET.
- If the *Subject name* represents a module from a nationally accredited course, the *Subject name* must be the nationally accredited module name.
- If the *Subject name* represents a locally developed program of study, the *Subject name* must be the training organisation module name and not a national name.

For locally developed modules the *Subject name* should meaningfully indicate the subject matter of the module, for example, ‘Basic Numeracy 1’, and not ‘C100MOD007’.

**RELATED DATA**

*Subject identifier*

**TYPE OF RELATIONSHIP**

*Subject name* may be used in several training packages and may have more than one *Subject identifier*.

*Subject name* and *Subject identifier* must correspond to unit of competency name combination listed on the National Register of VET.

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – SUBJECT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Unit of competency or module name</td>
</tr>
</tbody>
</table>

**QUESTION**

Not applicable

**Format attributes**

- Length: 100
- Type: alphanumeric
- Justification: left
- Fill character: space
- Permitted data element value: not applicable
## Administrative attributes

### HISTORY

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<tr>
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<td>Introduced 01 January 1994</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Module name</td>
<td></td>
</tr>
<tr>
<td>Release 3.0</td>
<td>Introduced 01 January 1999</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unit of competency name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Refined rules for allocation of Module name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Refined rules for allocation of Unit of competency name</td>
<td></td>
</tr>
<tr>
<td>Release 4.0</td>
<td>Revised 01 January 2002</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Modified value descriptions for Module name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Modified value descriptions for Unit of competency name</td>
<td></td>
</tr>
</tbody>
</table>

### DATA ELEMENT DEFINITIONS

<table>
<thead>
<tr>
<th>Edition</th>
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<th>Combined Module name and Unit of competency name to Module/unit of competency name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition 2.2</td>
<td>Revised 01 January 2014</td>
<td>Renamed from Module/unit of competency name to Subject name</td>
</tr>
</tbody>
</table>
Survey contact status

Definitional attributes

DEFINITION
Survey contact status identifies reasons to exclude clients from the Student Outcomes Survey and other communications.

CONTEXT
Survey contact status is used to exclude clients from participating in the Student Outcomes Survey and other communications.

Relational attributes

RULES
Not applicable

GUIDELINES FOR USE
The classification value 'E – Excluded from survey use' should only be used if the client (or parent/guardian) objects to being surveyed or requests address information is withheld. RTOs are not required to ask clients if they fall into this category i.e. use the code only when the information is volunteered.

If Date of birth indicates that a client will be under the age of 15 at the end of the collection year, then Survey contact status may be left blank.

RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – SURVEY CONTACT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Available for survey use</td>
</tr>
<tr>
<td>C</td>
<td>Correctional facility (address or enrolment)</td>
</tr>
<tr>
<td>D</td>
<td>Deceased student</td>
</tr>
<tr>
<td>E</td>
<td>Excluded from survey use</td>
</tr>
<tr>
<td>I</td>
<td>Invalid address / Itinerant student (very low likelihood of response)</td>
</tr>
<tr>
<td>M</td>
<td>Minor – under age of 15 (not to be surveyed)</td>
</tr>
<tr>
<td>O</td>
<td>Overseas (address or enrolment)</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes

Length: 1
Type: alphanumeric
Justification: none
Fill character: space
Permitted data element value: not applicable

Administrative attributes

HISTORY

DATA ELEMENT DEFINITIONS

Edition 2.3  Introduced 01 January 2018
Survey contact status
Telephone number

Definitional attributes

DEFINITION
Telephone number identifies the contact telephone number of an individual or organisation.

CONTEXT
Telephone number can be used to contact an individual or organisation.

Relational attributes

RULES
The format for Telephone number is without spaces where 0123456789 is an example for a 10-digit telephone number.

