

AVETMISS reporting

Document updates: revision to VET Provider Collection specifications and Data element definitions

The [VET Provider Collection specifications: release 8.0](#) were recently updated with the following:

- The *Training organisation delivery location* (NAT00020) file has been updated to clarify that when an overseas delivery location is being reported, the *Address - suburb, locality or town* field should be populated with the suburb/locality or town of the overseas location.
- The *Training activity* (NAT00120) file has been updated to advise that the *Commencing program identifier* field can be left blank when reporting directly to NCVER. State/territory reporting may still require this field to be populated.
- A new example Standard enrolment form has been provided with an updated question 1 (“Enter your full name”). The new format for this question aligns with the USI verification requirements.

The [Data element definitions: edition 2.3](#) were recently updated with the following:

- *Commencing program identifier* has been updated to remove references to rules that no longer exist when reporting directly to NCVER.

AVETMISS Validation Software (AVS)

Validation Changes

In the coming weeks, there will be a new release of the AVETMISS Validation Software (AVS) with the following updates:

- RTOs can now submit their AVETMISS data using any of their trading names.
- RTOs can now use the USI Transcript Update Tool to edit individual USI Transcript records to have any of their valid trading names.
- New validation warnings have been introduced checking whether the activity reported by an RTO aligns with that listed on their scope on training.gov.au (TGA).
- All validation checks on the field *Commencing Program Identifier* have been removed.

For detailed information, please refer to our [AVS updates](#) document. This document contains further details of the latest release, details of upcoming releases, plus a full history of changes made to AVS.

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AVETMISS support

Our Client Support team is available to help you between 8.45am and 5pm (ACT). 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 Employment, Skills, Small and Family Business.

www.ncver.edu.au

 twitter.com/ncver

 [linkedin.com/company/ncver](https://www.linkedin.com/company/ncver)

User access and roles in AVS

As changes can be made to students' USI transcripts through AVS, we recommend you review your organisation's user access and roles on a regular basis. It is essential that the accounts of any users who have left your organisation or who are no longer involved with data reporting are set to inactive to ensure unauthorised changes are not made.

To ensure your organisation receives important communications from NCVER relating to data submission and reporting, please check there is a **primary contact** attached to your organisation's AVS account (in addition to any other users). The primary contact is usually the person with overall responsibility for the organisation as listed on training.gov.au.

For further information on user maintenance and roles, please refer to Section 7 of the [AVS User Guide](#) or contact our Client Support team for assistance.

Reporting reminders

Quarter 3 activity

The quarterly collection window covering the period January to September 2019, will be open from **1 to 15 November 2019**. For more information on quarterly reporting please see our [factsheet](#).

Reminder: when submitting data to a quarterly collection you need to submit all data for the period to ensure that any updates to data are reflected correctly on students' USI transcripts.

Annual 2019 activity

Now is a good time for RTOs to start preparing for their submission of 2019 data.

The submission window for annual fee-for-service activity reported directly to NCVER will be open from **2 January to 28 February 2020**. Failure to submit data by the due date may result in follow up from the VET regulator(s). If you report your data via a state training authority, please check their submission dates with them as these may be earlier.

Data needs to be reported accurately as at 31 December 2019 and we ask RTOs to ensure that:

- students are reported with an Outcome identifier - national of '85 - Not yet started' if they have not 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 2019.

Data reporting tips

Reporting AVETMISS data incorrectly can result in inaccuracies on students' USI transcripts. The following scenarios outline some known issues and how they should be reported.

Program completions

The *Program completed* (NAT00130) file contains records of clients that have completed a qualification, course or skill set. Errors on this file can result in students' USI transcripts showing they have completed a program when they have not. To ensure this does not happen for your students, please ensure:

- A record only appears in the *Program completed* (NAT00130) file when a program has been completed.
- The *Issued Flag* is only marked as 'Y - *Qualification, course or skill set credential issued*' once the certificate/statement of attainment has been issued.

Furthermore, it is important to ensure that 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 to avoid AVS errors or records mistakenly appearing on USI Transcripts.

One subject, two different programs

Where a student is enrolled in two different programs, and completing one subject that contributes to both, RTOs should do one of the following to ensure that the subject does not appear twice on a student's USI transcript, and that you avoid unexpected errors when validating your data:

- ensure that only one record of the subject appears in the Training activity (NAT00120) file;
- or
- if your system is not able to prevent one record from appearing in the file extract, the second record can either be set to '60 - Credit transfer/national recognition' (for successfully completed activity) or '85 - Not yet started' (for all other scenarios).

Nationally recognised identifiers

Always ensure that if you are delivering a nationally recognised program or subject, the *Program identifiers* and *Subject identifiers* you are using are those that are listed on training.gov.au. Failure to do so means that the activity will not appear on USI Transcripts or be included in national VET statistics.

Privacy and your data

A reminder that to avoid a privacy breach, we recommend that RTOs do not email data containing client personal details, e.g. NAT files, client names, client addresses and unique student identifier numbers, to NCVER.