

ACT Vocational Education and Training (VET) AVETMISS Data Standard

(Incorporating ACT and National
AVETMISS 8.0 Business Rules)

Version 2.03 – March 2019

Webpage:

<https://www.skills.act.gov.au/registered-training-organisations#D>

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Introduction

About this publication

This document provides direction to registered training organisations (RTOs) on the ACT VET AVETMISS Data standards for RTOs to be eligible to claim payments in AVETARS.

This document is based on the National Centre for Vocational Education Research (NCVER) *AVETMISS Data Element Definitions* document with ACT specific AVETMISS requirements added.

It is the responsibility of the user to ensure that this is the current and complete document, located at:

<https://www.skills.act.gov.au/registered-training-organisations#D>

This document should be read in conjunction with the NCVER publication AVETMISS data element definitions: edition 2.3 located at:

<https://www.ncver.edu.au/publications/publications/all-publications/statistical-standard-software/avetmiss-data-element-definitions-edition-2.3>

Guide to file specifications, format and content

Definition

An overview of the contents of the file. Each file consists of a sequence of data records. All records consist of a set of fixed length fields.

Context

The reason for collecting the data contained in the file.

Field table

- File must not contain header records.
- Defines the order, position, length and type of fields in a record in the file.
- The field tables are structured with four columns.

Fields

Lists the names of the fields contained in each record in the file.

Position

Specifies the starting column position of a field in a file.

Length

Specifies the length of the field.

Type

Indicates the type of field where:

- A** Alphanumeric fields must contain any printable ASCII character (for example '@'). All alphanumeric fields must be left-justified and space filled to the length of the field.
 - N** Numeric fields must contain only integers. All numeric fields must be right-justified and zero-filled.
 - D** Date fields must be numeric. All date fields must be in the format DDMMYYYY, where each sub-field is right-justified and zero-filled. Valid dates are further limited: the day field (DD) must be in the range of '01' to '31' and the month sub-field (MM) must be in the range of '01' to '12'.
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File relationships

The relationships between this file and other files in the collection specifications.

Rules

The rules required to accurately report data to the submission managing agent.

Training organisation (NAT00010) file

Definition

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

Context

The *Training organisation* (NAT00010) file provides information about the training organisation for the National VET Provider Collection.

Field table

Fields shaded in green 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
Carriage return/line feed (ASCII 13/10):		2	

File relationships

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

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

Rules

Each record in this file must be unique to *Training organisation identifier*.

- **CONTACT NAME**
 - The ACT has no rule for this field at this time.
- **EMAIL ADDRESS**
 - The ACT has no rule for this field at this time.
- **FACSIMILE NUMBER**
 - The ACT has no rule for this field at this time.
- **TELEPHONE NUMBER**
 - The ACT has no rule for this field at this time.
- **TRAINING ORGANISATION IDENTIFIER**
 - This field must not be blank

Fatal in AVETARS

Must not be blank. If there is a fatal error payment claims will not be processed

- **TRAINING ORGANISATION NAME**
 - This field must not be blank. Where the RTO is registered with TGA the name must match the code and name combination listed on Training.gov.au

Fatal in AVETARS

Must not be blank. If there is a fatal error payment claims will not be processed

Training organisation delivery location (NAT00020) file

Definition

The *Training organisation delivery location* (NAT00020) file contains a record for each training delivery location associated with enrolment activity in a training organisation during the collection period.

A training organisation delivery location is a specific training site.

Context

The *Training organisation delivery location* (NAT00020) file provides a record of training delivery location details during the collection period. This file is used to distinguish between delivery locations of a training organisation.

Field table

Fields shaded in green may appear in Unique Student Identifier transcripts

FIELDS – TRAINING ORGANISATION DELIVERY LOCATION (NAT00020) FILE	POSITION	LENGTH	TYPE
Training organisation identifier	1	10	A
Training organisation delivery location identifier	11	10	A
Training organisation delivery location name	21	100	A
Postcode	121	4	A
State identifier	125	2	N
Address – suburb, locality or town	127	50	A
Country identifier	177	4	A
Record length for national data collection:		180	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Training organisation identifier* in the *Training organisation delivery location* (NAT00020) file there must be one corresponding record in the *Training organisation* (NAT00010) file.

Fatal in AVETARS

Training Organisation identifier must be reported in the NAT00010 for payment claims to be processed.

For each unique *Training organisation delivery location identifier* in the *Training organisation delivery location* (NAT00020) file there must be at least one corresponding record in the *Training Activity* (NAT00120) file.

If there is no subject enrolment and therefore no *Training Activity* (NAT00120) file, then the *Training organisation delivery location* (NAT00020) file is not required.

Rules

Each record in this file must be unique to *Training organisation delivery location identifier*.

Address information must be the physical location of the delivery location associated with enrolment activity in a training organisation during the collection period.

- ADDRESS – SUBURB, LOCALITY OR TOWN
 - This field must not be blank.

Warning in AVETARS

Must not be blank

- COUNTRY IDENTIFIER
 - This field must not be blank, '@@@@ – not specified' or '0000 – inadequately described'.
 - *Country identifier* is used to identify the country in which training delivery takes place by an Australian registered training organisation.