GUIDELINES FOR USE
Not applicable

RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Valid telephone number</td>
</tr>
</tbody>
</table>

QUESTION
Enter your contact details

Home phone ___________________________ Work phone_____________________________

Mobile ______________________________ Email address___________________________

Alternative email address (optional)____________________________

Format attributes

- Length: 20
- Type: alphanumeric
- Justification: left
- Fill character: space
- Permitted data element value: not applicable

Administrative attributes

HISTORY

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</tr>
</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Release 5.0</td>
<td>Revised 01 January 2003</td>
<td>Replaced from Phone number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>to Telephone number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduced Telephone number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- home</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- mobile</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- work</td>
<td></td>
</tr>
</tbody>
</table>
| Edition 2 | **Revised 01 July 2008**  
|          | Adopted Telephone number to replace Phone number for National Apprentice and Trainee Collection |
| Edition 2.3 | **Revised 01 January 2018**  
|            | Adopted Telephone number to combine Telephone number – home, Telephone number – mobile and Telephone number – work in a single data element for National VET Provider Collection |
Training contract identifier

Definitional attributes

DEFINITION

*Training contract identifier* uniquely identifies an apprentice or trainee training contract registered with a training authority.

A training contract is a contractual agreement between a client and an employer indicating the terms of experiential training the client is to undertake.

CONTEXT

*Training contract identifier* is required to uniquely identify a training contract.

Relational attributes

RULES

A unique *Training contract identifier* must be used each time a client enters into a new training contract.

Rules for contract transfers are determined by state and territory training authorities.

GUIDELINES FOR USE

For National VET Provider Collection only

*Training contract identifier* is only used where training activity in a unit of competency or module relates to a client undertaking an apprenticeship or traineeship under a registered apprenticeship/traineeship training contract.

*Training contract identifier* is assigned when the apprenticeship/traineeship training contract is registered as a means of identifying the apprenticeship/traineeship training contract. This identifier can be sourced from the registering state/territory training authority.

*Training contract identifier* forms a dual key with the *Client identifier — apprenticeships*.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – TRAINING CONTRACT IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Unique training contract identifier</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

Length: 10
Type: alphanumeric
Justification: left
Fill character: space
Permitted data element value: @@@@@@@@@@@ not specified
# Administrative attributes

**HISTORY**

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</thead>
<tbody>
<tr>
<td>Release 1.0</td>
<td></td>
<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Training contract identifier</td>
</tr>
<tr>
<td>Release 5.0</td>
<td>Introduced 01 January 2003</td>
<td>Training contract identifier – new apprenticeships</td>
</tr>
</tbody>
</table>

**DATA ELEMENT DEFINITIONS**

<table>
<thead>
<tr>
<th>Edition 2</th>
<th>Revised 01 July 2008</th>
<th>Revised 01 January 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Renamed Training contract identifier for National Apprentice and Trainee Collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renamed from Training contract identifier – new apprenticeships to Training contract identifier for National VET Provider Collection</td>
</tr>
</tbody>
</table>
Training contract identifier – national

Definitional attributes

DEFINITION
Training contract identifier – national uniquely identifies an apprentice or trainee training contract registered with the Australian Government Department of Education and Training’s apprenticeship management system.

CONTEXT
Training contract identifier – national is required to uniquely identify a training contract and its associated information in the Australian Government Department of Education and Training’s apprenticeship management system.

Relational attributes

RULES
Training contract identifier – national must be copied from the Australian Government Department of Education and Training’s apprenticeship management system each time a client commences a new training contract.

GUIDELINES FOR USE
Training contract identifier – national must be used concurrently with the Training contract identifier assigned by jurisdictions.

