

DECEMBER 2024

## AVETMISS reporting

### 2024 annual activity due by 28 February 2025

The collection window for AVETMISS fee-for-service data reported directly to NCVER opens on 1 January 2025 and closes at 5pm (ACDT) on 28 February 2025.

If you report your fee-for-service activity via a state training authority (STA), please check their deadlines which may be earlier.

Our team can help with validation and submission issues. However, as this is the busiest time of the year for us, please allow 48 hours for a response.

If you are submitting your data directly to NCVER then check out our [fact sheets](#) via the [RTO Hub](#) which will give you step-by-step instructions on what you will need to do.

### Nil returns

If your RTO did **not** deliver any training during 2024 you must submit a nil return via NCVER's AVETMISS Validation Software (AVS). Nil returns are required where:

- there has been no nationally accredited training (funded and/or fee-for-service), and no certificate issuance; **or**
- where the RTO is newly registered (i.e., registered in late 2024) and has not commenced delivering training.

### Exempt/Aggregate reporting

RTOs granted an exemption by the VET Regulator(s) from reporting full AVETMISS data for 2024 to the National VET Provider Collection (under Section 5 of the [National VET Data Policy](#)), will be sent emails regarding reporting arrangements for [aggregate data](#). Please ensure that the CEO contact details on [training.gov.au](#) are up to date in order to receive these emails.

### VET in schools reporting in Victoria

Victorian VET in Schools data submitters, reporting to the Victorian Curriculum Assessment Authority (VCAA), will also need to submit their nationally recognised training activity to NCVER. For further information, please see our fact sheet AVETMISS reporting: [VET in Schools](#).

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## AVETMISS support

Our Client Support team is available to help you between 8.45am and 5pm (ACDT). 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

This work has been produced by NCVER on behalf of the Australian Government and state and territory governments, with funding provided through the Australian Government Department of Employment and Workplace Relations.

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

 [twitter.com/ncver](https://twitter.com/ncver)

 [linkedin.com/company/ncver](https://www.linkedin.com/company/ncver)

## Data Entry Tool

A number of RTOs use NCVER's free data entry tool to create the NAT files for submission to NCVER. We would remind RTOs that this tool is suitable for organisations with **less than** 100 students and is **not** suitable for STA reporting who require additional fields not required for the National VET Provider Collection.

## Communications

Reporting reminders from NCVER are only emailed to the CEO, as registered on training.gov.au. Please ensure that these details are up-to-date and that emails from [support@ncver.edu.au](mailto:support@ncver.edu.au) are not blocked to avoid missing these communications.

## Accessing the AVETMISS Validation Software (AVS)

### AVS Users

Please review AVS users prior to the end of the year. The Primary Contact and/or Organisation Administrator for an RTO are able to add and de-activate users in AVS (see section 7 of the [AVS User Guide](#) for more information).

Where there is no current Primary Contact/Organisation Administrator in the organisation and NCVER is asked to make updates for an RTO, please refer to [AVS User Maintenance](#) for details.

CEO emails listed on training.gov.au are used to authenticate AVS user requests, to avoid any last-minute issues with AVS access, please make any updates to the CEO details or RTO legal/business name on training.gov.au via ASQAnet as soon as possible to ensure that you are able to submit your annual AVETMISS data before the deadline.

For RTOs new to reporting, if you have not already done so, we recommend you [register](#) to use AVS as soon as possible between Monday-Friday, 8:45am-4pm Adelaide time.

## Tips for preparing your 2024 data submission

### *Finalise your 2024 training activity prior to 2025 updates*

Many RTOs update student records and outcomes with the 2025 changes in the new year, before submitting their 2024 annual training activity. This often leads to validation errors and RTOs needing to revert their data back to the status as of 31 December to ensure their 2024 data can be submitted on time.

To avoid this, we recommend validating data error-free prior to the end of the year and submitting the data as soon as the collection window opens.

### *Student management system errors*

If you receive an error message from your student management system (SMS), our team will do their best to support you in identifying the issue. However, we are not familiar with how the different systems work and it may be necessary to refer you to your SMS vendor for help. SMS vendors are equally busy at the end of the reporting period and may be unable to provide immediate assistance.

### *Allow continuing outcomes tick box*

In order to submit your annual data to NCVER please ensure this box is not selected - this check is only used for validations occurring in the quarter prior to 31 December 2024 (for submission of regular data to an STA).

### Reporting outcomes

In order to avoid reporting issues and ensure the correct final outcomes appear on students' USI transcripts please report as follows:

- Outcome identifier – national '85 - not yet started' used for students who have enrolled but not yet commenced activity.
- Outcome identifier – national '40 - withdrawn/discontinued' for students who have engaged in an activity and withdrawn (formal & informal) from training (refer to [AVETMISS Data element definitions: edition 2.3](#) for further information) - it should not be used for students who did not commence training.
- Outcome identifier – national '70 - continuing activity' is used against the final subject/unit for students who will not be fully assessed by the end of 2024, including any on-the-job component. The completion should be reported in your 2025 data once the final assessment/on-the-job component has been finalised.
- Outcome identifier – national '70 - continuing activity' should not be used where the activity end date for a student is in 2024 as this will result in the continuing outcome remaining on students' transcripts. Where this occurs, the outcome will need to be deleted in the USI Transcript Update Tool before it can be re-added with the final outcome.
- Subject-only enrolments (i.e. subjects/units not undertaken as part of a program) should be reported with a blank Program identifier in the Training activity (NAT00120) file. They should be excluded from the Program completed (NAT00130) file.
- Records should only appear in the Program completed (NAT00130) file when a program, qualification, course or skill set has been completed. The issued Flag should only be marked as 'Y – Qualification, course or skill set credential issued' if the certificate/statement of attainment has been issued.

