

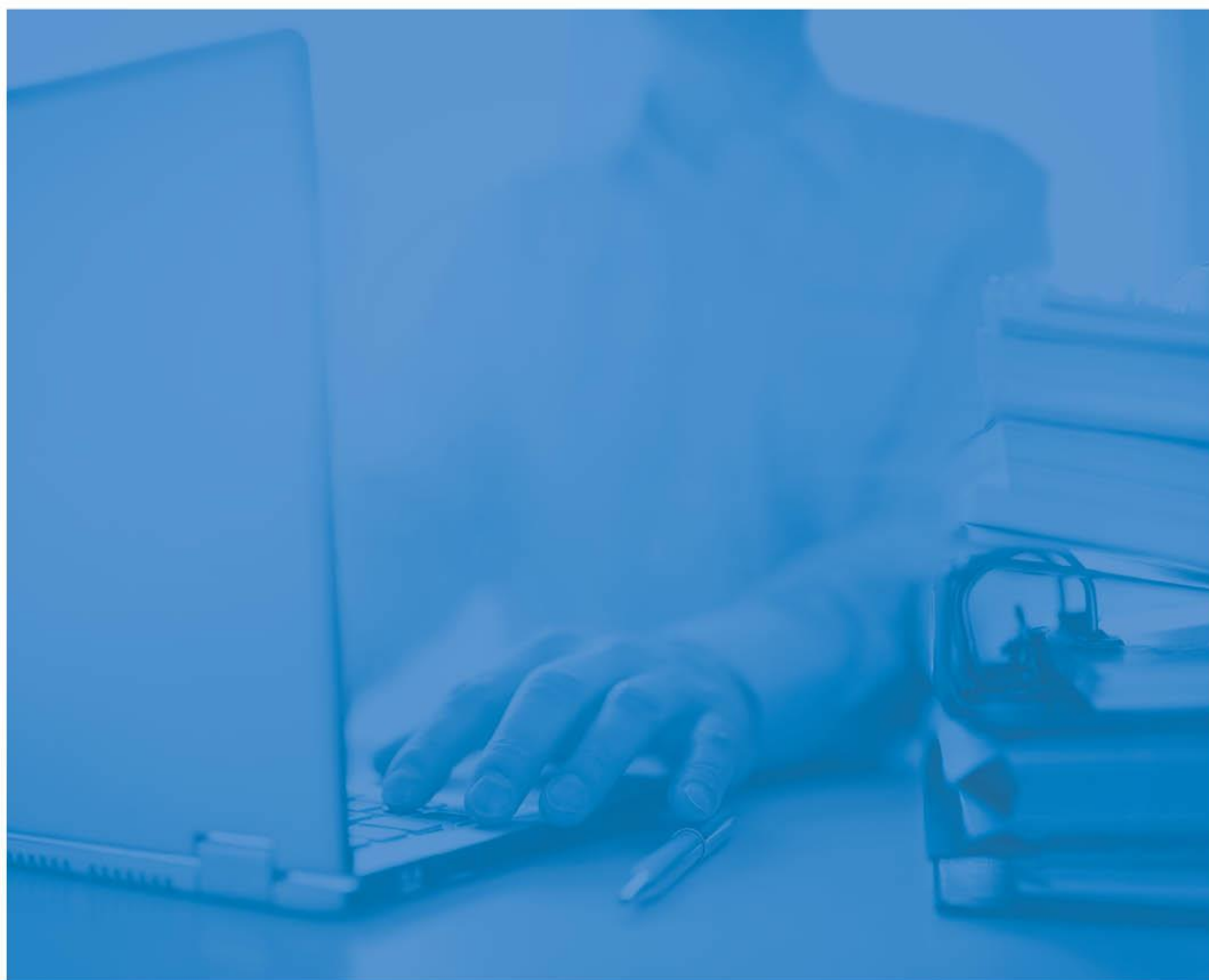
Addendum: Data-quality user guide

version 1.0

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National Centre for Vocational Education Research



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Enquiries

For further information concerning this publication contact:

National Centre for Vocational Education Research Ltd
Level 5, 60 Light Square, Adelaide, SA 5000
PO Box 8288 Station Arcade, Adelaide SA 5000, Australia

P +61 8 8230 8400 E ncver@ncver.edu.au W <<https://www.ncver.edu.au>>

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Background

The VET sector currently uses several data validation and quality checking processes referred to as “gates” to improve the quality of data submitted by data agencies (e.g. registered and non-registered Training Organisations (TOs), State Training Authorities (STAs) and Board of Studies (BoS)). These gates detect errors or flaws in the data that are then addressed by the relevant data agency.

Gate 1 - AVETMISS

The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) is a national data standard which defines what data must be reported to NCVER by data providers. The standard includes detailed information to assist providers with understanding their reporting obligations. Refer to [AVETMISS](#) for more information.

