WESTERN AUSTRALIAN DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT
VET ENROLMENT STATISTICS UNIT

WESTERN AUSTRALIAN

VET ENROLMENT

DATA STANDARD

(INCORPORATING STATE AND NATIONAL AVETMISS RELEASE 8.0 BUSINESS RULES)

THIS DOCUMENT WAS CORRECT AT TIME OF PUBLICATION. ALTERATIONS AND ADDITIONS TO THIS STANDARD WILL BE INCORPORATED INTO THE VERSION AVAILABLE ON THE WESTERN AUSTRALIAN DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT INTERNET SITE AVAILABLE AT

https://www.dtwd.wa.gov.au/training#statistics-and-the-wa-data-standard

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CONTENTS

Section 1 - Introduction

The Western Australian VET Enrolment Data Standard

Background

The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) offers a nationally consistent standard for the collection, analysis and reporting of vocational education and training information throughout Australia.

Commonwealth and state ministers have approved AVETMISS and it has been implemented throughout the publicly funded Vocational Education and Training sector.

The standard was developed by the National Training Statistics Committee (NTSC) and its predecessors the National Advisory Committee on Vocational Educational and Training Statistics (NACVETS) and the Australian Committee on Vocational Education and Training Statistics (ACVETS).

The Western Australian VET Enrolment Data Standard (WAVEDS) incorporates the national standard (AVETMISS) and the additional state requirements for the Western Australian Department of Training and Workforce Development (herein known as the Department).

The state training authority

A state training authority funds and regulates VET in a state jurisdiction.

Prior to 2003, the state training authority was the Department of Training. In early 2003, the WA government amalgamated the Department of Training and the Department of Education (i.e. the state education authority), into the WA Department of Education and Training (DET). From 2003 to November 2009, the state training authority refers to DET. From November 2009, the state training authority is the Department of Training and Workforce Development (DTWD).

The state training authority is referred to frequently in this data standard.

Purpose of the document

This document outlines the data standard for enrolment information reported to the Department's VET Enrolment Collection. This standard covers the format and integrity of reported data. For the full version of the national AVETMISS for VET providers standard documents (*AVETMISS VET Provider Collection Specifications: release 8.0* and *AVETMISS Data Element Definitions: Edition 2.3*), refer to National Centre for Vocational Education Research (NCVER) web site at *www.ncver.edu.au/avetmiss/21055.html*

The intended audience for the document is the managers and officers responsible for data administration within each reporting agency.

WAVEDS is not written in terms of a specific student enrolment computer recording system. For information on how WAVEDS is applied on specific systems, officers are advised to refer to system user documentation and/or help desks.

For further information on WAVEDS or the WA VET Enrolment Collection, please contact:

Geoff Robertson	Ross Comstock
Manager	Senior Information Analyst
VET Enrolment Statistics Unit	VET Enrolment Statistics Unit
Department of Training and	Department of Training and
Workforce Development	Workforce Development
Phone: 6551 5281	Phone: 6551 5280
Email: Geoff.Robertson@dtwd.wa.gov.au	Email: Ross.Comstock@dtwd.wa.gov.au

AVETMISS in brief

AVETMISS for VET Providers is a relational data model for collecting enrolment statistics in the state and national VET sector. The essence of the model lies in its data semantics achieved by unambiguous description of data elements, business rules, files and their relationships. This focus on data semantics ensures that VET enrolment statistics measure what they purport to measure.

The contents of the files broadly describe the following events:

- Training activity undertaken by clients in terms of subject (i.e. unit of competency and module) enrolments in which students have participated during the collection period.

- Training outcomes in terms of the subject enrolment results and the qualifications completed or awarded to clients.

These events are captured in the Training activity (*NAT00120*) and Program completed (*NAT00130*) files. All other AVETMISS files (*NAT00010 - NAT00100*) provide information related to the events described above to provide a powerful set of information that can satisfy the diverse reporting needs of the VET sector. It contains information arrangements that support cross tabulation of any of the data elements collected within WAVEDS, including the following:

- Training delivery: training organisations, training locations, funding sources, training outcomes, and delivery types.

- Student demographics: age, gender, language and cultural diversity, labour force status, disability, previous education, residential region and reason for study.

- Curriculum: field of study, length of study, level of education, industry area and likely occupation outcomes.

Information on student demographics is collected through a standard set of enrolment questions. Training providers are required to present students/clients with enrolment questions during their enrolment. This information is useful for many vital analyses including designing policies on provision of extra funding to training clients with special needs. Reporting agencies are required to maximise response rates to enhance the utility of AVETMISS statistics for these purposes.

Acceptance and use of the data collection

For all collection points, the managing director (or equivalent) of a reporting agency is required to 'sign off' on the data submitted to the State collection in terms of veracity and compliance with WAVEDS. Data which comply with WAVEDS and which have been signed off will be included in the State collection without amendment. These data will subsequently be forwarded to NCVER for inclusion in the national VET data collection. The Department reserves the right to alter any data that do not conform to business rules or subsequent agreements made between the Department and providers. Providers, through their data administrators/coordinators, will be advised of any changes that are made.

Data collected during the interim collection points must also comply with WAVEDS. These collections are also forwarded to NCVER for inclusion in the national VET data collection and are used for state and national reporting purposes. Enrolment records (including continuing activity) and qualifications awarded are made available to students on the national USI Registry.

The data reported to the collection are analysed by the Department and by the Australian Government Department of Employment and Workplace Relations using the full breadth of information available through the AVETMISS model:

- To contribute to international statistics maintained by the Organisation for Economic Co-operation and Development (OECD).

- To inform decision makers in the management of national and state VET sectors.

- To analyse existing policy and identify new trends.

- For education and social research.

The data is also used to monitor funding agreements between providers and the Department and between the State and the Australian Government. The data is subject to audit at the state and national level.

Confidentiality and data release protocols

NCVER complies with the Privacy Act 1988 (Commonwealth). NCVER's privacy policy describes how NCVER collects, manages, uses, discloses, protects, and disposes of personal information in accordance with the 13 Australian Privacy Principles (APPs) outlined in Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012. NCVER's privacy policy can be viewed on the NCVER Portal at *https://www.ncver.edu.au/policies/privacy*.

Access to data provided to the national VET enrolment collections and surveys is governed by the NCVER national VET Data Policy. Agreed by the Council of Australian Governments (COAG) Ministers responsible for skills, this policy aims to:

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

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

Under the Department's data release policy, the Department may also release information to external parties under special circumstances. Requests will be evaluated on a case-by-case basis, with an assessment of the balance of likely benefit to be gained from the data release against any risks to confidentiality and privacy, in the context of the Department's strategic plan and policy objectives.

Historical information submitted by training organisations prior to the 2011 collection year was collected under a different set of arrangements. Under these arrangements, the Department provided a guarantee that it would not identify either individual clients or training organisations without the written consent of the relevant providers. While the Department is supportive of reporting training activity information in the public domain, the Department has advised NCVER that release of historical data can only occur where there is informed consent from training organisations.

Scope of the State and national collection

The national AVETMISS standard is designed to apply to information reported by all VET providers. Training organisations in receipt of State public funding for infrastructure or delivery of VET programs are required to report training activity and qualification completions to the state training authority under WAVEDS, which is an extension of the AVETMISS standard.

TAFE colleges are required to report all delivery. All private registered training organisations (RTOs) and other providers in receipt of Department funding for training are required to report all funded delivery. Western Australian users of AVETMISS should note that their State reporting requirements are more extensive than national reporting requirements. These differences are noted in this document.

In practice, the scope for the WA VET Enrolment Data Collection is:

TAFE

- All vocational education and training, including fee for service delivery.
- All other delivery including higher education, adult community education (ACE) and hobby courses.

VET sections within public higher education institutions

- All vocational education and training, including fee for service delivery.

Other training organisations including public institutions, registered schools and private RTOs

- All vocational education and training delivery for which funding has been received directly or indirectly through the Department.

VET in prisons

- The Western Australian Department of Justice reports all vocational education and training in prisons, other than VET in prisons delivered and reported by TAFE colleges.

VET in schools

- The scope of the collection includes all VET in schools activity. In addition to VET in schools funded by the Department and reported by TAFE colleges and private RTOs, Government schools information is collected via a partnership with the School Curriculum and Standards

Authority (SCSA) and the Western Australian Department of Education. Private schools information is collected by SCSA.

Reporting points are specified in agreements with each reporting agency, e.g. TAFE Delivery and Performance Agreements. Contents of data submissions are cumulative throughout the collection year. The scope of the enrolment and qualification completions data to be reported is detailed in Section 2 - File Definitions.

AVETMISS releases

Release of AVETMISS	WA VET Enrolment Data Standard	Annual data collection
1.0 November, 1993	-	1994
1.1 May, 1995	-	1995, 1996
2.0 May, 1996	1.0 September, 1996	1997, 1998
3.0 September, 1998	2.0 September, 1999	1999–2001
4.0 September, 2001	4.0 March, 2002	2002
5.0 September, 2002	5.0 March, 2003	2003, 2004
	5.1 March, 2004	2004–2006
6.0 April, 2006	6.0 September, 2006	2007–2011
6.1 July, 2011	6.1 September, 2011	2012, 2013
7.0 April, 2013	7.0.A01 December, 2013	2014, 2015
7.0 April, 2013	7.0.B01 August, 2015	2016, 2017
	7.0.B02 November 2015	
	7.0.B03 March, 2016	
8.0 November, 2016	8.0.A01 June, 2017	2018 onwards
	8.0.B01 August, 2017	
	8.0.B02 October, 2017	
	8.0.B03 October, 2017	
	8.0.B04 February, 2018	
	8.0.C01 October, 2018	
	8.0.C02 December, 2018	
	8.0.C03 February, 2019	
	8.0.C04 April, 2019	
	8.0.C05 October, 2019	
	8.0.C06 December, 2019	
	8.0.C07 March, 2020	
	8.0.C08 October, 2020	
	8.0.C09 January, 2021	
	8.0.C10 June, 2021	
	8.0.C11 October, 2021	
	8.0.C12 June, 2022	
	8.0.C13 October, 2022	
	8.0.C14 December, 2022	
	8.0.C15 August, 2023	
	8.0.C16 November, 2024	

Standard terminology

The terms below are used within this data standard. Many of the descriptions have been derived from the glossary in the *Standards for Registered Training Organisations (RTOs) 2015* (*https://www.legislation.gov.au/Details/F2019C00503*).

Other terminology may be found at *https://www.voced.edu.au/glossary-vet*.

Term	Description
ASQA	The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.
client	A client is an individual who is engaged in VET training activity or has completed a VET qualification during the collection period.
collection agency	A collection agency is an organisation or organisational unit which collects VET data and submits it as a complete collection to VESU
collection period	The term 'collection period' refers to the date range of a collection. There may be more than one collection period within a collection year. If providing data for an interim submission, then the final submission should contain all data previously submitted during the collection year.
collection year	The term 'collection year' refers to the calendar year in which the training activity occurred.
course	The term 'course' is used where a program is not a training package qualification but is a nationally recognised accredited course or other local course. A course may be composed of units of competency and/or modules. Note however that courses that duplicate a training package qualification will not be accredited.
CAVSS	Course in Applied Vocational Study Skills (CAVSS) is a framework for teaching adult literacy and numeracy skills in direct application to VET training activities.
CMIS	The College Management Information System (CMIS) is a legacy system used for managing student and college business processes. The CMIS is being phased out between 2015 and 2019.
local course	The term 'local course' is a course developed locally by a training organisation or group of training organisations which does not appear on the *National Register of VET*. A local course may appear in the *State curriculum database*.
local skill set	The term 'local skill set' is a skill set developed locally by a training organisation or group of training organisations which does not appear on the *National Register of VET*. A local skill set may appear in the *State curriculum database*.
module	The term 'module' is used to refer to means a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop an appropriate unit of competency.
National Register of VET	The *National Register of VET* is the Australian Government database which contains details of RTOs together with curriculum details for nationally recognised accredited training. The website can be accessed using *https://training.gov.au*.
Program	The term 'program' is used where a reference is made to a training package qualification, course (nationally accredited or other) or skill set (nationally accredited or local).
program of study	The term 'program of study' is used where a reference is made generically to training package qualifications, nationally recognised accredited courses, other courses, units of competency or modules.
Qualification	The term 'qualification' is used where a program is designed to lead to a qualification specified in a national training package.
RPL	Recognition of prior learning (RPL) is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

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Term	Description
RTO	A Registered Training Organisation (RTO) is a training provider registered by the national VET regulator (ASQA) or a state VET regulator (e.g. TAC) to deliver nationally recognised accredited training, as required by national and jurisdictional legislation within Australia.
State curriculum database	The database used by the Department to manage curriculum for the State. At the time of writing the *State curriculum database* is the Department's database at *https://www.dtwd.wa.gov.au/tps*.
subject	The term 'subject' is used where a reference is made to a unit of competency or module.
subject-only enrolment	The term 'subject-only enrolment' refers to an enrolment which is not part of a program.
SMS	The acronym 'SMS' stands for 'Student Management System'. A Student Management System is a system which allows management of student records.
SVD	The State Validation Database (SVD) is a software application provided by VESU to validate whether data adheres to the WAVEDS specifications and business rules.
TAC	The Training Accreditation Council (TAC) is Western Australia's registering and course accrediting body. It is responsible for the quality assurance and recognition of vocational education and training (VET) services in WA.
TAFE	Technical and Further Education (TAFE) refers to the collective of colleges, run by State Government, which provide vocational education and training.
training organisation	The term 'training organisation' is used to refer to an organisation which delivers VET training programs.
training package	The term 'training package' is used to refer to the components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are: units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements. The endorsed components form part of the requirements that an RTO must meet under these Standards. A training package also consists of a non-endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation.
unit of competency	The term 'unit of competency' is used to refer to the specification of the standards of performance required in the workplace as defined in a training package.
USIQ	The Course in Underpinning Skills for Industry Qualifications (USIQ) aims to address the different categories of students who may require additional time and specialised teaching to successfully complete an industry specific vocational qualification.
VET	Vocational Education and Training (VET) relates to education and training which provides people with occupational or work-related knowledge and skills.
VESU	The VET Enrolment Statistics Unit (VESU) is the section within the Department which collects and reports on AVETMISS data.
WAVEDS	The WA VET Enrolment Data Standard (WAVEDS) specifies the structure, business rules and guidelines for AVETMISS data collected by the Department.

Identifying state variations to the national standard

Shaded sections within the standard denote that the text is specific to WAVEDS and does not form part of the current national AVETMISS standard or varies from the AVETMISS standard to a significant degree.

Data validation software

WA State Validation Database

VESU develops and distributes the WA State Validation Database (SVD) application to assist data providers in maintaining accurate and compliant enrolment data for both internal reporting and for preparing quarterly and full year AVETMISS submissions to the Department. This program validates against rules for AVETMISS and WAVEDS and is provided to all agencies required to submit to the Department.

Through the data validation process, every record in the provider's WA AVETMISS files is checked for validity and the SVD generates a log of actual or potential data problems identified through the process. Issues resulting in error messages must be corrected prior to submission.

Issues which result in warning messages need to be investigated and responded to. Depending on circumstances, investigation of the warning may indicate a need to correct the data prior to submission. Where no correction is found to be necessary, the data submitter is required to provide a meaningful comment explaining why no action was required.

Following submission, VESU conducts further validation checks using resources not available in the distributed SVD. This may identify other issues which need to be corrected in consultation with the provider before the data is finalised. If necessary the submitting agent may be required to correct and resubmit the files.

Where data has been changed in response to errors and warnings, it is usually advisable to ensure the problem is also addressed at the source to ensure it does not reappear in subsequent submissions.

National AVETMISS Validation Software

The AVETMISS Validation Software (AVS) is a web-based data file validation and submission system, maintained by NCVER, for providing enrolment data to the national VET provider collection under the rules of the national AVETMISS standard. After VESU has collected and validated the data files submitted by each *collection agency* using the SVD, the consolidated collection is converted into a format complying with the national AVETMISS file specifications. VESU then validates these files using the AVS software. All errors have to be corrected in order to submit successfully.

AVETMISS data files

AVETMISS for VET providers includes the following ten data files:

NAT00010	Training organisation
NAT00020	Training organisation delivery location
NAT00030A	Program
NAT00060	Subject
NAT00080	Client
NAT00085	Client contact details
NAT00090	Client disability
NAT00100	Client prior educational achievement
NAT00120	Training activity
NAT00130	Program completed

The relationships between the files are shown diagrammatically in Figure 1.

Files and their relationships - VET collection

Figure 1.   The VET provider AVETMISS files relationships.

a. To be listed in the NAT00030A - Program file, a program must exist in both or in either the NAT00120 – Training activity file or the NAT00130 - Program completed file.

b. To be listed in the NAT00080 - Client file, a client must exist in both or in either the NAT00120 - Training activity file or the NAT00130 - Program completed file.

c. To be listed in the NAT00010 - Training organisation file, a training organisation must exist in both or in either the NAT00020 - Training organisation delivery location or the NAT00130 - Program completed file.

Changes and revisions for version 8.0

The following describes the major changes and revisions introduced into the national AVETMISS and WAVEDS data standards from version 7.0 (that is the changes and revisions since the final iteration of AVETMISS 7.0 in June 2016 and the release of WAVEDS 7.0.B03 in March 2016). These version 8.0 changes have been introduced for VET provider data collections occurring from 2018 onwards.

File changes and revisions

Submission to managing agent (*NAT00005*) file

- The NAT00005 file has been removed.

Training organisation (*NAT00010*) file

- The following fields have been deleted: *Training organisation type identifier*, *Address first line*, *Address second line*, *Address location - suburb, locality or town*, *Postcode*, *State identifier* and *Public/private training organisation flag*. The character positions that these fields used to occupy have been left as placeholders in the file. It is expected (but not mandatory) that these character positions will be left blank.

Training organisation delivery location (*NAT00020*) file

- Added a clarification (under File relationships) that a record for each combination of *Training organisation identifier* and *Training organisation delivery location identifier* must exist in the Training activity (*NAT00120*) file.

- Renamed *Address location - suburb, locality or town* to *Address - suburb, locality or town*.

Program (*NAT00030A*) file

- The name of the file has been changed from Program (NAT00030) to Program (*NAT00030A*).

- The file relationships have been modified to require values which appear in the *Associated course identifier* field to appear in Program (*NAT00030A*).

- The *Program recognition identifier* field can now be used to report nationally recognised and locally recognised skill sets.

Subject (*NAT00060*) file

- The *Subject flag* field has been deleted.

- The *VET flag* rules have been changed to allow the field to be blank if *Subject identifier - national* and *Subject name* in combination match the code and name combination listed on the *National Register of VET*.

Client (*NAT00080*) file

- The following fields have been added: *Address line one*, *Address line two* and *Survey contact status*.

- The following fields have been deleted: *English main language flag* and *Proficiency in spoken English identifier*.

- The field *Address location - suburb, locality or town* has been renamed to *Address - suburb, locality or town*.

- The field *Sex* has been renamed to *Gender*.

- The field *Address road name* has been renamed to *Address street name* and is now allowed to be blank if *Address line one* is not blank.

- Swapped the names of the fields *USI verification date* and *USI verification status*.

Client contact details (*NAT00085*) file

- File has been renamed, it was previously Client postal details. All references to the Client postal details (NAT00085) file have been updated accordingly

- The following fields have been added: *Email address [alternative]*

- The field *Address postal - suburb, locality or town* has been renamed to *Address - suburb, locality or town*.

- The separate field specifications for *Telephone number - home*, *Telephone number - work* and *Telephone number - mobile* have been replaced with the consolidated field specification *Telephone number* for all three fields.
- The field *Address road name* has been renamed to *Address street name* and is now allowed to be blank if *Address line one* is not blank.

Client disability (*NAT00090*) file

- No change.

Client prior educational achievement (*NAT00100*) file

- No change.

Training activity (*NAT00120*) file

- Added rules which reflect AVETMISS requirements relating to the uniqueness of an enrolment and to overlapping enrolments.
- Removed reference to "recognition of current competency".
- Added a clarification under Context that information will appear on a client's USI Transcript, where applicable.
- The name of the file has been changed from Enrolment (*NAT00120*) to Training activity (*NAT00120*).
- Added a clarification under File relationships that a record for each combination of *Training organisation identifier* and *Training organisation delivery location identifier* must exist in the Training organisation delivery location (NAT00020) file.
- The following fields have been added: *Current school level identifier*, *Employer contribution flag*, *Enrolment identifier, Training organisation identifier*, *School type identifier* and *Predominant delivery mode*.
- Added clarification for populating *Address - suburb, locality or town* for overseas delivery
- The *Associated course identifier* field can now be used to identify a course associated with a skill set or subject-only enrolment, or to identify the parent program associated with a CAVSS or USIQ enrolment.
- The *Commencing program identifier* field has had changes made to the classification scheme and rules to allow subject-only enrolments. The reference to 'General Direction – Transition and Teach-out' has been replaced by 'General Direction – Learner transition'.
- The *Date of birth* field has had a guideline added to say that it should be checked against the client's personal identification by the training organisation for complete and correct data.
- The *Delivery mode identifier - state* field has been updated by removing a reference to internal system delivery mode identifier in the legacy CMIS.
- The *Date program completed* field has been updated with a note in the Classification scheme table that partial dates (@@MMYYYY and @@@@YYYY) are only valid for the 2018 collection year.
- The *Delivery mode identifier - national* field has had substantial changes made to the definition, classification scheme, rules and guidelines. A rule has been added to say that the field value must be 'NNN' when *Outcome identifier - national* is either '51', '52', or '60'.
- The *Delivery mode identifier - state* field has had substantial changes made to the definition, classification scheme, rules and guidelines in line with the changes to the *Delivery mode identifier - national* field.
- The *Fee exemption/concession type identifier* field has had changes made to the classification scheme to allow reporting of children in State Government care.
- The *Funding source - national* field has been updated by having the reference to the National Agreement on Skills and Workforce Development (NASWD) removed and adding some text providing guidance around VET Student Loans.
- The *Gender* field has been updated by adding a new classification value 'X – Other' to allow for a differentiation between a student not providing a response and providing a response of other.
- The *Income contingent loan liability* has been updated by adding a rule requiring the value '00000' to be entered where a loan exists but no debt has been incurred.

- The *Indigenous status identifier* has been updated by the addition of a table showing how to code responses.

- The *Issued flag* has been updated by adding text from the Student Identifiers Act 2014 on when a VET qualification or VET statement of attainment can be issued.

- The *Language identifier* field has been updated with the addition of a rule stating that the value '@@@@' must be used for 'Not stated' rather than the Australian Bureau of Statistics code of '0002'.

- The classification scheme for *Outcome identifier - national* has been modified so that the value '71 - Continuing activity (expected to end in the collection year)' replaces the value '90 - not available at interim collection'. The following new codes have been added to the classification scheme: '41 - Incomplete due to RTO closure', '61 - Superseded subject' and '85 - Not yet started'.

- The classification scheme for *Outcome identifier - training organisation* has been updated with the addition of 'L2 - Trade skills recognition'.

- The *Resource fee* field has been updated so that the definition and context reflect the Department's *VET fees and charges policy*.

- The *Scheduled hours* field has been moved from the section of the file for fields required in the national data collection to the section of the file for fields not required in the national data collection but specified in the national AVETMISS standard.

- The *Specific funding identifier - national* field has been updated to reflect AVETMISS wording changes regarding use of the field by state/territory training authorities or by training organisations advised by the Australian Government Department of Employment and Workplace Relations.

- The *State identifier* field has been updated by adding a new classification value '@@ - Not specified' to bring it into alignment with the national AVETMISS standard.

- The *Study reason identifier* has been updated with the addition of a new study reason classification value '13 – To get skills for community/voluntary work' to align with National Student Outcome Survey.

- The *Training contract identifier* has been updated with clarifications to rules relating to the constraints which apply depending on the *Program recognition identifier* of the enrolled program.

- The *Training organisation delivery location identifier* has been updated with a clarification stating that a delivery location identifier should only be used once by a training organisation for identifying a location and that any additional locations should have their own unique delivery location identifier.

- The *Training type identifier* has been updated with a new classification value 'J - Pre-traineeship enrolment' and adding rules specifying the constraints which depend upon different values of the *Program recognition identifier* of the enrolled program.

- The *Unique student identifier* field has been updated with additional rules relating to when the field is allowed to be blank and has been updated to provide clarification that it is used to populate a student's transcript and further advice on when the 'INTOFF' exemption code can be used.

Program completed (*NAT00130*) file

- Added a clarification (under Context) that information will appear on a client's USI Transcript, where applicable.

- The following fields have been deleted: *Year program completed*.

- The following fields have been added: *Date program completed*, *Parchment issue date*, *Parchment number*.

Document changes and revisions

General

- The term 'Commonwealth' has been replaced with the term 'Australian Government' to reflect changes to AVETMISS wording.

- References to 'training.gov.au' have been replaced with 'the National Register of VET'

- Links to the NCVER website have been updated to reflect changes to the website structure.

- The *Outcome identifier - national* code '70 - Enrolment continuing into the following collection year' has been renamed to '70 - Continuing activity (expected to end after the collection year)' and the code '90 - Not yet available at interim collection' has been renamed to '71 - Continuing activity (expected to end in the collection year)' to reflect the national AVETMISS description of 'continuing activity'.

Section 4 - Standard enrolment questions

- The *Introduction*, *Privacy notice*, *Unique Student Identifier*, and *USI application* have been updated in line with AVETMISS requirements and the Australian Government Department of Employment and Workplace Relations' National VET Data policy.

- Question 1 ("Enter your first name") has been updated in line with AVETMISS changes relating to the USI verification requirements.

- Added Question 14b ("If you are a school age student what is the name of your current school (or last school attended if you are not currently enrolled at school)?") specified in *Most recent school identifier*.

- Appendix A - Collection agency identifier

- The classification scheme for *Collection agency identifier* has been updated with the removal of '50 - University of Notre Dame Australia' and renaming of '53 - Department of Corrective Services' to '53 - Department of Justice'.

Appendix D - Invalid enrolment audit guidelines

- Updated the guidelines to provide clarifications and added new sections relating to retention of records, arrangements between the Department and training providers, provision and verification of evidence of participation and collating documentation.

Section 2 - File definitions

Overview

File format

Each file definition in this section represents one 'flat file' of data for submission. There are 11 files in total.

Each file consists of a sequence of data records. All records consist of a set of fixed length fields and are terminated by two extra bytes containing a carriage return/line feed combination (American Standard Code for Information Interchange (ASCII) codes 13 and 10). Files must not contain header records.

Alphanumeric values may contain only printable ASCII characters (for example '@'). All alphanumeric fields must be left justified and space filled to the length of the field.

Numeric values may contain only the decimal digits '0' to '9'. All numeric values must be right justified and zero filled.

Date values may contain only the decimal digits '0' to '9'. All date values must be in the format DDMMYYYY, where each sub-value is right justified and zero filled. The range of values in sub-values is further limited to numeric digits that comprise valid dates; for example, the month sub-value (MM) can only contain values in the range '01' to '12'.

File details

Each data file is described by the following:

A descriptive name for the file and an AVETMISS file name in the form 'NATnnnnn'.

Definition

Offers an overview of the contents of the file.

Context

Outlines the reason for collecting the data contained in the file.

Field table

Defines the field structure of records within the file. For each record, fields are ordered as listed in the table.

State fields are highlighted by shading. Some of these fields will be used by the Department to facilitate mapping to nationally recognised values for reporting to the NCVER.

The Field tables are structured with four columns:

Fields - lists the names of the fields contained in each data record.

Position - specifies the starting column position of a field within a file.

Length - specifies the length of the field.

Requirement - specifies the requirements of the field as:

M - Mandatory, this field must be submitted by all providers.

C - Conditionally mandatory, this field must be submitted by all providers when mandated by the rules and guidelines outlined for the data element. Otherwise, the field may be left blank.

O - Optional, values for this field should be provided if available; however if no value is available the field may be left blank.

B - Blank, this field must be left blank. It is not used in WA.
If left blank, fields must be filled with spaces to their appropriate lengths as they form part of the total file structure.

Rules

The rules required to accurately report the data.

Guidelines

Guidelines are provided to support the collection of data in accordance with the Standard.

History

The full list of changes to this release is reviewed in *Section 1 - Introduction*. In addition, each data element has its own history recorded in *Section 3 - Data elements*.

Training organisation (NAT00010)

Definition

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

> A training organisation may provide training, coordinate the provision of training, be an organisation that delivers its services through a network of colleges or be a private institution with one or more delivery locations.

Context

The Training organisation (*NAT00010*) file provides identifying information about a registered training organisation for the State and national data collections. This file is used to identify training organisation characteristics e.g. location and type.

Field table - Training organisation (NAT00010)

Description	Position	Length	Requirement
Training organisation identifier	1	10	M
Training organisation name	11	100	M
Fields not used in WA collections	111	158	O
Record length for NCVER collection:		**268**	
Contact name	269	60	M
Telephone number	329	20	O
Facsimile number	349	20	O
Email address	369	80	O
Record length for AVETMISS standard **Record length for state data collection**		**448**	
Carriage return/line feed (ASCII 13/10)		2	

File relationships

For each unique *Training organisation identifier* in the Training organisation (*NAT00010*) file there must be at least one corresponding record in the Training organisation delivery location (*NAT00020*) file or Program completed (*NAT00130*) file.

Rules

Training organisation identifier must be unique within the Training organisation (*NAT00010*) file.

Where a registered training organisation has a valid unique national code listed on the *National Register of VET* then this identifier must be used as the *Training organisation identifier*.

> All of the characters within the fields of the *NAT00010* file must have ASCII values in the range 32 to 126.

Training organisation delivery location (NAT00020)

Definition

The Training organisation delivery location (*NAT00020*) file contains a record for each training delivery location associated with training activity in a training organisation during the collection period.

A training organisation delivery location is a specific training site.

Context

The Training organisation delivery location (*NAT00020*) file provides a record of training delivery location details during the collection period. This file is used to distinguish between delivery locations of a training organisation.

Where it is not practical to allocate actual training delivery locations for flexible delivery modes including remote conferencing, self-paced external, workplace delivery, workplace assessment or auspiced partnership, the training organisation delivery location will be the location from which the training is coordinated or supervised.

Field table - Training organisation delivery location (NAT00020)

Description	Position	Length	Requirement
Training organisation identifier	1	10	M
Training organisation delivery location identifier	11	10	M
Training organisation delivery location name	21	100	M
Postcode	121	4	M
State identifier	125	2	M
Address - suburb, locality or town	127	50	M
Country identifier	177	4	M
Record length for NCVER data collection **Record length for AVETMISS standard** **Record length for state data collection**		**180**	
Carriage return/line feed (ASCII 13/10)		2	

File relationships

For each unique *Training organisation identifier* in the Training organisation delivery location (*NAT00020*) file there must be one corresponding record in the Training organisation (*NAT00010*) file.

For each unique combination of *Training organisation identifier* and *Training organisation delivery location identifier* in the Training organisation delivery location (*NAT00020*) file there must be at least one corresponding record in the Training activity (*NAT00120*) file.

Rules

The combination of *Training organisation identifier* and *Training organisation delivery location identifier* must be unique within the Training organisation delivery location (*NAT00020*) file.

All of the characters within the fields of the *NAT00020* file must have ASCII values in the range 32 to 126.

Program (NAT00030A)

Definition

The Program (*NAT00030A*) file contains a record for each program (i.e. qualification, course or skill set) associated with enrolment activity or a completed qualification or course during the collection period.

A program is a structured program of study that may include practical experience.

Context

The Program (*NAT00030A*) file provides information about qualifications or courses that are undertaken and/or completed by clients.

Field table - Program (NAT00030A)

Description	Position	Length	Requirement
Program identifier - local	1	10	M
Program name	11	100	M
Nominal hours	111	4	C
Program recognition identifier	115	2	C
Program level of education identifier	117	3	C
Program field of education identifier	120	4	C
ANZSCO identifier	124	6	C
VET flag	130	1	M
Record length for NCVER data collection **Record length for AVETMISS standard**		**130**	
Program identifier - national	131	10	C
Record length for state data collection		**140**	
Carriage return/line feed (ASCII 13/10)		2	

File relationships

For each unique *Program identifier - local* in the Program (*NAT00030A*) file there must be at least one corresponding value in either the *Program identifier - local* or *Associated course identifier* field in the Training activity (*NAT00120*) file, or *Program identifier - local* field in the Program completed (*NAT00130*) file.

Rules

Program identifier - local must be unique within the Program (*NAT00030A*) file.

If a program exists in the *State curriculum database* then field values should be sourced from that system.

If a program is not available in the *State curriculum database* but is available on the *National Register of VET* then the field values should be sourced from the *National Register of VET*.

Where the national identifier is used as the local identifier, it must be repeated in both *Program identifier - local* and *Program identifier - national* fields.

Where *Program identifier - local* is not listed in the *State curriculum database* or on the *National Register of VET* then the *Program identifier - local* must be within the *allowed range for the provider* (refer to the list of allowed values under the data element *Subject identifier - local*).

All of the characters within the fields of the *NAT00030A* file must have ASCII values in the range 32 to 126.

Subject (NAT00060)

Definition

The Subject (*NAT00060*) file contains a record for each subject (i.e. each unit of competency or module) associated with enrolment activity during the collection period.

Context

The Subject (*NAT00060*) file provides information about subjects that are undertaken and/or completed by clients during the collection period.

Field table - Subject (NAT00060)

Description	Position	Length	Requirement
Subject identifier - local	1	12	M
Subject name	13	100	M
Subject field of education identifier	113	6	C
VET flag	119	1	M
Nominal hours	120	4	C
Record length for NCVER data collection **Record length for AVETMISS standard**		**123**	
Subject identifier - national	124	12	C
Record length for state data collection		**135**	
Carriage return/line feed (ASCII 13/10)		2	

File relationships

For each unique *Subject identifier - local* in the Subject (*NAT00060*) file there must be at least one corresponding record in the Training activity (*NAT00120*) file.

Rules

Subject identifier - local must be unique within the Subject (*NAT00060*) file.

If a subject exists in the *State curriculum database* then field values should be sourced from that system.

If a subject is not available in the *State curriculum database* but is available on the *National Register of VET* then the field values should be sourced from the *National Register of VET*.

If a subject is not available in the *State curriculum database* or on the *National Register of VET* then all fields must be coded and reported by the provider using valid values.

Where the national identifier is used as the local identifier, it must be repeated in both *Subject identifier - local* and *Subject identifier - national* fields.

Where a *Subject identifier - local* is not listed in the *State curriculum database* or on the *National Register of VET* then the *Subject identifier - local* must be within the *allowed range for the provider* (refer to the list of allowed values under the data element *Subject identifier - local*).

All of the characters within the fields of the *NAT00060* file must have ASCII values in the range 32 to 126.

Client (NAT00080)

Definition

The Client (*NAT00080*) file contains a record for each client who has participated in VET activity during the collection period or whose completion of a program of study is reported during the collection period.

A client is an individual who is engaged in or has completed a program of study.

Context

The Client (*NAT00080*) file provides demographic information used to monitor client participation patterns and trends and to tailor programs of study to client needs.

To protect client privacy, client usual address information is geo-coded by the Department to aggregated statistical areas. The Department submits *Statistical area level 1* and *Statistical area level 2* identifiers to the national VET provider collection rather than submitting *Address building/property name*, *Address flat/unit details*, *Address street number* and *Address street name*.

