



Pre-accredited Training Data Entry Requirements

A guide for Learn Local training providers

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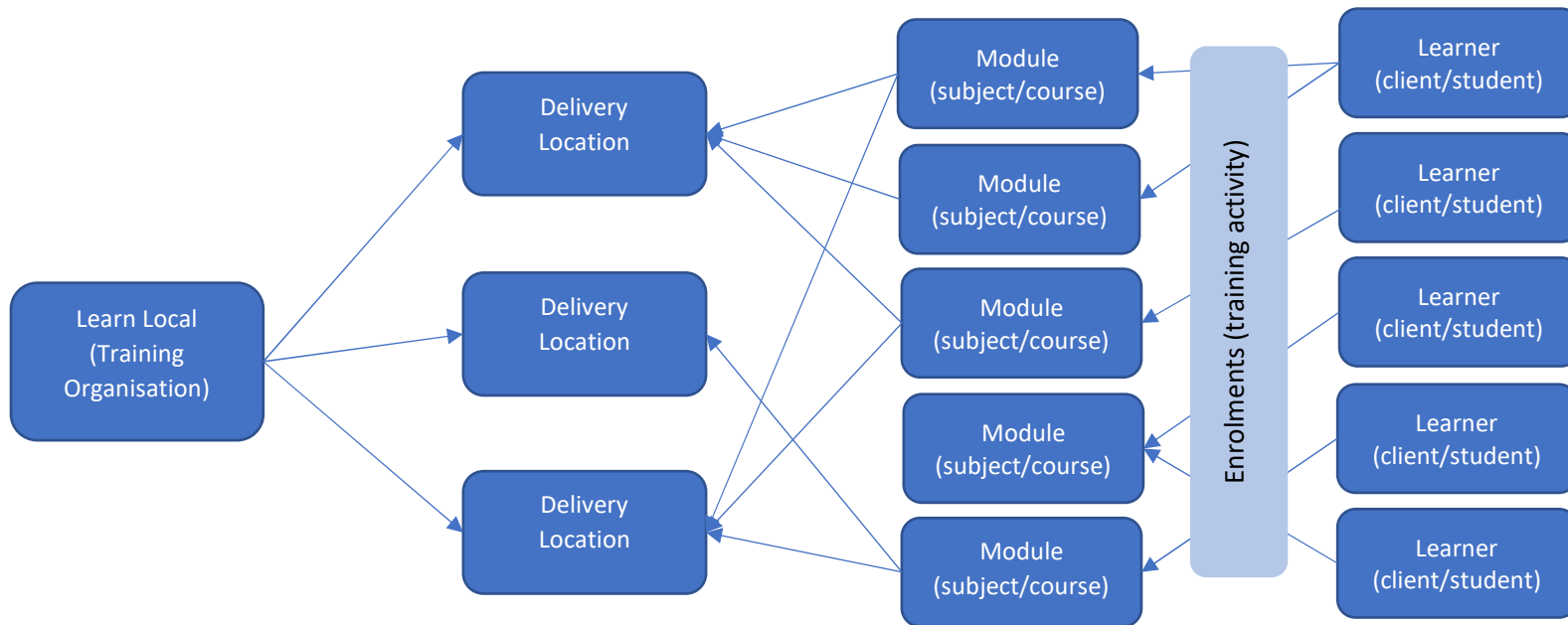
This document is a companion to the Victorian VET Student Statistical Data Collection Guidelines and the 2024 Pre-accredited Training Data Entry and Reporting Guidelines and a quick guide for Learn Local training organisations.

The first section of the document provides an overview of the data elements within your SMS and how they relate to each other, as well as to the SVTS ‘NAT’ files.

The last section of the document lists each of these NAT files and the individual items (fields) within them, including the specific data entry requirements for Learn Local training organisations.

An overview of the SMS/SVTS data elements

Training Organisation (Learn Local)	Delivery Location/s	Modules	Learners and their attributes	Enrolments
<p>The Learn Local is a single organisation. It is referred to as a Training Organisation in SVTS</p>	<p>A Learn Local can have one or more locations where training is delivered. These are referred to as Delivery Locations in SVTS.</p>	<p>Learn Locals deliver many individual modules (sometimes called courses) each year. These are referred to as subjects in SVTS. A module can be delivered in one or more delivery locations.</p>	<p>A learner or student is referred to as a client in SVTS. In addition to personal details such as their name, address and telephone number, SVTS requires information about the learner's level of education, employment type and status, country of birth, language spoken at home, indigenous status and disability status.</p>	<p>Learn Locals enrol many learners/students in modules/subjects each year. A learner can enrol in more than one module. This is referred to as training activity in SVTS</p>



Student Management System (SMS) data entry requirements

Your SMS requires ...

