

Fax statistics request form

Ref: Statistics request form
Version No:6
Date: May 2009

DEPARTMENT OF EDUCATION AND TRAINING

TEL: (07) 3237 1886 / FAX: (07) 3227 6153
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FAX STATISTICS REQUEST FORM

Requested by:	<input type="text"/>		
Title:	<input type="text"/>		
Organisation:	<input type="text"/>		
Phone Number:	<input type="text"/>	Facsimile Number:	<input type="text"/>
Email Address:	<input type="text"/>		
Date:	<input type="text"/>	Date Required:	<input type="text"/>

REQUEST DETAILS:

To ensure an accurate and timely response to your query please read carefully the **statistics request form definitions**

Please enter your request here:

Direct Entry Level Training Administration (DELTA) statistics are extracted from the Department of Education & Training database sources and as such are subject to the Commonwealth Privacy Act.

IMPORTANT NOTE: When requesting minor statistical reports from the DELTA database a minimum of 15 working days is required. Large or complex reports must be negotiated with the Manager.

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STATISTICS REQUEST FORM DEFINITIONS

New commencements

Shows the number of new employees commencing work within the specified time frame. It does not show new commencements where the training contract has not been registered at a DET office at the time of the report. **NOTE: Timeframe start and finish dates must be supplied**

Re-commencements

Shows the number of new employees previously employed in the same occupation who recommenced work in (during) the specified time period. It does not show new commencements where the training contract has not been registered at a DET office at the time of the report. **NOTE: Timeframe start and finish dates must be supplied.**

New approvals

Shows the number of applications for new training contracts registered within the specified time frame. This does not show the number of new employees starting; only those that started a training contract. **NOTE: Timeframe start and finish dates must be supplied.**

Re-approvals

Shows the number of applications for training contracts registered within the specified time frame where the apprentice/trainee has been previously registered in the same occupation. **NOTE: Timeframe start and finish dates must be supplied**

Withdrawals/completions/cancellations

Shows the number of completions or cancellations (which include withdrawals during probation period). It does not show cancellations/completions where the cancellation/completion has not been registered at a DET office at the time of this report.

NOTE: Timeframe start and finish dates must be supplied

In training

In training, figures reflect the number of training contracts which are active at the specified date and where no advice has been received by DET to indicate otherwise.

Expiry

Where training contracts reach the nominal completion date and there is no advice from the parties that the contract has been cancelled or completed are set to "expire" on the DELTA database. Each of the parties are written to six weeks prior to the nominal completion date and asked to advise DET as to the outcome of the training program. Expiry does not preclude the apprentice or trainee gaining a completion certificate.

Occupations/callings/qualifications

These are the apprenticeship/traineeships and qualifications as defined in the Queensland Government Industrial Gazette. These details can be obtained from the Queensland Training Information Service (QTIS), visit: www.qtis.training.qld.gov.au

NOTE: Failure to supply full details of required data may result in delays.

ASCO/ANZIC groupings

These are the Australian Standard Classification of Occupations and the Australian & New Zealand Industry Classifications as developed by the Australian Bureau of Statistics that identify broad groupings under which various occupations (ASCO) and industries (ANZIC) are classified. **NOTE: Failure to supply full details of required data may result in delays.**

Employer details

DELTA records an employer legal name, and trading name. Address details record both 'Head office' and actual workplace locations.

Geographical definitions

Statistics can be provided based on Department of Education and Training regions, districts or postcodes only. When supplying postcodes, please use precisely the following sample format in Microsoft Word. If possible please include single quotes and commas, e.g. ['4000','4001','4004','4646','4825'].