



Queensland Department of Education and Training

VET Data Reporting Requirements (AVETMISS V8.0)

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VET Data Management
Training System Information

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1. Purpose

This document has been developed to support Registered Training Organisations (RTOs) in the submission of their Vocational Education and Training (VET) activity data to the Queensland Department of Education and Training (QLD DET). VET activity reported to QLD DET is electronically assessed to check 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 the [NCVER AVETMISS Documentation](#), [National VET Provider Collection Data Requirements Policy](#) and [QLD DET Pre-Qualified Suppliers Policies](#).

The purpose of this document is to:

- provide file and field change details
- provide detailed information on reporting requirements for each data field
- provide QLD specific reporting requirements

RTO responsibilities include:

- timely submission of electronic AVETMISS compliant data to QLD DET where the RTO has a current purchasing contract with QLD DET and/or has delivered VET activity to Queensland school students
- ensuring that all training activity delivered has been submitted for the national collection within the required timeframes
- ensuring all student activity is accurately reported to QLD DET and meets National and State requirements

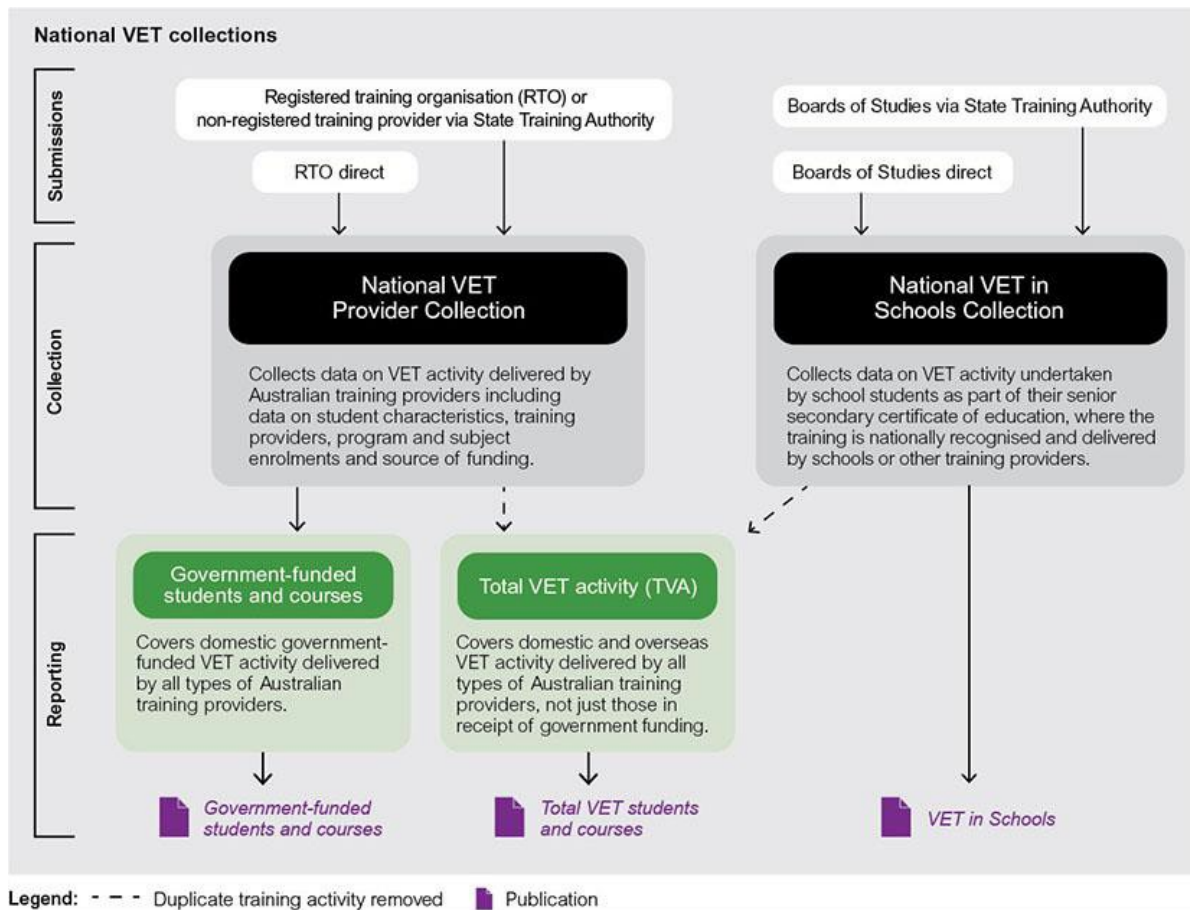
The AVETMISS changes outlined in this document come into effect for the reporting of training activity as of 1 January 2018.

