

DECEMBER 2021

## AVETMISS reporting

### 2021 annual activity due by 28 February 2022

The collection window for direct reporting of 2021 AVETMISS fee-for-service activity to NCVER opens on 1 January 2022 and closes at 5pm (ACDT) 28 February 2022.

Please check deadlines if you are reporting fee-for-service activity via a state training authority (STA), as their deadlines may be earlier.

Reporting needs to be as at 31 December 2021. Therefore, we encourage you to validate your data and fix errors prior to the end of the year so that you can submit when the window opens and before you make updates to students' outcomes occurring early in 2022.

Our Client Support team can help with validation or submission difficulties, but please allow enough time to raise issues in order to meet the 28 February 2022 reporting deadline. As the team are particularly busy at this time, it may take up to 48 hours for a response.

### Nil returns

A nil return is required where there have been no student enrolments, no training delivery, and no certificate issuance or where the RTO is newly registered (i.e. registered in late 2021) and may not yet have commenced delivering activity.

If your RTO did not deliver any training during 2021 you must submit a [nil return](#) via NCVER's AVETMISS Validation Software (AVS).

### 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 fact sheet [AVETMISS reporting: VET in Schools](#).

### Exempt / aggregate reporting

RTOs granted an exemption by the VET Regulator(s) from reporting full AVETMISS data to the National VET Provider Collection in 2021 (under Section 5 of the [National VET Data Policy](#)), will receive emails regarding reporting arrangements for aggregate data.

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## AVETMISS support

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

**submit:** [contact form](#)  
**email:** [support@ncver.edu.au](mailto:support@ncver.edu.au)  
**phone:** 08 8230 8400  
**toll free:** 1800 649 452

## Data Entry Tool

A reminder for RTOs who will be using NCVER's Data Entry Tool (DET) for their AVETMISS data, this tool is suitable where reporting is for less than 100 students and for submission to the National VET Provider Collection. It is not suitable for State Training Authority (STA) reporting, which may require additional fields to be collected.

## Resources

Fact sheets on the above items, as well as a number of other resources available to assist with your AVETMISS reporting, can be found on the [RTO Hub](#) pages of NCVER's [Portal](#).

## Data reporting tips

### *Allow continuing outcomes tick box*

This tick box needs to be unchecked when **submitting** your annual data to NCVER. This check is only used for **validations** occurring prior to 31 December 2021 (e.g. for submission of regular data to an STA).

### *Reporting outcomes*

As final outcomes reported in AVETMISS data submissions appear on students' USI transcripts, and to avoid issues when reporting, it is important to ensure that:

- Students are reported with an *Outcome identifier – national '85 - not yet started'* if they have not started training towards the subject or will not be starting training.
- *Outcome identifier – national '40 - withdrawn/discontinued'* is not used for students who did not commence training. This code should only be used where the client has engaged in activity (refer [AVETMISS Data element definitions: edition 2.3](#) for further information).
- Students who will not be fully assessed by the end of 2021, including any on-the-job component are reported with an *Outcome identifier – national '70 - continuing activity'* against the final subject/unit. - The completion should be reported in your 2022 data.
- You review activity end dates prior to submission. Where the activity end date for a student is in December, *Outcome identifier – national '70 - continuing activity'* should not be used. This outcome will appear on students' transcripts and will need to be manually deleted before re-adding the training activity via the USI transcript update tool.
- Subject only enrolments (i.e. subjects/units not undertaken as part of a program) are reported with a blank Program identifier in the Training activity (NAT00120) file and excluded from the Program completed (NAT00130) file.
- Records only appear in the Program completed (NAT00130) file when a program, qualification, course or skill set has been completed. The issue Flag should only be marked as 'Y – Qualification, course or skill set credential issued' if the certificate/statement of attainment has been issued.

### *Submitting data*

Each year we have RTOs who believe they have submitted their data when in fact it has only been **validated**. Data must be **submitted** for it to appear on reports provided to the VET Regulators.

If you are submitting data directly to NCVER, once your data has been validated error-free, select the 'Finalise submission' button. You will then need to tick the two authorisation boxes and complete the declaration before selecting the 'Submit' button.

Upon successful submission, a confirmation email will be sent to the Primary Contact and user who logged in.



## Free report on student outcomes and satisfaction data for your RTO

The [National Student Outcomes Survey](#) is Australia's largest survey of vocational education and training (VET) students, and collects information on the outcomes of students who **completed** training in the previous calendar year. The 2021 survey included extra questions on how the COVID-19 pandemic affected students' training experiences.

National results from the 2021 survey will be available from [the NCVER Portal](#) on 16 December 2021.

A **free** report containing student outcomes and satisfaction data for your RTO alongside state/territory and national comparisons will be available in January 2022. Visit our Portal to view the [eligibility requirements](#) and details on how to access your report.

## Help improve responses for the 2022 survey

NCVER is now sourcing students' contact details for the National Student Outcomes Survey from the National VET Provider Collection. To improve the number of survey responses in 2022 for your students, **ensure** your RTO submits the Client Contact Details file (NAT 0085) as part of your [VET Provider](#) 2021 annual submission. Providing students' names and at least one method of communication, preferably an email address, means we can contact students to invite them to participate in the survey.

The 2022 survey will open in June 2022 for students who completed a VET qualification, program or subject during 2021. RTOs with **enough** survey responses will again be able to access 2022 survey information as reported by their students

## Support availability

### Christmas and New Year closure

NCVER will be closed from 3pm (ACDT) on Friday, 24 December 2021 to Tuesday, 4 January 2022.

If you would like to take advantage of our call back service, you are welcome to leave a message and we will respond when we reopen.

We wish you a safe and happy holiday and look forward to assisting you in the New Year