Collection of RTO Data Policy

Policy Control

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Purpose

The purpose of this policy is to confirm that Academy Training & Assessment (ATA) is compliant with the Data Provision Requirements (DPR), the National Vocational Education and Training Regulator Act 2011 (NVETR Act) and the Victorian VET Student Statistical Collection Guidelines (VVSSCG).

ATA captures student information and submits that information to the National Centre for Vocational Education Research (NCVER) at least monthly. ATA uses an Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) compliant database to record, store and submit its Registered Training Organisations (RTO)'s data.

ATA also collects, collates and creates changes to processes via feedback from surveys and questionnaires.

ATA uses the information in the most current Victorian VET Student Statistical Collection Guidelines to populate enrolment questions.

Scope

This policy applies to ATA's administrative staff and trainers who populate the AVETMISS compliant database and / or submit it to the relevant department. It also applies to those who capture and collate feedback information.

References

This policy supports compliance with items 1 and 2 of the Compliance Requirements, part of the Revised Standards for RTOs.
This policy supports compliance with *Student Recruitment, Enrolment and Administration, Training and Assessment and Governance and Compliance* policies.

Definitions *(primarily taken from the Standards for Registered Training Organisations (RTOs) 2015):*

Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) is the national data standard which ensures the consistency and accuracy of VET activity information. AVETMISS is authorised by the Ministers responsible for Skills and administered by NCVER.

AVETMISS specifications include the:

- AVETMISS VET Provider Collection specifications for the National VET Provider and National VET in Schools collections.
- AVETMISS Apprentice and Trainee Collection specifications for the Apprentice and Trainee Collection
- AVETMISS VET Financial Data for the National VET Finance Collection
- AVETMISS VET Funding for the National VET Funding Collection.

Full AVETMISS data is the information that needs to be collected to provide meaningful content for all of the data fields in each of the files that make up a full AVETMISS submission. The expectation is that registered training organisations will seek the full set of AVETMISS data from their clients, including all the demographic fields of the Client File. The NCVER provides a series of questions for use during the enrolment process which will assist with the collection of compliant demographic information, which is available on its website, www.ncver.edu.au.

National Centre for Vocational Education Research (NCVER) is a national research, evaluation and information organisation for the Vocational Education and Training (VET) sector in Australia, jointly established by the state, territory and Commonwealth ministers responsible for skills. It is a professional body responsible for collecting, managing, analysing and communicating research and statistics on the Australian VET sector. NCVER is the data custodian of the national VET statistical collections and national VET survey collections.

Privacy Notice and Student Declaration is a statement, contained in ATA's enrolment form, acknowledged by a student to indicate awareness that personal information collected from the student may be used together with training activity information. The privacy statement lists the ways information about the student is held, used, disclosed and managed.

Training.gov.au is the National Register for the vocational education and training sector. It holds information about training packages, qualifications, courses, units of competency as well as details of registered training organisations and the scope of training they are registered to deliver.

VET (Vocational Education and Training) refers to education and training that provides the practical skills and knowledge you need to:

- join the workforce for the first time
- re-join the workforce
- gain an apprenticeship or traineeship
- enter tertiary study
- advance your professional development.

VET Data refers to: VET activity data, VET outcome data, and VET funding data.

VET Data Use Statement and RTO Declaration and Understanding is a statement acknowledged by a person submitting data on behalf of an RTO who provides VET Data to an organisation. By acknowledging the *VET Data Use Statement and RTO Declaration and Understanding*, the RTO is indicating awareness that information submitted by the RTO is complete and accurate and may be used for the purposes listed. The minimum mandatory content for inclusion in a *Data Use Statement and RTO Declaration and Understanding* contained in ATA's Enrolment Forms.

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Victorian VET Student Statistical Collection Guidelines: The Victorian VET Student Statistical Collection captures information about training activity in Victoria. This includes, but is not limited to, information on RTOs, training activity, students' demographic details and prior education background as well as enrolment and qualification completion details associated with VET delivery for domestic and international students, both in Victoria and offshore.

Policy

Reportable data

ATA is committed to the collection of VET data and submitting that data to government departments by populating the Student Management System (SMS) with full VET data and uploading it monthly. Data is submitted in accordance with the current AVETMISS requirements. The data recorded on the SMS is compliant with the *Victorian VET Student Statistical Collection Guidelines* which provides guidance as to the requirements of the data.

The person responsible for the submission of this data is the VET Program Leader. When the VET Program Leader is unavailable a member of ATA's administration team will undertake the process.

The Revised Standards for RTO's state that VET records are to be retained for at least two (2) years following the VET student's completion of the Training Product.

Reportable data is obtained from:
- Students through enrolment process.
- Victorian Student Number (VSN) is captured during enrolment when provided by student, but also via the VSN interface with the Victorian Student Registry within the SMS.
- Trainers / Assessors / Administration Staff (information is captured from student progress within their training)
- Training.gov.au (qualifications / accredited courses / units / modules)
- www.education.vic.gov.au (purchasing guide and curriculum guides)
- Surveys, via national survey collections, including student outcome surveys, quality indicator data, surveys of employers and views of VET programs.

ATA reports AVETMISS data for all students who have undertaken Nationally Recognised Training locally, nationally or internationally, or if training and/or assessment is being provided by any third-party agent operating on behalf of ATA, regardless of the current status of the student. For example, data submissions are made for students who have withdrawn their enrolment or who did not successfully complete, as well as those who achieved competency, including via recognition of prior learning and credit transfer.

ATA has determined, in line with current regulatory requirements, that all students who have VET data reported must provide to ATA their individual USI number. Students who are undertaking pre-accredited training are not required to provide a USI. Students who are undertaking non-accredited studies are not required to have their data reported and do not require a USI.

There are several privacy notices which form a part of ATA's Enrolment Form. The privacy notices include the provision of information to students about what is done with the information they provide to ATA.

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Entities receiving VET Data from RTOs, in accordance with the **National VET Data Policy,** must ensure that RTOs are aware of the purposes for which the information they submit may be used, and retain evidence that each RTO has signed or electronically acknowledged the mandatory information contained in the **VET Data Use Statement and RTO Declaration and Understanding**.

Details are contained in section 7 of the **National VET Data Policy.**

The *VET Data Use Statement* advises RTOs that data provided by the RTO may be used:
- to populate authenticated VET transcripts via the Unique Student Identifier scheme
- accessed, published and disseminated according to the **National VET Data Policy,** and
- to identify RTO level information that supports consumer information, transparency and understanding of the national VET market being published in reports, tables and a range of other data products, including data cubes and websites.

Surveys / Feedback
Quality Indicator questionnaires are provided to each employer and student through hard copies provided by trainers or emails that originate from the Student Management System for each qualification or accredited course they are engaged in.

Using a range of collation tools, ATA collects feedback and other responses from students and trainers.

Feedback is required for the continuous improvement of processes in ATA's systems and whether the feedback is positive or negative ATA is required to address each one as seriously as how the person providing the feedback has been. Where ATA has agreed with changes to our systems, policies, procedures and forms need to be either developed or updated.