Data Entry Tool
AVETMISS

User guide

Version 6.0

July 2021

National Centre for Vocational Education Research

NCVER

INFORMING + INFLUENCING
THE AUSTRALIAN VET SECTOR

Contents

About

NCVER's AVETMISS™ Data Entry Tool is a free web-based software tool that allows smaller Registered Training Organisations (RTOs) to capture client training activity and produce AVETMISS compliant NAT files. Because data entry is manual, the tool is recommended for RTOs that serve around 100 or fewer clients per year.

Please note: If your RTO receives funding and reports to a state or territory training authority (STA), the Data Entry Tool is not suitable for state-specific reporting requirements. The data entry tool cannot produce a NAT10A or NAT30A file for AVETMISS Release 8.0 purposes.

Terms and Conditions

Conditions of Use

1. The AVETMISS Data Entry Tool is not a student management system.
    a. This tool is not designed to manage all aspects of student management for a training provider. It is available to capture student and training information in line with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).
    b. This tool is not designed to compete with, or replace, other commercial student management systems in the marketplace.
2. The AVETMISS Data Entry Tool is designed for small Registered Training Organisations (RTOs) only. NCVER defines small as an organisation with 100 students or less.
3. The AVETMISS Data Entry Tool is provided for the creation of AVETMISS NAT files only.
    a. The NAT files are compatible with the AVETMISS Validation Software.
    b. The NAT files will export as .txt and .xml files. Please note: the AVETMISS Validation Software will currently only accept NAT files in .txt format.
4. The AVETMISS Data Entry Tool can be used to enter mandatory, and optional data, so long as it is defined in the AVETMISS Standard for VET Providers.
    a. This tool is not for the entry and capture of any data items not defined in the AVETMISS Standard for VET Providers.
    b. This tool is not for the entry of data for the Apprentice and Trainee collection.
    c. The AVETMISS Data Entry Tool is designed for the creation of NAT files for nationally recognised training only.
5. Data can only be manually entered into the AVETMISS Data Entry Tool; it cannot be imported.
6. The AVETMISS Data Entry Tool does not provide reports regarding the data entered. Limited reporting is managed by the AVETMISS Validation Software.
7. The AVETMISS Data Entry Tool is not a data storage system.
    a. Data that may be required across multiple collection years will be held in the system for a period of two (2) years, for ease of use only.
    b. Users should ensure that their data storage requirements are accommodated outside of the AVETMISS Data Entry Tool system.
8. The data entered into the AVETMISS Data Entry Tool will require validation via the AVETMISS Validation Software.

Privacy notice – collecting personal information

The National Centre for Vocational Education Research Limited (NCVER) collects and manages personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles described in the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

Privacy policy

Please refer to our Privacy Policy for details on how NCVER collects, manages, uses, discloses, protects, and disposes of personal information.

Privacy Contact

For all privacy related enquiries, please contact: NCVER Privacy Officer, E. privacy@ncver.edu.au, P. 08 8230 8400, NCVER, Level 5, 60 Light Square, ADELAIDE, SA 5000.

Collection of personal information

This notice is to inform you that by completing and submitting this registration form , NCVER will receive and hold your personal information in a database on a secure server at NCVER.

Your attention is also drawn to the collection of data via webserver logs and Google Analytics. No identifiable personal information is collected. For more information please see NCVER's Conditions of Use.

Use of personal information

NCVER will use your personal information for the purpose of registering you as a user of the AVETMISS Data Entry Tool for the creation of AVETMISS (NAT) files. The purpose of the AVETMISS Data Entry Tool is to assist users to meet AVETMISS compliance for data submissions to State Training Authorities or directly to NCVER in the user's official capacity. NCVER does not sell its mailing lists to third parties, or disclose personal information to third parties, except for the sole purpose of performing an activity related to NCVER's functions.

Information required and why

The personal information collected includes: first and last names, email address, user name and password. Your first and last names and email address is needed to process your registration request to access and use the AVETMISS Data Entry Tool. It is not practicable for NCVER to offer anonymity or pseudonymity for first and last names as we need to verify your credentials for use of this tool. You may, however, use a pseudonym for your username and a non-identifiable, valid email address (e.g. oaktree@xyz.com).

NCVER will only use this email address to contact you as necessary to provide assistance with your account. Please see NCVER's Privacy Policy for information on anonymity and pseudonymity.

Access to and correction of personal information

You may update your profile and change any of your personal details at any time (except your username as this would compromise your system access) by simply logging on to your user account and changing your details.

Lodging complaints

Should you have concerns with the way NCVER manages your personal information, please refer to our Privacy Policy for details on how to lodge a complaint, how NCVER will respond, and how long this is likely to take.

User Agreement

Use of the AVETMISS Data Entry Tool

1. NCVER provides users with an online tool that creates AVETMISS (NAT) files. This service is for the purpose of assisting users to meet their national AVETMISS reporting requirements (RTO Standard 7, clause 7.5) under the Data Provision Requirements Act, 2012, and not for any other purpose including use of the AVETMISS Data Entry Tool for commercial purposes.
2. Use of the AVETMISS Data Entry Tool for any unlawful purpose is prohibited.
3. Misuse of the AVETMISS Data Entry Tool is strictly prohibited. Users will not interfere with the AVETMISS Data Entry Tool or make changes to the AVETMISS Data Entry Tool in any way, either directly or through another application.
4. NCVER may send you service announcements, administrative messages, and other information in connection with your use of the AVETMISS Data Entry Tool. User preferences within the AVETMISS Data Entry Tool allow users to control how these messages are received.

AVETMISS Data Entry Tool Account

1. Access information (Username & Passwords) must be protected and not communicated to a third party. NCVER must be notified immediately if these are compromised.
2. Access of the AVETMISS Data Entry Tool using a method other than the interface or the instructions NCVER provides is prohibited. This includes gaining access to the AVETMISS Data Entry Tool via another user's AVETMISS Data Entry Tool account.
3. When logged onto the AVETMISS Data Entry Tool, users must lock their screen when they are away from their workstation and must have a password protected screen saver set to be activated after no more than 10 minutes.
4. NCVER must be notified immediately in the event of any security breaches.

AVETMISS data Entry Tool content and information

1. The AVETMISS Data Entry Tool is a service provided by NCVER to create AVETMISS (NAT) files. NCVER is not responsible for the accuracy, legality or reliability of data entered by users. Users are solely responsible for the content they enter using the AVETMISS Data Entry Tool and their subsequent data submissions to NCVER.
2. All information generated by the AVETMISS Data Entry Tool is to be managed appropriately by users and their organisations.
3. NCVER considers all data entered into the AVETMISS Data Entry Tool as confidential. Please refer to NCVER's privacy policies about how NCVER protects the privacy of your data and personal information at http://www.ncver.edu.au.
4. Users must not enter any false, defamatory, abusive, offensive, obscene or indecent information including material which would constitute a criminal offence into the AVETMISS Data Entry Tool.

5. Malicious use of the AVETMISS Data Entry Tool to develop or transmit programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

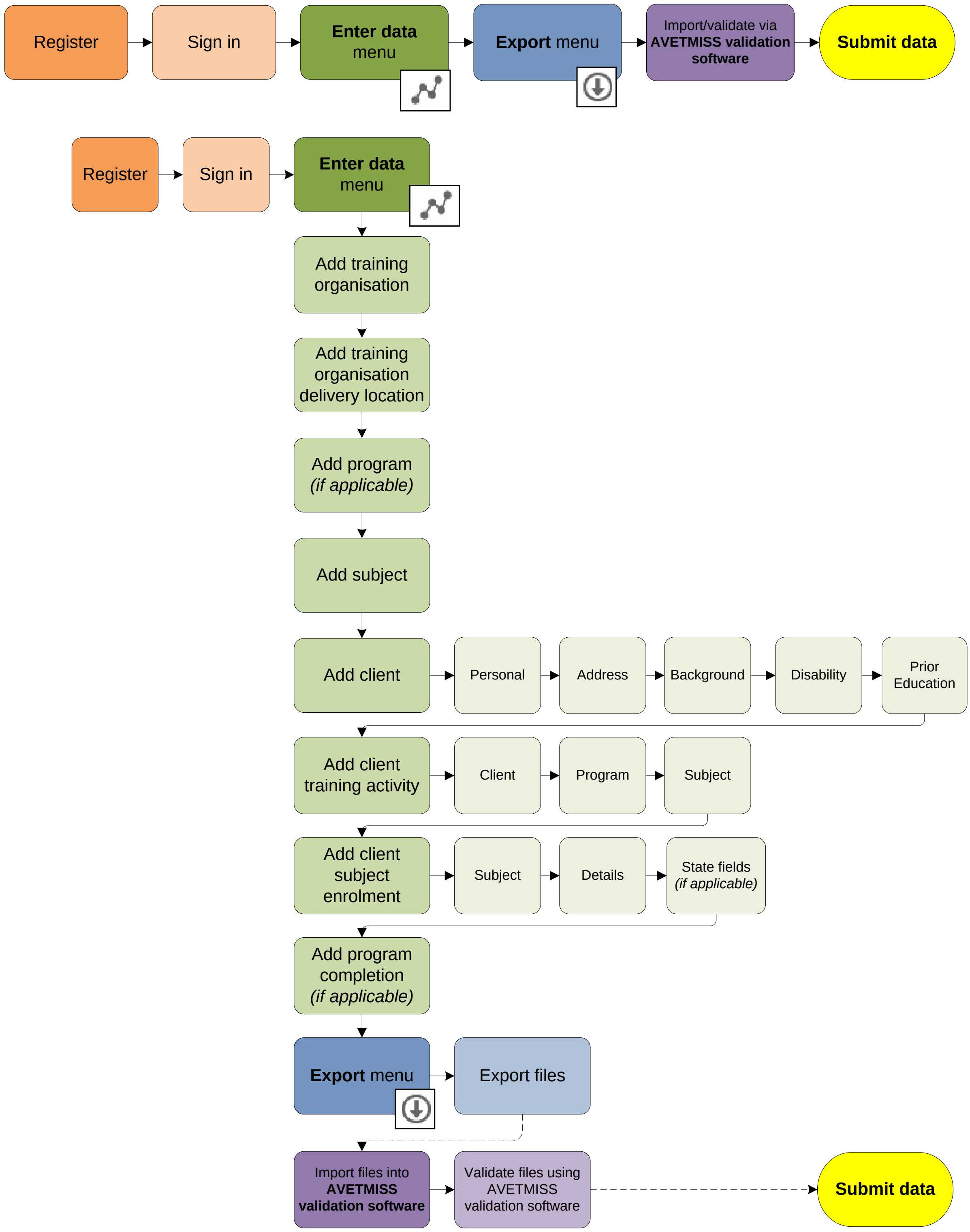
About these terms

NCVER may make changes it considers necessary to this User Agreement from time to time, without notice. It is the registered user’s responsibility to ensure they comply with the latest edition of the User Agreement at any given time. Changes will not apply retroactively and will become effective no sooner than 14 days after they are posted. However, changes addressing new functions for the AVETMISS Data Entry Tool or are made for legal reasons will be effective immediately. You should discontinue your use of the service if you do not agree with the modified terms of the User Agreement. Completion of registration or use of the AVETMISS Data Entry Tool for the first time is deemed to be an agreement of to the AVETMISS Data Entry Tool User Agreement. In the event of breach of this policy, NCVER reserves the right to terminate a user’s registration with immediate effect, without recompense. Any files held on our servers will be deleted. This policy is governed by the laws of South Australia.

Disclaimer (liabilities and warranties)

Other than as expressly set out in these terms or additional terms, NCVER does not make any specific promises about the AVETMISS Data Entry Tool. For example, NCVER does not make any commitments about the content within the AVETMISS Data Entry Tool, the specific function of the AVETMISS Data Entry Tool, or its reliability, availability, or ability to meet your needs. NCVER provides the AVETMISS Data Entry Tool 'as is'. All warranties whether expressed or implied, statutory or otherwise relating in any way to the use of the AVETMISS Data Entry Tool or to the AVETMISS Data Entry Tool generally, are excluded to the fullest extent permitted by law. NCVER is not responsible for lost profits, revenues, or data, financial losses or indirect, special, consequential, exemplary, or punitive damages to the fullest extent permitted by law. I agree to abide by the above listed conditions of use for the AVETMISS Data Entry Tool.

Process Overview



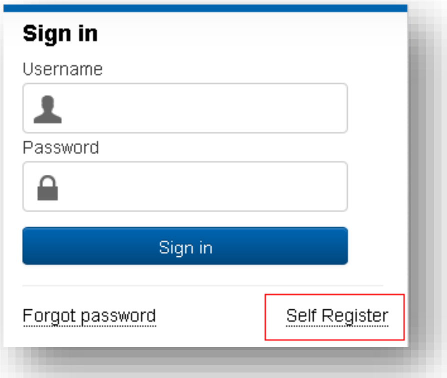
Getting Started

Registration

To register your RTO to use the Data Entry Tool, visit https://det.ncver.edu.au/det/

Click the **Self Register** link on the sign in screen.

This is a once-off registration where you will be able to choose your own username and password.



Sign in

Once you have registered, you can sign in with your username and password.

Enter data

To set up the system for the first time, click the **Enter data** menu.

Only the **Training organisation** section will be available. Set up a profile for each training organisation you will be entering data for. Click the **Add New** button to add a new entry or click the pencil icon to amend an existing entry.

On completion of the training organisation set up, you will be presented with more data entry options. These will need to be completed in order, as you will not be able to complete the client training activity tab without completing the previous options first.

Enter data options:

- **Training organisation delivery location -** maps to the *Training organisation delivery location* file
- **Program -** maps to the *Program* file
- **Subject** - maps to the *Subject* file
- **Client** - maps to the *Client*, *Client postal details*, *Disability* and *Prior educational achievement* files
- **Client training activity** (and **New client subject enrolment**) - maps to the *Enrolment* file
- **Program completion -** maps to the *Program completed* file
- **Export Data -** creates AVETMISS NAT files required for validation

Note: Program tab is only to be completed if your RTO delivers full programs, qualifications, accredited courses or skill sets. Program completions tab is only to be completed if programs have been completed in full within the reporting collection year.