Training Organisation (Learn Local)	Delivery Location/s	Modules	Learners and their attributes	Enrolments
A single record for your Learn Local training organisation	A single record for each delivery location attached to your Learn Local	A single record for each module that it is delivered by your Learn Local for each delivery location and calendar year. You must use the same module (course) code from your agreed Delivery Plan.	A single record for each learner (client) regardless of how many modules/subjects they enrol in or how many years they participate in training at your Learn Local. This record may be updated where a learner enrolls in modules over multiple terms/years eg. address change. Learner attribute data is included in the client details/information section of your SMS.	A unique record for each instance of a learner enrolment in an individual module

... to update these SVTS file/s (click on link for more detail)

NAT00010 Training Organisation	NAT00020 Training Organisation Delivery Location	NAT00060 Subject	NAT00080 Client NAT00085 Client Contact Details NAT00090 Client Disability NAT00100 Client Prior Educational Achievement	NAT00120 Training Activity
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Please note: Fields shaded blue are mandatory

Training Organisation File

NAT00010	What to enter	Additional details
Training Organisation Identifier (TOID)	The unique identifier given to your organisation when registered by the ACFE Board.	Your TOID can change if you lose or gain RTO status
Training Organisation Name	The legal name under which your organisation is registered.	Acronyms should not be used
Training Organisation Type Identifier	61 – Community-based Adult Education Provider	Not applicable
Address First Line	Street number and name (including floor and building name if relevant)	Must not contain the suburb, locality or postcode
Address Second Line	Continuation of above if required	Not applicable
Address – Suburb, Locality or Town	The name of the suburb, locality or town of the physical location of the training organisation	Not applicable
Postcode	The postcode of the physical location of the training organisation	Not applicable
State identifier	02 – Victoria	Not applicable
Contact Name	The name of the person within your organisation who is the point of contact for student statistical information	Not applicable
Telephone Number	The telephone number that can be used to contact your training organisation	Not applicable
Facsimile Number	The facsimile number that can be used to contact your training organisation	Not applicable
Email Address	The email address that can be used to contact your training organisation	Not applicable
Software Product Name	The name of the Student Management System software used by your organisation	Include the version number if known
Software Vendor Email Address	The email address of the Student Management System vendor	Not applicable

Training Organisation Delivery Location File

NAT00020	What to enter	Additional details
Training Organisation Identifier (TOID)	The unique identifier given to your organisation when registered by ACFE	Not applicable
Training Organisation Delivery Location Name	The legal name under which your organisation is registered. Acronyms should not be used.	Not applicable
Training Organisation Delivery Location Identifier	A unique code to identify a delivery location, generated by your organisation, to distinguish between different locations	An old or existing Training Organisation Delivery Location Identifier CANNOT be reused for a new training organisation delivery location
Postcode	The postcode of the physical location at which the training is being delivered	Not applicable
State Identifier	02 – Victoria	Not applicable
Address – Suburb, Locality or Town	The name of the suburb, locality or town where the training is being delivered	Not applicable
Country Identifier	1100 or 1101	Not applicable
Address Building/Property Name	The name of the physical building/property where the training is being delivered	Not applicable
Address Flat/Unit Details	The details of the physical flat/unit where your training is being delivered	Not applicable
Address Street Number	The street number of your organisation's training delivery address	Must not contain the floor level or flat/unit number
Address Street Name	The street name of your organisation's training delivery address	Must not contain a building/unit or flat name

Program File

ALL FIELDS FOR NAT00030 ARE NOT REQUIRED FOR PRE-ACCREDITED TRAINING AND SHOULD BE LEFT BLANK

NAT00030	What to enter	Additional details
Program Identifier	Leave blank	Not applicable
Program Name	Leave blank	Not applicable
Nominal Hours	Leave blank	Not applicable
Program Recognition Identifier	Leave blank	Not applicable
Program Level of Education Identifier	Leave blank	Not applicable
Program Field of Education Identifier	Leave blank	Not applicable
ANZSCO (Occupation Type) Identifier	Leave blank	Not applicable
VET Flag	Leave blank	Not applicable

