



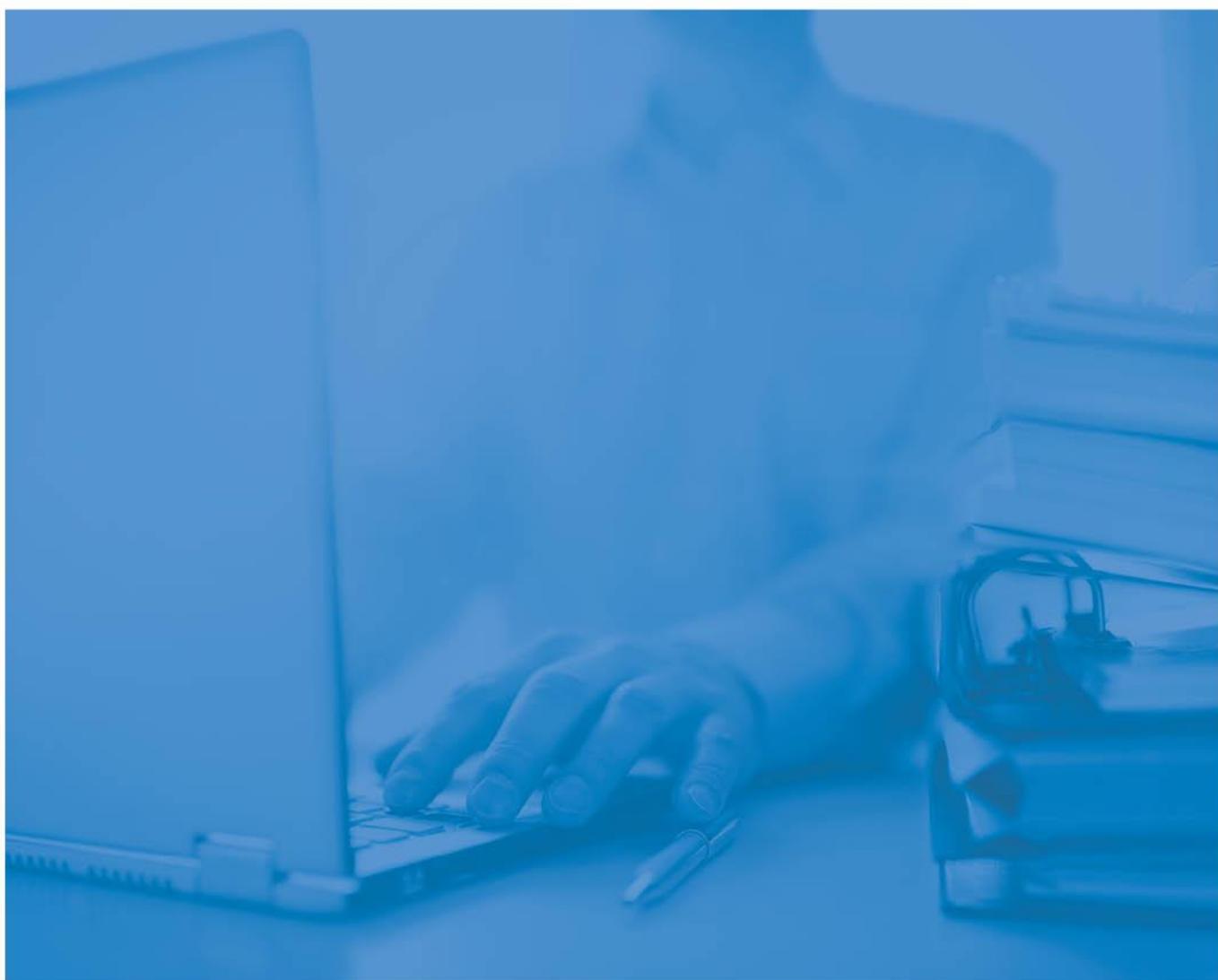
# User guide

**Version 2.19**

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National Centre for Vocational Education Research



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# Section 1 – Introduction

## What is AVS?

The AVETMISS Validation Software (referred to as AVS within this user guide) is a web-based data file validation and submission system designed for training organisations submitting AVETMISS data to the National VET Provider, National VET in Schools and National Apprentice and Trainee collections either via their state and territory training authority (STA) or directly to the National Centre for Vocational Education Research (NCVER).

AVS also includes a unique student identifier (USI) transcript update tool which enables USI transcripts to be updated.

AVS requires user registration and is accessed via a standard web browser using a unique user login (email address) and password.

Registered training organisations (RTOs) whose student management system uses an Application Program Interface (API) will still need to register and use AVS to:

- lodge a Nil Return
- make USI transcript updates
- manage account settings/admin.

The functionality of AVS is determined by individual user roles. Organisations who submit data to their STA can self-register directly via the AVS system. Organisations who submit data files directly to NCVER need to register with NCVER to obtain a unique user login and password. Before you can make a USI transcript update or submit a Nil Return you will need to register for AVS.

After your training organisation has registered for AVS and data has been extracted from your student management system (SMS), the data files are imported into AVS for validation on NCVER's server. If your SMS has API capabilities this process will be done via the SMS.

If a data file contains errors, details are available as to why the data are not AVETMISS compliant. Once identified, these errors must be amended *within the organisation's own student management system*, and a new set of data files validated once more through AVS.

Once data files have been successfully validated and are error free, AVS provides access to a number of reports summarising your data submission.

If your organisation is registered to submit data directly to NCVER, submissions are also completed via AVS. This is not a function available via API and users will still need to login and submit via AVS directly.

NCVER has a dedicated Client Support team to help you with your AVETMISS related queries. Our team is available from 8.45am–5.00pm (Adelaide) and can be contacted in the following ways:

### Contacting the AVETMISS support team

Fill out our [contact form](#)

Email: [support@ncver.edu.au](mailto:support@ncver.edu.au)

Phone: 08 8230 8400

Toll free: 1800 649 452

## Section 2 – Registration

If you are submitting data to an STA under contractual obligations, your STA will confirm if you are required to validate your AVETMISS data via AVS or submit data via a different process.

The first step to getting started is deciding which type of registration is best for your organisation.

There are two types of registrations to consider:

- **Self-registration** – for organisations delivering state-funded training activity and reporting to their STA
- **Registration** – for organisations submitting their fee-for-service data directly to NCVET or validating data for multiple training organisations.

**Note:** Registration of your username is only accepted once. If you attempt to register a username more than once, the following message will be displayed: *This email address is already in use. Please enter a different email or cancel self-registration.*

### Self-registration

- Self-registered users have a single role type – that of a data validator. This person accesses, processes, validates and cleanses the data prior to submission to their STA.
- Self-registered users are able to:
  - add data files
  - validate data files
  - export data files
  - change their own account settings
  - access reports.

**Note:** To make a USI transcript update or to submit a nil return you will also need to *Register*, including organisations reporting direct to their STA.

#### How to self-register

1. Open your web browser.
2. Type <https://avs.ncver.edu.au> in the address bar of your web browser and press enter. The *Sign In* window will be displayed on the right side of the page.
3. Click on the **Register** link. The AVS registration guide will then be displayed.
4. From table 1 select the link **Self-register**. This will bring up the *Self-registration* page.
5. Enter your email address.

**Note:** it is recommended, to comply with best practice, email addresses of users contain the **name** of the user and do not use generic email addresses (for example, info@).

The direct submission of data files to NCVET is **not** possible for this registration type and the submit function will not be available.

6. **Records per page** – select from 10 (default), 20, 50 or 100 records per page from the drop-down list. This setting will define how many records are displayed on your browser when viewing errors etc. This setting can be changed later.
7. **Download format** – select either PDF (default) or CSV from the drop-down list to choose the format you prefer your reports to be displayed.

**Tip:** A CSV file can be manipulated while a PDF cannot.

8. **Attach summary report** – When all validations are complete, a report will be attached to the confirmation email in the format preference specified. ‘Yes’ is the default.

9. **Receive system emails (Yes/No)** – If you choose ‘Yes’ (default setting) AVS will send an email to your registered email address upon validation or submission of your data files. These email messages will also be displayed in the *Messages* screen (see *Messages* in Section 3, Home screen). Please check your junk mail folder if not receiving.

10. **Include RTO name in the Collection Processing Summary Report (Yes/No).** By selecting **Yes** AVS will include the name as it appears in the *Organisation drop-down* field of AVS, at the end of the file name for example, *CollectionSummaryReportxxxxxxx*.

Selecting **No** will exclude the organisation name from the end of the file name when the *Collection Summary Report* is downloaded from AVS. If you are reporting AVETMISS data through to your STA you will need to check with them as to whether they would like you to include your RTO name in the file name of the Collection Summary Report or not. Check that your RTO name is correct on the screen.

## AVS registration guide

[Sign in](#) / [Registration Guide](#)

The AVETMISS Validation Software (AVS) is a web-based data validation and reporting system. Registered training organisations can use the software to validate and submit their AVETMISS data to the National VET Provider Collection.

There are two different ways to register for AVS: self-registration and NCVET registration. You can find out which registration process to use by consulting the table below.

**Definitions**

**State managed training:** Training funded or administered by the state or territory.  
**Non-state managed training:** All other training including enterprise and other privately funded training (e.g. fee-for-service), training paid for by the client and training funded and managed by the Commonwealth.

Table 1: How do I register for the AVETMISS Validation Software?

