

How to submit a Nil return

This fact sheet explains how to submit a *Nil Return* via the AVETMISS Validation Software.

Nil returns

All Registered Training Organisations (RTOs) are required to report their nationally accredited training activity (AVETMISS data), at a minimum annually.

If your RTO did not deliver any nationally accredited training during a calendar year, you will need to provide a *Nil return*. Once a *Nil return* has been successfully submitted no further action is required by you - you will have met your AVETMISS reporting requirements. NCVER will notify the appropriate registering body of your *Nil return*.

A Nil return can only be submitted to the annual AVETMISS reporting collection period (Jan-Feb each year) or when arrangements have been made to submit an early nil return on RTO closure. They cannot be submitted to NCVER during a quarterly collection.

How do I submit a Nil Return?

- Go to <https://avs.ncver.edu.au/avs/> and, if you have not already done so, **register** for the AVETMISS Validation Software (AVS). If your RTO is already registered for AVS you will need to ensure you have the correct user role(s) to submit a *Nil return* (*Data Submitter*, *Organisation Administrator* or *Primary Contact*). If you do not have the correct user role you will need to ask the registered *Organisation Administrator* or *Primary Contact* within your RTO to assign you the role of *Data Submitter*. For details on how to assign user roles within AVS please see the Admin section of the [AVS user guide](#).
- Once you have logged into AVS, you can lodge your *Nil return* by clicking on the *Nil returns* button on the home screen or by selecting *Nil returns* from the *Collections* drop down menu at the top of the screen which take you to the *Nil returns* screen.

The screenshot shows the AVETMISS Validation Software interface. At the top, there are navigation tabs for 'Collections', 'Reports', and 'Admin'. Below this, there is a 'Messages' section with a list of messages and a 'View all messages' link. A purple box highlights the 'Nil Returns' option in the 'Collections' dropdown menu, with a purple arrow pointing to it. Another purple arrow points to the 'Nil Returns' button on the 'Collections' section of the home screen. Below the 'Collections' section, there is a table with columns for 'Date', 'Type', 'Period', and 'Status'. The table contains one row of data for 'EDUCATION AND TRAINING IVETS Collection #VET-46'.

Date	Type	Period	Status
Wed, 21/10/2020 10:07	VET	Jan-Dec	Validated

3. Select the required details and submit your Nil Return:

- A. Organisation - if your account is linked to more than one RTO, ensure the correct organisation is selected. If your organisation name is not in the drop-down menu (only your email address), you do not have sufficient privileges to submit a *Nil return*. You will need to create a **NCVER registered AVS account** - see step 1.
- B. Type: VET Provider Collection
- C. Year: the current collection period which your RTO did not deliver any nationally accredited VET activity.
- D. Collection period: Jan - Dec
- E. Read the conditions, tick the box and complete name and position details (if not populated) declaring no activity was delivered by your RTO and that you understand NCVER will be storing this information and passing it on to your registering body.
- F. Select *Submit*.

Once you have successfully submitted your *Nil return* you will see the following message at the top of the screen:

Success: The Nil Returns notification has been submitted to NCVER.

Important:

- You will only be able to submit a *Nil return* for current/open collection periods e.g. if the Jan–Dec 2020 AVETMISS collection is open you cannot submit a Nil return for the 2021 AVETMISS collection.
- If you submit a *Nil return* in error, you will still be able to submit AVETMISS data to the same collection period via AVS as per the usual process. The data submission will override the *Nil return*.
- If you have already reported AVETMISS data to a particular collection during the year concerned, you will not be able to submit a *Nil return* for the same collection period.
- You do not need to submit a Nil return during the quarterly collection periods.

For detailed information on how to submit a *Nil return* please see the Nil returns section of the [AVS user guide](#).

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 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