

AVETMISS Reporting





Speaker



NalinaProduct Specialist





Know the Zoom control panel



 Click on the 'Raise hand' option to raise your hand and ask a question



Use the 'Q&A' to type in your questions



Click on 'Chat' to chat with other participants





The Basics





AVETMISS:

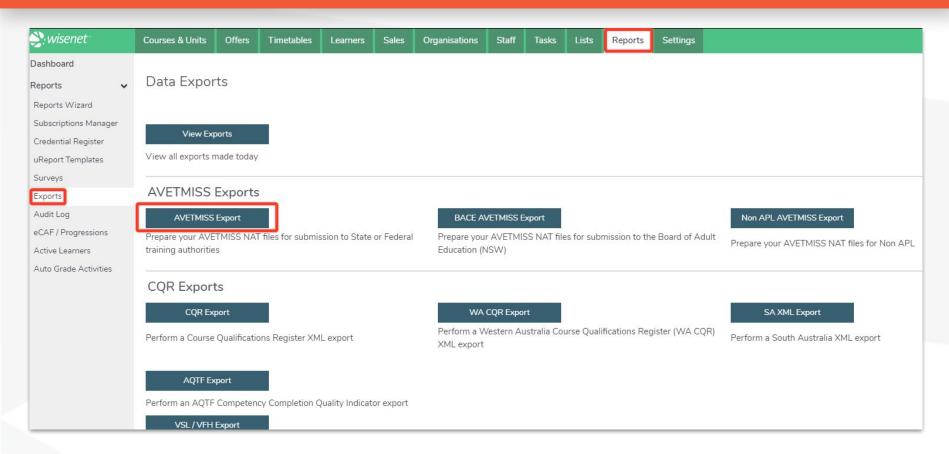
Australian Vocational Education and Training Management Information Statistical Standard

- End of year *National* (NCVER) submissions are compulsory
- Quarterly submissions are also allowed and encouraged
- Funded Contract reporting differ state to state
- See NCVER's Where, when and how do I report my AVETMISS data?