Submission process	Registration type
You need an account for your RTO	<a href="#">Register</a>
You need an account not attached to any primary organisation account, e.g. system developers for software testing, STA/BoS users	<a href="#">Self-register</a>

Please note, QLD, VIC and WA have their own validation software. Please use their validation software to submit your data.

Please see our factsheet [Where, when and how to submit your AVETMISS data](#) for more information on the AVETMISS data submission process.

[Back](#)

**Table 1**

## Self registration

Register an account with NCVET

[Sign in](#) / [Registration Guide](#) / [Self Registration](#)

**Personal Details**  
 Self registering means you can only validate and export AVETMISS VET Provider Collection data. You cannot submit any data directly to NCVET.

**Email**

**Confirm Email**

**First Name**

**Last Name**

**Phone Number**

**Position**

**Records per page**

**Download format**

**Attach summary report**  
 Yes  No

**Receive system emails**  
 Yes  No

**Include RTO name in Collection Processing Summary Report**  
 Yes  No

I'm not a robot 

[Register](#) [Back](#)

## Sign in

**Username**

**Password**

[Sign in](#)

[Forgot password](#)

[Register](#)

11. Tick the **I'm not a robot** box and follow the prompts.
12. Once you have completed all mandatory fields and any optional fields you wish to complete, click the **Register** button.

AVS will send an email confirming your registration to the email address you have used in the self-registration process along with a temporary password.

## NCVER registration

NCVER registration is required when a user needs to: validate AVETMISS data for multiple training organisations (for example, with locations in different states); submit fee-for-service AVETMISS data directly to NCVER; make USI transcript updates; or to submit a Nil Return. Refer to your STA about their requirements for submitting fee-for-service data.

### How to register with NCVER

1. Go to <<https://avs.ncver.edu.au>> in your web browser and press **Enter**. The *Sign In* window will be displayed on the right side of the page.
2. Click on **Register**. The *AVS registration guide* will then be displayed.
3. From table 1 select **Register**.
4. Enter your RTO identifier. Which will pre-populate your organisational details from <[www.training.gov.au](http://www.training.gov.au)> (TGA).
5. Click **Confirm Correct RTO** to continue.

**Important:** You will not be able to complete the *NCVER Submitter Registration* form if your RTO details are not on TGA, or if your RTO has previously been registered. Please contact client support for assistance.

### AVS registration guide

[Sign in](#) / [Registration Guide](#)

The AVETMISS Validation Software (AVS) is a web-based data validation and reporting system. Registered training organisations can use the software to validate and submit their AVETMISS data to the National VET Provider Collection.

There are two different ways to register for AVS: self-registration and NCVER registration. You can find out which registration process to use by consulting the table below.

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Table 1: How do I register for the AVETMISS Validation Software?

Submission process	Registration type
You need an account for your RTO	Register
You need an account not attached to any primary organisation account, e.g. system developers for software testing, STA/BoS users	Self-register

Please note, QLD, VIC and WA have their own validation software. Please use their validation software to submit your data.  
Please see our factsheet [Where, when and how to submit your AVETMISS data](#) for more information on the AVETMISS data submission process.

[Back](#)

**Table 1**

## NCVER Submitter Registration

Register to submit directly to NCVER

[Sign in](#) / [Registration Guide](#) / [Submitter Registration](#)

**Organisation details**

To register, the RTO code must be listed on [TGA](#)

Please be aware that your RTO code must be listed on TGA before it is available for use in AVS.

RTO Code \*

Organisation Legal Name

Organisation Trading Name

[Confirm Correct RTO](#)

Registering your training organisation enables you to set up an online profile which includes assigning a number of roles staff within your organisation. To view AVS user roles, select the link to view a table with roles and functionality. You will need to understand these roles before completing the form.

**Note:** it is recommended, to comply with best practice, email addresses of users contain the **name** of the user and do not use generic email addresses (such as info@).

### AVS user roles

#### Primary Contact

The Primary Contact for an RTO is usually the Chief Executive Officer (as registered on training.gov.au), the person responsible for the accuracy of data submitted to NCVER.

The Primary Contact has access to all user functions within AVS, including submitting Nil Returns and updating USI transcripts. They will receive email notifications whenever data has been submitted and can view/review users.

#### Organisation Administrator

An Organisation Administrator can validate, submit data, and maintain users and user roles. They also have the ability to submit Nil Returns and make USI transcript updates.

#### Data Submitter

A Data Submitter can validate and submit data. They also have the ability to submit Nil Returns and make USI transcript updates.

#### Data Validator

A Data Validator can validate but not submit data.

Once you understand the different user roles, you can complete the *NCVER submitter registration* form. You can only assign the *Primary Contact* and *Organisation Administrator* on the registration form. All other users and their roles are added and assigned, via the *Admin* function, once logged in to AVS. Enter in the details for the Primary Contact and Organisation Administrator (if required). We strongly recommend assigning an Organisation Administrator so that at least two people within your organisation have access to AVS and are able to maintain users.

**NCVER submitter registration**  
Register to submit directly to NCVER

Sign In / Registration Guide / Submitter Registration

**Organisation details**  
To register, the RTO code must be listed on TGA.  
Please be aware that your RTO code must be listed on TGA before it is available for use in AVS.

RTO Code: 1234  
Organisation Legal Name: Auto-filled from TGA  
Organisation Trading Name: Auto-filled from TGA  
[Clarify Correct RTO]

**Primary Contact**  
The Primary Contact is usually the Chief Executive Officer or Manager of your organisation who is responsible for the accuracy of data submitted to NCVER. The Primary Contact has access to all user functions within AVS.  
The Primary Contact will receive email notifications whenever data has been submitted for your organisation.

View the AVS user roles table

Email: johnsmith@myorganisation.com.au  
Confirm Email: johnsmith@myorganisation.com.au  
First Name: John  
Last Name: Smith  
Position: Chief Executive Office  
Contact phone number: 0123456789

**Organisation Administrator (recommended)**  
Use the Primary Contact, an Organisation Administrator has access to all user functions within AVS. Once your registration has been processed, multiple Organisation Administrators may be assigned within your organisation.

Email: katesmith@myorganisation.com.au  
Confirm Email: katesmith@myorganisation.com.au  
First Name: Kate  
Last Name: Smith

NCVER may send me service announcements, administrative messages, and other information in connection with your use of AVS. User preferences within AVS allow users to control how these messages are received.  
 I have read the NCVER Privacy Policy and am aware NCVER considers all data entered into AVS as confidential.  
 By clicking this box you are verifying that you have been authorised by the RTO to undertake changes in relation to data submission to NCVER including validation and submission of data and/or Unique Student Identifier (USI) corrections to training information on the USI transcript.

I'm not a robot [CAPTCHA] [Privacy Terms]

[Register] [Back]

**Primary Contact**  
The Primary Contact is usually the Chief Executive Officer or Manager of your organisation who is responsible for the accuracy of data submitted to NCVER. The Primary Contact has access to all user functions within AVS.

View the AVS user roles table

Email: johnsmith@myorganisation.com.au \*  
Confirm Email: johnsmith@myorganisation.com.au \*  
First Name: John \*  
Last Name: Smith \*  
Position: Chief Executive Office \*  
Contact phone number: 0123456789 \*

1. Tick the boxes to authorise AVS system and service messages, that you have read and understand NCVER's Privacy Policy, and that you are authorised to submit data directly to NCVER.
2. Tick **I'm not a robot** and follow the prompts.
3. Click on **Register** to submit your registration for approval.
4. An email confirming your registration and temporary password will be sent from the avs@ncver.edu.au mailbox (please check junk folder if not received). You will be prompted to change your password to something more secure upon first sign-in.

Please note: if you have previously self-registered you will continue to use your existing login credentials.

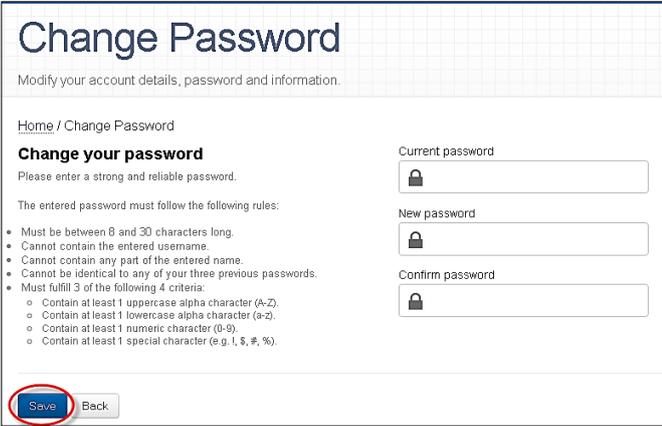
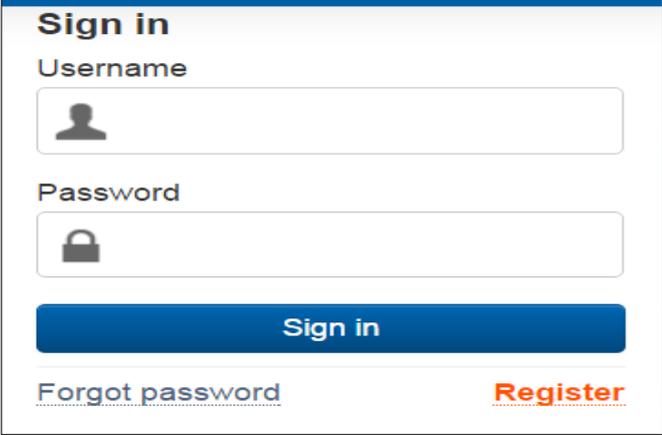
5. Once you have changed your password the NCVER registration process is complete.