- Country identifier must not be:
 - 1100 — Australia (includes external territories), not further defined
 - 1101 — Australia
 - 1102 — Norfolk Island or
 - 1199 — Australian external territories, not elsewhere classified
- if *Postcode* is 'OSPC' in the *Training organisation delivery location* (NAT00020) file. Country identifier must be:
 - 1100 — Australia (includes external territories), not further defined
 - 1101 — Australia
 - 1102 — Norfolk Island or
 - 1199 — Australian external territories, not elsewhere classified
- if *Postcode* is a valid 4-digit Australia Post postcode in the *Training organisation delivery location* (NAT00020) file.

Warning in AVETARS

Must not be blank (can be any code)

• POSTCODE

- **This field must not be blank.**
- *Postcode* with the category of 'Post office box' in the Australia Post postcode classification are not permitted in the *Training organisation delivery location* (NAT00020) file.
- *Postcode* must be given the value 'OSPC', if the training organisation's delivery location has an overseas address in the *Training organisation delivery location* (NAT00020) file.
- If *Postcode* is 'OSPC', the *State identifier* must be either:
 - 09 — Other Australian territories or dependencies or
 - 99 — Other (Overseas but not an Australian territory or dependency)
 in the *Training organisation delivery location* (NAT00020) file.

Warning in AVETARS

Must not be blank

• STATE IDENTIFIER

- **This field must not be blank.**
- *State identifier* must indicate the state or territory that is represented by the valid 4-digit Australia Post postcode, supplied in *Postcode* in the *Training organisation delivery location* (NAT00020) file.
- *State identifier* must be:
 - 09 — Other Australian territories or dependencies or
 - 99 — Other (Overseas but not an Australian territory or dependency)
 if *Postcode* is 'OSPC' in the *Training organisation delivery location* (NAT00020) file.

Warning in AVETARS

Must not be blank

• TRAINING ORGANISATION DELIVERY LOCATION IDENTIFIER

- **This field must not be blank.**

Fatal in AVETARS

Must not be blank. If there is a fatal error payment claims will not be processed

• TRAINING ORGANISATION DELIVERY LOCATION NAME

- **This field must not be blank.**

Warning in AVETARS

Must not be blank

• TRAINING ORGANISATION IDENTIFIER

- **This field must not be blank.**

Fatal in AVETARS

Must not be blank and must match NAT00010. If there is a fatal error payment claims will not be processed

Program (NAT00030A) file

Definition

The *Program* (NAT00030A) file contains a record for each qualification, course or skill set associated with enrolments and completions during the collection period.

A qualification, course or skill set is a structured program that may include practical experience.

Context

The *Program* (NAT00030A) file provides information about qualifications, courses or skill sets to assist with analysis of the type and level of training activity.

Where an organisation delivers a mixture of nationally recognised and locally recognised training, they should submit data in the following Program (NAT00030A) file format. Where programs delivered are listed on Training.gov.au, those fields not required under the Program (NAT00030) file in the main body of the Standard may be left blank.

Field table

Fields shaded in green may appear in Unique Student Identifier transcripts

FIELDS – PROGRAM (NAT00030A) FILE	POSITION	LENGTH	TYPE
Program identifier	1	10	A
Program name	11	100	A
Nominal hours	111	4	N
Program recognition identifier	115	2	N
Program level of education identifier	117	3	N
Program field of education identifier	120	4	N
ANZSCO identifier	124	6	A
VET flag	130	1	A
Record length for national data collection:		130	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Program identifier* in the *Program* (NAT00030A) file there must be at least one corresponding record in the

Training Activity (NAT00120) file or
Program completed (NAT00130) file.

Fatal in AVETARS

Program identifier must be reported in the NAT00120 or the NAT00130 for payment claims to be processed.

If there is no *Program identifier* in the *Training Activity* (NAT00120) file or *Program completed* (NAT00130) file, because of subject-only training, then the *Program* (NAT00030A) file is not required.

Rules

Each record in this file must be unique to *Program identifier*.

- **ANZSCO IDENTIFIER**
 - **This field must not be blank** - if Program identifier and Program name in combination do not match the code and name combination listed on Training.gov.au.
 - **This field must not be blank** - if ANZSCO identifier is not available on the Training.gov.au.
 - **This field may be blank** - if Program recognition identifier is '13 — Nationally recognised skill set, specified in a national training package' or '16 — Locally recognised skill set'.

Warning in AVETARS

Must be a valid code if *Program Recognition Identifier* is 11, 12, 14 or 15. If *Program Recognition Identifier* is 13 or 16 it may be blank.

- **NOMINAL HOURS**

- **This field must not be blank.**

Warning in AVETARS

Must not be blank and must be numerical

- **PROGRAM FIELD OF EDUCATION IDENTIFIER**

- **This field must not be blank** – if *Program identifier* and *Program name* in combination do not match the code and name combination listed on Training.gov.au.

- This field must not be blank – if *Program field of education identifier* is not available on Training.gov.au.
- This field may be blank – if *Program recognition identifier* is '13 – Nationally recognised skill set, specified in a national training package' or '16 – Locally recognised skill set'.

Warning in AVETARS

Must not be blank unless *Program Recognition Identifier* is 13 or 16

- **PROGRAM IDENTIFIER**

- **This field must not be blank.**

Fatal in AVETARS for all clients

Must not be blank.

Where there is a fatal error relating to an Australian Apprenticeship or Skilled Capital student, payment claims will not be processed for that student.