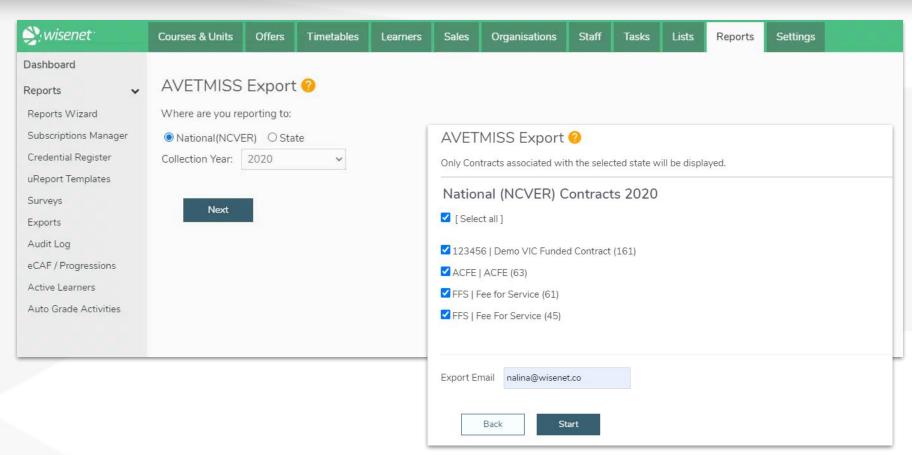


AVETMISS Files



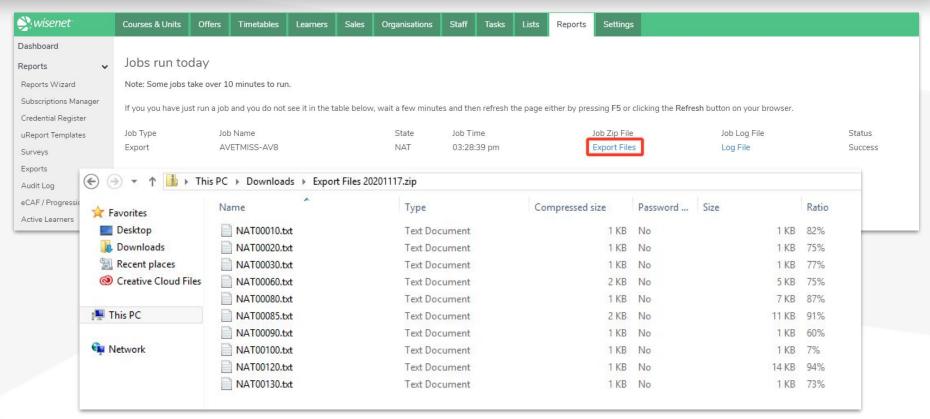










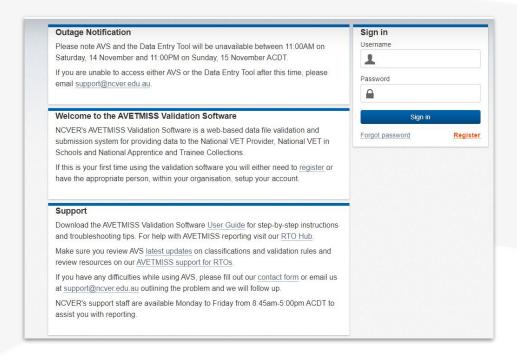


NAT File Guidelines: https://learn.wisenet.co/nat-file-guidelines/





Upload to AVS



First Time?

- Download the AVS User Guide
- Review resources on AVETMISS Support for RTOs
- Subscribe to NCVER updates:
 https://www.ncver.edu.au/subscription









Collection Processing Summary Report

Collection VET Provider Collection / 2020 Jan-Sep Submitter

AVETMISS Release 8.0
AVETMISS Software Version 2.30.0
Organisation Name

File Id	File Name	Records	Warnings	Errors	Status	Validated
NAT00010	Training Organisation	1	0	0	Validated	11/11/2020 11:08:24
NAT00020	Training Organisation Delivery Location	1	0	0	Validated	11/11/2020 11:08:24
NAT00030	Program	17	0	1	Error	11/11/2020 11:08:24
NAT00060	Subject	187	0	14	Error	11/11/2020 11:08:24
NAT00080	Client	52	0	57	Error	11/11/2020 11:08:24
NAT00085	Client Contact Details	52	0	10	Error	11/11/2020 11:08:24
NAT00090	Disability	0	0	0	Validated	11/11/2020 11:08:24
NAT00100	Prior Educational Achievement	47	0	0	Validated	11/11/2020 11:08:24
NAT00120	Training Activity	593	75	794	Error	11/11/2020 11:08:24
NAT00130	Program Completed	39	0	11	Error	11/11/2020 11:08:24





