

SMS VENDOR FACT SHEET

Setting up a student management system

This fact sheet provides information to assist vendors and developers when creating a commercial or in-house solution for AVETMISS reporting.

What documents are available on AVETMISS reporting?

NCVER's [RTO Hub](#) hosts two key documents for vendors or developers to refer to when creating a student/learning/training management system for AVETMISS reporting.

These documents may be updated periodically and notification of updates are included in the [SMS Vendor Update newsletter](#).

Document	Description	Reporting years
AVETMISS VET Provider Collection specifications: release 8.0	Provides descriptions of the collection requirements; that is, the files and fields to be collected and the format and rules governing them.	From 2018
AVETMISS data element definitions: edition 2.3	Provides the definitions, context, rules, classifications schemes and format attributes for all fields listed in the collections specifications.	From 2018

How can I access AVETMISS classification values?

NCVER provides a limited list of downloadable [AVETMISS systems files](#). These provide additional classification information and values for AVETMISS reporting that are not listed in the [AVETMISS data element definitions edition 2.3](#).

There you can access classifications in an electronic format for use by your system to report required fields such as *ANZSCO identifier*, *Specific funding identifier*, *Field of education identifier*, *Nominal hours* (Nationally agreed hours) and *Country identifier*.

Notification of updates will be included in the SMS Vendor Update newsletter and the [AVS update information](#) document.

Are all 10 NAT files mandatory when submitting to NCVER?

No. Not all NAT files are mandatory, it depends on what an RTO is offering. For example, an RTO delivering training activity but with no completed programs, only needs to supply a *Training activity* (NAT00120) file and not a *Program completed* (NAT00130) file.

Please see the following table for details on which NAT files are required (and when) from RTOs submitting directly to NCVER. Further information on the field requirements of each file is contained within the [AVETMISS VET Provider Collection specifications](#).

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Note: for reporting to a state/territory training authority (STA), file requirements may be slightly different. Where required to provide files to an STA, refer to the [STA versions of AVETMIS Standard](#) or contact the specific jurisdiction for more information.

NAT file name and identifier	Is the NAT file mandatory?
Training organisation (NAT00010) file	Yes - required from all RTOs submitting to NCVER.
Training organisation delivery location (NAT00020) file	No - only required from RTOs with subject activity that commenced, finished or continued through the reporting period. If an RTO is only reporting program completions (NAT00130) they are not required to submit a NAT00020 file or a NAT00120 file.
Program (NAT00030) file	No - only required from RTOs that are reporting activity (either subject activity or program completions) associated with full nationally recognised programs (qualifications, courses or skill sets). If an RTO does not offer full programs they are not required to submit a NAT00030 file.
Subject (NAT00060) file	No - only required from RTOs with subject activity that commenced, finished or continued through the reporting period.
Client (NAT00080) file	Yes - required from all RTOs submitting to NCVER.
Client contact details (NAT00085) file	No - only required from RTOs submitting to their state or territory training authority (STA).
Disability (NAT00090) file	No - only required from RTOs that have clients who have identified as having a disability.
Prior educational achievement (NAT00100) file	No - only required from RTOs that have clients who have specified that they have prior educational achievements.
Training activity (NAT00120) file	No - only required from RTOs with subject activity that commenced, finished or continued through the reporting period. Either a NAT00120 or NAT00130 file must be included with all submissions.
Program completed (NAT00130) file	No - only required from RTOs that have clients who have successfully completed a full program (qualification, course or skill set). If no clients have successfully completed a whole program during the collection period, the RTO is not required to submit a NAT00130 file. Either a NAT00120 or NAT00130 file must be included with all submissions.
Alternative ('A') AVETMISS files – for reporting to state/territory training authorities (as applicable)	
Training organisation (NAT00010A) file	No - cannot be submitted directly to NCVER. A NAT00010A file is used in place of the NAT00010 file if the file contains information for training organisations which are not listed on training.gov.au.
Program (NAT00030A) file	No - cannot be submitted directly to NCVER. A NAT00030A file is used in place of the NAT00030 file to report programs that are not listed on training.gov.au (it may contain a combination of programs listed on TGA and those not.).

Refer to NCVER's fact sheet: [Alternative \('A'\) AVETMISS files: what are they?](#) for more information on the alternative Training organisation and Program files including which STAs require them (where known).

Where can I find information on reporting to a state or territory?

