



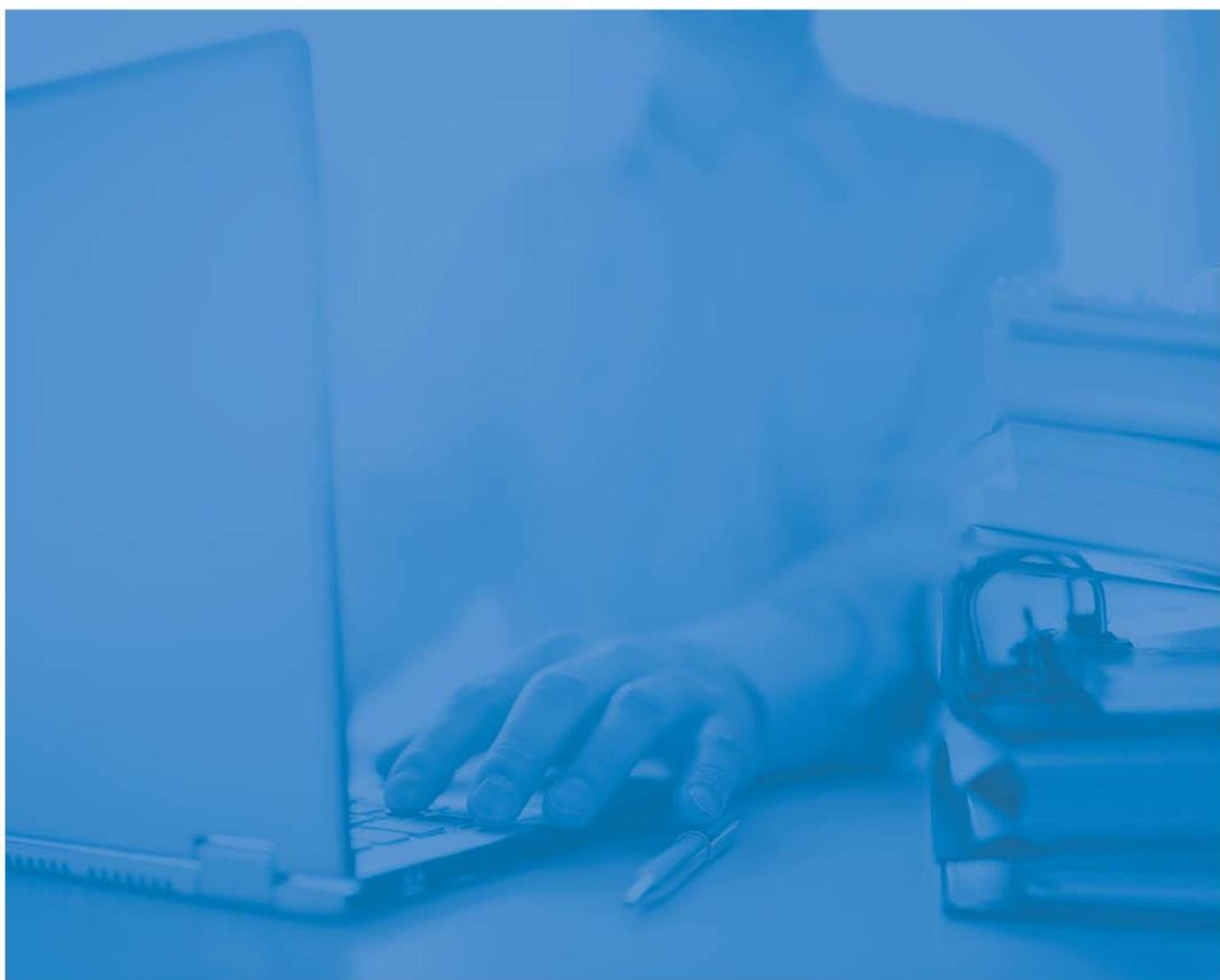
# User guide

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National Centre for Vocational Education Research



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# Contents

Contents	3
Section 1 - Introduction	5
What is AVS?	5
Section 2 - Registration	6
Self-registration	6
How to self-register	6
NCVER registration	8
How to register your organisation with NCVER	8
Section 3 - Using AVS	11
Signing in	11
Automatic log out	11
Forgotten Password	11
Home screen	12
Menu items	12
News	13
Messages	13
Collections	14
Useful links	15
Collections	16
Basic validation	16
Full validation	17
Start a new collection	17
Allow continuing outcomes for activity ending this year	18
Enforce collection period dates	18
View/correct validation errors	22
AVS business rules	25
Error and Summary reports	26
Summary report	26
Details report	27
Preliminary checks	27
Re-validating data files	28
Submitting data	30
Data retention	32
Section 4 - Nil Returns	33
Overview	33
How to submit a Nil Return	33
Nil Returns and past or future AVETMISS collections	35
Nil Returns submitted in error	36
Nil Returns and submitted data	36
Section 5 - USI transcript updates	37

Overview	37
Access	38
Adding a new USI Transcript Entry	38
Adding a new subject enrolment	40
Adding a new program completion	42
Amending an existing USI transcript	44
Editing an existing subject enrolment	46
Deleting an existing subject enrolment	49
Adding a new subject enrolment	50
Editing an existing program completion:	52
Deleting an existing program completion	54
Adding a new program completion	55
Section 6 - Reports	57
Overview of reports	57
How to generate a duplicate report	58
Data profile / frequency report	59
Enrolments by training organisation report	60
This report can only be generated on error free collections	60
Data authorisation report	61
Section 7 - Account settings and user roles	62
User settings	62
Account settings	62
Change password	64
Admin (where applicable)	65
Add user	65
Maintain user roles	67
Deactivate / Reactivate user roles	68
Identifying the Primary Contact for your organisation	71
Changing the Primary Contact for your organisation	71
Updating users email address	72
Section 8 - Troubleshooting	73
Forgotten or incorrect password	73
Why can't I submit my fully validated files to the annual or quarterly collection/s?	73
Upload Error / Error: File combination is not valid. See the valid data set table for valid upload combinations	74
AVS screen frozen	75
USI transcript update tool look-up table error - Subject Identifier / Program Identifier must exist on the TGA master list of Subjects	76
USI transcript update tool look-up table error - You must enter text with 12 or fewer characters	76
USI transcript update tool - unable to edit outcome 70 - continuing enrolment	76

# Section 1 – Introduction

## What is AVS?

The AVETMISS Validation Software (AVS) is a web-based data file validation and submission system designed for training organisations submitting AVETMISS data to the National VET Provider, National VET in Schools and National Apprentice and Trainee collections either via their state and territory training authority (STA) or directly to the National Centre for Vocational Education Research (NCVER).

AVS also includes a unique student identifier (USI) transcript update tool which enables USI transcripts to be updated.

AVS requires user registration and is accessed via a standard web browser using a unique user login (email address) and password.

Registered training organisations (RTOs) whose student management system (SMS) uses an Application Program Interface (API\*) will still need to register and use AVS to:

- finalise submission (fee-for-service only)
- lodge a Nil Return
- make USI transcript updates
- manage account settings/admin.

The functionality of AVS is determined by individual user roles. SMS vendors and system developers and those who submit activity to their state training authorities (STA) only and do not need to update USI transcripts for students can use the self-registration option to access the AVS system. Organisations who submit data files directly to NCVER need to register the training organisation with NCVER. USI transcript updates or Nil Return submissions can only be made with an organisation registration.

After registering for AVS and data has been extracted from your student management system (SMS), the data files are imported into AVS for validation on NCVER's server. If your SMS has API\* capabilities this process will be done via the SMS.

If a data file contains errors, details are available on why the data are not AVETMISS compliant. Once identified, these errors must be amended *within the organisation's own student management system*, and a new set of data files exported and validated once more through AVS.

Once data files have been successfully validated and are error free, they are ready for submission direct to NCVER via AVS (if your organisation is registered to submit data directly) or to the relevant funding body.

Data submission is not a function available via API\* and users will still need to login and submit via AVS directly.

NCVER has a dedicated Client Support team to help you with your AVETMISS related queries.

\*API for existing users only. No longer offered.

### Contacting the AVETMISS support team

Fill out our [contact form](#)

Email: [support@ncver.edu.au](mailto:support@ncver.edu.au)

Phone: 08 8230 8400

Toll free: 1800 649 452

# Section 2 – Registration

If you are submitting data to a STA under a contract, your STA will confirm if you need to validate your AVETMISS data via AVS or submit data via a different process.

The first step is deciding which type of registration is best for your organisation.

There are two types of registrations to consider: *Self-registration* and *Registration*.

A username can only be registered once. If your username has already been registered by you or someone in your organisation you will receive the following message: **Warning: The email is already registered for self-registration. Please enter a different email or cancel self-registration.** If you were unaware that a registration had been made in your name or have forgotten registering your username and do not know the password, please select forgot password and a link will be sent to you to create a new one.

## Self-registration

Self-registration is for SMS vendors and system developers and those who submit activity to state training authorities only and do not need to update USI transcripts for students.

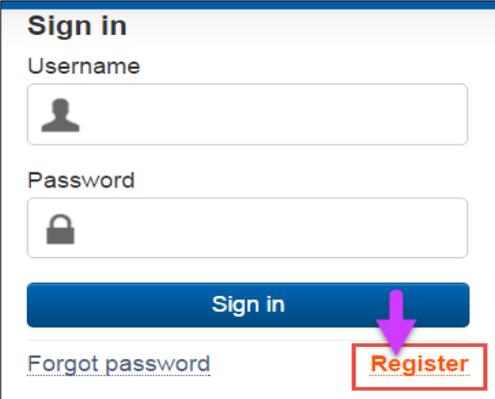
- Self-registered users have a single role type – that of a data validator.
- Self-registered users can:
  - add data files
  - validate data files
  - change their own account settings
  - access reports.

**Note:** Self-registered users are unable to make USI transcript updates, submit data or submit nil returns. To use these features, you will need an NCVER registration, including organisations reporting direct to their STA.

Submission of data files to NCVER is **not** possible for this registration type and the submit function will not be available. Users will not be able to submit nil returns or make USI transcript updates.

### How to self-register

1. Open your web browser.
2. Type <<https://avs.ncver.edu.au>> in the address bar and press enter. The *Sign In* window will be displayed on the right side of the page.
3. Click on the **Register** link. The AVS registration guide will then be displayed.
4. From table 1 select the link **Self-register**. This will bring up the *Self-registration* page.
5. Enter your email address.



The screenshot shows a 'Sign in' window with two input fields: 'Username' (with a person icon) and 'Password' (with a lock icon). Below the fields is a blue 'Sign in' button. At the bottom left is a blue link for 'Forgot password'. At the bottom right is a red 'Register' link, which is highlighted with a red rectangular box and a purple arrow pointing down to it.

**Note:** For security purposes email addresses should contain the **name** of the user e.g. john.smith@ (not generic email addresses such as ceo@ or info@). **Records per page** – select from 10 (default), 20, 50 or 100 records per page from the drop-down list. This setting will define how many records are displayed on your browser when viewing errors etc. This setting can be changed later.

6. **Download format** – select either PDF (default) or CSV from the drop-down list to choose the format you prefer your reports to be displayed.

**Tip:** A CSV file can be manipulated while a PDF cannot.

7. **Attach summary report** – When all validations are complete, a report will be attached to the confirmation email in the format preference specified. ‘Yes’ is the default.
8. **Receive system emails (Yes/No)** – If you choose ‘Yes’ (default setting) AVS will send an email to your registered email address upon validation or submission of your data files. These email messages will also be displayed in the *Messages* screen (see Messages in Section 3, Home screen). Please check your junk mail folder if not receiving.

9. **Include RTO name in the Collection Processing Summary Report (Yes/No).** By selecting **Yes** AVS will include the user name as it appears in the *Organisation drop-down* field eg RTO name or registered user name at the end of the file name for example, CollectionSummaryReportxxxxxx.

Selecting **No** will exclude the organisation name from the end of the file name when the *Collection Summary Report* is downloaded from AVS. If you are reporting AVETMISS data through to your STA you will need to check if they require you to include the RTO name in the report and manually add if required.

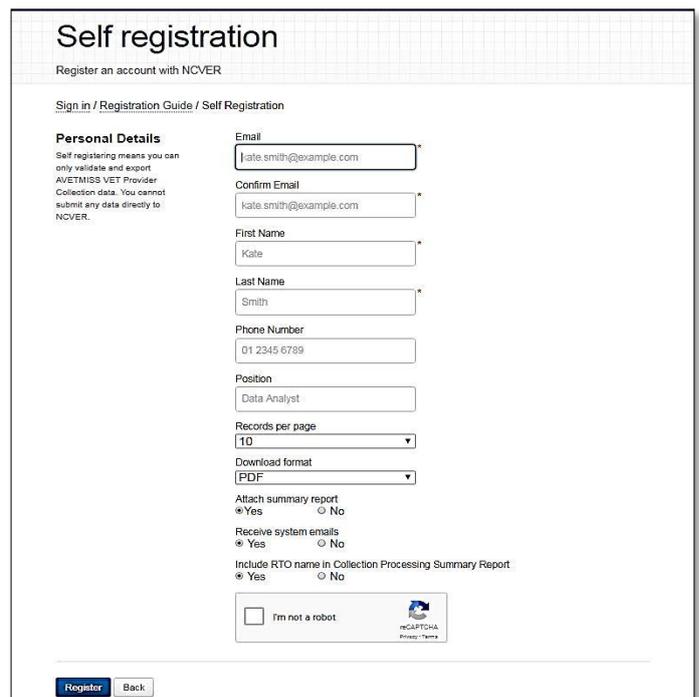
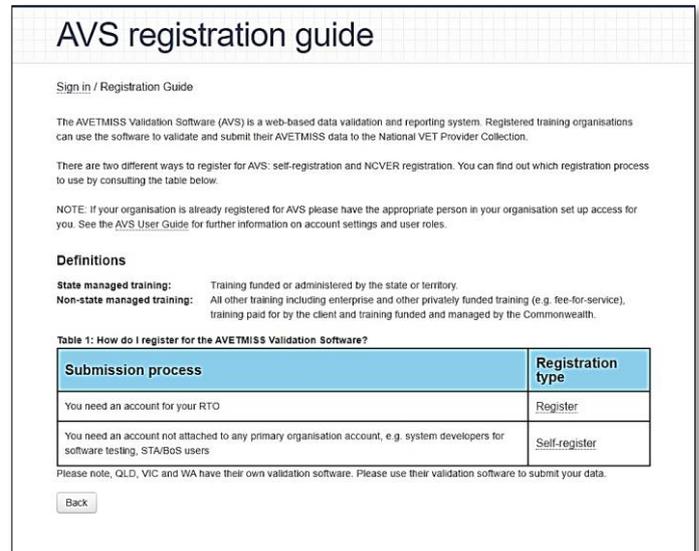
Tick the **I'm not a robot** box and follow the prompts.

10. Once you have completed all mandatory fields and any optional fields you wish to complete, click the **Register** button.

AVS will send an email confirming your registration to the email address you have used in the self-registration process along with a temporary password.

Temporary passwords expire after 24 hours. Once expired you will need to use the *Forgot Password* option to generate a new password email.

To deactivate a self-registered account please send email support@ncver.edu.au.



## NCVER registration

NCVER registration is required when a user needs to: submit fee-for-service AVETMISS data directly to NCVER, uses an SMS with API functionality, make USI transcript updates; or submit a Nil Return. Refer to your STA about their requirements for submitting fee-for-service data.

### How to register your organisation with NCVER

1. Go to <<https://avs.ncver.edu.au>> in your web browser and press **Enter**. The *Sign In* window will be displayed on the right side of the page.
2. Click on **Register**. The *AVS registration guide* will then be displayed.
3. From table 1 select **Register**.
4. Enter your RTO identifier which will pre-populate your organisational details from <[www.training.gov.au](http://www.training.gov.au)> (TGA).
5. Click **Confirm Correct RTO** to continue.

**Important:** You will not be able to complete the *NCVER Submitter Registration* form if your RTO details are not on TGA, or if your RTO has previously been registered. Contact the Client Support team for assistance if this is the case.

The screenshot shows the 'AVS registration guide' page. It includes a 'Sign in / Registration Guide' header, an introduction to AVETMISS Validation Software (AVS), and a table titled 'Table 1: How do I register for the AVETMISS Validation Software?'. The table has two columns: 'Submission process' and 'Registration type'. The first row indicates that if you need an account for your RTO, you should 'Register'. The second row indicates that if you need an account not attached to any primary organisation account (e.g., system developers for software testing, STA/BoS users), you should 'Self-register'. A 'Back' button is located at the bottom left of the page.

Submission process	Registration type
You need an account for your RTO	Register
You need an account not attached to any primary organisation account, e.g. system developers for software testing, STA/BoS users	Self-register

The screenshot shows the 'NCVER Submitter Registration' form. It includes a 'Register to submit directly to NCVER' header and a 'Sign in / Registration Guide / Submitter Registration' breadcrumb. The form contains several input fields: 'RTO Code' (with a dropdown menu showing '1002'), 'Organisation Legal Name' (with a text input field containing 'Adelaide Airways'), and 'Organisation Trading Name' (with a text input field containing 'Adelaide Airways'). A 'Confirm Correct RTO' button is located at the bottom right of the form.

Registering your training organisation enables you to set up an online profile and assign new users and set roles within your organisation. See below for role and functionality.

**Note:** For security purposes email addresses should contain the **name** of the user e.g. john.smith@ (not generic email addresses such as ceo@ or info@).

## AVS user roles

### Primary Contact

The Primary Contact is the Chief Executive Officer as registered on training.gov.au, (the legally responsible officer for the organisation).

The Primary Contact has access to all user functions within AVS, including submitting data and Nil Returns and updating USI transcripts. They will receive email notifications whenever data has been submitted and can view/review users.

### Organisation Administrator

An Organisation Administrator can validate and submit data, submit Nil returns, make USI transcript updates and maintain users and user roles.

### Data Submitter

A Data Submitter can validate and submit data, submit Nil Returns and make USI transcript updates.

### Data Validator

A Data Validator can only validate data.

You can only assign the *Primary Contact* and *Organisation Administrator* on the registration form. All other users and their roles are added and assigned. Whilst an Organisation Administrator is optional, we strongly recommend assigning one so that there are two people within your organisation who have access to AVS and can maintain users. See the Admin section of this guide for further details on adding / amending users.

1. Tick the boxes to authorise AVS system and service messages, that you have read and understand NCVER's Privacy Policy, and that you are authorised to submit data directly to NCVER.
2. Tick I'm not a robot and follow the prompts.

**NCVER submitter registration**  
Register to submit directly to NCVER.

Sign In / Registration Guide / Submitter Registration

**Organisation details**  
To register, the RTO code must be listed on TGA.  
Please be aware that your RTO code must be listed on TGA before it is available for use in AVS.