Α	В	С	D	E	F	G	Н		J	K	L
FILE ID 🚽	FILE NAMI	ERROR TY V	RROR * E	RROR DESCRIPTION	FIELD NAME	TRAI *	CLIENT IDENTI	SUBJECT ID	PROGRAM *	ACTIVITY START DA	ACTIVITY END DA
NAT00030	Program	E	4726 P	rogram Identifier (BSB50920) must be a valid qualification, course or sk	il Program identifier				BSB50920		
NAT00060	Subject	E	4722 S	ubject name (APPLY FIRST AID) for this Subject identifier (HLTAID003) o	o Subject Name			HLTAID003			
NAT00060	Subject	E	3808 C	Only one record is permitted for Subject Identifier (HLTAID003), please	re Subject identifier			HLTAID003			
NAT00060	Subject	E	3808 C	Only one record is permitted for Subject Identifier (BSBWOR501), please	Subject identifier			BSBWOR501			
NAT00060	Subject	E	3808 C	Only one record is permitted for Subject Identifier (BSBWHS522), please	Subject identifier			BSBWHS522			
NAT00060	Subject	E	3808 C	Only one record is permitted for Subject Identifier (BSBWHS517), please	Subject identifier			BSBWHS517			
NAT00060	Subject	E	3808 C	Only one record is permitted for Subject Identifier (BSBWHS515), please	Subject identifier			BSBWHS515			
NAT00060	Subject	E	4722 S	ubject name (DEVELOP WORKPLACE POLICY AND PROCEDURE FOR SUST	A Subject Name			BSBSUS501			
NAT00060	Subject	E	3808 C	Only one record is permitted for Subject Identifier (BSBAUD503), please	r Subject identifier			BSBAUD503			
NAT00060	Subject	E	3808 C	Only one record is permitted for Subject Identifier (BSBAUD501), please	r Subject identifier			BSBAUD501			
NAT00080	Client	E	3013 P	rior Educational Achievement Flag () must be N or Y or @	Prior Educational Achievement Flag	3	DAU000006F				
NAT00080	Client	E	3010 D	Disability Flag () must be N or Y or @	Disability Flag		DAU000006F				
NAT00080	Client	E	3008 In	nvalid Indigenous Status Identifier ()	Indigenous Status Identifier		DAU000006F				
NAT00080	Client	E	3013 P	rior Educational Achievement Flag () must be N or Y or @	Prior Educational Achievement Flag	5	DAU000004Q				
NAT00080	Client	E	3715 li	nvalid Country Identifier ()	Country Identifier		DAU000006P				
NAT00080	Client	E	3715 li	nvalid Country Identifier ()	Country Identifier		DAU000006J				
NAT00120	Training Ac	ti E	3261 D	Pelivery Mode Identifier (YYY) must be NNN if Outcome Identifier - Nat	ic Delivery Mode Identifier	41595	DAU000006J	BSBDIV601	BSB60915	1012020	0 31122020
NAT00120	Training Ac	ti E	3261 D	elivery Mode Identifier (YYY) must be NNN if Outcome Identifier - Nat	ic Delivery Mode Identifier	41595	DAU000006J	BSBCOM603	BSB60915	1012020	0 31122020
NAT00120	Training Ac	ti E	3261 D	Delivery Mode Identifier (YYY) must be NNN if Outcome Identifier - Nat	ic Delivery Mode Identifier	41595	DAU000006J	BSBWHS419	BSB41419	1012020	0 31122020
NAT00120	Training Ac	ti E	3261 D	Delivery Mode Identifier (YYY) must be NNN if Outcome Identifier - Nat	ic Delivery Mode Identifier	41595	DAU000006J	BSBWHS418	BSB41419	1012020	0 31122020
NAT00120	Training Ac	ti E	4754 A	ctivity periods, for Nationally recognised training, cannot overlap whe	reSubject identifier	41595	DAU000005T	BSBADM504	BSB50415	1012020	0 18102020
NAT00120	Training Ac	ti E	4754 A	ctivity periods, for Nationally recognised training, cannot overlap whe	reSubject identifier	41595	DAU000005T	BSBADM503	BSB50415	1012020	0 18102020
NAT00130	Program Co	in E	3242 D	Date Program Completed (31122020) must not be after the Collection Pe	er Date Program Completed		DAU000005B		BSB61015		
NAT00130	Program Co	n E	3242 D	Date Program Completed (12102020) must not be after the Collection Pe	er Date Program Completed		DAU000005M		BSB60619		
NAT00130	Program Co	n E	3242 D	Date Program Completed (31122020) must not be after the Collection Pe	r Date Program Completed		DAU0000057		BSB60619		
NAT00130	Program Co	n E	3242 D	Date Program Completed (04112020) must not be after the Collection Pe	r Date Program Completed		DAU0000074		BSB50920		
NAT00130	Program Co	n E	3242 D	oate Program Completed (31122020) must not be after the Collection Pe	er Date Program Completed		DAU000005J		BSB60619		
NAT00130	Program Co	n E	4017 T	here must be a corresponding record for Client Identifier in the Trainin	g Client identifier		DAU000006K		BSB61218		
NAT00130	Program Co	n E	4017 T	here must be a corresponding record for Client Identifier in the Trainin	g Client identifier		DAU0000074		BSB50920		





