<table>
<thead>
<tr>
<th>Version</th>
<th>EFFECTIVE DATE</th>
<th>RELEASE DATE</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>10 April 2017</td>
<td>10 April 2017</td>
<td>Guide updated to reflect the release of employer, student and school portals; and the launch of automated training contract variations.</td>
</tr>
<tr>
<td>2.1</td>
<td>10 April 2018</td>
<td>10 April 2018</td>
<td>Guide updated to include How to Enrol a Student in a Skilled Capital course.</td>
</tr>
</tbody>
</table>

It is the responsibility of the user to ensure that this is the current and complete document. The latest version located at: https://www.cmtedd.act.gov.au/enterprise-canberra2/skillscanberra/avetars

Components of this User Guide will continue to be updated as further AVETARS functionality is released. The latest alterations and additions to this document will be available in the published version on the AVETARS webpage and updates can be tracked by referring to the version control table on page 2.

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OVERVIEW

AVETARS (ACT Vocational Education and Training Administration Records System) is the system that has been developed and implemented by Skills Canberra to manage its involvement in the vocational education sector. Put simply, it has a dual function:

1. To maintain a record of the data associated with each training contract entered into in the ACT, functioning as a repository for information used in statistical analysis and for reporting; and
2. To administer the interactions between stakeholders in the vocational education sector, with its key focus on facilitating the ACT Government’s payment to RTOs (Registered Training Organisations), the level of which is dependent upon the circumstances and area of training of each individual student.

AVETARS manages the administration of ACT Australian Apprenticeships and other funded training initiatives such as Skilled Capital.

AVETARS functionality includes:

> The ACT Qualifications Register, displaying RTO Scope and data from training.gov.au;
> Australian Apprenticeships training contract management – using data from TYIMS – including processes enabling auto-approval, return or rejection of contracts;
> Creation and Management of Skilled Capital records, Skilled Capital being a needs-based funding initiative distinct from the standard User Choice; and
> Payment claims through the submission of AVETMISS files via an RTO portal;
> Fully integrated Australian Apprenticeships training contract variations;
> Direct Employer & Student access through the release of the associated portals.

To access AVETARS, please visit https://www.avetars.act.gov.au/.
## AVETARS USERS

The table below outlines the AVETARS users and their relevant access.

<table>
<thead>
<tr>
<th>AVETARS Users</th>
<th>Accesses</th>
</tr>
</thead>
</table>
| **RTO**       | • View and nominate qualifications on the ACT Qualifications Register based on the RTO’s scope of registration on training.gov.au (TGA).  
• View the RTO’s training contracts and/or Skilled Capital Training Records.  
• Generate reports.  
• Accept and reject notifications of business (NOBs).  
• Change the RTO contacts and their details.  
• Submit payment claims through the upload of AVETMISS files.  
• Lodge and approve Australian Apprenticeship training contract variations.  
• Lodge and approve Skilled Capital record variations.  
• Complete Training Contracts.  
• Enrol a Student in a Skilled Capital course. |
| **ANP**       | • View the ANP’s training contracts.  
• View the ACT Qualifications Register.  
• Change the ANP’s contact details.  
• Lodge Australian Apprenticeship training contract variations. |
| **Student**   | • View Australian Apprenticeship training contract and/or Skilled Capital Student records  
• Change contact details.  
• Lodge and approve Australian Apprenticeship training contract variations.  
• Lodge and approve Skilled Capital record variations.  
• Lodge bank details in anticipation of receiving a completion bonus. |
| **School**    | • View Australian Apprenticeship training contracts.  
• Complete the ‘Principal Endorsement’.  
• View the ACT Qualifications Register.  
• Change the school’s contact details.  
• Lodge and approve Australian Apprenticeship training contract variations. |
| **Employer**  | • View the employer’s Australian Apprenticeships training contracts.  
• View the ACT Qualifications Register.  
• Change the employer’s contact details.  
• Lodge and approve Australian Apprenticeship training contract variations. |
OPENING AVETARS

AVETARS operates in a web browser and therefore it does not require installation and can be used from any device with an internet connection.

1. Open your web browser (AVETARS is compatible with all browsers including Internet Explorer, Firefox, Chrome and Safari)
2. Enter the following address into the browser’s address bar: www.avetars.act.gov.au
3. You will be taken to the AVETARS home page which is the ACT Qualifications Register.

