

AVETMISS 7 and Queensland Specific Reporting Requirements

Data Management
Training System Information

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AVETMISS Release 7.0

Introduction

The AVETMIS Standard for VET Providers has been reviewed and updated to reflect current changes in the VET sector. Several major initiatives have been incorporated into this new release. AVETMISS Release 7.0 will come into effect for training activity (2014) data submissions from **1 January 2014**.

The details for *Release 7.0 of the AVETMIS Standard are indicated in blue font* and the *Queensland Specific Requirements are indicated in maroon font* – both changes are contained within this document.

Summary of changes

The following is a summary of the changes from AVETMISS Release 6.1 to Release 7.0, additional state reporting requirements and the data files in which they occur. Please refer to [‘File Structures’](#) for new file layouts.


Validation rules

Validation rules have been added to the Enrolment (NAT00120) and Program Completed (NAT00130) files.

- Two rules regarding **Activity Start Date** and **Activity End Date** fields have been added to the Enrolment (NAT00120) file:
 - “Activity Start Date must **NOT** be more than 5 years prior to collection year”
 - “Activity End Date must **NOT** be more than 5 years after Activity Start Date”.
- One rule regarding the **collection year** has been added to the Program Completed (NAT00130) file:
 - For the collection year being reported, Clients with a record in the Program Completed (NAT00030) file must have a corresponding record in the Enrolment (NAT00120) file.

Additional changes

- A **Unique Student Identifier (USI)** field has been added to the Client (NAT00080) file. This field is currently a **placeholder** as the legislative changes required for implementation have not yet been finalised. The USI is to be a randomly-generated alpha-numeric code that will stay with the individual student for life and be reported with any nationally recognised VET training undertaken by the student. For more information on the USI, go to: www.innovation.gov.au/USI.
- Client Usual Residential Address** Information has been added to the Client (NAT00080) file & Client Postal Details (NAT00085) file. The Client Usual Residential Address information is the address at which a client usually resides, rather than the temporary address a client relocates to for the purpose of training, work or other. The new address fields found in both the NAT00080 and NAT00085 files are:
 - Address Building / Property Name; Address Flat / Unit Details; Address Street Number; Address Street Name**
- New field for the Client Postal Details (NAT00085) file only: **Address Postal Delivery Box**.

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- This AVETMISS release also allows for the capacity to collect skill set information. A skill set can be either a single unit of competency or combinations of units which link to a license or regulatory requirement, or defined industry need. The Standard has been modified to enable the capture of skill set enrolments and completions. Skill set data will be collected in the Program, Enrolment and Program completed files. Skill sets will be identified by two new Program recognition identifiers:
 - ◆ ***'Nationally recognised skill set specified in a national training package'*** – code = 13.
 - ◆ ***'Locally recognised skills set'*** – code = 16.



Specific changes within each NAT file

NAT00010 Training organisation

Training Organisation Type Identifier: The code '23' used to identify: School - Australian Technical Colleges - has been removed.

NAT00020 Training organisation delivery location

Remove **Statistical Local Area Field**.

NAT00030 Program

No change to the file structure, however, the file will include Skill Sets. As this file will contain courses, qualifications and skill sets, the name of the file has been changed to NAT00030 **Program** file.

In the classification that refers to the level of education for a qualification, two levels have been removed.

- Graduate Diploma
- Graduate Certificate.

NAT00060 Subject

No change to the file structure, however, the file name has been renamed to NAT00060 **Subject** file.

NAT00080 Client

Unique Student Identifier: the identifier to be issued to clients undertaking accredited training only – **PLACEHOLDER**.

State Identifier: this must be the client's usual residential state. Please refer to State identifier list within the standard. Overseas location will use '99'.

Address Building/Property Name: is the first line of an address where the client usually resides permanently if applicable – field may be blank.

Address Flat/Unit Details: is the second line of an address where the client usually resides permanently if applicable – field may be blank.

Address Street Number: is the third line of an address where the client usually resides permanently – this field must **NOT** be blank.

Address Street Name: is the fourth line of an address where the client usually resides permanently – this field must **NOT** be blank.