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. In 2014, the scope of the collection expanded to include total VET activity, which is collected and reported annually.

QLD DET as a State Training Authority (STA) is required to report VET activity data to NCVET on a quarterly basis. These VET activity snapshots are utilised by NCVET for research, analysis and statistical purposes and contributes to the continued improvement of national VET policy and practices.



Source: Diagram provided by NCVET: [National VET Collections with TVA](#)

2.2 STATE REPORTING

State funded training activity data is to be submitted to QLD DET, as per the relevant contract provisions. In order to meet [Total VET Activity](#) (TVA) reporting requirements, some RTOs may wish to include their Fee-For-Service (FFS) training activity data in the submission. QLD DET will include the FFS data in the annual National VET Providers Collection to NCVER. It is essential, that once an RTO commits to submitting the FFS activity, they continue until QLD DET have finalised reporting for that collection year.

All RTOs reporting to QLD DET, must utilise an electronic AVETMISS compliant Student Management System (SMS). In order to lodge an AVETMISS data submission, RTOs must be registered to access QLD DET'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
- capability to view NAT file data, in a read only format.

All training activity data received, undergoes a validation process against the various requirements, including Contract, AVETMISS and State Specific. Issues identified through the validation process will appear on the validation error report and sent back to the RTO for correction.

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

2.3 DATA COLLECTION

Collection Year

The term 'collection year' refers to the calendar year in which the training activity occurred.

e.g. 1 Jan 2017 to 31 Dec 2017 = 2017 collection year / year of return (YOR)

When reporting to QLD DET, the submission should contain all activity that has occurred or is intended to occur within that collection year.

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

Activity Start Date = 01/01/2015 Activity End Date = 31/02/2017 – this enrolment will appear in 2015, 2016 & 2017 YOR

Activity Start Date = 01/01/2017 Activity End Date = 30/05/2017 – this enrolment will only appear in a 2017 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 elements are:

- **Learner Unique Identifier (LUI):** Under the [Education \(QCAA\) Act 2014](#), 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 QLD DET, all valid training activity data related to that client will be forwarded to QCAA for possible inclusion in the clients QCE.
- **Full Time learning option:** 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.

3.2 DELIVERY MODE

Delivery Mode Identifier

As of 1 January 2018, '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

e.g. Internal delivery only = **YNN**

Combination of internal and external delivery = **YYN**

VALUE			DESCRIPTION – DELIVERY MODE IDENTIFIER
Internal	External	Workplace-based	
Y	N	N	Internal only
N	Y	N	External only
N	N	Y	Workplace-based only
Y	Y	N	Combination of internal and external
Y	N	Y	Combination of internal and workplace-based
N	Y	Y	Combination of external and workplace-based
Y	Y	Y	Combination of all modes
N	N	N	Not applicable (RPL or credit transfer)

For further information, refer to [NCVER Delivery Mode Fact Sheet](#).

