

AVETMISS for new RTOs

As a newly registered RTO or new RTO employee, you may need some help understanding your AVETMISS reporting obligations and assistance with locating reporting tools and resources which can help you.

The aim of this fact sheet is to provide an outline of the actions and resources needed to help you meet your AVETMISS reporting obligations.

As part of your registration as an RTO you are required to meet three key data collections each year:

- Submission of AVETMISS data (Total VET Activity (TVA)) at least annually, whether any training was conducted or not. Where and how you report depends upon any funding you may receive. NCVER's Client Support team can assist you with your AVETMISS data submissions.
- The Annual Declaration of Compliance must be completed and submitted each year to your VET Regulator. Please refer any queries to your regulator.
- Learner engagement and employer satisfaction quality indicator data is due each year and is also submitted directly to the relevant VET Regulator. Please refer any queries to your regulator.

What is AVETMISS?

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

Many RTOs have contracts with State Training Authorities (STAs). The AVETMISS activity for students in receipt of state funding towards their training must be reported to the STA making the contribution.

Where an RTO does not receive any funding towards a student's training, this is known as fee-for-service activity. This activity is usually reported directly to NCVER, however, some STAs will also accept fee-for-service activity where there is also a funding contract in place. If you have a funding contract, please check with your STA(s) to clarify arrangements.

Reporting

How often you report your AVETMISS data will depend upon your funding. If you receive funding, again, please check with the STA regarding reporting frequency. If you do not receive funding, then you must report your fee-for-service activity directly to NCVER at least annually, but may submit quarterly if you wish. The advantage of submitting data quarterly is that you fix validation errors throughout the year and students' have their training updated on their USI transcript sooner.

In order to report data against the AVETMISS Standard, you will need a student management system (SMS) and registration for the AVETMISS Validation Software (AVS). AVS is used to validate the data exported from your SMS and to directly submit fee-for-service activity to NCVER and reporting of funded activity to some STAs. Some states have their own validation software so if you receive funding please check with your STA as to their requirements.

If you do not have any training activity in a year, you will still need to report by submitting a nil return directly to NCVER using AVS in January/February when the annual collection window opens.

Resources

NCVER has a number of resources to assist RTOs with meeting their AVETMISS reporting requirements, most notably an RTO Hub, available on NCVER’s portal. Here you will find links to:

- the [AVETMISS VET Provider Collection specifications: release 8.0](#) and [AVETMISS data element definitions: edition 2.3](#).
- the [AVETMISS Validation Software \(AVS\)](#) and [AVETMISS Data Entry Tool \(DET\)](#).
- information on [AVETMISS compliant Student Management Systems](#)
- [RTO Fact Sheets](#) covering a wide range of topics including where and when to report AVETMISS data, registering to use AVS, reporting exemptions, the USI Transcript Update Service and Quarterly Reporting.

Stay informed

We recommend anyone responsible for AVETMISS reporting [subscribe](#) to our [Data Support Bulletin](#) which is usually sent out prior to the quarterly and annual collection periods. The Bulletin contains information on reporting dates, updates to the AVS software, changes to business rules and tips on errors or common issues reported.

You may also wish to subscribe to NCVER’s fortnightly newsletter, NCVER news for information on the latest research and statistical releases and events.

For those wanting to know more about current and published research and statistical reports, data collections, surveys and data visualisation and tools for creating customisable data from our collections, please refer to the [Research & Statistics](#) tab on the portal.

What help is available?

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.edu.au	Phone: 08 8230 8400	Toll free: 1800 649 452