

# AVETMISS FACT SHEET

## AVETMISS reporting in 8 steps

The fact sheets listed below can also be accessed via the [RTO Hub](#).



### Understand your AVETMISS reporting requirements

- AVETMISS reporting exemptions
- AVETMISS reporting overview
- Exempted RTO reporting
- Helping you meet your data reporting requirements
- Privacy and data security
- What is AVETMISS?



### Tips on collecting and reporting data

- Collecting and reporting client details
- Standard enrolment question example form
- Report discontinued training
- Report superseded training
- Report client addresses
- Report client names
- Report RPL and credit transfer
- USI Student Identifier (USI)



### Register for the AVETMISS Validation software and maintain users

- AVETMISS Validation Software: user maintenance
- How to register for AVETMISS validation software (AVS)



### Identify and fix validation errors

- Fixing common validation errors
- Identify and fix validation errors
- For more further detail see the AVS User Guide

01

02

03

04

05

06

07

08

### 3 ways to manage your AVETMISS data



1. Using a student management system
2. Via our free AVETMISS Data Entry Tool (for smaller RTOs)
3. A system built in-house

### Fact sheets on where, when and how to report AVETMISS data



- Quarterly reporting
- Where, when and how do I report my AVETMISS data?

### Information on how to validate your data



For more further detail see the AVS User Guide

### Information on submitting/exporting your error free data, or a Nil return



- How to submit a Nil Return
- Submitting data to NCVER
- AVS video tutorial