

## AVETMISS R8.0 (effective 1 January 2018)

### AVETMISS reporting: changes to the AVETMIS Standard

AVETMIS Standard documents for release 8.0 have recently been updated with the following edits:

#### VET Provider Collection specifications: release 8.0

- Update to the unique record check in the NAT00020 file.
- Updated Standard Enrolment Form.
- Minor text edits throughout the document for clarification purposes.

#### Data element definitions: edition 2.3

- Added new *Outcome identifier – national* code '41 – Incomplete due to RTO closure'.
- Updated instructions on using the *Outcome identifier – national* code '61 – Superseded subject'.
- Added new *Unique student identifier* value 'INDIV'.
- Updated instructions on using *Survey Contact Status* value 'E – Excluded from survey use' to align with changes made to the Standard Enrolment Form.
- Minor text edits throughout the document for clarification purposes.

For specific detail of each change, refer to the *Amendments since publication* documents, available from the same pages as the Collection specifications and Data element definitions.

### Updated standard enrolment form

NCVER has changed the way students are asked to participate in surveys.

The check box to opt into NCVER student surveys has been removed from the enrolment form and replaced with text indicating a student may receive a survey and can opt out of the survey at the time of being contacted. A signature for the parent/guardian has also been added for students under the age of 18.

NCVER recommends that you review your enrolment form for consistency with this change to ensure that you are AVETMISS compliant.

The AVETMISS [VET Provider Collection specifications release 8.0](#) and [Data element definition: edition 2.3](#) have been updated to reflect this change.

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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:

<b>submit:</b>	<a href="#">contact form</a>
<b>email:</b>	<a href="mailto:support@ncver.edu.au">support@ncver.edu.au</a>
<b>phone:</b>	08 8230 8400
<b>toll free:</b>	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 Department of Education and Training.

[www.ncver.edu.au](http://www.ncver.edu.au)

 [twitter.com/ncver](https://twitter.com/ncver)

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

## AVETMISS compliant software register

With the forthcoming move to AVETMISS release 8.0, student management system vendors must update their registration details if they wish their release 8.0 compliant product to be listed on the register. The register is being updated progressively as registrations are received from student management system vendors and can be found at: <https://www.ncver.edu.au/support/topics/avetmiss/avetmiss-compliant-software-register>.

We recommend RTOs refer to the register or check with your student management system vendor to ensure that your system will be AVETMISS compliant when the new standard comes into effect on 1 January 2018.

## Release 8.0 Q & A sessions

The first four of our free live webinar question-and-answer sessions for RTOs on AVETMISS release 8.0 are now fully booked.

To meet demand we have added a further two sessions in September – spots are limited. Please [register](#) to attend.

At these webinars, RTOs will have the opportunity to ask questions on release 8.0 of our AVETMISS team. Presenters will also cover the items RTOs need to have in place by 1 January 2018 to be AVETMISS compliant.

## AVS validation updates

An AVETMISS validation software (AVS) update is scheduled in the latter half of September.

For more details on the changes that will be made, please refer to the [AVS update document](#), accessed from the 'Updates to classifications and validation rules' section once logged into AVS.

## AVETMISS reporting – 2017 data

The collection window for direct reporting to NCVER of 2017 AVETMISS fee-for-service activity will open on 2 January 2018 and close on 28 February 2018. We encourage all RTOs to validate data and fix any errors before the end of the year so that you only need to finalise your submission when the window opens.

This collection will be under the existing AVETMISS release 7.0 format.

For those RTOs reporting their fee-for-service data to a state training authority (STA), their deadline may be earlier than this. If you are unsure of your individual reporting requirements, please check with your STA in the first instance. You may also wish to review our [Where, when and how do I report my AVETMISS data](#) factsheet.

If you are having difficulties validating or submitting your data, contact our Client Support team who will be happy to assist. Please ensure you allow sufficient time to meet your reporting deadline because the Client Support team are very busy during the submission period.

## Privacy and your data

To avoid a privacy breach, we recommend that RTOs do not email data containing client personal details (for example, NAT files, client names, client addresses and USI numbers) to NCVER when requesting support with reporting.

## Tips for reporting better quality data

### *Nominal hours*

NCVER has been receiving questions about how to assign the field *Nominal hours*.

If your subject can be found in our [agreed hours system file](#), you may leave Nominal hours blank in your NAT file (unless you have received different advice from your state training authority). AVS will populate this value for you.

Where the subject cannot be found in the agreed hours system file, RTOs should refer to curriculum documentation or implementation guides associated with national training packages. Additionally, the [Victorian Purchasing Guides website](#) also maintains a list of unit of competency and qualification nominal hours.

Note: a nominal hours value of zero should not be used for online training. Instead, the value represents the anticipated hours of supervised training and assessment that would be deemed necessary in a typical classroom-based delivery.

