

## Apprentices and trainees September quarter 2009: Terms and definitions

NCVER

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# Introduction

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This document covers the data terms used in the *Apprentices and trainees September quarter 2009* report and its associated data tables. The primary purpose of this document is to assist users of the report to understand the specific data terms used within it.

Terms that appear in the report are listed in alphabetical order with the following information provided for each:

- ✧ Definition: a brief explanation of the term
- ✧ Classification categories: defined categories that apply to each term are listed where applicable
- ✧ Source: a description of the source of this information, including details of any calculations or derivations.

Unless stated otherwise, all data are sourced from the national Apprentice and Trainee Collection. The Apprentice and Trainee Collection is an administrative collection governed by the *Australian Vocational Education and Training Management Information Statistical Standard: The Standard for New Apprenticeships – Release 6.0* (AVETMISS Release 6.0), which is available at NCVER's website: <http://www.ncver.edu.au>. References to the applicable field definitions within AVETMISS Release 6.0 which further define the data collected are provided in the 'Source' section.

Terms and acronyms which have a broader Vocational Education and Training application have not been included in this document. Readers are referred to the *VET glossary*, which is available at NCVER's website: <http://www.ncver.edu.au/resources/glossary.html>.

<b>Term</b>	<b>Definition</b>	<b>Classification categories</b>	<b>Source</b>
Age	The age of the apprentice/trainee at key points in the training contract, such as commencement and completion. It is generally reported in age ranges.	19 years and under 20 to 24 years 25 to 44 years 45 years and over	Calculated based on the AVETMISS fields Date of Birth from the Client file and Training Contract Status Identifier and Training Contract Status Date of Effect from the Training Contract Transaction file.
Cancellations and withdrawals	The number of apprenticeship/traineeship training contracts that have been terminated prior to successful completion in a given period.  Cancellation and withdrawal figures also include contracts which have been transferred, due to change in employer. 'Transferred' is a new contract status, which was historically reported as a cancellation or withdrawal.	N/A	Calculated based on the AVETMISS fields Training Contract Status Date of Effect and Training Contract Status Identifier from the Training Contract Transaction file.
Commencements	The number of apprenticeship/traineeship training contracts that started in a given period.	N/A	Calculated based on the AVETMISS fields Training Contract Status Identifier and Training Contract Commencement Date from the Training Contract Transaction file.
Completions	The number of apprenticeship/traineeship training contracts that were successfully completed in a given period.	N/A	Calculated based on the AVETMISS fields Training Contract Status Identifier and Training Contract Completion Date from the Training Contract Transaction file.
Contract status	Refers to the key stages within the life of an apprenticeship/traineeship training contract.	Commenced Completed In-training Cancellation/Withdrawals	Calculated based on the AVETMISS fields Training Contract Status Date of Effect and Training Contract Status Identifier from the Training Contract Transaction file.
Existing worker	Indicates whether an apprentice/trainee was employed by their current employer continuously for more than three months full-time (or 12 months part-time/casual) prior to commencing their training contract.	Existing worker Newly commencing worker	Collected in the AVETMISS field Existing Worker Flag from the Training Contract Transaction file.
Full-time status	Indicates whether a training contract is being undertaken on a full-time or part-time employment basis.  Full-time apprentices/trainees are those whose working hours (including the training component) are not less than the usual hours for a full-time employee in that occupation.	Full-time Part-time	Collected in the AVETMISS field Full-time Identifier from the Training Contract Transaction file.

Term	Definition	Classification categories	Source
Industry Skills Councils	<p>Refers to categories of training package qualifications by their specific industry sectors. Industry skills councils represent particular industries and groups of training packages.</p> <p>See Appendix A for a complete list of training packages grouped by Industry Skills Council.</p>	<p>Agri-Food</p> <p>Community services &amp; health</p> <p>Construction &amp; property services</p> <p>Electrocomms &amp; energy utilities</p> <p>ForestWorks</p> <p>Government</p> <p>Innovation &amp; business</p> <p>Manufacturing</p> <p>Services</p> <p>SkillsDMC</p> <p>Transport &amp; logistics</p>	Calculated based on the AVETMISS field Qualification Identifier from the Training Contract Transaction and Qualification files.
In-training	The number of apprenticeship/traineeship training contracts where the apprentice/trainee is actively training under the terms of their contract at a given point in time.	N/A	Calculated based on the AVETMISS fields <i>Training Contract Status Date of Effect</i> and <i>Training Contract Status Identifier</i> from the <i>Training Contract Transaction</i> file, where the most recent status is commenced, recommenced or suspended.
Non-trades	Occupations that are not classified as <i>Technicians and Trades Workers</i> . Occupations are classified using the Australian and New Zealand Standard Classification of Occupations (ANZSCO). See definition for Occupation.	N/A	Collected in the AVETMISS field ANZSCO (occupation type) Identifier from the Training Contract Transaction file.
Occupation	The intended occupational outcome of a qualification undertaken by an apprentice/trainee as part of a training contract. Occupations are classified using the Australian and New Zealand Standard Classification of Occupations (ANZSCO).	<p>Managers</p> <p>Professionals</p> <p>Technicians and trades workers</p> <p>Community and personal service workers</p> <p>Clerical and administrative workers</p> <p>Sales workers</p> <p>Machinery operators and drivers</p> <p>Labourers</p>	Collected in the AVETMISS field ANZSCO (occupation type) Identifier from the Training Contract Transaction file.

