National Coding System for Training Packages

A national coding system gives each training package, unit of competency and qualification a unique, nationally consistent identifier. It is a key factor in administering vocational education and training across states and territories, and across industries.

Coding for training packages

Each training package is assigned a unique alphanumeric identifier comprising three letters and two numbers (refer to Figure 1). The three letters identify the industry, and where appropriate, the sector of that industry. This code is determined by the industry skills council responsible for the training package development and/or review.

The two numbers are assigned as a mechanism for version control, and identify the year in which the package was endorsed. For example: BSB07 is the Business Services Training Package, endorsed in 2007.

This three-letter industry identifier is then applied to all qualifications and competencies specific to that package as a clear identification of their origin. The codes for enterprise-specific training packages always commence with ‘Z’.

<table>
<thead>
<tr>
<th>Figure 1: Example of training package coding</th>
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<tbody>
<tr>
<td>BSB</td>
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<td>Industry (Business Services)</td>
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Coding qualifications

Each qualification within a training package is assigned its own unique identifier, which starts with the three-letter industry identifier for the training package. This is followed by a single numeric code that reflects the level of the qualification within the Australian Qualifications Framework. A qualification code will be no more than eight characters in length.

Each qualification is then assigned a two-digit identifier. If there are multiple qualifications at one level, they are numbered sequentially, starting at ‘01’. Finally, a two-digit code indicating the year in which the qualification was endorsed is added for version control. For example: BSB40207 indicates the second certificate IV qualification endorsed in 2007 for the Business Services Training Package.
Coding units of competency

Each unit of competency in a training package is assigned an identifier. It begins with the same three-letter identifier as the training package to which it belongs. This identifier can be no more than 12 characters in length and can include both numbers and capitalised letters. Version control for coding units of competency is indicated by a single end letter (A, B, C, etc). The code for the original version of any competency ends in ‘A’, and any subsequent versions are marked in alphabetical sequence. Any change to a unit of competency that alters the unit outcome requires the unit title to be changed and a new unit code assigned.

For example: BSB0HS407A (Monitor a safe workplace) indicates the unit is from the Business Services Training Package, is an occupational health and safety unit, packaged at a Certificate IV level and is the seventh unit, first version.

Other rules affecting coding

Where units of competency or qualifications developed in one training package are imported into another, they must retain the original coding and title.

More information

Key resources

- Australian Qualifications Framework
- Training Package Development Handbook
- AQTF 2007 Standards for Accredited Courses
- Australian Qualifications Framework Implementation Handbook

Key contacts

- Department of Education, Employment and Workplace Relations