

DJSIR Procedure/Guideline

Summary of Changes to Victorian VET Student Statistical Collection Guidelines

Released October 2024



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Executive Summary

This document outlines changes made to the Victorian VET Student Statistical Collection Guidelines - 2024 V1.0 (November revision) and forms part of the Victorian VET Student Statistical Collection Guidelines – 2025

The changes have been made to provide:

- Updates to links and removed/amended references that are no longer valid,
- updated business rules for:
 - Program Completed (NAT00130) file
 - Address Building/Property Name
 - Commencing Program Cohort Identifier
 - Eligibility Exemption Indicator
 - Fee Exemption/Concession Type Identifier
 - Hours Attended
 - Outcome Identifier – National value 40, 41 & 82
 - Prior Educational Achievement Identifier
- updated glossary for:
 - Eligibility Exemptions Indicator
- Update Appendix IV for reporting of:
 - Asylum Seekers
 - Pre-accredited withdrawn not satisfactorily completed delivery

Overview

The Victorian VET Student Statistical Collection Guidelines (the Guidelines) form a data standard that specifies how training activity should be reported consistently to the Department of Jobs, Skills, Industry and Regions (the Department). They are compatible with Release 8.0 of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) which is the basis for the annual National VET Provider Collection.

Full details on AVETMISS are available on the [NCVER website](#).

Where the Guidelines deviate from AVETMISS, the Department ensures there is a clear rationale behind these changes, alternatives have been assessed and the resultant benefit is weighed against the impact of the change.

Purpose

The purpose of this document is to communicate changes to the most recent Guidelines. This summary document will be published with each new release of the Guidelines. The Guidelines will be published annually but may be more frequent depending on the scope of changes throughout the collection year. Off-cycle changes will be documented in the Revisions section of the Guidelines and will not form part of an annual Summary of changes document.

Off-cycle changes to Guidelines may result from:

- certain aspects of the Guidelines that are ambiguous, erroneous, or require clarification,
- scenarios adversely affecting the data integrity of the collection,
- ensuring compliance with statutory or state policy requirements, and
- reduce the burden of reporting requirements on RTOs.

Audience

Training Providers

All VET training providers need to be familiar with the Guidelines to understand the nature of the changes outlined in this Summary of Changes document.

Software developers and data analysts

Software developers, as well as systems personnel and data analysts in larger organisations, should note all changes that refer to the technical detail of the Guidelines. These include the file specifications, business rules, and data element dictionary.

Prerequisite

Familiarisation and understanding of the latest version of Victorian VET Student Statistical Collection Guidelines (the Guidelines) as published on SVTS or DJSIR website.

Document structure

This document contains a Change Summary table followed by the sections and categories of the Guidelines which contain changes.

How to use this document

Step	Action
1	<p>Review and note each change as indicated in the Change Summary table. For quick reference where a business rule has been updated, additions will be highlighted in red and deletions will be highlighted with a red cross through.</p> <p>Note: The changes may not contain the entire section of the business rule definitions, therefore the changes should always be read in conjunction with the corresponding section of the original document being changed. [...] will denote that section contains more business rules that have not been changed.</p>
2	Retain all Summary of Changes documents with a copy of the latest Guidelines, this will ensure that you are always able to reference the most up-to-date business rules or any other changes.
3	Once a new version of the Guidelines is published, all the changes referenced in the Summary of Changes documents will be incorporated into that version.

Change Impact Analysis

The changes contained in this document have been analysed by the Department to determine the impact on key stakeholders. The methodology is outlined below.

