



The Training Accreditation Council and Secretariat staff would like to wish you a Merry Christmas and a safe and Happy New Year.

CONDITION 6—AVETMISS

RTOs are reminded that it is a requirement under Condition 6 of the *AQTF Essential Conditions and Standards* that RTOs must have a student records management system in place by 3 January 2011 that has the capacity to provide AVETMISS compliant data, when requested.

There is no need for RTOs to purchase a special system to comply with this condition.

The National Centre for Vocational Education Research (NCVER) held two workshops in Perth on 2 and 3 December. The workshops focused on the use of validation software to test an RTO's own student management systems for AVETMISS compliance.

Please note that this workshop did not take into account the additional reporting requirements for WA registered RTOs, i.e. the Client Qualification Register.

There is updated information on NCVER's website including updated information about 'How to become AVETMISS compliant':

<http://www.ncver.edu.au/content/compliancefaq.htm>

<http://www.ncver.edu.au/newsevents/events/compliance.html>

Should RTOs wish to purchase a new system, the NCVER website lists a selection of student management systems. Please be aware that the TAC Secretariat is not able to provide technical support or assistance with student management systems.

RTOs should be collecting the AVETMISS data now. A

sample enrolment template is available on NCVER's website.

Please be aware that the AVETMISS collection does not replace the reporting of Quality Indicator data (Competency Completion, Learner and Employer surveys) or student achievement data through the Client Qualification Register (CQR).

All RTOs have to meet the current reporting requirements, irrespective of whether it is funded, fee-for-service, enterprise or other.

A summary of RTO reporting requirements in WA has been provided in a [flyer](#), which is available from the TAC website, under Publications.

REPORTING — Client Qualification Register

Reporting of student achievement data from July—December 2010 is due by **31 January 2011**. The data is entered through RTO-Net and is not done through other reporting mechanisms.

Guidance on NQC Trainer and Assessor Competencies

In July 2010 the National Quality Council (NQC) issued a new policy on the competencies to be held by trainers and assessors under Standard 1.4(a) of the Australian Quality Training Framework (AQTF). The Training Accreditation Council has developed a [Guidance for RTOs and Practitioners](#) on how to meet the new policy requirements and specifically on demonstration of equivalent competencies.

