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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:

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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 Education and Training 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

<table>
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<tr>
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<td>2002</td>
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<td>2003, 2004</td>
</tr>
<tr>
<td>6.0 April, 2006</td>
<td>6.0 September, 2006</td>
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</tr>
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<td>7.0.B01 August, 2015</td>
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<tr>
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<td>7.0.B02 November 2015</td>
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</tr>
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<td></td>
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<td>2018 onwards</td>
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<tr>
<td></td>
<td>8.0.C04 April, 2019</td>
<td></td>
</tr>
</tbody>
</table>
## Standard terminology

The terms below are used within this data standard. Many of the descriptions have been derived from [https://www.legislation.gov.au/Details/F2014L01377](https://www.legislation.gov.au/Details/F2014L01377)

Other terminology may be found at [http://www.voced.edu.au/glossary-vet](http://www.voced.edu.au/glossary-vet).

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASQA</td>
<td>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.</td>
</tr>
<tr>
<td>client</td>
<td>A client is an individual who is engaged in VET training activity or has completed a VET qualification during the collection period.</td>
</tr>
<tr>
<td>collection agency</td>
<td>A collection agency is an organisation or organisational unit which collects VET data and submits it as a complete collection to VESU.</td>
</tr>
<tr>
<td>collection period</td>
<td>The term ‘collection period’ refers to the date range of a collection. If providing data for an interim submission, then the final submission should contain all data previously submitted during the collection year.</td>
</tr>
<tr>
<td>collection year</td>
<td>The term ‘collection year’ refers to the calendar year in which the training activity occurred.</td>
</tr>
<tr>
<td>course</td>
<td>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.</td>
</tr>
<tr>
<td>CAVSS</td>
<td>Course in Applied Vocational Study Skills (CAVSS) is a framework for teaching adult literacy and numeracy skills in direct application to VET training activities.</td>
</tr>
<tr>
<td>CMIS</td>
<td>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.</td>
</tr>
<tr>
<td>local course</td>
<td>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.</td>
</tr>
<tr>
<td>local skill set</td>
<td>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.</td>
</tr>
<tr>
<td>module</td>
<td>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.</td>
</tr>
<tr>
<td>National Register of VET</td>
<td>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 <a href="https://training.gov.au">https://training.gov.au</a>.</td>
</tr>
<tr>
<td>program</td>
<td>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).</td>
</tr>
<tr>
<td>program of study</td>
<td>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.</td>
</tr>
<tr>
<td>qualification</td>
<td>The term ‘qualification’ is used where a program is designed to lead to a qualification specified in a national training package.</td>
</tr>
<tr>
<td>RPL</td>
<td>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.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTO</td>
<td>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.</td>
</tr>
<tr>
<td>subject</td>
<td>The term ‘subject’ is used where a reference is made to a unit of competency or module.</td>
</tr>
<tr>
<td>subject-only enrolment</td>
<td>The term ‘subject-only enrolment’ refers to an enrolment which is not part of a program.</td>
</tr>
<tr>
<td>SMS</td>
<td>The acronym ‘SMS’ stands for ‘Student Management System’. A Student Management System is a system which allows management of student records.</td>
</tr>
<tr>
<td>SVD</td>
<td>The State Validation Database (SVD) is a software application provided by VESU to validate whether data adheres to the WAVEDS specifications and business rules.</td>
</tr>
<tr>
<td>TAC</td>
<td>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.</td>
</tr>
<tr>
<td>TAFE</td>
<td>Technical and Further Education (TAFE) refers to the collective of colleges, run by State Government, which provide vocational education and training.</td>
</tr>
<tr>
<td>training organisation</td>
<td>The term ‘training organisation’ is used to refer to an organisation which delivers VET training programs.</td>
</tr>
<tr>
<td>training package</td>
<td>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.</td>
</tr>
<tr>
<td>unit of competency</td>
<td>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.</td>
</tr>
<tr>
<td>USIQ</td>
<td>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.</td>
</tr>
<tr>
<td>VET</td>
<td>Vocational Education and Training (VET) relates to education and training which provides people with occupational or work-related knowledge and skills.</td>
</tr>
<tr>
<td>VESU</td>
<td>The VET Enrolment Statistics Unit (VESU) is the section within the Department which collects and reports on AVETMISS data.</td>
</tr>
<tr>
<td>WAVEDS</td>
<td>The WA VET Enrolment Data Standard (WAVEDS) specifies the structure, business rules and guidelines for AVETMISS data collected by the Department.</td>
</tr>
</tbody>
</table>
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, VESUconducts 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.
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.

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.
Changes and revisions for version 8.0

Section 1 - Introduction

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 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.

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 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 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 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 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 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 2019 AVETMISS requirements and version 2 of the Australian Government Department of Education and Training’s National VET Data policy.

#### 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)

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

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)

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

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)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Position</th>
<th>Length</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program identifier - local</td>
<td>1</td>
<td>10</td>
<td>M</td>
</tr>
<tr>
<td>Program name</td>
<td>11</td>
<td>100</td>
<td>M</td>
</tr>
<tr>
<td>Nominal hours</td>
<td>111</td>
<td>4</td>
<td>C</td>
</tr>
<tr>
<td>Program recognition identifier</td>
<td>115</td>
<td>2</td>
<td>C</td>
</tr>
<tr>
<td>Program level of education identifier</td>
<td>117</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>Program field of education identifier</td>
<td>120</td>
<td>4</td>
<td>C</td>
</tr>
<tr>
<td>ANZSCO identifier</td>
<td>124</td>
<td>6</td>
<td>C</td>
</tr>
<tr>
<td>VET flag</td>
<td>130</td>
<td>1</td>
<td>M</td>
</tr>
</tbody>
</table>

Record length for AVETMISS standard

<table>
<thead>
<tr>
<th>Description</th>
<th>Position</th>
<th>Length</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program identifier - national</td>
<td>131</td>
<td>10</td>
<td>C</td>
</tr>
</tbody>
</table>

Record length for state data collection

<table>
<thead>
<tr>
<th>Description</th>
<th>Position</th>
<th>Length</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carriage return/line feed (ASCII 13/10)</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Position</th>
<th>Length</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject identifier - local</td>
<td>1</td>
<td>12</td>
<td>M</td>
</tr>
<tr>
<td>Subject name</td>
<td>13</td>
<td>100</td>
<td>M</td>
</tr>
<tr>
<td>Subject field of education identifier</td>
<td>113</td>
<td>6</td>
<td>C</td>
</tr>
<tr>
<td>VET flag</td>
<td>119</td>
<td>1</td>
<td>M</td>
</tr>
<tr>
<td>Nominal hours</td>
<td>120</td>
<td>4</td>
<td>C</td>
</tr>
</tbody>
</table>

Record length for NCVER data collection
Record length for AVETMISS standard

| Subject identifier - national           | 124      | 12     | C           |

Record length for state data collection

Carriage return/line feed (ASCII 13/10)

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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Position</th>
<th>Length</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client identifier</td>
<td>1</td>
<td>10</td>
<td>M</td>
</tr>
<tr>
<td>Name for encryption</td>
<td>11</td>
<td>60</td>
<td>M</td>
</tr>
<tr>
<td>Highest school level completed identifier</td>
<td>71</td>
<td>2</td>
<td>M</td>
</tr>
<tr>
<td>Gender</td>
<td>73</td>
<td>1</td>
<td>M</td>
</tr>
<tr>
<td>Date of birth</td>
<td>74</td>
<td>8</td>
<td>M</td>
</tr>
<tr>
<td>Postcode</td>
<td>82</td>
<td>4</td>
<td>M</td>
</tr>
<tr>
<td>Indigenous status identifier</td>
<td>86</td>
<td>1</td>
<td>M</td>
</tr>
<tr>
<td>Language identifier</td>
<td>87</td>
<td>4</td>
<td>M</td>
</tr>
<tr>
<td>Labour force status identifier</td>
<td>91</td>
<td>2</td>
<td>M</td>
</tr>
<tr>
<td>Country identifier</td>
<td>93</td>
<td>4</td>
<td>M</td>
</tr>
<tr>
<td>Disability flag</td>
<td>97</td>
<td>1</td>
<td>M</td>
</tr>
<tr>
<td>Prior educational achievement flag</td>
<td>98</td>
<td>1</td>
<td>M</td>
</tr>
<tr>
<td>At school flag</td>
<td>99</td>
<td>1</td>
<td>M</td>
</tr>
<tr>
<td>Address - suburb, locality or town</td>
<td>100</td>
<td>50</td>
<td>M</td>
</tr>
<tr>
<td>Unique student identifier</td>
<td>150</td>
<td>10</td>
<td>C</td>
</tr>
<tr>
<td>State identifier</td>
<td>160</td>
<td>2</td>
<td>M</td>
</tr>
<tr>
<td>Address building/property name</td>
<td>162</td>
<td>50</td>
<td>C</td>
</tr>
<tr>
<td>Address flat/unit details</td>
<td>212</td>
<td>30</td>
<td>C</td>
</tr>
<tr>
<td>Address street number</td>
<td>242</td>
<td>15</td>
<td>C</td>
</tr>
<tr>
<td>Address street name</td>
<td>257</td>
<td>70</td>
<td>C</td>
</tr>
<tr>
<td>Survey contact status</td>
<td>327</td>
<td>1</td>
<td>C</td>
</tr>
</tbody>
</table>

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 state data collection: 466

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)

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Position</th>
<th>Length</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client identifier</td>
<td>1</td>
<td>10</td>
<td>M</td>
</tr>
<tr>
<td>Client title</td>
<td>11</td>
<td>4</td>
<td>C</td>
</tr>
<tr>
<td>Client first given name</td>
<td>15</td>
<td>40</td>
<td>C</td>
</tr>
<tr>
<td>Client family name</td>
<td>55</td>
<td>40</td>
<td>M</td>
</tr>
<tr>
<td>Address building/property name</td>
<td>95</td>
<td>50</td>
<td>C</td>
</tr>
<tr>
<td>Address flat/unit details</td>
<td>145</td>
<td>30</td>
<td>C</td>
</tr>
<tr>
<td>Address street number</td>
<td>175</td>
<td>15</td>
<td>C</td>
</tr>
<tr>
<td>Address street name</td>
<td>190</td>
<td>70</td>
<td>C</td>
</tr>
<tr>
<td>Address postal delivery box</td>
<td>260</td>
<td>22</td>
<td>C</td>
</tr>
<tr>
<td>Address - suburb, locality or town</td>
<td>282</td>
<td>50</td>
<td>M</td>
</tr>
<tr>
<td>Postcode</td>
<td>332</td>
<td>4</td>
<td>M</td>
</tr>
<tr>
<td>State identifier</td>
<td>336</td>
<td>2</td>
<td>M</td>
</tr>
<tr>
<td>Telephone number [home]</td>
<td>338</td>
<td>20</td>
<td>O</td>
</tr>
<tr>
<td>Telephone number [work]</td>
<td>358</td>
<td>20</td>
<td>O</td>
</tr>
<tr>
<td>Telephone number [mobile]</td>
<td>378</td>
<td>20</td>
<td>O</td>
</tr>
<tr>
<td>Email address</td>
<td>398</td>
<td>80</td>
<td>O</td>
</tr>
<tr>
<td>Email address [alternative]</td>
<td>478</td>
<td>80</td>
<td>O</td>
</tr>
</tbody>
</table>