Field table - Client (NAT00080)

Description	Position	Length	Requirement
Client identifier	1	10	M
Name for encryption	11	60	M
Highest school level completed identifier	71	2	M
Gender	73	1	M
Date of birth	74	8	M
Postcode	82	4	M
Indigenous status identifier	86	1	M
Language identifier	87	4	M
Labour force status identifier	91	2	M
Country identifier	93	4	M
Disability flag	97	1	M
Prior educational achievement flag	98	1	M
At school flag	99	1	M
Address - suburb, locality or town	100	50	M
Unique student identifier	150	10	C
State identifier	160	2	M
Address building/property name	162	50	C
Address flat/unit details	212	30	C
Address street number	242	15	C
Address street name	257	70	C
Survey contact status	327	1	C
Record length for NCVER data collection for training organisations		**327**	
Statistical area level 1 identifier	328	11	B
Statistical area level 2 identifier	339	9	B
Record length for NCVER data collection Record length for AVETMISS standard		**347**	
Education identifier	348	15	C
Year highest school level completed	363	4	M
Address line one	367	50	C
Address line two	417	50	C
Record length for Department of Justice and SCSA data collection		**466**	

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Description	Position	Length	Requirement
USI verification status	467	2	C
USI verification date	469	8	C
Residency status	477	2	C
Record length for WAAPA and DTWD Training Markets data collection		**478**	
Most recent school identifier	479	4	C
Record length for TAFE data collection		**482**	
Carriage return/line feed (ASCII 13/10)		2	

File relationships

For each unique *Client identifier* in the Client (*NAT00080*) file, there must be one corresponding record in the Client contact details (*NAT00085*) file.

For each unique *Client identifier* in the Client (*NAT00080*) file there must be at least one corresponding record in the Training activity (*NAT00120*) file or in the Program completed (*NAT00130*) file.

If *Client identifier* exists with a *Disability flag* of 'Y' in the Client (*NAT00080*) file there must be at least one corresponding record in the Disability (*NAT00090*) file.

If *Client identifier* exists with a *Prior educational achievement flag* of 'Y' in the Client (*NAT00080*) file there must be at least one corresponding record in the Prior educational achievement (*NAT00100*) file.

The Client (*NAT00080*) file must contain one record for each *Client identifier* reported in either the Training activity (*NAT00120*) file or the Program completed (*NAT00130*) file.

Rules

Client identifier must be unique within the Client (*NAT00080*) file.

Address fields must comply with the rules listed in *Appendix B - General address rules*.

All of the characters within the fields of the *NAT00080* file must have ASCII values in the range 32 to 126.

Guidelines

Training organisations should net clients across and within each training organisation delivery location by carrying out checks matching clients on the fields relating to name, gender and date of birth to ensure that clients are not assigned more than one identifier. High response rates to enrolment questions by VET clients are vital for users of the AVETMISS data. The data is used for policy decision making and resource allocation to better tailor VET activity and course design to the different types of VET students. Response rates below 90% are not acceptable, as this could mislead such policy and design analyses. There is a deep concern at the state and national level regarding the need for high response rates.

As enrolment questions are to be asked of all clients reported in the *NAT00080* file, the response "@ - not stated" will be interpreted as indicating that the question was asked but no answer was provided. Responses must relate to the current collection period unless a qualification or course from a previous year is being reported for the first time in the Program completed (*NAT00130*) file during the current collection period.

Client contact details (NAT00085)

Definition

The Client contact details (*NAT00085*) file stores contact details of clients (address, email and phone). It contains a corresponding record for each client reported in the Client file (*NAT00080*).

Context

The Client contact details (*NAT00085*) file is used to provide client mailing address details for the purpose of conducting officially agreed student surveys. It is not used for statistical reporting purposes and is not included in the submission for the national VET provider collection.

Field table - Client contact details (NAT00085)

Field Description	Position	Length	Requirement
Client identifier	1	10	M
Client title	11	4	C
Client first given name	15	40	C
Client family name	55	40	M
Address building/property name	95	50	C
Address flat/unit details	145	30	C
Address street number	175	15	C
Address street name	190	70	C
Address postal delivery box	260	22	C
Address - suburb, locality or town	282	50	M
Postcode	332	4	M
State identifier	336	2	M
Telephone number [home]	338	20	O
Telephone number [work]	358	20	O
Telephone number [mobile]	378	20	O
Email address	398	80	O
Email address [alternative]	478	80	O
Record length for NCVER data collection **Record length for AVETMISS standard**		**557**	
Address line one	558	50	C
Address line two	608	50	C
Record length for state data collection		**657**	
Carriage return/line feed (ASCII 13/10)		2	

File relationships

For each unique *Client identifier* in the Client contact details (*NAT00085*) file there must be one corresponding record in the Client (*NAT00080*) file.

Rules

Client identifier must be unique within the Client contact details (*NAT00085*) file.

All of the characters within the fields of the *NAT00085* file must have ASCII values in the range 32 to 126.

Client disability (NAT00090)

Definition

The Client disability (*NAT00090*) file contains a record for each disability, impairment, or long-term condition associated with a client. A client may have more than one type of disability, impairment, or long-term condition.

Context

The Client disability (*NAT00090*) file provides basic information about the type(s) of disability, impairment or long-term condition associated with a client to assist with analysis for access and equity purposes.

Field table - Client disability (NAT00090)

Description	Position	Length	Requirement
Client identifier	1	10	M
Disability type identifier	11	2	M
Record length for NCVER data collection **Record length for AVETMISS standard** **Record length for state data collection**		**12**	
Carriage return/line feed (ASCII 13/10)		2	

File relationships

For each unique *Client identifier* in the Client disability (*NAT00090*) file there must be one corresponding record in the Client (*NAT00080*) file.

Rules

Each *Client identifier* and *Disability type identifier* combination must be unique within the Client disability (*NAT00090*) file.

Each *Client identifier* included in this file must have the *Disability flag* set to 'Y' for the corresponding record in the Client (*NAT00080*) file.

If a client has not indicated a disability, impairment or long-term condition (*Disability flag* of 'N' or '@' in the Client (*NAT00080*) file), there must be no records for that client in this file.

In cases where a client has more than one disability, impairment or long-term condition, the *Client identifier* will occur in more than one record (i.e. one record for each associated disability, impairment or long-term condition).

If a client indicates that they have a disability, impairment, or long-term condition but does not identify the type of disability, the *Disability type identifier* must be '99 - Unspecified' and, the *Disability flag* for the corresponding record in the Client (*NAT00080*) file must be 'Y'.

All of the characters within the fields of the *NAT00090* file must have ASCII values in the range 32 to 126.

Client prior educational achievement (NAT00100)

Definition

The Client prior educational achievement (*NAT00100*) file contains a record for each type of prior educational achievement for a client. A client may have more than one type of prior educational achievement.

Context

The Client prior educational achievement (*NAT00100*) file provides information about the type of prior educational achievements of a client to assist with the analysis of pathways and skill levels of clients undertaking or completing training.

Field table - Client prior educational achievement (NAT00100)

Description	Position	Length	Requirement
Client identifier	1	10	M
Prior educational achievement identifier	11	3	M
Record length for NCVER data collection **Record length for AVETMISS standard** **Record length for state data collection**		**13**	
Carriage return/line feed (ASCII 13/10)		2	

File relationships

For each unique *Client identifier* in the Client prior educational achievement (*NAT00100*) file there must be one corresponding record in the Client (*NAT00080*) file.

Rules

Each *Client identifier* and *Prior educational achievement identifier* combination must be unique within the Client prior educational achievement (*NAT00100*) file.

Each *Client identifier* included in this file must have the *Prior educational achievement flag* set to 'Y' for the corresponding record in the Client (*NAT00080*) file.

If a client indicates that they have not completed any prior education (*Prior educational achievement flag* of 'N' or '@' in the Client (*NAT00080*) file), there must be no records for that client in this file.

In cases where a client has more than one prior educational achievement, the *Client identifier* will occur in more than one record (i.e. one record for each associated prior educational achievement).

All of the characters within the fields of the *NAT00100* file must have ASCII values in the range 32 to 126.

Training activity (NAT00120)

Definition

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

Context

The Training activity (*NAT00120*) file provides information about training activity undertaken by clients during the collection period. This information is used to measure training activity and output for the VET sector and will appear on a client's Unique Student Identifier transcript, where applicable.

Field table - Training activity (NAT00120)

Description	Position	Length	Requirement
Training organisation identifier	1	10	M
Training organisation delivery location identifier	11	10	M
Client identifier	21	10	M
Subject identifier - local	31	12	M
Program identifier - local	43	10	C
Activity start date	53	8	M
Activity end date	61	8	M
Delivery mode identifier - national	69	3	M
Outcome identifier - national	72	2	M
Funding source - national	74	2	M
Commencing program identifier	76	1	M
Training contract identifier	77	10	C
Client identifier - apprenticeships	87	10	C
Study reason identifier	97	2	M
VET in schools flag	99	1	M
Specific funding identifier - national	100	10	C
School type identifier	110	2	B
Record length for NCVER data collection		**111**	
Outcome identifier - training organisation	112	3	M
Funding source - state	115	3	M
Client tuition fee	118	5	M
Fee exemption/concession type identifier	123	2	M
Purchasing contract identifier	125	12	C
Purchasing contract schedule identifier	137	3	B
Hours attended	140	4	B
Associated course identifier	144	10	C
Scheduled hours	154	4	M
Predominant delivery mode	158	1	M
Record length for AVETMISS standard		**158**	
Enrolled school identifier	159	10	C
Current school level identifier	169	2	C
Training type identifier	171	1	M
Delivery mode identifier - state	172	3	M
Roll identifier	175	10	M
Enrolment category identifier	185	1	M

Table continued on next page.

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Fields - Training activity (NAT00120)	Position	Length	Requirement
Specific funding identifier - state	186	10	C
Resource fee	196	5	M
Income contingent loan liability	201	5	C
Census date	206	8	M
Outcome date	214	8	M
Fee maintenance flag	222	1	M
TAFE international client identifier	223	10	C
Employer contribution flag	233	1	M
Enrolment identifier	234	50	O
Record length for non-TAFE data collection		**283**	
Enrolment liability type identifier	284	2	C
Record length for TAFE data collection		285	
Carriage return/line feed (ASCII 13/10)		2	

File relationships

For each unique combination of *Training organisation identifier* and *Training organisation delivery location identifier* in the Training activity (*NAT00120*) file there must be one corresponding record in the Training organisation delivery location (*NAT00020*) file.

For each unique *Program identifier - local* in the Training activity (*NAT00120*) file there must be one corresponding record in the Program (*NAT00030A*) file.

For each unique *Subject identifier - local* in the Training activity (*NAT00120*) file there must be one corresponding record in the Subject (*NAT00060*) file.

For each unique *Client identifier* in the Training activity (*NAT00120*) file there must be one corresponding record in the Client (*NAT00080*) file.

For each unique *Associated course identifier* value in the Training activity (*NAT00120*) file there must be one corresponding *Program identifier - local* value in the Program (*NAT00030A*) file.

Rules

Uniqueness of an enrolment

In order to pass validation for submission to NCVER the following combination of fields must be unique in the Training activity (NAT00120) file:

- *Client identifier*;
- *Training organisation identifier*;
- *Subject identifier - national* (when *Subject identifier - local* is linked to the NAT00060 file);
- *Program identifier - national* (when *Program identifier - local* is linked to the NAT00030A file) and
- *Activity start date*

Overlapping enrolments

Activity periods, for **nationally recognised** training, cannot overlap where multiple instances exist for a combination of *Training organisation identifier*, **Unique student identifier,** and *Subject identifier - national* (in *NAT00060* corresponding to *Subject identifier – local*).

Activity periods, for **non-nationally recognised** training, shouldn't overlap where multiple instances exist for a combination of *Training organisation identifier*, **Unique student identifier**, and *Subject identifier - national* (in *NAT00060* corresponding to *Subject identifier – local*).

Activity periods, for **nationally recognised training**, cannot overlap where multiple instances exist for a combination of *Training organisation identifier*, **Client identifier** and *Subject identifier - national* (in *NAT00060* corresponding to *Subject identifier – local*).

Activity periods, for **non-nationally recognised training**, shouldn't overlap where multiple instances exist for a combination of *Training organisation identifier*, **Client identifier** and *Subject identifier - national* (in *NAT00060* corresponding to *Subject identifier – local*).

Each *Client identifier, Subject identifier - local, Activity start date, Roll identifier and Enrolment category identifier* combination must be unique within the Training activity (*NAT00120*) file.

The Training activity (*NAT00120*) file must contain only valid enrolments as defined below.

Definition of a valid enrolment:

A valid enrolment in a subject is one in which engagement in learning and/or assessment activity was undertaken by either:

- the client has undertaken enrolment procedures, met fee obligations, and during the collection period has engaged in learning and/or assessment activity regardless of the mode of delivery; or
- the client has applied for and a determination made for recognition of prior learning.

The only other records permitted in the Training activity (*NAT00120*) file are those whose status was granted through credit transfer. Credit transfer records are not purported to be valid enrolments but need to be recorded for administrative purposes such as for calculation of qualification eligibility.

In order to determine the engagement requirements to validate an enrolment refer to *Appendix D - Invalid enrolment audit guidelines*

For flexible delivery modes, despatch of the training material by the training organisation, whether or not the client has received the training material, does not by itself constitute a valid enrolment.

Where a client has not yet attended a class or otherwise engaged in training activity for an enrolment but has met fee obligations and there is an expectation that the client will participate then the enrolment must be reported by TAFE colleges and Training Markets with an *Outcome identifier - national* value of '85 - Not yet started'. While not mandatory for other collection agencies these cases may also be reported with an *Outcome identifier - national* value of '85 - Not yet started' in the same way.

Where a client has not yet attended a class or otherwise engaged in training activity and has not met fee obligations, or is not expected to participate, then the enrolment must not be included in the collection.

Enrolments collected under Outcome '85 - Not yet started' are not within scope for the following purposes:

- Invalid enrolment audit;

Department funding of training; **Scope:**

An enrolment record is to be present for all valid enrolments:

- That commenced in the collection year; or
- That continued through the collection year; or
- That ceased in the collection year; or
- Where the outcome/result has been updated from that reported in the previous collection year.

Single reporting of delivery:

A client's enrolment in a program of study must be reported in this file as a subject using *Subject identifier - local* field in the Training activity (*NAT00120*) file.

A client may, in the same collection period have **more than one enrolment** in the same subject. This will generally occur where the client has made a second attempt at the subject (i.e. the client is repeating the subject). In such cases, the *Activity end date* and *Activity start date* for each attempt should be discrete.

Recognition of prior learning must be reported only once for a subject.

See also 'Class transfer' below.

Class transfer:

A class transfer is where a client withdrew from a class to transfer to another class. Enrolment in the first class is not reported except in the case where the subject has been superseded and the training activity has transitioned to the replacement subject in which case the enrolment in the superseded subject should be reported with national outcome '61'.

Subject-only enrolment:

A subject-only enrolment occurs where a client enrols in a subject which is not part of an enrolment in a program. In this case the *Commencing program identifier* must be '8 - Subject-only training' and the *Program identifier - local* in the Training activity (*NAT00120*) file must be blank. The *Associated course identifier* must not be blank where *Funding source - national* is '11 - Commonwealth and state general purpose recurrent'.

Continuing enrolment:

All enrolments reported in AVETMISS collections are expected to be brought to account with a final outcome at some point in time.

For interim reporting during the year, where the *Activity end date* is within the current year and where an enrolment is in progress after some participation by the student, the *Outcome identifier - national* value of '71 - Continuing activity (expected to end in the collection year)' must be used.

Enrolments where the *Activity end date* is within the current collection year must be given a definite outcome ('20', '30', '40', '41', '61', '81' or '82') before the final reporting point for the collection year. *Outcome identifier - national* values of '71 - Continuing activity (expected to end in the collection year)' are not permitted in the final collection.

For the final reporting point of the current collection year, only enrolments that have an *Activity end date* in a subsequent year may be reported with an *Outcome identifier - national* of '70 - Continuing activity (expected to end after the collection year)'.

All enrolments reported in the final reporting point for the current collection year with an *Outcome identifier - national* of '70 - Continuing activity (expected to end after the collection year)' are expected to be reported in the subsequent collection year with an *Enrolment category identifier* of 'C - Continuing' and ultimately be brought to account with a final outcome.

Apprenticeship and traineeship enrolments:

If the *Training type identifier* is 'A' or 'T' then:

- *Client identifier - apprenticeships* must not be blank;
- *Training contract identifier* must not be blank; and
- *Program recognition identifier* must be '11' or '12' for the related qualification or course in the Program (*NAT00030A*) file.

If the *Training type identifier* is not 'A' or 'T' then:

- *Client identifier - apprenticeships* must be blank; and
- *Training contract identifier* must be blank.

Retention of audit documentation:

Documentation required to verify all subject enrolments reported to the state collection should be retained for a further twelve months after the end of the year in which the enrolment ended or twelve months after the end of the year in which they are reported, whichever is later (see *Appendix D - Invalid enrolment audit guidelines*).

Valid character set:

All of the characters within the fields of the *NAT00120* file must have ASCII values in the range 32 to 126.

Guidelines

Where a client enrols in a nested program of study, the highest available qualification or course for that program of study for which they have enrolled must be reported. For example, if a client enrols in a Diploma but in doing so also attains competency commensurate with a Certificate IV, then the enrolment should still have the *Program identifier - local* linked to the Diploma in the Program (*NAT00030A*) file.

An individual *Subject identifier - local* in this file may be associated with one or more *Program identifier - local* where separate enrolments are undertaken towards different qualifications/courses.

If a client transfers between training providers, each training organisation should report the client's enrolment in a program of study as long as the definition of a valid enrolment is met.

The Department's *State curriculum database* is the authoritative source for *Nominal hours*; these values are used to determine *Scheduled hours*.

Interstate training:

In situations where a state training authority provides funding to an interstate training organisation to deliver training to its clients, the interstate training organisation must report the delivery only to the state training authority that supplied the funding.

Subcontracted training:

Where the Department provides funding to a training organisation to deliver training to its clients and the training organisation subcontracts the delivery to another training organisation then the principal training organisation has the obligation to report the delivery to the state training authority; and **must not use** the code '80 - Revenue earned from another training organisation (TAFE use only)' for *Funding source - state*. If the subcontractor happens to report to the state training authority then the subcontractor **must use** the code '80 - Revenue earned from another training organisation (TAFE use only)' for *Funding source - state* in the Training activity (*NAT00120*) file.

Where a training organisation reports training activity that is not funded by the state training authority and the training organisation subcontracts the delivery to another training organisation then the principal training organisation **must not use** the code '80 - Revenue earned from another training organisation (TAFE use only)' for *Funding source - state*. However, if the subcontractor happens to report its delivery, then it **must use** the code '80 - Revenue earned from another training organisation (TAFE use only)' for *Funding source - state* in the Training activity (*NAT00120*) file.

Program completed (NAT00130)

Definition

The Program completed (*NAT00130*) file contains records for which all requirements for the completion of the qualification, course or skill set, including on-the-job requirements, have been met. Completions of Australian Qualifications Framework (AQF) qualifications and courses are achieved when the client is eligible for the award to be conferred.

Context

The Program completed (*NAT00130*) file provides information about clients completing the requirements of a program of study, either during the collection period or in a prior collection period (where completion of the program of study has not previously been reported). This information is used to measure successful outcomes from the VET sector and will appear on a client's Unique Student Identifier transcript where applicable.

Field table - Program completed (NAT00130)

Description	Position	Length	Requirement
Training organisation identifier	1	10	M
Program identifier - local	11	10	M
Client identifier	21	10	M
Date program completed	31	8	M
Issued flag	39	1	M
Record length for NCVER data collection		**39**	
Parchment issue date	40	8	B
Parchment number	48	25	B
Record length for AVETMISS standard		**72**	
TAFE international flag	73	1	M
Record length for state data collection		**73**	
Carriage return/line feed (ASCII 13/10)		2	

File relationships

For each unique *Training organisation identifier* in the Program completed (*NAT00130*) file there must be one corresponding record in the Training organisation (*NAT00010*) file.

For each unique *Program identifier - local* in the Program completed (*NAT00130*) file there must be one corresponding record in the Program (*NAT00030A*) file.

For each unique *Client identifier* in the Program completed (*NAT00130*) file there must be one corresponding record in the Client (*NAT00080*) file.

Rules

Each *Client identifier* and *Program identifier - local* combination must be unique within the Program completed (*NAT00130*) file.

The Program completed (*NAT00130*) file must not contain records that have been reported previously in the VET Provider Collection.

The on-the-job component is to be completed before the completion can be reported.

Senior secondary education (Year 11 or Year 12) and junior secondary education (Year 10) are recognised as program completions attained when delivered within the VET sector and can be recorded in the Program completed (*NAT00130*) File.

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

A program which has a *VET flag* of 'N' (No - The intention of the program of study is not vocational) in the Program (*NAT00030A*) file must not appear in the Program completed (*NAT00130*) file.

All of the characters within the fields of the *NAT00130* file must have ASCII values in the range 32 to 126.

Guidelines

Training organisations should determine and report qualifications completed as soon as possible after the prescribed requirements have been met. Since the acknowledgment of a qualification may take some time, the qualification completion may appear in the Program completed (*NAT00130*) file in a collection year subsequent to the year that the client completed the enrolment activity for the qualification. In such cases, the *Date program completed* will reflect the year in which the client completed the requirements for the award but the enrolments relating to the qualification will not appear in the Training activity (*NAT00120*) file.

Section 3 - Data elements

Guide to data elements - format and content

This banner identifies data elements that are part of the national/state data collection.

Definition

Defines the data element.

Context

Describes the use of the data element and identifies the reason for collecting this statistical information.

File occurrences

Lists the file(s) and the corresponding State database field names in which the data element appears.

Enrolment questions

Shows how the enrolment form question must be phrased for a specified data element. Only shown where relevant.

Classification scheme

A table detailing the required values (all allowable codes in the classification system) and their descriptive labels. Where a classification system contains a large number of values, the complete classification list is provided in Selected Classifications of the national AVETMISS standard, which appear in the appendices to this document.

Format - specifies the format of the data element. Specified if relevant.

Rules

Describes the requirements to accurately report data in the field.

State rules are highlighted by a box and shading.

If a data element appears in more than one file and has different rules for each file, they are presented separately for each file.

Guidelines

Provides additional information to support the collection of data in accordance with the Standard.

State guidelines are highlighted by a box and shading.

If a field appears in more than one file, field guidelines are presented separately for each file.

History

Lists all data element changes that occurred in the current and previous releases of WAVEDS.

Activity end date

Field is collected as part of the State and national data collection.

Definition

Activity end date is the date that training activity and assessment ends for a client in a subject 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 subject.

Context

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

File occurrences	State field name
Training activity (*NAT00120*)	enrEAEndDt

Classification scheme

Value	Description - Activity end date
DDMMYYYY	Valid date

Rules

This field must not be blank.

Activity end date must be within the collection period unless *Outcome identifier - national* is '70 - Continuing activity (expected to end after the collection year)' or '85 - Not yet started' or *Enrolment category identifier* is 'U - Update'.

Activity end date must not be more than five years after *Activity start date*.

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

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

Where *Outcome identifier - national* is '40 - Withdrawn/discontinued' the *Activity end date* must be the date that the withdrawal is determined by the training organisation and is not necessarily determined by the date the student last participated.

For interim reporting throughout the year, an *Outcome identifier - national* of '71 - Continuing activity (expected to end in the collection year)' must be used to indicate an enrolment that is in progress after some participation by the student and its *Activity end date* is within this collection year.

If the *Activity end date* is after the collection period end date, then the enrolment must be reported with an *Outcome identifier - national* of '70 - Continuing activity (expected to end after the collection year)' or '85 - Not yet started'.

Activity end date must be on or after the *Activity start date* and must not be before the start of the collection year (except where the value of *Enrolment category identifier* is 'U - Update').

Guidelines

Activity end date is not intended for 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. 31/12/2018).

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.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Enrolment activity end date.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Activity end date.*

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

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- updated rules to specify that *Activity end date* must be within the collection period unless *Outcome identifier - national* is '70 - Continuing enrolment' or '85 - Not yet started' or *Enrolment category identifier* is 'U - Update'.

- updated guidelines to specify how *Activity end date* should be determined for assessment-only enrolments.

Revised for the 2018 (WAVEDS version 8.0.B04) data element:

- updated guidelines to specify how *Activity end date* should be determined for credit transfer enrolments.

Revised for the 2021 (WAVEDS version 8.0.C11) data element:

- added rule that where *Outcome identifier - national* is '40 - Withdrawn/discontinued' the *Activity end date* must be the date that the withdrawal is determined by the training organisation and should not be determined by the date the student last participated.

Activity start date

Field is collected as part of the State and national data collection.

Definition

Activity start date is the date that training activity starts for a client in a subject enrolment.

Context

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

File occurrences	**State field name**
Training activity (*NAT00120*)	enrEAStartDt

Classification scheme

Value	Description - Activity start date
DDMMYYYY	Valid date

Rules

This field must not be blank.

Activity start date must be on or before the *Activity end date*.

Activity start date must be before the end of the collection period.

Activity start date must not be more than five years prior to the collection year.

Activity start date should not change in subsequent data submissions when reporting the same training activity.

Guidelines

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

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

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

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 of the start of the assessment. 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.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Enrolment activity start date.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Activity start date.*

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

Revised for the 2018 (WAVEDS version 8.0.B04) data element:

- updated guidelines to specify definition of clustered delivery.

Address building/property name

Field is collected as part of the State data collection.

Definition

Address building/property name is the official place name or culturally accepted 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 determine the physical address or location.

File occurrences   State field name

Client (*NAT00080*)   cliAddBldName

Client contact details (*NAT00085*)   cpdAddBldName

Classification scheme

Value	Description - Address building/property name
text	Name of building or property

Format: Left justified alphanumeric value

Rules

Address building/property name is a conditionally mandatory data element for street and postal addresses and should be provided where applicable.

Guidelines

This data element represents the name given to an entire building or address site. Names of people, businesses or associations should not be used as an address site name.

History

Introduced for the 2013 (WAVEDS version 7.0.A01) data element as:

- *Address building/property name.*

Address flat/unit details

Field is collected as part of the State data collection.

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.

File occurrences

State field name

Client (*NAT00080*)

cliAddUnitDetails

Client contact details (*NAT00085*)

cpdAddUnitDetails

Classification scheme

Value	Description - Address flat/unit details
text	Flat, unit or apartment address details

Format: Left justified alphanumeric value

Rules

This field may be blank.

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

Guidelines

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; and
- Number of flat/unit address.

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

Examples of *Address flat/unit details* are:

Apartment 113
Unit N15
Level 4
Suite 21A Level 8

History

Introduced for the 2017 (WAVEDS version 8.0.A01) data element as:

- *Address flat/unit details.*

Address line one

Field is collected as part of the State data collection.

Definition

Address line one is the first line of an address and provides a valid street number and name (as well as floor and building name if relevant) or valid post-office box, roadside delivery or roadside mailbox details.

Context

Address line one is available as a means of reporting address information until student management systems are enabled for full element-level address reporting under WAVEDS.

Address line one is used in combination with *Address line two* and other address fields to define client residential and postal address.

File Occurrences   State Field Name

Client (*NAT00080*)   cliAddLine1

Client contact details (*NAT00085*)   cpdAddLine1

Classification Scheme

Value	Description - Address line one
text	Street number and name (as well as floor and building name if relevant) or post-office box, roadside delivery or roadside mailbox
blank	If full WAVEDS element level address details are provided

Rules

This field must not include suburb, town, locality or postcode as other fields are provided for these data items.

NAT00080

This field must not be blank unless full WAVEDS element level address details are reported.

Address line one in the *NAT00080* file must be a valid street number and name (as well as floor and building name if relevant) and must not include a post-office box, roadside delivery or roadside mailbox.

NAT00085

This field must not be blank unless full WAVEDS element level address details are reported or a client is deceased or there are other reasons why a client should not be contacted for survey purposes.

Address line one in the *NAT00085* file may be a valid street number and name (as well as floor and building name if relevant) or post-office box, roadside delivery or roadside mailbox.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Address first line.*

Revised for the 2003 (WAVEDS version 5.0) data element:

- added to the Submission to managing agent (*NAT00005*) and Client contact details (*NAT00085*) files.

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- removed from the Client contact details (*NAT00085*) file.

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- added to the Client (*NAT00080*) and Client contact details (*NAT00085*) files.

Address line two

Field is collected as part of the State data collection.

Definition

Address line two is the second line of an address and provides for the continuation of the client address details reported in *Address line one*.

Context

Address line two is available as a means of reporting address information until student management systems are enabled for full element-level address reporting under WAVEDS.

Address line two is used in combination with *Address line one* and other address fields to define client residential and postal address.

File Occurrences   State Field Name

Client (*NAT00080*)   cliAddLine2

Client contact details (*NAT00085*)   cpdAddLine2

Classification Scheme

Value	Description - Address line two
text	Continuation of street number and name (as well as floor and building name if relevant)
blank	If no continuation of street number and name is necessary, or if full WAVEDS element level address details are provided

Rules

This field must not include suburb, town, locality or postcode as other fields are provided for these data items.

This field may be blank if full WAVEDS element level address details are provided, or if *Address line one* in the same file is sufficient for the relevant client address details.

This field must not be blank unless:

- full WAVEDS element level address details are reported; or
- a client is deceased or there are other reasons why a client should not be contacted for survey purposes; or
- *Address line one* is sufficient for the relevant client address details.

NAT00085

In the Client contact details (*NAT00085*) *Address line two* may be the continuation of post-office box, RSD or RMB address.

Guidelines

NAT0080

This field allows the continuation of details of the usual residential address of a client where there is more than one line in an address.

NAT0085

This field allows the continuation of details of the usual postal address of a client where there is more than one line in an address.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Address second line.*

Revised for the 2003 (WAVEDS version 5.0) data element:

- added to the Submission to managing agent (*NAT00005*) and Client contact details (*NAT00085*) files.

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- removed from the Client contact details (*NAT00085)* file.

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- added to the Client (*NAT00080*) and Client contact details (*NAT00085*) files.

Address postal delivery box

Field is collected as part of the State data collection.

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.

File occurrences   State field name

Client contact details (*NAT00085*)   cpdAddPOBox

Classification scheme

Value	Description - Address postal delivery box
text	A valid post office box, bag, or rural mail box address

Format: Left justified alphanumeric value

Rules

Address postal delivery box may be blank if either *Address street name* or *Address line one* are not blank in the Client contact details (*NAT00085*) file.

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

Address postal delivery box is a conditionally mandatory data element for a postal address and a valid value should be provided if the postal address is not a street address.

Guidelines

Address postal delivery box is used where mail is to be delivered to a box, bag or agent for pick-up by the intended recipient or to the rural mail box number where no other address exists.

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

History

Introduced for the 2013 (WAVEDS version 7.0.A01) data element as:

* *Address postal delivery box.*

Address street name

Field is collected as part of the State data collection.

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.

File occurrences	State field name
Client (*NAT00080*)	cliAddRoadName
Client contact details (*NAT00085*)	cpdAddRoadName

Classification scheme

Value	Description - Address street name
text	A valid street name

Format: Left justified alphanumeric value

Rules

Address street name must comply with the rules listed in *Appendix B - General address 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.

NAT00080

This field must not be blank unless *Address line one* in the Client contact details (*NAT00080*) file is not blank.

Address street name should be 'not specified' for clients who do not provide residential address details, whose address does not contain a street address (e.g. clients from Aboriginal communities) or whose usual residential address is not in Australia (e.g. overseas students).

NAT00085

This field must not be blank if *Address postal delivery box* is blank in the Client contact details (*NAT00085*) file unless *Address line one* in the Client contact details (*NAT00085*) file is not blank.

This field must not be blank if *Address street number* is not blank in the Client contact details (*NAT00085*) file unless *Address line one* in the Client contact details (*NAT00085*) file is not blank.

Guidelines

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; and
- Street suffix - additional information to define the street, such as direction.

Examples of *Address street name* are:

Address street name	Street name	Street type	Street suffix
Smith Avenue	Smith	Avenue	
The Avenue West	The Avenue		West
Brown Road North East	Brown	Road	North East
The Esplanade	The Esplanade		
High Street Road	High Street	Road	

The street name provided must form part of a valid combination of street name, locality and postcode.

History

Introduced for the 2013 (WAVEDS version 7.0.A01) data element as:

- *Address road name.*

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- renamed *Address road name* to *Address street name.*

- modified rules to allow *Address street name* to be blank if *Address line one* is not blank in the same file.

Address street number

Field is collected as part of the State data collection.

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.

File occurrences	State field name
Client (*NAT00080*)	cliAddRoadNumber
Client contact details (*NAT00085*)	cpdAddRoadNumber

Classification scheme

Value	Description - Address street number
text	Street or lot number

Format: Left justified alphanumeric value

Rules

Address street number must comply with the rules listed in *Appendix B - General address 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.

NAT00080

This field must not be blank.

Address street number should be 'not specified' for clients who do not provide residential address details or clients whose address does not contain a street address (e.g. clients from Aboriginal communities).

NAT00085

This field may be blank.

Guidelines

Address street number can contain the following:

- A single street number.
- A range of street numbers. The range should be separated by a hyphen. For example '100-110'.
- A lot number. A lot number should be preceded with the word 'Lot'.

Address street number may include an alphabetic prefix or an alphabetic suffix.

Examples of *Address street number* are:

Street address	Address street name	Address street number
103 Smith Avenue West	Smith Avenue West	103
340–346 Gibbs Street	Gibbs Street	340–346
Lot 65 Brown Road	Brown Road	Lot 65

History

Introduced for the 2013 (WAVEDS version 7.0.A01) data element as:

- *Address road number.*

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- renamed to *Address street number* to align with the national AVETMISS standard.

Address - suburb, locality or town

Field is collected as part of the State and national data collection.

Definition

Address - suburb, locality or town is the name of the suburb, locality or town at which a person lives, a training organisation operates or training delivery takes place.

Context

Address - suburb, locality or town can be used to map and analyse the distribution of training providers and/or clients.

Address - suburb, locality or town is a primary data element used for coding location to a geographic region to produce regional or subregional statistics.

File occurrences   State field name

Training organisation (*NAT00010*)	rtoLocality
Training organisation delivery location (*NAT00020*)	tplLocality
Client (*NAT00080*)	cliLocality
Client contact details (*NAT00085*)	cpdLocality

Classification scheme

Value	Description - Address - suburb, locality or town
text	Name of suburb, locality or town

Format: Left justified alphanumeric value

Rules

This field must not be blank in any file.

Address - suburb, locality or town and *Postcode* in combination must match the combination specified by Australia Post when *Postcode* is not 'OSPC' or '@@@@'.

Address - suburb, locality or town should be 'not specified' if *Postcode* is 'OSPC' or '@@@@'.

This field must not be a suburb, locality or town of a post office box address.

NAT00010

Address information must be the physical location of the head office for the training organisation.

NAT00020

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

For overseas delivery locations, populate with suburb/locality or town of the training organisation overseas delivery location.

NAT00080

Address - suburb, locality or town must comply with the rules listed in *Appendix B - General address rules*.

The training organisation collects this information via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

If the postcode is 'OSPC' or '@@@@' and an Australian location or international equivalent is not available, then 'Not specified' may be entered in this field.

If the client has enrolled in two or more programs of study over the collection period and their physical address has changed during their enrolments then the most recent residential suburb, locality or town must be reported.

Use the suburb, locality or town of the client's physical residential address, not the postal address.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Address third line.*

Revised for the 2003 (WAVEDS version 5.0) data element:

- renamed to *Address Suburb or Town or Locality*.

- added to the Submission to managing agent (*NAT00005*), Training organisation delivery location (*NAT00020*) and Client contact details (*NAT00085*) files.

Revised for the 2004 (WAVEDS version 5.1) data element:

- added to the Client (*NAT00080*) file.

Revised for the 2006 (WAVEDS version 6.0) data element:

- renamed to *Address location - suburb, locality or town*.