ACCESS TO AVETARS

AVETARS is a closed system designed specifically to provide access to relevant stakeholders only. Before logging into AVETARS a username is required. AVETARS user names are based on an email address. RTO staff with Administration access can create logins for other staff members (see below for more details). Alternatively you can request access to AVETARS by sending an email to skills@act.gov.au.

There are two (2) user access permissions in AVETARS – Administrator and Officer:

Administration access means you can grant access to other people in your organisation and you will have access to all functionality for your RTO in AVETARS.

Officer access means you will have access to all functionality for your RTO in AVETARS but will not be able to grant access to other people in your organisation. Officer access will be granted by the RTO Administrator in AVETARS. To access Admin functions click on Admin. It is located on the top right of the page.

SIGNING IN TO AVETARS

Signing in step 1
Click Sign in

Signing in Step 2
1. In the email field, enter your email address.
2. In the password field, enter your password.

If you want AVETARS to remember your sign-in details for the next time you sign-in on that device, click the ‘Remember me’ checkbox.

Trouble signing in
1. Click here if you have forgotten your password.
2. Enter your email address here.
3. Click to confirm.
An email will be sent to you with reset instructions.

If this is the first time signing in, you will be required to set your password.
MANAGING USERS IN AVETARS

Dashboard Overview
The page below is an example of the RTO Dashboard in AVETARS. The Dashboard link displays the basic details of the organisation's notifications and training contract variations.

Dashboard Controls

Notifications
If there are any notifications that have not been acknowledged the oval next to the flag icon will be red and the number of notifications not yet acknowledged will be displayed. The oval icon will otherwise be grey.

Jobs
The Jobs icon displays a number of manual processes or actions required by the RTO for management of a training record.
ACCOUNT DETAILS

Details of your account are accessed from this icon, including your name, contact details and business details. These details cannot be changed on this screen, and must be instead changed via the Basic Details tab on this page.

SECURITY

This page allows you to change your password once you have signed in.

Password requirements

At least nine (9) characters; one lowercase letter; one uppercase letter; one numerical value and; one symbolic character.

Password example: Test&2612

EXPORTS

Any custom reports you have generated in the contracts table will be accessible here.

SIGN OUT

Click on this icon to sign out of AVETARS.
BASIC DETAILS

The Basic Details tab displays the RTO details the Directorate has for the RTO. This data is currently sourced periodically from TGA. It therefore cannot be edited by the RTO. This information needs to be updated in TGA if the RTO would like it changed.

ADDRESSES

The Addresses tab details the relevant addresses that the Directorate has on file for the RTO.

ACT ARRANGEMENTS

The ACT Arrangements tab displays the ACTFA and Fee for Service history the Directorate has for the RTO. As some of this data was sourced from the legacy system AVMS there may be some inconsistencies with dates.

The ‘Expiry Date’ is accurate for the full possible term of an RTO’s ACTFA including extension periods.
CONTACTS

For a contact to be added or changed on the ACT Qualification Register the contact must first be defined in this section.

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Email</th>
<th>Phone</th>
<th>Mobile</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Person 1</td>
<td></td>
<td><a href="mailto:sample.person1@address.com">sample.person1@address.com</a></td>
<td>0203000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample Person 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contacts controls
- Edit an existing contact.
- Add a new contact.

CONTRACTS (INCLUDING SKILLED CAPITAL STUDENT RECORDS)

The Contracts tab lists all the contracts associated with the RTO. For more details on how to manage Contracts refer to Page 12.

In AVETARS, Skilled Capital Student Records are included under the heading of Contracts: the use of the term contract also includes Skilled Capital student records.

You may notice that certain employers, as listed in the employer column in the contracts table, have icons associated with them. One icon is an M, indicating master and the other is an L, indicating linked. These icons indicate that the employer listed has a number of employer records in AVETARS, with one being primary and the others subsidiary.

- M Master
- L Linked

VARIATION ACTIONS

You will notice this table at the bottom of every Dashboard page:

- Pending variations that have been submitted by other stakeholders and are awaiting your approval;
- Submitted variations that have been submitted by you and are awaiting the approval of others;
- Applied variations that have been approved by all parties and have taken effect;
- Expired variations that were not approved within 10 days by all parties and have lapsed;
- Rejected variations that were rejected by a stakeholder or Skills Canberra.

For information on lodging and approving variations, please refer to the training contract variation chapter below.
ACT QUALIFICATIONS REGISTER

QUALIFICATIONS

The ACT Qualifications Register is a public register that displays a complete list of all qualifications available under ACT funded training initiatives including Australian Apprenticeships and Skilled Capital. The register also lists the RTOs approved to deliver these qualifications in the ACT.