Stakeholder Impact Rating

0	None	None, no impact
1	Low	May be aware of the change but little or no action is generally required
2	Medium	Must be aware of the change and act where required
3	High	Needs to review the change and take action
4	Very High	Needs to significantly change processes and systems

Areas of Impact

Provider	Learners	Information solicited from the learner
	Trainers	Assessment/observation required from trainers
	Administration	Administrative, financial, or enrolment processes
Vendor	Software	SMS design, interfaces, processes, configuration, and education
DJSIR	Analysis/Decision Making	BI Infrastructure, interpretation, dissemination, and education
	Contract, Payment, Audit	Instruments
	System	Infrastructure, specification, interfaces, processes, configuration

Summary of changes

Documents	Victorian VET Student Statistical Collection Guidelines - 2025
Release	1.0
Guidelines Section and Category	<p>Data submission</p> <ul style="list-style-type: none"> Submission process and frequency <p>File structure overview</p> <ul style="list-style-type: none"> Program Completed <p>Data Element</p> <ul style="list-style-type: none"> Address Building/Property Name – NAT00020 file Commencing Program Cohort Identifier – NAT00130 file Eligibility Exemption Indicator – NAT00120 file Fee Exemption/Concession Type Identifier – NAT00120 file Hours Attended – NAT00120 file Outcome Identifier – National - NAT00120 file Prior Educational Achievement Identifier – NAT00120 file <p>Glossary</p> <ul style="list-style-type: none"> Eligibility Exemption <p>Appendix IV</p> <ul style="list-style-type: none"> Asylum Seeker VET Program Pre-accredited withdrawn or not satisfactorily completed delivery

Stakeholder Impact Summary

		Provider			Software	DJSIR		
Section		Learner	Trainer	Admin Change	Vendor	Analysis/ Decision Making	Operation: contract, payment, audit	System
Data Submission								
Change 2025-1	Submission process and frequency							
File Structure Overview								
Change 2025-2	Program Completed							
Data Element Definitions								
Change 2025-3	Address Building/Property Name – NAT00020 file							
Change 2025-4	Commencing Program Cohort Identifier – NAT00130 file							
Change 2025-5	Eligibility Exemption Indicator – NAT00120 file							
Change 2025-6	Fee Exemption/Concession Type Identifier – NAT00120 file							



		Provider			Software	DJSIR		
Section		Learner	Trainer	Admin Change	Vendor	Analysis/ Decision Making	Operation: contract, payment, audit	System
Change 2025-7	Hours Attended – NAT00120 file							
Change 2025-8	Outcome Identifier – National - NAT00120 file							
Change 2025-9	Prior Educational Achievement Identifier – NAT00120 file							
Glossary								
Change 2025-10	Eligibility Exemption Indicator – NAT00120 file							
Appendix IV								
Change 2025-11	Asylum Seeker VET Program							
	Pre-accredited withdrawn or not satisfactorily completed delivery							

Data Submission

Submission process and frequency

Change Added clarification:

2025-1: Each monthly submission *must* include full details for all reportable training activity already delivered within the collection year. This includes delivery already commenced/underway and/or completed in the current collection year. The Program (Qualification) Completions file may include enrolments completed in previous years that have not been previously reported. Providers may also submit details of future activity that is planned for commencement within the current collection year if this activity is reported with a **subject Outcome Identifier - National** code of '85 - activity not yet started', **this type of activity should NOT have a Date Program Completed value against the Program Enrolment.**

Reason: Follow up on enquires raised by RTOs.

Provider: Low impact, clarification only.

SVTS: No impact, clarification only. Validation rule 130030 already triggers for this condition.

File Structure Overview

Program Completed – NAT00130 file

Change Updated business rule:

2025-2: For Program Enrolments that have **been** completed in years prior to the collection period but where that program completion has not previously been reported, the associated record will no longer exist on the Training Activity (NAT00120) file. A Client record must still exist on the Client (NAT00080) file and Client Contact Details (NAT00085) file and the Program ID must exist on the Program (NAT00030) file. **A collection year ends on the 31st of December of any given collection year. Completions with Date Program Completed after this date are deemed as belonging to a new collection year must be reported at the opening of the new collection year.**

Example:

When reporting the final submission for 2024 collection year and a final unit was completed on 5 January 2025, the student must be reported with an Outcome Identifier – National value of 70 CONTINUING ENROLMENT and reported with the final outcome in the 2025 collection year.

