

## AVETMISS Reporting: VET in Schools

If you have an AVETMISS compliant student management system (SMS), please skip steps 2 and 3.

1. Verify your students' Unique Student Identifier (USI) using the USI Registry System - to access the USI Registry System using the Organisation Portal you will need to use the new whole of government Digital Identity service - myGovID and Relationship Authorisation Manager (RAM), see <https://www.usi.gov.au/training-organisations> for further information.
2. Self-register for the AVETMISS Data Entry Tool if you do not have an AVETMISS compliant student management system (SMS): <http://det.ncver.edu.au/det/>
3. Complete the following sections in the AVETMISS Data Entry Tool (DET):
  - Training Organisation
  - Training Organisation Delivery Location
  - *Program* (only required if your RTO offers full programs)
  - Subject
  - Client
  - Client Training Activity - see [Client training activity maintenance](#) for details on completing this section
  - *Program Completion* (only required if your RTO has clients completing a full program in 2018).
4. Ensure that your nationally recognised training activity has a funding source national code of either *fee-for-service* (20) or *Commonwealth* (13).
5. Export your data from your SMS/DET and save the exported "NAT" files to your computer in a text file (.txt) format.
6. If you do not already have access, register for the AVETMISS Validation Software (AVS) at <https://avs.ncver.edu.au/avs/>.
7. *Upload* the saved "NAT" files from your computer to AVS and *validate* your data, download our comprehensive [AVS user guide](#) for detailed information.
8. Amend any errors you receive during validation in your SMS/DET. Export the amended data to your computer and upload the new "NAT" files to AVS. Repeat this process until your data passes through error free. Please refer to our fact sheets [Identify and fix validation errors](#) for instructions on how to identify and amend AVS validation errors.
9. Submit your data directly to NCVER - to do this, you will need to finalise your submission in AVS. For further information on how to finalise your submission please refer to our [Submitting Data to NCVER](#) fact sheet.

Note: reporting your fee-for-service activity to NCVER is **in addition** to any reporting you are required to do via the state training authority (e.g. your government funded training).

### What help is available?

NCVER has a dedicated Client Support team to help you with your AVETMISS related queries. Our team can be contacted a number of ways:

#### Contacting the AVETMISS support team

Fill out our <a href="#">contact form</a>	Email: <a href="mailto:support@ncver.edu.au">support@ncver.edu.au</a>	Phone: 08 8230 8400	Toll free: 1800 649 452
---	---	---------------------	-------------------------