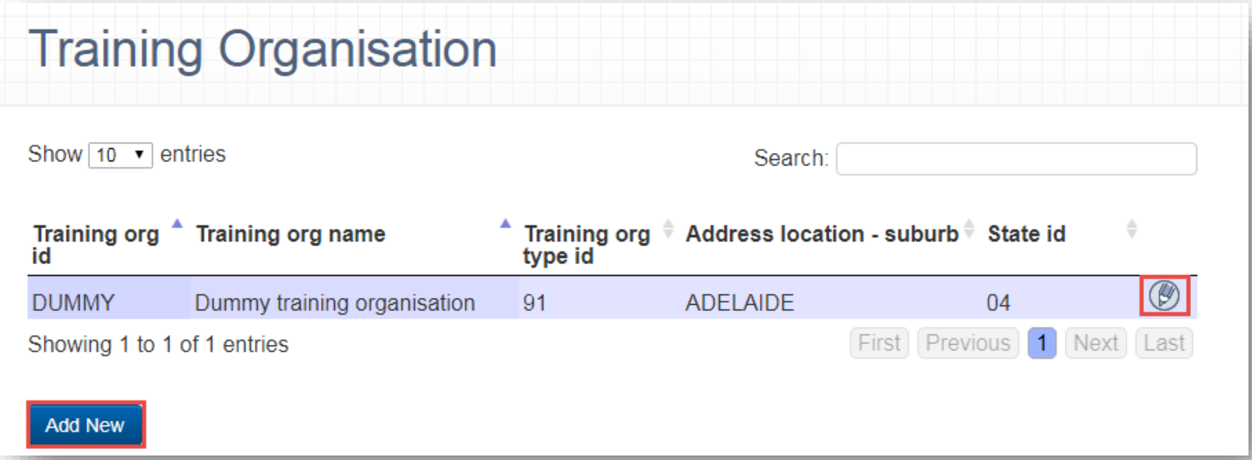
Data should only be entered for the reporting period e.g. if submitting to a quarterly collection the data should not include future dated activity. Any future dated program completions will also be exported and result in a validation error in AVS.

Enter data Screens

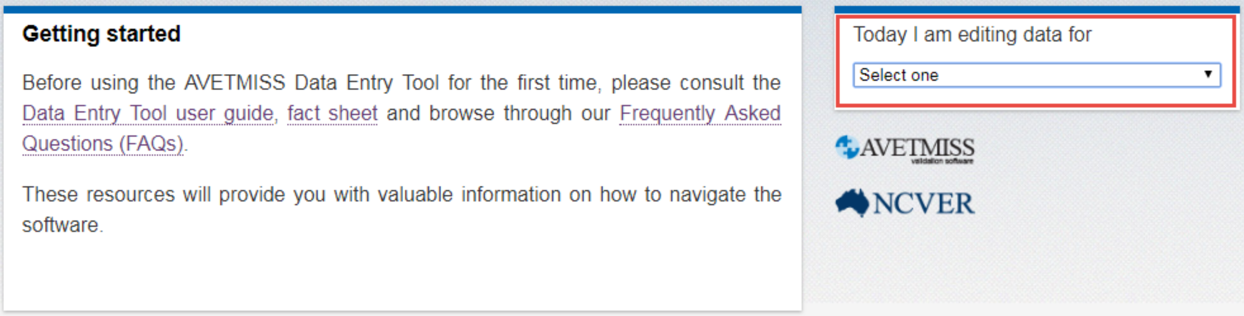
Training Organisation

Set up a profile for each training organisation you will be entering data for.

Click the **Add New** button to add a new entry, **or** click the pencil icon to amend an existing entry.

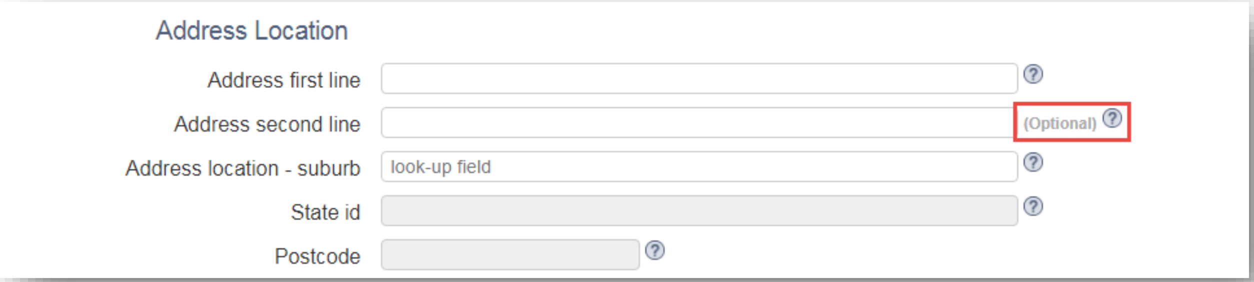


Note: If your username has more than one training organisation associated with it, you will be asked on the Home screen to select which training organisation you are editing data for:

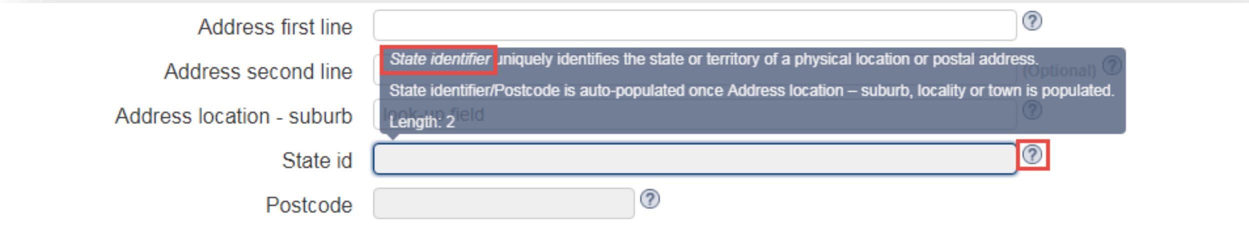


Mandatory fields

All fields are required to be completed, unless they are listed as 'Optional'



Tooltips



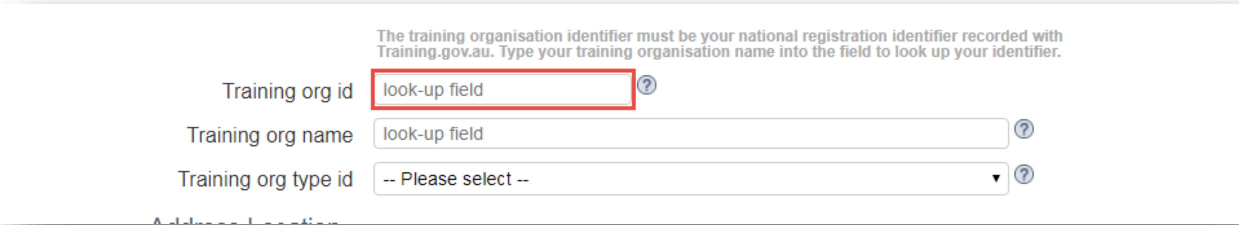
Click on the tooltip '?' icon next to any field to display more information about the field.

Note: The *italicised words in the tooltip* match the relevant data element. Definitions, context, rules, classification schemes and format attributes for the data elements can be found in the relevant AVETMISS data element definitions document. These documents can be found on the NCVER Portal, https://www.ncver.edu.au/rto-hub/avetmiss-for-vet-providers.

Look-up fields

The Data Entry Tool retrieves some data and classifications from the http://training.gov.au website.

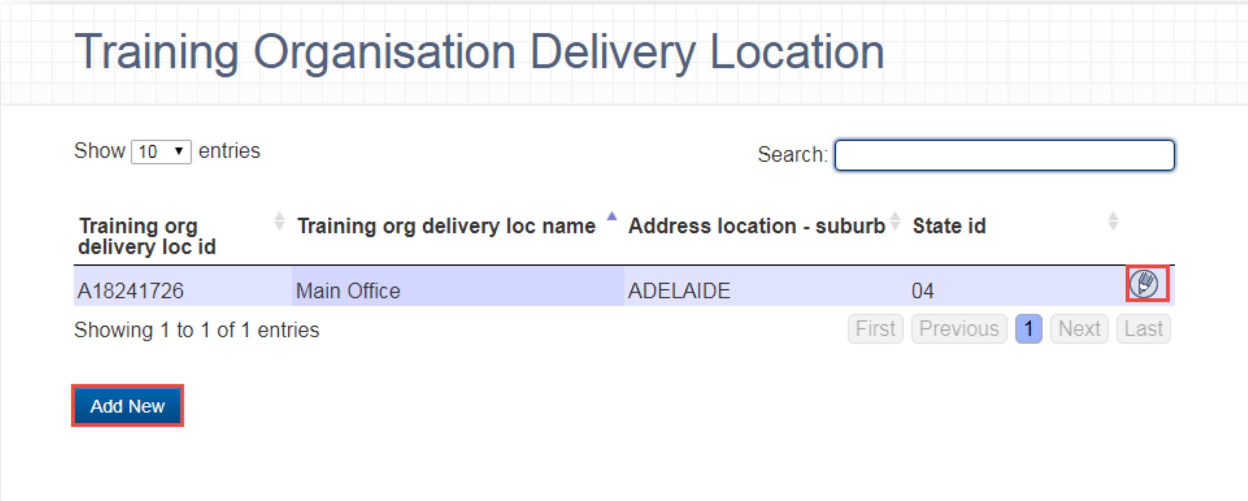
For certain fields (marked 'look-up field'), as you enter details, a list of suggested values will appear for you to select from.



Training Organisation Delivery Location

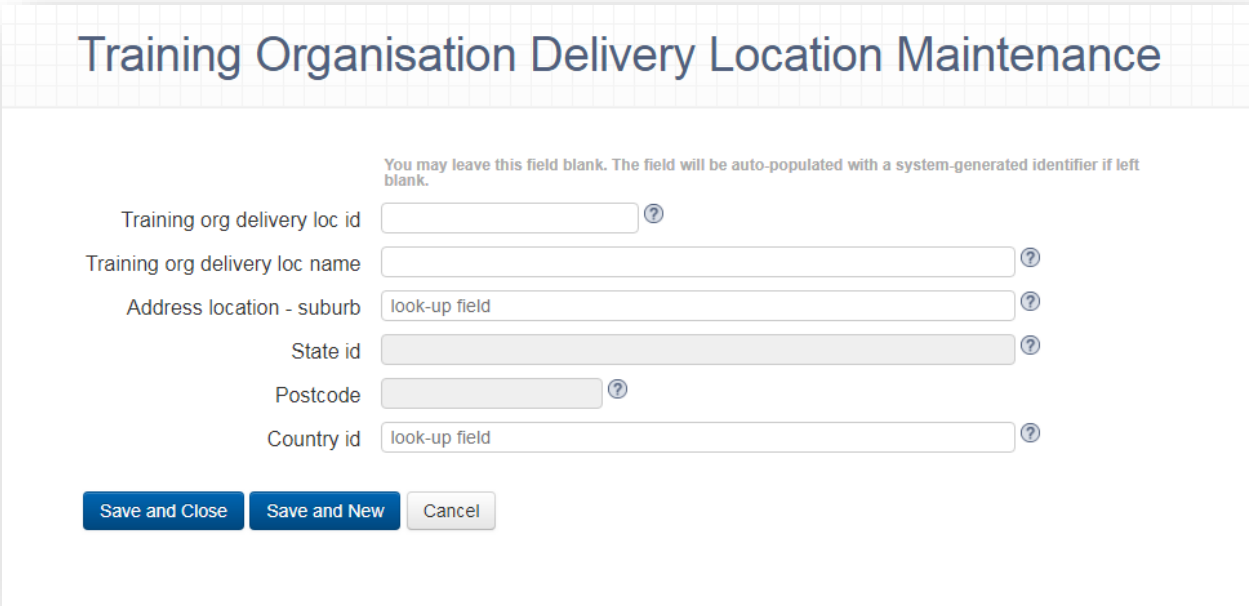
Set up a profile for each training organisation delivery location unique to your training organisation.

Click the **Add New** button to add a new entry or click the pencil icon to amend an existing entry.



Note: Training organisation delivery location identifier is a unique code (usually determined by the training organisation) which identifies a training organisation's delivery location.

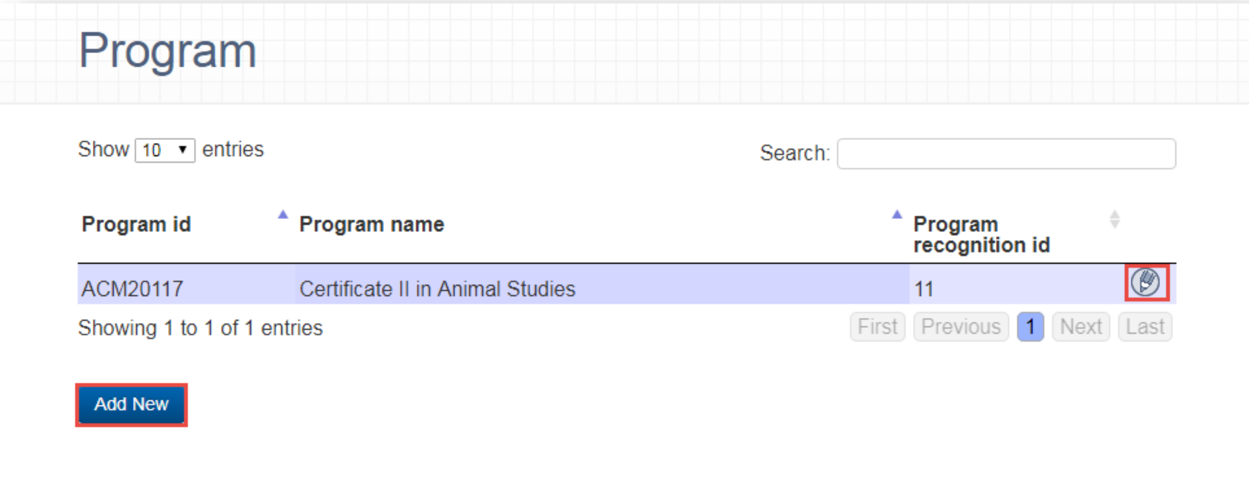
For online, correspondence and 'on the road' delivery, the training organisation delivery location identifier is the location from which the training is coordinated.