Revised for the 2015 (WAVEDS version 7.0.B01) data element:

- clarification of rules.

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- *Address location - suburb, locality or town* data element merged with *Address postal - suburb, locality or town*.

- renamed to *Address - suburb, locality or town*.

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- added a note to say that *Address - suburb, locality or town* must comply with the rules listed in *Appendix B - General address rules*.

Revised for the 2018 (WAVEDS version 8.0.C02) data element:

- added a paragraph from the national AVETMISS standard which allows 'Not specified' to be entered into the *Address - suburb, locality or town* data element if the postcode is 'OSPC' or '@@@@' and an Australian location or international equivalent is not available.

Revised for the 2019 (WAVEDS version 8.0.C05) data element:

- added clarification for populating *Address location - suburb, locality or town* for overseas delivery.

ANZSCO identifier

Field is collected as part of the State and national data collection.

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) 2021 Australian Version, (ABS catalogue no.1220.0)

Context

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

File occurrences   State field name

Program (*NAT00030A*)   cseAnzscoId

Classification scheme

Value	Description - **ANZSCO identifier**
100000–899999	Valid 6-digit ANZSCO code
VET Provider collection only	
GEN19	Occupational non-specific - general education
GEN20	Non-industry specific training
NON-VET	Non-VET course - no occupational outcome

Rules

This field may be blank if *Program identifier - local* and *Program name* in combination match the code and name combination listed on the *State curriculum database* and the database provides the *ANZSCO identifier* value for the listed combination.

This field may be blank if *Program recognition identifier* is '13 - Nationally recognised skill set, specified in a national training package' or '16 - Locally recognised skill set'.

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.

If a program exists in the *State curriculum database* then the ANZSCO value should be sourced from that system if the ANZSCO value is available.

If a program is not available in the *State curriculum database* but is available on the *National Register of VET* then the ANZSCO value should be sourced from the *National Register of VET* if the ANZSCO value is available.

Excluding skill sets, where a *Program identifier - local* is not listed in the *State curriculum database* or on the *National Register of VET*, or where these systems do not provide an *ANZSCO identifier*, a valid *ANZSCO identifier* must be supplied.

Guidelines

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.

For the complete list of up-to-date ANZSCO codes and their descriptions, please refer to the ABS website (*https://www.abs.gov.au/statistics/classifications/anzsco-australian-and-new-zealand-standard-classification-occupations/latest-release*). A valid list of ANZSCO identifier codes is available on the NCVER Portal at *https://www.ncver.edu.au/rto-hub/avetmiss-systems-files*.

The following table illustrates the hierarchical structure:

Hierarchical Level	Code	ANZSCO category
Major group	1	Managers
Sub-major group	12	Farmers and farm managers
Minor group	121	Farmers and farm managers
Unit group	1211	Aquaculture farmers
Occupation	121111	Aquaculture farmer

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *ASCO (occupation type) identifier.*

Classifications revised for the 1996 (WAVEDS version 1.0) data element:

- incorporated ASCO Second Edition (ABS) and ANTA extensions.

Revised for the 1999 (WAVEDS version 2.0) data element:

- allowed reporting to the 1-digit (major group) code.

- incorporated an extension code for non-VET courses.

Revised for the 2006 (WAVEDS version 6.0) data element:

- introduced *ANZSCO*, First Edition 2006 (ABS catalogue no. 1220.0).

- renamed to *ANZSCO identifier.*

- deleted GEN16-Clerical and business - Non-industry specific training, GEN17 - Basic computing - Non-industry specific training, GEN18 - Other - Non-industry specific training.

- added GEN20 - Non-industry specific training.

- reduced field length from 7 to 6 characters.

- excluded values beginning with 9.

Revised for the 2011 (WAVEDS version 6.1) data element:

- Adopted updated classification: ABS catalogue no. 1220.0. 2009 (First Edition, Revision 1).

Revised for the 2015 (WAVEDS version 7.0.B01) data element:

- Adopted updated classification: ABS catalogue no.1220.0, 2013 (Version 1.2).

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- updated rules to include conditions relating to skill sets.

Revised for the 2018 (WAVEDS version 8.0.C02) data element:

- Added an exclusion to say that *ANZSCO identifier* does not need to be reported for skill sets.

Revised for the 2020 (WAVEDS version 8.0.C07) data element:

- Adopted updated classification: ABS catalogue no.1220.0, 2013 (Version 1.3).

Revised for the 2022 (WAVEDS version 8.0.C12) data element:

- Adopted updated classification: ABS catalogue no.1220.0, 2021 (Australian Version).

Associated course identifier

Field is collected as part of the State data collection.

Definition

> *Associated course identifier* uniquely identifies a qualification or course associated with a local skill set or subject-only enrolment for funding purposes or uniquely identifies a program associated with an enrolment in a Course in Applied Vocational Study Skills (CAVSS) or Underpinning Skills for Industry Qualifications (USIQ) program.

Context

> *Associated course identifier* is used to link a skill set or subject-only enrolment to a qualification or course for funding purposes. In addition, *Associated course identifier* is used to link a CAVSS or USIQ program to its associated vocational program.

File occurrences

Training activity (*NAT00120*)

State field name

enrAssocCseId

Classification scheme

Value	Description - **Associated course identifier**
text	Local program identifier for the national training package qualification, nationally accredited course or local course associated with a skill set or subject-only enrolment.
text	Local program identifier for the vocational program being delivered concurrently with the CAVSS or USIQ enrolment.

Format: Left justified alphanumeric value

Rules

> This field must not be blank where:
>
> - *Program recognition identifier* is '16 - Locally recognised skill set' and *Funding source - national* is '11 - Commonwealth and state general purpose recurrent'; or
> - *Commencing program identifier* is '8 - Subject-only training' and *Funding source - national* is '11 - Commonwealth and state general purpose recurrent'; or
> - *Program identifier - local* is a CAVSS or USIQ program.
>
> This field must be blank where *Program recognition identifier* is:
>
> - '11 - Nationally accredited qualification specified in a national training package'; or
> - '12 - Nationally recognised accredited course, other than a qualification specified in a national training package (except where *Program identifier - local* is a CAVSS or USIQ program in which case this field must not be blank.); or
> - '14 - Other course'; or
> - '15 - Higher-level qualification, other than training package qualifications or nationally recognised accredited courses'; or
>
> This field may be blank where *Program recognition identifier* is:
>
> - '13 - Nationally recognised skill set specified in a national training package'; or
> - '19 - State skill set'
>
> If this field is not blank, it must have a matching value in the *Program identifier - local* field of the Program (*NAT00030A*) file.
>
> A local skill set may be associated with more than one course/qualification in WAVEDS reporting. However, for an individual student all enrolments in a single skill set must be associated with one course/qualification only.

Guidelines

> If an enrolment is in a local skill set and the *Funding source - national* is '11 - Commonwealth and state general purpose recurrent' then the *Associated course identifier* is used to link the enrolment to a nationally accredited qualification or nationally recognised accredited course for funding purposes.
>
> If an enrolment is a subject-only enrolment, and the *Funding source - national* is '11 - Commonwealth and state general purpose recurrent' then the *Associated course identifier* is used to link the enrolment to a nationally accredited qualification or nationally recognised accredited course for funding purposes.
>
> If an enrolment is in a CAVSS or USIQ program then the *Associated course identifier* is used to link the enrolment to the associated vocational program.

History

Introduced for the 2013 (WAVEDS version 7.0.A01) data element as:

- *Associated course identifier.*

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- modified the definition and context to introduce the requirement for reporting an *Associated course identifier* value for enrolments in CAVSS or USIQ programs.
- added rules and descriptions to require the reporting of an *Associated course identifier* value for enrolments in CAVSS or USIQ programs.

Revised for the 2017 (WAVEDS version 8.0.B01) data element:

- modified the definition and context to introduce the requirement for reporting an *Associated course identifier* value for enrolments in skill sets or subject-only enrolments.
- added rules and descriptions to require the reporting of an *Associated course identifier* value for enrolments in skill sets or subject-only enrolments.

Revised for the 2018 (WAVEDS version 8.0.B04) data element:

- added rules for skill sets.

Revised for the 2018 (WAVEDS version 8.0.C03) data element:

- Updated guidelines to clarify that if an enrolment is a subject-only enrolment, and the *Funding source - national* is '11 - Commonwealth and state general purpose recurrent' then the field is used to link enrolments to a nationally accredited qualification or nationally recognised accredited course for funding purposes.

Revised for the 2020 (WAVEDS version 8.0.C08) data element:

- Updated the classification scheme description and rules to clarify when this field must be blank or must not be blank.

Revised for the 2022 (WAVEDS version 8.0.C12) data element:

- Removed rule which stipulated that the field must not be blank where *Program recognition identifier* is '13 - Nationally recognised skill set specified in a national training package' and *Funding source - national* is '11 - Commonwealth and state general purpose recurrent'.

Revised for the 2023 (WAVEDS version 8.0.C15) data element:

- Added rule to stipulate that the field may be blank where Program recognition identifier is '13 - Nationally recognised skill set specified in a national training package'.

At school flag

Field is collected as part of the State and national data collection.

Definition

At school flag indicates whether a client is currently attending secondary school.

Context

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

File occurrences   State field name

Client (*NAT00080*)   cliAtSchlFlg

Enrolment question

The training organisation collects *At school flag* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

Are you still enrolled in secondary or senior secondary education?

| Yes | ☐ Y |
| No | ☐ N |

Classification scheme

Value	Description - At school flag
Y	Yes - the client is still attending secondary school
N	No - the client is not attending secondary school
@	Not stated (question asked of the client but no answer provided)

Rules

This field must not be blank.

At school flag must be 'Y' ('Yes - the client is still attending secondary school') if a client is a secondary school student.

At school flag must be 'Y' ('Yes - the client is still attending secondary school') if a client is a mature-aged client who has returned to school.

Guidelines

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.

It is expected that a client currently attending secondary school would not be employed full-time. For this reason, the Validation Software will generate a warning if *At school flag* is 'Y' and the *Labour force status identifier* is '01 - Full-time Employee'.

It is expected that a client under the age of 15 would be currently attending school. For this reason, the *SVD* will generate a warning if At school flag is 'N' and the client's age (as derived from the *Date of birth* field) is less than 15 years.

If the client has never attended school *At school flag* would be 'N'.

History

Introduced for the 1996 (WAVEDS version 1.0) data element as:

- *At school.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- modified the value description for *At school* 'N' from '… has finished secondary schooling' to '... is not attending secondary school'.

Revised for the 2006 (WAVEDS version 6.0) data element:

- renamed to *At school flag.*

Revised for the 2018 (WAVEDS version 8.0.C02) data element:

- Added the national AVETMISS guidelines for the *At school flag* which clarify the circumstances under which the flag should be set.

Census date

Field is collected as part of the State data collection.

Definition

Census date is the last date a student can withdraw from an enrolment in an individual subject without incurring financial liability for fees or income contingent loan.

Context

Census date is used to monitor the impairment costs associated with student loans under the VET Student Loans scheme in accordance with Western Australia's obligations under agreements with the Australian Government.

File occurrences   State field name

Training activity (*NAT00120*)   enrCensusDt

Classification scheme

Value	Description - Census date
DDMMYYYY	Valid date

Rules

Census date must not be blank.

Under the VET Student Loans scheme *Census date* should be set no earlier than 20% of the way through a subject.

Guidelines

Census date should be on or after the *Activity start date*

Census date should be on or before the *Activity end date*

History

Introduced for the 2013 (WAVEDS version 7.0.A01) data element as:

- *Census date.*

Client family name

Field is collected as part of the State data collection.

Definition

Client family name contains the client's family name; this is the official family name.

Context

Client family name is used for addressing correspondence.

File occurrences   State field name

Client contact details (*NAT00085*)   cpdCliSurname

Enrolment question

The training organisation collects *Client family name* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

Enter your full name

| **Family Name** |
| Given Names |

Classification scheme

Value	Description - Client family name
text	Client's family name

Format: Left justified alphanumeric value

Rules

This field must not be blank.

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

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.

History

Introduced for the 2003 (WAVEDS version 5.0) data element as:

- *Client family name (i.e. Surname).*

Revised for the 2015 (WAVEDS version 7.0.B01) data element:

- renamed to *Client family name.*

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- updated guidelines to extend conditions to the VET in Schools Collection.

Client first given name

Field is collected as part of the State data collection.

Definition

Client first given name contains the client's given name.

Context

Client first given name is used for addressing correspondence.

File occurrences   State field name

Client contact details (*NAT00085*)   cpdCliFirstName

Enrolment question

The training organisation collects *Client first given name* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

Enter your full name

Family name

Given names

Classification scheme

Value	Description - Client first given name
text	Client's first name

Format: Left justified alphanumeric value

Rules

This field may be blank.

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

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.

History

Introduced for the 2003 (WAVEDS version 5.0) data element as:

- *Client first given name.*

Revised for the 2015 (WAVEDS version 7.0.B02) data element:

- Removed rule stating: *Client first given name* must not be the client's family name.

Client identifier

Field is collected as part of the State and national data collection.

Definition

Client identifier uniquely identifies a client within a training organisation.

Context

The *Client identifier* protects the client's privacy and is required for analysis.

File occurrences   State field name

File occurrences	State field name
Client (*NAT00080*)	cliId
Client contact details (*NAT00085*)	cpdCliId
Client disability (*NAT00090*)	disCliId
Client prior educational achievement (*NAT00100*)	peaCliId
Training activity (*NAT00120*)	enrCliId
Program completed (*NAT00130*)	quaCliId

Classification scheme

Value	Description - Client identifier
text	A unique client identifier within the training organisation

Format: Left justified alphanumeric value

Rules

This field must not be blank.

The *Client identifier* included in the Client contact details (*NAT00085*) file must exist in the Client (*NAT00080*) file.

The *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 when re-enrolling the student in later programs.

The *Client identifier* will usually be the client's 'student number' within a training organisation.

All alphabetic characters in the *Client identifier* must be uppercase.

The *Client identifier* must not contain spaces.

The *Client identifier* must appear in the Training activity (*NAT00120*) file if *Date program completed* for the *Client identifier* in the Program completed (*NAT00130*) file is within the collection year.

Client identifiers are not centrally allocated in Western Australia. To guarantee uniqueness of values across all providers within the state, *Client identifier* must be prefixed with the two digit *Collection agency identifier*, when submitting the collection to the Department.

Guidelines

Records should be checked to ensure that two or more records with a different *Client identifier* do not identify the same person.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Client identifier.*

Revised for the 2003 (WAVEDS version 5.0) data element:

- added to the Client contact details (*NAT00085*) file.

Client identifier - apprenticeships

Field is collected as part of the State and national data collection.

Definition

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

Context

Client identifier - apprenticeships is required in combination with the *Training contract identifier* for data cross-referencing between the AVETMISS VET provider collection and the AVETMISS Apprenticeships Collection.

In Western Australia, this value will be the first six digits of the Training Record System Identifier (TRS Id).

File occurrences   State field name

Training activity (*NAT00120*)   enrCotCliId

Classification scheme

Value	Description - Client identifier - apprenticeships
text	A unique identifier that is used to generate the Training contract transaction (*NAT00150*) file within AVETMISS for apprentices and trainees
blank	If and only if *Training contract identifier* is blank and the Client is not a trainee or an apprentice

Format: Left justified alphanumeric value

Rules

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

The application of the *Client identifier - apprenticeships* should be the same across data collection periods.

All alphabetic characters in the *Client identifier - apprenticeships* must be uppercase.

The sequence of characters reported for a *Client identifier - apprenticeships* must not contain spaces. A *Client identifier - apprenticeships* such as '00 ABC 615' should not be reported.

Client identifier - apprenticeships must not be blank if the *Training type identifier* is 'A' or 'T'.

Client identifier - apprenticeships must be blank if the *Training type identifier* is not 'A' or 'T'.

For each *Client identifier - apprenticeships* recorded in the Training activity (*NAT00120*) file there must be a *Training contract identifier* in the Training activity (*NAT00120*) file.

If the *Client identifier - apprenticeships* and *Training contract identifier* fields are not blank then the *Program recognition identifier* in the Program (*NAT00030A*) file must equal '11' or '12'.

Guidelines

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.

Training contract identifier and *Client identifier - apprenticeships* are designed to be related within a collection.

History

Introduced for the 2003 (WAVEDS version 5.0) data element as:

- *Client identifier - apprenticeships.*

Client title

Field is collected as part of the State data collection.

Definition

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

Context

Client title is used for addressing correspondence.

File occurrences

State field name

Client contact details (*NAT00085*)

cpdCliTitle

Classification scheme

Value	Description - Client title
text	Client's preferred title

Format: Left justified alphanumeric value

Rules

This field may be blank.

This field contains the client's preferred title for example Mr, Mrs, Miss, Ms, Dr, Rev, Hon etc.

History

Introduced for the 2003 (WAVEDS version 5.0) data element as:

- *Client title.*

Revised for the 2015 (WAVEDS version 7.0.B01) data element:

- added rule 'This field may be blank'.

Client tuition fee

Field is collected as part of the State data collection.

Definition

Client tuition fee is the value of the fee charged to a client for the tuition component, or RPL, for an enrolment in an individual subject.

Context

Client tuition fee excludes *Resource fee* and other fees. *Client tuition fee* is equivalent to the 'course fee' described in the *VET fees and charges policy document*. This document contains explanations of what constitutes a course fee or resource fee and is available from the Department's website at *https://www.dtwd.wa.gov.au/about-us#vet-fees-and-charges-policy*.

File occurrences   State field name

Training activity (*NAT00120*)   enrStudTuitFee

Classification scheme

Value	Description - Client tuition fee
00000–99999	Value that represents the course or RPL fee charged rounded up to the nearest dollar

Rules

This field must not be blank.

Where the *Client tuition fee* has been waived for the subject, an amount of zero must be reported.

Where a fee waiver or concession has been applied *Client tuition fee* must be reported in conjunction with the appropriate *Fee exemption/concession type identifier*.

Client tuition fee should reflect the value of the course fee or RPL fee charged to the student for the subject enrolment, taking into account any fee waiver or concession but disregarding the *Census date* for the subject and any instalment/payment plan that may have been entered into.

Client tuition fee should not include resource fees or discretionary fees not directly related to training (for example parking and security passes).

History

Introduced for the 2003 (WAVEDS version 5.0) data element as:

- *Student tuition fee.*

Revised for the 2006 (WAVEDS version 6.0) data element:

- renamed to *Client tuition fee.*

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- extended the field length to 5 characters.

- moved *Course fee* to previously unused *Client tuition fee.*

Commencing program identifier

Field is collected as part of the State and national data collection.

Definition

Commencing program identifier indicates whether a client has enrolled in a program 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 program in a given year.

File occurrences   State field name

Training activity (*NAT00120*)   enrCommCseId

Classification scheme

Value	Description - Commencing program identifier
3	Commencing enrolment in the program
4	Continuing enrolment in the program from a previous year
8	Subject-only training

Rules

This field must not be blank.

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

Commencing program identifier must be '4 - Continuing enrolment 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.

With the exceptions of CAVSS and USIQ enrolments, if it is known that a student does not intend to complete a full program when enrolling in a subject, *Commencing program identifier* must be '8 - Subject-only training'.

Guidelines

If the original program was superseded while the client was enrolled, the value '4 - Continuing enrolment in the program from a previous year' should be used to indicate transitional enrolments. The original enrolment 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*.

Commencing program identifier must not be confused with first-time participation in a subject. 'Commencing' refers to the client's enrolment in a particular program, regardless of transfers between a training organisation's delivery locations, within a training organisation.

> Where a client enrols in several subjects as part of an individual program enrolment, each subject that relates to that program enrolment must have the same *Commencing program identifier*.

History

Introduced for the 1996 (WAVEDS version 1.0) data element:

- *Commencing course enrolment indicator.*

Revised for the 1999 (WAVEDS version 2.0) data element:

- renamed to *Commencing course enrolment identifier.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- updated the value descriptions for *Commencing course enrolment identifier* to replace 'a course' with 'a qualification or a course'.

- modified the value '9' description for *Commencing course enrolment identifier* to replace 'The enrolment is not course-based' with 'The enrolment is not in a qualification or course'.

Revised for the 2006 (WAVEDS version 6.0) data element:

- renamed to *Commencing course identifier.*

- recoded values and modified descriptions for *Commencing course identifier*.

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Commencing program identifier*.

- added guidelines relating to superseded courses.

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- updated the value description from '8 - Subject enrolment only (not used in WA)' to '8 - Unit of competency or module enrolment only'.

Revised for the 2017 (WAVEDS version 8.0.B01) data element:

- updated the value description from '8 - Unit of competency or module enrolment only' to '8 - Subject-only enrolment'.

Revised for the 2018 (WAVEDS version 8.0.B04) data element:

- updated the rules for '8 - Subject-only enrolment'.

Revised for the 2018 (WAVEDS version 8.0.C02) data element:

- added an exclusion for CAVSS/USIQ enrolments when requiring that the *Commencing program identifier* must be '8 - Subject-only enrolment' when the student is not intending to complete a full program.

Revised for the 2018 (WAVEDS version 8.0.C03) data element:

- reworded the rules which relate to subject-only enrolments to provide some clarification;

- updated the classification scheme by changing '8 - Subject-only enrolment' to '8 - Subject-only training' to align with current national AVETMISS wording.

Contact name

Field is collected as part of the State and national data collection.

Definition

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

Context

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

File occurrences   State field name

Training organisation (*NAT00010*)   rtoContName

Classification scheme

Value	Description - Contact name
text	Contact name in format: family name, given name(s), title and position (optional)

Format: Left justified alphanumeric value

Rules

This field must not be blank in any file.

Contact name must contain the contact person's full name in the format: family name, given name, title and position (optional). For example: Smith, John Fred, data administrator.

Use the name of the AVETMISS contact from your training organisation or *collection agency*.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Contact name.*

Revised for the 2003 (WAVEDS version 5.0) data element:

- added to the Submission to managing agent (*NAT00005*) file.

Country identifier

Field is collected as part of the State and national data collection.

Definition

Country identifier uniquely identifies a country of birth of a client or a delivery location of a training organisation. The *Country identifier* classification is based on the *Standard Australian Classification of Countries* (*SACC*) *2016 (ABS catalogue no.1269.0).*

Context

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

Country identifier is one of the four minimum core sets of cultural and language indicators and is used to identify clients from non-English speaking backgrounds.

File occurrences   **State field name**

Client (*NAT00080*)   cliBirthCountryId

Training organisation delivery location (*NAT00020*)   tplCountryId

Enrolment question (for Client (NAT00080) file)

The training organisation collects *Country identifier* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

In which country were you born?

Australia	☐ 1101
Other - please specify	

Classification scheme

Value	Description - Country identifier
0000–9999	Valid 4-digit SACC code.
@@@@	Not stated (question asked of the client but no answer provided)

Rules

Country identifier must be a valid 4-digit SACC code.

NAT00080

This field must not be blank.

Country identifier specifies the country of birth of a client in the Client (*NAT00080*) File.

If *Country identifier* is inadequately described, the *Country identifier* must be '0000'.

If *Country identifier* is unknown, the *Country identifier* must be '@@@@'.

NAT00020

Country identifier is used to identify the country in which training delivery takes place by an Australian registered training organisation.

In the Training organisation delivery location (*NAT00020*) file*, Country identifier* must be a valid SACC code, it must not be blank, '@@@@ - not specified' or '0000 - inadequately described'.

If *Postcode* is 'OSPC' in the Training organisation delivery location (*NAT00020*) file then *Country identifier* must not be:

- 1100 - Australia (includes External Territories), not further defined;

- 1101 - Australia;

- 1102 - Norfolk Island; or

- 1199 - Australian External Territories, not elsewhere classified.

If *Postcode* is a valid 4-digit Australia Post postcode in the Training organisation delivery location (*NAT00020*) File then *Country identifier* must be:

- 1100 - Australia (includes External Territories), not further defined;

- 1101 - Australia;

- 1102 - Norfolk Island; or

- 1199 - Australian External Territories, not elsewhere classified.

Guidelines

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.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Country (of birth) Identifier* based on the *Australian Standard Classification of Countries for Social Statistics* (ASCCSS), 1990 (ABS catalogue no.1269.0).

Classification revised for the 1999 (WAVEDS version 2.0) data element:

- classification renamed by ABS as the SACC, 1998 (ABS catalogue no.1269.0).

Revised for the 2006 (WAVEDS version 6.0) data element:

- renamed to *Country identifier*.

- added to the Training organisation delivery location (*NAT00020*).

- adopted updated classification, SACC, 1998 (Revision 2.03) (ABS catalogue no. 1269.0).

Revised for the 2011 (WAVEDS version 6.1) data element:

- adopted updated classification, SACC, 2008, Second Edition (ABS catalogue no. 1269.0).

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- adopted updated classification, SACC, 2011, Second Edition, Revision 1 (ABS catalogue no. 1269.0).

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- adopted updated classification, SACC, 2016 (ABS catalogue no. 1269.0).

Current school level identifier

Field is collected as part of the State data collection.

Definition

Current school level identifier is the current level of school for clients attending secondary school and enrolled in a VET program.

Context

Current school level identifier is used as an indicator of the level of school applicable to VET in School enrolments.

File occurrences

State field name

Training activity (*NAT00120*)   enrCurrSchlLvl

Classification scheme

Value	Description - Current school level identifier
08	Currently enrolled in year 8 or below
09	Currently enrolled in year 9
10	Currently enrolled in year 10
11	Currently enrolled in year 11
12	Currently enrolled in year 12 or equivalent

Rules

If *VET in schools flag* = 'Y' then this field must not be blank.

If *VET in schools flag* = 'N' then this field must be blank.

Guidelines

For enrolments that continue over calendar year boundaries, the current school level that the client was enrolled in at the start of participation in the subject should be used.

History

Introduced for the 2017 (WAVEDS version 8.0.A01) data element as:

- *Current school level identifier.*

Date of birth

Field is collected as part of the State and national data collection.

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.

File occurrences   State field name

Client (*NAT00080*)   cliBirthDt

Enrolment question

The training organisation collects *Date of birth* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

Enter your birth date

Day/month/year

Classification scheme

Value	Description - Date of birth
DDMMYYYY	Valid date
@@MMYYYY	Valid month and year but day not stated
@@@@YYYY	Valid year but day and month not stated
@@@@@@@@	Not stated

Rules

This field must not be blank.

In case the year of enrolment has been entered mistakenly, *Date of birth* must be checked by the training organisation to ensure that it is complete and correct.

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

The training organisation should check *Date of birth* for accuracy against the client's personal identification.

A client's age is expected to fall between 5 and 95 years.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Date of birth.*

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- Added a guideline to say that the training organisation should check *Date of birth* for accuracy against the client's personal identification.

Date program completed

Field is collected as part of the State and national data collection.

Definition

Date program completed identifies the date that the program 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.

File occurrences   State field name

Program completed (*NAT00130*)   quaDtProgComp

Classification scheme

Value	Description - Date program completed
DDMMYYYY	Valid date
	The values below are only valid for the 2018 collection year
@@MMYYYY	Valid month but day not specified
@@@@YYYY	Valid year but day and month not specified

Rules

This field must not be blank.

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

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.

History

Introduced for the 2017 (WAVEDS version 8.0.A01) data element as:

- *Date program completed.*

Delivery mode identifier - national

Field is collected as part of the State and national data collection.

Definition

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

Context

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

File occurrences

Training activity (*NAT00120*)

State field name

enrDelModeIdNat

Classification scheme

Value			Description - Delivery mode identifier - national
Internal	**External**	**Workplace-based**	
Y	N	N	Internal only
N	Y	N	External only
N	N	Y	Workplace-based only
Y	Y	N	Combination of internal and external
Y	N	Y	Combination of internal and workplace-based
N	Y	Y	Combination of external and workplace-based
Y	Y	Y	Combination of all modes
N	N	N	Not applicable (RPL or credit transfer)

Rules

This field must not be blank.

Delivery mode identifier - national must be 'NNN' when *Outcome identifier - national* is either '51', '52', or '60'.

Delivery mode identifier - national value of 'NNN', can only be used for enrolments where there is no training delivery, that is where *Outcome identifier - national* is either '51 - Recognition of prior learning granted' or '52 - Recognition of prior learning - not granted' or '60 - Credit transfer' or '85 - Not yet started', or for exam only enrolments.

In Western Australia, *Delivery mode identifier - national* is derived from the more detailed *Delivery mode identifier - state*.

Guidelines

Delivery mode identifier - national 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; and
- 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 interact in real-time and physically attend training delivery locations organised or managed by the training organisation. This includes workshop, laboratory, simulator, and classroom-based training even when the training is delivered using video or internet links in

real-time. The client and trainer must interact in real-time and must attend a training delivery location to be classified as internal.

External delivery (e.g. online) (i.e. second position in field) is where the client does not attend a physical delivery location but instead undertakes training at a location of their choosing and using training materials that are provided online or by correspondence. A client learning at home either by engaging with self-paced materials or interacting with a trainer in real-time would be classified as external.

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.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Delivery strategy identifier.*

Revised for the 1999 (WAVEDS version 2.0) data element:

- renamed to *Delivery type identifier.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- renamed to *Delivery type identifier - national.*

Revised for the 2006 (WAVEDS version 6.0) data element:

- renamed to *Delivery mode identifier - national.*

- recoded values and modified descriptions for the *Delivery mode identifier - national.*

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- changed definition, classification scheme, rules and guidelines.

- Deleted '10 - Classroom-based', '20 - 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.

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- Added a rule that *Delivery mode identifier* must be 'NNN' when Outcome identifier - national is either '51', '52', or '60'.

- Added a rule that *Delivery mode identifier - national* value of 'NNN', must only be used for enrolments where the *Outcome identifier - national* is either '51 - Recognition of prior learning granted' or '52 - Recognition of prior learning - not granted' or '60 - Credit transfer' or '85 - Not yet started', or for exam only enrolments.

Revised for the 2020 (WAVEDS version 8.0.C08) data element:

- Updated the guidelines for internal and external delivery in accordance with national AVETMISS changes to more clearly define the requirements for the classification.

Delivery mode identifier - state

Field is collected as part of the State data collection.

Definition

Delivery mode identifier - state identifies the predominant mode and up to two supplementary modes of delivery used to undertake a subject.

Context

Delivery mode identifier - state is used in the analysis of training delivery modes at a more detailed level than is possible using the *Delivery mode identifier - national*.

File occurrences	State field name
Training activity (*NAT00120*)	enrDelModeIdState

Classification scheme

Character Position 1: Delivery mode identifier - state

Valid values	Brief - field position	Description
A, C, E, P, R, S, W	Predominant delivery mode	Identifies the predominant mode of delivery used to undertake a subject using the codes defined below
Z	Not Applicable	Enrolments completed via an assessment only process such as Recognition of Prior Learning (RPL) or Credit Transfer

Character Position 2: Delivery mode identifier - state

Valid values	Brief - field position	Description - Delivery mode identifier - state
A, C, E, P, R, S, W	Supplementary delivery mode 1	Identifies a supplementary mode of delivery used to undertake a subject using the codes defined below
@	Supplementary delivery mode not specified	Indicates only a single delivery mode has been specified

Character Position 3: Delivery mode identifier - state

Valid values	Brief - field position	Description - Delivery mode identifier - state
A, C, E, P, R, S, W	Supplementary delivery mode 2	Identifies a second supplementary mode of delivery used to undertake a subject using the codes defined below
@	Supplementary delivery mode not specified	Indicates either a single delivery mode has been supplied or only one supplementary delivery mode has been specified

Values for character positions in Delivery mode identifier - state

Value	Brief - Delivery mode identifier - state	Description - Delivery mode identifier - state	*Equivalent WAVEDS v7.0 identifier*	*Delivery mode identifier - national*
C	Local classroom	RTO trainer led delivery in a local classroom. Students attend scheduled classes and are provided subject material in a synchronised fashion.	01*	Internal
R	Remote conferencing	RTO trainer led delivery to a remote/virtual class. A real time two way communications system (such as tele/video/web conferencing) is used to extend the class to students where attendance at the main site is not practical.	02	External
S	Self-paced on-site	Scheduled local classes where the learning is directed through self-paced materials with assistance from the RTO trainer.	03	Internal
E	Self-paced external	Self-paced learning is directed by materials and assignments received by post, email or online portal.	04 / 05 / 08 / 09	External
W	Workplace on-site - class or self-paced	RTO trainer led delivery in the workplace. The learning is provided by scheduled classes or self-paced on-site delivery.	01*	Workplace based
A	Workplace - assessment only	The RTO trainer provides assessment of informal learning and on-the-job training that occurred in the workplace.	06	Workplace based
P	Auspiced partnership	The training and assessment is undertaken by a third party trainer. The RTO ensures that the delivery meets the required standards and issues the evidence of completions.	01*	External
Z	Not applicable	Enrolments completed via an assessment only process such as Recognition of Prior Learning (RPL) or Credit Transfer.	90	Not applicable
@	Not specified	To be used where a supplementary delivery mode is not specified	N/A	N/A

* WAVEDS v7.0 delivery mode 01 indicated classroom delivery but did not distinguish whether the delivery was undertaken in the workplace (required for AVETMISS 8.0), nor whether training was delivered by an RTO trainer or external party.

The following logic tables can be used to map state to national AVETMISS values:

Delivery mode identifier - state	*Delivery mode identifier - national*		
Any position contains	**Character Position 1 (Internal)**	**Character Position 2 (External)**	**Character Position 3 (Workplace based)**
C	Y		
S	Y		
Neither C nor S	N		
E		Y	
P		Y	
R		Y	
Neither E, P nor R		N	
W			Y
A			Y
Neither W nor A			N

Delivery mode identifier - state	*Predominant delivery mode*
Character Position 1 contains	
C or S	I
E, R or P	E
W or A	W
Z	N

Rules

This field must not be blank.

Refer to the above tables for the list of valid values and the relationship with *Delivery mode identifier - national* and *Predominant delivery mode*.

The training organisation must classify each subject enrolment according to the single mode, or combination of modes, of delivery.

Where the training organisation indicates that an enrolment has only one delivery mode, that mode must be reported in the first character position.

Where the training organisation indicates that there is more than one delivery mode, the mode which has the largest component of delivery must be reported in the first character position and the second largest component must be reported in the second character position.

Where there are less than three separate delivery modes reported, '@ - Not specified' must be reported in the remaining character positions.

The values, excluding '@ - Not specified', must not be repeated in the 3 character sequence.

Delivery mode identifier - state must be 'Z@@' when *Outcome identifier - national* is either '51', '52', or '60'.

Delivery mode identifier - state value of 'Z@@', can only be used for enrolments where there is no training delivery, that is where *Outcome identifier - national* is either:

- '51 - Recognition of prior learning granted';
- '52 - Recognition of prior learning - not granted';
- '60 - Credit transfer'; or
- Exam only enrolments;

or where RPL assessment is in progress and the outcome is yet to be determined:
- '70 - Continuing activity (expected to end after the collection year)';
- '71 - Continuing activity (expected to end in the collection year)'; or
- '85 - Not yet started'.

Guidelines

Delivery mode identifier - state refers to the strategy, which has been taken up by the client, and not the strategy that is planned by the training organisation for that subject.

History

Introduced for the 1999 (WAVEDS version 2.0) data element as:

- *State delivery strategy.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- renamed to *Delivery type identifier - state* to standardise naming conventions.

- updated code descriptions and added an extra value.

- removed codes that allowed for 'none' or 'non-specific' delivery modes to direct the focus on a predominant delivery mode.

Revised for the 2003 (WAVEDS version 5.0) data element:

- updated code descriptions for '02', '04', '05', '08' and '09' values.

