

Queensland VET Data Reporting Requirements (AVETMISS 8.0)

Version Date: September 2019

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Queensland VET Data Reporting Requirements

Published by the State of Queensland (Department of Employment, Small Business and Training), September 2019



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An electronic version of this document is available at www.desbt.qld.gov.au/training/docs-data/statistics/rto-data

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Contents

Contents	iii
1. Purpose	4
2. AVETMISS Reporting	5
2.1 National Reporting	5
2.2 State Reporting.....	6
2.3 Collection Timeframes	6
3. Queensland VET Reporting Requirements.....	7
3.1 Reporting of School Students VET Activity	7
3.2 Delivery Mode Identifier	8
3.3 Predominant Delivery Mode.....	8
3.4 File Structure Relationships	9
4. How to Read this Document	10
5. AVETMISS Changes V7 to V8.....	11
5.1 File Added, Deleted and Renamed:	11
5.2 Data Fields Added, Deleted and Renamed:.....	11
5.3 Data Field Format, Valid Values and/or Rule Changes:	12
6. Amendments to AVETMISS 8.0.....	13
6.1 June Amendments.....	13
6.2 Values	13
6.3 Terms of Use.....	13
6.4 Validations.....	14
7. Queensland File Structures for AVETMISS 8.0	15
NAT00010 – Training Organisation.....	15
NAT00020 – Training Organisation Delivery Location.....	16
NAT00030 or NAT00030A– Program.....	17
NAT00060 – Subject.....	18
NAT00080 – Client	19
NAT00085 – Client Postal Details	24
NAT00090 – Client Disability	26
NAT00100 – Client Prior Educational Achievement	26
NAT00120 – Training Activity.....	27
NAT00130 – Program completed.....	32

1. Purpose

'Queensland VET Data Reporting Requirements' is designed to support Registered Training Organisations (RTOs) in the submission of Vocational Education and Training (VET) activity data to the Queensland Department of Employment, Small Business and Training (DESBT).

VET activity reported to DESBT, is electronically assessed for Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) compliance and is also validated against Queensland reporting requirements.

This document should be read in conjunction with:

- National Centre for Vocational Education Research (NCVER) [AVETMISS Documentation for VET Providers](#);
- DESBT [Funded Program Documentation](#) (including all policies and guidelines for pre-qualified suppliers);
- The Queensland Curriculum and Assessment Authority (QCAA) [Queensland Certificate of Education \(QCE\) and Queensland Certificate of Individual Achievement \(QCIA\) policy and procedures Handbook 2019](#);
- [Training Organisation Requirements](#) as set out by Australian Government Unique Student Identifier (USI) transcript office; and
- Australian Department of Employment, Skills, Small and Family Business [National VET Provider Collection Data Requirements Policy](#).

The purpose of this document is to:

- provide information on reporting requirements for each data field
- provide DESBT specific reporting requirements

RTO responsibilities

When required under Funded Program documentation and/or if choosing to submit Fee-for-service AVETMISS data via DESBT, RTOs responsibilities include:

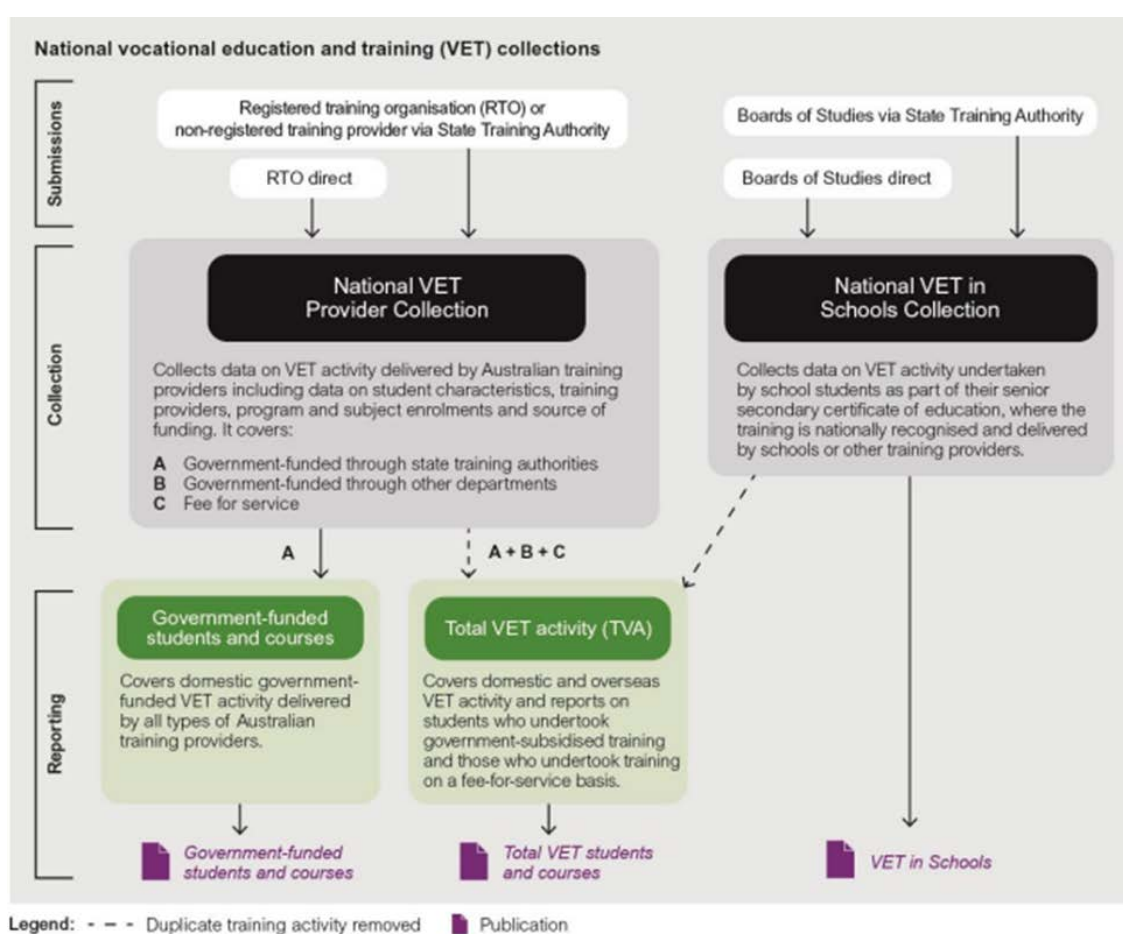
- Ensure all student activity is accurately recorded and electronically submitted to DESBT; and
- Provide compliant data (and make corrections to data as necessary) within appropriate timeframes and format specifications set by DESBT, NCVER, QCAA and USI transcript office.

