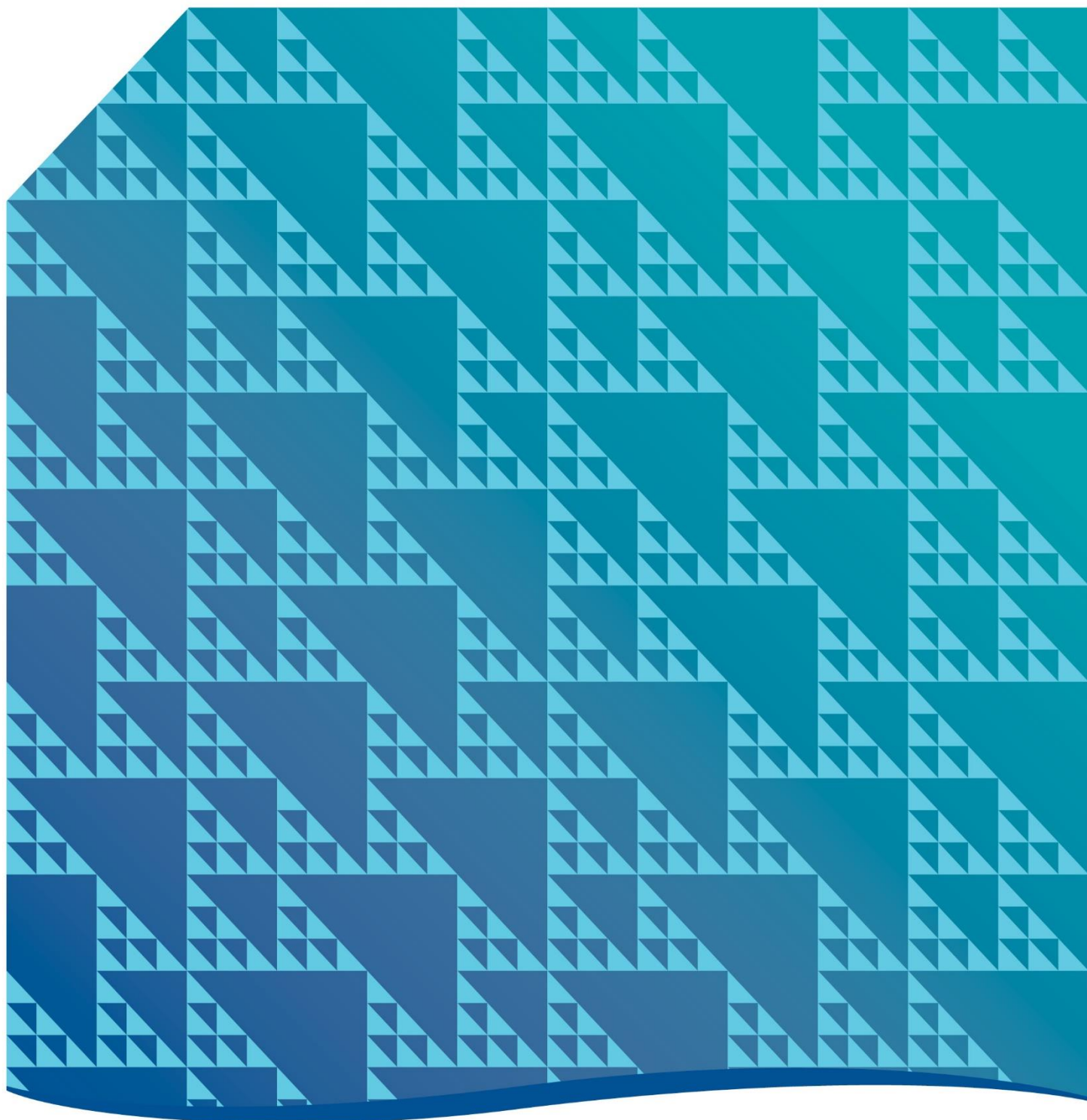


Tasmanian Specific Reporting
Requirements for the
AVETMISS VET Provider
Collection – 2020

Version 1.04

22 September 2021

Tasmanian Requirements for AVETMISS Reporting



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Document revision history

Version	Date	Details
1.0	13/9/2019	First version
1.01	27/9/2019	<ol style="list-style-type: none"> Added guidelines for reporting continuing students from 2019. Amended the statement on the NAT00130 file specification about the file relationship between the NAT00120 and the NAT00130 (p. 11).
1.02	27/11/2019	<ol style="list-style-type: none"> Altered NAT120 file specification to remove “File Commencement Date” field
1.03	04/08/2020	<ol style="list-style-type: none"> Added new instructions for DATE PROGRAM COMPLETED field in the NAT00130: <ol style="list-style-type: none"> DATE PROGRAM COMPLETED must not be blank if the Program Status Identifier field is 10 - Program completed (issued), or 20 - Program completed (not issued). Date Program Completed field should be entered as “01019999” if the Program Status Identifier field is equal to any of the following statuses: 30,40,41,42,50,70,85.
1.04	22/9/2021	<ol style="list-style-type: none"> Altered guidelines for reporting continuing students from 2019. Altered Client Industry of Employment, Client Occupation Identifier and Income Contingent Loan Indicator descriptions in the NAT80

		<p>7. Altered Client Tuition Fee and Client Resource Fee descriptions in the NAT120</p> <p>8. Altered Client Tuition Fee, Client Resource Fee, Date Program Completed and Income Contingent Loan Indicator descriptions in the NAT130</p>
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Guidelines for reporting students continuing their enrolment from 2019

The following fields will not be required for students who are continuing their enrolment from 2019:

1. Client Industry of Employment
2. Client Occupation Identifier
3. Income Contingent Loan Indicator

In the NAT00120 the following fields will not be required for students who are continuing their enrolment from 2019:

1. Client Tuition Fee
2. Client Resource Fee

In the NAT00130 the following fields could be filled either with the fee amount or with 00000 for students who are continuing their enrolment from 2019:

1. Client Tuition Fee
2. Client Resource Fee

NAT File Specifications

Client (NAT00080) file

Definition

The *Client* (NAT00080) file contains a record for each client who has participated in VET activity during the collection period or whose completion of a program of study is reported during the collection period.

A client is an individual who is engaged in, or has completed a program of study.

Context

The *Client* (NAT00080) file provides information used to monitor client participation patterns.