Record length for NCVER data collection 557
Record length for AVETMISS standard 557
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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Position</th>
<th>Length</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client identifier</td>
<td>1</td>
<td>10</td>
<td>M</td>
</tr>
<tr>
<td>Disability type identifier</td>
<td>11</td>
<td>2</td>
<td>M</td>
</tr>
<tr>
<td>Record length for NCVER data collection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record length for AVETMISS standard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record length for state data collection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carriage return/line feed (ASCII 13/10)</td>
<td></td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Position</th>
<th>Length</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client identifier</td>
<td>1</td>
<td>10</td>
<td>M</td>
</tr>
<tr>
<td>Prior educational achievement identifier</td>
<td>11</td>
<td>3</td>
<td>M</td>
</tr>
<tr>
<td>Record length for NCVER data collection</td>
<td></td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Record length for AVETMISS standard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record length for state data collection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carriage return/line feed (ASCII 13/10)</td>
<td></td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

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.
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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Position</th>
<th>Length</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training organisation identifier</td>
<td>1</td>
<td>10</td>
<td>M</td>
</tr>
<tr>
<td>Training organisation delivery location identifier</td>
<td>11</td>
<td>10</td>
<td>M</td>
</tr>
<tr>
<td>Client identifier</td>
<td>21</td>
<td>10</td>
<td>M</td>
</tr>
<tr>
<td>Subject identifier - local</td>
<td>31</td>
<td>12</td>
<td>M</td>
</tr>
<tr>
<td>Program identifier - local</td>
<td>43</td>
<td>10</td>
<td>C</td>
</tr>
<tr>
<td>Activity start date</td>
<td>53</td>
<td>8</td>
<td>M</td>
</tr>
<tr>
<td>Activity end date</td>
<td>61</td>
<td>8</td>
<td>M</td>
</tr>
<tr>
<td>Delivery mode identifier - national</td>
<td>69</td>
<td>3</td>
<td>M</td>
</tr>
<tr>
<td>Outcome identifier - national</td>
<td>72</td>
<td>2</td>
<td>M</td>
</tr>
<tr>
<td>Funding source - national</td>
<td>74</td>
<td>2</td>
<td>M</td>
</tr>
<tr>
<td>Commencing program identifier</td>
<td>76</td>
<td>1</td>
<td>M</td>
</tr>
<tr>
<td>Training contract identifier</td>
<td>77</td>
<td>10</td>
<td>C</td>
</tr>
<tr>
<td>Client identifier - apprenticeships</td>
<td>87</td>
<td>10</td>
<td>C</td>
</tr>
<tr>
<td>Study reason identifier</td>
<td>97</td>
<td>2</td>
<td>M</td>
</tr>
<tr>
<td>VET in schools flag</td>
<td>99</td>
<td>1</td>
<td>M</td>
</tr>
<tr>
<td>Specific funding identifier - national</td>
<td>100</td>
<td>10</td>
<td>C</td>
</tr>
<tr>
<td>School type identifier</td>
<td>110</td>
<td>2</td>
<td>B</td>
</tr>
</tbody>
</table>

Record length for NCVER data collection 111

Record length for AVETMISS standard 158
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:

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 or recognition of current competency.

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; and
- Standard Departmental reporting.

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 enrolls 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 enrolment’ 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)

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

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

| Training activity (NAT00120) | enrEAEEndDt |

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Activity end date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDMMYYYY</td>
<td>Valid date</td>
</tr>
</tbody>
</table>

Rules

This field must not be blank.

*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’.

*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.

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 enrolment’ 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 (WAVERDS 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 (WAVERDS 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 (WAVERDS version 8.0.B04) data element:

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

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Activity start date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDMMYYYY</td>
<td>Valid date</td>
</tr>
</tbody>
</table>

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 enrolls 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

<table>
<thead>
<tr>
<th>State field name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>cliAddBldName</td>
<td>Client</td>
</tr>
<tr>
<td>cpdAddBldName</td>
<td>Client contact details</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Address building/property name</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Name of building or property</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>State field name</th>
<th>Client (NAT00080)</th>
<th>Client contact details (NAT00085)</th>
</tr>
</thead>
<tbody>
<tr>
<td>cliAddUnitDetails</td>
<td>cpdAddUnitDetails</td>
<td></td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Address flat/unit details</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Flat, unit or apartment address details</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>State Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>cliAddLine1</td>
<td>Client (NAT00080)</td>
</tr>
<tr>
<td>cpdAddLine1</td>
<td>Client contact details (NAT00085)</td>
</tr>
</tbody>
</table>

**Classification Scheme**

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

**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

<table>
<thead>
<tr>
<th>File Occurrences</th>
<th>State Field Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client (NAT00080)</td>
<td>cliAddLine2</td>
</tr>
<tr>
<td>Client contact details (NAT00085)</td>
<td>cpdAddLine2</td>
</tr>
</tbody>
</table>

### Classification Scheme

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

### 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**

<table>
<thead>
<tr>
<th>State field name</th>
<th>File occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>cpdAddPOBox</td>
<td>Client contact details (<strong>NAT00085</strong>)</td>
</tr>
</tbody>
</table>

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Address postal delivery box</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>A valid post office box, bag, or rural mail box address</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>State field name</th>
<th>File occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>cliAddRoadName</td>
<td>Client <em>(NAT00080)</em></td>
</tr>
<tr>
<td>cpdAddRoadName</td>
<td>Client contact details <em>(NAT00085)</em></td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Address street name</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>A valid street name</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Address street name</th>
<th>Street name</th>
<th>Street type</th>
<th>Street suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith Avenue</td>
<td>Smith</td>
<td>Avenue</td>
<td></td>
</tr>
<tr>
<td>The Avenue West</td>
<td>The Avenue</td>
<td></td>
<td>West</td>
</tr>
<tr>
<td>Brown Road North East</td>
<td>Brown</td>
<td>Road</td>
<td>North East</td>
</tr>
<tr>
<td>The Esplanade</td>
<td>The Esplanade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Street Road</td>
<td>High Street</td>
<td>Road</td>
<td></td>
</tr>
</tbody>
</table>
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

| Client (NAT00080) | cliAddRoadNumber |
| Client contact details (NAT00085) | cpdAddRoadNumber |

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Address street number</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Street or lot number</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Street address</th>
<th>Address street name</th>
<th>Address street number</th>
</tr>
</thead>
<tbody>
<tr>
<td>103 Smith Avenue West</td>
<td>Smith Avenue West</td>
<td>103</td>
</tr>
<tr>
<td>340–346 Gibbs Street</td>
<td>Gibbs Street</td>
<td>340–346</td>
</tr>
<tr>
<td>Lot 65 Brown Road</td>
<td>Brown Road</td>
<td>Lot 65</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>State field name</th>
<th>File occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>rtoLocality</td>
<td>Training organisation (NAT00010)</td>
</tr>
<tr>
<td>tplLocality</td>
<td>Training organisation delivery location (NAT00020)</td>
</tr>
<tr>
<td>cliLocality</td>
<td>Client (NAT00080)</td>
</tr>
<tr>
<td>cpdLocality</td>
<td>Client contact details (NAT00085)</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Address - suburb, locality or town</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Name of suburb, locality or town</td>
</tr>
</tbody>
</table>

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.

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.
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) version 1.2 (2013), (ABS catalogue no.1220.0)

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

File occurrences
Program (NAT00030A) cseAnzscoId

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - ANZSCO identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000–899999</td>
<td>Valid 6-digit ANZSCO code</td>
</tr>
<tr>
<td>GEN19</td>
<td>VET Provider collection only</td>
</tr>
<tr>
<td>GEN20</td>
<td>Occupational non-specific - general education</td>
</tr>
<tr>
<td>NON-VET</td>
<td>Non-VET course - no occupational outcome</td>
</tr>
</tbody>
</table>

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 (http://www.abs.gov.au/ausstats/abs@.nsf/mf/1220.0). A valid list of ANZSCO

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

<table>
<thead>
<tr>
<th>Hierarchical level</th>
<th>Number of categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major group (1-digit level)</td>
<td>8</td>
</tr>
<tr>
<td>Sub-major group (2-digit level)</td>
<td>43</td>
</tr>
<tr>
<td>Minor group (3-digit level)</td>
<td>97</td>
</tr>
<tr>
<td>Unit group (4-digit level)</td>
<td>358</td>
</tr>
<tr>
<td>Occupation (6-digit level)</td>
<td>1023</td>
</tr>
</tbody>
</table>

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:
- 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:
- ANZSCO, First Edition Revision 1 2009 (ABS catalogue no. 1220.0).

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.
**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 skill set or subject-only enrolment for funding purposes or uniquely identifies a qualification or course 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

<table>
<thead>
<tr>
<th>State field name</th>
<th>Field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training activity</td>
<td>(NAT00120)</td>
</tr>
</tbody>
</table>

### Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - <em>Associated course identifier</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Local program identifier for the national training package qualification, nationally accredited course or local course associated with a skill set or subject-only enrolment.</td>
</tr>
<tr>
<td>text</td>
<td>Local program identifier for the national training package qualification, nationally recognised course, or nationally or locally recognised skill set associated with a CAVSS or USIQ enrolment.</td>
</tr>
</tbody>
</table>

**Format:** Left justified alphanumeric value

### Rules

This field must not be blank where *Funding source - national* is ‘11 - Commonwealth and state general purpose recurrent’ and:

- *Program recognition identifier* is ‘13 - Nationally recognised skill set specified in a national training package’ or ‘16 - Locally recognised skill set’; or
- *Commencing program identifier* is ‘8 - Subject-only training’.

This field must not be blank if *Program identifier - local* corresponds to a CAVSS or USIQ program.

In all other cases this field must be blank.

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 nationally recognised skill set or 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.
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

<table>
<thead>
<tr>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client (NAT00080) cliAtSchlFlg</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - At school flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Yes - the client is still attending secondary school</td>
</tr>
<tr>
<td>N</td>
<td>No - the client is not attending secondary school</td>
</tr>
<tr>
<td>@</td>
<td>Not stated (question asked of the client but no answer provided)</td>
</tr>
</tbody>
</table>

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 \textit{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 \textit{At school flag}.

Revised for the 2018 (WAVEDS version 8.0.C02) data element:
- Added the national AVETMISS guidelines for the \textit{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**

Training activity *(NAT00120)*

State field name

*enrCensusDt*

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Census date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDMMYYYY</td>
<td>Valid date</td>
</tr>
</tbody>
</table>

**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.*
Section 3 - Data elements

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

Client contact details (NAT00085)

State field name

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

<table>
<thead>
<tr>
<th>Family Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Given Names</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Client family name</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Client's family name</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>File occurrences</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client contact details (<em>NAT00085</em>)</td>
<td>cpdC1iFirstName</td>
</tr>
</tbody>
</table>

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

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

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Client first given name</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Client's first name</td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>State field name</th>
<th>Client contact details (NAT00085)</th>
<th>Client (NAT00080)</th>
<th>Client disability (NAT00090)</th>
<th>Client prior educational achievement (NAT00100)</th>
<th>Training activity (NAT00120)</th>
<th>Program completed (NAT00130)</th>
</tr>
</thead>
<tbody>
<tr>
<td>cliId</td>
<td>cpdCliId</td>
<td>cild</td>
<td>disCliId</td>
<td>peaCliId</td>
<td>enrCliId</td>
<td>quaCliId</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Client identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>A unique client identifier within the training organisation</td>
</tr>
</tbody>
</table>

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**: enrCotCtld
- **Training activity (NAT00120)**

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Client identifier - apprenticeships</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>A unique identifier that is used to generate the Training contract transaction (NAT00150) file within AVETMISS for apprentices and trainees</td>
</tr>
<tr>
<td>blank</td>
<td>If and only if <em>Training contract identifier</em> is blank and the Client is not a trainee or an apprentice</td>
</tr>
</tbody>
</table>

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

Client contact details (*NAT00085*)

State field name
cpdCliTitle

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Client title</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Client's preferred title</td>
</tr>
</tbody>
</table>

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 http://www.dtwd.wa.gov.au/about-us#policy.

