

AVETMISS FACT SHEET

Hot topics: Most popular calls to the AVETMISS support team

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Registering for the AVETMISS Validation Software (AVS)

There are two ways to register for AVS: self-registration and NCVER registration. How you register depends on how the training you deliver is funded. Please read the following definitions carefully before consulting the table below to determine which form of registration is most appropriate.

Definitions:

State-funded training: Training funded or administered by your state or territory training authority.

Other training: All other training including enterprise and other privately funded training, training paid for by the client and training funded and managed by the Commonwealth.

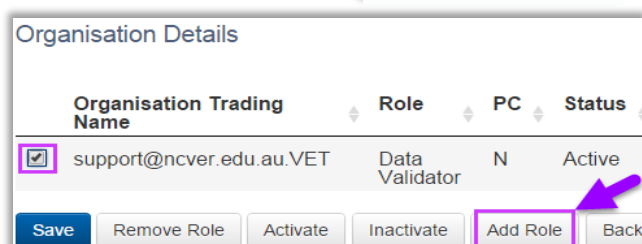
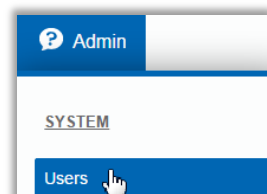
Data type	Submission process	AVS registration type
State-funded training	Report validated data to STA	Self-register
Other training	Submit your validated data to NCVER	NCVER register
	Submit validated data to STA if they accept it**	Self-register
Both state-funded and other training	One combined submission: Submit all validated data to STA if they accept it**	Self-register
	Two separate submissions: Report state-funded data through to STA and submit all other training data to NCVER	NCVER register

Popular call #1: I am NCVER registered as the Organisation Administrator for my RTO, but when I log into AVS I do not have the option to start a new collection. How do I fix this?

When completing the NCVER registration form there are two different user roles: Primary Contact and Organisation Administrator.

The default settings of an Organisation Administrator do not include the roles of Data Validator or Data Submitter. To assign yourself these roles:

- Log into AVS and click on the *Admin* tab located at the top of the screen and select *Users* from the drop down menu
- In the *Users* screen, select your email address by clicking on it, which will bring you to the *User maintenance* screen
- To assign yourself the roles of Data Validator and or Data Submitter tick the box beside your email address and select the 'Add Role' button. Clicking this will bring up a pop up window where you can select and save. For more details please see pages 42-47 of the [AVS User Guide](#). Please note you will not be able to submit data without the role of Data Submitter.



Funding source – National codes

Popular call #2: I have passed validation error free, but when I go to the *Finalise Submission* screen I receive a warning message that says: “Your data contains publically funded data which must be submitted via your state training authority”. Why can’t I submit my data?

The reason you are receiving this warning message is because NCVER does not accept data that contain enrolment records with **state specific Funding source national codes 11** (Commonwealth or state general purpose recurrent) or **15** (state-specific funding programs).

You will need to do one of the following two options to continue with your AVETMISS submission:

1. If your RTO offers state-funded training (training funded or administered by the state or territory) you will need to submit this training activity data to your state or territory training authority (STA). For STA data submission arrangements please see our fact sheet, [Where, when and how do I report my AVETMISS data?](#)
2. If the *Funding source national codes* (11 or 15) were incorrectly entered, you will need to amend these records in your student management system before uploading and validating your data again. For a full description of the available *Funding source national codes*, see pages 92-93 of the [AVETMISS Data Element Definitions](#).

Outcome identifier – National / Activity End Date

Popular call #3: During validation I received the error 3251 in the NAT00120 file, “Activity End Date is after the Collection Year End Date therefore Outcome Identifier - National must be 70”. How do I fix this?

You are receiving this error because your data contain records with activity end dates that fall after the collection period ends (for example, a client is set to finish a subject on 1/02/2015 and the collection period is Jan–Dec 2014).

If the *Activity end date* (01/02/2015) is after the collection period end date (31/12/2014) the *Outcome identifier national code* must be **70** (continuing enrolment into the following collection period).

This is because at the time when the collection period ended (31/12/2014) the client had not yet completed the subject and therefore should not yet have a final outcome.

For a detailed definition of all the available *Outcome identifier national codes* please see pages 118-120 of the [AVETMISS Data Element Definitions](#).

Client postal details – NAT00085 file

Popular call #4: Do I need to include the NAT00085 file in my AVETMISS submission to NCVER?

Only RTOs that report their AVETMISS data via their STA are required to provide a NAT00085 file. For more details please see the context section on page 36 of the [AVETMISS VET Provider Collection Specifications](#).

Contacting the AVETMISS support team			
Fill out our contact form	Email: support@ncver.edu.au	Phone: 08 8230 8400	Toll free: 1800 649 452
Support materials			
AVETMISS 7.0 VET Provider Collection specifications	AVETMISS data element definitions edition 2.2	AVETMISS Validation Software: User Guide	Where, when and how do I report my AVETMISS data?
AVETMISS FAQs	AVETMISS Validation Software	AVETMISS Support	AVETMISS reporting in 8 steps