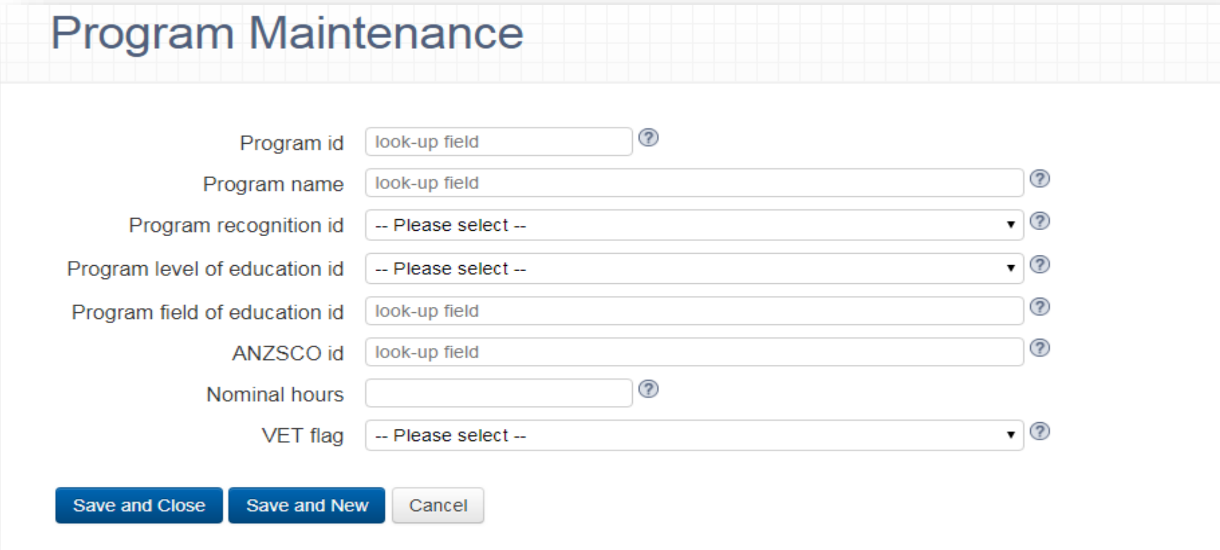
Program

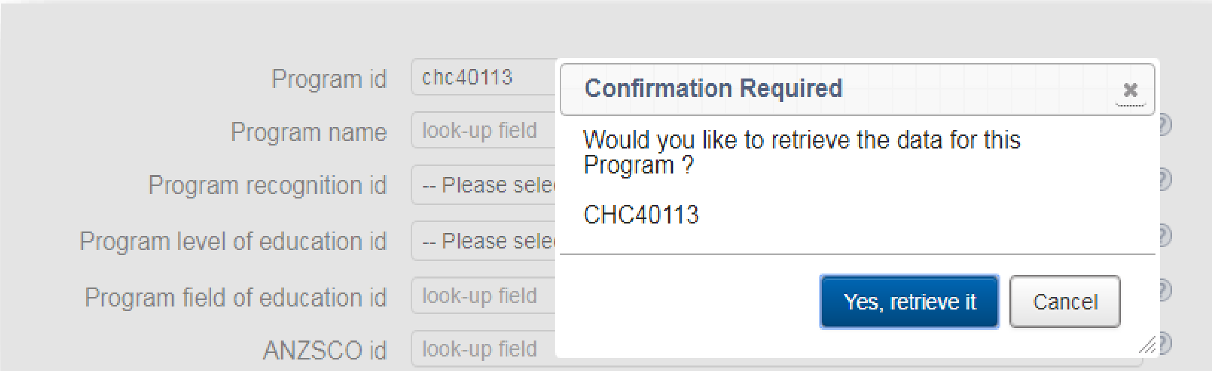
Set up a profile for each program your training organisation delivered within the collection year.

Click the **Add New** button to add a new entry **or** click the pencil icon to amend an existing entry.



Use the look-up field function to auto populate program data from trainging.gov.au website.

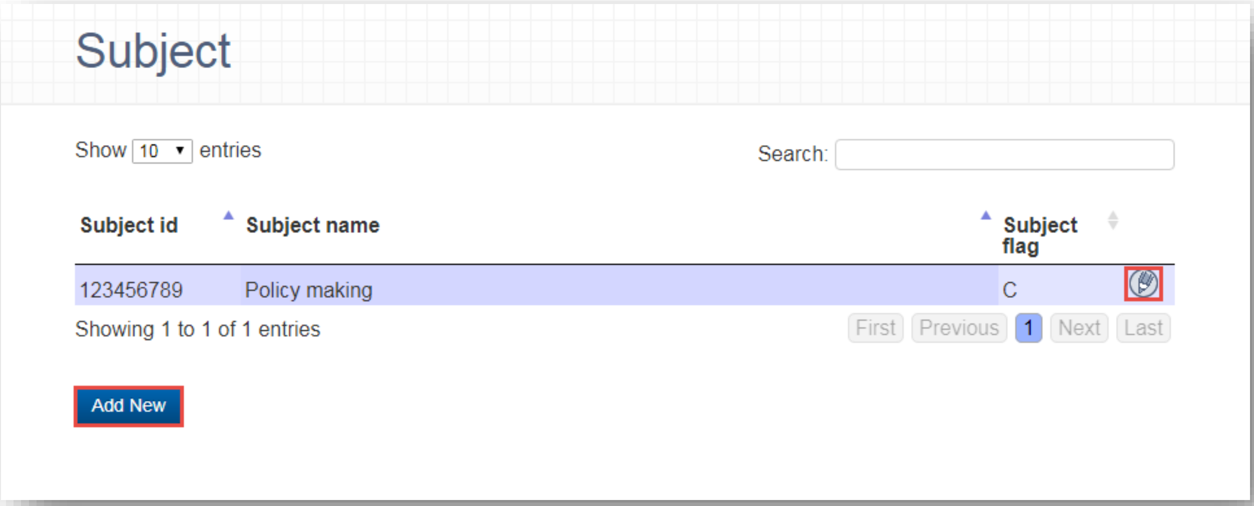




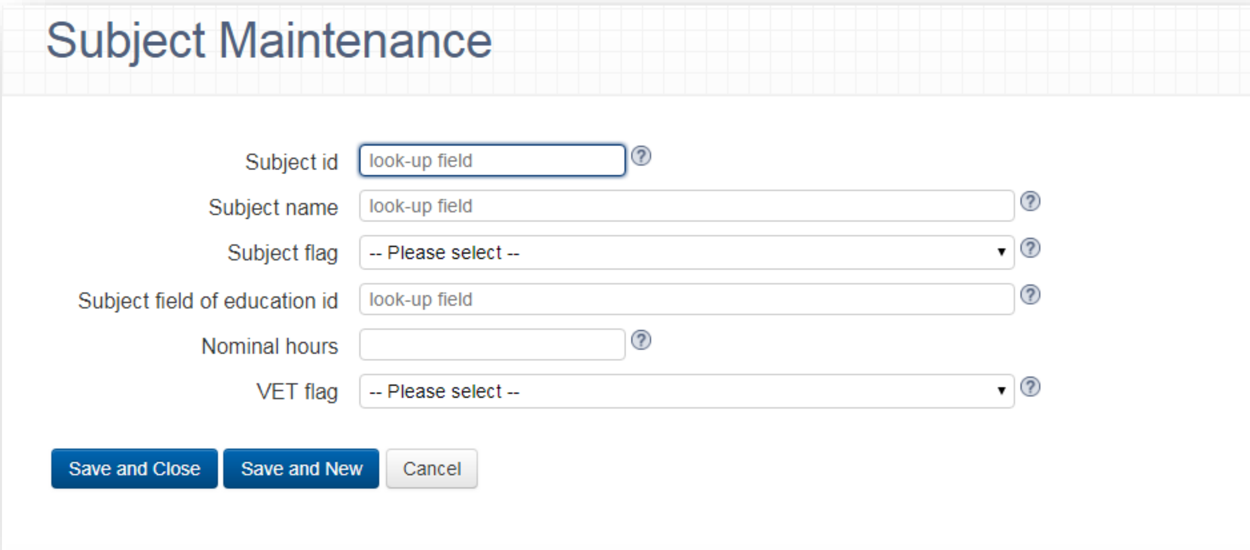
Subject

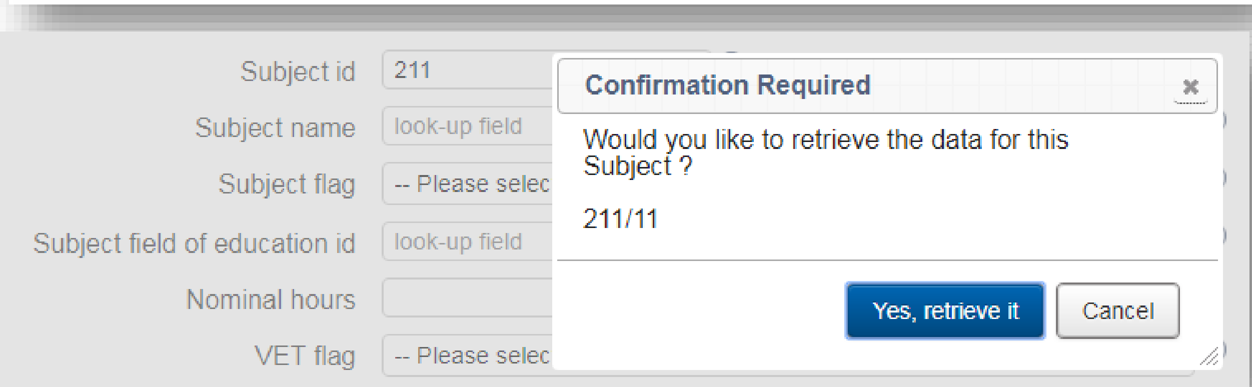
Set up a profile for each subject your training organisation delivered within the collection year.

Click the **Add New** button to add a new entry **or** click the pencil icon to amend an existing entry.



Use the look-up field function to auto populate subject data from trainging.gov.au website.



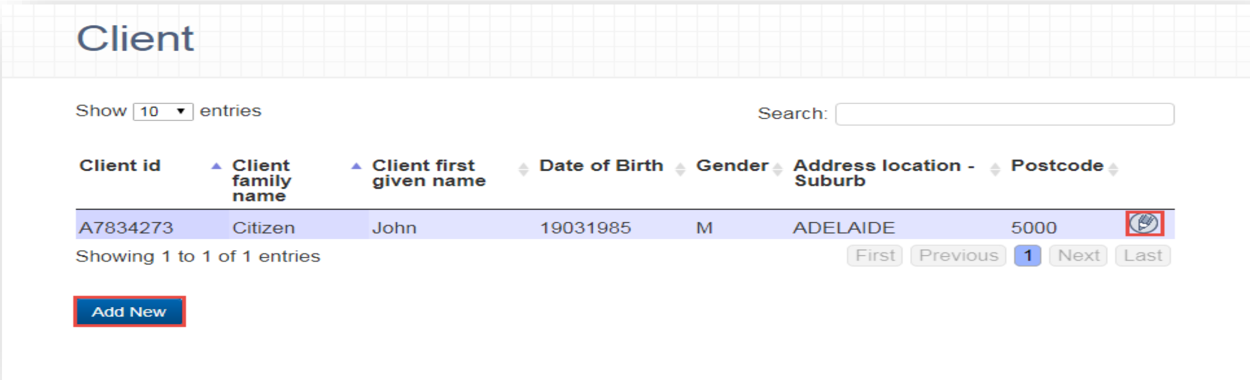


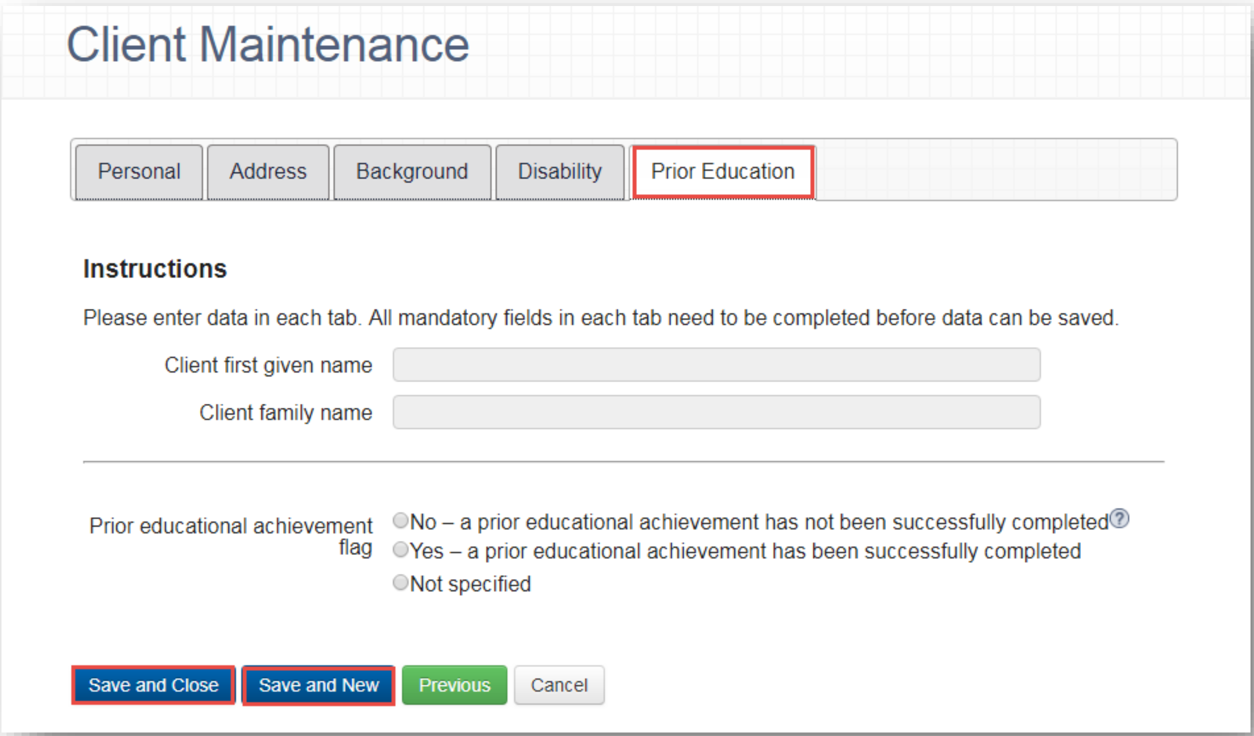
Client

Set up a profile for each one of your clients.