Gate 2 - AVETMISS Validation Software (AVS) - validation errors and warnings

The AVETMISS Validation Software (AVS) is a web-based data file validation and submission system. It supports the National VET Provider, National VET in Schools and National Apprentice and Trainee collections, and is used by STAs, BoS and TOs.

AVS generates errors against data records that do not comply with the business rules in the AVETMISS Standard. These errors are then reviewed and fixed by data providers before they submit their final data to NCVER. AVS validations include:

- valid values (e.g. checks that only F, M, X and @ are the only values reported for Gender).
- correct file formatting (e.g. checks the records are the correct length).
- file cross-referencing (e.g. checks where a program reported in the program file has a corresponding enrolment in the enrolment file).
- record sequencing and dependencies (e.g. checks an apprentice can't withdraw from Apprenticeship /Traineeship before they have started it).

AVS also generates validation warnings against data records that are identified as outside the normal limits expected for the data (e.g. it is expected if a student is aged less than 15 years old then they would be reported as being at school so the At School Flag should be Y).

Further instructions on AVS validation can be found in our [AVS User Guide](#).

Gate 3 - AVS data-quality

AVS also performs data-quality checks and produces reports that profile data for STA and BoS prior to submission. These include:

- potential outliers or inconsistencies reported within the collection (e.g. students reported with more than 40 enrolments in a single collection period).
- potential over or under reporting of training activity by comparing to the previous collection (e.g. identifies enrolments/program completions that are being reported for the second time).

- changes to previously reported data (e.g. identifies students where their Indigenous status has changed between collections).
- cross reference to external data sources including Training.gov.au and National Apprentice and Trainee collection (e.g. cross references identifiers used in the National VET Provider collection to determine that a student is an apprentice or trainee are the same ones reported in the National Apprentice and Trainee collection).

AVS generates data-quality reports to monitor and compare training activity within and across collections (e.g. frequency counts on key fields which compare the current collection with the previous corresponding collection such as comparing 2020 and 2021 January-December data).

All data validation and data-quality checks for STAs and BoS must be error free before finalisation of their submission to the National VET Provider, VET in Schools and Apprentice and Trainee Collections.

See *Section 3: AVS data-quality* for more information.

Gate 4 - Data agency review

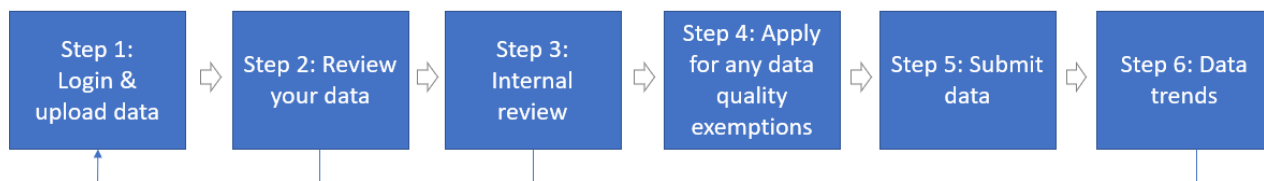
STAs and BoS review their data using their own internal controls to assess the accuracy of their data before submission to NCVER (e.g. check that each training organisation has reported all the training they are contracted to deliver). This is not included in this document.

Gate 5 - Data trend monitoring

For STAs and BoS submissions, NCVER reviews the data trends that were observed and compares the results with the previous corresponding quarter, this includes looking for outliers in data trends and then investigating anomalies (e.g. more than 5% shift in training activity/completions or large shifts in demographics).

The number of data validations and data-quality checks applied across each gate varies depending on the collection and type of submitter.

Section 1: AVS data-quality process



Step 1: Log in and upload your data - Log into the [AVETMISS Validation Software \(AVS\)](#) and navigate to the *Collection Processing* page to upload and validate your data. AVS will validate your data against the relevant AVETMISS Standard (VET Provider or Apprentice and Trainee Collections). Refer to [AVS User Guide](#) for more information.

Step 2: Review your data validation results on the *Collection Processing* page within AVS. There are two types of checks:

- **Validation checks** - validates the data against the relevant AVETMISS standard. See the full list of validation checks by selecting the **Export AVS Rules** button on *Collection Processing* page within AVS. Refer to [AVS User Guide](#) for more information.

You need to address the validation errors first before working on data-quality errors.

- **Data-quality checks** - validates the data against NCVER's data-quality program to ensure it is accurate. See [full list of VET and Apprentice and Trainee data-quality errors](#). Refer to *Section 3: AVS data-quality* for more information.

Review your **AVS data-quality reports** on the *Collection processing* screen and clicking the **View reports** button. Refer to *Section 3: AVS data-quality* for more information.

Step 3: Internal review - data agencies review your data by using your own internal controls to assess the accuracy of your data before submitting data to NCVER

Step 4: Apply for any data-quality exemptions (if required) - If you are unable to resolve your errors, you may apply to NCVER for an exemption via the *Collection Quality Details* page within AVS. Refer to *Section 3: AVS data-quality* for more information.