Term	Definition	Classification categories	Source
Qualification level	<p>The level of an Australian Qualification Framework (AQF) qualification which is being completed as part of an apprenticeship/traineeship training contract.</p> <p>The AQF is a unified system of national qualifications in schools, vocational education and training (TAFEs and private providers) and the higher education sector (mainly universities).</p>	<p>AQF level I or II</p> <p>AQF level III</p> <p>AQF level IV</p> <p>AQF Diploma/Advanced Diploma</p>	Collected in the AVETMISS field <i>Qualification Category Identifier</i> from the <i>Qualification</i> file.
Seasonal adjustment	<p>Refers to a mathematical model used in time series data to smooth out fluctuations attributable to seasonal influences.</p> <p>For this publication, data are adjusted using X-11-ARIMA methodology and then are 7-point Henderson smoothed.</p>	N/A	Seasonally adjusted data in this publication are derived from Table 2 for in-training, Table 4 for commencements, Table 6 for completions and Table 8 for cancellations/withdrawals.
Sex	This reflects the gender of the apprentice and trainee as captured on their training contact; hence the reason that the sex of the apprentice or trainee may not be stated.	<p>Male</p> <p>Female</p> <p>Not stated</p>	Collected in the AVETMISS field <i>Sex</i> from the <i>Client</i> file.
Trades	Occupations that are classified as <i>Technicians and trades workers</i> . Occupations are classified using the Australian and New Zealand Standard Classification of Occupations (ANZSCO). See definition for Occupation.	N/A	Collected in the AVETMISS field ANZSCO (occupation type) Identifier from the Training Contract Transaction file.
Training duration	<p>The amount of time that apprentices/trainees take to complete their training contract.</p> <p>For completions, duration refers to the <i>actual</i> amount of time taken by the apprentice or trainee to finish the training contract.</p> <p>For cancellations/withdrawals, duration refers to the amount of time until an apprentice or trainee cancels or withdraws from their contract.</p>	<p>Two years or less</p> <p>More than two years</p>	Calculated based on the AVETMISS fields Training Contract Commencement Date and Training Contract Date of Effect from the Training Contract Transaction file.
Training packages	Indicates whether the qualification undertaken is part of an apprenticeship/traineeship is delivered under a national training package.	<p>Training package</p> <p>Not in training package</p>	Calculated based on the AVETMISS fields Qualification Identifier from the Training Contract Transaction and Qualification files.

## *Appendix A: Training packages grouped by industry skills councils*

Industry Skills Council	Training Package Grouping	Training Packages
<b>Agri-Food</b>	Australian Meat Industry	MTM - Australian Meat Industry
	Food Processing Industry	FDF - Food Processing Industry
	Horticulture	RTF - Amenity Horticulture
	Horticulture	RUH - Horticulture - (Superseded by RTF)
	Rural Production	RTE - Rural Production
	Rural Production	RUA - Agriculture - (Superseded by RTE)
	Other	AGF - Agri-Food Training Package
	Other	AGR – Conditionally endorsed Agri-food (Superseded by AGF)
	Other	RGR - Racing Industry
	Other	RTD - Conservation and Land Management
	Other	RUV - Animal Care & Management
	Other	SFI - Seafood Industry
	Other	SUG - Sugar Milling
<b>Community Services and Health</b>	Community Services	CHC - Community Services
	Health	HLT – Health
	Other	ZBS – Australasian Red Cross Blood Services (Confidential)
<b>Construction and Property Services</b>	Asset Maintenance	PRM - Asset Maintenance
	Asset Security	PRS - Asset Security (Superseded by CPP)
	General Construction	BCG - General Construction (Superseded by CPC)
	Off-site Construction	BCF - Off-site Construction (Superseded by CPC)
	Other	BCP - Plumbing and Services (Superseded by CPC)
	Other	PRD - Property Development and Management (Superseded by CPP)
	Other	CPP – Property Services
	Other	CPC – Construction, Plumbing & Services Integrated Framework
<b>Electocomms and Energy Utilities</b>	Electricity Supply Industry - Transmission and Distribution	UET - Transmission, Distribution and Rail
	Electricity Supply Industry - Transmission and Distribution	UTT - Electricity Supply Industry - Transmission and Distribution (Superseded by UET)
	Electrotechnology Industry	UEE - Electrotechnology Industry
	Electrotechnology Industry	UTE - Electrotechnology Industry (Superseded by UEE)
	Gas Industry	UEG - Gas Industry
	Gas Industry	UTG - Gas Industry (Superseded by UEG)
	Other	UEP - Electricity Supply Industry - Generation Sector