Users can use search and filter options to look for specific qualifications.

To view more details about the qualification, (e.g. nominal duration, available funding, funding band, RTOs offering this qualification etc.) click on the qualification code or title hyperlink.

Click on this symbol (▼) to sort the column in alphabetical or numerical order.

REGISTERED TRAINING ORGANISATIONS

The Registered Training Organisation tab displays RTOs that are currently approved to deliver training in the ACT. Users can use search and filter options to look for specific RTOs.

To view more details about the RTO, (e.g. qualifications, delivery modes and locations, contact officers etc) click on the RTO Name hyperlink.
VIEW AND MANAGE TRAINING CONTRACTS/STUDENTS

All Training Contracts which belong to your RTO can be viewed by clicking on Contracts and selecting the relevant ‘view’. Each of the views are described below.

In AVETARS, Skilled Capital student records are included under the heading of Contracts, the use of the term contract also includes Skilled Capital student records.

VIEW ALL

This view shows all contracts associated with the RTO.

Possible actions:

> Accept/reject: accept or reject the Notification of Business
> Confirm: Confirm/enter the TP signed date
> Complete: Confirm completion by entering the Date Deemed Competent and the date the qualification was issued.
NOTIFICATION OF BUSINESS (NOB)

This view displays all contracts which belong to the RTO and are waiting for the NOB to be accepted or rejected. Use the Accept or Reject button to accept or reject the Notification of Business relating to the Training Contract.

SEARCH AND FILTER OPTIONS
Search Fields are available to find training records by: Student Contract ID, Student Name, Application ID and Qualification Code.

To search by this field, type the contract ID and press Enter or click out of the field.

To filter the training contracts by Status, click on the ▼or in the Filter by Status field.

FILTER BY STATUS
View NOBs by the training contracts status (e.g. Approved, Return, and Follow Up).

ACTION: ACCEPT OR REJECT
Accept a notification of business by clicking on the button next to the training contract record.

Accepting a NOB will move the contract to the Awaiting TP Signed view.

These buttons will display for Skilled Capital student records however this action is only required to move the record through the stages and not for the formal acceptance of the record. This action will be removed in future releases of AVETARS.

AWAITING TP SIGNED DATE

This view displays all contracts which have not had a Training Plan Signed Date defined. For User Choice training contracts, this action (confirm) will trigger the initial payment if eligible and populate the Training Plan Signed Date field on the Training Contract.

SEARCH AND FILTER OPTIONS
Search Fields are available to find training records by: Student Contract ID.

To search by this field, type the contract ID and press Enter or click out of the field.

To filter the training contracts by Status, click on the ▼or in the Filter by Status field.

CONFIRM BUTTON
Enter the Training Plan signed date against a student record by clicking on the confirm button. This will display a form where the Training Plan Signed Date can be entered.

Enter the Training Plan signed date and click save.

This will trigger an Initial Payment claim (if eligible) and populate the Training Plan signed date on the contract.

To view the training contract details, click on the Student Contract hyperlink.
CURRENT
This view displays all contracts which have a training plan sign date entered.

DUE TO COMPLETE
This view displays all contracts with an approaching due to complete date, ordered from most to least imminent.

SEARCH AND FILTER OPTIONS
Search fields are available to find training records by: **Student Contract ID**.

To search by this field, type in the contract ID and press **Enter**.

To filter the training contracts by Status, click on the ▼ or in the **Filter by Status field**.

SEARCH
Click in the field and enter a date to display training contracts due to complete before the date entered.

COMPLETE
Enter the date deemed competent and date qualification issued against a student record by clicking on the **complete** button and this will prompt the user to enter the completion details for the training record.

Enter the **Date deemed competent** and **Date qualification issued** dates then click **save**.

In addition, you must upload a set of AVETMISS files containing a NAT00130 record for the student you wish to complete. These Files must also contain **at least one corresponding unit enrolment record for the student in the NAT00120** to enable the completion to match to the correct contract to be completed in AVETARS.

After uploading, you will also need to click the Upload ID hyperlink and run Process Payments (even if no payments are due) to make the completion take effect.

Once these steps have been completed it will trigger a contract status of Complete.
For contracts commencing before 31 December 2015, once both steps have been carried out, the contract will be marked completed and the completion payment to the RTO will be triggered.

For contracts commencing 1 January 2016 onwards, once both steps have been carried out, the contract will be marked completed and the completion payment to the student will be triggered.

