

## Selecting a reporting tool

This fact sheet outlines ways to manage your AVETMISS data.

### Student management system

NCVER has an [AVETMISS Compliant Software Register](#) which lists commercially available products software vendors have registered as AVETMISS compliant. You can access the register from the [AVETMISS Support for RTOs](#) page on our Portal.

After you enter data into your SMS, you will need to **export** and then **upload, validate** and **submit** your data using the [AVETMISS Validation Software \(AVS\)](#) to meet your national AVETMISS reporting requirements.

### AVETMISS Data Entry Tool

If your RTO has fewer than 100 students (400 - 800 enrolments) per data year you can use NCVER's free [AVETMISS Data Entry Tool \(DET\)](#). As data entry is manual, this tool is recommended only for use by small RTOs.

After you enter data into DET you will need to **export** and then **upload, validate** and **submit** your data using the [AVETMISS Validation Software \(AVS\)](#) to meet your national AVETMISS reporting requirements.

Please note: **The Data Entry Tool is not suitable for state-specific reporting requirements i.e. where an RTO receives funding from and reports to a state or territory training authority (STA)**

The Data Entry Tool is not a student management system. If you require a system to manage fees, scheduling, classroom allocations etc., you may need to consider alternative solutions.

For more information please see our [AVETMISS support for RTOs](#) page for Data Entry Tool fact sheet and user guide. For assistance with the Data Entry Tool please contact our Client Services team.

### What help is available?

NCVER has a dedicated Client Services 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 <a href="#">contact form</a> | Email: <a href="mailto:support@ncver.edu.au">support@ncver.edu.au</a> | Phone: 08 8230 8400 | Toll free: 1800 649 452 |

