Revised April 2021

NCVER

AVETMISS FACT SHEET

Data Entry Tool AVETMISS Client training activity maintenance

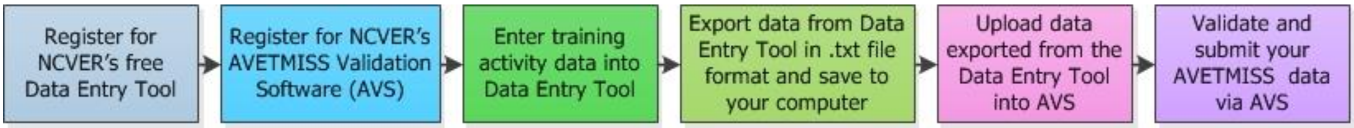
This fact sheet describes how to use NCVER's free web-based AVETMISS™ Data Entry Tool (DET), to collect client training activity data and produce AVETMISS-compliant NAT files.

After **entering** your data into DET you will need to **export** and then **upload**, **validate** and **submit** your data using the AVETMISS Validation Software (AVS) to meet your national AVETMISS reporting requirements. When using the Data Entry Tool, your students will be referred to as clients.

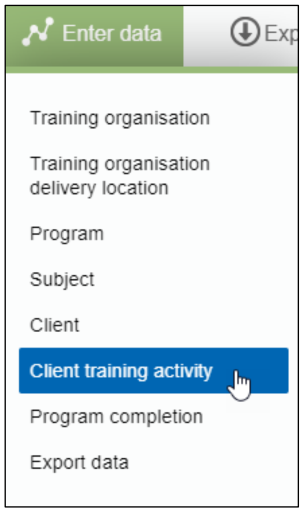
Because data entry is manual, this tool is recommended for RTOs with **100 or fewer clients** per year and who will be submitting fee-for-service activity directly to NCVER.

Please note: The Data Entry Tool is not suitable for state-specific reporting requirements i.e. where an RTO receives funding from and reports to a state or territory training authority (STA)

Data submission flowchart



- The Data Entry Tool is sequenced so that you enter information about your training organisation's activity and **then** add the details of the clients (students) who undertook the training. Steps in the process:
- Step 1: Getting started
- Step 2: Client details
- Step 3: Program details
- Step 4: Subject details
- Step 5: Client training activity details
- Step 6: Fixing errors
- Step 7: Exporting your data



Step 1: Getting started

1. **Self-register** and sign-in to the Data Entry Tool (DET).
2. Read the DET User Guide and Frequently Asked Questions (FAQs).
3. **Click** on the *Enter data* tab at the top left-hand side of the screen. You will need to work from the top to the bottom of the *Enter data* tab. You must complete the *Training organisation, Training organisation delivery location, Program* (only if your RTO delivers full programs, qualifications, accredited courses or skill sets), *Subject* and *Client* sections first (you **cannot** just jump to the *Client training activity section*).

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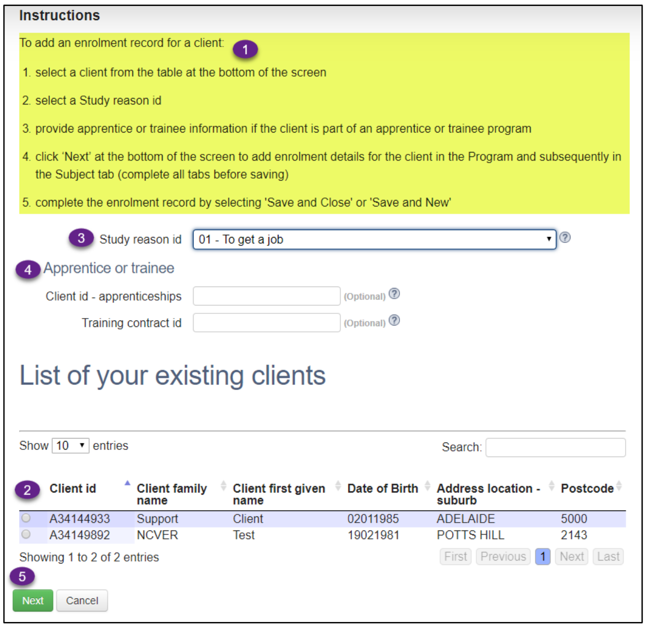
4. **Select** *Client training activity* once you have completed the sections above.

5. **Click** on the blue *Add new* button to start a new client training activity record. This will bring you to the *Client training activity maintenance* screen.

Step 2: Client details

Please match the reference numbers on the following screen shots with the text beside it, where applicable.