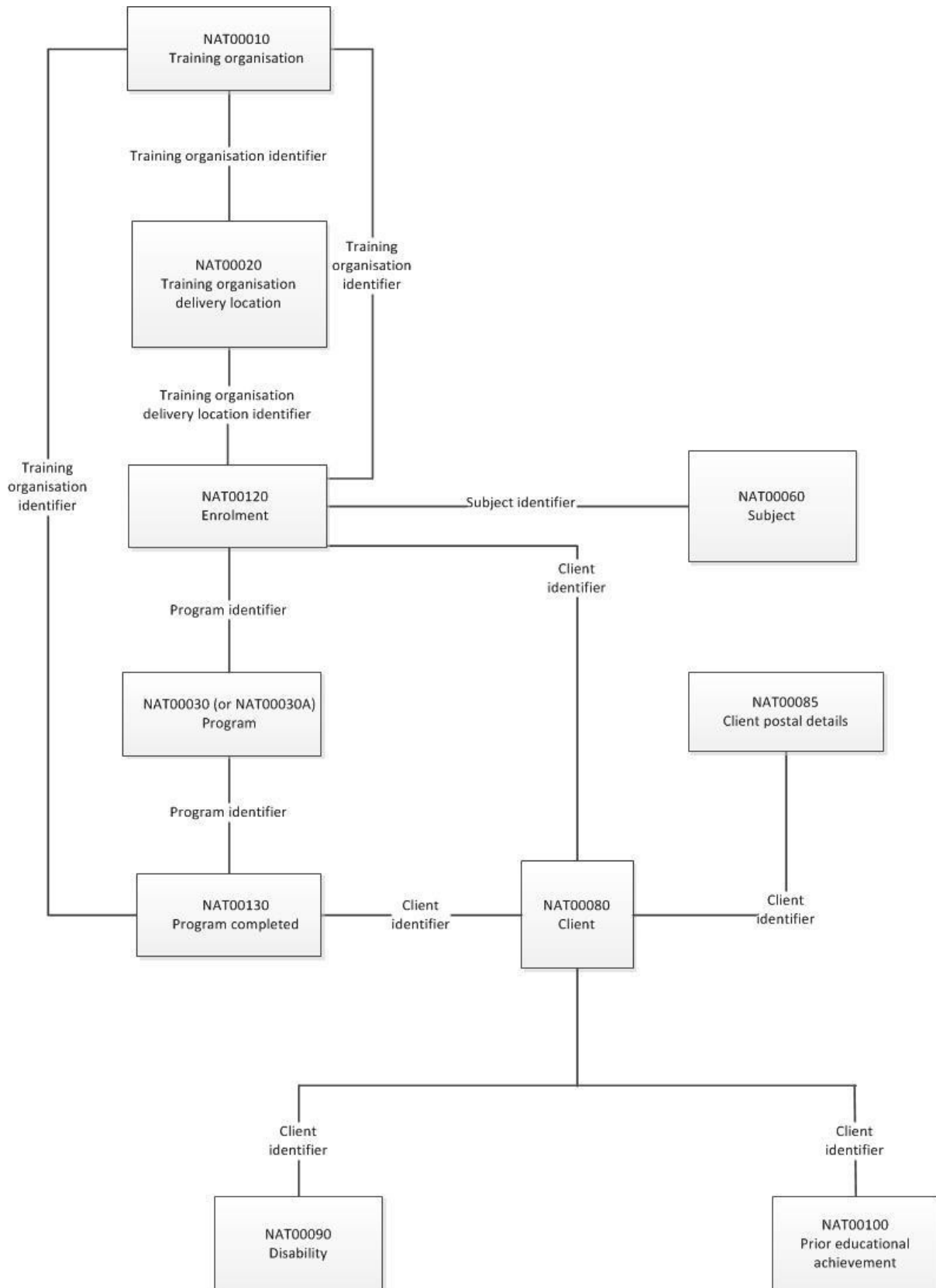
Predominant Delivery Mode

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

3.3 FILE STRUCTURE RELATIONSHIPS



Source: Diagram provided by NCVER, amended for QLD DET 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 – QLD DET Requirements**.
- where the data supplied will affect the information included on the student USI transcript, the text has been **highlighted in green – 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
Alphanumerical	A
Numerical	N
Date	D

FIELD ALLOWS BLANK VALUES	VALUE
Yes	Y
No	N
Yes (Conditional)	Y C

5. AVETMIS Standard Changes V7 to V8

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'.

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 national '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.