RTO Code: 1234  
Organisation Legal Name: Auto-filled from TGA.  
Organisation Trading Name: Auto-filled from TGA.  
[Confirm Contact RTO]

**Primary Contact**  
The Primary Contact is usually the Chief Executive Officer or Manager of your organisation who is responsible for the accuracy of data submitted to NCVER. The Primary Contact has access to all user functions within AVS.  
The Primary Contact will receive email notifications whenever data has been submitted for your organisation.  
[View the AVS user roles table](#)

Email: johnsmith@myorganisation.com.au  
Confirm Email: johnsmith@myorganisation.com.au  
First Name: John  
Last Name: Smith  
Position: Chief Executive Office  
Contact phone number: 0123456789

**Organisation Administrator (recommended)**  
Use the Primary Contact, an Organisation Administrator has access to all user functions within AVS. Once your registration has been processed, multiple Organisation Administrators may be assigned within your organisation.

Email: katesmith@myorganisation.com.au  
Confirm Email: katesmith@myorganisation.com.au  
First Name: Kate  
Last Name: Smith

NCVER may send me service announcements, administrative messages, and other information in connection with your use of AVS. User preferences within AVS allow users to control how these messages are received.  
 I have read the NCVER Privacy Policy and am aware NCVER considers all data entered into AVS as confidential.  
 By clicking this box you are verifying that you have been authorised by the RTO to undertake changes in relation to data submission to NCVER including validation and submission of data and/or Unique Student Identifier (USI) corrections to training information on the USI transcript.

I'm not a robot [CAPTCHA]

[Register] [Back]

**Primary Contact**  
The Primary Contact is usually the Chief Executive Officer or Manager of your organisation who is responsible for the accuracy of data submitted to NCVER. The Primary Contact has access to all user functions within AVS.

[View the AVS user roles table](#)

Email: johnsmith@myorganisation.com.au  
Confirm Email: johnsmith@myorganisation.com.au  
First Name: John  
Last Name: Smith  
Position: Chief Executive Office  
Contact phone number: 0123456789

3. Click on **Register** to submit your registration for approval.
4. An email confirming your registration and temporary password will be sent from the avs@ncver.edu.au mailbox (please check junk folder if not received). You will be prompted to change your password to something more secure upon first sign-in.

Please note: if you have previously self-registered you will continue to use your existing login details.

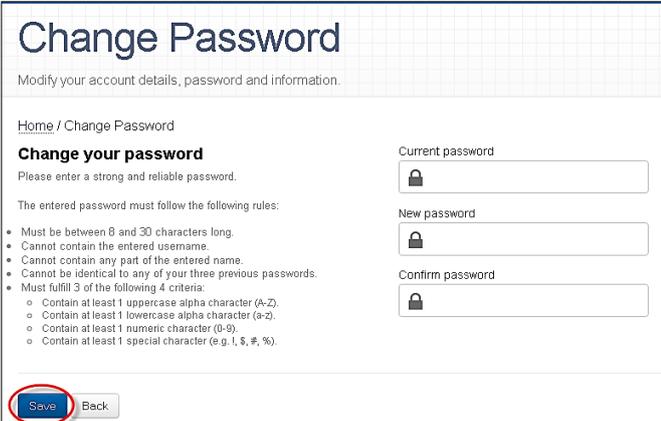
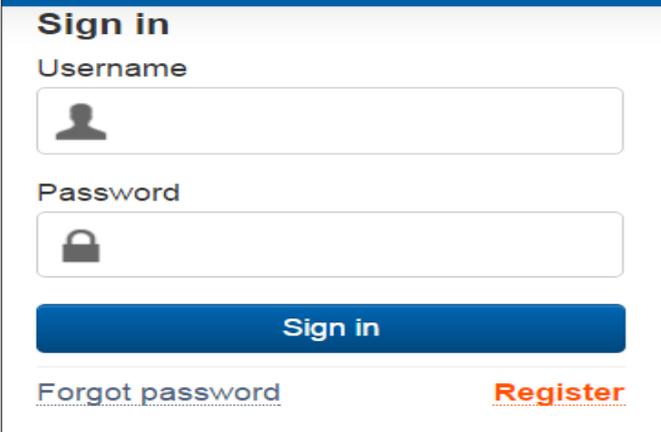
5. Once you have changed your password the NCVER registration process is complete.



# Section 3 – Using AVS

## Signing in

1. Access the AVS *Sign in* page via <https://avs.ncver.edu.au/avs/>.
2. In the *Sign in* box on the top right of the screen, enter your **Username** (registered email address) and **Password**.
3. Click the **Sign in** button.
4. If you are signing in for the first time, you will be prompted to change your password.
  - Complete all fields as required. Enter the password received by email manually. Do not copy and paste. When you have successfully logged in, or you have changed your password, the Home page will be displayed.
  - Note: Temporary passwords expire after 24 hours.
  - To sign out, click on the **Sign out** link on the AVS menu bar.



## Automatic log out

AVS will automatically log users out after 30 minutes of inactivity. If this occurs, you will need to login again. Your previous work will be automatically saved.

## Forgotten Password

If you have forgotten your password, click on the **Forgot password** link from the **Sign in** page. Enter your AVS username and click the **Reset password** button. An email will be sent to your email address with a link to allow you to reset your password. Note this link will expire if not used the same day.

## Home screen

Once you have signed in to AVS you will see the *Home* screen.

Here, a summary of *Messages* and recent *Collections* history is displayed. The menu bar displayed at the top of the home page will navigate you to other areas of AVS.

**Messages**

AVETMISS Validation Software Successful Nil Returns submission	Sat, 28/10/2017 11:45
AVETMISS Validation Software Successful file submission	Sat, 28/10/2017 11:32
AVETMISS Validation Software Successful Nil Returns submission	Fri, 27/10/2017 16:18
AVETMISS Validation Software Successful Nil Returns submission	Fri, 27/10/2017 15:46
AVETMISS Validation Software Successful Nil Returns submission	Fri, 27/10/2017 11:29

[View all messages](#)

**Collections**

	Date	Type	Period	Status
RTO1 Collection #VET-30	Sat, 28/10/2017 11:32	VET	Jan-Dec	Submitted
RTO1 Collection #VET-26	Thu, 27/10/2016 16:07	VET	Jan-Dec	Error

[View all Collections](#)

**Updates to validation rules**

Click the link below for updated information on past and current updates to classifications and/or validation rules in the AVETMISS validation software.

- [Latest updates](#)

## Menu items



The Home screen menu provides a link to the AVS home page. To access the home screen at any time, click on the AVETMISS validation software logo (green).

The **Collections** menu is where you can begin a new validation or view your collection history, update USI transcripts or submit Nil Returns (options available will depend on user role). You can also view all AVS messages from this menu.

The **Reports** menu allows you to run various reports on your validated data.

The **Admin** menu is only visible to those with Primary Contact or Organisation Administrator roles. This menu gives you options to maintain users within your organisation. See the Admin section of this guide for further details.

The **Account Settings** menu (accessed via the person icon) allows you to update your own user settings and to change your AVS password.

In addition to these menu items, the home page contains some additional information to assist with AVS and AVETMISS related queries, such as updates on AVS validation rules.

## News

NCVER will post any news items relevant to AVS in the **News** window located on the home screen. Links to updated validation rules and classifications and system files will be visible here.

## Messages

The *Messages* summary contains a list of the most recent system messages. To read an individual message, click on the message subject.

To view all messages, click on the **View all messages** link. The *Messages* page will display all messages generated by AVS in relation to successful or unsuccessful validations and submissions.

From this screen, to **read** an individual message, click on the message **subject** and a new window will be displayed with the message detail. These messages will also have been emailed to you if you have opted to have AVS notifications. Note, you cannot prompt a message to be sent again.

Messages	
AVETMISS Validation Software Preliminary validation successful	Wed, 26/10/2016 14:06
AVETMISS Validation Software Preliminary validation successful	Wed, 26/10/2016 11:38
AVETMISS Validation Software Unsuccessful file validation	Tue, 25/10/2016 09:31
AVETMISS Validation Software Unsuccessful file validation	Mon, 24/10/2016 09:50
AVETMISS Validation Software Unsuccessful file validation	Mon, 24/10/2016 09:44

[View all messages](#)

Click **Back** to go back to the messages page.

# Read Message

[Home](#) / [Messages](#) / [Read Message](#)

**Subject:** AVETMISS Validation Software - Successful file validation  
**From:** AVETMISS Validation Software  
**Sent:** Thu, 07/06/2018 09:07

---

Date: Thu Jun 07/06/2018 09:07 ACST  
Subject: AVETMISS Validation Software - Successful file validation

Please do not reply as this is an automated email.

Dear |

The validation of your AVETMISS data files for NCVER (000) the VET Provider Collection 01/01/2018 - 30/06/2018 has been successful with the status 'Validated'.

Please note, that if you need to submit your data, the process is not yet complete. Please ensure all of the files are either sent to the appropriate reporting body (e.g a state training authority) or proceed to the Finalise Submission screen within AVS to submit

---

[Delete](#) [Back](#)

To delete messages, click the check box next to each message and click the **Delete** button. Once deleted the messages cannot be retrieved.

AVETMISS Validation Software      AVETMISS Validation Software - Successful file validation      Fri, 19/07/2013 12:05

Showing 1 to 10 of 10 record(s) |< < 1 > >|

---

**Delete**    Back

To return to the AVS home page, click on the AVETMISS validation software icon or click **Back**.



## Collections

The *Collections* summary displays your most recent validations and their status.

**Collections** [New Collection](#)

	Date	Type	Period	Status
<b>NCVER</b> Collection #VET-30	Wed, 26/10/2016 14:06	VET	Jan-Dec	Part validated
<b>NCVER</b> Collection #VET-26	Tue, 25/10/2016 09:31	VET	Jan-Dec	Error
<b>NCVER</b> Collection #VET-22	Thu, 13/10/2016 01:00	VET	Jan-Dec	Validated
<b>NCVER</b> Collection #VET-24	Thu, 13/10/2016 01:00	VET	Jan-Jun	Error
<b>NCVER</b> Collection #VET-29	Fri, 07/10/2016 12:21	VET	Jan-Sep	Error

[View all Collections](#)

You can also start a new collection from this window by clicking the **New Collection** button.

To view all collections, click on the **View all Collections** link.

For further details on collections, please refer to [Section 3 – Collections](#) of this user guide.

## Useful links

At the bottom of the AVS home page there are a number of useful links for your convenience.



NCVER	Tools	Support	Policies
Contact us	Register	AVETMISS compliance	Data access
		Help	Accessibility
			Privacy
			Conditions of use

- **Contact us** link takes you to an NCVER support contact details page including a hyperlink to AVETMISS support in your state or territory.
- **Register** links to the AVS registration guide.
- **AVETMISS compliance** link to an AVETMISS support web page containing fact sheets and resources to assist with AVETMISS compliance.
- **Help** links to the AVS help resources, for example the AVS user guide.
- **Data access** links to publications detailing NCVER data access protocols, policies and procedures.
- **Accessibility** links to an NCVER page containing NCVER’s accessibility policy.
- **Privacy** links to the NCVER privacy policy from the NCVER Portal.
- **Conditions of use** links to the standard NCVER conditions of use page on the NCVER Portal.



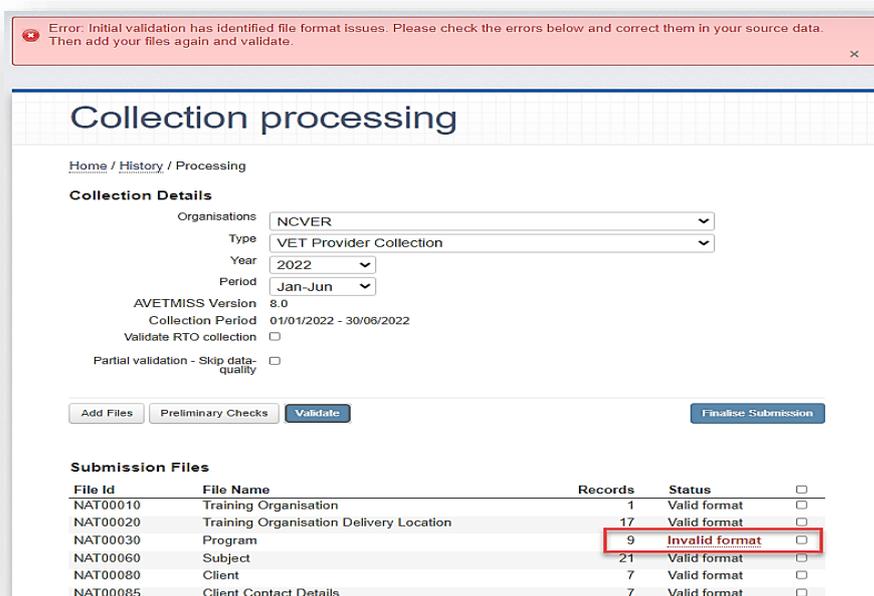
Validation of your data files occurs in two stages:

## Basic validation

Basic validation checks your AVETMISS files for correct file formatting. Those checks are:

- Record lengths: the minimum number of characters required for each line in the file. Error will appear as 'record too short'.
- Mandatory fields: ensures that they are not blank.
- Validity of field types: such as numbers, characters. Error will appear as 'illegal character'.

Once basic validation is complete, any formatting errors detected will be displayed in the *Status* column as Invalid Format against the impacted file. AVS will **not** proceed with full validation until all formatting errors are corrected.



In correcting basic validation errors (see [Section 3 – View/correct validation errors](#) for further information), you must ensure that:

- there are no short records
- all mandatory fields contain data
- there are no illegal characters.

Errors must be corrected **within your student management system** (refer to your SMS vendor for further assistance), new data files created, uploaded and revalidated in AVS.

If basic validation does not identify errors, AVS will automatically move to full validation.

Further details regarding file formatting are available in the [AVETMISS VET Provider Collection specifications: release 8.0.](#)

## Full validation

Full validation checks against the rules outlined in the relevant AVETMIS Standard, including:

- determined data values against reference tables
- data ranges
- file cross-reference checks
- record sequencing and dependencies
- complex business rules
- rules with tolerances applied.

Again, if errors are detected they must be corrected **within your student management system**, new data files created, uploaded and revalidated in AVS.

For assistance correcting full validation errors refer to NCVET fact sheets which are available via the [NCVER portal > RTO Hub or contact client support](#).

## Start a new collection

1. To begin validating a new collection, click on the **Collections** menu in the menu bar and select **New Collection**.

The *Collection Processing* screen will be displayed.

Note: A *New Collection* shortcut is also available from the Home page.

2. Select the parameters for the specific data being validated:
  - **Organisation:** your account may have more than one organisation linked to it. Select the organisation associated with the data you are validating.

Note: you **cannot** submit data if you have a self-registered email address.

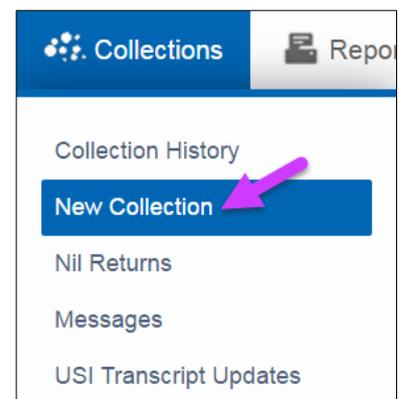
- **Type:** there are three collection types:
  - Apprentice and Trainee Collection
  - VET in Schools Collection
  - VET Provider Collection.

You will only be able to select the collection type associated with your organisation.

- **Year:** This relates to the year the data was collected in and may differ from the current calendar year. For example, if validating data collected in 2018 for the 2018 annual collection submitted in February 2019, select 2018.
- **Period:** RTOs with fee-for-service and/or Commonwealth-funded VET training activity have the option of submitting quarterly as well as annually to the National VET provider collection. To submit quarterly select the relevant quarter, for example **Jan–Mar**, or to submit data to the annual collection please select the collection period '**Jan–Dec**'.

**Note:** All RTOs must submit their annual data even if they have reported data quarterly. For more information see our [Quarterly Reporting fact sheet](#).

For state funded training activity, please contact the relevant STA for clarification on their reporting timeframes and requirements.



## Allow continuing outcomes for activity ending this year

*Allow continuing outcomes for activity ending this year* check box only appears when the **Jan–Dec** period is selected. *Allow continuing outcomes for activity ending this year* cannot be used when submitting to the annual **Jan–Dec** VET Provider collection.

**Please note:** This function is available as RTOs may need to use outcome *70 - continuing* for submissions to their STA prior to finalising their end of year data. Using this checkbox will result in a status of 'Part validated' to indicate that data has passed validation with exceptions but is not yet ready for end-of-year submission.

RTOs in receipt of state/territory funding, will need to confirm reporting frequency with the state/territory providing the funding. STA contact information is located via the [RTO Hub](#).

For apprentice and trainee data, the period will be one of the four quarterly options provided.

**Collection Details**

Organisations

Type

Year

Period

AVETMISS Version 8.0

Collection Period 01/01/2021 - 31/12/2021

Allow continuing outcomes for activity ending this year  Validations run with this checkbox ticked will result in a Status of 'Part-Validated' for successfully validated data.  
This checkbox must not be used when validating your final Jan-Dec submission.

## Enforce collection period dates

If your data are submitted to a third-party agency e.g. a state training authority, who forwards that data to NCVER, they may require you to submit the data as it was at the end of that quarterly period. For example, if you're submitting to the Jan-Mar collection, they may want to see your data as it was on the 31 March. If this is the case, you can use the *Enforce collection period dates* check box (pictured) to identify and prevent any activity that commenced after 31 March from being included in your data. This is unchecked by default.

**Collection Details**

Organisations:

Type:

Year:

Period:

AVETMISS Version: 8.0

Collection Period: 01/01/2022 - 31/03/2022

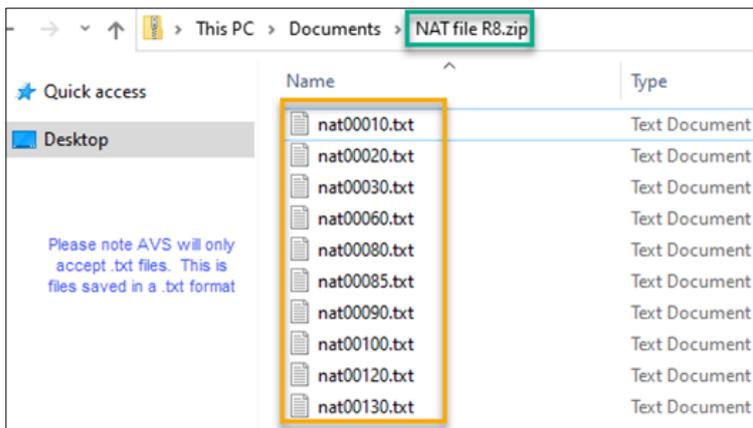
Enforce collection period dates

Ticking this box will mean that validation rules 3211 and 3242 will run as errors - instead of warnings - more easily highlighting records that start after the collection period end date. Please contact the agency you are submitting to and confirm their requirements.

3. Click **Add Files**.
4. A browser box will open.
5. Browse your directory for the folder in which your files are located - i.e. the location to which you saved the files exported from your student management system (e.g. downloads folder). Select (all) the files you wish to add.

If the files are located in a ZIP file, the ZIP file folder can be selected.

Please note that AVS will only accept data saved in .txt format.



