AVETMISS File Specifications (SA)

**as at 13 September 2021**

The Department for Innovation and Skills (DIS) have their own version of the following NAT files:

* Training organisation (NAT00010/10A)
* Training activity (NAT00120)
* Program Completed (NAT00130)

All relevant specifications, including definitions can be found listed below. All other NAT files are identical to NCVER's [AVETMIS Standard](https://www.ncver.edu.au/rto-hub/avetmiss-for-vet-providers).

For further information on SA specific reporting requirements contact DIS on 08 8226 3050 or [stelahelpdesk@sa.gov.au](mailto:stelahelpdesk@sa.gov.au)

Table of Contents

[Training organisation (NAT00010) file 2](#_Toc82437396)

[Training organisation (NAT00010A) file 4](#_Toc82437403)

[Training activity (NAT00120) file 6](#_Toc82437410)

[Program completed (NAT00130) file 11](#_Toc82437420)

Training organisation (NAT00010) file

Definition

The *Training organisation* (NAT00010)file contains records about the registered training organisation.

Context

The *Training organisation* (NAT00010)file provides identifying information about a registered training organisation for the National VET Provider Collection. This file is used to identify training organisation characteristics e.g. location and type.

**If your organisation is not a registered training organisation refer to the *Training organisation* (NAT00010A) file in the ‘National VET Collection supplement for non-Training.gov.au information’ section of this document.**

Field table

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

|  |  |  |  |
| --- | --- | --- | --- |
| Fields – Training organisation (NAT00010) file | Position | Length | Type |
| Training organisation identifier | 1 | 10 | A |
| Training organisation name | 11 | 100 | A |
| **Record length for national data collection:** |  | 268 |  |
| Contact name | 269 | 60 | A |
| Telephone number | 329 | 20 | A |
| Facsimile number | 349 | 20 | A |
| Email address | 369 | 80 | A |
| Software Product Name | 449 | 20 | A |
| Software Vendor E-mail Address | 469 | 80 | A |
| **Carriage return/line feed (ASCII 13/10):** |  | 2 |  |

File relationships

For each unique *Training organisation identifier* in the *Training organisation* (NAT00010)filethere must be at least one corresponding record in the:

*Training organisation delivery location* (NAT00020)file or  
*Program completed* (NAT00130)file.

Rules

**Only one record per *Training organisation identifier* in this file.**

Contact name

Rules for this field will be determined by individual states or territories.

Email address

Rules for this field will be determined by individual states or territories.

Facsimile number

Rules for this field will be determined by individual states or territories.

Telephone number

Rules for this field will be determined by individual states or territories.

Training organisation identifier

This field must not be blank.

Training organisation (NAT00010) file (Cont.)

Training organisation name

This field must not be blank.

Software product name

This field is used to capture the name of the Student Management Software used by the provider, including the version number (if known). This will facilitate identification and resolution of data validation and quality issues relating to specific software products.

SA Rules

* This field must not be blank.

software vendor email address

This field is used to capture the e-mail address of the vendor of the Student Management Software used by the provider. This will be used to facilitate communication with the vendor to resolve data validation and quality issues.

SA Rules

* This field must not be blank.
* This field must contain a valid e-mail address compliant with section 3.4.1 of [RFC5322](https://tools.ietf.org/html/rfc5322).

Training organisation (NAT00010A) file

Definition

The *Training organisation* (NAT00010A)file contains records about the training organisation.

Context

The *Training organisation* (NAT00010A)file provides information about the training organisation for the National VET Provider Collection.

**If your organisation is not a registered training organisation you must use the following *Training organisation* (NAT00010A) file format to submit to the National VET Provider Collection.**

**This file is not valid for National VET in Schools Collection submissions from state and territories or Boards of Studies. These organisations should use the *Training organisation* (NAT00010) file.**

Field table

|  |  |  |  |
| --- | --- | --- | --- |
| Fields – TRAINING ORGANISATION (NAT00010a) FILE | Position | Length | Type |
| Training organisation identifier | 1 | 10 | A |
| Training organisation name | 11 | 100 | A |
| Training organisation type identifier | 111 | 2 | A |
| Address first line | 113 | 50 | A |
| Address second line | 163 | 50 | A |
| Address – suburb, locality or town | 213 | 50 | A |
| Postcode | 263 | 4 | A |
| State identifier | 267 | 2 | N |
| **Record length for national data collection:** |  | 268 |  |
| Contact name | 269 | 60 | A |
| Telephone number | 329 | 20 | A |
| Facsimile number | 349 | 20 | A |
| Email address | 369 | 80 | A |
| Software Product Name | 449 | 20 | A |
| Software Vendor E-mail Address | 469 | 80 | A |
| **Carriage return/line feed (ASCII 13/10):** |  | 2 |  |

File relationships

The *Training organisation* (NAT0010A) file cannot be validated as part of a file set containing a *Program* (NAT00030) file.