RELATED DATA
Client identifier — national

TYPE OF RELATIONSHIP
Not applicable

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – TRAINING CONTRACT IDENTIFIER – NATIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Unique Training contract identifier — national</td>
</tr>
</tbody>
</table>

QUESTION
Not applicable

Format attributes

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

Administrative attributes

HISTORY

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<td></td>
<td>Introduced 01 July 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Training contract identifier – AAMS</td>
</tr>
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</table>

DATA ELEMENT DEFINITIONS

Edition 2.3 Introduced 01 July 2016
Training contract identifier – AAMS

Edition 2.3 Revised 31 August 2018
Renamed from Training contract identifier – AAMS to Training contract identifier – national
Training contract status identifier

Definitional attributes

DEFINITION

Training contract status identifier is a code that identifies the status of a training contract.

CONTEXT

Training contract status identifier is used for analysis and statistical reporting.

Relational attributes

RULES

Not applicable

GUIDELINES FOR USE

The following status can be used:

01 — Active

- Where a contract has commenced for the first time or recommenced within the contract after a period of inactivity such as suspension.
- Where a change of attributes has occurred for an active contract.

02 — Recommenced

- Where a contract has commenced as the continuation of an apprenticeship or traineeship in the same or superseded qualification.

07 — Suspended

- Where a contract has been suspended for any reason.

03 — Withdrawn

- Where a contract has been terminated during the probationary period.

06 — Cancelled

- Where a contract has been terminated after the probationary period.

11 — Transferred

- Where a contract has been terminated (either during or after any probationary period) and a new training contract is to be entered into by the same apprentice/trainee in the same qualification.

04 — Completed

- Where an apprentice or trainee has met all the state or territory requirements for completion of a contract.

05 — Expired

- Where the expected term of a contract has been reached without being ‘04 — Completed’ or otherwise terminated.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable
**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – TRAINING CONTRACT STATUS IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Active</td>
</tr>
<tr>
<td>02</td>
<td>Recomenced</td>
</tr>
<tr>
<td>03</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>04</td>
<td>Completed</td>
</tr>
<tr>
<td>05</td>
<td>Expired</td>
</tr>
<tr>
<td>06</td>
<td>Cancelled</td>
</tr>
<tr>
<td>07</td>
<td>Suspended</td>
</tr>
<tr>
<td>09</td>
<td>Expired (unsuccessful) This value is not valid for clients with a Date of transaction on or after 01/07/2016</td>
</tr>
<tr>
<td>11</td>
<td>Transferred</td>
</tr>
</tbody>
</table>

**QUESTION**

Not applicable

**Format attributes**

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

**Administrative attributes**

**HISTORY**

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<td>Introduced 01 July 1994</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Classification revised 01 July 1997</td>
</tr>
<tr>
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<td></td>
<td>Revised 01 January 2002</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renamed Training contract status identifier</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Refined the rules for the Training contract status identifier, in line with the rules for the valid and invalid status, to disallow two consecutive ‘03 – Withdrawn’ transactions or two consecutive ‘04 – Completed’ transactions or two consecutive ‘05 – Expired’ transactions or two consecutive ‘06 – Cancelled’ transactions within a single training contract. Also disallow a ‘03 – Withdrawn’ or ‘04 – Completed’ or ‘05 – Expired’ or ‘06 – Cancelled’ or ‘07 – Active (suspended)’ to be followed by ‘01 – Active (commencement)’ within a single training contract. Also disallow a ‘04 – Completed’ to be followed by ‘02 – Active (recommencement)’ within a single training contract.</td>
</tr>
<tr>
<td>Release 4.0</td>
<td></td>
<td>Revised 01 January 2002</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renamed Training contract status identifier</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Refined the rules for the Training contract status identifier, in line with the rules for the valid and invalid status, to disallow two consecutive ‘03 – Withdrawn’ transactions or two consecutive ‘04 – Completed’ transactions or two consecutive ‘05 – Expired’ transactions or two consecutive ‘06 – Cancelled’ transactions within a single training contract. Also disallow a ‘03 – Withdrawn’ or ‘04 – Completed’ or ‘05 – Expired’ or ‘06 – Cancelled’ or ‘07 – Active (suspended)’ to be followed by ‘01 – Active (commencement)’ within a single training contract. Also disallow a ‘04 – Completed’ to be followed by ‘02 – Active (recommencement)’ within a single training contract.</td>
</tr>
</tbody>
</table>