To protect client privacy, the client's usual address information is geo-coded to aggregated statistical areas. The fields *Address building/property name*, *Address flat/unit details*, *Address street number* and *Address street name* will be deleted when state and territory training authorities and direct data submitters submit their data to the National VET Provider Collection.

State and territory training authorities may submit the *Statistical area level 1* and *Statistical area level 2* identifiers rather than *Address building/property name*, *Address flat/unit details*, *Address street number* and *Address street name*.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – CLIENT (NAT00080) FILE	POSITION	LENGTH	TYPE
Client identifier	1	10	A
Name for encryption	11	60	A
Highest school level completed identifier	71	2	A
Gender	73	1	A
Date of birth	74	8	A
Postcode	82	4	A
Indigenous status identifier	86	1	A
Language identifier	87	4	A
Labour force status identifier	91	2	A
Country identifier	93	4	A
Disability flag	97	1	A
Prior educational achievement flag	98	1	A
At school flag	99	1	A
Address – suburb, locality or town	100	50	A
Unique student identifier	150	10	A
State identifier	160	2	A
Address building/property name	162	50	A
Address flat/unit details	212	30	A
Address street number	242	15	A
Address street name	257	70	A
Survey contact status	327	1	A
Record length for national data collection for training organisations:		327	
Statistical area level 1 identifier	328	11	A
Statistical area level 2 identifier	339	9	A
Client Industry of Employment	348	1	A
Client Occupation Identifier	349	1	N
Carriage return/line feed (ASCII 13/10):		2	

STATE SPECIFIC REQUIREMENTS FOR TASMANIA APPEAR IN BLUE

File relationships

If *Client identifier* exists with a *Disability flag* of 'Y' in the *Client* (NAT00080) file there must be at least one corresponding record in the:

Disability (NAT00090) file.

If *Client identifier* exists with a *Prior educational achievement flag* of 'Y' in the *Client* (NAT00080) file there must be at least one corresponding record in the:

Prior educational achievement (NAT00100) file.

If the training organisation is submitting to a state or training authority under a contractual obligation then, for each *Client identifier* in the *Client* (NAT00080) file, there must be at least one corresponding record in the *Client postal details* (NAT00085) file. Training organisations submitting directly to NCVET do not provide the *Client postal details* (NAT00085) file.

The *Client* (NAT00080) file must contain one record for each *Client identifier* reported in either the *Training activity* (NAT00120) file or the *Program completed* (NAT00130) file.

Rules

Only one record per *Client identifier* in this file.

ADDRESS (ALL ADDRESS FIELDS)

Address must represent the client's usual residential address.

The intent of 'usual' residential address is to report the address where the client usually resides rather than a temporary address a client relocates to for training, work or other purposes.

The usual address must be a physical address (street number and name) and not a post office box.

Most states and territories are using an address identification system in rural areas to facilitate emergency services coordination such as the 'Rural property addressing' or 'numbering' systems. This is the preferred residential street address for clients from rural areas where available.

ADDRESS BUILDING/PROPERTY NAME

This field may be blank.

Address building/property name must comply with rules listed in *Address*.

ADDRESS FLAT/UNIT DETAILS

This field may be blank.

Address flat/unit details must comply with rules listed in *Address*.

ADDRESS – SUBURB, LOCALITY OR TOWN

This field must not be blank when postcode is listed on Australia Post.

Address – suburb, locality or town must comply with rules listed in *Address*. This field must be part of a valid postcode-address location combination as listed by Australia Post. If the postcode is 'OSPC' or '@@@@' and an Australian location or international equivalent is not available, then 'Not specified' may be entered in this field.

ADDRESS STREET NAME

This field must not be blank.

Address street name must comply with rules listed in *Address*.

Address street name should be 'not specified' for clients who do not provide residential address details, whose address does not contain a street address (e.g. clients from Aboriginal communities) or whose usual residential address is not in Australia (e.g. overseas students).

ADDRESS STREET NUMBER

This field must not be blank.

Address street number must comply with the rules listed in *Address*.

Address street number should be 'not specified' for clients who do not provide residential address details or clients whose address does not contain a street address (e.g. clients from Aboriginal communities).

AT SCHOOL FLAG

This field must not be blank.

When submitting to the National VET in Schools Collection, *At school flag* must be 'Y' if *School type identifier* is '21 – School – Government', '25 – School – Catholic' or '27 – School – Independent' in the *Training activity* (NAT00120) file.

CLIENT IDENTIFIER

This field must not be blank.

The *Client* (NAT00080) file must contain one record for each unique *Client identifier* reported in either the *Training activity* (NAT00120) file or the *Program completed* (NAT00130) file.

Client identifiers included in the *Client* (NAT00080) file must exist in the *Client postal details* (NAT00085) file.

CLIENT INDUSTRY OF EMPLOYMENT

This field must not be blank for training activity in receipt of funding from Skills Tasmania.

This field may be blank for fee-for-service training activity or for those students who are continuing their enrolment from 2019.

CLIENT OCCUPATION IDENTIFIER

This field must not be blank for training activity in receipt of funding from Skills Tasmania.

This field may be blank for fee-for-service training activity or for those students who are continuing their enrolment from 2019.

COUNTRY IDENTIFIER

This field must not be blank.

Country identifier specifies the country of birth of a client in the *Client* (NAT00080) file.

If *Country identifier* is inadequately described, the *Country identifier* must be '0000'.

If *Country identifier* is unknown, the *Country identifier* must be '@@@@'.

DATE OF BIRTH

This field must not be blank.

DISABILITY FLAG

This field must not be blank.

GENDER

This field must not be blank.

HIGHEST SCHOOL LEVEL COMPLETED IDENTIFIER

This field must not be blank.

INCOME CONTINGENT LOAN INDICATOR

This field must not be blank for training activity in receipt of funding from Skills Tasmania.

This field may be blank for fee-for-service training activity or for those students who are continuing their enrolment from 2019.

INDIGENOUS STATUS IDENTIFIER

This field must not be blank.

LABOUR FORCE STATUS IDENTIFIER

This field must not be blank when submitting to the National VET Provider Collection.

This field may be blank when submitting to the National VET in Schools Collection.

LANGUAGE IDENTIFIER

This field must not be blank.

NAME FOR ENCRYPTION

This field must not be blank.

POSTCODE

This field must not be blank.

Postcode must comply with rules listed in *Address*.

Postcode must be an Australia Post postcode of a physical street address and not a postcode of a post office box address or a large volume receiver (LVR).

