

FEBRUARY 2025

AVETMISS reporting

Reminder: 2024 annual activity

Welcome to our first Bulletin for 2025 and thank you to the RTOs who have already submitted their 2024 annual fee-for-service data directly to NCVER.

There are less than two weeks to get your RTOs submissions in by the deadline to NCVER: 5pm (ACDT) on Friday 28 February 2025.

RTOs need to submit either fee-for-service data for training activity that occurred during 2024 or if no training commenced *nor* any certificates issued, a nil return (via the [AVETMISS Validation Software](#) [AVS]) is required.

Note: You do not need to submit fee-for-service activity to NCVER if you have already submitted the activity to a state training authority (STA) and they have confirmed it will be sent to us; nor do you need to submit a nil return to NCVER if you have submitted publicly funded data to an STA.

Exempt/aggregate reporting

The deadline for RTOs who have received instructions on how to report aggregate data is 31 March 2025.

Aggregate data is submitted where an exemption from reporting full AVETMISS data to the National VET Provider Collection has been granted by a VET Regulator (under Section 5. of the [National VET Data Policy](#)).

If you have been granted an exemption and your RTO has *or* will be submitting full AVETMISS data instead for 2024 activity, please advise Client Support by email to support@ncver.edu.au.

Retention of NAT files

Data submitted to NCVER is encrypted on receipt for privacy purposes. As such NCVER is unable to match students with their training and is unable to provide copies of previously submitted NAT files.

NCVER recommends that RTOs save a copy of their *final submitted* NAT files to support any future needs you may have for this data.

IN THIS EDITION

- [AVETMISS reporting](#)
- [Data reporting tips](#)
- [Gender definition and enrolment](#)
- [RTO Outcomes Explorer](#)
- ['No Frills' 2025 call for abstracts](#)

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:

| | |
|-------------------|--|
| submit: | contact form |
| email: | support@ncver.edu.au |
| phone: | 08 8230 8400 |
| toll free: | 1800 649 452 |

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VET in schools reporting

To ensure training appears on students' USI transcripts, Victorian VET in Schools data submitters also need to submit their nationally recognised training activity to NCVER, as well as to the Victorian Curriculum Assessment Authority (VCAA). For further information, please see our fact sheet [AVETMISS Reporting: VET in Schools](#).

Data Entry Tool

If you use NCVER's free data entry tool (DET) to create the NAT files for submission to NCVER, please remember this tool is suitable for organisations with less than 100 students. DET is not suitable for State Training Authority reporting which requires additional fields not submitted to the National VET Provider Collection.

Support

As this is Client Support's busiest time of the year, please allow enough time to contact the team for any assistance.

All enquiries - whether a call, email or contact form - are dealt with in order of receipt and are responded to within 48 hours. Submitting multiple enquiries on the same issue may result in delays and being contacted multiple times by the team.

Please note, if you receive an error message from your student management system (SMS), our team will do their best to support you with identifying the issue. However, as we are not familiar with how the different systems work, it may be necessary to refer you to your SMS vendor for help.

Data reporting tips

Submission issues so far are:

Allow continuing outcomes tick box

This check is only used for validations occurring in the quarter prior to 31 December 2024 (for submission of regular data to an STA). Please uncheck this box to submit your annual data to NCVER.

Validated but not submitted

Many RTOs believe they have submitted their data when in fact it has only been validated. Data must be submitted to appear on reports provided to the VET Regulators. If you are submitting data directly to NCVER, 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.

*AVS Error 3251- Activity End Date is after the Collection Year End Date therefore Outcome Identifier - National must **not** be a final outcome*

This error appears when your RTO has updated clients' records with their 2025 results *prior* to finalising 2024 reporting. Outcomes are to revert to their 31/12/2024 status *i.e.*, *70-continuing*, leave the activity end date to reflect a 2025 end date. Finalise your reporting, once submitted, records can revert to the 2025 results.

Publicly funded data

If you are not able to tick the two authorisation boxes, please scroll to the top of the screen to see if you have the following warning:

 Warning: Your data contains publicly funded data which must be submitted via your state training authority. 

