

# AVETMISS Data: roles and responsibilities; USI transcripts and privacy

## Roles and responsibilities

### The National Centre for Vocational Education Research (NCVER)

NCVER is the national professional body responsible for collecting, managing, analysing and communicating [research](#) and [statistics](#) on the Australian vocational education and training (VET) sector. Established in 1981, NCVER is an independent, not-for-profit Australian company owned by the Commonwealth, state and territory ministers responsible for VET.

### Department of Employment and Workplace Relations (DEWR)

NCVER collects VET training data from training providers on behalf of [DEWR](#) with the [National VET Data policy](#) helping data users understand responsibilities for collecting, submitting, using and accessing VET data.

### Registered Training Providers (RTOs)

VET training data collected by NCVER is provided by government funded and privately-operated registered training providers (RTOs) who are approved to deliver nationally accredited training.

The national register of accredited vocational education ([training.gov.au](#)), administered by **ASQA**, provides information on nationally recognised training and registered training organisations.

### State Training Authorities (STA)

Where a student is in receipt of state funding towards their training, RTOs may also provide AVETMISS data to a STA. The STA is responsible for submitting this training data to NCVER.

### VET Regulators

#### *Australia Skills Quality Authority (ASQA)*

ASQA is the national VET regulator, established under the National Vocational Education and Training Regulator Act 2011 (NVETR Act). ASQA is responsible for the registration of registered training organisations (RTOs) under the NVETR Act and monitoring their compliance with national VET standards.

#### *Victorian Registration and Qualifications Authority (VRQA)*

VRQA is Victoria's education and training regulator and an independent statutory authority working to assure the quality of education and training in Victoria only or Victoria and Western Australia only, applying standards to education and training providers and accredits courses and qualifications. They also register apprentices and trainees, and ensure all parties meet their contractual obligations.

#### *Western Australia Training Accreditation Council (WA TAC)*

WA TAC is responsible for the registration of training providers delivering nationally recognised training to domestic students in Western Australia only, or in both Western Australia and Victoria only, applying standards to education and training providers and accredits courses and qualifications. They also register apprentices and trainees, and ensure all parties meet their contractual obligations.

### Office of the Student Identifiers Registrar (OSIR)

The Student Identifiers Registrar is a Commonwealth statutory officer established by the Student Identifiers Act 2014. The Registrar is:

- responsible for administering the Unique Student Identifier (USI) initiative nationally.
- appointed by the Commonwealth Skills Minister in consultation with the ministers responsible for skills in states and territories.

## USI transcripts

The RTO data received by NCVER (known as AVETMISS data) conforms to a national VET information standard, with a [sample enrolment form](#) available to assist providers in capturing the student data needed to meet their reporting obligations. It is not compulsory for students to answer all the question on the enrolment form (and RTOs should use the applicable not specified response when reporting if a student leaves a question blank). RTOs can also add their own questions to their enrolment forms if they wish.

It is the responsibility of the RTO to ensure that students are aware that the AVETMISS fields collected on the enrolment form will be included in the National VET Provider Collection. Students should be provided with the Privacy Notice in addition to your RTO's standard Privacy Notice, including any requirements under your state or territory laws.

Although students provide personal information to the OSIR in order to obtain a USI number, this information is not provided to NCVER or RTOs. Similarly, the OSIR office does not have access to the training data submitted to NCVER. Therefore, students will need to:

- provide some personal information to their RTO (e.g. name; date of birth) to enrol for training or for USI verification purposes
- contact their RTO for all queries in relation to their training and incorrect or incomplete information on their USI transcript
- contact the relevant VET Regulator where their RTO has ceased training, to see if they can assist with updating USI transcripts, noting the Regulators can only help where they are in receipt of student training records from the RTO

Frequency of reporting may vary with RTOs submitting data either quarterly or annually to the National VET Provider Collections, so there will always be a delay in displaying recently completed training. USI Transcripts are updated within 3 working days of data being submitted to NCVER.

When contacted by a student in relation to missing or inaccurate data, RTOs should update the student's USI transcript as soon as possible under the [National VET Data Policy](#) (Corrections 4.7).

## Privacy and NCVER

NCVER only uses personal information for the purposes for which it was given to us. For VET students, we may use personal information:

- To produce statistics and research relating to education. This may involve combining information with other sources of data to help policy makers and researchers gain a better understanding VET sector dynamics and performance, support critical policy and other decision making, and shed light on evolving VET sector priorities. This is known as data integration.

- To understand how the VET market operates
- To invite students to participate in a survey

If we disclose personal information, we do so only as permitted by the NVETR Act, the Privacy Act, and other relevant legal requirements, such as the National VET Data Policy and where:

The [NVETR Act](#) authorises us to disclose information to any of the following bodies for the purposes of that body:

- the Australian Government Department of Employment and Workplace Relations
- another Commonwealth authority
- a State or Territory authority (other than a registered training organisation) that deals with, or has responsibility for, matters relating to vocational education and training
- a VET Regulator

The [National VET Data Policy](#) authorises us to share personal information for:

- populating authenticated VET transcripts
- administering VET, including program administration, regulation, monitoring and evaluation
- facilitating statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information

For further information please see: [Privacy \(ncver.edu.au\)](#)

## What help is available?

NCVER has a range of support materials located on the [NCVER portal](#) with a dedicated [RTO Hub](#) to assist RTOs.

Please [subscribe](#) to our [Data Support Bulletin](#) for the latest information on changes to AVETMISS reporting including changes to validation rules and submission dates.

NCVER has a dedicated Client Support team to help you with your AVETMISS related queries and can be contacted as follows:

| 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 |