NAT00085 Client postal details

Address Building/Property Name: is the first line of an address where the client usually resides permanently if applicable – field may be blank.

Address Flat/Unit Details: is the second line of an address where the client usually resides permanently if applicable – field may be blank.

Address Street Number: is the third line of an address where the client usually resides permanently – this field must **NOT** be blank.

Address Street Name: is the fourth line of an address where the client usually resides permanently – this field must **NOT** be blank.

Address Postal Delivery Box: where Post Office Box details exist, but must **NOT** be used in place of the clients' usual residential address.

NAT00090 Client disability

No change.

NAT00100 Client prior educational achievement

No change.

NAT00120 Enrolment

Field **Specific Funding Identifier** has been moved up in the file structure for national reporting purposes.

A new field **Associated Course Identifier** has been introduced in the file structure. This field applies to skill sets only, for reporting the associated Training Package code, where it exists.

NAT00130 Program completed

In line with the change of name for the NAT0030 file to Program, the related file NAT00130 has been renamed to **Program Completed** file.

Specific changes pertaining to Education and Training Reforms for the Future (ETRF)

Under ETRF, additional client/enrolment based data elements are required to be reported, for school students undertaking VET, to assist in the management and maintenance of client records held by the Queensland Studies Authority (QSA).

The additional elements are:

- **Learner Unique Identifier (LUI):** Under the Employment and Training Reforms for the Future legislation (ETRF), RTO's are required to submit training activity data for all 15-17 year olds, irrespective of funding, and include a LUI in the submission. The LUI is issued by the QSA when a student is registered in year 10 from 2006 onwards. The LUI has been included in the Client file. Please see the file layout for the NAT00080 Client file.
- **Full Time learning option:** Indicates the type of attendance applicable to the qualification/course enrolment being undertaken. The values to be used are 'Y' or 'N'. The value is assigned by the training organisation. Please see the file layout for the NAT00120 Enrolment file.

File structures for AVETMISS Release 7.0 and Queensland specific reporting

NAT00010 – Training organisation

FIELD	POSITION	SIZE/TYPE
Training organisation identifier	1	10A
Training organisation name	11	100A
Training organisation type identifier	111	2N
Address first line	113	50A
Address second line	163	50A
Address location – suburb, locality or town	213	50A
Postcode	263	4A
State identifier	267	2N
Contact name	269	60A
Telephone number	329	20A
Facsimile number	349	20A
E-mail Address	369	80A

In the fields that require the Training Organisation Identifier, the reporting format should fill all 10 character spaces eg: 0001234500. Please note that the '00' at the end must always remain.

Where the identifier is greater than the example above, the zero's at the front are to be replaced with the required identifier eg 0012345600 or 0123456700.

NAT00020 – Training organisation delivery location

FIELD	POSITION	SIZE/TYPE
Training organisation identifier	1	10A
Training organisation delivery location identifier	11	10A
Training organisation delivery location name	21	100A
Postcode	121	4A
State identifier	125	2N
Address location – suburb, locality or town	127	50A
Country identifier	177	4A

NAT00030 – Program

FIELD	POSITION	SIZE/TYPE
Program identifier	1	10A
Program name	11	100A
Nominal hours	111	4N
Program recognition identifier	115	2N
Program level of education identifier	117	3N
Program field of education identifier	120	4N
ANZSCO (occupation type) identifier	124	6A
VET flag	130	1A

NAT00060 – Subject

FIELD	POSITION	SIZE/TYPE
Subject flag	1	1A
Subject identifier	2	12A
Subject name	14	100A
Subject field of education identifier	114	6A
VET	120	1A
Nominal hours	121	4N

NAT00080 – Client

FIELD	POSITION	SIZE/TYPE
Client identifier	1	10A
Name for encryption	11	60A
High school level completed	71	2A
Year highest school level completed	73	4A
Sex	77	1A
Date of birth	78	8A
Postcode	86	4A
Indigenous status identifier	90	1A
<i>Language</i> Identifier	91	4A
Labour force status identifier	95	2A
Country (of birth) identifier	97	4A
Disability flag (yes or no)	101	1A
Prior educational achievement flag (yes or no)	102	1A
At school flag	103	1A
Proficiency in spoken English identifier.	104	1A
Address location – suburb, locality or town	105	50A
<i>Unique student identifier</i>	155	10A
<i>State identifier</i>	165	2A
<i>Address building/property name</i>	167	50A
<i>Address flat/unit details</i>	217	30A
<i>Address street number</i>	247	15A
<i>Address street name</i>	262	70A
<i>Learner Unique Identifier</i>	332	10A



