

AVETMISS validation software

The [AVS updates document](#) has been updated with changes to classification values and notification of future changes to validation rules. This document also contains a full history of changes made to AVS.

AVETMISS reporting

2019 annual activity due by 28 February 2020

Thank you to all those who have submitted their annual AVETMISS data either directly to NCVER or via their state training authority (STA).

The collection window for direct reporting of 2019 AVETMISS fee-for-service activity to NCVER **closes 5pm (ACT), 28 February 2020**. If you are reporting fee-for-service activity via an STA please check with them as their deadlines may be earlier.

Our Client Support team can help with validation or submission difficulties within the AVETMISS Validation Software (AVS), however, please allow enough time to raise any issues so that you are able to meet the reporting deadline.

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 2019) and may not yet have commenced delivering activity.

Nil returns must be submitted via the AVETMISS Validation Software (AVS). See [factsheet](#) for further information.

VET in Schools reporting

A reminder that Victorian VET in Schools data submitters will need to submit any nationally recognised training activity to NCVER **in addition** to any reporting via the Victorian Curriculum Assessment Authority (VCAA). Refer to [factsheet](#) for more information.

Exempt reporting

RTOs who have been granted an exemption by the VET Regulator(s) from reporting full AVETMISS data to the VET provider collection in 2019 (under Section 5 of the [National VET Data Policy](#)), should now have received information on aggregate reporting. This data is due to NCVER by **31 March 2020**.

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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.

www.ncver.edu.au

 twitter.com/ncver

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

Data reporting tips

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 2019).

Reporting outcomes

To ensure that information appearing on students' USI transcripts is correct, please 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 training but will not be fully assessed by the end of 2019 (i.e. assessment is in 2020).
- a record only appears 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' once the certificate/statement of attainment has been issued.
- 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.

Errors and Warnings

All training activity reported must reflect the actual situation as at 31 December of the reporting year.

A few RTOs are being caught out by giving a final result (e.g. in December 2018) before the final assessment or on-the-job component has been completed (e.g. Jan-Dec 2019). This triggers errors when finalising Jan-Dec 2019 activity as the client identifier is no longer linked to any current training activity.

The AVETMISS Data elements definition 2.3 states:

Date program completed

Definitional attributes

DEFINITION

Date program completed identifies the date that the qualification, course or skill set was completed and includes the on-the-job component.

Date program completed reflects the actual completion of the program rather than the date in which the training organisation issued the certificate of completion.

CONTEXT

Date program completed is used to analyse the number of programs of study completed in a given year.

Relational attributes

RULES

Date program completed must not be after the collection period end date.

Date program completed must not be a date more than ten years prior to the collection period start date.

GUIDELINES FOR USE

Date program completed must be the date that the activity in the program was completed, including any on-the-job training components and the time required for the trainer to determine the final outcome.

Date program completed should not be defaulted to the date in which the training organisation issued the certificate of completion.

To avoid end of year reporting errors, we encourage RTOs to implement practices to ensure full outcomes are known and recorded prior to annual submission.

Where this is not possible, students should be reported with *Outcome identifier - national '70 - continuing activity'* and a final outcome given only when the assessment or on-the-job component has been completed.

Scope

A few RTOs are receiving new warnings relating to scope, which are a check against the National Register of VET (training.gov.au). There are some circumstances where an RTO may be able to award or deliver training that is not on their scope. For example, ASQA RTOs may deliver training as an elective or issue a credit transfer in a program where it meets the training package rules (see ASQA's [fact sheet](#)). We ask that you review these warnings to ensure training is being delivered in accordance with the regulations set out by your regulator. You can still submit your data with these warnings.

Overlapping subjects

These errors trigger when a student appears to be undertaking more than one enrolment in the same subject at the same time.

When a client is undertaking two programs that contain the same subject, it is expected that the client only undertakes the subject once. If your system automatically enrols the client in the subject twice, then only one record should be included in the NAT file export. If excluding records is not an option in your student management system:

- The second enrolment must be defaulted to *Outcome identifier – national '85 – Not yet started'* to ensure it passes validation and does not appear on students' USI Transcripts.
- If the first enrolment has been successfully completed, then subsequent enrolments can be recorded as *'60 – credit transfer/national recognition'*.
- If the first enrolment is not successfully completed, then any subsequent enrolments must as *'85 – Not yet started'*.

For a full list of *Outcome Identifier – national* codes and their descriptions please refer to the AVENTISS [Data element definitions](#) edition 2.3

Postcode errors

We have received many calls relating to suburb or postcode errors on the NAT0080 or NAT0085 files. NCVER uses suburb and postcode data from Australia Post. Please check any errors against <https://auspost.com.au/postcode> as other sites may not have the latest information.

AUSkey is changing – Make the move to the new credential now!

AUSkey is being decommissioned on 31 March 2020 and has been replaced by a new whole of government digital identity service.

Registered Training Organisations (RTOs) will no longer be able to use their AUSkeys to access the USI Registry after the decommission date, therefore we recommend that you transition now.

All RTOs accessing the USI Registry must complete the transition steps and move to the new authentication method.

You can now [access the USI Registry](#) via the **Organisation Portal** or a **Student Management System (SMS)** using [myGovID](#) and [Relationship Authorisation Manager \(RAM\)](#):

Organisation Portal users need to acquire their own digital identity. Principle authorities of an RTO's ABN must acquire a digital identity (myGovID) and can authorise another person with a digital identity to connect to the USI Registry Organisation Portal (on behalf of the RTO) through RAM. This is similar to how a Standard/Personal AUSkey is set up, however, new mechanisms are used and the replacement file is not stored on a computer or USB. A connection can then be made using any device, anywhere, anytime.

Student Management System users will need a new [Machine-to-Machine \(M2M\)](#) credential to replace a Device AUSkey in order to interact with the USI Registry.

Make sure you have updated and cleaned-up your information in the Australian Business Register (ABR), AUSkey Manager and Access Manager.

Set up your digital identity, it's easy, just download and install the app from the Apple App or Google Play stores and set up your myGovID.

If you have any difficulty setting up your digital identity contact the ATO on 1300 287 539:

- myGovID option 2
- RAM option 3
- Technical issues option 4.

Importantly, if your organisation is utilising an SMS, you must also update to USI Web Service Version 3.0 by 31 March 2020.

For more information, please visit usi.gov.au/auskey

Student outcomes and satisfaction data for your RTO

NCVER's National Student Outcomes Survey is sent to VET graduates and subject completers who completed their training in the previous year.

The results of the 2019 survey are now available.

Eligible RTOs can access free individual reports of employment outcomes, training satisfaction, benefits and relevance of training as reported by their students.

Visit our Portal to view the [eligibility requirements](#) and details on how to access your report.

2020 National Student Outcomes Survey

The 2020 [National Student Outcomes Survey](#) opens in May 2020 for students who completed a training qualification or subject during 2019.

Eligible RTOs will again be able to access data as reported by their students.

Take advantage of the [free kit](#) provided by NCVER to help you promote the survey to former students.