Where possible, the [AVETMISS VET Provider Collection specifications](#) incorporate fields required for reporting to a state/territory training authority (STA), these are referred to as 'state-specific' fields. NCVER does not collect or validate data from 'state-specific' fields; these are only required from RTOs that report data to an STA and requirements may vary.

NCVER's RTO Hub contains links to [STA versions of AVETMIS Standard](#), providing information on specific requirements for reporting to those jurisdictions. NCVER also coordinates a [State-specific fields table](#), which lists fields and STAs using them that aren't published in the national collection specifications.

Please refer to the [STA contact information](#) for further questions about reporting to the National VET Provider Collection via that jurisdiction.

Do all subjects need to be linked to programs in the Training activity (NAT00120) file?

No. When reporting to NCVER, if a client enrolls in a standalone subject or even a group of subjects but isn't enrolled in or intending to complete a full program (qualification, course or skill set), there doesn't need to be a link to a program.

When reporting standalone subject activity, the record in the NAT00120 file should have no reference to a *Program identifier* (this field can be blank) and their *Commencing program identifier* should be reported as '8 – Subject-only training'. Reporting the activity against a program will distort the RTO's activity and completion data.

Please refer to the [STA versions of AVETMIS Standard](#) or [contact](#) the jurisdiction for further information on reporting to a state or territory.

What client information is required for the Client (NAT00080) file?

For detailed information on what demographic information is required, please download the [AVETMISS VET Provider Collection specifications](#) and the [AVETMISS data element definitions](#). Some RTOs may be exempt from needing to collect and/or submit AVETMISS compliant data. Please refer to the [AVETMISS Reporting exemptions fact sheet](#) for more information.

The collection specifications include a [sample enrolment form](#), which complies with the [National VET Data Policy](#) and allows RTOs to collect the minimum required information for AVETMISS reporting to NCVER. Please note that RTOs may choose to include additional questions.

What if a client does not provide the RTO with demographic information?

The AVETMIS Standard requires that certain fields must not be blank in the *Client* (NAT00080) and *Disability* (NAT00090) files. Where a client has not provided sufficient information, RTOs will need to be able to enter the appropriate 'not specified' response in the field, as per the following table.

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Data element/field	Not specified response
Address location – suburb, locality or town (NAT00080)	Enter in the text 'not specified'
Address street name (NAT00080)	Enter in the text 'not specified'
Address street number (NAT00080)	Enter in the text 'not specified'
At school flag (NAT00080)	Enter '@'
Country identifier (NAT00080)	Enter in '@@@@'
Date of birth (NAT00080)	Enter in '@@@@@@'
Disability flag (NAT00080)	Enter in '@'
Disability type identifier (NAT00090)	Enter in '99'
Gender	Enter in '@'
Highest school level completed identifier (NAT00080)	Enter in '@@'
Indigenous status identifier (NAT00080)	Enter in '@'
Labour force status identifier (NAT00080)	Enter in '@@'
Language identifier (NAT00080)	Enter in '@@@@'
Name for encryption:	
Client first given name	Must not be blank for reporting*
Client last name	Must not be blank
<i>For more details on how to report client names see our fact sheet.</i>	
Postcode (NAT00080)	Enter in '@@@@'
Prior educational achievement flag (NAT00080)	Enter in '@'
State identifier (NAT00080)	Enter in '@@'
Unique student identifier (USI) (NAT00080)	From 2015, all clients/students being issued with a statement of attainment/qualification must obtain a USI. Visit usi.gov.au for more details on the USI scheme. International offshore students are not required to have a USI. For international offshore clients, without a USI, 'INTOFF' must be entered in the USI field. Leaving the USI field blank may trigger a validation warning or error.

* When the client has only one legal name it should be entered by the RTO as the client family/last name. On export the student management system must populate the blank *Client first given name* as per the *Client family name*.

	Client first given name/s	Client family name	Name for encryption
RTO entering data	(left blank)	Madonna	(not entered)
SMS exporting data	Madonna	Madonna	Madonna, Madonna

Are sample NAT files available?

Yes. NCVER provides sample [AVETMISS R8 NAT files](#) on its portal. These can be used to test NCVER's AVETMISS Validation Software or to understand the expected format of each NAT file.

Contacting the AVETMISS support team			
Fill out our contact form	Email: support@ncver.edu.au	Phone: 08 8230 8400	Toll free: 1800 649 452