**DATA ELEMENT DEFINITIONS**

- **Edition 2** Revised 01 July 2008
  - Renamed ‘05 – Expired’ to ‘05 – Expired (outcome unknown)’
  - Added codes ‘09 – Expired (unsuccessful)’ and ‘11 – Transferred’
  - Revised the definitions for codes

- **Edition 2.2** Revised 01 July 2016
  - Updated name for 01 from ‘Active (commenced)’ to ‘Active’, 02 from ‘Active (recommended)’ to ‘Recommenced’ and 05 from ‘Expired (outcome unknown)’ to ‘Expired’.
Training organisation delivery location identifier

Definitional attributes

DEFINITION

Training organisation delivery location identifier is a unique code that identifies a training organisation’s delivery location. This code is assigned by the training organisation unless advised by the state training authority.

CONTEXT

Training organisation delivery location identifier is used to uniquely identify the delivery locations of a training organisation. It is collected in addition to training organisation address details.

Relational attributes

RULES

Training organisation delivery location identifier must be unique within each training organisation.

GUIDELINES FOR USE

The identifier in combination with a name for the delivery location is usually determined by the training organisation according to their administrative preferences. The format of the identifier can be a maximum of ten characters long with any combination of alphanumeric characters that is meaningful to the issuing training organisation.

Delivery locations are generally the places where the training is conducted; discretion must be used when identifying individual delivery locations. For example, two annexes of an institute or different floors of a building at the same street address should be reported as the same training delivery location.

Training organisation delivery location identifier must be the same code in and across all collections.

Training organisation delivery location identifier must be the delivery location from which the training is coordinated for online, correspondence and ‘on the road’ delivery, e.g. a trainer visiting several workplaces to deliver training.

RELATED DATA

Training organisation delivery location name

TYPE OF RELATIONSHIP

Training organisation delivery location name and Training organisation delivery location identifier together uniquely identify the training organisation’s specific training site.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – TRAINING ORGANISATION DELIVERY LOCATION IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Delivery location identifier that is unique within a training organisation</td>
</tr>
</tbody>
</table>

QUESTION

Not applicable

Format attributes

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

## HISTORY

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<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
</table>
| Release 1.0 | Introduced 01 January 1994  
  Training provider location identifier |                                                      |
| Release 5.0 | Revised 01 January 2003  
  Renamed Training organisation delivery location identifier |                                                      |
Training organisation delivery location name

Definitional attributes

DEFINITION

*Training organisation delivery location name* is the name created and/or assigned by the training organisation for a training organisation’s delivery location.

CONTEXT

*Training organisation delivery location name* is used to describe the physical location of training delivery for a training organisation.

Relational attributes

RULES

*Training organisation delivery location name* must uniquely describe a delivery location.

*Training organisation delivery location name* must remain the same name in and across all collections.

*Training organisation delivery location name* must be a name for the location from which the training is coordinated for online, correspondence and ‘on the road’ delivery, e.g. a trainer visiting several workplaces to deliver training.

GUIDELINES FOR USE

The name in combination with an identifier for the delivery location is created by the training organisation according to their administrative preferences.

Delivery locations are generally the places where the training is conducted; usually the delivery location name summarises its location in a meaningful way. Examples would be ‘Ravier Institute, Knoalla Campus’ or ‘Bathurst Park’. Discretion should be used when identifying individual delivery locations. For example, two annexes of an institute or different floors of a building at the same street address should be reported as the same training delivery location.

