Collecting and reporting client details

Since the introduction of mandatory reporting from 1 January 2014, all registered training organisations (RTOs) are now required to collect and report AVETMISS data as part of their registration requirements.

What information does my RTO need to collect to be AVETMISS compliant?

You will need to collect demographic information from your clients as well as details about where they study and what they study. For detailed information on exactly what information is required please download the AVETMISS VET Provider Collection specifications and the AVETMISS data element definitions from the AVETMISS Support page on our Portal.

Some RTOs may be exempt from needing to collect and/or submit AVETMISS compliant data. Please refer to NCVER's Reporting exemptions fact sheet to see if this applies to your RTO.

When should I collect AVETMISS information from my clients?

NCVER strongly recommends collecting all the required AVETMISS data from clients at the time of enrolment. This is because it can be very difficult to gather information from clients after they have completed or commenced their study.

See the Collection specifications for a sample enrolment form which can be downloaded and handed out to students when they enrol to assist with the collection of AVETMISS data. Please note that RTOs may also include additional questions.

Do I have to collect Unique Student Identifiers (USIs) from clients?

Yes. The USI is a mandatory data field for reporting nationally recognised training.

Unless exempt, you must collect and verify a client's USI before you can issue a qualification or statement of attainment for any nationally recognised training undertaken by them.

NCVER strongly recommends that you collect and verify USIs at the time of enrolment. This can save valuable time if you need to confirm details with the student later on.

For more information on USIs please see our USI fact sheet and visit the Training Organisations section of the USI website.

AVETMISS **FACT** SHEET

What do I do if a student does not complete their enrolment form?

Clients may not answer all of the required questions on the enrolment form. The AVETMIS Standard requires that certain fields must **not** be blank in the client specific NAT file (NAT00080 file). If a client has not provided information, you will need to enter the appropriate "not specified" response in the field, as per the table below.

The responses in this table should also be entered in place of any fields which RTOs are exempt from reporting.

Data element/field		Not specified response
Address location – suburb, locality or town		Enter "not specified"
Address street name		Enter "not specified"
Address street number		Enter "not specified"
At school flag		Enter "@"
Country identifier		Enter "@@@"
Date of birth		Enter "@@@@@@@@"
Disability flag		Enter "@"
Disability type identifier		Enter "99"
Highest school level completed identifier		Enter "@@"
Indigenous status identifier		Enter "@"
Labour force status identifier		Enter "@@"
Language identifier		Enter "@@@"
Name for encryption: For more details on how to report client names see our [fact sheet]().	**Client first given name**	Must not be blank
	Client last name	Must not be blank
Postcode		Enter" @@@@" or "OSPC" for overseas clients*
Gender		Enter in "@"
State identifier		Enter in "@@" or "99" for overseas clients
Unique Student Identifier (USI)		• From January 2015 all clients/students being issued with a statement of attainment/ qualification must obtain a USI please see www.usi.gov.au for more details. You can also access our [USI fact sheet]() for USI related AVETMISS reporting and validation information. • International offshore students are not required to have a USI. For clients who have an overseas address (using OSPC as their postcode) please use the code "**INTOFF**" (international offshore) in place of a USI. Leaving the USI field blank may trigger a validation warning or error.
For Data Entry Tool use only -release 8 onwards		
Year highest school completed		Enter in "@@@@"
Proficiency in spoken English id		Enter in '@'

What help is available?

NCVER has a dedicated Client Support team to help you with your AVETMISS related queries. Our team 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