

Queensland VET Data Reporting Requirements

AVETMISS 8.0

Version Date: May 2025

VET Data Management

P: 07 3523 7699

E: stac@desbt.qld.gov.au



Queensland VET Data Reporting Requirements

Published by the State of Queensland (Department of Trade, Employment and Training), May 2025



This document is licensed under a Creative Commons Attribution 4.0 Australia licence. To view a copy of this licence, visit creativecommons.org/licenses/by/3.0/au

© State of Queensland (Department of Trade, Employment and Training) 2025

You are free to copy, communicate and adapt the work, as long as you attribute the State of Queensland (Department of Trade, Employment and Training).

For more information contact:

VET Data Management, Data and Analytics, Strategy Division, Department of Trade, Employment and Training, PO Box 15185, City East, Qld 4002.

An electronic version of this document is available at

www.desbt.qld.gov.au/training/docs-data/statistics/rto-data

Disclaimer:

The content presented in this publication is distributed by the Queensland Government as an information source only. The State of Queensland makes no statements, representations or warranties about the accuracy, completeness or reliability of any information contained in this publication. The State of Queensland disclaims all responsibility and all liability (including without limitation for liability in negligence) for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate or incomplete in any way, and for any reason reliance was placed on such information.

Contents

1. Purpose	1
2. AVETMISS Reporting	2
2.1 National Reporting	2
2.2 State Reporting	3
2.3 Collection Timeframes	4
3. Queensland VET Reporting Requirements	5
3.1 Reporting of School Students VET Activity	5
3.2 Delivery Mode Identifier	6
3.3 Predominant Delivery Mode	6
3.4 File Structure Relationships	7
4. How To Read This Document	8
5. Amendments To AVETMISS 8.0	9
5.1 Amendments	9
5.2 Values	9
5.3 Terms Of Use	10
5.4 Validations	10
6. Queensland File Structures For AVETMISS 8.0	11
NAT00010 – Training Organisation	11
NAT00020 – Training Organisation Delivery Location	12
NAT00030 or NAT00030A– Program	13
NAT00060 – Subject	14
NAT00080 – Client	15
NAT00085 – Client Postal Details	20
NAT00090 – Client Disability	22
NAT00100 – Client Prior Educational Achievement	22
NAT00120 – Training Activity	23
NAT00130 – Program Completed	28

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 Trade, Employment and Training (DTET).

VET activity reported to DTET 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](#);
- DTET [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](#);
- [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 Data Policy](#).

The purpose of this document is to:

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

RTO Responsibilities

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

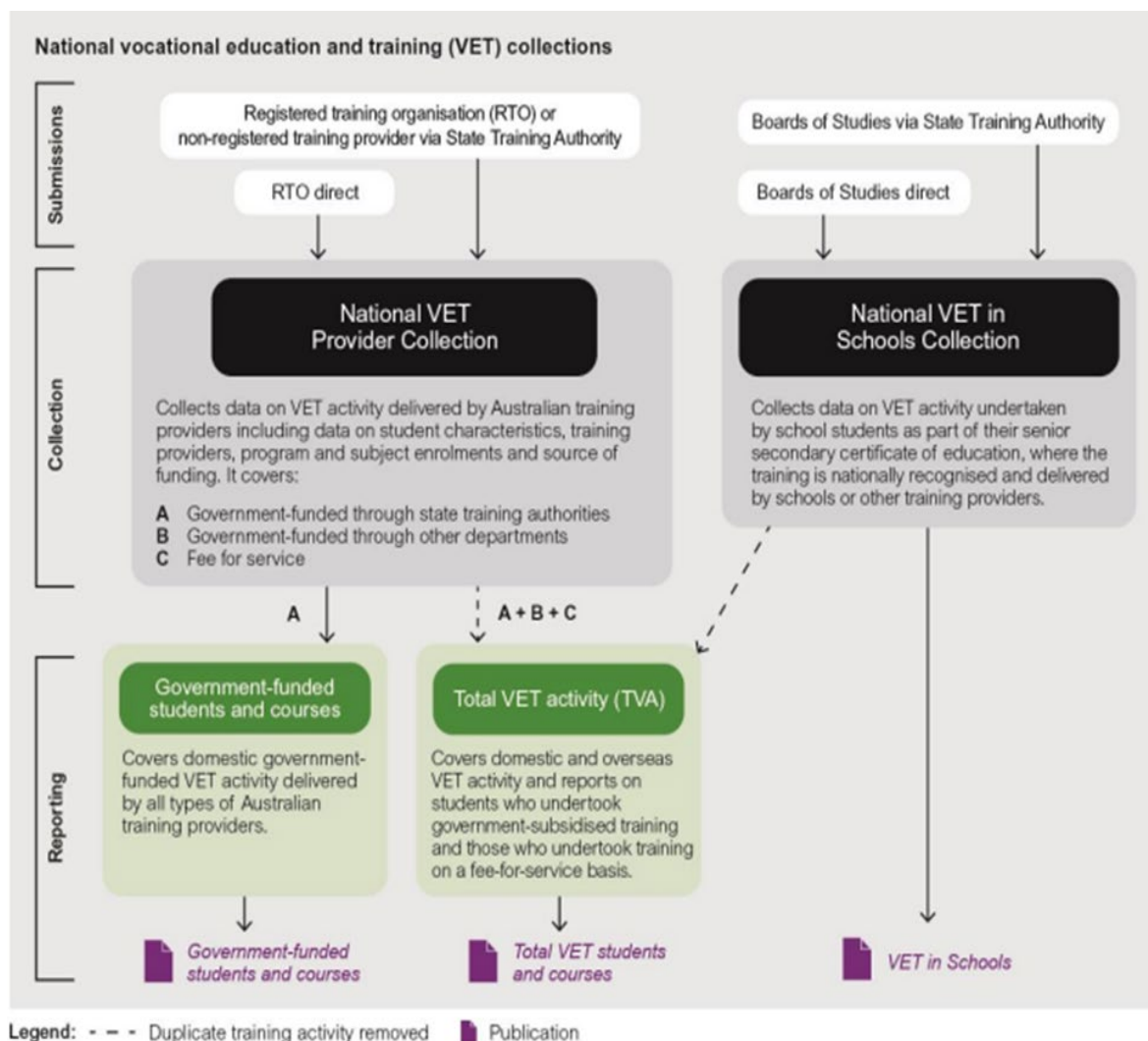
- Ensure all student activity is accurately recorded and electronically submitted to DTET; and
- Provide compliant data (and make corrections to data as necessary) within appropriate timeframes and format specifications set by DTET, NCVER, QCAA and USI transcript office.