2. AVETMISS Reporting

2.1 National Reporting

The National VET Provider Collection is a collection of data on VET activity delivered by Australian training providers, to a nationally agreed standard (AVETMISS). In 2014, the scope of the NCVET collection expanded to include Total VET Activity (TVA), which is collected quarterly and reported annually.

As a State Training Authority (STA), DESBT submits VET activity data to NCVET each quarter. These VET activity collections are utilised by NCVET for research, analysis and statistical purposes, and contribute to the continued improvement of national VET policy and practices. NCVET also pass data onto the Unique Student Identifier (USI) office, on a quarterly basis, to populate each student's USI Transcript.



SOURCE: DIAGRAM PROVIDED BY NCVET: NATIONAL VET COLLECTIONS WITH TVA

2.2 State Reporting

State funded training activity data is to be submitted to DESBT, as per the relevant contract provisions. In order to meet [TVA](#) reporting requirements, RTOs may include their Fee-For-Service (FFS) training activity data in the submission. DESBT will include FFS data in submissions to NCVET.

All RTOs reporting to DESBT must utilise an electronic [AVETMISS compliant Student Management System \(SMS\)](#). In order to lodge an AVETMISS data submission, RTOs must be registered to access DESBT's web portal, [DETConnect](#).

[DETConnect](#) provides registered users with 24/7 access to services such as AVETMISS Training Activity (ATA), Training Downloads, Apprenticeships Info Self Service, and Travel and Accommodation RTO Summary.

ATA provides for:

- the electronic submission of AVETMISS data files,
- access to validation reports, and
- capability to view NAT file data, in a read only format.

All training activity data received undergoes a validation process against various requirements, including Funded Program Documentation, [AVETMISS and State Specific](#). Issues identified through the validation process will appear on the validation report. RTOs are required to review and correct erroneous data identified in their validation report and resubmit once corrections have been applied in their system.

It is important that RTOs continuously manage and update students' VET activity information, ensuring its compliance, validity and accuracy.

2.3 Collection Timeframes

When reporting to DESBT the submission should contain training activity that occurred (or is to occur) within the collection year i.e. all planned, commenced and completed activity. The term 'Collection Year' or 'Year of Return' (YOR) refers to the calendar year being reported e.g. training activity that took place anytime between *1 Jan 2019* and *31 Dec 2019* would be part of the 2019 YOR.

Each calendar year submission replaces the previous submission for that YOR. Every submission for a given YOR must contain all activity that occurred during the year (including data that has been submitted previously). As a result, submissions are expected to increase in size over the course of the year.

Calendar year submissions can contain enrolments that span across years or are within the reported calendar year period, e.g.

- *Activity Start Date = 01/01/2017 Activity End Date = 31/02/2019* – this enrolment will appear in 2017, 2018 and 2019 YOR
- *Activity Start Date = 01/01/2019 Activity End Date = 30/05/2019* – this enrolment will only appear in a 2019 YOR.

3. Queensland VET Reporting Requirements

3.1 Reporting of School Students VET Activity

RTOs delivering VET activity to school students have an obligation to report additional data items that assist the Queensland Curriculum and Assessment Authority (QCAA) to manage and maintain a full and accurate record of school students' participation and achievements.

The additional data elements are:

- **Learner Unique Identifier (LUI):** Under the [Education \(QCAA\) Act 2014](#) (Part 3, Division 3), RTOs are required to submit training activity data, irrespective of funding, for all students registered for their Queensland Certificate of Education (QCE). A LUI must be issued to students during Year 10 or in the 12 months before the student turns 16, whichever comes first.

Where a LUI is included for a client in training activity data submitted to DESBT, all valid training activity data related to that client will be forwarded to QCAA for possible inclusion in the client's QCE.

Refer to the 'Client' (NAT00080) file structure at the end of this document for further specific requirements.

- **Full Time learning option:** This field indicates the type of attendance applicable to the program enrolment being undertaken. The values to be used are 'Y' or 'N'. The value is assigned by the training organisation.

Refer to the 'Training Activity' (NAT00120) file structure at the end of this document for further specific requirements.

3.2 Delivery Mode Identifier

Delivery Mode Identifier is a 3 character field comprised of Ys and Ns that identifies the mode(s) of delivery of a subject, where each position in the field indicates a type of delivery. The field comprises the following structure:

- First position = internal
- Second position = external
- Third position = workplace based delivery

Delivery Mode Identifier	Internal	External	Workplace-based
Internal only	Y	N	N
External only	N	Y	N
Workplace-based only	N	N	Y
Combination of internal and external	Y	Y	N
Combination of internal and workplace-based	Y	N	Y
Combination of external and workplace-based	N	Y	Y
All modes	Y	Y	Y
Not applicable (RPL or credit transfer)	N	N	N

Examples of valid values include Internal delivery = 'YNN'; Combination of internal and external delivery = 'YYN'. For further information, refer to [NCVER Delivery Mode Fact Sheet](#).