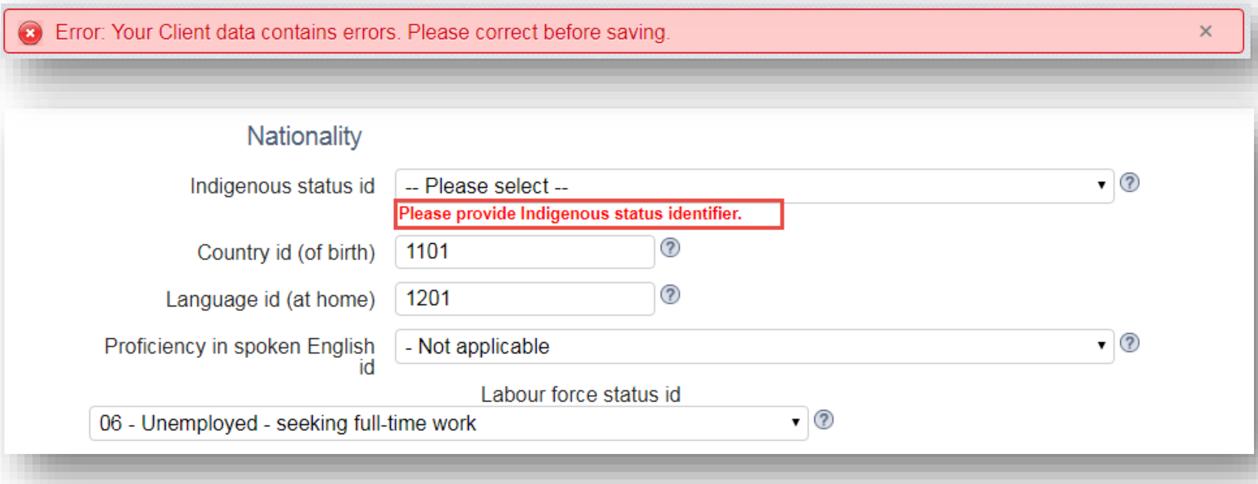
Click on the blue **Add New** button to add a new client record **or** click the pencil icon to amend existing client details.

When **Add New** is selected, the client maintenance screen will appear. All mandatory fields in each tab need to be completed before data can be saved via the **Save and Close** or **Save and New** option on the Prior Education Tab.





If any errors are located when attempting to save your data, the system will automatically direct you to the first tab it locates an error.

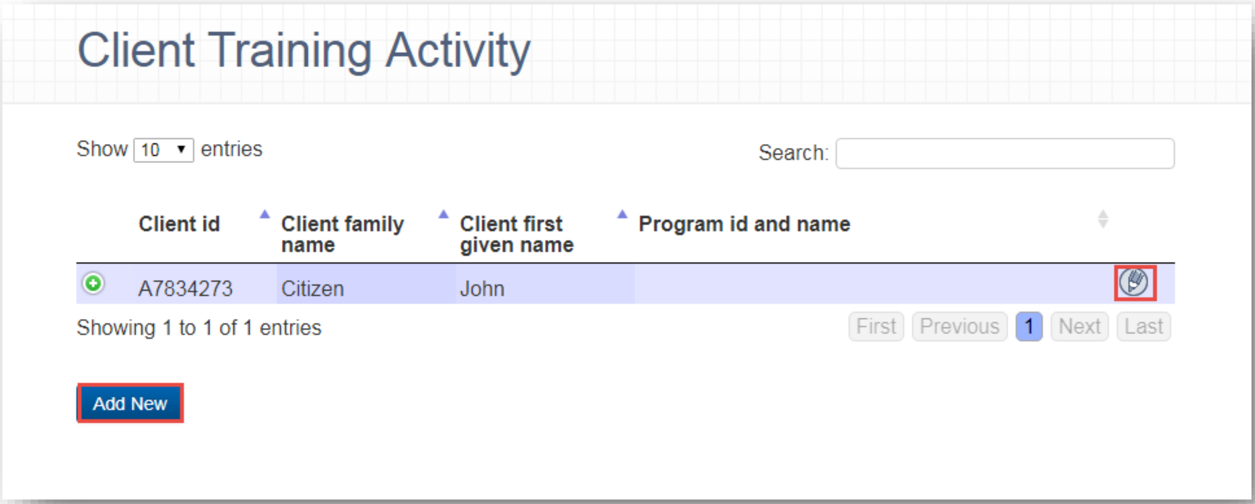


Note: You may have more than one error which could be located on another tab. Navigate through all tabs to ensure no other errors require rectifying before saving.

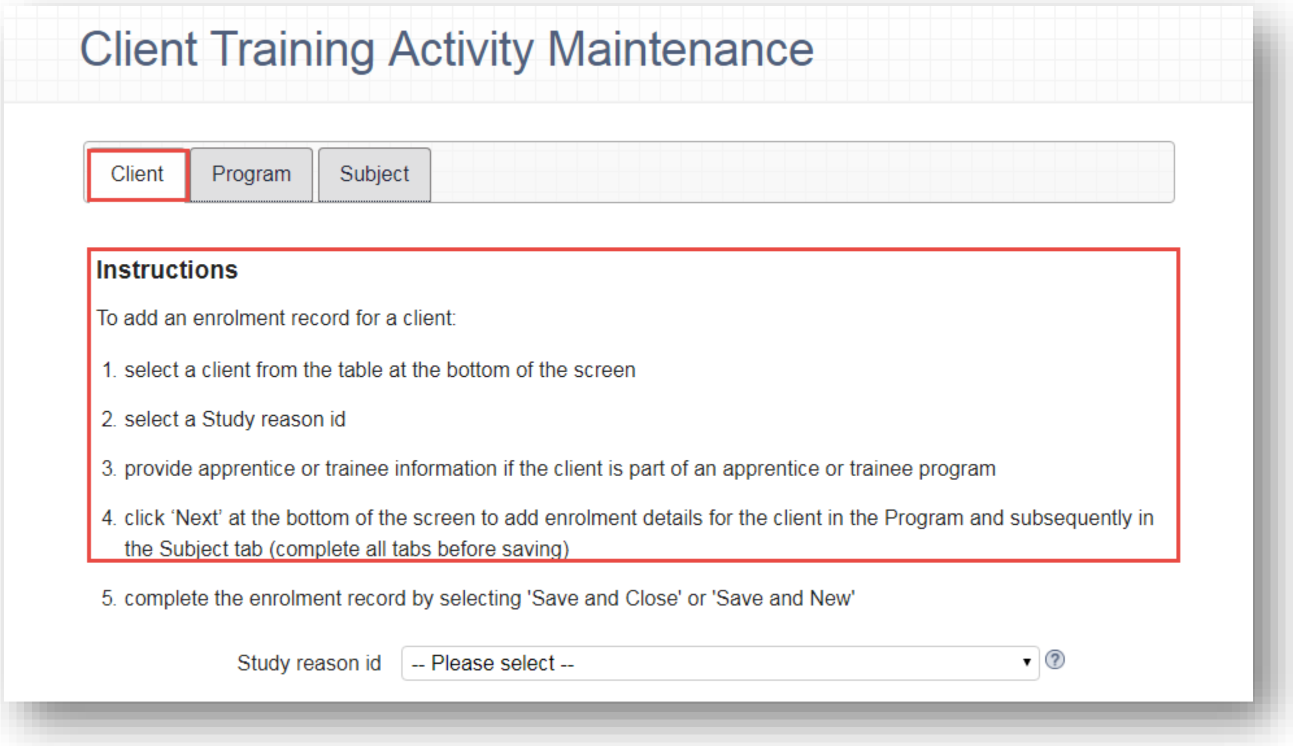
Client Training Activity

To enrol clients to qualifications, accredited courses, skill set and subjects, select the client training activity tab.

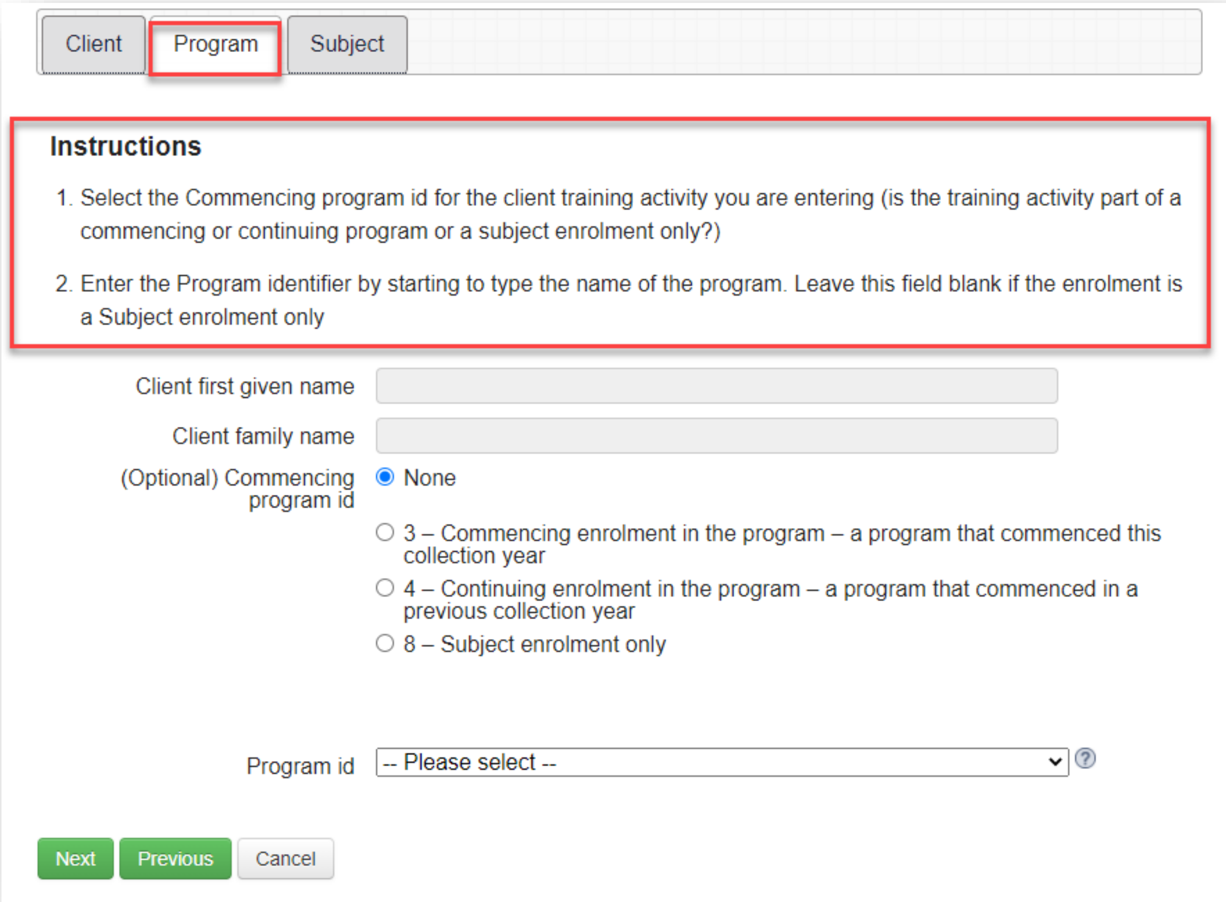
Click on the blue **Add New** button to start a new client training activity record **or** click the pencil icon to amend existing client training activity.



When **Add New** has been selected, follow the instructions on the **Client** tab.