Postcode must be 'OSPC – Overseas address location' for international clients, irrespective of the postcode used in the overseas address or the client's temporary address in Australia.

PRIOR EDUCATIONAL ACHIEVEMENT FLAG

This field must not be blank.

STATE IDENTIFIER

This field must not be blank.

State identifier must comply with rules listed in *Address*.

If *Postcode* is 'OSPC – Overseas address location' in the *Client* (NAT00080) file, *State identifier* must be '99 – Other (overseas but not an Australian territory or dependency)'.

STATISTICAL AREA LEVEL 1 IDENTIFIER

This field may be blank.

This field is only to be used by state or territory training authorities when submitting data to NCVER.

Statistical area level 1 identifier must be a valid 11-digit identifier as allocated in the Australian Bureau of Statistics' *Australian Statistical Geography Standard* (ASGS), ABS catalogue no.1270.0, 2011. This field is not required by registered training organisations.

STATISTICAL AREA LEVEL 2 IDENTIFIER

This field may be blank.

This field is only to be used by state or territory training authorities when submitting data to NCVER.

Statistical area level 2 identifier must be a valid 9-digit identifier as allocated in the Australian Bureau of Statistics' *Australian Statistical Geography Standard* (ASGS), ABS catalogue no.1270.0, 2011. This field is not required by registered training organisations.

SURVEY CONTACT STATUS

This field may be blank for the National VET Provider Collection if *date of birth* indicates that a client is under the age of 15 at the end of the collection year.

This field may be blank in the National VET in Schools Collection.

UNIQUE STUDENT IDENTIFIER

This field must not be blank under the requirements outlined in the Student Identifiers Act 2014.

[Skills Tasmania does not require registered training organisations to populate this field from the time of enrolment.](#)

If Unique Student Identifier is 'INTOFF', a client's *Postcode* must be 'OSPC'.

Training activity (NAT00120) file

Definition

The *Training activity* (NAT00120) file contains a record for each unit of competency or module undertaken by a client at a training organisation's delivery location during the collection period.

Context

The *Training activity* (NAT00120) file provides information about training activity undertaken by clients during the collection period. This information is used to measure activity and output for the VET sector and will appear on a client's Unique Student Identifier transcript, where applicable.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – TRAINING ACTIVITY (NAT00120) FILE	POSITION	LENGTH	TYPE
Training organisation identifier	1	10	A
Training organisation delivery location identifier	11	10	A
Client identifier	21	10	A
Subject identifier	31	12	A
Program identifier	43	10	A
Activity start date	53	8	D
Activity end date	61	8	D
Delivery mode identifier	69	3	A
Outcome identifier – national	72	2	A
Funding source – national	74	2	A
Commencing program identifier	76	1	A
Training contract identifier	77	10	A
Client identifier – apprenticeships	87	10	A
Study reason identifier	97	2	A
VET in schools flag	99	1	A
Specific funding identifier	100	10	A
School type identifier	110	2	A
Record length for national data collection:		111	
Outcome identifier – training organisation	112	3	A
Funding source – state training authority	115	3	A
Client tuition fee	118	5	N
Fee exemption/concession type identifier	123	2	A
Purchasing contract identifier	125	12	A
Purchasing contract schedule identifier	137	3	A
Hours attended	140	4	N
Associated course identifier	144	10	A
Scheduled hours	154	4	N
Predominant delivery mode	158	1	A
Program enrolment identifier	159	50	A
Client resource fee	209	5	N
Carriage return/line feed (ASCII 13/10):		2	

STATE SPECIFIC REQUIREMENTS FOR TASMANIA APPEAR IN BLUE (only the two fields starting from position 159 are additional to the AVETMISS 8.0 structure)

File relationships

For each unique combination of *Training organisation identifier* and *Training organisation delivery location identifier* in the *Training activity* (NAT00120) file there must be one corresponding record in the:

Training organisation delivery location (NAT00020) file.

For each unique *Program identifier* in the *Training activity* (NAT00120) file there must be one corresponding record in the:

Program (NAT00030) or (NAT00030A) file.

For each unique *Subject identifier* in the *Training activity* (NAT00120) file there must be one corresponding record in the:

Subject (NAT00060) file.

For each unique *Client identifier* in the *Training activity* (NAT00120) file there must be one corresponding record in the:

Client (NAT00080) file.

If there is no training activity and therefore no *Training organisation delivery location* (NAT00020) file or *Subject* (NAT00060) file, then the *Training activity* (NAT00120) file is not required.

For each unique *Program Enrolment Identifier* in the *Training activity* (NAT00120) file, there must be a corresponding record in the:

Program completed (NAT00130) file.

Rules

Only one record per combination of *Training organisation identifier*, *Client identifier*, *Subject identifier*, *Program identifier* and *Activity start date* in this file.

ACTIVITY END DATE

This field must not be blank.

Activity end date must be within the collection year if *Outcome identifier – national* is not ‘70 – Continuing activity’.

Activity end date must not be more than five years after *Activity start date*.

ACTIVITY START DATE

This field must not be blank.

Activity start date must be on or before the *Activity end date*.

Activity start date must be before the end of the collection period.

Activity start date must not be more than five years prior to the collection year.

Activity start date should not change in subsequent data submissions when reporting the same training activity.

ASSOCIATED COURSE IDENTIFIER

This field may be blank when reporting to NCVET.

This field is not required by Skills Tasmania.

CLIENT IDENTIFIER

This field must not be blank.

CLIENT IDENTIFIER – APPRENTICESHIPS

This field may be blank if *Training contract identifier* is blank in the *Training activity* (NAT00120) file.

Client identifier – apprenticeships must be blank if *Program identifier* is blank in the *Training activity* (NAT00120) file.

CLIENT RESOURCE FEE

This field must not be blank for training activity in receipt of funding from Skills Tasmania.

This field may be blank for fee-for-service training activity or for those students continuing their enrolment from 2019.

CLIENT TUITION FEE

This field must not be blank for training activity in receipt of funding from Skills Tasmania.

This field may be blank for fee-for-service training activity or for those students continuing their enrolment from 2019.

COMMENCING PROGRAM IDENTIFIER

This field must not be blank.

Commencing program identifier must be ‘8 – Unit of competency or module enrolment only’ if *Program identifier* is blank in the *Training activity* (NAT00120) file.

Commencing program identifier must be the same and not equal to '8 – Unit of competency or module enrolment only' for each unique *Client identifier* and *Program identifier* combination.

DELIVERY MODE IDENTIFIER

This field must not be blank.

