

OCTOBER 2024

## AVETMISS reporting

### Reminder – quarter 3

For RTOs submitting their fee-for-service data directly to NCVER, the third quarter collection window for 2024, covering the period January to September 2024, will be open from 1–14 November 2024.

If you submit your fee-for-service data via a state training authority, please check directly with them for their submission dates.

For more information on quarterly reporting of fee-for-service data to NCVER and submission dates, please see our [fact sheet](#).

## AVETMISS Validation Software (AVS)

### AVS accounts

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

It is essential that the accounts of any users no longer with your organisation are deactivated so that changes to your data, including updates to student transcripts, can only be made by appropriate representatives of your organisation.

For further information on user maintenance and roles, please see our [fact sheet](#).

### 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.

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## 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:

<b>submit:</b>	<a href="#">contact form</a>
<b>email:</b>	<a href="mailto:support@ncver.edu.au">support@ncver.edu.au</a>
<b>phone:</b>	08 8230 8400
<b>toll free:</b>	1800 649 452

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## Data reporting tips

### Preparing for end-of-year reporting

As we draw closer to the end of 2024, RTOs need to start preparing for their annual submission (due from 1 January 2025). RTOs should be reviewing student subject activity and data collection procedures to ensure that it can be reported accurately as at 31 December 2024.

### Reporting short course completions

A recent review by NCVER identified that the majority of short courses are not accurately reported as completions for a skill set or accredited course when students had completed the required number of subjects. We have found that where a course has one subject, or a small number of subjects, they are being reported in the training activity file (NAT00120), but not in the program completion file (NAT00130).

RTOs are reminded that to accurately report enrolments and completions, the training should be reported in both files if they have successfully completed the skill set or accredited course.

The short courses that are not being reported as completed courses are in health and safety such as first aid, infection control, CPR, responsible service of alcohol, food handling and food safety.

Omissions in reporting short courses as completions means that this training will not appear on students' USI transcripts, and this training activity is considered to have not complied with your regulatory obligations.

### Reporting final outcomes for a single training event

A final subject outcome should only be reported on completion of training (including any on-the-job component or re-submission of work).

Where a student is deemed not competent but will be re-submitting their work, they must be reported with the Outcome Identifier - National code of *70 - continuing activity* until such time as the final assessment for the subject has been marked. Only then should a final outcome be reported. This may mean the student's final result is not submitted until the following year.

## NCVER at the 2024 National VET Conference

NCVER is a proud silver sponsor of Velg Training's National VET Conference at the Brisbane Convention & Exhibition Centre on 31 October - 1 November 2024.

Our team invite you to drop by the NCVER booth (Booth #61) and say hello. We look forward to meeting and helping you with any reporting or other NCVER related questions you may have, including any relating to the new VET Information Standard.