DATA SUPPORT BULLETIN

NOVEMBER 2019

NCVER

AVETMISS Validation Software (AVS)

AVS accounts

If you have not yet done so, please review your registered users in AVS to ensure that access and users roles are current and to ensure that your organisation has a **Primary Contact** attached (this is the person with overall legal responsibility for your organisation as listed on training.gov.au).

As users (depending upon user roles) can make updates to Unique Student Identifier (USI) transcripts for students, it is essential for information security that the accounts of any users no longer with an organisation are made inactive. For further information on user maintenance and roles, please refer to Section 7 of the AVS User Guide.

New release

A new release of AVS is due mid-December. For all current and historical updates to AVS please refer to the latest updates document available here.

AVETMISS reporting

2019 annual activity due by 28 February 2020

The collection window for direct reporting of 2019 AVETMISS fee-for-service activity to NCVER opens at 8:45am (ACT) on 2 January 2020 and closes at 5pm (ACT) on 28 February 2020.

Please check deadlines if you are reporting fee-for-service activity via a state training authority (STA), as their deadlines may be earlier.

We encourage you to validate your data and fix errors prior to the end of the year so that you can submit when the window opens.

Reminder: data needs to be reported accurately as at 31 December 2019 and needs to include all activity for the full calendar year (1 January — 31 December 2019).

Our Client Support team can help with validation or submission difficulties, however, please allow enough time to raise any issues so that you are able to meet the reporting deadline.

DATA SUPPORT BULLETIN

 NCVER

Nil returns

AVETMISS reporting is a requirement of RTO registration. If your RTO did not deliver any training during 2019 you **must** submit a nil return via the AVETMISS Validation Software (AVS).

A nil return is required where there have been no student enrolments, no training delivery, and no certificate issuance or where the RTO is newly registered (i.e. registered in late 2019) and may not yet have commenced delivering activity.

VET in Schools reporting

A reminder that if you are a Victorian VET in Schools data submitter, you will need to submit any nationally recognised training activity to NCVER in addition to any reporting you are required to do via the Victorian Curriculum Assessment Authority (VCAA). For further information, please see our factsheet AVETMISS Reporting: VET in Schools.

Exempt reporting

If your RTO has been granted an exemption by the VET Regulator(s) from reporting full AVETMISS data to the VET provider collection in 2019 (under Section 5. of the National VET Data Policy), information regarding reporting arrangements for aggregate data will be communicated separately by email.

RTO reporting factsheets on all the above are available from the RTO Hub on NCVER's portal.

Document updates: revision to *VET Provider Collection specifications* and *Data element definitions*

The VET Provider Collection specifications: release 8.0 were recently updated as follows:

- The context statements in the Client (NAT00080) and Client contact details (NAT00085) files were updated to advise how these files are collected and used by NCVER.

  We encourage everyone to include the Client contact details (NAT00085) file in their 2019 data submission. If you are experiencing issues with passing validation on this file, please contact our Client Support team.

The Data element definitions: edition 2.3 were recently updated with the following:

- The *Funding source — national* classification scheme was updated to clarify that the code '30 — International client — other revenue' will not be a valid code for any records after the 2019 data collection. This includes activity that commenced prior to 2020.

  Similarly, codes '31 — International onshore client — other revenue' and '32 — International offshore client — other revenue' are updated to show that these codes can only be accepted for records after 1 January 2020.

  If data submitters have trouble moving to the new codes in 2020 with continuing records, please contact our Client Support team.

- The *Outcome identifier — national* classification value '85 — Not yet started' has been updated to advise that it can also be used to report when a student is undertaking multiple programs which share subjects, to prevent the reporting of the same subject twice.

- *School type identifier* has been updated to clarify that the student's school type should be reported here, not their training organisation type.

DATA SUPPORT BULLETIN

Data reporting tips

Allow continuing outcomes tick box

A reminder that this tick box should be unchecked when submitting your annual data to NCVER. This check is only used for validations occurring prior to December 2019.

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 2019.

- A record only appears in the Program completed (NAT00130) file when a program, qualification, course or skill set has been 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.