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 one of the following: DDMMYYYY; @@MMYYYY; @@@@YYYY. **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 category of '90' will be **removed** as of 1/1/2017 and as of that date will no longer be 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 File Structures for AVETMISS 8.0 including Queensland Requirements

NAT00010 – Training Organisation


This file is mandatory and should only contain 1 complete record of the reporting Training Organisations 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	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Training Organisation Identifier	<p> This is the primary key data field for this file. Each value MUST be unique.</p> <p>In fields that require the Training Organisation Identifier, the reporting format should fill all 10 character spaces e.g. 0001234500. <u>Please note that the '00' at the end MUST ALWAYS remain.</u> Where the identifier is greater than the example above, the zero's at the front are to be replaced with the required identifier e.g. 0012345600 or 0123456700.</p> <p>It is currently a QLD DET requirement that the reported Training Organisation Identifier is the relevant QLD DET State Identifier NOT the National Identifier.</p>	1	10	A	Y	N
Training Organisation Name	This value MUST match the Training Organisation details on <i>training.gov.au</i> .	11	100	A	Y	N
	Record length for national data collection		268			
Contact Name	This MUST match the details in the QLD DET list of Training Organisations.	269	60	A		Y
Telephone Number	This MUST match the details in the QLD DET list of Training Organisations.	329	20	A		Y
Facsimile Number	This MUST match the details in the QLD DET list of Training Organisations.	349	20	A		Y
E-mail Address	This MUST match the details in the QLD DET list of Training Organisations. This value must contain the '@' character.	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 should contain 1 record for each Delivery Location reported in the NAT00120 file.

DATA FIELD	NOTES	POSITION	LENGTH	TYPE	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Training Organisation Identifier	This MUST match the value reported in the <u>'Training Organisation'</u> (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 <i>'Training Organisation Delivery Location Identifier'</i> MUST have a corresponding record in the <u>'Training Activity'</u> (NAT00120) file.	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 <i>'Address – Suburb, Locality or Town'</i> . 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 <i>'Postcode'</i> . If Postcode is 'OSPC' the state identifier should be '99' = Other.	125	2	N		N
Address - Suburb, Locality or Town	This MUST correspond with the <i>'Postcode'</i> and <i>'State Identifier'</i> .	127	50	A		N
Country Identifier	This MUST correspond with the <i>'Postcode'</i> – 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 – Program (Nationally Recognised **ONLY)**

This file is mandatory and should contain 1 record for each program included in either the NAT00120 or the NAT00130 files.


Fields **DELETED** from this file: **Program recognition identifier; Program level of education identifier; Program field of education identifier; ANZSCO identifier; VET flag**

DATA FIELD	NOTES	POSITION	LENGTH	TYPE	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Program Identifier	 This is the primary key data field for this file. Each value MUST be unique. For nationally recognised training this MUST match the code used on <i>training.gov.au</i> .	1	10	A	Y	N
Program Name	For nationally recognised training this MUST match the name used on <i>training.gov.au</i> . This MUST correspond with ' <i>Program identifier</i> '.	11	100	A	Y	N
Nominal Hours	This MUST be the value of supervised nominal hours as determined by the registering body. If the value is '0', then the field MUST be recorded as '0000'. MUST not exceed 6000 hours.	111	4	N		N
	Record length for national data collection		130			
	Carriage return/Line feed		2			

NAT00030A – Program (NON-NATIONALLY RECOGNISED and NATIONALLY RECOGNISED Training)

This file is **ONLY** mandatory **IF** 1 or more records are a **NON-NATIONALLY RECOGNISED** Program. This file **CAN** contain a **MIX** of **both NATIONALLY and NON-NATIONALLY RECOGNISED PROGRAMS** and should have 1 record for each program included in either the NAT00120 or the NAT00130 files.

This file **CAN** contain a mixture of non-nationally recognised training and nationally recognised training.


DATA FIELD	NOTES	POSITION	LENGTH	TYPE	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
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 name used on <i>training.gov.au</i> . This MUST correspond with 'Program identifier'.	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	If the program is NOT listed on <i>training.gov.au</i> , then a valid value is required.	115	2	N		N
Program Level of Education Identifier	If the program is NOT listed on <i>training.gov.au</i> then a valid value is required, except where the 'Program Recognition Identifier' is '13' or '16'.	117	3	N		YC
Program Field of Education Identifier	If the program is NOT listed on <i>training.gov.au</i> then a valid value is required, except where the 'Program Recognition Identifier' is '13' or '16'.	120	4	N		Y
ANZSCO identifier	If the program is not listed on <i>training.gov.au</i> then a valid value is required.	124	6	A		YC
VET flag	MUST be Y if the intention of the program is vocational.	130	1	A		N
	Record length for national data collection		130			
	Carriage return/Line feed		2			

IMPORTANT: IF REPORTING NATIONALLY RECOGNISED TRAINING IN THE NAT00030A, THE ONLY FIELDS REQUIRING A VALUE ARE: PROGRAM IDENTIFIER, PROGRAM NAME AND NOMINAL HOURS, all other fields may be blank.