- **PROGRAM LEVEL OF EDUCATION IDENTIFIER**

- **This field must not be blank** – if *Program identifier* and *Program name* in combination do not match the code and name combination listed on Training.gov.au.
- This field must not be blank – if *Program level of education identifier* is not available on Training.gov.au.
- This field must not be blank – if *Program recognition identifier* is '13 – Nationally recognised skill set, specified in a national training package' or '16 – Locally recognised skill set'.
- This field may be blank - if *Program recognition identifier* is '13 – Nationally recognised skill set, specified in a national training package' or '16 – Locally recognised skill set'.

Warning in AVETARS

Must be a valid code if *Program Recognition Identifier* is 11, 12, 14 or 15. If *Program Recognition Identifier* is 13 or 16 it may be blank

- **PROGRAM NAME**

- **This field must not be blank.**

Warning in AVETARS

Must not be blank

- **PROGRAM RECOGNITION IDENTIFIER**

- **This field must not be blank** – if *Program identifier* and *Program name* in combination do not match the code and name combination listed on Training.gov.au.
- *Program recognition identifiers* '15 – Higher level qualifications' and '16 – Locally recognised skill set' are not valid for the National VET in Schools Collection.

Warning in AVETARS

Must not be blank and must be valid code

- **VET FLAG**

- **This field must not be blank.**

Warning in AVETARS

Must be a Y or N

Subject (NAT00060) file

Definition

The *Subject* (NAT00060) file contains a record for each unit of competency or module associated with enrolment activity during the collection period.

A unit of competency or module can be studied independently but is usually offered as part of a qualification, course or skill set.

Context

The *Subject* (NAT00060) file provides information about units of competency and modules that are undertaken and/or completed by clients during the collection period.

Field table

Fields shaded in green may appear in Unique Student Identifier transcripts

FIELDS – SUBJECT (NAT00060) FILE	POSITION	LENGTH	TYPE
Subject identifier	1	12	A
Subject name	13	100	A
Subject field of education identifier	113	6	A
VET flag	119	1	A
Nominal hours	120	4	N
Record length for national data collection:		123	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Subject identifier* in the *Subject* (NAT00060) file there must be at least one corresponding record in the *Training Activity* (NAT00120) file.

If there are no subject enrolments and therefore no *Training Activity* (NAT00120) file, then the *Subject* (NAT00060) file is not required.

Rules

Each record in this file must be unique to *Subject identifier*.

- SUBJECT FIELD OF EDUCATION IDENTIFIER
 - This field must not be blank – if *Subject identifier* and *Subject name* in combination do not match the code and name combination listed on Training.gov.au.

Warning in AVETARS

Must not be blank

- SUBJECT IDENTIFIER
 - This field must not be blank

Fatal in AVETARS

Where there is a fatal error relating to an Australian Apprenticeship or Skilled Capital student, payment claims will not be processed for that student.

- SUBJECT NAME
 - This field must not be blank.

Warning in AVETARS

Must not be blank

- NOMINAL HOURS
 - This field must not be blank.

Warning in AVETARS

Must not be blank and must be numerical

- VET FLAG
 - This field must not be blank.
 - VET Flag must be 'Y' when reporting to the National VET in Schools Collection.

Warning in AVETARS

Must be a Y or N

Client (NAT00080) file

Definition

The *Client* (NAT00080) file contains a record for each client who has participated in VET activity during the collection period or whose completion of a program of study is reported during the collection period.

A client is an individual who is engaged in or has completed a program of study.

Context

The *Client* (NAT00080) file provides information used to monitor client participation patterns.

To protect client privacy, client usual address information is geo-coded to aggregated statistical areas. The fields *Address building/property name*, *Address flat/unit details*, *Address street number* and *Address street name* will be deleted once state and territory training authorities and direct data submitters submit the data to the National VET Provider Collection.

State and territory training authorities may submit the *Statistical area level 1* and *Statistical area level 2* identifiers rather than *Address building/property name*, *Address flat/unit details*, *Address street number* and *Address street name*.

Field table

Fields shaded in green may appear in Unique Student Identifier transcripts

FIELDS – CLIENT (NAT00080) FILE	POSITION	LENGTH	TYPE
Client identifier	1	10	A
Name for encryption	11	60	A
Highest school level completed identifier	71	2	A
Gender	73	1	A
Date of birth	74	8	A
Postcode	82	4	A
Indigenous status identifier	86	1	A
Language identifier	87	4	A
Labour force status identifier	91	2	A
Country identifier	93	4	A
Disability flag	97	1	A
Prior educational achievement flag	98	1	A
At school flag	99	1	A
Address – suburb, locality or town	100	50	A
Unique student identifier	150	10	A
State identifier	160	2	A
Address building/property name	162	50	A
Address flat/unit details	212	30	A
Address street number	242	15	A
Address street name	257	70	A
Survey Contact Status	327	1	A
Record length for national data collection for training organisations:		327	
Statistical area level 1 identifier	328	11	A
Statistical area level 2 identifier	339	9	A
Record length for national data collection for state and territory training authorities:		347	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

- If *Client identifier* exists with a *Disability flag* of 'Y' in the *Client* (NAT00080) file there must be at least one corresponding record in the *Disability* (NAT00090) file.