3.3 Predominant Delivery Mode

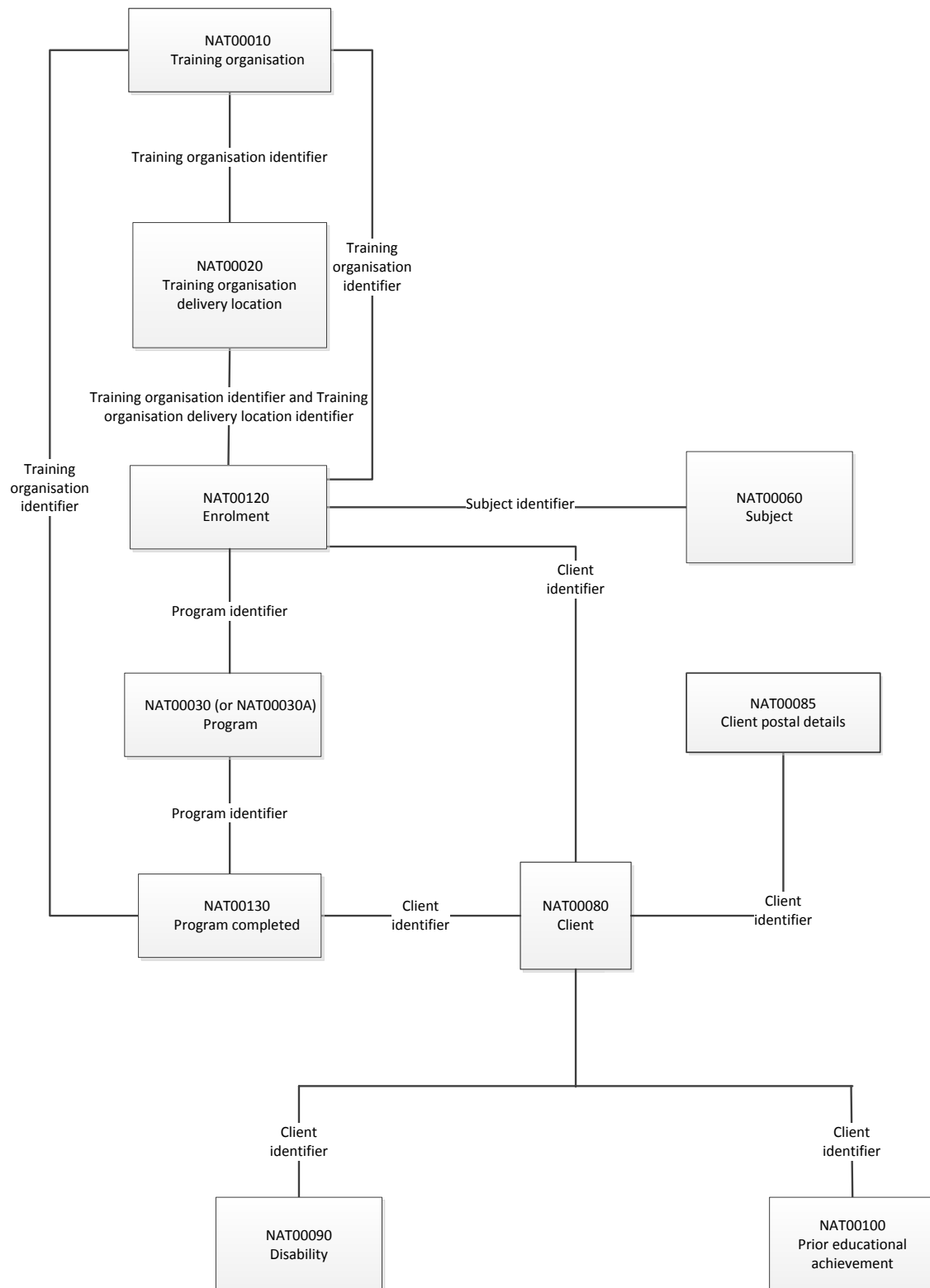
The Predominant Delivery Mode must align with one of the values identified in Delivery Mode Identifier.

Where it is specified in the Delivery Mode Identifier that there is more than one type of delivery, the mode which has the **largest** component should be reported as the 'Predominant Delivery Mode'.

Where the Delivery Mode Identifier indicates only **one** type of delivery, then that mode should be applied as the Predominant Delivery Mode.

Predominant Delivery Mode	Identifier
Internal Delivery (e.g. Classroom based)	I
External Delivery (e.g. Online)	E
Workplace Based Delivery	W
Not Applicable (e.g. RPL & CT)	N

3.4 File Structure Relationships



SOURCE: DIAGRAM PROVIDED BY NCVET, AMENDED FOR DESBT PURPOSES

4. How to Read this Document

The following sections of this document are colour coded to assist with interpretation of the different aspects:

- Where Queensland requirements differ to the national AVETMIS standard, the text has been **highlighted in maroon – DESBT Requirements**.
- Where the data supplied will affect the information included on the student USI transcript, the text has been **highlighted in purple – USI Transcript Requirements**.
- Where AVETMISS 8 differs **from AVETMISS 7**, the text has been **highlighted in blue – AVETMISS 8 changes**.

This document contains File Structure Tables utilising values, as defined below:

Field Type	Value
Alphanumeric	A
Numeric	N
Date	D

Field Allows Blank Values	Value
Yes	Y
No	N
Yes (Conditional)	YC

5. AVETMISS Changes V7 to V8

5.1 File Added, Deleted and Renamed:

- NAT00005 - 'Submission to managing agent' file **deleted**.
- NAT00030A - 'Program' file **added** for reporting **non-nationally recognised** program data.
- NAT00120 - 'Enrolment' file **renamed** to be 'Training Activity'.

