

AVETMISS: Quarterly reporting

Since 2015, government-funded training activity has been submitted quarterly to NCVER.

All RTOs now have the opportunity to submit data quarterly to the National VET Provider Collections, irrespective of how the training was funded.

Under these new arrangements:

- All RTOs can now submit data quarterly, beginning with the January to March 2018 collection period.
- All RTOs **must** continue to provide a submission to the annual collection on all of the nationally recognised training activity they delivered in the calendar year.
- RTOs in receipt of government funding must continue to report as per state requirements. If you are in receipt of government funding and are unsure of your RTO's reporting obligations, please contact your state training authority (STA) for further advice.
- Boards of studies will continue to report VET in Schools activity annually.

What are the advantages of reporting AVETMISS data on a quarterly basis?

- Students will have their USI transcripts updated more frequently with activity appearing on transcripts around six weeks after each quarterly collection period. For further information, please see [What will quarterly data include?](#) from the USI Office.
- The quarterly submissions are cumulative, which allows RTOs to add new data for their most recent quarterly activity and make corrections to previously submitted data if necessary.

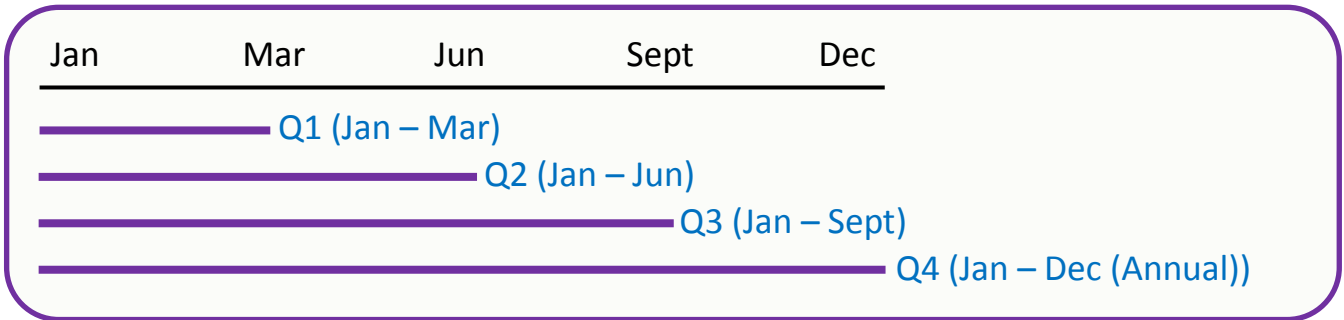
When can I submit quarterly data?

The quarterly collection windows open four weeks after the end of the quarter, and remain open for a two week period. The collection periods for 2018 are:

Collection period	Collection opens	Collection closes	USI transcript updated no later than
January to March 2018	1 May 2018	15 May 2018	End May 2018
January to June 2018	1 August 2018	15 August 2018	End August 2018
January to September 2018	1 November 2018	15 November 2018	End November 2018
January to December 2018 (Annual)	2 January 2019	28 February 2019	Early May 2019

How do the quarterly collections work?

- The quarterly collection periods are cumulative, which means your submission for quarter 2 must include training activity delivered in quarter 1, and so on.



What if I’ve reported to a quarterly collection and then do NO more training?

In January/February, all RTOs **must** continue to provide a submission to the annual collection on all of the nationally recognised training activity they delivered in the previous calendar year, including for activity that has been reported in an earlier quarterly submission.

What if I did not conduct any training during the year?

Any RTO that did not deliver or assess nationally recognised training activity in a calendar year must also report as such in January/February by way of a nil return via the AVETMISS Validation Software.

What help is available?

NCVER has a dedicated Client Support team to help you with your AVETMISS related queries. Our team is available from 8.45am–5.00pm (Adelaide) and 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

