# AVETMISS™ compliant software register

# Request for registration

Please complete this form if you wish to register your student management system or data entry tool for the AVETMISS compliant software register on the NCVER Portal at <<http://www.ncver.edu.au/AVETMISS_software_register.html>>.

**The form must be signed and dated by the Chief Executive of the organisation.**

The completed form should be submitted to NCVER by email <support@ncver.edu.au> (attach a scanned copy of the form).

We will use the contact information provided below to communicate with you on your registration request.

|  |  |
| --- | --- |
| 1 – Software vendor details*Mandatory fields are denoted with \** |  |
| ***Information for the register*** |  |
| Organisation name:\* |  |  |
|  |
| Website:\* |  |  |
|  |  |  |
| Contact name:\* |  |  |
|  |  |  |
| Contact phone number:\* |  |  |
|  |  |  |
| Contact email:\* |  |  |
| Tick this box if you would like to be contacted to discuss improvements to the register, changes to the AVETMISS data standard or the AVETMISS Validation Software. |  |

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| 2 – Software details*Mandatory fields are denoted with \** |
| Software name:\* |  |  |
|  |  |  |
| Software release:\* |  | Software version:\* |  |  |
|  |  |  |  |  |
| AVETMISS release:\* |  |  |
| Tick the states/territories for which your software is available:\* ACT NSW NT Qld SA Tas. Vic. WA |

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| 3 – Registration details*Mandatory fields are denoted with \**Tick the registration type that applies to you:\*First time registration Registration for new AVETMISS release Reinstating registrationIf you are seeking to reinstate your registration, please describe how you have addressed the original issue with your registration and provide supporting documentation of the change. |
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| 4 – AVETMISS compliance declarationPlease tick the boxes that apply to your software system. By ticking the box, you declare that the software system fulfils all listed requirements for the ticked item, as detailed in [Appendix A](#_Appendix_A:_AVETMISS). *Minimum compliance requirement*I declare that the above-mentioned software system is AVETMISS compliant, in that the software: [ ]  produces AVETMISS files (NAT files) in the correct format *Optional compliance requirements*I declare that the above-mentioned software system is AVETMISS compliant, in that the software: verifies that the data for mandatory AVETMISS fields have been provided  verifies that the data complies with AVETMISS classifications  verifies that the data complies with the classifications listed in the AVETMISS system files |
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| 5 – Vendor agreement1. Inclusion in the register does not constitute an endorsement, sponsorship or approval by NCVER. Vendors are not permitted to promote, publish or advertise in any way that their software is endorsed, sponsored or approved by NCVER.
2. Use of the term ‘AVETMISS’ in vendor product names, must be attributed to NCVER as follows, “AVETMISS™ and are trademarks of the National Centre for Vocational Education Research (NCVER)” together with a statement that the vendor and/or product is in no way affiliated with or endorsed by NCVER.
3. NCVER reserves the right to remove a software system from the register at any time without prior notice.