File occurrences State field name

Training activity (NAT00120) enrStudTuitFee

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Client tuition fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000–99999</td>
<td>Value that represents the course or RPL fee charged rounded up to the nearest dollar</td>
</tr>
</tbody>
</table>

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

| Training activity (NAT00120) | enrCommCseId |

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Commencing program identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Commencing enrolment in the program</td>
</tr>
<tr>
<td>4</td>
<td>Continuing enrolment in the program from a previous year</td>
</tr>
<tr>
<td>8</td>
<td>Subject-only training</td>
</tr>
</tbody>
</table>

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 (WAEDS version 1.0) data element:**
- Commencing course enrolment indicator.

**Revised for the 1999 (WAEDS version 2.0) data element:**
- renamed to Commencing course enrolment identifier.

**Revised for the 2002 (WAEDS 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 (WAEDS version 6.0) data element:**
- renamed to Commencing course identifier.
- recoded values and modified descriptions for Commencing course identifier.

**Revised for the 2013 (WAEDS version 7.0.A01) data element:**
- renamed to Commencing program identifier.
- added guidelines relating to superseded courses.

**Revised for the 2017 (WAEDS 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 (WAEDS 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 (WAEDS version 8.0.B04) data element:**
- updated the rules for '8 - Subject-only enrolment'.

**Revised for the 2018 (WAEDS 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 (WAEDS 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

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Contact name</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Contact name in format: family name, given name(s), title and position (optional)</td>
</tr>
</tbody>
</table>

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 (WAEDS 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

<table>
<thead>
<tr>
<th>File occurrences</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client (NAT00080)</td>
<td>cliBirthCountryId</td>
</tr>
<tr>
<td>Training organisation delivery location (NAT00020)</td>
<td>tplCountryId</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Country identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000–9999</td>
<td>Valid 4-digit SACC code.</td>
</tr>
<tr>
<td>@@@@</td>
<td>Not stated (question asked of the client but no answer provided)</td>
</tr>
</tbody>
</table>

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**


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:


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:


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


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

Training activity (NAT00120) enrCurrSchlLvl

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Current school level identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>Currently enrolled in year 8 or below</td>
</tr>
<tr>
<td>09</td>
<td>Currently enrolled in year 9</td>
</tr>
<tr>
<td>10</td>
<td>Currently enrolled in year 10</td>
</tr>
<tr>
<td>11</td>
<td>Currently enrolled in year 11</td>
</tr>
<tr>
<td>12</td>
<td>Currently enrolled in year 12 or equivalent</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client (NAT00080) cliBirthDt</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDMMYYYY</td>
<td>Valid date</td>
</tr>
<tr>
<td>@@MMYYYY</td>
<td>Valid month and year but day not stated</td>
</tr>
<tr>
<td>@@@@YYYY</td>
<td>Valid year but day and month not stated</td>
</tr>
<tr>
<td>@@@@@@@@@</td>
<td>Not stated</td>
</tr>
</tbody>
</table>

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

Program completed (NAT00130) quaDtProgComp

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Date program completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDMMYYYY</td>
<td>Valid date</td>
</tr>
<tr>
<td>@@MMYYYY</td>
<td>Valid month but day not specified</td>
</tr>
<tr>
<td>@@@@YYYY</td>
<td>Valid year but day and month not specified</td>
</tr>
</tbody>
</table>

The values below are only valid for the 2018 collection year

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

File occurrences

<table>
<thead>
<tr>
<th>State field name</th>
<th>Training activity (NAT00120)</th>
</tr>
</thead>
<tbody>
<tr>
<td>State field name</td>
<td>enrDelModIdNat</td>
</tr>
</tbody>
</table>

**Classification scheme**

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

**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 attend any permanent or semi-permanent training delivery location. This includes
workshop, laboratory, simulator, and classroom-based training even when the training is delivered using video or internet links in real time.

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

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

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

---

**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.

**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.
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

<table>
<thead>
<tr>
<th>Training activity (NAT00120)</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>enrDelModIdState</td>
<td></td>
</tr>
</tbody>
</table>

Classification scheme

**Character Position 1: Delivery mode identifier - state**

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

**Character Position 2: Delivery mode identifier - state**

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

**Character Position 3: Delivery mode identifier - state**

<table>
<thead>
<tr>
<th>Valid values</th>
<th>Brief - field position</th>
<th>Description - Delivery mode identifier - state</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, C, E, P, R, S, W</td>
<td>Supplementary delivery mode 2</td>
<td>Identifies a second supplementary mode of delivery used to undertake a subject using the codes defined below</td>
</tr>
<tr>
<td>@</td>
<td>Supplementary delivery mode not specified</td>
<td>Indicates either a single delivery mode has been supplied or only one supplementary delivery mode has been specified</td>
</tr>
</tbody>
</table>
# Values for character positions in Delivery mode identifier - state

<table>
<thead>
<tr>
<th>Value</th>
<th>Brief - Delivery mode identifier - state</th>
<th>Description - Delivery mode identifier - state</th>
<th>Equivalent WAVEDS v7.0 identifier</th>
<th>Delivery mode identifier - national</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Local classroom</td>
<td>RTO trainer led delivery in a local classroom. Students attend scheduled classes and are provided subject material in a synchronised fashion.</td>
<td>01*</td>
<td>Internal</td>
</tr>
<tr>
<td>R</td>
<td>Remote conferencing</td>
<td>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.</td>
<td>02</td>
<td>Internal</td>
</tr>
<tr>
<td>S</td>
<td>Self-paced on-site</td>
<td>Scheduled local classes where the learning is directed through self-paced materials with assistance from the RTO trainer.</td>
<td>03</td>
<td>Internal</td>
</tr>
<tr>
<td>E</td>
<td>Self-paced external</td>
<td>Self-paced learning is directed by materials and assignments received by post, email or online portal.</td>
<td>04 / 05 / 08 / 09</td>
<td>External</td>
</tr>
<tr>
<td>W</td>
<td>Workplace on-site - class or self-paced</td>
<td>RTO trainer led delivery in the workplace. The learning is provided by scheduled classes or self-paced on-site delivery.</td>
<td>01*</td>
<td>Workplace based</td>
</tr>
<tr>
<td>A</td>
<td>Workplace - assessment only</td>
<td>The RTO trainer provides assessment of informal learning and on-the-job training that occurred in the workplace.</td>
<td>06</td>
<td>Workplace based</td>
</tr>
<tr>
<td>P</td>
<td>Auspiced partnership</td>
<td>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.</td>
<td>01*</td>
<td>External</td>
</tr>
<tr>
<td>Z</td>
<td>Not applicable</td>
<td>Enrolments completed via an assessment only process such as Recognition of Prior Learning (RPL) or Credit Transfer.</td>
<td>90</td>
<td>Not applicable</td>
</tr>
<tr>
<td>@</td>
<td>Not specified</td>
<td>To be used where a supplementary delivery mode is not specified</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* 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.

**Note:** On CMIS, the internal system delivery mode identifier is ‘R’ for Recognition of prior learning, ‘C’ for Recognition of current competency and ‘E’ for Credit transfer. These values map to the Delivery mode identifier - state value ‘Z@@’.

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

<table>
<thead>
<tr>
<th>Delivery mode identifier - state</th>
<th>Delivery mode identifier - national</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any position contains</td>
<td>Character Position 1 (Internal)</td>
</tr>
<tr>
<td>C</td>
<td>Y</td>
</tr>
<tr>
<td>R</td>
<td>Y</td>
</tr>
<tr>
<td>S</td>
<td>Y</td>
</tr>
<tr>
<td>Neither C, R, nor S</td>
<td>N</td>
</tr>
<tr>
<td>E</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Neither E nor P</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Neither W nor A</td>
<td></td>
</tr>
</tbody>
</table>
### 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 (WAEDS version 8.0.A01) data element:
- changed definition, classification scheme, rules and guidelines.

Revised for the 2018 (WAEDS 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 (WAEDS 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@@’.
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

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?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>☐ Y</td>
</tr>
<tr>
<td>No</td>
<td>☐ N</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Disability flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Yes - the client has a disability, impairment or long-term condition</td>
</tr>
<tr>
<td>N</td>
<td>No - the client does not have a disability, impairment or long-term condition</td>
</tr>
<tr>
<td>@</td>
<td>Not stated</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Client disability (NAT00090)</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>disTypeld</td>
<td></td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Hearing/deaf</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical</td>
<td>12</td>
</tr>
<tr>
<td>Intellectual</td>
<td>13</td>
</tr>
<tr>
<td>Learning</td>
<td>14</td>
</tr>
<tr>
<td>Mental illness</td>
<td>15</td>
</tr>
<tr>
<td>Acquired brain impairment</td>
<td>16</td>
</tr>
<tr>
<td>Vision</td>
<td>17</td>
</tr>
<tr>
<td>Medical condition</td>
<td>18</td>
</tr>
<tr>
<td>Other</td>
<td>19</td>
</tr>
</tbody>
</table>

Classification scheme

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

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

<table>
<thead>
<tr>
<th>State field name</th>
<th>File occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>cliEducationId</td>
<td>Client (NAT00080)</td>
</tr>
</tbody>
</table>

#### Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Education identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>A valid <em>Education identifier</em> as allocated by the School Curriculum and Standards Authority</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>State field name</th>
<th>File occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>rtoEmailAdd</td>
<td>Training organisation</td>
</tr>
<tr>
<td>cpdEmailAdd</td>
<td>Client contact details</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative email address (optional)</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>A valid email address</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Training activity (NAT00120)</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>enrEmpContrFlg</td>
<td></td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Employer contribution flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Yes - employer is invoiced or is contributing to client's tuition fees</td>
</tr>
<tr>
<td>N</td>
<td>No - employer is not invoiced or contributing to client's tuition fees</td>
</tr>
<tr>
<td>@</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>State field name</th>
<th>File occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training activity (NAT00120)</td>
<td>enrEnrolSchld</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Enrolled school identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>A valid four character school code as defined by the Department of Education.</td>
</tr>
<tr>
<td>@@@@</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

Rules

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

If *VET in schools flag* = 'N' and *Program recognition identifier* is not '14' 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.