Best Practices





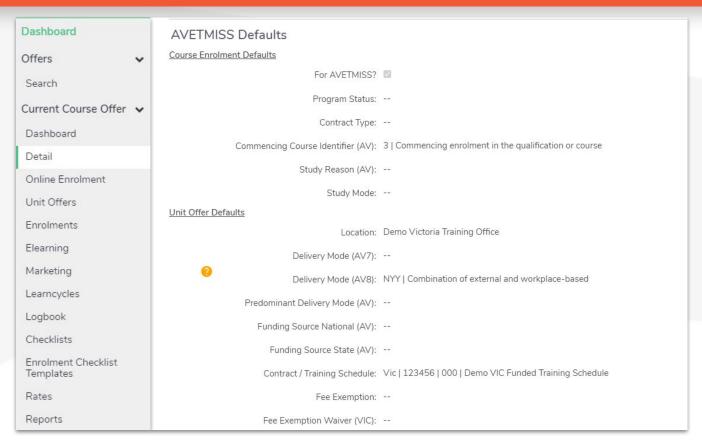
Run Data Integrity Reports

- #0448 **NAT 120** Data Integrity
- #0777 **NAT60** Data Integrity
- #0446 and #0003 for a list of all Units
- #0316 NAT80 Client AVETMISS Summary
- #0359 **NAT130** Data Integrity
- #0443 for a list of all Courses (NAT30)





Check Course and Unit Offer Defaults

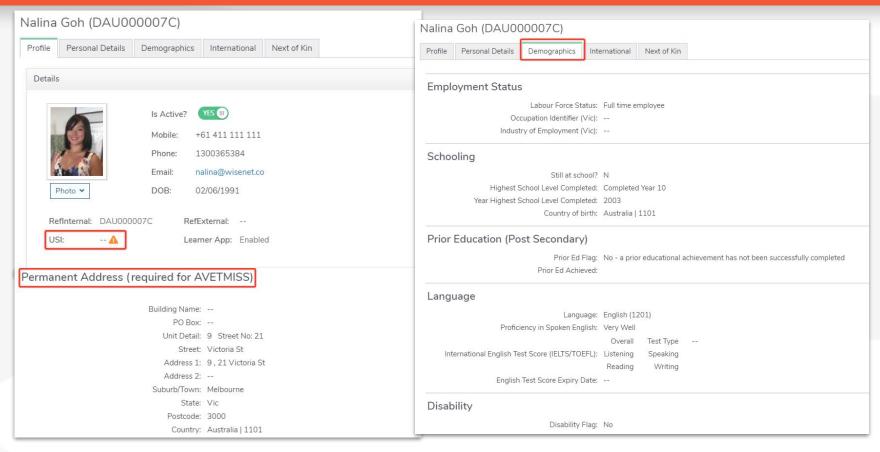








Collect Learner Details ASAP



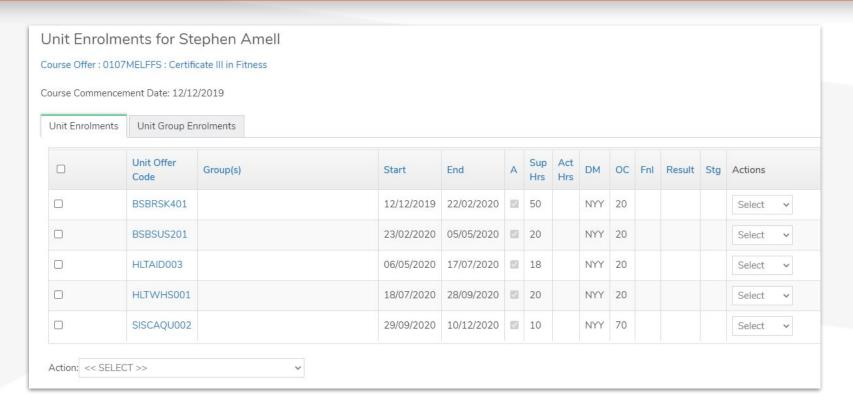




https://learn.wisenet.co/learner-profile-page-australia/



Update Outcome Codes ASAP



Outcome Codes Australia resource page:

