

AVETMISS Data Element Definitions

Edition 2

Updated March 2010

Australian Vocational
Education and Training
Management Information
Statistical Standard



Australian Government

Department of Education, Employment
and Workplace Relations

AVETMISS

AVETMISS Data Element Definitions

Edition 2

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Australian Standard Classification of Occupations (ASCO) ABS Catalogue No. 1220.0, 1997 (second edition).
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Introduction

Overview

The National Centre for Vocational Education Research (NCVER), under direction and with endorsement from the National Training and Statistics Committee (NTSC) and National Senior Officials Committee (NSOC), has developed the Australian Vocational Education and Training Management Information Statistical Standard Data Element Definitions (*AVETMISS Data Element Definitions*).

The *AVETMISS Data Element Definitions* provides a national framework for the collection and dissemination of VET (Vocational Education and Training) information considered necessary for its consistent and accurate measurement in Australia.

This document presents a set of data elements that is the authoritative national reference for definitions, context, rules, classification schemes, and format attributes pertaining to Australian VET data.

The *AVETMISS Data Element Definitions* also includes recommended questions (self-enumerated), classifications, which comply with Australian Bureau of Statistics (ABS) standards wherever possible and history, which describes all changes to individual elements since the first release of the *AVETMIS Standard*.

The assistance of the many organisations and individuals who provided information and advice during the development of this set of standards is gratefully acknowledged. NCVER would welcome feedback on any aspect of these standards.

AVETMISS Architecture

In June 2004, the National Training Statistics Committee agreed to terms of reference for a review of the AVETMIS Standard. A discussion paper was developed by NCVER and made publicly available for formal responses from stakeholders by February 2005. In addition, NCVER staff consulted with state training authorities in all jurisdictions, the Australian National Training Authority (ANTA), Department of Education Science and Training (DEST) and the Australian Bureau of Statistics (ABS), industry representatives, registered training organisations, and software developers.

As a result of these consultations a new architecture is progressively implemented for the AVETMIS Standard, consisting of a suite of documents, including:

Australian VET Statistics: Explained provides a synopsis of the VET system, collections, surveys, information systems and subsequent statistical reports. A summary of the AVETMIS Standards and references to other AVETMISS documents are included.

Data Element Definitions provides listings of the data elements' definitions, context, rules for use, the code set and format attributes for all collections and surveys.

Collection Specifications provides listings of the data elements collected in each file, defines the position, length, and data type of data elements for each record, and provides rules for the accurate submission of data for a specific collection.

Output Data Dictionary provides definitions of all data used in statistical reporting.

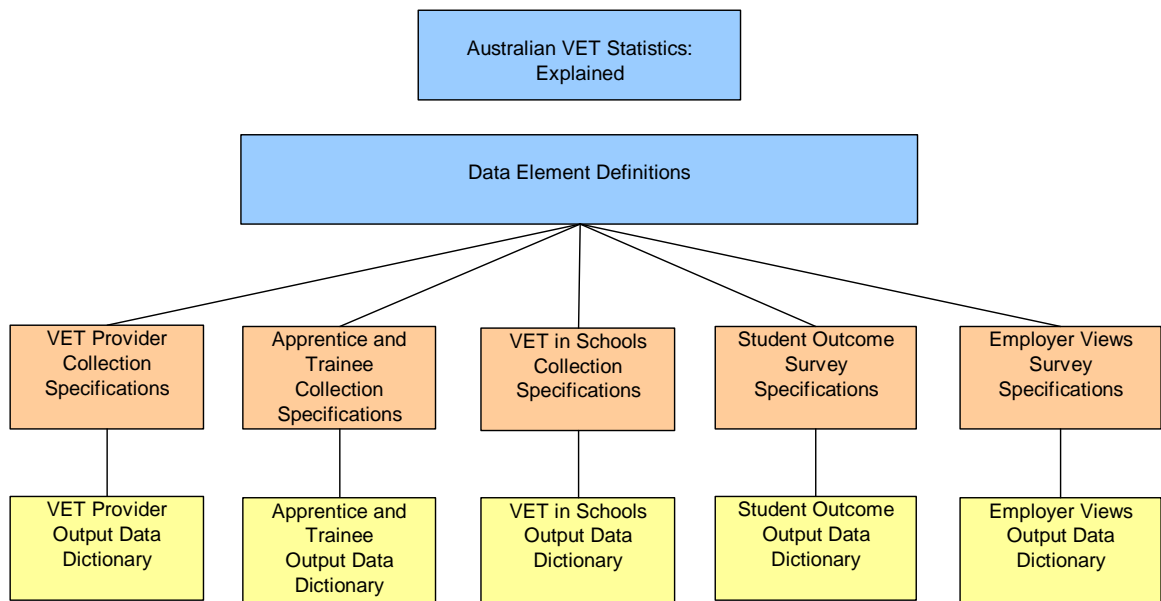


Figure 1: Representation of the AVETMIS Standard suite of documents.

Contents of this document

AVETMISS Data Element Definitions is presented in the following sections:

Relationship of elements to collection specifications

This section contains a table listing data elements and their respective collections.

Data elements

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

Changes and Revisions to elements

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

Relationship to other AVETMISS documents

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

AVETMISS Data Element Definitions is a companion document to the *AVETMISS VET Provider Collection Specifications*, *AVETMISS Apprentice and Trainee Collection Specifications* and to the output data dictionaries (yet to be released).

AVETMISS VET Provider Collection Specifications: Release 6.0 provides the requirements for the VET Provider Collection.

AVETMISS Apprentice and Trainee Collection Specifications: Release 6.0 provides the requirements for the Apprentice and Trainee Collection.

Owing to the continuing development of the new AVETMISS architecture, *AVETMISS Data Element Definitions: Edition 1* relates only to *AVETMISS VET Provider Collection Specifications: Release 6.0*. *AVETMISS Data Element Definitions: Edition 2* relates to both *AVETMISS VET Provider Collection Specifications: Release 6.0* and *AVETMISS Apprentice and Trainee Collection Specifications: Release 6.0*.

AVETMISS validation software

The *AVETMISS validation software* is developed by NCVER and freely distributed for the purpose of validating files and data submitted to the various NCVER collections. The validation software generates errors and warnings resulting from data inconsistencies in the files. The Validation Software generates two types of messages:

Warnings prompt a data submitter to check the validity of data records and make corrections as necessary, before re-importing the data into the Validation Software. Warnings do not prevent data from being exported from the Validation Software.

Errors prompt a data submitter to correct serious problems in the data records before re-importing the data into the Validation Software.

Support and internet resources

INTERNET RESOURCES

Australian Apprenticeships

www.australianapprenticeships.gov.au/

Australian Bureau of Statistics

www.abs.gov.au for Classifications and Work Manuals, select 'Methods, Classifications, Concepts & Standards', then 'ABS concepts, classifications and statistical standards' then select appropriate category.

Australian Qualifications Framework

www.aqf.edu.au

Australian Quality Training Framework

www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/aqtf

Australian Technical Colleges

www.australiantechnicalcolleges.gov.au/

AVETMIS Standards and related resources

<http://www.ncver.edu.au/avetmiss/index.html>

Department of Education, Employment and Workplace Relations

www.deewr.gov.au

Training and skills

www.dest.gov.au/sectors/training_skills

For apprentices and trainees

www.dest.gov.au/audience_segments/for_apprentices.htm

For employers and industry

www.dest.gov.au/audience_segments/for_employers.htm

Industry Skills Councils

www.isc.org.au

National Centre for Vocational Education Research

www.ncver.edu.au

National Training Information Service

www.ntis.gov.au

Training Package Development Handbook

www.dest.gov.au/sectors/training_skills/publications_resources/profiles/Training_Package_Development_Handbook.htm

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

www.voced.edu.au/index.htm

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*Relationship of Elements to Collection
Specifications*

Elements and related collections

The following table shows data elements and the respective collections they are contained within.

Element	Type	Length	VET Provider Collection	Apprentice and Trainee Collection
Address First Line	A	50	X	X
Address Location - Suburb, Locality or Town	A	50	X	X
Address Postal - Suburb, Locality or Town	A	50	X	X
Address Second Line	A	50	X	X
ANZSCO Identifier	A	6	X	X
ANZSIC Identifier	A	4		X
ASCO Identifier	A	7		X
At School Flag	A	1	X	X
Client First Given Name	A	40	X	
Client Identifier	A	10	X	
Client Identifier - Apprenticeships	A	10	X	X
Client Identifier - TYIMS	A	10		X
Client Last Name	A	40	X	
Client Title	A	4	X	
Client Tuition Fee	N	4	X	
Commencing Course Identifier	N	1	X	
Contact Name	A	60	X	X
Country Identifier	A	4	X	X
Credit Flag	A	1		X
Date of Birth	A	8	X	X
Date of Training Contract Commencement	D	8		X
Date of Training Contract Completion	D	8		X
Date of Transaction	D	8		X
Delivery Mode Identifier	N	2	X	
Disability Flag	A	1	X	X
Disability Type Identifier	N	2	X	
E-mail Address	A	80	X	X
Employer Identifier	A	10		X
Employer Legal Name	A	100		X
Employer Size	A	6		X
Employer Type Identifier	N	2		X
Employment Arrangement Identifier	A	2		X
Enrolment Activity End Date	D	8	X	
Enrolment Activity Start Date	D	8	X	
Existing Worker Flag	A	1		X
Facsimile Number	A	20	X	X
Fee Exemption/Concession Type Identifier	A	1	X	
Full-time Identifier	A	1		X
Funding Source - National	N	2	X	
Funding Source - State Training Authority	A	3	X	
Highest School Level Completed Identifier	A	2	X	X

Element	Type	Length	VET Provider Collection	Apprentice and Trainee Collection
Hours Attended	N	4	X	
Indigenous Status Identifier	A	1	X	X
Labour Force Status Identifier	A	2	X	
Main Language other than English Spoken at Home Identifier	A	4	X	X
Module/Unit of Competency Field of Education Identifier	A	6	X	
Module/Unit of Competency Flag	A	1	X	
Module/Unit of Competency Identifier	A	12	X	
Module/Unit of Competency Name	A	100	X	
Name for Encryption	A	60	X	X
Nominal Duration	N	2		X
Nominal Hours	N	4	X	
Outcome Identifier - National	N	2	X	
Outcome Identifier - Training Organisation	A	3	X	
Postcode	A	4	X	X
Prior Educational Achievement Flag	A	1	X	X
Prior Educational Achievement Identifier	N	3	X	X
Proficiency in Spoken English Identifier	A	1	X	
Purchasing Contract Identifier	A	12	X	
Purchasing Contract Schedule Identifier	A	3	X	
Qualification/Course Field of Education Identifier	N	4	X	
Qualification/Course Identifier	A	10	X	X
Qualification/Course Level of Education Identifier	N	3	X	
Qualification/Course Name	A	100	X	X
Qualification/Course Recognition Identifier	N	2	X	
Qualification Issued Flag	A	1	X	
Scheduled Hours	N	4	X	
School Level Identifier	A	2		X
School-based Flag	A	1		X
Sex	A	1	X	X
State Identifier	N	2	X	X
Statistical Local Area	A	4	X	X
Study Reason Identifier	A	2	X	
Telephone Number	A	20	X	X
Telephone Number - Home	A	20	X	
Telephone Number - Mobile	A	20	X	
Telephone Number - Work	A	20	X	
Training Authority Identifier	A	10	X	X
Training Authority Name	A	100	X	X
Training Contract Identifier	A	10	X	X
Training Contract Identifier - Previous	A	10		X
Training Contract Status Identifier	N	2		X
Training Organisation Delivery Location Identifier	A	10	X	

Element	Type	Length	VET Provider Collection	Apprentice and Trainee Collection
Training Organisation Delivery Location Name	A	100	X	
Training Organisation Identifier	A	10	X	X
Training Organisation Name	A	100	X	X
Training Organisation Type Identifier	N	2	X	
VET Flag	A	1	X	
VET in Schools Flag	A	1	X	
Year Highest School Level Completed	A	4	X	X
Year Program Completed	N	4	X	

Type legend:**A - Alphanumeric field****N - Numeric field - must contain only integers****D - Date field - in format DDMMYYYY**

Data Elements

Guide to data elements - format and content

Definitional Attributes

DEFINITION

Defines the element.

CONTEXT

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

Relational Attributes

RULES

Describes the requirements to accurately report data in the field.

GUIDELINES FOR USE

Details additional information for using the data element.

RELATED DATA

Lists related data element(s).

TYPE OF RELATIONSHIP

Describes the nature of the relationship that is present between the data element and any other data elements.

CLASSIFICATION SCHEME

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

QUESTION

Where an ABS standard exists for how a question should be phrased for a specified data element, the exact phrasing is provided.

Format Attributes

Length:	field length
Type:	alphanumeric, numeric or date
Justification:	left, right or none
Fill Character:	space - allowable characters that are used to fill any remaining spaces for that field
Permitted data element value:	values that are allowed in addition to the classification scheme

Administrative Attributes

HISTORY

Describes the changes to data elements from the previous release. Due to the continuing development of the new AVETMISS architecture the history section is shown in two tables. The first table documents the history from release 1.0 through to release 5.0; the second table documents the history from *AVETMISS Data Element Definitions: Edition 1* onwards. The History shown in *AVETMISS Data Element Definitions: Edition 1* relates only to changes from *AVETMISS VET Provider* between Release 5.0 to Edition 1. The history shown in *AVETMISS Data Element Definitions: Edition 2* relates to both changes from Edition 1 to Edition 2 and changes from *AVETMISS New Apprenticeships Release 5.0* to Edition 2.

Address First Line

Definitional Attributes

DEFINITION

Address First Line is the first line of an address and provides a valid street number and name (including floor and building name if relevant).

CONTEXT

Address First Line is used along with other address details to determine the postal address or location.

Relational Attributes

RULES

Address First Line must not contain the name of the suburb, locality or town, or a postcode.

GUIDELINES FOR USE

Address First Line contains the street number and name (including floor and building name if relevant) of the postal address.

RELATED DATA

Address Second Line

TYPE OF RELATIONSHIP

Address Second Line must be used to continue the *Address First Line* details if space is not sufficient.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - ADDRESS FIRST LINE
text	Street number and name (and floor and building name if relevant)

QUESTION

Not applicable

Format Attributes

Length: 50
 Type: alphanumeric
 Justification: left
 Fill Character: space
 Permitted data element value: not applicable

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Address First Line</i>	Introduced 01 July 1994 <i>Address First Line</i>

Address Location - Suburb, Locality or Town

Definitional Attributes

DEFINITION

Address Location - Suburb, Locality or Town is the name of a suburb, locality or town of a physical location.

CONTEXT

Address Location - Suburb, Locality or Town is used along with other address details to determine location.

Relational Attributes

RULES

Address Location - Suburb, Locality or Town must only contain a suburb, locality or town name and must not contain a postcode.

Any *Address Location - Suburb, Locality or Town* must be a physical location, not a locked bag, post office box, large volume receiver.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - ADDRESS LOCATION - SUBURB, LOCALITY OR TOWN
text	Name of suburb, locality or town

QUESTION

What is the address of your usual residence?

Building / Property name

Flat / Unit number Street number

Street name

Suburb, Locality or Town

State / Territory

Postcode

Format Attributes

Length:	50
Type:	alphanumeric
Justification:	left
Fill Character:	space
Permitted data element value:	not applicable

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Address Third Line</i>	Introduced 01 July 1994 <i>Address Third Line</i>
RELEASE 5.0	Revised 01 January 2003 Renamed <i>Address Suburb or Town or Locality</i>	Revised 01 April 2004 Renamed <i>Address Suburb or Town or Locality</i>

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Renamed <i>Address Location - Suburb, Locality or Town</i>
EDITION 2	Revised 01 July 2008 Adopted <i>Address Location - Suburb, Locality or Town</i> to replace <i>Address Suburb or Town or Locality</i> for Apprentice and Trainee Collection

Address Postal - Suburb, Locality or Town

Definitional Attributes

DEFINITION

Address Postal - Suburb, Locality or Town is the name of a suburb, locality or town used for the delivery of mail.

CONTEXT

Address Postal - Suburb, Locality or Town is used along with other address details to determine postal address.

Relational Attributes

RULES

Address Postal - Suburb, Locality or Town must only contain a suburb, locality or town name.