3. Registration expires with each new release of the AVETMISS data standard. Vendors will be required to update their software system to meet the new AVETMISS requirements. NCVER will notify vendors of upcoming changes and re-registration obligations.4. Upon successful registration, the vendor is responsible for ensuring the software system continues to be AVETMISS compliant as identified in this registration. The vendor must notify NCVER immediately if non-compliance is suspected.5. The vendor agrees to notify NCVER of changes to software or organisation name or if the software or software support ceases to be available prior to same being effected or occurring. 6. NCVER may receive feedback from RTOs regarding non-AVETMISS compliance of the vendor’s software system. The vendor must investigate claims of non-compliance and respond to NCVER within five working days. NCVER reserves the right to change vendor’s setting for AVETMISS compliance for the software system or remove the software system from the register if non-compliance is suspected until a final decision has been made. 7. NCVER may from time to time deem it necessary or be required by law to verify AVETMISS compliance of the vendor’s software system. The vendor agrees to indemnify NCVER in respect to all costs incurred by NCVER (including legal costs on a full indemnity basis) arising out of or in relation to verification of AVETMISS compliance of the software system. NCVER will notify the vendor in advance if cost recovery is necessary, and where possible, the vendor will be provided the option of removing its registration or paying NCVER’s costs as set out in this clause.8. The vendor may request to reinstate registration once the issue for the change to the registration or removal from the register has been addressed. Reinstating registration requires re-registering the software system. 9. A waiting period may apply for subsequent non-AVETMISS compliance before the software system can be requested to be reinstated. About these terms NCVER may from time to time amend or replace the terms of this vendor agreement. NCVER will notify vendors of registered software systems about any changes to this vendor agreement. Vendors who do not agree with the terms of the new agreement will be removed from the register.Disclaimer (liabilities and warranties)To the extent permitted by law, NCVER reserves the right to accept or decline applications for registration and to remove registrations at its sole discretion, and disclaims all liability (including for negligence of NCVER) for all claims, losses, expenses, damages and costs the vendor may incur as a result of the exercise of NCVER’s discretion.Notwithstanding the above, where NCVER’s liability cannot be excluded by law, NCVER’s liability to the vendor (and any party claiming through the vendor) for any claim for loss or damages made in connection with this application, whether in contract, tort (including negligence), under statute, in equity or otherwise shall be strictly limited as follows:1. for any liability arising from services supplied by NCVER not meeting the scope or which are said to be otherwise defective or deficient, NCVER’s liability is limited to the provision of the services again or payment of the cost of having the relevant services provided (at the option of NCVER); and
2. for any liability that does not fall within the scope of the above, NCVER’s liability for any loss or damage arising from or caused in any way by NCVER, the services it supplies or this application, is excluded.

NCVER shall not be liable for any indirect, special or consequential loss or damage of any nature whatsoever resulting from or caused in any way by the goods or services it supplies (including negligence of NCVER), where “indirect, special or consequential loss or damage” includes: any loss of income, profit, production, contract, customers, business opportunity or business; any loss of goodwill or reputation; any loss of value of intellectual property; any loss or damage resulting from the loss or damage to goods or services other than those supplied by NCVER. |

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| 6 – Acceptance of terms and conditionsThis section must be completed by the Chief Executive of the organisation.The information provided in this form is correct.I agree to abide by the above vendor agreement for the AVETMISS compliant software register. |
| Name: |  |  |
|  |  |  |  |  |
| Position: |  |  |
|  |  |  |
| Signature: |  |  Date: |  |  |
|  |  |  |  |
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# Appendix A: AVETMISS compliance

A vendor may register a student management system or a data entry tool as AVETMISS compliant when the software fulfils the minimum compliance requirement of producing AVETMISS files in the correct format.

Software systems that offer further support in producing AVETMISS files can be registered for optional compliance requirements. All levels of compliance are displayed in the register.

Vendors may only declare AVETMISS compliance for a given level if the software system fulfils **all** listed requirements.

***Minimum compliance requirement***

* [produce AVETMISS (NAT) files in the correct format](#CorrectFormat)

***Optional compliance requirements***

* [verify that data for mandatory AVETMISS fields have been provided](#MandatoryFields)
* [verify that data complies with AVETMISS classifications](#AVETMISSclassifications)
* [verify that data complies with the data provided in the AVETMISS system files](#AVETMISSsystemFiles).

## Produce AVETMISS files (NAT files) in correct format (mandatory)

The software system must be able to export training activity data to AVETMISS text files as specified in the *AVETMISS VET Provider Collection specifications: release 8.0* <<https://www.ncver.edu.au/rto-hub/statistical-standard-software/avetmiss-vet-provider-collection-specifications-release-8.0>>.

