

AVETMISS End of Year Data Check

IMPORTANT NOTES:

If you commit to the guided timeline we have prepared for you, you will not only get your reporting done efficiently, and on time, but it will also be a stress-free journey for you. This also means that our Support team at Wisenet will have more time to respond to any unforeseen errors that you might need further support with.

We are committed to provide you with the best support we can and in the most efficient way. However, please note, Wisenet support staff capacity will be less than usual during the month of December and January due to the holiday period and staff being on leave. Be mindful when you are submitting a support ticket at the last minute. Your lack of preparation for the end of year reporting will not be an urgency for us. For example, if you submit a support ticket after 4.30pm requesting urgent help with reporting close to, or after the deadline has passed, your support ticket will still go in the queue as a normal ticket with normal response time.

Thank You for your proactiveness!



Now - Nov 19th 2018

Has your RTO conducted any training activity during the collection period of 01/01/2017 to 31/12/2017?

If Yes, Data to Check and How to Fix

1. Check Courses and Units

- Please run the below reports to check all the Courses and Units of Competency details reported to the department:
 - Run Report **#443** to generate a list of all Courses delivered in Australia
 - Run Report **#446** to generate a list of all Units delivered in Australia
- If any Blank Fields are identified, please follow the process on how to Edit Courses and Units from the Resources site

2. Check Learners (Clients)

- Please run Report **#316** to check all the AVETMISS details for Learners' personal and demographic details.
- IMPORTANT NOTE: You have a choice to either do Step 4 or 5:
 - In Step 4, enter the following criteria:
 - COR Start Date_custom_(please select the appropriate dates)
 - In Step 5, enter the following criteria
 - COR Start Date_more than or equals_(please select the appropriate dates)
- If any Blank Fields are identified, please follow the process on how to Edit a Learner from the Resources site

3. Check Course Enrolments

- Please run Report **#359** to check the Key Course Enrolment Fields
 - Run Report #359 for Short Courses:
 - In Step 5, Select the following:
 - Commencing course id_does not contain_8
 - Qual issued year_is not empty_AND
 - Enrolment status_contains_complete
 - Run Report #359 for Full Qualifications:

- In Step 5, Select the following:
- NOTE: Choose ADVANCED
 - Qual issued flag_is false_OR
 - Qual issued year_is empty_AND
 - Enrolment status_contains_complete_AND
 - Commencing course id_does not contain_8
- In addition, please check the below Course Enrolment Fields:
 - Study Mode
 - Start and End Dates
 - Qualification Issued Tick
 - Qualification Issued Date
 - Study Reason
 - Commencing Course ID
 - Note:
 - i. For continuing Learners in a Full Qualification, please see How to Bulk Update Commencing Course Identifier to a 4 – continuing enrolment.
 - ii. And, For Learners studying an accredited Short Course with one or more Units the Commencing Course Identifier has to be 8 – Unit of Competency / Module Enrolment Only
 - Individual Contract ID (NSW and ACT only)
 - Individual Contract ID Expiry Dates (NSW and ACT only)
- If you are required to edit any Course Enrolment Fields, please see how to Edit Course Enrolments on the Resources site.

4. Update Outcome Codes

- If required, update Start and End Dates for Unit Enrolments.
 - See how to Bulk Update Unit Enrolments on our Resources site

5. Complete Enrolments

Complete Enrolments by following the instructions in the steps below from our Resources site

- Finalise Learner(s) that have completed or have withdrawn
- Generate Credential(s) for either a Course Enrolment or by Course Offers



Nov 20th - Nov 26th 2018

Prepare for Funded Contract Reporting and start updating Field Guidelines

Fields to Check

Note: If you find any blank fields in your data integrity reports, please refer to the relevant tabs above for how to fix

1. NAT60 – Subject File

- Run Report **#777** to generate NAT60 Data Integrity
 - The Subject (Module/Unit of Competency) NAT60 File provides information about subjects (modules and units of competency) that are undertaken and/or completed by clients during the collection period.
 - To check which Unit Offer hours are reported in the NAT60, refer to the NAT File Guidelines page on the Resources site
- Important Note:
 - A Unit will only appear in the NAT60 File when there is a matching Unit in the NAT120 File
 - No field in this file can be blank
 - To avoid duplicate Units Errors, please refer to the AVETMISS Error: Duplicate Unit page

2. NAT80 – Learner File

- Run Report **#316** to generate the Client AVETMISS Summary
 - The Client (NAT00080) file provides information about Learners who undertake and/or complete training activity during the collection period. This information is used to monitor Learner participation patterns and to provide information related to equity issues.


3. NAT120 – Enrolment File


- Run Report **#448** to generate NAT120 Data Integrity
 - The Enrolment (NAT00120) File provides information about training activity undertaken by clients during the

collection period. This information is used to measure training activity and output for the VET sector.