<table>
<thead>
<tr>
<th>Office Code</th>
<th>Office Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>7601</td>
<td>Albany Local Education Office</td>
</tr>
<tr>
<td>7602</td>
<td>South Metro Education Regional Office</td>
</tr>
<tr>
<td>7603</td>
<td>Esperance Local Education Office</td>
</tr>
<tr>
<td>7604</td>
<td>Goldfields Education Regional Office</td>
</tr>
<tr>
<td>7605</td>
<td>Narrogin Local Education Office</td>
</tr>
<tr>
<td>7606</td>
<td>Mandurah Local Education Office</td>
</tr>
<tr>
<td>7607</td>
<td>North Metro Education Regional Office</td>
</tr>
<tr>
<td>7609</td>
<td>Southwest Education Regional Office</td>
</tr>
<tr>
<td>7610</td>
<td>Wheatbelt Education Regional Office</td>
</tr>
<tr>
<td>7612</td>
<td>Pilbara Education Regional Office</td>
</tr>
<tr>
<td>7613</td>
<td>Manjimup Local Education Office</td>
</tr>
<tr>
<td>7615</td>
<td>Beechboro Local Education Office</td>
</tr>
<tr>
<td>7616</td>
<td>Midwest Education Regional Office</td>
</tr>
<tr>
<td>7618</td>
<td>Kimberley Education Regional Office</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>State field name</th>
<th>File occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training activity <em>(NAT00120)</em></td>
<td>enrEnrolCatId</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Enrolment category identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolments that have not been reported in the previous year final AVETMISS collection</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Standard</td>
</tr>
<tr>
<td>X</td>
<td>Exam only: where the student has sat an examination/assessment but has undertaken no tuition for the subject.</td>
</tr>
<tr>
<td>Enrolments that have been reported in the previous year final AVETMISS collection</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Continuing: re-reports an enrolment from the previous year final collection where that enrolment was continuing into the current collection year.</td>
</tr>
<tr>
<td>U</td>
<td>Update: re-reports an enrolment from the previous year final collection that had a definite outcome (not ‘70’) and has now changed to a different definite outcome.</td>
</tr>
</tbody>
</table>

Rules

This field must not be blank.

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

*Enrolment category identifier* ‘C’ 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 enrolment’.

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’.

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 rulings for ‘X’ and ‘C’ values.

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

- revised description ‘C’ values.
Revised for the 2006 (WAVIDS version 6.0) data element:

- deleted ‘P - Credit transfer’.
- modified descriptions for ‘S’ and ‘C’.
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**

<table>
<thead>
<tr>
<th>State Field Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>enrlIdEnrolment</td>
</tr>
</tbody>
</table>

**Classification Scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Enrolment identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Value that uniquely identifies the enrolment within a provider collection</td>
</tr>
</tbody>
</table>

**Format**: Left justified alphanumeric value

**Rules**

This field must be unique within a provider’s Training activity *(NAT00120)* file.

**History**

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

- *Enrolment identifier.*
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

Training organisation (NAT00010) rtoFaxNum

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Facsimile number</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Valid facsimile number including area code</td>
</tr>
<tr>
<td>blank</td>
<td>Facsimile number is not available</td>
</tr>
</tbody>
</table>

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

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 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) | enrFeeExConcTypeld |

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Fee exemption/concession type identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Child in State Government care</td>
</tr>
<tr>
<td>D</td>
<td>Pensioner concession card</td>
</tr>
<tr>
<td>E</td>
<td>Repatriation health benefits card (issued by the Department of Veteran Affairs)</td>
</tr>
<tr>
<td>F (a)</td>
<td>No fees chargeable</td>
</tr>
<tr>
<td>G</td>
<td>AUSTUDY/ABSTUDY</td>
</tr>
<tr>
<td>L</td>
<td>Secondary school aged concession</td>
</tr>
<tr>
<td>N</td>
<td>Health Care card</td>
</tr>
<tr>
<td>O</td>
<td>Youth allowance</td>
</tr>
<tr>
<td>Q</td>
<td>Custodial institution inmates (Prison inmates)</td>
</tr>
<tr>
<td>V (b)</td>
<td>Fees waived (due to severe financial hardship)</td>
</tr>
<tr>
<td>W</td>
<td>Seniors card (ACE students only - not for private providers)</td>
</tr>
<tr>
<td>Z</td>
<td>No concession</td>
</tr>
</tbody>
</table>

(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 are chargeable 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 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’.
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

Training activity (NAT00120) enrFeeMaintFlg

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Fee maintenance flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Client was enrolled under fee maintenance</td>
</tr>
<tr>
<td>N</td>
<td>Client was not enrolled under fee maintenance</td>
</tr>
</tbody>
</table>

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 (WAEDS version 7.0.A01) data element as:

- Fee maintenance flag.

Revised for the 2015 (WAEDS 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.

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Funding source - national</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Revenue from government</td>
</tr>
<tr>
<td>13</td>
<td>Commonwealth specific funding program</td>
</tr>
<tr>
<td>15</td>
<td>State specific funding program</td>
</tr>
<tr>
<td>20</td>
<td>Domestic client - other revenue</td>
</tr>
<tr>
<td>30</td>
<td>International client - other revenue</td>
</tr>
<tr>
<td>80</td>
<td>Revenue earned from another training organisation (TAFE use only)</td>
</tr>
</tbody>
</table>

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 Education and Training, for example, job search incentives on training provided by Centrelink or health training initiatives funded by the Commonwealth e.g. Department of Health. Programs can be administered by state and territory training authorities or by a direct contract between the Commonwealth and the training organisation.


‘15 - State specific funding 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.
‘30 - International client - other revenue’ is revenue provided by or for an international client to undertake education and training who temporarily resides in Australia and holds a student visa or a temporary residency permit or who resides in an overseas country and whose fund 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.
## 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

<table>
<thead>
<tr>
<th>Funding source - state</th>
<th>TAFE student management system (CMIS)</th>
<th>Funding source - national</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Value</strong></td>
<td><strong>Description</strong></td>
<td><strong>Id</strong></td>
</tr>
<tr>
<td>10</td>
<td>NTA - Profile funded</td>
<td>C</td>
</tr>
<tr>
<td>11</td>
<td>NTA - Competitively allocated training</td>
<td>T</td>
</tr>
<tr>
<td>12</td>
<td>NTA - Special projects</td>
<td>Q</td>
</tr>
<tr>
<td>14</td>
<td>NTA - User choice</td>
<td>U</td>
</tr>
<tr>
<td>23</td>
<td>Non-NTA - Commonwealth specific funding program</td>
<td>F</td>
</tr>
<tr>
<td>25</td>
<td>Non-NTA - State specific funding program</td>
<td>S (a)</td>
</tr>
<tr>
<td>35</td>
<td>Domestic fee for service</td>
<td>N (a)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>40</td>
<td>International fee for service</td>
<td>O (a)</td>
</tr>
<tr>
<td>80</td>
<td>Revenue earned from another training organisation (TAFE use only)</td>
<td>Y</td>
</tr>
</tbody>
</table>

(a) Fund K can be used on CMIS to indicate “auspiced” delivery. When K is used, *Funding source - state* will be derived to:

- 25 where *VET in schools flag* = ‘Y’;
- 40 where the CMIS Enrolment type = ‘OS’; and
- 35 for all other cases where fund K has been indicated.
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 ‘21’ are removed and should not be reported for any enrolments in the 2003 onwards.

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


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, AAP, 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.
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**

Client *(NAT00080)*

**State field name**

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**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Female</td>
</tr>
<tr>
<td>M</td>
<td>Male</td>
</tr>
<tr>
<td>X</td>
<td>Other</td>
</tr>
<tr>
<td>@</td>
<td>Not stated</td>
</tr>
</tbody>
</table>

**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 (WAEDS version 7.0.B01) data element:

- new rules and guidelines regarding self-reporting of sex.

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

- renamed Sex to Gender.

Revised for the 2018 (WAEDS 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.)

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

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Highest school level completed identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Did not go to school</td>
</tr>
<tr>
<td>08</td>
<td>Year 8 or below</td>
</tr>
<tr>
<td>09</td>
<td>Year 9 or equivalent</td>
</tr>
<tr>
<td>10</td>
<td>Completed year 10</td>
</tr>
<tr>
<td>11</td>
<td>Completed year 11</td>
</tr>
<tr>
<td>12</td>
<td>Completed year 12</td>
</tr>
<tr>
<td>@@</td>
<td>Not stated (question asked of the client but no answer provided)</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>File occurrences</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training activity (<em>NAT00120</em>)</td>
<td>enrHoursAtt</td>
</tr>
</tbody>
</table>

### Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Hours attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>blank</td>
<td>This field is not used by the Department in Western Australia</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>State field name</th>
<th>Training activity (NAT00120)</th>
</tr>
</thead>
<tbody>
<tr>
<td>enrlclLiab</td>
<td></td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Income contingent loan liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000–99999</td>
<td>Value that represents the income contingent loan (VET Student Loans) liability incurred rounded up to the nearest dollar</td>
</tr>
<tr>
<td>blank</td>
<td>Income contingent loan not taken out or not applicable</td>
</tr>
</tbody>
</table>

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 and/or provider is/are 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.

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.
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, Standards for Statistics on Cultural and Language Diversity, 1999 (ABS catalogue no. 1289.0).

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

| 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

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Indigenous status identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes, Aboriginal</td>
</tr>
<tr>
<td>2</td>
<td>Yes, Torres Strait Islander</td>
</tr>
<tr>
<td>3</td>
<td>Yes, Aboriginal AND Torres Strait Islander</td>
</tr>
<tr>
<td>4</td>
<td>No, Neither Aboriginal nor Torres Strait Islander</td>
</tr>
<tr>
<td>@</td>
<td>Not stated</td>
</tr>
</tbody>
</table>

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 Standards for Statistics on Cultural and Language Diversity.

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

<table>
<thead>
<tr>
<th>No</th>
<th>Yes, Aboriginal</th>
<th>Yes, Torres Strait Islander</th>
<th>Indigenous status identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>✓</td>
<td>√</td>
<td>1</td>
</tr>
<tr>
<td>A</td>
<td>✓</td>
<td>□</td>
<td>2</td>
</tr>
<tr>
<td>B</td>
<td>✓</td>
<td>✓</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>✓</td>
<td>√</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>✓</td>
<td>✓</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>✓</td>
<td>✓</td>
<td>3</td>
</tr>
<tr>
<td>E</td>
<td>✓</td>
<td>√</td>
<td>4</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>√</td>
<td>@</td>
</tr>
</tbody>
</table>

### 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.
**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 recognised program.

**Context**

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

**File occurrences**

<table>
<thead>
<tr>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program completed (NAT00130)</td>
</tr>
</tbody>
</table>

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Issued flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Program credential issued</td>
</tr>
<tr>
<td>N</td>
<td>Program credential not issued</td>
</tr>
</tbody>
</table>

**Rules**

This field must not be blank.

*Issued flag* must be ‘Y - Program credential issued’ if the training organisation has issued the certificate for a client who has completed the requirements of a recognised program.

*Issued flag* must be ‘N - Program credential not issued’ if the training organisation has not issued the certificate to a client who has completed the requirements of a recognised program.

**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.
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.

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.)

