# DATA SUPPORT BULLETIN

## OCTOBER 2017

**NCVER**

## AVETMISS Validation Software (AVS)

### Validation updates

An AVETMISS validation software (AVS) update is scheduled for the end of November 2017. For more details on what's changing, please refer to the AVS update document, accessed from the NCVER Portal and the 'Updates to classifications and validation rules' section once logged in to AVS. This document contains details of the latest AVS changes, as well as a history of past updates.

### Updating users

During the first half of 2018, NCVER will be reviewing all AVS user accounts, and will remove any inactive users who have not used AVS in the past 12 months.

To assist NCVER with this process, please review and update your AVS user accounts by December 2017 to ensure that the appropriate personnel are authorised to validate, submit data or make changes to USI transcripts on behalf of your RTO. Any users who have left your organisation or no longer require access should be made inactive.

For security and audit purposes, generic email addresses (e.g. info@, admin@) are not to be used and login details and passwords are not to be shared by multiple staff. This will allow you to clearly identify who made updates and submissions on behalf of your organisation.

Please see the AVS User Guide for further information on user roles and maintaining users.

## AVETMISS reporting – 2017 activity

The collection window for direct reporting of 2017 AVETMISS fee-for-service activity to NCVER will open on 2 January 2018 and close on 28 February 2018. This collection will be under the existing AVETMISS release 7.0 format.

We encourage you to **validate** your data and fix any errors before the end of the year so that you only need to **submit** your data when the window opens.

For RTOs reporting their fee-for-service data to a state training authority (STA), their deadline may be earlier than this. If you are

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## AVETMISS support

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

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| **submit:** | contact form |
| **email:** | support@ncver.edu.au |
| **phone:** | 08 8230 8400 |
| **toll free:** | 1800 649 452 |

www.ncver.edu.au

twitter.com/ncver

linkedin.com/company/ncver

unsure of your individual reporting requirements, please check with your STA or review our Where, when and how do I report my AVETMISS data fact sheet.

If you are having difficulties **validating** or **submitting** your data, please contact our Client Support team. Please ensure you allow sufficient time to meet your reporting deadline — the Client Support team are very busy during the last few weeks of the submission period.

## Allow outcome 70

When **validating** the January to December 2017 period in AVS, you will need to select the checkbox, *'Allow outcome 70 — continuing enrolment'*. This is used to validate activity which is still continuing, but due to finish in the current collection year and will give you a 'part-validated' status. You will need to remove the tick box in order to **finalise** and **submit** your annual data when the collection window opens.

## Nominal hours

We have noticed an increase in the number of subjects being reported with a *nominal hours* value of zero. A *nominal hours* value of zero must only be used for non-supervised work experience or work placements and should not be used for online training. Instead, the nominal hours value for online subjects should represent the anticipated hours of supervised training and assessment that would be deemed necessary in a typical classroom-based delivery.

If your subject can be found in our agreed hours system file, the *nominal hours* field can be left blank in your NAT file (unless your state training authority has advised differently) as AVS will populate this value for you.

Where the subject cannot be found in the agreed hours system file, please refer to the related national training package curriculum documentation or implementation guides. The Victorian Purchasing Guides also maintains a list of unit of competency and qualification nominal hours.

## Nil Returns

A reminder that nil activity needs to be reported using the AVETMISS Validation Software (AVS). Emails and statutory declarations are **not** accepted. Please see our How to submit a Nil Return fact sheet for instructions on how to do this.

## RTO name on USI transcript

When submitting your AVETMISS data, please be aware that the RTO name reported on a USI transcript is sourced from your AVETMISS submission. Please ensure you supply either the trading or legal name in your NAT 10 file that you wish to appear on your student's USI transcripts because it cannot be updated using the USI transcript update tool.

## Reporting USI exemptions

RTOs are reminded to use the appropriate exemption code in the *Unique student identifier* field for students accessing a USI exemption. A list of available exemption codes and how to use them are available on page 210 of the *AVETMISS Data element definitions: edition 2.2*. If the field is left blank, your regulator may contact you looking for an explanation on why you have not supplied USIs.

## Victorian VET in Schools reporting

If you are a Victorian VET in schools data submitter, you will need to submit any nationally recognised training activity to NCVER **in addition** to any reporting you are required to do via the Victorian Curriculum Assessment

Authority (VCAA). For further information please see our factsheet: AVETMISS Reporting: VET in Schools, Victoria.

## AVETMISS Reporting – 2018 activity

### AVETMISS Release 8.0 (effective 1 January 2018)

Full requirements for AVETMISS Release 8.0 are listed in the VET Provider Collection specifications: release 8.0 and the Data element definitions: edition 2.3.

In order to stay AVETMISS compliant, changes must be integrated into your student management system and internal business processes ready for 2018 reporting.

NCVER recommends that you review your enrolment form for consistency with these changes to ensure that you remain AVETMISS compliant for 2018 enrolments. Release 8.0 sample enrolment form.

### AVETMISS compliant software register

With the forthcoming move to AVETMISS release 8.0, NCVER's AVETMISS compliant software register is being updated progressively as registrations are received from student management system (SMS) vendors. SMS vendors must update their registration details if they wish their release 8.0 compliant product to be listed on the register.

Please refer to the register, or check with your SMS vendor to ensure that your system will be AVETMISS compliant when the new standard comes into effect on 1 January 2018.

### Release 8.0 Q & A sessions

Thank you to everyone who attended our question-and-answer webinar sessions on AVETMISS release 8.0 during September 2017. Presenters answered a variety of questions around many aspects of the new release, and advised attendees on the next steps for AVETMISS R8.0 compliance. The presentation slides and a copy of one of the sessions are available from our NCVER Portal.

If you have any further questions on AVETMISS release 8.0, please refer to the information on our AVETMISS support for RTOs page or contact our Client Support team.

### AVETMISS Data Entry Tool

The AVETMISS Data Entry Tool (DET) is currently being updated to comply with AVETMISS Release 8.0 and should be available for recording 2018 training activity by the end of the year. We will notify current DET users when the release is available and recommend that you **do not** enter enrolment data for 2018 activity until then. Entering 2018 data before the Data Entry Tool has been updated will require editing activity to comply with the new standard.

## Privacy and your data

To avoid a privacy breach, we recommend that RTOs do not email data containing client personal details (for example, NAT files, client names, client addresses and USI numbers) to NCVER when requesting support with reporting.

## National Surveys

NCVER will be releasing information from two important national surveys in the coming months. The *National Student Outcomes Survey* (SOS) provides information on students' satisfaction with the VET system, and this is complemented by the *National Survey of Employer Use and Views of the VET System* (SEUV), which provides an employer perspective. Information will be available on the NCVER portal.

If you are an RTO who had 260 or more domestic students completing qualifications (graduates) in 2016, NCVER will also be providing you with a report summarising your graduates' survey responses from this National Student Outcomes Survey, alongside national comparisons.

If you think you are eligible for the report and have not yet received email notification, please contact NCVER via surveys_req@ncver.edu.au.

## Season's greetings from NCVER

NCVER will be closed from 2:30pm (Adelaide time) on 22 December 2017, reopening on 2 January 2018.

We would like to take this opportunity to wish you a happy festive season and look forward to assisting you with your AVETMISS reporting in the New Year.