FEE EXEMPTION/CONCESSION TYPE IDENTIFIER

This field may be blank when reporting to NCVET.

This field is not required by Skills Tasmania.

FUNDING SOURCE – NATIONAL

This field must not be blank.

FUNDING SOURCE – STATE TRAINING AUTHORITY

This field must not be blank. This field is required by Skills Tasmania for all reported training activity.

HOURS ATTENDED

This field may be blank when reporting to NCVET.

This field is not required by Skills Tasmania.

OUTCOME IDENTIFIER – NATIONAL

This field must not be blank.

OUTCOME IDENTIFIER – TRAINING ORGANISATION

This field may be blank when reporting to NCVET.

This field is not required by Skills Tasmania.

PREDOMINANT DELIVERY MODE

This field may be blank when reporting to NCVET.

This field is not required by Skills Tasmania.

PROGRAM ENROLMENT IDENTIFIER

This field must not be blank for training activity in receipt of funding from Skills Tasmania unless the enrolment does not relate to a program (for example the enrolment is a subject-only enrolment).

This field must be blank if there is no associated program that the subject forms part of (for example a subject only enrolment).

This field may be blank for fee-for-service training activity.

PROGRAM IDENTIFIER

This field must not be blank if the unit of competency or module is part of a qualification, course or skill set enrolment in the *Training activity* (NAT00120) file.

This field must not be blank if *Client identifier* – *apprenticeships* and *Training contract identifier* are not blank in the *Training activity* (NAT00120) file.

This field must not be blank when submitted to the National VET in Schools Collection.

This field must be blank if *Subject identifier* is not part of a qualification, course or skill set enrolment in the *Training activity* (NAT00120) file.

PURCHASING CONTRACT IDENTIFIER

This field must not be blank if *Purchasing Contract ID example* appears on the State Funding Source Codes table. The table is published at <https://www.skills.tas.gov.au/funding/paymentandreporting>

This field may be blank in other cases.

PURCHASING CONTRACT SCHEDULE IDENTIFIER

This field may be blank when reporting to NCVET.

This field is not required by Skills Tasmania.

SCHEDULED HOURS

This field may be blank when reporting to NCVET.

This field is not required by Skills Tasmania.

SCHOOL TYPE IDENTIFIER

This field may be blank when data are submitted to the National VET Provider Collection.

This field must not be blank when data are submitted by Boards of Studies or state/territory training authorities to the National VET in Schools Collection.

SPECIFIC FUNDING IDENTIFIER

This field may be blank.

This field is only for use by state/territory training authorities or by training organisations as directed by the Australian Government Department of Education and Training. It must only be used when *Funding source – national* is ‘13 – Commonwealth specific purpose programs’.

This field must not be blank if *Funding source – national* is ‘13 – Commonwealth specific funding program’.

STUDY REASON IDENTIFIER

This field may be blank.

SUBJECT IDENTIFIER

This field must not be blank.

Subject identifier may exist with a blank *Program identifier* in the *Training activity* (NAT00120) file if enrolment is in a unit of competency or module only.

TRAINING CONTRACT IDENTIFIER

This field must be blank if *Program identifier* is blank in the *Training activity* (NAT00120) file.

This field may be blank if *Client identifier – apprenticeships* is blank in the *Training activity* (NAT00120) file.

Training contract identifier and *Client identifier – apprenticeships* should be the same for each unique *Program identifier/Client identifier* combination.

TRAINING ORGANISATION IDENTIFIER

This field must not be blank.

TRAINING ORGANISATION DELIVERY LOCATION IDENTIFIER

This field must not be blank.

VET IN SCHOOLS FLAG

This field must not be blank.

This field must be ‘Y’ when data are submitted by Boards of Studies to the National VET in Schools Collection.

Program completed (NAT00130) file

Definition

The *Program completed* (NAT00130) file contains records for which all requirements for the completion of the qualification, course or skill set, including on-the-job requirements, have been met. Completions for Australian Qualifications Framework (AQF) qualifications and courses are achieved when the client is eligible for the award to be conferred.

This file also contains a record for each unique Program Enrolment on the Training Activity (NAT00120) file reported during a collection year where the student has not as yet completed their qualification, course or skill set. No record is required for subject-only enrolments.

Context

The *Program completed* (NAT00130) file provides profile information about clients completing the requirements of a program of study, either during the collection period or in a prior collection period (where the completion of the program of study has not previously been reported). This information is used to measure successful outcomes from the VET sector.

This file also provides information on the status of each Program Enrolment.

Field table

Fields shaded in grey may appear in Unique Student Identifier transcripts.

FIELDS – PROGRAM COMPLETED (NAT00130) FILE	POSITION	LENGTH	TYPE
Training organisation identifier	1	10	A
Program identifier	11	10	A
Client identifier	21	10	A
Date program completed	31	8	A
Issued flag	39	1	A
Record length for national data collection:		39	
Parchment issue date	40	8	A
Parchment number	48	25	A
Income Contingent Loan Indicator	73	1	A
Program Commencement Date	74	8	D
Program Enrolment Identifier	82	50	A
Program Status Identifier	132	2	A
Client Resource Fee	134	5	N
Client Tuition Fee	139	5	N
Carriage return/line feed (ASCII 13/10):		2	

STATE SPECIFIC REQUIREMENTS FOR TASMANIA APPEAR IN BLUE

File relationships

For each unique *Training organisation identifier* in the *Program completed* (NAT00130) file, there must be one corresponding record in the:

Training organisation (NAT00010) file.

For each unique *Program identifier* in the *Program completed* (NAT00130) file, there must be one corresponding record in the:

Program (NAT00030) file.

For each unique *Client identifier* in the *Program completed* (NAT00130) file, there must be one corresponding record in the:

Client (NAT00080) file.

For each *Program Enrolment Identifier* in the *Training activity* (NAT00120) file, there must be one or more corresponding records in the:

Program completed (NAT00130) file.

Rules

Only one record per combination of *Program identifier*, *Client identifier* and *Date program completed* in this file.

Only one record per combination of *Program identifier*, *Client identifier*, *Program enrolment identifier*, *Program commencement date* and *Program status identifier* in this file.

Subject-only enrolments are not to be included in this file.

The *Program completed* (NAT00130) file must not contain records with a *Program Status Identifier* 10 or 20 that have been reported previously in the National VET Provider Collection.

The on-the-job component is to be completed before the completion can be reported.

