

Date of approval	24 February 2021	Approved by	Acting Chief Operating Officer
Date of effect	24 February 2021	Review date	24 February 2024
Responsible Owner	Director, Student Experience	Version	V2 2021
Functional Manager	Manager, Student Administration		

1. Outline

This policy outlines the obligations of the Batchelor Institute of Indigenous Tertiary Education (the Institute), staff and students in regard to the reporting of data for nationally recognised training to the National Vocational Education and Training (VET) Provider Collection managed by the National Centre for Vocational Education Research (NCVER).

2. Scope

This policy applies to:

- All VET students,
- Staff authorised by the Institute to sign enrolment forms,
- Staff advising students,
- Staff authorised to enter and update student enrolment records in the relevant Student Management System for, or on behalf of, the Institute, and
- Staff responsible for reporting data to the National VET Provider Collection.

3. Policy statement

- 3.1 The Institute will comply with the National VET Provider Collection Data Requirements Policy.
- 3.2 The Institute will maintain systems compatible with providing data compliant with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).
- 3.3 The Institute will respect student rights to privacy under the *Privacy Act 1988* and *information Act 2002* and will comply with the requirements in respect of the collection and management of personal information.
- 3.4 All students are required to submit an enrolment form for every academic year and course in which they intend to undertake.
- 3.5 On enrolment, to maximise the chance of learners successfully completing the training, learners are to be assessed to identify any additional support required

and that this support is made available. This may include Language, Literacy and Numeracy support, assistive technology, additional tutorials and assistance in using technology for online delivery components.

- 3.6 Students will either advise the Institute of their existing Unique Student Identifier (USI) or allow the Institute to access their existing USI through the Registered Training Organisation Portal or submit relevant and current documents to prove their identity to allow the Institute to issue the students with a USI.
- 3.7 Staff signing off enrolment forms will offer Recognition of Prior Learning to a student commencing in a course and will assess each student record for any prior studies and grant credit transfers for any units that will count in the new qualification.
- 3.8 Staff signing off enrolment forms will ensure the student and any relevant staff have submitted all relevant information as required by the Institute in accordance with the AVETMISS.
- 3.9 Student Administration will enter and submit data as required by the National VET Provider Collection and the latest AVETMISS version.

4. Responsibilities

The responsibilities are as outlined in the Policy Statement above.

5. Acronyms and Terms

Acronym/Term	Definition/Description
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard. A national standard for collection and analysis of Vocational Education and Training information throughout Australia.
NCVER	National Centre for Vocational Education Research.

6. Supporting Documents

- Further Education [VET] Student Records and Retention Management Policy, and
- Student Administration Records Management and Retention Guideline.

7. Related Documents

- Qualifications Pathways Policy – Australian Qualifications Framework,
- National VET Data Policy,
- National VET Provider Collection Data Requirements Policy,
- AVETMISS Standards <https://www.ncver.edu.au>
- *Student Identifiers Act 2014*, and
- *Student Identifiers Regulation 2014*.

8. Modification History

Date	Version	Authority	Sections Modified & Details
Aug 2011	1.1	Academic Board	All sections - Deleted word Lecturer, inserted logo
Sept 2011	2.0	Academic Board	3.1; 3.2 - Responsibilities of students; data.
May 14	2.1	Academic Board	Review Date- August 2017. Simplify policy to exclude procedure related material. Added AVETMISS Standards. Added 'National VET Provider Data Requirements Policy'. Remove 'VET National Recognition Policy' and add 'AQF Qualifications Pathways Policy'.
Nov 2015	2.2	Academic Board	Title information, Added sections related to privacy, USI, offering of RPL and consideration of Credit transfer at the time of enrolment, revised list
Feb 2021	V1 2021	Manager, Student Administration	Minor spelling corrections 3.6 Update of USI information 6 & 7. Amend Supporting and Related reference documents 9. Amend contact officer to Manager, Student Administration
Nov 2021	2021 v2	Senior Policy Officer	Title information – align with organisation changes

9. Feedback

If you have any comments or feedback about this Policy, please contact the Manager, Student Administration.