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Labour force status identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Full-time employee</td>
</tr>
<tr>
<td>02</td>
<td>Part-time employee</td>
</tr>
<tr>
<td>03</td>
<td>Self employed - not employing others</td>
</tr>
<tr>
<td>04</td>
<td>Self employed - employing others</td>
</tr>
<tr>
<td>05</td>
<td>Employed - unpaid worker in a family business</td>
</tr>
<tr>
<td>06</td>
<td>Unemployed - seeking full-time work</td>
</tr>
<tr>
<td>07</td>
<td>Unemployed - seeking part-time work</td>
</tr>
<tr>
<td>08</td>
<td>Not employed - not seeking employment</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Labour force status identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Full-time employee</td>
</tr>
<tr>
<td>02</td>
<td>Part-time employee</td>
</tr>
<tr>
<td>03</td>
<td>Self employed - not employing others</td>
</tr>
<tr>
<td>04</td>
<td>Self employed - employing others</td>
</tr>
<tr>
<td>05</td>
<td>Employed - unpaid worker in a family business</td>
</tr>
<tr>
<td>06</td>
<td>Unemployed - seeking full-time work</td>
</tr>
<tr>
<td>07</td>
<td>Unemployed - seeking part-time work</td>
</tr>
<tr>
<td>08</td>
<td>Not employed - not seeking employment</td>
</tr>
<tr>
<td>@@</td>
<td>Not stated (question asked of the client but no answer provided)</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>State field name</th>
<th>File occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client (NAT00080)</td>
<td>cliLangOthThanEngId</td>
</tr>
</tbody>
</table>

**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

Yes, other - please specify

_____ 1201

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Language identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000–9999</td>
<td>Valid 4-digit Australian Standard Classification of Languages (ASCL) code.</td>
</tr>
<tr>
<td>@@@@@</td>
<td>Not stated</td>
</tr>
</tbody>
</table>

**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).

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:

- 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’.
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

Client (NAT00080)

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

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Name for encryption</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>Client's full name - family name, given names</td>
</tr>
</tbody>
</table>

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 (WAEDS version 2.0) data element:

- renamed to *Name for encryption.*
- refined description and rules.

Revised for the 2003 (WAEDS 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

<table>
<thead>
<tr>
<th>Program (NAT00030A)</th>
<th>cseNomHrsSup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject (NAT00060)</td>
<td>modNomHrsSup</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Nominal hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000–9999</td>
<td>Number of hours</td>
</tr>
</tbody>
</table>

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.

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Outcome date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDMMYYYY</td>
<td>Valid date</td>
</tr>
</tbody>
</table>

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 (WAEDS 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
Training activity (NAT00120)  enrOcmldNat

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Outcome identifier - national</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Competency achieved/pass</td>
</tr>
<tr>
<td>30</td>
<td>Competency not achieved/fail</td>
</tr>
<tr>
<td>40</td>
<td>Withdrawn/discontinued</td>
</tr>
<tr>
<td>41</td>
<td>Incomplete due to RTO closure</td>
</tr>
<tr>
<td>51</td>
<td>Recognition of prior learning granted</td>
</tr>
<tr>
<td>52</td>
<td>Recognition of prior learning not granted</td>
</tr>
<tr>
<td>60</td>
<td>Credit transfer/national recognition</td>
</tr>
<tr>
<td>61</td>
<td>Superseded subject</td>
</tr>
<tr>
<td>70</td>
<td>Continuing activity (expected to end after the collection year)</td>
</tr>
<tr>
<td>71</td>
<td>Continuing activity (expected to end in the collection year)</td>
</tr>
<tr>
<td>81</td>
<td>Non-assessable enrolment - satisfactorily completed</td>
</tr>
<tr>
<td>82</td>
<td>Non-assessable enrolment - withdrawn or not satisfactorily completed</td>
</tr>
<tr>
<td>85</td>
<td>Not yet started</td>
</tr>
</tbody>
</table>

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).
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.

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
Section 3 - Data elements

### Data elements

#### Outcome identifier - national

- **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’.

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.
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**

<table>
<thead>
<tr>
<th>Training activity (NAT00120)</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>enrOcmldProv</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Outcome identifier - training organisation (for TAFEs)</th>
<th>Outcome identifier - national</th>
<th>Description - Outcome identifier - national</th>
</tr>
</thead>
<tbody>
<tr>
<td>blank</td>
<td>Participation commenced, outcome not yet determined</td>
<td>70</td>
<td>Continuing activity (expected to end after the collection year)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>71 (a)</td>
<td>Continuing activity (expected to end in the collection year)</td>
</tr>
<tr>
<td>C</td>
<td>Credit (higher education)</td>
<td>20</td>
<td>Competency achieved/pass</td>
</tr>
<tr>
<td>CO</td>
<td>Competent</td>
<td>20</td>
<td>Competency achieved/pass</td>
</tr>
<tr>
<td>D</td>
<td>Distinction (higher education)</td>
<td>20</td>
<td>Competency achieved/pass</td>
</tr>
<tr>
<td>E</td>
<td>Exemption/Status Granted by Credit Transfer</td>
<td>60</td>
<td>Credit transfer/national recognition</td>
</tr>
<tr>
<td>HD</td>
<td>High distinction (higher education)</td>
<td>20</td>
<td>Competency achieved/pass</td>
</tr>
<tr>
<td>L1</td>
<td>Recognition of prior learning (RPL)</td>
<td>51</td>
<td>Recognition of prior learning granted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>52</td>
<td>Recognition of prior learning not granted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>85</td>
<td>Not yet started (but final outcome expected to be granted/not granted by recognition of prior learning)</td>
</tr>
<tr>
<td>N</td>
<td>Fail (higher education)</td>
<td>30</td>
<td>Competency not achieved/fail</td>
</tr>
<tr>
<td>NA</td>
<td>Non-Assessable subject Enrolment</td>
<td>81</td>
<td>Non-assessable activity - satisfactorily completed</td>
</tr>
<tr>
<td>NY</td>
<td>Not yet started but participation expected before enrolment end date</td>
<td>85</td>
<td>Not yet started</td>
</tr>
<tr>
<td>P</td>
<td>Pass (higher education)</td>
<td>20</td>
<td>Competency achieved/pass</td>
</tr>
<tr>
<td>Q</td>
<td>Deferred (higher education)</td>
<td>70</td>
<td>Continuing activity (expected to end after the collection year)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>71 (a)</td>
<td>Continuing activity (expected to end in the collection year)</td>
</tr>
</tbody>
</table>

Table continued on next page.
Table continued from previous page

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Outcome identifier - training organisation (for TAFEs)</th>
<th>Outcome identifier - national</th>
<th>Description - Outcome identifier - national</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Re-enrol - Competency not Achieved/Not Competent</td>
<td>30</td>
<td>Competency not achieved/fail</td>
</tr>
<tr>
<td>S</td>
<td>Supplementary (higher education)</td>
<td>70</td>
<td>Continuing activity (expected to end after the collection year)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>71 (a)</td>
<td>Continuing activity (expected to end in the collection year)</td>
</tr>
<tr>
<td>UP</td>
<td>Ungraded pass (higher education)</td>
<td>20</td>
<td>Non-assessable activity - satisfactorily completed</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn/Fail (higher education)</td>
<td>40</td>
<td>Withdrawn/discontinued</td>
</tr>
<tr>
<td>WO</td>
<td>Withdrawn Officially - After Some Participation (i.e. Withdrawal Form)</td>
<td>40</td>
<td>Withdrawn/discontinued</td>
</tr>
<tr>
<td></td>
<td></td>
<td>61</td>
<td>Superseded subject</td>
</tr>
<tr>
<td></td>
<td></td>
<td>82</td>
<td>Non-assessable activity - withdrawn or not satisfactorily completed</td>
</tr>
</tbody>
</table>

(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:

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Outcome identifier - training organisation For non-TAFE Contracted Providers</th>
<th>Outcome identifier - national</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Competent</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Not competent</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>Non-assessable enrolment - withdrawn or not satisfactorily completed</td>
<td>82</td>
</tr>
<tr>
<td>4</td>
<td>Non-assessable enrolment - satisfactorily completed</td>
<td>81</td>
</tr>
<tr>
<td>5</td>
<td>Participating; but studies not yet finished</td>
<td>70 or 71 (a)</td>
</tr>
<tr>
<td>6</td>
<td>Status Granted by RPL (Recognition of prior learning)</td>
<td>51</td>
</tr>
<tr>
<td>7</td>
<td>Recognition of prior learning not granted</td>
<td>52</td>
</tr>
<tr>
<td>9</td>
<td>Exemption/status granted by credit transfer</td>
<td>60</td>
</tr>
<tr>
<td>10</td>
<td>Withdrawn formally (After some participation)</td>
<td>40</td>
</tr>
<tr>
<td>11</td>
<td>Discontinued - no withdrawal (After some participation)</td>
<td>40</td>
</tr>
<tr>
<td>41</td>
<td>Incomplete due to RTO closure</td>
<td>41</td>
</tr>
<tr>
<td>61</td>
<td>Superseded subject</td>
<td>61</td>
</tr>
<tr>
<td>100</td>
<td>Never started - no participation</td>
<td>NR (b)</td>
</tr>
<tr>
<td>105</td>
<td>Not yet started but participation expected before enrolment end date</td>
<td>85</td>
</tr>
</tbody>
</table>

(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**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Outcome identifier - training organisation for other providers</th>
<th>Outcome identifier - national</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Internal outcome identifier (mapped)</td>
<td></td>
</tr>
</tbody>
</table>

**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 Classification scheme TAFE: DC, HC, HD, HF, HI, HN, HP, HQ, HS, HU, HV.
- deleted values in Classification scheme 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.
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

<table>
<thead>
<tr>
<th>Program completed (NAT00130)</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ParchDt</td>
<td></td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Parchment issue date</th>
</tr>
</thead>
<tbody>
<tr>
<td>blank</td>
<td>This field is not used by the Department in Western Australia</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Program completed (NAT00130)</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ParchNo</td>
</tr>
</tbody>
</table>

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Parchment number</th>
</tr>
</thead>
<tbody>
<tr>
<td>blank</td>
<td>This field is not used by the Department in Western Australia</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>State field name</th>
<th>File occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>tplPcode</td>
<td>Training organisation delivery location (NAT00020)</td>
</tr>
<tr>
<td>cliResPcode</td>
<td>Client (NAT00080)</td>
</tr>
<tr>
<td>cpdPcode</td>
<td>Client contact details (NAT00085)</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001–9999</td>
<td>A 4-digit Australia Post postcode valid during the collection year</td>
</tr>
<tr>
<td>OSPC</td>
<td>Overseas address location</td>
</tr>
<tr>
<td>@@@@@</td>
<td>Not stated (question asked of the client but no answer provided) or postcode is indiscernible</td>
</tr>
</tbody>
</table>

**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 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) | enr DelModPredomIdNat |

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Predominant delivery mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>External delivery</td>
</tr>
<tr>
<td>I</td>
<td>Internal delivery</td>
</tr>
<tr>
<td>W</td>
<td>Workplace-based delivery</td>
</tr>
<tr>
<td>N</td>
<td>Not applicable - recognition of prior learning/credit transfer</td>
</tr>
</tbody>
</table>

**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

| 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?

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

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Prior educational achievement flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Yes - a prior educational achievement has been successfully completed</td>
</tr>
<tr>
<td>N</td>
<td>No - a prior educational achievement has not been successfully completed</td>
</tr>
<tr>
<td>@</td>
<td>Not stated</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Field occurrences</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client prior educational achievement (NAT00100)</td>
<td>peaAchieved</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Prior educational achievement identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>008</td>
<td>Bachelor Degree or Higher Degree level (defined for AVETMISS use only)</td>
</tr>
<tr>
<td>410</td>
<td>Advanced Diploma or Associate Degree level</td>
</tr>
<tr>
<td>420</td>
<td>Diploma level</td>
</tr>
<tr>
<td>511</td>
<td>Certificate IV</td>
</tr>
<tr>
<td>514</td>
<td>Certificate III</td>
</tr>
<tr>
<td>521</td>
<td>Certificate II</td>
</tr>
<tr>
<td>524</td>
<td>Certificate I</td>
</tr>
<tr>
<td>990</td>
<td>Miscellaneous education</td>
</tr>
</tbody>
</table>

**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:
  - 01 - Postgraduate Degree level;
  - 02 - Graduate Diploma and Graduate Certificate level; and
  - 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

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

<table>
<thead>
<tr>
<th>State field name</th>
<th>Program (NAT00030A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File occurrences</td>
<td>cseQualFoeId</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Program field of education identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBNN</td>
<td>Valid 4-digit narrow level field of education code</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Hierarchical level</th>
<th>Code</th>
<th>Field of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broad field</td>
<td>03</td>
<td>Engineering and Related Technologies</td>
</tr>
<tr>
<td>Narrow field</td>
<td>0305</td>
<td>Automotive Engineering and Technology</td>
</tr>
<tr>
<td>Detailed field</td>
<td>030503</td>
<td>Vehicle Mechanics</td>
</tr>
</tbody>
</table>

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


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 (WAEDS 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 (WAEDS version 6.0) data element:

- renamed to **Qualification/course field of education identifier**.