Fatal in AVETARS	<p>If the <i>Disability flag</i> in the NAT00080 is Y for the client the client must be recorded in the NAT00090 file.</p> <p>If the <i>Disability flag</i> in the NAT00080 is N for the client the client must NOT be recorded in the NAT00090 file.</p> <p>If there is a fatal error payment claims will not be processed for the student.</p>
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- If *Client identifier* exists with a *Prior educational achievement flag* of 'Y' in the *Client* (NAT00080) file there must be at least one corresponding record in the *Prior educational achievement* (NAT00100) file.

Fatal in AVETARS	<p>If the <i>Prior educational achievement flag</i> in the NAT00080 is Y for the client the client must be recorded in the NAT00100 file.</p> <p>If the <i>Prior educational achievement flag</i> in the NAT00080 is N for the client the client must NOT be recorded in the NAT00100 file.</p> <p>If there is a fatal error payment claims will not be processed for the student.</p>
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- If the training organisation is submitting to a state or training authority under a contractual obligation then, for each *Client identifier* in the *Client* (NAT00080) file, there must be at least one corresponding record in the *Client postal details* (NAT00085) file. Training organisations submitting directly to NCVER do not provide the *Client postal details* (NAT00085) file.

Fatal in AVETARS	<p>For every <i>Client</i> in the NAT00080 file there must be a record in the NAT00085. If there is a fatal error payment claims will not be processed for the student.</p>
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- The *Client* (NAT00080) file must contain one record for each *Client identifier* reported in either the *Training Activity* (NAT00120) file or the *Program completed* (NAT00130) file.

Fatal in AVETARS	<p>For every <i>Client</i> in the NAT00080 file there must be a record in either the NAT00120 or NAT00130. If there is a fatal error payment claims will not be processed for the student.</p>
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Rules

Each record in this file must be unique to *Client identifier*.

- **ADDRESS (ALL ADDRESS FIELDS)**
 - *Address* must represent the client's usual residential address.
 - The intent of 'usual' residential address is to report the address where the client usually resides rather than a temporary address a client relocates to for training, work or other purposes.
 - Place of usual address must be a physical address (street number and name) and not a post office box.
 - Most states and territories are using an address identification system in rural areas to facilitate emergency services coordination such as the 'Rural property addressing' or 'numbering' systems. This is the preferred residential street address for clients from rural areas where available.
- **ADDRESS BUILDING/PROPERTY NAME**
 - **This field may be blank.**
 - *Address building/property name* must comply with rules listed in *Address*.
- **ADDRESS FLAT/UNIT DETAILS**
 - **This field may be blank.**
 - *Address flat/unit details* must comply with rules listed in *Address*.

- ADDRESS – SUBURB, LOCALITY OR TOWN

- This field must not be blank when postcode is listed on Australia Post.
- *Address – suburb, locality or town* must comply with rules listed in *Address*. *Address – suburb, locality or town* must be part of a valid postcode - address location combination as listed by Australia Post. If the postcode is OSPC, @@@@ or 0000 then 'Not specified' should be entered in this field.

Warning in AVETARS for all clients

Must not be blank

- ADDRESS STREET NAME

- This field must not be blank.
- *Address street name* must comply with rules listed in *Address*.
- *Address street name* should be 'not specified' for clients who do not provide residential address details, whose address does not contain a street address (e.g. clients from Aboriginal communities) or whose usual residential address is not in Australia (e.g. overseas students).
- For state and territory training authorities only: This field may be blank if *Statistical area level 1* and *Statistical area level 2* identifiers are populated.

Warning in AVETARS

Must not be blank

- ADDRESS STREET NUMBER

- This field must not be blank.
- *Address street number* must comply with rules listed in *Address*.
- *Address street number* should be 'not specified' for clients who do not provide residential address details or clients whose address does not contain a street address (e.g. clients from Aboriginal communities).
- For state and territory training authorities only: This field may be blank if *Statistical area level 1* and *Statistical area level 2* identifiers are populated.

Warning in AVETARS

Must not be blank

- AT SCHOOL FLAG

- This field must not be blank.
- When submitting to the National VET in Schools Collection, *At school flag* must be 'Y' if *School type identifier* is '21 – School – Government', '25 – School – Catholic' or '27 – School – Independent' in the *Training Activity* (NAT00120) file.

Warning in AVETARS

Must not be blank and must be a valid code

- CLIENT IDENTIFIER

- This field must not be blank.
- The *Client* (NAT00080) file must contain one record for each unique *Client identifier* reported in either the *Training Activity* (NAT00120) file or the *Program completed* (NAT00130) file.
- *Client identifiers* included in the *Client* (NAT00080) file must exist in the *Client postal details* (NAT00085) file.

Fatal in AVETARS

Must not be blank

- COUNTRY IDENTIFIER

- This field must not be blank.
- *Country identifier* specifies the country of birth of a client in the *Client* (NAT00080) file.
- If *Country identifier* is inadequately described, the *Country identifier* must be '0000'.
- If *Country identifier* is unknown, the *Country identifier* must be '@@@@'.

Fatal in AVETARS

Must not be blank. If there is a fatal error payment claims will not be processed for the student.

- DATE OF BIRTH
 - This field must not be blank.