6. Click the **Open** button. The selected files will be displayed in AVS.

Filename	Size	Progress
NAT file R8.zip	4 kb	<div style="width: 100%;"></div>

Submission Files

7. If you wish to change any of the files in your file selection, repeat steps 3 and 4, selecting ALL the data files you wish to validate. This will overwrite the original files you selected.

- Click the **Upload Files** button to upload your AVETMISS data in .txt format. **Do not** rename the files as AVS will not accept them, for example a file renamed from NAT000130.txt to NAT000130(1).txt would be removed when uploading.

Home / History / Processing

### Collection Details

Organisations: NCVER  
 Type: VET Provider Collection  
 Year: 2021  
 Period: Jan-Dec  
 AVETMISS Version: 8.0  
 Collection Period: 01/01/2021 - 31/12/2021

Allow continuing outcomes for activity ending this year

Buttons: Add Files, **Upload Files**, Preliminary Checks, Validate, Finalise Submission

Filename	Size	Progress
NAT file R8.zip	4 kb	<div style="width: 100%;"></div>

AVS will begin uploading the files. The *Collection Processing* screen will be greyed out and a message will appear warning you not to navigate away from the screen when the files are being uploaded.

You can see the progress of the upload by viewing the progress bars on the screen.

## Collection Processing

Home / History / Processing

### Collection Details

Organisations: Provider 1  
 Type: VET  
 Year: 2021  
 Period: Ann  
 AVETMISS Version: 7.0  
 Collection Period: 01/01/2021 - 31/12/2021

Buttons: Add Files, Preliminary Checks, Validate, Finalise Submission

Filename	Size	Progress
NAT00130.txt		<div style="width: 100%;"></div>
NAT00005.txt		<div style="width: 100%;"></div>
NAT00010.txt		<div style="width: 100%;"></div>
NAT00020.txt	7 kB	<div style="width: 100%;"></div>
NAT00030.txt	7 kB	<div style="width: 100%;"></div>
NAT00060.txt	3 kB	<div style="width: 100%;"></div>
NAT00080.txt	1 kB	<div style="width: 100%;"></div>
NAT00085.txt	2 kB	<div style="width: 100%;"></div>
NAT00090.txt	292 b	<div style="width: 100%;"></div>
NAT00100.txt	269 b	<div style="width: 100%;"></div>
NAT00120.txt	3 kB	<div style="width: 100%;"></div>

Buttons: Add Files, Preliminary Checks, Validate, Finalise Submission

Once all files have been uploaded, your screen will no longer be greyed out. The files will be displayed beneath the *Submission Files* section with a status of *Uploaded*. **Note** – if any files are missing, AVS will display a status of 'Not Found' and an error will appear at the top of the screen. AVS will not validate unless all mandatory data files are present.

**Collection Details**

Organisations: Test RTO  
 Type: VET Provider Collection  
 Year: 2019  
 Period: Jan-Mar  
 AVETMISS Version: 8.0  
 Collection Period: 01/01/2019 - 31/03/2019

Enforce collection period dates

Add Files Preliminary Checks **Validate** Finalise Submission

**Submission Files**

File Id	File Name	Records	Status
NAT00010	Training Organisation	-	Uploaded
NAT00020	Training Organisation Delivery Location	-	Uploaded
NAT00030	Program	-	Uploaded
NAT00060	Subject	-	Uploaded
NAT00080	Client	-	Uploaded
NAT00085	Client Contact Details	-	Uploaded
NAT00090	Disability	-	Uploaded
NAT00100	Prior Educational Achievement	-	Uploaded
NAT00120	Training Activity	-	Uploaded
NAT00130	Program Completed	-	Uploaded

Export Summary Export Details Export AVS Rules Remove Selected

**Error: The following mandatory files are missing: NAT00010. Please add these file(s) before commencing validation**

**Submission Files**

File Id	File Name	Records	Status
NAT00010	Training Organisation	-	Not found
NAT00020	Training Organisation Delivery Location	2	Unable to validate
NAT00030	Program	2	Unable to

- If you wish to delete any of the uploaded files, select the checkbox next to the file you wish to delete and click **Remove Selected**.
- A box will appear asking you to confirm that you want to remove files. Click **Yes**
- When you have added all your files and all files have the *Uploaded* status, click the **Validate** button.

**Confirmation Required.**

Are you sure you want to remove files?

Yes No

AVS will display the status of *Queued* until NCVER's server is free to start validating your data files at which time the status will change to *Validating*.

You can safely sign out of AVS when a status of *Queued* or *Validating* is shown as the process occurs on NCVER's server. At this point your data may contain errors or warnings. You will need to correct any errors in your student management system so that you can submit.

If your data did not contain any errors, the status for each file in AVS will reflect *Validated*. The **Finalise Submission** button will also be activated (see [submitting data under Section 3](#) for more details).

- Once full validation has been completed AVS will send an email confirming whether your data was validated successfully (or unsuccessfully if it contained errors).

## Collection processing

[Home](#) / [History](#) / Processing

**Collection Details**

Organisations:

Type:

Year:

Period:

AVETMISS Version: 8.0

Collection Period: 01/01/2021 - 31/12/2021

Allow continuing outcomes for activity ending this year:

**Submission Files**

File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	1	Validated	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	17	Validated	<input type="checkbox"/>
NAT00030	Program	9	Validated	<input type="checkbox"/>
NAT00060	Subject	21	Validated	<input type="checkbox"/>
NAT00080	Client	7	Validated	<input type="checkbox"/>
NAT00085	Client Contact Details	7	Validated	<input type="checkbox"/>
NAT00090	Disability	2	Validated	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	3	Validated	<input type="checkbox"/>
NAT00120	Training Activity	22	Validated	<input type="checkbox"/>
NAT00130	Program Completed	4	Validated	<input type="checkbox"/>

### View/correct validation errors

AVS may detect errors in your data during basic or full validation.

This functionality allows users to view error and warning detail summaries by file, error type and error codes that have been returned as a result of validating data files.

**All errors** (and warnings where possible) must be corrected in your student management system, new AVETMISS data files created and uploaded into AVS for validation.

Data cannot be submitted to a national VET collection if it contains errors.

If any files contain errors during validation the status will change to **Error** for those files. The *Collection error/warning summary* screen will also display a count of how many errors and warnings exist against each data file.

#### Basic validation error

Files that fail basic validation will have a status of Error while the remaining files will appear as 'Unable to validate'; they are unable to proceed to the next level of validation until the Error is rectified.

- To establish why the files are failing click on **Invalid format** in the status column this will provide further details as to what needs to be in the SMS, for example file too short.

File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	1	Valid format	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	17	Valid format	<input type="checkbox"/>
NAT00030	Program	9	Invalid format	<input type="checkbox"/>
NAT00060	Subject	21	Valid format	<input type="checkbox"/>
NAT00080	Client	7	Valid format	<input type="checkbox"/>
NAT00085	Client Contact Details	7	Valid format	<input type="checkbox"/>

- Click on the number in the Count column for further details.

## Collection error/warning summary

Home / History / Processing / Error-Warning Summary

Organisation : NCVET VET      AVETMISS Version : 7.0  
 Type : VET      Period Start : 01 Jan 2017  
 Year : 2017      Period End : 31 Dec 2017  
 Period : Jan-Dec

**NAT00060 - Subject**

**Validation Checks**

Records per page 10

Type	Code	Description	Count
Error	2106	Record length is too short for file	24

Total Count : 24

Showing 1 to 1 of 1 record(s) < < 1 of 1 > >

RTOs may need to refer to their SMS vendor for assistance to fix these errors.

### Full validation errors

- Click on the **Error** in the Status column to view the summary of errors (and warnings) for that individual file type.

The bold and underlined status of **Validated** means the file has validated successfully but contains **warnings**. Users should review all warnings prior to submitting their data. Data may be submitted with warnings, however, you are required to sign a declaration stating, *'I am hereby authorised to submit data on behalf of this organisation and to the best of my knowledge the data contained in these files is true and correct.'* This includes acknowledging validation warnings. The USI office may follow up for non-compliance where a submission contains too many blank USIs .

Submission Files				
File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	1	Validated	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	17	Validated	<input type="checkbox"/>
NAT00030	Program	9	<b><u>Validated</u></b>	<input type="checkbox"/>
NAT00060	Subject	21	Validated	<input type="checkbox"/>
NAT00080	Client	7	Validated	<input type="checkbox"/>
NAT00085	Client Contact Details	7	Validated	<input type="checkbox"/>
NAT00090	Disability	2	Validated	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	3	Validated	<input type="checkbox"/>
NAT00120	Training Activity	22	<b>Error</b>	<input type="checkbox"/>
NAT00130	Program Completed	4	<b>Error</b>	<input type="checkbox"/>

**Note:** Warning: Record for this Client Identifier contains publicly funded data. Please be aware that this data must be submitted via your state training authority and cannot be submitted via AVS.

This warning will prevent users from submitting. NCVET does not accept publicly funded data.

- The *Collection error/warning summary* screen will be displayed. This screen displays the different errors/warnings associated with the file. Errors are sorted by code number and a description indicates the reason for the error occurring. To obtain further information about an error/warning, click on the *number* in the Count column.

## Collection error/warning summary

[Home](#) / [History](#) / [Processing](#) / Error-Warning Summary

Organisation : NCVER VET  
 Type : VET  
 Year : 2021  
 Period : Jan-Dec

AVETMISS Version : 8.0  
 Period Start : 01 Jan 2021  
 Period End : 31 Dec 2021

**NAT00130 - Program Completed**

**Validation Checks**

Records per page

Type	Code	Description	Count
Error	3241	Date program completed must be between 01/01/1900 and 31/12/9999	2

Total Count : 2

## Collection error groupings

[Home](#) / [History](#) / [Processing](#) / [Error-Warning Summary](#) / Error Groupings

Organisation : NCVER VET  
 Type : VET  
 Year : 2021  
 Period : Jan-Dec

AVETMISS Version : 8.0  
 Period Start : 01 Jan 2021  
 Period End : 31 Dec 2021

**NAT00130 - Program Completed**

Records per page

Error | 3241 | Date Program Completed

Description	Count
Date program completed (99992018) must be between 01/01/1900 and 31/12/9999	2

Total Count : 2

- If the error you are viewing can be grouped by error value, the *Collection Error Groupings* screen will be displayed. Here you can quickly identify errors that may affect multiple records. Click on the error number in the Count column to obtain error details for individual records.

# Collection error details

[Home](#) / [History](#) / [Processing](#) / [Error-Warning Summary](#) / [Error Groupings](#) / [Error Details](#)

Organisation : Test RTO  
 Type : VET  
 Year : 2019  
 Period : Jan-Mar

AVETMISS Version : 8.0  
 Period Start : 01 Jan 2019  
 Period End : 31 Mar 2019

**NAT00130 - Program Completed** Records per page

Error | 3241 | Date Program Completed | Date Program Completed (@@@@2018) must be between 01/01/1900 and 31/12/9999

Program Identifier	Client Identifier
FNB40401	CLIENT005

Total Count : 1

Showing 1 to 1 of 1 record(s)

The *Collection error details* screen will be displayed. This screen provides details about the individual error and the description field explains why the error occurred. The errors must be corrected **within your student management system**.

### AVS business rules

A list of the warnings and errors by file and field is available for export (in excel format) from the *Collection processing* screen – select the **Export AVS Rules** button located at the bottom of the screen (see screen shot below). You can search/filter this document to find specific warning and/or error details.

## Error and Summary reports

At each level of viewing errors, an *Export Details* (green) and Export Summary (yellow) report can be produced. These reports contain the same information available on the screen and can be helpful in identifying where errors occur in your student management system.

**Export type**

CSV     PDF

Export    Cancel

**NAT00120 - Training Activity**

Validation Checks

Records per page: 10

Type	Code	Description	Count
Error	3212	Activity Start Date must not be more than 5 years before the Collection Period Start Date	9
Error	4685	Specific Funding Identifier must be a valid value if Funding Source - National is 13	10
Warning	3214	Activity End Date must not be before the Collection Period Start Date	22
Warning	4739	It is expected that Outcome identifier - national should not be 85 when Activity end date is prior to the collection period end date. This warning may be ignored if this is activity which did not occur but cannot be removed from your submission.	1
Warning	4758	Reported Subject identifier has never been listed as an approved scope item for this training organisation on TGA. Please disregard this warning if you formerly had this item on your scope but it has since been superseded, or if this subject is delivered as an elective in a program where it meets the training package rules. Queries about what is included on your scope should be directed to your regulator.	19

Total Count : 61

Showing 1 to 5 of 5 record(s)

Export Summary    Export Details

## Summary report

To view a *Summary Report*:

1. Click on the **Export Summary** button (yellow).

## Collection processing

[Home](#) / [History](#) / Processing

**Collection Details**

Organisations: NCVER

Type: VET Provider Collection

Year: 2021

Period: Jan-Dec

AVETMISS Version: 8.0

Collection Period: 01/01/2021 - 31/12/2021

Allow continuing outcomes for activity ending this year:

Add Files    Preliminary Checks    Validate    Finalise Submission

**Submission Files**

File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	1	Validated	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	17	Validated	<input type="checkbox"/>
NAT00030	Program	9	Validated	<input type="checkbox"/>
NAT00060	Subject	21	Validated	<input type="checkbox"/>
NAT00080	Client	7	Validated	<input type="checkbox"/>
NAT00085	Client Contact Details	7	Validated	<input type="checkbox"/>
NAT00090	Disability	2	Validated	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	3	Validated	<input type="checkbox"/>
NAT00120	Training Activity	22	Error	<input type="checkbox"/>
NAT00130	Program Completed	4	Error	<input type="checkbox"/>

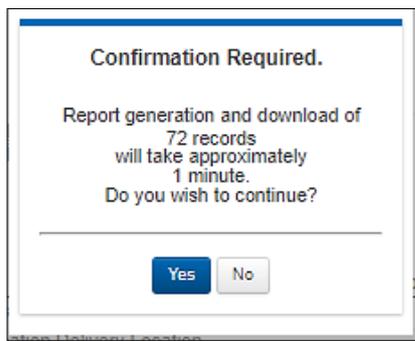
Export Summary    Export Details    Export AVS Rules    Export Quality Checks    View Reports    Remove Selected

2. A pop-up window will display confirming which format to view your report (CSV or PDF).
3. Select the preferred format and click **Export**.
4. The Summary report will be saved to your PC as <ValidationErrorSummaryReport>.

## Details report

To view a *Details Report*:

1. Click on the **Export Details** button (green).
2. A pop-up window may display confirming you wish to proceed.
3. The report will be saved to your PC as <detailedReport> in CSV format only.



## Preliminary checks

Preliminary checks can be used when you need to validate data files but do not want to apply all of the validation rules. By selecting preliminary checks – you are able to validate data that is incomplete (for example does not yet have an activity start date).

RTOs reporting state managed AVETMISS data may need to apply certain preliminary checks when validating in AVS. Please contact your STA to confirm which ones you are required to select.

The preliminary checks allow you to omit the following rules:

### All collections

Omit data cross reference checks.

### VET & VET in school's collections only

Preliminary Data Checks	
<input type="checkbox"/>	<b>Preliminary Check</b>
<input type="checkbox"/>	Omit data cross reference checks
<input type="checkbox"/>	Exclude all validations for NAT00030
<input type="checkbox"/>	Exclude all validations for NAT00030A
<input type="checkbox"/>	Exclude all validations for NAT00060
<input type="checkbox"/>	Exclude all validations relating to Activity End Date on NAT00120
<input type="checkbox"/>	Exclude all validations relating to Activity Start Date on NAT00120
<input type="checkbox"/>	Exclude all validations relating to Apprenticeships on NAT00120
<input type="checkbox"/>	Exclude validations relating to Outcome Identifier - National on NAT00120
<input type="checkbox"/>	Exclude validations relating to Blank Outcome Identifier - National on NAT00120

## How to use Preliminary Checks

- At the *Collection Processing* screen (after adding and uploading your files) the **Preliminary Checks** button becomes active. By default, preliminary checks are set to **Off**. To turn on Preliminary Checks, click on the **Preliminary Checks** button and the list of available exclusions become visible.

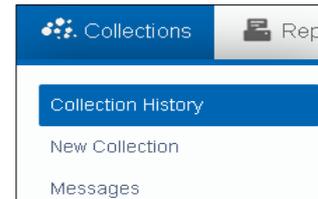
Submission Files				
File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	1	Validated	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	10	Validated	<input type="checkbox"/>
NAT00030	Program	8	Validated	<input type="checkbox"/>
NAT00060	Subject	12	Validated	<input type="checkbox"/>
NAT00080	Client	7	Validated	<input type="checkbox"/>
NAT00085	Client Postal Details	7	Validated	<input type="checkbox"/>
NAT00090	Disability	2	Validated	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	3	Validated	<input type="checkbox"/>
NAT00120	Enrolment	13	Part validated	<input type="checkbox"/>
NAT00130	Program Completed	4	Validated	<input type="checkbox"/>

Click the checkbox(s) to apply the selected exclusions.

- Now click the **Validate** button. AVS will validate your data ignoring the selected validation rules. Any data files validated that include a preliminary check will display a status of **Part validated**.

Any files that contain errors will still display a status of **Error**.

- To change or remove any preliminary checks, check or uncheck the box next to the applicable preliminary check and click **Validate** again. The **Validate** button will only be enabled if you make a change to the preliminary checks.



If you wish to validate a different set of data files, click **Add Files** to begin the process of adding and uploading a new data file set.

If you make a change to your preliminary checks settings and navigate away from the Collection processing screen before validating, a message will be displayed warning you that changes to preliminary checks will not be saved. Changes to preliminary checks will be saved only after clicking the **Validate** button. Similarly, any error details or summary reports you export after making a change to preliminary checks will only reflect the changes after validating with the new settings.

*Preliminary checks* will need to be selected each time the period is changed.

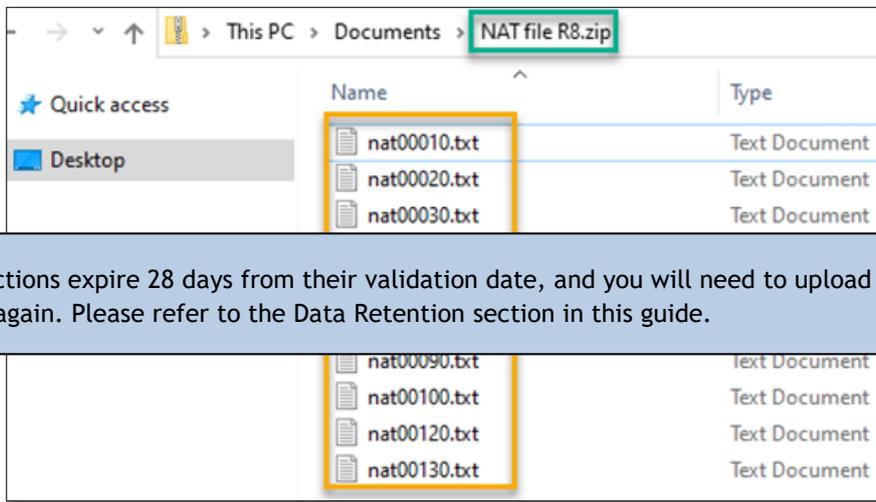
Part validated files cannot be submitted direct to NCVET.