https://learn.wisenet.co/outcome-codes-australia/





Do Not Update Final Outcome Codes for 2021

- Data is reported as of 31 December 2020
- Validate year-end data at the end of December
- Submit data as soon as the collection window opens in January before updating any outcomes that occur in January

Example:

- Mary started her unit on 5/07/2020 and passes it on 5/01/2021
- Her outcome code must not be marked as 'Competent' until the 2020 AVETMISS data is submitted
- The outcome code to report for Mary for 2020 AVETMISS reporting is '70 | Continuing Enrolment'





Troubleshooting Errors





Resource: NCVER Validation Errors

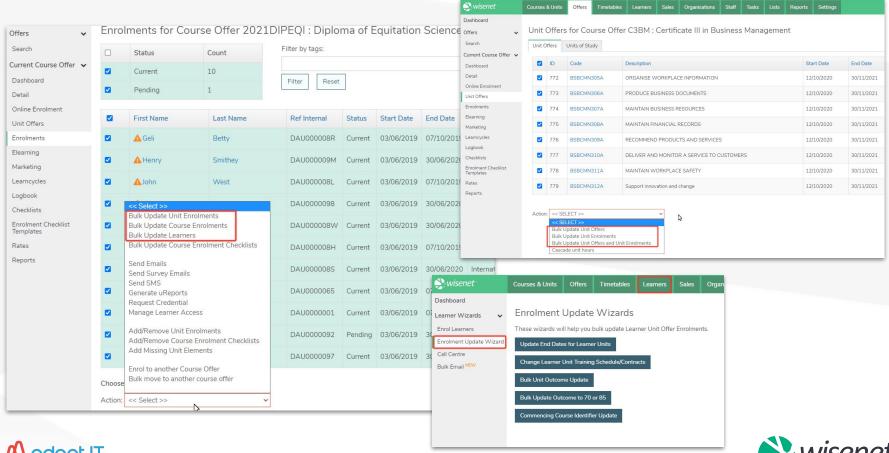
now All v entries	5					Search: 40
Error/Warning No.	Error/Warning	NAT File	Field	Business Rule	Error/Warning Message	How to Fix
3240	E	60	Subject Flag	Subject Flag must not be blank or invalid if the Program Identifier and Name in combination do not match the code and name combination listed on the National Register	Invalid Subject Flag	Units Field 'Field of Education' must not be blank
3401	W	30	Nominal Hours	If not blank and not in range '0000' to '3000'	Program Nominal Hours should be between 0000 and 3000 hrs	Courses Enter the course and ensure that field 'Nominal Hours' is between value '0001' to '3000'
3402	Е	30	Nominal Hours	If blank or not a valid value	Program Nominal Hours is invalid	Courses Enter the course and ensure that field 'Nominal Hours' is not empty
3404	W	60	Nominal Hours	If not blank and greater than '400' and less than '1500'	Nominal Hours should not be greater than 400 hours	Units Field 'Nominal Hours' must not be blank or exceed 400 hours
3406	Е	120	Scheduled Hours	If blank or not a valid value	Invalid Scheduled Hours	Unit Enrolment Field 'Sup Hrs' must not be blank
3408	W	120	Scheduled Hours	If Scheduled Hours > (2 * Nominal Hours - Supervised on the Subject (NAT00060) file)	Scheduled Hours for Subject Identifier should not deviate from Nominal Hours by more than 20%	Unit Enrolment Field 'Sup Hrs' must be within 20% of Unit 'Supervised Hours'
3740	E	80	Highest School Level Completed Identifier	If blank or not a valid value	Invalid Highest School Level Completed Identifier	Client Profile > Demographic page Field 'Highest School Level Completed' must not be blank