For each unique *Training organisation identifier* in the *Training organisation* (NAT00010A)filethere must be at least one corresponding record in the:

*Training organisation delivery location* (NAT00020)file or  
*Program completed* (NAT00130)file.

Rules

This file is not valid when submitting to NCVER.

A submission must include either a NAT00010 or NAT00010A file, but not both.

Only one record per *Training organisation identifier* in this file.

Training organisation (NAT00010A) file (Cont.)

Address first line

This field must not be blank.

Address – suburb, locality or town

This field must not be blank.

Address second line

This field may be blank.

Contact name

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

Email address

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

Facsimile number

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

Postcode

This field must not be blank.

*Postcode* must not include the values ‘OSPC’ or ‘@@@@’.

State identifier

This field must not be blank.

*State identifier* must not be ‘99 — Other (overseas but not an Australian territory or dependency)’.

Telephone number

This field may be blank when reporting to NCVER.

Alternative rules may apply when reporting to a state/territory training authority.

Training organisation identifier

This field must not be blank.

Training organisation name

This field must not be blank.

Training organisation type identifier

**This field must not be blank** if *Training organisation identifier* and *Training organisation name* in combination do not match the code and name combination listed on the National Register of VET.

Software product name

This field is used to capture the name of the Student Management Software used by the provider, including the version number (if known). This will facilitate identification and resolution of data validation and quality issues relating to specific software products.

SA Rules

* This field must not be blank.

software vendor email address

This field is used to capture the e-mail address of the vendor of the Student Management Software used by the provider. This will be used to facilitate communication with the vendor to resolve data validation and quality issues.

SA Rules

* This field must not be blank.
* This field must contain a valid e-mail address compliant with section 3.4.1 of [RFC5322](https://tools.ietf.org/html/rfc5322).

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.

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 | N |
| Funding source – national | 74 | 2 | N |
| Commencing program identifier | 76 | 1 | N |
| 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 **(report AP result)** | 112 | 3 | A |
| Funding source – state training authority **(report Fund Source – State)** | 115 | 3 | A |
| Client tuition fee **(not used in SA- leave blank)** | 118 | 5 | N |
| Fee exemption/concession type identifier **(not used in SA -** **leave blank)** | 123 | 2 | A |
| Purchasing contract identifier (**report** **Contract/Project ID Number)** | 125 | 12 | A |
| Purchasing contract schedule identifier **(not used in SA -** **leave blank)** | 137 | 3 | A |
| Hours attended (report **School Location ID)** | 140 | 4 | N |
| Associated course identifier **(report SACE Student ID)** | 144 | 10 | A |
| Scheduled hours **(report Actual Hours - only required for non-accredited subjects)** | 154 | 4 | N |
| Predominant delivery mode (**per AVETMISS Specs/Data Elements)** | 158 | 1 | A |
| Carriage return/line feed (ASCII 13/10): |  | 2 |  |

Training activity (NAT00120) file (Cont.)

File relationships

For each unique *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.

Rules

Each record in this file must be unique on the combination of *Training organisation identifier*, *Client identifier*, *Subject identifier*, *Program identifier* and *Activity start date*.

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 enrolment’.

*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 collection year.

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

Associated course identifier (SACE ID)

This field is used to capture a student’s South Australian Certificate of Education (SACE) ID where the enrolment is being counting towards their SACE studies. This and SCHOOL LOCATION ID is used for identifying enrolments that need to be reported in the national VET in Schools Collection.

SA rules

* This field must not be blank where an enrolment is counting towards a student’s SACE
* Required format is 6 numbers followed by 1 alpha and 3 spaces (e.g. “123456A ”)
* VET IN SCHOOLS FLAG must = Y where SACE ID is provided
* SCHOOL LOCATION ID (Hours attended) must be provided where SACE ID is provided
* Not to be used to report ASSOCIATED COURSE IDENTIFIER

Client identifier

This field must not be blank.

Training activity (NAT00120) file (Cont.)

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.

SA Rules

* Required format is six numbers (e.g. 123456)
* Must be the same as the first six numbers of the TRAINING CONTRACT IDENTIFIER (e.g. TRAINING CONTRACT IDENTIFIER = ‘123456\ ’ then CLIENT IDENTIFIER – APPRENTICESHIPS = 123456

Client tuition fee

Not required by SA - leave this field blank.

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

Not required by SA - leave this field blank.

Funding source – national

This field must not be blank.