1. **Read** the information provided at the top of each section/tab (highlighted in yellow) where you will find lots of valuable information.
2. **Select the** client from the table that lists your existing clients.
3. **Select** the *Study reason* from the available options in the drop-down menu.
4. <u>**ONLY**</u> for students that are undertaking an apprenticeship or traineeship – please enter in the required apprenticeship/traineeship fields.
5. **Select** *Next* to move onto the Program tab.



Step 3: Program details

1. *Commencing program identifier* - though listed as an optional field you must select one of the following:
    - ***3 – Commencing enrolment in the program*** if a client commenced a program for the first time during the current collection year.
    - ***4 – Continuing enrolment in the program from a previous year*** if a client commenced the program in a previous collection year and is continuing with that study in the current year or if a client commenced in a program that superseded a program in a previous collection year and is continuing with that study under the new program in the current year.
    - ***None*** **- can be selected in lieu of one of the above options.**
    - ***8 –Subject enrolment only*** if the enrolment is a unit of competency/subject or module enrolment only (client not enrolled in a full program), this must be selected if there is no program involved.
2. **Enter** in the *Program id* if you selected the commencing program identifier **'*3*', '*4*'** or '***none***'. If you selected '***8***' **do not enter** a program identifier – **click** on the green *Next* button to continue on to the *Subject* tab.

Step 4: Subject details

1. **Click** on the blue *New client subject enrolment* button to enrol the client into a subject. You will need to repeat this step for each subject that a student is enrolled in. For example, if a student is enrolled in 8 subjects you will need to complete this step 8 times.

2. After **clicking** the *New client subject enrolment* button, the *Client subject enrolment maintenance* window will pop up.

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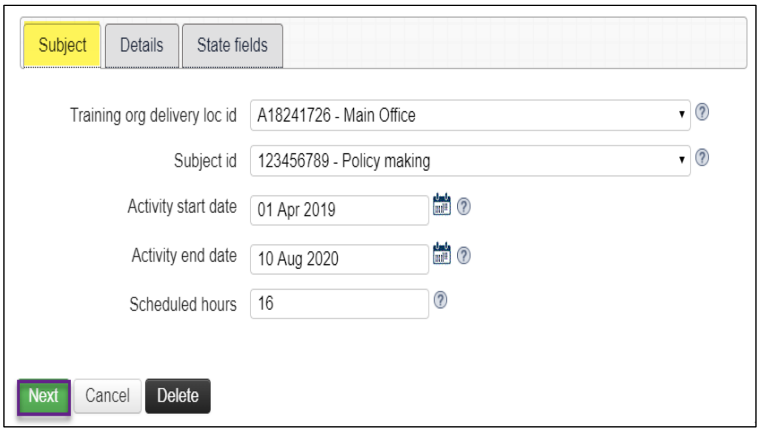
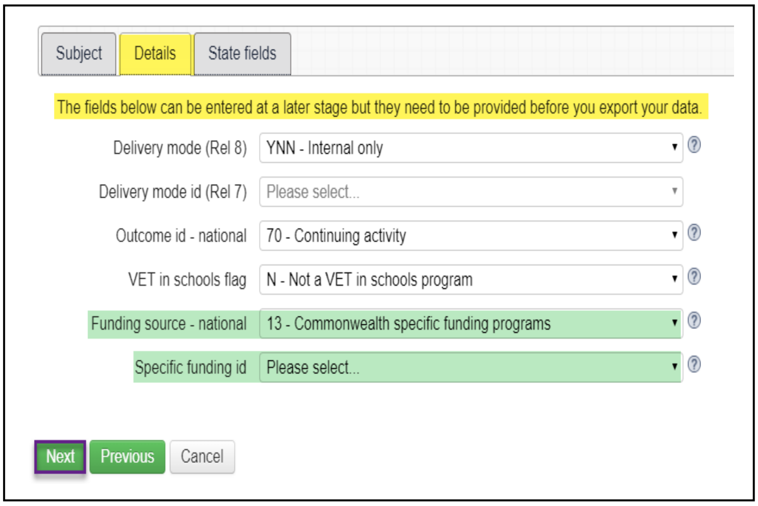
***Subject* tab:** This is where you **enter** in the training delivery location id, subject, unit of competency or module details; once you have entered all the subject enrolment activity in **Select** *Next* to continue.



***Details* tab:** The following message appears at the top of this tab: *"The fields below can be entered at a later stage, but they need to be provided before you export your data"*. This session can be saved and completed once the student completes their training.

