

AVETMISS: Quarterly reporting

All RTOs are required to submit data to the National VET Provider Collections at least once a year, however, since 2015, government-funded training activity has been submitted quarterly to NCVER via State Training Authorities (STAs).

Effective from 2018 RTOs now 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.

Under these arrangements:

- 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 usually within 3 days of submission. 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.
- Validation errors are identified and fixed throughout the year making end of year reporting less onerous.

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 2020 are:

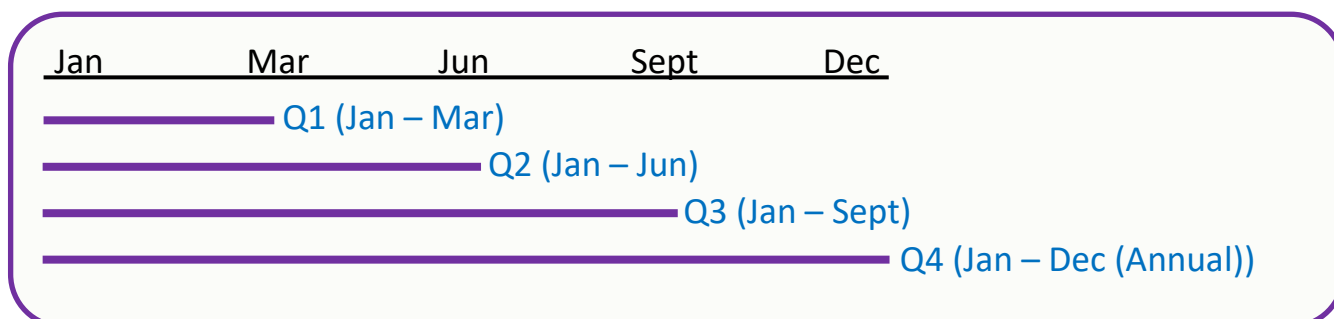
Collection period	Collection window open
January to March 2020 – optional	1 May – 14 May
January to June 2020 – optional	1 August – 14 August
January to September 2020 – optional	1 November- 13 November
January to December (2020 Annual) – mandatory	2 January – 26 February 2021

USI transcripts are updated usually within 3 days of submission of data to the National VET administrative collections.

For additional information on quarterly reporting please refer to the [Unique Student Identifier](#) fact sheet.

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 range of support materials located on the [NCVER portal](#) with a dedicated [RTO Hub](#) to assist RTOs.

Please [subscribe](#) to our [Data Support Bulletin](#) for the latest information on changes to AVETMISS reporting including changes to validation rules and submission dates.

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