Reason: To clarify reporting requirements and assist with fewer NCVER #3242 validation errors for the end of year reporting.

Provider: Low impact. Training Providers may need to communicate with their SMS vendors to ensure the *Date Program Completed* value is not set to any default.

SVTS: Low impact. An update to validation rule 6 was implemented in SVTS Release v15.8.

Data Element Definitions

Address Building/Property Name – NAT00020 file

Change Added business rule:

2025-3: Specific:

For TAFEs and Dual Sectors only:

From the 1st of January 2025 it will be mandatory for TAFEs to use this data element to report the campus name against each *Training Organisation Delivery Location Identifier*. In some instances, this may be the same as the *Training Organisation Delivery Location Name*.

Where the *Training Organisation Delivery Location Identifier* represents:

- on campus delivery, report the campus name,
- off campus (third party or workplace based) delivery, report "Off Campus",
- external (online or correspondence) delivery, report the campus name where the training is being administered from.

Note: there may be a one-to-one relationship between the data in the *Training Organisation Delivery Location Identifier* and the *Address Building/Property Name* or many-to-one relationship where there are many *Training Organisation Delivery Location Identifiers* belonging to one campus name.

For TAFEs and Dual Sectors, this field must not be blank. For other providers this field may be blank subject to rules above.

Reason: To assist in identifying physical locations of VET training delivery at various TAFE campuses.

Provider: No impact to private providers. Medium impact to TAFEs. TAFEs will require their SMS vendors to map existing registered campus names to this data element.

SVTS: Low impact. SVTS is already set up to accept a 50 Alphanumeric field value for this data element.

Commencing Program Cohort Identifier – NAT00130 file

Change Corrected Field Format

2025-4:

Value	Description
Length	6
Type	Alpha
Justification	None
Fill character	Space

Removed all reference to “Contract”

Commencing Program Cohort Identifier identifies students belonging to a specific cohort/s as defined by the Victorian Department of Jobs, Skills, Industry and Regions and is self-determined by the student. ~~if the cohort is no longer aligned to conditions under a provider's contract.~~

Updated business rule:

General:

If the student self identifies as belonging to one or more of the specific cohort/s specified by the Department, use this data element to report the cohort at the commencement of the enrolment.

Training Providers should ensure that the [Standard enrolment form](#) contain a link, or a more detailed description of the value.

Updated Value Description

Value	Description
HS	Head Start Apprentice/Trainee. For Skills First enrolments as part of the Head Start program for apprentices and trainees within a school setting (not to be used for SBAT). Refer to conditions specified in VET Funding Contracts and/or associated Guidelines. If there are continuing students under the ^{HPL} FSI values, then report this value as the Commencing Program Cohort Identifier.
JV	Jobs Victoria Employment Services. For Skills First enrolments by individuals who are clients of a Jobs Victoria Employment Services provider. Refer to conditions specified in VET Funding Contracts and associated Guidelines. If there are continuing students under the ^{JVL} or ^{JVP} FSI values, then report this value as the Commencing Program Cohort Identifier.
RC	Reconnect. For Skills First enrolments by individuals who are referred to the training provider through the Reconnect Program. Refer to conditions specified in VET Funding Contracts and/or associated Guidelines. For new and continuing enrolments where FSI value ^{RCL} or ^{RCP} then report this value as the Commencing Program Cohort Identifier.

Reason: Correction to field format to align with SVTS. The Skill Contract does not refer to this specific data element, therefore all references to the Contract were removed from the business rules for this data element.

Provider: Low impact, clarification only. Training Providers need to be aware that this data element is not referenced in the standard Skills First contract.

SVTS: No impact, clarification only.