RELATED DATA

*Training organisation delivery location identifier*

TYPE OF RELATIONSHIP

*Training organisation delivery location identifier* with *Training organisation delivery location name* uniquely identify the training organisation.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – TRAINING ORGANISATION DELIVERY LOCATION NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Unique training organisation delivery location name</td>
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</table>

QUESTION

Not applicable

Format attributes

| Length:   | 100 |
| Type:     | alphanumeric |
| Justification: | left |
| Fill character: | space |
| Permitted data element value: | not applicable |
## Administrative attributes

### HISTORY

<table>
<thead>
<tr>
<th>RELEASE</th>
<th>VET PROVIDER</th>
<th>APPRENTICESHIP</th>
</tr>
</thead>
</table>
| Release 1.0 | Introduced 01 January 1994  
*Training provider location name* |                                                      |
| Release 5.0 | Revised 01 January 2003  
Renamed *Training organisation delivery location name* |                                                      |
Training organisation identifier

Definitional attributes

DEFINITION

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

CONTEXT

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

Relational attributes

RULES

If the training provider is a registered training organisation, the *Training organisation identifier* must be the valid national code listed on the National Register of VET.

Non-registered training providers must ensure that the identifier used does not match the code for any current or cancelled identifier listed on the National Register of VET.

GUIDELINES FOR USE

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

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

RELATED DATA

*Training organisation name*

TYPE OF RELATIONSHIP

*Training organisation name* is used along with *Training organisation identifier* to accurately identify a training organisation.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – TRAINING ORGANISATION IDENTIFIER</th>
</tr>
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<tbody>
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<td>Unique alphanumeric identifier</td>
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QUESTION

Not applicable

Format attributes

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

#### HISTORY

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<tr>
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<td>Introduced 01 January 1994</td>
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</tr>
<tr>
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<td>Training organisation identifier</td>
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<tr>
<td>Release 4.0</td>
<td></td>
<td>Introduced 01 January 2002</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registered training organisation identifier</td>
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#### DATA ELEMENT DEFINITIONS

<table>
<thead>
<tr>
<th>Edition 2.0</th>
<th>Revised 01 July 2008</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Adopted <em>Training organisation identifier</em> to replace <em>Registered training organisation identifier</em> for National Apprentice and Trainee Collection</td>
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</tr>
</tbody>
</table>
Training organisation name

Definitional attributes

DEFINITION

*Training organisation name* is the registered name of a training organisation.

CONTEXT

*Training organisation name* is used to identify registered and non-registered training organisations.

Relational attributes

RULES

*Training organisation name* must not be an acronym.

If the training provider is a registered training organisation, the *Training organisation name* must be the exact legal or trading name listed on the National Register of VET.

Non-registered training providers must ensure that the name does not exist on the National Register of VET.

If *Training organisation name* is greater than 100 characters, the name must be truncated.

GUIDELINES FOR USE

*Training organisation name* will generally be the name under which a training organisation is registered or operates as a legal entity.

RELATED DATA

*Training organisation identifier*

TYPE OF RELATIONSHIP

*Training organisation identifier* is used along with *Training organisation name* to accurately identify a training organisation.

CLASSIFICATION SCHEME

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION – TRAINING ORGANISATION NAME</th>
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<tbody>
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<td>Valid training organisation name</td>
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QUESTION

Not applicable

Format attributes

- Length: 100
- Type: alphanumeric
- Justification: left
- Fill character: space
- Permitted data element value: not applicable
## Administrative attributes

### HISTORY

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<td></td>
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<tr>
<td>Release 4.0</td>
<td></td>
<td>Introduced 01 January 2002</td>
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### DATA ELEMENT DEFINITIONS

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<tbody>
<tr>
<td></td>
<td>Adopted Training organisation name to replace Registered training organisation name for National Apprentice and Trainee Collection</td>
</tr>
</tbody>
</table>
Training organisation type identifier

Definitional attributes

**DEFINITION**

*Training organisation type identifier* classifies a training provider.