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

- renamed to **Program field of education identifier**.

Revised for the 2018 (WAEDS 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**

<table>
<thead>
<tr>
<th>State field name</th>
<th>File occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>cseIdLoc</td>
<td>Program (NAT00030A)</td>
</tr>
<tr>
<td>enrCseldLoc</td>
<td>Training activity (NAT00120)</td>
</tr>
<tr>
<td>quaCseldLoc</td>
<td>Program completed (NAT00130)</td>
</tr>
</tbody>
</table>

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Program identifier - local</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Training package qualification code(^1) (as specified on the State Curriculum Database)</td>
</tr>
<tr>
<td>text</td>
<td>Nationally recognised accredited course code(^1) (as specified on the State Curriculum Database)</td>
</tr>
<tr>
<td>text</td>
<td>Nationally recognised skill set code(^1) (as specified on the State Curriculum Database)</td>
</tr>
<tr>
<td>text</td>
<td>Local course code</td>
</tr>
<tr>
<td>text</td>
<td>Local skill set code</td>
</tr>
</tbody>
</table>

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.
### Section 3 - Data elements

#### Program identifier - local

**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**

(Compulsory: local courses not in the *State curriculum database*)

<table>
<thead>
<tr>
<th>Collection agency Id</th>
<th>Description/name</th>
<th>Beginning of range</th>
<th>End of range</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>North Metropolitan TAFE</td>
<td>N900</td>
<td>N999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C900</td>
<td>C999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>V000</td>
<td>V999</td>
</tr>
<tr>
<td>16</td>
<td>South Metropolitan TAFE</td>
<td>S800</td>
<td>S999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M900</td>
<td>M999</td>
</tr>
<tr>
<td>17</td>
<td>North Regional TAFE</td>
<td>K900</td>
<td>K999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P000</td>
<td>P999</td>
</tr>
<tr>
<td>18</td>
<td>Central Regional TAFE</td>
<td>D900</td>
<td>D999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O900</td>
<td>O999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G000</td>
<td>G999</td>
</tr>
<tr>
<td>19</td>
<td>South Regional TAFE</td>
<td>A001</td>
<td>A100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B900</td>
<td>B999</td>
</tr>
<tr>
<td>Other</td>
<td>Other (non-TAFE collection agencies)</td>
<td>&lt;collection agency id&gt;</td>
<td>&lt;unique program id&gt;</td>
</tr>
</tbody>
</table>

**Range of allowed values for Program identifier - local**

(Compulsory: local skill sets)

<table>
<thead>
<tr>
<th>Collection agency Id</th>
<th>Description/name</th>
<th>Beginning of range</th>
<th>End of range</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>North Metropolitan TAFE</td>
<td>EAA01</td>
<td>EZZ99</td>
</tr>
<tr>
<td>16</td>
<td>South Metropolitan TAFE</td>
<td>GAA01</td>
<td>GZZ99</td>
</tr>
<tr>
<td>17</td>
<td>North Regional TAFE</td>
<td>IAA01</td>
<td>IZZ99</td>
</tr>
<tr>
<td>18</td>
<td>Central Regional TAFE</td>
<td>KAA01</td>
<td>KZZ99</td>
</tr>
<tr>
<td>19</td>
<td>South Regional TAFE</td>
<td>MAA01</td>
<td>MZZ99</td>
</tr>
<tr>
<td>Other</td>
<td>Other (non-TAFE collection agencies)</td>
<td>&lt;collection agency id&gt;</td>
<td>&lt;unique program id&gt;</td>
</tr>
</tbody>
</table>

**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

**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**

<table>
<thead>
<tr>
<th>File occurrence</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program (NAT00030A)</td>
<td>cseldNat</td>
</tr>
</tbody>
</table>

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Program identifier - national</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>National training package qualification code (as specified on the National Register of VET)</td>
</tr>
<tr>
<td>text</td>
<td>Nationally recognised accredited course code (as specified on the National Register of VET)</td>
</tr>
<tr>
<td>text</td>
<td>Nationally recognised skill set code (as specified on the National Register of VET)</td>
</tr>
<tr>
<td>blank</td>
<td>Blank for local courses and local skill sets</td>
</tr>
</tbody>
</table>

**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**

| Program (NAT00030A) | cseQualLoeId |

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Program level of education identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>211</td>
<td>Graduate Diploma level</td>
</tr>
<tr>
<td>221</td>
<td>Graduate Certificate level</td>
</tr>
<tr>
<td>311</td>
<td>Bachelor Degree (Honours)</td>
</tr>
<tr>
<td>312</td>
<td>Bachelor Degree (Pass)</td>
</tr>
<tr>
<td>411</td>
<td>Advanced Diploma</td>
</tr>
<tr>
<td>413</td>
<td>Associate Degree</td>
</tr>
<tr>
<td>421</td>
<td>Diploma</td>
</tr>
<tr>
<td>511</td>
<td>Certificate IV</td>
</tr>
<tr>
<td>514</td>
<td>Certificate III</td>
</tr>
<tr>
<td>521</td>
<td>Certificate II</td>
</tr>
<tr>
<td>524</td>
<td>Certificate I</td>
</tr>
<tr>
<td>611</td>
<td>Year 12</td>
</tr>
<tr>
<td>613</td>
<td>Year 11</td>
</tr>
<tr>
<td>621</td>
<td>Year 10</td>
</tr>
<tr>
<td>912</td>
<td>Other non-award courses</td>
</tr>
<tr>
<td>991</td>
<td>Statement of attainment not identifiable by level</td>
</tr>
<tr>
<td>992</td>
<td>Bridging and enabling courses not identifiable by level</td>
</tr>
<tr>
<td>999</td>
<td>Education not elsewhere classified</td>
</tr>
</tbody>
</table>

**State field name**

- cseQualLoeId
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:

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

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

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

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

The level of education in the Australian Standard Classification of Education includes qualifications in the Australian Qualifications Framework. The framework consists of qualifications across 10 levels accredited in the VET, higher education and school sectors (Australian Qualifications Framework: second edition January 2013). The following qualifications are currently listed as VET-accredited qualifications (the three diploma qualifications and the graduate certificate can also be accredited in the higher education sector):

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

The ASCED LOE classification includes qualifications in the Australian Qualifications Framework (AQF). For the full list of AQF qualifications refer to Australian Qualifications Framework website at 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.
**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**

<table>
<thead>
<tr>
<th>State field name</th>
<th>Program (NAT00030A)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>cseName</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Program name</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Name of a national training package qualification</td>
</tr>
<tr>
<td>text</td>
<td>Name of a nationally recognised accredited course</td>
</tr>
<tr>
<td>text</td>
<td>Name of a nationally recognised skill set</td>
</tr>
<tr>
<td>text</td>
<td>Name of a local course</td>
</tr>
<tr>
<td>text</td>
<td>Name of a local skill set</td>
</tr>
</tbody>
</table>

**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’.

**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

<table>
<thead>
<tr>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program (NAT00030A)</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Program recognition identifier</th>
</tr>
</thead>
</table>

**Nationally recognised training programs**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Nationally accredited qualification specified in a national training package</td>
</tr>
<tr>
<td>12</td>
<td>Nationally recognised accredited course, other than a qualification specified in a national training package</td>
</tr>
<tr>
<td>13</td>
<td>Nationally recognised skill set specified in a national training package</td>
</tr>
</tbody>
</table>

**Local courses (not nationally recognised)**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Other course</td>
</tr>
</tbody>
</table>

**Other**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Higher-level qualification, other than training package qualifications or nationally recognised accredited courses</td>
</tr>
<tr>
<td>16</td>
<td>Locally recognised skill set</td>
</tr>
</tbody>
</table>

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 those specified in training packages.
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’:

- 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.
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

Training activity (NAT00120) enrPurchContId

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Purchasing contract identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>A code that identifies the purchasing or funding contract between the state training authority and the registered training organisation</td>
</tr>
</tbody>
</table>

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 (WAEDS version 2.0) data element as:

- TMG contract number.

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

- renamed to Tender/contract identifier.

Revised for the 2003 (WAEDS 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

<table>
<thead>
<tr>
<th>State field name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training activity (NAT00120)</td>
<td>enrPurchContSchild</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Purchasing contract schedule identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>blank</td>
<td>This field is not used by the Department in Western Australia</td>
</tr>
</tbody>
</table>

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.
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

| Training activity (NAT00120) | enrResourceFee |

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Resource fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000–99999</td>
<td>Value of the resource fee charged rounded up to the nearest dollar</td>
</tr>
</tbody>
</table>

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 (WAEDS version 7.0.A01) data element as:

- Resource fee.

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

- updated the definition and context to reflect the Department's 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

<table>
<thead>
<tr>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training activity (NAT00120)</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Roll identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>A value representing a class group of enrolments.</td>
</tr>
<tr>
<td>@</td>
<td>No roll identifier or number used.</td>
</tr>
</tbody>
</table>

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 (WADEVS 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

<table>
<thead>
<tr>
<th>State field name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training activity (<em>NAT00120</em>)</td>
<td>enrSchedHrs</td>
</tr>
</tbody>
</table>

#### Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Scheduled hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000–9999</td>
<td>Number of hours</td>
</tr>
</tbody>
</table>

#### 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**

<table>
<thead>
<tr>
<th>State field name</th>
<th>School type identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training activity (NAT00120)</td>
<td>enrSchlTypeld</td>
</tr>
</tbody>
</table>

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - School type identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>blank</td>
<td>This field is not used by the Department in Western Australia</td>
</tr>
</tbody>
</table>

**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

State field name
Training activity (NAT00120) enrSpecFundIdNat

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Specific funding identifier - national</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Valid Specific funding identifier code as advised by NCVER</td>
</tr>
</tbody>
</table>

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 training authorities or those training organisations advised by the Department of Education and Training.

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 Education and Training, other Commonwealth departments may offer funding for training (for example, job search incentives on training programs provided by Centrelink or health training initiatives funded by the Commonwealth). Programs can be administered by state and territory training authorities or by a direct contract between the Commonwealth and the training organisation.

Please refer to the NCVER Portal https://www.ncver.edu.au/rto-hub/statistical-standard-software/specific-funding-identifier for an up-to-date list of Specific funding identifier values as codes are updated when new programs are introduced or discontinued.

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.
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

<table>
<thead>
<tr>
<th>State field name</th>
<th>Training activity (NAT00120)</th>
</tr>
</thead>
<tbody>
<tr>
<td>enrSpecFundIdState</td>
<td>Training activity (NAT00120)</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Specific funding identifier - state</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Existing worker traineeship</td>
</tr>
<tr>
<td>N</td>
<td>New entrant traineeship</td>
</tr>
<tr>
<td>Blank</td>
<td>Not a traineeship</td>
</tr>
</tbody>
</table>

Character positions 2–10: Character positions 2–10 are not currently in use

Rules

This field must not be blank if Training type is ‘T - Traineeship enrolment’. This field must be blank if Training type is not ‘T - Traineeship enrolment’.