Renamed for the 2006 (WAVEDS version 6.0) data element:

- renamed to *Delivery mode identifier - state* to standardise naming conventions.

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- changed definition, classification scheme, rules and guidelines.

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- updated rule to allow a value of 'Z - Not applicable' where *Outcome identifier - national* is '85 - Not yet started'.

Revised for the 2018 (WAVEDS version 8.0.C02) data element:

- Updated the wording for the brief descriptions of two *Delivery mode identifier - state* values which are used for drop-down lists in student management systems

- Clarified which *Outcome identifier - national* values are permitted when the *Delivery mode identifier - state* for an enrolment is 'Z@@'.

Revised for the 2019 (WAVEDS version 8.0.C05) data element:

- Removed reference to internal system delivery mode identifier in the legacy CMIS.

Revised for the 2020 (WAVEDS version 8.0.C08) data element:

- Updated tables to reflect that 'R - Remote conferencing' will be changed to map to the *Delivery mode identifier - national* value for external delivery rather than internal delivery.

Disability flag

Field is collected as part of the State and national data collection.

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.

File occurrences	State field name
Client (*NAT00080*)	cliDisabFlg

Enrolment question

The training organisation collects *Disability flag* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

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

Yes	☐ Y
No	☐ N

Classification scheme

Value	Description - Disability flag
Y	Yes - the client has a disability, impairment or long-term condition
N	No - the client does not have a disability, impairment or long-term condition
@	Not stated

Rules

This field must not be blank.

If a client has indicated that they have a disability, impairment or long-term condition, then the *Disability flag* must be 'Y', regardless of the specific nature of the disability that has been stated.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Disability flag.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- modified the value description for *Disability flag* to facilitate national consistency of data interpretation for policy and planning purposes and to incorporate these changes in the standard enrolment questions (*Section 4 - Standard enrolment questions*).

Disability type identifier

Field is collected as part of the State and national data collection.

Definition

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

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.

File occurrences

State field name

Client disability (*NAT00090*)

disTypeId

Enrolment question

The training organisation collects *Disability type identifier* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

If YES, then please indicate the areas of disability, impairment or long-term condition:

(You may indicate more than one area.)

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

Classification scheme

Value	Description - Disability type identifier
11	Hearing/deaf
12	Physical
13	Intellectual
14	Learning
15	Mental illness
16	Acquired brain impairment
17	Vision
18	Medical condition
19	Other
99	Unspecified

Rules

This field must not be blank.

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' are not applicable.

> *Disability type identifier* '99 - Unspecified' must only be used when the client has a *Disability flag* of 'Y' in the Client (*NAT00080*) file but the type of disability, impairment or long-term condition was not specified.

Guidelines

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, 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. 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 (*The 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, diabetes, multiple sclerosis and muscular dystrophy.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Disability type identifier.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- replaced the classification with ten disability types for *Disability type identifier* to better align with Australian Bureau of Statistics definition of disability and to facilitate national consistency of data interpretation for policy and planning purposes.

Education identifier

Field is collected as part of the State data collection.

Definition

Education identifier is a unique number allocated to each high school student. It is managed by the School Curriculum and Standards Authority.

Context

Education identifier is required for data cross-referencing between the VET provider collection and the VET in schools collection and may be used for analysis of data.

File occurrences

Client (*NAT00080*)

State field name

cliEducationId

Classification scheme

Value	Description - Education identifier
text	A valid *Education identifier* as allocated by the School Curriculum and Standards Authority

Format: Left justified alphanumeric value

Rules

The *Education identifier* must be a valid number as managed by SCSA.

The *Education identifier* must be unique for each client in the Client (*NAT00080*) file.

If the *VET in schools flag* is 'Y', then *Education identifier* must not be blank.

This field may only be blank if the *VET in schools flag* is 'N'.

History

Introduced for the 2004 (WAVEDS version 5.1) data collection.

- added to the Client (*NAT00080*) file.

Email address

Field is collected as part of the State and national data collection.

Definition

Email address is an address to send electronic mail.

Context

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

File occurrences   State field name

Training organisation (*NAT00010*)   rtoEmailAdd

Client contact details (*NAT00085*)   cpdEmailAdd

Enrolment question

The training organisation collects *Email address* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

Enter your contact details

| Email address |
| Alternative email address (optional) |

Classification scheme

Value	Description - Email address
text	A valid email address

Format: Left justified alphanumeric value

Rules

This field may be blank.

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

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.

All specifications for the *Email address* data element apply to *Email address [alternative]* data element.

History

Introduced for the 2002 (WAVEDS version 4.0) data element as:

- *Email address.*

Introduced for the 2003 (WAVEDS version 5.0) data element

- added to the national AVETMISS standard as a part of national consistency.

- added to the Submission to managing agent (*NAT00005*) and *Client contact details* (*NAT00085*) files.

Introduced for the 2017 (WAVEDS version 8.0.A01) data element as:

- *Email address [alternative].*

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- added a guideline to clarify what constitutes an email address.

Revised for the 2018 (WAVEDS version 8.0.C02) data element:

- Added the enrolment question template for *Email address* which corresponds to the *Email address* question in Section 4 - Standard enrolment questions.

Employer contribution flag

Field is collected as part of the State data collection.

Definition

Employer contribution flag identifies whether the client's employer is contributing to the payment of the *Client tuition fee*. This includes where the fee is paid by the student in the first instance and later reimbursed by the employer.

Context

Employer contribution flag is used to analyse the extent to which employers contribute to the payment of tuition fees.

File occurrences   State field name

Training activity (*NAT00120*)   enrEmpContrFlg

Classification scheme

Value	Description - Employer contribution flag
Y	Yes - employer is invoiced or is contributing to client's tuition fees
N	No - employer is not invoiced or contributing to client's tuition fees
@	Unknown

Rules

This field must not be blank where *Activity start date* indicates the enrolment commenced on or after 1 January 2018.

This field may be blank where *Activity start date* indicates the enrolment commenced before 1 January 2018 and the *Client tuition fee* is not zero.

Employer contribution flag must be ''Y' if the employer is invoiced or is contributing to any part of the client's tuition fees.

Employer contribution flag must be 'N' if the employer is not invoiced or contributing to any part of the client's tuition fees or if the value of the *Client tuition fee* is zero.

Employer contribution flag must be '@' if the status of the employer's contribution cannot be determined and the *Client tuition fee* is not zero.

Guidelines

The value '@ - Unknown' should be used when it is not known whether the employer is invoiced or is contributing to client tuition fees.

History

Introduced for the 2017 (WAVEDS version 8.0.A01) data element as:

- *Employer invoiced flag.*

Revised for the 2017 (WAVEDS version 8.0.B01) data element:

- renamed to *Employer contribution flag*.

- modified the definition, context, and rules to broaden the scope from employer contributions linked to an invoice to any form of employer contribution to payment of tuition fees.

Revised for the 2017 (WAVEDS version 8.0.B01) data element:

- updated the rule which says this field may be blank where *Activity start date* indicates the enrolment commenced before 1 January 2018 to say that this is only true where the *Client tuition fee* is not zero.

Enrolled school identifier

Field is collected as part of the State data collection.

Definition

Enrolled school identifier is a code that uniquely identifies a school through which the student is enrolled to receive VET in schools training.

Context

Enrolled school identifier is used for analysis of training activity by school sectors. It may also be used for cross-referencing between the VET provider collection and the VET in schools collection.

File occurrences

Training activity (*NAT00120*)

State field name

enrEnrolSchlId

Classification scheme

Value	Description - Enrolled school identifier
text	A valid four character school code as defined by the Department of Education.
@ @ @ @	Unknown

Rules

If *VET in schools flag* = 'Y' then this field must not be blank.

If *VET in schools flag* = 'N' then this field must be blank.

Guidelines

The value '@ @ @ @ - Unknown' should be used when the student is known to be enrolled at a school but it is not known which school.

Use the following codes to indicate the district office where home schooled students are registered. These codes are defined by the WA Department of Education but may not appear on school lists provided on their website.

7601 - Albany Local Education Office
7602 - South Metro Education Regional Office
7603 - Esperance Local Education Office
7604 - Goldfields Education Regional Office
7605 - Narrogin Local Education Office
7606 - Mandurah Local Education Office
7607 - North Metro Education Regional Office

7609 - Southwest Education Regional Office
7610 - Wheatbelt Education Regional Office
7612 - Pilbara Education Regional Office
7613 - Manjimup Local Education Office
7615 - Beechboro Local Education Office
7616 - Midwest Education Regional Office
7618 - Kimberley Education Regional Office

History

Introduced for the 2003 (WAVEDS version 5.0) data element as:

- *Enrolled school identifier.*

Revised for the 2011 (WAVEDS version 6.1) data element as:

- modified definition to include Notice of Arrangement (NoA) and section 24 programs.

- updated rules to incorporate Notice of Arrangement (NoA) and section 24 requirements.

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- updated rule for *VET in schools flag* = 'N'.

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- modified definition to remove reference to Notice of Arrangement (NoA) and section 24 programs.

- updated rules to remove provisions for Notice of Arrangement (NoA) and section 24 programs.

Revised for the 2017 (WAVEDS version 8.0.B01) data element:

- added guidelines explaining the use of the value '@@@@ - Unknown' and showing the values corresponding to WA Department of Education district offices used to indicate where home schooled students are registered.

Revised for the 2018 (WAVEDS version 8.0.C02) data element:

- Modified the rules for *Enrolled school identifier* to allow a school identifier to be present when the *VET in schools flag* = 'N' and the *Program recognition identifier* is not '14'.

Enrolment category identifier

Field is collected as part of the State data collection.

Definition

Enrolment category identifier classifies a subject enrolment into four broad types from which reporting scopes can be ascertained.

Context

Enrolment category identifier is used to determine whether an enrolment is appearing in the AVETMISS collection for the first time and under which reporting paradigm it is appropriate to be reported.

File occurrences	State field name
Training activity (*NAT00120*)	enrEnrolCatId

Classification scheme

Value	Description - Enrolment category identifier
Enrolments that have not been reported in the previous year final AVETMISS collection	
S	Standard
X	Exam only: where the student has sat an examination/assessment but has undertaken no tuition for the subject.
Enrolments that have been reported in the previous year final AVETMISS collection	
C	Continuing: re-reports an enrolment from the previous year final collection where that enrolment was continuing into the current collection year.
U	Update: flags the re-reporting of an enrolment that has been reported with a final outcome in the previous year's final collection.

Rules

This field must not be blank.

Enrolment category identifier must be a valid value as described above.

Enrolment category identifier 'C - Continuing' is to be used for an enrolment that was reported in a previous year and is:

- now reported to bring the final outcome to account; or
- reported again with *Outcome identifier - national* of '70 - Continuing activity (expected to end after the collection year)'.

If the *Enrolment category identifier* is 'X - Exam only' then the *Activity end date* must be in the current collection year and the *Outcome identifier - national* must not be '70 - Continuing activity (expected to end after the collection year)'.

Enrolment category identifier must be 'U - Update' when *Enrolment identifier* is the same as the *Enrolment identifier* for an enrolment reported in the previous year final collection with an *Outcome identifier - national* other than '70 - Continuing activity (expected to end after the collection year)'.

History

Introduced for the 1996 (WAVEDS version 1.0) data element as:

- *Enrolment category identifier.*

Revised for the 1999 (WAVEDS version 2.0) data element:

- updated code values to include Credit transfers and updates to module outcomes.

Revised for the 2003 (WAVEDS version 5.0) data element:

- revised descriptions and rules for 'C', 'P', 'U' and 'X' values.

Revised for the 2004 (WAVEDS version 5.1) data element:

- revised description 'C' values.

Revised for the 2006 (WAVEDS version 6.0) data element:

- deleted 'P - Credit transfer'.

- modified descriptions for 'S' and 'C'.

Revised for the 2019 (WAVEDS version 8.0.C05) data element:

- updated the description of the 'U – Update' value for Enrolment category identifier to expand the definition of what constitutes an update record so that it is not limited to enrolments which are now being reported with a different definite outcome.

Revised for the 2019 (WAVEDS version 8.0.C06) data element:

- added rule: *Enrolment category identifier* must be 'U – Update' when *Enrolment identifier* is the same as the *Enrolment identifier* for an enrolment reported in the previous year final collection with an *Outcome identifier - national* other than '70 - Continuing activity (expected to end after the collection year)'.

Enrolment identifier

Definition

Enrolment identifier is a unique value which identifies an individual subject enrolment within and across collections.

Context

Enrolment identifier is used to uniquely identify subject enrolments in the Training activity (*NAT00120*) file and to assist in finding the same enrolments in other collections where the data in key fields may have changed.

File Occurrences   State Field Name

Training activity (*NAT00120*)   enrIdEnrolment

Classification Scheme

Value	Description - Enrolment identifier
text	Value that uniquely identifies the enrolment within a provider collection

Format: Left justified alphanumeric value

Rules

This field must be unique within a provider's Training activity (*NAT00120*) file.

History

Introduced for the 2017 (WAVEDS version 8.0.A01) data element as:

- *Enrolment identifier.*

Enrolment liability type identifier

Definition

Enrolment liability type identifier indicates the type of enrolment according to defined fee categories.

Context

Enrolment liability type identifier categorises enrolments according to the type of program, fees charged or other attributes of the enrolment.

File occurrences

State Field Name

Training activity (*NAT00120*)

enrEnrolTypeId

Classification scheme (TechnologyOne Student Management system - SMS)

Value	Description - Enrolment liability type identifier	Funding source - state	Funding source – national	Specific funding identifier – state
CA	Commonwealth : Adult Migrant English Program : AMEP	23	13	O
CE	Commonwealth : Skills for Education and Employment Program (SEE)	23	13	O
CO	Commonwealth : Other	23	13	O
CW	Commonwealth : Workplace English Language and Literacy (WELL)	23	13	O
EN	ELICOS : NAVITAS	41	31	O
ET	ELICOS : TAFE International	41	31	O
FA	Commercial : School Age Student	35	20	O
FB	Commercial : Apprentice	35	20	A
FC	Commercial : Pre-Apprentice	35	20	P
FD	Commercial : Pre-Trainee	35	20	J
FE	Commercial : VDSS - VET Delivered to Secondary Students	35	20	O
FF	Commercial	35	20	O
FI	Commercial : Interstate	35	20	O
FK	Commercial : International Offshore - Auspiced	42	32	O
FM	FFS : Exam Only	35	20	O
FN	FFS : International Onshore - Exam Only	41	31	O
FO	Commercial : International Onshore	41	31	O
FR	Commercial : Vocational Repeat	35	20	O
FS	Commercial : Short Courses	35	20	O
FT	Commercial : Trainee New Entrant	35	20	N
FV	Commercial : International Offshore	42	32	O
FY	Commercial : Trainee Existing Worker	35	20	E
FZ	Commercial : Subcontract (diff RTO)	80	80	O
HD	Higher Education : Domestic	35	20	H
HI	Higher Education : International Onshore	41	31	H
NG	State DPA Fee Free: General	10	11	O
QB	State DPA Tuition Free : Cert IV & Below Apprentice	10	11	A
QC	State DPA Tuition Free : Cert IV & Below Pre-Apprentice	10	11	P
QD	State DPA Tuition Free : Diploma	10	11	O
QF	State DPA Tuition Free : Cert IV & Below	10	11	O

Table continued on next page.

Value	Description - Enrolment liability type identifier	Funding source - state	Funding source – national	Specific funding identifier – state
QH	State DPA Tuition Free : Diploma Trainee New Entrant	10	11	N
QN	State DPA Tuition Free : Cert IV & Below Trainee New Entrant	10	11	N
RB	State DPA TFR rate : Apprentice	10	11	A
RC	State DPA TFR rate : Pre-Apprentice	10	11	P
RD	State DPA TFR rate : Diploma/Advanced Diploma	10	11	O
RE	State DPA TFR rate : Diploma Trainee Existing Worker	10	11	E
RF	State DPA TFR rate : Targeted Fee Relief	10	11	O
RH	State DPA TFR rate : Diploma Trainee New Entrant	10	11	N
RJ	State DPA TFR rate : Pre-Trainee	10	11	J
RN	State DPA TFR rate : Trainee New Entrant	10	11	N
RY	State DPA TFR rate : Trainee Existing Worker	10	11	E
SA	State Auspice : VDSS - VET Delivered to Secondary Students	25	15	O
SB	State DPA PIT rate : Apprentice	10	11	A
SC	State DPA GIT rate : Pre-Apprentice	10	11	P
SD	State DPA DIP rate : Diploma/Advanced Diploma	10	11	O
SE	State DPA : Exam Only	10	11	O
SF	State Special Funded Projects	12	11	O
SG	State DPA GIT rate : General Industry Training	10	11	O
SH	State DPA DIP rate : Trainee New Entrant	10	11	N
SI	State DPA PIT rate : Priority Ind Qual (Cert I-IV)	10	11	O
SJ	State DPA PIT rate : Pre-Trainee	10	11	J
SK	State DPA : VDSS - Trainee	10	11	N
SL	State DPA : VDSS - Pre-Apprentice	10	11	P
SM	State DPA : VDSS - Pre-Trainee	10	11	J
SN	State DPA PIT rate : Trainee New Entrant	10	11	N
SO	State Other : VDSS - VET Delivered to Secondary Students	25	15	O
SP	State DPA : VDSS - Apprentice	10	11	A
SQ	State DPA EAF rate : Access & Equity	10	11	O
SR	State Other : State Funded (not VDSS)	25	15	O
ST	State CAT : Competitively Allocated Training	11	11	O
SU	State DPA No Fees : CAVSS / USIQ	10	11	O
SV	State DPA : VDSS - VET Delivered to Secondary Students	10	11	O
SW	State DPA GIT rate : Pre-Trainee	10	11	J
SX	State DPA PIT rate : Pre-Apprentice	10	11	P
SY	State DPA TEW rate : Trainee Existing Worker	10	11	E

Rules

This field must not be blank where the data submitter is a WA TAFE.

Enrolment liability type identifier should contain a valid value as indicated by the classification schemes above.

Guidelines

Enrolment liability type identifier values are used by the Department to assist in the identification of TAFE International Western Australia and multijurisdictional enrolments and for checking consistency with other data elements in the NAT00120 file.

History

Introduced for the 2015 (*STP supplementary data items* version 1.0) data element as:

- *Enrolment type identifier.*

Renamed for the 2017 (*TAFE supplementary data items* 8.0.A01) data element as:

- *Enrolment liability type identifier.*

Revised for the 2019 (*TAFE supplementary data items* 8.0.C06) data element:

- Added a column to the classification scheme table to show mappings to *Specific funding identifier - state*.
- added codes 'RB' and 'RF', 'RJ' and 'RN' along with associated mappings to values for *Funding source - state*, *Funding source - national* and *Specific funding identifier - state*.

Introduced for the 2020 (WAVEDS version 8.0.C07) data element as:

- *Enrolment liability type identifier.*

Revised for the 2020 (WAVEDS version 8.0.C08) data element:

- added codes 'NG' and 'RC', 'RD' and 'RH' along with associated mappings to values for *Funding source - state*, *Funding source - national* and *Specific funding identifier - state*.

Revised for the 2021 (WAVEDS version 8.0.C11) data element:

- added codes 'RE' and 'RY' along with associated mappings to values for *Funding source - state*, *Funding source - national* and *Specific funding identifier - state*.

Revised for the 2022 (WAVEDS version 8.0.C14) data element:

- added codes 'QB', 'QD', 'QF', 'QH' and 'QN' along with associated mappings to values for *Funding source - state*, *Funding source - national* and *Specific funding identifier - state*.

Revised for the 2024 (WAVEDS version 8.0.C16)

- added code 'QC' along with associated mappings to values for *Funding source - state*, *Funding source - national* and *Specific funding identifier - state*.

Facsimile number

Field is collected as part of the State and national data collection.

Definition

Facsimile number is a number used to communicate via a facsimile.

Context

Facsimile number is used to contact individuals.

File occurrences   ## State field name

Training organisation (*NAT00010*)   rtoFaxNum

Classification scheme

Value	Description - Facsimile number
text	Valid facsimile number including area code
blank	Facsimile number is not available

Format: Left justified alphanumeric value

Rules

The *Facsimile number* must include the area code.

The *Facsimile number* must be a valid number.

If a facsimile number is not available, this field must be left blank.

Guidelines

The recommended format for a facsimile number is 0882123436.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Facsimile number.*

Revised for the 2003 (WAVEDS version 5.0) data element:

- added to the Submission to managing agent (*NAT00005*).

Fee exemption/concession type identifier

Field is collected as part of the State data collection.

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 of legislated or official course fee for that enrolment.

Fee exemption/concession type identifier is collected at the time of enrolment to enable analysis of the cost to government of social concessions and to facilitate certain funding model calculations.

Concession types are based on the Department's *VET fees and charges policy* for the relevant year.

Context

Fee exemption/concession type identifier is used to measure the contribution of the State or Australian Government towards course fees. At provider level, it is an indicator of the level of fees collected from the student.

File occurrences   State field name

Training activity (*NAT00120*)   enrFeeExConcTypeId

Classification scheme

Value	Description - Fee exemption/concession type identifier
C	Child in State Government care
D	Pensioner concession card
E	Repatriation health benefits card (issued by the Department of Veteran Affairs)
F (a)	No fees chargeable
G	AUSTUDY/ABSTUDY
JK	JobKeeper
JS	Job seeker
L	Secondary school aged concession
N	Health Care card
O	Youth allowance
Q	Custodial institution inmates (Prison inmates)
V (b)	Fees waived (due to severe financial hardship)
W	Seniors card (ACE students only - not for private providers)
Z	No concession

(a) 'F - No fees chargeable' - applicable where there is a legislated or official exemption from the course fee. Enrolments in some programs (e.g. NTA scope VET in schools) or some courses (e.g. Access and Equity) are exempted from standard course fees.

(b) 'V - Fees waived (due to severe financial hardship)' - applicable where course fees in an enrolment <u>are chargeable</u> but the training provider has used its discretion to waive the fees due to severe financial hardship on the client.

Rules

This field must not be blank.

This field must contain a valid value listed above.

For the appropriate use of *Fee exemption/concession type identifier* values refer to the Department's *VET fees and charges policy* for the relevant collection year.

History

Introduced for the 1996 (WAVEDS version 1.0) data element as:

- *Concession type* (TAFE & CMIS colleges only).

Revised for the 2002 (WAVEDS version 4.0) data element:

- renamed to *Fee exemption/concession type identifier.*
- added 'V - Waiver (due to severe financial hardship)'.

Revised for the 2003 (WAVEDS version 5.0) data element:

- added to the national Standard as a part of national consistency.
- added 'F - No fees chargeable'.

Revised for the 2004 (WAVEDS version 5.1) data element:

- added 'L - 15 to 17 year old concession' in line with changes of Fees Policy.

Revised for the 2006 (WAVEDS version 6.0) data element:

- in accordance with the VET (Colleges) Regulations 1996, three new codes identifying clients with unemployed person concession cards were added to this data element. These codes are to be used for enrolments starting July 1, 2009.
- added 'I - Health Care card Youth Allowance - Job seeker'.
- added 'S - Health Care card - New Start'.
- added 'J - Job Network card'.

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- removed value 'I - Health Care card Youth Allowance - Job seeker'.
- removed value 'S - Health Care card - New Start'.
- removed value 'J - Job Network card'.
- description changed for value 'L' from '15 to 17 year old concession' to 'Secondary school aged concession'.

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- added 'C - Child in State Government care'.

Revised for the 2019 (WAVEDS version 8.0.C06) data element:

- added 'R - Youth 15-24'.

Revised for the 2020 (WAVEDS version 8.0.C07) data element:

- removed 'R - Youth 15-24'.

Revised for the 2020 (WAVEDS version 8.0.C08) data element:

- added 'JK - JobKeeper';
- added 'JS - Job Seeker'.

Fee maintenance flag

Field is collected as part of the State data collection.

Definition

Fee maintenance flag indicates whether a client has been enrolled under fee maintenance arrangements according to the Department's current relevant *VET fees and charges policy*.

Context

Fee maintenance flag is used to monitor the impact of VET fees on student demand.

File occurrences   State field name

Training activity (*NAT00120*)   enrFeeMaintFlg

Classification scheme

Value	Description - Fee maintenance flag
Y	Client was enrolled under fee maintenance
N	Client was not enrolled under fee maintenance

Rules

Fee maintenance flag must not be blank.

Fee maintenance flag must be 'Y' where the client is enrolled in the subject under fee maintenance arrangements.

History

Introduced for the 2013 (WAVEDS version 7.0.A01) data element as:

- *Fee maintenance flag.*

Revised for the 2015 (WAVEDS version 7.0.B02) data element:

- Modified the definition to reflect that fee maintenance arrangements are outlined in the Department's current *VET fees and charges policy.*

Funding source - national

Field is collected as part of the State and national data collection.

Definition

Funding source - national identifies the predominant source of the funding for the delivery of a subject enrolment.

Context

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

File occurrences	State field name
Training activity (*NAT00120*)	enrFundIdNat

Classification scheme

Value	Description - Funding source - national
	Revenue from government
11	Commonwealth and state general purpose recurrent
13	Commonwealth specific funding program
15	State specific funding program
	Other revenue
20	Domestic client - other revenue
31	International onshore client - other revenue
32	International offshore client - other revenue
80	Revenue earned from another training organisation (TAFE use only)

Rules

This field must not be blank.

Funding source - national must be a valid 2-digit code.

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

Guidelines

'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 program' is funding provided by the Commonwealth to provide training for specific purpose or initiative. Funding may come from a Commonwealth department other than the Department of Employment and Workplace Relations, 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.

Selecting *Funding source - national* '13' will require a subsequent entry in the data element *Specific funding identifier - national*. The *Specific funding identifier - national* reference list is available from the NCVER Portal *https://www.ncver.edu.au/rto-hub/statistical-standard-software/specific-funding-identifier*.

'15 - State specific funding program' is funding provided by state or territory governments to provide training for a 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 for revenue provided for a client include enterprise/employers or industry training their own staff, a training organisation providing free training to selected students or a charity providing scholarships.

'31 - International onshore client - other revenue' is revenue provided by or for an international client to undertake education and training and 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.

'32 - International offshore client - other revenue' is revenue provided by or for an international client to undertake education and training and who resides in an overseas country and whose funding source does not come from any of the other funding categories.

'80 - Revenue earned from another training organisation (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.

> The inclusion of *Funding source - national* - '80 - Revenue earned from another training organisation (TAFE use only)' enables the state training authority to acknowledge the total training effort of individual registered training organisations whilst avoiding double counting in state and national totals.

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.

History

Introduced for the 1995 (AVETMISS release 1.1) data element as:

- *Funding source indicator.*

Revised for the 1999 (WAVEDS version 2.0) data element:

- renamed to *Funding source - national.*
- identified funding sources for overseas client enrolments.

Revised for the 2002 (WAVEDS version 4.0) data element:

- modified the descriptions for *Funding source - national* '01' from 'Commonwealth and State recurrent funding' to 'Commonwealth and State recurrent funding for VET', modify '02' description from 'Commonwealth and State specific funding' to 'Commonwealth and State specific purpose funding for VET', and modify '04' description from '… student' to '… client'.

Revised for the 2006 (WAVEDS version 6.0) data element:

- Recoded values and modified descriptions for *Funding source - national.*

Revised for the 2015 (WAVEDS version 7.0.B01) data element:

- Renamed 'Commonwealth specific purpose programs' to 'Commonwealth specific funding program'.
- renamed 'State specific purpose programs' to 'State specific funding program'.
- renamed 'Domestic full fee-paying client' to 'Domestic client - other revenue'.
- renamed 'International full fee-paying client' to 'International client - other revenue'.
- added rule: If *Funding source - national* is '13 - Commonwealth specific funding program' then *Specific funding identifier - national* must contain a valid entry for training activity from January 2015 onwards.
- revision of guidelines for *Funding source - national.*

Revised for the 2018 (WAVEDS version 8.0.C02) data element:

- Modified the classification scheme description and guidelines for the *Funding source - national* value of '80 - Revenue earned from another registered training organisation' to reflect that this is only for use by TAFEs.

Revised for the 2019 (WAVEDS version 8.0.C06) data element:

- added a note stating that a *Funding source - national* value '30' is only valid for activity until 31 December 2019.

- added codes '31' and '32' for onshore and offshore delivery (codes are valid for activity from 1 January 2020).

Revised for the 2022 (WAVEDS version 8.0.C12) data element:

- deleted code '30 - International client - other revenue' as this code is not valid after 31 December 2019.

Revised for the 2023 (WAVEDS version **8.0.C15)**

- updated the name Department of Education and Training to Department of Employment and Workplace Relations.

Funding source - state

Field is collected as part of the State data collection.

Definition

Funding source - state uniquely identifies the Department's internal funding source for the delivery of a subject enrolment.

Context

Funding source - state enables the Department to report on training activity in discrete groupings of interest. It also facilitates the mapping of *Funding source - state* codes to *Funding source - national* codes.

File occurrences	State field name
Training activity (*NAT00120*)	enrFundIdState

Classification scheme

Funding source - state		*Funding source - national*	
Value	**Description**	**Id**	**Description**
10	NTA - Profile funded	11	Commonwealth and state general purpose recurrent
11	NTA - Competitively allocated training		
12	NTA - Special projects		
14	NTA - User choice		
23	Non-NTA - Commonwealth specific funding program	13	Commonwealth specific funding program
25	Non-NTA - State specific funding program	15	State specific funding program
35	Domestic fee for service	20	Domestic client - other revenue
41	International onshore fee for service	31	International onshore client – other revenue
42	International offshore fee for service	32	International offshore client – other revenue
80	Revenue earned from another training organisation (TAFE use only)	80	Revenue earned from another training organisation (TAFE use only)

Rules

> This field must not be blank.
>
> The training organisation is required to classify the associated delivery of a subject enrolment according to the type of funding source allocated by the Department.
>
> It is essential that all subject enrolments be accurately and verifiably coded against the appropriate *Funding source - state*.
>
> For providers using CMIS, the *Funding source - state* codes are derived from the CMIS Code values listed in the table above.
>
> For other providers with training funded by the Department, the Department will advise the *Funding source - state* value.
>
> For providers with training activity not funded by the Department, *Funding source - state* codes (23 to 80) should be used appropriately.
>
> Where the Department provides funding to a training organisation to deliver training to its clients and the training organisation subcontracts the delivery to another training organisation then the principal training organisation has the obligation to report the delivery to the Department; and **must not use** the code '80 - Revenue earned from another training organisation (TAFE use only)' for *Funding source - state*. If the subcontractor happens to report to the Department then the subcontractor **must use** the code '80 - Revenue earned from another training organisation (TAFE use only)' for *Funding source - state* in the Training activity (*NAT00120*) file.

Where a training organisation reports training activity that is not funded by the Department and the training organisation subcontracts the delivery to another training organisation then the principal training organisation **must not use** the code '80 - Revenue earned from another training organisation (TAFE use only)' for *Funding source - state*. However, if the subcontractor happens to report its delivery, then it **must use** the code '80 - Revenue earned from another training organisation (TAFE use only)' for *Funding source - state* in the Training activity (*NAT00120*) file.

History

Introduced for the 1999 (WAVEDS version 2.0) data element as:

- *Funding source state.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- renamed to *Funding source - state.*
- deleted codes: '13' and '14' are no longer in use and have been deleted from the reference file.
- Note: '15' and '18' are no longer used for new enrolments and therefore should not be reported for new enrolments in the 2003 collection.

Revised for the 2003 (WAVEDS version 5.0) data element:

- deleted codes: '15', '18' and '2'1 are removed and should not be reported for any enrolments in the 2003 onwards.

Revised for the 2006 (WAVEDS version 6.0) data element:

- deleted codes: '16', '17', '20', and '30'. Updated descriptions for consistency with the national standard.
- added codes: '14', '23', '25', '35' and '80'. Updated descriptions for consistency with the national standard.

Revised for the 2011 (WAVEDS version 6.1) data element:

- replaced 'Skilling Australia Workforce Agreement (SAW) with 'National Training Agreement (NTA)'.

Revised for the 2015 (WAVEDS version 7.0.B01) data element:

- renamed 'Non-NTA - Commonwealth funded specific purpose' to 'Non-NTA - Commonwealth specific funding program'.
- renamed 'Non-NTA - State funded specific purpose' to 'Non-NTA - State specific funding program'.
- renamed 'Subcontracted from another RTO' to 'Revenue earned from another RTO'.
- renamed 'Commonwealth Government funded, including Commonwealth labour market programs -DEEWR(b): LLNP, WELL, AAAP, CSIF, and Skills Vouchers -AMEP(Adult Migrant Education Programs)-Other Commonwealth Government departments (note: excludes NTA agreement)' to 'Commonwealth specific funding program: See *Funding source - national* - guidelines for Funding Source 13'.
- renamed 'Commonwealth and state general purpose recurrent funding for VET disbursed through the State Training Authority (STA)' to 'Commonwealth and state general purpose recurrent'.
- renamed from 'Commonwealth specific purpose programs' to 'Commonwealth specific funding program'.
- renamed 'State specific purpose programs' to 'State specific funding program'.
- renamed 'Domestic full fee-paying client' to 'Domestic client - other revenue'.
- renamed 'International full fee-paying client' to 'International client - other revenue'.
- renamed 'Revenue earned from another RTO' to 'Revenue earned from another registered training organisation'.
- added 'X - Fee for service (higher education)' to CMIS classifications.

Revised for the 2018 (WAVEDS version 8.0.C02) data element:

- modified the classification scheme description and rules for the *Funding source - state* value of '80 - Revenue earned from another registered training organisation' to reflect that this is only for use by TAFEs.

Revised for the 2019 (WAVEDS version 8.0.C06) data element:

- added a note stating that the value '40' which maps to *Funding source - national* value of '30' is only valid for activity until 31 December 2019.

- added codes '41' and '42' for onshore and offshore delivery (noting that the codes are valid for activity from 1 January 2020).

Revised for the 2022 (WAVEDS version 8.0.C12) data element:

- deleted code '40' which maps to *Funding source - national* value of '30' as this code is not valid after 31 December 2019.

Gender

Field is collected as part of the State and national data collection.

Definition

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

Context

Gender is used to analyse data by demographic characteristics.

File occurrences	State field name
Client (*NAT00080*)	cliSex

Enrolment question

The training organisation collects *Gender* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

Gender (Tick ONE box only)

Male	☐ M
Female	☐ F
Other	☐ X

Classification scheme

Value	Description - Gender
F	Female
M	Male
X	Other
@	Not stated

Rules

This field must not be blank.

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

Gender must be uppercase.

Guidelines

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.

History

Introduced for the 1993 (AVETMISS release 1.0) data element:

- *Sex.*

Revised for the 2015 (WAVEDS version 7.0.B01) data element:

- new rules and guidelines regarding self-reporting of sex.

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- renamed *Sex* to *Gender*.

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- added 'X - Other'.

Highest school level completed identifier

Field is collected as part of the State and national data collection.

Definition

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

Context

Highest school level completed identifier is used as an indicator of the level of education a client has completed.

File occurrences	State field name
Client (*NAT00080*)	cliHSLvlComp

Enrolment question

The training organisation collects *Highest school level completed identifier* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

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

Year 12 or equivalent	☐	12
Year 11 or equivalent	☐	11
Year 10 or equivalent	☐	10
Year 9 or equivalent	☐	09
Year 8 or below	☐	08
Never attended school	☐	02

Classification scheme

Value	Description - Highest school level completed identifier
02	Did not go to school
08	Year 8 or below
09	Year 9 or equivalent
10	Completed year 10
11	Completed year 11
12	Completed year 12
@@	Not stated (question asked of the client but no answer provided)

Rules

This field must not be blank.

If a client left school without completing the full program for a year, the *Highest school level completed identifier* must be the client's previous year completed schooling level.