Fatal in AVETARS	<p>Must not be blank.</p> <p>In addition, for Australian Apprenticeship or Skilled Capital students the <i>Date of Birth</i> must not be blank nor can it contain any '@' symbols. If there is a fatal error payment claims will not be processed for the student.</p>
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- DISABILITY FLAG
 - This field must not be blank.

Warning in AVETARS	Must not be blank and must be a valid code
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- GENDER
 - This field must not be blank.

Warning in AVETARS	Must not be blank and must be a valid code
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- HIGHEST SCHOOL LEVEL COMPLETED IDENTIFIER
 - This field must not be blank.
 - If *Highest school level completed identifier* is '02 — Did not go to school' the *Year highest school level completed* must be '@@ — Not specified'.

Warning in AVETARS	Must not be blank
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- INDIGENOUS STATUS IDENTIFIER
 - This field must not be blank.

Warning in AVETARS	Must not be blank
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- LABOUR FORCE STATUS IDENTIFIER
 - **This field must not be blank** when submitting to the National VET Provider Collection.
 - This field may be blank when submitting to the National VET in Schools Collection.

Warning in AVETARS	Must not be blank
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- LANGUAGE IDENTIFIER

This field must not be blank.

Warning in AVETARS	Must not be blank
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- NAME FOR ENCRYPTION
 - This field must not be blank.

Fatal in AVETARS	Must not be blank. If there is a fatal error payment claims will not be processed for the student.
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- POSTCODE
 - This field must not be blank.
 - *Postcode* must comply with rules listed in *Address*.
 - *Postcode* must be an Australian Post postcode of a physical street address and not a postcode of a post office box address or a large volume receiver (LVR).
 - *Postcode* must be 'OSPC — Overseas address location' for international clients, irrespective of the postcode used in the overseas address or the client's temporary address in Australia.

Warning in AVETARS	Must not be blank
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- **PRIOR EDUCATIONAL ACHIEVEMENT FLAG**

- **This field must not be blank.**

Warning in AVETARS

Must not be blank and must be a valid code

- **STATE IDENTIFIER**

- **This field must not be blank.**
- *State identifier* must comply with rules listed in *Address*.
- If *Postcode* is 'OSPC — Overseas address location' in the *Client* (NAT00080) file, *State identifier* must be '99 — Other (overseas but not an Australian territory or dependency)'.

Warning in AVETARS

Must not be blank and must be a valid code

- **STATISTICAL AREA LEVEL 1 IDENTIFIER**

- **This field may be blank.**
- This field is only for use by state or territory training authorities when submitting data to NCVER. *Statistical area level 1 identifier* must be a valid 11-digit identifier as allocated in the Australian Bureau of Statistics' *Australian Statistical Geography Standard* (ASGS). This field is not required by registered training organisations.

- **STATISTICAL AREA LEVEL 2 IDENTIFIER**

- **This field may be blank.**
- This field is only for use by state or territory training authorities when submitting data to NCVER. *Statistical area level 2 identifier* must be a valid 9-digit identifier as allocated in the Australian Bureau of Statistics' *Australian Statistical Geography Standard* (ASGS). This field is not required by registered training organisations.

- **SURVEY CONTACT STATUS**

- **This field must not be blank** for the National VET Provider Collection.
- **This field may be blank** in the National VET in Schools Collection

Warning in AVETARS

Must not be blank and must be a valid code

- **UNIQUE STUDENT IDENTIFIER**

- **This field must not be blank** under the requirements outlined in the Student Identifiers Act 2014. In addition, registered training organisations submitting data to their state training authorities may be required to populate this field from the time of enrolment.

Fatal in AVETARS

Must not be blank, unless an exception has been granted. If provided it must be 10 characters in length

In addition, for Australian Apprenticeship and Skilled Capital students if a *Unique Student Identifier* has already been recorded against the Training Contract or Student Record it must match. If there is a fatal error payment claims will not be processed for the student.

Client postal details (NAT00085) file

Definition

The *Client postal details* (NAT00085) file stores address details of clients for mailing lists under the administration of states and territories.

Context

- The *Client postal details* (NAT00085) file is for use by the states or territories for administration of the Student Outcomes Survey. The Student Outcomes Survey is a national survey of students who completed training in the previous year (for more information, go to <www.ncver.edu.au>).
 - Training organisations in receipt of government funding should submit this file to the relevant state or territory directly. States and territories operate in the confines of the privacy legislation. This file is not submitted to NCVET.
 - Training organisations not in receipt of government funding do not currently need to submit this file.
 - National VET in Schools Collection submissions by Boards of Studies or state or territory training authorities do not need to submit this file to NCVET.
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Field table

FIELDS – CLIENT POSTAL DETAILS (NAT00085) FILE	POSITION	LENGTH	TYPE
Client identifier	1	10	A
Client title	11	4	A
Client first given name	15	40	A
Client last name	55	40	A
Address building/property name	95	50	A
Address flat/unit details	145	30	A
Address street number	175	15	A
Address street name	190	70	A
Address postal delivery box	260	22	A
Address postal – suburb, locality or town	282	50	A
Postcode	332	4	A
State identifier	336	2	N
Telephone number – home	338	20	A
Telephone number – work	358	20	A
Telephone number – mobile	378	20	A
Email address	398	80	A
Email address	478	80	A
Record length for national data collection:		577	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

For each unique *Client identifier* in the *Client postal details* (NAT00085) file there must be one corresponding record in the *Client* (NAT00080) file.

