National VET activity reporting for RTOs
Fact sheet: Data reporting exemptions

The following publication was published by the former Standing Council for Tertiary Education Skills and Employment (SCOTSE). On 13 December 2013, COAG agreed that its council system should be streamlined and refocused. As a result the COAG Industry and Skills Council has been established to replace the former SCOTSE. A review of the National VET Provider Collection Data Requirements Policy, including all exemptions, will take place during 2016.

This publication remains current and applicable to the VET sector.
Commonwealth, state and territory government vocational education and training (VET) ministers have agreed to strengthen national VET data collection through enhanced reporting of all nationally recognised training activity. Data is to be collected and reported using the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) for inclusion in the National VET Provider Collection. AVETMISS includes a range of information about training activity undertaken at the unit level, outcomes achieved, as well as a range of student demographic information.

In taking the decision, Ministers recognised the impact this could have on some registered training organisations (RTOs). They agreed to a number of strategies to address concerns while ensuring the data needed to support consumer and policy decision making is gathered. These strategies include:

- full exemptions from reporting training activity:
  - that would have implications for national security and the safety of defence, police, national security and border protection personnel; and
  - for RTOs delivering nationally recognised training in order to deliver vital emergency, fire, first-aid, rescue or like services to the Australian community; and
- reduced student demographic reporting for certain training provided by RTOs:
  - training provided to existing staff or volunteers of enterprise RTOs; and
  - certain short units or modules delivered on a stand-alone basis; and
- partial reporting for courses conducted over a single day.

**Full reporting exemption in certain circumstances**

**National Security**

Where the submission of data on nationally recognised training would conflict with defence or national security legislation, or jeopardise the security or safety of personnel working in defence, border protection, customs or Australian police agencies, that training activity is exempt from being reported.

Fully exempt RTOs are also exempt from requiring their student to have a valid Unique Student Identifier (USI) before issuing them with a VET qualification (programme, accredited course or skill set). As a result, RTOs should inform clients that their training activity will not appear on their authenticated USI transcript.
Vital Services
An exemption from reporting training activity is also available for RTOs delivering nationally recognised training in order to deliver vital emergency, fire, first-aid and rescue services where the collection and submission of data would adversely affect the RTO’s ability to continue to deliver those services to the Australian community. This includes fire and ambulance services, state emergency services, surf lifesaving and marine rescue organisations, and organisations that provide first-aid services.

- This exemption applies to nationally recognised training delivered before 1 January 2016
- From 1 January 2016, this exemption is not available to RTOs for training they deliver on a fee-for-service/commercial basis.

If an RTO is delivering training that will not be reported under these exemptions, the RTO must consult with its regulator on the training that will not be reported, and the reason for that exemption. RTOs must inform clients that their training activity will not appear on their authenticated USI transcript.

Reduced data requirements
Short standalone units and modules
Certain training undertaken by enterprise RTOs and RTOs that deliver short units or modules as an individual unit/module will be subject to a reduced student demographic data set. For such training, demographic information will not need to be collected or submitted on:

- highest school level completed;
- year highest school level completed;
- language indicator;
- labour force status indicator;
- country identifier;
- disability;
- prior educational achievement;
- at school indicator; and
- proficiency in spoken English.

For certain training undertaken by enterprise RTOs (existing employees only) information on Indigenous status will also not need to be collected.

RTOs that enable students to enrol just in a short unit or module (i.e. on a stand-alone basis) will not need to collect full demographic data from those students, so that training time focuses on imparting the skills and knowledge necessary to achieve competency. To be eligible for this exemption, the unit or module must be included on a list which identifies units and modules generally recorded in the National VET Provider Collection as eight or less nominal hours. The list is Appendix 1 to the National VET Provider Collection Data Requirements Policy: https://docs.education.gov.au/node/37145

RTOs offering short units or modules, whether or not on a stand-alone basis, are expected to ask about Indigenous status; the client may or may not respond. The training activity reporting requirements are minimum data reporting requirement for RTOs. Where an RTO has legislative or contractual reporting obligations within their jurisdiction, those obligations still apply. RTOs will always have the option of providing additional information where they collect it.
Enterprise RTOs

Enterprise RTOs listed as ‘Enterprise Government’ or ‘Enterprise Non-government’ on training.gov.au will be able to submit a reduced demographic data set for existing employees and volunteers undertaking training with their organisation. They will not need to survey their existing workforce to collect additional demographic data.

These reduced demographic data requirements only apply to training delivered to existing staff/volunteers as a 1 January 2014. Full AVETMISS reporting for all employees/volunteers who joined the RTO on or after 1 January 2014 is required.

Single-day Courses

RTOs delivering courses over a single day do not need to collect and report a USI where students do not provide a USI on the day the training is delivered. RTOs must inform students that don’t provide a USI that their training activity will not appear on their authenticated USI transcript. Where students provide a USI on the day of training RTOs must collect it and report it.

Further information

The National VET Provider Collection Data Requirements Policy (the Policy) provides the definitive guide in relation to data reporting exemptions. This fact sheet should be read in conjunction with the Policy.

Further information on VET Data reporting requirements is available at https://www.education.gov.au/national-reporting-policy-legislation-and-standards

Going forward, further details and important updates regarding VET activity reporting will be communicated to current RTOs via the contact details listed on www.training.gov.au. If you are an RTO, please ensure that your contact information is kept up to date so that you receive all appropriate correspondence.

Further information on AVETMISS can be found on the National Centre for Vocational Education Research (NCVER) website.

Further information on the unique student identifier is available at www.usi.gov.au.