

Apprentices and trainees Annual 2009: Terms and definitions

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Introduction

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

Terms that appear in the publication 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 National 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>>.

Term	Definition	Classification categories	Source
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 <i>Date of Birth</i> from the <i>Client</i> file and <i>Training Contract Status Identifier</i> and <i>Date of Transaction</i> from the <i>Training Contract Transaction</i> file.
Attrition rate	Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since cancelled or withdrawn from that contract.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> and <i>Date of Training Contract Commencement</i> from the <i>Training Contract Transaction</i> file.
Attrition rate to date	Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since cancelled or withdrawn from that contract. As a substantial proportion of apprentices and trainees are continuing their training, particularly in trade occupations, these rates will be revised in subsequent publications; therefore, they are recorded as 'to date' attrition rates.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> and <i>Date of Training Contract Commencement</i> from the <i>Training Contract Transaction</i> 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. To date, the 'transferred' contract status has only been used in Victoria and has a low base. As the use of this contract status progresses in the future, alternative reporting arrangements will be implemented.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> and <i>Training Contract Status Identifier</i> from the <i>Training Contract Transaction</i> file.
Commencements	The number of apprenticeship/traineeship training contracts that started in a given period.	N/A	Calculated based on the AVETMISS fields <i>Date of Training Contract Commencement</i> and <i>Training Contract Status Identifier</i> from the <i>Training Contract Transaction</i> 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 <i>Date of Training Contract Completion</i> and <i>Training Contract Status Identifier</i> from the <i>Training Contract Transaction</i> file.

Term	Definition	Classification categories	Source
Completion rate	Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since completed the requirements of training for that contract.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> , <i>Date of Training Contract Commencement</i> and <i>Date of Training Contract Completion</i> from the <i>Training Contract Transaction</i> file.
Completion rate to date	Refers to the proportion of apprentices and trainees who have commenced a contract in a given period and who have since completed the requirements of training for that contract. As a substantial proportion of apprentices and trainees are yet to complete training, particularly in trade occupations, these rates will be revised in subsequent publications; therefore, they are recorded as 'to date' completion rates.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> , <i>Date of Training Contract Commencement</i> and <i>Date of Training Contract Completion</i> from the <i>Training Contract Transaction</i> file.
Continuing or outcome not known	Refers to the proportion of apprentices and trainees who commenced a contract in a given period and who have not yet completed the requirements of training for that contract or cancelled or withdrawn from that contract.	N/A	Calculated based on the AVETMISS fields <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> and <i>Date of Training Contract Commencement</i> from the <i>Training Contract Transaction</i> 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 <i>Date of Transaction</i> , <i>Training Contract Status Identifier</i> and <i>Date of Training Contract Commencement</i> from the <i>Training Contract Transaction</i> 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 <i>Existing Worker Flag</i> from the <i>Training Contract Transaction</i> 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 <i>Full-time Identifier</i> from the <i>Training Contract Transaction</i> 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 councils.</p>	<p>Agri–Food</p> <p>Community Services & Health</p> <p>Construction & Property Services</p> <p>Electrocomms & Energy Utilities</p> <p>ForestWorks</p> <p>Government</p> <p>Innovation & Business</p> <p>Manufacturing</p> <p>Services</p> <p>SkillsDMC</p> <p>Transport & Logistics</p>	Calculated based on the AVETMISS field <i>Qualification/ Course Identifier</i> from the <i>Training Contract Transaction</i> and <i>Qualification</i> 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>Date of Transaction</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	Calculated based on the AVETMISS field <i>ANZSCO Identifier</i> from the <i>Training Contract Transaction</i> file and <i>Qualification/ Course Identifier</i> from the <i>Training Contract Transaction</i> and <i>Qualification</i> files.
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>	Calculated based on the AVETMISS field <i>ANZSCO Identifier</i> from the <i>Training Contract Transaction</i> file and <i>Qualification/Course Identifier</i> from the <i>Training Contract Transaction</i> and <i>Qualification</i> files.

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 (TAFE institutes 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>	Calculated based on the AVETMISS field <i>Qualification/Course Identifier</i> from the <i>Training Contract Transaction</i> and <i>Qualification</i> files.
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 the December 2009 quarterly publication: 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	Calculated based on the AVETMISS field <i>ANZSCO Identifier</i> from the <i>Training Contract Transaction</i> file and <i>Qualification/Course Identifier</i> from the <i>Training Contract Transaction</i> and <i>Qualification</i> files.
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 <i>Date of Training Contract Commencement</i> , <i>Date of Training Contract Completion</i> , <i>Training Contract Status Identifier</i> and <i>Date of Transaction</i> from the <i>Training Contract Transaction</i> file.
Training rate	Derived from the number of apprentices and trainees in-training (15 years and over) as a proportion of individuals employed in Australia.	N/A	<p>Calculated based on the AVETMISS fields <i>Date of Transaction</i> and <i>Training Contract Status Identifier</i> from the <i>Training Contract Transaction</i> file.</p> <p>Employment data are collected by the Australian Bureau of Statistics (ABS).</p>
Training packages	Indicates whether the qualification undertaken as 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 field <i>Qualification/Course Identifier</i> from the <i>Training Contract Transaction</i> and <i>Qualification</i> files.