GUIDELINES FOR USE

Address Postal - Suburb, Locality or Town should not be used for coding to geographical classifications or aggregating statistical data for areas.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - ADDRESS POSTAL - SUBURB, LOCALITY OR TOWN
text	Name of suburb, locality or town

QUESTION

What is your postal address?

Building / Property name

Flat / Unit number Street number

Street name

Suburb, Locality or Town

State / Territory

Postcode

Format Attributes

Length: 50

Type: alphanumeric

Justification: left

Fill Character: space

Permitted data element value: not applicable

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Address Third Line</i>	Introduced 01 July 1994 <i>Address Third Line</i>
RELEASE 5.0	Revised 01 January 2003 Renamed <i>Address Suburb or Town or Locality</i>	Revised 01 April 2004 Renamed <i>Address Suburb or Town or Locality</i>

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Renamed <i>Address Postal - Suburb, Locality or Town</i>
EDITION 2	Revised 01 July 2008 Adopted <i>Address Postal - Suburb, Locality or Town</i> to replace <i>Address Suburb or Town or Locality</i> for Apprentice and Trainee Collection

Address Second Line

Definitional Attributes

DEFINITION

Address Second Line is the second line of an address and provides a continuation of the valid name and number of the street (including floor and business name if relevant).

CONTEXT

Address Second Line is used in conjunction with other address details to determine the postal address and location.

Relational Attributes

RULES

Address Second Line must not contain the name of a suburb, locality or town or a postcode.

GUIDELINES FOR USE

Address Second Line contains the continuation of street number and name (including floor and building name if relevant) of the address.

RELATED DATA

Address First Line

TYPE OF RELATIONSHIP

If space is insufficient in *Address First Line*, then *Address Second Line* must be used to continue the *Address First Line* details.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - ADDRESS SECOND LINE
text	Continuation of street number and name

QUESTION

Not applicable

Format Attributes

Length: 50
 Type: alphanumeric
 Justification: left
 Fill Character: space
 Permitted data element value: not applicable

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Address Second Line</i>	Introduced 01 July 1994 <i>Address Second Line</i>

ANZSCO Identifier

Definitional Attributes

DEFINITION

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

The classification is based on the *Australian and New Zealand Standard Classification of Occupations* (ANZSCO) ABS Catalogue No. 1220.0, 2006. The ANZSCO classification is the current classification replacing ASCO classification.

CONTEXT

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

Relational Attributes

RULES

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

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

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

For VET Provider Collection only

ANZSCO Identifier must be the Australian and New Zealand Standard Classification of Occupations (ANZSCO) code listed on the National Training Information Service (NTIS) for Training package qualifications and nationally recognised courses.

ANZSCO Identifier must be consistent with the skill level of the *Qualification/ Course Level of Education Identifier* program of study. A code with a comparable ANZSCO skill level from the same occupation group may be selected as appropriate.

GUIDELINES FOR USE

For the complete list of up-to-date ANZSCO codes, please refer to NCVER website <www.ncver.edu.au>.

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

Hierarchical Level	Number of categories
Major Group (1-digit level)	8
Sub-Major Group (2-digit level)	43
Minor Group (3-digit level)	97
Unit Group (4-digit level)	358
Occupation (6-digit level)	998

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - ANZSCO IDENTIFIER
100000-899999	Valid 6-digit ANZSCO code
GEN19	Occupational non-specific - General education
GEN20	Non-industry specific training
NONVET	Non-VET course - no occupational outcome

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
ADMINISTRATIVE ARRANGEMENT BASED ON RELEASE 5.0		Introduced 01 January 2007

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Revised classification to include the following codes: GEN19 - Occupational non-specific - General education GEN20 - Non-industry specific training NONVET - Non-VET course - no occupational outcome
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ANZSIC Identifier

Definitional Attributes

DEFINITION

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

This classification is based on the Australian Bureau of Statistics, *Australian and New Zealand Standard Industry Classification* (ANZSIC) ABS Catalogue No. 1292.0, 2006.

CONTEXT

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

Relational Attributes

RULES

ANZSIC Identifier must be a valid code from *Australian and New Zealand Standard Industry Classification* (ANZSIC) ABS Catalogue No. 1292.0, 2006. ANZSIC codes should be reported to the full 4-digit code in order to describe an individual industry type.

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

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

GUIDELINES FOR USE

For the complete list of up-to-date ANZSIC codes, please refer to NCVER website <www.ncver.edu.au>.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - ANZSIC IDENTIFIER
SSGC	Valid 4-digit (Class) ANZSIC code
SSG	Valid 3-digit (Group) ANZSIC code
SS	Valid 2-digit (Subdivision) ANZSIC code

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>ANZSIC (industry type) Identifier</i>
RELEASE 3.0		Revised 01 January 1999 Add value '@@@@ - Not Stated'

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>ANZSIC Identifier</i> to adopt <i>Australian and New Zealand Standard Industry Classification (ANZSIC)</i> ABS Catalogue No. 1292.0, 2006
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ASCO Identifier

Definitional Attributes

DEFINITION

ASCO 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 Standard Classification of Occupations (ASCO)* ABS Catalogue No. 1220.0, 1997 (second edition). The ASCO Classification has been replaced by the current ANZSCO Classification.

CONTEXT

ASCO Identifier is used to profile VET delivery by occupational areas.

Relational Attributes

RULES

ASCO Identifier must be an Australian Standard Classification of Occupations (ASCO) code from the Australian Bureau of Statistics. ASCO codes should be reported to the full 7-character code (Msmu-oo) in order to describe an individual occupation level.

The training authority is required to classify each qualification undertaken as part of a training contract to a single *ASCO Identifier* according to the intended occupational outcome for a client on completion of the qualification.

ASCO Identifier may be an ASCO code at a level higher than the 7-character occupation level only where the qualification relates to all subordinate 7-character occupation types.

Where the qualification relates to more than one ASCO code, *ASCO Identifier* must be the primary (or most significant) occupation type to which the qualification relates.

ASCO Identifier must not be a 7-digit ASCO code where the last 2 digits denote an occupational outcome of either 'apprentice' or 'trainee'.

GUIDELINES FOR USE

For the complete list of up-to-date ASCO codes, please refer to NCVET website <www.ncver.edu.au>.

RELATED DATA

Not applicable.

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - ASCO IDENTIFIER
Msmu-oo	Valid 7-character (Occupation) ASCO code
Msmu	Valid 4-digit (Unit Group) ASCO code
Msm	Valid 3-digit (Minor Group) ASCO code
Ms	Valid 2-digit (Sub-major Group) ASCO code
M	Valid 1-digit (Major Group) ASCO code

QUESTION

Not applicable

Format Attributes

Length:	7
Type:	alphanumeric
Justification:	left
Fill Character:	space
Permitted data element value:	not applicable

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>ASCO (occupation type) Identifier</i>	Introduced 01 July 1994 <i>ASCO (occupation type) Identifier</i>
RELEASE 2.0	Revised 01 January 1997 Incorporated <i>ASCO</i> ABS Catalogue No. 1220.0, 1997 (second edition) and ANTA extensions	Revised 01 July 1997 Incorporated <i>ASCO</i> ABS Catalogue No. 1220.0, 1997 (second edition).
RELEASE 3.0	Revised 01 January 1999 Allow reporting 1–digit (major group) code Extension code for non-VET courses	

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>ASCO Identifier</i>
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At School Flag

Definitional Attributes

DEFINITION

At School Flag indicates whether a client is currently attending secondary school.

CONTEXT

At School Flag is used to analyse data on clients that attend secondary school.

Relational Attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - AT SCHOOL FLAG
Y	Yes - the client is still attending secondary school
N	No - the client is not attending secondary school

QUESTION

Are you still attending secondary school?

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N

Format Attributes

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

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 2.0	Introduced 01 January 1997 <i>At School</i>	Introduced 01 July 1997 <i>At School</i>
RELEASE 4.0	Revised 01 January 2002 Modified value description for <i>At School</i> 'N' flag from 'has finished secondary schooling' to 'is not attending secondary school'	Revised 01 January 2002 Modified value description for <i>At School</i> 'N' flag from 'has finished secondary schooling' to 'is not attending secondary school'

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Renamed <i>At School Flag</i>
EDITION 2	Revised 01 July 2008 Adopted <i>At School Flag</i> to replace <i>At School</i> for Apprentice and Trainee Collection

Client First Given Name

Definitional Attributes

DEFINITION

Client First Given Name contains the client's preferred first name.

CONTEXT

Client First Given Name is used for addressing correspondence.

Relational Attributes

RULES

Client First Given Name must not be the client's family name even if it is their first name.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - CLIENT FIRST GIVEN NAME
text	Client's preferred first name

QUESTION

Enter your full name

Family Name

Given Names

Format Attributes

Length: 40

Type: alphanumeric

Justification: left

Fill Character: space

Permitted data element value: not applicable

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Client First Given Name</i>	

Client Identifier

Definitional Attributes

DEFINITION

Client Identifier uniquely distinguishes an individual within a training organisation.

CONTEXT

Client Identifier protects the individual's privacy and is required for analysis.

Relational Attributes

RULES

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

Training organisations are required to use the same *Client Identifier* for an individual and not generate a different *Client Identifier* each time an individual re-enrols.

Client Identifier will usually be the client's 'student number'.

Client Identifier must not contain spaces.

GUIDELINES FOR USE

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - CLIENT IDENTIFIER
text	Unique client identifier within the collection

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Client Identifier</i>	

Client Identifier - Apprenticeships

Definitional Attributes

DEFINITION

Client Identifier - Apprenticeships identifies a client with an Apprenticeship/Traineeship Training Contract.

CONTEXT

Client Identifier - Apprenticeships is assigned when the Apprenticeship/Traineeship Training Contract is registered as a means of uniquely identifying the client for record-keeping purposes.

Relational Attributes

RULES

Client Identifier - Apprenticeships must not contain spaces.

For VET Provider Collection only

Client Identifier - New Apprenticeships is only used if an enrolment in a unit of competency or module relates to a client undertaking an Apprenticeship or Traineeship under a registered Apprenticeship/Traineeship Training Contract.

The application of the *Client Identifier - New Apprenticeships* should be the same across data collection periods.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - CLIENT IDENTIFIER - APPRENTICESHIPS
text	Unique Client Identifier within a collection

QUESTION

Not applicable

Format Attributes

Length: 10
 Type: alphanumeric
 Justification: left
 Fill Character: space
 Permitted data element value: @@@@ @@@@ @@@@ not specified

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Client Identifier</i>
RELEASE 5.0	Introduced 01 January 2003 <i>Client Identifier - New Apprenticeships</i>	

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>Client Identifier - Apprenticeships</i> Adopted <i>Client Identifier - Apprenticeships</i> to replace <i>Client Identifier</i> for Apprentice and Trainee Collection
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Client Identifier - New Apprenticeships

Name changed see *Client Identifier - Apprenticeships*

Client Identifier - TYIMS

Definitional Attributes

DEFINITION

Client Identifier - TYIMS uniquely identifies a client on DEEWR's Training Youth Information Management System (TYIMS).

CONTEXT

Client Identifier - TYIMS is assigned by Department of Education, Employment and Workplace Relations (DEEWR) as a means of uniquely identifying the client for record-keeping purposes.

Relational Attributes

RULES

Client Identifier - TYIMS must be the client identifier that is assigned by DEEWR and as recorded in TYIMS.

The sequence of characters reported for *Client Identifier - TYIMS* must have following spaces if *Client Identifier - TYIMS* is less than ten characters.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - CLIENT IDENTIFIER - TYIMS
1-9999999999	Client Identifier issued by DEEWR and recorded in TYIMS

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

DATA ELEMENT DEFINITIONS	
EDITION 2	Introduced 01 July 2008 <i>Client Identifier - TYIMS</i>

Client Last Name

Definitional Attributes

DEFINITION

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

CONTEXT

Client Last Name is used for addressing correspondence.

Relational Attributes

RULES

Client Last Name must contain the client's family name (i.e. surname) even if the client's family name is their first name.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - CLIENT LAST NAME
text	Client's family name

QUESTION

Enter your full name

Family Name

Given Names

Format Attributes

Length: 40
 Type: alphanumeric
 Justification: left
 Fill Character: space
 Permitted data element value: not applicable

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Client Last Name</i>	

Client Title

Definitional Attributes

DEFINITION

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

CONTEXT

Client Title is used for addressing correspondence.

Relational Attributes

RULES

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - CLIENT TITLE
text	Client's preferred title

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Client Title</i>	

Client Tuition Fee

Definitional Attributes**DEFINITION**

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

CONTEXT

Determined by individual states or territories.

Relational Attributes**RULES**

Determined by individual states or territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - CLIENT TUITION FEE
0000-9999	Value that represents the tuition fee and/or administration charge, rounded up to the nearest dollar

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Student Tuition Fee</i>	

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Renamed <i>Client Tuition Fee</i>
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Commencing Course Identifier

Definitional Attributes

DEFINITION

Commencing Course Identifier indicates whether a client has enrolled in a qualification or course for the first time with the training organisation.

CONTEXT

Commencing Course Identifier is used to measure the number of VET clients who commenced a course in a given year.

Relational Attributes

RULES

Commencing Course Identifier must be '3 - Commencing enrolment in the qualification or course' if a client commenced a qualification or course for the first time.

Commencing Course Identifier must be '4 - Continuing enrolment in the qualification or course from a previous year' if a client commenced a qualification or a course in a previous collection year and has not completed the qualification.

Commencing Course Identifier must be '8 - Unit of competency or module enrolment only' if the enrolment is a unit of competency or module enrolment only.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - COMMENCING COURSE IDENTIFIER
3	Commencing enrolment in the qualification or course
4	Continuing enrolment in the qualification or course from a previous year
8	Unit of competency or module enrolment only

QUESTION

Not applicable

Format Attributes

Length: 1
 Type: numeric
 Justification: none
 Fill Character: none
 Permitted data element value: not applicable

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 2.0	Introduced 01 January 1997 <i>Commencing Course Enrolment Indicator</i>	
RELEASE 3.0	Revised 01 January 1999 Renamed <i>Commencing Course Identifier</i>	
RELEASE 4.0	Revised 01 January 2002 Updated the value descriptions for <i>Commencing Course Identifier</i> to replace 'a course' with 'a qualification or a course' Modified the value '9' description for <i>Commencing Course Identifier</i> to replace 'The enrolment is not course-based' with 'The enrolment is not in a qualification or course'	

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Recoded values and modified descriptions for <i>Commencing Course Identifier</i>
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Contact Name

Definitional Attributes

DEFINITION

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

CONTEXT

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

Relational Attributes

RULES

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - CONTACT NAME
text	Contact name in format: family name, given name(s), title and position (optional)

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Contact Name</i>	Introduced 01 July 1994 <i>Contact Name</i>

Country Identifier

Definitional Attributes

DEFINITION

Country Identifier classification is based on the *Standard Australian Classification of Countries (SACC)* ABS Catalogue No. 1269.0, 1998 (revision 2.03).

CONTEXT

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

Country Identifier is one of the four minimum core sets of Cultural and Language indicators and is used for the identification of individuals from non-English speaking backgrounds.

Relational Attributes

RULES

Country Identifier must be a valid 4-digit *Standard Australian Classification of Countries (SACC)* ABS Catalogue No. 1269.0, 1998 (revision 2.03).

GUIDELINES FOR USE

For the complete list of up-to-date country codes, please refer to NCVET website <www.ncver.edu.au>.

The Standard Australian Classification of Countries (SACC) was devised by the Australian Bureau of Statistics (ABS). It should be noted that while the ABS value for 'Not stated' is '0003', this has been replaced for use within the AVETMIS Standard with '@@@@'.

Questions are designed to comply with the *Standards for Statistics on Cultural and Language Diversity*, ABS Catalogue No. 1289.0, 1999.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - COUNTRY IDENTIFIER
0000-9999	Valid 4-digit ABS SACC code

QUESTION

In which country were you born?

Australia 1101

Other - please specify

Format Attributes

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

Administrative Attributes**HISTORY**

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

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Renamed <i>Country Identifier</i>
EDITION 2	Revised 01 July 2008 Adopted <i>Country Identifier</i> to replace <i>Country (of birth) Identifier</i> for Apprentice and Trainee Collection Adopted <i>Standard Australian Classification of Countries (SACC)</i> ABS Catalogue No. 1269.0, 1998 (revision 2.03).

