

## AVETMISS reporting

### AVETMISS reporting – 2018 activity

The collection window for reporting 2018 AVETMISS fee-for-service activity to NCVER closes at 5pm (ACDT) on 28 February 2019. If you report to a state training authority, please confirm deadlines with them as they may be earlier.

If you submitted fee-for-service data to NCVER on a quarterly basis during 2018, you **must** submit all activity for the full calendar year (January to December 2018) to the annual collection.

Our Client Support team can help with AVETMISS validation and submission difficulties, but please allow enough time to meet your reporting deadline(s) as they are very busy during the last few weeks of the submission period.

### Key information to remember

Please make sure data is reported under [release 8.0 of AVETMISS VET Provider Collection specifications](#).

#### ▪ Activity to include

Submissions must include all activity from 1 January 2018 to 31 December 2018. Refer to the [September 2018 Data Support Bulletin's](#) 'Preparing for end of year reporting' article for more information on reporting as at 31 December 2018.

#### ▪ Unique student identifier

A new *Unique student identifier* validation on blank USIs was introduced with the implementation of release 8.0. This validation rule will trigger a **warning** if your students do not have a USI. You may also trigger an **error** if you are reporting too many students without a USI.

'**SHORT**' is no longer a valid *Unique student identifier* exemption value for 2018 reporting.

#### ▪ Non-TGA programs

RTOs submitting data directly to NCVER cannot submit a *Program* (NAT00030A) file under release 8.0. **You** will need to use the NAT00030 file and only include programs on training.gov.au (TGA). Any programs not on TGA must be excluded from the *Program* (NAT00030), *Training activity* (NAT00120) and *Program completed* (NAT00130) AVETMISS files.

Any nationally recognised subjects (units of competency and accredited course units) delivered as a part of locally recognised or

## IN THIS EDITION

- [AVETMISS reporting](#)
- [Revised National VET Data Policy](#)
- [Reporting for exempt RTOs](#)

## 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

This work has been produced by NCVER on behalf of the Australian Government and state and territory governments, with funding provided through the Australian Department of Education and Training.

[www.ncver.edu.au](http://www.ncver.edu.au)

 [twitter.com/ncver](https://twitter.com/ncver)

 [linkedin.com/company/ncver](https://www.linkedin.com/company/ncver)

self-created programs should be reported as subject-only activity and appear in the *Training activity* (NAT00120) file with a blank *Program identifier*.

- **Nil returns**

If your RTO didn't deliver any training during 2018, please submit a [nil return](#) via the AVETMISS Validation Software.

## Hot tips

### 2018 reporting

A reminder that activity should be reported as though it were the 31 December 2018. This means that any assessments that occurred in 2019 cannot be reported until the first submission window of 2019 opens (1 May 2019), and this subject activity must be reported as 'continuing' in your reported 2018 training activity.

**Warning 4738:** *Outcome identifier – national '70 – Continuing activity'* should not be used when *Activity end date* is in the final month of the collection year, i.e. December 2018. For training activity that ends in December 2018, an 'unknown' outcome can be recorded; however, we encourage RTOs to implement practices to ensure full outcomes are known and recorded prior to their annual submission.

Although a warning won't prevent you from submitting, please be aware that 'continuing' training activity will be reported as such on a student's USI transcript.

### 2019 reporting

**Error 3241** *Date program completed* is now mandatory for all completions reported in 2019, and this includes historic completions. Date program completed will now require the full day, month and year to pass validation, and @MMYYYY or @@@@YYYY are no longer valid values for *Date program completed*.

**Error 4751** *Funding source - national* cannot be '80 - Revenue earned from another training organisation' unless the training organisation is a technical and further education (TAFE) institute. This is a new rule for 2019.

## Revised National VET Data Policy

### National VET Data Policy – Schedule 1 Privacy Notice

The Privacy Notice at Schedule 1 of the [National VET Data Policy](#) has changed and no longer requires a signed student declaration.

RTOs must use the new [Privacy Notice](#) from 1 July 2019, but can begin using it from January 2019. The AVETMISS [example enrolment form](#) has been updated with the new Privacy Notice.

Further information about the National VET Data Policy can be found on the Australian Government Department of Education and Training's website [FAQs](#).

## Reporting for exempt RTOs

If your RTO has been granted an exemption from reporting to the 2018 National VET Provider Collection by your VET Regulator (under sections 5 of the [National VET Data Policy](#)), and you are required to submit aggregate competency commencement and completion data, please be advised that the window for submitting aggregate data is open and closes on **31 March 2019**.

Due to some issues with the collection tool, we recommend that if you downloaded it prior to 21 January 2019 that you download the tool again. We apologise for any inconvenience.