### How to use assessable and non-assessable outcomes

To ensure accurate data on students USI transcripts, non-assessable activity is reported when training activity in a subject is designed so that the student is not required to undertake an assessment, or the student has elected by agreement with the training organisation at enrolment not to be assessed in the subject.

For either non-assessable subject scenario, when the student successfully completes the non-assessable subject, the student should be reported with an *Outcome Identifier - national* of '81 - Non-assessable-satisfactorily completed' and when the student does not successfully complete or withdraws from the non-assessable subject the student should be reported with an *Outcome Identifier - national* of '82 – Non-assessable activity – withdrawn or not satisfactorily completed'

### Reminder to submit

A number of RTOs successfully validate their data each year, but do not *Finalise their submission*. Until you receive a status of submitted in AVS and receive an email confirming successful submission, the data is not received by us.

Data must be submitted to appear on reports provided to the VET Regulators. After successful validation of your data, you will need to:

- select the 'Finalise submission' button
- tick the two authorisation boxes
- complete the declaration
- select the 'Submit' button

A confirmation of submission email will be sent to the Primary Contact and user who logged in.

## Managing the transition from ANZSCO in AVETMISS and national reporting

The Australian Bureau of Statistics (ABS) released a revised occupation classification on 6 December 2024. The new Australian Standard Classification of Occupations (OSCA 2024) replaces the existing ANZSCO 2022 classification as the Australian occupation classification. This change will introduce significant updates, including:

- Adding new occupations
- Retiring of existing occupations
- Revising occupation titles and descriptions
- Renumbering the codes used to represent occupations and groups.

NCVER is undertaking a review to update the occupation codes assigned to VET qualifications and courses used in national reporting. NCVER will be working with the team behind the national training register, regulators, and state training authorities to determine a suitable time to transition to the new occupation classification in AVETMISS and national reporting. Until that time, ANZSCO 2022 will continue to be used and **no change in how you currently operate is required**.

Further updates, including the date that NCVER transitions to OSCA, along with any changes you need to be aware of in how you record occupational data, will be provided during 2025.



### Access your updated RTO data online

RTO VET Explorer on NCVER's [DataHub](#) platform has been refreshed with new 2023 **Total VET Activity** data. This update provides the latest insights into your RTO's training activity and enables comparisons with similar groups of RTOs.

If you're already registered on DataHub, simply login to access the updated data. For those new to DataHub, please visit the [Information Kit](#) on NCVER's website for details on how to register.

### New online product with student outcomes and satisfaction data for your RTO

The [National Student Outcomes Survey](#) is Australia's largest survey of vocational education and training (VET) students that collects information on the outcomes of students who **undertook** training in the previous calendar year.

A **new online** product will be available for eligible RTOs enabling you to view your students' outcomes and satisfaction alongside comparisons with all students in the same provider type, the same state/territory and nationally. The new product, *RTO Outcomes Explorer*, will be launched in February 2025 and will showcase the 2024 survey results. Prior to this, RTOs can explore a prototype *RTO Outcomes Explorer* based on the 2023 survey results. The prototype is available now via NCVER's [DataHub](#). Only those RTOs with enough responses to the 2023 survey and registered for DataHub are eligible to access the prototype.

Visit our [Portal](#) to view the *RTO Outcomes Explorer* eligibility requirements and details on how to access the new 2024 product and the 2023 prototype.

National results from the 2024 survey will be available from [VET student outcomes](#) on 18 December 2024.



## ‘No Frills’ Conference 2025 – Submit your abstract

We are excited to invite you to submit an abstract for an opportunity to share your expertise at the [34th National Vocational Education and Training \(VET\) Research Conference ‘No Frills’](#), which will be co-hosted alongside TAFE Queensland on the Gold Coast from 9 to 11 July 2025.

The theme for ‘No Frills’ 2025 is **Diverse Voices in VET**. Our theme highlights the importance of involving and amplifying the perspectives of a broad range of stakeholders within the VET sector. It seeks to foster dialogue around the unique challenges and opportunities faced by these diverse voices, including RTOs, industry, students, policymakers, First Nations people, people with disability and more, to showcase how their contributions and experiences shape the future of the VET sector. By focusing the conference theme around diverse perspectives, we aim to explore innovative approaches to the VET sector that support inclusion, enhance outcomes, and drive a more resilient and adaptable workforce.

We invite presentations that align with this vision, particularly those that explore the value of diversity and inclusion in VET, share best practices in meeting the needs of diverse learners, address the evolving demands of a skilled workforce that reflects our diverse society and showcase strategies for creating sustainable, impactful change across the sector.

Want to be a part of ‘No Frills’ 2025? Visit the [‘No Frills’ website](#) for more information and [submit your abstract](#). Abstract submissions close on 7 March 2025. We can't wait to see your submissions!

### Support availability

NCVER will be closed from 3pm (ACDT) on Tuesday, 24 December 2024 to Thursday, 2 January 2025. If you would like to take advantage of our call-back service, you are welcome to leave a message, and we will respond promptly to emails and messages when we return in the new year.

*Our Client Support team look forward to assisting you in the new year  
and wish you a happy holiday season.*