There are ten AVETMISS files that a software system must be able to create. The files are:

|  |  |
| --- | --- |
| * *Training organisation* (NAT00010)
 | * *Training organisation delivery location* (NAT00020)
 |
| * *Program* (NAT00030)
 | * *Subject* (NAT00060)
 |
| * *Client* (NAT00080)
 | * *Client contact details* (NAT00085)
 |
| * *Disability* (NAT00090)
 | * *Prior educational achievement* (NAT00100)
 |
| * *Training activity* (NAT00120)
 | * *Program completed* (NAT00130)
 |

The software system must also be able to produce two additional files if they are supporting training organisations who submit data to a state/territory training authority, but whose training organisation and/or program data does not appear on Training.gov.au. These files are:

* *Training organisation* (NAT00010A)
* *Program* (NAT00030A)

It is recommended that vendors test their compliance with AVETMISS file formats by uploading the NAT files produced by their system into the web-based AVETMISS Validation Software (AVS). The files comply with AVETMISS file formats if basic validation does not produce errors on file length or field type.

For more information about basic validation, please see the AVS user guide at <<https://www.ncver.edu.au/__data/assets/file/0017/10565/AVS_User_Guide.pdf>>.

The software is available free of charge at <<https://avs.ncver.edu.au/avs/>>.

## Verify that data for mandatory AVETMISS fields have been provided (optional)

The software system must verify that all mandatory AVETMISS fields are populated as specified in the *AVETMISS VET Provider Collection specifications: release 8.0* <<https://www.ncver.edu.au/rto-hub/statistical-standard-software/avetmiss-vet-provider-collection-specifications-release-8.0>>. Fields that include the rule ‘**This field must not be blank**’ are mandatory fields. The collection specifications for the current standard are available at.

## It is recommended that vendors test their compliance with mandatory fields by uploading their NAT files into AVS. Basic validation in AVS will fail if mandatory fields are not populated.

## Verify that data complies with AVETMISS classifications (optional)

The software system must verify the values of AVETMISS fields for which the standard defines the permitted values (e.g. *Gender* ‘F - female’, ‘M - male’, X - other). AVETMISS classifications are specified in the *AVETMISS data element definitions: edition 2.3* <<https://www.ncver.edu.au/rto-hub/statistical-standard-software/avetmiss-data-element-definitions-edition-2.3>>.

The following fields are AVETMISS classifications:

|  |  |
| --- | --- |
| * *At school flag*
 | * *Commencing program identifier*
 |
| * *Date program completed*
* *Delivery mode identifier*
 | * *Disability flag*
* *Disability type identifier*
 |
| * *Disability flag*
 | * *Funding source – national*
 |
| * *Highest school level completed identifier*
 | * *Indigenous status identifier*
 |
| * *Issued flag*
 | * *Labour force status identifier*
 |
| * *Outcome identifier – national*
 | * *Prior educational achievement flag*
 |
| * *Prior educational achievement identifier*
 | * *Program level of education identifier*
 |
| * *Program recognition identifier*
 | * *Gender*
 |
| * *State identifier*
 | * *Study reason identifier*
 |
| * *Survey contact status*
 | * *VET flag*
 |
| * *Training organisation type identifier*
 | * *VET in schools flag*
 |

## Verify that data complies with the data provided in the AVETMISS system files (optional)

The software system must verify the values of AVETMISS fields against the **up-to-date** reference lists of national training information and classifications as specified in the AVETMISS system files <<https://www.ncver.edu.au/rto-hub/avetmiss-systems-files>>.

Some system files from the Australian Bureau of Statistics (ABS) contain national classifications that have been slightly modified for AVETMISS. NCVER will provide advanced notice of changes to enable updates to systems.

Data must be checked against the following **up-to-date** system files to be eligible for this level of AVETMISS compliance.

| **Source** | **AVETMISS reference list** | **Relevant AVETMISS (NAT) file** |  |
| --- | --- | --- | --- |
| Australian Bureau of Statistics | Country identifier | Training organisation delivery locationClient  |  |
|  | ANZSCO identifier | Program |  |
|  | Program field of education | Program |  |
|  | Subject field of education | Subject |  |
|  | Language identifier | Client |  |
| Other | Nationally agreed hours | Subject |  |
|  | Specific funding identifier | Training activity |  |