Appendix A: training packages grouped by industry skills councils

Industry skills council	Training packages
Agri-Food	MTM – Australian Meat Industry
	FDF – Food Processing Industry
	RTF – Amenity Horticulture
	RUH – Horticulture (superseded by RTF)
	RTE – Rural Production
	RUA – Agriculture (superseded by RTE)
	AGF – Agri-Food
	AGR – Conditionally endorsed Agri-Food (superseded by AGF)
	RGR – Racing Industry
	RTD – Conservation and Land Management
	RUV – Animal Care and Management
	SFI – Seafood Industry
	SUG – Sugar Milling
Community Services and Health	CHC – Community Services
	HLT – Health
	ZBS – Australasian Red Cross Blood Services (confidential)
Construction and Property Services	PRM – Asset Maintenance
	PRS – Asset Security (superseded by CPP)
	BCG – General Construction (superseded by CPC)
	BCF – Off-site Construction (superseded by CPC)
	BCP – Plumbing and Services (superseded by CPC)
	PRD – Property Development and Management (superseded by CPP)
	CPP – Property Services
	CPC – Construction, Plumbing & Services Integrated Framework
Electocomms and Energy Utilities	UET – Transmission, Distribution and Rail
	UTT – Electricity Supply Industry – Transmission and Distribution (superseded by UET)
	UEE – Electrotechnology Industry
	UTE – Electrotechnology Industry (superseded by UEE)
	UEG – Gas Industry
	UTG – Gas Industry (superseded by UEG)
	UEP – Electricity Supply Industry – Generation Sector
	UTL – Lifts Industry (superseded by and included in UEE)
	UTP – Electricity Supply Industry – Generation (superseded by UEP)
ForestWorks	FPI – Forest and Forest Products Industry
	FPP – Pulp and Paper Manufacturing Industries
Government	CSC – Correctional Services

LGA – Local Government

PSP – Public Sector

NWP – Water Industry

UTW – Water Industry (superseded by NWP)

PUA – Public Safety (confidential)

Innovation and Business

BSA – Administration (superseded by BSB)

BSB – Business Services

FNA – Finance (superseded by FNB)

FNB – Financial Services (superseded by FNS)

FNS – Financial Services

ICA – Information and Communications Technology

ICT – Telecommunications

BSZ – Assessment and Workplace Training (superseded by TAA)

CUE – Entertainment Industry

CUF – Screen and Media

CUL – Museum and Library/Information Services

CUS – Music

CUV – Visual Arts, Craft and Design

ICP – Printing and Graphic Arts

TAA – Training and Assessment

Manufacturing Skills Australia

MEM – Metal and Engineering Industry

PMB – Plastics, Rubber and Cablemaking

AUM – Automotive Industry Manufacturing

AUR – Automotive Industry Retail, Service and Repair

LMF – Furnishing Industry

LMT – Textiles, Clothing and Footwear

MCM – Competitive Manufacturing (superseded by MSA)

MEA – Aeroskills

MSA – Manufacturing

MSL – Laboratory Operations

PMA – Chemical, Hydrocarbons and Oil Refining

PMC – Manufactured Mineral Products

PML – Laboratory Operations (superseded by MSL)

ZCA – Service Technician – Portable Fire Equipment (Chubb Fire)

Service Skills Australia

WRB – Beauty

WRH – Hairdressing

THH – Hospitality (superseded by SIT)

SIT – Tourism, Hospitality and Events

SIR – Retail Services

WRR – Retail (superseded by SIR)

SIF – Funeral Services

SRC – Community Recreation Industry

	SRF – Fitness Industry
	SRO – Outdoor Recreation Industry
	SRS – Sport Industry
	THC – Caravan Industry
	THT – Tourism (superseded by SIT)
	WFS – Funeral Services (superseded by SIF)
	WRF – Floristry
	WRP – Community Pharmacy (superseded by SIR)
	WRW – Wholesale (superseded by SIR)
	ZWA – Woolworths (confidential)
SkillsDMC	BCC – Civil Construction
	RII – Resources and Infrastructure
	MNQ – Extractive Industry
	MNM – Metalliferous Mining
	DRT – Drilling Industry
	MNC – Coal
Transport and Logistics	TDT – Transport and Distribution (superseded by TLI)
	TDA – Aviation (superseded by AVI)
	AVI – Aviation
	TDM – Maritime
	TLI – Transport and Logistics
	ZPO – P & O Ports
	ZQF – Qantas (confidential)
	ZQR – Queensland Rail – Civil Infrastructure (confidential)
No industry skills council	TAL – Transport and Logistics (conditionally endorsed)
	ZBE – Boral Interior Lining (confidential)
	ZKO – Kodak Australasia (confidential)
	ZRG – Ricegrowers Co-operative Limited (confidential)
	ZWV – Humanitarian (confidential)