

DJSIR Procedure/Guideline

Summary of Changes to Victorian VET Student Statistical Collection
Guidelines - 2026

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Executive Summary

This document outlines changes made to the Victorian VET Student Statistical Collection Guidelines - 2025 (March revision) and forms part of the Victorian VET Student Statistical Collection Guidelines – 2026.

The changes have been made to provide:

- Corrections
 - Client (NAT00080) file
 - Program Completed (NAT00130) file
 - At School Flag
- Clarifications
 - Program Completed (NAT00130) file
 - Address Building/Property Name
- Updates
 - Fee Exemption/Concession Type Identifier
 - Outcome Identifier – National value 25
 - Program Enrolment Identifier
 - Program Recognition Identifier
 - Purchasing Contract Schedule Identifier
 - Appendix IV – Aboriginal Access fee waiver

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	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. 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.
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 - 2026
Release	1.0
Guidelines Section and Category	File structure overview Error! Reference source not found. Data Element - Address data elements – NAT00080 file - Address Building/Property Name – NAT00020 file Error! Reference source not found. - Fee Exemption/Concession Type Identifier – NAT00120 file - Outcome Identifier – National - NAT00120 file Error! Reference source not found. - Program Recognition Identifier – NAT00030 file - Purchasing Contract Schedule Identifier – NAT00120 file Appendix IV - Skills First Aboriginal Access fee waiver

Stakeholder Impact Summary

		Provider			Software	DJSIR		
Section		Learner	Trainer	Admin Change	Vendor	Analysis/ Decision Making	Operation: contract, payment, audit	System
File Structure Overview								
Change 2026-1	Program Completed – NAT00130 file							
Change 2026-2	Program Completed – NAT00130 file							
Data Element Definitions								
Change 2026-3	Address data elements – NAT00080 file							
Change 2026-4	Address Building/Property Name – NAT00020 file							
Change 2026-5	At School Flag – NAT00080 file							
Change 2026-6	Fee Exemption/Concession Type Identifier – NAT00120 file							
Change 2026-7	Outcome Identifier – National - NAT00120 file							

		Provider			Software	DJSIR		
Section		Learner	Trainer	Admin Change	Vendor	Analysis/ Decision Making	Operation: contract, payment, audit	System
Change 2026-8	Program Enrolment Identifier – NAT00120 file							
Change 2026-9	Program Recognition Identifier – NAT00030 file							
Change 2026-10	Purchasing Contract Schedule Identifier – NAT00120 file							
Appendix IV								
Change 2026-11	Skills First Aboriginal Access fee waiver							

File Structure Overview

Program Completed – NAT00130 file

Change **Correction:**

2026-1: This will be signalled by the *VET Flag* in the in the Program (NAT00030) file being coded **N Y** (~~No Yes-~~ The intention of the program of study ~~not is~~ vocational).

Reason: Correction

Provider: No impact. Validation rules have ensured correct data is reported.

SVTS: No impact. Validation rules already exists to ensure correct reporting.

Program Completed – NAT00130 file

Change **Clarification:**

2026-2: **The reporting of a Program Completion must be based on the completion of a qualification, course or skill set.**

Where a qualification is partly complete and a Statement of Attainment is issued, the Date Program Completed should not be reported as this is not considered a completion of the full program.

Reason: Data quality checks indicate that some providers are misinterpreting a student's entitlement to a Statement of Attainment, when a student successfully completes a number of accredited units of study which do not amount to a qualification completion, as a program completion.

Provider: Low impact. Generally, providers already understand that the Date Program Completed is only reported for a fully completed program.

SVTS: No impact. Validation rules already exist to ensure correct reporting.

Address data elements – NAT00080 file

Change **Correction:**

2026-3: ~~To protect student privacy, student usual address information is geo-coded to aggregated statistical areas and the fields Address Building/Property Name, Address Flat/Unit Details, Address Street Number and Address Street Name are deleted before state and territory training organisations submit the data to the National VET Provider Collection.~~

Reason: AVETMISS require the address data elements on the Client NAT00080 file to be submitted and the NCVER submissions include this data. This paragraph needs to be deleted from the Victorian guidelines as it is no longer correct.

Provider: Low impact. This correction does not affect the data currently being submitted by training providers. The VET Data Use Statement outlines the policies and reporting requirements related to the collection and use of this data.

SVTS: No impact.

Data Element Definitions

Address Building/Property Name – NAT00020 file

Change [Clarification:](#)

2026-4: Where the *Training Organisation Delivery Location Identifier* represents:

- on campus delivery, report the campus name (**ensuring that the word 'campus' forms part of the name and is stated at the end of the text**),

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

Provider: No impact to private providers. Low impact to TAFEs. This is just a clarification and majority of TAFEs are already reporting this field correctly.

SVTS: No impact.

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.