Credit Flag

Definitional Attributes

DEFINITION

Credit Flag indicates whether or not a client participating in a training contract is seeking credit for prior learning or experience.

CONTEXT

Credit Flag is used to identify the extent of recognition of prior learning or experience an apprentice or trainee is seeking under a training contract.

Relational Attributes

RULES

Credit flag must be set to 'Y - Yes' where the client participating in the training contract is seeking credit for training or experience gained prior to entering into the training contract. Such credit implies a reduced training requirement under the training contract.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - CREDIT FLAG
Y	Yes - Credit has been sought for prior learning or experience
N	No - Credit has not been sought for prior learning or experience

QUESTION

Are you seeking credit to reduce the term of the training contract?

No	<input type="checkbox"/> N
Yes	<input type="checkbox"/> Y

Format Attributes

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

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Credit for Prior Training</i>

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>Credit Flag</i> Changed definition of <i>Credit Flag</i> .
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Date of Birth

Definitional Attributes

DEFINITION

Date of Birth is the date a client was born.

CONTEXT

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

Relational Attributes

RULES

Date of Birth should be checked by the training organisation for complete and correct data.

Date of Birth must not be a system default.

Date of Birth must be:

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - DATE OF BIRTH
DDMMYYYY	Valid date
@@MMYYYY	Valid month and year but day not specified
@@@@YYYY	Valid year but day and month not specified

QUESTION

Enter your birth date

Day/Month/Year

Format Attributes

Length: 8
 Type: alphanumeric
 Justification: none
 Fill Character: none
 Permitted data element value: @@@@ @@@@ not specified

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Date of Birth</i>	Introduced 01 July 1994 <i>Date of Birth</i>

Date of Training Contract Commencement

Definitional Attributes

DEFINITION

Date of Training Contract Commencement is the date from which a client commences training under a training contract.

CONTEXT

Date of Training Contract Commencement is used to enable point in time analysis of training contracts.

Relational Attributes

RULES

Date of Training Contract Commencement must be a valid date.

Date of Training Contract Commencement must be the actual date the apprentice or trainee commenced training under a training contract.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - DATE OF TRAINING CONTRACT COMMENCEMENT
DDMMYYYY	Valid date of commencement

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Training Contract Commencement Date</i>

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 <i>Renamed Date of Training Contract Commencement</i>
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Date of Training Contract Completion

Definitional Attributes

DEFINITION

Date of Training Contract Completion is the date a client completed, or is expected to complete, the requirements of the training contract.

CONTEXT

Date of Training Contract Completion is used to enable point in time analysis of training contracts.

Relational Attributes

RULES

Date of Training Contract Completion must be a valid date.

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - DATE OF TRAINING CONTRACT COMPLETION
DDMMYYYY	Valid date of completion

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Training Contract Completion Date</i>

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 <i>Renamed Date of Training Contract Completion</i>
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Date of Transaction

Definitional Attributes

DEFINITION

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

CONTEXT

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

Relational Attributes

RULES

Date of Transaction must be a valid date.

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - DATE OF TRANSACTION
DDMMYYYY	Valid date of event

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Contract Status Date of Effect</i>
RELEASE 4.0		Revised 01 January 2002 Renamed <i>Training Contract Status Date of Effect</i>

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>Date of Transaction</i>
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Delivery Mode Identifier

Definitional Attributes

DEFINITION

Delivery Mode Identifier uniquely identifies the **predominant** mode of delivery for a unit of competency or module enrolment.

CONTEXT

Delivery Mode Identifier is used in the analysis of training delivery modes.

Relational Attributes

RULES

Delivery Mode Identifier must be a valid value.

GUIDELINES FOR USE

Delivery Mode Identifier is applied by the training organisation.

'10 - Classroom based' includes classroom-based delivery at any permanent or semi-permanent training delivery location.

'20 - Electronic based' includes web-based resources, computer-based resources, online interactions both on or off campus includes radio, television, videoconference, or audio-conference.

'30 - Employment-based' includes training activity conducted in the workplace whether it be conducted by the training organisation or the employer; for example, industrial/work experience, field placement, or fully on-job training.

'40 - Other delivery (e.g. correspondence)' is used where the predominant method of learning is not classroom-based, employment-based or electronic-based instruction.

'90 - Not applicable - recognition of prior learning/recognition of current competency/credit transfer', is used for recognition of prior learning, recognition of current competency, and credit transfer.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - DELIVERY MODE IDENTIFIER
10	Classroom-based
20	Electronic based
30	Employment based
40	Other delivery (e.g. correspondence)
90	Not applicable - recognition of prior learning/ recognition of current competency/ credit transfer

QUESTION

Not applicable

Format Attributes

Length:	2
Type:	numeric
Justification:	none
Fill Character:	none
Permitted data element value:	not applicable

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Delivery Strategy Identifier</i>	
RELEASE 3.0	Revised 01 January 1999 Renamed <i>Delivery Type Identifier</i>	

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Renamed <i>Delivery Mode Identifier</i> Recoded values and modified descriptions for <i>Delivery Mode Identifier</i>
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Disability Flag

Definitional Attributes

DEFINITION

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

CONTEXT

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

Relational Attributes

RULES

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Disability Type Identifier

TYPE OF RELATIONSHIP

Disability Type Identifier can be used to define the disability type.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - DISABILITY FLAG
Y	Yes - the client has a disability, impairment or long-term condition
N	No - the client does not have a disability, impairment or long-term condition

QUESTION

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

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Disability Flag</i>	Introduced 01 July 1994 <i>Disability Flag</i>
RELEASE 4.0	Revised 01 January 2002 Modified value description for <i>Disability Flag</i>	Revised 01 January 2002 Changed question for national consistency

Disability Type Identifier

Definitional Attributes

DEFINITION

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

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

CONTEXT

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

Relational Attributes

RULES

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

Disability Type Identifier '19 - Other' must only be used when codes '11' to '18' are not applicable.

GUIDELINES FOR USE

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

'11 - Hearing/Deaf'

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

'12 - Physical'

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

'13 - Intellectual'

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

‘14 - Learning’

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

“A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability” (US National Joint Committee on Learning Disabilities, 1988).

‘15 - Mental Illness’

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

‘16 - Acquired Brain Impairment’

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

RELATED DATA

Disability Flag

TYPE OF RELATIONSHIP

Disability Flag of ‘Y - Yes’ indicates if the client has a disability, impairment or long-term condition.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - DISABILITY TYPE IDENTIFIER
11	Hearing/Deaf
12	Physical
13	Intellectual
14	Learning
15	Mental Illness
16	Acquired Brain Impairment
17	Vision
18	Medical Condition
19	Other
99	Not Specified

QUESTION

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

(You may indicate more than one area.)

Hearing/Deaf	<input type="checkbox"/> 11
Physical	<input type="checkbox"/> 12
Intellectual	<input type="checkbox"/> 13
Learning	<input type="checkbox"/> 14
Mental Illness	<input type="checkbox"/> 15
Acquired Brain Impairment	<input type="checkbox"/> 16
Vision	<input type="checkbox"/> 17
Medical Condition	<input type="checkbox"/> 18
Other	<input type="checkbox"/> 19

Format Attributes

Length:	2
Type:	numeric
Justification:	none
Fill Character:	none
Permitted data element value:	not applicable

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Disability Type Identifier</i>	

E-mail Address

Definitional Attributes

DEFINITION

E-mail Address is an address to send electronic mail via computers.

CONTEXT

E-mail Address if available is used to contact an individual electronically.

Relational Attributes

RULES

E-mail Address must be a valid e-mail address including the '@' symbol.

E-mail Address must not have embedded spaces.

E-mail Address must be the direct e-mail address to contact the appropriate person.

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

GUIDELINES FOR USE

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - E-MAIL ADDRESS
text	Valid e-mail address

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>E-mail Address</i>	

Employer Identifier

Definitional Attributes

DEFINITION

Employer Identifier is used to uniquely identify an employer.

CONTEXT

Employer Identifier is assigned by the training organisation as a means of uniquely identifying the client for record-keeping purposes.

Relational Attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - EMPLOYER IDENTIFIER
text	Unique employer identifier

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Employer Identifier</i>

Employer Legal Name

Definitional Attributes

DEFINITION

Employer Legal Name is the legal name for a business to which the apprentice or trainee is contracted. The legal name is not necessarily the name under which an employer normally trades.

CONTEXT

Employer Legal Name is used to identify an employer.

Relational Attributes

RULES

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

Employer Legal Name must not be an acronym.

If *Employer Legal Name* is greater than 100 characters, the name must be truncated.

GUIDELINES FOR USE

Employer Legal Name is the name of the employer's legal entity. This will be a person's name, a company name, or the name of an incorporated association, not a trading name, business name, or name of a trust.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - EMPLOYER LEGAL NAME
text	Legal name of the employer

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Employer Legal Name</i>

Employer Size

Definitional Attributes

DEFINITION

Employer Size is the total number of people employed in an employer's organisation in Australia.

CONTEXT

Employer Size is used to enable analysis and reporting.

Relational Attributes

RULES

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

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - EMPLOYER SIZE
000001-999999	Number of employees

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Employer Size</i>
RELEASE 3.0		Revised 01 January 1999 Delete value '000000' Add '@@@@@" - not stated'

Employer Type Identifier

Definitional Attributes

DEFINITION

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

CONTEXT

Employer Type Identifier is used to identify employers for analysis and statistical reporting.

Relational Attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - EMPLOYER TYPE IDENTIFIER
01	Private Sector
02	Group Training Scheme
03	Government Business Enterprise
04	Local Government
05	State Government
06	Commonwealth Government
90	Not Elsewhere Classified

QUESTION

Not applicable

Format Attributes

Length: 2
 Type: numeric
 Justification: none
 Fill Character: none
 Permitted data element value: not applicable

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Employer Type Identifier</i>

Employment Arrangement Identifier

Definitional Attributes

DEFINITION

Employment Arrangement Identifier uniquely identifies the type of employment arrangement under which a client is employed.

CONTEXT

Employment Arrangement Identifier is used for analysis and statistical reporting.

Relational Attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - EMPLOYMENT ARRANGEMENT IDENTIFIER
11	Federal Award
12	Australian Workplace Agreement
13	State Award
14	State Workplace Agreement
15	Certified Agreement
16	Other

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0		Introduced 01 January 1999 <i>Type of Agreement</i>
RELEASE 4.0		Revised 01 January 2002 Renamed <i>Type of Employment Arrangement</i> Change the values and descriptions to comply with the National Apprenticeship / Traineeship Training Contract

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>Employment Arrangement Identifier</i>
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Enrolment Activity End Date

Definitional Attributes

DEFINITION

Enrolment Activity End Date is the date that training activity ends for a unit of competency or module enrolment.

CONTEXT

Enrolment Activity End Date provides information about patterns of activity and participation within a collection year.

Relational Attributes

RULES

If *Enrolment Activity End Date* is unknown, then the expected end date should be reported and should also include the on-the-job training.

Enrolment Activity End Date must be a valid date that represents the date training is completed.

Enrolment Activity End Date must not be a system default.

GUIDELINES FOR USE

Enrolment Activity End Date is not intended for calculation of hours from the *Enrolment Activity Start Date*.

Enrolment Activity End Date is the date that training activity finishes for a client, including the time required for the trainer to record the final outcome for the unit of competency or module.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - ENROLMENT ACTIVITY END DATE
DDMMYYYY	Valid date

QUESTION

Not applicable

Format Attributes

Length: 8

Type: date

Justification: none

Fill Character: none

Permitted data element value: not applicable

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Enrolment Activity End Date</i>	

Enrolment Activity Start Date

Definitional Attributes

DEFINITION

Enrolment Activity Start Date is the date that training activity starts for a unit of competency or module enrolment.

CONTEXT

Enrolment Activity Start Date provides information about patterns of activity and participation within a collection year.

Relational Attributes

RULES

Enrolment Activity Start Date must not contain system defaults.

Enrolment Activity Start Date must not be blank. If the date is unknown, the expected start date must be reported.

GUIDELINES FOR USE

Enrolment Activity Start Date is not intended for calculation of hours from the *Enrolment Activity End Date*.

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

Enrolment Activity Start Date prior to the collection period indicates that enrolment activity began in the previous collection period.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - ENROLMENT ACTIVITY START DATE
DDMMYYYY	Valid date

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Enrolment Activity Start Date</i>	

Existing Worker Flag

Definitional Attributes

DEFINITION

Existing Worker Flag indicates whether a client entering into a training contract is an existing worker.

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

CONTEXT

Existing Worker Flag is used for analysis and statistical reporting.

Relational Attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - EXISTING WORKER FLAG
Y	Yes - The client is an existing worker
N	No - The client is not an existing worker

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 4.0		Introduced 01 January 2002 <i>Existing Worker Flag</i>

Facsimile Number

Definitional Attributes

DEFINITION

Facsimile Number is a number used to send a facsimile.

CONTEXT

Facsimile Number is used to contact individuals.

Relational Attributes

RULES

Facsimile Number must include the area code.

The format for *Facsimile Number* is 0882123436.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - FACSIMILE NUMBER
text	Valid facsimile number including area code

QUESTION

Not applicable

Format Attributes

Length: 20

Type: alphanumeric

Justification: left

Fill Character: space

Permitted data element value: not applicable

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Facsimile Number</i>	Introduced 01 July 1994 <i>Facsimile Number</i>

Fee Exemption/Concession Type Identifier

Definitional Attributes

DEFINITION

Fee Exemption/Concession Type Identifier indicates the type of fee exemption or concession a client has used to gain exemption from part or all fee payments for that enrolment.

Fee Exemption/Concession Type Identifier is collected at the time of enrolment to enable analysis of the cost of social concessions.

CONTEXT

Determined by individual states or territories.

Relational Attributes

RULES

Determined by individual states or territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - FEE EXEMPTION/CONCESSION TYPE IDENTIFIER
text	Valid state or territory code

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Fee Exemption/Concession Type Identifier</i>	

Full-time Identifier

Definitional Attributes

DEFINITION

Full-time Identifier is a code that identifies on what basis the training contract is being undertaken.

CONTEXT

Full-time Identifier is used for analysis and statistical reporting.

Relational Attributes

RULES

'Casual' arrangements must be reported as '2- Part-time'.

GUIDELINES FOR USE

Full-time Identifier is used to identify an apprentice / trainee whose ordinary hours of employment, including the training component, are not less than the usual hours of employment for a full-time employee in that occupation. Part-time provisions vary, across Australia and across occupations.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - FULL-TIME IDENTIFIER
1	Full-time
2	Part-time

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0		Introduced 01 January 1999 <i>Full-time Flag</i>
RELEASE 4.0		Revised 01 January 2002 Rename <i>Full-time Identifier</i> Change from a flag to a classification where the values and descriptions for <i>Full-time Identifier</i> align with the National Apprenticeship / Traineeship Training Contract
RELEASE 5.0		Revised 01 April 2004 Remove the value and description '3 - School-based'

Funding Source - National

Definitional Attributes

DEFINITION

Funding Source - National identifies the source of the funding for the delivery of a unit of competency or module enrolment.

CONTEXT

Funding Source - National may be used to analyse training outputs by funding sources.

Relational Attributes

RULES

Funding Source - National code represents the predominant source of funding.

GUIDELINES FOR USE

Revenue from government

'11 - Commonwealth and State general purpose recurrent' is funding provided for general and recurrent purposes by the Commonwealth under its agreement with the state or territory and funding provided for recurrent purposes by the state or territory government.

'13 - Commonwealth specific purpose programs' is funding provided by the commonwealth for specific purpose to provide training.

'15 - State specific purpose programs' is funding provided by state or territory governments for specific purpose to provide training.

Other revenue

'20 - Domestic full fee-paying client' is revenue provided by a client to undertake education and training whose citizenship status is Australian, New Zealand or permanent resident.

'30 - International full fee-paying client' is revenue provided by a client to undertake education and training who holds a student visa or a temporary residency permit or who resides in an overseas country (onshore or offshore).

