AVETMISS reporting overview

All registered training organisations (RTOs) must collect and report 'Total VET Activity' data. This includes full Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data, in accordance with the National VET Data Policy.

The aim of this fact sheet is to support registered training organisations (RTOs), by providing an outline of actions needed to meet AVETMISS reporting obligations.

Client enrolment

You will need to collect enrolment data from students for inputting into your AVETMISS compliant student management system (SMS)

- A sample enrolment form is available on NCVER's portal: Standard enrolment questions example form.

Unique Student Identifier (USI)

The USI is a mandatory data field for reporting nationally recognised training. Unless exempt, you must collect and verify a student's USI. See our Unique Student Identifier fact sheet for further information.

It is important to collect the USI on enrolment to avoid verification or validation issues later in your reporting.

- You will need to verify the USIs, which can be done either using myGovID and Relationship Authorisation Manager (RAM), or manually via the USI Office.

- Any issues relating to invalid USI numbers should be checked directly with the student or the USI Office.

Data validation

- Once training data has been entered into your student management system (SMS) and you are ready to validate, you will need to export your files. These need to be in **NAT** file format, as outlined in the AVETMISS VET Provider Collection specifications: release 8.0

- File validation takes place through NCVER's AVETMISS validation software (AVS), which ensures that your training information meets AVETMISS rules.

- Any errors received whilst validating need to be reviewed and rectified in your SMS until the data is error free.

- You can validate at any time (and as often as you would like) during the year and we encourage you to do so. This will ensure that there are fewer issues to deal with prior to submission of data to the annual National VET Provider Collection.

Submitting data

Once your data has been validated error free, it must then be submitted via AVS for fee-for-service training activity, or through the relevant state training authority for government funded training activity. State training authority collection dates differ to NCVER's and you will need to check their deadlines if you are in receipt of government funding for the training you deliver.

For RTOs reporting fee-for-service training activity, you can submit your AVETMISS data via AVS to the annual National VET Provider Collection, which is open January to February of the of the year following the collection period. Please subscribe to our Data Support Bulletin for the latest information on changes to AVETMISS reporting including changes to validation rules and submission dates.

Data can also be submitted quarterly (optional). See our factsheet: AVETMISS: Quarterly reporting.

RTOs should submit only one set of NAT files directly to NCVER via AVS for each collection period. Multiple submissions for the same period will overwrite and remove previously submitted records.

NCVER is unable to receive funded data from RTOs. If submitting data to NCVER you will need to remove any data that you have already reported to a state training authority.

Please see Where, when and how do I report my AVETMISS data? for more information of where to submit data.

What help is available?

There are a range of support materials located on the NCVER portal with a dedicated RTO Hub to assist RTOs.

NCVER has a dedicated Client Support team to help you with your AVETMISS related queries and can be contacted a number of ways:

Contacting the AVETMISS support team			
Fill out our contact form	Email: support@ncver.eu.au	Phone: 08 8230 8400	Toll free: 1800 649 452