5.2 Data Fields Added, Deleted and Renamed:

- **NAT00010** – 'Training Organisation Type Identifier', 'Address First Line', 'Address Second Line', 'Address Location – Suburb, Locality or Town', 'Postcode' and 'State Identifier' **deleted** from the 'Training Organisation' file. This data will be sourced from *training.gov.au*
- **NAT00030** - 'Program Recognition Identifier', 'Program Level of Education Identifier', 'Program Field of Education Identifier', 'ANZSCO Identifier' and 'VET Flag' **deleted** from the 'Program' file. This data will be sourced from *training.gov.au*
- **NAT00060** - 'Subject Flag' **deleted** from 'Subject' file
- **NAT00080** & **NAT00085** - 'Address Location – Suburb, Locality or Town' and 'Address Postal – Suburb, Locality or Town' data fields **renamed** into one data field named 'Address – Suburb, Locality or Town'.
- **NAT00080** - 'Survey Contact Status' **added** to the 'Client' file
- **NAT00080** – 'Proficiency in Spoken English Identifier' **deleted** from the 'Client' file
- **NAT00080** - 'Year Highest School Level Completed' **deleted** from the 'Client' file
- **NAT00080** - 'Sex' data field in the 'Client' file and the standard enrolment question **renamed** to 'Gender'
- **NAT00085** - 'Email Address – Alternative' **added** to the 'Client Postal Details' file.
- **NAT00085** - 'Telephone Number - Home', 'Telephone Number – Work' and 'Telephone Number – Mobile' **deleted** from the 'Client Postal Details' file. These fields have been **replaced** by the existing 'Telephone Number' field
- **NAT00120** - 'Training Organisation Identifier' **added** to the 'Training Activity' file.
- **NAT00120** - 'School Type Identifier' **added** to the 'Training Activity' file.
- **NAT00120** - 'Predominant Delivery Mode' **added** to the 'Training Activity' file as a below the line, state-specific field.
- **NAT00120** - 'Scheduled Hours' **moved** to below the national reporting line, as a state specific field in the 'Training Activity' file

5.3 Data Field Format, Valid Values and/or Rule Changes:

- Field length and/or type **changes** for 'Client Tuition Fee', 'Delivery Mode Identifier' and 'Fee Exemption/ Concession Type Identifier'
- 'Year Program Completed' data field **changed** to be 'Date Program Completed', must be the date that the activity was completed (including assessment). Values to be recorded in the format of DDMMYYYY.-**The field length changes to 8 alphanumeric characters**
- Valid values for the 'Delivery Mode Identifier' field **converted** to a composite field capturing 3 delivery mode types identified with Y/N flags
- In the 'Outcome Identifier – National' data field the value '90' has been **removed** effective 1 January 2017 and is no longer a valid value
- 'Outcome Identifier – National' code '85' – 'Not Yet Started' has been added as a preliminary code for enrolments with an intended 'Activity Start Date'
- In the 'Postcode' data fields '0000' has been **removed** as an option and will no longer be a valid value
- Data definition rules for 'Address – Suburb, Locality or Town' in the 'Client' (NAT00080) file and 'Address Street Number' in the 'Client Postal Details' (NAT00085) file have been **clarified**
- **Clarification** of data fields in the data element definitions:
 - Activity Start Date
 - Activity End Date
 - Address – Suburb, Locality or Town
 - At School Flag
 - Client Identifier
 - Client Identifier – Apprenticeships
 - Date of Birth
 - Date Program Completed
 - Delivery Mode Identifier
 - Funding Source – National
 - Gender
 - Highest School Level Completed
 - Issued Flag
 - Labour Force Status Identifier
 - Language Identifier
 - Nominal Hours
 - Prior Educational Achievement Flag
 - Prior Educational Achievement Identifier
 - Program Field of Education Identifier
 - Study Reason Identifier
 - Training Organisation Delivery Location Name
 - VET Flag

6. Amendments to AVETMISS 8.0

6.1 June Amendments

NCVER in consultation with STAs will, from time to time, amend the AVETMISS 'Collection Specifications' and 'Data Definitions' to ensure the quality of data collection amongst jurisdictions is consistent. Since the implementation of AVETMISS version 8.0, there were some adjustments made to 'Data Definitions' VALUES, TERMS OF USE and VALIDATIONS. There were no modifications to files structures or data field names contained within the 'Collection Specifications'.

NCVER have updated the '*Standard enrolment questions example form for R8.0*' to align with the data definition changes. RTOs are encouraged to review enrolment forms to ensure data compliance. Amendments to the 'Data Definitions' are summarised below.

6.2 Values

- For training activity commencing or program completions in 2019:
 - Year Program Completed '@ - unstated' value no longer accepted. This includes partial unstated values for example '@@@@2018'.
 - 'X' value added to represent other Gender.
 - '@' value updated to represent not specified Gender.
 - Added a new Study Reason Identifier category '13 - To get skills for community/voluntary work'.
- For training activity commencing 2020, changes to international clients *Funding Source – National* include:
 - '30 - International client – other revenue' removed.
 - '31 - International onshore client – other revenue' added.
 - '32 - International offshore client – other revenue' added.

6.3 Terms of Use

Definitions clarified to ensure:

- *Commencing Program Identifier* is only populated when training has commenced, now allowing blank values when the *Outcome Identifier - National* is '85'.
- Students without a verified *Unique Student Identifier* should not have an Issued Flag of 'Y' in the Program Completed (NAT00130) file.
- Consistent reporting of *Nominal Hours*.
- *Funding Source – National* category '11— Commonwealth and state general purpose recurrent' is to be used for Government funded activity and does not include VET Student Loans.
- For activity beyond 2018, only TAFE organisations may use the *Funding Source - National* value of '80'.


6.4 Validations

- Validation introduced that compares duplicate activity with overlapping start and end dates. Nationally recognised subjects will generate an error and all other subjects will generate a warning where duplicate records have overlapping activity dates. Record comparison is based on:
 - *Training organisation identifier, Unique student identifier, Subject identifier*, or
 - *Training organisation identifier, Client identifier, Subject identifier* (if USI is blank/INTOFF/INDIV).
- Validation introduced that identifies duplicate activity where Outcome identifier = 20 and/or 51 for one or both of the reported records. Record comparison is based on:
 - *Training organisation identifier, Unique student identifier, Subject identifier*, or
 - *Training organisation identifier, Client identifier, Subject identifier* (if USI is blank/INTOFF/INDIV).

7. Queensland File Structures for AVETMISS 8.0


NAT00010 – Training Organisation

This file is mandatory and should only contain 1 complete record of the RTO details. **Fields DELETED from this file:** Training organisation type identifier; Address first line; Address second line; Address location – suburb, locality or town; Postcode; State identifier.