**EXPORTING A REPORT**

On each view of the contracts table, whether “All”, “Notifications of Business”, “Awaiting TP Signed Date”, “Due to Complete”, etc., buttons appear stating “Skilled Capital CSV” and “All Contracts CSV”.

Clicking these buttons will create a comma separated value-formatted report of all of the Skilled Capital, or Australian Apprenticeship records, displayed in the table at that time.

For example, if you navigate to the “Notifications of Business” tab, you can create an export to be opened in Excel of all of your pending Notifications of Business. Likewise, if you navigate to “All” and search by a particular qualification, you can export all of your students studying a particular qualification.

![Training Contracts](image)

Once you have clicked the button, confirm that you wish to create an export.
You will be navigated to your exports. Depending on the size of the report you requested, you may have to wait some minutes and refresh the page while the system generates your file. Once the file is created, you will see that it is available for download.

### Exports

Your recently created exports

<table>
<thead>
<tr>
<th>Id</th>
<th>Name</th>
<th>File Name</th>
<th>Type</th>
<th>Created</th>
<th>Updated</th>
<th>Expires</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1332</td>
<td>Contracts CDV</td>
<td>1332_contracts.csv</td>
<td>csv</td>
<td>22 Mar 2017</td>
<td>22 Mar 2017</td>
<td>-</td>
<td>Processing</td>
<td></td>
</tr>
</tbody>
</table>

You can revisit and re-download reports that you have created in the past at any time. Simply click on the "person" icon at the top right of your screen, and then click the “Exports” tab.

### TRAINING CONTRACT DETAILS

To view the contract details, click on the **Student Name** or **Student Contract ID** hyperlink on any of the views.

At the top of the contract there is a heading **Actions**. Future functionality will be added to this heading bar, including links to vary the details of training contracts. More details on this functionality will be released closer to the release date.

The training contract is broken into 11 different tabs of information.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprenticeship Details</td>
<td>Details regarding the qualification, length of qualification, Apprenticeship type and all dates associated with contract management.</td>
</tr>
<tr>
<td>Apprentice</td>
<td>Lists all of the personal details of the apprentice (date of birth, address, etc.: these characteristics may result in additional funding in the form of loadings), and the numbers associated with the student (USI, ID, etc.)</td>
</tr>
<tr>
<td>Education and Training Details</td>
<td>Lists the secondary schooling details of the student (past or current), their formerly achieved or ongoing qualifications, and their credit seeking status.</td>
</tr>
<tr>
<td>Parent/Guardian Details</td>
<td>Lists the relevant details if the student is a minor.</td>
</tr>
<tr>
<td>Tab</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Employer &amp; Employment</td>
<td>Lists employer details, including contract details; the number of supervisors; the award; and details regarding any pre-contract employment with the same employer which is used to determine whether new worker or existing worker funding is to be applied.</td>
</tr>
<tr>
<td>RTO &amp; ANP Details</td>
<td>Lists the RTO, the ANP, and their respective contacts.</td>
</tr>
<tr>
<td>Funding Details</td>
<td>Contains details of the funding – if any – attributed to the contract, including loadings applied, as well as a table of the payment schedule.</td>
</tr>
<tr>
<td>Payments</td>
<td>Records the units completed and associated payments made to date.</td>
</tr>
<tr>
<td>Variations</td>
<td>Contains a record of the variations made to the contract. Currently RTO users cannot “view” the details of the variations, but this future functionality will be added.</td>
</tr>
<tr>
<td>Notes</td>
<td>Records any notes made by Skills Canberra staff during manual administration of the contract.</td>
</tr>
<tr>
<td>Approvals</td>
<td>If this tab displays the statement “No items to display here!” it means the contract was created in AVETARS. Contracts migrated from the legacy system AVMS will display the statement “No auto-approval: Migrated from AVMS.”</td>
</tr>
</tbody>
</table>

**TRAINING CONTRACT VARIATIONS**

A variation is a change to the training contract between an Australian Apprentice and their employer, or a change to a Skilled Capital record on enrolment. Different parties are allowed to lodge particular variations, and different parties are required to approve particular variations. Any combination of the following might be able to lodge – or might be required to approve – a given variation:

> The employer;
> The Australian Apprentice;
> The RTO;
> The ANP;
> Skills Canberra.

**AUSTRALIAN APPRENTICESHIP TRAINING CONTRACT VARIATIONS**

There are 23 variations available in AVETARS for apprenticeship and traineeship contracts. 10 of these can be initiated by RTOs.

