

SEPTEMBER 2025

AVETMISS reporting

Reminder – quarter 3

A reminder for all RTOs submitting fee-for-service data directly to NCVER that the third quarter collection window for 2025 (covering January to September) will be open from 3-14 November 2025.

If you submit your fee-for-service data via a state training authority, please check with them directly for their specific submission dates.

For more details on quarterly reporting of fee-for-service data to NCVER, including submission windows, please refer to our [fact sheet](#).

USI transcript update tool

The USI transcript update tool enables RTOs to add, edit, or delete records on a USI transcript for their students from a previously closed collection.

Please note that NCVER cannot assist students directly with USI transcript enquiries. It is the responsibility of the RTO to ensure the accuracy of reported data and to make updates promptly when a student identifies an issue, as outlined in Clause 4.7 of the National [VET Data Policy](#).

A few important reminders when using the tool:

- *National outcome 70 - Continuing* enrolment cannot be edited. These records must be deleted and re-entered with the correct details.
- When adding new training activity:
 - Complete the fields in sequence.
 - Use the calendar to select dates to ensure accurate formatting.
 - The subject identifier field is a lookup field. Begin typing at least three characters to trigger the dropdown menu. The list will filter as you type, allowing you to select the correct subject.

Further information regarding the tool is available in Section 5 of the [AVS User Guide](#).

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AVETMISS support

Our Client Support team is available to help you between 8.45am and 5pm (ACST). 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.

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Data reporting tips

Preparing for end-of-year reporting

As we draw closer to the end of 2025, RTOs should begin preparing for their annual submission which opens on 1 January 2026. Now is the time to review student subject activity and data collection procedures to ensure all information can be reported accurately as at 31 December 2025.

Reporting final outcomes for a single training event

A final subject outcome should only be reported on completion of training (including any on-the-job component or re-submission of work).

Where a student is deemed not competent but will be re-submitting their work, they must be reported with the *Outcome Identifier - National code of 70 - continuing activity* until such time as the final assessment for the subject has been marked. Only then should a final outcome be reported. This may mean the student's final result is not submitted until the following year.

Validated your data, but have you submitted it?

After successfully validating your data without errors, you must then click on 'Finalise submission' to proceed to the Finalise Submission screen. Select the two authorisation boxes and complete the declaration before clicking on the *submit* button.

Should you see either of the following messages at the top of your screen, please refer to our [Submitting data to NCVER](#) fact sheet for guidance:

- Warning: you do not have sufficient privileges to submit data.
- Warning: your data contains publicly funded data which must be submitted via your state training authority.

AVETMISS Validation Software (AVS)

Change of management?

We encourage RTOs to regularly review the list of registered users in AVS to ensure that user access levels and role types remain current. It is also important to ensure that your organisation has a designated Primary Contact, this is the person listed on training.gov.au as having overall legal responsibility for your organisation.

To maintain data integrity and security, please deactivate accounts for any users who are no longer with your organisation. This ensures that only authorised representatives can make changes to your data, including updates to student transcripts.

Additionally, we recommend keeping CEO details on training.gov.au up to date, as they may need to authorise user access if no staff members with the appropriate permissions are available. This also ensures they continue to receive important reporting reminders, particularly at the end of the year.

For further information on user maintenance and roles, please see our [fact sheet](#).

DATA SUPPORT BULLETIN

AVS Updates

We are aware that our recent updates to the Business Rule and Error Messages for 3867 and 3868 contain some issues.

We are currently working on a solution to resolve these inconsistencies and ensure the system operates as intended.

Student Outcomes Survey interviews are complete!

The 2025 National Student Outcomes Survey, Australia's largest survey of vocational education and training (VET) students, has now finished. From June to mid-August 2025, students shared their views on satisfaction with training and their post-training outcomes.

The results will be available on the NCVER portal from mid-December 2025.

We would like to thank all RTOs who helped promote the survey to their students this year.

RTOs who receive enough survey responses will get access to *RTO Outcomes Explorer*, an online product available through NCVER's [DataHub](#), by the end of February 2026. This interactive product allows you to view your students' satisfaction and outcomes, and compare them with results for students nationally, by state/territory and for those in the same provider type.

NCVER at the 2025 National VET Conference

NCVER is proud to be a silver sponsor of Velg Training's National VET Conference, taking place at the Gold Coast Convention and Exhibition Centre on 30 - 31 October 2025.

This year's theme, *Painting our Future: A Quality VET Canvas*, celebrates the strength, creativity, and quality of the VET sector.

Our team invites you to visit us at Booth #49 to say hello and explore how NCVER can support you with your reporting, data, the new VET Information Standard and other VET-related questions.

We look forward to connecting with you on the Gold Coast.