NAT00085 – Client postal details

This file should only contain records for clients in the NAT00080 file

FIELD	POSITION	SIZE/TYPE
Client identifier	1	10A
Client title	11	4A
Client first given name	15	40A
Client last name (surname)	55	40A
Address building/property name	95	50A
Address flat/unit details	145	30A
Address street number	175	15A
Address street name	190	70A
Address postal delivery box	260	22A
Address – suburb or locality	282	50A
Postcode	332	4A
State	336	2N
Telephone - home	338	20A
Telephone - work	358	20A
Telephone - mobile	378	20A
E-mail address	398	80A

NAT00090 – Client disability

FIELD	POSITION	SIZE/TYPE
Client identifier	1	10A
Disability type identifier	11	2N

NAT00100 – Client prior educational achievement

FIELD	POSITION	SIZE/TYPE
Client identifier	1	10A
Prior educational achievement identifier	11	3N

NAT00120 – Enrolment

FIELD	POSITION	SIZE/TYPE
Training organisation delivery location identifier	1	10A
Client (Student) Identifier	11	10A
Subject identifier	21	12A
Program identifier	33	10A
Activity Start Date	43	8D
Activity End Date	51	8D
Delivery mode identifier	59	2N
Outcome identifier - National	61	2N
Scheduled hours	63	4N
Funding source - National	67	2N
Commencing Program identifier	69	1N
Training contract identifier	70	10A
Client identifier - Apprenticeships	80	10A
Study reason identifier	90	2A
VET in School flag	92	1A
Specific funding identifier	93	10A
Outcome identifier – Training organisation	103	3A
Funding code - State Training Authority	106	3A
Client tuition fee	109	4N
Fee exemption/concession type identifier	113	1A
Purchasing contract Identifier	114	12A
Purchasing contract schedule Identifier	126	3A
Hours attended	129	4N
Associated course identifier	133	10A
Full time learning option	143	1A



NAT00130 – Program completed

FIELD	POSITION	SIZE/TYPE
Training organisation identifier	1	10A
Program identifier	11	10A
Client identifier	21	10A
Year program completed	31	4N
Issued flag	35	1A



Proposed definition for the Unique Student Identifier (USI)

Definitional attributes

DEFINITION

The Unique student identifier distinguishes an individual who accesses Vocational Education and Training (VET) over his or her lifetime.

CONTEXT

The Unique student identifier protects the individual’s privacy, allows collation of an individual’s educational attainments, and enables government research and analysis.

Relational attributes

RULES

The Unique student identifier is assigned by the Unique Student Identifier Agency/Register as a means of uniquely identifying the client for record-keeping purposes.

Where a client has already been issued a Unique student identifier a training organisation must not request a new Unique student identifier.

The Unique student identifier must be alphanumeric, include both upper and lower case characters, and must include a check digit without a leading zero. The last digit is an automatically generated check digit.

The Unique student identifier differentiates between potentially confusing characters/numbers such as number 1 and letter ‘l’.

GUIDELINES FOR USE

Records should be checked to ensure that two or more records with different Unique student identifiers do not identify the same person.

CLASSIFICATION SCHEME

VALUE	DESCRIPTION – UNIQUE STUDENT IDENTIFIER
alphanumeric	Valid 10-digit USI code

QUESTION

Not applicable.

Format attributes

Length:	10
Type:	alphanumeric
Justification:	left





Fill character: nil
Permitted data element value: All characters must be upper case (A-Z) lower case (a-z) or numbers 0-9 and a combination in each USI e.g. (AAAAAAAAAA) is not valid.

Administrative attributes

HISTORY

RELEASE	VET PROVIDER	APPRENTICESHIP
RELEASE 7.0	Placeholder Unique student identifier	

