

APRIL 2025

AVETMISS reporting

Thankyou!

Thank you to all RTOs who submitted their data by the 28 February 2025 deadline. We appreciate the efforts of those who reported early, giving themselves time to seek support and make any necessary updates before the due date.

Missed the deadline?

NCVER has notified the regulators of those who submitted on time. Please contact your VET regulator for advice on how to proceed and ensure your data is updated on students' transcripts.

Quarterly Reporting

For those submitting fee-for-service data directly to NCVER, the collection window for January to March 2025 will open on 1 May and close on 14 May 2025.

If you report via a State Training Authority (STA) you should check with them to confirm their submissions deadlines, which are often different to NCVER's.

For more details on quarterly reporting, refer to our [fact sheet](#).

USI transcript update tool

Did you know that RTOs can manually amend training records on a student's USI transcript from a previous collection year?

USI transcript updates can only be made after collection window has closed. As a result, the USI transcript update tool within AVS is unavailable following the annual collection of AVETMISS reporting until mid to late May each year (for updating data submitted to that collection period).

Keep an eye on the AVS home screen, which will be updated once the tool becomes available.

Please refer to our [fact sheet](#) for more information.

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AVETMISS support

Our Client Support team is available to help you between 8.45am and 5pm (ACST). 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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www.ncver.edu.au

 x.com/ncver

 linkedin.com/company/ncver

Data Entry Tool

Many RTOs use NCVER's free data entry tool to create NAT files for submission. We remind RTOs this tool is designed for organisations with fewer than 100 students (and with minimal training activity enrolments). We recommend you update students' training activity at time of enrolment and completion to ensure you meet the reporting deadline.

The tool is not suitable for State Training Authority reporting, as additional fields are required beyond those for national reporting.

AVETMISS Validation Software (AVS)

AVS user accounts

The most common issue RTOs encountered during this year's AVETMISS reporting was difficulty accessing AVS after staff changes, along with updating organisational or user details.

We strongly recommend that the person legally responsible for the RTO is assigned as the primary contact for the AVS account. This is typically the individual listed as the CEO on training.gov.au.

Please note that AVS is designed for RTOs to manage access within their organisation. As most users—*except those with the Validator role*—can add and amend data directly in student USI transcripts, it is crucial that you review access regularly and deactivate users who have left the organisation.

Key points to remember:

- User email addresses cannot be updated within AVS. A new user must be created before deactivating the previous email.
- While AVS validations check against TGA, updates made via ASQANet do not sync with AVS, as the systems are not linked. Changes within AVS must be made separately.

For more details on AVS, refer to our [fact sheet](#).

AVS Updates

On occasions updates to AVS are made which may impact RTOs and their reporting. RTOs can review the latest updates via the AVS update page which is available from the AVS homepage.

View [latest updates](#) for information on the latest and past updates to classifications and/or validation rules in AVS.

Stay informed on all things AVETMISS!

Want to keep up to date with AVETMISS reporting requirements and data support?

Subscribe to the [Data Support Bulletin](#) for quarterly updates, key insights, and important reminders.

It is the RTO's responsibility to stay informed about reporting requirements, including due dates. While NCVER provides courtesy CEO reporting reminder emails, these should not be relied upon as the sole source of information. We strongly recommend ensuring CEO details are accurate on www.training.gov.au, as we cannot send reminders to alternative email addresses. Quarterly submission dates are available on our [fact sheet](#).

Contacting NCVER

RTOs can contact us by phone, email, or by submitting an enquiry via our online contact form for assistance. To ensure we can assist you as quickly as possible, please have your RTO ID code ready to quote when reaching out.

For efficiency, please submit your request only once. Multiple submissions in different formats may lead to processing delays, missed requests, or multiple staff members handling the same query. Requests are processed in the order they are received

Registrations are now open for 'No Frills' 2025



The National Centre for Vocational Education Research (NCVER) and conference co-host TAFE Queensland invite you to register for the 34th National VET Research Conference 'No Frills'!

Held at the Robina Events Centre on the Gold Coast from Wednesday 9 to Friday 11 July, this year's theme, **Diverse voices in VET**, highlights the importance of involving and amplifying the perspectives of a broad range of stakeholders within the VET sector.

Our conference program includes a Ministerial address, two keynote presentations, 4 PD workshops, 30 concurrent sessions, a four-time Olympian dinner speaker and extensive networking opportunities.

Don't miss out, [register today](#). We can't wait to see you on the Gold Coast in July!