Eligibility Exemption Indicator – NAT00120 file

Change Updated business rule:

2025-5: General:

Eligibility exemptions may only be granted, and the Eligibility Exemption Indicator field reported as ‘Y’ when subjects:

- being undertaken by students who do not meet the Skills First eligibility criteria; **AND** who have been granted an Eligibility Exemption; OR
- being undertaken by students who have presented an approved referral form or related documentation demonstrating their eligibility for an Eligibility Exemption to their training provider under approved specific initiatives, **OR**
- ~~being undertaken by students who commence this Program Enrolment under a valid Funding Source Identifier – State Training Authority.~~

~~*While not part of the statistical collection submission, providers must maintain evidence of the reason the exemption was granted, being the relevant referral form or related documentation.~~

~~Refer to the Glossary for additional information about eligibility and eligibility exemptions.~~

Reason: Updated for clarity and align with existing Contract Notifications.

Provider: No impact. Clarification to align with CN 2024-14 Funding Contracts and 2024 Guidelines about Eligibility.

SVTS: No impact.

Fee Exemption/Concession Type Identifier – NAT00120 file

Change Updated value:

2025-6: **F- Fee Waiver for students eligible for the Skills First Aboriginal Access fee waiver**

Reason: To align with existing Contract Notifications.

Provider: No impact, CN 2023-17 2024 Reporting advice – Skills First Aboriginal Access fee waiver.

SVTS: No impact, value already implemented in system.

Hours Attended – NAT00120 file

Change Updated business rule:

2025-7: **There are three instances when Hours Attended must be reported (not null), these are;**

- where a student has withdrawn/discontinued (*Outcome Identifier - National codes 40 OR 82*), or,
- where a subject is superseded and continuing under the new Subject Identifier (*Outcome Identifier – National code 61*), or,
- where the subject is incomplete due to RTO closure (*Outcome Identifier – National code 41*)

For all other *Outcome Identifier – National* values, it must be blank.

Reason: To allow for funding for non assessable withdrawn subjects where applicable.

Provider: No impact to private providers. Low impact to TAFEs. Allow funding of withdrawals for non-assessable subjects.

SVTS: Medium impact. Update logic for validation rule 120026 and claim processor calculations for withdrawn subjects.

Outcome Identifier – National - NAT00120 file

Change Updated business rules for Outcome Identifier – National value of 40:

2025-8: Withdrawn/discontinued is reported for a student who has engaged in some training and assessment and has:

- notified the training organisation ~~that they don't intend to complete the training (official withdrawal) or their withdrawal before completing all assessment criteria~~, or
- stopped ~~attending or submitting assessments~~ participating in training without notifying the training organisation.

Note: The withdrawn code applies ~~in this situation, even~~ if the student has not ~~completed attempted~~ ~~some~~ all-assessment requirements for the subject. ~~s and been assessed as not competent for one or more assessments~~. For all withdrawn/discontinued subjects, report the *Hours Attended* prior to withdrawal.

- Report a zero or null *Hours Attended* ~~is interpreted as~~ for subjects that are withdrawn/discontinued with no attendance.
- You must use code 40 for withdrawn/discontinued from any unit of competency or Subject Enrolment for which payment is being claimed from the Department ~~(not 82)~~.

You must amend the Activity End Date of the withdrawn/discontinued subject to match the date of withdrawal. The date of withdrawal is either:

- the date of official withdrawal (~~i.e., when the student confirmed their intent to withdraw, and~~ as noted in the student file or on an internal withdrawal form)
- in the case of no official withdrawal, the date the training provider has decided the student has withdrawn.

~~Students can return to their training following a withdrawal. For instructions on reporting a student's return to training refer to Attachment 1 of the [Guide to withdrawals](#)~~

Added business rules for Outcome Identifier – National value of 41:

~~Wherever possible, the *Hours Attended* should be reported against subjects that would otherwise still be in progress if it were not for the RTO closure.~~

Added business rules for Outcome Identifier – National value of 82:

~~For both accredited and pre-accredited training, when a student withdraws from a non-assessable subject, the training provider must report the number of hours the student attended prior to withdrawal in the *Hours Attended* field.~~

~~For pre-accredited training delivery, if the student didn't satisfy the requirements of the training organisation after attending some training, the training provider only reports the *Outcome Identifier – National* value of 82 and does not report anything for the *Hours Attended* field.~~

Reason: Clarification of *Outcome Identifier – National* values 40 and 41 to better align with Guide to withdrawals.

