

## Submitting data to NCVER

This fact sheet details how to finalise and submit AVETMISS data directly to NCVER for the annual National VET Provider Collection.

### Finalising your submission

To finalise your data submission to NCVER, please log in to the AVETMISS Validation Software (AVS) at [www.avs.ncver.edu.au](http://www.avs.ncver.edu.au). Your data must be validated and error free before you can submit.

Please note that only users with a registered RTO account validating fee-for-service and/or Commonwealth funded data will be able to submit directly to NCVER. To determine whether or not your RTO is required to report directly to NCVER please see our [Where, when and how do I report my AVETMISS data?](#) fact sheet.

To submit your data:

1. Click on the relevant collection (status will read 'Validated') if previously validated, this will take you to the *Collection Processing* screen.
2. In the Collection Processing screen, click the **Finalise Submission** button, which will take you to the *Finalise Submission* screen and display a summary of your validated training activity. It is recommended you review the summary against the data in your student management system to ensure accuracy prior to submitting.

Collections	Date	Type	Period	Status
NCVER Collection #VET-42	Fri, 16/10/2020 08:28	VET	Jan-Dec	Validated
NCVER Collection #VET-45	Fri, 25/09/2020 09:33	VET	Jan-Sep	Error
NCVER Collection #VET-44	Sat, 19/09/2020 01:00	VET	Jan-Jun	Error

**IMPORTANT:** If it has been over 28 days since you last uploaded and/or validated your data in AVS you will need to upload and validate again before you can submit. In order to adhere to the Australian Privacy Principles, we are unable to store data in AVS longer than 28 days.

Collection Details

Organisations: NCVER  
 Type: VET Provider Collection  
 Year: 2019  
 Period: Jan-Dec  
 AVETMISS Version: 8.0  
 Collection Period: 01/01/2019 - 31/12/2019

Allow continuing outcomes for activity ending this year

Add Files Preliminary Checks Validate **Finalise Submission**

File Id	File Name	Records	Status
NAT00010	Training Organisation	1	Validated
NAT00020	Training Organisation Delivery Location	17	Validated
NAT00030	Program	9	Validated
NAT00060	Subject	21	Validated
NAT00080	Client	7	Validated
NAT00085	Client Contact Details	7	Validated
NAT00090	Disability	2	Validated
NAT00100	Prior Educational Achievement	3	Validated
NAT00120	Training Activity	22	Validated
NAT00130	Program Completed	4	Validated

3. To activate the *Submit* button click on both authorisation check buttons at the end of the screen to acknowledge you are authorised to submit data and that you have read the VET Data Use statement.
4. Click **Submit**. This will submit your data files directly to NCVER. Student names will be automatically encrypted as part of the submission process. Once your data has been submitted, a confirmation email will be sent.

I am hereby authorised to submit data on behalf of this RTO

I have read the VET Data Use Statement and RTO Data Use Statement

First name: Last name

Information entered into the fields above are required by the Australian Government Department of Education

A report of submissions will be provided to the national register of VET training.gov.au

**Submit** Save Comment Back

## Having trouble?

Reasons you may not be able to submit your data are usually related to:

### 1. Registration

To submit data directly to NCVER, you must submit under the registered RTO name. The **Organisation** field must reflect the RTO name in the *Collection Processing* screen.

If you only have the ability to select an email address (not your RTO name), you will need to either [register the organisation](#) if not already done or arrange for your username to be linked to the RTO account, please refer to the Admin section of the [AVS user guide](#).

### 2. User roles

If the submit button cannot be selected and you receive a message saying ‘*Warning: you do not have sufficient privileges to submit data.*’ you will need to ensure that registered users have been assigned user roles correctly.

You will not be able to submit data without the role of *Data Submitter*. If you do not have this role you will need to ask the *Primary Contact* or the *Organisation Administrator* to assign you the role or ask them to submit the validated data on your behalf. For further details see the Admin section of the [AVS user guide](#).

### 3. Publicly funded data

On the *Finalise Submission* screen, you may receive the warning message: ‘Your data contains publicly funded data which must be submitted via your state training authority’. This is because NCVER cannot accept data that contain enrolment records with state-specific funding source national codes 11 (Commonwealth or state general purpose recurrent) or 15 (state-specific funding programs).

For detailed instructions on how to identify and fix errors please see our [Fixing common validation errors](#) fact sheet.

### 4. Collection window closed

All RTOs are required to submit data to the National VET Provider Collections at least once a year, however, since 2018 RTOs have the option to submit any fee-for-service activity (activity that has not been reported to an STA) directly to NCVER on a quarterly basis if they wish. RTOs can only submit their data when the relevant collection period window is open. For collection dates please refer to the [Quarterly Reporting](#) 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 <a href="#">contact form</a>	Email: <a href="mailto:support@ncver.edu.au">support@ncver.edu.au</a>	Phone: 08 8230 8400	Toll free: 1800 649 452