Step 5: Submit your data to NCVER. Refer to [AVS User Guide](#) for more information.

Step 6: NCVER monitors the **data trends** and advises STAs or BoS (if required).

Further instructions on using all other features of AVS can be found in our [AVS User Guide](#).

Section 2: Additional functions for VET and ViS collections only

For STAs and BoS processing data in AVS for the National VET Provider and National VET in Schools collections there are three additional check boxes available on the *Collection Processing* screen:

- Validate as RTO
- Allowing continuing outcomes for activity ending this year
- Partial validation - skip AVS data-quality

Collection processing

[Home](#) / [History](#) / [Processing](#)

Collection Details

Organisations: NCVER VET

Type: VET Provider Collection

Year: 2021

Period: Jan-Dec

AVETMISS Version: 8.0

Collection Period: 01/01/2021 - 31/12/2021

Validate RTO collection ☒

Partial validation - Skip data-quality ☒ If you tick this checkbox, data-quality checks will not run and AVS will report a status of 'Part validated'.
As data-quality checks must be applied prior to submitting the data to NCVER, this checkbox must be unchecked and data validated when finalising the submission.

Allow continuing outcomes for activity ending this year ☒ Validations run with this checkbox ticked will result in a Status of 'Part-Validated' for successfully validated data.
This checkbox must not be used when validating your final Jan-Dec submission.

[Add Files](#) [Preliminary Checks](#) [Validate](#) [Finalise Submission](#)

Further instructions on using all other functions on the *Collection Processing* screen can be found in our [AVS User Guide](#).

VET and ViS collections - validate as RTO

For STAs or BoS, an additional check box becomes available allowing for validation as an RTO on the *Collection Processing* screen when processing the National VET Provider and National VET in Schools collection. This functionality enables STAs/BoS to upload, validate and review errors/warnings for an individual RTO (but does not allow submission of data).

VET and ViS collections - allowing continuing outcomes for activity ending this year

In the Jan-Dec period only, the “allow continuing outcomes for activity ending this year” tick box also becomes available to RTOs for validation of data to an STA where notified by an STA. This prevents E3252 from triggering: *If date < final month of the collection period and has an Outcome Identifier - National = 70*. NCVER is unable to accept submissions with this box checked.

VET and ViS collections - skip AVS data-quality (partial validation)

There are instances where a STA or BoS may not want to run AVS data-quality (e.g. to check NAT files are in the correct format and valid values are reported).

Skipping data-quality allows you to partially validate a STA’s or BoS’s data in AVS and correct validation errors prior to running data-quality reducing your initial processing time.

Note: Both data validation and data-quality checks must be passed prior to finalising STA or BoS submissions to the National VET Provider and VET in Schools Collections.

To validate without running data-quality, on the *Collection processing* screen:

1. Select your collection parameters (Organisation, Type, Year and Period).
2. Tick the ‘Partial validation - skip data-quality’ checkbox.

The screenshot shows the 'Collection processing' interface. At the top, there's a breadcrumb trail: Home / History / Processing. Below this is the 'Collection Details' section with several dropdown menus: 'Organisations' set to 'NCVER VET', 'Type' set to 'VET Provider Collection', 'Year' set to '2021', and 'Period' set to 'Jan-Dec'. Below these are 'AVETMISS Version' (8.0), 'Collection Period' (01/01/2021 - 31/12/2021), and 'Validate RTO collection' (unchecked). A yellow highlighted box contains the 'Partial validation - Skip data-quality' checkbox, which is checked. To the right of this checkbox is a warning message: 'If you tick this checkbox, data-quality checks will not run and AVS will report a status of "Part validated". As data-quality checks must be applied prior to submitting the data to NCVER, this checkbox must be unchecked and data validated when finalising the submission.' Below this box is the 'Allow continuing outcomes for activity ending this year' checkbox, which is unchecked. At the bottom, there are four buttons: 'Add Files', 'Preliminary Checks', 'Validate', and 'Finalise Submission'.

To turn AVS data-quality checks back on:

1. Untick the '*Partial validation - skip data-quality*' checkbox.
2. Upload the revised data and re-validate your data.

You will need to address any data-quality issues or apply for any data-quality exemptions before finalising and submitting your data.

Reminder: The AVS data-quality checks must be applied in order to submit data to NCVER.

Section 3: AVS data-quality

AVS also performs data-quality checks and produces reports that profile data for STA and BoS prior to submission.