The following table outlines which training contract variations can be initiated by RTOs, and which details can be changed via these variations.

<table>
<thead>
<tr>
<th>Detail</th>
<th>Variation</th>
<th>Also consider changing…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Australian Apprentice first name</td>
<td>Change Australian Apprentice Name</td>
<td></td>
</tr>
<tr>
<td>Change Australian Apprentice second name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Australian Apprentice last name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td>Variation</td>
<td>Also consider changing…</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Say that the Australian Apprentice is or is not attending school</td>
<td>Change School Details</td>
<td>ASBA Status; Work Hours</td>
</tr>
<tr>
<td>Update the Australian Apprentice’s current year level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change the Australian Apprentice’s school</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update the Australian Apprentice’s highest school level &amp; year completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update the Australian Apprentice’s identification as a person with a disability</td>
<td>Change of Disability Status</td>
<td></td>
</tr>
<tr>
<td>Move the student to and from a school-based Australian Apprenticeship</td>
<td>Change of ASBA Status</td>
<td>School Details; Work Hours</td>
</tr>
<tr>
<td>Apply for Credit of Time to reduce the Australian Apprentice’s nominal duration, or remove an application to increase it</td>
<td>Apply for Credit of Time</td>
<td>Update Previous Qualifications</td>
</tr>
<tr>
<td>Change what the Australian Apprentice is studying</td>
<td>Change Qualification</td>
<td>Registered Training Organisation</td>
</tr>
<tr>
<td>Delay the Australian Apprentice’s Due to Complete Date so they have longer before their contract expires</td>
<td>Extend a Training Contract</td>
<td></td>
</tr>
<tr>
<td>Put the Australian Apprentice’s training on hold</td>
<td>Suspend a Training Contract</td>
<td></td>
</tr>
<tr>
<td>Cancel the Australian Apprenticeship or traineeship</td>
<td>Cancel a Training Contract</td>
<td></td>
</tr>
<tr>
<td>Change any previous qualification details, and when the Australian Apprentice completed</td>
<td>Update Previous Qualifications</td>
<td>Apply for Credit of Time</td>
</tr>
<tr>
<td>Update whether the Australian Apprentice can or can’t use their previous qualification because of disability or injury</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update whether the Australian Apprentice is an Intensive Support Customised Assistance Client</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update whether the Australian Apprentice has been unemployed and registered as such with Centrelink for 12 months or more</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correct whether the Australian Apprentice has previously worked as an Australian Apprentice or Trainee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Currently, AVETARS is not compatible with single-name names. If the name is a single-name, please input a “-” instead of a last name.

2 Credit of Time can only be applied in apprenticeships, not traineeships

3 Note the identification of a return to work date is required to lodge a suspension.
The following table outlines training contract variations which must be lodged by other parties.

<table>
<thead>
<tr>
<th>Detail</th>
<th>Variation</th>
<th>Also consider changing…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reactivate the contract after it has expired</td>
<td>Update an Expired Status</td>
<td></td>
</tr>
<tr>
<td>Update your details where there has been no change of ABN⁴</td>
<td>Change of Employer Details</td>
<td></td>
</tr>
<tr>
<td>Change the Australian Apprentice’s registered training organisation</td>
<td>Change Registered Training Organisation</td>
<td></td>
</tr>
<tr>
<td>Update the Australian Apprentice’s identification as an Aboriginal and/or Torres Strait Islander</td>
<td>Change ATSI Status</td>
<td></td>
</tr>
<tr>
<td>Change the Australian Apprentice’s citizenship</td>
<td>Change Citizenship Status</td>
<td></td>
</tr>
<tr>
<td>Correct the Australian Apprentice’s Date of Birth</td>
<td>Change of Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Change workplace name</td>
<td>Change Workplace Details</td>
<td></td>
</tr>
<tr>
<td>Change workplace address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update workplace contact person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change the employment arrangement/award</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Say that the Australian Apprentice is full or part-time</td>
<td>Change Workplace Hours</td>
<td></td>
</tr>
<tr>
<td>Change the hours the Australian Apprentice works a week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correct whether the Australian Apprentice worked for you before</td>
<td>Change Previous Work</td>
<td>Existing/New Worker Status</td>
</tr>
<tr>
<td>Correct the hours, start and end date of the Australian Apprentice’s previous work with you</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correct whether you had an existing business relationship with your Australian Apprentice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correct whether you have already received an Australian Government Incentive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report the date your Australian Apprentice returned to training after it had been on hold</td>
<td>Enter a Return to Work Date</td>
<td></td>
</tr>
<tr>
<td>Correct the Australian Apprentice’s New Worker status</td>
<td>Change Existing Worker Status</td>
<td>Previous Work Hours</td>
</tr>
<tr>
<td>Correct the Australian Apprentice’s Existing Worker status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change the employer on the contract due to a change of ABN⁵</td>
<td>Change of Ownership</td>
<td></td>
</tr>
</tbody>
</table>

⁴ These details include employer address, trading name, and legal name.

