

FEBRUARY 2026

AVETMISS reporting

Reminder: 2025 annual activity

Welcome to our first Bulletin for 2026 and thank you to the RTOs who have already submitted their 2025 annual fee-for-service data directly to NCVER.

There is just over one week to get your RTOs submissions in by the deadline to NCVER: 5:00pm (ACDT) on 28 February 2026.

IMPORTANT INFORMATION – 2025 annual submission support

While the 2025 annual submission window remains open until Saturday 28 February 2026, please note that NCVER's Client Services team will only be available until 5:00pm (ACDT) on Friday 27 February 2026.

We strongly recommend reaching out in advance if you need assistance. Support hours are Monday to Friday, 8:45am to 5:00pm (ACDT).

RTOs need to submit either fee-for-service data for training activity that occurred during 2025 or if no training commenced nor any certificates issued, a [nil return](#) (via the [AVETMISS Validation Software](#) [AVS]) is required.

Note: You don't need to submit fee-for-service activity to NCVER if it has already been reported to an STA and they have confirmed it will be sent to us; nor do you need to submit a nil return to NCVER if you have submitted publicly funded data to an STA.

Exempt/aggregate reporting

The deadline for RTOs to report aggregate data is **31 March 2026**.

Aggregate reporting applies where a VET Regulator has granted an exemption from full AVETMISS reporting under Section 5 of the [National VET Data Policy](#).

If your RTO has an exemption but has submitted, or will submit, full AVETMISS data for 2025, please notify Client Services.

IN THIS EDITION

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- [Data reporting tips](#)

AVETMISS support

Our Client Services team is available to help you between 8:45am and 5:00pm (ACDT). The team can be contacted in a number of ways:

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

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www.ncver.edu.au

 x.com/ncver

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NAT file submissions & retention

While the collection window remains open, you may resubmit your data as many times as required if issues are identified *before* the deadline. Each submission must include *all* data for the collection year. Only the most recent submission will be retained, with any earlier submissions overwritten.

RTOs using more than one student management system for the same RTO ID cannot make multiple submissions. All data must be consolidated into a single set of NAT files for the *final* submission.

Data submitted to NCVER is encrypted on receipt for privacy reasons. As a result, NCVER cannot retrieve previously submitted NAT files or match students to their training.

RTOs are strongly encouraged to retain a copy of their final submitted NAT files to support any future data requirements.

VET in Schools reporting

To ensure training appears on students' USI transcripts, Victorian VET in Schools data submitters also need to submit their nationally recognised training activity to NCVER, as well as to the Victorian Curriculum Assessment Authority (VCAA). For further information, please see our fact sheet [AVETMISS Reporting: VET in Schools](#).

Data Entry Tool

If you use NCVER's free data entry tool (DET) to create the NAT files for submission to NCVER, please remember this tool is suitable for organisations with less than 100 students. DET is not suitable for State Training Authority reporting which requires additional fields not submitted to the National VET Provider Collection.

Client Services support

As this is Client Services' busiest time of the year, please allow enough time to contact the team for any assistance.

All enquiries - whether a call, email or contact form - are dealt with in order of receipt and are responded to within 48 hours. Submitting multiple enquiries on the same issue may result in delays and being contacted multiple times by the team.

Please note, if you receive an error message from your student management system (SMS), our team will do their best to support you with identifying the issue. However, as we are not familiar with how the different systems work, it may be necessary to refer you to your SMS vendor for help.

AVETMISS Validation Software (AVS)

AVS registrations

If you haven't already done so, we recommend [registering](#) to use AVS as soon as possible. Registration is available Monday to Friday, 8:45am-4:00pm (ACDT); registration access is *not* available outside these hours.

AVS user access

AVS Primary Contacts and/or Organisation Administrators for an RTO are able to add and de-activate users in AVS (see section 7 of the [AVS User Guide](#) for more information).

Where there is no current Primary Contact/Organisation Administrator in the organisation and NCVER is asked to make updates for an RTO, please refer to [AVS User Maintenance](#) for details.

CEO emails listed on training.gov.au are used to authenticate AVS user requests. To avoid any last-minute issues with AVS access, please make any updates to the CEO details or RTO legal/business name on training.gov.au as soon as possible to ensure that you can submit your annual AVETMISS data before the deadline.