Data-quality checks - AVS validates the data against NCVER's data-quality program to assess the accuracy of the data. The overall approach to data-quality errors and warnings is that each data-quality check has a data-quality threshold (a percentage of acceptable tolerance). Where the percentage of records is above the allowed threshold it is reported as an AVS data-quality error, or as an AVS data-quality warning if below the threshold. NCVER reviews the data-quality thresholds quarterly. These include:

- potential outliers or inconsistencies reported within the collection (e.g. students reported with more than 40 enrolments in a single collection period).
- potential over or under reporting of training activity by comparing to the previous collection (e.g. identifies enrolments/program completions that are being reported for the second time).
- changes to previously reported data (e.g. identifies students where their Indigenous status has changed between collections).
- cross referencing to external data sources including Training.gov.au and the National Apprentice and Trainee collection (e.g. checks the identifiers used in the National VET Provider collection to determine that a student is an apprentice or trainee are the same ones reported in the National Apprentice and Trainee collection).

Data-quality reports - AVS produces reports that profile data for STAs and BoS prior to submission. These include:

- reports to monitor and compare training activity within and across collections (e.g. frequency counts on key fields which compare the current collection with the previous corresponding collection such as comparing 2020 and 2021 January-December data).
- reports on the number of students or apprentices or trainees reported with unknown demographics.

See [full list of VET and Apprentice and Trainee data-quality errors and reports](#). You can also export them from the *Collection Quality Details* page within AVS.

VET and ViS collections: Data-quality errors and data-quality reports

1. Review your data validation results on the *Collection Processing* page within AVS. You need to address any validation errors prior to addressing any AVS data-quality errors. Refer to [AVS User Guide](#) for more information.
2. On the *Collection processing* page, the **bold** and underlined status of **Error** means the file has not validated successfully (i.e. not passed the validation and/or data-quality checks). The bold and underlined status of Validated means the file has validated successfully but contains warnings (i.e. has passed the validation and data-quality checks but contains warnings). Users should review all warnings prior to submitting their data. To establish why the files are failing click on **Error** in the status column. This could be triggered by either validation or data-quality errors.

Collection processing

[Home](#) / [History](#) / [Processing](#)

Collection Details

Organisations

Type **VET Provider Collection**

Year **2020**

Period **Jan-Dec**

AVETMISS Version 8.0

Collection Period 01/01/2020 - 31/12/2020

Validate RTO collection ☐

Partial validation - Skip data-quality ☐

Allow continuing outcomes for activity ending this year ☐

[Add Files](#) [Preliminary Checks](#) [Validate](#) [Finalise Submission](#)

Submission Files

File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation		Validated	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location		Validated	<input type="checkbox"/>
NAT00030A	Program	2248	Validated	<input type="checkbox"/>
NAT00060	Subject	8203	Validated	<input type="checkbox"/>
NAT00080	Client	369722	Validated	<input type="checkbox"/>
NAT00090	Disability	42373	Validated	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	280124	Validated	<input type="checkbox"/>
NAT00120	Training Activity	3128118	Error	<input type="checkbox"/>
NAT00130	Program Completed	139161	Validated	<input type="checkbox"/>

[Export Summary](#) [Export Details](#) [Export AVS Rules](#) [Export Quality Checks](#) [View Reports](#) [Remove Selected](#)

**images have been modified for illustration purposes.*

Note: The tick box options Validate RTO collection, Partial validation - Skip data-quality and Allowing outcomes for activity ending this year only exist on Collection processing screen when for STAs and BoS are processing their National VET provider or National VET in Schools collections.

- The *Collection error/warning summary* screen will be displayed. This screen displays the different **validation** or **data-quality** errors/warnings associated with the file. Errors are sorted by code number and a description indicates the reason for the error occurring. Data-quality checks are displayed by reporting type so to expand click on '+'. To obtain further detailed information about an error/warning, click on the **number** in the *Count* column. Data-quality warnings should be reviewed and corrected where possible.

Collection error/warning summary

Home / History / Processing / Error-Warning Summary

Organisation : 100 - NSW TAFE COMMISSION
 Type : VET
 Year : 2020
 Period : Jan-Dec

AVETMISS Version : 8.0
 Period Start : 01 Jan 2020
 Period End : 31 Dec 2020

NAT00120 - Training Activity

Validation Checks

Records per page 10

Type	Code	Description	Count
Warning	4622	It is expected that the Training Contract Identifier and Client Identifier - Apprenticeships are the same between records for this Client Identifier/Program Identifier combination	698
Warning	4756	It is expected that a client would only undertake full training and assessment and/or undergo recognition of prior learning once for a Subject identifier at a training organisation	53
Warning	4758	Reported Subject identifier has never been listed as an approved scope item for this training organisation on TGA. Please disregard this warning if you formerly had this item on your scope but it has since been superseded, or if this subject is delivered as an elective in a program where it meets the training package rules. Queries about what is included on your scope should be directed to your regulator.	203
Warning	4759	It is expected that a client would start this subject during the Training organisation's scope period listed on TGA. Check the reported information to ensure the correct subject identifier and activity dates are being reported	1729
Warning	4760	It is expected that a client would start all activity for a program during the Training organisation's scope period listed on TGA. Check the reported information to ensure the correct program identifier, subject identifier/s and activity dates are being reported	319

