

## SEPTEMBER 2023

## AVETMISS reporting

## Reminder – Quarter 3

For RTOs submitting their fee-for-service data directly to NCVER, the third quarterly collection window for 2023, covering the period January to September 2023, will be open from 1–15 November 2023.

If you submit your fee-for-service data via a State Training Authority, please check directly with them for their submission dates.

For more information on quarterly reporting of fee-for-service data to NCVER and submission dates, please see our [fact sheet](#).

## 2023 annual data

The submission window for reporting of 2023 annual fee-for-service AVETMISS data direct to NCVER will open on 1 January 2024 and close on 29 February 2024. No extensions are available to these dates.

Support with systems and reporting will be available from Tuesday, 2 January 2024.

## USI transcript update tool

The USI transcript update tool allows you to edit, delete or add records to a USI transcript for your RTO's clients.

NCVER is unable to help students with USI transcripts. It is the RTO's responsibility to ensure the data is accurate and updated as soon as the student brings it to your attention under clause 4.7 of the [National VET Data Policy](#).

Please note, you are unable to edit a national outcome 70 - continuing enrolment. These records need to be deleted and the correct details added.

Further information regarding the tool is available in Section 5 of the [AVS User Guide](#).

## Access to AVS

One of the top calls we get during the annual National VET Provider Collection reporting relates to user access.

## IN THIS EDITION

- [AVETMISS reporting](#)
- [NCVER at 2023 National VET Conference](#)

## 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:

<b>submit:</b>	<a href="#">contact form</a>
<b>email:</b>	<a href="mailto:support@ncver.edu.au">support@ncver.edu.au</a>
<b>phone:</b>	08 8230 8400
<b>toll free:</b>	1800 649 452

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To avoid last-minute issues with updating users, we recommend that you review user access now.

It is also the responsibility of RTOs to ensure that access is maintained in the system so that unauthorised USI transcript updates cannot be made.

Information on how to add and deactivate users can be found in Section 7 of the [AVS user guide](#).

## **Data reporting tips**

When an outcome has been submitted in a previous collection (i.e. previous year), that enrolment has been finalised in AVETMISS reporting and cannot be updated due to a student re-submitting work. Therefore, a new training activity enrolment needs to be reported.

To avoid errors and having to make USI transcript updates, if you are waiting on a student to resubmit work under your specified Terms and Conditions, then the student should be reported as a 70 - continuing enrolment into the following year and the final unit reported with the actual outcome after the final assessment has been marked (or on-the-job component completed).

## **NCVER at the 2023 National VET Conference**

NCVER is a proud Silver sponsor of Velg Training's National VET Conference at the Gold Coast Convention & Exhibition Centre on 2-3 November 2023.

Our team invite you to drop by the NCVER booth and say hello. They look forward to meeting you and helping with any reporting or other NCVER-related questions you may have.