Errors and Warnings

In 2019 we introduced some new validation rules that our Client Support team have received several queries about. This section gives more information about how to handle these rules:

Scope

These checks were introduced to compare an RTO's data to their scope on TGA. There are some circumstances where an RTO may be able to award or deliver training not on their scope. For example, ASQA RTOs may deliver training as an elective or issue a credit transfer in a program where it meets the training package rules (see ASQA's fact sheet). For this reason, the rules are Warnings and you can still submit your data.

However, we recommend reviewing these Warnings to ensure training is being delivered in accordance with the regulations set out by your regulator. If you have any queries about what should be included on your scope, please direct them to your regulator.

Overlapping subjects

These errors will trigger when a student appears to be undertaking more than one enrolment in the same subject at the same time. We most commonly see this when a student is enrolled in two programs containing the same subject. As training only occurred once, NCVER requires the training to be reported in your AVETMISS submission once only.

Where your AVETMISS files contain both records you must use the *Outcome identifier — national* codes to correctly identify records, so that only one is counted and to avoid triggering errors in AVS. The following table provides examples of correct combinations of *Outcome identifier — national* codes that AVS will allow.

	Outcome identifier – national code				
Enrolment 1: Student X / Program A / Subject 1:	70	20	30	40	51
Enrolment 2: Student X / Program B / Subject 1:	85	60	85	85	85

For a full list of *Outcome Identifier — national* codes and their descriptions please refer to the AVEMTISS [Data element definitions](#) edition 2.3.

AUSkey is changing

AUSkey will be replaced by a new whole of government digital identity service and all Registered Training Organisations (RTO) accessing the USI Registry system will be affected. From 1 April 2020, [myGovID](#) and [Relationship Authorisation Manager (RAM)](#) will replace AUSkey.

If you [access the USI Registry](#) via the **Organisation Portal** or have a **Student Management System (SMS)**, the current AUSkey will not function after the end of March 2020:

- **Organisation Portal** users will need to acquire their own digital identity. Business associates of an RTO's ABN must also acquire a digital identity and can authorise another person with a digital identity to connect to the USI Registry Organisation Portal (on behalf of the RTO). This is similar to how a Standard/Personal AUSkey is set up, however, new mechanisms are used and the replacement file is not stored on a computer or USB. A connection can then be made using any device, anywhere, anytime.

- **Student Management Systems** will need a new [Machine-to-Machine (M2M)](#) credential to replace a Device AUSkey in order to interact with USI Registry via an SMS.

There are a few steps you can take to get yourself ready for the change such as updating and cleaning-up your information in the Australian Business Register (ABR), AUSkey Manager and Access Manager.

You can also get ready for the change by obtaining a digital identity using the myGovID app. It's easy, just download and install the app from the Apple App or Google Play store and set up your myGovID.

Last of all, don't forget to update to USI Web Service Version 3.0 if your organisation is utilising an SMS.

For more information, please visit [usi.gov.au/auskey](#)

Student outcomes and satisfaction data for your RTO

NCVER's National Student Outcomes Survey is sent to VET graduates and subject completers who completed their training in the previous year.

The results of the 2019 survey are due for release in December.

Eligible RTOs can access free individual reports of employment outcomes, training satisfaction, benefits and relevance of training as reported by their students.

Visit our Portal to view the [eligibility requirements](#) and details on how to access your report.

2020 National Student Outcomes Survey

The 2020 [National Student Outcomes Survey](#) opens in May 2020 for students who completed a training qualification or subject during 2019.

Eligible RTOs will again be able to access data as reported by their students.

Take advantage of the [free kit](#) provided by NCVER to help you promote the survey to former students.

Support availability

½ day closure – Friday, 13 December 2019

NCVER Office will be closed from 12.00pm (ACT) on Friday, 13 December 2019. We apologise for any inconvenience.

Christmas and New Year closure

NCVER will be closed for the festive season from Tuesday, 24 December 2019 to until Thursday, 2 January 2020.

If you would like to take advantage of our call back service, you are welcome to leave a message and we will respond when we reopen.

During the above periods, you can continue to access the NCVER Portal and all self-service options will be available 24 hours a day, 7 days a week.

We would like to take this opportunity to wish you all a safe and happy festive season and look forward to assisting you with your AVETMISS reporting in the New Year.