2. AVETMISS Reporting

2.1 National Reporting

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

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



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

2.2 State Reporting

State funded VET training activity data is to be submitted to DTET, as per the relevant contract provisions. RTOs may include other training activity in order to meet [TVA](#) reporting requirements. DTET will include compliant data in submissions to NCVER.

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

DTET's [Partner Portal](#) provides eligible users with 24/7 access to services such as AVETMISS Training Activity (ATA), Training Downloads, Apprenticeships Info Self Service, Purchasing Online and Travel and Accommodation RTO Summary.

ATA provides for:

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

All training activity data received undergoes a validation process against various requirements, including [AVETMISS, State Specific and Contract](#). 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.

RTOs are required to continuously manage and update students' VET activity information, ensuring its compliance, validity and accuracy.

2.3 Collection Timeframes

AVETMISS submissions reported to DTET, 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 2021* and *31 Dec 2021* would be part of the 2021 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* = 01/01/2019 *Activity End Date* = 31/02/2021 – this enrolment will appear in 2019, 2020 and 2021 YOR
- *Activity Start Date* = 01/01/2021 *Activity End Date* = 30/05/2021 – this enrolment will only appear in a 2021 YOR.

When submitting older YOR's to DTET, it is important to retain the integrity of the data by also submitting the latest YORs in a consecutive ascending order e.g. Submitted YOR 2019 should be followed by 2020, 2021 & 2022.

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 an additional data element that will assist the Queensland Curriculum and Assessment Authority (QCAA) in managing and maintaining a full and accurate record of school students' participation and achievements.

The additional data element is:

- **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 DTET, 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 in this document for further details.