**CONTEXT**

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

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

Relational attributes

**RULES**

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

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

**GUIDELINES FOR USE**

**School**

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

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

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

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

**TAFE or similar public institutions**

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

**University**

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

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

**Enterprise**

An enterprise, or the training function or department of an enterprise is registered to provide nationally accredited training according to the standards for the registration of training organisations (RTOs) of the VET Quality Framework or Australian Quality Training Framework. Training is delivered to their employees or cadets.
Enterprise — government: e.g. Department of Defence, Customs, Department of Correctional Services Academy, Centrelink Virtual College
Enterprise — non-government: e.g. Woolworths, Qantas, Toyota Australia.

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

**Other training provider**
‘91 — Private education/training business or centre’ is a privately operated registered training organisation (‘private provider’).

‘93 — Professional association’ may exist for every industry and these perform a variety of functions such as:
- providing and promoting professional and career development activities
- establishing and monitoring industry standards and professional codes of practice
- advising educational institutions on curriculum development.
Examples of professional associations include Institute of Chartered Accountants, Australian Institute of Management, Australian Computer Society.

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

‘97 — Equipment and/or product manufacturer or supplier’ provides certification and training for employees and non-employees, for example, CISCO, Microsoft.

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

**RELATED DATA**
Not applicable

**TYPE OF RELATIONSHIP**
Not applicable

**CLASSIFICATION SCHEME**

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

Format attributes
Length: 2
Type: alphanumeric
Justification: none
Fill character: none
Permitted data element value: not applicable

Administrative attributes

HISTORY

<table>
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<th>APPRENTICESHIP</th>
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<tr>
<td>Release 1.0</td>
<td>Introduced 01 January 1994</td>
<td>Training provider location type identifier</td>
</tr>
<tr>
<td>Release 1.1</td>
<td>Updated 01 January 1995</td>
<td>Added '12 – Community access centre' and '13 – Adult migrant education provider'</td>
</tr>
<tr>
<td>Release 2.0</td>
<td>Revised 01 January 1997</td>
<td>Renamed Training provider type identifier</td>
</tr>
<tr>
<td>Release 3.0</td>
<td>Revised 01 January 1999</td>
<td>Modified descriptions for Training provider type identifier</td>
</tr>
<tr>
<td>Release 5.0</td>
<td>Revised 01 January 2003</td>
<td>Renamed Training organisation type identifier</td>
</tr>
</tbody>
</table>

DATA ELEMENT DEFINITIONS

Edition 1 | Revised 01 January 2007 | Recoded values and modified descriptions for Training organisation type identifier |
Edition 2.1 | Revised 01 January 2012 | Removed '23 – School – Australian technical college' |
Edition 2.2 | Revised 01 July 2014 | Renamed '31 – Technical and further education institute, skill institute or polytechnic' to '31–Technical and further education institute or similar public institution' |
Renamed '91 – Education/training business or centre' is a privately operated registered training organisation ('private provider') to '91 – Private education/training business or centre' is a privately operated registered training organisation ('private provider').
Unique student identifier

Definitional attributes

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

CONTEXT
The Unique student identifier allows collation of a client’s educational attainments for the USI transcript and for analysis and research purposes while protecting client privacy.

Relational attributes

RULES
Where a client has already been issued a Unique Student Identifier (USI), a new USI must not be requested from the USI Registrar.

A valid USI code must be a valid identifier issued by the USI Registrar.

All USI Registrar provided codes are a combination of letters (A-H, J-N, P-Z) and numbers (2-9), do not include the characters ‘0’, ‘1’, ‘I’ or ‘O’ and must be exactly ten digits long.

GUIDELINES FOR USE
A valid USI code is assigned by the USI Registrar and must be verified by the registered training organisation using the USI Registry System against personal identification.

Special care should be taken to capture a client’s USI code correctly.