# Section 3 – Using AVS

## Signing in

1. Access the AVS *Sign in* page via <<https://avs.ncver.edu.au/avs/>>.
2. In the *Sign in* box on the top right of the screen, enter your **Username** and **Password**.
3. Click the **Sign in** button.
4. If you are signing in for the first time, you will be prompted to change your password.
  - Complete all fields as required, ensuring you manually enter your **Current Password** (received via email when you first registered) in the **Current Password** field.
  - When you have successfully logged in, or you have changed your password, the Home page will be displayed.
  - **Note:** Temporary passwords will expire after 24 hours.
  - To sign out, click on the **Sign out** link on the AVS menu bar.



## Automatic log out

AVS will automatically log users out after 30 minutes of inactivity. If this occurs, you will need to login again. Your previous work will automatically be saved.

### Note: Forgotten or incorrect password?

If you have forgotten your password, click on the [Forgot password](#) link from the *Sign in* page. Enter your AVS username and click the **Reset password** button. An email will be sent to your email address with a new temporary password. You will be prompted to change your password when you next sign in to AVS.

## Home screen

Once you have signed in to AVS you will see the *Home* screen.

Here, a summary of *messages* and recent *collection* activity is displayed. The menu bar displayed at the top of the home page will navigate you to other areas of AVS.

**Messages**

AVETMISS Validation Software Successful Nil Returns submission	Sat, 28/10/2017 11:45
AVETMISS Validation Software Successful file submission	Sat, 28/10/2017 11:32
AVETMISS Validation Software Successful Nil Returns submission	Fri, 27/10/2017 16:18
AVETMISS Validation Software Successful Nil Returns submission	Fri, 27/10/2017 15:46
AVETMISS Validation Software Successful Nil Returns submission	Fri, 27/10/2017 11:29

[View all messages](#)

**Collections**

[New Collection](#) [Nil Returns](#)

	Date	Type	Period	Status
RTO1 Collection #VET-30	Sat, 28/10/2017 11:32	VET	Jan-Dec	Submitted
RTO1 Collection #VET-26	Thu, 27/10/2016 16:07	VET	Jan-Dec	Error

[View all Collections](#)

**News**

The AVETMISS Validation Software (AVS) is now available for quarterly reporting for all RTOs, with the first opportunity being the submission of 2018 January - March quarterly data in May 2018. This means USI transcripts for students will be updated more frequently. See our [latest updates](#) for more information

**Updates to validation rules**

Click the link below for updated information on past and current updates to classifications and/or validation rules in the AVETMISS validation software.

- [Latest updates](#)

## Menu items



The **Home** screen menu provides a link to the AVS home page. To access the home screen at any time, click on the *AVETMISS validation software* logo.

The **Collections** menu is where you can begin a new validation or view your collection history, update USI transcripts or submit Nil Returns. You can also view all AVS messages from this menu.

The **Reports** menu allows you to run various reports on your validated data.

The **Admin** menu is only visible to the Primary Contact and Organisation Administrator roles. This menu gives you options to maintain users within your organisation.

The **Account Settings** menu (accessed via the person icon) allows you to update your own user settings and to change your AVS password.

In addition to these menu items, the home page contains some additional information to assist with AVS and AVETMISS related queries, such as updates on AVS validation rules.

## News

NCVER will post any news items relevant to AVS in the **News** window located on the home screen. Links to updated validation rules and classifications and system files will be visible here.

## Messages

The *Messages* summary contains a list of the most recent system messages. To read an individual message, click on the message subject.

To view all messages, click on the **View all messages** link. The *Messages* page will display all messages generated by AVS in relation to successful or unsuccessful validations and submissions.

From this screen, to read an individual message, click on the message **subject** and a new window will be displayed with the message detail. These messages will also have been emailed to you if you have opted to have AVS notifications. Note, you can not prompt a message to be sent again.

Click **Back** to go back to the messages page.

Messages	
AVETMISS Validation Software Preliminary validation successful	Wed, 26/10/2016 14:06
AVETMISS Validation Software Preliminary validation successful	Wed, 26/10/2016 11:38
AVETMISS Validation Software Unsuccessful file validation	Tue, 25/10/2016 09:31
AVETMISS Validation Software Unsuccessful file validation	Mon, 24/10/2016 09:50
AVETMISS Validation Software Unsuccessful file validation	Mon, 24/10/2016 09:44

[View all messages](#)

# Read Message

[Home](#) / [Messages](#) / [Read Message](#)

**Subject:** AVETMISS Validation Software - Successful file validation  
**From:** AVETMISS Validation Software  
**Sent:** Thu, 07/06/2018 09:07

---

Date: Thu Jun 07/06/2018 09:07 ACST  
Subject: AVETMISS Validation Software - Successful file validation

Please do not reply as this is an automated email.

Dear |

The validation of your AVETMISS data files for NCVER (000) the VET Provider Collection 01/01/2018 - 30/06/2018 has been successful with the status 'Validated'.

Please note, that if you need to submit your data, the process is not yet complete. Please ensure all of the files are either sent to the appropriate reporting body (e.g a state training authority) or proceed to the Finalise Submission screen within AVS to submit

---

[Delete](#) [Back](#)

To delete messages, click the check box next to each message and click the **Delete** button.

AVETMISS Validation Software      AVETMISS Validation Software - Successful file validation      Fri, 19/07/2013 12:05

Showing 1 to 10 of 10 record(s) |< < 1 > >|

---

**Delete**    Back

To return to the AVS home page, click on the AVETMISS validation software icon or click **Back**.



## Collections

The *Collections* summary displays your most recent validations and their status.

**Collections** [New Collection](#)

	Date	Type	Period	Status
<b>NCVER</b> Collection #VET-30	Wed, 26/10/2016 14:06	VET	Jan-Dec	Part validated
<b>NCVER</b> Collection #VET-26	Tue, 25/10/2016 09:31	VET	Jan-Dec	Error
<b>NCVER</b> Collection #VET-22	Thu, 13/10/2016 01:00	VET	Jan-Dec	Validated
<b>NCVER</b> Collection #VET-24	Thu, 13/10/2016 01:00	VET	Jan-Jun	Error
<b>NCVER</b> Collection #VET-29	Fri, 07/10/2016 12:21	VET	Jan-Sep	Error

[View all Collections](#)

You can also start a new collection from this window by clicking the **New Collection** button.

To view all collections, click on the **View all Collections** link.

For further details on collections, please refer to Section 3 – Collections of this user guide.

## Useful links

At the bottom of the AVS home page there are a number of useful links for your convenience.

NCVER	Tools	Support	Policies
Contact us	Register	AVETMISS compliance Help	Data access Accessibility Privacy Conditions of use

- **Contact us** link takes you to an NCVER support contact details page including a hyperlink to AVETMISS support in your state or territory.
- **Register** links to the AVS registration guide.
- **AVETMISS compliance** link to an AVETMISS support web page containing fact sheets and resources to assist with AVETMISS compliance.
- **Help** links to the AVS help resources, for example user guide and tutorial video.
- **Data access** links to publications detailing NCVER data access protocols, policies and procedures.
- **Accessibility** links to an NCVER page containing NCVER's accessibility policy.
- **Privacy** links to the NCVER privacy policy from the NCVER Portal.
- **Conditions of use** links to the standard NCVER conditions of use page on the NCVER Portal.



Validation of your data files occurs in two stages:

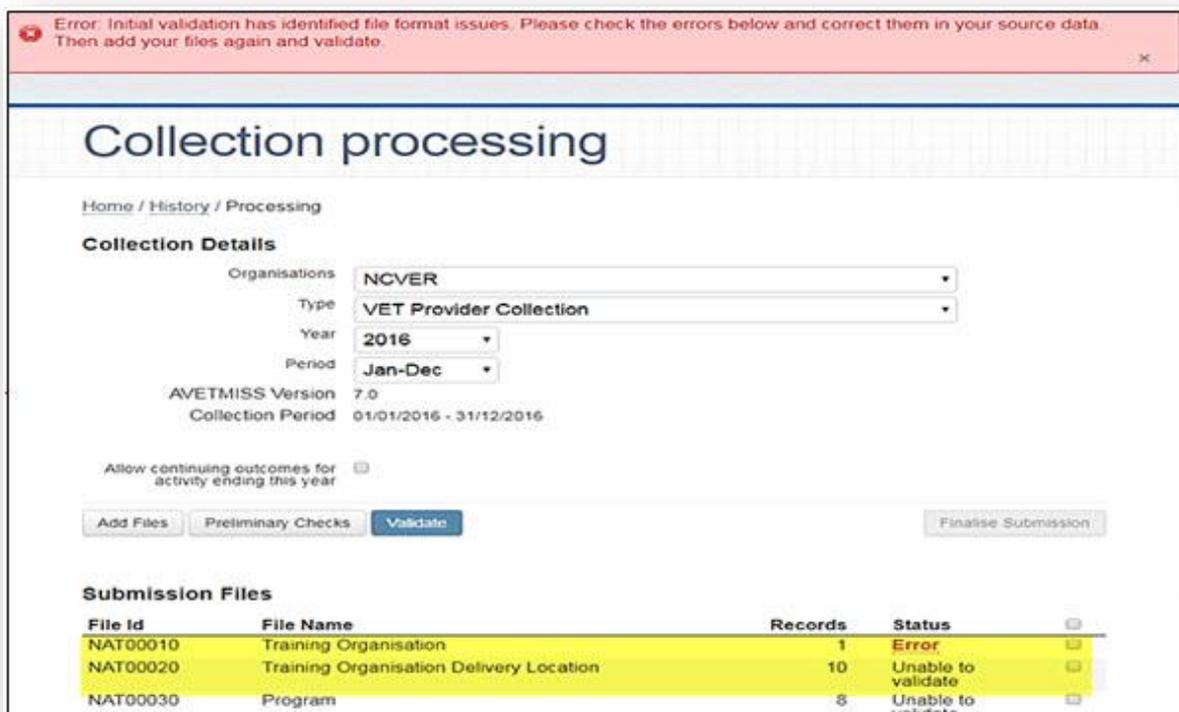
## Basic validation

Basic validation checks your AVETMISS files for correct file formatting. Those checks are:

- Record lengths: the minimum number of characters required for each line in the file. Error will appear as 'record too short'.
- Mandatory fields: ensures that they are not blank.
- Validity of field types: such as numbers, characters. Error will appear as 'illegal character'.