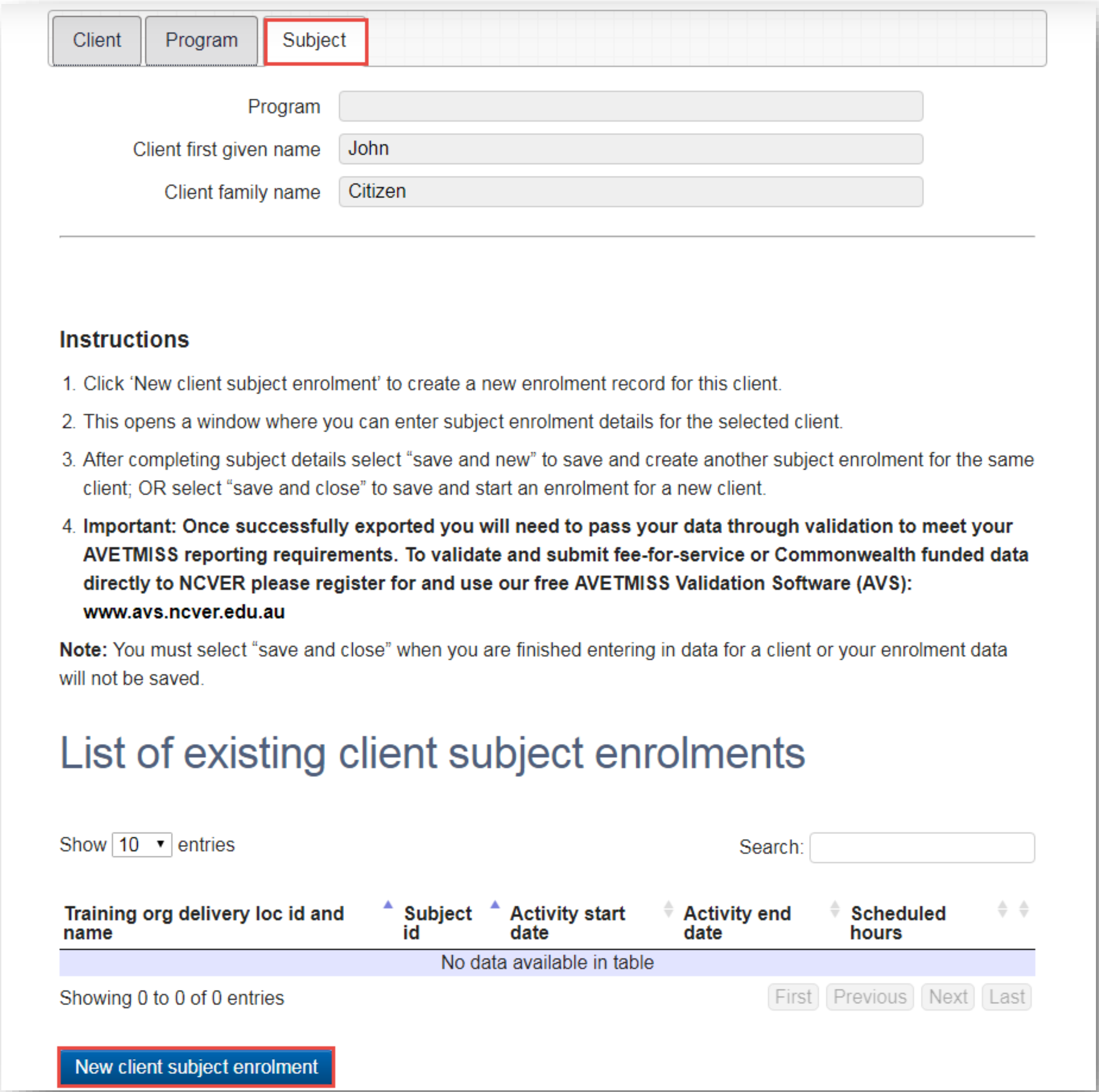


You will need to select **Next** to proceed to the **Program** tab for further instructions and subsequently the **Subject** tab to save all entered data.

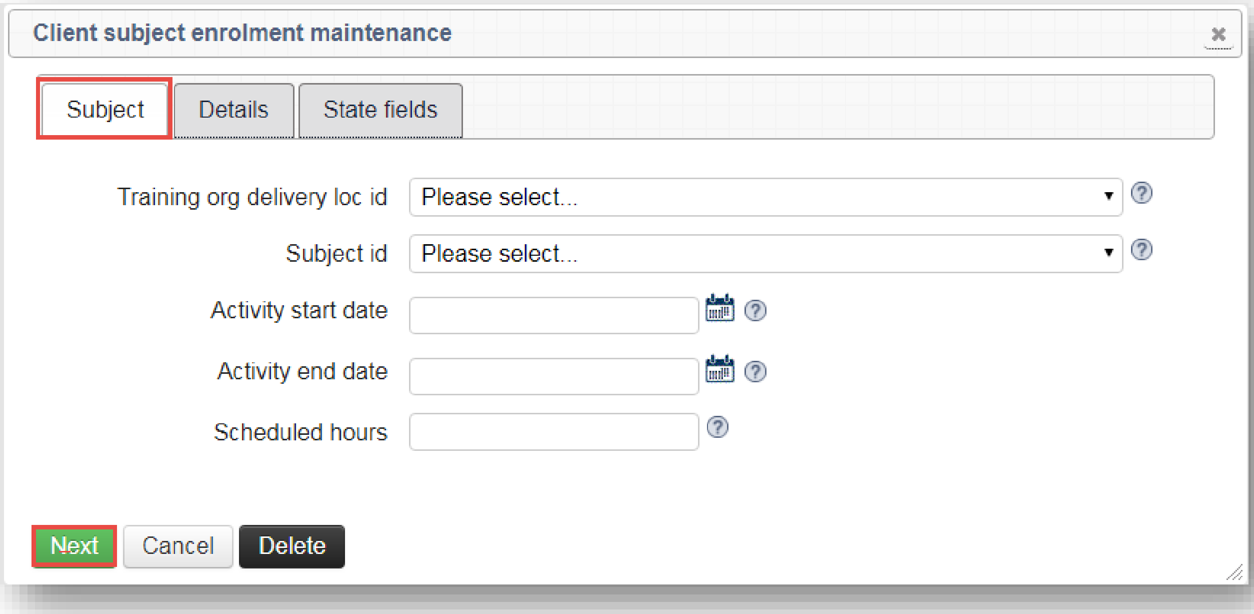


Note: If you select None you must select a Program id before proceeding to the next screen.

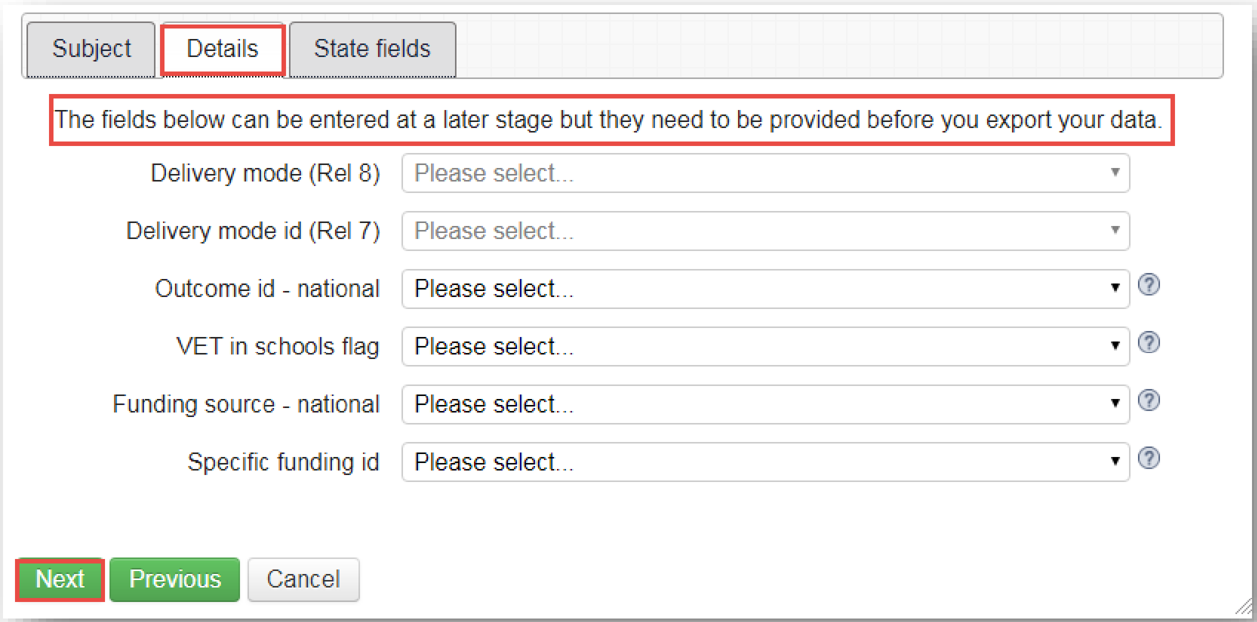
Click on the blue **New client subject enrolment** button to enrol the client into a subject. You will need to repeat this step for each subject that a student is enrolled in.



After selecting the **New client subject enrolment** button, the **Subject** tab will be displayed. This is where you enter in the training delivery location id, subject, unit of competency or module details; once you have entered all the subject enrolment activity in select **Next** to continue.



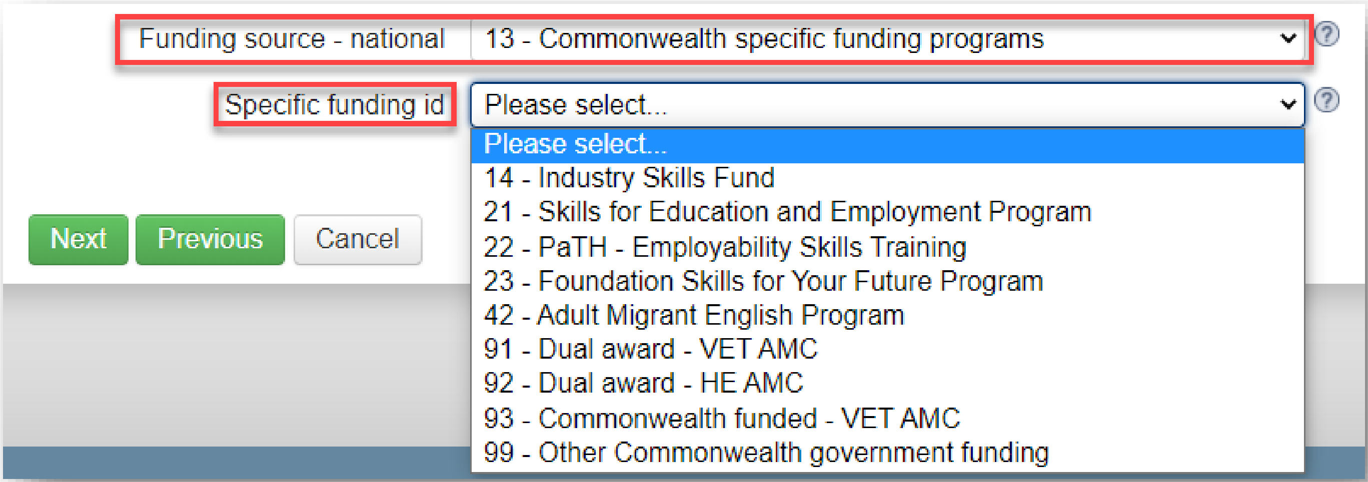
On the Details tab, the fields can be entered at a later stage but they need to be provided before you export your data. This session can be saved and completed once the student completes their training.



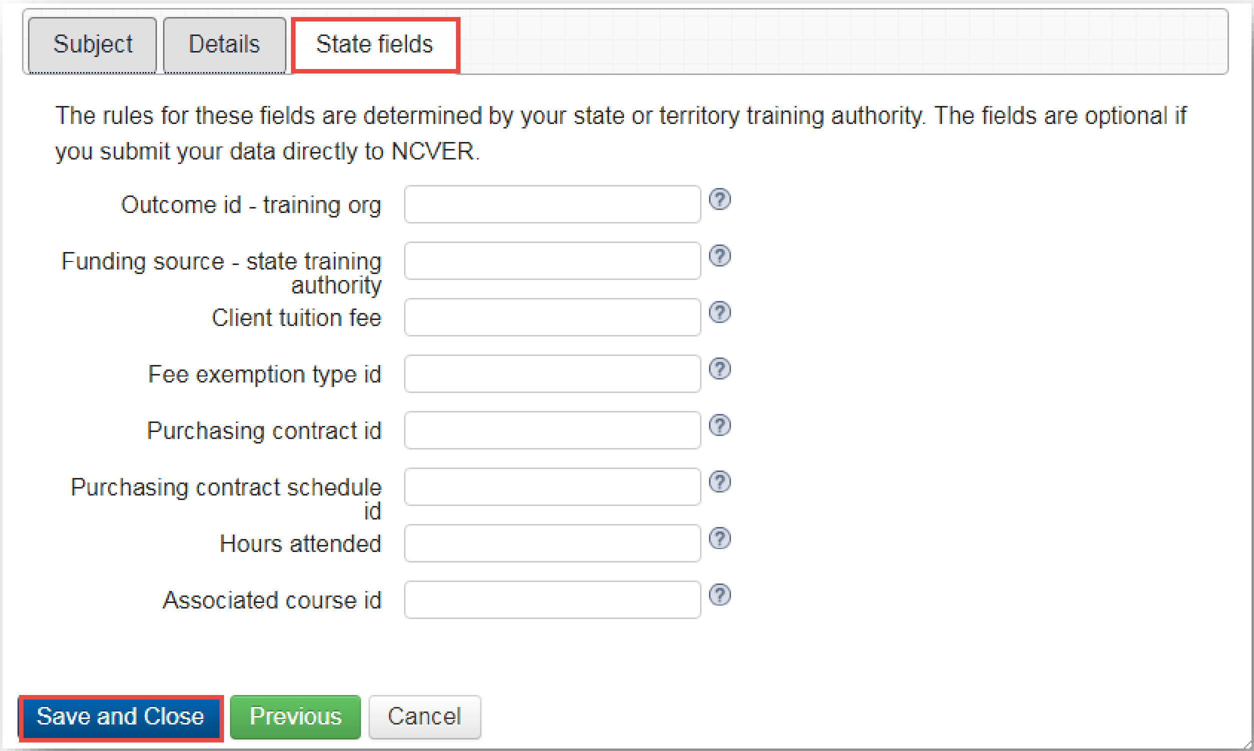
Delivery mode (Rel 8) field will only be made available for selection if the activity end date is 2018 or later.

If you are entering historical data under Rel 7 you will need to complete both ‘delivery mode fields’ when entering data for 2017, if the client is continuing into 2018 (or later).

You will not need to provide a Specific funding id **unless** you have selected ‘13’ for the Funding source national.



These fields are not required for submission of data to NCVER. You will need to select **save and close** to continue with saving enrolment.