Total Count : 3002

Showing 1 to 5 of 5 record(s)

Export Summary

Export Details

Data Quality Checks

Reporting Type: TAFE

Records per page 10

Type	Code	Description	Count
Error	12078	Matching Client identifier - apprenticeships to apprentice and trainee collection	146011
Error	12023	Matching apprenticeship client and contract IDs to apprentice and trainee collection	238800
Warning	12020	Client Profiles	8263
Warning	12111	International funding source	9
Warning	12022	Non-Assessable activity	24
Warning	12026	Excessive activity	1511

Total Count : 394638

Showing 1 to 6 of 6 record(s)

Export Summary

Export Details

- Click on **Export Summary** to download an Excel file with the count of records per data-quality check. Click on **Export details** to download the individual records that trigger each data-quality check.
- The *Collection quality details* page will be displayed. Click on **Export details** to download the individual records (in Excel format) that trigger each data-quality check.

Collection Quality Details

Home / History / Processing / Error-Warning Summary / Collection Quality Details

Organisation :
 Type : VET
 AVETMISS Version : 8.0
 Year : 2020
 Period Start : 01 Jan 2020
 Period : Jan-Dec
 Period End : 31 Dec 2020

Quality Code: 12023
 File: Training Activity
 Name: Matching apprenticeship client and contract IDs to apprentice and trainee collection

Description

Details the Client identifier - apprenticeships, Training contract identifier and Program identifier combinations reported in the current data collection that do not exist in the Training contract transaction (APP00150) file as part of the National Apprenticeship Collection.

This check references your state's National Apprenticeship Collection data that was submitted for the previous quarter via AVS.

Please review and if necessary update the Client identifier - apprenticeships and/or Training contract identifier in your State/Territory training system and update the Training activity (NAT00120) file.

Total Training Activity Records: 3128118
 Base Records: 52010
 Identified Records: 16312
 Allowed Threshold: 5%
 Recorded Threshold: 32.5%

Reporting Type: TAFE Records per page: 10

Identified Records

Trg Org Id	Outcome	Delivery Location	Client Id	USI	Program Id	Subject Id	Client Id - APP	Training Contract Id
								V
								V
								V
								V
								V
								V
								V
								V
								V
								V

Total Count: 238600

Showing 1 to 10 of 238600 record(s) 1 of 23860

- The **AVS data-quality reports** can be viewed by going to the *Collection processing* screen and clicking the **View reports** button.

Collection processing

[Home](#) / [History](#) / [Processing](#)

Collection Details

Organisations:

Type:

Year:

Period:

AVETMISS Version: 8.0

Collection Period: 01/01/2020 - 31/12/2020

Validate RTO collection: ☐

Partial validation - Skip data-quality: ☐

Allow continuing outcomes for activity ending this year: ☐

Submission Files

File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation		Validated	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	171	Validated	<input type="checkbox"/>
NAT00030A	Program	2248	Error	<input type="checkbox"/>
NAT00060	Subject	8203	Error	<input type="checkbox"/>
NAT00080	Client	369722	Error	<input type="checkbox"/>
NAT00090	Disability	42373	Validated	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	280124	Validated	<input type="checkbox"/>
NAT00120	Training Activity	3128118	Error	<input type="checkbox"/>
NAT00130	Program Completed	139161	Validated	<input type="checkbox"/>

- The *Collection Report Summary* screen will launch. Data-quality reports are displayed by *General reports* and by *NATFile* so to expand click on '+'. Click the **Export details** button to download all the AVS data-quality reports. See [full list of VET data-quality reports](#) or you can export them from the *Collection Quality Details* page within AVS. It is important to review the data-quality reports (especially the comparative frequency reports) as that will help identify any unexpected data trend shifts due to database extraction errors.

Collection Report Summary

[Home](#) / [History](#) / [Processing](#) / [Report Summary](#)

Organisation:

Type: VET AVETMISS Version: 8.0

Year: 2020 Period Start: 01 Jan 2020

Period: Jan-Dec Period End: 31 Dec 2020

+ General Reports

+ NAT00010 - Training Organisation

+ NAT00020 - Training Organisation Delivery Location

+ NAT00030A - Program

+ NAT00060 - Subject

+ NAT00080 - Client

+ NAT00090 - Disability

+ NAT00100 - Prior Educational Achievement

+ NAT00120 - Training Activity

+ NAT00130 - Program Completed

8. **Apply for any data-quality exemption** (if required) - Once all validation errors in Step 1 have been fixed you will need to address any remaining data-quality errors. If you are unable to resolve your data-quality errors, you may apply to NCVER for an exemption via the *Collection Quality Details* page within AVS for each data-quality error, click the **Apply for Exemption** button and then provide the details as to why the exemption is required. Then click the **Submit Exemption** button. You will receive an email to confirm approval with an explanation pertaining to this exemption. Once the exemption has been granted you will need to re-validate the data in AVS to activate the exemption.