### Re-validating data files

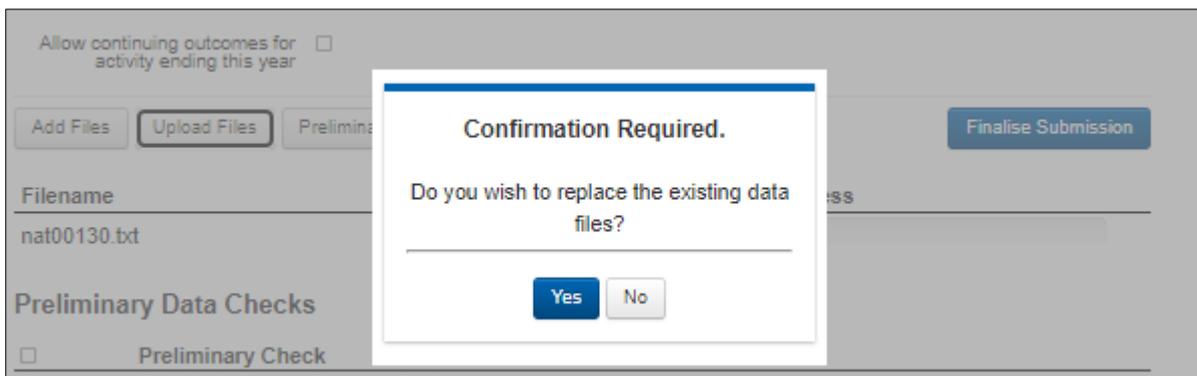
Once data file errors identified in a previous validation have been corrected, in your student management system, you will need to upload the corrected files and repeat the validation process.

- Click on the **Collections** menu button and select **Collection History**.

This screen contains a list of your previous validations and submissions and their status.



2. Select the collection you wish to re-validate by clicking on the appropriate line in the *Collection History* screen. **Do not tick the box** - this is used when wishing to reset a collection from the history record.
3. From the Collection Processing screen now showing, click **Add Files**.
4. Browse the directory for the folder in which your files are located and select the *corrected* files you wish to add. You can also add a zip file.
5. Click the **Open** button.
  
6. Click **Upload Files**.
7. Select **Yes** to replace existing file.



AVS will overwrite the old version of the files with the new files. The Status will be displayed as **Uploaded** for the new data files.

You can upload files individually if required, such as corrected files. Files which are not replaced will retain their original status of **Validated**.

- When all the newly added files have the **Uploaded** status, click the **Validate** button.

Validation will begin on the full set of NAT files. You will need to repeat this process until AVS shows a status of **Validated** against all files.

Submission Files				
File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	1	Validated	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	17	Validated	<input type="checkbox"/>
NAT00030	Program	9	Validated	<input type="checkbox"/>
NAT00060	Subject	21	Validated	<input type="checkbox"/>
NAT00080	Client	7	Validated	<input type="checkbox"/>
NAT00085	Client Contact Details	7	Validated	<input type="checkbox"/>
NAT00090	Disability	2	Validated	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	3	Validated	<input type="checkbox"/>
NAT00120	Training Activity	22	Validated	<input type="checkbox"/>
NAT00130	Program Completed	4	Validated	<input type="checkbox"/>

## Submitting data

### Submission and sign off

You can only submit fee-for-service data direct to NCVET, if your data contains publicly funded (states funded) activity you must submit this direct to your funding body. Submissions can only be made when the collection window is open, for all submission dates refer to our Quarterly Reporting fact sheet

- Once all data has validated error free, click the **Finalise Submission** button in the *Collection Processing* screen.

**Please note** on submission, any previously submitted data files for the same period will be overwritten.

### Collection processing

[Home](#) / [History](#) / Processing

**Collection Details**

Organisations:

Type:

Year:

Period:

AVETMISS Version: 3.0

Collection Period: 01/01/2021 - 31/12/2021

Allow continuing outcomes for activity ending this year

**Submission Files**

File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	1	Validated	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	17	Validated	<input type="checkbox"/>
NAT00030	Program	9	Validated	<input type="checkbox"/>
NAT00060	Subject	21	Validated	<input type="checkbox"/>
NAT00080	Client	7	Validated	<input type="checkbox"/>
NAT00085	Client Contact Details	7	Validated	<input type="checkbox"/>
NAT00090	Disability	2	Validated	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	3	Validated	<input type="checkbox"/>
NAT00120	Training Activity	22	Validated	<input type="checkbox"/>
NAT00130	Program Completed	4	Validated	<input type="checkbox"/>

- The *Finalise Submission* screen will display a summary of the training activity for the specified collection period.

## Finalise Submission

[Home](#) / [History](#) / [Processing](#) / Finalise Submission

Please find below the data reported by your organisation for the VET Provider Collection, 2021.

Description	Count										
Number of Program Enrolments	18										
Number of Programs Completed reported in this submission	2021 0										
	2020 0										
	Total 4										
Number of Subject Enrolments	22										
Number of Students	7										
<table border="1"> <thead> <tr> <th>Gender</th> <th>Unique student identifier</th> </tr> </thead> <tbody> <tr> <td>Female 2</td> <td>Valid USIs 0</td> </tr> <tr> <td>Male 5</td> <td>Invalid USIs 0</td> </tr> <tr> <td>Not stated/Other 0</td> <td>Blank USIs* 0</td> </tr> <tr> <td></td> <td>INDIV 7</td> </tr> </tbody> </table>		Gender	Unique student identifier	Female 2	Valid USIs 0	Male 5	Invalid USIs 0	Not stated/Other 0	Blank USIs* 0		INDIV 7
Gender	Unique student identifier										
Female 2	Valid USIs 0										
Male 5	Invalid USIs 0										
Not stated/Other 0	Blank USIs* 0										
	INDIV 7										

\* Blank USI count may include records not required to have a USI e.g. non-nationally recognised training

- You will need to comply with the *National VET Data Policy (schedule 2)* which requires you to sign a declaration of understanding and a VET Data Use Statement. To do this, click the check boxes that state, *'I am hereby authorised to submit data on behalf of this organisation and to the best of my knowledge the data contained in these files is true and correct.'* and *'I have read the VET Data Use Statement and RTO Declaration and Understanding and Information provided about NCVER's scope of reporting.'* Ensure the Name and Position in your organisation fields are completed. This will

Comment: 2000 characters remaining

[Save As](#)

I am hereby authorised to submit data on behalf of this organisation and to the best of my knowledge the data contained in these files is true and correct.

I have read the [VET Data Use Statement and RTO Declaration and Understanding](#) and information provided about NCVER's scope of reporting.

First name:  Last name:  Position in organisation:

Information entered into the fields above are used to populate the RTO Declaration and Understanding notice, as required by the National VET Data Policy ([www.dese.gov.au/national-vet-data/national-vet-data-policy](http://www.dese.gov.au/national-vet-data/national-vet-data-policy)).

A report of submissions will be provided to the registered training organisation's registration enquiries contact as listed on the National Register for VET in Australia ([www.training.gov.au](http://www.training.gov.au)).

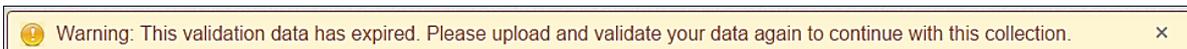
enable the **Submit** button.

- Click **Submit**. This will send your data files directly to NCVER. Student names will be automatically encrypted as part of the submission process.
- An email will be sent to your Primary Contact and the user who logged in and made the submission acknowledging successful submission of data files.

## Data retention

To comply with the Australian Privacy Act, 1988 and the Australian Privacy Principles (APPs), which stipulate that data should be deleted when no longer required; data stored in the AVETMISS Validation Software (AVS) will automatically be deleted after **28** days.

If you are trying to access past validations processed over 28 days prior to your last upload, the following warning message will appear:



You will not be able to see *Error Details* associated with expired validations, nor proceed with finalising your submission. However, you will be able to export a Collection Processing Summary Report from the *Collection Processing* screen via the **Export Summary** button.

The validation history will remain listed on the *Collection History* screen. Data which has *already been submitted* via AVS is securely stored by NCVET, even if it is no longer on the AVS server.

File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	7	Error	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	8	Error	<input type="checkbox"/>
NAT00030	Program	60	Error	<input type="checkbox"/>
NAT00060	Subject	403	Error	<input type="checkbox"/>
NAT00080	Client	6936	Error	<input type="checkbox"/>
NAT00085	Client Postal Details	6936	Error	<input type="checkbox"/>
NAT00090	Disability	328	Error	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	4942	Error	<input type="checkbox"/>
NAT00120	Enrolment	82199	Error	<input type="checkbox"/>
NAT00130	Program Completed	8264	Error	<input type="checkbox"/>

As data is encrypted upon submission it is not possible to export submitted data for individual RTOs. We highly recommend that you save a copy of your fully validated AVETMISS files to your PC in case you ever need to access them.

**API users** – please refer to your SMS vendor for how your AVETMISS files are saved should you need to access them.

# Section 4 – Nil Returns

## Overview

A Nil Return is a declaration of zero nationally accredited training activity. It can only be submitted for an annual collection.

All RTOs are required to report their nationally accredited training activity (AVETMISS data). If your RTO did not deliver any nationally accredited training during a calendar year, you will need to provide a Nil Return. Nil Returns can only be submitted during the annual collection window period.

A Nil Return can be submitted by an authorised representative, of your RTO, via the AVETMISS Validation Software (AVS). After a Nil Return has been successfully submitted no further action is required by you – you will have met your AVETMISS reporting requirements. NCVER will notify the appropriate registering body of your Nil Return.

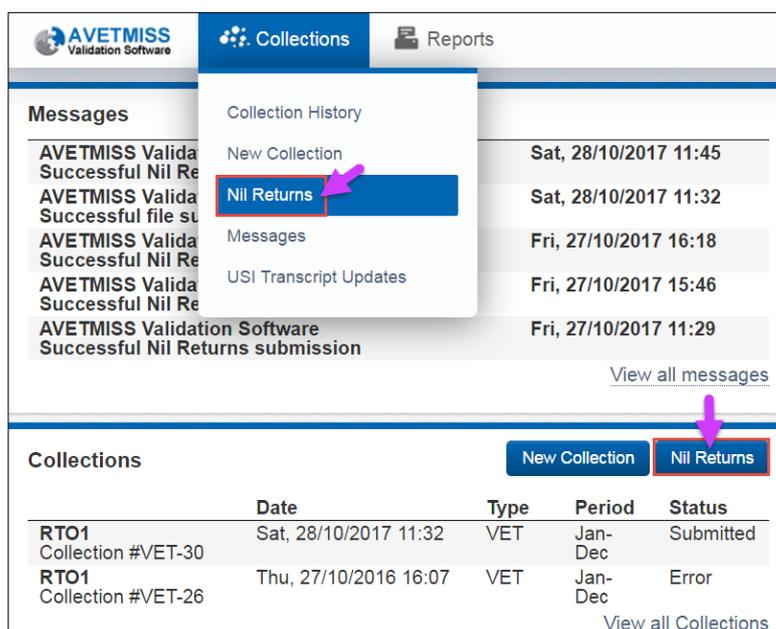
Do not submit a Nil return to NCVER if you have submitted data for funded activity to a state training authority.

## How to submit a Nil Return

To submit a Nil Return, you will need to ensure you have the correct user role(s), such as Data Submitter, Organisation Administrator or Primary Contact. If you do not have the necessary access, the registered Organisation Administrator or Primary Contact can assign you the required role(s). For details on how to assign roles please refer to the Registration (Section 2) of the user guide.

1. Go to the AVS Sign In page via <https://avs.ncver.edu.au> and enter your login details.
2. Select the blue **Nil Returns** button on the homepage or select **Nil Returns** from the *Collections* drop down menu located at the top left-hand side of the screen. This will bring you to the Nil Returns screen.

**Note:** If you do not have the Nil Return option(s) then you do not have, the correct user access.



The screenshot shows the AVETMISS Validation Software interface. At the top, there are navigation tabs for 'Collections' and 'Reports'. A dropdown menu is open under 'Collections', with 'Nil Returns' highlighted in blue and a pink arrow pointing to it. Below the dropdown, there is a 'Messages' section with a list of messages and a 'View all messages' link. At the bottom, there is a 'Collections' table with columns for 'Date', 'Type', 'Period', and 'Status'. A pink arrow points to the 'Nil Returns' button in the top right of the 'Collections' section.

	Date	Type	Period	Status
RTO1 Collection #VET-30	Sat, 28/10/2017 11:32	VET	Jan-Dec	Submitted
RTO1 Collection #VET-26	Thu, 27/10/2016 16:07	VET	Jan-Dec	Error

3. Your organisation name will appear. If you report for multiple organisations, select the relevant organisation for which you are reporting a Nil Return.
4. Select VET Provider Collection.
5. Select the year during which your RTO delivered no nationally accredited VET activity (the open collection period).
6. Select the collection period. Please note that you will only be able to submit a Nil Return for current/open collection periods. For example: if the Jan–Dec 2018 AVETMISS collection is open you cannot submit a nil return for the 2019 AVETMISS collection.

7. Read the conditions and tick the box declaring no activity was delivered by your RTO and you understand that NCVER will be storing this information and passing it on to your registering body.

Note: a confirmation email will be sent to the CEO of your RTO notifying them that a Nil Return has been submitted.

8. Update the Position in Organisation details.
9. Select **Submit**.

The following message will appear to advise the Nil Return has been successfully submitted:



A confirmation email will be sent to your associated inbox and NCVER will notify your registering body.

You have now completed your AVETMISS reporting requirements.

Nil Returns can only be submitted during the annual collection, they cannot submit during the quarterly collection periods.

## Nil Returns and past or future AVETMISS collections

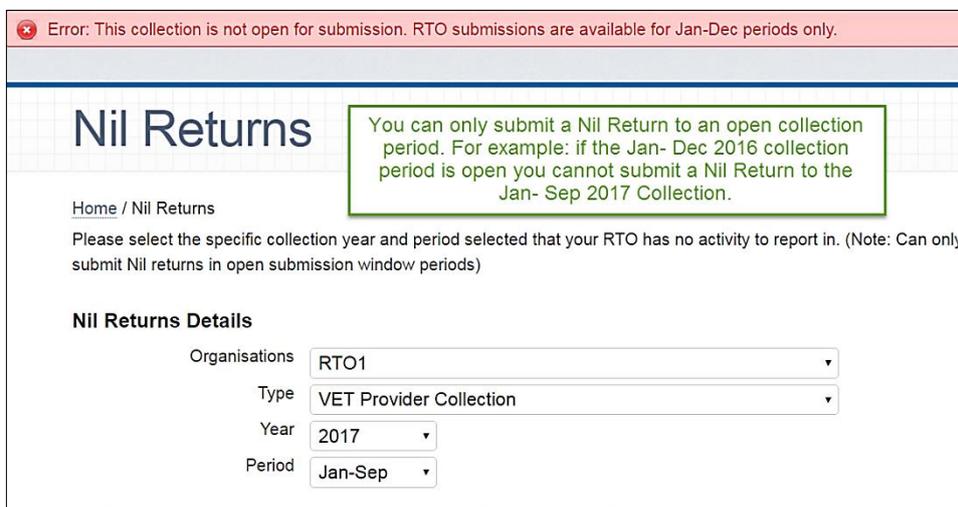
It is only possible to submit a Nil Return to an open annual collection period

For example, if the Jan–Dec 2019 VET Provider Collection is currently open you will not be able to submit a Nil Return to the Jan–Dec 2018 VET Provider Collection because the 2018 collection has closed and vice versa.

Similarly, you cannot submit a Nil Return for a future collection period (unless your RTO is closing, and an arrangement has been made to submit a nil return outside of the annual collection).

If you try to submit a Nil Return to a future collection period or when a collection is not open, you will get an error message at the top of your screen:

You cannot submit a Nil Return for a quarterly collection.

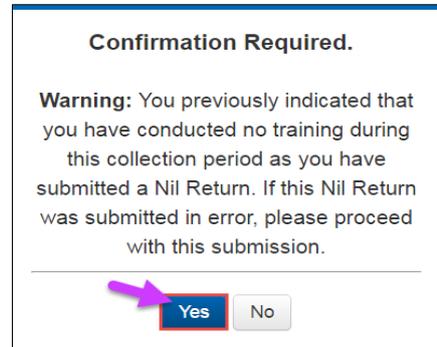


The screenshot shows a web application interface for submitting Nil Returns. At the top, a red error banner reads: "Error: This collection is not open for submission. RTO submissions are available for Jan-Dec periods only." Below this, the page title is "Nil Returns". A green callout box contains the text: "You can only submit a Nil Return to an open collection period. For example: if the Jan- Dec 2016 collection period is open you cannot submit a Nil Return to the Jan- Sep 2017 Collection." The breadcrumb "Home / Nil Returns" is visible. Below it, a note states: "Please select the specific collection year and period selected that your RTO has no activity to report in. (Note: Can only submit Nil returns in open submission window periods)". The "Nil Returns Details" section contains four dropdown menus: "Organisations" (RTO1), "Type" (VET Provider Collection), "Year" (2017), and "Period" (Jan-Sep).

## Nil Returns submitted in error

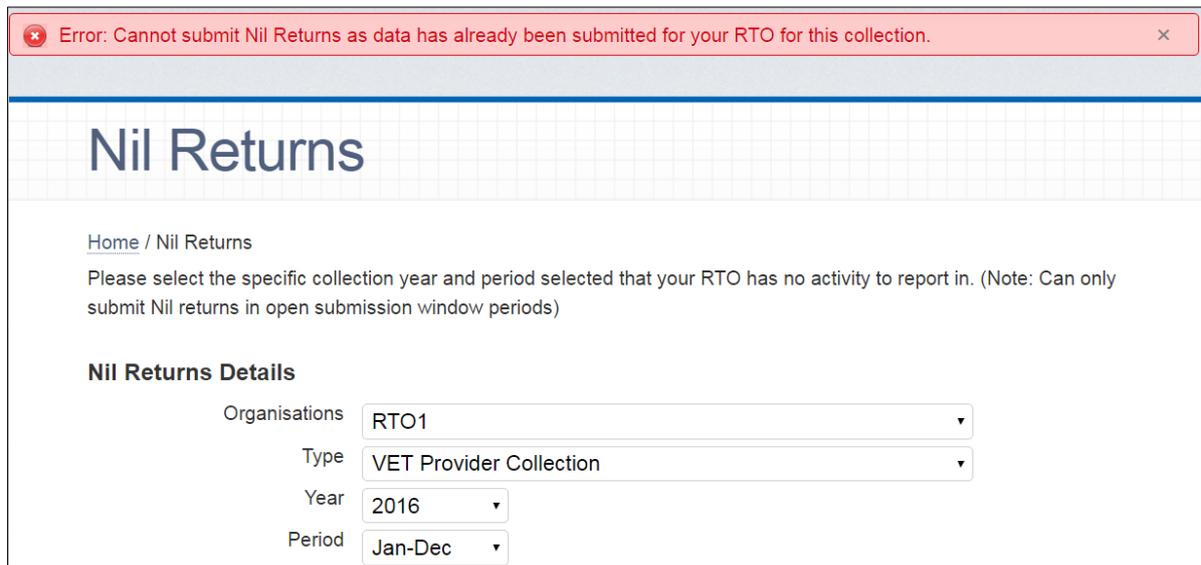
If a Nil Return was submitted in error, you can still submit AVETMISS data for the same collection period, but only whilst the collection window is still open.