If a client is still at school, the *Highest school level completed identifier* refers to the highest level that has actually been 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

> The *Highest school level completed identifier* should be checked against the client's *Date of birth* to ensure that it is consistent. For example, the *SVD* will generate a warning if the client's age (as determined by the *Date of birth*) is less than 10 years and the *Highest school level completed identifier* is '10', '11' or '12'.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Highest school level completed.*

Revised for the 1996 (WAVEDS version 1.0) data element:

- merged categories below Year 9 to the category '09 - Completed year 9 or lower'.

Revised for the 2003 (WAVEDS version 5.0) data element:

- 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 Australian Bureau of Statistics' Australian Census.

Revised for the 2006 (WAVEDS version 6.0) data element:

- renamed to *Highest school level completed identifier.*

Hours attended

Field is **not** collected as part of the State data collection.

Definition

Hours attended is a value that identifies the hours attended by a client who withdraws from a subject without completing all training in that subject.

Context

Hours attended is reported to enable payments for training activity undertaken, but not completed. Required in some states other than Western Australia.

File occurrences   State field name

Training activity (*NAT00120*)   enrHoursAtt

Classification scheme

Value	Description - **Hours attended**
blank	This field is not used by the Department in Western Australia

Rules

This field must be blank.

Hours attended does not form a part of the Western Australian collection.

History

Introduced for the 2003 (WAVEDS version 5.0) data element as:

- *Hours attended.*

Income contingent loan liability

Field is collected as part of the State data collection.

Definition

Income contingent loan liability is the value of the amount borrowed by students under the Commonwealth VET Student Loans scheme.

Context

Income contingent loan liability is used to monitor the average loan amount and impairment costs associated with student loans under the VET Student Loans scheme in accordance with Western Australia's obligations under agreements with the Commonwealth.

File occurrences   State field name

Training activity (*NAT00120*)   enrIclLiab

Classification scheme

Value	Description - Income contingent loan liability
00000–99999	Value that represents the income contingent loan (VET Student Loans) liability incurred rounded up to the nearest dollar
blank	Income contingent loan not taken out or not applicable

Rules

Income contingent loan liability must be blank where the student has not taken out a loan under the VET Student Loans scheme or where the student or provider is not eligible to do so.

Where a student has taken out a loan under the VET Student Loans scheme the value must represent the liability incurred.

If a loan exists but no debt is incurred on the subject reported, 00000 must be entered.

Income contingent loan liability must be reported on a subject basis, not on a program basis.

Income contingent loan liability must reflect the value of the VET Student Loans debt incurred for the specific subject as shown on the Commonwealth Assistance Notice (CAN) i.e. the tuition fee charged less any upfront payment, regardless of whether the *Census date* for the subject has passed.

History

Introduced for the 2013 (WAVEDS version 7.0.A01) data element as:

- *Income contingent loan liability.*

Revised for the 2019 (WAVEDS version 8.0.C05) data element:

- added a rule requiring the value '00000' to be entered where a loan exists but no debt has been incurred*.*

Indigenous status identifier

Field is collected as part of the State and national data collection.

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 Australian Bureau of Statistics, *Indigenous Status Standard*, 1200.0.55.008 - 2014, Version 1.5.

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.

File occurrences	State field name
Client (*NAT00080*)	cliIndStatId

Enrolment question

> The training organisation collects *Indigenous status identifier* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

Are you of Aboriginal or Torres Strait Islander origin?

(mark one box only)

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

Classification scheme

Value	Description - Indigenous status identifier
1	Yes, Aboriginal
2	Yes, Torres Strait Islander
3	Yes, Aboriginal AND Torres Strait Islander
4	No, Neither Aboriginal nor Torres Strait Islander
@	Not stated

Rules

This field must not be blank.

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

Guidelines

Enrolment form questions are designed to comply with the Australian Bureau of Statistics *Indigenous Status Standard*.

Responses should be coded as follows:

A. If the client marks either 'Yes, Aboriginal', 'Yes, Torres Strait Islander' or 'Yes, Aboriginal and Torres Strait Islander' boxes, then their response should be coded to either '1 -Yes, Aboriginal', '2 -Yes, Torres Strait Islander' or '3 - Yes, Aboriginal AND Torres Strait Islander'.

B. If the client marks 'No' and either 'Yes, Aboriginal', 'Yes, Torres Strait Islander' or 'Yes, Aboriginal and Torres Strait Islander' boxes, then their response should be coded to either '1 -Yes, Aboriginal', '2 -Yes, Torres Strait Islander' or '3 - Yes, Aboriginal AND Torres Strait Islander' (i.e. disregard the 'No' response).

C. If the client marks both 'Yes, Aboriginal' and 'Yes, Torres Strait Islander' boxes, then their response should be coded to '3 - Yes, Aboriginal AND Torres Strait Islander'.

D. If the client marks all four boxes ('No', 'Yes, Aboriginal' and 'Yes, Torres Strait Islander' and 'Yes - Aboriginal and Torres Strait Islander'), then the response should be coded to '3 - Yes, Aboriginal AND Torres Strait Islander' (i.e. disregard the 'No' response).

E. If the client marks only 'No', then the response should be coded to '4 - No, Neither Aboriginal nor Torres Strait Islander'.

F. If the client does not mark any box, then the response should be coded to '@ - not specified'.

Coding responses for *Indigenous status identifier*

	No	Yes, Aboriginal	Yes, Torres Strait Islander	Indigenous status identifier
A		✓		1
A			✓	2
B	✓	✓		1
B	✓		✓	2
C		✓	✓	3
D	✓	✓	✓	3
E	✓			4
F				@

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Aboriginal/Torres Strait Islander.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- renamed to *Indigenous status identifier* to comply with the Australian Bureau of Statistics, Standards for Statistics on Cultural and Language Diversity (ABS catalogue no. 1289.0, Nov. 1999).

Revised for the 2011 (WAVEDS version 6.1) data element:

- added 'Australian' into the description of *Indigenous status identifier.*

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- updated guidelines to reflect the latest AVETMISS wording including coding of responses.

Revised for the 2022 (WAVEDS version 8.0.C12) data element:

- updated classification reference to ABS *Indigenous Status Standard* 1200.0.55.008 - 2014, Version 1.5.

Issued flag

Field is collected as part of the State and national data collection.

Definition

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

Context

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

File occurrences

Program completed (*NAT00130*)

State field name

qualIssuedFlg

Classification scheme

Value	Description - Issued flag
Y	Qualification, course or skill set credential issued
N	Qualification, course or skill set credential not issued

Rules

This field must not be blank.

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 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 qualification, course or skill set.

Guidelines

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.

History

Introduced for the 1999 (WAVEDS version 2.0) data element as:

- *Qualification Issued flag.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Issued flag.*

Revised for the 2018 (WAVEDS version 8.0.C02) data element:

- Clarified the AVETMISS terminology of 'a credential'.

Revised for the 2018 (WAVEDS version 8.0.C03) data element:

- Changed the wording of the rules for *Issued flag* so that the phrasing 'qualification, course or skill set' is now 'program' to be consistent with other wording in WAVEDS.

Revised for the 2021 (WAVEDS version 8.0.C11) data element:

- Reverted the wording of the definition, classification scheme and rules so that 'program' becomes 'qualification, course or skill set' to emphasise that all three program types are expected.

- Removed the word 'recognised' from the definition and rules.

Labour force status identifier

Field is collected as part of the State and national data collection.

Definition

Labour force status identifier describes a client's employment status.

Labour force status identifier is based on the Australian Bureau of Statistics, Standards for Social, Labour and Demographic Variables, 1999 (ABS catalogue no.1200.0).

Context

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

File occurrences   State field name

Client (*NAT00080*)   cliEmpCatId

Enrolment question

The training organisation collects *Labour force status identifier* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

Of the following categories, which BEST describes your current employment status?

(Tick ONE box only.)

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

Classification scheme

Value	Description - Labour force status identifier
	Employed
01	Full-time employee
02	Part-time employee
03	Self employed - not employing others
04	Self employed - employing others
05	Employed - unpaid worker in a family business
	Unemployed
06	Unemployed - seeking full-time work
07	Unemployed - seeking part-time work
	Not in the labour force
08	Not employed - not seeking employment
	Not stated
@@	Not stated (question asked of the client but no answer provided)

Rules

This field must not be blank.

Guidelines

Responses for the *Labour force status identifier* are reliant on the client's own perception of their labour force activities.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Employment Category Identifier.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- modified the description for *Employment Category Identifier* '05 - Employed - unpaid family worker' to '05 - Employed - unpaid worker in a family business' to be consistent with Australian Bureau of Statistics, Standards for Social, Labour and Demographic Variables, 1999 (ABS catalogue no.1200.0)*.*

Revised for the 2003 (WAVEDS version 5.0) data element:

- renamed to *Labour force status identifier.*

Revised for the 2018 (WAVEDS version 8.0.B04) data element:

- modified the description for '04 - Employed' to '04 - Self employed - employing others' to be consistent with ABS catalogue no. 1288.0.

Language identifier

Field is collected as part of the State and national data collection.

Definition

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

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

Context

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

File occurrences	State field name
Client (*NAT00080*)	cliLangOthThanEngId

Enrolment question

The training organisation collects *Language identifier* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

Do you speak a language other than English at home?

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

No, English only   ☐ 1201

Yes, other - please specify

Classification scheme

Value	Description - **Language identifier**
0000–9999	Valid 4-digit *Australian Standard Classification of Languages* (ASCL) code.
@@@@	Not stated

Rules

This field must not be blank.

Language identifier specified by a client must be matched with a valid 4-digit Australian Bureau of Statistics, *Australian Standard Classification of Languages* code.

If English is the only language spoken at home, the *Language identifier* must be '1201 - English'.

The value '@@@@' must be used for 'Not stated' rather than the Australian Bureau of Statistics code of '0002'.

Where a client indicates a sign language on the enrolment form as their main language, '0001 - Non-verbal' must not be used and one of the following codes must be used:

- 9700 Sign language;
- 9701 Auslan;
- 9702 Makaton; or
- 9799 Sign languages, not elsewhere classified.

Guidelines

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

Enrolment questions are designed to comply with the Australian Bureau of Statistics, *Language Standards*, 2016 (ABS catalogue no.1200.0.55.005).

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

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Language (spoken at home) identifier.*

Updated for the 1995 (AVETMISS release 1.1) data element:

- classification revised (by ABS) in 1996.

Revised for the 1999 (WAVEDS Version 2.0) data element:

- included '0000-unknown' and '0001-Non verbal'.

Revised for the 2002 (WAVEDS version 4.0) data element:

- changed the enrolment question for the *Main Language Other Than English (Spoken at home) Identifier* to comply with the Australian Bureau of Statistics, Standards for Statistics on Cultural and Language Diversity, 1999 (ABS catalogue no. 1289.0).

Revised for the 2003 (WAVEDS version 5.0) data element:

- added the description for a blank value 'If and only if *Main Language other than English Spoken at Home Identifier* is 1201 - English'.

Revised for the 2006 (WAVEDS version 6.0) data element:

- renamed to Main language other than English (spoken at home) Identifier to comply with 'ABS Standards'.
- added '9700' - Sign language, '9701' - Auslan, '9702' - Makaton, or '9799' - Sign languages, not elsewhere classified for the blank value.

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- adopted updated classification, ASCL, 2011, Second Edition, Revision 1 (ABS catalogue no. 1267.0).
- renamed to *Language identifier*.

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- added a rule to indicate that the value '@@@@' must be used for 'Not stated' rather than the Australian Bureau of Statistics code of '0002'.

Most recent school identifier

Definition

Most recent school identifier indicates the current school (or last school attended) for clients who are of compulsory school age.

Context

Most recent school identifier is used to track funding arrangements when analysing training activity for clients who are of compulsory school age.

File Occurrences   State Field Name

Client (*NAT00080*)   cliMostRecentSchlId

Enrolment question

The TAFE collects *Most recent school identifier* via an additional question on the enrolment form:

For WA schools, current school (or last attended if not at secondary school)

_____   ☐ School not in Western Australia

Classification Scheme

Value	Description - Most recent school identifier
text	A valid four character school code as defined by the WA Department of Education.
9998	Current school (or last school attended) is not a school in Western Australia
blank	Not applicable (the client is not of compulsory school age as defined in the WA *School Education Act 1999* or the client has enrolments where the VET in schools flag is 'Y - Yes - VET in schools program')

Rules

This field must not be blank if
- the client is of compulsory school age as defined in the WA *School Education Act 1999;* and
- the client has no enrolments where the VET in schools flag is 'Y - Yes - VET in schools program'; and
- the data submitter is a WA TAFE.

History

Introduced for the 2017 (*TAFE supplementary data items* 8.0.A01) data element as:

- *Most recent school identifier.*

Revised for the 2019 (*TAFE supplementary data items* 8.0.C05) data element:

- added '9998 - Current school (or last school attended) is not a school in Western Australia' as a specific value to the classification scheme.

Introduced for the 2020 (WAVEDS version 8.0.C07) data element as:

- *Most recent school identifier.*

Name for encryption

Field is collected as part of the State and national data collection.

Definition

Name for encryption contains the client's full name in the defined format. A non-reversible encryption process encrypts this element, 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.

File occurrences	State field name
Client (*NAT00080*)	cliNameForEncryp

Enrolment question

The training organisation collects *Name for encryption* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

Enter your full name

Family name (surname)

Given names

Classification scheme

Value	Description - Name for encryption
Text	Client's full name - family name, given names

Format: Left justified alphanumeric value

Rules

This field must not be blank.

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 first given name and the family name 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 *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 field 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*.

Where a client has more than two given names, only supply the first two.

This field must not be encrypted in college/provider submissions to the Department. Unencrypted names are required by the Department to facilitate the invalid enrolment (IE) audit process.

Guidelines

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.

History

Introduced for the 1993 (AVETMISS release 1.0) data elements as:

- *Encrypted identifier.*

Revised for the 1999 (WAVEDS version 2.0) data element:

- renamed to *Name for encryption.*

- refined description and rules.

Revised for the 2003 (WAVEDS version 5.0) data element:

- standardised the order for the client's name for *Name for encryption* for national consistency and to assist in populating the Client contact details (*NAT00085*) file if required.

Nominal hours

Field is collected as part of the State and national data collection.

Definition

Nominal hours is a nominal value assigned to a structured program of study. The value represents the relative weight of the program of study compared to all other programs of study. The relative weight incorporates many aspects such as training tuition, learning complexity, assessment and administration.

Context

Nominal hours is a relative weight used to measure inputs and outputs in the VET system.

File occurrences	State field name
Program (*NAT00030A*)	cseNomHrsSup
Subject (*NAT00060*)	modNomHrsSup

Classification scheme

Value	Description - Nominal hours
0000–9999	Number of hours

Format: Right justified and zero-filled

Rules

The *State curriculum database* holds the authoritative values for this field. For the purposes of calculating *Student curriculum hours* (*SCH*), the State collection uses the earliest correct subject curriculum hour value recorded in the calendar year and stored in the *State curriculum database*.

The value for *Nominal hours* must be a whole number of hours. 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.

If the *Nominal hours* are zero, then the field must contain '0000'.

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

NAT00030A

This field may be blank if *Program identifier - local* and *Program name* in combination match the code and name combination listed on the *State curriculum database* and the database provides the *Nominal hours* value for the listed combination.

NAT00060

This field may be blank if *Subject identifier - local* and *Subject name* in combination match the code and name combination listed on the *State curriculum database* and the database provides the *Nominal hours* value for the listed combination.

Guidelines

The value of *Nominal hours* should not include any pre-requisites for the subject that have previously been achieved. *Nominal hours* are allocated assuming a traditional classroom-based delivery and assessment strategy and do not include hours associated with non-supervised work experience, field work, work placement or private study. In instances where a program of

study consists entirely of one or more of these components, the *Nominal hours* value must be zero.

Nominal hours is generally specified in curriculum documentation (non-training package material) or state and territory implementation guides associated with national training packages. Hours associated with non-supervised work experience, fieldwork, work-placement or private study are not included.

Nominal hours represent the hours deemed necessary for the whole program of study, whether or not delivery is within one collection period.

History

Introduced for the 1993 (AVETMISS release 1.0) data elements as:

- *Curriculum hours.*

Revised for the 1999 (WAVEDS version 2.0) data element:

- renamed to *Nominal hours - supervised.*

Revised for the 2003 (WAVEDS version 5.0) data element:

- renamed to *Nominal hours.*

Outcome date

Field is collected as part of the State data collection.

Definition

Outcome date is the date the result or outcome of a client's enrolment in an individual subject was assessed or determined.

Context

Outcome date is used to monitor the impairment costs associated with loans under the VET Student Loans scheme in accordance with the Western Australia's obligations under agreements with the Commonwealth.

File occurrences

Training activity (*NAT00120*)

State field name

enrOcmDt

Classification scheme

Value	Description - Outcome date
DDMMYYYY	Valid date

Rules

Outcome date must not be blank.

Outcome date must be on or after the *Activity start date* and on or before the *Activity end date*.

Outcome date should not include the additional time required for the trainer to record the final outcome for the subject.

History

Introduced for the 2013 (WAVEDS version 7.0.A01) data element as:

- *Outcome date.*

Outcome identifier - national

Field is collected as part of the State and national data collection.

Definition

Outcome identifier - national identifies the result or outcome of a client's enrolment in a subject.

Context

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

File occurrences	State field name
Training activity (*NAT00120*)	enrOcmIdNat

Classification scheme

Value	Description - Outcome identifier - national
20	Competency achieved/pass
30	Competency not achieved/fail
40	Withdrawn/discontinued
41	Incomplete due to RTO closure
51	Recognition of prior learning granted
52	Recognition of prior learning not granted
60	Credit transfer/national recognition
61	Superseded subject
70	Continuing activity (expected to end after the collection year)
71	Continuing activity (expected to end in the collection year)
81	Non-assessable enrolment - satisfactorily completed
82	Non-assessable enrolment - withdrawn or not satisfactorily completed
85	Not yet started

Rules

This field must not be blank.

Assessable

An assessable enrolment is reported when an enrolment in a subject requires the client to be assessed against at least one criterion.

Outcome identifier - national for assessable enrolments must be only coded to either '20', '30', '40', '51', '52', '60', '70' or '71'.

20 - Competency achieved/pass

The client has been assessed and satisfies all the requirements for the subject.

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 subject. 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.

Outcome 30 must not be used where the student has withdrawn from or discontinued the enrolment (with or without formal notification).

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40 - Withdrawn/discontinued

Enrolments are reported as '40 - Withdrawn/discontinued' 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.

For both scenarios above where enrolments are reported as '40 - Withdrawn/discontinued' the *Activity end date* must be the date that the withdrawal is determined by the training organisation and is not necessarily determined by the date the student last participated.

It must be demonstrated that the client has engaged in the learning activity of the subject before an *Outcome identifier - national* value '40 - Withdrawn/discontinued' can be reported.

41 - Incomplete due to RTO closure

Enrolments should be reported as '41 - Incomplete due to RTO closure' 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 activity (expected to end after the collection year)' 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 should report outcome '41 - Incomplete due to RTO closure':

- Training organisations (for all incomplete enrolments) when they know that their organisation is ceasing operations before the training activity can be completed.

- State and territory training authorities for incomplete enrolments received from training organisations that have closed.

Recognition of prior learning

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

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

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

51 - Recognition of prior learning granted

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

52 - Recognition of prior learning not granted

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

60 - Credit transfer/national recognition

Credit transfer is training credit for a subject 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

students from the need to enrol in a unit, and secondly for the purpose of provider and system 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 course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification they are now undertaking.

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

61 - Superseded subject

'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 is recorded. The *Activity start date* of the replacement subject must not be before the *Activity end date* of the original subject.

This requirement differs from the national AVETMISS standard where the *Activity start date* of the replacement subject must be the same as the *Activity start date* of the original subject.

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

When using *Outcome identifier - national* '61 - Superseded subject', the corresponding *Program identifier - local* field in the training activity record (*NAT00120*) must be populated with the original subject's *Program identifier - local*. Where applicable the corresponding *Program identifier - national* field must be populated with the original subject's *Program identifier - national*.

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

Continuing (assessable or non-assessable)

70 - Continuing activity (expected to end after the collection year)

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

'70 - Continuing activity (expected to end after the collection year)' must not be used for enrolments where clients have engaged in a subject training activity and the *Activity end date* is within the current collection year.

Only enrolments that have an *Activity end date* in a subsequent collection year may be reported with an *Outcome identifier - National* value of '70 - Continuing activity (expected to end after the collection year)'.

All enrolments reported in the final reporting point for the current collection year with an *Outcome identifier - National* value of '70 - Continuing activity (expected to end after the collection year)' are expected to be reported in the subsequent collection year with an *Enrolment category identifier* of 'C - Continuing from a previous collection' and ultimately be brought to account with a final outcome.

'70 - Continuing activity (expected to end after the collection year)' also applies to an enrolment where a client has not completed all their assessment criteria by the end of the collection year and their *Activity end date* has been extended by the training provider into a subsequent collection year.

71 - Continuing activity (expected to end in the collection year)

For interim reporting during the year where the *Activity end date* is within the current year and where an enrolment is still in progress after some participation by the student the *Outcome identifier - national* value of '71 - Continuing activity (expected to end in the collection year)' must be used.

'71 - Continuing activity (expected to end in the collection year)' is not valid in data submissions for the final annual VET provider collection.

Non-assessable

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

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

81 - Non-assessable enrolment - satisfactorily completed

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

It must be demonstrated that the client has engaged in the learning activity of the subject before an *Outcome identifier - national* of '81 - Non-assessable enrolment - Satisfactorily completed' can be reported.

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

The client has not completed the program of study in a way that satisfies the requirements of the training organisation or the client has withdrawn or discontinued (with or without formal notification) after engaging in the program's activities.

Outcome identifier - national codes '81 - Non-assessable enrolment - satisfactorily completed' and '82 - Non-assessable enrolment - withdrawn or not satisfactorily completed' can only be reported for non-assessable enrolments. Adult Community Education (ACE) and leisure/lifestyle programs of study must be reported with *Outcome identifier - national* of '81' or '82'.

Other

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.

Where a client has not yet attended a class or otherwise engaged in training activity for an enrolment but has met fee obligations and there is an expectation that the client will participate then the enrolment must be reported by TAFE colleges and Training Markets with an *Outcome identifier - national* value of '85 - Not yet started'. While not mandatory for other collection agencies these cases may also be reported with an *Outcome identifier - national* value of '85 - Not yet started' in the same way.

Where a client has not yet attended a class or otherwise engaged in training activity and has not met fee obligations, or is not expected to participate, then the enrolment must not be included in the collection.

Enrolments collected under Outcome '85 - Not yet started' are not within scope for the following purposes:

- Invalid enrolment audit;
- Department funding of training; and
- Standard Departmental reporting.

Enrolments listed with an *Outcome identifier - national* value of '85 - Not yet started' in a data collection will not be submitted to NCVER and therefore will not be included on Unique Student Identifier transcripts or in any national reports from NCVER.

Final collection of the full year AVETMISS collection

For all enrolments in the final collection. *Outcome identifier - national* must not be '71 - Continuing activity (expected to end in the collection year)' or '85 - Not yet started'.

For all enrolments in the final collection reported with *Activity end date* in the collection year, *Outcome identifier - national* must be a valid value other than '70 - Continuing activity (expected to end after the collection year)', '71 - Continuing activity (expected to end in the collection year)' or '85 - Not yet started'. An indefinite outcome value of '70 - Continuing activity (expected to end after this collection year)' is only allowable where participation has occurred in the subject and *Activity end date* is later than the end of the collection year.

History

Introduced for the 1993 (AVETMISS release 1.0) data elements as:

- *Module outcome identifier*

Revised for the 1999 (WAVEDS version 2.0) data element:

- renamed to *Outcome identifier - national* to account for both unit of competency and module enrolments.
- recoded values and modified the descriptions '10 - Withdrew - without failure', '11 - Withdrew, failed' and '12 - Withdrew, transferred' codes merged to *Outcome identifier - national* '10 - Withdrawn'.

Revised for the 2002 (WAVEDS version 4.0) data element:

- recoded values and modified descriptions for *Outcome identifier - national.*
- deleted '90 - Result not available'.

Revised for the 2006 (WAVEDS version 6.0) data element:

- deleted '50 - Recognition of prior learning'.
- added '51 - Recognition of prior learning - granted'.
- added '52 - Recognition of prior learning - not granted'.
- added '53 - Recognition of current competency - granted'.
- added '54 - Recognition of current competency - not granted'.
- added '71 - Continuing enrolment (ending in this collection year)' to provide a code (rather than indeterminate blank) for interim reporting.

Revised for the 2011 (WAVEDS version 6.1) data element:

- renamed '40 - Withdrawn' to '40 - Withdrawn/discontinued'.
- renamed '60 - Credit transfer' to '60 - Credit transfer/national recognition'.
- modified the descriptions of '30 - Competency not achieved/fail', '40 - Withdrawn/discontinued', '51 - Recognition of prior learning - granted', '52 - Recognition of prior learning - not granted', '60 - Credit transfer/national recognition'.

Revised for the 2015 (WAVEDS version 7.0.B01) data element:

- '53 - Recognition of current competency granted' and '54 - Recognition of current competency not granted' deleted to align with national standard.
- added '61- Superseded subject'.
- renamed '70 - Continuing enrolment (ending after this collection year) ' to '70 - Enrolment continuing into the following collection year'.
- '71 - Continuing enrolment (ending in this data collection)' superseded by '90 - Not yet available at interim collection' to align with national standard.

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- changed the classification scheme so that there is a single code '70 - Continuing enrolment' for all continuing enrolments and for all collections.
- removed the value '90 - not available code' from the classification table.
- added the values '41 - Incomplete due to RTO closure' and '85 - Not yet started'.

Revised for the 2017 (WAVEDS version 8.0.B02) data element:

- reinstated the value '71 - Continuing enrolment (ending in the collection year)' to the classification table.

- modified rules to require TAFE colleges and Training Markets *collection agencies* to report 'Not yet started' activity in data collections.

Revised for the 2018 (WAVEDS version 8.0.B04) data element:

- updated rules for values '70 - Continuing enrolment (ending in the collection year)', '71 - Continuing enrolment (ending after the collection year)' and '85 - Not yet started' in full year collection.

Revised for the 2018 (WAVEDS version 8.0.C03) data element:

- changed '70 - Continuing enrolment (ending in the collection year)' to '70 - Continuing activity (expected to end in the collection year)' and changed '71 - Continuing enrolment (ending in the collection year)' to '71 - Continuing activity (expected to end in the collection year)' to bring the description into alignment with the national AVETMISS description of 'Continuing activity'.

- applied shading to the classification scheme table to indicate that '70 - Continuing activity (expected to end in the collection year)' is a variation on the national AVETMISS description of '70 - Continuing activity'. Also applied shading to indicate that '71 - Continuing enrolment (ending in the collection year)' is a WAVEDS code which is not used in the national AVETMISS 8.0 standard.

Revised for the 2021 (WAVEDS version 8.0.C11) data element:

- added rule that where *Outcome identifier - national* is '40 - Withdrawn/discontinued' the *Activity end date* must be the date that the withdrawal is determined by the training organisation and should not be determined by the date the student last participated.

Outcome identifier - training organisation

Field is collected as part of the State data collection.

Definition

> *Outcome identifier - training organisation* is the code or grade used in the SMS, RAPT or local systems to indicate a training provider's local academic or administrative result for a subject enrolment. It classifies the result achieved by a client enrolled in a subject enrolment in terms of the result/achievement codes stated on academic transcripts issued by a college/provider.

Context

> *Outcome identifier - training organisation* provides a complete and appropriate set of result codes to enable training organisation to manage enrolments on an on-going basis. By facilitating the mapping of *Outcome identifier - training organisation* to *Outcome identifier - national* they also insulate training providers from past and future nationally driven changes to the AVETMISS *Outcome identifier - national* field.

File occurrences   State field name

Training activity (*NAT00120*)   enrOcmIdProv

Classification scheme - TAFE student management system (SMS)

Outcome identifier - training organisation values used by the TAFE SMS are shown below. Note that these values can map to more than one *Outcome identifier - national* code depending on other enrolment attributes set in the SMS.

Value	Description - Outcome identifier - training organisation (for TAFEs)	*Outcome identifier - national*	Description - *Outcome identifier - national*
blank	Participation commenced, outcome not yet determined	70	Continuing activity (expected to end after the collection year)
		71 [(a)]	Continuing activity (expected to end in the collection year)
C	Credit (higher education)	20	Competency achieved/pass
CO	Competent	20	Competency achieved/pass
D	Distinction (higher education)	20	Competency achieved/pass
E	Exemption/status granted by credit transfer	60	Credit transfer/national recognition
HD	High distinction (higher education)	20	Competency achieved/pass
HE	Exemption/status granted by credit transfer (higher education)	60	Credit transfer/national recognition
L1	Recognition of prior learning (RPL)	51	Recognition of prior learning granted
		52	Recognition of prior learning not granted
		85	Not yet started (but final outcome expected to be granted/not granted by recognition of prior learning)
L2	Trade skills recognition	51	Recognition of prior learning granted
		52	Recognition of prior learning not granted
		85	Not yet started (but final outcome expected to be granted/not granted by recognition of prior learning)

Table continued on next page.

Value	Description - Outcome identifier - training organisation (for TAFEs)	*Outcome identifier - national*	Description - *Outcome identifier - national*
L3	Recognition of prior learning (RPL) (Fee Free)	51	Status granted by RPL (Fee Free)
		52	Unsuccessful RPL (Fee Free)
		85	Not yet started but expected status to be granted by RPL (Fee Free)
L4	Recognition of prior learning (RPL) (TIWA Internal Transfer)	51	Status granted by RPL (TIWA Internal Transfer)
		52	Unsuccessful RPL (TIWA Internal Transfer)
		85	Not yet started but expected status to be granted by RPL (TIWA Internal Transfer)
LCM	Licensing requirements met	20	Competency achieved/pass
LCN	Licensing requirements not met	30	Competency not achieved/fail
N	Fail (higher education)	30	Competency not achieved/fail
NA	Non-assessable subject enrolment	81	Non-assessable activity - satisfactorily completed
NC	Workplace not complete	82	
NY	Not yet started but participation expected before enrolment end date	85	Not yet started
P	Pass (higher education)	20	Competency achieved/pass
Q	Deferred (higher education)	70	Continuing activity (expected to end after the collection year)
R	Re-enrol - competency not achieved/not competent	30	Competency not achieved/fail
S	Supplementary (higher education)	70	Continuing activity (expected to end after the collection year)
		71 [a]	Continuing activity (expected to end in the collection year)
UP	Ungraded pass (higher education)	20	Non-assessable activity - satisfactorily completed
WF	Withdrawn/fail (higher education)	40	Withdrawn/discontinued
WO	Withdrawn officially - after some participation (i.e. withdrawal form)	40	Withdrawn/discontinued
		61	Superseded subject
		82	Non-assessable activity - withdrawn or not satisfactorily completed
WPC	Workplace complete	81	

[a] For interim reporting, the 'blank' outcome for continuing activity is to be mapped to *Outcome identifier - national* '71' for enrolments which are expected to end in the collection year.

Classification scheme - Non-TAFE Contracted Providers

Contractual instructions to those non-TAFE providers that win tenders let by the Department to conduct accredited vocational education and training will require the use of the following result/achievement codes. Any exceptions will be negotiated during award of the tender and noted in the contract:

Value	Description - Outcome identifier - training organisation For non-TAFE Contracted Providers	Outcome identifier - national
1	Competent	20
2	Not competent	30
3	Non-assessable enrolment - withdrawn or not satisfactorily completed	82
4	Non-assessable enrolment - satisfactorily completed	81
5	Participating; but studies not yet finished	70 or 71 [a]
6	Status Granted by RPL (Recognition of prior learning)	51
7	Recognition of prior learning not granted	52
9	Exemption/status granted by credit transfer	60
10	Withdrawn formally (After some participation)	40
11	Discontinued - no withdrawal (After some participation)	40
41	Incomplete due to RTO closure	41
61	Superseded subject	61
100	Never started - no participation	NR [b]
105	Not yet started but participation expected before enrolment end date	85

[a] For interim reporting, '5' is to be mapped to *Outcome identifier - national* '71' for enrolments which are expected to end in the collection year.

[b] 'NR' = Not Reported. With the exception of *Outcome identifier - national* '85' the national AVETMISS specification requires participation by the student in a subject enrolment before it can be reported in the collection.

[c] Some providers use code '55' where they believe the student participated but have no audit evidence to prove participation (see IE Audit). Note that code '55' is not reported in the VET Provider collection.

Classification scheme - Other Providers

Value	Description - Outcome identifier - training organisation for other providers	Outcome identifier - national
text	Internal outcome identifier	(mapped)

Format: Left justified alphanumeric value

Rules

> The code-sets, rules and mappings for *Outcome identifier - training organisation* must be read in conjunction with the code-sets and rules for the *Outcome identifier - national*.
>
> The provider must classify each subject enrolment according to the outcome granted to the client.
>
> Outcome code 'R' (or '2') must not be used for subject enrolments where the student has withdrawn, formally or otherwise. Outcome code 'R' (or '2') can only be used where the student has participated until the end of the enrolment and has been assessed against all assessment criteria.
>
> Clients withdrawing from a class to transfer to another class must be reported only under the later subject enrolment, except where the subject was superseded. In cases where a subject has been superseded the original activity is reported with *Outcome identifier - training organisation* 'WO' and *Outcome identifier - national* '61'.
>
> This field may be blank only where the student has engaged in the learning activity and study in the subject enrolment is still in progress. Non-TAFE contracted providers are to use code '5' in this instance.

A subject enrolment will not be accepted in the collection where the *Outcome identifier - training organisation* is blank or '5' and the *Activity end date* is in the collection year and has passed by more than four weeks.

The *Outcome identifier - training organisation* must be a valid outcome combination as specified in the classification schemes above.

In the state AVETMISS report, the Department must ensure that there is an unambiguous mapping of *Outcome identifier - training organisation* to *Outcome identifier - national* for all reported subject enrolments.

History

Introduced for the 1999 (WAVEDS version 2.0) data element as:

- *Provider result code* (CMIS Colleges Only).

Revised for the 2002 (WAVEDS version 4.0) data element:

- renamed to *Outcome identifier - provider.*
- refined value codes and descriptions for CMIS colleges and tendered private providers.

Revised for the 2003 (WAVEDS version 5.0) data element:

- renamed to *Outcome identifier - training organisation.*

Revised for the 2006 (WAVEDS version 6.0) data element:

- deleted '50 - Recognition of prior learning'.
- added '51 - Recognition of prior learning - granted'.
- added '52 - Recognition of prior learning - not granted'.
- added '53 - Recognition of current competency - granted'.
- added '54 - Recognition of current competency - not granted'.
- added '71 - Continuing enrolment (ending in this collection year)'.

Revised for the 2011 (WAVEDS version 6.1) data element:

- deleted *Outcome identifier - training organisation* values 'CP' and '8' as per the Apprenticeship guidelines, March 2010.
- deleted rules related to *Outcome identifier - training organisation* values 'CP' and '8'.
- added *Outcome identifier - training organisation* value 'WT'.

Revised for the 2015 (WAVEDS version 7.0.B01) data element:

- added the value '61 - Superseded subject' to the classification table.
- added values in the classification scheme for TAFE: DC, HC, HD, HF, HI, HN, HP, HQ, HS, HU, HV.
- deleted values in the classification scheme for Non-TAFE: '15 - Recognition of current competency granted' and '16 - Recognition of current competency not granted'.