Note: If you upload your data again you will need to apply for the data-quality exemption.

Collection Quality Details

Home / History / Processing / Error-Warning Summary / Collection Quality Details

Organisation :
Type : VET
Year : 2020
Period : Jan-Dec

AVETMISS Version : 8.0
Period Start : 01 Jan 2020
Period End : 31 Dec 2020

Quality Code: 12023

File: Training Activity

Name: Matching apprenticeship client and contract IDs to apprentice and trainee collection

Description

Details the Client identifier - apprenticeships, Training contract identifier and Program identifier combinations reported in the current data collection that do not exist in the Training contract transaction (APP00150) file as part of the National Apprenticeship Collection.

This check references your state's National Apprenticeship Collection data that was submitted for the previous quarter via AVS.


Please review and if necessary update the Client identifier - apprenticeships and/or Training contract identifier in your State/Territory training system and update the Training activity (NAT00120) file.

Total Training Activity Records: 3128118
Base Records: 52010
Identified Records: 16912
Allowed Threshold: 5%
Recorded Threshold: 32.5%

Reporting Type: TAFE

Records per page 10

Identified Records

Trg Org Id	Outcome	Delivery Location	Client Id	USI	Program Id	Subject Id	Client Id - APP	Trn Cor Id
								

Total Count: 238800

Showing 1 to 10 of 238800 record(s)

Export Details

Apply for Exemption

2000 characters remaining

Submit Exemption

9. Once all data-quality checks and reports are reviewed and any data-quality exemptions approved you are ready to submit. Refer to [AVS User Guide](#) for more information.

A&T : Data-quality errors and data-quality reports

1. Review your data validation results on the *Collection Processing* page within AVS. Refer to AVS User Guide for more information.
2. On the *Collection processing* page, the **bold** and underlined status of **Error** means the file has not validated successfully (i.e. not passed the validation and/or data-quality checks). The bold and underlined status of **Validated** means the file has validated successfully but contains warnings (i.e. has passed the validation and data-quality checks but contains warnings). Users should review all warnings prior to submitting their data. To establish why the files are failing click on **Error** in the status column. This could be triggered by either validation or data-quality errors.

The screenshot shows the 'Collection processing' page in AVS. It includes a breadcrumb trail 'Home / History / Processing' and a 'Collection Details' section with dropdown menus for 'Organisations', 'Type' (set to 'Apprentice and Trainee Collection'), 'Year' (set to '2020'), and 'Period' (set to 'Jul-Sep'). It also displays 'AVETMISS Version 7.0' and 'Collection Period 01/07/2011 - 30/09/2020'. Below this are buttons for 'Add Files', 'Preliminary Checks', 'Validate', and 'Finalise Submission'. The 'Submission Files' table lists four files with their IDs, names, record counts, and statuses. The 'Error' status for file APP00150 is highlighted with a red box, and the 'Validated' status for file APP00160 is highlighted with a yellow box. At the bottom are buttons for 'Export Summary', 'Export Details', 'Export AVS Rules', 'Export Quality Checks', and 'View Reports'.

File Id	File Name	Records	Status
APP00080	Client	459200	Error
APP00100	Prior Educational Achievement	192197	Validated
APP00150	Training Contract Transaction	1098671	Error
APP00160	Employer	79507	Validated

3. The *Collection error/warning summary* screen will be displayed. This screen displays the different **validation** or **data-quality** errors/warnings associated with the file. Errors are sorted by code number and a description indicates the reason for the error occurring. Data-quality checks are displayed by reporting type so to expand click on '+'. To obtain further information about an error/warning, click on the **numeric value** in the *Count* column. Data-quality warnings should be reviewed and corrected where possible.

Collection error/warning summary

Home / History / Processing / Error-Warning Summary

Organisation : VIC - 220
Type : APP
Year : 2020
Period : Jul-Sep

AVETMISS Version : 7.0
Period Start : 01 Jul 2011
Period End : 30 Sep 2020

APP00150 - Training Contract Transaction

Validation Checks

Records per page 10

Type	Code	Description	Count
Warning	4687	Training Organisation Identifier should match the TGA master list	3353

Total Count : 3353

Showing 1 to 1 of 1 record(s)

Export Summary

Export Details

Data Quality Checks

Records per page 10

Type	Code	Description	Count
Error	15062	Previous collection comparison - Transactions	790121
Error	15058	Previous collection comparison - ANZSIC (2 digit)	85941
Error	15045	Previous collection comparison - School Based Flag	1016
Error	15061	Previous collection comparison - Training Organisation	3799
Error	15050	Previous collection comparison - Workplace Postcode	34088
Error	15051	Previous collection comparison - Workplace Suburb	48330
Warning	15055	Previous collection comparison - Existing Worker Flag	68
Warning	15057	Previous collection comparison - State Id (Workplace)	7
Warning	15059	Previous collection comparison - Commencement Date	6
Warning	15048	Previous collection comparison - Full Time Id	634