NAT00060 – Subject

This file is mandatory where there is at least 1 record in the NAT00120 file 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	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Subject Identifier	 This is the primary key data field for this file. Each value MUST be unique. For nationally recognised training this MUST match the code used on <i>training.gov.au</i>	1	12	A	Y	N
Subject Name	For nationally recognised training this must match the name used on <i>training.gov.au</i> . This MUST correspond with 'Subject Identifier'.	13	100	A	Y	N
Subject Field of Education Identifier	If 'Subject Identifier' and 'Subject Name' in combination match the code and name combination in <i>training.gov.au</i> this field may be left blank.	113	6	A		YC
VET Flag	VET flag MUST be 'Y' if the intention of the subject is vocational.	119	1	A		N
Nominal Hours	If 'Subject Identifier' and 'Subject Name' in combination match the code and name combination in <i>training.gov.au</i> this field may be left blank. This value MUST not exceed 1500 hours.	120	4	N		YC
Record length for national data collection			123			
Carriage return/Line feed			2			

NAT00080 – Client

This file is mandatory and should contain records for all clients that exist in 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	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Client Identifier	<p> This is the primary key data field for this file. Each value MUST be unique.</p> <p>Each client should have 1 unique client identifier at each Training Organisation where they attend training. The Training Organisation MUST NOT create a new '<i>Client Identifier</i>' each time the client re-enrols or when the SMS is updated. Client Identifiers are NEVER to be reused.</p>	1	10	A		N
Name for Encryption	<p>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>The name MUST NOT include initials or titles.</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 the Clients 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 '<i>Highest school level completed identifier</i>' should be reported as 09 (<i>Year 9 or equivalent</i>).</p> <p>If the client is still at school, the year level actually completed MUST be reported NOT the year level being undertaken.</p>	71	2	A		N
Gender	<p>This field MUST contain one of the following values: M, F or @</p>	73	1	A		N
Date of Birth	<p>This MUST represent the date of birth provided by the client and should NOT be populated using a default value.</p>	74	8	A		N

DATA FIELD	NOTES	POSITION	LENGTH	TYPE	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Postcode	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. '0000' – 'Postcode Unknown' is NOT a valid value. MUST match Postcodes as specified by Australia Post . '0000' NOT a valid value	82	4	A		N
Indigenous Status Identifier	This value should NOT be populated using a system default value. This is intended as a self-assessment response by the client and MUST NOT be determined by the Training Organisation.	86	1	A		N
Language Identifier	This value should NOT be populated using a system default value. 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.	87	4	A		N
Labour Force Status Identifier	This value should NOT be populated using a system default value. Full Time = 35 hours or more per week Part Time = less than 35 hours per week Where the client is undertaking training activity being reported as 'VET in schools' this field may be blank.	91	2	A		YC
Country Identifier	This value should NOT be populated using a system default value. If the 'Country Identifier' is inadequately described then the value should be reported as '0000' = Inadequately Described If the 'Country Identifier' is unknown then the value should be reported as '@@@@' = Not specified.	93	4	A		N
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.	99	1	A		N

