

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

01



Tips on collecting and reporting data

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Report superseded training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

03



Register for the AVETMISS Validation software and maintain users

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

05



Identify and fix validation errors

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

07

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



02

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

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



04

Information on how to validate your data

For more further detail see the AVS User Guide



06

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

How to submit a Nil Return
Submitting data to NCVER



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