DATA SUPPORT BULLETIN

FEBRUARY 2021

NCVER

AVETMISS reporting

2020 annual activity due by 26 February 2021

A reminder that the collection window for direct reporting of 2020 AVETMISS fee-for-service activity to NCVER closes at 5pm (ACDT) on 26 February 2021.

Deadlines for reporting activity via a state training authority (STA) may differ. If you submit all your data, i.e. data on funded and fee-for-service activity, via an STA please check directly with them.

If you have submitted your fee-for-service activity for 2020 via an STA, you do not have to submit that data to NCVER also.

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 of February, 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 if in 2020 your RTO had no student enrolments, delivered no training, and issued no certificates **OR** if your RTO is newly registered (i.e. registered in late 2020) and has not yet have commenced delivering activity.

VET in schools reporting

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.

Data Entry Tool

A number of RTOs use NCVER's free data entry tool to create the NAT files for submitting AVETMISS data to NCVER. This tool is only suitable for RTOs with less than 100 students and **is not** suitable for submitting data via an STA.

IN THIS EDITION

→ **AVETMISS reporting**

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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Exempt/Aggregate reporting

If your RTO was granted an exemption in 2020 from reporting full AVETMISS data to the National VET Provider Collection by a VET Regulator (under Section 5. of the National VET Data Policy), you should have received an email from us with instructions on how to report underlined aggregate data. The deadline for submitting aggregate data to NCVER is 31 March 2021. If you have decided to submit full AVETMISS data by 26 February 2021 instead of reporting aggregate data, please let our Client Support team know.

Reminder to update enrolment materials

Changes to National VET Data Policy – Schedule 1 Privacy Notice

Following changes to the National VET Data Policy, RTOs must use the new Privacy Notice at Schedule 1 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 2020. 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.

Data reporting tips

The following tips may help you with your annual reporting:

- Duplicate enrolments have been causing some confusion again this year. Unless a student physically undertakes a subject twice, they should only be reported with one final outcome with the second entry reported as *'60 – Credit transfer/national recognition'* (the start date for which should be after the completion/end date of the first entry).

- AVETMISS reporting is based on activity that has occurred, i.e. past activity. Where a student has not undertaken any activity towards a subject, they should be reported with an Outcome identifier – national of '85 – Not yet started' until such time as they commence training.

- Where a student completed their studies in 2020 but will not complete their assessment/on-the-job component until 2021, the student's final unit must remain as a continuing enrolment (outcome identifier national '70') in your 2020 annual activity submission. When their assessment/on-the-job component has been completed, their final outcomes should be reported in your RTO's 2021 quarterly or annual submissions.

- If you receive an error message from your student management system (SMS), our team will do their best to support you with identifying the issue. As we are not familiar with how the different systems work, it may be necessary to refer you to your SMS vendor for help.