DATA FIELD	NOTES	POSITION	LENGTH	TYPE	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
	<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:</p> <p>'21' = School – Government '25' = School – Catholic '27' = School – Independent</p>					
Address – Suburb, Locality or Town	<p>This value MUST correspond with a valid 'Postcode' and 'State Identifier' combination.</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	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Unique Student Identifier	<p>This value should ALWAYS be verified for accuracy against the USI register before submission. Multiple CLIENT IDENTIFIERS can NOT be submitted with the same USI.</p> <p>USIs must NOT be used as Client Identifiers.</p> <p>If a client has provided the Training Organisation with a USI, the Training Organisation is obligated to report the relevant training activity.</p> <p>Training activity reported for a client that has a 'PURCHASING CONTRACT IDENTIFIER' value associated, MUST have a verified USI supplied.</p> <p>Where the client has a 'PROGRAM COMPLETION' reported, there MUST be a verified USI supplied.</p> <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. <p>A full list of USI exemptions can be accessed at USI Exemptions Table</p> <p>As of 1 January 2018, all single day training activity MUST be reported with verified USIs.</p>	150	10	A	Y	YC
State Identifier	<p>This MUST be the clients 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 should be '99' = Other.</p>	160	2	A		N
Address Building /Property Name	<p>Must comply with 'Address' rules as per AVETMISS. Address MUST represent the client's usual residential address NOT a temporary address.</p>	162	50	A		Y
Address Flat/Unit Details	<p>Must comply with 'Address' rules as per AVETMISS. Address MUST represent the client's usual residential address NOT a temporary address.</p>	212	30	A		Y
Address Street Number	<p>Must comply with 'Address' rules as per AVETMISS. 'Not Specified' may be reported where no definitive residential details have been provided.</p> <p>Must NOT be blank except where the postcode is OSPC or @@@@.</p>	242	15	A		N

DATA FIELD	NOTES	POSITION	LENGTH	TYPE	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
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
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		YC
	Record length for national data collection		327			
<i>Learner Unique Identifier</i>	This data item is a state specific field and will not be found in the AVETMISS standard. This value is required for school aged students working towards a Queensland Certificate of Education (QCE), to ensure that the training can be associated to their QCE. 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, where this is the case the correct 'Learner Unique Identifier' value should be provided in this field.	328	10	A		Y
	Carriage return/Line feed		2			

IMPORTANT: QLD DET 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	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Client Identifier	 This is the primary key data field for this file. Each value MUST be unique.	1	10	A		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 NCVET AVETMISS factsheet on 'Reporting Client Names' Reporting Client Names Fact Sheet	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 NCVET AVETMISS factsheet on 'Reporting Client Names' Reporting Client Names Fact Sheet	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	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Postcode	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. '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 should 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	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
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 'Disability Flag' field, there should be at least 1 'Disability Type Identifier' 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 fee		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	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
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 fee		2			

NAT00120 – Training Activity

This file is mandatory where there is Training Activity data to be reported. 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	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Training Organisation Identifier	<p>This is a new data field in this file.</p> <p>This value should match the value reported in the training organisation identifier data field in the <u>'Training Organisation'</u> (NAT00010) file.</p> <p>It is currently a QLD DET requirement that the reported 'Training Organisation Identifier' is the relevant QLD DET State Identifier NOT the National Identifier.</p>	1	10	A		N
Training Organisation Delivery Location Identifier	For each unique <i>'Training Organisation Delivery Location Identifier'</i> reported there MUST be a corresponding record in the <u>'Training Organisation Delivery Location'</u> (NAT00020) file.	11	10	A	Y	N
Client (Student) Identifier	<p> This is one of the primary key data fields for this file.</p> <p>For each unique <i>'Client Identifier'</i> reported with training activity, there MUST be a corresponding record in the <u>'Client'</u> (NAT00080) and <u>'Client Postal'</u> (NAT00085) files.</p>	21	10	A		N
Subject Identifier	<p> This is one of the primary key data fields for this file.</p> <p>It is a requirement that this identifier correlates with a subject value listed on training.gov.au. If reporting a subject not currently listed, contact QLD DET for further assistance.</p> <p>Where a subject has been submitted with non-assessable outcomes (Outcome identifier – National = 81 or 82) there should NOT be any other enrolments against that client and subject, with an assessable outcome (Outcome identifier – National = 20, 30, 40, 51, 52 or 60).</p>	31	12	A	Y	N