To allow for *Hours Attended* to be reported for *Outcome Identifier – National* 82 and for pre-accredited training delivery to enable the distinction between withdrawn and unsatisfactorily completed non-assessable enrolments

Provider: Medium impact for ACFE providers. Clarification for *Outcome Identifier – National* 40 is to better align with Guide to withdrawals while new business rules for *Outcome Identifier – National* 82 require administrative/reporting changes and may require communication with SMS Vendors to ensure *Hours Attended* can be reported alongside this *Outcome Identifier – National* value.

SVTS: No impact.

Prior Educational Achievement Identifier – NAT00120 file

Change Updated business rule:

2025-9: *This field must not be blank if the Prior Educational Achievement Flag is Y.*

Reason: Clarification

Provider: No impact. Clarification only. This is not a new requirement. SVTS validations have always been in place to ensure this type of reporting.

SVTS: No impact. SVTS validations are already in place to ensure this type of reporting.

Glossary

Eligibility Exemption

Change Updated Description:

2025-10: An exemption from the *Skills First* eligibility criterion that may be granted by a training provider to allow an otherwise ineligible student access to government subsidised training. **Conditions for granting eligibility exemptions are described in schedule 1 part C of the VET Funding Contract and in the Guidelines About Eligibility.** ~~Eligibility exemptions may be granted under current applicable policies and conditions, for a specific enrolment in a specific program and granted within the training provider's eligibility exemption allocation (if any).~~

Reason: To align with policy settings and remove reference to 'eligibility exemptions allocations' as these no longer exist. Added reference to relevant section of VET Funding Contracts and Guidelines About Eligibility.

Provider: No impact. Clarification only to align with Funding Contract and Guidelines About Eligibility.

SVTS: No impact, clarification only.

Appendix IV

Change 2025-11

Item	Reporting requirement
Asylum Seeker VET Program	<p>Updated reported requirements to:</p> <p>For participants in the Asylum Seeker VET Program, training providers must:</p> <ul style="list-style-type: none">• report the <i>Funding Source Identifier</i> 'ASP' or 'ASL', unless they are participating under a different initiative (e.g. 'GSP' for skill sets). Do not use 'L' or 'P'• grant a concession for Programs at AQF level 4 and below, so they must be reported with the <i>Fee Exemption/Concession Type Identifier</i> (1st character) as either:<ul style="list-style-type: none">○ a value to show the type of concession the individual already holds (i.e., 'H' if they hold a Health Care Card), or○ 'A' to indicate they don't hold a concession card, but has been granted a concession as part of the Asylum Seeker VET Program• report the <i>Commencing Program Cohort Identifier</i> 'AS' . <p>Note: From 1 January 2024, the <i>Eligibility Exemption Indicator</i> no longer needs to be set to 'Y' for new commencements in the Asylum Seeker VET Program.</p>
Pre-accredited withdrawn or not satisfactorily completed delivery	<p>ACFE providers who deliver pre-accredited and non-assessable training, where the student either withdraws or doesn't satisfactorily complete the training, are required to continue to report the <i>Outcome Identifier – National</i> value of 82, with two distinctions,</p> <ul style="list-style-type: none">• When the student withdraws from the training, training providers are required to continue to report the <i>Outcome Identifier – National</i> value of 82, but now they are also required to report the hours the student attended prior to withdrawal in the <i>Hours Attended</i> field.• When the student has attended some training but has not met the Training Providers requirements to satisfactorily complete the subject, the Training Provider continues to report the <i>Outcome Identifier – National</i> value of 82 but NOT report any <i>Hours Attended</i>. <p>By combining the reporting of <i>Outcome Identifier – National</i> value of 82 with or without the reporting of <i>Hours Attended</i>, the Department can distinguish between withdrawn and not satisfactorily completed training for pre-accredited training delivery.</p>