DATA SUPPORT BULLETIN

SEPTEMBER 2018

NCVER

AVETMISS reporting

AVETMISS Validation Software (AVS)

Please note that the next release of the AVETMISS Validation Software (AVS) is due to go live at the end of September 2018. Our AVS validation update list contains the included updates and notice of past and future updates planned for later in 2018.

Student declaration and privacy notice

In instances where RTOs do not have evidence that a student has signed the Student Declaration and Privacy Notice (included in the sample enrolment form within the AVETMISS VET Provider Specifications, and as Schedule 1 of the National VET Data Policy), RTOs **must** still submit their AVETMISS data to NCVER.

RTOs will not be in breach of Australian Privacy Principle (APP) 6, as set out in Schedule 1 of the *Privacy Act 1988*, in disclosing personal information to NCVER in their AVETMISS submission. NCVER may collect personal information, including sensitive information from a person other than the person to whom the information relates, as it is 'required or authorised by or under an Australian law' (specifically section 4.1 of the Data Provision Requirements 2012 (DPRs), which are made pursuant to subsection 187(1) of the *National Vocational Education and Training Regulator Act 2011*). It is considered the DPRs authorise the disclosure of information and a student's consent is not required for RTOs to disclose their personal information to NCVER.

Further advice on any amendments to the Student Declaration and Privacy Notice will be provided in our Data Support Bulletins as it becomes available.

Reporting reminder – quarter 3

The collection window for the period January – September will be open from **1 to 15 November 2018** for those RTOs opting to report their National VET Provider Collection data quarterly.

Your submission must include all activity for January through September 2018.

If you have not made a quarterly submission previously, you can still submit your data for this period if you wish.

IN THIS EDITION

→ **AVETMISS reporting reminder**

→ **New fact sheet**

→ **New RTO Hub**

→ **Privacy and your data**

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

www.ncver.edu.au

twitter.com/ncver

linkedin.com/company/ncver

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Preparing for end of year reporting

As we draw closer to the end of 2018, RTOs need to start preparing for their annual submission (due from 2 January 2019). RTOs should be reviewing student subject activity and data collection procedures to ensure that it can be reported accurately as at 31 December 2018.

- Where students haven't started training towards the subject this should be reported with an *Outcome identifier – national* of '85 – Not yet started'.
- Where students have started but won't be assessed by the end of 2018 then this should be reported with an *Outcome identifier - national* of '70 – Continuing activity'.
- Finally, if assessment takes place in 2018 both the *Activity end date* and *Outcome identifier – national* should reflect the result and date of assessment.

Standard enrolment form updates for 2019

To enable RTOs to prepare their enrolment forms for next year, a 2019 Standard enrolment questions form has been made available on NCVER's Portal. The example form for the collection of 2019 training activity has been updated to incorporate a new study reason classification to align AVETMISS and the National Student Outcomes Survey. This classification cannot be reported in your 2018 data.

AVETMISS compliant software register

Our AVETMISS compliant student management system register has been updated with vendors who have registered as AVETMISS Release 8.0 compliant. The National VET Data Policy (*Part B – National VET Provider Collection)* requires RTOs to have an AVETMISS compliant student management system for reporting purposes.

Please refer to this register or check with your student management system vendor to ensure that your system is AVETMISS R8.0 compliant.

New fact sheet

Discontinued training: reporting a final outcome

There can be instances where a student's training activity in a subject is still continuing at the end of the year when it is due to be reported to the National VET Provider Collection. In those cases, a registered training organisation (RTO) reports the subject enrolment with *Outcome identifier — national* code '70 - Continuing activity'. In a subsequent collection the RTO must report a final outcome of training for that subject, including those students who have discontinued their training. If this is not done, the result for this subject will remain on the student's unique student identifier (USI) transcript with a '70 - Continuing activity' outcome.

See our fact sheet for more information on how to report the student's final outcome.

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New RTO Hub on NCVER Portal

As mentioned in the June 2018 Data Support Bulletin, the NCVER Portal has a brand new design, which includes an RTO Hub, which is a dedicated space for registered training organisations.

The RTO Hub, which can be accessed straight from the Portal homepage, consolidates all information important to RTOs into one area making it much easier to find what you need. The RTO Hub includes the AVETMIS Standard, AVETMISS reporting information, tools and support.

We invite you to explore the new RTO Hub via a short video to learn about resources and support information available to you.

Check it out now and send us your feedback!

Privacy and your data

The Office of the Australian Information Commissioner (OAIC) hosted a webinar for RTOs on **7 August 2018.** Key findings from a recent privacy assessment of five RTOs were discussed and the OAIC were joined by a representative from NAVITAS, one of the RTOs, who shared their experiences.

RTOs who missed the webinar can still see it here.

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.