	Other	UTL - Lifts Industry (Superseded by & included in UEE)
	Other	UTP - Electricity Supply Industry - Generation (Superseded by UEP)
<b>ForestWorks</b>	Forest Industry	FPI - Forest and Forest Products Industry
	Pulp and Paper Industry	FPP - Pulp and Paper Manufacturing Industries
<b>Government</b>	Correctional Services	CSC - Correctional Services
	Local Government	LGA - Local Government
	Public Sector	PSP - Public Sector
	Water Industry	NWP - Water Industry
	Water Industry	UTW - Water Industry (Superseded by NWP)
	Other	PUA Public Safety (Confidential)
<b>Innovation and Business</b>	Business Services	BSA - Administration (Superseded by BSB)
	Business Services	BSB - Business Services
	Financial Services	FNA - Finance (Superseded by Financial Services TP - FNB)
	Financial Services	FNB - Financial Services (Superseded by FNS)
	Financial Services	FNS - Financial Services
	Information and Communications Technology	ICA - Information and Communications Technology
	Telecommunications	ICT - Telecommunications
	Other	BSZ - Assessment and Workplace Training (Superseded by TAA)
	Other	CUE - Entertainment Industry
	Other	CUF - Screen and Media
	Other	CUL - Museum and Library/Information Services
	Other	CUS - Music
	Other	CUV - Visual Arts, Craft and Design
	Other	ICP - Printing and Graphic Arts
	Other	TAA - Training and Assessment
<b>Manufacturing Skills Australia</b>	Metal and Engineering Industry	MEM - Metal and Engineering Industry
	Plastics, Rubber and Cablemaking	PMB - Plastics, Rubber and Cablemaking
	Other	AUM - Automotive Industry Manufacturing
	Other	AUR - Automotive Industry Retail, Service and Repair
	Other	LMF - Furnishing Industry
	Other	LMT - Textiles, Clothing and Footwear
	Other	MCM - Competitive Manufacturing (Superseded by MSA)
	Other	MEA - Aeroskills
	Other	MSA - Manufacturing
	Other	PMA - Chemical, Hydrocarbons and Oil Refining
	Other	PMC - Manufactured Mineral Products

	Other	PML - Laboratory Operations
	Other	ZCA - Service Technician - Portable Fire Equipment (Chubb Fire)
<b>Service Skills Australia</b>	Beauty	WRB - Beauty
	Hairdressing	WRH - Hairdressing
	Hospitality	THH – Hospitality (Superseded by SIT)
	Hospitality	SIT – Tourism, Hospitality and Events
	Retail	SIR - Retail Services
	Retail	WRR – Retail (Superseded by SIR)
	Other	SIF - Funeral Services
	Other	SRC - Community Recreation Industry
	Other	SRF - Fitness Industry
	Other	SRO - Outdoor Recreation Industry
	Other	SRS - Sport Industry
	Other	THC - Caravan Industry
	Other	THT – Tourism (Superseded by SIT)
	Other	WFS - Funeral Services (Superseded by SIF)
	Other	WRF - Floristry
	Other	WRP - Community Pharmacy (Superseded by SIR)
	Other	WRW – Wholesale (Superseded by SIR)
	Other	ZWA - Woolworths (Confidential)
<b>SkillsDMC</b>	Civil Construction	BCC - Civil Construction
	Civil Construction	RII - Resources and Infrastructure
	Extractive Industry	MNQ - Extractive Industry
	Metalliferous Mining	MNM - Metalliferous Mining
	Other	DRT - Drilling Industry
	Other	MNC - Coal
<b>Transport and Logistics</b>	Transport and Distribution	TDT - Transport and Distribution (Superseded by TLI)
	Other	TDA - Aviation (Superseded by AVI)
	Other	AVI - Aviation
	Other	TDM - Maritime
	Other	TLI - Transport and Logistics
	Other	ZQF - Qantas (Confidential)
<b>No industry skills council</b>		TAL - Conditionally endorsed Transport and Logistics
		ZBE – Boral Interior Lining (Confidential)
		ZKO - Kodak-Australasia (Confidential)
		ZRG – Ricegrowers Co-operative Limited (Confidential)
		ZWV – Humanitarian (Confidential)