Subject File

NAT00060	What to enter	Additional details
Subject Identifier	The exact module (course) code as per your approved Delivery Plan	Must not contain spaces
Subject Name	The exact module (course) name as per your approved Delivery Plan	Not applicable
Subject Field of Education Identifier	A code that uniquely identifies the field of education the subject falls under	12 – Mixed Field Programmes Refer to the Australian Bureau of Statistics (ABS) website for more information about fields of education
VET Flag	Y – the intention of the training program is vocational	Not applicable
Nominal Hours	The module student contact hours (SCH) as per your Delivery Plan	Not applicable

Client File

NAT00080	What to enter	Additional details
Client Identifier	Generally the 'student number'. The client identifier is unique to the learner and remains the same across all years and across all activity undertaken by that learner.	Not applicable
Name for Encryption	The full legal name of the learner	Not applicable
Highest School Level Completed Identifier	A code that identifies the highest level of school that the learner has successfully completed	02 – Did not go to school 08 – Year 8 or below 09 – Completed year 9 or equivalent 10 – Completed year 10 11 – Completed year 11 12 – Completed year 12 @@ – Not stated: question asked of the learner but no answer provided
Gender	The learner's self-identified gender	F – Female M – Male X – Indeterminate/Intersex/Unspecified @@ – Not stated: question asked of the learner but no answer provided
Date of Birth	The date on which the learner was born	Not applicable
Postcode	The postcode of the learner's physical residential location	The postcode must not be for a post office box address For an overseas address use 'OSPC'
Indigenous Status Identifier	A code that indicates a learner who self-identifies as being of Australian Aboriginal or Torres Strait Islander descent	1 – Yes, Aboriginal 2 – Yes, Torres Strait Islander 3 – Yes, Aboriginal AND Torres Strait Islander 4 – No, neither Aboriginal nor Torres Strait Islander @ - Not stated – question asked of the learner but no answer provided

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NAT00080	What to enter	Additional details
Language Identifier	A code that uniquely identifies the learner's main language other than English spoken at home	0000 – Inadequately described 0001 – Non-verbal 1000-9999 – Valid 4-digit Australian Standard Classification of Languages code @@@ – Not stated: question asked of the learner but no answer provided
Labour Force Status Identifier	A code that describes the learner's employment status	01 – Full-time employee 02 – Part-time employee 03 – Self-employed – not employing others 04 – Self-employed – employing others 05 – Employed - unpaid worker in a family business 06 – Unemployed – seeking full time work 07 – Unemployed – seeking part-time work 08 – Not employed – not seeking employment @@ – Not stated: question asked of the learner but no answer provided
Country Identifier	A code that identifies the learner's country of birth. The country should be a valid ABS Standard Australian Classification of Countries 4-digit code	Not applicable
Disability Flag	A code to indicate whether a student considers themselves to have a disability, impairment or long-term condition. If the Disability Flag = Y, one or more records describing the learner's disabilities must be provided in the Client Disability file (NAT00090)	Y – Yes: the learner has a disability, impairment or long-term condition N – No: the learner does not have a disability, impairment or long-term condition @ – Not stated: question asked of the learner but no answer provided
Prior Educational Achievement Flag	A flag to indicate whether or not a learner has completed one or more types of post-secondary school qualifications before the current enrolment	Y – a prior educational achievement has been completed N – a prior educational achievement has not been completed
At School Flag	A flag that indicates whether a learner is attending secondary school	Y – the learner is still attending secondary school N – the learner is not attending secondary school
Address – Suburb, Locality or Town	The name of the suburb, locality or town where the learner resides	Not applicable
Unique Student Identifier	Uniquely identifies an individual who accesses VET over his or her lifetime. Does not apply to pre-accredited training.	Leave blank unless the learner already has a USI
State Identifier	A code that identifies the state of the learner's residential address	01 – New South Wales 02 – Victoria 03 – Queensland 04 – South Australia 05 – Western Australia 06 – Tasmania