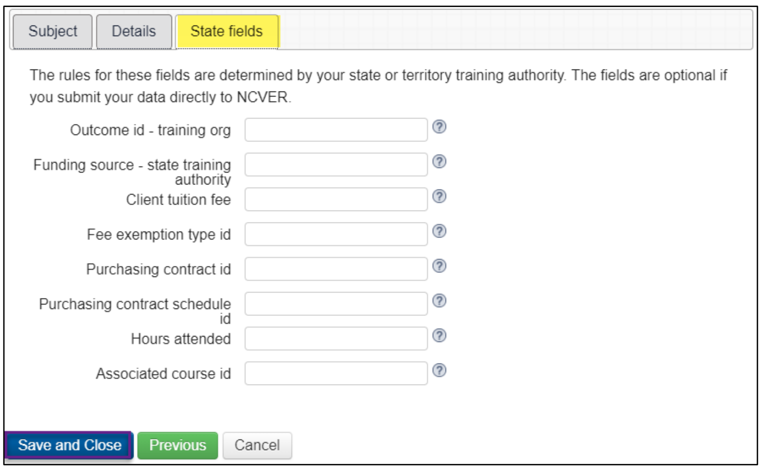
If you are unsure which codes to use for any of the fields, either select the drop down or please consult the [AVETMISS Data Element Definitions.]



If you select '13' as the *Funding source – national* code, you will need to provide a *Specific funding id*. If you are not sure which *Specific funding id* to use, please consult your funding state training authority (STA). You will not need to provide a Specific funding id unless you have selected '13' for the Funding source national– code.

You will need to ***Select Next*** to continue to the state field tab to save and close the enrolment.

***State fields* tab:** Leave blank as the Data Entry Tool is not suitable for state-specific reporting requirements i.e. where an RTO receives funding from and reports to a state or territory training authority (STA).



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Step 5: Client training activity details

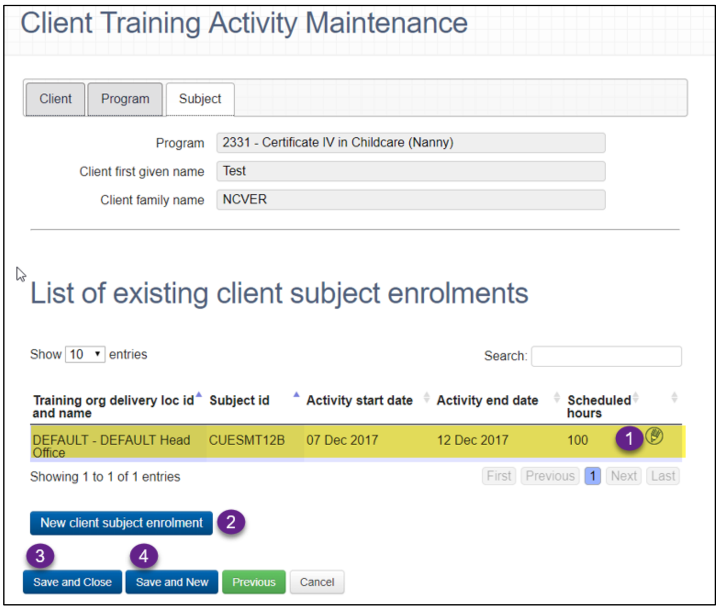
After clicking *Save and close* in the *Client subject enrolment maintenance* window, you will be brought back to the client enrolment maintenance screen. From here, you have the following options:

1. **Click** on the pencil to edit a *Client subject enrolment* record (this is also how you fix errors) to modify existing records.

2. **Click** on the *New client subject enrolment* button to enrol the same client into another subject. For example, if you are enrolling a client into 8 subjects you would repeat this 8 times (re-start process from Step 3).

3. **Click** on the *Save and close* to finish and save your client enrolment record(s) you have just been working on. **Important: If you do not select *Save and close* your *Client subject enrolment* data will not be saved.**