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

Where a client is accessing a USI exemption, the appropriate exemption code from the classification scheme should be entered into this field. An exemption codes can only be used if the client was exempt from requiring a USI for the whole collection period. A full list of USI exemptions can be accessed at https://www.usi.gov.au/documents/usi-exemptions-table. Please note that clients exempt from the USI do not have a record in the USI Registry System. Therefore, the training organisation should not attempt to verify clients with an exemption code in the USI Registry System.

INDIV - Individual exemption for a genuine objection to being assigned a USI
Training organisations must only use the code INDIV for clients who have obtained an individual exemption from the Student Identifiers Registrar because they have a genuine personal objection to being assigned a USI. Training organisations must sight the exemption letter sent to the client by the Registrar before using this code. Note that the use of this code will be closely monitored.

INTOFF - International offshore client exemption
International offshore clients who have an overseas address, are studying at an offshore location and are not Australian residents. These clients are exempt from requiring a USI and may use the INTOFF exemption code in place of a USI. International clients who undertake nationally recognised training while they temporarily reside in Australia require a USI.

RELATED DATA
Not applicable

TYPE OF RELATIONSHIP
Not applicable
<table>
<thead>
<tr>
<th>CLASSIFICATION SCHEME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DESCRIPTION – UNIQUE STUDENT IDENTIFIER</strong></td>
</tr>
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<td>alphanumeric</td>
</tr>
<tr>
<td>INDIV</td>
</tr>
<tr>
<td>INTOFF</td>
</tr>
</tbody>
</table>

**QUESTION**
Enter your Unique Student Identifier (USI) (if you already have one)

Unique Student Identifier (USI)

**Format attributes**

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

**Administrative attributes**

**HISTORY**

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<tr>
<td></td>
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<tr>
<td><strong>Revised 01 January 2017</strong></td>
</tr>
<tr>
<td><strong>Edition 2.3</strong></td>
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<tr>
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</tr>
</tbody>
</table>
**VET flag**

**Definitional attributes**

**DEFINITION**

*VET flag* indicates whether the intention of the program or subject is vocational education.

**CONTEXT**

*VET flag* is used to analyse the vocational and non-vocational education training activity.

**Relational attributes**

**RULES**

*VET flag* must be ‘Y — Yes’ if the purpose of the program or subject is designed for vocational training.

*VET flag* must be ‘Y — Yes’ if the program or subject is general and pre-vocational, designed as pre-requisites for other VET Programs.

*VET flag* must be ‘N — No’ if the purpose of the program or subject is not designed for vocational training.

**GUIDELINES FOR USE**

Vocational training describes a program or subject that is intended to develop competency in skills relevant to the workplace.

Vocational training intent of a module is determined independently of the course. A module undertaken as part of a course may be non-vocational even where the course is vocational.

Nationally recognised training such as skill sets, qualifications and courses and their training components (i.e. units of competency and accredited units) have a *VET flag* = ‘Y — Yes’. Note that not all accredited units from nationally recognised courses are listed on the National Register of VET but they would be reported as *VET flag* = ‘Y — Yes’.

**RELATED DATA**

Not applicable

**TYPE OF RELATIONSHIP**

Not applicable

**CLASSIFICATION SCHEME**

<table>
<thead>
<tr>
<th>VALUE</th>
<th>DESCRIPTION — VET FLAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Yes – The intention of the program or subject is vocational</td>
</tr>
<tr>
<td>N</td>
<td>No – The intention of the program or subject is not vocational</td>
</tr>
</tbody>
</table>

**QUESTION**

Not applicable

**Format attributes**

Length: 1

Type: alphanumeric

Justification: none

Fill character: none

Permitted data element value: not applicable
## Administrative attributes

### HISTORY

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<tr>
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<td>Introduced 01 January 1994</td>
<td>Stream of study identifier</td>
</tr>
<tr>
<td>Release 3.0</td>
<td>Revised 01 January 1999</td>
<td>Renamed and recoded VET flag</td>
</tr>
</tbody>
</table>
VET in schools flag

Definitional attributes

DEFINITION

VET in schools flag identifies whether unit of competency/module training activity is part of a VET in Schools program.