1. Follow the normal AVS validation and submission process. Your AVETMISS data submission will override the Nil Return. Where applicable, your registering body will be notified accordingly.
2. Before you can submit, a pop-up window will appear asking you to confirm that you do in fact want to submit, as you had previously indicated your RTO did not deliver any training activity by submitting a Nil Return. If you wish to proceed with the AVETMISS submission select **Yes**, but if you do not want to complete the submission select **No** – this will cancel the submission.



## Nil Returns and submitted data

Once data has been submitted to NCVET for a collection period you **cannot** submit a Nil Return to the same collection. If you try to do so you will get an error message at the top of your screen and will not be able to proceed.



# Section 5 – USI transcript updates

## Overview

NCVER provide the nationally recognised training information (training appearing on the national training register ([www.training.gov.au](http://www.training.gov.au))) for the USI transcript service. Data is collected via AVETMISS submissions from registered training organisations (RTOs), state training authorities (STAs) and board of studies (BoS). The USI transcript contains AVETMISS training activity data submitted to the National VET Provider Collection from 1 January 2015 onwards.

The USI Transcript Update Tool within AVS allows you to manually update USI transcripts for your clients. Updates may be required if the data had previously been submitted incorrectly or submitted without a USI.

Only nationally recognised training that appears on [www.training.gov.au](http://www.training.gov.au) can be added via the USI transcript update tool.

By enabling RTOs to submit USI transcript updates through AVS, you can ensure that your clients' USI transcripts are accurate. An email will be sent to the user submitting the changes as well as the Primary Contact, usually within 3 days after update(s) have been submitted. The RTO should notify the client that the update has been successful.

The relevant Boards of Study or STA will be able to access a copy of the updates if the training activity is either VET in schools or government funded.

For privacy reasons, an RTO can only update a USI transcript for their own clients studying at their RTO. NCVER's privacy policy is available at <https://www.ncver.edu.au/policies/privacy>.

All USI transcript updates submitted via AVS will need to be replicated in your RTO's student management system (SMS) to ensure that the data is not overwritten in future AVETMISS data submissions and that your internal data is consistent with the USI transcript.

As quarterly reporting is open to all RTOs, the USI Transcript Update Tool can only be used to add and correct data from previous collection years. Additions and corrections to data in the current collection year must be made via quarterly reporting. The ability to delete data is unaffected and users can still do this [at any time](#) for any collection year.

**Important:** Additions and amendments cannot be made via the USI transcript update tool for activity completed in the current collection year.

## Access

In order to update a USI transcript, RTOs must have a *Registered AVS* account (this also applies to RTOs who submit data directly to their STA) and users must have the role of Data Submitter, Organisation Administrator or Primary Contact. For information on AVS user roles see the Section 7 – Admin.

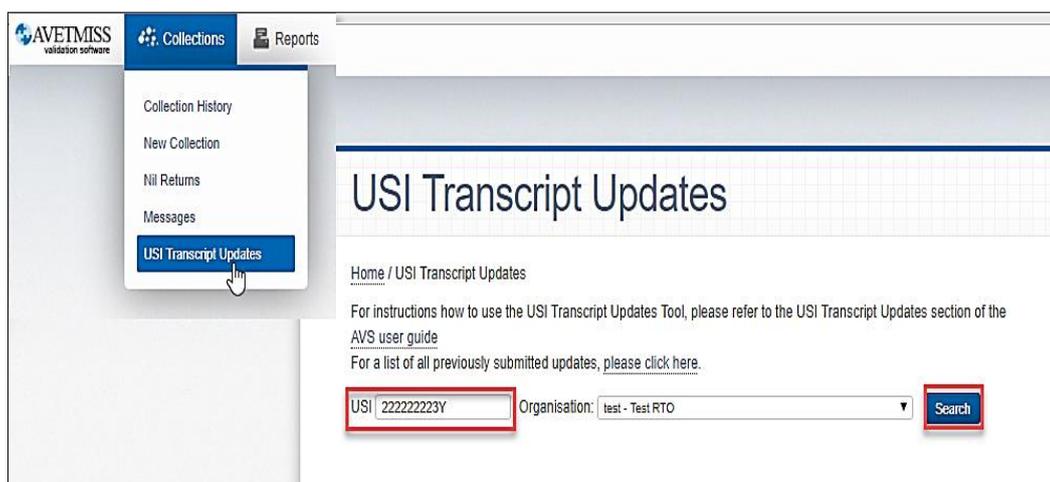
## Adding a new USI Transcript Entry

If training activity was submitted to an annual National VET Collection without a USI, or activity was not reported at all, for training to appear on a student’s USI transcript the activity will need to be added manually within AVS.

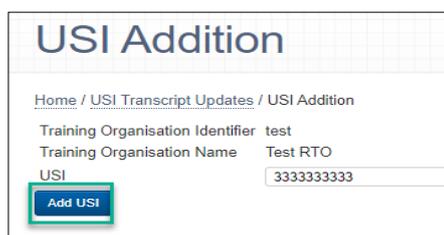
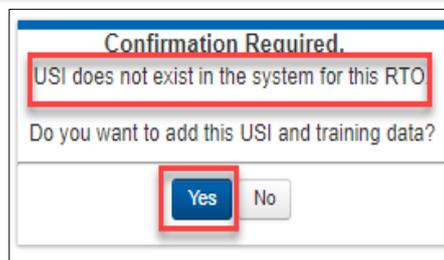
Adding or editing USI transcript data will not update the AVETMISS data that you submitted. Any changes made via the AVS USI Transcript Update Tool must also be made in your student management system (SMS) to avoid the data being overwritten in any subsequent AVETMISS data submissions.

1. Log into AVS at <<https://avs.ncver.edu.au/avs>>.
2. From the *Collections* drop down menu select **USI Transcript Updates**; this will take you to the USI Transcript Updates screen. Type in the Client’s USI and click **Search**.

Note: if the USI Transcript Update option is not showing it is because of your user role.



3. If the USI has never been reported by your organisation, a popup box will appear asking you whether you would like to add the USI as no activity has previously been reported by the RTO for the client with this USI – click **Yes**.
4. This will bring you to the USI Addition screen – click **Add USI**.
5. Once you have successfully added a new USI (see picture over the page) – you can add the enrolments (subjects) and program completions.



**Important:** You need to add each client's USI and their training activity at the same time i.e. do not systematically add USIs for all your missing clients.

✔ Success: USI 2222222222 has been added to the Transcript Database. You can now add training activity and program completions on the USI Transcript. ✕

## USI Transcript Updates

Home / USI Transcript Updates

For instructions how to use the USI Transcript Updates Tool, please refer to the USI Transcript Updates section of the [AVS user guide](#)  
For a list of all previously submitted updates, [please click here](#).

USI:  Organisation:

### Training Activity

Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
No Training Activity Records found for this USI						

Showing 0 to 0 of 0 record(s) |< < > >|

### Program Completions

Program Identifier	Program Name	Date Program Completed	Action
No Program Completions found for this USI			

Showing 0 to 0 of 0 record(s) |< < > >|

### Pending Transcript Updates

No pending transcript updates found for the user

Last Updated Date: 11/07/2019 09:34AM

## Adding a new subject enrolment

After adding a USI or where one already exists (if it has previously been reported by your organisation), you can add new subject enrolment(s)

To add a new subject enrolment for a specific client (USI), select **Add New Training Activity Record**. This will bring you to the *Add New Training Activity Record* screen.

Home / USI Transcript Updates

For instructions how to use the USI Transcript Updates Tool, please refer to the USI Transcript Updates section of the [AVS user guide](#)

For a list of all previously submitted updates, [please click here](#).

USI:  Organisation:

**Training Activity**

Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier - National	Funding Source - National	Action
No Training Activity Records found for this USI						

Showing 0 to 0 of 0 record(s)

**Note:** All details need to be entered in the order they appear.

1. If your **new** subject enrolment is a VET in Schools enrolment you will need to tick the relevant box. You will need to select the administering state/territory and provide the client identifier (student number). Once you have submitted this USI transcript update, the appropriate Board of Studies will be able to access a record of the new subject enrolment entry.
2. Enter the Activity Start Date.

**Note:** you can only add subject enrolments started in a previous AVETMISS collection – you cannot add a subject enrolment to have an *Activity Start Date* in a current or future AVETMISS collection.

## Add New Training Activity Record

Home / USI Transcript Updates / Add New Training Activity Record

USI: 222222223Y

Training Organisation Identifier: test

Training Organisation Name: Test RTO

VET in Schools training activity:  **2**

Activity Start Date:  **3**

Activity End Date:  **4**

Subject Identifier:  **5**

Outcome Identifier - National:  **6**

Funding Source - National:  **7**

Administering State/Territory:

Client Identifier:

The above 2 fields are only required if VET in Schools is ticked

This information is required to identify the client for the STA/BOS who will be notified of this addition. Note that this value cannot be edited after submission

3. Enter the *Activity End Date*. The *Activity End Date* must be after 1 January 2015. This is because only training activity from 2015 is included on the USI transcript. It must not be in the current collection year as this data must be submitted as part of quarterly/annual submissions.
4. Enter the *Subject Identifier*. This is a lookup field, which will self-populate after the first three characters are typed and prompt the lookup menu to appear. elect the appropriate subject from this lookup menu. Only nationally recognised subject enrolments, that appear on [www.training.gov.au](http://www.training.gov.au), can be added via the USI Transcript Update Tool. You can only add any accredited unit modules that are listed on [www.training.gov.au](http://www.training.gov.au).
5. Select the appropriate *Outcome Identifier – National* code. Please note you **cannot** add an outcome 70 - continuing enrolment. Additions and corrections to data in the current collection year can only be made via quarterly/annual reporting
6. Select the appropriate *Funding Source – National*.

If you are adding a new state funded (*Funding Source – National 11 or 15*) subject enrolment you will need to select the funding state/territory as well as provide the client identifier i.e. the identifier that the funding body would use to identify the client. Once you have saved the new enrolment, the relevant STA will be able to access record of the new subject enrolment entry.

## Add New Training Activity Record

[Home](#) / [USI Transcript Updates](#) / Add New Training Activity Record

USI	222222223Y
Training Organisation Identifier	test
Training Organisation Name	--- Please Select ---
VET in Schools training activity	<input type="checkbox"/>
Activity Start Date	14/06/2018
Activity End Date	16/10/2018
Subject Identifier	BSBADM302 - Produce texts from notes
Outcome Identifier - National	20 - Competency achieved/pass
Funding Source - National	11 - Commonwealth and State general purpose recurrent <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">7</span>
Funding State/Territory	--- Please Select ---
Client Identifier	<input type="text"/>

The above 2 fields are only required if Funding Source - Nation is 11 or 15

This information is required to identify the client for the STA/BOS who will be notified of this addition. Note that this value cannot be edited after submission

7. As you enter your enrolments you need to save the changes – click **Save**. Continue to enter the enrolments (subjects) until complete.

- Updates will appear in the *Pending Transcript Updates* field and will show all edited and new subject enrolments. You can view, edit and cancel any updates from this section. Once happy with your updates you can **Submit Updates**.

An email will be sent to the username used to login and submit the changes as well as the Primary Contact, usually within 3 days after update(s) have been submitted. The RTO should notify the client that the update has been successful.

Reminder: You need to replicate all USI transcript updates submitted via AVS in your RTO’s student management system (SMS) to ensure that the data is not overwritten in subsequent submissions and that your internal data is consistent with the USI transcript.

### Adding a new program completion

If you need to update a program/qualification you should only do so where they have been successfully completed. Where a USI already exists (if it has previously been reported by your organisation):

- Select **Add New Program Completion**. This will bring you to the Add New Program Completion screen.

- Tick the VET in Schools completion box if the new program completion contains any VET in school’s subjects. If it does you will need to select the funding state/territory and provide the Client identifier. Once you have submitted this update, the appropriate Board of Study will be able to access a copy of the Program Completion entry

- If your new program completion contains state/territory funding enrolments, you will need to select the funding state/territory and provide the Client identifier. Once you have submitted the new program completion, the funding STA will be able to access a copy of the training activity record.
- Select the *Date Program Completed* field. Note you cannot select a date Program Completed that is in a current or future AVETMISS collection year.
- Enter the *Program identifier* - this is a lookup field, which will self-populate after the first three characters are typed and prompt the lookup menu to appear from which you can select the appropriate program. Only nationally recognised programs that appear on [www.training.gov.au](http://www.training.gov.au) can be added via the USI Transcript Update Tool.

- Once the details have been entered you need to save the changes – click **Save**.
- All updates will appear in the Pending Transcript Updates field where you can view, edit and cancel any updates from the Pending Transcript Updates section. Once you have completed and reviewed your updates you can submit them by clicking **Submit Updates**.

**Pending Transcript Updates**

**Enrolments**

USI	Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National
22222226SD	HLTADM002	Manage Telehealth technology	01/12/2015	07/10/2016	20
22222226SD	BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51
22222226SD	BSBADM302	Produce texts from notes	01/12/2015	31/08/2016	20
22222226SD	BSBADM101	Use business equipment and resources	01/12/2015	31/08/2016	20
22222226SD	BSBADM302B	Produce texts from notes	16/12/2015	18/10/2016	20

Showing 1 to 5 of 5 record(s)

**Submit Updates**

**If the pending transcript updates are correct- select submit updates**

**Pending Transcript Updates**

**Enrolments**

USI	Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National
22222226SD	HLTADM002	Manage Telehealth technology	01/12/2015	07/10/2016	20
22222226SD	BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51
22222226SD	BSBADM302	Produce texts from notes	01/12/2015	31/08/2016	20
22222226SD	BSBADM101	Use business equipment and resources	01/12/2015	31/08/2016	20
22222226SD	BSBADM302B	Produce texts from notes	16/12/2015	18/10/2016	20

Showing 1 to 5 of 5 record(s)

**Program Completions**

USI	Program Identifier	Program Name	Year Program Completed	Action
22222226SD	BSB10101	Certificate I in Business	2015	Cancel Deletion

Showing 1 to 1 of 1 record(s)

**Submit Updates**

You must replicate all USI transcript updates submitted via AVS in your RTO’s student management system (SMS) to ensure that the data is not overwritten on your next submission and that your internal data is consistent with the USI transcript.

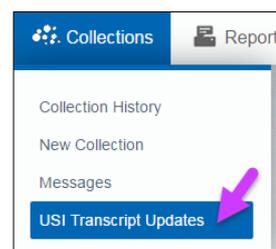
An email will be sent to the username used to login and submit the changes as well as the Primary Contact, usually within 3 days after update(s) have been submitted. The RTO should notify the client that the update has been successful.

The relevant Boards of Studies or STA if the training activity is either VET in schools or government funded. The USI office also receives weekly reports on all USI transcript updates.

## Amending an existing USI transcript

To amend an existing transcript:

1. Log into AVS at <<https://avs.ncver.edu.au/avs>>.
2. From the Collections drop down menu select **USI Transcript Updates**; this will take you to the *USI Transcript Updates* screen. Type in the Client’s USI (in capitals) and select search.



- Type in the USI and select *Search*. Use capital letters when entering in client USIs.

# USI Transcript Updates

Home / USI Transcript Updates

For instructions on using the USI Transcript Updates screens, please refer to the USI Transcript Updates section of the AVS user guide

USI

Training Organisation Identifier : 602  
 Training Organisation Name : RTO1

Search for existing training activity data by entering in a client's USI. The search results will only display data submitted by the RTO you are logged in as.

By searching for a specific USI, all the training activity data completed by that client at your RTO will be displayed where reported (if the client has completed training at another RTO that your AVS account is not associated with this will not be displayed for privacy reasons). NCVET's Privacy Policy is available at <https://www.ncver.edu.au/privacy>.

If the USI was not reported against a particular client's training activity, no data will be displayed. You will need to add their USI first and then add all of their training activity. Please refer to *Adding a new USI Transcript Entry* in the previous section.

# USI Transcript Updates

Home / USI Transcript Updates

For instructions on using the USI Transcript Updates screens, please refer to the USI Transcript Updates section of the AVS user guide

USI

Training Organisation Identifier : 602  
 Training Organisation Name : RTO1

All reported training activity data for USI displayed below

**Enrolments**

Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
BSBADM302A	Produce texts from notes	01/12/2015	07/10/2016	30	13	<a href="#">Edit/Delete</a>
BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51	20	<a href="#">Edit/Delete</a>
BSBADM303A	Produce texts from audio transcription	01/12/2015	12/10/2016	40	15	<a href="#">Edit/Delete</a>

Showing 1 to 3 of 3 record(s)

**Program Completions**

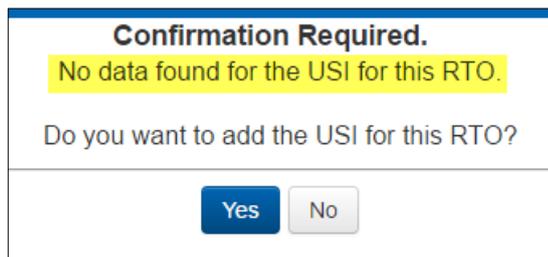
Program Identifier	Program Name	Year Program Completed	Action
BSB10101	Certificate I in Business	2015	<a href="#">Edit/Delete</a>
BSB20101	Certificate II in Business	2015	<a href="#">Edit/Delete</a>
BSB20112	Certificate II in Business	2015	<a href="#">Edit/Delete</a>

Showing 1 to 3 of 3 record(s)

Click on arrows to scroll through multiple pages

**Pending Transcript Updates**  
 No pending transcript updates found for the user

**Important:** If you search for a USI that does not have any training activity, a popup box will appear – asking you whether you would like to add the USI. Adding a USI (and the related training activity) will only populate the USI transcript and **will not** update the AVETMISS data that you submitted.



## Editing an existing subject enrolment

1. Log into AVS at <https://avs.ncver.edu.au/avs>

Make sure that your AVS account includes the role of Data Submitter, Primary Contact and/or Organisation Administrator. See **Section 7 – Account settings and User Roles** for further information.

2. Select **USI Transcript Updates** from the *Collections* drop down menu; this will take you to the *USI Transcript Updates* screen (pictured below).
3. Type in the client's USI (using capital letters) and click **Search**.



4. To edit the existing subject enrolment click **Edit**, this will bring you to the *Edit Enrolment* screen, make the required edits and click **Save**. This will bring you back to the previous screen and you will be able to view the Pending Transcript Updates prior to submission.

Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
BSBADM302A	Produce texts from notes	22/12/2016	16/03/2017	30	15	Edit/Delete

Showing 1 to 1 of 1 record(s)

Program Completions [Add New Program Completion](#)

Program Identifier	Program Name	Date Program Completed	Action
BSB20207	Certificate II in Customer Contact	@@@@2016	Edit/Delete

Showing 1 to 1 of 1 record(s)

**IMPORTANT:** You can only edit subject enrolments started in a **previous** AVETMISS collection – you cannot edit a subject enrolment to have an *Activity Start Date* in a current or future AVETMISS collection. additionally, you cannot edit any field if the *Activity Start Date* is already in a current AVETMISS collection.

# Edit Enrolment

Edit the field(s) that require amending and then save

Home / USI Transcript Updates / Edit Enrolment

USI	222222223Y
Training Organisation Identifier	test
Training Organisation Name	Test RTO
Activity Start Date	01/12/2015 
Activity End Date	07/10/2016 
Subject Identifier	BSBADM302A - Produce texts from notes 
Outcome Identifier - National	20 - Competency achieved/pass 
Funding Source - National	13 - Commonwealth specific purpose programs 



- When **editing Activity Start Date**, you can only edit subject enrolments started in a previous AVETMISS collection.
  - This means you cannot edit a subject enrolment to have an *Activity Start Date* in a current or future AVETMISS collection.
  - If the *Activity Start Date* is already set to be in the current collection year you will not be able to edit this subject enrolment record. You will only be able to amend these records by resubmitting your data via the normal process (either directly to NCVER via AVS or via your STA or BoS).
- When **editing Activity End Date** please note that the *Activity End Date* must be after 1 January 2015. This is because only training activity from 2015 onwards is included on the USI transcript. The end date cannot be amended to a date in the current collection year as this data should be submitted as part of the quarterly/annual submissions.
- To edit the *Subject Identifier* – update/replace the existing one. Enter the new *Subject Identifier*. This is a lookup field, which will self-populate after the first three characters are typed and prompt the lookup menu to appear from which you can select the appropriate subject. Only nationally recognised subject enrolments that appear on [www.training.gov.au](http://www.training.gov.au) can be added via the USI Transcript Update Tool. You can only add accredited course unit/modules that are listed on [www.training.gov.au](http://www.training.gov.au).
- When **editing Outcome Identifier – National** – you can only **edit** final outcomes. However, you cannot change a final outcome to a continuing outcome (70).

**For example:** You cannot change a 20 (*competency achieved*) or a 30 (*competency not achieved*) to a 70 (*enrolment continuing into a following collection year*) and you cannot change a 70 to a 20 or a 30. To update a 70 outcome, you must delete the incorrect record and add the record with the applicable final outcome. Note if the new dates are in the current collection period you will not be able to add. You will need to submit the correct data via the quarterly/annual submissions.

You will not be able to select *Outcome Identifier – National 61* (superseded subject) or *Outcome Identifier – National 85* (not yet started). This is because subject enrolments assigned this outcome id are not included on the USI transcript.
- When editing *Funding Source – National* please note that you will not be able to change the funding source if it is already listed as a state-specific code (11 or 15). An enrolment record with these funding source codes can be deleted and the funding STA will be notified.

If you are editing the *Funding Source – National* field to change from a fee-for-service code (20, 30 etc.) to a 13 – *Commonwealth specific purpose programs*, the Commonwealth will be able to view this record.

10. **Save** your edits.
11. Once you have saved your edits you will be brought back to the original *USI Transcript Updates* screen. From here you will be able to review, amend or cancel the edit(s) that you have made in the *Pending Transcript Updates section*.
12. **Submit** your USI transcript update(s) once you have reviewed them. Please note that you can add/edit multiple programs and subject transcript updates and submit them all at once. You can also submit them individually.

An email will be sent to the username used to login and submit the changes as well as the Primary Contact, usually within 3 days after update(s) have been submitted. The RTO should notify the client that the update has been successful.

### Pending Transcript Updates

**Enrolments**

USI	Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National
22222226SD	HLTADM002	Manage Telehealth technology	01/12/2015	07/10/2016	20

Showing 1 to 1 of 1 record(s)

If the pending transcript update is correct- select submit

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The relevant Boards of Studies or STA will be able to access a copy of the edit if the training activity if either VET in schools or government funded.

Reminder: You need to replicate all USI transcript updates submitted via AVS in your RTO's student management system (SMS) to ensure that the data is not overwritten in subsequent submissions and that your internal data is consistent with the USI transcript.

## Deleting an existing subject enrolment

1. Log into AVS at <https://avs.ncver.edu.au/avs>/
2. Make sure that your AVS account includes the role of Data Submitter, Primary Contact and/or Organisation Administrator. See Section 7 – Account Settings and User Roles for further information.
3. Select **USI Transcript Updates** from the *Collections* drop down menu; this will take you to the *USI Transcript Updates* screen (pictured below).
4. Type in the client's USI and then click **Search**.
5. Find the subject enrolment which you wish to remove from the client's USI transcript and click **Delete**.

Training Activity <span style="float: right;">Add New Training Activity Record</span>						
Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
BSBADM302A	Produce texts from notes	22/12/2016	16/03/2017	30	15	Edit/Delete

Showing 1 to 1 of 1 record(s)

Program Completions <span style="float: right;">Add New Program Completion</span>			
Program Identifier	Program Name	Date Program Completed	Action
BSB20207	Certificate II in Customer Contact	@@@@2016	Edit/Delete

Showing 1 to 1 of 1 record(s)

6. A confirmation box will appear asking you to confirm if you would like to delete the record – Select **Yes**.
7. To review or cancel your subject deletion – go to the *Pending Updates* section on the previous screen. Once you have completed and reviewed the updates you can **Submit** them. Note you can add/edit multiple program deletions and submit them all at once. You can also submit them individually.

**Confirmation Required.**

Are you sure you want to delete the record?

**The deletion will only be finalised once you submit updates.**

Note: If you are deleting an incorrect record from the current collection year you will not be able to add the correct details via the USI transcript update tool. Additions and corrections to data in the current collection year can only be made via quarterly reporting.

An email will be sent to the username used to login and submit the changes as well as the Primary Contact, usually within 3 days after update(s) have been submitted. The RTO should notify the client that the update has been successful. The relevant Boards of Studies or STA will be able to see a record of the deletion if the training activity is either VET in schools or government funded.

Reminder: You need to replicate all USI transcript updates submitted via AVS in your RTO's student management system (SMS) to ensure that the data is not overwritten in subsequent submissions and that your internal data is consistent with the USI transcript.

## Adding a new subject enrolment

To add a/multiple new subject enrolment(s) to a previously reported USI:

1. Select *Add Training Activity Enrolment*. This will bring you to the *Add New Training Activity Record* screen where you can enter the new enrolment details (see screen shot below).

**Note:** All details need to be entered in the order as they appear.

2. If your **new** subject enrolment is a VET in Schools enrolment you will need to tick the relevant box, then select the administering state/territory and provide the client identifier (student number). Upon submission of the USI transcript update the appropriate Board of Studies will be able to access a record of the new subject enrolment entry.
3. When **adding** *Activity Start Date*, note that you can only add subject enrolments started in a previous AVETMISS collection i.e. you cannot add a subject enrolment with an *Activity Start Date* in a current or future AVETMISS collection.

**For example:** if AVS is currently accepting submissions for the 2018 AVETMISS collection; you cannot add an existing (2017) subject enrolment to have an *Activity Start Date* from Jan 2018 onwards. The very latest *Activity Start Date* that you can enter is 31 December 2017.

4. When **adding** *Activity End Date* please note that the *Activity End Date* must be after 01 January 2015. This is because only training activity from 2015 onwards is included on the USI transcript. It must not be in the current collection year as this data can be submitted as part of the quarterly submissions.

**Add New Training Activity Record**

Home / USI Transcript Updates / Add New Training Activity Record

USI 222222223Y

Training Organisation Identifier test

Training Organisation Name Test RTO

VET in Schools training activity  2

Activity Start Date 14/06/2018 3

Activity End Date 16/10/2018 4

Subject Identifier BSBADM302 - Produce texts from notes 5

Outcome Identifier - National 20 - Competency achieved/pass 6

Funding Source - National 20 - Domestic client - other revenue 7

Administering State/Territory -- Please Select --

Client Identifier

The above 2 fields are only required if VET in Schools is ticked

This information is required to identify the client for the STA/BOS who will be notified of this addition. Note that this value cannot be edited after submission

Save Cancel Clear

5. Enter the *Subject Identifier*. This is a lookup field, which will self-populate after the first three characters are typed and prompt the lookup menu to appear from which you can select the appropriate subject. Only nationally recognised subject enrolments that appear on [www.training.gov.au](http://www.training.gov.au) can be added via the USI Transcript Update Tool. You can only add any accredited unit modules that are listed on [www.training.gov.au](http://www.training.gov.au).
6. Select the appropriate *Outcome Identifier – National* code. Please note you cannot add an outcome 70 - continuing enrolment. Additions and corrections to data in the current collection year can only be made via quarterly reporting

7. Select the appropriate *Funding Source – National*.

If you are adding a new state funded (*Funding Source – National 11 or 15*) subject enrolment you will need to select the funding state/territory as well as provide the client identifier. Once you have saved the new enrolment, relevant STA will be able to access record of the new subject enrolment entry.

8. You will now need to save the changes – click **Save**. This will bring you back to the *USI Transcript Updates* page where you can review all edited and new subject enrolments. Once you have completed and reviewed your updates you can finalise and submit them by clicking **Submit Updates**.

**Pending Transcript Updates**

USI	Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National
22222226SD	HLTADM002	Manage Telehealth technology	01/12/2015	07/10/2016	20
22222226SD	BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51
22222226SD	BSBADM302	Produce texts from notes	01/12/2015	31/08/2016	20
22222226SD	BSBADM101	Use business equipment and resources	01/12/2015	31/08/2016	20
22222226SD	BSBADM302B	Produce texts from notes	16/12/2015	18/10/2016	20

Showing 1 to 5 of 5 record(s)

**Submit Updates**

**If the pending transcript updates are correct- select submit updates**

An email will be sent to the username used to login and submit the changes as well as the Primary Contact, usually within 3 days after update(s) have been submitted. The RTO should notify the client that the update has been successful.

The relevant Boards of Studies or STA will be able to access a copy of the edit if the training activity if either VET in schools or government funded.

Reminder: You need to replicate all USI transcript updates submitted via AVS in your RTO’s student management system (SMS) to ensure that the data is not overwritten in subsequent submissions and that your internal data is consistent with the USI transcript.

## Editing an existing program completion:

1. Log into AVS at <<https://avs.ncver.edu.au/avs>>.
2. Make sure that your AVS account includes the role of Data Submitter, Primary Contact and/or Organisation Administrator (refer to Section 7 – Account Settings and User Roles for more information).
3. Type in the client’s USI (using capital letters) to view their training activity and click **Edit** beside the program completion you wish to amend.
4. On the Edit Program Completion screen, you can edit the Date Program Completed.
  - a. Please note that you cannot change the Date Program Completed to be in a current or future AVETMISS collection year. The only way to amend these records is to resubmit your data via the normal process (either directly to NCVET via AVS or through your STA).

Training Activity						
Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
BSBADM302A	Produce texts from notes	22/12/2016	16/03/2017	30	15	Edit/Delete

Showing 1 to 1 of 1 record(s)

Program Completions			
Program Identifier	Program Name	Date Program Completed	Action
BSB20207	Certificate II in Customer Contact	@@@@2016	Edit/Delete

Showing 1 to 1 of 1 record(s)

- b. If the Date Program Completed is within the current collection year you will not be able to edit the Program Completion. The only way to amend these records is to resubmit your data via the normal process (either directly to NCVET via AVS or through your STA).
5. Type in the first three characters of the *Program Identifier* – this will prompt the lookup menu to appear from which you can select the appropriate program. You can only add nationally accredited programs that appear on [www.training.gov.au](http://www.training.gov.au).

### Edit Program Completion

Home / USI Transcript Updates / Edit Program Completion

USI

Training Organisation Identifier

Training Organisation Name: T

Date Program Completed: 4 2017 12 - December 01

Program Identifier: 5 CPC32413 - Certificate III in Plumbing

Save Cancel Clear

6. **Save** and review/cancel your edited program completion in the *Pending Transcript Updates* section. The edited program completion will only be finalised once you click **Submit**.

# Finalise USI Transcript Updates

Home / USI Transcript Updates / Finalise USI Transcript Updates

**Summary of changes :**

**Enrolments**

USI	Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outco Identifier
GNP5X4Q8FS	CPCCCM1012A	Work effectively and sustainably in the construction industry	09/04/2014	15/01/2015	20

Showing 1 to 1 of 1 record(s)

You will have a final chance to review your updates here. You can scroll left to right to see more information.

Submitter Ref 0104  
 Trading Name Career Employment Australia Incorporated  
 Submitted By

I am hereby authorised to correct USI Transcript data on behalf of my organisation.

An email will be sent to the username used to login and submit the changes as well as the Primary Contact, usually within 3 days after update(s) have been submitted. The RTO should notify the client that the update has been successful.

The relevant Boards of Studies or STA will be able to access a copy of the edit if the training activity is either VET in schools or government funded.

Reminder: You need to replicate all USI transcript updates submitted via AVS in your RTO's student management system (SMS) to ensure that the data is not overwritten in subsequent submissions and that your internal data is consistent with the USI transcript.

## Deleting an existing program completion

1. Log into AVS at <https://avs.ncver.edu.au/avs>.
 

Make sure that your AVS account includes the role of Data Submitter, Primary Contact and/or Organisation Administrator (see Section 7 – Account Setting and user Roles for more information).
2. Select **USI Transcript Updates** from the *Collections* drop down menu; this will take you to the *USI Transcript Updates* screen.
3. Type in the client's USI and select *Search*. Find the program completion to be removed from the client's USI transcript and select **Delete** from the *Action* column.

The screenshot shows two tables in the AVS interface. The first table, 'Training Activity', has columns: Subject Identifier, Subject Name, Activity Start Date, Activity End Date, Outcome Identifier-National, Funding Source-National, and Action. A single record is shown with 'Edit/Delete' highlighted. The second table, 'Program Completions', has columns: Program Identifier, Program Name, Date Program Completed, and Action. A single record is shown with 'Edit/Delete' highlighted.

4. A confirmation box will appear to confirm if you would like to delete the record – select **Yes**.
5. To review or cancel your deletion – select it in the *Pending Updates* section on the previous screen. The deletion will only be finalised once you submit updates.
6. After clicking **Cancel deletion** a pop-up window will appear – to complete the cancellation click **Yes**.

The screenshot shows the 'Pending Transcript Updates' section. It contains a table with columns: Program Name, Program Identifier, Program Name, Date Program Completed, and Action. A single record is shown with 'Cancel Deletion' highlighted. A red arrow points to the scroll bar, and a text box says 'You may need to slide the scroll bar to see the action options'. A 'Submit Updates' button is also visible.

An email will be sent to the username used to login and submit the changes as well as the Primary Contact, usually within 3 days after update(s) have been submitted. The RTO should notify the client that the update has been successful. The relevant Boards of Studies or STA will be able to access a copy of the edit if the training activity if either VET in schools or government funded.

Reminder: You need to replicate all USI transcript updates submitted via AVS in your RTO's student management system (SMS) to ensure that the data is not overwritten in subsequent submissions and that your internal data is consistent with the USI transcript.

## Adding a new program completion

1. Log into AVS at <https://avs.ncver.edu.au/avs>.
 

Make sure that your AVS account includes the role of Data Submitter, Primary Contact and/or Organisation Administrator. See Section 7 – Account settings and user roles for further information.
2. Select *USI Transcript Updates* from the *Collections* drop down menu; this will take you to the *USI Transcript Updates* screen.
3. Type in the client's USI to bring up their training activity and then select *Add New Program Completion*. This will bring you to the *Add New Program Completion* screen, where you can enter in all the required details.

**Note:** only programs/qualifications that have been successfully completed should be entered.

The screenshot shows two tables in the AVS interface. The top table, 'Training Activity', has columns for Subject Identifier, Subject Name, Activity Start Date, Activity End Date, Outcome Identifier-National, Funding Source-National, and Action. A record for 'Produce texts from notes' is shown. Below it is a 'Program Completions' table with columns for Program Identifier, Program Name, Date Program Completed, and Action. A record for 'Certificate II in Customer Contact' is shown. A green box highlights the 'Add New Program Completion' button in the second table.

## Add New Program Completion

Home / USI Transcript Updates / Add New Program Completion

USI

Training Organisation Identifier

Training Organisation Name

VET in Schools completion  4

State/Territory funded  5

Date Program Completed 6 --- YYYY --- -- MM --- -- DD ---

Program Identifier 7 --- Please Select ---

Funding State/Territory A --- Please Select ---

Client Identifier B

Those fields noted below in red (A /B) will only appear and must be completed if either (never both) the *VET in Schools completion* or *State/Territory funded* boxes are ticked.

This information is required to identify the client for the STA/BOS who will be notified of this addition. Note that this value cannot be edited after submission

Save Cancel Clear

4. Select whether the new program completion contains any VET in school's subjects. If it does you will need to select the Funding State/Territory and provide the *Client Identifier*. Once you have submitted this USI Transcript Update, the appropriate Board of Studies will be able to access a copy of the new Program Completion entry.
5. If your new program completion contains government funded subject enrolments, you will need to select the Funding State/Territory and provide the Client Identifier. Once you have submitted the new program completion, the STA that you have said is funding the training activity will be able to access of a copy of the new Program Completion entry.
6. When completing the *Date Program Completed* field, please note that you cannot select a *Date Program Completed* that is in a current or future AVETMISS collection year. For details prior to 2019 users may enter the month and day as @@ - not specified, although it is preferred that this information be provided where possible.
7. Type in the first three characters of the *Program Identifier* – this will prompt the lookup menu to appear from which you can select the appropriate program. You can only add nationally recognised programs that appear on [www.training.gov.au](http://www.training.gov.au).
8. To review or cancel your program addition – review it under the *Pending Transcript Updates* section on the previous screen. The program addition will only be finalised once you click **Submit Updates**.

**Program Completions** Add New Program Completion

Program Identifier	Program Name	Date Program Completed	Action
BSB20207	Certificate II in Customer Contact	@@@2016	Edit/Delete

Showing 1 to 1 of 1 record(s)

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**Pending Transcript Updates**

Program Completion Name	Program Identifier	Program Name	Date Program Completed	Action
Australia Ltd	BSB20107	Certificate II in Business	05052018	Cancel Addition

Showing 1 to 1 of 1 record(s)

**Submit Updates**

You may need to slide the scroll bar to see the action options

Last Updated Date: 11/07/2019 09:34AM

An email will be sent to the username used to login and submit the changes as well as the Primary Contact, usually within 3 days after update(s) have been submitted. The RTO should notify the client that the update has been successful. The relevant Boards of Studies or STA will be able to access a copy of the additions if the training activity if either VET in schools or government funded.

Reminder: You need to replicate all USI transcript updates submitted via AVS in your RTO's student management system (SMS) to ensure that the data is not overwritten in subsequent submissions and that your internal data is consistent with the USI transcript.

# Section 6 - Reports



AVS produces a number of reports which can be generated on validated collections to assist you with assuring the accuracy of your data submission.