Fatal in AVETARS

For every *Client* in the NAT00080 file there must be a record in the NAT00085. If there is a fatal error payment claims will not be processed for the student.

Rules

Rules for all fields in the *Client postal details* (NAT00085) file are at the discretion of, and may be determined by, individual states or territories. Training organisations in receipt of government funding are advised to check with their state or territory training authority prior to submission.

Rules described below apply only to the validation of the *Client postal details* (NAT00085) file in NCVER's AVETMISS validation software.

Each record in this file must be unique to *Client identifier*.

- **ADDRESS BUILDING/PROPERTY NAME**
 - This field may be blank.
- **ADDRESS FLAT/UNIT DETAILS**
 - This field may be blank.
- **ADDRESS POSTAL DELIVERY BOX**
 - This field may be blank – if *Address street name* is not blank in the *Client postal details* (NAT00085) file.
- **ADDRESS – SUBURB, LOCALITY OR TOWN**
 - This field must not be blank.
 - *Address – suburb, locality or town* and *Postcode* in combination must match the combination specified by Australia Post.
 - *Address – suburb, locality or town* should be 'not specified' if *Postcode* is 'OSPC', '@@@@' or '0000' in the *Client postal details* (NAT00085) file.
- **ADDRESS STREET NAME**
 - This field must not be blank – if *Address postal delivery box* is blank in the *Client postal details* (NAT00085) file.
 - This field must not be blank – if *Address street number* is not blank in the *Client postal details* (NAT00085) file.
- **ADDRESS STREET NUMBER**
 - This field may be blank.
- **CLIENT FIRST GIVEN NAME**
 - This field must not be blank.

Fatal in AVETARS

Must not be blank

In addition for Australian Apprenticeship or Skilled Capital students *Client First Given Name* must match the 'First Name' recorded on the Australian Apprenticeship Training Contract or Skilled Capital student's record. Do NOT include any middle names. If it does not match, payment claims will not be processed.

- **CLIENT IDENTIFIER**
 - This field must not be blank.
 - *Client identifiers* included in the *Client postal details* (NAT00085) file must exist in the *Client* (NAT00080) file.
- **CLIENT FAMILY NAME**
 - This field must not be blank.

Fatal in AVETARS

Must not be blank

In addition for Australian Apprenticeship or Skilled Capital students *Client Family Name* must match the 'Last Name' recorded on the Australian Apprenticeship Training Contract or Skilled Capital student's record. If it does not match, payment claims will not be processed.

- CLIENT TITLE
 - This field may be blank.
- EMAIL ADDRESS
 - This field may be blank.
- EMAIL ADDRESS (ALTERNATIVE)
 - This field may be blank.
- POSTCODE
 - This field must not be blank.
 - If *Postcode* is not 'OSPC', '@@@@' or '0000', then *Postcode* in combination with *Address — suburb, locality or town* and *State identifier* must match the combination specified by Australia Post.
- STATE IDENTIFIER
 - This field must not be blank.
 - If *State identifier* is not '@@', then *State identifier* and *Postcode* in combination must match the combination specified by Australia Post.
- TELEPHONE NUMBER – HOME
 - This field may be blank.
 - Telephone number [home] must be a valid Australian telephone number and include an area code.
 - Telephone number [home] should be in the following format 0123456789.
- TELEPHONE NUMBER – MOBILE
 - This field may be blank.
 - *Telephone number — mobile* must be a valid Australian mobile telephone number.
- TELEPHONE NUMBER – WORK
 - This field may be blank.
 - Telephone number [home] must be a valid Australian telephone number and include an area code.
 - Telephone number [home] should be in the following format 0123456789.

Disability (NAT00090) file

Definition

The *Disability* (NAT00090) file contains a record for each disability, impairment, or long-term condition associated with a client. A client may have more than one type of disability, impairment, or long-term condition.

Context

The *Disability* (NAT00090) file provides basic information about the type(s) of disability, impairment or long-term condition associated with a client to assist with analysis for access and equity purposes.

Field table

FIELDS – DISABILITY (NAT00090) FILE	POSITION	LENGTH	TYPE
Client identifier	1	10	A
Disability type identifier	11	2	N
Record length for national data collection:		12	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

- For each unique *Client identifier* in the *Disability* (NAT00090) file there must be one corresponding record in the *Client* (NAT00080) file.
- This file is only required when there is at least one client with *Disability flag* = Y in the *Client* (NAT00080) file.

Fatal in AVETARS

If the *Disability Flag* in the NAT00080 is Y for the client the client must be recorded in the NAT00090 file. If the *Disability Flag* in the NAT00080 is N for the client the client must NOT be recorded in the NAT00090 file.

If there is a fatal error payment claims will not be processed for the student.

A NAT00090 file must be submitted in every submission. If there are no clients to include it may be blank.

Rules

Each record in this file must be unique.

- CLIENT IDENTIFIER
 - This field must not be blank.
- DISABILITY TYPE IDENTIFIER
 - This field must not be blank.

Warning in AVETARS

Must not be blank and must be a valid code

Prior educational achievement (NAT00100) file

Definition

The *Prior educational achievement* (NAT00100) file contains a record for each type of prior educational achievement for a client. A client may have more than one type of prior educational achievement.