⁵ This variation is used where an employer has been bought by another legal entity, or where an employer has changed their ABN. It cannot be used to swap an apprentice from one employer to another. Usually, this will require that the contract be cancelled and that one be commenced with the new employer.
SKILLED CAPITAL RECORD VARIATIONS

There are seven variations available in AVETARS for Skilled Capital records.

<table>
<thead>
<tr>
<th>Detail</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change the student’s name</td>
<td>Change apprentice name</td>
</tr>
<tr>
<td>Correct the Australian Apprentice’s Date of Birth</td>
<td>Change date of birth</td>
</tr>
<tr>
<td>Change what the student is studying</td>
<td>Change qualification</td>
</tr>
<tr>
<td>Update the student’s identification as Aboriginal and/or Torres Strait Islander</td>
<td>Change loadings</td>
</tr>
<tr>
<td>Update whether the student considers themselves to have a disability or impairment</td>
<td></td>
</tr>
<tr>
<td>Update whether the student is identified as being youth at risk</td>
<td></td>
</tr>
<tr>
<td>Update whether the student has been unemployed for 52 weeks or more</td>
<td></td>
</tr>
<tr>
<td>Cancel the enrolment</td>
<td>Cancel contract</td>
</tr>
<tr>
<td>Change the RTO subcontracted to deliver foundation skills units</td>
<td>Change subcontracted RTO</td>
</tr>
<tr>
<td>Update the student’s concession details</td>
<td>Update concession status</td>
</tr>
</tbody>
</table>

LODGEMENT PROCESS

To lodge a variation, navigate to the contract in question. On the contract itself, click “Request Variation”.

Contract 89012345/1 for Sample Student training in Sample Qualification

The variations displayed as choices for lodgement will depend on:

> Which variations can be lodged by an RTO; and
> The current status of the contract.

For example, most variations can only be lodged while a contract is “approved”. If the contract is “cancelled” or “completed”, a contract variation cannot be lodged.
Once the type of variation(s) to be lodged has been selected, click “Request these Changes”.

Once “Next” is clicked, there is an opportunity to review and edit the changes on a summary page. Otherwise, click “Submit this Variation”.

It is important to note variations will not take effect straight away. Variations require the approval of others, such as the employer or Australian apprentice, and other variations require Skills Canberra to review ahead of their approval.

An email notification will be sent once the variation has been approved, if it has been rejected by Skills Canberra or another party, or if it has expired because a relevant party has not approved it within 10 business days.
FOLLOW-UP IF YOUR VARIATION IS REJECTED OR EXPIRED

If a delay in variation processing becomes a concern, contact Skills Canberra who can make enquiries with the relevant parties.

If a variation is rejected, Skills Canberra can identify the rejecting party. If the variation was rejected by the STA, Skills Canberra can explain why.

If a variation expires, Skills Canberra can identify which party did not approve it in time. The variation can then be re-lodged.

APPROVE A VARIATION

NOTIFICATIONS

When a variation is lodged requiring the RTO’s approval, a notification to that effect will be sent via email.

Notifications are also sent if a variation to a training contract is approved, rejected, or expires.

PROCESS

From a notification email, click on “user portal” and login to AVETARS.

Next, follow the prompts to approve or reject the variation from the dashboard. The variation will be listed in the “Variation Actions” table, and it will be marked “Pending Review”.
Under Actions heading click on “View”, and then approve or reject the variation.

ENROL A STUDENT IN A SKILLED CAPITAL COURSE

From the Contracts menu, select Enrol New Skilled Capital Student.

Fill out the required fields in the first form that appears.

Click Submit.

At this point, AVETARS will check if a student record already exists, matching on the criteria you have entered. Often, a student may have had a previous training contract.