**Character position 1:**

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’. 
State identifier

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

State identifier is used to analyse VET training activity by state and territory.

### File occurrences

<table>
<thead>
<tr>
<th>State field name</th>
<th>Value</th>
<th>Description - State identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>rtoStateId</td>
<td>01</td>
<td>New South Wales</td>
</tr>
<tr>
<td>tpiStateId</td>
<td>02</td>
<td>Victoria</td>
</tr>
<tr>
<td>cliStateId</td>
<td>03</td>
<td>Queensland</td>
</tr>
<tr>
<td>cpdStateId</td>
<td>04</td>
<td>South Australia</td>
</tr>
<tr>
<td></td>
<td>05</td>
<td>Western Australia</td>
</tr>
<tr>
<td></td>
<td>06</td>
<td>Tasmania</td>
</tr>
<tr>
<td></td>
<td>07</td>
<td>Northern Territory</td>
</tr>
<tr>
<td></td>
<td>08</td>
<td>Australian Capital Territory</td>
</tr>
<tr>
<td></td>
<td>09</td>
<td>Other Australian Territories or Dependencies</td>
</tr>
<tr>
<td></td>
<td>99</td>
<td>Other (overseas but not an Australian Territory or Dependency)</td>
</tr>
<tr>
<td></td>
<td>@@</td>
<td>Not specified</td>
</tr>
</tbody>
</table>

### 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), 2011 (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

<table>
<thead>
<tr>
<th>State field name</th>
<th>File occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>NAT00080</code> cliSa1Id</td>
<td>Client</td>
</tr>
</tbody>
</table>

#### Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Statistical area level 1 identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>blank</td>
<td>This field is not collected from training providers for Western Australia</td>
</tr>
<tr>
<td>text</td>
<td>Valid ASGS Statistical Area Level 1 code when calculated by the Department</td>
</tr>
</tbody>
</table>

**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*.
**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), 2011 (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**

<table>
<thead>
<tr>
<th>State field name</th>
<th>File occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>cliSa2ld</td>
<td>Client (NAT00080)</td>
</tr>
</tbody>
</table>

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Statistical area level 2 identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>blank</td>
<td>This field is not collected from training providers for Western Australia</td>
</tr>
<tr>
<td>text</td>
<td>Valid ASGS statistical area level 2 code when calculated by the Department</td>
</tr>
</tbody>
</table>

**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.*
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

<table>
<thead>
<tr>
<th>State field name</th>
<th>Training activity (NAT00120)</th>
</tr>
</thead>
<tbody>
<tr>
<td>enrStudyReasonId</td>
<td></td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Study reason identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>To get a job</td>
</tr>
<tr>
<td>02</td>
<td>To develop my existing business</td>
</tr>
<tr>
<td>03</td>
<td>To start my own business</td>
</tr>
<tr>
<td>04</td>
<td>To try for a different career</td>
</tr>
<tr>
<td>05</td>
<td>To get a better job or promotion</td>
</tr>
<tr>
<td>06</td>
<td>It was a requirement of my job</td>
</tr>
<tr>
<td>07</td>
<td>I wanted extra skills for my job</td>
</tr>
<tr>
<td>08</td>
<td>To get into another course of study</td>
</tr>
<tr>
<td>12</td>
<td>For personal interest or self-development</td>
</tr>
<tr>
<td>13</td>
<td>To get skills for community/voluntary work</td>
</tr>
<tr>
<td>11</td>
<td>Other reasons</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Study reason identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>To get a job</td>
</tr>
<tr>
<td>02</td>
<td>To develop my existing business</td>
</tr>
<tr>
<td>03</td>
<td>To start my own business</td>
</tr>
<tr>
<td>04</td>
<td>To try for a different career</td>
</tr>
<tr>
<td>05</td>
<td>To get a better job or promotion</td>
</tr>
<tr>
<td>06</td>
<td>It was a requirement of my job</td>
</tr>
<tr>
<td>07</td>
<td>I wanted extra skills for my job</td>
</tr>
<tr>
<td>08</td>
<td>To get into another course of study</td>
</tr>
<tr>
<td>12</td>
<td>For personal interest or self-development</td>
</tr>
<tr>
<td>13</td>
<td>To get skills for community/voluntary work</td>
</tr>
<tr>
<td>11</td>
<td>Other reasons</td>
</tr>
<tr>
<td>@@</td>
<td>Not specified</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Subject (NAT00060)</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>modFoeld</td>
<td></td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Subject field of education identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBNNDD</td>
<td>Valid 6-digit detailed level field of education code.</td>
</tr>
</tbody>
</table>

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:

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

Subject field of education identifier is allocated according to the content of the unit of competency or module by determining the broad field, then the narrow field and finally the detailed field.

If the field of education code for nationally registered units of competency or modules cannot be sourced from 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**

| Subject (NAT00060) | modIdLoc |
| Training activity (NAT00120) | enrModIdLoc |

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Subject identifier - local</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>State accredited module code</td>
</tr>
<tr>
<td>text</td>
<td>Other module code</td>
</tr>
<tr>
<td>text</td>
<td>Unit of competency code</td>
</tr>
</tbody>
</table>

**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*

<table>
<thead>
<tr>
<th>Collection Agency Id</th>
<th>Description/name</th>
<th>Beginning of range</th>
<th>End of range</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>North Metropolitan TAFE</td>
<td>N9013</td>
<td>N9999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C2000</td>
<td>C2999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>V0000</td>
<td>V9999</td>
</tr>
<tr>
<td>16</td>
<td>South Metropolitan TAFE</td>
<td>S0001</td>
<td>S0479</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09000</td>
<td>09999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W3000</td>
<td>W5000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W0000</td>
<td>W0017</td>
</tr>
<tr>
<td>17</td>
<td>North Regional TAFE</td>
<td>K9500</td>
<td>K9999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P0000</td>
<td>P9999</td>
</tr>
<tr>
<td>18</td>
<td>Central Regional TAFE</td>
<td>D9500</td>
<td>D9999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O9500</td>
<td>O9999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G0000</td>
<td>G9999</td>
</tr>
<tr>
<td>19</td>
<td>South Regional TAFE</td>
<td>A0001</td>
<td>A1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B9500</td>
<td>B9999</td>
</tr>
<tr>
<td>Other</td>
<td>Other (non-TAFE collection agencies)</td>
<td>&lt;collection agency id&gt;&lt;unique subject id&gt;</td>
<td></td>
</tr>
</tbody>
</table>

**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

Subject (NAT00060) modIdNat

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Subject identifier - national</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Module or unit of competency identifier</td>
</tr>
</tbody>
</table>

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 ‘AAABBBBBBBC’ now is of format ‘AAABBBCDDE’.

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

Subject (NAT00060)

State field name

modName

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Subject name</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Unit of competency or module name</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>State field name</th>
<th>Training organisation (NAT00080)</th>
</tr>
</thead>
<tbody>
<tr>
<td>cliSurveyStatus</td>
<td>clisSurveyStatus</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Survey contact status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Available for survey use</td>
</tr>
<tr>
<td>C</td>
<td>Correctional facility (address or enrolment)</td>
</tr>
<tr>
<td>D</td>
<td>Deceased student</td>
</tr>
<tr>
<td>E</td>
<td>Excluded from survey use</td>
</tr>
<tr>
<td>I</td>
<td>Invalid address / itinerant student (very low likelihood of response)</td>
</tr>
<tr>
<td>M</td>
<td>Minor - under age of 15 (not to be surveyed)</td>
</tr>
<tr>
<td>O</td>
<td>Overseas (address or enrolment)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>State field name</th>
<th>Training activity (NAT00120)</th>
</tr>
</thead>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - TAFE international client identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>A valid TAFE international client identifier</td>
</tr>
</tbody>
</table>

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 ‘40 - Overseas full-fee paying client’.

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

| Client (NAT00130) | quaEtiFlg |

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - TAFE international flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Qualification is awarded by <em>TAFE International Western Australia</em></td>
</tr>
<tr>
<td>N</td>
<td>Qualification is not awarded by <em>TAFE International Western Australia</em></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>File occurrences</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training organisation (NAT00010)</td>
<td>rtoPhoneNum</td>
</tr>
<tr>
<td>Training organisation (NAT00085)</td>
<td></td>
</tr>
<tr>
<td>Telephone number [home]</td>
<td>cpdPhoneHome</td>
</tr>
<tr>
<td>Telephone number [mobile]</td>
<td>cpdPhoneMob</td>
</tr>
<tr>
<td>Telephone number [work]</td>
<td>cpdPhoneWork</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Valid telephone number up to 10 digits</td>
</tr>
</tbody>
</table>

**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

| Training activity (NAT00120) | enrCotNewAppld |

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Training contract identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>A unique identifier that is used to generate the <em>Training contract identifier</em> field in the Training contract transaction (NAT00150) file within AVETMISS for apprentices and trainees</td>
</tr>
<tr>
<td>blank</td>
<td>If and only if <em>Client identifier - apprenticeships</em> is blank</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>File occurrence</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training organisation delivery location <em>(NAT00020)</em></td>
<td>tplld</td>
</tr>
<tr>
<td>Training activity <em>(NAT00120)</em></td>
<td>enrTplld</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - <em>Training organisation delivery location identifier</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>A delivery location identifier that is unique within a training organisation</td>
</tr>
</tbody>
</table>

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

| Training organisation delivery location (NAT00020) tplName |

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Training organisation delivery location name</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Valid training organisation delivery location name</td>
</tr>
</tbody>
</table>

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 (WAEDS 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

<table>
<thead>
<tr>
<th>Training organisation</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>(NAT00010)</td>
<td>rtold</td>
</tr>
<tr>
<td>Training organisation delivery location (NAT00020)</td>
<td>tplRtold</td>
</tr>
<tr>
<td>Program completed (NAT00130)</td>
<td>quaRtold</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Training organisation identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>4756</td>
<td>WA Academy of Performing Arts</td>
</tr>
<tr>
<td>52395</td>
<td>TAFE International Western Australia</td>
</tr>
<tr>
<td>52786</td>
<td>North Metropolitan TAFE</td>
</tr>
<tr>
<td>52787</td>
<td>South Metropolitan TAFE</td>
</tr>
<tr>
<td>52788</td>
<td>North Regional TAFE</td>
</tr>
<tr>
<td>52789</td>
<td>Central Regional TAFE</td>
</tr>
<tr>
<td>52790</td>
<td>South Regional TAFE</td>
</tr>
<tr>
<td>XXXXX</td>
<td>Other Registered Training Organisations with values from the National Register of VET</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>File occurrences</th>
<th>State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training organisation <em>(NAT00010)</em></td>
<td>rtoName</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Training organisation name</th>
</tr>
</thead>
<tbody>
<tr>
<td>text</td>
<td>Valid training organisation name</td>
</tr>
</tbody>
</table>

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

**State field name**

| Training activity (NAT00120) | enrTrainTypeld |

#### Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Training type identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Apprenticeship enrolment</td>
</tr>
<tr>
<td>T</td>
<td>Traineeship enrolment</td>
</tr>
<tr>
<td>P</td>
<td>Pre-apprenticeship enrolment</td>
</tr>
<tr>
<td>J</td>
<td>Pre-traineeship enrolment</td>
</tr>
<tr>
<td>H</td>
<td>Higher education sector enrolment</td>
</tr>
<tr>
<td>O</td>
<td>All other enrolments</td>
</tr>
</tbody>
</table>

#### 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 (WAVERDS 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

| 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

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Unique student identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>alphanumeric</td>
<td>Valid 10-character USI code</td>
</tr>
<tr>
<td>INDIV</td>
<td>Individual exemption for genuine objection to being assigned a USI.</td>
</tr>
<tr>
<td>INTOFF</td>
<td>International offshore client exemption</td>
</tr>
</tbody>
</table>

**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', 'l' or 'O' and must be exactly ten characters long.

If *Unique Student Identifier* is ‘INTOFF’, a client's *Postcode* must be ‘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/documents/usi-exemptions-table](https://www.usi.gov.au/documents/usi-exemptions-table).

