

DECEMBER 2023

AVETMISS reporting

2023 annual activity due by 29 February 2024

The collection window for AVETMISS fee-for-service data reported directly to NCVER opens on 1 January 2024 and closes at 5pm (ACDT) on 29 February 2024.

If you report your fee-for-service activity via a state training authority (STA), please check their deadlines which may be earlier.

Our team can help with validation and submission issues, however, in order to meet your deadlines, as they are particularly busy at this time, please allow 48 hours for a response.

Nil returns

If your RTO did **not** deliver any training during 2023 you must submit a [nil return](#) via NCVER's [AVETMISS Validation Software](#) (AVS). Nil returns are required where:

- there has been no nationally accredited training, and no certificate issuance; or
- where the RTO is newly registered (i.e. registered in late 2023) and has not commenced delivering training.

Exempt/Aggregate reporting

RTOs granted an exemption by the VET Regulator(s) from reporting full AVETMISS data for 2023 to the National VET Provider Collection (under Section 5 of the [National VET Data Policy](#)), will be sent emails regarding reporting arrangements for [aggregate data](#). Please ensure that the CEO contact details on [training.gov.au](#) are up to date in order to receive these emails.

Data Entry Tool

NCVER's free [AVETMISS Data Entry Tool](#) (DET) is suitable for organisations with **less than** 100 students. Please note it is **not** suitable for STA reporting which has additional fields not collected for the National VET Provider Collection.

VET in schools reporting

Victorian VET in Schools data submitters, reporting to the Victorian Curriculum Assessment Authority (VCAA), will also need to submit their nationally recognised training activity to NCVER. For further information, please see our fact sheet [AVETMISS reporting: VET in Schools](#)

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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 Employment and Workplace Relations.

www.ncver.edu.au

 twitter.com/ncver

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

Constructions Skills Queensland (CSQ) reporting

If you report any training directly to CSQ, please be aware this data does not get forwarded to NCVER.

RTOs must report the data directly to NCVER, using the *funding source national code 20 - domestic client*.

AVETMISS Validation Software (AVS) - users

For RTOs new to reporting, if you have not already done so, we recommend you [register](#) to use AVS as soon as possible and apply for a myGovID if you do not have one - a myGovID account is required for USI verification prior to submission of data to us. See <https://www.usi.gov.au/providers/mygovid-and-ram-authentication>.

For registered RTOs, please review AVS users prior to the end of the year. The Primary Contact and/or Organisation Administrator for an RTO are able to add and de-activate users in AVS (see section 7 of the [AVS User Guide](#) for more information).

Where there is no current Primary Contact/Organisation Administrator in the organization and NCVER is asked to make updates for an RTO, we require an email from the CEO as listed on training.gov.au (TGA). The CEO details in the email address and signature block must match those on TGA.

To avoid any last-minute issues with AVS access, please make any updates to the CEO details or RTO legal/business name on [training.gov.au](https://www.training.gov.au) via [ASQAnet](#) as soon as possible to ensure that you are able to submit your annual AVETMISS data before the deadline.

Communications

Reporting reminders from NCVER are only emailed to the CEO, as registered on training.gov.au. Again, please ensure that these details are up-to-date and that emails from support@ncver.edu.au are not blocked to avoid missing these communications.

Resources

Please see our [RTO Hub](#) for a range of resources to assist you with your reporting, including a new factsheet: [AVETMISS Data: roles and responsibilities; USI transcripts and privacy](#).

Tips for preparing your 2023 data submission

Many RTOs update student outcomes early in the new year and find that they have validation issues and have to revert dates back to 31 December in order to submit their data.

To avoid this, we recommend validating data error-free prior to the end of the year and submitting the data as soon as the collection window opens.

Validating data and fixing errors in December/early January enables our small Client Support team to provide you with more in-depth assistance. As the reporting deadline approaches (29 February 2024), the team may have less time to assist you.

If you receive an error message from your student management system (SMS), our team will do their best to support you in identifying the issue. However, we are not familiar with how the different systems work and it may be necessary to refer you to your SMS vendor for help. SMS vendors are equally busy at the end of the reporting period and may be unable to provide immediate assistance.