Once generated, these reports will be emailed to you as a PDF (default setting). If you want the reports in a CSV format you will first need to change the default set up under user settings (see Section 7 – Account settings and user roles for further information).

## Overview of reports

### 1. Duplicate Enrolments report – VET and VET in Schools collections

**Context:** This report allows you to identify and analyse how many times a certain field is repeated in your organisation's Enrolment file. For example, you may want to check whether a particular *Client identifier* and *Subject identifier* combination was repeated in your Enrolment file (NAT00120).

### 2. Duplicate Clients report – all collections

**Context:** This report allows you to identify how many times a certain field is repeated in your organisation's Client file. For example, you may want to check whether a particular *Client name* and *Date of birth* combination was repeated in your Client file (NAT00080).

### 3. Duplicate Employers report – Apprentice & Trainee collection.

**Context:** This report allows you to identify how many times a certain field is repeated in your organisation's Training Contract Transaction file. For example, you may want to check whether a particular *Employer identifier* and *Postcode* combination was repeated in your Training Contract Transaction File (APP00150).

### 4. Data Profile/Frequency report – all collections

**Context:** Frequency reports show the proportion of missing values in your data.

### 5. Enrolments by Training Organisation report – VET collections (this report can only be generated on error free collections)

**Context:** This report is primarily for STAs consolidating data with multiple RTOs into a single submission. It allows you to determine what percentage of your enrolment data is reported against each training organisation.

### 6. Submission report - all collections

**Context** - Users with data submitter or organisation administrator roles can view and export a list of submissions.

To access the reports, click the **Reports** menu button from the AVS home page and select the required report type.

## How to generate a duplicate report

This process applies to all three duplicate reports:

1. Select either the *Duplicate Enrolments*, *Duplicate Clients* or the *Duplicate Employers* report from the *Reports* menu — the selected Duplicate Report screen will be displayed.
2. Select the submission that you wish to run the report on by clicking in the button next to the listed submission.

A list of available matches will be displayed.

**Duplicate clients report**

For Organisations: RTO1

Home / Duplicate Clients

### Collections

	Organisation trading name	Date	Type	Period Type	Year	Status
<input checked="" type="radio"/>	RTO1	Sat, 28/10/2017 11:45	VET	Jan-Dec	2014	Submitted
<input type="radio"/>	RTO1	Fri, 03/11/2017 11:49	VET	Jan-Dec	2016	Submitted
<input type="radio"/>	RTO1	Fri, 27/10/2017 15:46	VET	Jan-Dec	2017	Submitted

Showing 1 to 3 of 3 record(s)

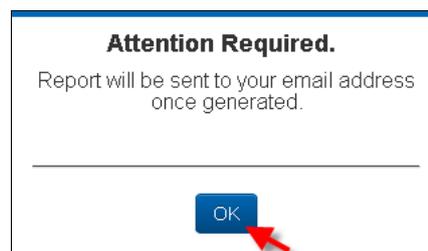
### Match On

<input checked="" type="checkbox"/> Client Id	<input type="checkbox"/> Client Name	<input checked="" type="checkbox"/> Date of Birth
<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Postcode	<input type="checkbox"/> Country
<input type="checkbox"/> Language Id	<input type="checkbox"/> Indigenous Status Id	<input type="checkbox"/> Highest School Level Completed
<input type="checkbox"/> Year Highest School Level	<input type="checkbox"/> Disability Flag	<input type="checkbox"/> Prior Education Achievement Flag
<input type="checkbox"/> At School Flag	<input type="checkbox"/> Labour Force Status Id	<input type="checkbox"/> Proficiency In Spoken English Id
<input checked="" type="checkbox"/> Unique Student Id		

Select all Select none

**Generate and Email Report**

3. Select the fields you wish to match on by clicking the check box next to each field. For example, in the *Duplicate Enrolments* reports you may want to match on *Subject ID* and *Outcome ID National*. When generating the *Duplicate Clients* report you may want to match on *Sex* and *Year Highest School Level* and for the *Duplicate Employers* report you may want to match on *Postcode* and *Employers Legal Name*. Once you have selected the fields for the duplicate report you wish to generate click the **Generate and email report** button.
4. A dialog box will appear advising you that the report will be sent to your registered email address.
5. Click **OK**.
6. AVS will send the Duplicate report to your registered email address as a PDF attachment.



## Data profile / frequency report

1. Select *Data Profile/Frequency Report* from the Reports menu – the *Data Profile/Frequency Report* page will be displayed:

**Data Profile / Frequency Report**

For Organisations: RTO 6, STA 1,

Home / Profile / Frequency

**Filter by**

Ref #  Trading name

Collection type  Year  Period

**Filter**

**Submissions**

Organisation	Date	Type	Period Type	Year	Status
<input checked="" type="radio"/> Adrian's STA 1	Wed 01/01/2014	VET	Annual	2014	Validated
<input type="radio"/> Adrian's RTO 6	Wed 01/01/2014	VET	Annual	2014	Validated

Showing 1 to 2 of 2 record(s)

<|< 1 of 1 >|>

2. You can filter your submissions by collection type, year and period by using the drop down lists. Once selected, click the **Filter** button.
3. Select an organisation by clicking the relevant button and the list of AVETMISS files will become visible.
4. Select or deselect the file reference as appropriate for your requirements.
5. Click **Generate and Email Report**.

File Id	File Name	Records
<input checked="" type="checkbox"/> NAT00005.TXT	Submission to Managing Agent	1
<input checked="" type="checkbox"/> NAT00010.TXT	Registered Training Organisation	5
<input checked="" type="checkbox"/> NAT00020.TXT	Training Organisation Delivery Location	17
<input checked="" type="checkbox"/> NAT00030.TXT	Program	9
<input checked="" type="checkbox"/> NAT00060.TXT	Subject	20
<input checked="" type="checkbox"/> NAT00080.TXT	Client	7
<input checked="" type="checkbox"/> NAT00090.TXT	Disability	2
<input checked="" type="checkbox"/> NAT00100.TXT	Prior Educational Achievement	3
<input checked="" type="checkbox"/> NAT00120.TXT	Enrolment	21
<input checked="" type="checkbox"/> NAT00130.TXT	Program Completed	4

Showing 1 to 10 of 10 record(s)

<|< 1 >|>

**Generate and Email Report**

6. A message box will appear advising that the report will be sent to your registered email address. Click **OK**.
7. AVS will send the *Frequency* report to your registered email address as a PDF attachment.

## Enrolments by training organisation report

This report can only be generated on error free collections

1. Select Enrolments by Training Organisation report from the Reports menu – Enrolments by Training Organisation Report page will be displayed:

Enrolments by Training Organisation

For Organisations: RTO1

Home / Profile / Enrolments By Training Organisation

**Filter by**

Trading name: RTO1

Collection type: VET Provider Collection

Year: 2014

Period: All

**Filter**

**Submissions**

Show 10 entries

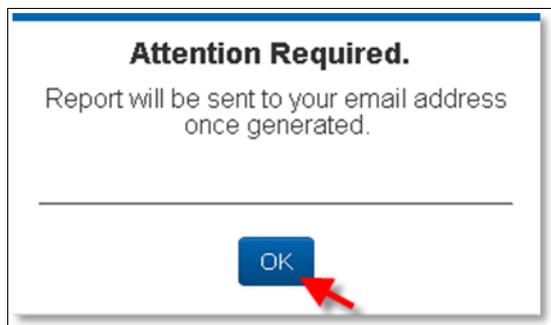
Organisation	Date	Type	Period Type	Year	Status
<input checked="" type="radio"/> RTO1	Wed 02/07/2014	VET	Interim	2014	Validated

Showing 1 to 1 of 1 record(s)

First Previous 1 Next Last

**Generate and Email Report**

2. You can filter your results by selecting the Collection period, Year and Collection type for the Enrolments by Training Organisation report using the dropdown lists. Once selected, click the **Filter** button.
3. Select the submission that you wish to report on by clicking the radio button next to the listed submission and then click the **Generate and email report** button.
4. A dialog box will appear advising the report will be sent to your registered email address.
5. Click **OK**.
6. AVS will send the *Enrolments by Training Organisation* report to your registered email address as a PDF attachment.



## Data authorisation report

You can produce a *Data Authorisation Report* by clicking on the **Save As** link in the *Finalise Submission* screen. A PDF report will be generated and may be viewed immediately or saved. Your own comments may be saved in the report by entering your text directly into the comments field and clicking the **Save Comment** button prior to clicking **Save As**.

Comment: 2000 characters remaining

Save As

I am hereby authorised to submit data on behalf of this organisation and to the best of my knowledge the data contained in these files is true and correct.

I have read the [VET Data Use Statement and RTO Declaration and Understanding](#) and information provided about NCVER's scope of reporting.



## Data Authorisation Report

Please find below the data reported by your organisation for the National VET Provider Collection, 2016.

Description	Total
Number of Derived Program Enrolments	16
Number of Subject Enrolments	18
Number of Nominal Hours <sup>1</sup>	3530
Number of Subject Scheduled Hours	1030
Number of Enrolled Clients	
Female	2
Male	5
Not specified	0
Total	7
Number of Programs Completed	
2016	0
2015	0
Total	4

1: Please note that these hours refer to Nominal Hours and not Nationally Agreed Nominal Hours

**Collection Type:** VET Provider Collection

**Collection Year:** 2016 [Jan-Dec]

**AVETMISS Validation Software Version:** 2.15.2-SNAPSHOT-TEST2

**AVETMISS Release:** 7.0

**Validated Date:** Thu, 03/11/2016

**Submitter Ref:** 602

**Trading Name:** RTO1

**Submitted By:** ██████████

**Submitted Date:** Fri, 03/11/2017 08:20

**Comments:**

# Section 7 - Account settings and user roles

## User settings

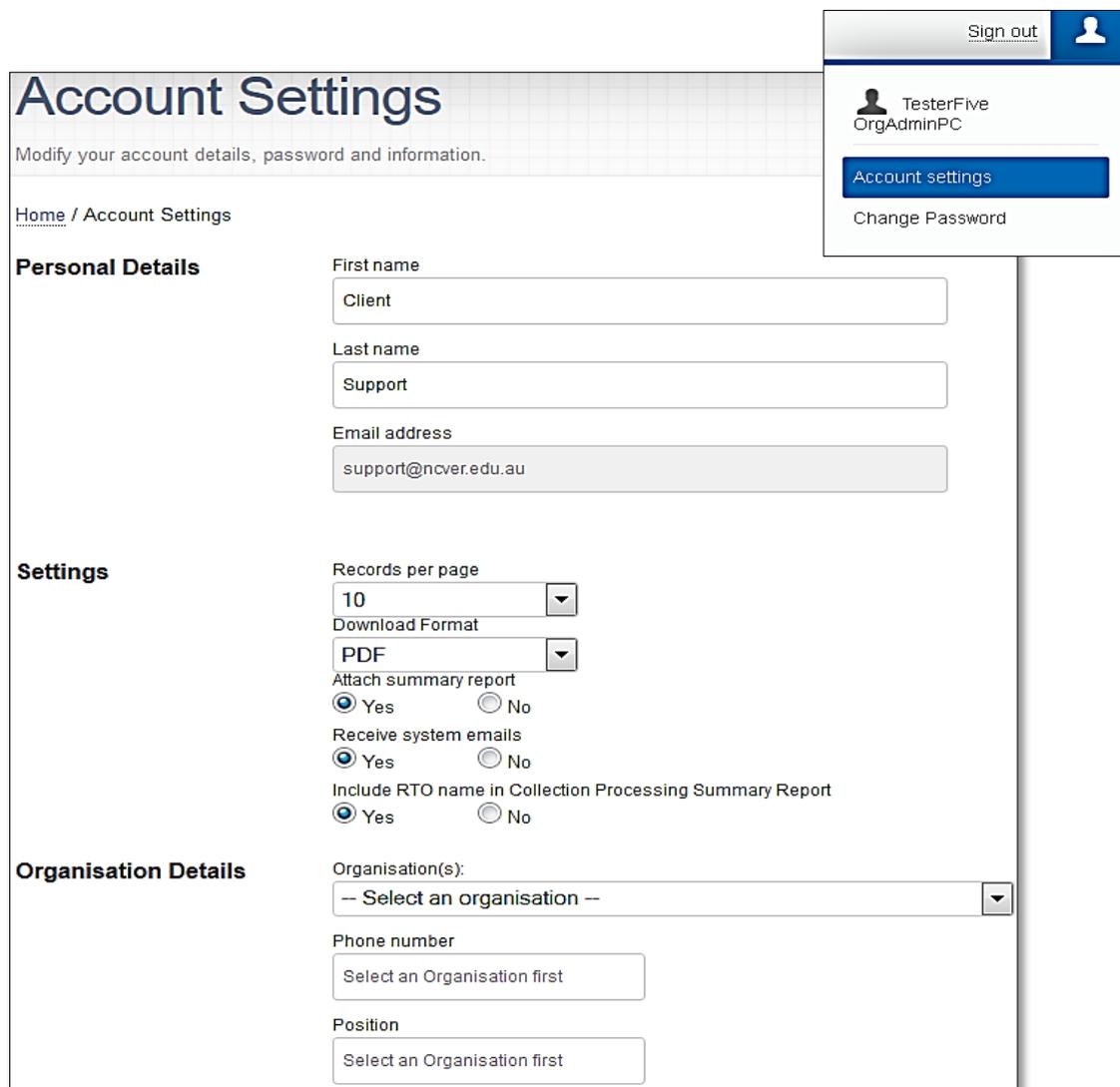
The user menu allows individual users to maintain their own AVS settings and to change their password.



## Account settings

1. From the Home screen, click the **Users** (  ) button then click **Account Settings**.

The *Account Settings* screen will be displayed.



The screenshot shows the 'Account Settings' page. At the top right, there is a 'Sign out' link and a user profile icon. Below this, the user's name 'TesterFive' and organization 'OrgAdminPC' are displayed. A blue 'Account settings' button and a 'Change Password' link are visible. The main content area is divided into three sections: 'Personal Details', 'Settings', and 'Organisation Details'. 'Personal Details' includes fields for 'First name' (Client), 'Last name' (Support), and 'Email address' (support@ncver.edu.au). 'Settings' includes 'Records per page' (10), 'Download Format' (PDF), and three radio button options for 'Attach summary report', 'Receive system emails', and 'Include RTO name in Collection Processing Summary Report', all of which are currently set to 'Yes'. 'Organisation Details' includes a dropdown for 'Organisation(s)', and fields for 'Phone number' and 'Position', both with a 'Select an Organisation first' prompt.

From the Account Settings page you can update:

#### *Personal details*

- First name
- Last name.

The email address is greyed out as email addresses cannot be updated via this function. Refer to *Updating users email address* at the end of this section.

#### *Settings*

- **Records per page (10 to 100).** This changes the number of records per page that you view on any one screen within AVS.
- **Download format (PDF or CSV).** Reports may be saved in PDF or CSV formats. Select your preferred default format.
- **Attach summary report (Yes/No).**

Selecting **Yes** will attach a report in your nominated format (CSV or PDF) to the email notifications of your validations.

- This summary report will not be sent if validating using via an SMS API solution.

- **Receive system emails (Yes/No).**

Selecting **Yes** will instruct AVS to send messages to your nominated email account. Messages will still be available within AVS in the Home menu.

Validation emails will not be sent if validating using an SMS API solution.

Selecting **No** will instruct AVS to only display messages within AVS and will not send you an email.

**Please note:** Selecting no will not prevent emails from being automatically sent to the appropriate state training authority or board of studies should your validation or USI transcript be managed through these agencies.

- **Include RTO name in the Collection Processing Summary Report (Yes/No).**

By selecting **Yes** AVS will include the name as it appears in the *Organisation* drop-down field of AVS, at the end of the file name for example *CollectionSummaryReportxxxxxx*.

Selecting **No** will exclude the Organisation name from the end of the file name when the *Collection Summary Report* is downloaded from AVS. If you are reporting AVETMISS data through to your STA you will need to check with them as to whether they would like you to include your RTO name in the file name of the Collection Summary Report or not. Check that your RTO name is correct on the screen.

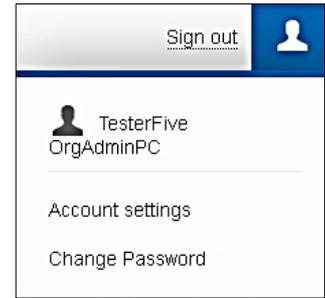
#### *Organisation details*

- **Organisations:** Your organisation(s)
- **Phone Number:** Your contact phone number
- **Position:** Your position within the selected organisation
- **Roles:** Your role within the selected organisation (read only).

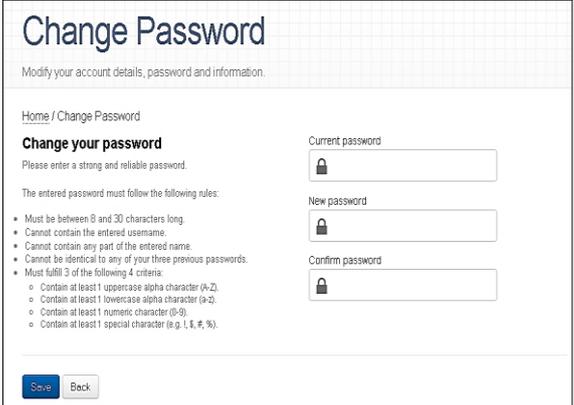
2. Once you have completed updating your user settings, click the **Save** button.

## Change password

1. From the Home screen, click **Users** menu button then **Change Password**  
The *Change Password* screen will be displayed.
2. Enter your current password in the *Current password* field.
3. Enter your new password in the *New password* field.
4. Enter your new password again in the *Confirm password* field.
5. Click **Save**.



A confirmation pop-up screen advises you that your password has been changed successfully.

A screenshot of the 'Change Password' web form. The title is 'Change Password' and the subtitle is 'Modify your account details, password and information.' Below the title, there is a breadcrumb 'Home / Change Password'. The main heading is 'Change your password' followed by the instruction 'Please enter a strong and reliable password.' A list of rules for the password is provided: 'The entered password must follow the following rules: • Must be between 6 and 30 characters long. • Cannot contain the entered username. • Cannot contain any part of the entered name. • Cannot be identical to any of your three previous passwords. • Must fulfill 3 of the following 4 criteria: ◦ Contain at least 1 uppercase alpha character (A-Z). ◦ Contain at least 1 lowercase alpha character (a-z). ◦ Contain at least 1 numeric character (0-9). ◦ Contain at least 1 special character (e.g. !, \$, #, %).' To the right of the text are three password input fields labeled 'Current password', 'New password', and 'Confirm password', each with a lock icon. At the bottom left, there are 'Save' and 'Back' buttons.

## Admin (where applicable)

The Administration section of AVS (Admin) is only available to NCVER registered users with a role of Primary Contact or Organisation Administrator. Users with these roles can maintain user settings of other AVS users within their organisation.

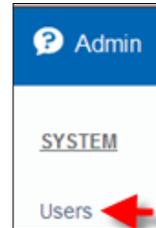


### Add user

1. From the Home screen, click **Admin** then **Users**.

The *Users* screen will be displayed.