If so, in order to submit your data, you will need to do one of the following:

- where the Funding source national codes (11 or 15) were incorrectly entered, amend the records in your SMS before uploading and validating your data again. For a full description of the available Funding Source national codes, see the [AVETMISS Data Element Definitions: edition 2.3](#) or
- if the extract from your SMS contained state-funded training, exclude this activity when exporting your data prior to uploading and validating your data again. For STA data submission arrangements please see our fact sheet, [Where, when and how do I report my AVETMISS data?](#)

Unique student identifier: international offshore clients

International offshore clients are **not** required to have a USI. As the USI field cannot be left blank, you will need to use the code "INTOFF" to pass validation. In order for the code 'INTOFF' to validate successfully you will need to ensure that:

- the client's address has the code 'OSPC' (overseas postcode) entered in the postcode field
- the code '99' entered in the state field
- their training activity has the Funding Source national code - 32 International offshore client.

Further details can be found in the [Unique Student Identifier](#) fact sheet.

Reporting outcomes

To ensure that information appearing on students' USI transcripts is correct, please ensure that:

- Students are reported with an Outcome identifier – national of '85 – Not yet started' if they have not started training towards the subject.
- Students are reported with an Outcome identifier – national of '70 – Continuing activity' if they have started but will not be fully assessed by the end of 2024.
- A record only appears in the Program completed (NAT00130) file when a program, qualification, course or skill set has been successfully completed. The Issue Flag should only be marked as 'Y – Qualification, course or skill set credential issued' once the certificate/statement of attainment has been issued.

Subjects that are not undertaken as part of a program (*i.e.* subject-only enrolments) are reported with a blank Program identifier in the Training activity (NAT00120) file and excluded from the Program completed (NAT00130) file.

Gender definition and enrolment

We attempt, wherever possible, to align the AVETMISS data definitions with those published by the ABS to ensure consistency and reflect contemporary understanding of terms. The definition of gender is one area where the ABS definitions provide more flexibility than the current AVETMIS standard, and we acknowledge that the availability of gender definitions in line with the ABS standard is an important part of the enrolment process for some students.

With this in mind, we would like to remind RTOs that extra questions and/or response options can be added to those provided on NCVER's sample enrolment form. Where an RTO chooses to do this, we recommend RTOs continue to record the student's gender in their student management system however it is provided by the student.

For AVETMISS reporting purposes, where a response other than Male/Female is recorded, this should be coded for the National VET Provider Collection at this point in time as 'Other', until we have formally brought other Gender code values into the Standard.

We hope this can be used to allow students more flexibility in stating their gender while we work on incorporating the formal changes to the standard. While this is an interim step, we hope that this will demonstrate our commitment to supporting diversity as well as reflecting the changing needs of the community and the definitions used by the ABS.



New free tool to explore your students' outcomes and satisfaction data

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.

RTO Outcomes Explorer, a free tool for eligible RTOs is now available. This interactive tool allows you to explore your students' outcomes and satisfaction alongside students who trained with the same type of provider, in your state/territory and nationally.

The 2024 version features a new online format, accessible via NCVER's [DataHub](#). To be eligible, your RTO must have received sufficient responses to the 2024 survey and be registered for DataHub access.

Visit our [Portal](#) to check eligibility and learn how to access RTO Outcomes Explorer.



'No Frills' 2025 call for abstracts

There's still time to submit an abstract for [NCVER's 2025 'No Frills' Conference!](#)

In line with the conference theme **Diverse Voices in VET**, we are seeking informative, relevant and thought-provoking abstracts 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
- showcase strategies for creating sustainable, impactful change across the sector.

Abstract submissions close on Friday 7 March 2025. For more information on abstract submissions, including the list of abstract topics, please visit our [conference website](#).

We're also pleased to offer a range of sponsorship packages and encourage you to get in quick to secure your preferred sponsorship option. Please view the [sponsorship](#) page on our website for more information and to secure your sponsorship package today.