Where no potential match is found, the process jumps to ‘COMPLETING THE ENROLMENT’ below.
If a **definite match is found** (same names, date of birth, USI):

You will see this dialog requesting your confirmation. Click *Confirm - same student* to continue with the enrolment:

![Student Details](image)

If a **probable match is found** (most of the values you entered match to an existing student record, but there may be one or two small discrepancies):

You will see this response:

![Search for Student](image)

Click *Search Again* to return to the first form and re-enter the details after verifying that you have the correct student names, date of birth, and USI.

If you have verified the details you are entering are correct, and you still get this message, then it is possible the data causing the mismatch needs to be corrected in AVETARS. In that case, please contact Skills Canberra on 02 6205 8555 or skills@act.gov.au. Skills Canberra will endeavour to make the corrections as soon as possible, so that you can complete your enrolment without mismatches.

At this point, we may also provide you with the existing AVETARS Student ID for you to enter in the first form to assist in the matching process.

**Other possible data-matching error messages:**

- **The email provided already matches a record**

  If you have entered the correct student details and receive this message, it means that the email address you entered is already in use by another student (or possibly for the same student if the other details have not matched precisely). Please check with Skills Canberra. If another student is legitimately using the email address, your new student will need to provide an alternative.

- **The student already has an approved Skilled Capital training contract**

  AVETARS will not let you enrol a student who is already active in another Skilled Capital program. Sometimes the situation arises where the student believes they have completed or cancelled their other enrolment, however their RTO has not yet closed that enrolment in AVETARS. In that case, the student should contact the RTO to ask them to do so as soon as possible, in order to enable your new enrolment to proceed.
COMPLETING THE ENROLMENT

- Where no matching student is found in AVETARS, or a matching problem has been resolved:

The second form to complete the enrolment details for the new or matched student will appear. Enter the required fields:

NOTE: If the desired Qualification is not available in the dropdown, the reason may be that either

- The cap of available places has been reached, or
- Your RTO does not have scope to deliver the qualification in the ACT, or
- You have not nominated your RTO to deliver the qualification under Skilled Capital funding.

Click Submit to complete the enrolment.

Once the enrolment is successful, you will see the message The new skilled capital enrolment has been queued for processing. Shortly after, you will be able to click the red Notifications icon, and See All Notifications, to find a confirmation of the new enrolment.

NOTE: During periods of high enrolment activity, as on the first day of a Skilled Capital release, it is possible for a new enrolment to remain in the queue for some time before it is finally saved and becomes visible in AVETARS. At other times, it will normally finish processing straight away.
MANAGING QUALIFICATIONS

AN RTO can manage which qualifications it offers using the Qualification link in the top menu. It can nominate new qualifications, adding their delivery modes and fees; and edit existing qualifications, modifying delivery modes and fees, or flagging the qualification as “closed for enrolments”, effectively removing the nomination.

NOTE: During periods of high enrolment activity, as on the first day of a Skilled Capital release, it is possible for a new enrolment to remain in the queue for some time before it is finally saved and becomes visible in AVETARS. At other times, it will normally finish processing straight away.

When an enrolment has been queued for processing, but the enrolment does not succeed:

The Notifications will also tell you if your enrolment has not succeeded, for reasons other than those outlined above:

This can occur, for example, if a potential student’s email address is already in use as a Login to AVETARS, possibly as an RTO or Employer Login. In such cases, an alternative email address must be provided.

If a Skilled Capital enrolment fails and the reason is not clear, please contact Skills Canberra.
Nominate options

On the pop up screen, Fill in the required details, including at least one delivery mode with a fee for each delivery mode selected.

Submit/cancel

Click submit once all details have been entered, or cancel to stop.

Nominated options

Click to edit an existing nominated qualification.

On the pop up screen, Fill in the required details, including at least one delivery mode with a fee for each delivery mode selected.

Submit/cancel

Click submit once all details have been entered, or cancel to stop.
AVETMISS UPLOADS

All AVETMISS files must be submitted to AVETARS to trigger payment claims for User Choice and Skilled Capital. These files will also be used to report ACT training activity to the Chief Minister, Treasury and Economic Development Directorate and NCVER.

AVETMISS files are extracted from the RTO’s Student Management System (SMS)

AVETMISS upload can be initiated by RTOs only.

INITIATING THE AVETMISS UPLOAD PROCESS

SELECTING NEW FILES FOR UPLOAD

AVETMISS Uploads

1. Choose an activity year from the drop down menu.
2. Click to select a ZIP file from your computer for upload.
3. Add comments if required.