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- changed the classification scheme so that there is a single code '70 - Continuing enrolment' for all continuing enrolments and for all collections.
- removed the value '90 - not available code' from the classification table.
- added the values '41 - Incomplete due to RTO closure' and '85 - Not yet started'.

Revised for the 2017 (WAVEDS version 8.0.B02) data element:

- reinstated the value '71 - Continuing enrolment (ending in the collection year)' to the classification table.
- modified rules to require TAFE colleges and Training Markets *collection agencies* to report 'Not yet started' activity in data collections.

Revised for the 2018 (WAVEDS version 8.0.C03) data element:

- updated the classification scheme with codes for the TAFE SMS.

Revised for the 2019 (WAVEDS version 8.0.C05) data element:

- added the value 'L2 - Trade skills recognition' to the classification table for TAFEs.

Revised for the 2019 (WAVEDS version 8.0.C06) data element:

- added the value 'Exemption/status granted by credit transfer (higher education)' to the classification table for TAFEs.

Revised for the 2020 (WAVEDS version 8.0.C08) data element:

- added the values 'NC' and 'WPC' to the classification scheme for TAFEs;

   Revised for the 2023 (WAVEDS version **8.0.C15)**

- added the values 'L3', 'LCM', and 'LCN' to the classification scheme for TAFEs;

   Revised for the 2024 (WAVEDS version **8.0.C16)**

- added the values 'L4' to the classification scheme for TAFEs;

Parchment issue date

Field is **not** collected as part of the State data collection.

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.

Parchment issue date is required in some states other than Western Australia.

File occurrences	State field name
Program completed (*NAT00130*)	ParchDt

Classification scheme

Value	Description - Parchment issue date
blank	This field is not used by the Department in Western Australia

Rules

This field must be blank.

Parchment issue date does not form a part of the Western Australian collection.

History

Introduced for the 2017 (WAVEDS version 8.0.A01) data element as:

- *Parchment issue date.*

Parchment number

Field is **not** collected as part of the State data collection.

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.

Parchment number is required in some states other than Western Australia.

File occurrences   State field name

Program completed (*NAT00130*)   ParchNo

Classification scheme

Value	Description - Parchment number
blank	This field is not used by the Department in Western Australia

Rules

This field must be blank.

Parchment number does not form a part of the Western Australian collection.

History

Introduced for the 2017 (WAVEDS version 8.0.A01) data element as:

- *Parchment number.*

Postcode

Field is collected as part of the State and national data collection.

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.

File occurrences   State field name

Training organisation delivery location (*NAT00020*)   tplPcode
Client (*NAT00080*)   cliResPcode
Client contact details (*NAT00085*)   cpdPcode

Enrolment question (Client (NAT00080) and Client contact details (NAT00085))

The training organisation collects *Postcode* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

What is the address of your usual residence?

Suburb, locality or town
State/Territory
Postcode

What is your postal address?

Suburb, locality or town
State/Territory
Postcode

Classification scheme

Value	Description - Postcode
0001–9999	A 4-digit Australia Post postcode valid during the collection year
OSPC	Overseas address location
@@@@	Not stated (question asked of the client but no answer provided) or postcode is indiscernible

Rules

This field must not be blank in any file.

Postcode must be 'OSPC' for an overseas location or address.

Postcode must be '@@@@' if an Australia Post postcode is not provided or is indiscernible.

Where the *Postcode* is an Australia Post postcode that was valid during the collection year, this must be a valid 4-digit code.

NAT00020

Postcode with the category of 'Post office box' in the Australia Post postcode classification or '@@@@ - not specified' are not permitted in the Training organisation delivery location (*NAT00020*) file.

Postcode must be given the value 'OSPC', if the training organisation's delivery location has an overseas address in the Training organisation delivery location (*NAT00020*) file.

If *Postcode* is 'OSPC' the *State identifier* must be:

'09' Other Australian Territories or Dependencies; or
'99' Other (Overseas but not an Australian Territory or Dependency).

in the Training organisation delivery location (*NAT00020*) file.

> The *Postcode* in combination with *Address - suburb, locality or town* and *State identifier* in the Training organisation delivery location (*NAT00020*) file must match the combination specified by Australia Post.

NAT00080

Postcode must comply with the rules listed in *Appendix B - General address rules*.

Postcode must be an Australia Post postcode of a physical street address and not a postcode of a post office box address or a large volume receiver (LVR).

Postcode must be 'OSPC - Overseas address location' for international clients, irrespective of the postcode used in the overseas address or the client's temporary address in Australia.

> If the client has enrolled in two or more programs over the collection period and their residential Australia Post postcode has changed during their enrolments then the most recent residential Australia Post postcode must be reported.

NAT00085

If *Postcode* is not 'OSPC' or '@@@@' then *Postcode* in combination with *Address - suburb, locality or town* and *State identifier* must match the combination specified by Australia Post.

Guidelines

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*.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Postcode* in the *NAT00010* and *NAT00020* files.
- *Residential postcode* in the *NAT00080* file.

Classification revised for the 1999 (WAVEDS version 2.0) data element:

- renamed to *Postcode - Training organisation* in the *NAT00010* file.
- renamed to *Postcode - Training provider location* in the *NAT00020* file.
- renamed to *Postcode - Residential* in the *NAT00080* file.
- extended range of valid values to include Australia Post postcodes '8000–9999' and deleted '0000' as a valid Australia Post postcode.
- changed value '9998 - Overseas' to 'OSPC' as value '9998' may be a valid Australia Post postcode.
- deleted value '9997 - Address unknown' as postcode must not be blank in the *NAT00010* and *NAT00020* files.
- changed value '9997 - Address unknown' to '0000 - Postcode unknown' or not available for the *NAT00080* file because value '9997' may be a valid Australia Post postcode.
- added the value '@@@@ - Not stated' for the *NAT00080* file.

Revised for the 2003 (WAVEDS version 5.0) data element:

- renamed to *Postcode* in the *NAT00010* file.
- renamed to *Postcode* in the *NAT00020* file.
- renamed to *Postcode* in the *NAT00080* file.
- introduced *Postcode* in the *NAT00005* and *NAT00085* files.

Predominant delivery mode

Field is collected as part of the State data collection.

Definition

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

Context

Predominant delivery mode provides additional information for analysing delivery modes reported in the *Delivery mode identifier - national* field.

File occurrences

Training activity (*NAT00120*)

State field name

enrDelModPredomIdNat

Classification scheme

Value	Description - Predominant delivery mode
E	External delivery
I	Internal delivery
W	Workplace-based delivery
N	Not applicable - recognition of prior learning/credit transfer

Rules

This field must not be blank.

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 - national.*

Predominant delivery mode 'I - Internal delivery' indicates that internal delivery is specified as one of the values in the *Delivery mode identifier - national* field 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 - national* field 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 - national* field 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 - national* field.

Guidelines

Predominant delivery mode is based on delivery mode details reported in *Delivery mode identifier - national*. Where the training organisation indicates in *Delivery mode identifier - national* 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 - national* that an enrolment has only one delivery mode, that mode should be applied as the *Predominant delivery mode.*

Where the training organisation indicates in *Delivery mode identifier - national* 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.

History

Introduced for the 2017 (WAVEDS version 8.0.A01) data element as:

- *Predominant delivery mode.*

Prior educational achievement flag

Field is collected as part of the State and national data collection.

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.

File occurrences   State field name

Client (*NAT00080*)   cliPriorEdFlg

Enrolment question

The training organisation collects *Prior educational achievement flag* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

15. Have you SUCCESSFULLY completed any of the qualifications listed in question 16?

Yes	☐ Y
No	☐ N

Classification scheme

Value	Description - Prior educational achievement flag
Y	Yes - a prior educational achievement has been successfully completed
N	No - a prior educational achievement has not been successfully completed
@	Not stated

Rules

This field must not be blank.

If a client successfully completes a Certificate I, II, III or IV in the secondary education system then the *Prior educational achievement flag* will be 'Y' regardless of whether the client is still at school.

Senior secondary education (Year 12 or Year 11) and junior secondary education (year 10) are not post-secondary qualifications and are therefore not considered as prior education qualifications for the purpose of this collection.

For each client with a *Prior educational achievement flag* of 'Y' in the Client (*NAT00080*) file there must be at least one record in the Client prior educational achievement (*NAT00100*) file.

Guidelines

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.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

* *Prior education achievement flag.*

Revised for the 1996 (WAVEDS version 1.0) data element:

- updated description and rules to refer only to successfully completed prior educational achievements.

Revised for the 2002 (WAVEDS version 4.0) data element:

- changed the enrolment form question for *Prior educational achievement flag* to 'Have you successfully completed any of the following qualifications?'.

Prior educational achievement identifier

Field is collected as part of the State and national data collection.

Definition

Prior educational achievement identifier uniquely identifies the level of prior post secondary educational achievement successfully completed by a client.

Context

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

File occurrences	State field name
Client prior educational achievement (*NAT00100*)	peaAchieveId

Enrolment question

The training organisation collects *Prior educational achievement identifier* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

16. If YES, then tick ANY applicable boxes.

Bachelor Degree or Higher Degree	☐	008
Advanced Diploma or Associate Degree	☐	410
Diploma (or Associate Diploma)	☐	420
Certificate IV (or Advanced Certificate/Technician)	☐	511
Certificate III (or Trade Certificate)	☐	514
Certificate II	☐	521
Certificate I	☐	524
Certificates other than the above	☐	990

Classification scheme

Value	Description - Prior educational achievement identifier
008	Bachelor Degree or Higher Degree level (defined for AVETMISS use only)
410	Advanced Diploma or Associate Degree level
420	Diploma level
511	Certificate IV
514	Certificate III
521	Certificate II
524	Certificate I
990	Miscellaneous education

Rules

This field must not be blank.

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

If a client completes a Certificate I or Certificate II in secondary school, then the *Prior educational achievement identifier* must be:

- '521' - Certificate II; or
- '524' - Certificate I.

The client must have attempted and successfully completed a qualification or course.

There must be at least one record in the Client prior educational achievement (*NAT00100*) file for each client that has the *Prior educational achievement flag* of 'Y' in the Client (*NAT00080*) file.

> If a client indicates that they have a prior educational achievement but fails to identify the educational achievement type the *Prior educational achievement identifier* must be '990 - Miscellaneous education'.

Guidelines

This classification is based on a subset of level of education (LoE), one of two component classifications of the Australian Bureau of Statistics, *Australian Standard Classification of Education* (ASCED), 2001 (ABS catalogue no. 1272.0).

Senior secondary education (Year 12 or Year 11) and junior secondary education (Year 10) are not considered as prior education qualifications for the purpose of this collection.

A successful completion of Matriculation/Year 12 when delivered within what was previously known as Technical and Further Education (TAFE) sector is not recorded as a prior educational achievement for the purposes of this element.

> The Previous qualifications achieved enrolment form question 'Certificates other than the above' is recorded as '990 - Miscellaneous education'. The value '990 - Miscellaneous education' refers to formal post-compulsory education activity and includes unspecified prior educational achievements.

History

Introduced for the 1993 (AVETMISS release 1.0) data elements as:

- *Prior educational achievement identifier.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- adopted the ABS ASCED classification, 2001 (ABS catalogue no. 1272.0) for *Prior educational achievement identifier.*

- 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.

- added an 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:

  o 01 - Postgraduate Degree level;

  o 02 - Graduate Diploma and Graduate Certificate level; and

  o 03 - Bachelor Degree level.

- changed the enrolment form question for *Prior educational achievement identifier* to 'Have you successfully completed any of the following qualifications? (If YES, then tick ANY applicable boxes)'.

Program field of education identifier

Field is collected as part of the State and national data collection.

Definition

Program field of education identifier is a code that uniquely identifies the subject matter that is the ultimate aim of the skills and knowledge gained in a program.

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.

File occurrences   State field name

Program (*NAT00030A*)   cseQualFoeId

Classification scheme

Value	Description - Program field of education identifier
BBNN	Valid 4-digit narrow level field of education code

Rules

This field may be blank if *Program identifier - local* and *Program name* in combination match the code and name combination listed on the *State curriculum database* and the database provides the *Program field of education identifier* value for the listed combination.

This field may be blank if *Program recognition identifier* is '13 - Nationally recognised skill set, specified in a national training package' or '16 - Locally recognised skill set'.

Program field of education identifier 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

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

Hierarchical level	Code	Field of Education
Broad field	03	Engineering and Related Technologies
Narrow field	0305	Automotive Engineering and Technology
Detailed field	030503	Vehicle Mechanics

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.

Use the ABS website *https://www.abs.gov.au/* for a complete list of available field of education codes with descriptions. A list of valid Program field of education identifier codes can be found on the NCVER Portal *https://www.ncver.edu.au/rto-hub/statistical-standard-software/program-field-of-education-identifier*.

The *Program field of education identifier* for a program of study should be sourced from the Department's *State curriculum database*.

History

Introduced for the 1993 (AVETMISS release 1.0) data elements as:

- *Field of study identifier.*

Introduced for the 2002 (WAVEDS version 4.0) data elements as:

- renamed to *Qualification field of education identifier* based on the FOE component of the ABS ASCED classification.

Revised for the 2006 (WAVEDS version 6.0) data element:

- renamed to *Qualification/course field of education identifier.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Program field of education identifier.*

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- added a guideline referring users to the ABS and NCVER websites to retrieve lists of ASCED codes.

Program identifier - local

Field is collected as part of the State and national data collection.

Definition

Program identifier - local is a code that uniquely identifies a program (qualification, course or skill set) including local programs not recognised nationally and local variations of nationally recognised programs.

Context

Program identifier - local allows for analysis of data for all programs including programs not recognised nationally and local variations of nationally recognised programs.

File occurrences   State field name

Program (*NAT00030A*)   cseIdLoc
Training activity (*NAT00120*)   enrCseIdLoc
Program completed (*NAT00130*)   quaCseIdLoc

Classification scheme

Value	Description - Program identifier - local
text	Training package qualification code[1] as specified on the *State curriculum database*
text	Nationally recognised accredited course code[1] as specified on the *State curriculum database*
text	Nationally recognised skill set code[1] as specified on the *State curriculum database*
text	Local course code
text	Local skill set code

Format: Left justified alphanumeric value

[1] Where a State (local) code is available it should be used in preference to the national code.

Rules

Program identifier - local is a unique code that identifies a:
- program designed to lead to a qualification specified in a national training package;
- nationally recognised accredited course;
- nationally recognised skill set that is specified in a national training package;
- locally developed course that is not nationally accredited; or a
- locally developed skill set that is not nationally recognised.

Program identifier - local is mapped by the VET Enrolment Statistics Unit to *Program identifier - national* prior to submission to NCVER.

Program identifier - local should be reported consistently within a collection as the local code specified in the *State curriculum database* where the course is listed. Where it has been agreed with the Department that the *collection agency* will report national identifiers instead of local identifiers, national identifiers must be reported consistently within a collection in both *Program identifier - local* and *Program identifier - national* fields. With this approach, the exception is where a *Program identifier - national* corresponds to more than one *Program identifier - local*, for example pathways, in which case the local identifier must be reported in the *Program identifier - local* field and the national identifier must be reported in the *Program identifier - national* field.

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*.

Where *Program identifier - local* is not listed on either the *National Register of VET* or the *State curriculum database*, the identifier must be within the *allowed range for the provider*. The range of allowed values for providers is outlined in the *table below*.

All alphabetic characters in *Program identifier - local* must be uppercase.

NAT00030A

This field must not be blank.

NAT00120

If the *Commencing program identifier* is '8 - Subject-only training' then this field must be blank, otherwise this field must not be blank.
Program identifier - local must not be blank if *Client identifier - apprenticeships* and *Training contract identifier* are not blank in the Training activity (*NAT00120*) file.
Program identifier - local must not be blank for VET in Schools enrolments.

NAT00130

This field must not be blank.

Range of allowed values for Program identifier - local
(local courses not in the *State curriculum database*)

Collection agency Id	Description/name	Beginning of range	End of range
15	North Metropolitan TAFE	N900	N999
		C900	C999
		V000	V999
16	South Metropolitan TAFE	S800	S999
		M900	M999
17	North Regional TAFE	K900	K999
		P000	P999
18	Central Regional TAFE	D900	D999
		O900	O999
		G000	G999
19	South Regional TAFE	A001	A100
		B900	B999
Other	Other (non-TAFE collection agencies)	<collection agency id> <unique program id>	

Range of allowed values for Program identifier - local
(local skill sets)

Collection agency Id	Description/name	Beginning of range	End of range
15	North Metropolitan TAFE	EAA01	EZZ99
16	South Metropolitan TAFE	GAA01	GZZ99
17	North Regional TAFE	IAA01	IZZ99
18	Central Regional TAFE	KAA01	KZZ99
19	South Regional TAFE	MAA01	MZZ99
Other	Other (non-TAFE collection agencies)	<collection agency id> <unique program id>	

History

Introduced for the 1996 (WAVEDS version 1.0) data element as:

- *Course identifier.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- renamed to *Course identifier - local* to clarify differences between local values recorded and the *Course identifier - national.*

Revised for the 2006 (WAVEDS version 6.0) data element:

- renamed to *Qualification/course identifier - local.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Program identifier - local.*

- changed range for collection agency 03 from S900-S999 to S800-S999.

- changed range for collection agency 06 from A001-A050 to A001-A100.

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- updated rules to allow skill sets.

- updated rules to clarify when local program identifiers must be used.

Revised for the 2018 (WAVEDS version 8.0.B04) data element:

- added range of allowed values for skill sets.

Revised for the 2018 (WAVEDS version 8.0.C02) data element:

- Updated the descriptions in the classification scheme for *Program identifier – local* so that they reflect the use of this data element in Western Australia instead of mirroring the AVETMISS Program identifier which uses national identifiers.

Program identifier - national

Field is collected as part of the State and national data collection.

Definition

> *Program identifier - national* is a unique code that identifies:
>
> - a program designed to lead to a qualification specified in a national training package;
> - a nationally recognised accredited course; or
> - a nationally recognised skill set.

Context

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

File occurrences   State field name

Program (*NAT00030A*)   cseIdNat

Classification scheme

Value	Description - **Program identifier - national**
text	National training package qualification code (as specified on the *National Register of VET*)
text	Nationally recognised accredited course code (as specified on the *National Register of VET*)
text	Nationally recognised skill set code (as specified on the *National Register of VET*)
blank	Blank for local courses and local skill sets

Format: Left justified alphanumeric value

Rules

> *Program identifier - national* must not be blank if the program is a national training package qualification, nationally recognised accredited course or nationally recognised skill set.
>
> *Program identifier - national* must be blank if the program is a local course (*Program recognition identifier* '14') or local skill set (*Program recognition identifier* '16').
>
> *Program identifier - national* must be the valid national code listed on the *National Register of VET* if the program is a training package qualification, nationally recognised accredited course or nationally recognised skill set.
>
> All alphabetic characters in the *Program identifier - national* must be uppercase.
>
> Where a program is in a national training package qualification, *Program recognition identifier* must be '11' and *VET flag* must be 'Y' in the Program (*NAT00030A*) file.
>
> Where a program is a nationally recognised accredited course (*Program recognition identifier* of '12') that does not lead to a qualification specified in a national training package, the *Program identifier - national* must be the nationally accredited course code.
>
> Where the *collection agency* has elected to report national identifiers instead of local identifiers, national identifiers must be reported consistently within a collection in both *Program identifier - local* and *Program identifier - national* fields. With this approach, the exception is where a *Program identifier - national* corresponds to more than one *Program identifier - local*, for example pathways, in which case the local identifier must be reported in the *Program identifier - local* field and the national identifier must be reported in the *Program identifier - national* field.
>
> Where a national identifier exists, the VET Enrolment Statistics Unit will substitute the local identifier with the national identifier prior to forwarding the State AVETMISS submission to NCVER.

Guidelines

The training package qualification code of 'AAABCCDD' comprises:

AAA	is 3 alpha characters identifying the training package
B	is 1 numeric character identifying the AQF level
CC	is 2 numeric characters identifying the qualification type
DD	is 2 numeric characters identifying the version number

Customised national courses

> There may be situations where a state or territory has a number of courses with the same national course code where a national course has been customised for a specific purpose. In such cases:
>
> Where a course has been modified within the extent allowed by the relevant customisation rules, the *Program identifier - national* must be the national course code.
>
> Where a national course has been modified beyond the extent allowed by the relevant customisation rules and recognised at a state or territory level, the *Program identifier - national* must be blank and the *Program name* must not be the national course name.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Course identifier.*

Revised for the 1999 (WAVEDS version 2.0) data element:

- refined rules for the allocation of *National course identifier* to accommodate the introduction of training package qualifications.

- refined values and descriptions for *National course identifier* to align with *Recognition status identifier* descriptions.

Revised for the 2002 (WAVEDS version 4.0) data element:

- refined value descriptions for *Course identifier - national* in line with revisions to the *Recognition status identifier.*

- renamed to *Course identifier - national* to standardise naming with *Course identifier - local.*

Revised for the 2006 (WAVEDS version 6.0) data element:

- renamed to *Qualification/course Identifier - national.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Program identifier - national.*

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- updated rules to allow skill sets.

Revised for the 2018 (WAVEDS version 8.0.C03) data element:

- updated the definition to reflect differences between this data element and the *Program identifier* data element used in the national AVETMISS 8.0 standard. Also removed text from the rules section which was repeated elsewhere on the page.

Program level of education identifier

Field is collected as part of the State and national data collection.

Definition

Program level of education identifier uniquely identifies the category of the recognised qualification awarded to an individual on successful completion of a qualification or course.

This classification is based on level of education (LoE), one of two component classifications of the Australian Bureau of Statistics, *Australian Standard Classification of Education* (ASCED), 2001(ABS catalogue no. 1272.0).

Context

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

File occurrences   State field name

Program (*NAT00030A*)   cseQualLoeId

Classification scheme

Value	Description - Program level of education identifier
	Graduate Diploma level
211	Graduate Diploma
	Graduate Certificate level
221	Graduate Certificate
	Bachelor Degree level
311	Bachelor Degree (Honours)
312	Bachelor Degree (Pass)
	Advanced Diploma and associate Degree level
411	Advanced Diploma
412	Statement of Attainment at Advanced Diploma Level
413	Associate Degree
	Diploma level
421	Diploma
422	Statement of Attainment at Diploma Level
	Certificate III & IV level
511	Certificate IV
512	Statement of Attainment at Certificate IV Level
514	Certificate III
515	Statement of Attainment at Certificate III Level
	Certificate I & II level
521	Certificate II
522	Statement of Attainment at Certificate II Level
524	Certificate I
525	Statement of Attainment at Certificate I Level
	Senior secondary education
611	Year 12
613	Year 11
	Junior secondary education
621	Year 10
	Other education - non-award courses
912	Other non-award courses
	Other education - miscellaneous education
991	Statement of attainment not identifiable by level
992	Bridging and enabling courses not identifiable by level
999	Education not elsewhere classified

Rules

> This field may be blank if *Program identifier - local* and *Program name* in combination match the code and name combination listed on the *State curriculum database* and the database provides the *Program level of education identifier* value for the listed combination.

This field may be blank if *Program recognition identifier* is '13 - Nationally recognised skill set, specified in a national training package' or '16 - Locally recognised skill set'.

The training organisation is 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 that do not lead to a recognised qualification must be coded to '999 - Education not elsewhere classified' (for example, where courses do not lead directly to a qualification of any kind).

A program which has a *VET flag* of 'N' ('No - The intention of the program of study is not vocational') in the Program (*NAT00030A*) file and has a *Program level of education identifier* of '999' (Education not elsewhere classified) must not appear in the Program completed (*NAT00130*) file.

> Where a qualification is specified in a national training package (*Program recognition identifier* of '11' in the Program (*NAT00030A*) file), the *Program level of education identifier* must be equal to '411', '421', '511', '514', '521' or '524'.

Guidelines

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, 9 broad fields, 15 narrow fields and 62 detailed fields. The following certificate level example illustrates the hierarchical structure of the ASCED field of education classification:

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

Where a qualification is specified in a national training package, the *Program level of education identifier* must be 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)

See Australian Qualifications Framework: *https://www.aqf.edu.au/*.

Programs with a *VET flag* of 'Y' in the Program (*NAT00030A*) file should be checked to ensure that they have the correct *Program level of education identifier*, in most cases it will **not** be one of the following:

Senior secondary education
- **611   Year 12**
- **613   Year 11**

Junior secondary education
- **621   Year 10**

Other education - miscellaneous education

- **999   Education not elsewhere classified**

The *Program level of education identifier* for a qualification or course must be consistent with its *Program recognition identifier*. For example, all training package qualifications must be coded with a *Program recognition identifier* of '11'.

The *Program level of education identifier* value for a given course or for a program of study should be sourced from the *State curriculum database*.

History

Introduced for the 1993 (AVETMISS release 1.0) data elements as:

- *Qualification category identifier.*

Updated for the 1995 (AVETMISS release 1.1) data element:

- included Australian Qualification Framework qualifications.

Revised for the 1996 (WAVEDS version 1.0) data element:

- removed '90' - Other from the classification values because all courses of study that lead to qualifications were to be coded to the remaining values '10 - RATE - Diploma' to '88 - AQF Bachelor's Degree'.

- recoded values of '50 - Endorsements to Certificates', '70 - Certificates of competency' and '80 - Certificate of proficiency' to '99 - Not applicable' for *Qualification category identifier.*

Revised for the 1999 (WAVEDS version 2.0) data element:

- combined codes '50', '70' and '80' with code '99'; and deleted code '90'.

Revised for the 2002 (WAVEDS version 4.0) data element:

- adopted the ABS ASCED LOE at the detailed (6-digit) level for *Qualification category identifier.*

Revised for the 2006 (WAVEDS version 6.0) data element:

- renamed to *Qualification/course level of education identifier.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Program level of education identifier*.

- removed '213 - Professional specialist qualification at Graduate Diploma level' .

- removed '222 - Professional specialist qualification at Graduate Certificate level' .

- clarification of rule for exclusion of *NAT00130* awards with regards to *Program level of education identifier*.

Revised for the 2018 (WAVEDS version 7.0.C01) data element:

- updated the guidelines to reflect the latest AVETMISS wording.

Revised for the 2020 (WAVEDS version 8.0.C08) data element:

- added the values '412', '422', '512', '515', '522' and '525' to the classification scheme.

Program name

Field is collected as part of the State and national data collection.

Definition

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

Context

Program name provides descriptive information about qualification and course content.

File occurrences	State field name
Program (*NAT00030A*)	cseName

Classification scheme

Value	Description - Program name
text	Name of a national training package qualification
text	Name of a nationally recognised accredited course
text	Name of a nationally recognised skill set
text	Name of a local course
text	Name of a local skill set

Format: Left justified alphanumeric value

Rules

This field must not be blank.

Program name must be a title that conveys the content of the program of study.

The *Program name* should be, where possible, sourced from the Department's *State curriculum database*. The *National Register of VET* can be utilised for any additional information.

Where the *Program identifier - national* is a nationally accredited training package qualification or nationally accredited skill set code, the *Program name* must be the exact name of the corresponding training package qualification or skill set as specified in a national training package. These are listed in the *State curriculum database* or on the *National Register of VET*.

Where a nationally accredited course does not lead to a qualification specified in a national training package, the *Program name* must be the exact nationally accredited *Program name*. These are listed in the *State curriculum database* or on the *National Register of VET*.

Where *Program recognition identifier* is '16 – Locally recognised skill set':
- *Program name* must be in title case; and
- *Program name* must contain, but not begin with, the words 'Skill Set'.
- *Program name* must not contain alphanumeric codes (for example 'DX37').

Example of a valid skill set *Program name*: 'Microchip Implantation for Dogs and Cats Skill Set'.

Program name must be the local course name where the course is a not a nationally recognised program.

Guidelines

For local courses and local skill sets, *Program name* must be unique within the Program (*NAT00030A*) file for a given *collection agency* unless the program is superseding an earlier version.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Course name.*

Revised for the 1999 (WAVEDS version 2.0) data element:

- refined rules for the allocation of *Course name.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- modified value descriptions for *Course name* in line with revisions to the *Recognition status identifier.*

Revised for the 2006 (WAVEDS version 6.0) data element:

- renamed to *Qualification/course name.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Program name.*

Revised for the 2018 (WAVEDS version 8.0.B04) data element:

- added guidelines for local courses and local skill sets*.*

Revised for the 2018 (WAVEDS version 8.0.C02) data element:

- Updated the rules for *Program name* to specify the naming conventions for skill sets.

Program recognition identifier

Field is collected as part of the State and national data collection.

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 into categories based on recognition and accreditation.

File occurrences	State field name
Program (*NAT00030A*)	cseRecogStatId

Classification scheme

Value	Description - Program recognition identifier
	Nationally recognised training programs
11	Nationally accredited qualification specified in a national training package
12	Nationally recognised accredited course, other than a qualification specified in a national training package
13	Nationally recognised skill set specified in a national training package
	Local courses (not nationally recognised)
14	Other course
	Other
15	Higher-level qualification, other than training package qualifications or nationally recognised accredited courses
16	Locally recognised skill set
19	State skill set

Rules

This field may be blank if *Program identifier - local* and *Program name* in combination match the code and name combination listed on the *State curriculum database* and the database provides the *Program recognition identifier* value for the listed combination.

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 state skill sets or nationally recognised skill sets.

Program recognition identifier '19 - State skill set' must be used for state-developed skill sets approved by the Department.

If an accredited national course (*Program recognition identifier* = '12') has been modified beyond the extent allowed by the relevant customisation rules and the local course code has been applied for the *Course Identifier* then these courses must be reported with a *Program recognition identifier* '14 - Other courses'.

The *Program recognition identifier* of '14 - Other course' must be given one of the following values for *Program level of education identifier*:

- 912 - Other non-award courses; or
- 991 - Statement of attainment not identifiable by level; or
- 992 - Bridging and enabling courses not identifiable by level; or
- 999 - Education not elsewhere classified.

Where *Program recognition identifier* is '16 – Locally recognised skill set' or '19 - State skill set':

- *Program name* must be in title case; and
- *Program name* must contain, but not begin with, the words 'Skill Set'.
- *Program name* must not contain alphanumeric codes (for example 'DX37').

Example of a valid skill set *Program name*: 'Microchip Implantation for Dogs and Cats Skill Set'.

Guidelines

A skill set is defined as 'a single subject or combinations of subjects 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.

Skill sets should be comprised only of one or more mandatory subjects and students should be enrolled in all subjects.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Accreditation status identifier.*

Revised for the 1996 (WAVEDS version 1.0) data element:

- renamed to *Recognition status identifier* to accurately record its purpose.

Revised for the 1999 (WAVEDS version 2.0) data element:

- modified some descriptions to accommodate the introduction of national training packages.

Revised for the 2002 (WAVEDS version 4.0) data element:

- recoded values and modified the 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.

Revised for the 2006 (WAVEDS version 6.0) data element:

- renamed to *Qualification/course recognition identifier.*

Revised for the 2011 (WAVEDS version 6.1) data element:

- 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'.

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Program recognition identifier*.

Revised for the 2015 (WAVEDS version 7.0.B01) data element:

- added '13 - Nationally recognised skill set specified in a national training package'.
- added '16 - Locally recognised skill set'.

Revised for the 2018 (WAVEDS version 8.0.B04) data element:

- updated rules where value is '16 - Locally recognised skill set'.
- updated guidelines to improve skill sets definition.

Revised for the 2018 (WAVEDS version 8.0.C03) data element:

- updated the definition and context to include skill sets.

Revised for the 2020 (WAVEDS version 8.0.C08) data element:

- added '19 - State skill set'.

Purchasing contract identifier

Field is collected as part of the State data collection.

Description

Purchasing contract identifier uniquely identifies the purchasing or funding contract between the Department and the registered training organisation.

Context

Purchasing contract identifier is only used where an enrolment in a subject relates to training delivered under the terms and conditions of a contract issued by a state training authority. The *Purchasing contract identifier* is not the *Training contract identifier*.

File occurrences   State field name

Training activity (*NAT00120*)   enrPurchContId

Classification scheme

Value	Description - **Purchasing contract identifier**
text	A code that identifies the purchasing or funding contract between the state training authority and the registered training organisation

Format: Left justified alphanumeric value

Rules

This field must not be blank for delivery conducted under contract between the Department's Training Markets section and the provider, i.e. where *Funding source - state* is '11', '12', and '14'.

The *Purchasing contract identifier* is unique to the registered training organisation. The exception to this rule is where the contract is between two training organisations.

All alphabetic characters in the *Purchasing contract identifier* must be in uppercase. For Training Markets this field should be populated with the CPS (Contracted Program of Study) number under which the enrolment is funded.

History

Introduced for the 1999 (WAVEDS version 2.0) data element as:

- *TMG contract number.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- renamed to *Tender/contract identifier.*

Revised for the 2003 (WAVEDS version 5.0) data element:

- renamed to *Purchasing contract identifier.*

Purchasing contract schedule identifier

Field is **not** collected as part of the State data collection.

Description

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

Context

Purchasing contract schedule identifier is required in some states other than Western Australia.

File occurrences	State field name
Training activity (*NAT00120*)	enrPurchContSchId

Classification scheme

Value	Description - **Purchasing contract schedule identifier**
blank	This field is not used by the Department in Western Australia

Rules

This field must be blank.

Purchasing contract schedule identifier does not form a part of the Western Australian collection.

History

Introduced for the 2003 (WAVEDS version 5.0) data element as:

- *Purchasing contract schedule identifier.*

Residency status

Definition

Residency status is the citizenship or residency status of the client.

Context

Residency status is collected to assist in evaluating eligibility for income contingent loans such as loans taken out under the VET Student Loans scheme.

File Occurrences

Client (*NAT00080*)

State Field Name

cliResStatus

Classification Scheme

Value	Description - Residency status
1	Australian citizen
6	New Zealand citizen - Not identified as Special Category visa Subclass 444
25	Business Innovation and Investment (Provisional) visa - Subclass 188 (secondary holder)
30	Dependent Child visa - Subclass 445 (primary or secondary holder)
31	New Zealand Citizen Family Relationship (temporary) visa - Subclass 461 (primary or secondary holder)
7	Permanent visa - Humanitarian
8	Permanent visa - Non-Humanitarian
29	Prospective Marriage visa - Subclass 300 (primary or secondary holder)
28	Skilled Employer Sponsored Regional (Provisional) visa - Subclass 494 (secondary holder)
26	Skilled Regional (Provisional) visa - Subclass 489 (secondary holder)
27	Skilled Work Regional (Provisional) visa - Subclass 491 (secondary holder)
23	Temporary visa - Bridging visa A, B, C, D or F - Subclass 010, 020, 030, 40 or 60
24	Temporary visa - Bridging visa E - Subclass 050 or 051
10	Temporary visa - Partner (Provisional) visa - Subclass 309
11	Temporary visa - Special Category visa - Subclass 444
20	Temporary visa - Humanitarian Stay - Subclass 449
15	Temporary visa - Temporary Work (skilled) visa - Subclass 457 (secondary holder)
22	Temporary visa - Temporary Skill Shortage visa - Subclass 482 (secondary holder)
12	Temporary visa - Temporary Protection visa - Subclass 785
21	Temporary visa - Humanitarian Concern - Subclass 786
13	Temporary visa - Safe Haven Enterprise visa (SHEV) - Subclass 790
14	Temporary visa - Partner visa (Temporary) - Subclass 820 or 826
18	Temporary visa - Student visa - Subclass 500
19	Temporary visa - Other subclass or no subclass identified
17	Overseas Student Residing Overseas
@ @	Not specified or not applicable

Rules

Residency status must not be blank where the *data submitter* is a WA TAFE, WAAPA or DTWD Training Markets.