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

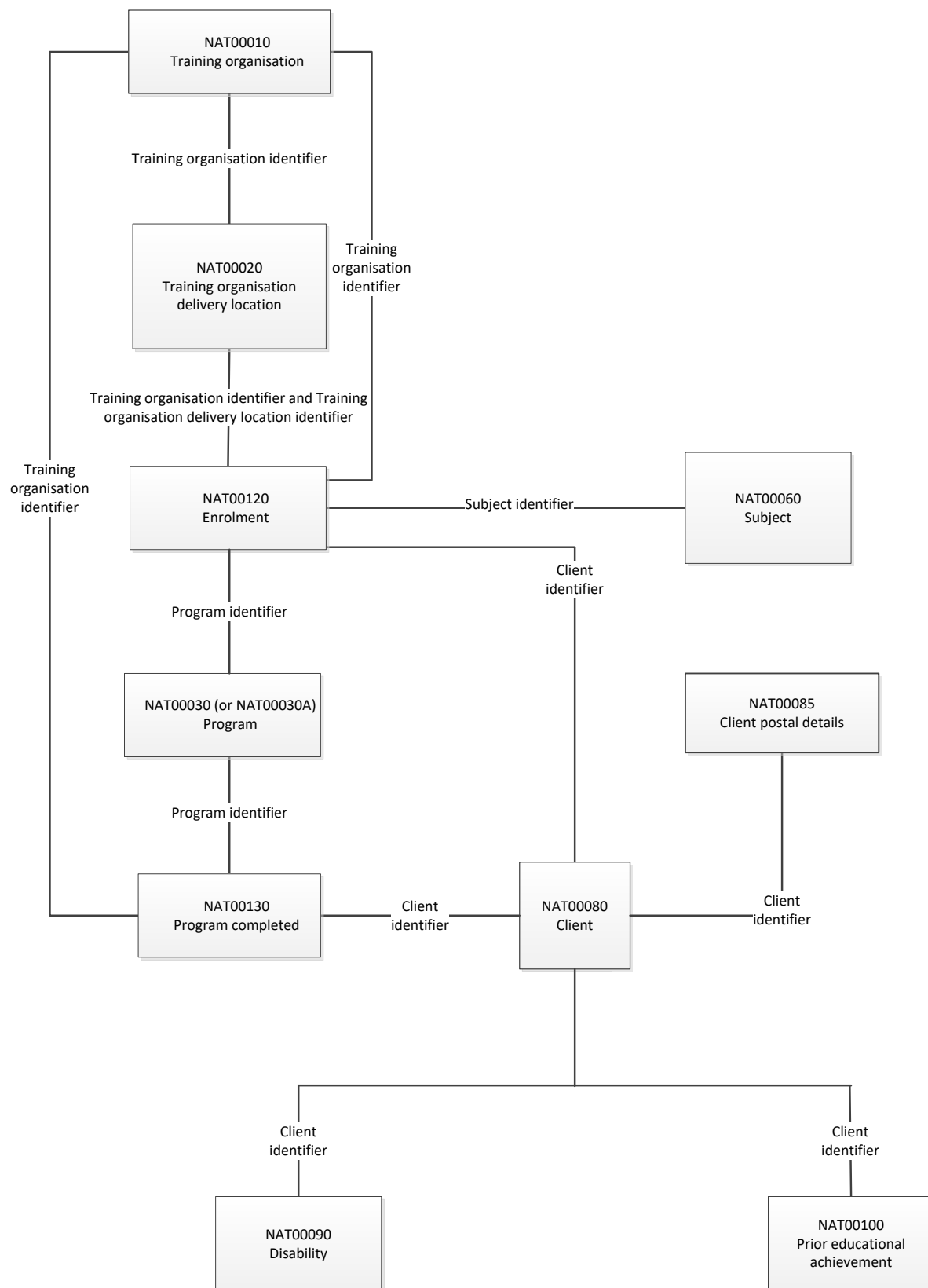
The Predominant Delivery Mode must align with one of the values identified in Delivery Mode Identifier.

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 NCVER, AMENDED FOR DTET 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 – DTET Requirements**.
- Where the data supplied will affect the information included on the student USI VET transcript, the text has been **highlighted in purple – USI VET Transcript Requirements**.

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. Amendments to AVETMISS 8.0

5.1 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.

5.2 Values

- The additional state specific data element 'Full Time Learning Option', applied to school students undertaking VET activity for QCAA reporting purposes, is **no longer a mandatory requirement**
 - 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' - (NAT00120) – **optional**.
- 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.

5.3 Terms Of Use

Definitions clarified to ensure:

- 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'.


5.4 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).

6. 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.

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Training Organisation Identifier	 <ul style="list-style-type: none"> This is the primary key data field for this file. Each value MUST be unique. This field MUST contain <u>either</u> the National RTO Identifier (as appears on training.gov.au) <u>or the Queensland issued Training Organisation Identifier</u>. <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. <u>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. 0000099900.</u></p>	1	10	A	Y	N
Training Organisation Name	This value MUST match the Training Organisation details exactly as they appear on training.gov.au	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. 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. The Program file should contain 1 record for each program included in either the NAT00120 or the NAT00130 files.

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.

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.