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Training Organisation Identifier	<p> This is the primary key data field for this file. Each value MUST be unique.</p> <p>This field must contain either the National RTO Identifier (as appears on training.gov.au) or the Queensland issued Training Organisation Identifier.</p> <p>If reporting the National RTO Identifier, the value should be right-aligned and left padded with 0, for e.g. RTO ID 999 would be reported in this field as 0000000999. Otherwise, if reporting the Training Organisation Identifier, the value must be followed by two trailing zeros (00) and padded left with 0, for e.g. 000099900.</p>	1	10	A	Y	N
Training Organisation Name	<p>This value MUST match the Training Organisation details exactly as they appear on training.gov.au</p>	11	100	A	Y	N
	Record length for national data collection		268			
Contact Name		269	60	A		Y
Telephone Number		329	20	A		Y
Facsimile Number		349	20	A		Y
E-mail Address		369	80	A		Y
	Carriage return/line feed		2			


NAT00020 – Training Organisation Delivery Location

This file is mandatory where there is at least 1 record in the NAT00120 file and must contain 1 record for each Delivery Location reported in the NAT00120 file.

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Training Organisation Identifier	This MUST match the value reported in the 'Training Organisation' (NAT00010) file.	1	10	A	Y	N
Training Organisation Delivery Location Identifier	 This is the primary key data field for this file. Each value MUST be unique. Each unique 'Training Organisation Delivery Location Identifier' MUST have a corresponding record in the 'Training Activity' (NAT00120) file and MUST remain the same across all submissions.	11	10	A		N
Training Organisation Delivery Location Name	This MUST uniquely describe a delivery location and MUST remain the same across all collections.	21	100	A		N
Postcode	This MUST correspond with the 'Address – Suburb, Locality or Town'. Postcodes with the category of 'Post Office Boxes' in the Australia Post classification are NOT permitted.	121	4	A		N
State Identifier	This MUST correspond with the 'Postcode'. If Postcode is 'OSPC' the state identifier MUST be '99' = Other.	125	2	N		N
Address - Suburb, Locality or Town	This MUST correspond with the 'Postcode' and 'State Identifier'. For overseas delivery locations, populate with suburb/locality or town of the overseas delivery location.	127	50	A		N
Country Identifier	This MUST correspond with the 'Postcode' – If 'Postcode' is 'OSPC' then 'Country Identifier' cannot be: '1100', '1101', '1102' or '1199'.	177	4	A		N
	Record length for national data collection		180			
	Carriage return/Line feed		2			


NAT00030 or NAT00030A– Program

It is mandatory to provide **ONE** Program file (named either NAT00030 or NAT00030A). The Program file should contain 1 record for each program included in either the NAT00120 or the NAT00130 files. Where all training is nationally recognised (on training.gov.au) only a NAT00030 is required. Otherwise a NAT00030A should be supplied, which includes a combination of nationally recognised and non-recognised training.

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Program Identifier	 This is the primary key data field for this file. Each value MUST be unique.	1	10	A	Y	N
Program Name	For nationally recognised training this MUST match the 'Program identifier' corresponding name on training.gov.au.	11	100	A	Y	N
Nominal Hours	If the value is '0', then the field MUST be recorded as '0000'. MUST not exceed 6000 hours.	111	4	N		N
Program Recognition Identifier	Not required if Program is listed on training.gov.au.	115	2	N		YC
Program Level of Education Identifier	Not required if Program is listed on training.gov.au	117	3	N		YC
Program Field of Education Identifier	Not required if Program is listed on training.gov.au	120	4	N		YC
ANZSCO identifier	Not required if Program is listed on training.gov.au	124	6	A		YC
VET flag	MUST be Y if the intention of the program is vocational. Not required if Program is listed on training.gov.au	130	1	A		YC
	Record length for national data collection		130			
	Carriage return/Line feed		2			


NAT00060 – Subject

This file is mandatory and **MUST** contain 1 record for each subject included in the NAT00120 file. **Field DELETED from this file: Subject flag**

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Subject Identifier	 This is the primary key data field for this file. Each value MUST be unique.	1	12	A	Y	N
Subject Name	For nationally recognised training this MUST match the 'Subject identifier' corresponding name on training.gov.au.	13	100	A	Y	N
Subject Field of Education Identifier	Not required if Subject is listed on training.gov.au.	113	6	A		YC
VET Flag	MUST be Y if the intention of the program is vocational. Not required if Subject is listed on training.gov.au.	119	1	A		YC
Nominal Hours	MUST not exceed 1500 hours. Not required if Subject is listed on training.gov.au	120	4	N		YC
	Record length for national data collection		123			
	Carriage return/Line feed		2			

NAT00080 – Client

This file is mandatory and must contain 1 record for each client that exists in either the NAT00120 and/or the NAT00130 file. **Fields DELETED from this file: Proficiency in spoken English identifier; Year highest school level completed.**

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Client Identifier	<p> This is the primary key data field for this file. Each value MUST be unique.</p> <p>Each client MUST have 1 unique client identifier and MUST be consistent across collection years. Client Identifiers are NEVER to be reused for a different client.</p> <p>USIs MUST NOT be used as Client Identifiers.</p>	1	10	A	Y	N
Name for Encryption	<p>The name MUST NOT include initials or titles. This MUST contain the full name of the client in the following order: Family Name(comma)(space)First Name(space)Second name e.g. SMITH, JOHN JAMES</p> <p>If the full name exceeds 60 characters, enter the client's full name in the stated order above and truncate at 60 characters.</p> <p>If the client only has one name it should be reported as both the Client's Family Name and First Name e.g. JACKSON, JACKSON</p>	11	60	A		N
Highest School Level Completed Identifier	<p>If the client left school, partially completing the year level, the last fully completed year MUST be reported e.g. The client left school during Year 10, the 'Highest school level completed identifier' should be reported as 09 (Year 9 or equivalent).</p> <p>This field MUST be the highest year level completed, NOT the year level being undertaken.</p>	71	2	A		N
Gender	This field MUST contain one of the following values: M, F, X or @	73	1	A		N
Date of Birth	This MUST represent the date of birth provided by the client and should NOT be populated using a default value.	74	8	A		N

