Reporting a final outcome

This fact sheet is to assist Registered Training Organisations (RTOs) reporting directly to NCVER and explains when and how to report a student's final outcome in an AVETMISS data submission.

RTOs submitting funded data to a state training authority (STA) should follow their STAs advice.

Reporting a final outcome of training

A final subject outcome should only be reported on <u>completion</u> of training (including any on-the-job component or re-submission of work).

Where a student's training in a subject is continuing at the end of the year when an RTO is due to report to the annual National VET Provider Collection, the student should be reported with *Outcome identifier — national **70 — Continuing activity***. In a subsequent collection the RTO must report a final outcome of training for that subject, including those students who have discontinued their training.

Outcome identifier — national code ***70 — Continuing activity*** must also be used where the RTO is waiting on a student to resubmit work under their specified Terms and Conditions or finalisation of any on-the-job component.

Where a student is deemed not competent, they should **not be** reported with *Outcome identifier – national* **30 – competency not achieved** if they will be re-submitting their work. They must be reported as *Outcome identifier – national* **70 – continuing activity** until such time that the <u>final</u> assessment has been marked, only then should a final outcome be reported. This may mean their final result is not submitted until the following year.

Example:

A student is deemed not competent in their subject in November 2023, but they can re-submit under the RTO's Terms and Conditions, which they do in December 2023. The resubmission is assessed in January 2024 as competent. For AVETMISS reporting:

In the Jan- Dec 2023 annual submission the student will be reported with an outcome **70 - continuing enrolment**. The following 2024 submission will contain their final outcome with the actual final assessment date of January 2024.

The following table provides guidance on reporting outcomes for subject activity.

Guidelines for reporting outcomes of training

Scenario	Outcome identifier — national	Activity end date	Comment
Enrolled but not yet commenced	**85 — Not yet started**	Expected end date (in the future year/s)	Do not use **70 — Continuing enrolment** to report enrolled subjects.
Completion of training in a subject	**Final outcome**	Date of <u>final</u> assessment	All re-submissions and/or on-the-job components have been completed where applicable.
Withdrawal (formal or informal)	**40 — Withdrawn/discontinued**	Use the date of formal notification or an administrative date (where informal)	If a student was expected to return in 2023, but didn't, a training organisation may choose to withdraw them after 3 months with no contact. Do not use **40 — Withdrawn/discontinued** where a student enrolled but never commenced training.
Training organisation closure	**41 — Incomplete due to RTO closure**	Use an administrative date representing a point when no further assessment can occur	
Late assessment or re-assessment/re-submission	**Final assessment outcome -** once all aspects completed and no re-submissions are to be accepted or; **70 – Continuing enrolment** should be reported until all aspects of the subject have been finalised including <u>final</u> assessment and/or on-the-job training completed.	Date of <u>final</u> assessment.	
Superseded training activity	**61 — Superseded subject**		Refer to NCVER's [superseded training fact sheet](#).

Enrolment only reporting

Outcome identifier − national code **85 − Not yet started** should be used where a student has enrolled but not commenced activity. Training activity using this code in an AVETMISS submission will not be included on USI transcripts and not included in any national reports from NCVER.

NCVER does not collect data on enrolment, only on participation in training activity i.e. commencements. Where a student has *not* commenced any training, they should *not* be reported as **70 − Continuing activity** <u>unless</u> the student has demonstrated engagement in the learning activities of the subject.

What help is available?

NCVER has a dedicated Client Support team to help you with your AVETMISS related queries. Our team is available from 8:45am-5pm (Adelaide time) and can be contacted as follows:

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