Senior secondary education (Year 11 or Year 12) and junior secondary education (Year 10) are recognised as program completions attained when delivered in the VET sector and can be recorded in the *Program completed* (NAT00130) file.

If a client has completed a qualification, course or skill set that entitles the client to receive more than one level of education for the program, only the highest level of education conferred for that qualification, course or skill set should be reported.

CLIENT IDENTIFIER

This field must not be blank.

The *Client identifier* must appear in the *Training activity* (NAT00120) file if *Date program completed* for the *Client identifier* in the *Program completed* (NAT00130) file is within the collection year.

CLIENT RESOURCE FEE

This field must not be blank for training activity in receipt of funding from Skills Tasmania.

If a resource fee for the entire Program Enrolment has been charged then the amount charged should be reported. If no such resource fee has been charged then 00000 should be reported. For those students continuing their enrolment from 2019 the field may be filled with either the fee amount or 00000.

This field may be blank for fee-for-service training activity.

CLIENT TUITION FEE

This field must not be blank for training activity in receipt of funding from Skills Tasmania.

If a tuition fee for the entire Program Enrolment has been charged then the amount charged should be reported. If no such fee has been charged then 00000 should be reported. For those students continuing their enrolment from 2019 the field may be filled with either the fee amount or 00000.

This field may be blank for fee-for-service training activity.

DATE PROGRAM COMPLETED

The *Date Program Completed* field must not be blank if the *Program Status Identifier* field is 10 – Program completed (issued), or 20 - Program completed (not issued).

The *Date Program Completed* field should be entered as “01019999” if the *Program Status Identifier* field is equal to any of the following statuses:

- 30 – In training
- 40 - Withdrawn - Official
- 41 - Withdrawn - Apparent
- 42 - Withdrawn - Deferred
- 50 – Withdrawn - Completion of lower level of program
- 70 - Superseded program
- 85 – Not yet started

INCOME CONTINGENT LOAN INDICATOR

This field must not be blank for training activity in receipt of funding from Skills Tasmania.

This field may be blank for fee-for-service training activity or for those students who are continuing their enrolment from 2019.

ISSUED FLAG

This field must not be blank.

PARCHMENT ISSUED DATE

This field may be blank when reporting to NCVER.

This field is not required by Skills Tasmania.

PARCHMENT NUMBER

This field may be blank when reporting to NCVER.

This field is not required by Skills Tasmania.

PROGRAM COMMENCEMENT DATE

This field must not be blank for training activity in receipt of funding from Skills Tasmania.

This field may be blank for fee-for-service training activity.

PROGRAM ENROLMENT IDENTIFIER

This field must not be blank for training activity in receipt of funding from Skills Tasmania.

This field may be blank for fee-for-service training activity.

PROGRAM IDENTIFIER

This field must not be blank.

Program identifier with a *VET flag* of 'N' (No – The intention of the program of study is not vocational) in the *Program* (NAT00030A) file must not appear in the *Program completed* (NAT00130) file.

PROGRAM STATUS IDENTIFIER

This field must not be blank for training activity in receipt of funding from Skills Tasmania.

This field may be blank for fee-for-service training activity.

TRAINING ORGANISATION IDENTIFIER

This field must not be blank.

Data Field Definitions

Client Industry of Employment

Definitional attributes

DEFINITION

A broad industry code in line with the Australian and New Zealand Standard Industrial Classification (ANZSIC) which captures the Industry code of a student's employer.

CONTEXT

To provide a mechanism for analysing data by students' industry of employment.

Relational attributes

FILE

Client (NAT00080)

RULES

General:

Students who have indicated that they are employed and who are undertaking VET training activity, will need to be reported with the Industry code of their employer or recent employer.

Specific:

The *Client Industry of Employment* field may be blank when the student has indicated that their *Labour Force Status* is;

- 06 – UNEMPLOYED – SEEKING FULL TIME WORK,
- 07 – UNEMPLOYED – SEEKING PART-TIME WORK,
- 08 – NOT EMPLOYED NOT SEEKING WORK,
- @@ – NOT STATED.

GUIDELINES FOR USE

Not Applicable

RELATED DATA

Not Applicable

TYPE OF RELATIONSHIP

Not Applicable

CLASSIFICATION SCHEME

Value	Description
A	Agriculture, Forestry and Fishing
B	Mining
C	Manufacturing
D	Electricity, Gas, Water and Waste Services
E	Construction
F	Wholesale Trade
G	Retail Trade
H	Accommodation and Food Services
I	Transport, Postal and Warehousing
J	Information Media and Telecommunications
K	Financial and Insurance Services
L	Rental, Hiring and Real Estate Services
M	Professional, Scientific and Technical Services
N	Administrative and Support Services
O	Public Administration and Safety
P	Education and Training
Q	Health Care and Social Assistance
R	Arts and Recreation Services
S	Other Services
Blank	May be blank if <i>Labour Force Status</i> is: 06 – UNEMPLOYED – SEEKING FULL TIME WORK, 07 – UNEMPLOYED – SEEKING PART-TIME WORK, 08 – NOT EMPLOYED NOT SEEKING WORK, @@ - NOT STATED

QUESTION

Which of the following classifications **BEST** describes the Industry of your current Employer?

(Tick **ONE** box only)

- A - Agriculture, Forestry and Fishing**
- B - Mining**
- C - Manufacturing**
- D - Electricity, Gas, Water and Waste Services**
- E - Construction**
- F - Wholesale Trade**
- G - Retail Trade**
- H - Accommodation and Food Services**
- I - Transport, Postal and Warehousing**
- J - Information Media and telecommunications**
- K - Financial and Insurance Services**
- L - Rental, Hiring and real Estate Services**
- M - Professional, Scientific and Technical Services**
- N - Administrative and Support Services**
- O - Public Administration and Safety**
- P - Education and Training**
- Q - Health Care and Social Assistance**
- R - Arts and recreation Services**
- S - Other Services**

Format attributes

Value	Description
Length	1
Type	Alpha
Justification	None
Fill character	None

Administrative attributes

HISTORY

Not applicable

Client Occupation Identifier

Definitional attributes

DEFINITION

A field that identifies the type of occupation a student is employed in.

THE CLASSIFICATION IS BASED ON THE AUSTRALIAN BUREAU OF STATISTICS, ANZSCO - AUSTRALIAN AND NEW ZEALAND STANDARD CLASSIFICATION OF OCCUPATIONS.

CONTEXT

To provide a mechanism for analysing data by students' occupations.

