

AVETMISS Requirements for ACT RTOs

RTOs delivering funded training initiatives in the ACT must meet ACT AVETMISS Requirements developed by the Education and Training Directorate (ETD). The AVETMISS is the nationally agreed framework for the collection of consistent and accurate data, administered by the National Centre for Vocational Education and Research (NCVER). The AVETMISS requires reporting of VET activity at the:

- qualification level
- unit of competency level.

Element of competency reporting is not required, or accepted.

RTOs must report units of competency only where there is “serious engagement” in activity in that unit. Serious engagement is activity that contributes to the development of the unit of competency.

To ensure privacy and confidentiality, personal names of participants are encrypted before the ETD submits AVETMISS data to NCVER.

What is new for AVETMISS data submitted to the ETD?

For activity submitted from January 2012 onwards RTOs are required to include State Funding Code data within the NAT00120 file. The following table presents the codes to be used.

Program Name	AVETMISS 6 National Code	State Funding Code
Australian Apprenticeships (funded and unfunded)	11	AAP
Adult and Community Education (ACE)	15	ACE
Kickstart Pre-Apprenticeships Program	13	PAA
Productivity Places Program (PPP) Job Seeker	13	PPJ
Productivity Places Program (PPP) Existing Worker	13	PPE
Priorities Support Program (PSP)	15	PSP
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.

Frequently Asked Questions

1. What are the AVETMISS required reporting fields?

The AVETMISS 6 Specification available at <http://www.ncver.edu.au/publications/1687.html> provides details on fields required for reporting.

2. What is AVETMISS Validation Software and why is it so important?

NCVER provides specialist software to assist data submitters to compile their data, in order for them to satisfy the AVETMISS requirements. The AVETMISS Validation Software: Version 6.0 generates errors/warnings resulting from potential data inconsistencies in the files. The software can be downloaded from [NCVER's website](#).

RTOs must run their data files through the Validation Software prior to submitting data to ETD to ensure data is valid and correct. Data files that have not been validated will NOT be accepted by the Directorate.

3. What is a valid enrolment for AVETMISS reporting purposes?

For the purposes of AVETMISS, an enrolment can be reported if the client (student) has done at least one of the following:

- Attended at least one class or lecture associated with the module or unit of competency
- Submitted at least one piece of work for assessment for the module or unit of competency. This documentation needs to refer to discussion about the actual course content. It has to show that the student has actually done some of the course work, study-related contact with the lecturer or teacher of the module or unit of competency.
- Been granted a Recognition of Prior Learning (RPL) or credit transfer for the module or unit of competency.

If you report a student as commencing in a unit, you must have evidence of participation.

If a student has not yet commenced or attended a module or unit of competency, these should not be reported to ETD.

4. What are valid training outcomes according to AVETMISS?

AVETMISS specifies a number of codes relating to the various types of training outcomes, including Competency Achieved, Competency Not Achieved, Withdrawn and several others. For the full range of AVETMISS codes, please refer to the [NCVER website](#).

5. I need a student management system that is AVETMISS compliant

RTOs must manage the records of their training activity. There are a number of commercial software providers whose products comply with the AVETMISS specification. Please see the [NCVER AVETMISS software webpage](#)

6. What does the data look like that I must send to ETD?

An example that demonstrates most of the data types that you must collect and report is the **AVETMISS Enrolment (NAT00120) File**. The AVETMISS specification for this file is found here at [Sample AVETMISS NAT files](#).

Timelines for RTOs to prepare and submit data

The following timeline may be used as a guide:

Timeline	Report
Early December 2011	ETD requests training activity data from RTOs
End January 2012	RTOs submit VET data to ETD by 3 February 2012. The following files are mandatory: NAT00010 Training Organisation file NAT00085 Client Postal Details NAT00020 Training Provider Location file NAT00090 Client Disability file NAT00030 Course file NAT00100 Client Prior Educational Achievement file NAT00060 Module/Unit of Competency file NAT00120 Enrolment file NAT00080 Client file NAT00130 Qualification Completed file
End March 2012	ETD sends ACT VET activity data to the NCVER.
April 2012	ETD receives feedback from NCVER (Data Quality Report) ; ETD may follow-up with RTOs ;
May/June 2012	NCVER Non-Financial Audit/Invalid Enrolment Verification; ACT ETD requests documentation from RTOs
June/July 2012	NCVER releases ACT's Invalid Enrolment Rate
July/August 2012	NCVER release Non-financial Audit Report to DEEWR
July-November 2012	Continuing data management by RTO.

For queries concerning AVETMISS Requirements in the ACT:

Please email: avetmiss.reporting@act.gov.au or telephone (02) 6205 7057.