'80 - Revenue earned from another training organisation' is revenue earned from another registered training organisation in terms of subcontracted, auspicing, partnership arrangements or similar arrangements.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - FUNDING SOURCE - NATIONAL
	Revenue from government
11	Commonwealth and state general purpose recurrent
13	Commonwealth specific purpose programs
15	State specific purpose programs
	Other revenue
20	Domestic full fee-paying client
30	International full fee-paying client
80	Revenue earned from another training organisation

QUESTION

Not applicable

Format Attributes

Length:	2
Type:	numeric
Justification:	none
Fill Character:	none
Permitted data element value:	not applicable

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.1	Introduced 01 January 1995 <i>Funding Source Indicator</i>	
RELEASE 3.0	Revised 01 January 1999 Renamed <i>Funding Source - National</i> Identified funding source for overseas client enrolments	
RELEASE 4.0	Revised 01 January 2002 Modified descriptions for <i>Funding Source - National</i> '01' from 'Commonwealth and state recurrent funding' to 'Commonwealth and state recurrent funding for VET', modified '02' description from 'Commonwealth and state specific funding' to 'Commonwealth and state specific purpose funding for VET', and modified '04' description from '... student' to '... client'	

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Recoded values and modified descriptions for <i>Funding Source - National</i>
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Funding Source - State Training Authority

Definitional Attributes

DEFINITION

Funding Source - State Training Authority uniquely identifies the internal funding source used to fund delivery of a unit of competency or module enrolment.

CONTEXT

Determined by individual states or territories.

Relational Attributes

RULES

Determined by individual states or territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - FUNDING SOURCE - STATE TRAINING AUTHORITY
text	Valid training organisation's internal funding source code

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0	Introduced 01 January 1999 <i>Funding Source - State Training Authority</i>	

Highest School Level Completed

Name changed. See *Highest School Level Completed Identifier*

Highest School Level Completed Identifier

Definitional Attributes

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 for analysis and statistical reporting.

Relational Attributes

RULES

If a client left school without completing the full program for a year, the *Highest School Level Completed Identifier* must be the previous year's level of study for the client.

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 FOR USE

Not applicable

RELATED DATA

Year Highest School Level Completed

TYPE OF RELATIONSHIP

Year Highest School Level Completed can be used to obtain the year of completion.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - HIGHEST SCHOOL LEVEL COMPLETED IDENTIFIER
02	Did not go to school
08	Year 8 or below
09	Year 9 or equivalent
10	Completed Year 10
11	Completed Year 11
12	Completed Year 12

QUESTION

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

Year 12 or equivalent	<input type="checkbox"/> 12
Year 11 or equivalent	<input type="checkbox"/> 11
Year 10 or equivalent	<input type="checkbox"/> 10
Year 9 or equivalent	<input type="checkbox"/> 09
Year 8 or below	<input type="checkbox"/> 08
Never attended school	<input type="checkbox"/> 02

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Highest School Level Completed</i>	Introduced 01 July 1994 <i>Highest School Level Completed</i>
RELEASE 2.0	Revised 01 January 1997 Merged categories below Year 9 to the category '09 - Completed Year 9 or lower'	Revised 01 July 1997 Merge categories below Year 9 to the category '09 - Completed Year 9 or lower'
RELEASE 4.0		Revised 01 January 2002 Update the value descriptions for <i>Highest School Level Completed</i> to align with the Australian Bureau of Statistics' Australian Census and the National Apprenticeship / Traineeship Training Contract by adding the categories 'Did not go to school', 'Year 8 or below' and 'Year 9 or equivalent'
RELEASE 5.0	Revised 01 January 2003 Added values and descriptions '02 - Did not go to school', '08 - Year 8 or below' and changed description for '09' to 'Year 9 or equivalent' to align with the Australian Bureau of Statistics' Australian Census	

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>Highest School Level Completed Identifier</i> Adopted <i>Highest School Level Completed Identifier</i> to replace <i>Highest School Level Completed</i> for Apprentice and Trainee Collection
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Hours Attended

Definitional Attributes

DEFINITION

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

CONTEXT

Hours Attended are determined by individual states or territories.

Relational Attributes

RULES

Determined by individual states or territories.

Hours Attended must be in the range 0000-0400 hours.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - HOURS ATTENDED
0001-9999	Value that represents the number of hours a client attended training

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Hours Attended</i>	

Indigenous Status Identifier

Definitional Attributes

DEFINITION

Indigenous Status Identifier indicates a client who self-identifies as being of Aboriginal or Torres Strait Islander descent.

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

CONTEXT

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

Relational Attributes

RULES

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

GUIDELINES FOR USE

Questions are designed to comply with *Standards for Statistics on Cultural and Language Diversity*, ABS Catalogue No. 1289.0, 1999.

How to code the responses

- A If the client marks either 'Yes, Aboriginal' or 'Yes, Torres Strait Islander' boxes, then their response should be coded to either '1 -Yes, Aboriginal' or '2 -Yes, Torres Strait Islander'.
- B If the client marks 'No' and either 'Yes, Aboriginal' or 'Yes, Torres Strait Islander' boxes, then their response should be coded to either '1 -Yes, Aboriginal' or '2 - Yes, 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 three boxes ('No', 'Yes, Aboriginal' and 'Yes, Torres Strait Islander'), then the response should be coded to '3 - Yes, Aboriginal AND Torres Strait Islander' (i.e. disregard the 'No' response).
- E If the client marks only 'No', then the response should be coded to '4 - No, Neither Aboriginal nor Torres Strait Islander'.
- F If the client does not mark any box, then the response should be coded to '@ - Not specified'.

Coding responses for *Indigenous Status Identifier*

	NO	YES, ABORIGINAL	YES, TORRES STRAIT ISLANDER	INDIGENOUS STATUS IDENTIFIER
A		X		1
A			X	2
B	X	X		1
B	X		X	2
C		X	X	3
D	X	X	X	3
E	X			4
F				@

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - INDIGENOUS STATUS IDENTIFIER
1	Yes, Aboriginal
2	Yes, Torres Strait Islander
3	Yes, Aboriginal AND Torres Strait Islander
4	No, Neither Aboriginal nor Torres Strait Islander
	The value below is not valid for the VET Provider Collection or clients with Apprenticeship contracts commenced or recommenced after 1/1/02
9	Yes - Client is of Aboriginal and / or Torres Strait Islander origin

QUESTION

Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

Format Attributes

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

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Aboriginal/Torres Strait Islander</i>	Introduced 01 July 1994 <i>Aboriginal/Torres Strait Islander</i>
RELEASE 4.0	Revised 01 January 2002 Renamed <i>Indigenous Status Identifier</i> to comply with the <i>Standards for Statistics on Cultural and Language Diversity</i> , ABS Catalogue No. 1289.0, 1999	Revised 01 January 2002 Renamed <i>Indigenous Status Identifier</i> to comply with the <i>Standards for Statistics on Cultural and Language Diversity</i> , ABS Catalogue No. 1289.0, 1999

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Revised classification to include '9 Yes - Client is of Aboriginal and / or Torres Strait Islander origin'.
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Labour Force Status Identifier

Definitional Attributes

DEFINITION

Labour Force Status Identifier describes a client's employment status.

Labour Force Status Identifier is based on the Australian Bureau of Statistics, Standards for Social, Labour and Demographic Variables, 1999.

CONTEXT

Labour Force Status Identifier is used in analysis to inform policy and wider research.

Relational Attributes

RULES

Clients must be classified to a single labour force category.

GUIDELINES FOR USE

Responses for the *Labour Force Status Identifier* rely on the client's own perception of their labour force activities.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - LABOUR FORCE STATUS IDENTIFIER
	Employed
01	Full-time employee
02	Part-time employee
03	Self-employed - not employing others
04	Employer
05	Employed - unpaid worker in a family business
	Unemployed
06	Unemployed - seeking full-time work
07	Unemployed - seeking part-time work
	Not in the labour force
08	Not employed - not seeking employment

QUESTION

Of the following categories, which BEST describes your current employment status?

(Tick ONE box only.)

Full-time employee	<input type="checkbox"/> 01
Part-time employee	<input type="checkbox"/> 02
Self employed - not employing others	<input type="checkbox"/> 03
Employer	<input type="checkbox"/> 04
Employed - unpaid worker in a family business	<input type="checkbox"/> 05
Unemployed - seeking full-time work	<input type="checkbox"/> 06
Unemployed - seeking part-time work	<input type="checkbox"/> 07
Not employed - not seeking employment	<input type="checkbox"/> 08

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Employment Category Identifier</i>	
RELEASE 4.0	Revised 01 January 2002 Modified the description for <i>Employment Category Identifier</i> '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	
RELEASE 5.0	Revised 01 January 2003 Renamed <i>Labour Force Status Identifier</i>	

Main Language other than English Spoken at Home Identifier

Definitional Attributes

DEFINITION

Main Language other than English Spoken at Home Identifier uniquely identifies the main language other than English spoken at home by the client.

This classification is based on the *Australian Standard Classification of Languages* (ASCL) ABS Catalogue No. 1267.0, 2005 (second edition).

CONTEXT

Main Language other than English Spoken at Home Identifier in conjunction with *Proficiency in Spoken English Identifier* may be used in analysis for equity and access.

Relational Attributes

RULES

Main Language other than English Spoken at Home 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 *Main Language other than English Spoken at Home Identifier* must be '1201 - English'.

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

9700	Sign Language
9701	Auslan
9702	Makaton
9799	Sign Languages, not elsewhere classified

GUIDELINES FOR USE

Questions are designed to comply with the *Standards for Statistics on Cultural and Language Diversity*, ABS Catalogue No. 1289.0, 1999

For the complete list of up-to-date language codes, please refer to NCVER website <www.ncver.edu.au>.

Related Data

Proficiency in Spoken English Identifier

TYPE OF RELATIONSHIP

Main Language other than English Spoken at Home Identifier must be asked before a question on *Proficiency in Spoken English Identifier* to identify people at disadvantage as a result of a lack of competence in spoken English.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - MAIN LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME IDENTIFIER
0000-9999	Valid 4-digit Australian Standard Classification of Languages code
0000	Unknown
0001	Non Verbal

QUESTION

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often.)

No, English only 1201

Yes, other - Please specify _____

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Language (spoken at home) Identifier</i>	Introduced 01 July 1994 <i>Language (spoken at home) Identifier</i>
RELEASE 1.1	Updated 01 January 1995 Classification revised by ABS in 1996	Updated 01 July 1995 Classification revised by ABS in 1996
RELEASE 3.0	Revised 01 January 1999 Included '0000-unknown' and '0001-Non verbal'	Revised 01 January 1999 Include '0000 - unknown' and '0001 - non verbal'
RELEASE 4.0	Revised 01 January 2002 Changed the enrolment question for <i>Language (spoken at home) Identifier</i> to comply with the <i>Standards for Statistics on Cultural and Language Diversity</i> , ABS Catalogue No. 1289.0, 1999	Revised 01 January 2002 Change the questions asked in relation to <i>Language (spoken at home) Identifier</i> to comply with the <i>Standards for Statistics on Cultural and Language Diversity</i> , ABS Catalogue No. 1289.0, 1999 and the National Apprenticeship / Traineeship Training Contract

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Renamed <i>Main Language other than English Spoken at Home Identifier</i> to comply with the <i>Standards for Statistics on Cultural and Language Diversity</i> , ABS Catalogue No. 1289.0, 1999 Added 9700 - Sign Language, 9701 - Auslan, 9702 - Makaton, or 9799 - Sign Languages, not elsewhere classified for the blank value
EDITION 2	Revised 01 July 2008 Adopted <i>Main Language other than English Spoken at Home Identifier</i> to replace <i>Language (spoken at home) Identifier</i> for Apprentice and Trainee Collection. Adopted <i>Australian Standard Classification of Languages (ASCL)</i> ABS Catalogue No. 1267.0, 2005 (second edition).

Module/Unit of Competency Field of Education Identifier

Definitional Attributes

DEFINITION

Module/Unit of Competency Field of Education Identifier is based on the Field of Education (FOE) at the detailed level (6-digit) which is one part of the *Australian Standard Classification of Education* (ASCED) ABS Catalogue No. 1272.0, 2001.

The Field of Education (FOE) is one part of the Australian Standard Classification of Education (ASCED). The FOE is the subject matter of the unit of competency or module.

CONTEXT

Module/Unit of Competency Field of Education Identifier is assigned at the 6-digit level to a unit of competency or module. It is used to determine the area of learning that occurs in a training program.

Module/Unit of Competency Field of Education Identifier is used for research into education.

Relational Attributes

RULES

Module/Unit of Competency Field of Education Identifier must be a valid code.

For modules belonging to Nationally Accredited courses, the *Module/Unit of Competency Field of Education Identifier* must be assigned by the training organisation.

For units of competency belonging to National Training Package qualifications, the *Module/Unit of Competency Field of Education Identifier* must be obtained from the National Training Information Service.

GUIDELINES FOR USE

For the complete list of up-to-date *Module/Unit of Competency Field of Education Identifier* please refer to NCVER website <www.ncver.edu.au>.

Module/Unit of Competency Field of Education Identifier are 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.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - MODULE/UNIT OF COMPETENCY FIELD OF EDUCATION IDENTIFIER
BBNNDD	Valid 6-digit major level Field of Education code

QUESTION

Not applicable

Format Attributes

Length:	6
Type:	alphanumeric
Justification:	none
Fill Character:	none
Permitted data element value:	not applicable

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Discipline Group Identifier</i>	
RELEASE 4.0	Introduced 01 January 2002 Replace <i>Discipline Group Identifier</i> (5-digit) with the <i>Module/Unit of Competency Field of Education Identifier</i> in concordance with the Australian Standard Classification of Education, Field of Education at the detailed level (6-digit) Modified the description of the blank value for <i>Module/Unit of Competency Field of Education Identifier</i>	

Module/Unit of Competency Flag

Definitional Attributes

DEFINITION

Module/Unit of Competency Flag indicates whether the record is a unit of competency in a national training package or a module.

CONTEXT

Module/Unit of Competency Flag is used to differentiate between a unit of competency, endorsed in a national training package, or a nationally accredited module or training organisation module.

Relational Attributes

RULES

The *Module/Unit of Competency Flag* must be 'C - Unit of Competency' if the unit of competency is an endorsed unit within a training package.

The *Module/Unit of Competency Flag* must be 'M - Module' in all other cases.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Module/Unit of Competency Identifier

TYPE OF RELATIONSHIP

Module/Unit of Competency Flag must be 'C' if a *Module/Unit of Competency Identifier* is listed or has been listed in the National Training Information Service (NTIS) (www.ntis.gov.au).

Module/Unit of Competency Flag must be 'M' if *Module/Unit of Competency Identifier* is a nationally recognised module or a locally developed module.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - MODULE/UNIT OF COMPETENCY FLAG
C	Unit of competency
M	Module

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0	Introduced 01 January 1999 <i>Module/Unit of Competency Flag</i>	

Module/Unit of Competency Identifier

Definitional Attributes

DEFINITION

Module/Unit of Competency Identifier 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.

CONTEXT

Module/Unit of Competency Identifier is used to ensure a nationally consistent approach for analysis.

Relational Attributes

RULES

Module/Unit of Competency Identifiers for unique modules or units of competency must be consistent across collections.

When allocating the *Module/Unit of Competency Identifier*, the following hierarchy must be observed:

- If the *Module/Unit of Competency Identifier* represents a unit of competency in a nationally accredited training package, the *Module/Unit of Competency Identifier* must be as listed by the National Training Information Service (NTIS).
- If the *Module/Unit of Competency Identifier* represents a module in a nationally accredited course, the *Module/Unit of Competency Identifier* must be the nationally accredited module code.
- If the *Module/Unit of Competency Identifier* represents a locally developed program of study, the *Module/Unit of Competency Identifier* must be the training organisation module code and not a national code.

GUIDELINES FOR USE

A module is accredited at the national level.

A unit of competency is defined within a national training package.

The first three alpha characters of the *Module/Unit of Competency Identifier* training package units of competency will identify the parent training package and the last alpha character will identify the version number as shown in the following format 'AAABBBBBBBC' where:

AAA	is 3 alpha characters identifying the parent training package
BBBBBBB	is (no more than) 8 alpha characters identifying the unit of competency
C	is 1 alpha character used for version control

The following example demonstrates the coding of a Unit of Competency Identifier (Reference training package Development Handbook Australian National Training Authority (ANTA) October 1999).