Once basic validation is complete, any formatting errors detected will be displayed in the *Status* column in AVS.

AVS will **not** proceed with full validation until all errors are corrected.



In correcting basic validation errors (see Section 3 – View/correct validation errors for further information), you must ensure that:

- there are no short records
- all mandatory fields contain data
- there are no illegal characters.

Errors must be corrected **within your student management system** (refer to your SMS vendor for further assistance), new data files created, uploaded and revalidated in AVS.

If basic validation does not identify errors, AVS will automatically move to full validation.

## Full validation

Full validation checks against the rules outlined in the relevant AVETMIS Standard, including:

- determined data values against reference tables
- data ranges
- file cross-reference checks
- record sequencing and dependencies
- complex business rules
- rules with tolerances applied.

Again, if errors are detected they must be corrected **within your student management system**, new data files created, uploaded and revalidated in AVS.

For assistance correcting full validation errors refer to NCVER fact sheets.

## Start a new collection

1. To begin validating a new collection, click on the **Collections** menu in the menu bar and select **New Collection**.

Note: A *New Collection* shortcut is also available from the Home page.

The *Collection Processing* screen will be displayed.

2. Select the parameters for the specific data that is being validated:

- **Organisation:** your account may have more than one organisation linked to it. Select the organisation associated with the data you are validating.

Note: you **cannot** submit data if you have a self-registered email address.

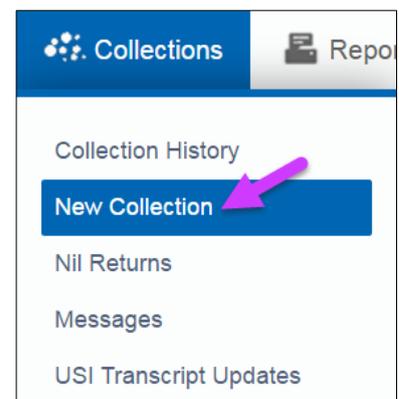
- **Type:** there are three collection types:
  - Apprentice and Trainee Collection
  - VET in Schools Collection
  - VET Provider Collection.

You will only be able to select the collection type associated with your organisation.

- **Year:** This relates to the year the data was collected in and may differ from the current calendar year. For example, if validating data collected in 2017 for the 2017 annual collection submitted in February 2018, select 2017.
- **Period:** RTOs with fee-for-service and/or Commonwealth-funded VET training activity have the option of submitting quarterly as well as annually to the National VET provider collection. To submit quarterly select the relevant quarter, for example **Jan–Mar**, or to submit data to the annual collection please select the collection period '**Jan–Dec**'.

**Note:** All RTOs must submit their annual data even if they have reported data quarterly. For more information see our Quarterly Reporting fact sheet.

For state funded training activity, please contact the relevant STA for clarification on their reporting timeframes and requirements.



## Allow continuing outcomes for activity ending this year

*Allow continuing outcomes for activity ending this year* check box only appears when the **Jan-Dec** period is selected. *Allow continuing outcomes for activity ending this year* cannot be used when submitting to the annual **Jan-Dec** VET Provider collection.

**Please note:** RTOs may need to continue using this outcome (*70 - continuing*) for submissions to their STA prior to finalising their end of year data. In this case, they may use the checkbox 'Allow continuing outcomes for activity ending this year' in the *Collection Processing* screen. Using this checkbox will result in a status of 'Part validated' as a way of notification that data has passed validation with exceptions but is not yet ready for end-of-year submission.

RTOs in receipt of state/territory funding, will need to confirm reporting frequency with the state/territory providing the funding. STA contact information is located via the RTO Hub.

For apprentice and trainee data, the period will be one of the four quarterly options provided.



3. Click **Add Files**.

4.

A browser box will open.

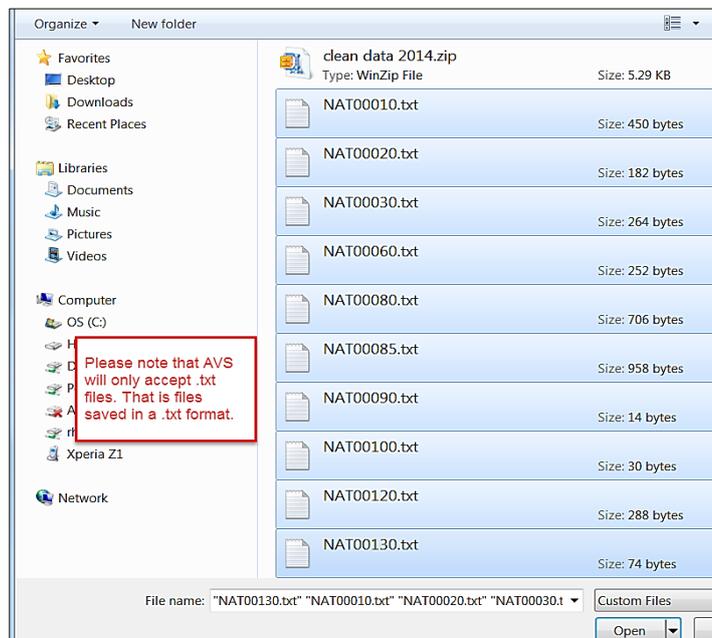
4. Browse your directory for the folder in which your files are located (recent downloads). Select (all) the files you wish to add.

If the files are located in a ZIP file, the ZIP file folder can be selected.

Please note that AVS will only accept data saved in .txt format.

5. Click the **Open** button. AVS will display the files you have selected.

6. If you wish to change any of the files in your file selection, repeat steps 3 and 4, selecting ALL the data files you wish to validate. This will overwrite the original files you selected.



- Click the **Upload Files** button to upload your AVETMISS data in .txt format. Do **not** rename the files as AVS will not accept them, for example a file renamed from NAT000130.txt to NAT000130(1).txt would be removed when uploading.

**Collection Details**

Organisations:

Type:

Year:

Period:

AVETMISS Version: 7.0

Collection Period: 01/01/2017 - 31/12/2017

Validate RTO collection:

Allow continuing outcomes for activity ending this year:

Filename	Size	Progress
AVETMISS_Sample_Clean.zip	4 KB	<div style="width: 100%;"></div>

**Submission Files**

File Id	File Name	Records	Status
NAT00010	Training Organisation	-	Uploaded
NAT00020	Training Organisation Delivery Location	-	Uploaded
NAT00030	Program	-	Uploaded
NAT00060	Subject	-	Uploaded
NAT00080	Client	-	Uploaded
NAT00085	Client Postal Details	-	Uploaded
NAT00090	Disability	-	Uploaded
NAT00100	Prior Educational Achievement	-	Uploaded
NAT00120	Enrolment	-	Uploaded
NAT00130	Program Completed	-	Uploaded

AVS will begin uploading the files. The *Collection Processing* screen will be greyed out and a message will appear warning you not to navigate away from the screen when the files are being uploaded.

You can see the progress of the upload by viewing the progress bars on the screen.

**Collection Processing**

[Home](#) / [History](#) / [Processing](#)

**Collection Details**

Organisations:

Type:

Year:

Period:

AVETMISS Version: 7.0

Collection Period: 01/01/2017 - 31/12/2017

Filename	Size	Progress
NAT00130.txt		<div style="width: 100%;"></div>
NAT00005.txt		<div style="width: 100%;"></div>
NAT00010.txt		<div style="width: 100%;"></div>
NAT00020.txt	7 KB	<div style="width: 100%;"></div>
NAT00030.txt	7 KB	<div style="width: 100%;"></div>
NAT00060.txt	3 KB	<div style="width: 100%;"></div>
NAT00080.txt	1 KB	<div style="width: 100%;"></div>
NAT00085.txt	2 KB	<div style="width: 100%;"></div>
NAT00090.txt	292 b	<div style="width: 100%;"></div>
NAT00100.txt	269 b	<div style="width: 100%;"></div>
NAT00120.txt	3 KB	<div style="width: 100%;"></div>

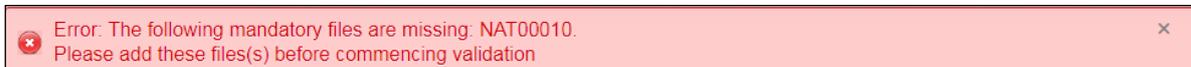
**Information**

Please do not navigate away from this page whilst files are being checked and uploaded.