2. To add a user, click the **Add User** button.



Home / Users

Filter by

Name  Username

Training Organisation  Status

Username	Name	Status	PC	Training Organisation
<input type="checkbox"/> avs.uat10@yahoo.com.au	TesterTen OrgAdminPC	Active	N	Organisation 1 Organisation 2 Organisation 3

Showing 1 to 1 of 1 record(s)

The *User Maintenance* screen will be displayed.

Enter the new users' details:

- email address into the **Email** field
- email address into the **Confirm email** field
- first name into the **First Name** field
- last name into the **Last Name** field.

Please note: to comply with best practice it is recommended that the email addresses of users contain the **name** of the user and do not use generic email addresses (for example info@).

3. Click **Add role** button.

Home / Users / Maintenance

**Personal Details**

Email

Confirm email

First name

Last name

**Settings**

Status  Date status changed

Records per page

Attach summary report  Yes  No

Receive system emails  Yes  No

**Organisation Details**

Organisation Trading Name	Role	PC	Status	Phone	Position	Options
No data available in table						

4. A pop-up window will be displayed.

5. Select your organisation by clicking on the radio button next to your organisation name.

6. Select the new user's role by clicking on the appropriate Organisation Role(s):

- To select multiple roles please hold the **Ctrl** button down and select the relevant roles
- If you are updating the CEO (Primary Contact), you will need to tick the Primary Contact box and complete the phone number and position fields. The user will be assigned the role of Primary Contact for the organisation and the previous holder of this role will be relegated to Data Validator and advised accordingly via email.

7. Click **Save**.

The new user is now visible in the User Maintenance screen.

8. To save the new user, click **Save**.

Organisation Details						
Organisation Trading Name	Role	PC	Status	Phone	Position	Options
<input type="checkbox"/> Organisation 1. VET #Ref1001	Data Submitter	N	Active	0000000000	adminis- trator	

**Note:** To successfully complete this function **Save** must be selected twice, first after adding the role/s and again on the *User Maintenance* screen?

## Maintain user roles

Users with Organisation Administrator or Primary Contact access can maintain existing users' access and/or roles.

Home / Users

Filter by

Name

Training Organisation

Username

Status

Filter

Username	Name	Status	PC	Training Organisation
<input type="checkbox"/> avs.uat10@yahoo.com.au	TesterTen OrgAdminPC	Active	N	Organisation 1 Organisation 2 Organisation 3

Showing 1 to 1 of 1 record(s)

Navigation: |< < 1 of 1 > >|

Buttons: Add User, Reset Password

1. From the Home screen, click **Admin** then **Users**.

The *Users* screen will be displayed.

2. To edit user details, click anywhere on the line containing the user's current information.

**Note:** the email address addresses cannot be updated. See *Updating user's emails* at the end of this section.

The *User Maintenance* screen is displayed.

3. To update user's personal details and settings, enter the new information into the relevant fields and click **Save**.

Home / Users / Maintenance

### Personal Details

Email

First name

Last name

Last login

### Settings

Status

Date status changed

Records per page

Attach summary report  Yes  No

Receive system emails  Yes  No

**Only highlighted fields can be maintained.**

4. If you wish to change a user's AVS role or phone details within a particular organisation, click on the pencil icon next to the appropriate organisation. A pop-up window is displayed.
5. Select the user's new role, phone number and position (if appropriate) and click **Save**.
  - To select multiple roles please hold the **Ctrl** button down and select the relevant roles.

**Organisation Details**

Organisation Trading Name	Role	PC	Status	Phone	Position	Options
<input type="checkbox"/> Organisation 1. VET #Ref1001	Data Submitter	N	Active	0000000000	adminis- trator	

Save
Remove Role
Activate
Inactivate
Add Role
Back

**Organisation**

Search:

your RTO ID should appear here, place a tick in the box beside the RTO ID

**Organisation Role(s)**

Data Validator 5

Data Submitter

Organisation Admin

Type 5  Primary contact

Phone number 5

Position

6
Save
Cancel

6. Click **Save** again (in the *User Maintenance* screen) to complete the change.

### Deactivate / Reactivate user roles

Users with Organisation Administrator or Primary Contact access can maintain existing users' access and/or roles.

1. From the Home screen, click **Admin** then **Users**.

The *Users* screen will be displayed.

2. Select the relevant user by clicking on their username/email address (do not tick the box beside their username).

Home / Users

Filter by

Name

Training Organisation

Username

Status

Filter

Username	Name	Status	PC	Training Organisation
<input type="checkbox"/> avs.uat10@yahoo.com.au	TesterTen OrgAdminPC	Active	N	Organisation 1 Organisation 2 Organisation 3

Showing 1 to 1 of 1 record(s)

Navigation: |< < 1 of 1 > >|

Buttons: Add User, Reset Password

3. Place a tick in the box to the left of the Organisation Trading Name which the user is being deactivated / reactivated against.

Organisation Details

Organisation Trading Name	Role	PC	Status	Phone	Position	Options
<input checked="" type="checkbox"/>	Data Submitter, Data Validator, Organisation Admin, Primary Contact	Y	Active		Chief Executive Officer	

Buttons: Save, Remove Role, Activate, Deactivate, Add Role, Back

4. Once changes made click **SAVE** (on both screen if directed to a subsequent screen).
5. Ensure actions are successful via the message that will appear at the top of the screen.

Note, when deactivating a user, you are deactivating their access to the RTO account not their email address. This allows one email address to be linked to multiple RTO accounts where applicable. When viewing a user, the email on the User screen should show active while their access to an RTO should show deactivated on the User Maintenance screen.

The image below reflects the User screen where the users email address still shows as active, while on the User Maintenance screen you can see the user is inactive at the RTO level. This user no longer has access to the RTO AVS account.

# Users

← User screen

Home / Users

Filter by

Name  Username   
 Training Organisation  Status

Username	Name	Status	PC	Training Organisation
		Active	N	

# User Maintenance

← User Maintenance screen

Home / Users / Maintenance

Personal Details

Email   
 First name   
 Last name   
 Last login

Settings

Status  Date status changed   
 Records per page   
 Attach summary report  Yes  No  
 Receive system emails  Yes  No

Organisation Details

Organisation Trading Name	Role	PC	Status	Phone	Position
	Data Validator	N	Inactive		Compliance Coordinator

## Identifying the Primary Contact for your organisation

The Primary Contact or Organisation Administrator roles can view all users in your organisation.

The Primary Contact is identified within the Users screen. In the PC (Primary Contact) column Y will be displayed if the selected user is the Primary Contact.

Organisation Details						
Organisation Trading Name	Role	PC	Status	Phone	Position	Options
<input type="checkbox"/> South Australia	Organisation Administrator	Y	Active	+61 8 8230	Org Admin PC	

## Changing the Primary Contact for your organisation

**IMPORTANT:** Only an Organisation Administrator can change the Primary Contact for your organisation. The steps required will depend on whether the new Primary Contact is a current user and already linked to the account or if they need to be added as a new user.

Is the new PC an existing user?

- a) If YES, continue below to step 1.
- b) If NO, then refer to [Add User](#) procedure above.

1. From the Home screen, click **Admin** then **Users**.

The *Users* screen will be displayed.

2. If the new Primary Contact already has account, click on the username (email address) of the new Primary Contact.

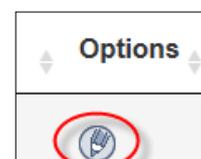
The *User Maintenance* screen is displayed.

Click on the **edit icon (pencil)** next to the appropriate organisation in the options column.

Users					
Home / Users					
Filter by					
Name	<input type="text"/>	Username	<input type="text"/>		
Training Organisation	<input type="text"/>	Status	<input type="text"/>		
<input type="button" value="Filter"/>					
Username	Name	Status	PC	Training Organisation	
<input type="checkbox"/> . Test Name	Test Name	Active	N	TEST ORG	. Second org

A pop-up window is displayed.

3. Select the **Primary Contact** checkbox. Enter the user's phone number position.



and

Organisation

Search:

your RTO ID should appear here, place a tick in the box beside the RTO ID

Organisation Role(s)

Data Validator  
Data Submitter  
Organisation Admin

Type  Primary contact

Phone number

Position

**Save** Cancel

- Click **Save**. A pop-up window will be displayed.

**Confirmation Required.**

Primary contact will be changed from  
contact @gmail.com to  
tavs2@gmail.com

contact :@gmail.com 's role will be  
defaulted to Data Validator.

**Confirm** Cancel

- Click **Confirm** then **Save**. The following message is displayed.
- The previous Primary Contact user's role will default to that of Data Validator. If a different user role is required for that user (e.g. submitter) or if the user is to be deactivated, the Organisation administrator must make the required change via the maintain users' function.

Warning: ×

⚠ The following user(s) have been defaulted to data validator due to changes in the primary contact. Please review and assign different roles or deactivate the user as required.

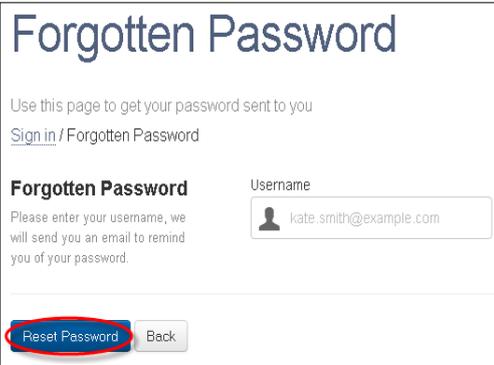
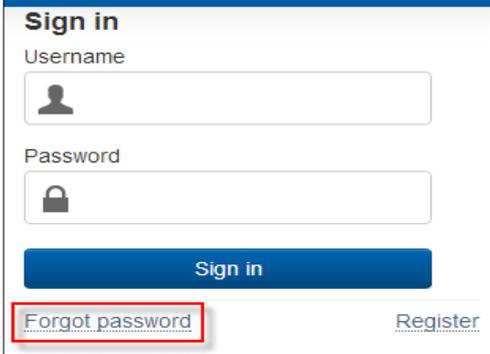
## Updating users email address

A user's registered email address cannot be updated. Where an email address changes the new email address will need to be added as a new user by the Primary Contact or Organisation Administrator. Please refer to *Add User*, earlier in this section, for instructions. To deactivate the user please refer to *Maintain User*, earlier in this section.

# Section 8 - Troubleshooting

## Forgotten or incorrect password

1. If you have forgotten your password, go to the AVS *Sign in* page at <<https://avs.ncver.edu.au/avs/>> and click on the **Forgot password** link.
2. The *Forgotten Password* screen is displayed. Enter your Username and click the **Reset Password** button.
3. The message 'An email has been sent to your Username email address containing your new password' is displayed. Your new temporary password will be sent to your email address.
4. Click the **Back** button. This will take you back to the *Sign in* screen.
5. Retrieve your new temporary password from your email account and Sign in. You will automatically be prompted to change your password. Refer to *Signing in, Section 3 – Using AVS*.



✔ Success: An email has been sent to your linked email account with instructions on resetting your password. ✕

**Note:** Password must be between 8 and 20 alpha numeric characters long. You must use at least one alpha character and one number. No upper-case characters are required but they can be used.

## Why can't I submit my fully validated files to the annual or quarterly collection/s?

This issue may arise if a user is trying to submit when the collection window is not open. You can only submit when the collection window is open.

It may also occur if the data contains publicly funded data which cannot be submitted to NCVER.

To complete your AVETMISS submission you will need to do one of the following:

1. Exclude all state-managed-training via your student management system (SMS) before uploading and validating your data again, submitting only your fee-for service direct to NCVER.
2. If the *Funding source national codes (11 or 15)* were incorrectly entered, you will need to amend these records in your SMS before uploading and validating your data again.

This may also arise if a user is attempting to submit to a quarter that is not currently open. As the new quarter opens for submissions the next 'period' will appear in AVS but cannot be used for submission at that time.

Example: Jan–Jun 2022 collection window opens in August, for submissions to the second quarter. At this time the Jan–Sep ‘period’ becomes available in AVS; however, it cannot be used for submissions at this time.

Please refer to the Quarterly reporting fact sheet available from NCVET RTO Hub, for submission periods and other useful information.

**Upload Error / Error: File combination is not valid. See the valid data set table for valid upload combinations**



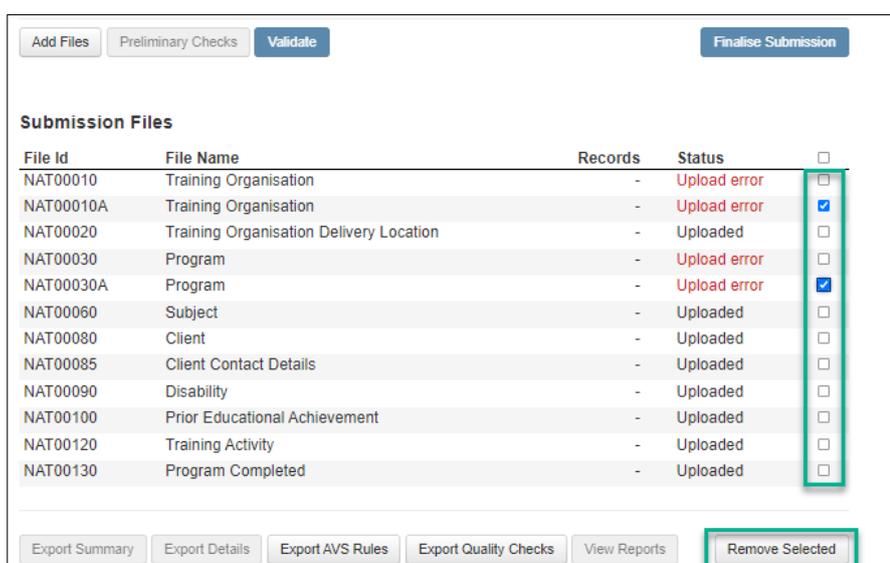
Users will encounter this error when this an invalid file combination, which involves the supplementary ('A') files, have been uploaded to AVS. There are specific rules about how the supplementary versions of the files (i.e. the 'A' files) can be used. The following table shows where the NAT10/10A and 30/30A files can be used in combination with one another.

NAT00010	NAT00030A	VALID	RTOs can deliver locally recognised training
NAT00030	NAT00030A	INVALID	Cannot submit two Program files
NAT00010A	NAT00030	INVALID	Non-registered training organisations cannot deliver nationally recognised activity
NAT00010A	NAT00030A	VALID	Non-registered training organisations can deliver locally recognised training
NAT00010	NAT00010A	INVALID	Cannot submit two Training organisation files

To rectify this issue RTOs will need to ensure they only upload the acceptable combination.

If necessary, the RTO can remove any invalid file/s (and if necessary, upload the correct file/s):

1. To remove a file/s place a tick in the box to the right of the file to be removed.
2. Once ticked select **Remove Selected** at the bottom of the screen.
3. Once the files have been removed/added users can re-validate.
4. If validated error free RTOs can proceed with submitting their files.



## AVS screen frozen

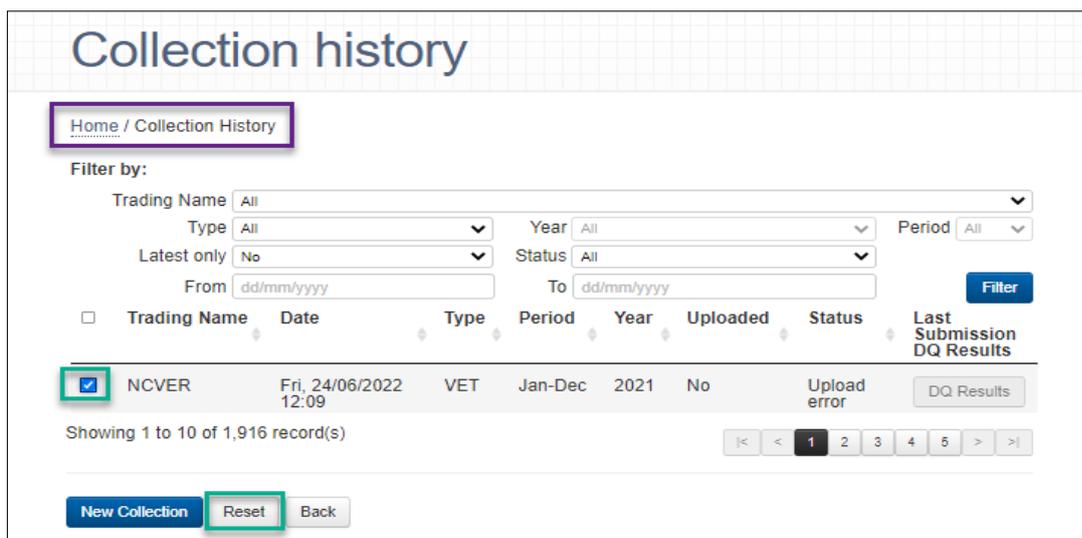
During the upload process, if your screen appears to be frozen with the message below remaining for a period of time you can reset the validation via the Collection History.

If you close your PC or exit out of AVS, you will continue to see this message until the validation has been reset.



To reset the collection:

1. Close the browser tab.
2. Log back into AVS.
3. Click on **Collections**, from the menu and select **Collection History**
4. Place a tick to the left of the upload causing the issue.
5. Select Reset from the bottom of the screen.
6. Select **Yes** at the confirmation screen.



**Collection history**

Home / Collection History

Filter by:

Trading Name: All  
Type: All  
Year: All  
Period: All  
Latest only: No  
Status: All  
From: dd/mm/yyyy  
To: dd/mm/yyyy

Trading Name Date Type Period Year Uploaded Status Last Submission DQ Results

<input type="checkbox"/>	Trading Name	Date	Type	Period	Year	Uploaded	Status	Last Submission DQ Results
<input checked="" type="checkbox"/>	NCVER	Fri, 24/06/2022 12:09	VET	Jan-Dec	2021	No	Upload error	DQ Results

Showing 1 to 10 of 1,916 record(s)

Navigation: |< < 1 2 3 4 5 > >|

Buttons: New Collection, Reset, Back

You can now start again by selecting **New Collection**.

## USI transcript update tool look-up table error - Subject Identifier / Program Identifier must exist on the TGA master list of Subjects

The Subject and Program Identifier fields are look-up tables. You cannot type or copy and paste the full subject or program ID into this field, bypassing the look-up function will result in an error. You must select the relevant subject / program from this table to proceed successfully.

## USI transcript update tool look-up table error - You must enter text with 12 or fewer characters

This error can trigger as a result of the browser being used. Google Chrome is the preferred browser when using the USI transcript update tool.

## USI transcript update tool – unable to edit outcome 70 – continuing enrolment

When editing Outcome Identifier – National – you can edit existing final outcomes. However, you cannot change a final outcome to or from a continuing outcome.

For example: You cannot change a 20 (competency achieved) or a 30 (competency not achieved) to a 70 (enrolment continuing into a following collection year) and you cannot change a 70 to a 20 or a 30. You must delete the incorrect record i.e. the record containing the 70 - continuing enrolment and add the record with the applicable final outcome.



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