ICAITAD052A (Unit of competency code)

Design IT Security Framework (Unit of Competency Name from the Information Technology training package)

ICA	Training package code
ITAD052	Unit of competency code
A	Version control

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - MODULE/UNIT OF COMPETENCY IDENTIFIER
text	Module or unit of competency identifier

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Module Identifier</i>	
RELEASE 3.0	Introduced 01 January 1999 <i>Unit of Competency Identifier</i> Refined rules for allocation of <i>Module Identifier</i> Refined rules for allocation of <i>Unit of Competency Identifier</i>	
RELEASE 4.0	Revised 01 January 2002 Modified value descriptions for <i>Module Identifier</i> Modified value descriptions for <i>Unit of Competency Identifier</i>	

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Combined <i>Module Identifier</i> and <i>Unit of Competency Identifier</i> to rename <i>Module/Unit of Competency Identifier</i>
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Module/Unit of Competency Name

Definitional Attributes

DEFINITION

Module/Unit of Competency Name is the title of a unit of competency or module.

CONTEXT

Module/Unit of Competency Name is used to describe a unit of competency or module.

Relational Attributes

RULES

Not applicable

GUIDELINES FOR USE

Note that the National Training Information Service (NTIS) (www.ntis.gov.au) only displays the most recent versions of units of competency. It is advisable for training organisations to retain the *Module/Unit of Competency Name* associated with each version of the unit of competency for data management purposes and only report activity to the appropriate version delivered.

When allocating the *Module/Unit of Competency Name*, the following hierarchy must be observed:

- If the *Module/Unit of Competency Name* represents a unit of competency from a nationally accredited training package, the *Module/Unit of Competency Name* must be as listed by the National Training Information Service (NTIS).
- If the *Module/Unit of Competency Name* represents a module from a nationally accredited course, the *Module/Unit of Competency Name* must be the nationally accredited module name.
- If the *Module/Unit of Competency Name* represents a locally developed program of study, the *Module/Unit of Competency Name* must be the training organisation module name and not a national name.

For locally developed modules the *Module/Unit of Competency Name* should meaningfully indicate the subject matter of the module, for example 'Basic Numeracy 1', and not 'C100MOD007'.

RELATED DATA

Module/Unit of Competency Identifier

Module/Unit of Competency Flag

TYPE OF RELATIONSHIP

Module/Unit of Competency Name may be used in several training packages and may have more than one *Module/Unit of Competency Identifier*.

Module/Unit of Competency Name and *Module/Unit of Competency Identifier* must correspond to unit of competency name combination listed on the NTIS. If there is no correspondence, the *Module/Unit of Competency Flag* must be 'M - Module' in the *Module/Unit of Competency*.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - MODULE/UNIT OF COMPETENCY NAME
text	Unit of competency or module name

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Module Name</i>	
RELEASE 3.0	Introduced 01 January 1999 <i>Unit of Competency Name</i> Refined rules for allocation of <i>Module Name</i> Refined rules for allocation of <i>Unit of Competency Name</i>	
RELEASE 4.0	Revised 01 January 2002 Modified value descriptions for <i>Module Name</i> Modified value descriptions for <i>Unit of Competency Name</i>	

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Combined <i>Module Name</i> and <i>Unit of Competency Name</i> to renamed <i>Module/Unit of Competency Name</i>
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Name for Encryption

Definitional Attributes

DEFINITION

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

CONTEXT

Name for Encryption ensures privacy and confidentiality during the AVETMISS software validation process.

Relational Attributes

RULES

Name for Encryption must be recorded in the following order: family name (comma) (space) first given name (space) second given name.

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

Correct spelling is important for the *Name for Encryption*.

GUIDELINES FOR USE

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

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - NAME FOR ENCRYPTION
text	Client's full name in the specified format.

QUESTION

Enter your full name

Family Name

Given Names

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Encrypted Identifier</i>	Introduced 01 July 1994 <i>Encrypted Identifier</i>
RELEASE 3.0	Revised 01 January 1999 Renamed <i>Name for Encryption</i>	Revised 01 January 1999 Renamed <i>Name for Encryption</i>
RELEASE 5.0	Revised 01 January 2003 Standardised the order for the client's name for <i>Name for Encryption</i> for national consistency	

Nominal Duration

Definitional Attributes

DEFINITION

Nominal Duration is the anticipated time in months for a client to complete a training contract.

CONTEXT

Nominal Duration is used for analysis and statistical reporting.

Relational Attributes

RULES

Nominal Duration must be the number of months that appears on the training contract at the time of signing.

If nominal duration contains part months, then they must be rounded to the nearest whole month (for example, '05.5' months would become '06' months).

Nominal Duration must include any deduction in the duration of the training contract as a result of credit for prior learning or experience that has been approved by the training organisation.

GUIDELINES FOR USE

It is expected that the anticipated duration of a full-time training contract with no recognition for prior learning would be greater than 6 months.

Credit for prior learning or experience that has been approved by the training organisation must be recorded in months. If the number of months are part months, then they should be rounded to the nearest whole month (for example '05.5' would become '06' months).

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - NOMINAL DURATION
01-99	A valid number representing months

QUESTION

Not applicable

Format Attributes

Length:	2
Type:	numeric
Justification:	right
Fill Character:	zero
Permitted data element value:	not applicable

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 4.0		Introduced 01 January 2002 <i>Nominal Duration (months)</i> to comply with the National Apprenticeship/Traineeship Training Contract

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>Nominal Duration</i>
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Nominal Hours

Definitional Attributes

DEFINITION

Nominal Hours is a value assigned to a structured program of study that nominally represents the anticipated hours of supervised learning and/or training deemed necessary to conduct training/learning and assessment activities associated with the program of study.

CONTEXT

Nominal Hours is used to measure output in the VET system.

Relational Attributes

RULES

Nominal Hours must be an integer.

If *Nominal Hours* are zero, then the field must contain '0000'.

Nominal Hours must be in the range 0000-0400 hours.

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.

GUIDELINES FOR USE

Nominal Hours generally represents the anticipated hours of structured supervised training and assessment.

The value of *Nominal Hours* should not include any pre-requisites for the unit of competency or module 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 implementation guides associated with national training packages. Hours associated with non-supervised work experience, fieldwork, work-placement or private study are not included.

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

Nominal Hours represent the hours deemed necessary for the whole program of study, whether or not delivery is within one collection period.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - NOMINAL HOURS
0000-9999	Value that nominally represents a number of hours

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Curriculum Hours</i>	
RELEASE 3.0	Revised 01 January 1999 <i>Renamed Nominal Hours - Supervised</i>	
RELEASE 5.0	Revised 01 January 2003 <i>Renamed Nominal Hours</i>	

Outcome Identifier - National

Definitional Attributes

DEFINITION

Outcome Identifier - National identifies the result or outcome of a client's participation in a unit of competency or module.

CONTEXT

Outcome Identifier - National is used to measure output and activity in the system.

Relational Attributes

RULES

Assessed

An assessable enrolment is reported when an enrolment in a unit of competency or module requires the client to be assessed against at least one criterion.

Outcome Identifier - National can only be one of the following for assessed enrolments:

- 20 - Competency achieved/pass
- 30 - Competency not achieved/fail
- 40 - Withdrawn
- 51 - Recognition of prior learning granted
- 52 - Recognition of prior learning not granted
- 53 - Recognition of current competency granted
- 54 - Recognition of current competency not granted
- 60 - Credit transfer
- 70 - Continuing enrolment

Competency achieved/pass

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

Competency not achieved/fail

The client has been assessed as not satisfying the requirements for the unit of competency or module.

Withdrawn

Withdrawn is reported for those clients who have engaged in learning activity, and have withdrawn before completing the assessment criteria and are not competent in all the assessable criteria of a unit of competency or module.

Recognition of prior learning

Recognition of prior learning (RPL) involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency outcomes.

For national reporting, RPL does not include any additional training at the unit of competency or module level. 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.

Recognition of current competency

Recognition of current competency (RCC) applies if a client has previously successfully completed the requirements for a unit of competency or module and is now required to be reassessed to ensure that the competence is being maintained. In this case no extra skill or competencies are nationally recognised.

For national reporting, RCC does not include any additional training at the unit of competency or module level. If a unit of competency or module has any training activity associated with it, then '53 - Recognition of Current Competency granted' or '54 - Recognition of Current Competency not granted' must not be used.

Credit transfer

Credit transfer is training credit for a unit of competency or module previously completed by a client and includes granted application for mutual recognition. Credit transfer and a granted application for mutual recognition are essentially administrative processes and not formal enrolments.

Continuing enrolment

Continuing enrolment is training activity in a unit of competency or module that continues for a client into a subsequent collection period, where the client has engaged in learning activity, but has not completed all their assessment criteria by the end of the collection period.

Outcome Identifier - National of '70 - Continuing enrolment' is reported in the current collection period and in subsequent collection periods until the unit of competency or module is given one of the following:

- 20 - Competency achieved/pass
- 30 - Competency not achieved/fail or
- 40 - Withdrawn

Outcome Identifier - National of '70 - Continuing enrolment' must not be followed in subsequent collection periods with one of the following:

- 81 - Non-assessed enrolment - Satisfactorily completed
- 82 - Non-assessed enrolment - Withdrawn or not satisfactorily completed

Non-assessed

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.

81 - Non-assessed enrolment - Satisfactorily completed

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

82 - Non-assessed 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 after engaging in the program's activities.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - OUTCOME IDENTIFIER - NATIONAL
	Assessed
20	Competency achieved/pass
30	Competency not achieved/fail
40	Withdrawn
51	Recognition of prior learning - granted
52	Recognition of prior learning - not granted
53	Recognition of current competency - granted
54	Recognition of current competency - not granted
60	Credit transfer
70	Continuing enrolment
	Non-assessed
81	Non-assessed enrolment - Satisfactorily completed
82	Non-assessed enrolment - Withdrawn or not satisfactorily completed

QUESTION

Not applicable

Format Attributes

Length: 2
 Type: numeric
 Justification: none
 Fill Character: none
 Permitted data element value: not applicable

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Module Outcome Identifier</i>	
RELEASE 3.0	Revised 01 January 1999 Renamed <i>Module Outcome Identifier</i> to <i>Outcome Identifier - National</i> 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 <i>Outcome Identifier - National</i> '10 - Withdrawn'	
RELEASE 4.0	Revised 01 January 2002 Recoded values and modified descriptions for <i>Outcome Identifier - National</i> Deleted '90 - Result not available'	

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Deleted '50 - Recognition of Prior Learning' Added '51 - Recognition of prior learning granted' '52 - Recognition of prior learning not granted' '53 - Recognition of current competency granted' '54 - Recognition of current competency not granted'
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Outcome Identifier - Training Organisation

Definitional Attributes

DEFINITION

Outcome Identifier - Training Organisation is internal to the training organisation and uniquely identifies the result that a client is granted in a unit of competency or module enrolment.

CONTEXT

Determined by individual states or territories.

Relational Attributes

RULES

Determined by individual states or territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - OUTCOME IDENTIFIER - TRAINING ORGANISATION
text	Internal outcome identifier (state or territory specific)

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0	Introduced 01 January 1999 <i>Outcome Identifier - Provider</i>	
RELEASE 5.0	Revised 01 January 2003 Renamed <i>Outcome Identifier - Training Organisation</i>	

Postcode

Definitional Attributes

DEFINITION

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

CONTEXT

Postcode is used along with other address details to determine the postal address or location.

Relational Attributes

RULES

Postcode must be 'OSPC' for an overseas location or address.

Postcode must be '0000' if an Australia Post postcode provided is indiscernible.

Postcode must be '@@@@' if an Australia Post postcode is not provided.

GUIDELINES FOR USE

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

The file from the Australia Post website lists three Australia Post postcode variables under the heading 'Category'; namely 'Delivery Area', 'LVR' and 'Post Office Boxes'. These categories may be used to cross-classify residential ('Delivery Area'), large volume receiver ('LVR') and post office box with *Postcode*.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - POSTCODE
0001-9999	4-digit Australia Post postcode valid during the collection year
OSPC	Overseas address location
0000	Postcode unknown

QUESTION

What is your postal address?

Building / Property name

Flat / Unit number Street number

Street name

Suburb, Locality or Town

State / Territory

Postcode

What is the address of your usual residence?

Building / Property name

Flat / Unit number Street number

Street name

Suburb, Locality or Town

State / Territory

Postcode

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Residential Postcode</i>	Introduced 01 July 1994 <i>Residential Postcode, Employer Postcode, Postcode, Workplace Postcode</i>
RELEASE 3.0	Revised 01 January 1999 Renamed <i>Postcode - Residential</i> Changed value '9997 - Address unknown' to '0000 - Postcode unknown or not available' because value '9997' may be a valid Australia Post postcode Extended range of valid values to include Australia Post postcodes '8000-9999' Changed value '9998 - Overseas' to 'OSPC - Overseas' because value '9998' may be a valid Australia Post postcode Add the value '@@@@@ - Not specified'	Revised 01 January 1999 Renamed <i>Postcode</i> to <i>Postcode - Training Organisation</i> Renamed <i>Postcode - Workplace</i> Renamed <i>Postcode - Employer</i> Renamed <i>Postcode - Residential</i> Extended range of valid values to include Australia Post postcodes '8000-9999' Deleted '0000' as a valid postcode Changed value '9997 - Address unknown' to '0000 - Postcode unknown or not available' because value '9997' may be a valid Australia Post postcode Changed value '9998 - Overseas' to 'OSPC - Overseas' because value '9998' may be a valid Australia Post postcode Add the value '@@@@@ - Not stated' for <i>Postcode Residential</i>
RELEASE 5.0	Revised 01 January 2003 Combined <i>Postcode - Training Organisation, Postcode - Training Provider Location</i> and <i>Postcode - Residential</i> to <i>Postcode</i>	

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Adopted <i>Postcode</i> to combine <i>Postcode - Employer, Postcode - Residential, Postcode - Training Organisation, Postcode - Workplace</i> for the Apprentice and Trainee Collection.
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Prior Educational Achievement Flag

Definitional Attributes

DEFINITION

Prior Educational Achievement Flag indicates that a client has successfully completed some post secondary education.

CONTEXT

Prior Educational Achievement Flag is used to identify clients with prior learning when measuring activity, outputs and participation in the VET sector.

Relational Attributes

RULES

If a client successfully completes a Certificate I, II, III or IV 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 considered as prior education qualifications for the purpose of this data element.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Prior Educational Achievement Identifier

TYPE OF RELATIONSHIP

Prior Educational Achievement Identifier can be used to define the level of prior educational achievement.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - PRIOR EDUCATIONAL ACHIEVEMENT FLAG
Y	Yes - a prior educational achievement has been successfully completed
N	No - a prior educational achievement has not been successfully completed

QUESTION

Have you SUCCESSFULLY completed any of the following qualifications?

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N

Format Attributes

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

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Prior Educational Achievement Flag</i>	Introduced 01 July 1994 <i>Prior Education Achievement Flag</i>
RELEASE 2.0	Revised 01 January 1997 Modified description and refined rules to refer only to successfully completed prior educational achievements	Revised 01 July 1997 Modified description and refined rules to refer only to successfully completed prior educational achievements
RELEASE 4.0	Revised 01 January 2002 Changed the enrolment form question for <i>Prior Educational Achievement Flag</i> to 'Have you successfully completed any of the following qualifications?'	Revised 01 January 2002 Changed the question for <i>Prior Educational Achievement Flag</i> to 'Have you successfully completed any of the following qualifications?' to comply with the National Apprenticeship / Traineeship training Contract.

Prior Educational Achievement Identifier

Definitional Attributes

DEFINITION

Prior Educational Achievement Identifier uniquely identifies the level of prior educational achievement successfully completed by a client.

CONTEXT

Prior Educational Achievement Identifier is used to identify clients with prior learning when measuring activity, outputs and participation in the VET sector.

Relational Attributes

RULES

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

If a client completes a Certificate I or Certificate II in secondary school, then the *Prior Educational Achievement Identifier* must be

521 - Certificate II or

524 - Certificate I

If a client indicates they have a prior education achievement but fails to identify the education achievement type *Prior Educational Achievement Identifier* must be '990 - Miscellaneous Education'.

For a prior educational achievement to be reported the client must have attempted and successfully completed a qualification or course.

GUIDELINES FOR USE

This classification is based on a subset of the Australian Bureau of Statistics, *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 education qualifications.

A successful completion of Matriculation/Year 12 when delivered within the Technical and Further Education (TAFE) sector is not recorded as a prior educational achievement for the purposes of this element.

