SCOTESE STANDING COUNCIL on TERTIARY EDUCATION SKILLS & EMPLOYMENT

National VET Provider Collection Data Requirements Policy

Introduction

Australian, state and territory governments are pursuing a number of reforms to support better information about vocational education and training (VET) so employers and individuals can make informed choices about training options; individuals can get records of the training they undertake into the future regardless of where it occurred; industry can know the skills being developed in the training sector; and governments can develop more targeted policies and better direct funding to training priorities. Knowing what training is occurring across the entire VET sector is key to achieving these aims.

This Policy outlines the requirements on all registered training organisations (RTOs) to report their nationally recognised training to the National VET Provider Collection managed by the National Centre for Vocational Education Research.

Comprehensive and timely information about the training being undertaken across all RTOs will:

- be used by VET regulators to inform risk-based regulation of registered training organisations and establish benchmarks for continuous improvement in the VET sector;
- enable individuals to access transcripts that show any nationally recognised training undertaken through links with the Unique Student Identifier;
- provide details about RTOs and courses on the My Skills website to assist students and businesses to make informed training choices;
- improve government, industry and business understanding of where and when skills are being developed to assist workforce planning;
- provide governments with a better understanding of training efforts across Australia – assisting with the development of policy and assessing interventions; and
- enhance understanding of the training market and assist RTOs with planning training delivery.

The information made available for these purposes will not identify individuals, except where an individual requests a Unique Student Identifier authenticated VET transcript. The information will also be presented in aggregate form, either by RTO, by training type or by industry sector, except where unit level data is required by VET regulators to support VET regulation or to populate an Unique Student Identifier authenticated VET transcript. For further information on how data will be able to be accessed, refer to the National Centre for Vocational Education Research's Data Access Protocols, available at www.ncver.edu.au.

This Policy sets out a registered training organisation's minimum obligations for providing data on all nationally recognised training activity it undertakes to the National VET Provider Collection. Where a partial or full exemption or transition arrangement applies to training activity undertaken by a registered training organisation, the registered training organisation is not restricted from providing full data if it chooses to and where it does not contravene legislation.

Registered training organisations will still need to fulfil legislative and contractual reporting obligations including the student learner and employer satisfaction surveys and reporting obligations required as a result of receiving government funding. This standard and policy does not alter the rights of VET regulators to seek information from registered training organisations, outside of the National VET Provider Collection.

Data reported under this Policy must be provided according to the Australian VET Management Information Statistical Standard (AVETMISS), which details the requirements for providing nationally consistent data on VET students and courses, apprenticeships and trainees and VET in schools.

Terms defined in Section 7 – Glossary are in italics.

This Policy and Appendix 1 – Short units/modules are available at www.nssc.natese.gov.au/policies.

1. Reporting AVETMISS compliant data

1.1 From 1 January 2015, each *registered training organisation* must submit *AVETMISS* compliant data on all *nationally recognised training* where the *registered training organisation* is responsible for issuing the statement of attainment or qualification, unless exempt under Section 3 – Transition arrangements or Section 4 – Data reporting exemptions.

Note: *Registered training organisations* will still need to fulfil legislative and contractual reporting obligations, including the student learner and employer satisfaction surveys and reporting *full AVETMISS data* on all *nationally recognised training* required as a result of receiving government funding.

2. Collecting AVETMISS data

2.1 From 1 January 2014, each *registered training organisation* must implement policies and procedures to collect *full AVETMISS data* from their clients, unless exempt under Section 3 – Transition arrangements or Section 4 – Data reporting exemptions.

3. Transition arrangements

3.1 Where a *registered training organisation* considers that it will be unable to comply with the mandatory application of paragraph 1.1. and 2.1, it will be required to notify the *registered training organisation's* VET regulator that it will be accessing a twelve month exemption. This exemption will mean that paragraph 1.1 applies from 1 January 2016 and paragraph 2.1 applies from 1 January 2015.

Note: *Registered training organisations* will still need to fulfil legislative and contractual reporting obligations, including the student learner and employer satisfaction surveys and reporting *full AVETMISS data* on all *nationally recognised training* required as a result of receiving government funding.