Allow continuing outcomes tick box

In order to **submit** your annual data to NCVER please ensure this box is **not** selected - this check is only used for **validations** occurring in the quarter prior to 31 December 2023 (for submission of regular data to an STA).

Reporting outcomes

In order to avoid reporting issues and ensure the correct final outcomes appear on students' USI transcripts please report as follows -:

- *Outcome identifier – national '85 - not yet started'* used for students who have **not** started training towards a subject or will **not** be starting training.
- *Outcome identifier – national '40 - withdrawn/discontinued'* for clients who have engaged in an activity and formally withdrawn from training (refer to [AVETMISS Data element definitions: edition 2.3](#) for further information) - it should **not** be used for students who did not commence training.
- *Outcome identifier – national '70 - continuing activity'* is used against the final subject/unit for students who will **not** be fully assessed by the end of 2023, including any on-the-job component. The completion should be reported in your 2024 data once the final assessment/on-the-job component has been finalised.
- *Outcome identifier – national '70 - continuing activity'* should **not be** used where the activity end date for a student is in December 2023 as this will result in the continuing outcome remaining on students' transcripts. Where this occurs the outcome will need to be deleted in the USI Transcript Update Tool before it can be re-added with the final outcome.
- Subject-only enrolments (i.e. subjects/units not undertaken as part of a program) should be reported with a blank Program identifier in the Training activity (NAT00120) file. They should be excluded from the Program completed (NAT00130) file.
- Records should only appear in the Program completed (NAT00130) file when a program, qualification, course or skill set has been completed. The issued Flag should only be marked as 'Y – Qualification, course or skill set credential issued' if the certificate/statement of attainment has been issued.

Reminder

A number of RTOs successfully **validate** their data each year, but do not *Finalise their submission*. Until you receive a status of **submitted** in AVS and receive an email confirming successful submission, the data is not received by us.

Data must be **submitted** to appear on reports provided to the VET Regulators. After successful validation of your data, you will need to:

- select the 'Finalise submission' button
- tick the two authorisation boxes
- complete the declaration
- select the 'Submit' button

A confirmation of **submission** email will be sent to the Primary Contact and user who logged in.

Your RTO data available online

NCVER has launched [DataHub](#), a new secure platform that allows you to access data about your RTO.

The first product available on DataHub is **RTO VET explorer**, which will give you access to data on your RTO's training activity and allow you to make comparisons with groups of other RTOs.

Introduction and registration emails with links to further information on NCVER's DataHub are being sent to CEOs progressively through November and December 2023. Once the CEO has registered, other selected staff will be provided invitations to sign in.

More information can be found in the Information Kit [Information Kit \(ncver.edu.au\)](#)



Free report with student outcomes and satisfaction data for your RTO

The [National Student Outcomes Survey](#) is Australia's largest survey of vocational education and training (VET) students and collects information on the outcomes of students who **completed** training in the previous calendar year.

National results from the 2023 survey will be available from the [NCVER Portal](#) on 14 December 2023.

For eligible RTOs, a free report containing student outcomes and satisfaction data for your RTO alongside state/territory and national comparisons will be available in January 2024. Visit our Portal to view the [eligibility requirements](#) and details on how to access your report.



Submit your abstracts for 'No Frills' 2024!

The 33rd National Vocational Education and Training (VET) Research Conference will be co-hosted with North Metropolitan TAFE in Perth, Western Australia, from 10 to 12 July next year.

The theme for 'No Frills' 2024 is *VET partnerships powering a dynamic workforce*. It encompasses a wide range of topics, including skilling workers in priority areas, mastering technology to skill for the future, accelerating pathways through VET, and more.

We are now inviting abstract submissions from all areas of the VET sector, spanning industry, government, practitioners, peak bodies, and researchers. Submissions close on 8 March 2024.

Interested in sponsorship opportunities to showcase your brand to VET stakeholders? Contact Alice Wilson at alicewilson@ncver.edu.au or 08 82308451. Stay tuned for upcoming sponsorship details!

For more information on 'No Frills' 2024, including how to submit abstracts, visit the [NCVER Portal](#).

Support availability

NCVER will be closed from 3pm (ACDT) on Friday, 22 December 2023 to Tuesday, 2 January 2024. 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.

Our client support team look forward to assisting you in the new year and wish you a happy holiday season