Total Count : 1829604

Showing 1 to 10 of 16 record(s)

Export Summary

Export Details

- # Collection Quality Details

[Home](#) / [History](#) / [Processing](#) / [Error-Warning Summary](#) / Collection Quality Details

Organisation : ██████████ Type : APP Year : 2020 Period : Jul-Sep	AVETMISS Version : 7.0 Period Start : 01 Jul 2011 Period End : 30 Sep 2020
--	--

Quality Code: 15004 File: Training Contract Transaction Name: Previous collection comparison - Client and Contracts in combination

Description

Training Contract Identifier and Client Identifier (in combination) appear in the previous collection but no longer appear in the current collection for clients that commenced or recommenced in a Training Contract.

Total Training Contract Transaction Records: 1098671
 Base Records: 1253309
 Identified Records: 783772
 Allowed Threshold: 0.3%
 Recorded Threshold: 62.5%

Records per page ▼

Identified Records

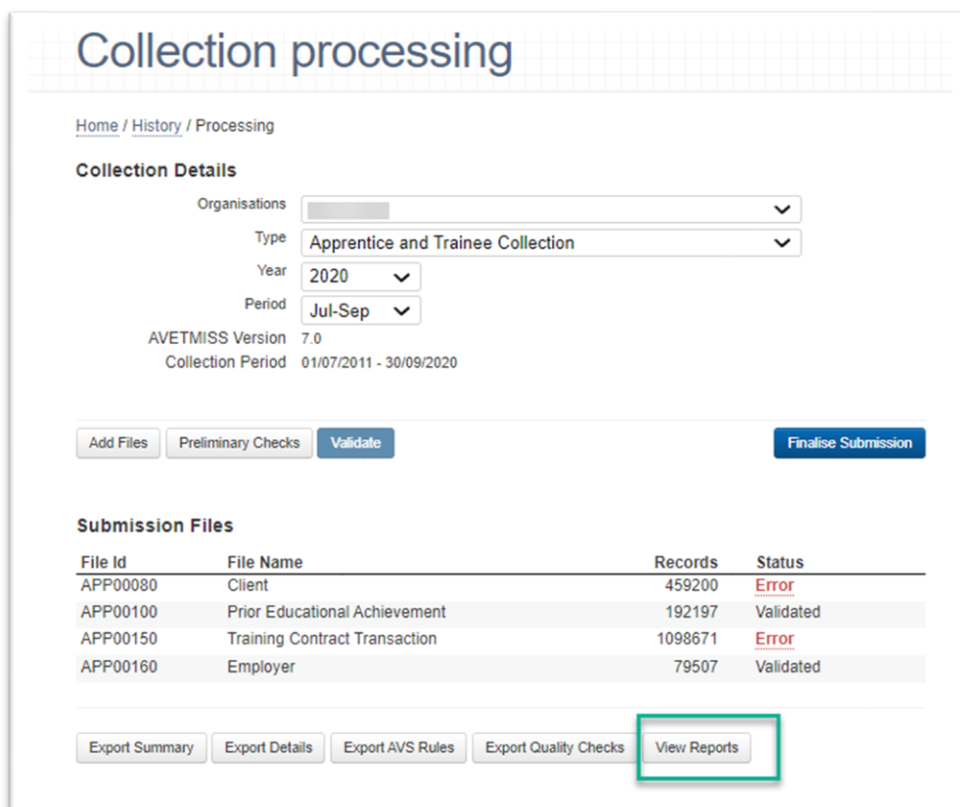
Client Identifier - Apprenticeships	Training Contract Identifier
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████

Total Count: 783772

[Export Details](#)

Showing 1 to 10 of 783772 record(s)

6. The **AVS data-quality reports** can be viewed by going to the *Collection processing* screen and clicking the **View reports** button.



Collection processing

Home / History / Processing

Collection Details

Organisations

Type **Apprentice and Trainee Collection**

Year **2020**

Period **Jul-Sep**

AVETMISS Version 7.0

Collection Period 01/07/2011 - 30/09/2020

Add Files Preliminary Checks **Validate** Finalise Submission

Submission Files

File Id	File Name	Records	Status
APP00080	Client	459200	Error
APP00100	Prior Educational Achievement	192197	Validated
APP00150	Training Contract Transaction	1098671	Error
APP00160	Employer	79507	Validated

Export Summary Export Details Export AVS Rules Export Quality Checks **View Reports**

7. The *Collection Report Summary* screen will launch. Data-quality reports are displayed by *General reports* and by *AVETMISS File* (i.e. APP00080) so to expand click on '+'. Click the **Export details** button to download all the AVS data-quality reports. See [full list of A&T data-quality reports](#) or you can export them from the *Collection Quality Details* page within AVS.



