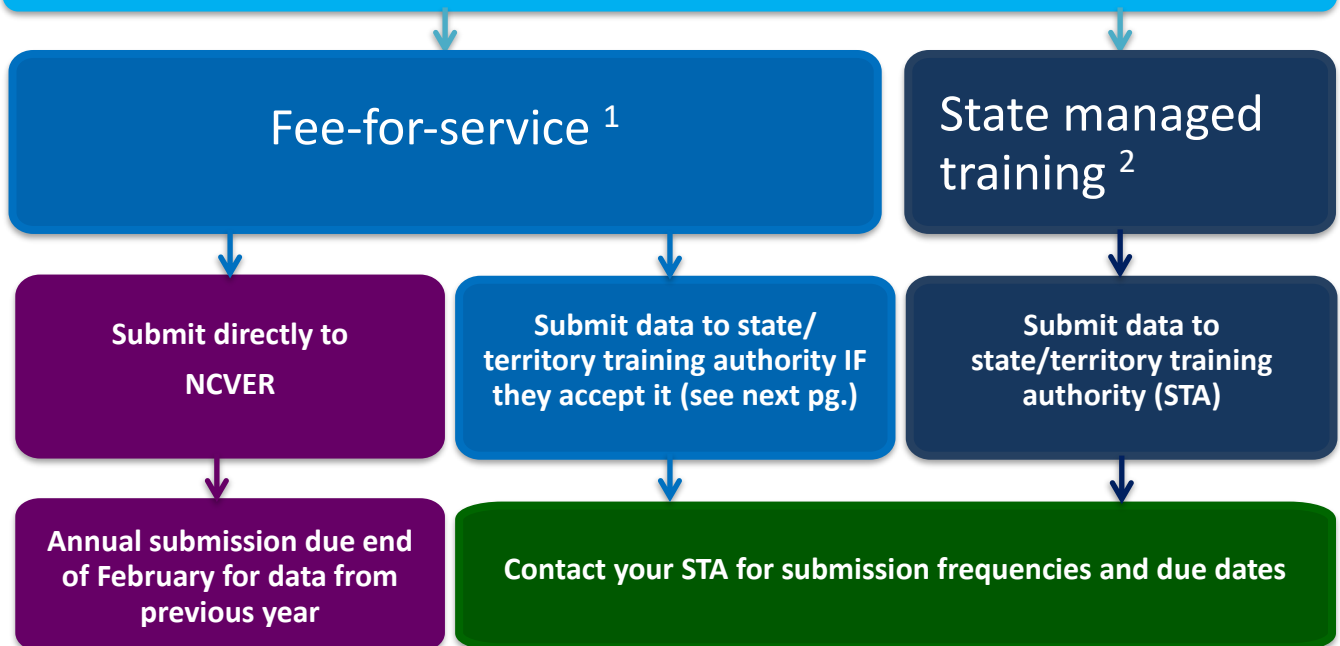**AVETMISS** **FACT** SHEET

NCVER

Where, when and how do I report my AVETMISS data?

This fact sheet helps you determine where, when and how to report your AVETMISS data.

What is the funding source of your training?

Fee-for-service [1]		State managed training [2]

Submit directly to NCVER	Submit data to state/territory training authority IF they accept it (see next pg.)	Submit data to state/territory training authority (STA)

Annual submission due end of February for data from previous year	Contact your STA for submission frequencies and due dates	

[1] **Fee-for-service training**- all non-state managed training including enterprise and other privately funded training, training paid for by the client or training directly funded and managed by the Commonwealth.

[2] S**tate managed training**- training funded or administered by the state or territory.

I offer state managed AND fee-for-service training: what do I do?

- Check whether your STA accepts both state managed and fee-for-service in a combined submission and if so submit via your STA.

- If your STA does not accept combined submission, you will need to separate your data and submit your state fund activity only to your STA and your fee-for-service activity only to NCVER.

