

SEPTEMBER 2021

AVETMISS reporting

Reminder – Quarter 3

For those RTOs that submit fee-for-service data directly to NCVER, the third quarterly collection window for 2021, covering the period of January to September 2021, will be open from 1–12 November 2021. If you submit your fee-for-service data via a State Training Authority, please check directly with them for their submission dates.

For more information on quarterly reporting and collection dates, please see our [fact sheet](#).

2021 annual data

The reporting window for reporting of 2021 annual fee-for-service AVETMISS data direct to NCVER will open on 1 January 2022 and close on 28 February 2022. Support with systems and reporting will be available from 4 January 2022.

Reporting tips

Error 4762

Funding Source - national is 31 or 32 therefore Postcode on the Client file must be OSPC. State identifier must also be updated to 99 accordingly.

International students need to have a funding source national code of either 31 (onshore) or 32 (offshore).

The postcode for all international students must be OSPC with a state identifier of 99. Please see our fact sheet [Reporting client address](#) for specific address fields to be used for international clients.

For AVETMISS reporting purposes, RTOs need to provide the usual residential address for the student, that is, the address which the student considers to be their permanent residence.

The address of any temporary residence should not be used for reporting. A temporary address would be, for example, a college address or interstate address where the student may live short term with the intention of returning to their usual place of residence once training has been completed.

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AVETMISS support

Our Client Support team is available to help you between 8.45am and 5pm (ACST). 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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www.ncver.edu.au

 twitter.com/ncver

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

Client address – general

We encourage you to provide as much residential address information as possible to assist NCVER in publishing accurate statistical data reports for public information, research and training policy development. However, to comply with privacy legislation, whilst the *Address location – suburb, locality or town* is a free text field it should **not** be used to record anything other than what is defined in the [AVETMIS Standard](#).

If you need to capture the student's temporary address for any reason (e.g., to contact the student whilst undertaking training with you), please check with your student management system (SMS) vendor as to how you would record this in their system to ensure that you are submitting the correct address details when reporting your AVETMISS data (i.e. usual residential address).

New resources!

In response to suggestions received following our AVETMISS Client Support Survey 2021 earlier this year, we have included an RTO Key Dates section on our [RTO Hub](#). Please note this information will be updated as dates become firm and may be changed for any reason. We hope that you will find it a useful addition to the tools already available.

We have also released a new Fact Sheet: [AVETMISS Support for new RTOs](#) which may be of interest to any new RTO staff responsible for AVETMISS reporting.



Your say matters!

It's been three years since we last asked you about your experiences with NCVER's products, services and communications. We are keen to know what might have changed for you since then.

Your responses help us to explore the right opportunities to improve the way we meet your information needs.

[Click here to complete the 15-minute survey](#)

Remember... your say matters! And, please feel free to share this survey with your colleagues if you think their say matters.

Survey closes Sunday 17 October 2021.