This includes:

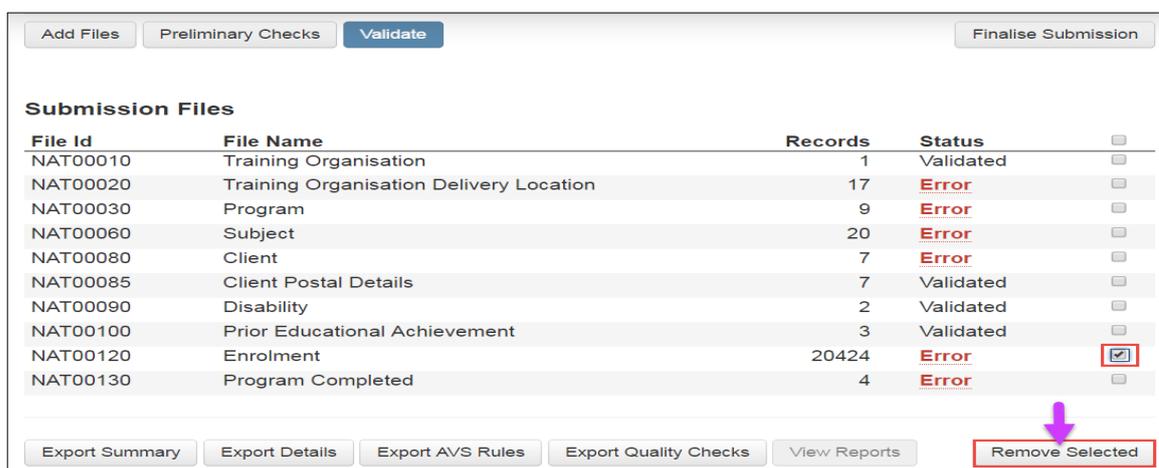
- Not refreshing your browser
- Not closing your browser
- Not changing the web address

Once all files have been uploaded, your screen will no longer be greyed out. The files will be displayed beneath the *Submission Files* section with a status of *Uploaded*. **Note** – if any files are missing, AVS will display a status of ‘Not Found’ and an error will appear at the top of the screen. AVS will not validate unless all mandatory data files are present.



File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	-	Not found	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	2	Unable to validate	<input type="checkbox"/>
NAT00030	Program	9	Unable to	<input type="checkbox"/>

8. If you wish to delete any of the uploaded files, select the checkbox next to the file you wish to

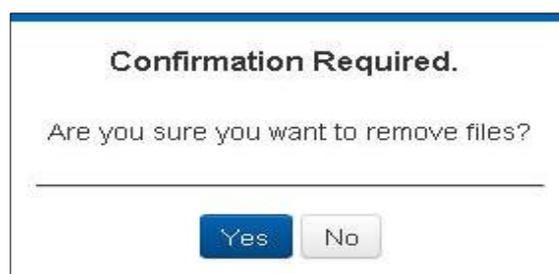


delete and click **Remove Selected**.

A box will appear asking you to confirm that you want to remove files.

9. Click **Yes**.

10. When you have added all your files and all files have the *Uploaded* status, click the **Validate** button.



AVS will display the status of *Queued* until NCVER’s server is free to start validating your data files at which time the status will change to *Validating*.

You can safely sign out of AVS when a status of *Queued* or *Validating* is shown as the process occurs on NCVER’s server.

11. At this point your data may contain errors or warnings. You will need to correct any errors so that you can submit.

If your data did not contain any errors, the status for each file in AVS will be changed to *Validated*. The **Finalise Submission** button will also be activated (see Section 3 – Exporting and submitting for more detail on these functions).

12. Once full validation has been completed (and if you have selected ‘yes’ to receive system emails in the user settings), AVS will send an email confirming whether your data was validated successfully (or unsuccessfully if it contained errors).

**Collection Details**

Organisations: NCVER  
 Type: VET Provider Collection  
 Year: 2017  
 Period: Jan-Dec  
 AVETMISS Version: 7.0  
 Collection Period: 01/01/2017 - 31/12/2017

Allow continuing outcomes for activity ending this year

Add Files Preliminary Checks **Validate** Finalise Submission

**Submission Files**

File Id	File Name	Records	Status	
NAT00010	Training Organisation	-	Uploaded	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	-	Uploaded	<input type="checkbox"/>
NAT00030	Program	-	Uploaded	<input type="checkbox"/>
NAT00060	Subject	-	Uploaded	<input type="checkbox"/>
NAT00080	Client	-	Uploaded	<input type="checkbox"/>
NAT00085	Client Postal Details	-	Uploaded	<input type="checkbox"/>
NAT00090	Disability	-	Uploaded	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	-	Uploaded	<input type="checkbox"/>
NAT00120	Enrolment	-	Uploaded	<input type="checkbox"/>
NAT00130	Program Completed	-	Uploaded	<input type="checkbox"/>

Export Summary Export Details Export AVS Rules Export Quality Checks View Reports Remove Selected

**Collection Details**

Organisations: NCVER  
 Type: VET Provider Collection  
 Year: 2017  
 Period: Jan-Dec  
 AVETMISS Version: 7.0  
 Collection Period: 01/01/2017 - 31/12/2017

Allow continuing outcomes for activity ending this year

Add Files Preliminary Checks **Validate** Finalise Submission

**Submission Files**

File Id	File Name	Records	Status	
NAT00010	Training Organisation	-	Validating	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	-	Validating	<input type="checkbox"/>
NAT00030	Program	-	Validating	<input type="checkbox"/>
NAT00060	Subject	-	Validating	<input type="checkbox"/>
NAT00080	Client	-	Validating	<input type="checkbox"/>
NAT00085	Client Postal Details	-	Validating	<input type="checkbox"/>
NAT00090	Disability	-	Validating	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	-	Validating	<input type="checkbox"/>
NAT00120	Enrolment	-	Validating	<input type="checkbox"/>
NAT00130	Program Completed	-	Validating	<input type="checkbox"/>

Export Summary Export Details Export AVS Rules Export Quality Checks View Reports Remove Selected

## View/correct validation errors

AVS may detect errors in your data during basic or full validation.

This functionality allows users to view error and warning detail summaries by file, error type and error codes that have been returned as a result of validating data files.

All errors (and warnings where possible) must be corrected in your student management system, new AVETMISS data files created and added into AVS for validation.

Data cannot be submitted to a national VET collection if it contains errors.

If any files contain errors during validation the status will change to **Error** for those files. The *Collection error/warning summary* screen will also display a count of how many errors and warnings exist against each data file.

### Basic validation error

Files that fail basic validation will have a status of Error while the remaining files will appear as 'Unable to validate'; they are unable to proceed to the next level of validation until the Error is rectified.

1. To establish why the files are failing click on **Error** in the status column this will provide further details as to what needs to be in the SMS, for example file too short.

Submission Files				
File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	1	Unable to validate	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	1	Unable to validate	<input type="checkbox"/>
NAT00030	Program	2	Unable to validate	<input type="checkbox"/>
NAT00060	Subject	24	<b>Error</b>	<input type="checkbox"/>
NAT00080	Client	12	<b>Error</b>	<input type="checkbox"/>
NAT00085	Client Postal Details	12	Unable to validate	<input type="checkbox"/>
NAT00090	Disability	0	Unable to validate	<input type="checkbox"/>

2. Click on the number in the Count column for further details.

## Collection error/warning summary

[Home](#) / [History](#) / [Processing](#) / Error-Warning Summary

Organisation : NCVET VET  
Type : VET  
Year : 2017  
Period : Jan-Dec

AVETMISS Version : 7.0  
Period Start : 01 Jan 2017  
Period End : 31 Dec 2017

### NAT00060 - Subject

#### Validation Checks

Records per page

Type	Code	Description	Count
Error	2106	Record length is too short for file	24

Total Count : 24

Showing 1 to 1 of 1 record(s)   1 of 1

## Full validation errors

1. Click on the **Error** in the Status column to view the summary of errors (and warnings) for that individual file type.

The bold and underlined status of **Validated** means the file has validated successfully but contains **warnings**. Users should review all warnings prior to submitting their data. At the data submission screen, you will be required to sign a declaration that states, 'I am hereby authorised to submit data on behalf of this organisation and to the best of my knowledge the data contained in these files is true and correct.' This includes acknowledgment of validation warnings. User should be mindful of the number of blank USIs submitted because the USI office may follow-up USI non-compliance. An error maybe triggered if your data contains too many blank USIs where USIs are expected.

### Collection processing

[Home](#) / [History](#) / [Processing](#)

#### Collection Details

Organisations: ABI TRAINING ACADEMY PTY. LTD.  
Type: VET Provider Collection  
Year: 2018  
Period: Jan-Sep  
AVETMISS Version: 8.0  
Collection Period: 01/01/2018 - 30/09/2018

#### Submission Files

File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	1	<b>Error</b>	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	17	Validated	<input type="checkbox"/>
NAT00030	Program	9	Validated	<input type="checkbox"/>
NAT00060	Subject	21	Validated	<input type="checkbox"/>
NAT00080	Client	7	<b>Error</b>	<input type="checkbox"/>
NAT00085	Client Postal Details	7	Validated	<input type="checkbox"/>
NAT00090	Disability	2	Validated	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	3	Validated	<input type="checkbox"/>
NAT00120	Training Activity	22	<b>Validated</b>	<input type="checkbox"/>
NAT00130	Program Completed	4	Validated	<input type="checkbox"/>

**Note:** Warning: Record for this Client Identifier contains publicly funded data. Please be aware that this data must be submitted via your state training authority and cannot be submitted via AVS.