Relational attributes

FILE

Client (NAT00080)

RULES

From 1 January 2020 when a student indicates that they are employed they must nominate a valid broad occupation code of their current or recent occupation as the *Client Occupation Identifier*.

The *Client Occupation Identifier* may be blank if the student has indicated that their *Labour Force Status* is;

- 06 – UNEMPLOYED – SEEKING FULL TIME WORK,
- 07 – UNEMPLOYED – SEEKING PART-TIME WORK,
- 08 – NOT EMPLOYED NOT SEEKING WORK,
- @@ – NOT STATED.

GUIDELINES FOR USE

Not Applicable

RELATED DATA

Not Applicable

TYPE OF RELATIONSHIP

Not Applicable

CLASSIFICATION SCHEME

Value	Description
1	- Managers
2	- Professionals
3	- Technicians and Trades Workers
4	- Community and Personal Service Workers
5	- Clerical and Administrative Workers
6	- Sales Workers
7	- Machinery Operators and Drivers
8	- Labourers
9	- Other
Blank	May be blank if <i>Labour Force Status</i> is: 06 – UNEMPLOYED – SEEKING FULL TIME WORK, 07 – UNEMPLOYED – SEEKING PART-TIME WORK, 08 – NOT EMPLOYED NOT SEEKING WORK, @@ – NOT STATED

QUESTION

Which of the following classifications **BEST** describes your current occupation?

(Tick **ONE** box only)

- 1 – Managers
- 2 – Professionals
- 3 – Technicians and Trade Workers
- 4 – Community and Personal Service Workers
- 5 – Clerical and Administrative Workers
- 6 – Sales Workers
- 7 – Machinery Operators and Drivers
- 8 – Labourers
- 9 – Other

Format attributes

Value	Description
Length	1
Type	Numeric (Integer)
Justification	None
Fill character	None

Administrative attributes

HISTORY

Not applicable

Client Resource Fee

Definitional attributes

DEFINITION

A field that captures fees/cost associated with resources utilised for the delivery of the training, such as materials, equipment, uniforms, etc. Resource fees are separate to the Client Tuition Fee and may be levied to a client for a Program and/or a Subject Enrolment.

CONTEXT

To facilitate a better understanding of fees charged to a client within the government-subsided training market.

Relational attributes

FILES

Training Activity (NAT00120) and/or Program Completed (NAT00130)

RULES

General:

The *Client Resource Fee* amount is to be reported where fees other than tuition fees have been charged. This fee/cost includes such things as materials and equipment costs charged to the student/sponsor as part of an enrolment requirement when undertaking training.

For reporting purposes, where an employer or another party pays the fee on behalf of a student this payment is still considered as charged to the student and therefore must be reported in the *Client Resource Fee* field.

In cases where a provider charges one upfront resource fee for the entire Program Enrolment, the total amount charged for the Program enrolment should be reported in the NAT00130 file.

In cases where a provider charges a resource fee for individual Subjects, the amount charged for the Subject should be reported in the NAT00120 file.

It is possible for both of the above cases to apply. In such instances, resource fees should be reported respectively in the NAT00130 and the NAT00120.

If a student withdraws from a Subject and the fee is refunded then 00000 is to be reported against that Subject. If fees were charged even though the student has withdrawn, then the fee amount should be reported.

Note: For all government subsidised training activity commencing on or after 1 January 2020, the rounded total dollar amount of the *Client Resource Fee* (excluding Client Tuition Fee) is to be reported against the student's enrolment. Rounding should take place as follows: from 1 to 49 cents round down; from 50 to 99 cents round up.

This field may only be blank for non-government subsidised training and should be 00000 for government subsidised training where no such fees/costs are charged.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Client Tuition Fee

TYPE OF RELATIONSHIP

Client Tuition Fee and *Client Resource Fee* cover the total fees charged to a client.

CLASSIFICATION SCHEME

Value	Description
Blank	For Fee for Service or non-government subsidised training.
00000	Where no Resource Fee is charged
00001-99999	Where a Resource Fee is charged

Question

Not applicable

Format attributes

Value	Description
Length	5
Type	Numeric
Justification	Right
Fill character	Zero

Administrative attributes**HISTORY**

Not applicable

Client Tuition Fee

Definitional attributes

DEFINITION

Client tuition fee is the amount of tuition and/or administration fee charged to a client for a Subject or Program enrolment.

CONTEXT

Applicable only to training organisations with contractual obligations to state or territory training authorities.

Relational attributes

FILES

Training Activity (NAT00120) and/or Program Completed (NAT00130)

RULES

General:

The *Client Tuition Fee* amount is to be reported against each Subject and/or Program where a tuition fee has been charged.

For reporting purposes, where an employer or another party pays the fee on behalf of a student this payment is still considered as charged to the student and therefore must be reported in the *Client Tuition Fee* field.

In cases where a provider charges one upfront tuition fee for the entire Program Enrolment, the total amount charged for the Program should be reported in the NAT00130 file.

In cases where a provider charges a tuition fee for individual Subjects, the amount charged for the Subject should be reported in the NAT00120 file.

In cases where there is a program enrolment tuition fee charge plus tuition fees charged per subject, these fees should be reported respectively in the NAT00130 and the NAT00120.

If a student withdraws from a Subject and the fee is refunded then 00000 is to be reported against that subject. If fees were charged even though the student has withdrawn, then the fee amount should be reported.

Note: For all government subsidised training activity commencing on or after 1 January 2020, the rounded total dollar amount of the *Client Tuition Fee* is to be reported against the student's enrolment. Rounding should take place as follows: from 1 to 49 cents round down; from 50 to 99 cents round up.

This field may only be blank for non-government subsidised training and should be 00000 for government subsidised training where no such fees/costs are charged.

GUIDELINES FOR USE

Not Applicable

RELATED DATA

Client Resource Fee

TYPE OF RELATIONSHIP

Client Tuition Fee and *Client Resource Fee* cover the total fees charged to a client.

CLASSIFICATION SCHEME

Value	Description
Blank	For Fee for Service or non-government subsidised training.
00000	Where no Tuition Fee is charged
00001-99999	Where a Tuition Fee is charged

Question

Not applicable

Format attributes

Value	Description
Length	5
Type	Numeric
Justification	Right
Fill character	Zero

Administrative attributes**HISTORY**

Not applicable

Funding Source – State Training Authority

Definitional attributes

DEFINITION

Funding source — *state training authority* uniquely identifies the Skills Tasmania funding source used to fund delivery of training activity in a unit of competency or module.