NCVER Validation Errors: https://learn.wisenet.co/ncver-validation-errors/





Bulk Updates



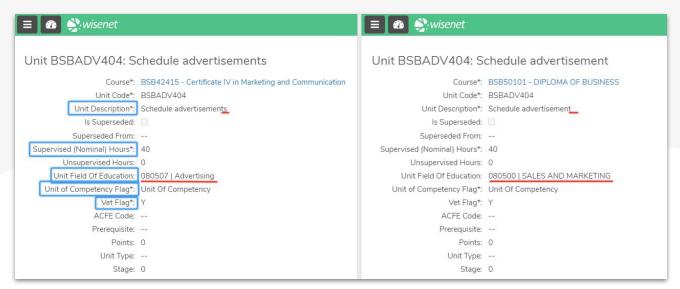




Common Errors

1) Error 3808: Only one record is permitted for Subject Identifier (BSBABC123), please remove the duplicate record.

- Only one instance of the unit should be reported
- If you have duplicate instances of the unit being delivered, specific fields must match in order for the unit to be counted as one







2) Error 4754: Activity periods, for Nationally recognised training, cannot overlap where multiple instances exist for a combination of Training organisation identifier (12345), Unique student identifier (ABCDEF09ZY), and Subject identifier (BSBABC123)

- Martha is enrolled in Certificate IV of Business and Diploma of Marketing, both with unit BSBABC123
- Certificate IV: 1/02/2020 to 1/06/2020
- Diploma: Date is still showing 1/01/2020 to 31/12/2020
- Both instances are reported during an overlapping training period





3) Error 3251: Activity End Date (05012021) is after the Collection Year End Date therefore Outcome Identifier - National (20) must not be a final outcome

- Error is triggered when final outcome code is updated for unit which ends in 2021
- Do not update final outcome codes until AVETMISS data is submitted
- Final outcome codes = 20 | Competent, 30 | Not Yet Competent, 40 |
 Withdrawn, 51 | RPL Granted etc





Conclusion





Recap

- Where to find your files
- How to upload NAT files
- Tools to troubleshoot errors
- Common NCVER errors and solutions
- Reports to check data
- Recommended best practices
- Timeline for submitting data





Office Close Dates

Close 21 December 2020, Back on 5 January 2021







Useful NCVER Links

NCVER RTO Webinar Recordings:

https://www.ncver.edu.au/rto-hub/avetmiss-support-for-rtos/rto-webinar-recordings

What is AVETMISS?

https://www.ncver.edu.au/rto-hub/what-is-avetmiss

AVETMISS Support for RTOs:

https://www.ncver.edu.au/rto-hub/avetmiss-support-for-rtos

AVETMISS Validation Software (AVS)

https://www.ncver.edu.au/rto-hub/data-validation

Subscribe to NCVER updates

https://www.ncver.edu.au/subscription





Useful Wisenet Links

AVETMISS End of Year Data Check:

https://learn.wisenet.co/avetmiss-end-of-year-data-check-2020-2021-2/

NCVER Validation Errors:

https://learn.wisenet.co/ncver-validation-errors/

NAT File Guidelines:

https://learn.wisenet.co/nat-file-guidelines/

Field Guidelines: Australia:

https://learn.wisenet.co/field-guidelines-australia/

Learner Profile Australia resource page:

https://learn.wisenet.co/learner-profile-page-australia/





We're Here to Help



Ben Hamilton
CEO and Founder



AlisterBusiness Innovation Manager



MaryCustomer Success Manager



Ben Cossar Sales Specialist



Ash Product Specialist



NalinaProduct Specialist



KeithCustomer Engagement Agent

Log a support ticket or speak to us on 1300 365 384 (AU) | 0800 543 070 (NZ)





THANK YOU





Q&A



