



# ACT AVETMISS REPORTING GUIDE

Skills Canberra  
Chief Minister, Treasury and  
Economic Development  
Directorate

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## KEY DATES

Timeline	Report
1 – 15 April	RTO submission window for reporting March quarter ACT funded training activity. Data submission must include all funded activity from 1 January to 31 March. Fee for service activity may be included.
1 – 15 July	RTO submission window for reporting June quarter ACT funded training activity. Data submission must include all funded activity from 1 January to 30 June. Fee for service activity may be included.
1 – 15 October	RTO submission window for reporting September quarter ACT funded training activity. Data submission must include all funded activity from 1 January to 30 September. Fee for service activity may be included.
1 January – 15 February <i>(the following year)</i>	RTO submission window for reporting full year ACT funded training activity. Data submission must include all funded activity from 1 January to 31 December. Fee for service activity may be included.

## INTRODUCTION

This document provides direction to registered training organisations (RTOs) with an approved ACT Funding Agreement (ACTFA) on how to interpret, implement and comply with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) quarterly reporting requirements.

Reporting ACT funded training activity is a contractual obligation under the ACTFA and its associated schedules.

## GENERAL REPORTING REQUIREMENTS

- > The RTO must meet the deadlines for quarterly reporting of ACT funded training activity.
- > Reported data must be consistent with the current AVETMISS Standard, which details the requirements for providing national consistent data on VET students and courses, apprenticeships and trainees, and any additional state specific criteria. A copy of the AVETMISS 8.0 can be downloaded from the [National Centre for Vocational Education Research \(NCVER\) website](#).
- > The RTO must submit the following AVETMISS compliant NAT files for all ACT funded training activity via AVETARS.
  - o NAT00010.txt Training Organisation file
  - o NAT00020.txt Training Provider Location file
  - o NAT00030A.txt Program file
  - o NAT00060.txt Subject file
  - o NAT00080.txt Client file
  - o NAT00085.txt Client Postal Details
  - o NAT00090.txt Disability file
  - o NAT00100.txt Prior Educational Achievement file
  - o NAT00120.txt Training Activity file
  - o NAT00130.txt Program Completed file
- > Training activity must be reported at both the program (qualification) level and the subject (unit of competency) level. Element of competency reporting is not required or accepted.

- > The RTO must report subjects only where there is ‘serious engagement’ in activity in that subject. The RTO must have evidence of participation if a student is reported as having commenced in a subject. If a student has not yet commenced or attended a subject, the subject must not be reported.
- > For the purposes of AVETMISS, an enrolment must be reported if the student has done at least one (1) of the following:
  - o attended at least one (1) class or lecture specific to the subject
  - o submitted a least one (1) piece of work or assessment for the subject
  - o engaged in a documented record of learning activity in the subject
  - o been granted/not granted a Recognition of Prior Learning (RPL) or credit transfer for the subject.
  - o RTOs can submit data for both funded and unfunded training in the same data set.

## MANDATORY STUDENT DEMOGRAPHIC DATA

RTOs must provide high quality client demographic data for ACT funded training activity.

In accordance with Standard 1.2.1 and 1.2.4 of the *ACT Standards for Delivery of Training*, valid responses to all mandatory AVETMISS enrolment questions must be collected from each funded client and entered into the RTO student management system.

The use of ‘unknown’ or ‘not supplied’ in mandatory data fields is discouraged and should only be used when the data cannot be sourced from the client.

## STATE FUNDING CODES

The RTO must include State Funding Code data for all funded activity. The following table outlines the codes that must be used.

Initiative Name	Funding source - national	Funding source – state training authority	Specific funding identifier
Australian Apprenticeships (funded contracts)	11	AAP	
Australian Apprenticeships (unfunded contracts)	20	AAP	
Adult and Community Education (ACE)	15	ACE	
Skilled Capital	13	SRI	32
National Workforce Development Fund -Job seeker	13	NWD	11
National Workforce Development Fund -Existing worker	13	NWD	12
Industry Skills Fund	13	ISF	
Fee for Service (Domestic)	20	FFD	
Fee for Service (International)	30	FFI	

### Revenue from government

- 11- Commonwealth and State general purpose recurrent.
- 13- Commonwealth specific purpose programs
- 15- State specific purpose programs.