History

Introduced for the 2015 (*STP supplementary data items* version 1.0) data element as:

- *Residency status.*

Introduced for the 2020 (WAVEDS version 8.0.C07) data element as:

- *Residency status.*

Revised for the 2021 (WAVEDS version 8.0.C11) data element:

- added values for students on a subclass 500 student visa.

Revised for the 2022 (WAVEDS version 8.0.C13) data element:

- updated value '9 - Temporary visa - Bridging visa E (BVE) - Subclass 050 or 051' to '9 - Temporary visa - Bridging visa - Subclass 010, 020, 030, 050 or 051'

- added '20 - Temporary visa - Humanitarian Stay - Subclass 449'.

- added '21 - Temporary visa - Humanitarian Concern - Subclass 786'.

- updated rule specifying when *Residency status* must not be blank to include WAAPA and DTWD Training Markets.

Revised for the 2022 (WAVEDS version 8.0.C14) data element:

- removed '9 - Temporary visa - Bridging visa - Subclass 010, 020, 030, 050 or 051'

- added '22 - Temporary visa - Temporary Skill Shortage visa - Subclass 482 (secondary holder)'

- added '23 - Temporary visa - Bridging visa A,B or C- Subclass 010, 020, 030'

- added '24 - Temporary visa - Bridging visa E - Subclass 050 or 051'.

Revised for the 2024 (WAVEDS version 8.0.C16) data element:

- updated value '23 - Temporary visa - Bridging visa A, B or C - Subclass 010, 020, 030' to '23 - Temporary visa - Bridging visa A, B, C, D or F - Subclass 010, 020, 030, 40 or 60'

- added '25 - Business Innovation and Investment (Provisional) visa - Subclass 188 (secondary holder)'

- added '26 - Skilled Regional (Provisional) visa - Subclass 489 (secondary holder)'

- added '27 - Skilled Work Regional (Provisional) visa - Subclass 491 (secondary holder)'

- added '28 - Skilled Employer Sponsored Regional (Provisional) visa - Subclass 494 (secondary holder)'

- added '29 - Prospective Marriage visa - Subclass 300 (primary or secondary holder)'

- added '30 - Dependent Child visa - Subclass 445 (primary or secondary holder)'

- added '31 - New Zealand Citizen Family Relationship (temporary) visa - Subclass 461 (primary or secondary holder)'

Resource fee

Field is collected as part of the State data collection.

Definition

Resource fee reflects the fee charged to a client for an enrolment in an individual subject for materials used in training.

Context

Resource fee is used to monitor the impact of VET fees on student demand. A *Resource fee* is charged for materials that are considered essential to a course or unit of study and which do not form part of the course fee. The *Resource fee* covers materials purchased by the RTO to be consumed or transformed by students in the course of instruction, such as workshop materials, workbooks and essential uniforms. Further information is available at *https://www.dtwd.wa.gov.au/about-us#vet-fees-and-charges-policy*.

File occurrences   State field name

Training activity (*NAT00120*)   enrResourceFee

Classification scheme

Value	Description - Resource fee
00000–99999	Value of the resource fee charged rounded up to the nearest dollar

Rules

Resource fee must not be blank. Where the resource fee has been waived for the subject an amount of zero must be reported.

Resource fee is the fee charged to a client for materials used in training, disregarding the *Census date* for the subject and any instalment/payment plan that may have been entered into.

Where resource fees are calculated on a program basis, a pro-rata amount for the specific subject should be reported.

Resource fee does not include discretionary fees not directly related to training (for example parking and security passes).

History

Introduced for the 2013 (WAVEDS version 7.0.A01) data element as:

- *Resource fee.*

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- updated the definition and context to reflect the Department's *VET fees and charges policy*.

Roll identifier

Field is collected as part of the State data collection.

Definition

Roll identifier identifies enrolments belonging to the same class group. Typically, a *Roll identifier* would identify a group of students receiving training by way of the same lecturer/tutor in the same subject(s) at the same time (e.g. a class group).

Context

Roll identifier is used by training providers to associate enrolments into groups in an effort to more easily manage those enrolments. It is also used as part of the primary key for the Training activity file (*NAT00120*) to uniquely identify an enrolment.

File occurrences
State field name

Training activity (*NAT00120*)
enrRollId

Classification scheme

Value	Description - Roll identifier
text	A value representing a class group of enrolments.
@	No roll identifier or number used.

Format: Left justified alphanumeric value

Rules

This field must not be blank.

If no roll number is used or generated, the value must be '@'.

History

Introduced for the 1996 (WAVEDS version 1.0) data element as:

- *Roll identifier.*

Scheduled hours

Field is collected as part of the State data collection.

Definition

Scheduled hours specifies the number of supervised hours, including assessment time that the training organisation actually allocates for the delivery of a subject.

In Western Australia *Scheduled hours* is set to the corresponding *Nominal hours* value in the Subject (*NAT00060*) file.

Context

Scheduled hours is used to analyse training activity in the VET sector.

File occurrences   State field name

Training activity (*NAT00120*)   enrSchedHrs

Classification scheme

Value	Description - Scheduled hours
0000–9999	Number of hours

Rules

This field must not be blank.

Scheduled hours must match the *Nominal hours* value in the Subject (*NAT00060*) file.

The value is a whole number of hours. Where fractional hours occur, the value must be rounded to the nearest whole number of hours with exact half-hours rounded up to the nearest integer.

Guidelines

The *State curriculum database* holds the authoritative values for the *Nominal hours* field from which the *Scheduled hours* is derived. For the purposes of calculating *Student curriculum hours* (*SCH*), the State collection uses the earliest correct subject curriculum hour value recorded in the calendar year and stored in the *State curriculum database*.

Scheduled hours will generally be in the range 0000–0400 hours. Where the reported *Scheduled hours* exceeds 0600 or is different from *Nominal hours*, validation software will generate an error. Where the sum of *Scheduled hours* per student exceeds 1300 hours in a program, the *SVD* software will generate a warning.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Scheduled hours.*

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- moved field from the section of the file for fields required in the national data collection to the section of the file for fields not required in the national data collection but specified in the national AVETMISS standard.

School type identifier

Field is **not** collected in Western Australia and is derived for the national data collection.

Definition

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

School type identifier is not collected in Western Australia. Values are derived from the *Enrolled school identifier* field using reference information provided by the WA Department of Education.

Context

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

File occurrences   State field name

Training activity (*NAT00120*)   enrSchlTypeId

Classification scheme

Value	Description - **School type identifier**
blank	This field is not used by the Department in Western Australia

Rules

This field must be blank.

Guidelines

This field is derived from the *Enrolled school identifier* field. When the Department submits values for the *School type identifier* to NCVER it uses the following AVETMISS classification scheme:

- 21 - School - Government;
- 25 - School - Catholic;
- 27 - School - Independent;
- 31 - Technical and Further Education institute;
- 61 - Community-based adult education provider;
- 91 - Privately operated registered training organisation; and
- 92 - Home school arrangement.

In addition, when the Department submits values for the *School type identifier* to NCVER it adheres to the following AVETMISS rules and guidelines:

- This field may be blank when data is submitted to the VET Provider Collection.
- This field must not be blank when data is submitted by Boards of Studies or states and territories to the VET in Schools Collection.
- This field must not be blank if the enrolment in a program of study is a VET in Schools program.
- *School type identifier* must be the type of the client's school and not where the training takes place.

History

Introduced for the 2017 (WAVEDS version 8.0.A01) data element as:

- *School type identifier.*

Specific funding identifier - national

Field is collected as part of the State and national data collection.

Definition

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

Context

Specific funding identifier - national allows for analysis of data by specific Australian Government programs relevant to vocational education and training. In the national AVETMISS standard this field is titled '*Specific funding identifier*' as there is no '*Specific funding identifier - state*' field to distinguish it from.

File occurrences

Training activity (*NAT00120*)

State field name

enrSpecFundIdNat

Classification scheme

Value	Description - Specific funding identifier - national
text	Valid Specific funding identifier code as advised by NCVER

Rules

The *Specific funding identifier - national* is a unique code applied to an enrolment in a subject to identify Commonwealth-funded or initiated training. This field is only for use by state/territory training authorities or by training organisations advised by the Australian Government Department of Employment and Workplace Relations.

Specific funding identifier - national must not be blank if *Funding source - national* is '13 - Commonwealth specific funding program'.

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

Guidelines

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 Employment and Workplace Relations, 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.

History

Introduced for the 2011 (WAVEDS version 6.1) data element as:

- *Specific program identifier.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Specific funding identifier - national.*

Revised for the 2015 (WAVEDS version **7.0.B01)**

- guidelines changed.

Revised for the 2019 (WAVEDS version **8.0.C05)**

- Updated the rules to reflect AVETMISS wording changes regarding use of the field by state/territory training authorities or by training organisations advised by the Australian Government Department of Employment, Skills, Small and Family Business.

Revised for the 2019 (WAVEDS version **8.0.C09)**

- Updated the name Department of Employment, Skills, Small and Family Business to Department of Education, Skills and Employment.

Revised for the 2023 (WAVEDS version **8.0.C15)**

- Updated the name Department of Education, Skills and Employment to Department of Employment and Workplace Relations.

- Updated the name Department of Education and Training to Department of Employment and Workplace Relations.

Specific funding identifier - state

Field is collected as part of the State data collection.

Definition

Specific funding identifier - state is a State administered field used to identify specific areas of training which are otherwise difficult to identify.

Context

Specific funding identifier - state allows for analysis of data by specific areas of training.

File occurrences | State field name

Training activity (*NAT00120*)   enrSpecFundIdState

Classification scheme

Value	Description - Specific funding identifier - state
	Character position 1
A	Apprenticeship
E	Existing worker traineeship
H	Higher education
J	Pre-traineeship
N	New entrant traineeship
O	Other
P	Pre-apprenticeship
Blank	Not a traineeship
	Character positions 2–10
Blank	Character positions 2–10 are not currently in use

Rules

This field may be blank where the RTO is not a TAFE college.

This field must not be blank where the RTO is a TAFE college.

Character position 1:

If the Training type is 'A - Apprenticeship enrolment' then the *Specific funding identifier - state* must be 'A - Apprenticeship'.

If the Training type is 'T - Traineeship enrolment', indicating an enrolment in a traineeship, then the *Specific funding identifier - state* must be:

- 'E - Existing worker traineeship' if the training contract specifies it is an existing worker traineeship; or
- 'N - New entrant traineeship' if the training contract specifies it is a new entrant traineeship.

Character positions 2–10:

The character positions 2–10 must be blank.

History

Introduced for the 2013 (WAVEDS version 7.0.A01) data element as:

- *Specific funding identifier - state.*

Revised for the 2015 (WAVEDS version 7.0.B02) data element:

- Added classification values 'E - Existing worker traineeship' and 'N - New entrant traineeship'.

Revised for the 2019 (WAVEDS version 8.0.C06) data element:

- Added classification values 'A - Apprenticeship', 'H - Higher education', 'J - Pre-traineeship', 'O - Other' and 'P - Pre-apprenticeship'.

State identifier

Field is collected as part of the State and national data collection.

Definition

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

Context

State identifier is used to analyse VET training activity by state and territory.

File occurrences

File occurrences	State field name
Training organisation (*NAT00010*)	rtoStateId
Training organisation delivery location (*NAT00020*)	tplStateId
Client (*NAT00080*)	cliStateId
Client contact details (*NAT00085*)	cpdStateId

Classification scheme

Value	Description - State identifier
01	New South Wales
02	Victoria
03	Queensland
04	South Australia
05	Western Australia
06	Tasmania
07	Northern Territory
08	Australian Capital Territory
09	Other Australian Territories or Dependencies
99	Other (overseas but not an Australian Territory or Dependency)
@@	Not specified

Rules

This field must not be blank in any file.

State identifier must be a valid 2-digit code.

State identifier must indicate the state that is represented by the valid 4-digit Australia Post postcode supplied in *Postcode.*

State identifier must not be '99' - Other (Overseas but not an Australian Territory or Dependency) in the Training organisation (*NAT00010*) file.

If *Postcode* is 'OSPC' in the Training organisation delivery location (*NAT00020*) file or in the Client contact details (*NAT00085*) file, the *State identifier* must be '99' - Other (Overseas but not an Australian Territory or Dependency).

Guidelines

NCVER assigns Christmas Island and the Cocos (Keeling) Islands to the *State identifier* value of '05 - Western Australia' however the Department assigns these locations to '09 - Other Australian Territories or Dependencies' in its State collection in accordance with ABS classifications.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *State identifier.*

Introduced for the 1996 (WAVEDS version 1.0) data element as:

- *State identifier - Training Organisation.*

Revised for the 1999 (WAVEDS version 2.0) data element:

- renamed to *State identifier - training provider location.*

- added classification value and description '99 - Other'.

- deleted value and description '99 - Other'.

Revised for the 2003 (WAVEDS version 5.0) data element:

- combined *State identifier - training organisation* and *State identifier - training provider location* into one classification.

- renamed to *State identifier.*

- added to Submission to managing agent (*NAT00005*), and Client contact details (*NAT00085*) files.

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- added to Client (*NAT00080*) file.

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- added '@ @ - Not specified'

Statistical area level 1 identifier

Field is calculated from residential address information contained in the *NAT00080* file.

Definition

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

Statistical area level 1 identifier is based on the *Australian Statistical Geography Standard* (ASGS), 2016 (ABS catalogue no.1270.0).

Context

Statistical area level 1 identifier is used to produce aggregated client usual residential address information for reporting on client socioeconomic status, while protecting client privacy.

Training providers do not provide the *Statistical area level 1 identifier* when submitting data to the Department. The Department calculates *Statistical area level 1 identifier* from client usual residential address information provided in the *NAT00080* file.

File occurrences	State field name
Client (*NAT00080*)	cliSa1Id

Classification scheme

Value	Description - Statistical area level 1 identifier
blank	This field is not collected from training providers for Western Australia
text	Valid ASGS Statistical Area Level 1 code when calculated by the Department

Format: Left justified alphanumeric value

Rules

When submitted by a training provider, *Statistical area level 1 identifier* must be blank.

When calculated by the Department, *Statistical area level 1 identifier* should contain a valid 11-digit statistical area level 1 code as defined in the Australian Statistical Geography Standard (ASGS).

History

Introduced for the 2013 (WAVEDS version 7.0.A01) data element as:

- *Statistical area level 1 identifier.*

Revised for the 2022 (WAVEDS version 8.0.C12) data element:

- updated the version of the *Australian Statistical Geography Standard (ASGS)*, ABS catalogue no.1270.0 from 2011 to 2016

Statistical area level 2 identifier

Field is calculated from residential address information contained in the *NAT00080* file.

Definition

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

Statistical area level 2 identifier is based on the *Australian Statistical Geography Standard* (ASGS), 2016 (ABS catalogue no.1270.0).

Context

Statistical area level 2 identifier is used to produce aggregated client usual residential address information for reporting on client socioeconomic status, while protecting client privacy.

Training providers do not provide the *Statistical area level 2 identifier* when submitting data to the Department. The Department calculates *Statistical area level 2 identifier* from client usual residential address information provided in the *NAT00080* file.

File occurrences

Client (*NAT00080*)

State field name

cliSa2Id

Classification scheme

Value	Description - Statistical area level 2 identifier
blank	This field is not collected from training providers for Western Australia
text	Valid ASGS statistical area level 2 code when calculated by the Department

Format: Left justified alphanumeric value

Rules

When submitted by a training provider, *Statistical area level 2 identifier* must be blank.

When calculated by the Department, *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).

History

Introduced for the 2013 (WAVEDS version 7.0.A01) data element as:

- *Statistical area level 2 identifier.*

Revised for the 2022 (WAVEDS version 8.0.C12) data element:

- updated the version of the *Australian Statistical Geography Standard (ASGS)*, ABS catalogue no.1270.0 from 2011 to 2016

Study reason identifier

Field is collected as part of the State and national data collection.

Definition

Study reason identifier identifies the client's main study reason.

Context

Study reason identifier is used to assist in the analysis of client motivation and intention to better align VET strategies and courses to student needs.

File occurrences   State field name

Training activity (*NAT00120*)   enrStudyReasonId

Enrolment question

The training organisation collects *Study reason identifier* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

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

To get a job	☐ 01
To develop my existing business	☐ 02
To start my own business	☐ 03
To try for a different career	☐ 04
To get a better job or promotion	☐ 05
It was a requirement of my job	☐ 06
I wanted extra skills for my job	☐ 07
To get into another course of study	☐ 08
For personal interest or self-development	☐ 12
To get skills for community/voluntary work	☐ 13
Other reasons	☐ 11

Classification scheme

Value	Description - Study reason identifier
	Job related
01	To get a job
02	To develop my existing business
03	To start my own business
04	To try for a different career
05	To get a better job or promotion
06	It was a requirement of my job
07	I wanted extra skills for my job
	Further Study
08	To get into another course of study
	Other
12	For personal interest or self-development
13	To get skills for community/voluntary work
11	Other reasons
@@	Not specified

Rules

This field must not be blank.

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.

History

Introduced for the 1999 (WAVEDS version 2.0) data element as:

- *Study reason identifier.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- updated *Study reason identifier* to include more options on career directions.

Introduced for the 2003 (WAVEDS version 5.0) data element:

- added to the national standard as a part of national consistency.
- updated code values and added more to the list to bring it into line with the Student Outcome Survey.

Revised for the 2006 (WAVEDS version 6.0) data element:

- recoded values and modified descriptions for *Study reason identifier.*
- combined '09 - For personal interest' and '10 - For self-development' into '12 - For personal interest or self-development'.

Revised for the 2011 (WAVEDS version 6.1) data element:

- grouped values for *Study reason identifier* under Job related, Further study and Other subheadings.

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- deleted the rule that *Study reason identifier* must be the same for each enrolment of a client in a program. It is now permissible for a student to have multiple study reason values for different subject enrolments in the same program.

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- added '13 - To get skills for community/voluntary work'

Subject field of education identifier

Field is collected as part of the State and national data collection.

Definition

The field of education (FOE) is the subject matter of the unit of competency or module.

Subject field of education identifier is based on the FOE at the detailed level (6-digit), which is one part of the *Australian Standard Classification of Education* (ASCED) 2001 (ABS catalogue no.1272.0).

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 FOE.

File occurrences	State field name
Subject (*NAT00060*)	modFoeId

Classification scheme

Value	Description - Subject field of education identifier
BBNNDD	Valid 6-digit detailed level field of education code.

Rules

This field may be blank if *Subject identifier - local* and *Subject name* in combination match the code and name combination listed on the *State curriculum database* and the database provides the *Subject field of education identifier* value for the listed combination.

Subject field of education identifier must be a valid detailed level (6-digit) FOE code.

For the complete list of up-to-date *Subject field of education identifier* values used under the AVETMISS standard, please refer to NCVER website *www.ncver.edu.au* under Statistical Standards - Systems files.

Subject field of education identifier should be sourced from the Department's *State curriculum database*. For modules belonging to locally developed programs that are not nationally accredited, the *Subject field of education identifier* must be assigned by the training organisation.

Guidelines

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:

Hierarchical level	Code	Field of education
Broad field	03	Engineering and related technologies
Narrow field	0305	Automotive engineering and technology
Detailed field	030503	Vehicle mechanics

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 the *National Register of VET* then 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*.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Discipline group identifier.*

Introduced for the 2002 (WAVEDS version 4.0) data element:

- replaced the *Discipline group identifier* (5-digit) with the *Module/unit of competency field of education identifier* in concordance with the relevant ABS classification.

- modified the description of the blank value for *Module/unit of competency field of education identifier.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Subject field of education identifier.*

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- updated guidelines to reflect updated AVETMISS wording.

Subject identifier - local

Field is collected as part of the State and national data collection.

Definition

Subject identifier - local identifies a specific subject within the WA VET sector.

Context

Subject identifier - local is used in lieu of *Subject identifier - national* to meet a variety of state specific needs that are not addressed through use of the national identifier alone.

This code is usually the *State curriculum database* local identifier for the subject.

File occurrences	State field name
Subject (*NAT00060*)	modIdLoc
Training activity (*NAT00120*)	enrModIdLoc

Classification scheme

Value	Description - Subject identifier - local
text	State accredited module code
text	Other module code
text	Unit of competency code

Format: Left justified alphanumeric value

Rules

This field must not be blank.

The *State curriculum database* subject code must be used where a training provider uses a subject that is listed on the *State curriculum database*.

Where a training provider does not use an identifier from the *State curriculum database*, the *Subject identifier - local* must be within the *allowed range for the provider*. The range of allowed values for providers is outlined in the *next table*.

Subject identifier - local should be reported consistently within a collection as the local code specified in the *State curriculum database* where the subject is listed.

However, where the *collection agency* has elected to report national identifiers instead of local identifiers, national identifiers must be reported consistently within a collection in both *Subject identifier - local* and *Subject identifier - national* fields. With this approach, the exception is where a *Subject identifier - national* corresponds to more than one *Subject identifier - local*, in which case the local identifier must be reported in the *Subject identifier - local* field and the national identifier must be reported in the *Subject identifier - national* field.

All alphabetic characters in the *Subject identifier - local* must be uppercase.

Where a national identifier exists, the VET Enrolment Statistics Unit will substitute the local identifier with the national identifier prior to forwarding the State AVETMISS submission to NCVER.

Range of allowed values for Subject identifier - local not in the *State curriculum database*

Collection Agency Id	Description/name	Beginning of range	End of range
15	North Metropolitan TAFE	N9013	N9999
		C2000	C2999
		V0000	V9999
16	South Metropolitan TAFE	S0001	S0479
		09000	09999
		W3000	W5000
		W0000	W0017
17	North Regional TAFE	K9500	K9999
		P0000	P9999
18	Central Regional TAFE	D9500	D9999
		O9500	O9999
		G0000	G9999
19	South Regional TAFE	A0001	A1000
		B9500	B9999
Other	Other (non-TAFE collection agencies)	<collection agency id><unique subject id>	

History

Introduced for the 1996 (WAVEDS version 1.0) data element as:

- *Module identifier.*

Introduced for the 1999 (WAVEDS version 2.0) data element as:

- *Module identifier or unit of competency identifier.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- renamed to *Module/unit of competency identifier - local* to clarify differences between local values recorded and the *Module/unit of competency identifier - national.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to '*Subject identifier - local*'.

Subject identifier - national

Field is collected as part of the State and national data collection.

Definition

Subject identifier - national is a unique code used to identify a specific unit of competency as specified within a national training package or a nationally accredited module or a training organisation module in which a client may enrol.

Context

Subject identifier - national is used to ensure a nationally consistent approach for analysis.

File occurrences   State field name

Subject (*NAT00060*)   modIdNat

Classification scheme

Value	Description - Subject identifier - national
text	Module or unit of competency identifier

Format: Left justified alphanumeric value

Rules

All alphabetic characters in the *Subject identifier - national* must be uppercase.

Subject identifier - national for unique modules or units of competency must be consistent across collections.

When allocating the *Subject identifier - national*, the following hierarchy must be observed:

- If the *Subject identifier - national* represents a unit of competency in a nationally accredited training package, the *Subject identifier - national* must be as listed by the *State curriculum database* and the *National Register of VET*.

- If the *Subject identifier - national* represents a module in a nationally accredited course, the *Subject identifier - national* must be the nationally accredited module code.

> If the *Subject identifier - local* represents a locally developed module (not a nationally accredited unit of competency or module) then the *Subject identifier - national* must be blank.
>
> Where the *collection agency* has elected to report national identifiers instead of local identifiers, national identifiers must be reported consistently within a collection in both *Subject identifier - local* and *Subject identifier - national* fields. With this approach, the exception is where a *Subject identifier - national* corresponds to more than one *Subject identifier - local*, in which case the local identifier must be reported in the *Subject identifier - local* field and the national identifier must be reported in the *Subject identifier - national* field.
>
> Where a national identifier exists, the VET Enrolment Statistics Unit will substitute the local identifier with the national identifier prior to forwarding the State AVETMISS submission to NCVER.

Guidelines

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 - national* of a module can take any combination of alphanumeric characters up to 12 characters, as determined by the course developer and course accreditation body.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *National Module Identifier.*

Revised for the 1999 (WAVEDS version 2.0) data element:

- changed field length to 12 to facilitate reporting of *Module identifier or unit of competency identifier* in the same field as *National module identifier* in the Training activity (*NAT00120*) file.

- refined rules for the allocation of *National module identifier.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- refined value descriptions for *Module/unit of competency identifier - National* in line with revisions to the *Recognition status identifier.*

- renamed to *Module/unit of competency identifier - national* to standardise naming conventions.

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Subject identifier - national.*

- change in the guidelines; *Subject identifier - national* for a unit of competency was of format 'AAABBBBBBBBC' now is of format 'AAABBBBCDDDE'.

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- updated guidelines to reflect updated AVETMISS wording

Subject name

Field is collected as part of the State and national data collection.

Definition

Subject name is the title of a unit of competency or module identified by *Subject identifier - local*.

Context

Subject name describes the subject matter covered in a unit of competency or module.

File occurrences	State field name
Subject (*NAT00060*)	modName

Classification scheme

Value	Description - Subject name
text	Unit of competency or module name

Format: Left justified alphanumeric value

Rules

This field must not be blank.

Subject name must be in uppercase.

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 *State curriculum database* or 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 module, the *Subject name* must be the training organisation module name and not a national name.

This field is usually the source for printing on the parchment (testamur) given to a student for national recognition purposes. Therefore, *Subject name* must be the **exact name** of the unit of competency as specified within a national training package as listed on the *National Register of VET*.

Where a subject is nationally accredited *Subject name* must have the correct associated *Subject identifier - national* as specified on the *National Register of VET*. In most instances, the identifier can be sourced from the Department's *State curriculum database*.

Guidelines

Subject name may be used in several training packages and may be associated with more than one *Subject identifier - national*.

Note that the *National Register of VET* only displays the most recent versions of units of competency. It is advisable for training organisations to retain the *Subject name* associated with each version of the unit of competency for data management purposes and only report activity to the appropriate version delivered.

For locally developed modules the *Subject name* should meaningfully indicate the subject matter of the module, for example 'Basic Numeracy 1', and not 'C100MOD007'.

History

Introduced for the 1993 (AVETMISS release 1.0) data elements as:

- *Module name.*

Revised for the 1999 (WAVEDS version 2.0) data elements:

- renamed to *Module name or unit of competency name.*
- refined rules for allocation of *Module name or unit of competency name.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- renamed to *Module/unit of competency name.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Subject name.*

Survey contact status

Field is collected as part of the State and national data collection.

Definition

> *Survey contact status* identifies reasons to exclude clients from the national Student Outcomes Survey and other NCVER communications.

Context

> *Survey contact status* is used to exclude clients from participating in the national Student Outcomes Survey and other NCVER communications.

File occurrences   State field name

Training organisation (*NAT00080*)   cliSurveyStatus

Classification scheme

Value	Description - Survey contact status
A	Available for survey use
C	Correctional facility (address or enrolment)
D	Deceased student
E	Excluded from survey use
I	Invalid address / Itinerant student (very low likelihood of response)
M	Minor - under age of 15 (not to be surveyed)
O	Overseas (address or enrolment)

Format: Left justified alphanumeric value

Rules

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

This field may be blank in the VET in Schools Collection.

> Survey contact status must not be 'M - Minor - under age of 15 (not to be surveyed)' if *Date of birth* indicates that the client is 15 or older.
>
> Survey contact status must not be 'O - Overseas (address or enrolment)' if client *Postcode* is not 'OSPC'.

Guidelines

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.

> A classification value of 'E - Excluded from survey use' does not exclude the student from being contacted by the Department.

History

Introduced for the 2017 (WAVEDS version 8.0.A01) data element as:

- *Survey contact status.*

Revised for the 2018 (WAVEDS version 8.0.B04) data element:

- updated rules and guidelines to clarify the circumstances under which 'M - Minor - under age of 15 (not to be surveyed)' and 'O - Overseas (address or enrolment)' can be used.

TAFE international client identifier

Field is collected as part of the State data collection.

Definition

> *TAFE international client identifier* is a unique number allocated to each international student enrolled and managed through *TAFE International Western Australia*.

Context

> *TAFE international client identifier* is required for identification and reporting of training activity in the VET provider collection of international students enrolled and managed through *TAFE International Western Australia*.

File occurrences   State field name

Training activity (*NAT00120*)   enrEtiId

Classification scheme

Value	Description - TAFE international client identifier
Text	A valid TAFE international client identifier

Format: Left justified alphanumeric value

Rules

> This field must not be blank for overseas student enrolments managed by TAFE International Western Australia.
>
> The *TAFE international client identifier* must be a valid number as managed by *TAFE International Western Australia*.
>
> The *TAFE international client identifier* must be unique for each client in the Client (*NAT00080*) file submitted by a *collection agency*.

Guidelines

> Where a client has a *TAFE international client identifier*, *Funding source - state* would normally be '41 - International onshore fee for service'.

History

Introduced for the 2011 (WAVEDS version 6.1) data element as:

- *Education and Training International Identifier.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- moved *Education and Training International Identifier* from the Client (*NAT00080*) file to the Training activity (*NAT00120*) file and renamed to *Education and Training International client identifier*.

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- renamed to *TAFE international client identifier*.

TAFE international flag

Field is collected as part of the State data collection.

Definition

TAFE international flag indicates whether a client has been granted an award by *TAFE International Western Australia* for a successful completion of a recognised qualification or a course.

Context

TAFE international flag is required for identification and reporting of *TAFE International Western Australia* awarded qualifications.

File occurrences   ## State field name

Client (*NAT00130*)   quaEtiFlg

Classification scheme

Value	Description - TAFE international flag
Y	Qualification is awarded by *TAFE International Western Australia*
N	Qualification is not awarded by *TAFE International Western Australia*

Format: Left justified alphanumeric value

Rules

This field must not be blank.

Education and Training International flag must be 'Y' where the qualification is awarded by *TAFE International Western Australia*.

History

Introduced for the 2011 (WAVEDS version 6.1) data element as:

- *ETI Qualification awarded flag.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed to *Education and Training International flag*.

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- renamed to *TAFE international flag*.

Telephone number

Field is collected as part of the State and national data collection.

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.

File occurrences	State field name
Training organisation (*NAT00010*)	rtoPhoneNum
Training organisation (*NAT00085*)	
Telephone number [home]	cpdPhoneHome
Telephone number [mobile]	cpdPhoneMob
Telephone number [work]	cpdPhoneWork

Enrolment question (for the Client contact details (*NAT00085*) File)

The training organisation collects *Telephone number* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

Enter your contact details?

Home phone	
Work phone	
Mobile	
Email address	
Alternative email address (optional)	

Classification scheme

Value	Description - Telephone number
text	Valid telephone number up to 10 digits

Format: Left justified alphanumeric value

Rules

This field may be blank.

NAT00010

Telephone number must be a valid Australian telephone number and include the area code.

The contact number provided should be that of the AVETMISS contact from the training organisation or *collection agency*.

NAT00085

Telephone number [home] must be a valid Australian telephone number and include the area code.

Telephone number [home] should be in the following format 0123456789.

Telephone number [mobile] must be a valid Australian mobile telephone number.

Telephone number [mobile] should be in the following format 0423456789.

Telephone number [work] must be a valid Australian telephone number and include the area code.

Telephone number [work] should be in the following format 0123456789.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Phone number.*

Revised for the 2003 (WAVEDS version 5.0) data element:

- renamed to *Telephone number.*
- added to Submission to managing agent (*NAT00005*) file.

Revised for the 2017 (WAVEDS version 8.0.A01) data element:

- incorporated *Telephone number - home* as *Telephone number [home].*
- incorporated *Telephone number - mobile* as *Telephone number [mobile].*
- incorporated *Telephone number - work* as *Telephone number [work].*

Revised for the 2018 (WAVEDS version 8.0.B04) data element:

- added rule to specify format of *Telephone number [mobile]* to align with national AVETMISS standard.

Training contract identifier

Field is collected as part of the State and national data collection.

Definition

Training contract identifier uniquely identifies an apprentice or trainee training contract registered with a training authority.

Context

Training contract identifier is required in combination with the *Client identifier - apprenticeships* for data cross-referencing between the AVETMISS VET provider collection and the AVETMISS Apprenticeships Collection.

File occurrences	State field name
Training activity (*NAT00120*)	enrCotNewAppId

Classification scheme

Value	Description - **Training contract identifier**
text	A unique identifier that is used to generate the *Training contract identifier* field in the Training contract transaction (*NAT00150*) file within AVETMISS for apprentices and trainees
blank	If and only if *Client identifier - apprenticeships* is blank

Format: Left justified alphanumeric value

Rules

This identifier is the training contract identifier used in the Department's Western Australian Apprenticeship Management System (WAAMS).

Training contract identifier must be uppercase.

This field may be blank if and only if *Client identifier - apprenticeships* is blank in the Training activity (*NAT00120*) File.

This field must be blank if *Program identifier - local* is blank in the Training activity (*NAT00120*) file.

This field must not be blank if *Training type identifier* field is 'A - Apprentice' or 'T - Trainee'.

This field must be blank if *Training type identifier* field is not 'A - Apprentice' or 'T - Trainee'.

For each *Training contract identifier* recorded in the Training activity (*NAT00120*) file there must also be a *Client identifier - apprenticeships* in the Training activity (*NAT00120*) file.

Each unique *Training contract identifier* can relate to only one unique *Client identifier - apprenticeships* and only one unique *Client identifier* in Training activity (*NAT00120*) file.

If the *Training contract identifier* and *Client identifier - apprenticeships* are not blank then the *Program identifier - local* of the enrolment must have a *Program recognition identifier* of '11' or '12' in the Program (NAT00030A) file.

Guidelines

Training contract identifier and *Client identifier - apprenticeships* should be the same for each unique combination of *Program identifier - local* and *Client identifier*.

Training contract identifier is only used where training activity in a subject 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.

Where a *Training contract identifier* is recorded, a *Client identifier - apprenticeships* must also be recorded and should be the same combination that is used to generate the Contract of training transaction (*NAT00150*) file within AVETMISS for apprentices and trainees.

History

Introduced for the 2002 (WAVEDS version 4.0) data element as:

- *Training contract identifier.*

Introduced for the 2003 (WAVEDS version 5.0) data element as:

- *Training contract identifier - new apprenticeships.*
- added to the national Standard as a part of national consistency.

Renamed for the 2006 (WAVEDS version 6.0) data element to:

- *Training contract identifier.*

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- updated rules to reflect the Department's new WAAMS system and to state that *Training contract identifier* and *Client identifier - apprenticeships* should be the same for each unique combination of *Program identifier - local* and *Client identifier*.

Revised for the 2019 (WAVEDS version 8.0.C04) data element:

- clarified rules relating to the constraints which apply depending on the *Program recognition identifier* of the enrolled program.

Training organisation delivery location identifier

Field is collected as part of the State and national data collection.

Definition

Training organisation delivery location identifier is a unique code that identifies a training organisation's delivery location.

Context

Training organisation delivery location identifier is used to construct the regional picture of VET activities and its outputs by uniquely identifying the delivery locations for training organisations.

File occurrences   State field name

Training organisation delivery location (*NAT00020*)   tplId

Training activity (*NAT00120*)   enrTplId

Classification scheme

Value	Description - Training organisation delivery location identifier
text	A delivery location identifier that is unique within a training organisation

Format: Left justified alphanumeric value

Rules

This field must not be blank.

Training organisation delivery location identifier must be unique within each training organisation.

Guidelines

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 at the same street address should be reported as the same training provider location.

Training organisation delivery location identifier must be the same code in and across all collections.

