

We hope you all had a good break over the festive period. 2018 is bringing some changes on the reporting front, with both the [National VET Data Policy](#) and AVETMISS Release 8.0 becoming effective on 1 January 2018. If you have any questions regarding any reporting requirements please contact our Client Support team who look forward to assisting you again this year.

## National VET Data Policy

On 24 November 2017, the National VET Data Policy was agreed by all Skills Ministers after a review of VET data provision arrangements following the introduction of the collection of Total VET Activity and the commencement of the Unique Student Identifiers scheme. The new Policy took effect from 1 January 2018 with a transition period until 1 July 2018. Please refer to our [National VET Data Policy factsheet](#) for information on how the revised policy impacts your AVETMISS reporting.

## AVETMISS Validation Software

### Updating users

As previously advised, all AVETMISS Validation Software (AVS) user accounts are being reviewed for information management security and audit purposes. This aligns with Schedule 2 of the revised National VET Data Policy (*RTO Declaration and Understanding*).

At the end of January we will be reviewing all email accounts with a view to setting any pending or generic email address accounts to inactive.

Please, ensure that the appropriate personnel are authorised to validate, submit data or make changes to USI transcripts on behalf of your RTO. Generic email addresses (e.g. info@, admin@) are not to be used, and login details/passwords should not be shared by staff. Any users who have left your organisation or no longer require access should be made inactive.

The [AVS User Guide](#) provides instruction on AVS user roles and account settings.

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## AVETMISS support

Our client support team is available to help you between 8.45am and 5pm (Adelaide). The team can be contacted in a number of ways:

<b>submit:</b>	<a href="#">contact form</a>
<b>email:</b>	<a href="mailto:support@ncver.edu.au">support@ncver.edu.au</a>
<b>phone:</b>	08 8230 8400
<b>toll free:</b>	1800 649 452

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[www.ncver.edu.au](http://www.ncver.edu.au)

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## Classification updates

The latest updates to classification tables can be viewed in the [AVS update document](#), accessed from the NCVER Portal and the 'Updates to classifications and validation rules' section once logged in to AVS. This document contains details of the latest AVS changes, as well as a history of past updates.

## AVETMISS reporting – 2017 activity

The collection window for direct reporting of 2017 AVETMISS fee-for-service activity to NCVER opened on 2 January 2018 and closes on 28 February 2018. This collection will be under the existing AVETMISS release 7.0 format.

After validating your data as error free, you will need to **submit** it to NCVER. Please see our fact sheet [Submitting data to NCVER](#) for further information.

The AVETMISS Validation Software submission screen has been updated to include the *RTO Declaration and Understanding* as required under the new [National VET Data Policy](#).

If you report your fee-for-service data to a state training authority (STA), please check with the state/territory as their deadline may be earlier.

If you need help **validating** or **submitting** your data, please contact our Client Support team as soon as possible, allowing sufficient time to meet your reporting deadline.

## Continuing outcomes checkbox

When **validating** and **submitting** your annual data i.e. the January to December 2017 period in AVS, you will need to ensure that the checkbox, '*Allow continuing outcomes for activity ending this year*' is **not** ticked. This checkbox is used to validate activity that is continuing, but due to finish in the current collection year.

# Collection processing

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### Collection Details

Organisations	<input type="text" value="NCVER"/>
Type	<input type="text" value="VET Provider Collection"/>
Year	<input type="text" value="2017"/>
Period	<input type="text" value="Jan-Dec"/>
AVETMISS Version	7.0
Collection Period	01/01/2017 - 31/12/2017

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.**

Add Files

Preliminary Checks

Validate

Finalise Submission

## Nominal hours

A reminder that a *nominal hours* value of zero must only be used for non-supervised work experience or work placements and should **not** be used for online training. For online subjects the nominal hours value should be the anticipated hours of supervised training and assessment deemed necessary in a typical classroom-based delivery.

If the subject is in our [agreed hours system file](#), the *nominal hours* field can be left blank (unless your state training authority has advised differently) as AVS will populate this. Where the subject is not in the [agreed hours system file](#), please refer to the related national training package curriculum documentation or implementation guides. The [Victorian Purchasing Guides](#) also contain a list of unit of competency and qualification nominal hours.

## Nil Returns

If your RTO did not deliver any nationally accredited training in 2017, you will need to submit a 'nil return' via AVS. Emails and statutory declarations are **not** accepted. Please see our factsheet [How to submit a Nil Return](#) for instructions on how to do this.

Please note that AVS has been updated to include the *RTO Declaration and Understanding* for Nil Returns, as required under the [National VET Data Policy](#).

## RTO name on USI transcript

The RTO name reported on a student's USI transcript is sourced from your AVETMISS submission. When reporting, please ensure that your NAT10 file contains the legal or trading name that you wish to appear on student's USI transcripts. RTO names cannot be updated using the USI transcript update tool.

## Victorian VET in Schools reporting

A reminder that if you are a Victorian VET in schools data submitter, you will need to submit any nationally recognised training activity to NCVER **in addition** to any reporting you are required to do via the Victorian Curriculum Assessment Authority (VCAA). For further information please see our factsheet: [AVETMISS Reporting: VET in Schools, Victoria](#).

## AVETMISS Reporting – 2018 activity

### AVETMISS Release 8.0

AVETMISS Release 8.0 became effective from 1 January 2018.

Full requirements for AVETMISS Release 8.0 are listed in the [VET Provider Collection specifications: release 8.0](#) and the [Data element definitions: edition 2.3](#). Please ensure that for reporting training activity from 1 January 2018 you are collecting data under Release 8.0.

Please see NCVER's [AVETMISS Compliant Software Register](#) or check with your SMS vendor to ensure that your student management system is compliant with this release.

To comply with AVETMISS Release 8.0 and the [National VET Data Policy](#) please ensure your enrolment form has been updated to reflect the changes required to ensure that you remain AVETMISS compliant for 2018 enrolments. A [sample enrolment form](#) with these updates has been prepared by NCVER.

### AVETMISS Data Entry Tool

The AVETMISS Data Entry Tool (DET) has been updated to comply with AVETMISS Release 8.0 and is available for reporting of 2017 activity and for recording 2018 training activity.

## Document update: revision to Data element definitions

The [Data element definitions: edition 2.3](#) recently was updated with changes to the classification scheme for data element *Unique student identifier*. The value 'SHORT' was removed as the corresponding exemption for courses delivered in one day or less expired on 31 December 2017.

## Privacy and your data

To reduce the risk of a privacy breach, we recommend that RTOs do not email data containing client personal details (for example, NAT files, client names, client addresses and USI numbers) to NCVER when requesting support with reporting.