After clicking Save and close, you will be brought back to the client enrolment maintenance screen. From here, you have the following options:

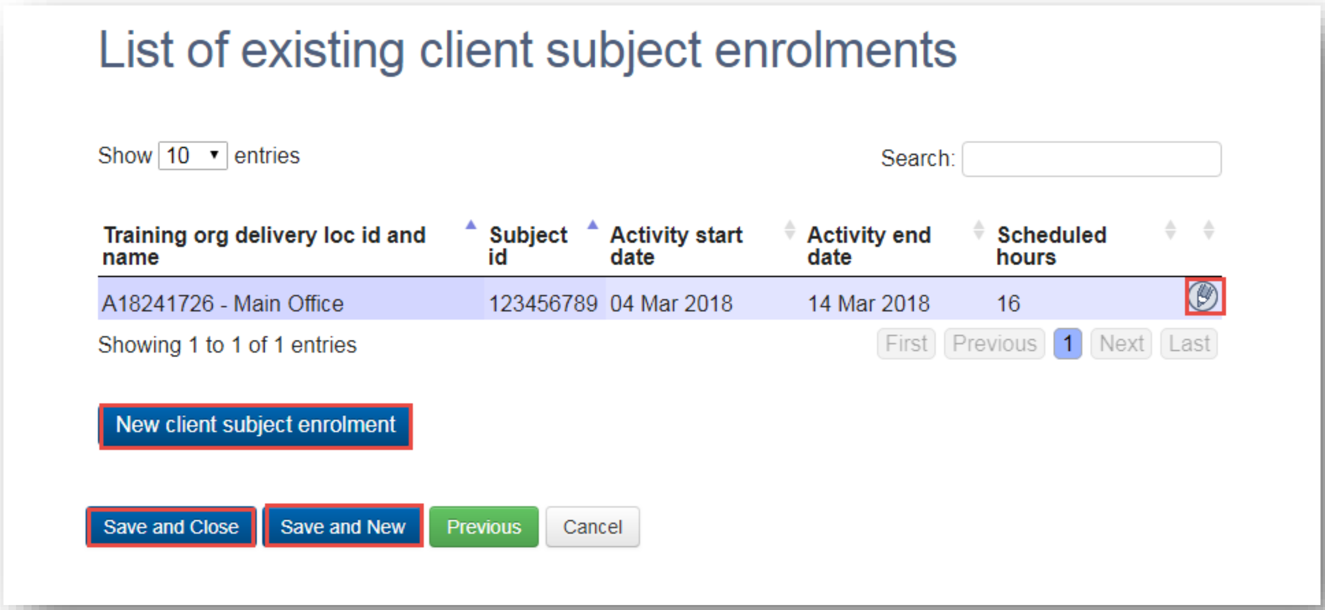
1. Click on the pencil to edit a Client subject enrolment record (this is also how you fix errors) to modify existing records.

2. Click on the New client subject enrolment button to enrol the same client into another subject. For example, if you are enrolling a client into 8 subjects you would repeat this 8 times (re-start process from Step 3).

3. Click on the Save and close to finish and save your client enrolment record(s) you have just been working on.

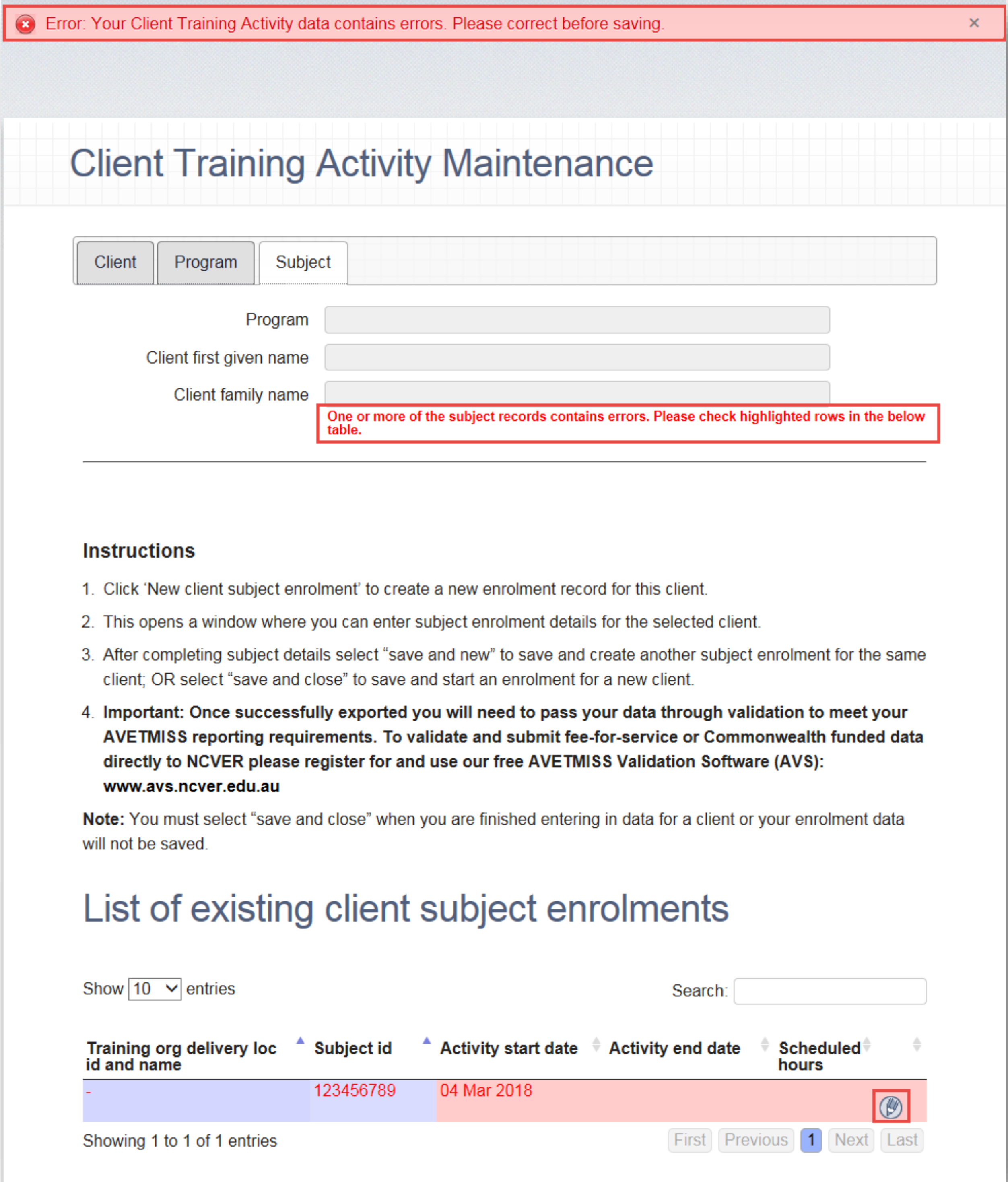
Important: If you do not select Save and close your Client subject enrolment data will not be saved.

4. Click on the Save and new to go back to your list of clients to begin enrolling a new client (re-start process from Step 2).

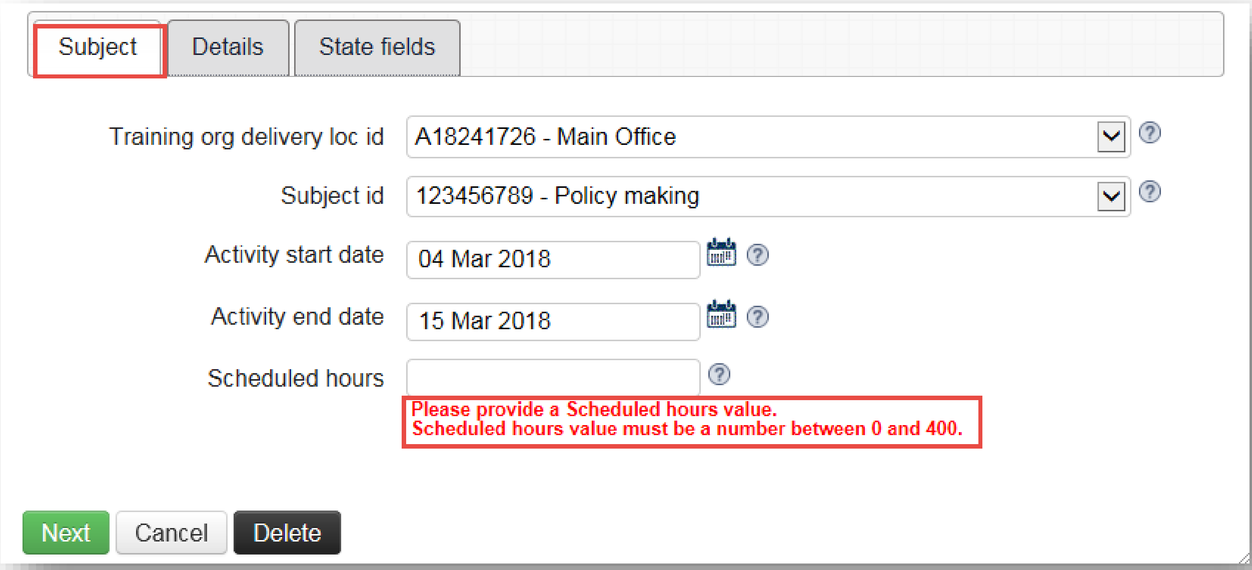


If you have missed a field or have an invalid entry, you cannot save the enrolment until you have rectified all errors.

Click on the edit pencil on the highlighted row(s).



The system will automatically direct you to the first tab it locates an error. Once corrected you will need to proceed to the next tab until the **State Fields** tab where you are then able to select **Save and Close**



Program Completion

Set up a profile for clients who have completed a program and specify if a certificate has been issued or not.

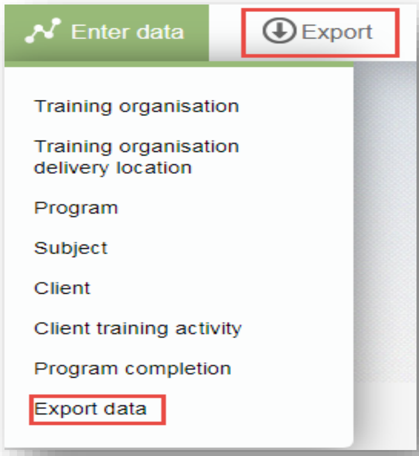
Click the **Add New** button to add a new entry or click the pencil icon to amend an existing entry.

Note: Program Completions should only be entered for the period being exported. Future dated program completions will cause a validation error in the AVETMISS Validation Software. For example, if you are submitting to the Jan-Mar quarterly collection your data should not contain program completions which occurred in April. These would need to be removed from the Data Entry Tool and re-added once the Jan-Mar data has been submitted.

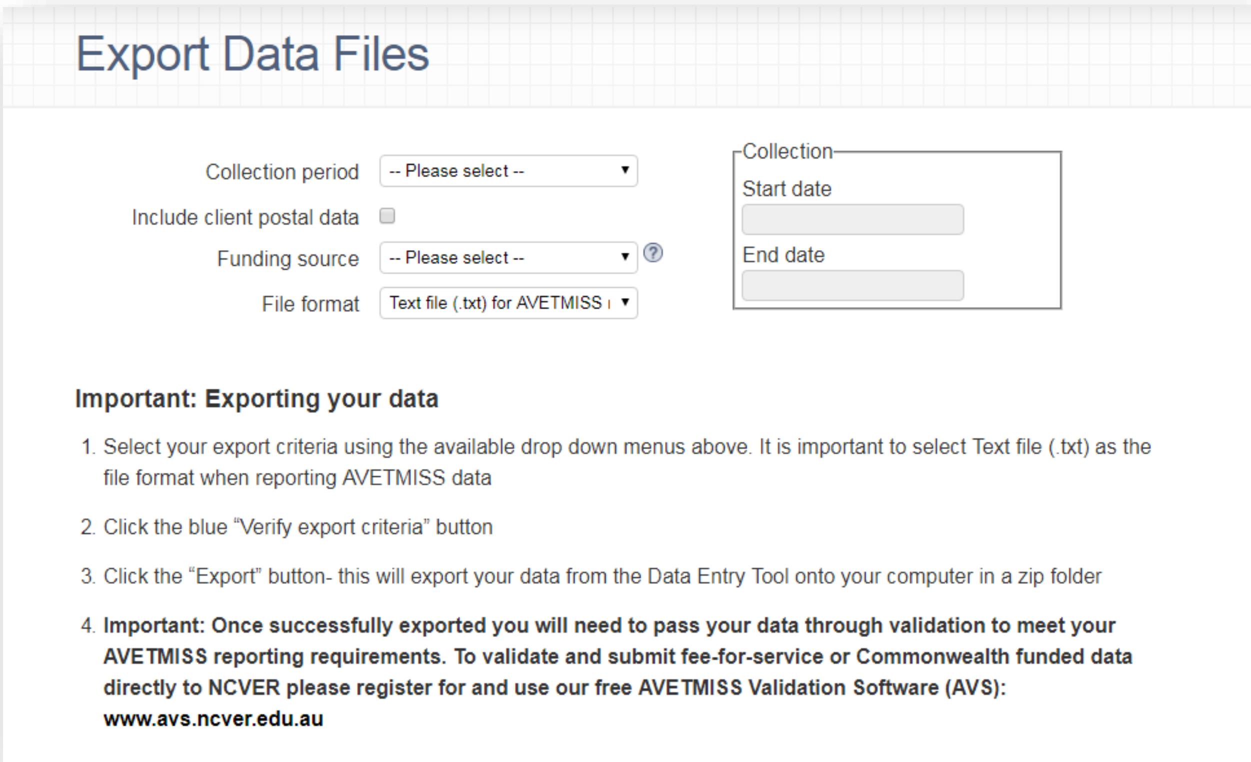
Export

Once all data has been entered, export the data files for validation or archive.

Select **Export** from the main tool bar or the **Export Data** option from the **Enter data** drop down.



Note: While the Data Entry Tool will allow you to export files in TXT or XML format, NCVER's AVETMISS Validation Software will only accept files for validation in TXT format.



Validate

Exported files from the Data Entry Tool can be validated using NCVER's AVETMISS Validation Software (AVS), available from https://avs.ncver.edu.au/avs/.

Note: State/Territory Training Authorities (STAs) may have additional software they require you to use. We recommend contacting your STA directly to discuss. The Data Entry Tool is not suitable for state specific reporting requirements and cannot produce a NAT10A or NAT30A file.

