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 AVETMISS Validation Software: user maintenance to arrange new users.

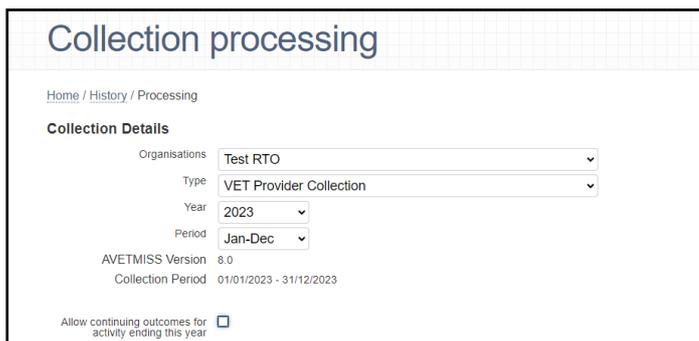RTOs submitting funded data to a state training authority (STA) should follow their STAs advice.

To validate your data:

1. Click on the **New Collection** button available via the home screen or the Collections tab:
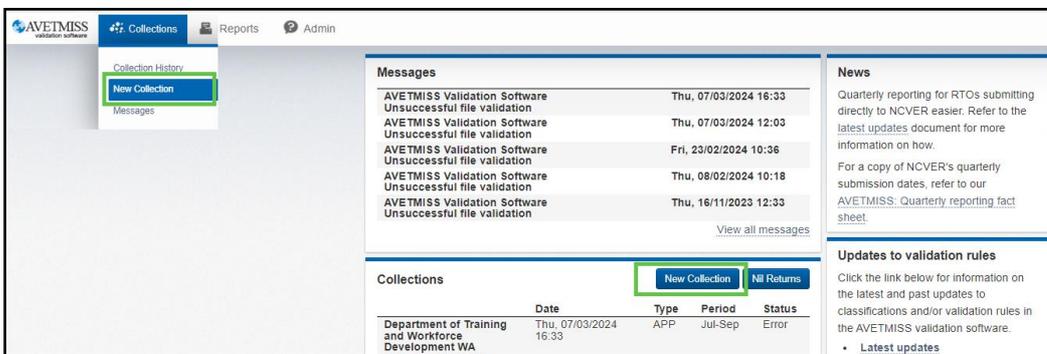
2. This will take you to the *Collection Processing* screen where you will need to ensure the *Organisations* field reflects your **RTO name** (to submit fee-for-service activity direct to NCVER). The *Type* will be **VET Provider Collection**, select the *Year* and *Period* you are validating for.

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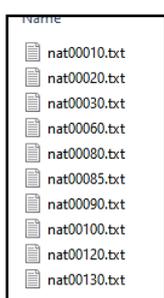
If the files do not load, then the issue could be that the NAT files are not the right format i.e. .txt files or the name of the exported NAT files have been changed.

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 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).

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.

Errors

All **Errors** must be resolved prior to *Finalising Submission*.

Warnings

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 submitting your data or fixing validation errors please refer to our in-depth range of fact sheets. Please also refer to the AVS User Guide.

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 a number of ways:

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