Please note that clients exempt from the USI do not have a record in the USI Registry System. Therefore, the training organisation should not attempt to verify clients with an exemption code in the USI Registry System.

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.
**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

<table>
<thead>
<tr>
<th>Program (NAT00030A)</th>
<th>cseVetFlg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject (NAT00060)</td>
<td>modVetFlg</td>
</tr>
</tbody>
</table>

### Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - VET flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Yes - The intention of the program of study is vocational</td>
</tr>
<tr>
<td>N</td>
<td>No - The intention of the program of study is not vocational</td>
</tr>
</tbody>
</table>

### 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**

<table>
<thead>
<tr>
<th>State field name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training activity (NAT00120)</td>
<td>enrVetInSchlFlg</td>
</tr>
</tbody>
</table>

**Classification scheme**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - VET in schools flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Yes - VET in schools program</td>
</tr>
<tr>
<td>N</td>
<td>No - not a VET in schools program</td>
</tr>
</tbody>
</table>

**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 (WAEDS version 5.0) data element as:

- VET in schools flag.
- added to the national data collection.

Revised for the 2004 (WAEDS 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

<table>
<thead>
<tr>
<th>State field name</th>
<th>Client (NAT00080)</th>
</tr>
</thead>
<tbody>
<tr>
<td>cliYrHSLvlComp</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Year highest school level completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1900–9999</td>
<td>A valid year, not in the future</td>
</tr>
<tr>
<td>@@@@@</td>
<td>Not stated</td>
</tr>
</tbody>
</table>

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 revised Australian Government Department of Education and Training’s VET Data Policy, which takes effect from 1 January 2018, 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 and student declaration as at Schedule 1 of the VET Data Policy is provided below and is also available on the Department of Education and Training’s website: https://www.education.gov.au/privacy-notice.

Privacy notice

Privacy notice

Under the Data Provision Requirements 2012, [insert RTO name] is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form) may be used or disclosed by [insert RTO name] for statistical, administrative, regulatory and research purposes. [insert RTO name] may disclose your personal information for these purposes to:

- Commonwealth and state or territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at https://www.ncver.edu.au/).
Personal details

1. Enter your full name *

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

* Name for encryption

* 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

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD</td>
<td>MM</td>
<td>YYYY</td>
</tr>
</tbody>
</table>

Date of birth

3. Gender (Tick ONE box only)

<table>
<thead>
<tr>
<th>Male</th>
<th></th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td></td>
<td>F</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>@</td>
</tr>
</tbody>
</table>

Gender

4. Enter your contact details

<table>
<thead>
<tr>
<th>Home phone</th>
<th></th>
</tr>
</thead>
</table>

Telephone number [home]

<table>
<thead>
<tr>
<th>Work phone</th>
<th></th>
</tr>
</thead>
</table>

Telephone number [work]

<table>
<thead>
<tr>
<th>Mobile</th>
<th></th>
</tr>
</thead>
</table>

Telephone number [mobile]

<table>
<thead>
<tr>
<th>Email address</th>
<th></th>
</tr>
</thead>
</table>

Email address

<table>
<thead>
<tr>
<th>Alternative email address (optional)</th>
<th></th>
</tr>
</thead>
</table>

Email address [alternative]
5. **What is the address of your usual residence?**

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

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

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

<table>
<thead>
<tr>
<th>Building/property name</th>
<th>Address building/property name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat/unit details</td>
<td>Address flat/unit details</td>
</tr>
<tr>
<td>Street or lot number (e.g. 205 or Lot 118)</td>
<td>Address street number</td>
</tr>
<tr>
<td>Street name</td>
<td>Address street name</td>
</tr>
<tr>
<td>Suburb, locality or town</td>
<td>Address - suburb, locality or town</td>
</tr>
<tr>
<td>State/territory</td>
<td>State identifier</td>
</tr>
<tr>
<td>Postcode</td>
<td>Postcode</td>
</tr>
</tbody>
</table>
6. What is your postal address (if different from above)?

<table>
<thead>
<tr>
<th>Building/property name</th>
<th>Address building/property name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat/unit details</td>
<td>Address flat/unit details</td>
</tr>
<tr>
<td>Street or lot number (e.g. 205 or Lot 118)</td>
<td>Address street number</td>
</tr>
<tr>
<td>Street name</td>
<td>Address street name</td>
</tr>
<tr>
<td>Postal delivery information (e.g. PO Box 24)</td>
<td>Address postal delivery box</td>
</tr>
<tr>
<td>Suburb, locality or town</td>
<td>Address - suburb, locality or town</td>
</tr>
<tr>
<td>State/territory</td>
<td>State identifier</td>
</tr>
<tr>
<td>Postcode</td>
<td>Postcode</td>
</tr>
</tbody>
</table>
**Language and cultural diversity**

7. In which country were you born? \(^{(n)}\)

<table>
<thead>
<tr>
<th>Country</th>
<th>Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>1101</td>
</tr>
<tr>
<td>Other - please specify</td>
<td>######</td>
</tr>
</tbody>
</table>

8. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

<table>
<thead>
<tr>
<th>Language Identifier</th>
<th>1201</th>
</tr>
</thead>
<tbody>
<tr>
<td>No, English only</td>
<td></td>
</tr>
<tr>
<td>Yes, other - Please specify</td>
<td>######</td>
</tr>
</tbody>
</table>

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 \(^*\))

<table>
<thead>
<tr>
<th>Indigenous Status Identifier</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>4</td>
</tr>
<tr>
<td>Yes, Aboriginal</td>
<td>1</td>
</tr>
<tr>
<td>Yes, Torres Strait Islander</td>
<td>2</td>
</tr>
</tbody>
</table>

\(^*\) Yes to both = 3
Disability

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>No (Go to question 12)</td>
<td>N</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Disability type identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing/deaf</td>
</tr>
<tr>
<td>Physical</td>
</tr>
<tr>
<td>Intellectual</td>
</tr>
<tr>
<td>Learning</td>
</tr>
<tr>
<td>Mental illness</td>
</tr>
<tr>
<td>Acquired brain impairment</td>
</tr>
<tr>
<td>Vision</td>
</tr>
<tr>
<td>Medical condition</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Highest school level completed identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 12 or equivalent</td>
</tr>
<tr>
<td>Year 11 or equivalent</td>
</tr>
<tr>
<td>Year 10 or equivalent</td>
</tr>
<tr>
<td>Year 9 or equivalent</td>
</tr>
<tr>
<td>Year 8 or below</td>
</tr>
<tr>
<td>Never attended school (Go to question 15)</td>
</tr>
</tbody>
</table>

Year highest school level completed

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

Enter year here

Year highest school level completed

14. Are you still enrolled in secondary or senior secondary education?

<table>
<thead>
<tr>
<th>At school flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>
### Previous qualifications achieved

15. Have you SUCCESSFULLY completed any of the qualifications listed in question 16?

<table>
<thead>
<tr>
<th>Yes</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>No (Go to question 17)</td>
<td>N</td>
</tr>
</tbody>
</table>

Prior educational achievement flag

16. If YES, then tick ANY applicable boxes.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Degree or Higher Degree</td>
<td>008</td>
</tr>
<tr>
<td>Advanced Diploma or Associate Degree</td>
<td>410</td>
</tr>
<tr>
<td>Diploma (or Associate Diploma)</td>
<td>420</td>
</tr>
<tr>
<td>Certificate IV (or Advanced Certificate/Technician)</td>
<td>511</td>
</tr>
<tr>
<td>Certificate III (or Trade Certificate)</td>
<td>514</td>
</tr>
<tr>
<td>Certificate II</td>
<td>521</td>
</tr>
<tr>
<td>Certificate I</td>
<td>524</td>
</tr>
<tr>
<td>Certificates other than the above</td>
<td>990</td>
</tr>
</tbody>
</table>

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).

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

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)

<table>
<thead>
<tr>
<th>Job related</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>To get a job</td>
<td>01</td>
</tr>
<tr>
<td>To develop my existing business</td>
<td>02</td>
</tr>
<tr>
<td>To start my own business</td>
<td>03</td>
</tr>
<tr>
<td>To try for a different career</td>
<td>04</td>
</tr>
<tr>
<td>To get a better job or promotion</td>
<td>05</td>
</tr>
<tr>
<td>It was a requirement of my job</td>
<td>06</td>
</tr>
<tr>
<td>I wanted extra skills for my job</td>
<td>07</td>
</tr>
<tr>
<td>Further Study</td>
<td></td>
</tr>
<tr>
<td>To get into another course of study</td>
<td>08</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>For personal interest or self-development</td>
<td>12</td>
</tr>
<tr>
<td>To get skills for community/voluntary work</td>
<td>13</td>
</tr>
<tr>
<td>Other reasons</td>
<td>11</td>
</tr>
</tbody>
</table>

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

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/training-organisations/using-usi-registry-system/existing-usi-search-locate-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/documents/privacy-notice-when-rto-applies-their-behalf. 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

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 one 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 solely 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.
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

<table>
<thead>
<tr>
<th>Prefix for State field name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client (NAT00080)</td>
</tr>
<tr>
<td>Client contact details (NAT00085)</td>
</tr>
<tr>
<td>Client disability (NAT00090)</td>
</tr>
<tr>
<td>Client prior educational achievement (NAT00100)</td>
</tr>
<tr>
<td>Training activity (NAT00120)</td>
</tr>
<tr>
<td>Program completed (NAT00130)</td>
</tr>
</tbody>
</table>

Classification scheme

<table>
<thead>
<tr>
<th>Value</th>
<th>Description - Appendix A - Collection agency identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>North Metropolitan TAFE</td>
</tr>
<tr>
<td>16</td>
<td>South Metropolitan TAFE</td>
</tr>
<tr>
<td>17</td>
<td>North Regional TAFE</td>
</tr>
<tr>
<td>18</td>
<td>Central Regional TAFE</td>
</tr>
<tr>
<td>19</td>
<td>South Regional TAFE</td>
</tr>
<tr>
<td>45</td>
<td>Edith Cowan University - WA Academy of Performing Arts</td>
</tr>
<tr>
<td>47</td>
<td>Training Markets (DTWD)</td>
</tr>
<tr>
<td>50</td>
<td>University of Notre Dame Australia</td>
</tr>
<tr>
<td>53</td>
<td>Department of Corrective Services</td>
</tr>
<tr>
<td>70</td>
<td>School Curriculum and Standards Authority</td>
</tr>
</tbody>
</table>

History

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

- *Collection agency identifier*

Revised for the 2013 (WAEDS 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’.
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.
Appendix D - Invalid enrolment audit guidelines

Section 5 - Appendices

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).