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. 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. USIs MUST NOT be used as Client Identifiers.	1	10	A	Y	N
Name for Encryption	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 If the full name exceeds 60 characters, enter the client's full name in the stated order above and truncate at 60 characters. 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	11	60	A		N
Highest School Level Completed Identifier	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). This field MUST be the highest year level completed, NOT the year level being undertaken.	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. 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>Postcode MUST be @@@@ if an Australian Post postcode is not provided</p> <p>Postcode MUST be OSPC for international clients, irrespective of the postcode listed in an overseas address or the clients temporary address in Australia</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)	<p>This value should NOT be populated using a system default value.</p> <p>Where the value is 'Y' there MUST be a corresponding record in the 'Disability' (NAT00090) file.</p>	97	1	A		N
Prior Educational Achievement Flag (Yes or No)	<p>This value should NOT be populated using a system default value.</p> <p>Where the value is 'Y' there MUST be a corresponding record in the 'Prior Educational Achievement' (NAT00100) file.</p>	98	1	A		N
At School Flag	<p>This value should NOT be populated using a system default value.</p> <p>Where the 'At School Flag' value = 'Y' the 'Highest School Level Completed' MUST NOT be '02' = Did not go to school.</p> <p>MUST be 'Y' if the 'School Type Identifier' in the 'Training Activity' (NAT00120) file is: '21' = School – Government '25' = School – Catholic '27' = School – Independent</p>	99	1	A		N
Address – Suburb, Locality or Town	<p>This value MUST correspond with a valid 'Postcode' and 'State Identifier' Combination and be classified as a 'Delivery Area' by Australia Post.</p> <p>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.</p> <p>Ensure the spelling of suburbs match Australia Post, e.g. MOUNT GRAVATT not MT GRAVATT.</p>	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 training is funded through a Skills Assure Supplier (SAS) Program 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 '32' and an offshore postcode 'OSPC'. <p>The USI MUST be unique 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 Learning Unique Identifier (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			

DTET 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	<p>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.</p> <p>Postcode MUST be @@@@ if an Australian Post postcode is not provided</p> <p>Postcode MUST be OSPC where an overseas address location has been provided irrespective of the postcode listed in an overseas address.</p>	332	4	A		N
State Identifier	<p>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>	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 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 is 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	 This is one of the primary key data fields for this file. This date should NOT change after the enrolment has a final outcome applied. If delivering state funded training, check the ‘Funded Programs Documentation’ for guidance on reporting timeframes.	53	8	D	Y	N
Activity End Date	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 finished. If delivering state funded training, check the Funded Programs Documentation for guidance on reporting timeframes.	61	8	D	Y	N
Delivery Mode Identifier	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. <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’). ‘NNN’ is only to be used where the: <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 DTET within a timely manner, in order to meet the USI VET Transcript provisions.</p> <p>Outcome Identifier 65 – Transitional Gap Training - This outcome may be used for DTET contracted training, where subjects or programs have been superseded under specific circumstances. Refer to the relevant SAS Policy documentation for further details.</p> <p>When reporting 65 - Transitional Gap Training - all training and assessment requirements must be met and satisfactorily completed.</p> <p>DTET reports valid '65' outcome values to NCVER as a '20' – Competency Achieved/Pass.</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 '31' or '32', the postcode in the 'Client' (NAT00080) file MUST be 'OSPC'.</p> <p>DTET 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	No specific state requirements. This field may be blank.	76	1	A		Y
Training Contract Identifier	<p>This MUST be completed if the client is studying as part of an apprenticeship or traineeship – this value is the DTET Apprentice/Trainee Contract Registration Number 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
Client identifier - Apprenticeships	RTO's are NOT required to supply a value in this field. The identifier is derived by DTET based on the 'Training Contract Identifier' supplied.	87	10	A		Y
Study reason identifier	<p>Study reason identifier identifies the client's main reason for study.</p> <p>Study reason identifier is intended as a self-assessment response by the client and MUST NOT be determined by the training organisation.</p>	97	2	A		Y




Data Field	Notes	Position	Length	Type	Transcript	Blanks
VET in School flag	Where this field has been populated with a 'Y' a ' <i>Learner Unique Identifier</i> ' must be supplied for the corresponding ' <i>Client identifier</i> ' in the ' <i>Client</i> ' (NAT00080) file and the ' <i>School type identifier</i> ' must be populated.	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 MUST NOT 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 state funding for eligible training delivery, MUST report the appropriate ' <i>Funding Source</i> ' listed in the relevant <i>DTET SAS Policy documentation</i> . Fee-for-service training activity should be reported as per the corresponding ' <i>Funding source – National</i> ' code	115	3	A		N

Data Field	Notes	Position	Length	Type	Transcript	Blanks
Client tuition fee	Some state funded training activity may require a co-contribution fee be reported in this field. Refer to the relevant DTET SAS Policy documentation for further information.	118	5	N		YC
Fee exemption / concession type identifier	Some state funded training activity may require a valid value be reported in this field. Refer to the relevant DTET SAS Policy 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
Purchasing contract identifier	This field MUST contain a valid value if claiming for state funding as per the relevant DTET SAS Policy documentation. Where applicable, this value should correlate with the 'Purchasing Contract Schedule Identifier' supplied by DTET.	125	12	A		YC
Purchasing contract schedule identifier	Some state funded training activity may require a valid value be reported in this field. Refer to the relevant DTET SAS Policy documentation for further information.	137	3	A		YC
Hours attended	Some state funded training activity may require a valid value be reported in this field. Refer to the relevant DTET SAS Policy documentation for further information.	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 a valid value if claiming for state funding as per the DTET SAS Policy documentation.	158	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 client was reported as an apprentice/trainee within the previous collection year's 'Training Activity' file.</p> <p>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			