

RTO closure: reporting final data

Where an RTO is closing, for any reason, final AVETMISS data needs to be reported to NCVER for the current year via the [AVETMISS Validation Software](#) (AVS). Where no training activity has occurred, a Nil Return needs to be submitted, also via AVS.

Please ensure that you contact your VET Regulator to confirm your registration obligations under the National Vocational Education and Training Regulator (NVR) Act.

To submit final AVETMISS data (training activity for the year your RTO is closing) or a Nil return (**no** training activity for the year your RTO is closing) please follow the relevant process below.

Reporting Final AVETMISS Data

Step 1

Prior to exporting your AVETMISS data from your student management system (SMS) ensure that it does not contain any continuing outcomes or state specific funding:

- **Outcome Identifier “70”** (continuing) should not be reported for any students transferring to a new RTO. Any “70” codes should be changed to outcome identifier “41” incomplete due to RTO closure
- **Funding Source National “11 or 15”**- state specific funding codes (all state funded training activity must be reported to the state/territory training authority (STA). NCVER cannot accept state funded activity.

Step 2

Export your AVETMISS data from your student management system and upload and validate in [AVS](#) under the latest period available in AVS e.g. Jan-Mar, Jan-Jun or Jan-Sep 20xx (current year).

You will need to fix any validation errors in your student management system and reupload and validate in AVS until your data is error free.

Step 3

Once your data has been validated and error free, you will need to send an email to support@ncver.edu.au advising:

- RTO Number
- RTO Name
- Closing Date
- Has your VET Regulator been advised? Y/N
- Contact Name for AVETMISS Reporting
- Contact Number

Step 4

Upon receipt of your email our Client Services team will enable submission access in [AVS](#) to the Jan-Dec 20xx (current year) period and advise you by return email once this has been done - you will have 48 hours to finalise your submission in AVS.

Step 5

To finalise your submission, select the *Finalise Submission* button and follow the steps on the screen to submit your data.

Step 6

Once you have successfully submitted your data, you will receive a confirmation email from AVS (Successful File Submission). A copy of this email and attachment must be sent to support@ncver.edu.au (with a copy to your VET Regulator) to confirm that your final data has been submitted.

Submitting a final Nil return

Step 1

Send an email to support@ncver.edu.au advising that you need to submit a final Nil return along with:

- RTO Number
- RTO Name
- Closing Date
- Has your VET Regulator been advised? Y/N
- Contact Name for AVETMISS Reporting
- Contact Number

Step 2

Upon receipt of your email our Client Services team will enable submission access in [AVS](#) and advise you by return email once this has been done - you will have until the end of that day to submit your Nil return in AVS.

Step 3

To submit your Nil return, from the *Collections menu* in AVS select the **Nil Returns** option.

Step 4

Complete the fields required i.e. current year and period **Jan-Dec**, tick the required box and then select submit.

Step 5

Once you have successfully submitted your data via AVS, you will receive a confirmation email from AVS (Successful File Submission). A copy of this email must be sent to support@ncver.edu.au (with a copy to your VET Regulator) to confirm that your nil return has been submitted.

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 contact form	Email: support@ncver.edu.au	Phone: 08 8230 8400	Toll free: 1800 649 452