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Postcode	<p>This value MUST correspond with the reported 'Address – Suburb, Locality or Town' and 'State identifier' combination, as specified by Australia Post.</p> <p>Postcodes with the category of 'Post Office Boxes' in the Australia Post classification are NOT permitted.</p> <p>'0000' – 'Postcode Unknown' is NOT a valid value.</p> <p>'OSPC' is an acceptable value for students with an offshore address.</p>	82	4	A		N
Indigenous Status Identifier	<p>This value should NOT be populated using a system default value.</p> <p>This is intended as a self-assessment response by the client and MUST NOT be determined by the Training Organisation</p>	86	1	A		N
Language Identifier	<p>This value should NOT be populated using a system default value.</p> <p>Where a client indicates sign language as a main language '0001 – Non Verbal' MUST NOT be used. Sign language should be reported using one of the following values: 9700 – Sign Language 9701 – Auslan 9702 – Makaton 9799 – Sign Languages, not elsewhere classified.</p>	87	4	A		N
Labour Force Status Identifier	<p>This value should NOT be populated using a system default value.</p> <p>Full Time = 35 hours or more per week Part Time = less than 35 hours per week</p>	91	2	A		N
Country Identifier	<p>This value should NOT be populated using a system default value.</p> <p>If the 'Country Identifier' is inadequately described then the value should be reported as '0000' = Inadequately Described</p> <p>If the 'Country Identifier' is unknown then the value should be reported as '@@@@' = Not specified.</p>	93	4	A		N

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Disability Flag (Yes or No)	This value should NOT be populated using a system default value. Where the value is 'Y' there MUST be a corresponding record in the 'Disability' (NAT00090) file.	97	1	A		N
Prior Educational Achievement Flag (Yes or No)	This value should NOT be populated using a system default value. Where the value is 'Y' there MUST be a corresponding record in the 'Prior Educational Achievement' (NAT00100) file.	98	1	A		N
At School Flag	This value should NOT be populated using a system default value. Where the 'At School Flag' value = 'Y' the 'Highest School Level Completed' MUST NOT be '02' = Did not go to school. MUST be 'Y' if the 'School Type Identifier' in the 'Training Activity' (NAT00120) file is: '21' = School – Government '25' = School – Catholic '27' = School – Independent	99	1	A		N
Address – Suburb, Locality or Town	This value MUST correspond with a valid 'Postcode' and 'State Identifier' combination. If the postcode is 'OSPC' or '@@@@' and an Australian location or international equivalent is not available, then 'Not Specified' may be reported in this field. Ensure the spelling of suburbs match Australia Post, e.g. MOUNT GRAVATT not MT GRAVATT.	100	50	A		N


Data Field	Notes	Position	Length	Type	Transcript	Blanks
Unique Student Identifier	<p>A verified USI is required when:</p> <ul style="list-style-type: none"> • a nationally recognised program completion is issued • the enrolment is funded under the PQS Policy i.e. has a 'Purchasing Contract Identifier' value associated with the enrolment. <p>The following exemption values may be reported where applicable:</p> <ul style="list-style-type: none"> • INDIV – Individual exemption for a genuine objection to being assigned a USI; • INTOFF – International offshore client exemption. MUST have a Funding Source - National '30' and an offshore postcode 'OSPC'. <p>A full list of USI exemptions can be accessed at USI Exemptions Table</p> <p>The USI MUST be unique (exemption values excluded) and verified for accuracy against the USI register before submission.</p> <p>RTOs are encouraged to obtain and verify a USI at the time of enrolment.</p>	150	10	A	Y	YC
State Identifier	<p>This MUST be the client's usual residential state (must comply with 'Address' rules as per AVETMISS). This value MUST correspond with the reported 'Address – Suburb, Locality or Town' and 'Postcode' combination as specified by Australia Post.</p> <p>If the reported 'Postcode' is 'OSPC' then this value MUST be '99' = Other.</p>	160	2	A		N
Address Building/Property Name	MUST comply with 'Address' rules as per AVETMISS. Address MUST represent the client's usual residential address NOT a temporary address.	162	50	A		Y
Address Flat/Unit Details	MUST comply with 'Address' rules as per AVETMISS. Address MUST represent the client's usual residential address NOT a temporary address.	212	30	A		Y
Address Street Number	MUST comply with 'Address' rules as per AVETMISS. 'Not Specified' may be reported where no definitive residential details have been provided. MUST NOT be blank except where the postcode is OSPC or @@@@	242	15	A		N
Address Street Name	MUST comply with 'Address' rules as per AVETMISS. 'Not Specified' may be reported where no definitive residential details have been provided. MUST NOT be blank except where the postcode is OSPC or @@@@	257	70	A		N

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Survey Contact Status	This value should NOT be populated using a system default value. If the reported value is 'O' then the corresponding 'Postcode' MUST be 'OSPC'.	327	1	A		N
	Record length for national data collection		327			
Learner Unique Identifier	A LUI is required for school students working towards a QCE, to ensure that training activity and results can be registered in their QCAA student learning account. Where the student has completed their secondary schooling at a Queensland school within the last 9 years, the student may still wish to build up points towards a QCE. In this case, the correct LUI value should be provided in this field.	328	10	A		Y
	Carriage return/Line feed		2			

DESBT does **NOT** require the reporting of 'Statistical Area Level 1 Identifier' and 'Statistical Area Level 2 Identifier' fields.

NAT00085 – Client Postal Details

This file is mandatory and must contain records for all clients that exist in the NAT00080 file.

