

DECEMBER 2022

AVETMISS reporting

2022 annual activity due by 28 February 2023

The collection window for AVETMISS fee-for-service data reported directly to NCVER opens on 1 January 2023 and closes at 5pm (ACDT) on 28 February 2023.

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

IMPORTANT: Many RTOs update student outcomes early in the new year causing validation issues. As student outcomes must be reported as they were at 31 December 2022 we recommend validating data error-free prior to the end of the year and submitting the data as soon as the window opens.

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

Nil returns

If your RTO did not deliver any training during 2022 you must submit a [nil return](#) via NCVER's AVETMISS Validation Software (AVS).

A nil return is required where:

- there have been no student enrolments, no training delivery, and no certificate issuance; **or**
- where the RTO is newly registered (i.e., registered in late 2022) and may not yet have commenced delivering training.

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 fact sheet [AVETMISS reporting: VET in Schools](#).

Exempt/Aggregate reporting

RTOs granted an exemption by the VET Regulator(s) from reporting full AVETMISS data to the National VET Provider Collection in 2022 (under Section 5 of the [National VET Data Policy](#)), will be sent emails (to the CEO as listed on [training.gov.au](#)) regarding reporting arrangements for [aggregate data](#).

IN THIS EDITION

- [AVETMISS reporting](#)
- [NCVER and ASQA working closer together to streamline reporting compliance](#)
- [Data Reporting tips](#)
- [Student Outcomes Survey](#)
- [Support Availability](#)

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)

Data Entry Tool

We would remind RTOs using NCVER's free AVETMISS Data Entry Tool (DET), that this tool is suitable for organisations with **less than** 100 students and is **not** suitable for State Training Authority reporting which requires additional fields not collected for the National VET Provider Collection.

NCVER and ASQA working closer together to streamline reporting compliance

Each year ASQA and the National Centre for Vocational Education and Research (NCVER) work together to finalise the annual Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) activity data.

Reported directly to the NCVER or via a state training authority (STA), this data contributes to the understanding of VET education activity across the sector, which in turn supports a shared understanding and commitment toward quality VET outcomes.

Submission of this data is mandatory under the [Data Provision Requirements](#) for all registered providers unless a reporting exemption is in place.

ASQA and the NCVER have recently strengthened our working partnership to monitor the progress of submitting data throughout the reporting period. Through regular updates from NCVER, ASQA will be able to focus its communication, providing greater service and guidance to providers who have issues meeting this requirement. The submission window for the 2022 AVETMISS collection will open early 2023, with the reporting deadline being 28 February 2023.

Data reporting tips

Allow continuing outcomes tick box

This check is only used for **validations** occurring in the quarter prior to 31 December 2022 (for submission of regular data to an STA). Please uncheck this box to **submit** your annual data to NCVER.

Reporting outcomes

So that correct final outcomes appear on students' USI transcripts and avoid reporting issues please ensure:

- *Outcome identifier – national '85 - not yet started'* is reported for students who have not started training towards a subject or will not be starting training.
- *Outcome identifier – national '40 - withdrawn/discontinued'* is only used where the client has engaged in 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'* should be used against the final subject/unit for any students who will not be fully assessed by the end of 2022, including any on-the-job component. The completion should be reported in your 2023 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 as this will result in the outcome remaining on students' transcripts. Where this occurs the outcome will need to first 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) are reported with a blank Program identifier in the Training activity (NAT00120) file and excluded from the Program completed (NAT00130) file.

- records 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.

Reminders

- Each year, many RTOs believe they have **submitted** their data when in fact it has only been **validated**. Data must be **submitted** to appear on reports provided to the VET Regulators.

If you are submitting data directly to NCVER, 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.

- If any of your RTO details have changed, for example CEO or legal/business name, please ensure that you update them on training.gov.au as soon as possible to ensure that you are able to submit your annual AVETMISS data before the deadline.
- For RTOs new to reporting, if you have not already done so we recommend you [register](#) to use the AVETMISS Validation Software as soon as possible and also apply for a myGovID if you do not have one. A myGovID account is required for USI verification prior to the submission of data to NCVER. Please see <https://www.usi.gov.au/providers/mygovid-and-ram-authentication>.



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. The 2022 survey included extra questions on students’ experiences and satisfaction with online learning and the impact of the COVID-19 pandemic on aspects of training.

National results from the 2022 survey will be available from [the NCVER Portal](#) on 15 December 2022.

A free report containing student outcomes and satisfaction data for your RTO alongside state/territory and national comparisons will be available by the end of January 2023. Visit our Portal to view the [eligibility requirements](#) and details on how to access your report.

Help improve the survey responses for your RTO in the 2023 survey

NCVER is sourcing students’ contact details for the National Student Outcomes Survey from the National VET Provider Collection. To improve the number of survey responses in 2023 for your students, **ensure** your RTO

submits the Client Contact Details file (NAT 0085) as part of your [VET Provider](#) 2022 annual submission. Providing students' names and at least one method of communication, preferably an email address, means we can contact students to invite them to participate in the survey.

The 2023 survey will open in June 2023 for students who completed a VET qualification, program or subject during 2022. RTOs with **enough** survey responses will again be able to access 2023 survey information as reported by their students.

Support availability

Christmas and New Year closure

NCVER will be closed from 3pm (ACDT) on Friday, 23 December 2022 to Tuesday, 3 January 2023.

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.

We wish you a safe and happy holiday and look forward to assisting you in the New Year