  The map provided may be used as a guide to find out if your STA accepts fee-for-service data.
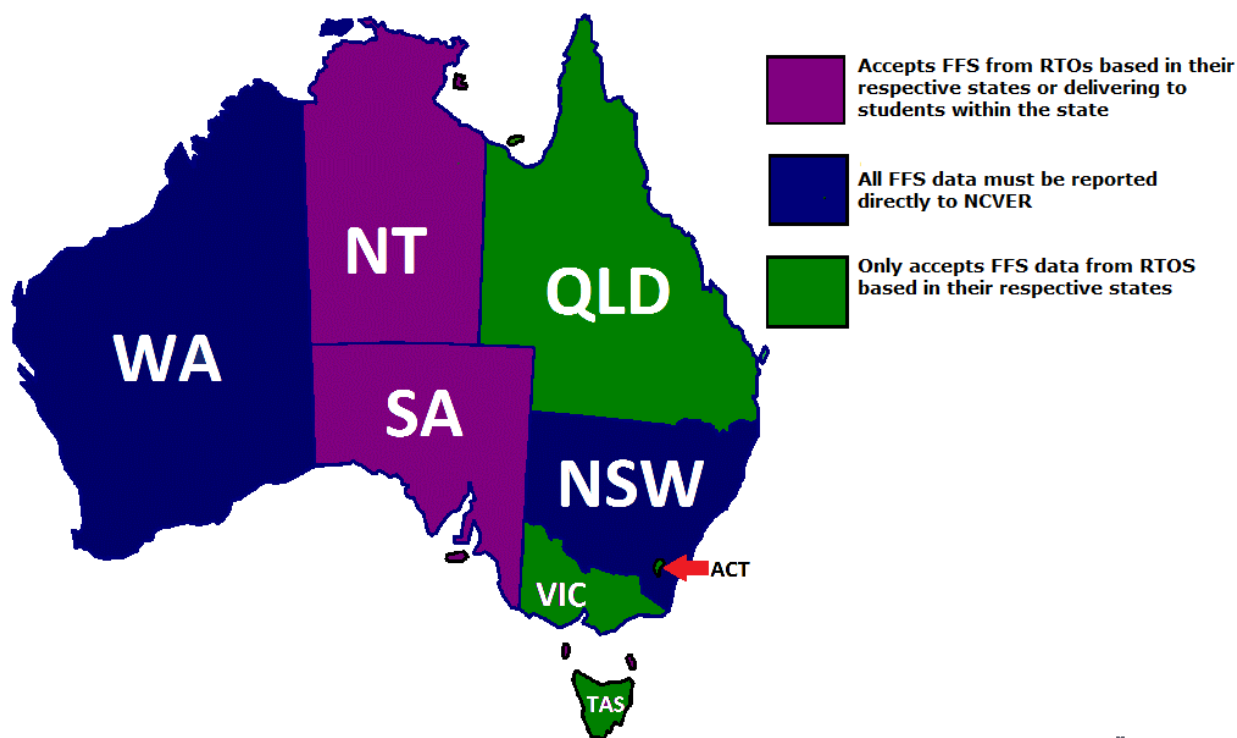
I offer state managed training in multiple jurisdictions: what do I do?

Please prepare multiple submissions and submit one to each STA that manages the funding for your training.

I offer only fee-for-service training in multiple jurisdictions: what do I do?

Please prepare a single submission to NCVER (if you have **not submitted** this activity via an STA).

All state funded data must be reported to the state administering your RTO with the funding.

	Accepts FFS from RTOs based in their respective states or delivering to students within the state
	All FFS data must be reported directly to NCVER
	Only accepts FFS data from RTOS based in their respective states

Map as at 16 November 2022

How to submit your AVETMISS data

1. **To submit data to the STAs in QLD, VIC or WA:** These states have their own data validation software. Please contact the STA for details.

2. **To submit data to the STAs in ACT, NSW, NT, SA or TAS*:** Please use NCVER's free AVETMISS validation software (AVS). AVS registration details can be found in our fact sheet. Once your AVETMISS compliant data has passed validation error-free, please follow your STA's instructions to submit the files to the STA.

3. **To submit data directly to NCVER:** use NCVER's free AVETMISS validation software (AVS). AVS registration details can be found in our fact sheet. Once your AVETMISS compliant data has passed validation error-free, select the *Submit* function in the *Finalise submission* screen. NCVER will receive your data. Note: on submission any previously submitted data files will be overwritten.

   Please consult your STA for the most up to date information.

   * if submitting data to TAS please note you will also need to submit to TASC

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