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NAT00080	What to enter	Additional details
		07 – Northern Territory 08 – Australian Capital Territory 09 – Other Australian territories or dependencies 99 – Other (overseas but not an Australian territory or dependency) @@ - Not specified
Address Building/Property Name	The name of the physical building/property of the learner’s mailing address	Not applicable
Address Flat/Unit Details	The details of the physical flat/unit where the learner resides	Not applicable
Address Street Number	The street number of the learner’s mailing address	Must not contain the floor level or flat/unit number
Address Street Name	The street name of the learner’s mailing address	Must not contain a building/unit or flat name
Survey Contact Status	Identifies reasons to exclude the learner from the national Student Outcomes Survey and other communications	A – Available for survey use C – Correctional facility (address or enrolment) D – Deceased student E – Excluded I – Invalid address/itinerant student (very low likelihood of response) M – Minor: underage of 15 (not to be surveyed) O – Overseas (address or enrolment)
Statistical Area Level 1 Identifier	Leave blank	Not applicable
Statistical Area Level 2 Identifier	Leave blank	Not applicable
Victorian Student Number (VSN)	A unique student ID for all Victorian student in school or vocational training from Prep to age 24	Must report the VSN for all student who have been allocated this number Leave blank if VSN not available or not relevant to the student
Client Industry of Employment	Learners who indicate they are employed or have recently become unemployed need to be reported with the Industry code of their employer or recent employer.	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

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NAT00080	What to enter	Additional details
		<p>O – Public Administration and Safety P – Education and Training Q – Health Care and Social Assistance R – Arts and Recreation Services S – Other Services</p> <p>May be blank if Labour Force Status is: 06 – unemployed – seeking full time work 07 – unemployed – seeking part-time work 08 – not employed – not seeking work @@ - Not stated</p>
Client Occupation Identifier	<p>Identifies the type of occupation a student is employed in. The classification is based on the ABS Australian and New Zealand Standard Classification of Occupations</p> <p>Learners who indicate they are employed or have recently become unemployed need to be reported with the Industry code of their employer or recent employer.</p>	<p>1 – Manager 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</p> <p>May be blank if Labour Force Status is: 06 – unemployed – seeking full time work 07 – unemployed – seeking part-time work 08 – not employed – not seeking work @@ – not stated</p>

Client Contact Details File

NAT00085	What to enter	Additional details
Client Identifier	Generally the 'student number'. The client identifier is unique to the learner and remains the same across all years and across all activity undertaken by that learner.	Not applicable
Client Title	The formal title of the learner for correspondence purposes. For example, Mr, Mrs, Miss, Ms, Dr	Not applicable
Client Given Name	The learner's legal given name(s)	Not applicable
Client Family Name	The learner's official family name, reported exactly as it appears on the form of ID used to verify their identity	Not applicable
Address Building/Property Name	The name of the physical building/property of the learner's mailing address	Not applicable
Address Flat/Unit Details	The details of a physical flat/unit relevant to the learner's postal address	Not applicable
Address Street Number	The street number of the learner's mailing address	Must not contain the floor level or flat/unit number
Address Street Name	The street name of the learner's mailing address	Must not contain a building/unit or flat name
Address Postal Delivery Box	The address details when the delivery location is a box, bag or rural mailbox	Not applicable
Address – Suburb, Locality or Town	The name of the suburb, locality or town of the learner's mailing address	Not applicable
Postcode	The postcode of the learner's mailing address	A postcode for a post office box number is acceptable For an overseas address use 'OSPC'
State Identifier	A code that identifies the state of the learner's mailing address	01 – New South Wales 02 – Victoria 03 – Queensland 04 – South Australia 05 – Western Australia 06 – Tasmania 07 – Northern Territory 08 – Australian Capital Territory 09 – Other Australian territories or dependencies 99 – Other (overseas but not an Australian territory or dependency) @@ - Not specified
Telephone Number – Home	The home (landline) telephone number that can be used to contact the learner	Not applicable
Telephone Number – Work	The work telephone number that can be used to contact the learner	Not applicable
Telephone Number – Mobile	The mobile telephone number that can be used to contact the learner	Not applicable
Email Address	The email address that can be used to contact the learner	Not applicable
Email Address (alternative)	An alternative email address that can be used to contact the learner	Not applicable

