Register for the AVETMISS Validation Software

What is the AVETMISS Validation Software (AVS)?

The AVETMISS Validation Software (AVS) is a web-based data validation and reporting system. Registered training organisations (RTOs) can use the software to validate and submit their AVETMISS data to the National VET Provider Collection. Starting in 2017, RTOs may also use AVS to make Unique Student Identifier (USI) transcript updates and amendments. Please see the AVS user guide for more details.

How do I register for AVS?

Go to: https://avs.ncver.edu.au/avs/ and click on the red register link under the sign in box on the right hand side of the screen. There are two ways to register for AVS: self-registration and NCVER registration. How you register depends on how the training you deliver is funded. Please read the following definitions carefully before consulting the table below to determine which form of registration is most appropriate.

Definitions:

State-funded training: Training funded or administered by your state or territory training authority.

Fee-for-service training: All other training including enterprise and other privately funded training, training paid for by the client and training funded and managed by the Commonwealth.

<table>
<thead>
<tr>
<th>Submission process</th>
<th>Registration type</th>
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<tbody>
<tr>
<td>You submit your fee-for-service data directly to NCVER</td>
<td>NCVER register</td>
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<tr>
<td>You submit your state-managed data to your STA and your fee-for-service data directly to NCVER</td>
<td>NCVER register</td>
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<tr>
<td>You submit your validated state managed data to your STA*</td>
<td>Self-register</td>
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<tr>
<td>You submit your fee-for-service data to your STA**</td>
<td>Self-register</td>
</tr>
<tr>
<td>You submit both state-managed and fee-for-service data to your STA*</td>
<td>Self-register</td>
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* Please note, QLD, VIC and WA have their own validation software. Please use their validation software to submit your data.

** Please confirm with your STA that you can submit your data on non-state managed training to them.

My RTO is already registered for AVS but the person who had access is longer employed at my RTO. How can I update the registered contact details in AVS?

Please follow the 3 steps outlined below:

1. Confirm that your RTO’s profile and contact details are up to date on the www.training.gov.au website
   - If they are not yet up to date you will need to update them first before contacting NCVER
2. Ensure that the new AVS contacts have self-registered for AVS (NCVER will link the new self-registered accounts to the existing NCVER registered account)
3. Send NCVER’s client support team an email (support@ncver.edu.au) requesting the contact details to be updated. The email must include the following details:
   - Email must be sent from your RTO’s CEO (as per www.training.gov.au) with official RTO email signature
   - Include RTO number and RTO name
   - Include the email address(s) and name(s) of the new designated AVS user(s) and specify who is to be the Primary Contact (for details on AVS user roles please see page 9 of the AVS User Guide)
   - Confirmation that new users have successfully self-registered for AVS — as per step 2.
Can I add/remove users or edit user roles within my RTO’s AVS account?

Yes. Both the Primary Contact and Organisation Administrator are able to maintain users within your RTO’s NCVER registered AVS account. For details on how to add, remove or edit users please see Section 7 of the AVS User Guide.

Please note that self-registered AVS users cannot add/remove or maintain users as self-registered accounts are only associated with one email address (one user).

What happens if I forget my AVS password and/or username?

If you forget your AVS password you can easily reset your password by clicking on the “Forgot password” link to email yourself a new password. If you do not see the email in your inbox, please check your junk mail folder.

AVS user names are always email addresses. If you cannot remember which email address you used please contact our Client Support team by completing our contact form.

Do I have to register for AVS to submit a Nil Return?

Yes. You will need to NCVER register to be able to submit a Nil return via AVS. Please see our How to submit a Nil Return fact sheet for more details on how to submit a Nil return.

Do I have to register for AVS to update a USI transcript?

Yes. You will need to NCVER register for AVS to be able to submit a USI transcript update via AVS. Please see our USI Transcript Update Tool fact sheet and Section 5 of the AVS user guide for more details on how to update a USI transcript.

What help is available?

NCVER has a dedicated client support team to help you with your AVETMISS related queries. Our team is available from 9am-5pm (ACST) and can be contacted a number of ways:

<table>
<thead>
<tr>
<th>Contacting the AVETMISS client support team</th>
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<tr>
<td>Fill out our contact form</td>
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This work has been produced by NCVER on behalf of the Australian Government and state and territory governments, with funding provided through the Department of Education and Training.