This warning will prevent users from reporting. NCVET does not accept publicly funded data.

- The *Collection error/warning summary* screen will be displayed. This screen displays the different errors/warnings associated with the file. Errors are sorted by code number and a description indicates the reason for the error occurring. To obtain further information about an error/warning, click on the *number* in the Count column.

Home / History / Processing / Error-Warning Summary

Organisation : ABI TRAINING ACADEMY PTY. LTD.  
 Type : VET  
 Year : 2018  
 Period : Jan-Sep

AVETMISS Version : 8.0  
 Period Start : 01 Jan 2018  
 Period End : 30 Sep 2018

**NAT00080 - Client**

**Validation Checks**

Records per page 10

Type	Code	Description	Count
Error	3705	Invalid Postcode	1
Error	3708	State Identifier must be 99 if Postcode is OSPC	3

Total Count : 4

Showing 1 to 2 of 2 record(s)

[Export Summary](#) [Export Details](#)

- If the error you are viewing can be grouped by error value, the *Collection Error Groupings* screen will be displayed. Here you can quickly identify common errors that may affect multiple records. Click on the error number in the Count column to obtain error details for individual records.

Home / History / Processing / Error-Warning Summary / Error Groupings

Organisation : ABI TRAINING ACADEMY PTY. LTD.  
 Type : VET  
 Year : 2018  
 Period : Jan-Sep

AVETMISS Version : 8.0  
 Period Start : 01 Jan 2018  
 Period End : 30 Sep 2018

**NAT00080 - Client**

Records per page 10

Error | 3708 | State Identifier

Description	Count
State Identifier (03) must be 99 if Postcode is OSPC	1
State Identifier (05) must be 99 if Postcode is OSPC	1
State Identifier (08) must be 99 if Postcode is OSPC	1

Total Count : 3

Showing 1 to 3 of 3 record(s)

[Export Summary](#) [Export Details](#)

# Collection error details

[Home](#) / [History](#) / [Processing](#) / [Error-Warning Summary](#) / [Error Groupings](#) / Error Details

Organisation : ABI TRAINING ACADEMY PTY. LTD.  
Type : VET AVETMISS Version : 8.0  
Year : 2018 Period Start : 01 Jan 2018  
Period : Jan-Sep Period End : 30 Sep 2018

NAT00080 - Client

Records per page 10 ▼

Error | 3708 | State Identifier | State Identifier (03) must be 99 if Postcode is OSPC

### Client Identifier

CLIENT005

Total Count : 1

[Export Details](#)

Showing 1 to 1 of 1 record(s) <| < 1 of 1 > >|

3. The *Collection error details* screen will be displayed.
4. The *Collection error details* screen provides details about the individual error and the description field explains why the error occurred. The errors must be corrected **within your student management system**.

## AVS business rules

A list of the warnings and errors generated by AVS is available for export from the *Collection processing* screen – select the **Export AVS Rules** button located at the bottom of the screen (see screen shot below) which will open an excel spreadsheet on your system. This document contains information on the errors and warnings by file and field. You can search/filter this document to find specific warning and/or error details.

## Error reports

At each level of viewing errors, an *Error Summary* or *Error Details* report can be produced. These reports contain the same information available on the screen and can be helpful in identifying where errors occur in your student management system.

The screenshot shows the 'Collection processing' interface. At the top, there is a breadcrumb trail: Home / History / Processing. Below this is the 'Collection Details' section with several dropdown menus: Organisations (NCVER), Type (VET Provider Collection), Year (2018), and Period (Jan-Mar). Below these are text fields for AVETMISS Version (8.0), Collection Period (01/01/2018 - 31/03/2018), and a checked checkbox for 'Validate RTO collection'. A row of buttons includes 'Add Files', 'Preliminary Checks', 'Validate', and 'Finalise Submission'. Below this is the 'Submission Files' section, which contains a table with columns for File Id, File Name, Records, Status, and a checkbox. The table lists 13 files, with 'Client' and 'Client Postal Details' marked as 'Error'. At the bottom, a row of buttons includes 'Export Summary', 'Export Details', 'Export AVS Rules' (highlighted with a red box), 'Export Quality Checks', 'View Reports', and 'Remove Selected'.

File Id	File Name	Records	Status	
NAT00010	Training Organisation	1	Validated	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	17	Validated	<input type="checkbox"/>
NAT00030	Program	9	Validated	<input type="checkbox"/>
NAT00060	Subject	21	Validated	<input type="checkbox"/>
NAT00080	Client	7	Error	<input type="checkbox"/>
NAT00085	Client Postal Details	12	Error	<input type="checkbox"/>
NAT00090	Disability	2	Validated	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	3	Validated	<input type="checkbox"/>
NAT00120	Training Activity	22	Validated	<input type="checkbox"/>
NAT00130	Program Completed	4	Validated	<input type="checkbox"/>

## Summary report

To view a *Summary Report*:

1. Click on the **Export Summary** button.
2. A pop-up window will display confirming which format to view your report (CSV or PDF).
3. Select the preferred format and click **Export**.
4. The Summary report will be saved to your PC as <ValidationErrorSummaryReport>.
5. To view a detailed report, click on the **Export Details** button. The Details Report will be saved to your PC in CSV format only as <detailedReport>.

Collection error/warning summary

Home / History / Processing / Error-Warning Summary

Organisation : NCVET VET  
Type : VET  
Year : 2018  
Period : Jan-Mar

AVETMISS Version : 8.0  
Period Start : 01 Jan 2018  
Period End : 31 Mar 2018

**NAT00080 - Client**

**Validation Checks**

Records per page 10

Type	Code	Description	Count
Error	4649	Client Identifier must exist in the Client Postal Details file	7
Error	4731	Survey contact status must not be blank or invalid	1

Total Count : 8

Showing 1 to 2 of 2 record(s) |< < 1 of 1 > >|

**Export Summary** **Export Details**

**Export type**

CSV  PDF

**Export** **Cancel**

## Preliminary checks

Preliminary checks can be used when you need to validate data files but do not want to apply all of the validation rules. By selecting preliminary checks – you are able to validate data that is incomplete (for example does not yet have an activity start date).

RTOs reporting state managed AVETMISS data may need to apply certain preliminary checks when validating in AVS. Please contact your STA to confirm which ones you are required to select.

The preliminary checks allow you to omit the following rules:

### All collections

Omit data cross reference checks.

### VET & VET in school's collections only

- Exclude all validations for NAT00030.
- Exclude all validations for NAT00030A.
- Exclude all validations for NAT00060.
- Exclude all validations relating to *Enrolment Activity End Date* on NAT00120.
- Exclude all validations relating to *Enrolment Activity Start Date* on NAT00120.
- Exclude all validations relating to *New Apprenticeships* on NAT00120.
- Exclude validations relating to *Outcome Identifier — National* on NAT00120.
- Exclude validations relating to *Blank Outcome Identifier – National* on NAT00120.

## How to use Preliminary Checks

1. At the *Collection Processing* screen (after adding and uploading your files) the **Preliminary Checks** button becomes active. By default, preliminary checks are set to **Off**. To turn on Preliminary Checks, click on the **Preliminary Checks** button and the list of available exclusions become visible.

Click the checkbox(es) to apply the selected exclusions.

**Collection Details**

Organisations: NCVER  
Type: VET Provider Collection  
Year: 2018

AVETMISS Version: 8.0  
Collection Period: 01/01/2018 - 31/03/2018

Add Files Preliminary Checks Validate Finalise Submission

**Preliminary Data Checks**

Validations run with checkbox(es) ticked will result in a Status of 'Part-Validated' for successfully validated data. **These checkboxes must not be used when validating your finalised data for the year.**

<input type="checkbox"/>	Preliminary Check
<input type="checkbox"/>	Omit data cross reference checks
<input type="checkbox"/>	Exclude all validations for NAT00030
<input type="checkbox"/>	Exclude all validations for NAT00030A
<input type="checkbox"/>	Exclude all validations for NAT00060
<input checked="" type="checkbox"/>	Exclude all validations relating to Activity End Date on NAT00120
<input checked="" type="checkbox"/>	Exclude all validations relating to Activity Start Date on NAT00120
<input type="checkbox"/>	Exclude all validations relating to New Apprenticeships on NAT00120
<input type="checkbox"/>	Exclude validations relating to Outcome Identifier - National on NAT00120
<input checked="" type="checkbox"/>	Exclude validations relating to Blank Outcome Identifier - National on NAT00120

- Now click the **Validate** button. AVS will validate your data ignoring the selected validation rules. Any data files validated that include a preliminary check will display a status of Part validated.

Any files that contain errors will still display a status of **Error**.

Submission Files				
File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	1	Validated	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	10	Validated	<input type="checkbox"/>
NAT00030	Program	8	Validated	<input type="checkbox"/>
NAT00060	Subject	12	Validated	<input type="checkbox"/>
NAT00080	Client	7	<u>Validated</u>	<input type="checkbox"/>
NAT00085	Client Postal Details	7	Validated	<input type="checkbox"/>
NAT00090	Disability	2	Validated	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	3	Validated	<input type="checkbox"/>
NAT00120	Enrolment	13	<b>Part validated</b>	<input type="checkbox"/>
NAT00130	Program Completed	4	Validated	<input type="checkbox"/>

- To change or remove any preliminary checks, check or uncheck the box next to the applicable preliminary check and click **Validate** again. The *Validate* button will only be enabled if you make a change to the preliminary checks.