Context

The *Prior educational achievement* (NAT00100) file provides information about the types of prior educational achievements for a client to assist with the analysis of pathways and skill levels of clients entering training.

Field table

FIELDS – PRIOR EDUCATIONAL ACHIEVEMENT (NAT00100) FILE	POSITION	LENGTH	TYPE
Client identifier	1	10	A
Prior educational achievement identifier	11	3	N
Record length for national data collection:		13	
Carriage return/line feed (ASCII 13/10):		2	

File relationships

- For each unique Client identifier in the Prior educational achievement (NAT00100) file there must be one corresponding record in the Client (NAT00080) file.

Fatal in AVETARS

If the *Prior educational achievement flag* in the NAT00080 is Y for the client the client must be recorded in the NAT00090 file. If there is a fatal error payment claims will not be processed for the student.

- This file is only required when there is at least one client with *Prior educational achievement flag* = Y in the *Client* (NAT00080) file.

Fatal in AVETARS

A NAT00100 file must be submitted in every submission. If there are no clients to include it may be blank. If there are no clients to include it may be blank.

Rules

Each record in this file must be unique.

- CLIENT IDENTIFIER
 - This field must not be blank.
- PRIOR EDUCATIONAL ACHIEVEMENT IDENTIFIER
 - This field must not be blank.

Warning in AVETARS

Must not be blank and must be a valid code

Training Activity (NAT00120) file

Definition

The *Training Activity* (NAT00120) file contains a record for each unit of competency or module enrolment for 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 training activity and output for the VET sector.
- This file is to be used for submissions to the National VET Provider Collection. Submissions by states and territories or the Boards of Studies to the National VET in Schools Collection should use the *Training Activity* (NAT00120) file – VET in Schools in the National VET in Schools Collection supplement within this document.

Field table

Fields shaded in green may appear in Unique Student Identifier transcripts

FIELDS – TRAINING ACTIVITY (NAT00120) FILE	POSITION	LENGTH	TYPE
Training organisation identifier	1		
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	A
Funding source – national	74	2	A
Commencing program identifier	76	1	A
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	112	3	A
Funding source – state training authority	115	3	A
Client tuition fee	118	5	N
Fee exemption/concession type identifier	123	2	A
Purchasing contract identifier	125	12	A
Purchasing contract schedule identifier	137	3	A
Hours attended	140	4	N
Associated course identifier	144	10	A
Scheduled hours	154	4	N
Predominant delivery mode	158	1	A
Carriage return/line feed (ASCII 13/10):		2	

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.

Fatal in AVETARS

For every *Training organisation delivery location identifier* in the NAT00120 there must be record in the NAT00020. If there is a fatal error payment claims will not be processed for the student.

- For each unique *Program identifier* in the *Training Activity* (NAT00120) file there must be one corresponding record in the *Program* (NAT00030A) file.

Fatal in AVETARS

For every *Program identifier* there must be a record in the NAT00080. If there is a fatal error payment claims will not be processed for the student.

- For each unique *Subject identifier* in the *Training Activity* (NAT00120) file there must be one corresponding record in the *Subject* (NAT00060) file.

Fatal in AVETARS

For every *Subject identifier* there must be a record in the NAT00060. If there is a fatal error payment claims will not be processed for the student.

- For each unique *Client identifier* in the *Training Activity* (NAT00120) file there must be one corresponding record in the *Client* (NAT00080) file.

Fatal in AVETARS

For every *Client identifier* there must be a record in the NAT00080. If there is a fatal error payment claims will not be processed for the student.

- If there are no subject enrolments and therefore no *Training organisation delivery location* (NAT00020) file or *Subject* (NAT00060) file, then the *Training Activity* (NAT00120) file is not required.

Fatal in AVETARS

A NAT00120 file must be submitted in every submission. If there are no clients to include it may be blank. If there is a fatal error payment claims will not be processed for the student.

Rules

Each record in this file must be unique on *Training organisation delivery location identifier*, *Client identifier*, *Subject identifier*, *Program identifier* and *Activity start date* for activity from 1 January 2015.

- **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*.

Fatal in AVETARS

Must not be blank

In addition, for Australian Apprenticeship students the *Activity end date* must be before the 'Expected End Date' as recorded on the Training Contract.

For Skilled Capital students the *Activity end date* must be after the 01/01/2015 and must be before the 'Due to Complete Date' as recorded on the student record.

If there is a fatal error payment claims will not be processed for the student.

- **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.

Fatal in AVETARS	<p>Must not be blank.</p> <p>In addition, for Australian Apprenticeship students the <i>Activity start date</i> must be within an 'Approved' Training Contract.</p> <p>For Skilled Capital students the <i>Activity start date</i> must be after the 01/01/2015.</p> <p>If there is a fatal error payment claims will not be processed for the student.</p>
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- ASSOCIATED COURSE IDENTIFIER

- The ACT has no rule for this field at this time.

- CLIENT IDENTIFIER

- This field must not be blank.

- 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.

Fatal in AVETARS	<p>Only populate for Australian Apprenticeship students. If populated is must match the 'Client ID' in AVETARS for payment claims to be processed. <i>Client identifier – apprenticeships</i> must be blank if <i>Purchasing Contract Identifier</i> is populated. If there is a fatal error payment claims will not be processed for the student.</p>
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- CLIENT TUITION FEE

- The ACT has no rule for this field at this time.

