

## Fixing common validation errors

This fact sheet outlines a few of the most common errors received by RTOs validating their data in NCVER's AVETMISS Validation Software (AVS).

### File Upload Errors

Validation of your data files occurs in two stages: Basic validation and full validation

Basic validation checks your AVETMISS files for correct file formatting. Those checks are:

- Record lengths: the minimum number of characters required for each line in the file. Error will appear as 'record too short'.
- Validity of field types: such as numbers, characters. Error will appear as 'illegal character' e.g. curly apostrophes ' are not accepted, AVS requires straight apostrophes for validation purposes.

These basic validation checks will need to be fixed in your Student Management System (SMS) before AVS can proceed with full validation. Full validation validates the data within the files as outlined in the AVETMISS Standard, including checking that mandatory fields are not blank.

Full validation checks can result in a number of errors. See following examples:

### Client - NAT00080

#### Error 3865: Invalid USI format error

Invalid format error is triggered when the USI being reported is incorrect. All USIs need to be verified using the [USI Office's verification service](#) prior to reporting. To pass validation in AVS error free all USI letters must be in upper case (lower case letters will trigger errors). For detailed USI formatting requirements please see the [AVETMISS Data Element Definitions: edition 2.3](#).

#### Unique student identifier: international offshore clients

International offshore clients are **not** required to have a USI. As the USI field cannot be left blank, you will need to use the code "INTOFF" to pass validation. In order for the code 'INTOFF' to validate successfully you will need to ensure that:

- the client's address has the code 'OSPC' (overseas postcode) entered in the postcode field
- the code '99' entered in the state field
- their training activity has the *Funding Source national code - 32 International offshore client*.

Further details can be found in the [Unique Student Identifier](#) fact sheet.

## Program - NAT00030

### Error 4727: Program Name must match that listed on the master list for this Program identifier

AVS validations for program name are matched against the master list - training.gov.au (TGA). If the *Program Identifier* is listed on TGA the *Program Name in your NAT00030 or NAT00030A file* must be **identical** in order to pass validation. *Example:*

Program Identifier as per TGA	Program Name as per TGA	Program Name not identical to TGA = AVS error
UEG40114	Certificate IV in Gas Supply Industry Operation <b>s</b>	Certificate IV in Gas Supply Industry Operation

NOTE: a similar error will occur in the Subject file (NAT00060) for the same reason.

## Program Completed - NAT00130

### Error 4017: There must be a corresponding record for Client Identifier in the Training Activity file when the Date Program Completed is within the Collection Year

This error message indicates that a client has been given a program completion (i.e. they are appearing in the NAT130 program completed file) but there is no corresponding training activity (units/subjects) appearing for them in the NAT120 training activity file.

This error generally arises when a qualification is recorded as completed in the year after the last unit of competency was reported with a final outcome.

The *Date Program Completed* must be the date that the *activity in the program* was completed, including any on-the-job training component and/or receipt of the final marked assessment from the trainer with the final outcome.

The *Date program completed* should not be defaulted to the date in which the training organisation issued the certificate of completion. *Example:*

If the activity end date of the last subject/unit (including any on-the-job component and final assessment) completed as part of a Program, is reported as 10/12/2019 in the **Jan-Dec 2019** collection the *Date Program Completed* should also be captured in the Jan-Dec 2019 collection with the same end date.

If the on-the-job component or final assessment for the unit is not completed/submitted at the end of the collection period, 31 December 2019, the subject/unit must be reported with a *70 - continuing enrolment* and the Date Program Completed remains blank. In 2020 both the final unit and program completions should be reported.

## Common submission issue:

 Information: Your data contains publicly funded data which must be submitted via your state training authority.
X

This warning message will be displayed at the top of the Finalise Submission Screen when you select Finalise Submission, and your enrolment records contain Funding source national code **11** (Commonwealth or state general purpose recurrent) and/or **15** (state-specific funding programs).

NCVER is unable to accept data for state specific training and you will not be able to finalise your submission until enrolment records containing these funding source national codes are excluded from your validation.

To identify which records contain the state specific Funding source-national codes:

1. Go to the *Collection Processing* screen, then click on the hyperlinked Validated status to the right of your *NAT00120 - Training Activity* file (see screen shot below):

NAT00100	Prior Educational Achievement	3	Validated	<input type="checkbox"/>
NAT00120	Training Activity	22	Validated	<input type="checkbox"/>

2. From the *Error-Warning Summary* screen click on the hyperlinked number in the far-right *Count* column.
3. From the Warning Details screen drill down to the client identifier records that have state specific funding codes by clicking the number under *Count*.

Home / History / Processing / Error-Warning Summary / **Warning Details**

Organisation : Chemcert Training Group Pty Ltd  
 Type : VET  
 Year : 2021  
 Period : Jan-Jun

AVETMISS Version : 8.0  
 Period Start : 01 Jan 2021  
 Period End : 30 Jun 2021

**NAT00120 - Training Activity** Records per page 10

**Warning | 4725 | Funding Source - national**

Training Organisation Identifier	Client Identifier	Subject Identifier	Program Identifier	Activity Start Date	Activity End Date
Record for this Client Identifier <b>(CLIENT003)</b> contains publicly funded data. Please be aware that this data must be submitted via your state training authority and cannot be submitted via AVS.					
90855	<b>CLIENT003</b>	<b>FNACRM08A</b>		01012018	31052021

Total Count : 1

In order to submit your data, you will need to do one of the following:

- where the Funding source national codes (11 or 15) were incorrectly entered, amend the records in your SMS before uploading and validating your data again. For a full description of the available *Funding source-national* codes, see the [AVETMISS Data Element Definitions: edition 2.3](#) or
- if the extract from your SMS contained state-funded-training, exclude this activity when exporting your data prior to uploading and validating your data again. For STA data submission arrangements please see our fact sheet, [Where, when and how do I report my AVETMISS data?](#)

### 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