If you wish to validate a different set of data files, click **Add Files** to begin the process of adding and uploading a new data file set.

If you make a change to your preliminary checks settings and navigate away from the Collection processing screen before validating, a message will be displayed warning you that changes to preliminary checks will not be saved. Changes to preliminary checks will be saved only after clicking the Validate button. Similarly, any error details or summary reports you export after making a change to preliminary checks will only reflect the changes after validating with the new settings.

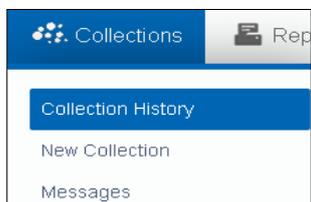
*Preliminary checks* will need to be selected each time the period is changed.

Part validated files cannot be submitted to the quarterly or annual National VET collections.

## Re-validating data files

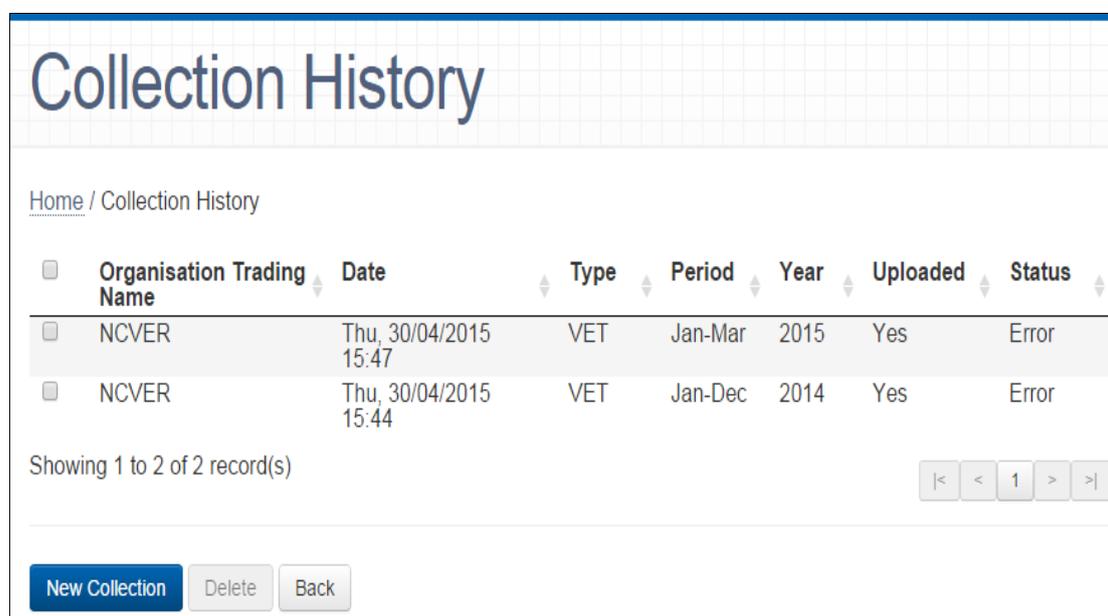
Once data file errors identified in a previous validation have been corrected you will need to upload the corrected files and repeat the validation process.

1. Click on the **Collections** menu button and select **Collection History**.



This screen contains a list of your previous validations and submissions and their status.

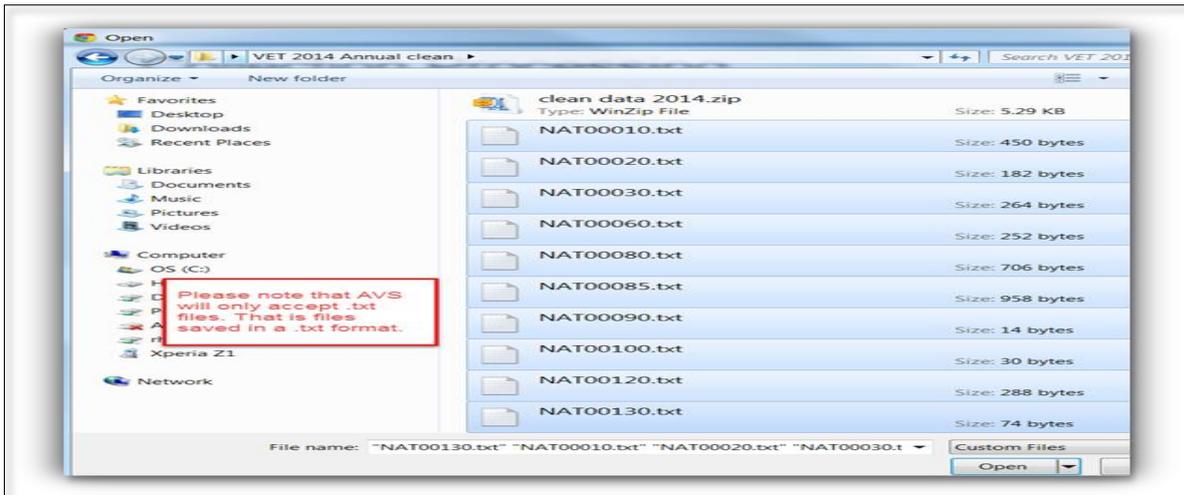
2. Select the collection you wish to re-validate by clicking on the appropriate line in the *Collection History* screen. *Do not tick the box - this is used when wishing to delete a collection from the history record.*

A screenshot of the 'Collection History' screen. The title 'Collection History' is at the top. Below it is a breadcrumb 'Home / Collection History'. A table lists two records for 'NCVER' with columns for Organisation Trading Name, Date, Type, Period, Year, Uploaded, and Status. The first record is for 'Jan-Mar 2015' and the second for 'Jan-Dec 2014', both with a status of 'Error'. Below the table is a pagination control showing 'Showing 1 to 2 of 2 record(s)' and navigation buttons. At the bottom are buttons for 'New Collection', 'Delete', and 'Back'.

**Please note:** Data collections expire 28 days from their validation date and you will need to upload and validate your data again. Please refer to the Data Retention section in this guide.

3. From the Collection Processing screen now showing, click **Add Files**.
4. Browse the directory for the folder in which your files are located and select the *corrected* files you wish to add. You can also add a zip file.

- Click the **Open** button.



- Click **Upload Files**. AVS will overwrite the old version of the files with the new files. The Status will be displayed as **Uploaded** for the new data files.

You can upload files individually if required, such as corrected files. Files which are not replaced will retain their original status of **Validated**.

- When all the newly added files have the **Uploaded** status, click the **Validate** button.

File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	-	Uploaded	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	-	Uploaded	<input type="checkbox"/>
NAT00030	Program	-	Uploaded	<input type="checkbox"/>
NAT00060	Subject	-	Uploaded	<input type="checkbox"/>
NAT00080	Client	-	Uploaded	<input type="checkbox"/>
NAT00085	Client Postal Details	-	Uploaded	<input type="checkbox"/>
NAT00090	Disability	-	Uploaded	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	-	Uploaded	<input type="checkbox"/>
NAT00120	Enrolment	-	Uploaded	<input type="checkbox"/>
NAT00130	Program Completed	-	Uploaded	<input type="checkbox"/>

Validation will begin on the full set of NAT files. You will need to repeat this process until AVS shows a status of **Validated** against all files.

Note: You cannot 'upload and replace' a NAT00030 with a NAT00030A nor a NAT00010 with NAT00010A and vice versa. As the files do not have the same name, the new file should be uploaded, and the original file manually removed via the **Remove Selected** option.

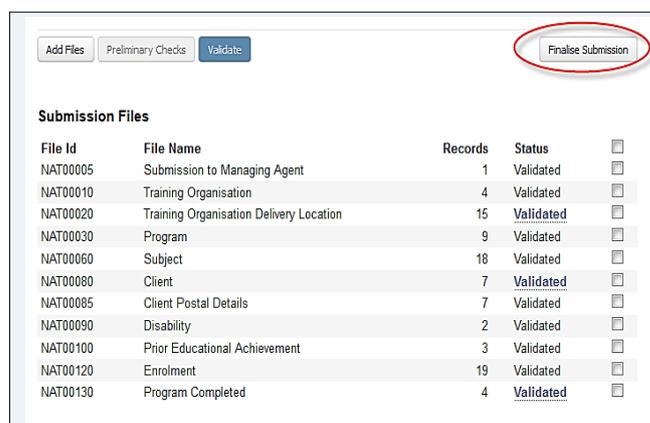
## Exporting and submitting data

The *Finalise Submission* screen provides RTOs with the ability to export collection data files (in zip format) and for organisations (that submit their fee-for-service data files directly to NCVET) to do so when the collection windows open. Self-registered organisations may be required to forward these exported files to their STA.

You may export data files with or without errors; however, RTOs cannot submit their fee-for-service data with errors to a quarterly or annual national VET collection.