Data reporting tips

Submission issues so far are:

Allow continuing outcomes tick box

This check is only used for validations occurring in the quarter prior to 31 December 2025 (for submission of regular data to an STA). Please uncheck this box to submit your annual data to NCVER.

Validated but not submitted

Many RTOs believe they have submitted their data when in fact it has only been validated. Data must be submitted to appear on reports provided to the VET Regulators. If you are submitting data directly to NCVER, after successful validation of your data you will need to:

- select the 'Finalise submission' button
- tick the two authorisation boxes
- complete the declaration
- select the 'Submit' button.

A confirmation of submission email will be sent to the Primary Contact and user who logged in.

AVS Error 3251- Activity End Date is after the Collection Year End Date therefore Outcome Identifier - National must not be a final outcome

This error appears when your RTO has updated clients' records with their 2026 results prior to finalising 2025 reporting. Outcomes are to revert to their 31/12/2025 status i.e., 70-continuing, leave the activity end date to reflect a 2026 end date. Finalise your reporting, once submitted, records can revert to the 2026 results.

Not able to tick the authorisation boxes due to publicly funded data

If you are not able to tick the two authorisation boxes, please scroll to the top of the screen to see if you have the following warning:

 Warning: Your data contains publicly funded data which must be submitted via your state training authority. x

If so, in order to submit your data, you will need to do one of the following:

- Where the Funding source national codes (11 or 15) were incorrectly entered, amend the records in your SMS before uploading and validating your data again. For a full description of the available Funding Source national codes, see the [AVETMISS Data Element Definitions: edition 2.3](#) or
- If the extract from your SMS contained state-funded training, exclude this activity when exporting your data prior to uploading and validating your data again. For STA data submission arrangements please see our fact sheet, [Where, when and how do I report my AVETMISS data?](#)

Reporting outcomes

To ensure that information appearing on students' USI transcripts is correct, please ensure that:

- Students are reported with an Outcome identifier – national of '85 – *Not yet started*' if they have not physically started training towards the subject.
- Students are reported with an Outcome identifier – national of '70 – *Continuing activity*' if they have started but will not be fully assessed by the end of 2025.
- A record only appears in the Program completed (NAT00130) file when a program, qualification, course or skill set has been successfully completed. The Issue Flag should only be marked as 'Y – *Qualification, course or skill set credential issued*' once the certificate/statement of attainment has been issued.

Subjects that are not undertaken as part of a program (i.e. subject-only enrolments) are reported with a blank Program identifier in the Training activity (NAT00120) file and excluded from the Program completed (NAT00130) file.

Further information can be found in the [Reporting a final outcome](#) fact sheet.

Unique student identifier: international offshore clients

International offshore clients are not required to have a USI. As the USI field cannot be left blank, you will need to use the code "INTOFF" to pass validation. In order for the code 'INTOFF' to validate successfully you will need to ensure that:

- the client's address has the code 'OSPC' (overseas postcode) entered in the postcode field - the code '99' entered in the state field
- their training activity has the Funding Source national code - '32 *International offshore client*'.

Further details can be found in the [Unique Student Identifier](#) fact sheet.

Program Completed - NAT00130 Error 4017: There must be a corresponding record for Client Identifier in the Training Activity file when the Date Program Completed is within the Collection Year

This error occurs when a client is reported with a program completion (NAT130) but has no corresponding training activity (units/subjects) in the NAT120 file.

It usually happens when a qualification is marked completed in a later year (e.g., 2025) than the final unit/subject, which was reported with a final outcome in an earlier year (e.g., 2024).

The Date Program Completed must reflect the date the final unit/subject activity was completed, including any on-the-job component and receipt of the final assessed outcome. It should not default to the certificate issue date.

For example, if the final unit/subject (including any on-the-job component and assessment) ended on 10/12/2024 and was reported in the Jan-Dec 2024 collection, the Date Program Completed must also be reported in the Jan-Dec 2024 collection with the same date.

If the final unit/subject or assessment was **not** completed by 31 December 2024, the unit should have been reported with outcome 70 (*continuing enrolment*) in the 2024 data and the Date Program Completed left blank. The final unit/subject and program completion should then be reported in 2025.

If the program completion should have been reported in the closed 2024 collection, remove the student from the Jan-Dec 2025 submission and add the program completion date manually using the USI Transcript Update tool located within the AVETMISS Validation Software.