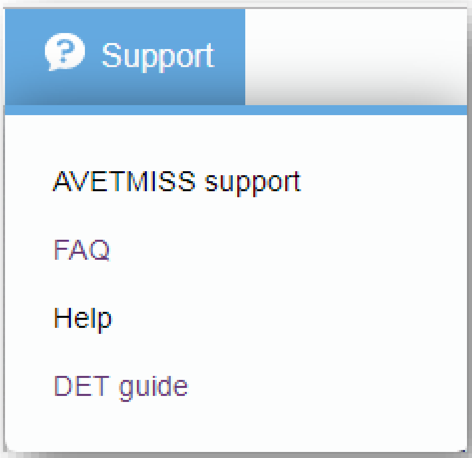
Submit

Once the files have been successfully validated in AVS (without errors) you will be able to submit them via the *Finalise Submission* option. For more information please refer to https://avs.ncver.edu.au/avs/.

Note: Where and how you submit your data will depend on your organisation and the state(s) you operate in, please contact your STA directly to discuss.

Support

View **Support** menu to access many resources to assist you with using the Data Entry Tool.



Screen Navigation

Sign in screen

Welcome screen messages

Keep updated with the latest information, news and changes to the Data Entry Tool.

Forgot password

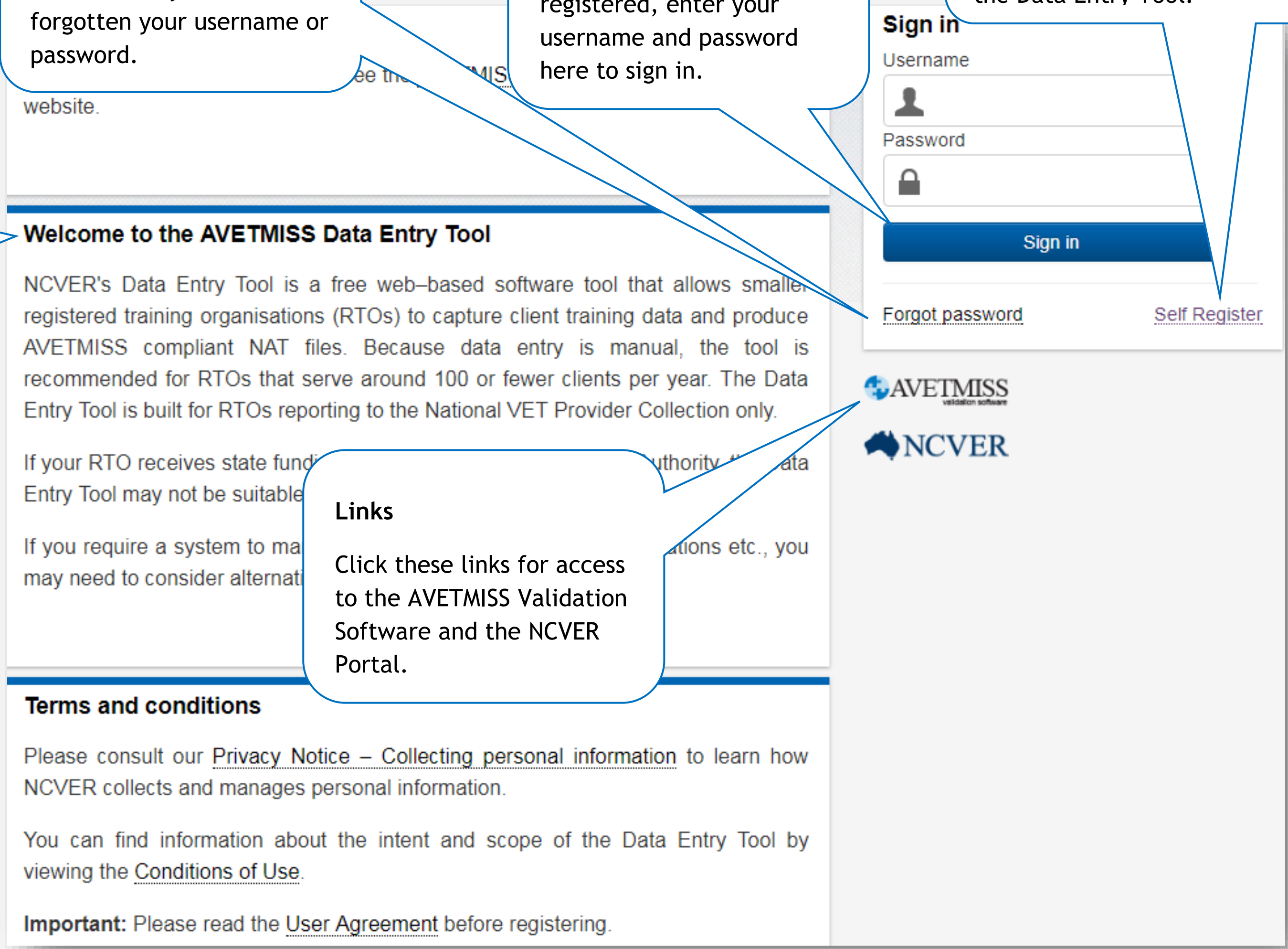
Click here if you have forgotten your username or password.

Sign in

If you have previously registered, enter your username and password here to sign in.

Self-register

Click here to register to use the Data Entry Tool.



Links

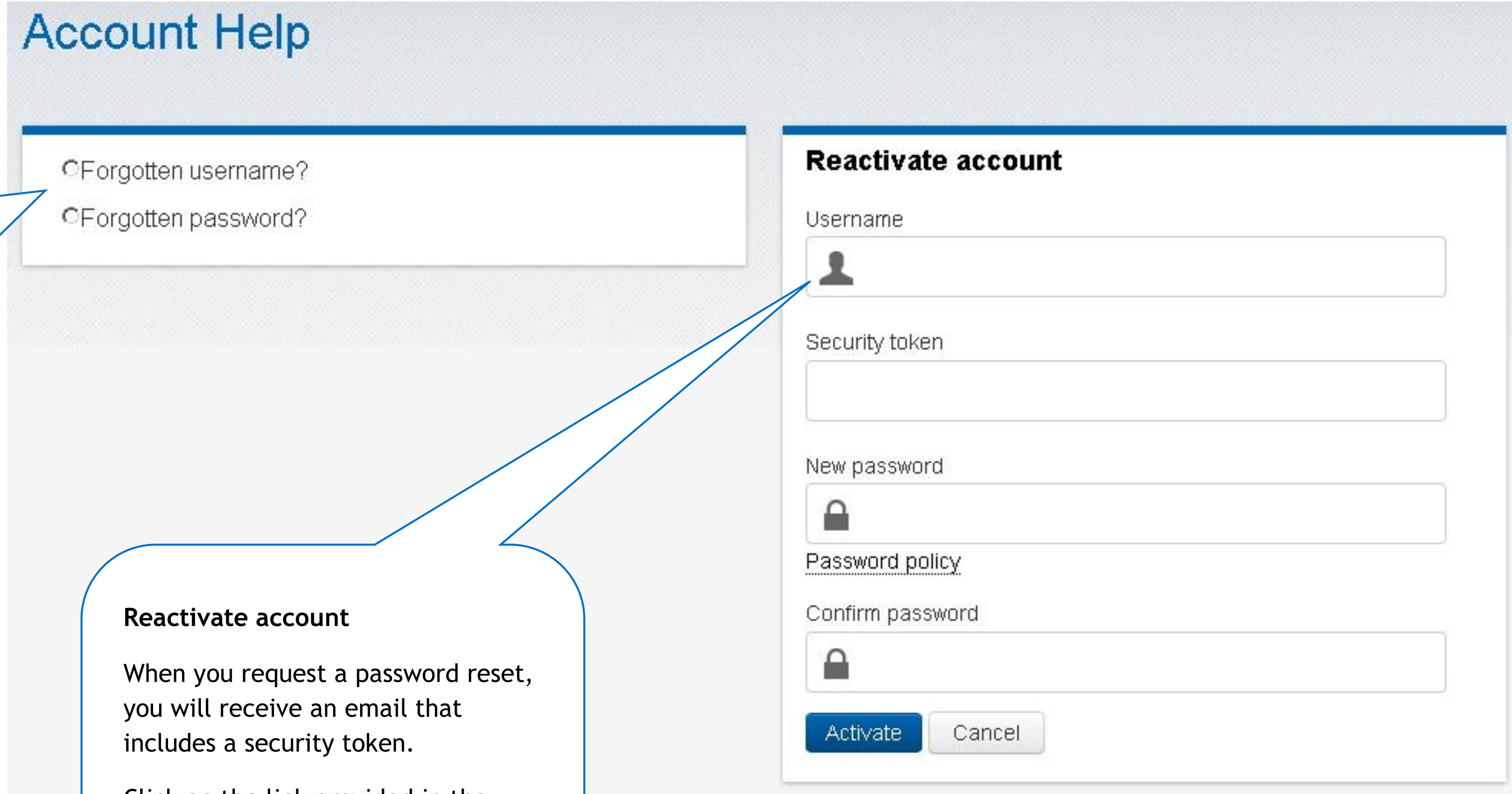
Click these links for access to the AVETMISS Validation Software and the NCVER Portal.

Account Help screen

Forgotten username/password?

Click the radio button that applies to you. You will be asked to enter either an email address or username.

Click the 'Reset' button and a reset email will be sent to the email address associated with your account.



Reactivate account

When you request a password reset, you will receive an email that includes a security token.

Click on the link provided in the email to reset your password, (username and security token will already be populated) enter in a new password then confirm

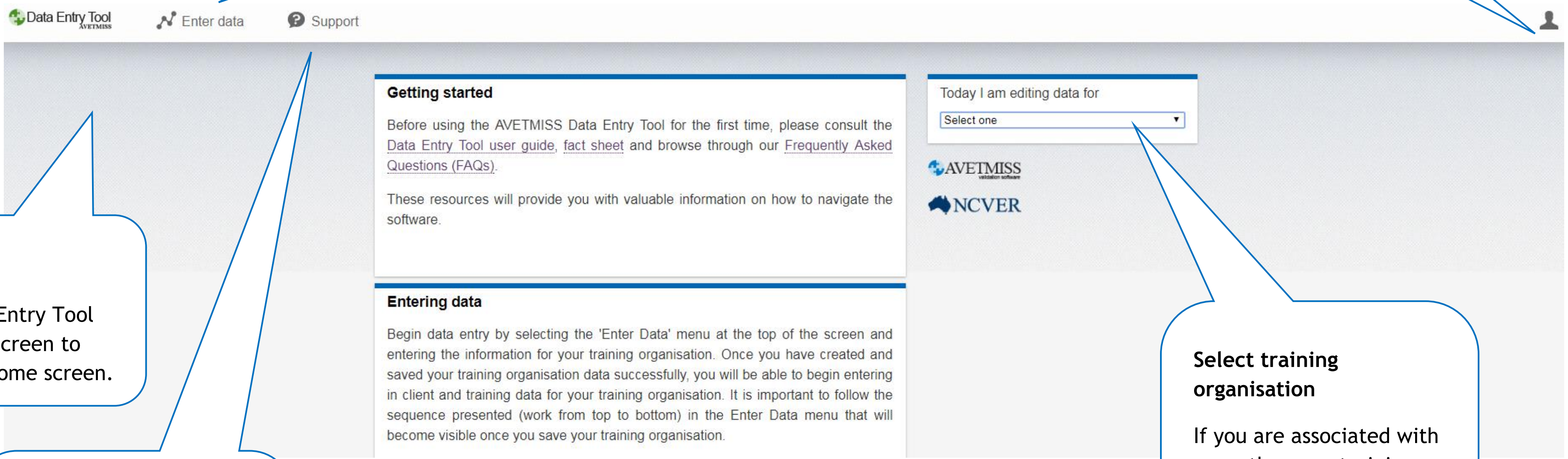
Home screen

Enter data menu

Click here to set up a training organisation and start entering data.

User menu

Click here (head icon) to update your profile, change your password or sign out.



Home logo

Click the Data Entry Tool logo from any screen to return to the home screen.

Support menu

Click here for support, including contact details and Frequently Asked Questions (FAQs).