Funding source – state training authority

This field is used to capture the SA State Funding Source used to fund delivery of a subject enrolment. A list of SA fund sources can be found at [www.skills.sa.gov.au/stela](http://www.skills.sa.gov.au/stela)

SA Rules

* This field must not be blank
* Required format for interstate TAFE is 3 letters and private training organisations (e.g. ‘ABC’)
* Required format for TAFE SA is 3 numbers (e.g. ‘123’)
* Where FSI = ‘SBA’ both TRAINING CONTRACT IDENTIFIER and CLIENT IDENTIFIER – APPRENTICESHIPS are required
* Where FSI = ‘VIS’, ‘TGS’ or ‘SBA’ VET IN SCHOOLS FLAG must = Y

Hours attended (School LOcation id)

This field is used to capture a School Locationfor students participating in training who are still enrolled at school. This is used in conjunction with the SACE ID to identify enrolments that need to be reported in the national VET in Schools Collection. SA School location listing and IDs can be found at [www.skills.sa.gov.au/stela](http://www.skills.sa.gov.au/stela)

SA Rules

* This field may be blank

Training activity (NAT00120) file (Cont.)

* VET IN SCHOOLS FLAG must = Y where SCHOOL LOCATION ID is provided
* Must be valid SCHOOL LOCATION ID
* Required format is 4 numbers beginning with a zero (e.g. 0123).
* Not to be used to report HOURS ATTENDED

Outcome identifier – national

This field must not be blank.

Outcome identifier – training organisation (ACADEMIC PASS)

This field is used to capture enrolments where students have completed the theory component but are still required to complete a workplace assessment. Where training organisations have been approved to do so, a value of AP can be reported in this field for payment purposes.

SA Rules

* This field may be blank
* Required format is ‘AP’
* Only allowed where OUTCOME IDENTIFIER NATIONAL is = 70 (70 to be updated with a final result of 20, 30 or 40 in subsequent reporting)

Predominant delivery mode

SA Rules

This field must not be blank. Refer to the AVETMISS 8.0 Data Element Definitions for Rules and Guidelines of Use in SA.

Program identifier

This field may be blank.

*Program identifier* 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.

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

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

*Program identifier* must not be blank when submitted to the National VET in Schools Collection.

Purchasing contract identifier

This field is used to identify funding contracts between the State Training Authority and the training organisation. Applicable only to training organisations that have contractual obligations that specify either a Contract ID or Project ID must be reported to facilitate both reporting and payment. A list of Fund Sources that require Purchasing Contract Identifiers can be found at: [www.skills.sa.gov.au/stela](http://www.skills.sa.gov.au/stela)

SA Rules

* This field may be blank. Refer to FSI document to determine when required and for required format.

Purchasing contract schedule identifier

Not required by SA - leave this field blank.

Training activity (NAT00120) file (Cont.)

Scheduled hours (Actual hours)

This field is used to capture the actual hours of supervised training including assessment time, to determine competence in a non-accredited module.

SA Rules

* This field is required where subject is non-accredited.
* Leave blank for accredited subject enrolments.
* Not to be used to report SCHEDULED HOURS

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 states and territories to the National VET in Schools Collection.

Specific funding identifier

This field may be blank.

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

*Specific funding identifier* 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 may be blank if *Client identifier — apprenticeships* is blank in the *Training activity* (NAT00120) file.

*Training contract identifier* must be blank if *Program identifier* 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.

SA Rules

* Required format is six numbers followed by '\' version number e.g. 123456\10
* First six numbers must be the same as CLIENT IDENTIFIER — APPRENTICESHIPS (e.g. If 123456\10 then CLIENT IDENTIFIER — APPRENTICESHIPS must = ‘123456’

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.

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.

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 |
| Carriage return/line feed (ASCII 13/10): |  | 2 |  |

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.

If there are no program completions to report, then the *Program completed* (NAT00130) file is not required.

Rules

Each record in this file must be unique.

The *Program completed* (NAT00130)file must not contain records 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.

Program completed (NAT00130) file (Cont.)

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) fileis within the collection year.

Date program completed

This field must not be blank.

issued flag

This field must not be blank.

Parchment issued date

PARCHMENT ISSUE DATE is the date a parchment (certificate for a qualification or course) that was issued for the completion of a program by a student. This differs from the DATE PROGRAM COMPLETED which reflects the actual completion of the program rather than the date in which the training organisation issued the certificate of completion.

SA Rules

* This field must not be blank where ISSUED FLAG is = Y with the exception being Skill Sets (PROGRAM RECOGNITION IDENTIFIER is 13 or 16)
* If the completion is for Skill Set (PROGRAM RECOGNITION IDENTIFIER is 13 or 16) the PARCHMENT NUMBER and ISSUE DATE MUST be blank.
* The date can be equal to or after the DATE PROGRAM COMPLETED.
* Required format is ‘ddmmyyyy’

Parchment number

PARCHMENT NUMBER contains the recorded number on a certificate for a qualification or course which is issued for the completion of a program by a student.

SA Rules

* If the completion is for Skillset (PROGRAM RECOGNITION IDENTIFIER is 13 or 16) the PARCHMENT NUMBER and ISSUE DATE MUST be blank
* This field must not be blank where ISSUED FLAG is = Y with the exception being Skill Sets (PROGRAM RECOGNITION IDENTIFIER is 13 or 16)

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) filemust not appear in the *Program completed* (NAT00130)file.

Training organisation identifier

This field must not be blank.