### Other revenue

- 20- Domestic full fee-paying client revenue
- 30- International full fee-paying client revenue.
- 80 - Revenue earned from another training organisation

## DATA PREPARATION AND VALIDATION

In preparing AVETMISS data files, the RTO must ensure that all information is complete and correct. In particular, the RTO must provide:

- > complete client demographic details including 'date of birth', 'indigenous status identifier', 'disability flag' and 'labour force status identifier' for all funded students; and
- > 'Funding source – state training authority' for all funded enrolments in the enrolment file.
- > if the 'funding source – national' is 13 (Commonwealth specific purpose programs) then the 'Specific funding identifier' must be reported.

Your submission will be returned to you for corrective action if all details are not provided for ACT funded training activity.

Prior to submission, AVETMISS data **must** be validated using the online NCVET AVETMISS Validation Software (AVS) available at <http://avs.ncver.edu.au>.

When validating your files:

- > ensure that the options listed under Preliminary checks are **not** selected. Only fully validated file sets will be accepted.
- > fix any errors generated by the validation software at the data source (the RTO student management system).
- > select the correct quarterly reporting 'Period' e.g. for end of year reporting, the Jan-Dec option must be chosen.
- > once the files have been validated successfully (no errors), use the Export button to download the files from AVS. Do **not** select the 'Export with encrypted names' option when exporting the files.
- > a validation result email will be sent to the RTO with the NCVET AVS validation summary report (.csv file) attached. This file is named 'CollectionProcessingSummaryReport\_YOUR\_RTO\_NAME.csv'. The name of this file should not be changed.

## RTO AVETMISS SUBMISSION THROUGH AVETARS

RTOs are required to upload AVETMISS reporting files and the AVS validation summary report (.csv file) directly into AVETARS during the AVETMISS submission window. The procedure for AVETMISS reporting in AVETARS is outlined below.

1. Log in to AVETARS and navigate to the AVETMISS upload page. The AVETMISS upload page during a reporting period will show a message that states the submission window is open.
2. When you select 'Upload ZIP file', in addition to uploading your standard AVETMISS reporting files, you will also be prompted to upload the AVS validation summary report (.csv file) indicating successful validation of your data to demonstrate NCVET compliance.
3. To be included in the National VET Provider Collection, the uploaded AVETMISS reporting files and AVS validation summary report (.csv file) must match.
4. You must include a comment in the comment box that identifies your data as being submitted for reporting purposes (e.g. 2018 March quarter AVETMISS reporting).
5. Submissions which do not have a fully validated AVS validation summary report (.csv file) will not be accepted for inclusion in the National VET Provider Collection.

The screenshot shows the AVETARS AVETMISS upload page. It features a form with the following elements:

- Activity year:** A dropdown menu currently set to 2015.
- \* ZIP File:** A 'Choose File' button with the text 'No file chosen' next to it. A blue callout bubble with the number '1' points to this field.
- AVETPAK CSV:** A 'Choose File' button with the text 'No file chosen' next to it. A blue callout bubble with the number '2' points to this field.
- Comments:** A large text area for entering a comment.
- Upload Package:** A button at the bottom of the form.

**Please Note:**

When submitting your RTO's AVETMISS reporting files:

- > do not select the option for payment claim
- > AVETARS will only accept files that have been validated within the previous five days
- > even though your file has passed NCVER's validation rules, you may still see some AVETARS errors. This is because the NCVER's online validation software checks for the minimum data quality requirements to meet national reporting standards. The AVETARS checks may require additional information to meet payment requirements. AVETARS errors will not prevent your data from being used for national reporting.

## PRIVACY OF INFORMATION

All data provided to the Directorate is held in the strictest confidence according to the Territory Privacy Principles and under the Directorate's Privacy Policy, for use by the Directorate and NCVER on behalf of the Australian Government. The data that the Directorate provides as part of the national collection has all client names encrypted and omits contact information, so that no client can be identified outside the Directorate.

## FURTHER INFORMATION

For further questions or help with submitting AVETMISS quarterly reporting data, email [avetmiss.reporting@act.gov.au](mailto:avetmiss.reporting@act.gov.au) or call (02) 6205 7057.



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