Keeping informed

In 2015, many RTOs advised that they had not received communications regarding the collection of Total VET Activity (AVETMISS) data.

Please encourage anyone you know with responsibility for reporting AVETMISS data within your RTO to subscribe here to receive the Data Support Bulletin so that they receive the latest updates on classification changes, general tips on AVETMISS data reporting, and submission deadlines.

Classification and validation updates

The AVETMISS classifications and validation rules were updated on 15 September 2015. For more details, please refer to the ‘Updates to classifications and validation rules’ section once logged in to the AVETMISS Validation Software (AVS). Details can also be found in the AVETMISS AVS update document.

Data retention

To enhance compliance with the Australian Privacy Principles, which indicate data should be deleted when no longer required, data stored in the AVETMISS Validation Software (AVS) will automatically be deleted after 28 days effective from 21 September 2015.

If you are trying to access past validations and it has been over 28 days since you last uploaded your AVS data, you will see a message advising that the data has expired. You will not be able to see Error Details associated with expired validations, nor proceed with finalising your submission, but will be able to export a Collection Processing Summary Report from the Collection Processing screen. The validation history will remain listed on the Collection History screen. Data which has already been submitted via AVS remains held by NCVER, even if it is no longer on the AVS server.

We recommend that you keep a saved copy of your AVETMISS file set on your local computer to re-upload at a later point should you ever need to access your past validations.

Fixing validation errors

NCVER’s client support team handled over 9000 queries from RTOs reporting their 2014 AVETMISS data. The majority of these queries related to AVETMISS validation errors.
To help RTOs better understand how to correct AVETMISS data errors, the client support team has published a new fact sheet, *Fixing Validation Errors* which walks AVS users through the process of identifying and fixing errors using end date reporting errors as a working example.

**Student Enrolment Form**

The standard enrolment form developed by NCVER to assist with the collation of AVETMISS-compliant student data, has been updated with a privacy statement, a student declaration section, and additional information to assist with the Unique Student Identifier verification process. RTO enrolment forms should include this privacy statement and student declaration. The updated form will be available by Friday 25 September and can be accessed [here](#) from that time.

**Tips for 2015 submissions to NCVER**

AVETMISS 2015 fee-for-service and Commonwealth funded data submitted direct to NCVER are due by the end of February 2016. The following tips to streamline the process this year may be useful:

- **Input information regularly** - capture all the information needed for reporting from your enrolment forms and enter them into your student management system at enrolment. See link above for an example enrolment form.

- **Start early** - NCVER’s [AVETMISS validation software](#) can be used to validate your data at any time throughout the year, which means you prepare error free data files ready for submission well before the collection window opens.

- **Train more than one person in the submission process** - A number of RTOs were caught short when compliance staff left or were unavailable when the collection window opened in January.

- **Ask for help early** - NCVER has a small, professional team dedicated to helping RTOs with data reporting, but as the final date for submission looms, the volume of requests for support increases and the time they can spend helping you decreases. By starting early you’ll have time to fix errors if they occur, some of which may involve going back to students or checking outcomes or funding sources.

- **Check with your STA** - some STAs want RTOs to submit data directly to them, others want RTOs to submit data to NCVER. And, if you provide government-funded and fee-for-service training, you may have to split your data into multiple submissions based on funding source.

- **Be ready to submit by end December** - that way you won’t have to extract and change student outcomes to their end of December status when you return from holiday.

- **Access support material** - NCVER has a range of support materials on the [AVETMISS support section](#) of its Portal including factsheets, FAQs, online tutorials and videos, many of which have recently been updated. There is also an AVETMISS compliant software register, which lists self-accredited student management systems.

The Client Support team are available Monday to Friday 8:45am to 5pm ACDT and can be contacted using our online [contact form](#).

**Review of the AVETMIS Standard for VET Providers**

A review of the AVETMIS Standard for VET Providers is underway and we would welcome feedback from both RTOs and student management system vendors. The purpose of this review is to streamline the data collection requirements while ensuring that the AVETMIS Standard meets legislative reporting needs.
As part of this review we will be sending out a link in the near future to all those subscribed to this Bulletin and would appreciate it if you could take the time to provide constructive feedback. To broaden our coverage, NCVER would appreciate it if you could forward the link to anyone else who may be interested. Changes to the Standard will be advised in late 2016 and will come into effect from January 2018.

**SMS vendor update**

For those of our subscribers who are student management system vendors (SMS vendors), or who have in-house student management systems, we have developed a separate page specifically for you on the NCVER portal. This page contains:

- a calendar of key dates
- two new Fact Sheets: *Setting up a Student Management System* and *Hot Topics: Popular questions from student management system vendors*
- a feedback form to enable SMS vendors to supply feedback throughout the year on suggested changes which will be considered for future releases of the AVETMIS Standard
- a link to the AVETMISS compliant software register

NCVER will be producing a *SMS vendor update* on an ad-hoc basis which will contain information specifically relating to changes which will affect student management systems. As mentioned above, a review of the AVETMIS Standard for VET Providers will be taking place so we would urge you to send this bulletin to anyone who may be interested in receiving these updates. They can subscribe to the *SMS vendor update* here.

**Unique Student Identifier**

There are now over 3 million USIs created! Although most of them have been created by students, RTOs have created over 570,000 USIs.

A few key things to remember when offering to create USIs for your students are:

- Ask your student if they have already created a USI. Do not create one if they have. You can help them to find a forgotten USI.
- If they do not have a USI, you **MUST** seek and record the student’s permission when you create a USI on their behalf.
- Ensure that they know you are creating a USI or have created a USI on their behalf.
- While most of the information you need to create a USI is similar to that required for the standard enrolment process, you should check this data is up to date.

Even if you do not create a USI on a student’s behalf, you must collect and verify a student’s USI before conferring a qualification or statement of attainment unless a specific exemption applies. More information on exemptions can be found [here](https://example.com). It is recommended that you undertake verification during or soon after enrolment to avoid any issues later on.

Here are some [handy tips and lessons learned](https://example.com) that you may find useful.