RELATED DATA

Prior Educational Achievement Flag

TYPE OF RELATIONSHIP

Prior Educational Achievement Flag and the related standard question are designed to be used in conjunction with this element.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - PRIOR EDUCATIONAL ACHIEVEMENT IDENTIFIER
008	Bachelor Degree or Higher Degree level (defined for AVETMISS use only)
410	Advanced Diploma or Associate Degree Level
420	Diploma Level
511	Certificate IV
514	Certificate III
521	Certificate II
524	Certificate I
990	Miscellaneous Education

QUESTION

If YES, then tick ANY applicable boxes.

Bachelor Degree or Higher Degree	<input type="checkbox"/> 008
Advanced Diploma or Associate Degree	<input type="checkbox"/> 410
Diploma (or Associate Diploma)	<input type="checkbox"/> 420
Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> 511
Certificate III (or Trade Certificate)	<input type="checkbox"/> 514
Certificate II	<input type="checkbox"/> 521
Certificate I	<input type="checkbox"/> 524
Certificates other than the above	<input type="checkbox"/> 990

Format Attributes

Length:	3
Type:	numeric
Justification:	none
Fill Character:	none
Permitted data element value:	not applicable

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Prior Educational Achievement Identifier</i>	Introduced 01 July 1994 <i>Prior Educational Achievement Identifier</i>
RELEASE 4.0	<p>Revised 01 January 2002</p> <p>Adopted the <i>Australian Standard Classification of Education (ASCED) ABS Catalogue No. 1272.0, 2001, Level of Education</i>, for <i>Prior Educational Achievement Identifier</i></p> <p>Updated <i>Prior Educational Achievement Identifier</i> to include selected Levels of Education at the narrow level and include Certificates I to IV at the detailed level</p> <p>Added AVETMISS defined code for <i>Prior Educational Achievement Identifier</i> '008 - Degree or Higher Degree level' to incorporate Level of Education codes contained under the broad levels:</p> <p>01 Postgraduate Degree Level 02 Graduate Diploma and Graduate Certificate Level 03 Bachelor Degree Level</p> <p>Changed question asked in relation to <i>Prior Educational Achievement Identifier</i></p>	<p>Revised 01 January 2002</p> <p>Adopted the <i>Australian Standard Classification of Education (ASCED) ABS Catalogue No. 1272.0, 2001, Level of Education</i>, for <i>Prior Educational Achievement Identifier</i></p> <p>Updated <i>Prior Educational Achievement Identifier</i> to include selected Levels of Education at the narrow level and include Certificates I to IV, Miscellaneous Education (Certificates other than above) and Bridging and Enabling Courses not identifiable by level at the detailed level (Pre-Apprenticeship / Pre-Vocational).</p> <p>Added AVETMISS defined code for <i>Prior Educational Achievement Identifier</i> '008 - Degree or Higher Degree level' to incorporate Level of Education codes contained under the broad levels:</p> <p>01 Postgraduate Degree Level 02 Graduate Diploma and Graduate Certificate Level 03 Bachelor Degree Level</p> <p>Changed question asked in relation to <i>Prior Educational Achievement Identifier</i></p>

DATA ELEMENT DEFINITIONS

EDITION 2	<p>Revised 01 July 2008</p> <p>Deleted '992 - Bridging and Enabling Courses not identifiable by level (Pre-Apprenticeship/Pre-Vocational)' for the Apprentice and Trainee Collection.</p>
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Proficiency in Spoken English Identifier

Definitional Attributes

DEFINITION

Proficiency in Spoken English Identifier is the self-assessed level of ability to speak English, asked of people who speak a language other than English at home.

Proficiency in Spoken English Identifier is based on the *Standards for Statistics on Cultural and Language Diversity*, ABS Catalogue No. 1289.0, 1999.

CONTEXT

Proficiency in Spoken English Identifier is used primarily to identify people at disadvantage as a result of a lack of competence in spoken English. This information can be used to target the provision of services to people whose lack of ability in spoken English is potentially a barrier to gaining access to government programmes and services, and participating equitably in Australian society.

Relational Attributes

RULES

Proficiency in Spoken English Identifier is intended as a self-assessment response by the client and should not be determined by the training organisation.

GUIDELINES FOR USE

Questions are designed to comply with the *Standards for Statistics on Cultural and Language Diversity*, ABS Catalogue No. 1289.0, 1999.

Proficiency in Spoken English Identifier applies to all persons who speak a language other than English at home. The question on 'Proficiency in spoken English' is asked after a question which identifies people who speak a language other than English at home.

This sequencing is necessary because the 'Proficiency in spoken English' data element is used to measure the number of people who may potentially suffer a disadvantage as a result of a lack of competence in spoken English, rather than assess the spoken English capacity of the Australian population in general. It is considered inappropriate to ask people whose only language is English, how well they speak it, as this may imply that they do not speak English well, even though they may have been speaking it all their lives.

Proficiency in Spoken English Identifier is used for statistical reporting purposes to indicate how well a client speaks English. The distinction in statistical reporting is:

- 'well' ('1 - Very well' and '2 - Well') and
- 'not well' ('3 - Not well' and '4 - Not at all').

RELATED DATA

Main Language other than English Spoken at Home Identifier

TYPE OF RELATIONSHIP

Main Language other than English Spoken at Home Identifier and *Proficiency in Spoken English Identifier* are designed to be related within a collection.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - PROFICIENCY IN SPOKEN ENGLISH IDENTIFIER
1	Very well
2	Well
3	Not well
4	Not at all

QUESTION

How well do you speak English?

Very well	<input type="checkbox"/> 1
Well	<input type="checkbox"/> 2
Not well	<input type="checkbox"/> 3
Not at all	<input type="checkbox"/> 4

Main Language other than English Spoken at Home Identifier is asked prior to the 'Proficiency in spoken English' question to filter out people who speak English only or who use sign languages.

Instructions should be included to ensure that only respondents who speak a language other than English are sequenced to the 'Proficiency in spoken English' question.

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 4.0	Introduced 01 January 2002 <i>Proficiency in Spoken English Identifier</i>	

Purchasing Contract Identifier

Definitional Attributes

DEFINITION

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

CONTEXT

Determined by individual states or territories.

Relational Attributes

RULES

Determined by individual states or territories.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - PURCHASING CONTRACT IDENTIFIER
text	Code that identifies the purchasing or funding contract between the state training authority and the registered training organisation

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Purchasing Contract Identifier</i>	

Purchasing Contract Schedule Identifier

Definitional Attributes

DEFINITION

Purchasing Contract Schedule Identifier identifies a specific qualification or course to be undertaken as part of a Purchasing Contract. *Purchasing Contract Schedule Identifier* is applied to the duration of the contract period, which can overlap data collection periods.

CONTEXT

Determined by individual states or territories.

Relational Attributes

RULES

Determined by individual states or territories.

GUIDELINES FOR USE

Not Applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - PURCHASING CONTRACT SCHEDULE IDENTIFIER
text	Valid Purchasing Contract Schedule Identifier

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Purchasing Contract Schedule Identifier</i>	

Qualification/Course Field of Education Identifier

Definitional Attributes

DEFINITION

Qualification/ Course Field of Education Identifier is a code that uniquely identifies the purpose of learning that is the ultimate aim of the skills and knowledge gained in a qualification or course.

The *Qualification/ Course 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

Qualification/ Course Field of Education Identifier identifies the area of learning pertaining to the qualification. It is used for wider research, allows analysis of data by area of study and may be used to identify target groups for special purpose funding.

Relational Attributes

RULES

Not applicable

GUIDELINES FOR USE

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

Hierarchical level	Code	Field of Education
Broad field	03	Engineering and Related Technologies
Narrow field	0305	Automotive Engineering and Technology
Detailed field	030503	Vehicle Mechanics

Qualification/ Course Field of Education Identifiers are allocated according to the content of the qualification or course by determining the broad field then the narrow field.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - QUALIFICATION/COURSE FIELD OF EDUCATION IDENTIFIER
BBNN	Valid 4-digit narrow level Field of Education code

QUESTION

Not applicable

Format Attributes

Length:	4
Type:	numeric
Justification:	none
Fill Character:	none
Permitted data element value:	not applicable

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Field of Study Identifier</i>	
RELEASE 4.0	Introduced 01 January 2002 <i>Qualification Field of Education Identifier</i> to replace <i>Field of Study Identifier</i> with Australian Standard Classification of Education (ASCED), Level of Education at the narrow (4-digit) level	

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Renamed <i>Qualification/Course Field of Education Identifier</i>
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Qualification/Course Identifier

Definitional Attributes**DEFINITION**

Qualification/Course Identifier uniquely identifies a qualification or course.

CONTEXT

Qualification/Course Identifier allows for analysis of data by qualification or course.

Relational Attributes**RULES**

The *Qualification/Course Identifier* is a unique code that identifies:

- a program designed to lead to a qualification specified in a national training package,
- a nationally accredited course, or
- other courses that are not nationally recognised accredited courses.

Qualification/Course Identifier must be the valid national code listed on the National Training Information Service (NTIS) if the program is a training package qualification or a national course.

GUIDELINES FOR USE

Where the training package qualification code of 'AAABCCDD':

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

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - QUALIFICATION/COURSE IDENTIFIER
text	National training package qualification or nationally recognised accredited course or locally developed training organisation course code

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Course Identifier</i>	
RELEASE 3.0	Revised 01 January 1999 Refined rules for allocation of <i>Course Identifier</i> to accommodate the introduction of training package qualifications Recoded values and modified descriptions for <i>Course Identifier</i> to align with <i>Recognition Status Identifier</i> descriptions	Introduced 01 January 1999 <i>Qualification Identifier</i>
RELEASE 4.0	Revised 01 January 2002 Modified value descriptions for <i>Course Identifier</i> in line with revisions to the <i>Recognition Status Identifier</i>	

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Renamed <i>Qualification/ Course Identifier</i>
EDITION 2	Revised 01 July 2008 Adopted <i>Qualification/ Course Identifier</i> to replace <i>Qualification Identifier</i> for Apprentice and Trainee Collection

Qualification/Course Level of Education Identifier

Definitional Attributes

DEFINITION

Qualification/Course 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 the Australian Bureau of Statistics, *Australian Standard Classification of Education* (ASCED) ABS Catalogue No. 1272.0, 2001.

CONTEXT

Qualification/Course Level of Education Identifier is used to identify the numbers of clients in each recognised level of education.

Relational Attributes

RULES

Training organisations are required to classify each course to an appropriate *Qualification/Course 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'.

Courses that do not lead to a recognised qualification must be coded to '999 - Education not elsewhere classified'. For example:

- (a) a course is designed to fulfil part of the requirements of an AQF qualification or
- (b) courses that do not lead to a qualification of any kind

GUIDELINES FOR USE

The *Qualification/Course 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 illustrates the hierarchical structure of the ASCED Field of Education classification:

Hierarchical level	Code	Level of Education
Broad field	5	Certificate Level
Narrow field	51	Certificate III & IV Level
Detailed field	514	Certificate III

Where a qualification is specified in a national training package, the *Qualification/Course Level of Education Identifier* must be compatible with the AQF level embedded in the training package qualification code that is listed on the National Training Information Service (NTIS) (www.ntis.gov.au).

The following example shows where the AQF level is embedding in the training package qualification code where the training package qualification code of 'AAABCCDD' is:

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

The Australian Standard Classification of Education, Level of Education includes qualifications in the Australian Qualifications Framework (AQF). The AQF consists of 17 qualifications. Eight (AQF - Certificate I to AQF - Vocational Graduate Diploma) are VET sector accredited, 2 are schools sector accredited and 7 are higher education sector accredited. (Reference: AQF Implementation Handbook 2004 © Australian Qualifications Framework Advisory Board to MCEETYA, 2004).

See Australian Qualifications Framework: implementation handbook <www.aqf.edu.au/>.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - QUALIFICATION/COURSE LEVEL OF EDUCATION IDENTIFIER
	Graduate diploma level
211	Graduate Diploma
213	Professional specialist qualification at Graduate Diploma level
	Graduate certificate level
221	Graduate Certificate
222	Professional Specialist Qualification at Graduate Certificate level
	Bachelor degree level
311	Bachelor Degree (Honours)
312	Bachelor Degree (pass)
	Advanced diploma and associate degree level
411	Advanced Diploma
413	Associate Degree
	Diploma level
421	Diploma
	Certificate III & IV level
511	Certificate IV
514	Certificate III
	Certificate I & II level
521	Certificate II
524	Certificate I
	Senior secondary education
611	Year 12
613	Year 11
	Junior secondary education
621	Year 10
	Other education - non-award courses
912	Other non-award courses
	Other education - miscellaneous education
991	Statement of attainment not identifiable by level
992	Bridging and enabling courses not identifiable by level
999	Education not elsewhere classified

QUESTION

Not applicable

Format Attributes

Length:	3
Type:	numeric
Justification:	none
Fill Character:	none
Permitted data element value:	not applicable

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	<p>Introduced 01 January 1994 <i>Qualification Category Identifier</i></p> <p>Updated 01 January 1995 Included Australian Qualification Framework qualifications</p>	
RELEASE 2.0	<p>Revised 01 January 1997 Removed '90 - Other' Added 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 <i>Qualification Category Identifier</i></p>	
RELEASE 3.0	<p>Revised 01 January 1999 Combined codes '50', '70' and '80' with code '99'; deleted code '90'</p>	
RELEASE 4.0	<p>Revised 01 January 2002 Adopted the Australian Standard Classification of Education (ASCED), Level of Education at the detailed (6-digit) level for <i>Qualification Category Identifier</i></p>	

DATA ELEMENT DEFINITIONS

EDITION 1	<p>Revised 01 January 2007 Renamed <i>Qualification/ Course Level of Education Identifier</i></p>
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Qualification/Course Name

Definitional Attributes

DEFINITION

Qualification/Course Name contains the full name of the program of study.

CONTEXT

Qualification/Course Name provides descriptive information about qualification and course content.

Relational Attributes

RULES

Qualification/Course Name must be a title that conveys the content of the program of study.

Qualification/Course Name must be the exact name of the national training package qualification as specified in a national training package. These are listed on the National Training Information Service (NTIS).

OR

Qualification/Course Name must be the exact nationally recognised accredited *Qualification/Course Name*. These are listed on the National Training Information Service (NTIS).

Qualification/Course Name must be the local course name where the course is a not a nationally recognised accredited course.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - QUALIFICATION/COURSE NAME
text	National training package qualification or nationally recognised accredited course or locally developed training organisation course name

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Course Name</i>	
RELEASE 3.0	Revised 01 January 1999 Refined rules for the allocation of <i>Course Name</i>	Introduced 01 January 1999 <i>Title of Qualification</i>
RELEASE 4.0	Revised 01 January 2002 Modified value descriptions for <i>Course Name</i>	

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Renamed <i>Qualification/Course Name</i>
EDITION 2	Revised 01 July 2008 Adopted <i>Qualification/Course Name</i> to replace <i>Title of Qualification</i> for Apprentice and Trainee Collection

Qualification/Course Recognition Identifier

Definitional Attributes

DEFINITION

Qualification/Course Recognition Identifier distinguishes a qualification or course by its level of recognition within the VET sector.

CONTEXT

Qualification/Course Recognition Identifier allows analysis of qualifications or courses into categories based on recognition and accreditation.

Relational Attributes

RULES

Qualification/Course Recognition Identifier '11 - Nationally accredited qualification designed to lead to a 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 a national training package that has received endorsement.

Qualification/Course Recognition Identifier '12 - Nationally recognised accredited course, other than a qualification designed to lead to a qualification specified in a national training package' must only be used for nationally recognised accredited courses endorsed by state or territory recognition authorities, or registered training organisations with delegated authority to self-manage accreditation.

Qualification/Course Recognition Identifier '14 - Other courses' must be used for local courses developed by training organisations and courses developed by industry, enterprise, community education or professional bodies to meet an identified training need.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - QUALIFICATION/COURSE RECOGNITION IDENTIFIER
	NATIONALLY RECOGNISED TRAINING PROGRAMS
11	Nationally accredited qualification designed to lead to a qualification specified in a national training package
12	Nationally recognised accredited course, other than a qualification designed to lead to a qualification specified in a national training package
	NOT NATIONALLY RECOGNISED
14	Other courses

QUESTION

Not applicable

Format Attributes

Length:	2
Type:	numeric
Justification:	none
Fill Character:	none
Permitted data element value:	Not applicable

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Accreditation Status Identifier</i>	
RELEASE 2.0	Revised 01 January 1997 Renamed <i>Recognition Status Identifier</i>	
RELEASE 3.0	Revised 01 January 1999 Modified some descriptions to accommodate the introduction of national training packages	
RELEASE 4.0	Revised 01 January 2002 Recoded values and modified descriptions for <i>Recognition Status Identifier</i> Deleted the values '01', '02', '03' and '04' and descriptions and replaced with values '11', '12' and '14' and descriptions	

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Renamed <i>Qualification/Course Recognition Identifier</i>
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Qualification Issued Flag

Definitional Attributes

DEFINITION

Qualification Issued Flag indicates whether a client has been issued with a recognised credential for the successful completion of a recognised qualification or course.