Client Disability File

NAT00090	What to enter	Additional Details
Client Identifier	The client identifier is unique to the learner and remains the same across all years and across all activity undertaken by that learner. Generally the 'student number'.	Not applicable
Disability Type Identifier	<p>A code that uniquely identifies the learner's disability type</p> <p>Code 19 – Other should only be used when values 11 to 18 are not applicable</p> <p>Code 99 – Not Specified should only be used when the disability type is not known</p> <p>If a learner has specified multiple disability types then an entry for each type should be submitted and Code 99 must not be used</p>	<p>11 – Hearing/Deaf</p> <p>12 – Physical</p> <p>13 – Intellectual</p> <p>14 – Learning</p> <p>15 – Mental Health Condition</p> <p>16 – Acquired Brain Impairment</p> <p>17 – Vision</p> <p>18 – Medical Condition</p> <p>19 – Other</p> <p>99 – Not specified</p>

Client Prior Educational Achievement File

NAT00100	What to enter	Additional Details
Client Identifier	The client identifier is unique to the learner and remains the same across all years and across all activity undertaken by that learner. Generally the 'student number'.	Not applicable
Prior Educational Achievement Identifier	<p>A code that identifies the level of prior educational achievement successfully completed by the learner from the VET or university sectors.</p> <p>If a learner:</p> <ul style="list-style-type: none"> • identifies that they have completed a prior educational achievement but has not specified the type, the identifier field must be coded 990 – Miscellaneous Education • completed a Certificate I or II in secondary school, the identifier field must be 521 or 524 	<p>008 – Bachelor's Degree or higher degree level</p> <p>410 – Advanced Diploma or associate degree level</p> <p>420 – Diploma level</p> <p>511 – Certificate IV</p> <p>514 – Certificate III</p> <p>521 – Certificate II</p> <p>524 – Certificate I</p> <p>990 – Miscellaneous Education</p>
Prior Educational Achievement Recognition Identifier	A code that identifies whether the Prior Education Achievement Identifier reported is based on an international qualification, Australian equivalence or an Australian qualification	<p>A – Australian qualification</p> <p>E – Australian equivalent</p> <p>I - International</p>

Training Activity File

NAT00120	What to enter	Additional details			
Training Organisation Identifier	The unique identifier given to your organisation when registered by ACFE	The TOID must be prefixed with the relevant number of leading zeroes to make it 10 characters in total			
Training Organisation Delivery Location Identifier	A unique code to identify a delivery location, generated by your organisation, to distinguish between different locations	Not applicable			
Client Identifier	Generally the 'student number'. The client identifier is unique to the learner and remains the same across all years and across all activity undertaken by that learner.	Not applicable			
Subject Identifier	The exact module (course) code as per the NAT00060 Subject File	Not applicable			
Program Identifier	Leave blank	Not required as pre-accredited modules are single units and not part of a program			
Activity Start Date	The date on which training starts for the module (subject) enrolment	Not applicable			
Activity End Date	The date on which training ends for the module (subject) enrolment	If the date is unknown, report a realistic expected end date			
Delivery Mode Identifier	A 3-character field composed of Y's and N's that identifies the mode of delivery for the module	Internal	External	Workplace-based	Description
		Y	N	N	Internal only
		N	Y	N	External only
		N	N	Y	Workplace-based only
		Y	Y	N	Combination of internal and external
		Y	N	Y	Combination of internal and workplace-based
		N	Y	Y	Combination of external and workplace-based
		Y	Y	Y	Combination of all modes
Outcome Identifier – National	A code that identifies the result or outcome of a student's participation in a module enrolment	<p>When enrolling a learner prior to commencement of the module 85 – Not yet started</p> <p>When the module is underway 70 – Continuing enrolment</p> <p>At completion of the module, or when the learner has withdrawn part way through the module 81 – Non-assessable enrolment – satisfactorily completed 82 – Non- assessable enrolment – withdrawn or not satisfactorily completed</p>			
Funding Source Identifier - National	11 – Commonwealth and State general purpose recurrent	Not applicable			
Commencing Program Identifier	8 – Unit of competency or subject only	Not applicable			