CONTEXT

VET in schools flag may be used to identify the number of clients in a VET in Schools program.

Relational attributes

RULES

VET in schools flag must be ‘Y — Yes’ if the training activity in a program of study is a VET in Schools program

VET in schools flag must be ‘N — No’ if the training activity in a program of study is not a VET in Schools program.

GUIDELINES FOR USE

A VET in Schools program:

• is based on national industry/enterprise competency standards from training packages, or involves modules based on available industry/enterprise competency standards

• relates to, or provides, VET certificates within the Australian Qualifications Framework (AQF) and senior secondary certificates endorsed by state and territory boards of studies.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

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<tr>
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QUESTION

Not applicable

Format attributes

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Justification: none
Fill character: none
Permitted data element value: not applicable
## Administrative attributes

### HISTORY

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| Release 5.0 | Introduced 01 January 2003  
  VET in schools (administrative arrangement only) |                |

### DATA ELEMENT DEFINITIONS

| Edition 1.0 | Introduced 01 January 2007  
  VET in schools flag to interim measure  
  Replaced blank with 'N – Not a VET in Schools program' |           |
Changes and revisions to elements
Changes and revisions

Changes and revisions from Edition 2.2

The following are the changes and revisions for Edition 2.3 of the AVETMISS data element definitions. A detailed description of changes from release 8.0 is available in the document AVETMISS 8.0 for VET providers: what's changing from release 7.0 at: <https://www.ncver.edu.au/rto-hub/statistical-standard-software/avetmiss-8.0-for-vet-providers-whats-changing-from-release-7.0/>.

ADDRESS – SUBURB, LOCALITY OR TOWN
Consolidated Address location — suburb, locality or town and Address postal — suburb, locality or town to become Address — suburb, locality or town.

CLIENT IDENTIFIER – AAMS
Renamed from Client identifier — TYIMS.

CLIENT TUITION FEE
Changed Format Attributes to a length of ‘5’.

CREDIT FLAG
Deleted data element.

DATE PROGRAM COMPLETED
Renamed from Year program completed.
Changed Format Attributes to a field length of ‘8’; to capture full date details.

DELIVERY MODE IDENTIFIER
Changed Classification Scheme to a three-character alphanumeric field composed of ‘Y’s and ‘N’s; this has increased the field length to ‘3’.

EMPLOYMENT ARRANGEMENT IDENTIFIER
Deleted data element.

FEE EXEMPTION/CONCESSION TYPE IDENTIFIER
Changed Format Attributes to a length of ‘2’.

GENDER
Renamed from Sex.

NOMINAL DURATION
Deleted data element.

OUTCOME IDENTIFIER NATIONAL
Added classification value ‘85’.
Deleted classification value ‘90’.

PARCHMENT ISSUE DATE
Added new data element.

PARCHMENT NUMBER
Added new data element.

PREDOMINANT DELIVERY MODE
Added data element.

PROFICIENCY IN SPOKEN ENGLISH IDENTIFIER
Deleted data element.

SUBJECT FLAG
Deleted data element.

DELETE DATA ELEMENT.SURVEY CONTACT STATUS
Added new data element.

TELEPHONE NUMBER – HOME
Deleted data element (now covered by Telephone number).
**TELEPHONE NUMBER – MOBILE**
Deleted data element (now covered by *Telephone number*).

**TELEPHONE NUMBER – WORK**
Deleted data element (now covered by *Telephone number*).

**TRAINING AUTHORITY IDENTIFIER**
Deleted data element.

**TRAINING AUTHORITY NAME**
Deleted data element.

**TRAINING CONTRACT IDENTIFIER – AAMS**
Added data element.

**TRAINING CONTRACT IDENTIFIER – PREVIOUS**
Deleted data element.
Selected classifications
System files