Select training organisation

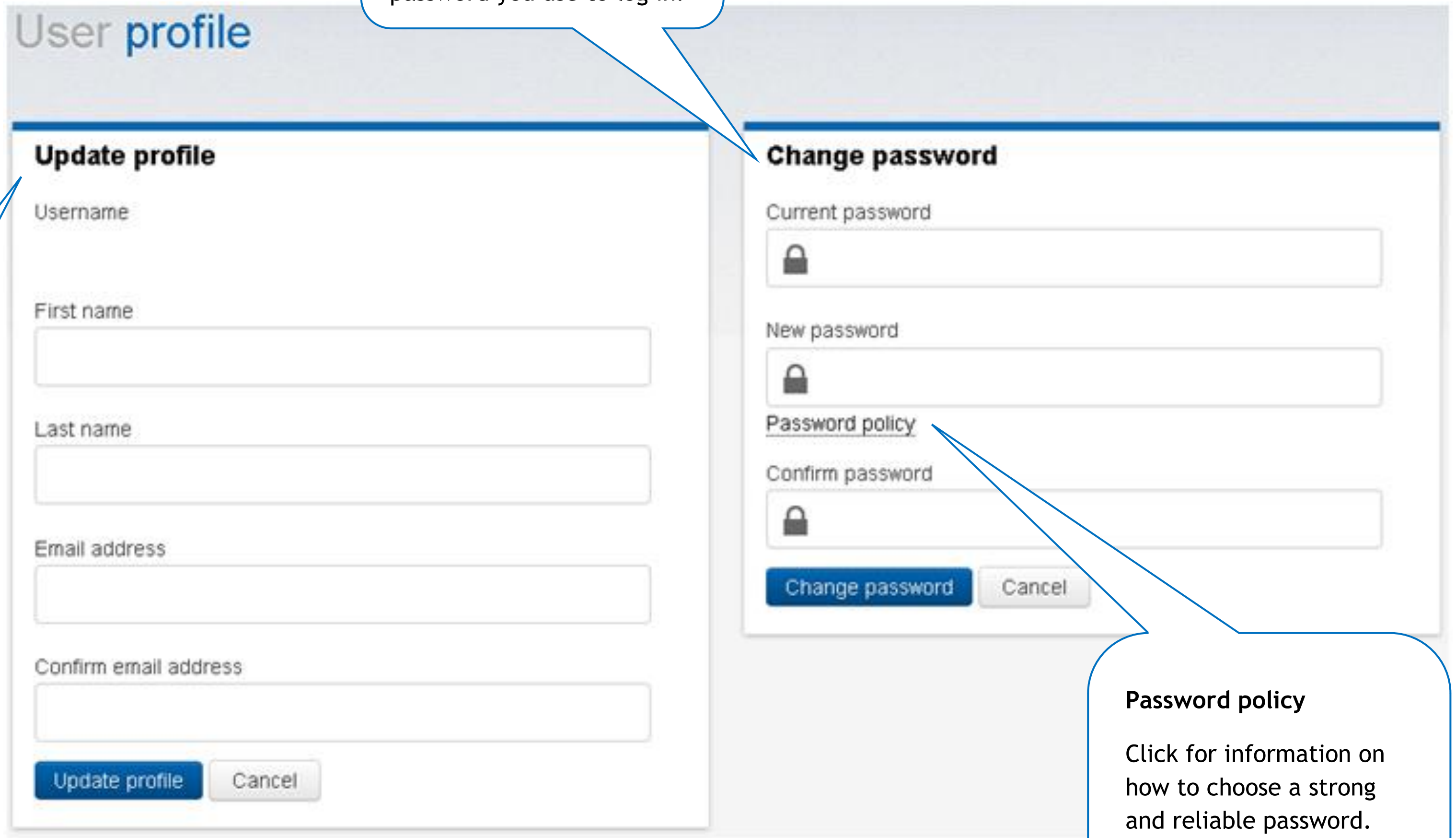
If you are associated with more than one training organisation, select the organisation you wish to add/amend data for.

You will first need to add these through the Maintain data menu.

User profile screen

Change password

Here you can change the password you use to log in.



Update profile

Here you can update the name and email address associated with your account.

Note: Your username cannot be changed.

Password policy

Click for information on how to choose a strong and reliable password.

Your password must adhere to the listed rules to be accepted.

Entry screens

Page heading

The page heading indicates the page you are currently viewing.

Number of entries shown

Choose how many entries you would like to view on the page.

Sorting

Click on the headings to sort the list underneath by field.

Add new entry

To add a new entry, click the Add New button.

Search

Entering text into this box allows you to search the existing entries on the current page.

Edit entries

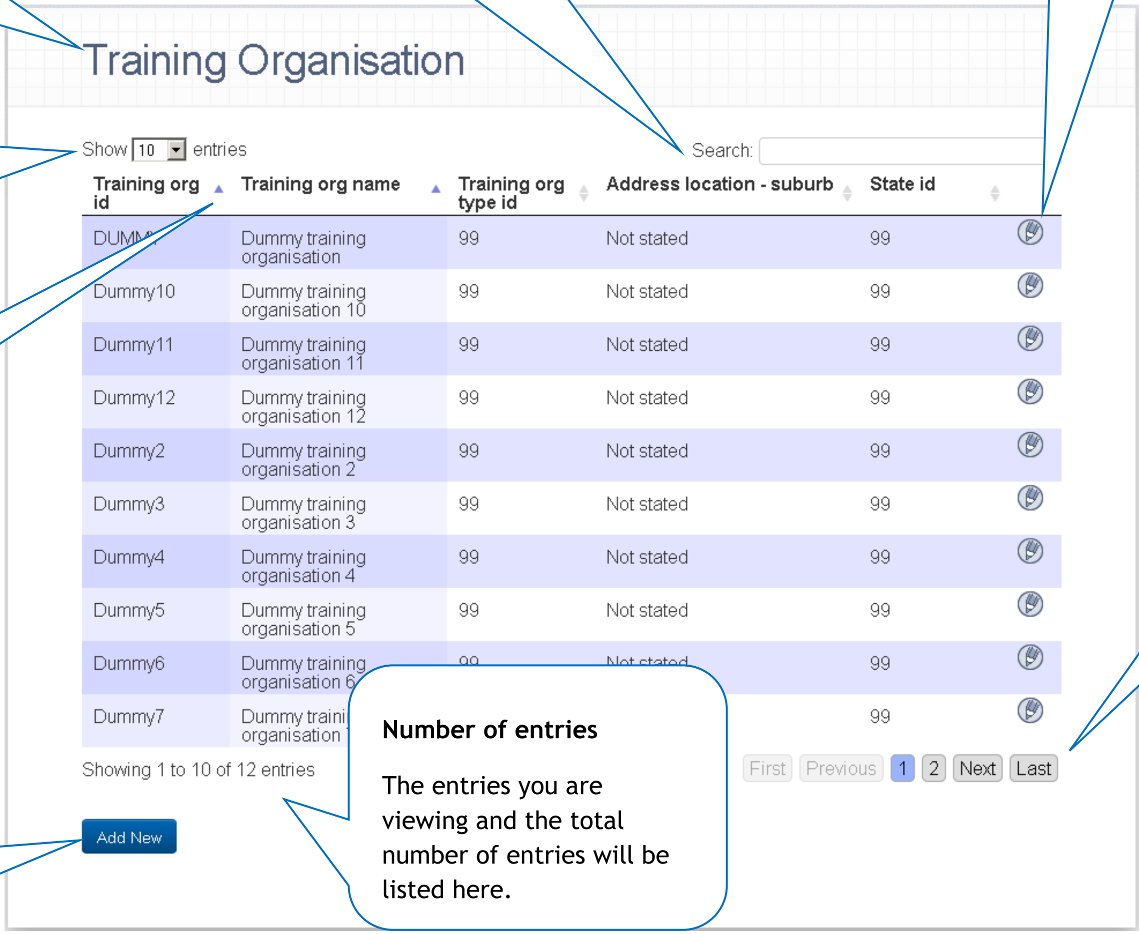
Click the pencil icon to edit an existing entry.

Navigate pages

Where your entries are more than 10, they will be displayed over multiple pages.

Additional pages can be accessed through these buttons.

You can navigate pages in order, or jump to a specific page.



Number of entries

The entries you are viewing and the total number of entries will be listed here.

Maintenance screens

Field names

The field names that require data are listed here.

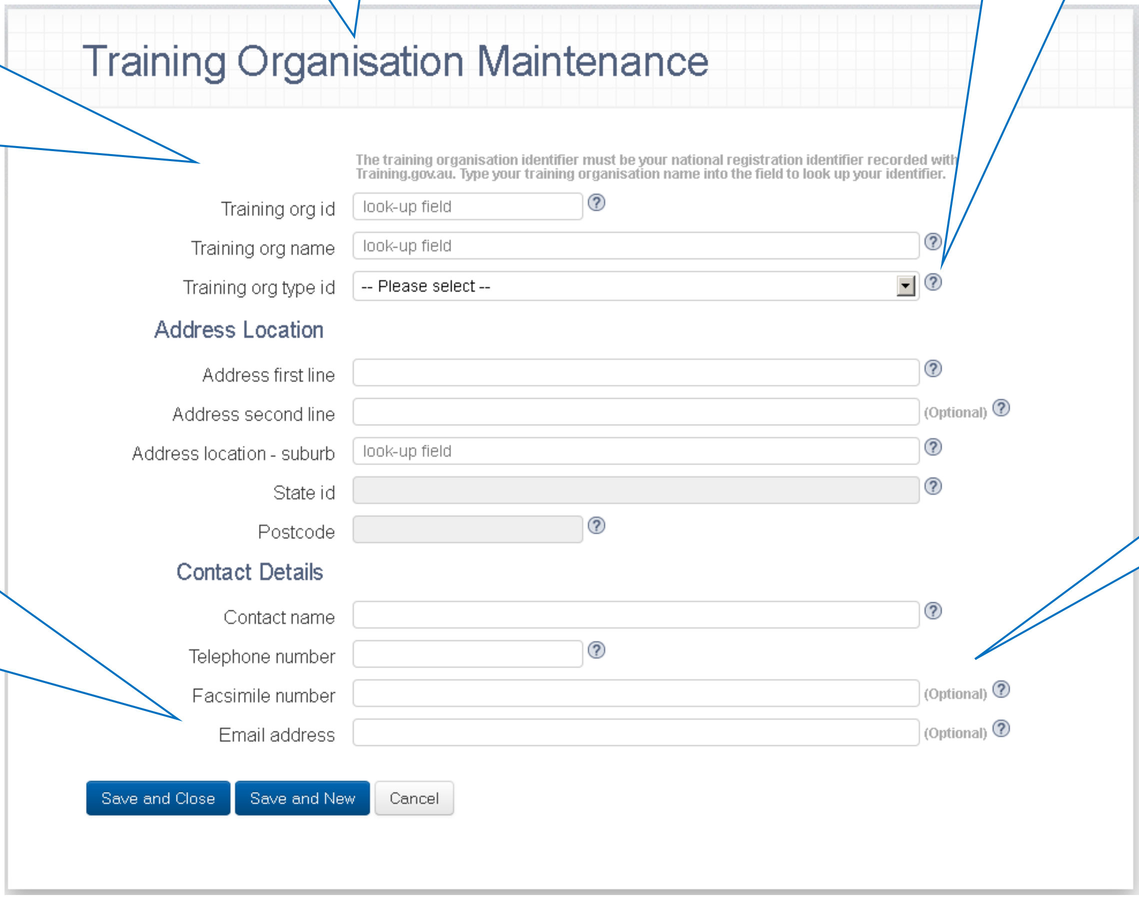
These names refer to the field names listed in the AVETMISS data element definitions.

Page heading

The page heading tells you which page you are currently maintaining.

Tooltips

Click on the tooltip '?' icon to display more information about the field.



Optional fields

Fields that are not mandatory will be listed as '(Optional)'.

Omitting these will not affect saving.

Saving

There are two save options.

Save and Close will save, then take you back to the list of entries.

Save and New will save, then create a new entry.

Export screen

Client postal details

Tick this box if you wish to include the Client postal details (NAT00085) file with your export.

This file is only required when submitting publicly funded data.

Collection period

Select the year and type (interim or annual) of collection that you wish to export.

Collection dates

Once the collection period has been chosen from the drop-down menu, the collection dates will be displayed here.

Funding source

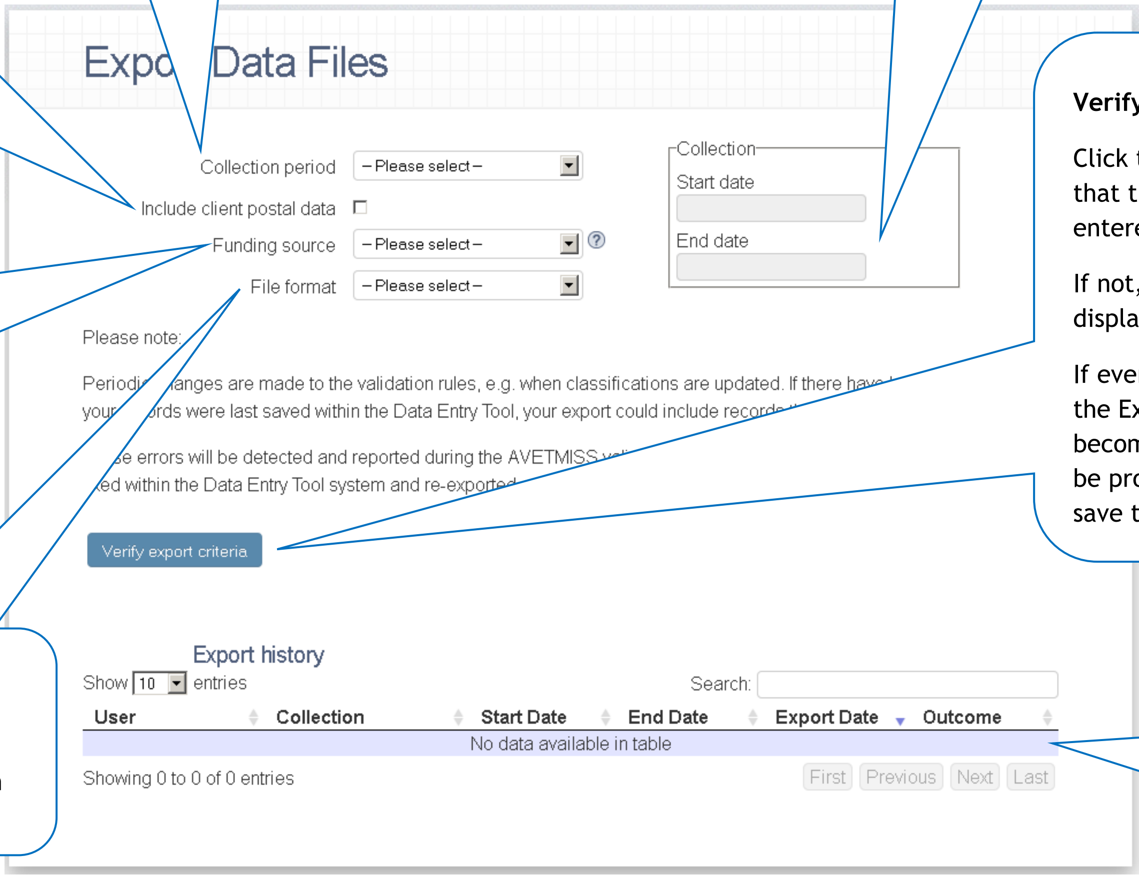
You can choose to export fee-for service and publicly funded data separately, or all data together in the one

Verify export criteria

Click this button to check that the data you have entered is complete.

If not, errors will be displayed.

If everything checks out, the Export button will become visible. You will be prompted to open or save the exported files.



File format

Choose the format you wish to export the files in (Text or XML).

Collection history

Any previous exports that have been run will be displayed here.