DATA SUPPORT BULLETIN

NOVEMBER 2017 – SPECIAL EDITION

NCVER

New National VET Data Policy

VET data provision arrangements have been reviewed following the introduction of the collection of Total VET Activity and the commencement of the Unique Student Identifiers scheme. The review has led to the drafting of a new National VET Data Policy, which was agreed by all Skills Ministers on 24 November 2017, and comes into effect from 1 January 2018, with a transition period until 1 July 2018.

Changes in the National VET Data Policy

The key changes for RTOs include:

- required changes to enrolment forms to include a specific privacy notice and student declaration

- minor changes to the AVETMISS Validation Software (AVS) to acknowledge reading the VET data use and RTO declaration and understanding statement

- a reduction of some reporting exemptions for community service organisations and RTOs delivering short courses.

Further information can be found on the Commonwealth Department of Education and Training's website

NCVER has prepared a fact sheet on what these changes will mean for you - New National VET Data Policy

AVETMISS reporting

AVETMISS activity for 2017 needs to be reported under the existing AVETMISS release 7.0 format. Please check with your SMS vendor if you are unsure how to report data under release 7.0 or release 8.0, which comes into effect on 1 January 2018 (for activity going forward from that date).

Please refer to the register, or check with your SMS vendor, to ensure that your system will be AVETMISS compliant when release 8.0 comes into effect on 1 January 2018.

AVETMISS reporting – 2017 activity

The collection window for direct reporting of 2017 AVETMISS fee-for-service activity to NCVER opens on 2 January and closes 5pm, 28 February 2018. 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.

IN THIS EDITION

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→ **AVETMISS reporting**

→ **Season's greetings from NCVER**

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:

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

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

Our Client Support team can assist with difficulties validating or submitting data. Please ensure you allow sufficient time to meet your reporting deadline as they are very busy during the last few weeks of the submission period.

Please ensure that you do not submit NAT files via email to NCVER as this may breach privacy legislation.

Nil returns

If you are submitting a nil activity return, this also 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.

Updating users in the AVETMISS Validation Software (AVS)

Please review and update your AVS user accounts by the end of 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. NCVER will be reviewing all AVS user accounts in the new year to remove any inactive users who have not used AVS in the past 12 months. Please see the AVS User Guide for further information on user roles and maintaining users.

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.

AVETMISS reporting – 2018 activity

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*.

Please review your enrolment form to ensure that it meets the new National VET Data Policy requirements and is consistent with AVETMISS requirements for 2018 enrolments. See NCVER's sample enrolment form.

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.

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.