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Client Identifier	 This is the primary key data field for this file. Each value MUST be unique and correspond to a record in the NAT00080 file.	1	10	A	Y	N
Client Title	Formal title of the client.	11	4	A		Y
Client First Given Name	Where the client is also an Apprentice/Trainee this field should match the details provided on the Training Agreement. Where there is any uncertainty about how to record the details of a client's name please refer to the NCVER AVETMISS factsheet on 'Reporting Client Names'	15	40	A		YC
Client Family Name	Where the client is also an Apprentice/Trainee this field should match the details provided on the Training Agreement. Where there is any uncertainty about how to record the details of a client's name please refer to the NCVER AVETMISS factsheet on 'Reporting Client Names'	55	40	A		N
Address Building/Property Name	This field may be blank.	95	50	A		Y
Address Flat/Unit Details	This field may be blank.	145	30	A		Y
Address Street Number	This field MUST NOT be blank if 'Address Street Name' is NOT blank.	175	15	A		YC
Address Street Name	This field MUST NOT be blank if 'Address Postal Delivery Box' is blank and 'Address Street Number' is NOT blank.	190	70	A		YC
Address Postal Delivery Box	This field may be blank if 'Address Street Name' is NOT blank.	260	22	A		YC
Address – Suburb, Locality or Town	This value MUST correspond with a valid 'Postcode' and 'State Identifier' combination. If the 'Postcode' is 'OSPC' or '@@@@' then 'Not Specified' may be reported in this field.	282	50	A		N

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Postcode	This value MUST correspond with the reported 'Address – Suburb, Locality or Town' and 'State Identifier' combination as specified by Australia Post. '0000' – 'Postcode Unknown' is NOT a valid value.	332	4	A		N
State Identifier	This value MUST correspond with the reported 'Address - Suburb, Locality or Town' and 'Postcode' combination as specified by Australia Post. If the reported 'Postcode' is 'OSPC' then this value MUST be '99' = Other.	336	2	N		N
Telephone [home]	This field may be blank.	338	20	A		Y
Telephone [work]	This field may be blank.	358	20	A		Y
Telephone [mobile]	This field may be blank.	378	20	A		Y
E-mail address	This value MUST contain the '@' character.	398	80	A		Y
E-mail address [alternative]	This value MUST contain the '@' character.	478	80	A		Y
	Record length for national data collection		557			
	Carriage return/Line feed		2			

NAT00090 – Client Disability

This file is mandatory where 1 or more records in the NAT00080 file have been reported with a ‘Y’ for *‘disability flag’*.

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Client Identifier	As reported in the ‘Client’ (NAT00080) file.	1	10	A		N
Disability Type Identifier	For every record in the ‘Client’ (NAT00080) file that has ‘Y’ in the <i>‘Disability Flag’</i> field, there should be at least 1 <i>‘Disability Type Identifier’</i> reported. A client may have more than one disability, impairment or long term condition	11	2	N		N
	Record length for national data collection		12			
	Carriage return/Line feed		2			




NAT00100 – Client Prior Educational Achievement


This file is mandatory where 1 or more records in the NAT00080 file have been reported with a ‘Y’ for *‘prior educational achievement’*.

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Client Identifier	As reported in the ‘Client’ (NAT00080) file.	1	10	A		N
Prior Educational Achievement Identifier	For every record in the ‘Client’ (NAT00080) file that has a ‘Y’ in the ‘Prior Educational Achievement Flag’ Field, there should be at least 1 ‘Prior Educational Achievement Identifier’ reported. A client may have more than 1 prior educational achievement recorded.	11	3	N		N
	Record length for national data collection		13			
	Carriage return/Line feed		2			

NAT00120 – Training Activity

This file is mandatory. There cannot be more than 1 record with the same combination of values in the primary key data fields.

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Training Organisation Identifier	This value MUST match the value reported in the training organisation identifier data field in the 'Training Organisation' (NAT00010) file.	1	10	A	Y	N
Training Organisation Delivery Location Identifier	For each unique 'Training Organisation Delivery Location Identifier' reported there MUST be a corresponding record in the 'Training Organisation Delivery Location' (NAT00020) file.	11	10	A		N
Client (Student) Identifier	 This is one of the primary key data fields for this file. For each unique 'Client Identifier' reported with training activity, there MUST be a corresponding record in the 'Client' (NAT00080) and 'Client Postal' (NAT00085) files.	21	10	A		N
Subject Identifier	 This is one of the primary key data fields for this file. There MUST be a corresponding value in the 'Subject' file (NAT00060).	31	12	A	Y	N
Program Identifier	 This is one of the primary key data fields for this file. If the record relates to a 'subject only' enrolment this value MUST be blank. Otherwise there MUST be a corresponding value in the 'Program' file (NAT00030/NAT00030A). This value MUST NOT be blank for the National VET in Schools Collection	43	10	A	Y	YC

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Activity Start Date	<p> This is one of the primary key data fields for this file.</p> <p>This date should NOT change after the enrolment has a final outcome applied.</p> <p>If delivering state funded training check the ‘Funded Program Documentation’ for guidance on reporting timeframes.</p>	53	8	D	Y	N
Activity End Date	<p>This data field is integral in determining which National Collection the record will be included in. Care should be taken when applying the final ‘Outcome Identifier – National’ to ensure the end date reflects the date training activity ceased.</p> <p>Once the submission date for the National Collection has closed, Training Organisations MUST use NCVER’s AVS tool to update training activity records for Clients USI Transcripts. Fact Sheet: USI - Transcript Update Service</p> <p>If delivering state funded training check the ‘Funded Program Documentation’ for guidance on reporting timeframes.</p>	61	8	D	Y	N
Delivery Mode Identifier	<p>This 3 character field comprises Y’s and N’s and identifies the mode(s) of delivery, where each of the three positions indicates a type of delivery.</p> <ul style="list-style-type: none"> • First position indicates ‘Internal’ (e.g. Classroom ‘YNN’) • Second position indicates ‘external’, (e.g. Online ‘NYN’) • Third position indicates ‘workplace-based’ (e.g. Placement ‘NNY’). <p>‘NNN’ is only to be used where the :</p> <ul style="list-style-type: none"> • Outcome identifier - National is recognition of prior learning (‘51’ or ‘52’) or a credit transfer (‘60’); or • Subject Identifier being reported is SRT01 or SRT02. 	69	3	A		N