CONTEXT

Qualification Issued Flag is used to measure output in the VET system.

Relational Attributes

RULES

Qualification Issued Flag must be 'Y - Qualification acknowledgment issued' if the training organisation has issued the certificate for a client who has completed the requirements of a recognised qualification or course.

Qualification Issued Flag must be 'N - Qualification acknowledgment not issued' if the training organisation has not issued the certificate to a client who has completed the requirements of a recognised qualification or course.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - QUALIFICATION ISSUED FLAG
Y	Qualification acknowledgment issued
N	Qualification acknowledgment not issued

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0	Introduced 01 January 1999 <i>Qualification Issued Flag</i>	

Scheduled Hours

Definitional Attributes

DEFINITION

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

CONTEXT

Scheduled Hours is used to measure output and activity in the VET sector.

Relational Attributes

RULES

Scheduled Hours must be in the range 0000-0400 hours.

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

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

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - SCHEDULED HOURS
0000-9999	Number of hours

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Scheduled Hours</i>	

School Level Identifier

Definitional Attributes

DEFINITION

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

CONTEXT

School Level Identifier is used for analysis and statistical reporting.

Relational Attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - SCHOOL LEVEL IDENTIFIER
08	Year 8 or below
09	Year 9 or equivalent
10	Year 10 or equivalent
11	Year 11 or equivalent
12	Year 12 or equivalent
99	Not applicable (Client not at secondary school)

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0		Introduced 01 January 1999 <i>School Level</i>
RELEASE 4.0		Revised 01 January 2002 Update the value description for <i>School Level</i> to align with the Australian Bureau of Statistics' Australian Census and the National Apprenticeship / Traineeship Training Contract by adding the category 'Year 8 or below' and 'Year 9 or equivalent'

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>School Level Identifier</i>
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School-based Flag

Definitional Attributes

DEFINITION

School-based Flag indicates whether or not a client is undertaking an approved school-based Apprenticeship.

CONTEXT

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

Relational Attributes

RULES

School-based Flag must = Y where the client is a student:

- enrolled in a senior secondary certificate under the relevant Education Act
- enrolled in a school or education provider that acknowledges and endorses the Training Plan / Outline required by the Apprenticeship / Traineeship Training Contract
- The Australian School-based Apprenticeship is recognised on the senior secondary certificate

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - SCHOOL-BASED FLAG
Y	Yes - the client is undertaking an approved school-based Apprenticeship
N	No - the client is not undertaking an approved school-based Apprenticeship

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0		Introduced 01 April 2004 <i>School-based Flag</i>

Sex

Definitional Attributes

DEFINITION

Sex identifies the gender of a client (male or female).

CONTEXT

Sex is used to analyse data by male or female.

Relational Attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - SEX
F	Female
M	Male

QUESTION

Sex (Tick ONE box only)

Male	<input type="checkbox"/> M
Female	<input type="checkbox"/> F

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Sex</i>	Introduced 01 July 1994 <i>Sex</i>

State Identifier

Definitional Attributes

DEFINITION

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

CONTEXT

State Identifier is used to analyse the data by state.

Relational Attributes

RULES

Not applicable

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - STATE IDENTIFIER
01	New South Wales
02	Victoria
03	Queensland
04	South Australia
05	Western Australia
06	Tasmania
07	Northern Territory
08	Australian Capital Territory
09	Other Australian Territories or Dependencies
99	Other (Overseas but not an Australian Territory or Dependency)

QUESTION

Not applicable

Format Attributes

Length: 2
 Type: numeric
 Justification: none
 Fill Character: none
 Permitted data element value: not applicable

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>State Identifier</i>	Introduced 01 July 1994 <i>State Identifier</i>
RELEASE 2.0	Revised 01 January 1997 Added classification value and description '99 - Other'	Revised 01 January 1997 Added classification value and description '99 - Other'
RELEASE 3.0	Revised 01 January 1999 Split <i>State Identifier</i> to create <i>State Identifier - New Apprenticeships</i> , <i>State Identifier - Training Organisation</i> , and <i>State Identifier - Training Provider Location</i> . Deleted value and description '99 - Other' for <i>State Identifier - Training Organisation</i> .	Revised 01 January 1999 Renamed <i>State Identifier - Training Organisation</i> Deleted value and description '99 - Other'
RELEASE 5.0	Revised 01 January 2003 Combined <i>State Identifier - New Apprenticeships</i> , <i>State Identifier - Training Organisation</i> , and <i>State Identifier - Training Provider Location</i> into <i>State Identifier</i> . Renamed <i>State Identifier - Training Organisation</i> to <i>State Identifier</i>	

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Adopted <i>State Identifier</i> to replace <i>State Identifier - Training Organisation</i> for the Apprentice and Trainee collection.
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Statistical Local Area

Definitional Attributes

DEFINITION

Statistical Local Area identifies the Australian Bureau of Statistics' statistical local area within a state or territory.

Statistical Local Area is based on the *Australian Standard Geographical Classification (ASGC)* ABS Catalogue No. 1216.0, 2007.

CONTEXT

Statistical Local Area is used to identify locations that are not adequately identifiable by a single Australia Post postcode. For example, locations in remote regions of Australia that share a single postcode.

Relational Attributes

RULES

Statistical Local Area must contain a valid statistical local area (SLA) code as defined in the Australian Bureau of Statistics, Australian Standard Geographical Classification (ASGC).

GUIDELINES FOR USE

Statistical Local Areas (SLA) are defined in the Australian Bureau of Statistics, Australian Standard Geographical Classification (ASGC). SLAs consist of at least one Census Collection District and cover, in aggregate, the whole of Australia without gaps or overlaps. They are key intermediate spatial units for the dissemination of economic, social and demographic statistics.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - STATISTICAL LOCAL AREA
0001-9999	Valid Australian Standard Geographical Classification (ASGC) Statistical Local Area code
OSPC	Overseas address

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 3.0	Introduced 01 January 1999 <i>Statistical Local Area - Training Provider Location</i>	
RELEASE 5.0	Revised 01 January 2003 <i>Renamed <i>Statistical Local Area</i></i>	

Study Reason Identifier

Definitional Attributes

DEFINITION

Study Reason Identifier identifies the client's main reason for study.

CONTEXT

Study Reason Identifier is used to assist in the analysis of client motivation and intention.

Relational Attributes

RULES

Study Reason Identifier is intended as a self-assessment response by the client and should not be determined by the training organisation.

Study Reason Identifier must be a valid code.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - STUDY REASON IDENTIFIER
01	To get a job
02	To develop my existing business
03	To start my own business
04	To try for a different career
05	To get a better job or promotion
06	It was a requirement of my job
07	I wanted extra skills for my job
08	To get into another course of study
11	Other reasons
12	For personal interest or self-development

QUESTION

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.)

To get a job	<input type="checkbox"/> 01
To develop my existing business	<input type="checkbox"/> 02
To start my own business	<input type="checkbox"/> 03
To try for a different career	<input type="checkbox"/> 04
To get a better job or promotion	<input type="checkbox"/> 05
It was a requirement of my job	<input type="checkbox"/> 06
I wanted extra skills for my job	<input type="checkbox"/> 07
To get into another course of study	<input type="checkbox"/> 08
For personal interest or self-development	<input type="checkbox"/> 12
Other reasons	<input type="checkbox"/> 11

Format Attributes

Length:	2
Type:	alphanumeric
Justification:	left
Fill Character:	none
Permitted data element value:	@@ not specified

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Study Reason Identifier</i>	

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Recoded values and modified descriptions for <i>Study Reason Identifier</i> Combined '09 - For personal interest' and '10 - For self-development' into '12 - For personal interest or self-development'
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Telephone Number

Definitional Attributes

DEFINITION

Telephone Number is a number used to make a telephone call.

CONTEXT

Telephone Number can be used to contact an individual.

Relational Attributes

RULES

Telephone Number must include the area code.

The format for *Telephone Number* is 0882308400.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - TELEPHONE NUMBER
text	Valid telephone number including area code

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Phone Number</i>	Introduced 01 July 1994 <i>Phone Number</i>
RELEASE 5.0	Revised 01 January 2003 Renamed <i>Telephone Number</i>	

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Adopted <i>Telephone Number</i> to replace <i>Phone Number</i> for Apprentice and Trainee Collection
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Telephone Number - Home

Definitional Attributes

DEFINITION

Telephone Number - Home is a number used to make a telephone call.

CONTEXT

Telephone Number - Home can be used to contact an individual.

Relational Attributes

RULES

Telephone Number - Home must include the area code.

Telephone Number - Home must be a valid telephone number.

The format for *Telephone Number - Home* is 0882308400.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - TELEPHONE NUMBER - HOME
text	Valid telephone number

QUESTION

Not applicable

Format Attributes

Length: 20
 Type: alphanumeric
 Justification: none
 Fill Character: space
 Permitted data element value: not applicable

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Telephone Number - Home</i>	

Telephone Number - Mobile

Definitional Attributes

DEFINITION

Telephone Number - Mobile is a number used to make a telephone call.

CONTEXT

Telephone Number - Mobile can be used to contact an individual.

Relational Attributes

RULES

The format for *Telephone Number - Mobile* is 0409823084.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - TELEPHONE NUMBER - MOBILE
text	Valid mobile telephone number

QUESTION

Not applicable

Format Attributes

Length: 20
 Type: alphanumeric
 Justification: none
 Fill Character: space
 Permitted data element value: not applicable

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Telephone Number - Mobile</i>	

Telephone Number - Work

Definitional Attributes

DEFINITION

Telephone Number - Work is a number used to make a telephone call.

CONTEXT

Telephone Number - Work can be used to contact an individual.

Relational Attributes

RULES

Telephone Number - Work must include the area code.

The format for *Telephone Number - Work* is 0882308400.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - TELEPHONE NUMBER - WORK
text	Valid telephone number

QUESTION

Not applicable

Format Attributes

Length: 20

Type: alphanumeric

Justification: none

Fill Character: space

Permitted data element value: not applicable

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>Telephone Number - Work</i>	

Training Authority Identifier

Definitional Attributes

DEFINITION

Training Authority Identifier is used to uniquely identify a state training authority or organisation that submits data for the national data submission to NCVER.

CONTEXT

Training Authority Identifier is issued by the AVETMISS Collection Managing Agent.

Relational Attributes

RULES

Training Authority Identifier is issued by the AVETMISS Collection Managing Agent (National Centre for Vocational Education Research) and used to uniquely identify a state training authority or other data submission authority.

NCVER will allocate a 3-digit *Training Authority Identifier* to each state training authority for the national data submission to NCVER. This code must be provided as the *Training Authority Identifier* in the format '00000xxx00', where 'xxx' is the current 3-digit code.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - TRAINING AUTHORITY IDENTIFIER
text	Valid alphanumeric identifier

QUESTION

Not applicable

Format Attributes

Length:	10
Type:	alphanumeric
Justification:	left
Fill Character:	zero
Permitted data element value:	not applicable

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Training Organisation Identifier</i>
RELEASE 5.0	Introduced 01 January 2003 <i>Training Authority Identifier</i>	

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Adopted <i>Training Authority Identifier</i> to replace <i>Training Organisation Identifier</i> for Apprentice and Trainee Collection
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Training Authority Name

Definitional Attributes

DEFINITION

Training Authority Name is the name of a state training authority or organisation that submits data to the AVETMISS collection managing agent (National Centre for Vocational Education Research).

CONTEXT

Training Authority Name is used to uniquely identify a state training authority or organisation that submits the AVETMISS data.

Relational Attributes

RULES

Training Authority Name must be the full name of the organisation that submits data to the collection managing agent.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - TRAINING AUTHORITY NAME
text	Valid name of a state training authority or submission agent

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Training Organisation Name</i>
RELEASE 5.0	Introduced 01 January 2003 <i>Training Authority Name</i>	

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Adopted <i>Training Authority Name</i> to replace <i>Training Organisation Name</i> for Apprentice and Trainee Collection
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Training Contract Identifier

Definitional Attributes

DEFINITION

Training Contract Identifier uniquely identifies a training contract registered with a training authority.

A training contract is a contractual agreement between a client and an employer committing both parties to experiential forms of training.

CONTEXT

Training Contract Identifier is required to uniquely identify a training contract.

Relational Attributes

RULES

A unique *Training Contract Identifier* must be used each time a client enters into a new training contract.

GUIDELINES FOR USE

For VET Provider Collection only

Training Contract Identifier - New Apprenticeships is only used where an enrolment in a unit of competency or module relates to a client undertaking an Apprenticeship or Traineeship under a registered Apprenticeship/Traineeship Training Contract.

Training Contract Identifier - New Apprenticeships is assigned when the Apprenticeship/Traineeship Training Contract is registered as a means of identifying the Apprenticeship/Traineeship Training Contract.

Training Contract Identifier - New Apprenticeships forms a dual key with the *Client Identifier - New Apprenticeships*.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - TRAINING CONTRACT IDENTIFIER
text	Unique Training Contract identifier.

QUESTION

Not applicable

Format Attributes

Length: 10
 Type: alphanumeric
 Justification: left
 Fill Character: space
 Permitted data element value: @@@@ @@@@ @@@@ not specified

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Training Contract Identifier</i>
RELEASE 5.0	Introduced 01 January 2003 <i>Training Contract Identifier - New Apprenticeships</i>	

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>Training Contract Identifier</i>
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Training Contract Identifier - New Apprenticeships

Name changed see *Training Contract Identifier*

Training Contract Identifier - Previous

Definitional Attributes

DEFINITION

Training Contract Identifier - Previous uniquely identifies the training contract a client had signed previously within a training authority.

CONTEXT

Training Contract Identifier - Previous is used for analysis and statistical reporting.

Relational Attributes

RULES

Training Contract Identifier - Previous must be a unique code that identifies a previous training contract undertaken by a client prior to the current training contract which is identified by the *Training Contract Identifier*.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - TRAINING CONTRACT IDENTIFIER - PREVIOUS
text	Training contract identifier - Previous

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Training Contract Identifier (Previous)</i>
RELEASE 3.0		Revised 01 January 1999 Rename <i>Previous Training Contract Identifier</i>

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed <i>Training Contract Identifier - Previous</i>
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Training Contract Status Identifier

Definitional Attributes

DEFINITION

Training Contract Status Identifier is a code that identifies the status of a training contract.

CONTEXT

Training Contract Status Identifier is used for analysis and statistical reporting.

Relational Attributes

RULES

Not applicable

GUIDELINES FOR USE

The following status can be used;

01 - Active (Commenced)

- Where a contract has commenced and does not meet the requirements for '02 - Active (Recommended)'.

02 - Active (Recommended)

- Where a contract has commenced as the continuation of an apprenticeship or traineeship in the same qualification.
- Where a contract resumes after being '07 - Suspended' or '05 - Expired (Outcome Unknown)'.

07 - Suspended

- Where a contract has been suspended for any reason.

03 - Withdrawn

- Where a contract has been terminated during the probationary period.

06 - Cancelled

- Where a contract has been terminated after the probationary period.

11 - Transferred

- Where a contract has been terminated (either during or after any probationary period) and a new training contract is to be entered into by the same apprentice / trainee in the same qualification.

04 - Completed

- Where an apprentice or trainee has met all the state or territory requirements for completion of a contract.

05 - Expired (Outcome Unknown)

- Where the expected term of a contract has been reached without being '04 - Completed' or otherwise terminated.

