

FEBRUARY 2022

AVETMISS reporting

2021 annual activity due by 28 February 2022

Welcome to the first Data Support Bulletin for 2022 and thank you to all those RTOs who have already submitted their fee-for-service data for January-December 2021 to us.

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

If you submit all your data via an STA, i.e., data on funded and fee-for-service activity, please check directly with them. Deadlines for state training authority (STA) reporting may differ.

Note: If you have submitted your fee-for-service activity for 2021 via an STA (and the STA has confirmed they will forward that data to NCVER) you do not have to submit it again via NCVER.

Our Client Support team can help with validation or submission issues, however as they are particularly busy at this time, a response may take up to 48 hours. In order to meet the **28 February 2022** reporting deadline please allow enough time to raise issues.

Nil returns

A nil return is required if during 2021 your RTO had no student enrolments, did not deliver any training, and did not issue any certificates, **OR** your RTO was newly registered in late 2021 and has not yet commenced delivering activity.

Nil returns must be submitted via NCVER's AVETMISS Validation Software (AVS). Please see our [factsheet](#) for further information.

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](#).

Exempt/aggregate reporting

If during 2021 your RTO was granted an exemption from reporting full AVETMISS data to the National VET Provider Collection by a VET Regulator (under Section 5. of the [National VET Data Policy](#)), you will have received instructions on how to report [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
phone:	08 8230 8400
toll free:	1800 649 452

This work has been produced by NCVER on behalf of the Australian Government and state and territory governments, with funding provided through the Australian Government Department of Education, Skills and Employment.

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The deadline for submitting aggregate data to NCVER is 31 March 2022.

If instead you have/will be submitting full AVETMISS data (by 28 February 2022), please advise our Client Support team as soon as possible.

Data Entry Tool

We would remind those who use NCVER's free data entry tool to create their NAT files for submission to NCVER that this tool is suitable for organisation's with less than 100 students. It is **not** suitable for State Training Authority reporting which requires additional fields not required for the National VET Provider Collection.

Data reporting tips

The following tips may help you with your annual reporting:

- Duplicate enrolments have been causing some confusion again this year. Unless a student physically undertakes a subject twice, they should only be reported with one final outcome with the second entry reported as '60 - Credit transfer/national recognition' (the start date for which should be after the completion/end date of the first entry).
- AVETMISS reporting is based on activity that has occurred, i.e. past activity. Where a student has not undertaken any activity towards a subject, they should be reported with an Outcome identifier - national of '85 - Not yet started' until such time as they commence training.
- Where a student completed their studies in 2020 but will not complete their assessment/on-the-job component until 2021, the student's final unit must remain as a continuing enrolment (outcome identifier national '70') in your 2021 annual activity submission. When their assessment/on-the-job component has been completed, their final outcomes should be reported in your RTO's 2022 quarterly or annual submissions.
- Allow continuing outcomes tick box - this tick box should not be selected when submitting your annual data to NCVER (i.e. it should only be used for validations prior to December 2021).

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. As we are not familiar with how the different systems work, it may be necessary to refer you to your SMS vendor for help.

Advance Notice: ANZSCO Codes Update

The ABS have released an update of the Australian and New Zealand Standard Classification of Occupations (ANZSCO) in November 2021. There have been 74 new occupation (6-digit) codes, and 80 retired occupation codes, which will be updated in the AVETMISS classification table. NCVER will provide more details around timelines for transition to the new codes being implemented for use in the data collection.

Free reports on VET student outcomes for RTOs are now available

The [National Student Outcomes Survey](#) is Australia's largest survey of vocational education and training (VET) students and collects information on the outcomes and satisfaction of students who **completed** training in the previous calendar year. National results from the 2021 survey are available from the [NCVER Portal](#).

A free report containing your students' survey responses, alongside state/territory and national comparisons, is now available to eligible RTOs. Visit our Portal to view the [eligibility requirements](#) and details on how to access your report.