

# AVETMISS FACT SHEET

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

This fact sheet helps you determine where, when and how to report your AVETMISS data.

### What is the funding source of your training?

Fee-for-service <sup>1</sup>

State managed training <sup>2</sup>

Submit directly to  
NCVER

Submit data to state/  
territory training authority IF  
they accept it (see next pg.)

Submit data to  
state/territory training  
authority (STA)

Annual submission due end  
of February for data from  
previous year

Contact your STA for submission frequencies and due dates

<sup>1</sup> **Fee-for-service training**- all non-state managed training including enterprise and other privately funded training, training paid for by the client or training directly funded and managed by the Commonwealth.

<sup>2</sup> **State managed training**- is training funded or administered by the state or territory

#### I offer state managed AND fee-for-service training: what do I do?

- **Option A:** Prepare two separate submissions: submit state managed training data to your STA and submit fee-for-service training data to NCVER.
- **Option B:** Prepare a combined submission: submit all of your data to your STA IF your STA accepts it. Find out if your STA accepts combined submissions by consulting the map on the next page.

#### I offer state managed training in multiple jurisdictions: what do I do?

Please prepare multiple submissions, one to each STA that manages the funding for your training.

#### I offer only fee-for-service training in multiple jurisdictions: what do I do?

Please prepare a single submission to NCVER.

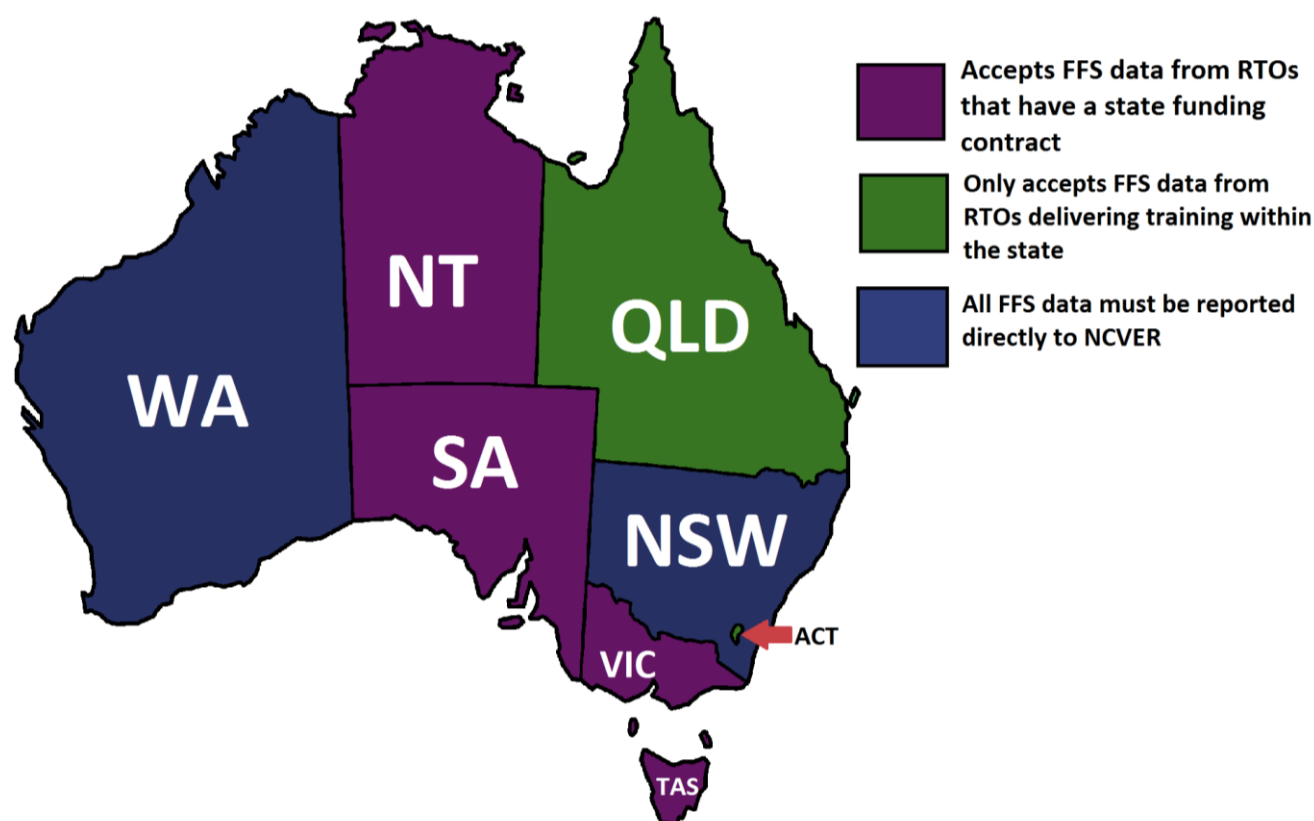
#### Does my STA accept fee-for-service data?

For RTOs delivering both fee-for-service (FFS) and state funded training activity, refer to the following map to identify whether your STA accepts FFS data or whether you will need to report your FFS data directly to NCVER.

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## How to submit your AVETMISS data

All state funded data must be reported to the state administering your RTO with the funding.



1. To submit data to the STAs in QLD, VIC or WA: These states have their own data validation software. Please contact the STA for details.
2. To submit data to the STAs in ACT, NSW, NT, SA or TAS: Please use NCVER's free [AVETMISS validation software \(AVS\)](#). Register by clicking on the 'Register' link on the AVETMISS validation software home page and then select the 'Self-register' option. Once your AVETMISS compliant data have passed validation error-free, select the *Export* function in the *Finalise submission* screen and save the files to your computer. Please follow your STA's instructions to submit the files to the STA.
3. To submit data directly to NCVER: Please use NCVER's free [AVETMISS validation software \(AVS\)](#). Register by clicking on the 'Register' link on the AVETMISS validation software home page and then select the 'NCVER register' option. Once your AVETMISS compliant data have passed validation error-free, select the *Submit* function in the *Finalise submission* screen. NCVER will receive your data. Please note: on submission any previously submitted data files will be overwritten.

## What help is available?

NCVER has a dedicated Client Support team to help you with your AVETMISS related queries. Our team is available from 9am-5pm (ACST) and can be contacted a number of ways:

### Contacting the AVETMISS support team

Fill out our [contact form](#)

Email: [support@ncver.edu.au](mailto:support@ncver.edu.au)

Phone: 08 8230 8400

Toll free: 1800 649 452