DATA FIELD	NOTES	POSITION	LENGTH	TYPE	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Program Identifier	<p> This is one of the primary key data fields for this file.</p> <p>It is a requirement that this identifier correlates with a program value listed on training.gov.au. If you are reporting a program not currently listed, contact QLD DET for further assistance.</p> <p>If the record relates to a 'subject only' enrolment this value MUST be blank. Where this value is blank, the 'Commencing Program Identifier' MUST = '8'.</p> <p>This value MUST NOT be blank for the National VET in Schools Collection</p>	43	10	A	Y	YC
Activity Start Date	<p> This is one of the primary key data fields for this file.</p> <p>This data field is integral in determining which National Collection the record will be included in. It is important that this date reflects the actual date that training has (or is intended) to start.</p> <p>Whilst this value may be updated as circumstances change, these changes within the dataset should be kept to a minimum to ensure that the record is accurately included in the correct submission.</p> <p>This date should NOT change after the record has had a final outcome applied.</p> <p>Once the submission date for the National Collection has closed, Training Organisations MUST use NCVET's AVS tool to update training activity records for Clients USI Transcripts. Fact Sheet: USI - Transcript Update Service</p> <p>It is currently a QLD DET requirement for state funded training activity to be reported to QLD DET within the set timeframes as detailed in the relevant contract provisions.</p>	53	8	D	Y	N

DATA FIELD	NOTES	POSITION	LENGTH	TYPE	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Activity End Date	<p>This data field is integral in determining which National Collection the record will be included in. It is important that this date reflects the actual date that training has (or is intended) to finish.</p> <p>While this value may be updated as circumstances change, these changes within the dataset should be kept to a minimum to ensure that the record is accurately included in the correct submission.</p> <p>This date MUST NOT change when a final outcome is applied.</p> <p>Once the submission date for the National Collection has closed, Training Organisations MUST use NCVET's AVS tool to update training activity records for Clients USI Transcripts. Fact Sheet: USI - Transcript Update Service</p> <p>It is currently a QLD DET requirement for state funded training activity to be reported to QLD DET within the set timeframes as detailed in the relevant contract provisions.</p>	61	8	D	Y	N
Delivery Mode Identifier	<p>This 3 character field is composed of Y's and N's that 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) • Second position indicates 'external', (e.g. Online) • Third position indicates 'workplace-based'. <p>Where the module outcome is 'recognition of prior learning' or a 'credit transfer' then all three values must be set to 'N'.</p> <p>Where the module being reported is SRTO1 or SRTO2, then all three values must be set to 'N' e.g. NNN</p>	69	3	A		N




DATA FIELD	NOTES	POSITION	LENGTH	TYPE	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Outcome Identifier - National	<p>Outcome Identifiers are indicative of a client's enrolment, progress and achievement in nominated subject/s.</p> <p>All training activity should be continually monitored and updated with relevant outcome identifiers applied, demonstrating the client's participation (actual and intended) through to completion.</p> <p>Outcome identifiers MUST be accurately applied and submitted to QLD DET 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 QLD DET 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. This outcome code may be reported in recognition of the additional training delivery.</p>	72	2A	A	Y	N
Funding Source - National	<p>This value should identify the predominant source of the funding for the training activity delivered. Validations are undertaken to verify consistency between the reported state funding source code and the national funding source codes.</p> <p>Where the '<i>Funding source – National</i>' is reported as a '30' value, the postcode in the '<i>Client</i>' (NAT00080) file and the '<i>Client Postal</i>' (NAT00085) file MUST be 'OSPC'.</p> <p>If '<i>Specific Funding Identifier</i>' is not blank then '<i>Funding Source – National</i>' MUST be '13' – 'Commonwealth Specific Funding Program'.</p> <p>Where the '<i>Funding source – National</i>' codes are reported as Domestic Client (20) or International Client (30) the same codes are to be reported in the '<i>Funding source – State Training Authority</i>' field.</p>	74	2	A	Y	N

DATA FIELD	NOTES	POSITION	LENGTH	TYPE	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Commencing Program Identifier	This value should indicate whether a client has commenced for the first time with the training organisation, or is continuing, or undertaking subject only delivery. If a client is undertaking 'subject only' training activity then the reported value MUST be '8' – 'Unit of competency or module enrolment only' and the ' <i>Program Identifier</i> ' MUST be blank.	76	1	A		N
Training Contract Identifier	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. 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, sex and date of birth.	77	10	A		YC
Client identifier - Apprenticeships	This identifier is derived by QLD DETs training system based on the ' <i>Training contract identifier</i> ' supplied.	87	10	A		Y
Study reason identifier	This value indicates a client's intention for undertaking training.	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	This field MUST NOT be blank if the enrolment is funded by a Commonwealth / Australian Government program as identified via the ' <i>Funding source – National</i> ' value of '13'.	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