3.2 Where an exemption under paragraph 3.1 is granted, paragraphs 4.7 and 4.8 apply from 1 January 2015.

3.3 Where an exemption is granted under paragraph 3.1, paragraph 5.4 applies from 2016.

4. Data reporting exemptions

National security, border protection and policing issues

4.1 *Registered training organisations* do not need to collect and submit *AVETMISS* compliant data on *nationally recognised training* activity where submission of that data:

i. would conflict with defence or national security legislation; and/or

ii. could jeopardise the security or safety of defence, border protection, customs, national security or police personnel.

4.2 Each *registered training organisation* for which 4.1 applies will consult with its regulator to identify what training activity is to be exempted under paragraph 4.1, including the reason/s for that exemption (i.e. criteria i. or ii). For training activity determined to be exempt but for which submission of data does not offend legislation (i.e. activity exempted under criteria ii. in paragraph 4.1), the *registered training organisation* must provide annual aggregate competency commencement and completion data for each qualification or unit that does not identify the client to its regulator and the National Centre for Vocational Education Research for regulation, research and policy purposes.

4.3 *Registered training organisations* for which paragraph 4.1 applies must implement policies and procedures to collect *full AVETMISS data* from their clients that undertake training except to the extent they are exempt from collecting such data under Section 4 – Data reporting exemptions.

Provision of emergency, fire, rescue or first-aid services to the Australian community

4.4 Where a *registered training organisation delivering vital community services* considers that that collection and submission of data under the *National VET Provider Collection Data Requirements Policy* would adversely affect its ability to continue to deliver services to the Australian community, it may notify the *registered training organisation's* VET regulator that it will not collect and submit *AVETMISS* compliant data on all or part of its *nationally recognised training* activity. This exemption will mean that paragraphs 1.1 and 2.1 of this Policy do not apply to the exempt training.

4.5 Where *nationally recognised training* activity is exempt under paragraph 4.4, the *registered training organisation delivering vital community services* must provide annual aggregate competency commencement and completion data for each qualification or unit that does not identify the client to its VET regulator and the National Centre for Vocational Education Research for regulation, research and policy purposes.

4.6 Where a *registered training organisation delivering vital community services* wishes to collect and submit *AVETMISS* compliant data, it may collect and submit a partial *Client File* for *nationally recognised training*, where partial *Client File* means collection and reporting of the following data does not need to be collected or submitted:

i. Highest school level completed;
ii. Year highest school level completed;
iii. Language identifier;
iv. Labour force status identifier;
v. Country identifier;
vi. Disability flag;
vii. Prior educational achievement flag;
viii. At school flag;
ix. Indigenous status identifier; and
x. Proficiency in spoken English identifier.

Enterprise registered training organisations – certain training

4.7 An *enterprise registered training organisation* must submit at least a partial *Client File* for each employee or volunteer who undertakes *nationally recognised training* where the employee or volunteer commenced employment or volunteering with that organisation prior to 1 January 2014, where partial *Client File* means the following data does not need to be collected or submitted:

i. Highest school level completed;
ii. Year highest school level completed;
iii. Language identifier;
iv. Labour force status identifier;
v. Country identifier;
vi. Disability flag;
vii. Prior educational achievement flag;
viii. At school flag;
ix. Indigenous status identifier; and
x. Proficiency in spoken English identifier.

4.8 Paragraph 2.1 applies to employees and volunteers that commence employment or volunteering with an *enterprise registered training organisation* from 1 January 2014.

Short stand-alone units/modules

4.9 A *registered training organisation* that delivers a *short unit or module* listed in Appendix 1 – Short units/modules must collect and submit at least a partial *Client File* where a client undertakes a *short unit or module* that is also a *stand-alone unit or module*, where partial *Client File* means the following data does not need to be collected or submitted:

i. Highest school level completed;
ii. Year highest school level completed;
iii. Language identifier;
iv. Labour force status identifier;
v. Country identifier;
vi. Disability flag;
vii. Prior educational achievement flag;
viii. At school flag; and
ix. Proficiency in spoken English identifier.

4.10 *Registered training organisations* for which paragraph 4.9 applies must implement policies and procedures to collect *full AVETMISS data* from their clients that undertake training except to the extent they are exempt from collecting such data under Section 4 – Data reporting exemptions.

4.11 Appendix 1 – Short units/modules will be reviewed and updated as needed. In undertaking this review, the *National Senior Officials Committee* can give consideration to matters other than the *nationally agreed nominal hours* assigned to the unit of competency or accredited module in order to determine what units and modules will be included or removed from Appendix 1 – Short units/modules.