Collection Report Summary

Home / History / Processing / Report Summary

Organisation :

Type : APP

Year : 2020

Period : Jul-Sep

AVETMISS Version : 7.0

Period Start : 01 Jul 2011

Period End : 30 Sep 2020

+ General Reports

+ APP00080 - Client

+ APP00150 - Training Contract Transaction

Export Details

8. **Apply for any data-quality exemption** (if required) - When all validation errors are addressed and fixed in Step 1, any data-quality errors can now be addressed. If you have not addressed all validation errors the Apply for exemption button will be greyed out. If you are unable to resolve your data-quality errors, you may apply to NCVER for an exemption via the *Collection Quality Details* page within AVS for each data-quality error, click on the **Apply for Exemption** button and then provide details as to why the exemption is required. Then click **Submit Exemption** button. You will receive an email on whether the exemption request was granted or declined. Once the exemption has been granted you will need to re-validate the data in AVS for the exemption to be activated.

Note: If you resubmit or re-upload your data again you will need to apply for the data-quality exemption again.

Collection Quality Details

Home / History / Processing / Error-Warning Summary / Collection Quality Details

Organisation :
Type : APP
Year : 2020
Period : Jul-Sep

AVETMISS Version : 7.0
Period Start : 01 Jul 2011
Period End : 30 Sep 2020

Quality Code: 15062 File: Training Contract Transaction Name: Previous collection comparison - Transactions

Description
Training Contract Identifier and Client Identifier, Training Contract Status, Date of Transaction (in combination) appear in the previous collection but no longer appear in the current collection for clients that commenced or recommenced in a Training Contract

Total Training Contract Transaction Records: 1098671
Base Records: 1266039
Identified Records: 790121
Allowed Threshold: 0.2%
Recorded Threshold: 62.4%

Records per page: 10

Identified Records

Client Identifier - Apprenticeships	Training Contract Identifier	Training Contract Status Identifier	Date of Transaction
-------------------------------------	------------------------------	-------------------------------------	---------------------

Total Count: 790121

Showing 1 to 10 of 790121 record(s)

[Export Details](#)

[Apply for Exemption](#)

2000 characters remaining

[Submit Exemption](#)

9. Once all data-quality checks and reports are reviewed and any data-quality exemptions approved you are ready to submit. Refer to [AVS User Guide](#) for more information.

How to access past (historical) AVS data-quality results

You can access past (historical) data-quality results via the **DQ Results** button. It is active for all APP (apprentice and trainee) and NAT (VET Provider collection) on which data-quality runs quarterly.

For the VET in Schools collection data-quality runs annually therefore the **DQ Results** button will only be active for the Jan-Dec collections.


Viewing past results

Data-quality results for previous submitted data submissions can be viewed by going to the *Collection History* screen, filtering on the relevant collection information (i.e. Trading Name, Type, Year, Period, and Status is 'Submitted'). To view the results, click on the **DQ Results** button at the end of the table as shown below.



Trading Name	Date	Type	Period	Year	Uploaded	Status	Last Submission DQ Results
NCVER	Thu, 14/11/2019 15:12	APP	Jul-Sep	2019	Yes	Submitted	DQ Results

To view these records, expand the '+' *General Reports* section and click **Summary**. To access detailed information click on the numeric value in the *Identified Records* column which will take you to a *Collection Quality Details* screen for that check.

Output						
h	APP File	Identified Records	Base Records	Recorded Threshold	Allowed Threshold	Check Name
	APP00150	2 	20159	0	0.5	Previous collection comparison - Client and Contracts in combination

Here you will see a description of the check (Check Name), information on the number of records identified and the allowed and recorded tolerance threshold.

User interface tips

The mouse will change to the hand icon - indicating that a clickable link has been found. Click on the number of identified records and it will take you to a *Collection Quality Details* screen. Similarly, the hand icon will appear for rows with zero identified records. Clicking these rows will **not** take you to the *Collection Details* screen as no records are found. The *Summary report*, as part of retrieving previous DQ Results, has been custom built to replicate the existing Summary report.

To review the identified records for a collection you are currently processing - navigate to the *Collection error/warning summary* and in the *Data-quality check* section click on the count and the

hand icon will appear. Click these rows and it will take you to the *Collection Details* screen for that data-quality check.



National Centre for Vocational Education Research

Level 5, 60 Light Square, Adelaide, SA 5000
PO Box 8288 Station Arcade, Adelaide SA 5000, Australia

Phone +61 8 8230 8400 **Email** ncver@ncver.edu.au

Web [<https://www.ncver.edu.au>](https://www.ncver.edu.au) [<http://www.isay.edu.au>](http://www.isay.edu.au)

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