> Training organisation delivery locations are expected to indicate the actual training location at which the training has taken place. It is acknowledged that it is not always practical to allocate the actual training delivery location where the predominant *Delivery mode identifier - state* is one of the following:
>
> * 'R - Remote conferencing';
> * 'E - Self-paced external';
> * 'W - Workplace delivery';
> * 'A - Workplace assessment'; or
> * 'P - Auspiced partnership'.
>
> In these cases, where it is not practical to allocate the actual training delivery location, *Training organisation delivery location identifier* should reflect the location from which the training is coordinated.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Training provider location identifier.*

Revised for the 2003 (WAVEDS version 5.0) data element:

- renamed to *Training organisation delivery location identifier.*

Revised for the 2018 (WAVEDS version 8.0.B04) data element:

- updated guidelines to specify *Delivery mode identifier – state* values where the training coordination location can be reported as training organisation delivery location*.*

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- updated rules and guidelines to reflect changes to AVETMISS wording.

Training organisation delivery location name

Field is collected as part of the State and national data collection.

Definition

Training organisation delivery location name is the name issued by the training organisation for a training organisation's delivery location.

Context

Training organisation delivery location name is used to describe delivery locations for training organisation.

File occurrences   State field name

Training organisation delivery location (*NAT00020*)   tplName

Classification scheme

Value	Description - Training organisation delivery location name
text	Valid training organisation delivery location name

Format: Left justified alphanumeric value

Rules

This field must not be blank.

All alphabetic characters in the *Training organisation delivery location name* must be uppercase.

Training organisation delivery location name must not contain meaningless or coded names such as 'Room 303' or '21 Station Street'.

Training organisation delivery location identifier with *Training organisation delivery location name* uniquely identifies the training organisation.

Guidelines

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 at the same street address should be reported as the same training provider location.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Training provider location name.*

Revised for the 2003 (WAVEDS version 5.0) data element:

- renamed to *Training organisation delivery location name.*

Training organisation identifier

Field is collected as part of the State and national data collection.

Definition

Training organisation identifier uniquely identifies a training organisation.

Context

Training organisation identifier is used to identify registered training organisations.

File occurrences   State field name

Training organisation (*NAT00010*)	rtoId
Training organisation delivery location (*NAT00020*)	tplRtoId
Training activity (*NAT00120*)	enrRtoId
Program completed (*NAT00130*)	quaRtoId

Classification scheme

Value	Description - Training organisation identifier
4756	WA Academy of Performing Arts
52395	TAFE International Western Australia
52786	North Metropolitan TAFE
52787	South Metropolitan TAFE
52788	North Regional TAFE
52789	Central Regional TAFE
52790	South Regional TAFE
XXXXX	Other Registered Training Organisations with values from the *National Register of VET*

Rules

This field must not be blank.

Training organisation identifier must be the valid unique national code where a registered training organisation is listed on the *National Register of VET*.

Training organisation identifier must be uppercase.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Training organisation identifier.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- updated code values as listed on the national register, NTIS.

Revised for the 2003 (WAVEDS version 5.0) data element:

- updated College list and introduced Swan and Pilbara colleges.

Revised for the 2011 (WAVEDS version 6.1) data element:

- updated training organisation names.

Revised for the 2015 (WAVEDS version 7.0.B01) data element:

- updated training organisation names 2465, 0353, 2536.

Training organisation name

Field is collected as part of the State and national data collection.

Definition

Training organisation name is the trading or business name of a training organisation.

Context

Training organisation name is used to identify registered and non-registered training organisations.

File occurrences	State field name
Training organisation (*NAT00010*)	rtoName

Classification scheme

Value	Description - Training organisation name
text	Valid training organisation name

Format: Left justified alphanumeric value

Rules

This field must not be blank.

Training organisation name must not be an acronym.

Training organisation name must be the exact name of the registered training organisation as specified on the *National Register of VET*.

The first letter of each word must be in upper case. All other letters should be in lower case.

Guidelines

Training organisation name will generally be the name under which a training organisation is registered or operates as a legal entity.

If *Training organisation name* is greater than 100 characters the name is to be truncated.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Training organisation name.*

Training type identifier

Field is collected as part of the State data collection.

Definition

Training type identifier distinguishes various categories of employment-based enrolments from institutional enrolments.

Context

Training type identifier is used to analyse employment-based and institutional-based enrolments.

File occurrences
Training activity (*NAT00120*)

State field name
enrTrainTypeId

Classification scheme

Value	Description - Training type identifier
A	Apprenticeship enrolment
T	Traineeship enrolment
P	Pre-apprenticeship enrolment
J	Pre-traineeship enrolment
H	Higher education sector enrolment
O	All other enrolments

Rules

This field must not be blank.

The *Training type identifier* must be a valid value as specified in the list above.

If *Training type identifier* is

- 'A - Apprenticeship enrolment';
- 'T - Traineeship enrolment';
- 'P - Pre-apprenticeship enrolment'; or
- 'J - Pre-traineeship enrolment'

then the *Program identifier - local* of the enrolment must have a *Program recognition identifier* of '11' or '12' in the Program (NAT00030A) file.

Guidelines

All enrolments for a client in a given course would normally have the same *Training type identifier* value.

History

Introduced for the 1999 (WAVEDS version 2.0) data element as:

- *Type of module enrolment.*

Revised for the 2002 (WAVEDS version 4.0) data element:

- renamed to *Training type identifier.*
- updated and added code values.

Revised for the 2003 (WAVEDS version 5.0) data element:

- updated code values to 'Apprenticeship', 'Traineeship', 'Pre-Apprenticeship' and 'All other enrolments'.

Revised for the 2011 (WAVEDS version 6.1) data element:

- added 'H' for Higher education sector enrolment.

Revised for the 2019 (WAVEDS version 8.0.C04) data element:

- added 'J' for pre-traineeship enrolment.

- added a rule stating that enrolments with *Training type identifier* values of 'A - Apprenticeship enrolment', 'T - Traineeship enrolment', 'P – Pre-apprenticeship enrolment' or 'J – Pre-traineeship enrolment' must have a *Program identifier - local* which has a *Program recognition identifier* of '11' or '12' in the Program (NAT00030A) file.

Unique student identifier

Field is collected as part of the State and national data collection.

Definition

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

Context

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

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

File occurrences   State field name

Client (*NAT00080*)   cliUsi

Enrolment question

The training organisation collects *Unique student identifier* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

Enter your Unique Student Identifier (if you already have one)

Classification scheme

Value	Description - Unique student identifier
alphanumeric	Valid 10-character USI code
INDIV	Individual exemption for genuine objection to being assigned a USI.
INTOFF	International offshore client exemption

Format: Left justified alphanumeric value

Rules

This field must not be blank under the requirements outlined in the Student Identifiers Act 2014.

Where a client has already been issued a 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 characters long.

If *Unique Student Identifier* is 'INTOFF', a client's *Postcode* must be 'OSPC'.

This field must not be blank if the Issued Flag is Y and the Date program Completed is in or after 2015 and the Program is listed on the *National Register of VET*.

This field must not be blank if the Subject is listed on the *National Register of VET* and the *Outcome identifier - national* is not '85 - Not yet started'.

This field must not be blank where the client has training activity funded by the Department.

This field must not be INTOFF when Client postcode is not OSPC.

Guidelines

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 identifier* values 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/help/exemptions-reporting-usi*. 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.

> This field should be unique for each combination of *Name for encryption*, *Gender* and *Date of birth*.
>
> Non-exempt USI should not match multiple combinations of *Name for encryption*, *Gender* and *Date of birth*.
>
> Note that in Western Australia all payments to providers in relation to publicly subsidised training are conditional upon the provision of a valid *Unique student identifier*.

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.

History

Introduced for the 2013 (WAVEDS version 7.0.A01) data element as:

- *Unique student identifier.*

Revised for the 2015 (WAVEDS version 7.0.B01)

- activated as a required data item.

Revised for the 2017 (WAVEDS version 8.0.B01) data element:

- updated rules and guidelines to align with national AVETMISS standard.

Revised for the 2018 (WAVEDS version 8.0.B04) data element:

- updated guidelines for exemption codes.

Revised for the 2018 (WAVEDS version 8.0.C01) data element:

- updated context, descriptions, rules and guidelines to reflect changes to AVETMISS wording.

USI verification date

Definition

USI verification date is the date that the *USI verification status* has been determined for a client's *Unique student identifier*.

Context

USI verification status is used to report whether a client's details match the combination of *Unique student identifier*, first name, family name and date of birth held in the national USI Registry System. *USI verification date* is used to report the date that the client's details were submitted to the USI Registry System for verification.

File Occurrences   State Field Name

Client (*NAT00080*)   cliUsiVerifDt

Classification Scheme

Value	Description - USI verification date
DDMMYYYY	The date that the *USI verification status* was determined
blank	Not applicable - *Unique student identifier* has not been provided

Rules

USI verification date must not be blank if *Unique student identifier* is not blank and the data submitter is a WA TAFE.

If a *Unique student identifier* has been provided, *USI verification date* must represent the date that the *USI verification status* was determined.

History

Introduced for the 2015 (*STP supplementary data items* version 1.0) data element as:

- *USI verification date.*

Introduced for the 2020 (WAVEDS version 8.0.C07) data element as:

- *USI verification date.*

USI verification status

Definition

USI verification status indicates whether a *Unique student identifier* has been verified in the national USI Registry System.

Context

USI verification status is used to report whether a client's details match the combination of *Unique student identifier*, first name, family name and date of birth held in the national USI Registry System.

File Occurrences   State Field Name

Client (*NAT00080*)   cliUsiVerifStatus

Classification Scheme

Value	Description - USI verification status
F	Failed verification
I	In progress
N	Not checked
V	Verified
blank	Not applicable - *Unique student identifier* has not been provided

Rules

USI verification status must not be blank if *Unique student identifier* is not blank and the data submitter is a WA TAFE.

USI verification status must contain a valid value if *Unique student identifier* is not blank.

History

Introduced for the 2015 (*STP supplementary data items* version 1.0) data element as:

- *USI verification status.*

Revised for the 2019 (*TAFE supplementary data items* 8.0.C06) data element:

- Added a guideline stating that where *USI verification status* is not 'V - Verified' the *Unique student identifier* will be removed from the *NAT00080* file.

Introduced for the 2020 (WAVEDS version 8.0.C07) data element as:

- *USI verification status.*

Revised for the 2020 (WAVEDS version 8.0.C07) data element:

- Removed the guideline added previously for the 2019 (TAFE supplementary data items 8.0.C06) which stated that where *USI verification status* is not 'V - Verified' the *Unique student identifier* will be removed from the NAT00080 file.

VET flag

Field is collected as part of the State and national data collection.

Definition

VET flag indicates whether the intention of the program of study is vocational.

Context

VET flag is used to analyse the vocational and non-vocational education training activity.

File occurrences   State field name

Program (*NAT00030A*)   cseVetFlg
Subject (*NAT00060*)   modVetFlg

Classification scheme

Value	Description - VET flag
Y	Yes - The intention of the program of study is vocational
N	No - The intention of the program of study is not vocational

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 'Y - Yes' when reporting to the National VET in Schools Collection.

VET flag must be 'N - No' if the purpose of the program or subject is not designed for vocational training.

NAT00030A

This field must not be blank.

NAT00060

This field may be blank if *Subject identifier - national* and *Subject name* in combination match the code and name combination listed on the *National Register of VET*.

If the *Program recognition identifier* is '11 - Nationally accredited qualification designed to lead to a qualification specified in a national training package', *VET flag* must be 'Y' in the Program (*NAT00030A*) file.

VET flag must be 'Y' in the Program (*NAT00030A*) file where a qualification has a *Program level of education identifier* of:

Certificate level:
- 524 Certificate I
- 521 Certificate II
- 514 Certificate III
- 511 Certificate IV

Advanced Diploma and Diploma level:
- 421 Diploma
- 411 Advanced Diploma

Bachelor Degree level:
- 311 Bachelor Degree (Honours)
- 312 Bachelor Degree (Pass)

Graduate Diploma and Graduate Certificate level:
- 221 Graduate Certificate
- 211 Graduate Diploma

If a subject is undertaken as part of a Stream 2000–4500 course, the subject is assumed vocational and *VET flag* would be 'Y', otherwise 'N'.

Note: A generic form of the Stream of study classification used in AVETMISS release 2.0 has been retained in the Department's *State curriculum database* for state purposes.

Guidelines

Vocational training describes a program of study 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 Training Register but they would be reported as *VET flag* = 'Y - Yes'.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Stream of study identifier.*

Revised for the 1999 (WAVEDS version 2.0) data element:

- replaced *Stream of study identifier* to *VET flag.*

Revised for the 2018 (WAVEDS version 8.0.B04) data element:

- updated rules for Program (*NAT00060*) file to match national standard*.*

- added guidelines to improve clarity of vocational training definition to match national standard.

VET in schools flag

Field is collected as part of the State and national data collection.

Definition

VET in schools flag identifies whether a subject enrolment is part of a VET in schools program.

Context

VET in schools flag may be used to analyse training activity within VET in schools programs.

File occurrences	State field name
Training activity (*NAT00120*)	enrVetInSchlFlg

Classification scheme

Value	Description - VET in schools flag
Y	Yes - VET in schools program
N	No - not a VET in schools program

Rules

This field must not be blank.

VET in schools flag must be 'Y' if the enrolment in a program of study is a VET in schools program

VET in schools flag must be 'N' if the enrolment in a program of study is a not a VET in schools program.

VET in schools flag must be 'Y' when data is submitted by Boards of Studies to the National VET in Schools Collection.

Guidelines

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.

Any enrolment that meets the criteria above, but is not undertaken as part of the student's school curriculum, i.e. out of school hours, is a VET in schools enrolment if the client is enrolled at school during the activity period.

Clients who are enrolled at school and are not school-aged are not excluded from VET in schools programs.

Clients who are home-schooled should be reported as *VET in schools flag* = 'Y' if the enrolment meets the criteria above for a VET in schools program.

If *VET in schools flag* is 'Y' the *At school flag* is normally 'Y'. An exception to this is where a client is enrolled as VET in schools in one semester and as non-VET in schools in the other semester of a collection year.

History

Introduced for the 2003 (WAVEDS version 5.0) data element as:

- *VET in schools flag.*

- added to the national data collection.

Revised for the 2004 (WAVEDS version 5.1) data collection

- added to the national data collection.

- revised business rules to tie in with *Education identifier.*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- removed reference to the MCEETYA VET in schools definition to reflect change in national AVETMISS standard.

Revised for the 2018 (WAVEDS version 8.0.C02) data element:

- Updated the guidelines to state that clients who are home-schooled should be reported with *VET in schools flag* = 'Y' if the enrolment meets the criteria for a VET in schools program.

Year highest school level completed

Field is collected as part of the State data collection.

Definition

Year highest school level completed identifies the calendar year in which a client completed their highest level of schooling.

Context

Year highest school level completed is used to assist in the analysis of pathways into VET.

File occurrences   State field name

Client (*NAT00080*)   cliYrHSLvlComp

Enrolment question

The training organisation collects *Year highest school level completed* via a standard question on the enrolment form (refer to *Section 4 - Standard enrolment questions*).

In which YEAR did you complete that school level?

Classification scheme

Value	Description - Year highest school level completed
1900–9999	A valid year, not in the future
@@@@	Not stated

Rules

This field must not be blank.

Year highest school level completed must represent the year the client completed their highest school level and not the current year in which they are enrolled.

This field must reflect the year the client completed the *Highest school level completed identifier* as reported in the Client (*NAT00080*) file.

Guidelines

The *Year highest school level completed* should be checked against the client's *Date of birth* to ensure that it is consistent.

History

Introduced for the 1993 (AVETMISS release 1.0) data element as:

- *Year highest school level completed.*

Section 4 - Standard enrolment questions

Standard student enrolment questions

Introduction

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

Data element names in italics below the questions link the standard enrolment question to the data element definitions.

The Australian Government Department of Employment and Workplace Relations' *VET Data Policy*, Part B, Clause 7.2: states:

> Where personal information is collected from a student, RTOs must make students aware of the purposes for which their information may be collected, used or disclosed. RTOs must give the student a copy of the Privacy Notice at Schedule 1 of this Policy. This can be achieved by including the 'Privacy Notice' during the student's enrolment process.

The minimum mandatory content for inclusion in a *Privacy notice* as at Schedule 1 of the *VET Data Policy* is provided below and is to be used from 1 January 2021. This content is also available on the Department of Employment and Workplace Relations' website: - *https://www.dewr.gov.au/*.

Privacy notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

> *[**Note to RTOs – delete before providing to students:** in accordance with APP 5.2(e), a collection notice should include the consequences for the individual if the personal information is not collected. If there are any consequences if an individual does not provide their personal information to you, you should explain these consequences here (e.g. that you will not be able to enrol them as a student).]*

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

> *[**Note to RTOs – delete before providing to students:** if any disclosures of students' personal information to overseas recipients are likely, please include a statement notifying students of this likely disclosure and the countries in which such recipients are likely to be located (if it is practicable to specify those countries in the notice or to otherwise make the individual aware of them) in accordance with the requirements set out in APP 5.2(i) and (j).]*

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at *https://www.dewr.gov.au/national-vet-data/vet-privacy-notice*.

[**Note to RTOs – delete before providing to students:** *if the privacy notice on the Department's website cannot be accessed electronically by the student, you are required to provide them with a downloaded or hard copy of that notice.]*

[**Note to RTOs – delete before providing to students:** *if applicable to the student, insert details about how a state or territory authority may handle personal information and link to relevant privacy notice or policy.]*

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact [insert RTO name] to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

[insert RTO contact details and link to RTO's privacy policy]

[RTOs please note: This Privacy Notice is to be given to students in addition to your standard Privacy Notice that includes any requirements under your state or territory laws, etc.]

Personal details

1. **Enter your full name ***

    Single name only ☐
    (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section).

Family name (surname)	

Name for encryption

First given name	

Client first given name

Second given name (middle)	

Client family name

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

2. **Enter your birth date**

Day	Month	Year
DD	MM	YYYY

Date of birth

3. **Gender (Tick ONE box only)**

Male		M
Female		F
Other		@

Gender

4. **Enter your contact details**

Home phone	

Telephone number [home]

Work phone	

Telephone number [work]

Mobile	

Telephone number [mobile]

Email address	

Email address

Alternative email address (optional)	

Email address [alternative]

5. **What is the address of your usual residence?**

'Usual residence' refers to the address you live at on a permanent basis. This is important for international and rural students in particular.

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

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

Building/property name 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.

Building/property name	

Address building/property name

Flat/unit details	

Address flat/unit details

Street or lot number (e.g. 205 or Lot 118)	

Address street number

Street name	

Address street name

Suburb, locality or town	

Address - suburb, locality or town

State/territory	

State identifier

Postcode		####

Postcode

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

Building/property name	

Address building/property name

Flat/unit details	

Address flat/unit details

Street or lot number (e.g. 205 or Lot 118)	

Address street number

Street name	

Address street name

Postal delivery information (e.g. PO Box 24)	

Address postal delivery box

Suburb, locality or town	

Address - suburb, locality or town

State/territory	

State identifier

Postcode		####

Postcode

Language and cultural diversity

7.   In which country were you born? (a)

Australia		1101
Other - please specify		####

Country identifier

8.   Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

No, English only		1201
Yes, other - Please specify		####

Language identifier

9.   Are you of Aboriginal or Torres Strait Islander origin? (Tick ONE box only).

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

No		4
Yes, Aboriginal		1
Yes, Torres Strait Islander		2

* Yes to both = 3

Indigenous status identifier

Disability

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

Yes		Y
No (Go to question 12)		N

Disability flag

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

(You may indicate more than one area.) Please refer to the *Disability supplement* for an explanation of the following disabilities.

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

Disability type identifier

Schooling

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

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.

Year 12 or equivalent		12
Year 11 or equivalent		11
Year 10 or equivalent		10
Year 9 or equivalent		09
Year 8 or below		08
Never attended school (Go to question 15)		02

Highest school level completed identifier

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

Enter year here		YYYY

Year highest school level completed

14.   Are you still enrolled in secondary or senior secondary education?

Yes		Y
No		N

At school flag

14b. If you are a school age student what is the name of your current school (or last school attended if you are not currently enrolled at school)?		
Name of current school (or last school attended if you are not currently enrolled at school)		####
School not in Western Australia		9998

Most recent school identifier

Previous qualifications achieved

15. Have you SUCCESSFULLY completed any of the qualifications listed in question 16?

Yes		Y
No (Go to question 17)		N

Prior educational achievement flag

16. If YES, then tick ANY applicable boxes.

Bachelor Degree or Higher Degree		008
Advanced Diploma or Associate Degree		410
Diploma (or Associate Diploma)		420
Certificate IV (or Advanced Certificate/Technician)		511
Certificate III (or Trade Certificate)		514
Certificate II		521
Certificate I		524
Certificates other than the above		990

Prior educational achievement identifier

Employment

17. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

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).

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

Labour force status identifier

Study reason

18. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

(Tick ONE box only)

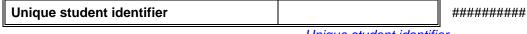| Job related	
To get a job	01
To develop my existing business	02
To start my own business	03
To try for a different career	04
To get a better job or promotion	05
It was a requirement of my job	06
I wanted extra skills for my job	07
Further Study	
To get into another course of study	08
Other	
For personal interest or self-development	12
To get skills for community/voluntary work	13
Other reasons	11

Study reason identifier

Unique Student Identifier

From 1 January 2015, we [insert RTO name] can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at *https://www.usi.gov.au/students/create-your-usi* on computer or mobile device.

19. Enter your Unique Student Identifier (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at *https://www.usi.gov.au/faqs/i-have-forgotten-my-usi*.

Unique student identifier		##########

Unique student identifier

Advice to RTOs: if you want to apply for USIs on behalf of your students (clients), please use the questions in the following section. Alternatively, a copy of the ID document can be obtained instead of recording this information. You may remove the following section if you will not be applying for USIs for students.

Before creating a USI on behalf of a student, with their permission, use the 'Existing USI Search' tool to determine whether the student has an existing USI. For details, see the Existing USI Search/Locate USI information on the USI website at *https://www.usi.gov.au/providers/find-student-usi*.

Australian birth certificate: note that different details are required depending on the jurisdiction of issue. RTOs that wish to include the birth certificate option in their enrolment form should note the information items required set out at:
https://www.usi.gov.au/about/forms-id/birth-certificate-australian
Alternatively, you may wish not to include 'birth certificate' in your form.

USI application through your RTO (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like us [insert RTO name] to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at *https://www.usi.gov.au/about-us/privacy*. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] …………………………………………………………………………… authorise

[insert RTO name]…………………………………………………………………… to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐ I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at *https://www.usi.gov.au/about-us/privacy*.

Town/City of Birth _____
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

Please provide details for <u>one</u> of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

1. Australian Driver's Licence

State: _____ Licence Number:_____

2. Medicare Card

Medicare card Number:_____

Individual reference number (next to your name on Medicare card): __
Card colour: (select which applies)
  Green   ☐ Expiry date _____/_____ (format MM/YYYY)
                         (month/year)

  Yellow   ☐   Blue   ☐ Expiry date ___/_____/____ (format DD/MM/YYYY)
                                      (day/month/year)

3. Australian Birth Certificate

State/Territory_____
Details vary according to State/Territory (see note above)

4. Australian Passport

Passport number_____

5. Non-Australian Passport (with Australian Visa)

Passport number _____   Country of issue_____

6. Immicard

Immicard Number _____

7. Citizenship Certificate

Stock number _____Acquisition date ____/_____/_____
                                                              (day/month/year)

8. Certificate of Registration by Descent

Acquisition date _____/_____/_____
                                              (day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, [insert RTO name] will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

Advice to RTOs: The *Student Identifiers Act 2014* (s.11) requires RTOs to destroy personal information collected from individuals <u>solely</u> for the purpose of applying for a USI on their behalf as soon as practicable after the application has been made or the information is no longer needed for that purpose. If you are required by or under a law to retain this information, then you may wish to include a statement on the form to explain that.

Under Standard 3.6 (d), you are required to ensure the security of the USI and all related documentation under your control, including information stored in your student management systems.

Section 5 - Appendices

Appendix A - Collection agency identifier

This is not a field in the State or national data collection.

Definition

Collection agency identifier is a code that uniquely identifies a collection agency. It is issued by the Department.

Context

Collection agency identifier is used to uniquely identify collection agencies for state internal purposes. *Collection agency identifier* is used as a prefix within fields such as *Training organisation delivery location identifier* and *Client identifier* to ensure unique *Client identifier* value across providers in the state.

File occurrences   Prefix for State field name

Client (*NAT00080*)	cliId
Client contact details (*NAT00085*)	cpdCliId
Client disability (*NAT00090*)	disCliId
Client prior educational achievement (*NAT00100*)	peaCliId
Training activity (*NAT00120*)	enrCliId
Program completed (*NAT00130*)	quaCliId

Classification scheme

Value	Description - Appendix A - Collection agency identifier
15	North Metropolitan TAFE
16	South Metropolitan TAFE
17	North Regional TAFE
18	Central Regional TAFE
19	South Regional TAFE
45	Edith Cowan University - WA Academy of Performing Arts
47	Training Markets (DTWD)
53	Department of Justice
70	School Curriculum and Standards Authority

History

Introduced for the 2003 (WAVEDS version 5.0) data element as:

- *Collection agency identifier*

Revised for the 2013 (WAVEDS version 7.0.A01) data element:

- renamed 'West Coast Institute of Training' to 'West Coast Institute'.

- renamed 'Pilbara TAFE' to 'Pilbara Institute'.

- renamed 'Vocational Training and Education Centre' to 'Goldfields Institute of Technology'.

- renamed 'Curriculum Council' to 'School Curriculum and Standards Authority'.

- deleted '51 - Aboriginal Education and Training'.

Revised for the 2019 (WAVEDS version 8.0.C05) data element:

- deleted '50 – University of Notre Dame Australia'.

- renamed 'Department of Corrective Services' to 'Department of Justice'.

Appendix B - General address rules

The rules below apply to address details supplied in the Client (*NAT00080*) file.

Rules

Address details in the Client (*NAT00080*) file must represent the client's usual residential address.

The intent of 'usual' residential address is to report the address where the client usually resides rather than a temporary address a client relocates to for training, work or other purposes. This means that the international address must be used for both international onshore and offshore students.

The usual address must be a physical address (street number and name) and not a post office box.

Most states and territories are using an address identification system in rural areas to facilitate emergency services coordination such as the 'Rural property addressing' or 'numbering' systems. This is the preferred residential street address for clients from rural areas where available.

Appendix C - Disability supplement

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

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

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 managed by wearing glasses or lenses.

'11 - Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, 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'

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'

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.

'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.

'17 - Vision'

This covers 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, HIV/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.

Appendix D - Invalid enrolment audit guidelines

The objective of the invalid enrolment (IE) audit is to assess accuracy and reliability of data by identifying whether sufficient evidence of participation is supplied for a client in a subject reported by a training provider for funding. The results of the audit are used to measure of the accuracy and reliability of Western Australian VET enrolment data, from which an invalid enrolment rate can be calculated.

The Department is responsible for monitoring the accuracy and reliability of Western Australian publicly funded training enrolment records. NCVER maintains national audit guidelines to keep up-to-date with changes to AVETMISS and to provide a nationally consistent framework for audits.

The Western Australian IE audit is conducted in line with the national audit guidelines and relevant policy documents and business rules e.g. Business rules for CAVSS and USIQ.

The audit process

The IE audit process follows the steps outlined below.

- *Audit plan is prepared:* the Department prepares an audit plan that details the sampling methodology, the participatory evidence outlined in these audit guidelines and the audit report requirements.

- *Audit samples are generated:* a random sample of student enrolment records for each provider is selected from records submitted to the previous year's final collection in accordance with the audit plan. The audit is usually conducted in May/June each year, but can occur at other times.

- *Audit evidence is requested:* the Department usually collects participatory evidence from training providers. However, by prior arrangement and where appropriate, the audit may be conducted at the offices of individual training providers.

- *Evidence is reviewed:* the participation evidence for each enrolment is provided to the Department for verification. Evidence must meet at least one of the seven audit guidelines for determining evidence of participation.

- *Preliminary results are determined:* Auditors provide preliminary results to training providers. Training providers have opportunity to gather additional evidence after the preliminary results. The timeframe for providing additional evidence is five working days from the preliminary results.

- *Final invalid enrolment rates are calculated:* an invalid enrolment result is recorded where there is insufficient evidence to confirm that the student participated in the training in accordance with the audit guidelines. The proportion of invalid enrolments determines the IE rate.

- *Audit report is prepared:* at the completion of the audit, the Department prepares an audit report detailing the areas of non-compliance at provider level and any opportunities for improvement.

Retention of records

For audit purposes, training providers are required to retain participation evidence for a minimum of two years after first reporting the activity in a final collection. Training providers may need to retain these records for longer in compliance with other regulatory or funding requirements.

Where evidence records are photocopied, original records should be kept by training providers for a minimum of six months following the audit, in the event that details need to be clarified.

The Department is required to retain enrolment participation records reviewed as part of the audit for six months after finalising the audit report.

Arrangement between the Department and training providers

The Department allows up to 10 working days for each training provider to provide enrolment participation evidence. This rule may be varied in special circumstances at the discretion of the Department.

Under normal circumstances the Department allows training providers only one opportunity to seek clarification on an audit result.

Evidence of participation

Documented evidence of a client's participation in a subject is sought from the training provider. A variety of evidence types satisfies participation at the subject level.

Participation needs to be demonstrated irrespective of the mode of delivery. The standard of evidence required to verify participation in flexible delivery modes is equivalent to those required for class-based delivery.

To be valid, the participation evidence provided must contain:

- the client's name or identification number; and
- a subject identifier; and
- a date (day, month and year) when the participation occurred.

For online activity, electronic-based signatures or electronic-based training, records must be accompanied by a statement and supporting documents to demonstrate system security. Records must be accessed and held in a secure environment, safe from unauthorised access, loss or damage.

Audit evidence must demonstrate student participation in training activity at the subject level. Evidence must be an authentic record of participation and must not have been changed or edited for audit purposes.

1. Evidence of work submitted relating to engagement by the client in the subject

In cases where this information cannot be recorded on the work itself, separate evidence must accompany the work to allow it to be linked to the client, the subject and the date completed; for example, client identifier and a delivery schedule or equivalent, detailing how the piece of work covers the subject in question, including due dates and milestones.

2. Lecturer notes based on communication between the lecturer and the client establishing the client's involvement in the subject learning activity

This includes personal interviews, telephone, email or other communications indicating evidence of engagement of a client in a learning activity of the subject.

General administrative communication, enrolment advice, or provision of learning materials does not indicate engagement in a learning activity and is insufficient to demonstrate participation at the subject level.

3. A training provider endorsed attendance roll

The roll must:

- be recognised by the training provider as a tool to record attendance as a part of normal processes; and
- contain the lecturer's signature, printed name and date (or electronic equivalent); and
- show that the actual subject was delivered at the point at which the client is marked on the roll.

Note: Where the roll indicates that the client has only attended the first class, supporting documentation must be supplied demonstrating that there was engagement in learning activities of the subject during the first class. Attendance at an induction or orientation class alone is not sufficient evidence of participation.

For clustered delivery:

- Where the subjects are delivered concurrently (or holistically, e.g. CAVSS), a roll must identify all training that was delivered in the session at the subject level.

- For other types of clustered delivery, a delivery schedule or equivalent must be provided to demonstrate training at the subject level on the date(s) the client was in attendance.

For electronic rolls:

- Supporting documentation must describe the processes involved in entering, updating and generating the rolls. Documentation should be provided on how to interpret the rolls, and must show that records are accessed and held in a secure environment, safe from unauthorised access, loss or damage.

4. Primary documentation that provides evidence of assessment

Primary documentation must be either a secure paper-based or electronic record that indicates an actual result consistent with assessment.

- For a recognition of prior learning (RPL) outcome an assessment record that supports client activity in the subject must be supplied.

- For withdrawn/discontinued outcomes, evidence of participation must be at least one non-zero mark or grade for an element of the subject.

- For all other outcomes, additional evidence of participation is required.

- Primary documentation (e.g. assessment tools) must have an endorsement at the subject level, such as lecturer's signature, to confirm training activity.

Note: the evidence provided will be assessed on a case-by-case basis to substantiate the claim that the client participated and thereby verify the enrolment (for example, a signed document stating that participation in the enrolment occurred will not meet verification requirements).

5. Login and engagement with learning activity for the subject

Where a client has a secure login to a specific learning activity for the subject, the login record demonstrating online engagement with learning can act as evidence of participation.

Record of a single interaction that does not indicate engagement in a learning activity, for example download of course materials, is insufficient to demonstrate participation.

Note: Evidence must be accompanied by a statement and supporting documents to demonstrate that the records are held in a secure environment, safe from unauthorised access, loss or damage, as well as supporting documentation to assist the interpretation of the evidence supplied (for example, mappings of local to national outcomes).

6. Record of staff/client engagement in flexible, workplace or distance modes of learning

A record is required to demonstrate engagement with the learning activity at a subject level, which indicates that the client has commenced working on the learning materials received.

General administrative communication, enrolment advice, or provision of learning materials alone does not indicate engagement in a learning activity and is insufficient to demonstrate participation at the subject level.

7. Signed statement from the relevant training provider staff affirming a client's participation (when the primary documentation is not available due to an event of extreme circumstances)

In extreme circumstances that prevent the provision of primary documentation (for example, fire, flood or other equivalent circumstance), staff directly associated with the delivery and who are authorised by the training provider may attest to participation in the enrolment in question. In such cases, the staff member is required to sign a statement affirming their evidence.

Two elements must be certified by the staff member:

- a full explanation of the reasons why primary evidence is not available; and
- a signed and dated statement containing a full explanation of the type of evidence being provided and affirmed.

General requirements associated with verifying participatory evidence

- The auditors make a judgement call when evidence for common elements of competency across several subjects is provided to validate enrolments in more than one subject; the judgement will be based on the merits of the evidence provided.

- Where, based on the evidence, the outcome reported is incorrect, the auditors may note it as a quality issue and will assess the evidence against the guidelines for verification. Additional work may be required by the training provider if the student requests a correction to their USI transcript.

- The auditors will not accept training provider-based certificates in isolation as evidence to satisfy participation at the subject level.

- Statements from clients declaring they participated in the subject will only be accepted if supported by evidence of extreme and exceptional circumstances, such as fire, flood or theft (see audit evidence guideline number 7).

- Verification of enrolments will be disallowed where documents such as 'catch all' sets of questions are provided as the only evidence of participation for a subject. These sets of questions are typically completed on the first day of client attendance and have limited educational use (e.g. student completing simple questions on their first day to determine their level of knowledge on the topic prior to the subject being taught).

- The auditors are not familiar with every online/electronic platform or student management system, and may be unable to interpret codes, keys or symbols displayed on the evidence without sufficient supporting explanation.

Training providers – guide to collating documentation

All efforts should be made to conduct the audit in an effective and efficient manner with minimal change to normal practices. The Department recommends the following guidelines to facilitate the audit verification process.

- A cover email/letter from the responsible person at the training provider (e.g. managing director) must be included.

- All evidence relating to a single enrolment should be kept together. Only good quality photocopies are acceptable, original documentation must not be provided.

- A covering statement must confirm that the original evidence has been sighted, and must include the date and signature of the person responsible for copying the original evidence.

- Training providers should keep their own records, indicating the type of evidence provided for each enrolment and whether it satisfies the evidence requirements.

- Evidence documents must be collated and submitted in order of the unique sample number.

- Care should be taken to check that the specified subject and the dates of the activity can be unambiguously identified (for example, highlighted) on all documentation.

- The client name/identifier and actual attendance or engagement result should be highlighted. This is particularly important where photocopies are provided and cover pages may have been omitted.

- Any supporting documentation should be included to enable the auditors to interpret the documentation supplied (e.g. mapping of outcome codes, explanation of keys or legends displayed on the evidence).