- Run Data Integrity Report #448 to view the AVETMISS NAT120 file in a reader friendly format which also provides additional fields to help you identify any records that have missing data. This report also has color coded headings to easily identify what fields in the NAT120 are mandatory:
 1. For all states
 2. Only for specific states
 3. Only for funded trainees in most states
 4. Only for withdrawn learners in most states
- There are many ways to filter this report and once you have run the report, look for blank fields or other obvious anomalies.
 - Run for Unit Enrolments within a specific Collection Year
 1. Navigate to LRM > Reports
 2. In Step 2 of the Wizard, in the # Field box, type 0448 and press Enter
 3. Click on the report number or name – the remaining steps of the wizard will open
 4. In Step 5, enter the following criteria:
 - a. CUOR Start Date_Less Than or Equals_31/12/2017_AND
 - b. CUOR End Date_More Than or Equals_01/01/2017
 5. In Step 6, Click View Report – A preview of the report will now open, in the Select Format Drop Down list select Exel – then click Export and the report will now open
 - Run for Unit Enrolments within a specific Contract
 1. Navigate to LRM > Reports
 2. In Step 2 of the Wizard, in the # Field box, type 0448 and press Enter
 3. Click on the report number or name – the remaining steps of the wizard will open
 4. In Step 5, enter the following criteria:
 - a. Contract Code_CONTAINS_type in the relevant contract code

5. In Step 6, Click View Report – A preview of the report will now open, in the Select Format Drop Down list select Exel – then click Export and the report will now open
- Run for Unit Enrolments within a specific Learner
 1. Navigate to LRM > Reports
 2. In Step 2 of the Wizard, in the # Field box, type 0448 and press Enter
 3. Click on the report number or name – the remaining steps of the wizard will open
 4. In Step 5, enter the following criteria:
 - a. RefInternal_CONTAINS_type in the learner's/student's Ref Internal number
 5. In Step 6, Click View Report – A preview of the report will now open, in the Select Format Drop Down list select Exel – then click Export and the report will now open
4. **NAT130 – Program Completed File**
- Run Report **#359** to generate NAT130 Data Integrity
 - The Program (Qualification) Completed (NAT00130) file provides information about clients completing the requirements of qualifications. This information is used to measure the success of VET sector outcomes.

 Note: For any other NAT File Fields please refer to the [NAT File Guidelines](#) page.

 Reminder: Start your prep-work to get ready for [AVETMISS 8](#)

 **Dec 24th 2018 – Jan 7th 2019**

 **wisenet™** Closed during the festive season

 **Jan 2nd 2019**

The submission window for the collection period of January 1st 2018 to December 31st 2018 opens in your relevant State Training Authority (STA)

Learn More on When, Where and How do I report my AVETMISS Data by visiting the following website:

https://www.ncver.edu.au/_data/assets/file/0016/11455/Where_when_and_how_do_I_report_AVETMISS_data_.pdf

Learn [How to run an Export](#) on our Resources site

Learn How to Fix Validation Errors on our Resources site for:

[NCVER Validation Errors](#)

[SVTS Validation Errors](#)

[NSW Validation Errors](#)

[Queensland Validation Errors](#)

 **Jan 15th 2019**

Your Funded Contract reporting is due!

 **Jan 16th 2019**

Get ready for your End of Year NCVER Reporting


Data to Check and How to Fix

Use the most common Validation Error table below to search and find some of the most common validation errors with instructions on how to fix them. If you cannot find an error number on this list and need further instructions, please log a support request.

NAT File	Error Codes	Error desc	How to Fix
NAT10	4612	Training Organisation Identifier and Name in combination do not match any RTO listed on TGA	If your TOID (Training organisation Identifier) is less than 10 characters then values of '0' will need to be inserted before your TOID to create a 10 character Identifier
NAT60	3808	Duplicate records exist within this file	This error occurs when a unit code/description appears more than once in the NAT 60 file See http://learn.wisenet.co/avetmiss-error-duplicate-units/
NAT80	3731	Invalid Prior Educational Achievement Identifier	Client Profile > Demographic Field 'Prior Ed Flag' must not be blank
NAT120	3005	Invalid Commencing Program Identifier	You will need to enter the student's course enrolment page and amend the value for field 'Commencing Course ID'. This can also be updated in bulk for multiple students. See http://learn.wisenet.co/how-to-bulk-update-commencing-course-id/

NAT File	Error Codes	Error desc	How to Fix
NAT120	3211	Activity Start Date must not be after the Collection Period End Date	Unit Enrolment - Field 'Start Date' must not be after the collection period 'End Date'
NAT120	3261	Delivery Mode Identifier must be 90 if Outcome Identifier - National is 51, 52 or 60	Set the delivery mode to 90 - Not applicable - recognition of prior learning/ recognition of current competency/ credit transfer'.This can be completed per student or in bulk, see http://learn.wisenet.co/how-to-bulk-update-unit-enrolments/
NAT120	4693	Duplicate enrolment records found for Client Identifier on Training organisation delivery location identifier, Subject Identifier, Program Identifier, Activity Start Date	Client Profile The Learner should not be enrolled into multiple course offers from the same course where the unit start dates are identical
NAT120	4651	Invalid Study Reason Identifier	Client Profile > Course Enrolment Field 'Study Reason' must not be blank
NAT130	3241	Year Program Completed must be between 1900 and 9999	Course Enrolment Field 'Year issued' must not be blank if all student unit enrolments have been completed. If the student withdrew from the course enrolment you will need to check with NCVER if they want the withdrawal recorded. If NCVER do not want the withdrawal recorded then Client Course Enrolment Field 'Actual End Date' must be blank or If the student has not completed all units, then the not yet completed units require outcome code in for for the export to collect that the student has not yet completed training
NAT130	4006	Program Identifier must also exist in the Program file	Field 'Qualification Issued' is 'ticked' then field 'Commencing Course ID' must have a value of '3' or '4'

 **Feb 18th 2019**


 **Reminder:** This is the last week for reporting before the submission window is closed in AVS!

See instructions on the Resources site on [How to run an Export](#) and [How to Fix NCVER Validation Errors](#)

 **Feb 25th 2019**

Submit your NCVER reporting!

 **Feb 28th 2019**

 **The submission window for the collection period of January 1st 2017 to December 31st 2017 is now CLOSED in AVS!**