Reporting data where the student is not required to have a unique student identifier

4.12 Upon implementation of the Unique Student Identifier, *registered training organisations* must report *nationally recognised training* activity undertaken by an individual who is not required to have a Unique Student Identifier in order to be issued with a qualification or statement of attainment (noting that the Unique Student Identifier will not be available for inclusion in the *Client File),* unless a full reporting exemption is provided under paragraphs 3.1, 4.1 or 4.4.

Ensuring clients are aware of the implications of not reporting

4.13 Upon implementation of the Unique Student Identifier, each *registered training organisation* exempt from reporting requirements as specified in paragraphs 4.1 and 4.4 must inform its clients prior to commencement of the training that training within scope of these exemptions will not be included in the *National VET Provider Collection* and will not appear on the *authenticated VET transcript* obtainable from the *Student Identifiers Agency*.

4.14 Upon implementation of the Unique Student Identifier, each *registered training organisation* provided with an exemption from reporting requirements under paragraph 3.1 must inform its clients prior to enrolment that training undertaken within the exemption period will not be included in the *National VET Provider Collection* and will not appear on the *authenticated VET transcript* obtainable from the *Student Identifiers Agency*.

5. Data recipient and reporting timeframes

Data recipient

5.1 *Registered training organisations* required to submit data under this Policy must submit that data to either:

i. the state or territory training authority in their jurisdiction; or
ii. the National Centre for Vocational Education Research; or
iii. for VET in schools training activity, the Board of Studies or its equivalent in the relevant jurisdiction.

5.2 Each state or territory training authority will determine whether it will accept activity data where that data is not required under legislative or contractual obligations and inform *registered training organisations* in its jurisdiction.

5.3 Where a *registered training organisation* submits its activity data directly to the state or territory training authority or the Board of Studies (whether by contractual obligation or voluntarily), the state or territory training authority or Board of Studies will provide the data to National Centre for Vocational Education Research for it to form part of the *National VET Provider Collection*.

Reporting timeframes

5.4 *Registered training organisations* must submit *AVETMISS* compliant data by the end of February each year from 2015 or as directed by the state or territory training authority for all *nationally recognised training* activity undertaken in the preceding calendar year, unless a full reporting exemption for that training is provided under Section 3 – Transition arrangements or Section 4 – Data reporting exemptions.

Note: *Registered training organisations* may be required to report more frequently to their state or territory training authority as a result of other legislative or contractual obligations.

6. Management of this policy and its review

6.1 This Policy may be updated periodically:

i. The *Standing Council for Tertiary Education, Skills and Employment* will be responsible for determining any changes to Section 1 – Reporting AVETMISS compliant data, Section 2 –

Collecting AVETMISS data, Section 3 – Transition arrangements, Section 4 – Data reporting exemptions and Section 6 – Management of this policy and its review.

ii. The *National Senior Officials Committee* will be responsible for determining any changes to the Introduction, Section 5 – Data recipient and reporting timeframes and Section 7 – Glossary and for determining Appendix 1 – Short units/modules.

6.2 This Policy will be reviewed by 1 January 2017 by the *National Senior Officials Committee* in consultation with the National Skills Standards Council, VET regulators, Industry Skills Councils, VET representative organisations and *registered training organisations*. This review will consider reporting timeframes, the exemption settings and the efficacy of the Policy's administration and implementation arrangements. The outcomes of this review will be reported to the *Standing Council for Tertiary Education, Skills and Employment*.

6.3 VET regulators will be responsible for ensuring *registered training organisations* collect and report *nationally recognised training* activity data in accordance with this Policy.

7. Glossary

Authenticated VET transcript	Has the same meaning as in the *Student Identifiers Bill 2013*, and if enacted, the resulting Act.
AVETMISS	For the purposes of this policy, *AVETMISS* is only used to refer to the Australian Vocational Education and Training Management Information Statistical Standard (*AVETMISS*) for VET providers which is the data standard for the *National VET Provider Collection*. This Standard details the requirements for providing nationally consistent VET data on VET students and courses, apprenticeships and trainees and VET in schools. *AVETMISS* is updated from time to time. Data which complies with the most current version is required for the purposes of complying with this Policy. Further information about *AVETMISS* is available on the National Centre for Vocational Education Research's (NCVER) website, www.ncver.edu.au.
Client File	*AVETMISS* requires the submission of a number of different files dealing with different aspects of the training activity (for example, information about the *registered training organisation*, its delivery locations and its clients). One of these files is the *Client File*. The *Client File* enables the submission of a range of non-identifying demographic information about a client. It captures data in a number of fields (for example age, sex, Indigenous status, prior educational achievement and so on). Where a partial *Client File* can be submitted on a client, *registered training organisations* should use the 'not specified' value for any data field for which information is not collected from the client.
Enterprise registered training organisation	Is a *registered training organisation* that is registered on the national register, *Training.gov.au*, as an *enterprise registered*