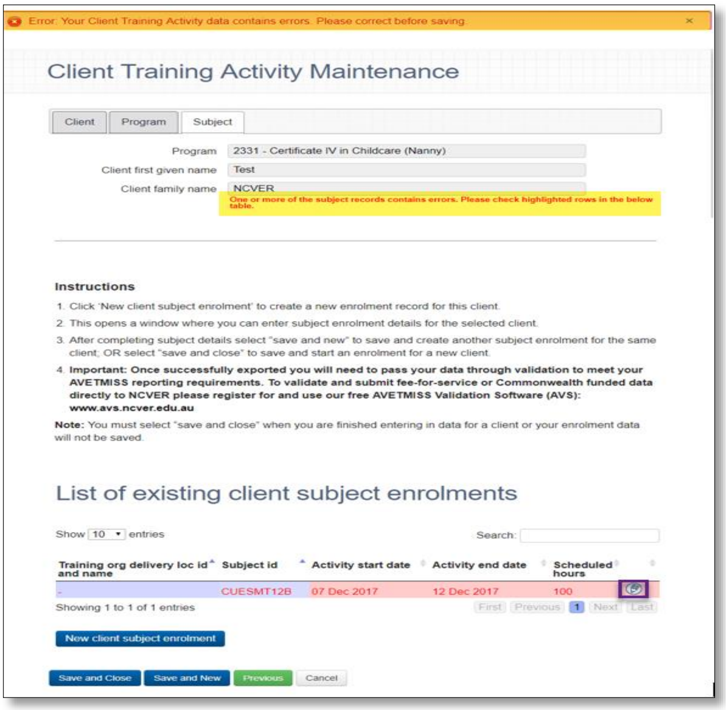
4. **Click** on the *Save and new* to go back to your list of clients to begin enrolling a new client (re-start process from Step 2).



Step 6: Fixing errors

If you accidently miss a field or enter an invalid entry, you cannot save until you have fixed the error. See the screen shot on the right to assist in locating and identifying your errors.

Once the error has been fixed tab through until you can **select** *Save and close*.



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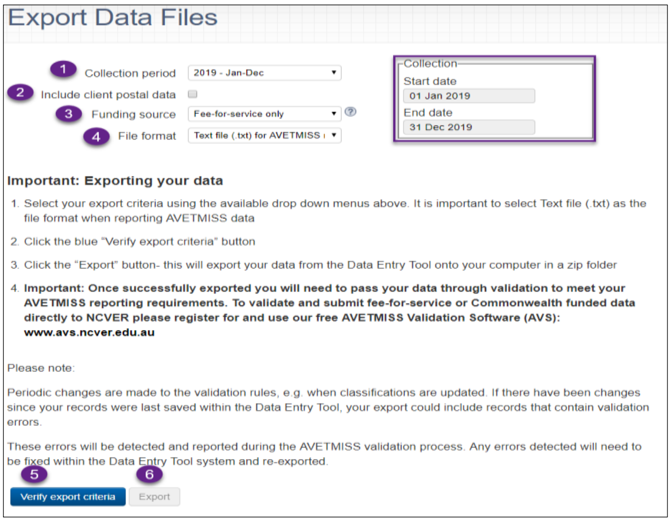
Step 7: Exporting your data

Once you have finished enrolling all of your clients, you can move on to the final section of DET. If you have clients who completed a full program, qualification, accredited course or skill set during the collection year, you will need to enter them into the *Program completion* section. If your RTO does not offer full programs or did not issue any full completions during the collection year, please leave the *Program completion* section blank. Program completions must be for the specific submission period – forward dated program completions will result in a validation error in AVS and will need to be removed from DET to pass validation.

Now you can export your data by **clicking** on the *Export* tab located to the right of the *Enter data* tab. This will bring you to the *Export Data Files* screen (see screen shot below):



1. **Select** your *Collection period*. For RTOs reporting fee-for-service or Commonwealth-funded data directly to NCVER on an annual basis, it is important that you **select Jan—Dec** and the relevant year. If reporting quarterly, select the relevant quarter e.g. Jan-Mar *YEAR*
2. Selecting this option will produce a NAT00085 file.
3. **Select** the funding source — it is recommended you select *All data* as this will then capture any errors that may have been made during data entry.
4. **Select** *Text file (.txt)* as the format. AVS cannot accept any other file formats.
5. **Click** the *Verify export criteria* button
6. Once your export criteria have been verified you will be able to **click** on the *Export* button. This will export your data (into AVETMISS compliant NAT files) as a zip file to your computer. Where your zip file is saved is determined by individual computer/ web-browser configuration: typically, the zip file is saved to a downloads folder. We recommend saving the zip file to your desktop or somewhere easy to remember as you will need to upload this zip file into AVS to complete your AVETMISS reporting requirements.
7. Please note to complete your AVETMISS reporting you will need to export your data from DET and validate and submit it via the AVETMISS validation software (AVS).

For a step-by-step guide on the how to report your AVETMISS data using AVS, please see our AVETMISS reporting in 8 steps fact sheet.

What help is available?

NCVER has a dedicated Client Support team to help you with your AVETMISS related queries and can be contacted a number of ways:

Contacting the AVETMISS support team			
Fill out our contact form	Email: support@ncver.edu.au	Phone: 08 8230 8400	Toll free: 1800 649 452

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