09 - Expired (Unsuccessful)

- Where a contract for which the expected term has expired without the apprentice or trainee attaining all the required competency standards, and where it has been established that the apprentice or trainee will not complete the contract.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - TRAINING CONTRACT STATUS IDENTIFIER
01	Active (Commenced)
02	Active (Recommended)
03	Withdrawn
04	Completed
05	Expired (Outcome Unknown)
06	Cancelled
07	Suspended
09	Expired (Unsuccessful)
11	Transferred

QUESTION

Not applicable

Format Attributes

Length: 2
 Type: numeric
 Justification: none
 Fill Character: none
 Permitted data element value: not applicable

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0		Introduced 01 July 1994 <i>Contract Status Identifier</i>
RELEASE 2.0		Classification revised 01 July 1997 Remove the value '08 - Pending'
RELEASE 4.0		Revised 01 January 2002 Renamed <i>Training Contract Status Identifier</i> Refine the rules for the <i>Training Contract Status Identifier</i> , in line with the rules for the valid and invalid status, to disallow two consecutive '03 - Withdrawn' transactions or two consecutive '04 - Completed' transactions or two consecutive '05 - Expired' transactions or two consecutive '06 - Cancelled' transactions within a single training contract. Also disallow a '03 - Withdrawn' or '04 - Completed' or '05 - Expired' or '06 - Cancelled' or '07 - Active (Suspended)' to be followed by '01 - Active (Commencement)' within a single training contract. Also disallow a '04 - Completed' to be followed by '02 - Active (Recommendation)' within a single training contract.

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Renamed '05 - Expired' to '05 - Expired (Outcome Unknown)' Added codes '09 Expired (Unsuccessful)' and '11 Transferred' Revised the definitions for codes.
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Training Organisation Delivery Location Identifier

Definitional Attributes

DEFINITION

Training Organisation Delivery Location Identifier is a unique code that identifies a training organisation's delivery location.

CONTEXT

Training Organisation Delivery Location Identifier is used to uniquely identify delivery locations for a training organisation.

Relational Attributes

RULES

Training Organisation Delivery Location Identifier must not be used for more than one location with a training organisation.

Training Organisation Delivery Location Identifier must be the same code in all collections.

Training Organisation Delivery Location Identifier must be the delivery location that the training is coordinated from for online, correspondence, and 'on the road' delivery.

GUIDELINES FOR USE

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.

RELATED DATA

Training Organisation Delivery Location Name

TYPE OF RELATIONSHIP

Training Organisation Delivery Location Name and *Training Organisation Delivery Location Identifier* together uniquely identify the training organisation's specific training site.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - TRAINING ORGANISATION DELIVERY LOCATION IDENTIFIER
text	Delivery location identifier that is unique within a training organisation

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Training Provider Location Identifier</i>	
RELEASE 5.0	Revised 01 January 2003 Renamed <i>Training Organisation Delivery Location Identifier</i>	

Training Organisation Delivery Location Name

Definitional Attributes

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 a training organisation.

Relational Attributes

RULES

Training Organisation Delivery Location Name must not contain meaningless or coded names such as 'Room 303' or '21 Station Street'.

GUIDELINES FOR USE

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.

RELATED DATA

Training Organisation Delivery Location Identifier

TYPE OF RELATIONSHIP

Training Organisation Delivery Location Identifier with *Training Organisation Delivery Location Name* uniquely identifies the training organisation.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - TRAINING ORGANISATION DELIVERY LOCATION NAME
text	Valid training organisation delivery location name

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Training Provider Location Name</i>	
RELEASE 5.0	Revised 01 January 2003 Renamed <i>Training Organisation Delivery Location Name</i>	

Training Organisation Identifier

Definitional Attributes

DEFINITION

Training Organisation Identifier uniquely identifies a training organisation.

CONTEXT

Training Organisation Identifier is used to identify training organisations.

Relational Attributes

RULES

Training Organisation Identifier must be the valid unique national code where a registered training organisation is listed on the National Training Information Service (NTIS).

GUIDELINES FOR USE

Training Organisation Identifier is usually assigned to a training organisation at the time of registration as a VET or community education provider and the code is listed on the National Training Information Service (NTIS).

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - TRAINING ORGANISATION IDENTIFIER
text	Valid alphanumeric identifier

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Training Organisation Identifier</i>	
RELEASE 4.0		Introduced 01 January 2002 <i>Registered Training Organisation Identifier</i>

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Adopted <i>Training Organisation Identifier</i> to replace <i>Registered Training Organisation Identifier</i> for Apprentice and Trainee Collection
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Training Organisation Name

Definitional Attributes

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.

Relational Attributes

RULES

Training Organisation Name must not be an acronym.

Training Organisation Name must be the exact name listed on the National Training Information Service (NTIS) where the entity is a registered training organisation.

If *Training Organisation Name* is greater than 100 characters, the name must be truncated.

GUIDELINES FOR USE

Training Organisation Name will generally be the name under which a training organisation is registered or operates as a legal entity.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - TRAINING ORGANISATION NAME
text	Valid Training Organisation name

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes
HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Training Organisation Name</i>	
RELEASE 4.0		Introduced 01 January 2002 <i>Registered Training Organisation Name</i>

DATA ELEMENT DEFINITIONS

EDITION 2	Revised 01 July 2008 Adopted <i>Training Organisation Name</i> to replace <i>Registered Training Organisation Name</i> for Apprentice and Trainee Collection
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Training Organisation Type Identifier

Definitional Attributes

DEFINITION

Training Organisation Type Identifier classifies a training provider.

CONTEXT

Training Organisation Type Identifier is used for reporting client participation by type of educational institution.

Training Organisation Type Identifier is used for analysis of educational participation, on a regional basis and for groups such as young people or Indigenous Australians.

Relational Attributes

RULES

Training Organisation Type Identifier refers to the type of training organisation and not:

- the training organisation's delivery location; for example, although a TAFE training organisation may have a training organisation delivery location at a school, the *Training Organisation Type Identifier* will be '31 - Technical and Further Education institute, Skills Institute or Polytechnic' and not '21 - School - Government'.
- the type of qualification of course delivered; for example, although a TAFE training organisation may deliver a senior secondary certificate, the *Training Organisation Type Identifier* will be '31 - Technical and Further Education institute, Skills Institute or Polytechnic' and not '21 - School - Government'.
- the funding that is received; for example, although a TAFE training organisation may deliver community-based adult education programs, the *Training Organisation Type Identifier* will be '31 - Technical and Further Education institute, Skills Institute or Polytechnic' and not '51 - Community-based adult education provider'.

GUIDELINES FOR USE

School

A school is established or recognised under an Act of Parliament for the purpose of providing courses of instruction in pre-school, primary or secondary education.

A school encompasses compulsory education and non-compulsory education. The compulsory stages of education are defined in state legislation. A school (other than a special school) must satisfy the following criteria:

- its major activity is the provision of full-time day primary or secondary education or the provision of primary or secondary distance education.
- it is headed by a principal (or equivalent) responsible for its internal operation.
- it is possible for clients to enrol for a minimum of four continuous weeks, excluding breaks for school vacations.

The term 'school' includes schools in institutions and hospitals, mission schools, and similar establishments.

Australian Technical College or ATC means a school in respect of which financial assistance under the Australian Technical Colleges (Flexibility in Achieving Australia's Skills Needs) Act 2005 is provided or proposed to be provided.

TAFE, Skills Institute or Polytechnic

Technical and Further Education (TAFE) institutes, Skills Institutes or Polytechnics are created by Act of Parliament and have responsibilities specified in that and other legislation and via Ministerial Directions. These institutes are public bodies in receipt of government funding.

University

All Australia's universities are established or recognised under state or territory legislation except the Australian National University, which is constituted under an Act of the Federal Parliament.

University - Government: e.g. RMIT University

University - Non-Government Catholic: e.g. Australian Catholic University, Notre Dame

University - Non-Government independent: e.g. Bond University.

Enterprise

An enterprise, or the training function or department of an enterprise that is registered to provide nationally accredited training according to the standards for the registration of training organisations (RTOs) of the Australian Quality Training Framework. Training is delivered to their employees or cadets.

Enterprise - Government: Examples include Department of Defence, Customs, Department of Correctional Services Academy, Centrelink Virtual College.

Enterprise - Non-government; for example Woolworths, Qantas, Toyota Australia.

Community-based Adult Education

A not-for-profit, community-based organisation with a primary focus on adult education. Community-based adult education delivers courses relating to leisure, personal and community development, employment skills, preparation for VET and nationally recognised training programs.

Other Training Provider

'91 - Education/training business or centre' is a privately operated registered training organisation ('private provider').

'93 - Professional association' may exist for every industry and these perform a variety of functions such as:

- providing and promoting professional and career development activities
- establishing and monitoring industry standards and professional codes of practice
- advising educational institutions on curriculum development.

Examples of professional associations include Institute of Chartered Accountants, Australian Institute of Management, Australian Computer Society.

'95 - Industry association' is a national industry association that represents the interests of its members; for example Internet Industry Association, industry unions.

'97 - Equipment and/or product manufacturer or supplier' provide certification and training for employees and non-employees; for example, CISCO, Microsoft.

'99 - Other Training Provider not elsewhere classified' are for-profit private training provider (e.g. private one-on-one music teachers, private tutors) and not-for-profit training provider (e.g. Mission Australia, Salvation Army).

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - TRAINING ORGANISATION TYPE IDENTIFIER
	Secondary school
21	School - Government
23	School - Australian Technical College
25	School - Catholic
27	School - Independent
	TAFE, Skills Institute or Polytechnic
31	Technical and Further Education institute, Skills Institute or Polytechnic
	University
41	University - Government
43	University - Non-Government Catholic
45	University - Non-Government Independent
	Enterprise
51	Enterprise - Government
53	Enterprise - Non-government
	Community-based adult education
61	Community-based adult education provider
	Other training provider
91	Education/training business or centre: Privately operated registered training organisation
93	Professional association
95	Industry association
97	Equipment and/or product manufacturer or supplier
99	Other - not elsewhere classified

QUESTION

Not applicable

Format Attributes

Length:	2
Type:	numeric
Justification:	none
Fill Character:	none
Permitted data element value:	not applicable

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Training Provider Location Type Identifier</i>	
RELEASE 1.1	Updated 01 January 1995 Added '12 - Community Access Centre' and '13 - Adult Migrant Education Provider'	
RELEASE 2.0	Revised 01 January 1997 Renamed <i>Training Provider Type Identifier</i>	
RELEASE 3.0	Revised 01 January 1999 Modified descriptions for <i>Training Provider Type Identifier</i>	
RELEASE 5.0	Revised 01 January 2003 Renamed <i>Training Organisation Type Identifier</i>	

DATA ELEMENT DEFINITIONS

EDITION 1	Revised 01 January 2007 Recoded values and modified descriptions for <i>Training Organisation Type Identifier</i>
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VET Flag

Definitional Attributes

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.

Relational Attributes

RULES

VET Flag must be 'Y - Yes' if the purpose of the program of study is designed for vocational training.

VET Flag must be 'Y - Yes' if the training program is general and pre-vocational designed as pre-requisites for other VET Programs.

VET Flag must be 'N - No' if the purpose of the program of study is not designed for vocational training.

GUIDELINES FOR USE

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.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - VET FLAG
Y	Yes - The intention of the program of study is vocational
N	No - The intention of the program of study is not vocational

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Stream of Study Identifier</i>	
RELEASE 3.0	Revised 01 January 1999 Renamed and recoded <i>VET Flag</i>	

VET in Schools Flag

Definitional Attributes

DEFINITION

VET in Schools Flag identifies whether a unit of competency/module enrolment is part of a VET in Schools program.

CONTEXT

VET in Schools Flag may be used to identify the number of clients enrolled in a VET in Schools program.

Relational Attributes

RULES

VET in Schools Flag must be 'Y - Yes' if the enrolment in a program of study is a VET in schools program

VET in Schools Flag must be 'N - No' if the enrolment in a program of study is not a VET in schools program.

GUIDELINES FOR USE

A VET in schools program:

- is based on national industry/enterprise competency standards based on Training Packages where endorsed, or involve 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.

MCEETYA defines a VET program to be a VET in Schools program if:

- it is undertaken as part of a senior secondary certificate; and
- completion by the student provides credit towards a recognised qualification within the Australian Qualifications Framework.

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - VET IN SCHOOLS FLAG
Y	VET in schools program
N	Not a VET in schools program

QUESTION

Not applicable

Format Attributes

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

Administrative Attributes**HISTORY**

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 5.0	Introduced 01 January 2003 <i>VET in Schools</i> (administrative arrangement only)	

DATA ELEMENT DEFINITIONS

EDITION 1	Introduced 01 January 2007 <i>VET in Schools Flag</i> to interim measure Replaced blank with 'N - Not a VET in schools program'
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Year Highest School Level Completed

Definitional Attributes

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.

Relational Attributes

RULES

Year Highest School Level Completed must represent the year the client completed their highest school level and not the current year that they are enrolled in at school.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Highest School Level Completed Identifier

TYPE OF RELATIONSHIP

Highest School Level Completed Identifier and its related question are designed to be used in conjunction with this element.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - YEAR HIGHEST SCHOOL LEVEL COMPLETED
1900-9999	Valid year, not in the future

QUESTION

In which YEAR did you complete that school level?

Format Attributes

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

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Year Highest School Level Completed</i>	Introduced 01 July 1994 <i>Year Highest School Level Completed</i>

Year Program Completed

Definitional Attributes

DEFINITION

Year Program Completed identifies the year the qualification or course was completed and includes the on-the-job component.

CONTEXT

Year Program Completed is used to analyse the number of qualifications completed in a given year.

Relational Attributes

RULES

Year Program Completed must not be after the collection period.

Year Program Completed must not be more than 10 years prior to the collection period.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Not applicable

TYPE OF RELATIONSHIP

Not applicable

CLASSIFICATION SCHEME

VALUE	DESCRIPTION - YEAR PROGRAM COMPLETED
1900-9999	Valid year, not in the future

QUESTION

Not applicable

Format Attributes

Length: 4

Type: numeric

Justification: none

Fill Character: none

Permitted data element value: not applicable

Administrative Attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 1.0	Introduced 01 January 1994 <i>Year Program Completed</i>	
RELEASE 2.0	Revised 01 January 1997 Removed '@@@@ - Not stated'	

Changes and Revisions to Elements

Changes and revisions

The following are the changes and revisions made for the 2008 (Edition 2) AVETMISS Data Element Definitions.

ANZSIC IDENTIFIER

Introduced and adopted *Australian and New Zealand Standard Industry Classification* (ANZSIC) ABS Catalogue No. 1292.0, 2006.

ASCO IDENTIFIER

Introduced.

CLIENT IDENTIFIER - APPRENTICESHIPS

Renamed *Client Identifier - New Apprenticeships* to *Client Identifier - Apprenticeships*.

CLIENT IDENTIFIER -TYIMS

Introduced.

COUNTRY IDENTIFIER

Revised and adopted *Standard Australian Classification of Countries* (SACC) ABS Catalogue No. 1269.0, 1998 (revision 2.03).

CREDIT FLAG

Introduced.

DATE OF TRAINING CONTRACT COMMENCEMENT

Introduced.

DATE OF TRAINING CONTRACT COMPLETION

Introduced.

DATE OF TRANSACTION

Introduced.

EMPLOYER IDENTIFIER

Introduced.

EMPLOYER LEGAL NAME

Introduced.

EMPLOYER SIZE

Introduced.

EMPLOYER TYPE IDENTIFIER

Introduced.

EMPLOYMENT ARRANGEMENT IDENTIFIER

Introduced.

EXISTING WORKER FLAG

Introduced.

FULLTIME IDENTIFIER

Introduced.

HIGHEST SCHOOL LEVEL COMPLETED IDENTIFIER

Renamed *Highest School Level Completed* to *Highest School Level Completed Identifier*.

INDIGENOUS STATUS IDENTIFIER

Revised to add '9 Yes - Client is of Aboriginal and / or Torres Strait Islander origin'.

MAIN LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME IDENTIFIER

Revised to adopted *Australian Standard Classification of Languages* (ASCL) ABS Catalogue No. 1267.0, 2005 (second edition).

NOMINAL DURATION

Introduced.

SCHOOL LEVEL IDENTIFIER

Introduced.

SCHOOL-BASED FLAG

Introduced.

TRAINING CONTRACT IDENTIFIER

Renamed *Training Contract Identifier - New Apprenticeships* to *Training Contract Identifier*.

TRAINING CONTRACT STATUS IDENTIFIER - PREVIOUS

Introduced.

TRAINING CONTRACT STATUS IDENTIFIER

Introduced.

Selected Classifications

Please refer to NCVER website (www.ncver.edu.au) for the most up-to-date lists of classifications.