- 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* in combination.

Warning in AVETARS	Must not be blank and must be a valid code.
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- DELIVERY MODE IDENTIFIER

- This field must not be blank.

Warning in AVETARS	Must not be blank and must be a valid code.
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- FEE EXEMPTION/CONCESSION TYPE IDENTIFIER

- The ACT has no rule for this field at this time.

- FUNDING SOURCE – NATIONAL

- This field must not be blank.

Fatal in AVETARS	<p>Must not be blank and must be a valid code.</p> <p>In addition, for Australian Apprenticeship students <i>Funding source - national</i> must be 11 or 20 and for Skilled Capital Students <i>Funding source - national</i> must be 11. If there is a fatal error payment claims will not be processed for the student.</p>
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- FUNDING SOURCE – STATE TRAINING AUTHORITY

- This field must not be blank if *Funding source -national* =13.

Warning in AVETARS

For more information on what code to use, refer to the AVETMISS Reporting Guide at <https://www.skills.act.gov.au/registered-training-organisations#D>

- HOURS ATTENDED
 - The ACT has no rule for this field at this time.
- OUTCOME IDENTIFIER – NATIONAL
 - This field must not be blank.

Fatal in AVETARS

Must not be blank and must be a valid code. If there is a fatal error payment claims will not be processed for the student.

- OUTCOME IDENTIFIER – TRAINING ORGANISATION
 - The ACT has no rule for this field at this time.
- PREDOMINANT DELIVERY MODE
 - The ACT has no rule for this field at this time.
- 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.

Fatal in AVETARS

Must not be blank if *Client identifier – apprenticeships* and *Training contract identifier* are populated

In addition, for Australian Apprenticeship students the *Program identifier* must match the 'qualification' on the Training Contract for payment claims to be processed.

Skilled Capital students the *Program Identifier* must match the 'qualification' on the student record for payment claims to be processed.

If there is a fatal error payment claims will not be processed for the student.

- PURCHASING CONTRACT IDENTIFIER
 - The ACT has no rule for this field at this time.

Fatal in AVETARS

Must be populated for all Skilled Capital students and must match the 'Student record id' on the student record for payment claims to be processed.

Must be blank if *Client identifier -apprenticeships* or *Training contract identifier* are populated.

A '/' must be included in the *Purchasing contract identifier*

If there is a fatal error payment claims will not be processed for the student.

- PURCHASING CONTRACT SCHEDULE IDENTIFIER
 - The ACT has no rule for this field at this time.
- SCHEDULED HOURS
 - This field may be blank.

Warning in AVETARS

Must be numerical (0000 to be used as filler)

- 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 Industry. 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.

Warning in AVETARS

Must not be blank and must be a valid code.

- 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.

Fatal in AVETARS

Must not be blank

In addition, for Australian Apprenticeship student the *Subject identifier* must belong to the 'qualification' recorded on the Training Contract for the payment claim to be processed.

For Skilled Capital students the *Subject identifier* must belong to the 'qualification' recorded on the student record for the payment claim to be processed.

- 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.

Fatal in AVETARS

If populated, must match a Training Contract record for payment claims to be processed. A '/' must be included in the *Training contract identifier*.

Must be blank if *Purchasing contract identifier* is populated.

- 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

Warning in AVETARS

Must not be blank and must be a valid code.

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 green 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.

Fatal in AVETARS

Training organisation identifier must be reported in the NAT00010. If there is a fatal error payment claims will not be processed for the student.

- For each unique *Program identifier* in the *Program completed* (NAT00130) file there must be one corresponding record in the *Program* (NAT00030A) file.

Fatal in AVETARS

Program identifier must be reported in the NAT00030A. If there is a fatal error payment claims will not be processed for the student.

- For each unique *Client identifier* in the *Program completed* (NAT00130) file there must be one corresponding record in the *Client* (NAT00080) file.

Fatal in AVETARS

Program identifier must be reported in the NAT00080. If there is a fatal error payment claims will not be processed for the student.

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

Fatal in AVETARS

A NAT00130 file must be submitted in every submission. If there are no clients to include it may be blank. If there is a fatal error payment claims will not be processed for the student.

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.
- 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 *Year program completed* for the *Client identifier* in the *Program completed* (NAT00130) file is equal to the collection year.
- **DATE PROGRAM COMPLETED**
 - This field must not be blank

Fatal in AVETARS

Must not be blank and must be a valid year.

- **ISSUED FLAG**
 - This field must not be blank.

Warning in AVETARS

Must not be blank and must be a valid code.

- **PARCHMENT NUMBER**
 - The ACT has no rule for this field at this time.

Warning in AVETARS

Must not be blank and must be a valid code.

- **PARCHMENT NUMBER**
 - The ACT has no rule for this field at this time.

Warning in AVETARS

Must not be blank and must be a valid code.

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

Fatal in AVETARS

Must not be blank

In addition, for Australian Apprenticeship students if the *Issued flag* is Y the program must match the qualification on the Training Contract for payment claims to be processed.

For Skilled Capital students if the *Issued flag* is Y the program must match the qualification on the Student record for payment claims to be processed.

- **TRAINING ORGANISATION IDENTIFIER**
 - This field must not be blank.

Fatal in AVETARS

Must not be blank and must match the NAT00010.