DATA FIELD	NOTES	POSITION	LENGTH	TYPE	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Funding source - State Training Authority	<p>Where the training activity is funded through state funding programs, the value provided in this field should be applied as per QLD DET contract provisions.</p> <p>Where the 'Funding source – National' codes are reported as Domestic Client (20) or International Client (30) the same codes are to be reported in the 'Funding source – State Training Authority' Field.</p>	115	3	A		Y
Client tuition fee	Some state funded training activity may require a co-contribution fee be reported in this field. Refer to the relevant QLD DET contract provisions for further information.	118	5	N		Y
Fee exemption/concession type identifier	<p>Training activity reported against a 'Purchasing Contract Identifier' MUST have a valid value reported. Refer to the relevant QLD DET contract provisions for further information.</p> <p>As this is a 2 character field, if reporting a 1 character value e.g. 'C', then a space should follow the character.</p>	123	2	A		YC
Purchasing contract identifier	This field MUST contain an applicable value if claiming for state funding as per QLD DET contract provisions. This value must correlate with the 'Purchasing Contract Schedule Identifier' supplied by QLD DET.	125	12	A		YC
Purchasing contract schedule identifier	This field MUST contain an applicable value if claiming for state funding as per QLD DET contract provisions. This value must correlate with the 'Purchasing Contract Identifier' supplied by QLD DET.	137	3	A		YC
Hours attended	This field MUST contain a relevant value if claiming for state funding as per QLD DET 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	<p>The value MUST correspond with one of the field values identified in 'Delivery Mode Identifier'.</p> <p>This field MUST contain an applicable value if claiming for state funding as per QLD DET contract provisions.</p>	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. May be blank if not VET in Schools activity.	159	1	A		YC
	Carriage return/Line fee		2			

NAT00130 – Program completed

This file is mandatory – for the reporting of full AQF Qualifications, **NOT** for statements of attainment.
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	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
Training organisation identifier	<p> This is one of the primary key data fields for this file.</p> <p>This value MUST match the 'Training Organisation Identifier' reported in the 'Training Organisation' (NAT00010) file.</p> <p>It is currently a Queensland requirement that the reported 'Training Organisation Identifier' is the relative Queensland State Identifier NOT the National Identifier.</p>	1	10	A	Y	N
Program identifier	<p> This is one of the primary key data fields for this file.</p> <p>This value MUST match the 'Program Identifier' reported in the 'Program' (NAT00030) file or 'Program' (NAT00030A) file.</p> <p>If reporting Nationally Recognised Training in the 'Program' (NAT00030A) file, the VET flag MUST be 'Y'.</p>	11	10	A	Y	N
Client identifier	<p> This is one of the primary key data fields for this file.</p> <p>This value MUST match the 'Client Identifier' reported in the 'Client' (NAT00080) file.</p>	21	10	A		N
Date program completed	<p>This value SHOULD be the actual completion date of the qualification, course or skill set (including any on-the-job components) NOT the date in which the Training Organisation issues the certificate.</p> <p>If reporting a program completion in the current collection year e.g. 2017, there MUST be at least 1 corresponding subject enrolment in the 'Training Activity' (NAT00120) file. If reporting a program completion for a previous year e.g. 2016, then there should NOT be corresponding subject enrolments in the 'Training Activity' (NAT00120) file.</p> <p>If a client has completed a program that entitles the client to receive more than one level of education, only the highest level of education achieved for that program should be reported.</p>	31	8	A	Y	N

DATA FIELD	NOTES	POSITION	LENGTH	TYPE	USI TRANSCRIPT DATA FIELD	ALLOWS BLANK VALUES
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 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 has NOT been issued.</p>	39	1A	A		N
	Record length for national data collection		39			
Parchment Issue Date	QLD DET NOT COLLECTING THIS DATA					
Parchment Number	QLD DET NOT COLLECTING THIS DATA					
	Carriage return/Line fee		2			