DATA **SUPPORT** BULLETIN

DECEMBER 2020

NCVER

AVETMISS validation software

The AVS update document has been updated with changes to validation made in December 2020. This document also contains a full history of changes made to AVS and notification of future changes to validation rules.

AVETMISS reporting

Time to update enrolment materials

Changes to National VET Data Policy – Schedule 1 Privacy Notice

The National VET Data Policy has recently changed, and along with it the Privacy Notice included at Schedule 1.

RTOs must use the new Privacy Notice when enrolling students **from 1 January 2021** onwards. You can find the Privacy Notice at Schedule 1 of the National VET Data Policy on the Australian Government Department of Education, Skills and Employment's website or by accessing the NCVER's example enrolment form. You will need to customise the Privacy Notice before including it in your enrolment materials.

Existing students continuing their studies into 2021 should also be made aware of the new Privacy Notice. It is up to RTOs how they achieve this, but one way would be for the RTO to publish the notice on its website.

The Privacy Notice was changed to reflect amendments to the *National Vocational Education and Training Regulator Act 2011* that came into effect in September this year. The new Privacy Notice has been written to be easier for students to understand and to support RTOs in meeting their privacy obligations.

It remains in addition to any other specific requirements RTOs are obligated to provide to their students, for example, under state or territory privacy laws.

For further information, please refer to the Australian Government Department of Education, Skills and Employment website or check the Department's FAQs.

IN THIS EDITION

→ **AVETMISS validation software**

→ **AVETMISS reporting**

→ **Support Availability**

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

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2020 annual activity due by 26 February 2021

The collection window for direct reporting of 2020 AVETMISS fee-for-service activity to NCVER opens on 2 January 2021 and closes at 5pm (ACDT) 26 February 2021.

Please check deadlines if you are reporting fee-for-service activity via a state training authority (STA), as their deadlines may be earlier.

As reporting need to be as at 31 December 2020, we encourage you to validate your data and fix errors prior to the end of the year so that you can submit when the window opens and before you make updates to students outcomes occurring in 2021.

Our client support team can help with validation or submission difficulties. As they are particularly busy at this time, it may take up to 48 hours for a response during the last two weeks, so please allow enough time to raise issues in order to meet the 26 February 2021 reporting deadline.

Nil returns

If your RTO did not deliver any training during 2020 you must submit a nil return via NCVER's AVETMISS Validation Software (AVS).

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 2020) and may not yet have commenced delivering activity.

VET in schools reporting

A reminder that 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 your RTO has been granted an exemption by the VET Regulator(s) from reporting full AVETMISS data to the VET provider collection in 2020 (under Section 5. of the National VET Data Policy), information regarding reporting arrangements for aggregate data will be communicated separately by email.

Reporting factsheets on all the above are available from the RTO Hub on NCVER's portal.

Data Entry Tool

A number of RTOs use NCVER's free data entry tool to create the NAT files for submission to NCVER. We would remind RTOs that this tool is suitable for organisations with less than 100 students and **is not** suitable for State Training Authority reporting who require additional fields not required for the National VET Provider Collection.

Data reporting tips

Allow continuing outcomes tick box

A reminder that this tick box should be **unchecked** when submitting your annual data to NCVER. This check is only used for validations occurring prior to December 2020.

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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 but will not be fully assessed by the end of 2020, including any on-the-job component. A program completion should not be submitted until the following year once the final assessment/on-the-job component has been completed.
- 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.

Support Availability

Christmas and New Year closure

NCVER will be closed for the festive season from 3pm on Thursday, 24 December 2020 to Monday, 4 January 2021. If you would like to take advantage of our call back service, you are welcome to leave a message and we will respond when we reopen.

During the above periods, you can continue to access the NCVER Portal and all self-service options will be available 24 hours a day, 7 days a week.

We wish you all a safe and happy festive season and look forward to assisting you

with your reporting enquiries in the New Year.