

Welcome to the first data support bulletin for 2017. We hope that you had a good break over the festive period. This first bulletin is primarily about 2016 data reporting - however, if you have any questions regarding any reporting requirements please contact our Client Support team using our online [contact form](#) in the first instance

## AVETMISS Reporting – 2016 data

### Reporting reminder

The collection window for direct reporting of 2016 AVETMISS fee-for-service activity to NCVER is open and will close on **28 February 2017**. We encourage all RTOs to validate data and fix any errors as soon as possible. If you are having difficulties validating or submitting your data, please contact our Client Support team who will be happy to assist. As the Client Support team are very busy during the final weeks of the submission period, please ensure you allow enough time to meet your submission deadline.

If you have already reported your fee-for-service data to a State Training Authority (STA) and they have confirmed that they will forward this activity to NCVER, please ignore this reminder. Please also note that dates for submission of data via a State Training Authority may be earlier than 28 February 2017. If you are unsure of your individual reporting requirements, please check with your STA in the first instance. You may also wish to review our [Where, when and how do I report my AVETMISS data](#) fact sheet.

Please note: no reporting extensions will be available for reporting 2016 AVETMISS data.

### Allow outcome 90

From 1 January 2017 onwards, the *Outcome Identifier National code “90” - not yet available* is no longer a valid code, and will result in an error in the AVETMISS Validation Software (AVS). This means you **cannot** pass validation using the outcome identifier “90” and will need to replace all records that contain this data with the “70 - continuing enrolment” outcome code.

To fix the error, you must amend your data at source (i.e. in your student management system or data entry tool) and then export and validate your data again. For detailed information on all the available outcome identifiers please refer to pages 121 - 125 of the [AVETMISS data element definitions: edition 2.2](#).

## IN THIS EDITION

- [Reporting reminder](#)
- [Allow Outcome 90](#)
- [Nil Returns](#)
- [Privacy and your data](#)
- [VET in Schools, Victoria](#)
- [Data Entry Tool](#)
- [Errors and Warnings](#)

## AVETMISS support

Our client support team is available to help you between 8.45am and 5pm (ACDT). The team can be contacted in a number of ways:

<b>submit:</b>	<a href="#">contact form</a>
<b>email:</b>	<a href="mailto:support@ncver.edu.au">support@ncver.edu.au</a>
<b>phone:</b>	08 8230 8400
<b>toll free:</b>	1800 649 452

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## Nil Returns

If your RTO did not deliver any nationally recognised training during 2016, you will need to report your nil activity using the AVETMISS Validation Software (AVS), by 28 February 2017. Please see [here](#) for instructions on how to do this.

Note: we are no longer able to accept email advice of a nil return or statutory declarations.

## Privacy and your data

To avoid a privacy breach, we recommend that RTOs **do not** email data containing client personal details e.g. NAT files, client names, client addresses and USI numbers to NCVER.

## VET in Schools, Victoria

If you are a Victorian school reporting your VET in Schools information directly to NCVER for the first time, please see our [factsheet](#) for information on how to validate and submit your data.

## Data Entry Tool

For RTOs using the NCVER Data Entry Tool (DET) we recommend that you check the number of enrolments you have in the system and remove any previously reported enrolments (i.e. previously submitted annual data). DET is designed for small RTOs with less than 100 students - if too many subject/unit enrolments are entered problems may occur when trying to export the data for validation in the AVETMISS validation software (AVS).

We recommend that you save a copy before deleting previous enrolments, as we do not retain these data on our servers.

## Errors and Warnings

The difference between error and warning messages are that **warnings** should be fixed where possible; however, you will still be able to pass validation. **Errors**, on the other hand, need to be fixed otherwise you will not be able to pass validation.

See [here](#) for tips on how to produce error free data.