At School Flag – NAT00080 file

Change [Correction:](#)

2026-5:

File

Client (NAT00080)

~~Program Completed (NAT00130)~~

Reason: This is a correction. The At School Flag is not a data element on the Program Completed file.

Provider: No impact. File Structure correctly identifies the location of this field.

SVTS: No impact.

Fee Exemption/Concession Type Identifier – NAT00120 file

Change Update:

2026-6: Specific:

Fee Concession/Exemption Type Identifier value 'O' (Other) should only be reported as the first character.

Where an asylum seeker is undertaking training reported with a funding source code other than ASL/ASP (and does not hold a concession entitlement otherwise), they are to be reported with the Fee Concession Exemption Type Identifier 'A - Asylum Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card'.

For training organisations offering a student a fee waiver, the applicable waiver identifier must be reported in the second character of the field.

A student that self-identifies as being of Australian Aboriginal or Torres Strait Islander Descent is entitled to a fee waiver under the Aboriginal Access Fee Waiver initiative and should be reported against either 'F' or 'T' (where Free TAFE is applicable).

Examples:

- for a student without a concession card but a Fee Waiver, you would report 'ZY' as this field value.
- for an Aboriginal or Torres Strait Islander student you would report 'OF' or 'OT'

Reason: To clarify when Fee Concession/Exemption Type O should be used and align with other Departmental communication regarding this reporting. Also remove outdated references to asylum seeker reporting no longer applicable and the Aboriginal concession program.

Provider: Low impact. This a clarification only

SVTS: Low impact.

Outcome Identifier – National - NAT00120 file

Change Added business rules for Outcome Identifier – National value of 25:

2026-7: In these instances, it is expected that the *Scheduled Hours* be reduced to represent the lesser amount of training expected for a subject where only gap training is required.

Reason: To clarify that gap training represented by *Outcome Identifier – National* value of 25 means the student is undertaking less hours of training than they would if undertaking all requirements for a subject.

Provider: Medium impact, this requires training providers to be report actual hours the student undertakes for gap training instead of relying on the default *Schedule Hours* of a subject.

SVTS: No impact.

Program Enrolment Identifier – NAT00120 file

Change Added business rule:

2026-8: A *Program Enrolment Identifier* must not be reported when the *Program Identifier* is blank.

Reason: Clarification

Provider: Medium impact. Training providers need to be aware and ensure their SMS doesn't create *Program Enrolment Identifiers* for all enrolments including those where no *Program Identifier* is reported.

SVTS: No impact until the use of the *Program Enrolment Identifier* as an identifier of a *Program Enrolment* becomes standard practice.

Program Recognition Identifier – NAT00030 file

Change Updated element description:

2026-9: *Program Recognition Identifier* distinguishes a qualification, course or skill set by its level of recognition in the VET sector.

~~A code that uniquely identifies the organisational level of the authority that has granted recognition of a Program.~~

Clarified each Program Recognition Identifier description to align with NCVER descriptions.

Program recognition identifier '11 — Nationally accredited qualification specified in a national training package' must only be used for a nationally accredited program of study which is designed to lead to a qualification specified in an endorsed national training package.

Program recognition identifier '12 — Nationally recognised accredited course, other than a qualification specified in a national training package' must only be used for a nationally recognised accredited course endorsed by state or territory recognition authorities or registered training organisations with delegated authority to self-manage accreditation.

Program recognition identifier '13 — Nationally recognised skill set, specified in a national training package' must only be used for a skill set endorsed in a training package.

Program recognition identifier '14 — Other course' must be used for a local course developed by training organisations or where developed by industry, enterprise, community education or professional bodies to meet an identified training need.

Program recognition identifier '15 — Higher level qualification' is accredited by state or territory government accreditation authorities or higher education institutions with self-accrediting authority in line with the Protocols for Higher Education Approval Processes. The level of education for these qualifications must be in the range from '211 — Graduate diploma' to '421 — Diploma'.

Program recognition identifier '16 — Locally recognised skill set' must be used for skill sets other than those specified in training packages.

Reason: To align AVETMIS Standard.

Provider: No impact.

SVTS: No impact.

Purchasing Contract Schedule Identifier – NAT00120 file

Change Removed field value:

2026-10: ~~ERA Exclude from reapportioning (This value will not be valid for any commencements post 2021)~~

Reason: This value has not been valid since 2021 and can be removed from the guidelines.

Provider: No impact. Has been inactive since 2022

SVTS: No impact already made inactive in SVTS in 2022.

Appendix IV

Change 2026-11

Item	Reporting requirement
Skills First Aboriginal Access fee waiver	Added If a student who identifies as being Aboriginal and/or Torres Strait Islander is also eligible for the Free TAFE program, the Free TAFE fee waiver (2 nd character of the <i>Fee Exemption/Concession Type Identifier</i> value 'T') must be used to ensure this student receives the highest fee waiver reimbursement rate.