DEFINE ACTIVITY YEAR

New AVETMISS Upload
IMPORTANT DETAILS FOR ZIP FILE UPLOAD

The ZIP file for upload must contain the following 10 files:

1. NAT00010.txt (Training Organisation file)
2. NAT00020.txt (Training Provider Location file)
3. NAT00030.txt (Course file)
4. NAT00060.txt (Module / Unit of Competency file)
5. NAT00080.txt (Client file)
6. NAT00085.txt (Client Postal Details)
7. NAT00090.txt (Client Disability file)
8. NAT00100.txt (Client Prior Educational Achievement file)
9. NAT00120.txt (Enrolment file)
10. NAT00130A.txt (Qualification Completed file)

All files must be named in the following format:

NAT00XXX.txt

AVETMISS FILE VALIDATION

Uploaded AVETMISS files will be validated, checking the data quality of the VET activity reported by the RTO.

AVETARS will check the AVETMISS files for:

> Fatal Error: data integrity has been compromised or does not match or conform to the standards as defined by Skills Canberra.

> Warning Errors: data provided is inconsistent with values matching the data elements.
VALIDATION VIEW - WARNINGS AND ERRORS

AVETARS lists the status of all files contained in the uploaded ZIP file (which includes 10 NAT files). Each file will appear with a coloured icon indicating its status.

- **2** Fatal error icons will appear in red, with the number of errors per file listed within the icon.
- **3** Warnings will appear in orange.
- **0** Files without errors or warnings will appear as green. The included number will always be 0.

If there is a fatal error relating to a record for which a payment is expected, the payment claim will not be processed until the error has been fixed and the file uploaded again.

Warning errors are included as advice only. There are no impacts on payment claims however the data element supplied does not match with other supplied data and may impact data checking in the future.

VALIDATION CHECKLIST

1. All 10 files must be submitted – even if they have no data;
2. Payments will only trigger for a student if there are no fatal errors;
3. Training Organisation identifier - this is the RTO code as reported on TGA (not the RTO name) and must be left aligned with ‘spaces’ as fillers;
4. User Choice students must have an Australian Apprenticeship training contract Identifier and must be in the correct format of Contract ID sequence;
5. Skilled Capital Student record IDs must be recorded in the Purchasing Contract Identifier in the NAT00120 file, NOT the Training Contract Identifier. For all other (non-Skilled Capital) enrolments, the Purchasing Contract identifier must remain blank.
6. Program identifier, Date of Birth, First Name and Last Name must match the details on the Australian Apprenticeship training contract;
7. Funding source – national and funding source must be specified and match the requirements;
8. The activity end date must be before the completion date of the Australian Apprenticeship training contract;
9. A USI must be defined for ALL Apprentices, Trainees and Skilled Capital students.

For more information on AVETMISS file format, please refer to the following documentation:

> NCVER Website: [http://www.ncver.edu.au](http://www.ncver.edu.au)
CLAIMING PAYMENTS IN AVETARS

AVETARS is able to process three (3) types of payments available for the RTO:

1. Initial Payment: The RTO may make a one-off initial payment claim per student per qualification, per Australian Apprenticeships training contract.
   
   To Claim Initial Payment: see ‘Awaiting Training Plan Signed Date’ steps on page 13 for details of how to claim and process an ‘Initial Payment’ in AVETARS.
   
2. Unit Payment: The RTO must submit compliant AVETMISS files which contain the report for successfully completed units of competency to claim for payment. Unit Payments will only be made for the minimum number of units.

3. Completion Payment: To activate this payment see ‘Due to Complete’ steps on page 14 for details of how to process a ‘Completion Payment’ in AVETARS.

CLAIMING UNIT PAYMENTS

AVETMISS Upload 2016/11

Actions

Processing payments

Click on the Process Payments button.

Indication of payment process initiation

Once the Process Payments button has been clicked, a green bar will appear indicating the process has begun. This screen will automatically update to show further information, but refreshing your browser can make this process faster.

AVETMISS Upload 2016/19

Actions

Payments and payment errors

Processed payments and any payment errors can be viewed by clicking on the relevant tab.

After payments are processed from the AVETMISS upload and validation, payment details are updated in the training record for the RTO.
VIEWING TRAINING CONTRACT PAYMENT INFORMATION

You can view the unit completion history and payments made for each contract from that contract’s individual record.

Training Contract Payment Information

Click on the payments tab in the contract to see training contract payment information.

Detailed payments

Payment details includes information for:

- Payment type
- Date
- Unit Code (Unit Payment)
- ID
- Status
- Claim Value
- Amount
- Pay Run Number
- Pay Run Date