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Outcome Identifier - National	<p>Outcome identifiers MUST be accurately applied and submitted to DESBT within a timely manner, in order to meet the USI Student Transcript provisions.</p> <p>Outcome Identifier 65 – Transitional Gap Training – this outcome is a DESBT identifier and should only be reported where a client is transitioning from a superseded qualification or competencies and the new qualification and competencies do not map directly, necessitating the provision of gap training and assessment to address the variance.</p>	72	2	A	Y	N
Funding Source - National	<p>This value should identify the predominant source of the funding for the training activity delivered and should correlate to the 'Funding source – State Training Authority' field.</p> <p>Where the 'Funding source – National' is '30' '31' or '32', the postcode in the 'Client' (NAT00080) file MUST be 'OSPC'.</p> <p>DESBT derive this value from the 'Funding source - State Training Authority' value reported in the training activity (NAT00120) file.</p>	74	2	A	Y	YC
Commencing Program Identifier	<p>This value indicates whether a client has commenced the related program for the first time with the training organisation in that collection year, or is continuing from a previous year.</p> <p>If a client is undertaking 'subject only' training activity and the 'Program Identifier' is blank; then the reported value MUST be '8' – 'Unit of competency or module enrolment only'.</p>	76	1	A		N
Training Contract Identifier	<p>This MUST be completed if the client is studying as part of an apprenticeship or traineeship – this relates to the code used to identify the individual contract between the client, the training organisation and the employer.</p> <p>The corresponding details of the training agreement must match the details for the enrolment and the client supplied in the submission in order to trigger payment. This includes; first name, last name, gender and date of birth.</p>	77	10	A		YC




Data Field	Notes	Position	Length	Type	Transcript	Blanks
Client identifier - Apprenticeships	This identifier is derived by DESBTs training system based on the 'Training contract identifier' supplied.	87	10	A		Y
Study reason identifier	Study reason identifier identifies the client's main reason for study. Study reason identifier is intended as a self-assessment response by the client and MUST NOT be determined by the training organisation.	97	2	A		Y
VET in School flag	Where this field has been populated with a 'Y' a 'Learner Unique Identifier' must be supplied for the corresponding 'Client identifier' in the 'Client' (NAT00080) file.	99	1	A		N
Specific funding identifier	If <i>Funding Source – National</i> is '13' a <i>Specific Funding Identifier</i> MUST be reported. Please refer to the NCVER portal for a list of accepted values.	100	10	A		YC
School type identifier	This field CANNOT be blank if the enrolment in a program of study is a VET in Schools program.	110	2	A		YC
	Record length for national data collection		111			
Outcome identifier - Training organisation	No specific state requirements	112	3	A		Y
Funding source - State Training Authority	This field MUST not be blank. RTOs seeking funding for eligible training activity MUST report the appropriate 'Fund Source' listed in the relevant Funded Program documentation , otherwise fee-for-service training activity should reflect the corresponding 'Funding source – National'.	115	3	A		N
Client tuition fee	Some state funded training activity may require a co-contribution fee be reported in this field. Refer to the relevant DESBT 'Funded Program Documentation' for further information.	118	5	N		YC
Fee exemption / concession type identifier	Training activity reported against a 'Purchasing Contract Identifier' MUST have a valid value reported. Refer to the relevant DESBT funded program documentation for further information. As this is a 2 character field, if reporting a 1 character value e.g. 'C', then a space MUST follow the character.	123	2	A		YC

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Purchasing contract identifier	This field MUST contain an applicable value if claiming for state funding as per DESBT 'Funded Program Documentation'. This value must correlate with the 'Purchasing Contract Schedule Identifier' supplied by DESBT.	125	12	A		YC
Purchasing contract schedule identifier	This field MUST contain an applicable value if claiming for state funding as per DESBT 'Funded Program Documentation'. This value must correlate with the 'Purchasing Contract Identifier' supplied by DESBT.	137	3	A		YC
Hours attended	This field MUST contain a relevant value if claiming for state funding as per DESBT contract provisions.	140	4	N		YC
Associated course identifier	No specific state requirements	144	10	A		Y
Scheduled hours	If 'Scheduled Hours' is '0' then the field must be recorded as '0000'.	154	4	N		Y
Predominant delivery mode	The value MUST correspond with one of the field values identified in 'Delivery Mode Identifier'. This field MUST contain an applicable value if claiming for state funding as per the DESBT Funded Program Documentation.	158	1	A		YC
Full time learning option	This is a state specific field and is not included in the AVETMIS Standard. The field value (Y or N) indicates if the training activity being undertaken is full time or not and is used by QCAA for QCE calculations. This field may be blank if not QCE related activity (i.e. Client does not have a LUI).	159	1	A		YC
	Carriage return/Line feed		2			

NAT00130 – Program completed

This file is mandatory where nationally recognised program requirements have been completed. There cannot be more than 1 record with the same combination of values in the primary key data fields.

NOTE: If a client has completed a program, in which the client is entitled to receive more than one level of education (for example certificate II and certificate III within the same training package), only the highest level of education achieved for that program should be reported within a year of return.

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Training organisation identifier	 This is one of the primary key data fields for this file. This value MUST match the 'Training Organisation Identifier' reported in the 'Training Organisation' (NAT00010) file.	1	10	A	Y	N
Program identifier	 This is one of the primary key data fields for this file. This value MUST match a 'Program Identifier' reported in the 'Program' (NAT00030) file or 'Program' (NAT00030A) file.	11	10	A	Y	N
Client identifier	 This is one of the primary key data fields for this file. This value MUST match a 'Client Identifier' reported in the 'Client' (NAT00080) file.	21	10	A		N

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Date program completed	<p>This value MUST be the actual completion date of the qualification, course or skill set (including any on-the-job components) NOT the date when the Training Organisation issues the certificate.</p> <p>If the date completed is within the current collection year, there MUST be a corresponding subject enrolment in the 'Training Activity' (NAT00120) file, unless the student was reported as an apprentice/trainee within the previous collection year's 'Training Activity' file.</p> <p>Conversely, if the date completed is for previous collection years, then there should NOT be any subject enrolments reported for that client in the program.</p>	31	8	A	Y	N
Issued flag	<p>This flag MUST be 'Y' when the client has successfully completed all the requirements to achieve a recognised qualification, course or skill set and the certificate/statement of attainment has been issued.</p> <p>This flag MUST be 'N' when the client has successfully completed all the requirements to achieve a recognised qualification, course or skill set and the certificate/statement of attainment has NOT been issued.</p>	39	1	A		N
	Record length for national data collection		39			
Parchment Issue Date	No specific state requirements	40	8	A		Y
Parchment Number	No specific state requirements	48	25	A		Y
	Carriage return/Line feed		2			