### *USI Transcript records*

Did you know that a student reported as continuing in one year will automatically have their outcome updated on the USI Transcript when they are reported with a final outcome in a following year?

This is because NCVER uses key fields to recognise where a record has been submitted to us previously. In order for this process to work properly, it is important that RTOs ensure their data are as correct as possible the first time they are reported. This includes ensuring that the correct *Activity start date* is reported from the first submission and that students are not reported until they have actually commenced activity.

Any changes to key fields in a later submission will result in two separate records appearing for the same activity on the USI Transcript. This can then only be corrected manually via the USI Transcript Update Tool.

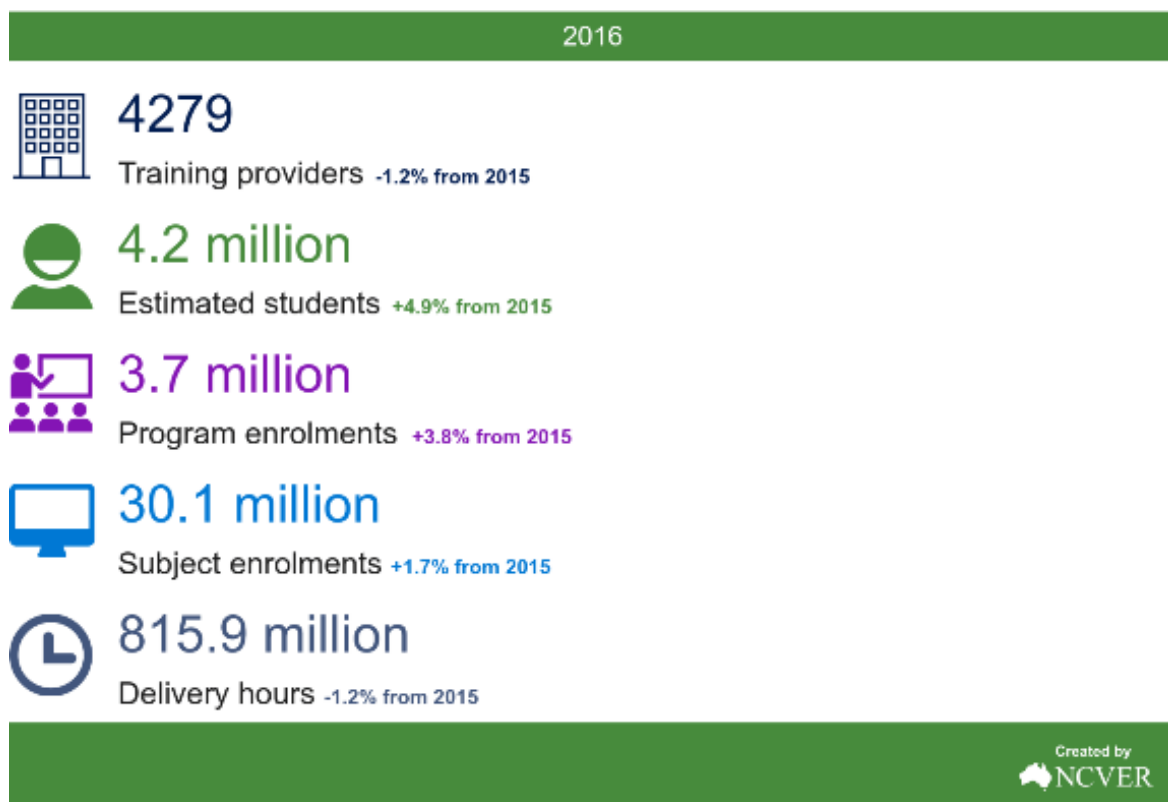
## Using the AVETMISS logo



The AVETMISS logo is now a NCVER registered trademark, which means permission from NCVER must be granted to use this trademark.

## Total VET activity 2016

Many thanks to all RTOs for submitting your nationally recognised training activity for 2016. NCVER's latest release of *Total VET students and courses 2016* provides an estimate of the nature and extent of VET reported by 4279 Australian training providers. The report shows that training was delivered to some 4.2 million people in Australia and overseas, an increase of 4.9% from the previous year. It also shows the participation rate of VET students in Australia is around one in four Australians aged between 15 and 64 years, with participation highest among 15 to 19 year olds at 46.2%. Copies of *Australian vocational and education statistics: Total VET students and courses 2016* are available from <https://www.ncver.edu.au/publications/publications/all-publications/total-vet-students-and-courses-2016>.



## VELG – 2017 national VET conference

If you are heading to Sydney for this year's VELG National VET Conference, please take time out to meet our team on the NCVER booth throughout the day and look out for our presentation on 'AVETMISS and more' to find out what NCVER has to offer.