April 2024

AVETMISS FACT SHEET



Validating NAT files

This fact sheet explains how to validate your NAT files via NCVER's AVETMISS Validation Software (AVS).

How to validate NAT files

Firstly, you will need to export your NAT files from either your student management system (SMS) or NCVER Data Entry Tool (DET) in .txt format and save them to your PC (somewhere you will be able to easily locate them).

Next you will need to sign in to the AVS, if you have not already done so, your RTO will need to register for AVS.

If your RTO is already registered for AVS but all existing users have left the RTO, please refer to <u>AVETMISS</u> <u>Validation Software: user maintenance</u> to arrange new users.

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

To validate your data:

1. Click on the New Collection button available via the home screen or the Collections tab:

AVETMISS validation software	4. Collections	Reports	Admin					
	Collection History New Collection Messages			Messages AVETMISS Validation Software Unsuccessful file validation AVETMISS Validation Software Unsuccessful file validation AVETMISS Validation Software Unsuccessful file validation AVETMISS Validation Software Unsuccessful file validation AVETMISS Validation Software Unsuccessful file validation		Thu, 07/03/2024 16:33 Thu, 07/03/2024 12:03 Fri, 23/02/2024 10:36 Thu, 08/02/2024 10:18 Thu, 16/1/2023 12:33		News Quarterly reporting for RTOs submitting directly to NCVER easier. Refer to the latest updates document for more information on how. For a copy of NCVER's quarterly submission dates, refer to our <u>AVETMISS: Quarterly reporting fact</u> sheet.
				Collections Department of Training and Workforce Development WA	Date Thu, 07/03/2024 16:33	New Collection Type Period APP Jul-Sep	Nil Returns Status Error	Updates to validation rules Click the link below for information on the latest and past updates to classifications and/or validation rules in the AVETMISS validation software. • Latest updates

This will take you to the *Collection Processing* screen where you will need to ensure the *Organisations* field reflects your **RTO name** (to submit fee-for-service activity direct to NCVER). The *Type* will be **VET Provider Collection**, select the *Year* and *Period* you are validating for.

Collection processing						
Home / History / Processing						
Collection Details	Collection Details					
Organisations	Test RTO	~				
Туре	VET Provider Collection	~				
Year	2023 🗸					
Period	Jan-Dec 🗸					
AVETMISS Version	8.0					
Collection Period	01/01/2023 - 31/12/2023					
Allow continuing outcomes for activity ending this year	0					

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Please note Allow continuing outcomes for activity ending this year will only appear when selecting the Jan-Dec period. This field should <u>NOT</u> be ticked if you are submitting your data direct to NCVER.

3. Next select **Add Files**, locate the NAT files on your desktop (usually in downloads folder) and select the zip folder. Note the files can also be added individually. The added files will appear below the **Add Files** button:

Add Files Upload Files Preliminary Chec	ks Validate		Finalise Submission
Filename	Size	Progress	
NAT file R8.zip	4 kb		



If the files do not load, then the issue could be that the NAT files are not the right format i.e. .txt files or the name of the exported NAT files have been changed.

4. Once the files appear the **Upload Files** button will appear, click **Upload Files (4)** to upload the files under the *Submission Files* heading. Note, if there are existing files under the *Submission Files* heading the system will display a message *Confirmation Required*. *Do you wish to replace the existing data files? Yes or No.* Please select **Yes** if you wish to validate a new set of files.

Submission Files						
File Id	File Name	Records	Status			
NAT00010	Training Organisation	-	Uploaded			
NAT00020	Training Organisation Delivery Location	-	Uploaded			
NAT00030	Program	-	Uploaded			
NAT00060	Subject	-	Uploaded			
NAT00080	Client	-	Uploaded			
NAT00085	Client Contact Details	-	Uploaded			
NAT00090	Disability	-	Uploaded			
NAT00100	Prior Educational Achievement	-	Uploaded			
NAT00120	Training Activity	-	Uploaded			
NAT00130	Program Completed	-	Uploaded			
Export Summary	Export Details Export AVS Rules		Remove	e Selected		

5. Once the files are *Uploaded* you can proceed with validating the files by selecting **Validate**. Any errors that are detected within the NAT files will have a status of <u>Error</u>.

If no errors are detected, then all files will have a status of validated and can be submitted if the collection window is open (or sent to your STA where applicable).

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Add Files Preliminary Checks Validate Finalise Submission						
Submission Files						
File Name	Records	Status				
Training Organisation	1	Error				
Training Organisation Delivery Location	17	Validated				
Program	9	Validated				
Subject	21	Validated				
Client	7	Validated				
Client Contact Details	7	Validated				
Disability	2	Validated				
Prior Educational Achievement	3	Validated				
Training Activity	22	Error				
Program Completed	4	Validated				
	File Name File Name Training Organisation Training Organisation Delivery Location Program Subject Client Client Contact Details Disability Prior Educational Achievement Training Activity Program Completed	File NameRecordsFile NameRecordsTraining Organisation1Training Organisation Delivery Location17Program9Subject21Client7Client Contact Details7Disability2Prior Educational Achievement3Training Activity22Program Completed4	File Name Records Status Training Organisation 1 Error Training Organisation Delivery Location 17 Validated Program 9 Validated Subject 21 Validated Client 7 Validated Disability 2 Validated Prior Educational Achievement 3 Validated Training Activity 22 Error Program Completed 4 Validated			

NCVER

Part-validated status

When reporting direct to NCVER *Part-Validated* files <u>cannot</u> be submitted. This status occurs when a user selects *Allow continuing outcomes for activity ending this year* or if the user has selected an option under **Preliminary Checks**. Please ensure all boxes remain unticked when submitting to NCVER.

<u>Errors</u>

All Errors must be resolved prior to Finalising Submission.

<u>Warnings</u>

Warnings which are shown as <u>Validated</u> must be reviewed to ensure no data entry error/s. If the data is accurate, warnings can be disregarded and data submitted, with the exception of errors which must be fixed.

For further details on <u>submitting your data</u> or <u>fixing validation errors</u> please refer to our in-depth range of <u>fact sheets</u>. Please also refer to the <u>AVS User Guide</u>.

What help is available?

NCVER has a range of support materials located on the <u>NCVER portal</u> with a dedicated <u>RTO Hub</u> to assist RTOs.

Please <u>subscribe</u> to our <u>Data Support Bulletin</u> 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 a number of ways:

Contacting the AVETMISS support team						
Fill out our contact form	Email: <u>support@ncver.edu.au</u>	Phone: 08 8230 8400	Toll free: 1800 649 452			