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NAT00120	What to enter	Additional details
Training Contract Identifier	Leave blank	Not applicable
Client Identifier – Apprenticeships	Leave blank	Not applicable
Study Reason Identifier	A code that identifies learner’s main reason for studying	Job Related 01 – To get a job 02 – To develop my existing business 03 – To start my own business 04 – To try for a different career 05 – To get a better job or promotion 06 – It was a requirement of my job 07 – I wanted extra skills for my job Further study related 08 – To get into another program or study Other 11 – Other reasons 12 – For personal interest or self-development 13 – To get skills for community/volunteer work @@ – Not specified
VET in Schools Flag	N	Not applicable
Specific Funding (Specific Program) Identifier	Leave blank	Not applicable
School Type Identifier	Leave blank	Not applicable
Outcome Identifier – Training Organisation	Leave blank	Not applicable
Funding Source Identifier – State Training Authority	A code that identifies the state source of funding for the subject enrolment	ACE – General Pre-accredited AC2 – Additional Digital and Employability – to be used only for learners enrolled in a pre-accredited program under the 2023-24 Budget Additional Digital and Employability Places Initiative as funded through a contract with the ACFE Board
Client Tuition Fee	The amount that the learner has been charged to enrol in the module (course). The amount must be entered as an hourly rate in cents per hour excluding GST (that is, 77 not 0.77). This field must be 00000 where no fees/costs are charged. This field must not be blank.	The maximum that can be charged is \$1.08 per hour
Fee Exemption/Concession Type Identifier	The correct concession code to ensure the appropriate payment for eligible learners	A – Asylum Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran’s Gold Card H – Health Care Card

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NAT00120	What to enter	Additional details
		O – Indigenous Students without a concession card P – Pensioner Concession Card V – Veteran Gold Card Z – None
Purchasing Contract Identifier	Leave blank	Not applicable
Purchasing Contract Schedule Identifier	Leave blank	Not applicable
Hours Attended	Leave blank	Not applicable
Associated Program Identifier	Leave blank	Not applicable
Scheduled Hours	The module student contact hours (SCH) as per your approved Delivery Plan	Not applicable
Predominant Delivery Mode	Identifies which of the modes provided in the Delivery Mode Identifier field is the largest or only component of delivery for a module	E – External Delivery I – Internal Delivery W – Workplace-based Delivery
Program Commencement Date	The date on which training starts for the module enrolment. This must be the same date used for Activity Start Date	Not applicable
Eligibility Exemption Indicator	For learners who are otherwise ineligible for government funding but who have been granted a government subsidised place by the training provider under a specific initiative. Not applicable to pre-accredited training.	N – An eligibility exemption has not been granted
VET Student Loans Indicator	N	Not applicable
Industry Code (ANZSIC)	Leave blank	Not applicable
Enrolment Date	The date the learner incurred a cost towards their training, (including any deposit or similar), or the Program Commencing Date, whichever is earlier	Can only be left blank for fee-for-service delivery
Subject Enrolment Identifier	A unique value, generated by the training provider, that identifies a student's enrolment in a module	Must be unique for each record on the NAT00120 file and remain unique over time
Client Fees – Other	The fees and charges levied to a learner, excluding the Client Tuition Fee, for example materials and administration costs Refer to the Pre-accredited Course Fees and Subsidies web page for further information.	Use 00000 where no such fees/costs are charged
Delivery Provider ABN	The ABN of the organisation, contracted or subcontracted to deliver the module	Not applicable
Funding Eligibility Key	Leave blank	Not applicable
Program Enrolment Identifier	Leave blank	Not applicable
Workplace ABN	The ABN of the organisation of the employer/organisation where workplace-based delivery is taking place	Not applicable

Program Completed File

THESE FIELDS ARE NOT REQUIRED FOR PRE-ACCREDITED TRAINING AND SHOULD BE LEFT BLANK

NAT00130	What to enter	Additional Details
Training Organisation Identifier	Leave blank	Not applicable
Program Identifier	Leave blank	Not applicable
Client Identifier	Leave blank	Not applicable
Date Program Completed	Leave blank	Not applicable
Issued Flag	Leave blank	Not applicable
Parchment Issue Date	Leave blank	Not applicable
Parchment Number	Leave blank	Not applicable
Program Commencement Date	Leave blank	Not applicable
Program Supervised Teaching Activity	Leave blank	Not applicable
Completion Date	Leave blank	Not applicable
Program Unique Supervised Hours	Leave blank	Not applicable
Program Status Identifier	Leave blank	Not applicable
Program Enrolment Identifier	Leave blank	Not applicable
Commencing Program Cohort	Leave blank	Not applicable
Commenced While At School Flag	Leave blank	Not applicable
Specialisation Name	Leave blank	Not applicable