	training organisation and which only delivers *nationally recognised training* to the organisation's own personnel (employees, contractors or volunteers) and is not a *registered training organisation delivering vital community services* as defined below.
Full AVETMISS data	*Full AVETMISS data* refers to the information that needs to be collected to provide meaningful content for all of the data fields in each of the files that make up a full *AVETMISS* submission. The expectation is that *registered training organisations* will seek the full set of *AVETMISS* data from their clients, including all the demographic fields of the *Client File*. The National Centre for Vocational Education Research provides a series of questions for use during the enrolment process which will assist with the collection of compliant demographic information, which is available on its website, www.ncver.edu.au.
National Senior Officials Committee	Means the administrative arm of the *Standing Council on Tertiary Education, Skills and Employment* (SCOTESE) that is responsible for supporting SCOTESE, implementing SCOTESE's decisions, driving national collaboration on tertiary education, skills and employment matters and monitoring the effectiveness of the national tertiary education, skills and employment system or its successor. Membership of the *National Senior Officials Committee* is comprised of Chief Executive Officers of the Commonwealth, State, Territory and New Zealand Government Departments responsible for tertiary education, skills and employment.
National VET Provider Collection	The *National VET Provider Collection* is the culmination of the training activity data supplied by *registered training organisations* on VET students and courses. The collection is managed by the National Centre for Vocational Education Research.
Nationally agreed nominal hours	Means the median value assigned to the unit of competency of accredited module by state and territory governments that nominally represents the anticipated hours of supervised learning and/or training deemed necessary to conduct training/learning and assessment activities associated with the unit of competency or accredited module.
Nationally recognised training	*Nationally recognised training* refers to any Australian Qualifications Framework qualifications, skill sets and units of competency offered by *registered training organisations* under the auspices of the national system for developing industry standard training whereby industry-based training packages are developed by the relevant industry skills council and endorsed by the National Skills Standards Council. *Nationally recognised training* also refers to accredited courses and the modules that make up courses that have been accredited by ASQA or ASQA's delegated body in accordance with the *Standards for VET Regulators 2011*; or the state or territory course accrediting bodies or their delegated bodies in accordance with the *AQTF Standards for*

	State and Territory Course Accrediting Bodies.
Registered training organisation	Organisations registered by one of the VET regulators, the Australian Skills Quality Authority, Victorian Registration and Qualifications Authority or the Western Australian Training Accreditation Council, under the relevant legislative framework to provide *nationally recognised training* and listed on the national register, *Training.gov.au*.
Registered training organisation delivering vital community services	Refers to organisations that are *registered training organisations* for the purpose of delivering *nationally recognised training* in order to deliver vital emergency, fire, first-aid, rescue or like services to the Australian community.
Short unit or module	Generally means a unit of competency or accredited module that has an assigned nationally agreed nominal hours value of eight hours or less in the *National VET Provider Collection* and is listed in Appendix 1 – Short units/modules.
Stand-alone unit or module	Generally means a unit of competency or accredited module that has been undertaken by a client as a discrete piece of training.
Standing Council for Tertiary Education, Skills and Employment	Means the *Standing Council for Tertiary Education, Skills and Employment* (SCOTESE) is part of the Council System supporting the Council of Australian Governments (COAG) or its successor. The purpose of SCOTESE is to ensure that Australia's current and future workforce needs are met through increased participation, educational attainment, skills development and skills use to achieve greater productivity.
Training.gov.au	The National Register for the VET sector. It holds information about training packages, qualifications, courses, units of competency as well as details of *registered training organisations* and the scope of training they are registered to deliver.
Student Identifiers Agency	Has the same meaning as in the *Student Identifiers Bill 2013*, and if enacted, the resulting Act.
Unique Student Identifier	Means a 'student identifier' as defined in the *Student Identifiers Bill 2013*, and if enacted, the resulting Act.