CONTEXT

Funding source — *state training authority* may be used to analyse training outputs by funding sources.

Relational attributes

FILES

Training Activity (NAT00120)

RULES

Applies to all activity reported to Skills Tasmania irrespective of whether the activity is government funded or delivered on a fee-for-service basis.

GUIDELINES FOR USE

Tasmania uses a range of State funding source codes specific to the type of funding being reported. These codes map to National funding source codes and purchasing contract types and are outlined in the downloadable *State Funding Source Codes* document available on the Skills Tasmania website: <https://www.skills.tas.gov.au/funding/paymentandreporting>

RELATED DATA

Funding source — *national*

TYPE OF RELATIONSHIP

Funding source — *state training authority* is mapped to *Funding source* — *national*

CLASSIFICATION SCHEME

Value	Description
Number	As per <i>State Funding Source Codes</i> document available on the Skills Tasmania website

QUESTION

Not applicable

Format attributes

Value	Description
Length	3
Type	Alphanumeric
Justification	Left
Fill character	Space

Administrative attributes

HISTORY

Not applicable

Income Contingent Loan Indicator

Definitional attributes

DEFINITION

A flag to indicate that the student has an income contingent loan as financial support

CONTEXT

To facilitate VET Student Loans, (formally VET FEE-HELP) monitoring and reporting.

Relational attributes

FILES

Program Completed (NAT00130)

RULES

General:

Income contingent loans are available only to students enrolling in VET programs at Diploma level or above.

Specific:

The indicator must be set to Y if the student has an income contingent loan. These students would be enrolled in a program where:

(a) The Program Level of Education Identifier in the Program File (NAT00030) is coded:

- 411 – Advanced Diploma
- 421 – Diploma, or

(b) The program is offered at the following levels:

- Vocational Graduate Certificate
- Vocational Graduate Diploma

The indicator should be coded N for all other records.

GUIDELINES FOR USE

Not Applicable

RELATED DATA

Not Applicable

TYPE OF RELATIONSHIP

Not Applicable

CLASSIFICATION SCHEME

Value	Description
Y	Yes, training is being provided under a VET Student Loan
N	No, training is not being provided under a VET Student Loan

Question

Not applicable

Format attributes

Value	Description
Length	1
Type	Alphanumeric
Justification	None
Fill character	None

Administrative attributes**HISTORY**

Not applicable

Program Commencement Date

Definitional attributes

DEFINITION

The date the student commenced training activity in a particular program.

CONTEXT

To monitor payment of government subsidised training delivery and relevant expenditure trends.

Relational attributes

FILES

Program Completed (NAT00130)

RULES

General:

The *Program Commencement Date* is a training activity date (not an enrolment or admission date). The *Program Commencement Date* will normally have the same value as the earliest *Activity Start Date* ever reported for a student enrolled in the same program.

A student enrolled in more than one program during a collection year may have a different *Program Commencement Date* for each Program Enrolment.

Specific:

The *Program Commencement Date* must not change from month to month or year to year for a specific Program Enrolment for a specific student who continues to remain enrolled and active in the program under the same funding arrangements.

For government subsidised training, the *Program Commencement Date* must be consistent with the *Purchasing Contract Identifier*.

GUIDELINES FOR USE

Not Applicable

RELATED DATA

Not Applicable

TYPE OF RELATIONSHIP

Not Applicable

CLASSIFICATION SCHEME

Value	Description
DDMMYYYY	Valid date

Question

Not applicable

Format attributes

Value	Description
Length	8
Type	Date
Justification	None
Fill character	None

Administrative attributes

HISTORY

Not applicable

Program Enrolment Identifier

Definitional attributes

DEFINITION

The *Program Enrolment Identifier* links the NAT00120 and NAT00130 files

CONTEXT

To tie attributes of training in a Subject to attributes of the Program that the student is undertaking.

Relational attributes

FILES

Training Activity (NAT00120) and Program Completed (NAT00130)

RULES

General:

This identifier should remain unique to the combination of *Client Identifier*, *Program Identifier*, *Program Commencement Date* and *Purchasing Contract Identifier* once uploaded. If any of these values change for an identifier where activity has been successfully paid for, the submission will be rejected.

The structure for this element must be:

<{RTO National Code} {Unique ID}> where the Unique ID is a Student Management System generated code.

Specific:

This field may only be blank under the following circumstance:

NAT00120

- if there is no associated program that the subject forms part of (for example a subject only enrolment)
- if the enrolment relates to fee-for-service training activity

NAT00130

- if the enrolment is a subject-only enrolment
- if the enrolment relates to fee-for-service training activity

GUIDELINES FOR USE

Not Applicable

RELATED DATA

Not Applicable

TYPE OF RELATIONSHIP

Not Applicable

CLASSIFICATION SCHEME

Value	Description
Text	A unique <i>Program Enrolment Identifier</i> within the NAT00130 (Program Completed) with one or more associated entries on the NAT00120 (Training Activity) either in the current collection or a previous collection.

Question

Not applicable

Format attributes

Value	Description
Length	50
Type	Alphanumeric
Justification	Left
Fill character	Space

Administrative attributes**HISTORY**

Not applicable

Program Status Identifier

Definitional attributes

DEFINITION

Program Status Identifier identifies the status of a program a client is enrolled in.

CONTEXT

Program Status Identifier is used to determine program completion rates as well as manage purchasing contracts and funding commitments.

Relational attributes

FILE

Program Completed (NAT00130)

RULES

Specific:

10 - Program completed (issued)

'Program completed (issued)' is used when the client has successfully completed the program and the training organisation has issued the certificate/statement of attainment to the client. A program is determined to be completed when all requirements for the completion of the program, including on-the-job requirements, have been met. Completions for Australian Qualifications Framework (AQF) qualifications and courses are achieved when the client is eligible for the award to be conferred.

Records reported with this status will be displayed on the Unique Student Identifier (USI) transcript for nationally recognised training.

If a client has completed a program that entitles the client to receive more than one level of education for the program, only the highest level of education conferred for that program should be reported with this code.

20 - Program completed (not issued)

'Program completed (not issued)' is used when the client has successfully completed the program but the training organisation has not issued the certificate/statement of attainment to the client. A program is determined to be completed when all requirements for the completion of the program, including on-the-job requirements, have been met. Completions for Australian Qualifications Framework (AQF) qualifications and courses are achieved when the client is eligible for the award to be conferred.

Records reported with this status will be displayed on the Unique Student Identifier (USI) transcript for nationally recognised training.

If a client has completed a program that entitles the client to receive more than one level of education for the program, only the highest level of education conferred for that program should be reported with this code.

30 – In training

'In training' is used when the client has commenced training in a program and has not as yet reached a final outcome for the program (and therefore none of the other Program Status codes are applicable).

Date program completed **should not** be reported for this code.

40 - Withdrawn - Official

'Withdrawn – Official' is used when a client has finished their training without successfully completing any program and has notified the RTO of their withdrawal.

Date program completed **should not** be reported for this code.

41 - Withdrawn - Apparent

'Withdrawn – Apparent' is used when a client has not successfully completed the program, but has not officially notified the RTO of their withdrawal. The Client has lost contact with the RTO and the RTO is assuming a withdrawal. This code covers both scenarios where the client has opted to stop training and where the training has ceased through no fault of the client (e.g. RTO closure).

Date program completed **should not** be reported for this code.

42 - Withdrawn - Deferred

'Withdrawn – Deferred' is used when a client has finished their training without successfully completing any program and has notified the RTO of their intention to defer training to a later date.

Date program completed **should not** be reported for this code.

50 – Withdrawn - Completion of lower level of program

'Withdrawn - Completion of lower level of program' is used when a client has withdrawn from the program they were originally enrolled in, having successfully completed a lower level of education within the program, e.g. the client was originally enrolled in a Certificate IV but exited having successfully completed a Certificate III.

This code must be used with the *Program identifier* of the client's original enrolment.

Activity listed with this code in an AVETMISS data submission will not be included on Unique Student Identifier transcripts and not counted separately in national reports from NCVER.

Date program completed **should not** be reported for this code.

70 - Superseded program

'Superseded program' is used when training activity started in a program which has since been superseded, and the client has been transferred into the superseding program.

This code should not be selected until the training activity has commenced in the replacement program.

Activity listed with this code in an AVETMISS data submission will not be included on Unique Student Identifier transcripts and not counted separately in national reports from NCVER.

Date program completed **should not** be reported for this code.

85 – Not yet started

This is a preliminary outcome code that may be used when the client has enrolled in a program, but has not yet commenced training.

It is not compulsory for 'Not yet started' activity to be included in an AVETMISS data submission, but the code is available for use to accommodate some student management system or state training authority requirements.

Activity listed with this code in an AVETMISS data submission will not be included on Unique Student Identifier transcripts and not included in any national reports from NCVER.

Date program completed **should not** be reported for this code.

GUIDELINES FOR USE

When *Issued Flag* is Y the Program Status Identifier must be 10.

When *Date program completed* is reported the Program Status Identifier must be 10 or 20.

RELATED DATA

Not Applicable

TYPE OF RELATIONSHIP

Not Applicable

CLASSIFICATION SCHEME

Value	Description
10	Program completed (issued)
20	Program completed (not issued)
30	In training
40	Withdrawn – Official
41	Withdrawn – Apparent
42	Withdrawn – Deferred
50	Withdrawn - Completion of lower level of program
70	Superseded program
85	Not yet started

QUESTION

Not applicable

Format attributes

Value	Description
Length	2
Type	Alphanumeric
Justification	None
Fill character	None

Administrative attributes

HISTORY

Not applicable

Purchasing Contract Identifier

Definitional attributes

DEFINITION

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

CONTEXT

To facilitate management of purchasing contract activity and payment for government subsidised training.

Relational attributes

RULES

Referred to as the 'PCID', this is a reference number allocated to a Funding Agreement Schedule. Reporting the PCID is required to trigger funding allocation and payment.

GUIDELINES FOR USE

Not applicable

RELATED DATA

Funding source — state training authority

TYPE OF RELATIONSHIP

The *Purchasing contract identifier* is mapped to the *Funding source — state training authority* as outlined in the downloadable '*State Funding Source Codes*' document available on the Skills Tasmania website:

<https://www.skills.tas.gov.au/funding/paymentandreporting>

CLASSIFICATION SCHEME

Value	Description
Text	Code that identifies the purchasing contract ID (PCID) between the state or territory training authority and the registered training organisation.

QUESTION

Not applicable

Format attributes

Value	Description
Length	12
Type	Alphanumeric
Justification	Left
Fill character	Space

Additional enrolment questions

There are only two questions required that are additional to the standard enrolment questions example form published by the National Centre for Vocational Education Research (NCVER). These two questions are for students who indicate that they are employed or self-employed. They do not apply for students who indicate that they are unemployed or not seeking employment.

<p>Which of the following classifications BEST describes the Industry of your current Employer? (Tick ONE box only)</p>	<ul style="list-style-type: none"><input type="checkbox"/> A - Agriculture, Forestry and Fishing<input type="checkbox"/> B - Mining<input type="checkbox"/> C - Manufacturing<input type="checkbox"/> D - Electricity, Gas, Water and Waste Services<input type="checkbox"/> E - Construction<input type="checkbox"/> F- Wholesale Trade<input type="checkbox"/> G - Retail Trade<input type="checkbox"/> H - Accommodation and Food Services<input type="checkbox"/> I - Transport, Postal and Warehousing<input type="checkbox"/> J - Information Media and telecommunications<input type="checkbox"/> K - Financial and Insurance Services<input type="checkbox"/> L -Rental, Hiring and real Estate Services<input type="checkbox"/> M -Professional, Scientific and Technical Services<input type="checkbox"/> N - Administrative and Support Services<input type="checkbox"/> O - Public Administration and Safety<input type="checkbox"/> P -Education and Training<input type="checkbox"/> Q - Health Care and Social Assistance<input type="checkbox"/> R - Arts and recreation Services<input type="checkbox"/> S - Other Services
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<p>Which of the following classifications BEST describes your current occupation? (Tick ONE box only)</p>	<ul style="list-style-type: none"><input type="checkbox"/> 1 – Managers<input type="checkbox"/> 2 – Professionals<input type="checkbox"/> 3 – Technicians and Trade Workers<input type="checkbox"/> 4 – Community and Personal Service Workers<input type="checkbox"/> 5 – Clerical and Administrative Workers<input type="checkbox"/> 6 – Sales Workers<input type="checkbox"/> 7 – Machinery Operators and Drivers<input type="checkbox"/> 8 – Labourers<input type="checkbox"/> 9 – Other
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