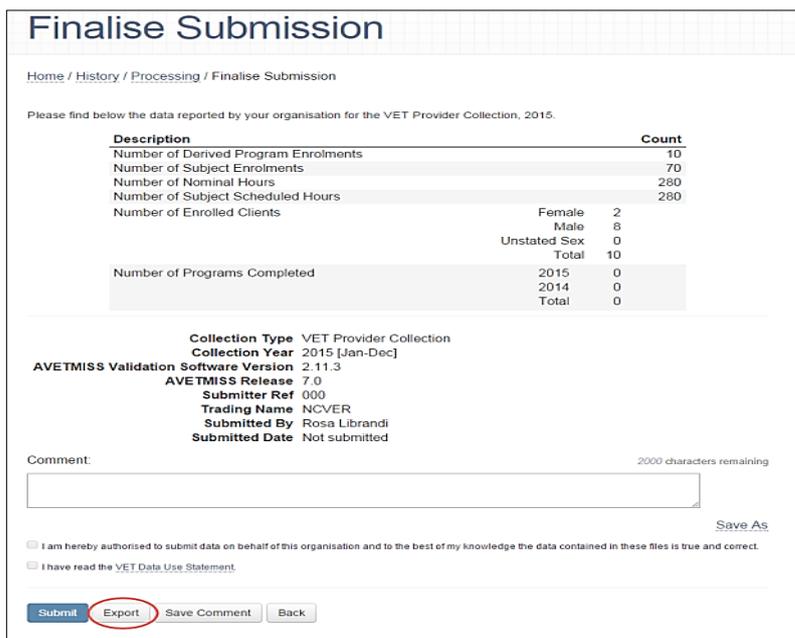
### Exporting data files

1. Once your data files have validated error free, click the **Finalise Submission** button in the *Validation Processing* screen.
2. To export your data from the *Finalise Submission* screen, click the **Export** button. An *Export Data Files* dialogue box will appear.
3. If you do **NOT** want client names visible within the exported file, click the check box, *Export with encrypted client names*. Your STA may require you to provide client names unencrypted. Please confirm with your STA as to their requirements.
4. Click **Export**
5. A dialogue box will be displayed (depending on your browser) allowing you to save or open the exported data files. Exported data files will be in zip format. You will require appropriate software to unzip and view the exported files.



The screenshot shows the 'Finalise Submission' screen with a table of submission files. The 'Finalise Submission' button is circled in red.

File Id	File Name	Records	Status	
NAT00005	Submission to Managing Agent	1	Validated	<input type="checkbox"/>
NAT00010	Training Organisation	4	Validated	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	15	Validated	<input type="checkbox"/>
NAT00030	Program	9	Validated	<input type="checkbox"/>
NAT00060	Subject	18	Validated	<input type="checkbox"/>
NAT00080	Client	7	Validated	<input type="checkbox"/>
NAT00085	Client Postal Details	7	Validated	<input type="checkbox"/>
NAT00090	Disability	2	Validated	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	3	Validated	<input type="checkbox"/>
NAT00120	Enrolment	19	Validated	<input type="checkbox"/>
NAT00130	Program Completed	4	Validated	<input type="checkbox"/>



The screenshot shows the 'Finalise Submission' screen with a summary table and an 'Export' button circled in red.

Home / History / Processing / Finalise Submission

Please find below the data reported by your organisation for the VET Provider Collection, 2015.

Description	Count
Number of Derived Program Enrolments	10
Number of Subject Enrolments	70
Number of Nominal Hours	280
Number of Subject Scheduled Hours	280
Number of Enrolled Clients	
	Female 2
	Male 8
	Unstated Sex 0
	Total 10
Number of Programs Completed	
	2015 0
	2014 0
	Total 0

Collection Type VET Provider Collection  
Collection Year 2015 [Jan-Dec]  
AVETMISS Validation Software Version 2.11.3  
AVETMISS Release 7.0  
Submitter Ref 000  
Trading Name NCVET  
Submitted By Rosa Librandi  
Submitted Date Not submitted

Comment:  2000 characters remaining

I am hereby authorised to submit data on behalf of this organisation and to the best of my knowledge the data contained in these files is true and correct.  
 I have read the VET Data Use Statement.



The screenshot shows the 'Export Data Files' dialogue box with the 'Export with encrypted client names' checkbox.

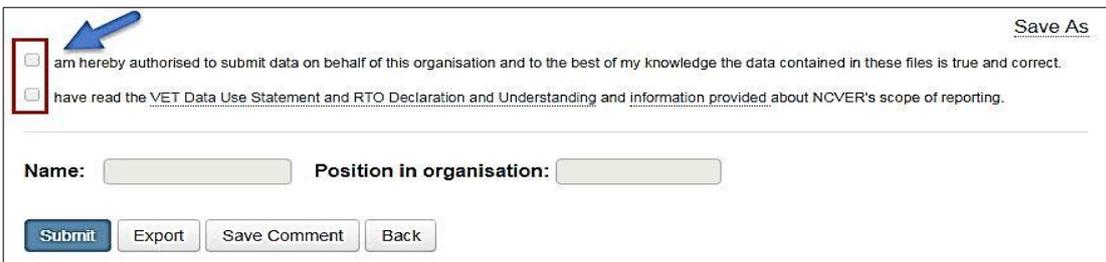
Export with encrypted client names

## Submission and sign off

If your organisation submits directly to NCVER, refer Section 2 - Registration to ensure you have the required access to submit data in AVS.

**Please note:** on submission, any previously submitted data files will be overwritten.

1. Once all data has validated error free, click the **Finalise Submission** button in the *Collection Processing* screen.
2. The *Finalise Submission* screen will display a summary of the training activity for the specified collection period.
3. You will need to comply with the National VET Data Policy (schedule 2) which requires you to sign a declaration of understanding and a VET Data Use Statement. To do this, click the check boxes that state, 'I am hereby authorised to submit data on behalf of this organisation and to the best of my knowledge the data contained in these files is true and correct.' and 'I have read the VET Data Use Statement and RTO Declaration and Understanding and Information provided about NCVER's scope of reporting.' Ensure the Name and Position in your organisation fields are completed. This will enable the **Submit** button.
4. Click **Submit**. This will send your data files directly to NCVER. Student names will be automatically encrypted as part of the submission process.
5. An email will be sent to your organisations Primary Contact and to the registered submitter acknowledging successful submission of data files.



[Save As](#)

am hereby authorised to submit data on behalf of this organisation and to the best of my knowledge the data contained in these files is true and correct.

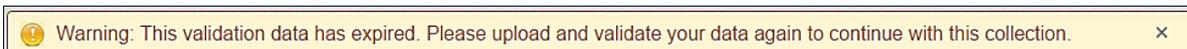
have read the VET Data Use Statement and RTO Declaration and Understanding and information provided about NCVER's scope of reporting.

**Name:**  **Position in organisation:**

## Data retention

To comply with the Australian Privacy Act, 1988 and the Australian Privacy Principles (APPs), which stipulate that data should be deleted when no longer required; data stored in the AVETMISS Validation Software (AVS) will automatically be deleted after **28** days.

If you are trying to access past validations processed over 28 days prior to your last upload, the following warning message will appear:



You will not be able to see *Error Details* associated with expired validations, nor proceed with finalising your submission. However, you will be able to export a *Collection Processing Summary Report* from the *Collection Processing* screen.

The validation history will remain listed on the *Collection History* screen. Data which has *already been submitted* via AVS is securely stored by NCVET, even if it is no longer on the AVS server.

File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	7	Error	<input type="checkbox"/>
NAT00020	Training Organisation Delivery Location	8	Error	<input type="checkbox"/>
NAT00030	Program	60	Error	<input type="checkbox"/>
NAT00060	Subject	403	Error	<input type="checkbox"/>
NAT00080	Client	6936	Error	<input type="checkbox"/>
NAT00085	Client Postal Details	6936	Error	<input type="checkbox"/>
NAT00090	Disability	328	Error	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	4942	Error	<input type="checkbox"/>
NAT00120	Enrolment	82199	Error	<input type="checkbox"/>
NAT00130	Program Completed	8264	Error	<input type="checkbox"/>

Export Summary   Export Details   Export AVS Rules   Remove Selected

We recommend that you save a copy of your AVETMISS file set on a local drive (your PC) in case you ever need to access past validations.

**API users** – please refer to your SMS vendor for how your AVETMISS files are saved should you need to access them.

# Section 4 – Nil Returns

## Overview

A Nil Return is a declaration of zero nationally accredited training activity. It can only be submitted for an annual collection.

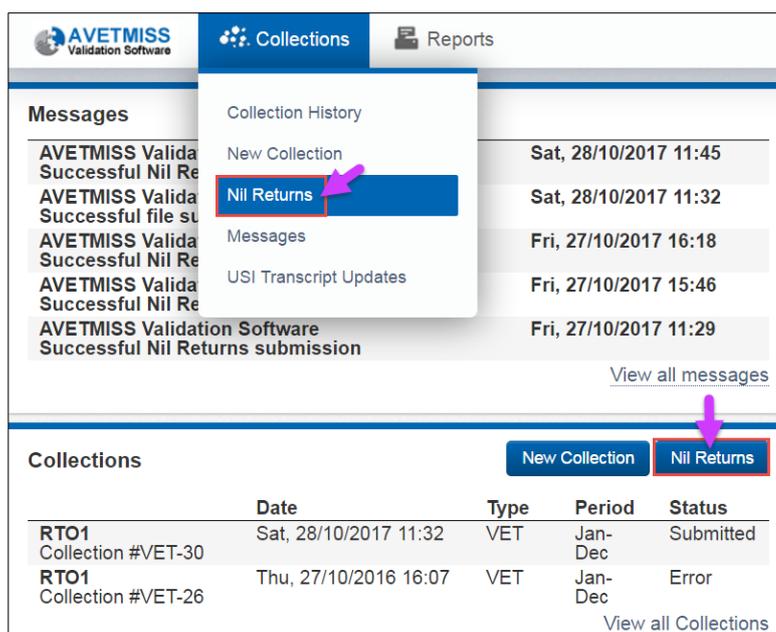
All RTOs are required to report their nationally accredited training activity (AVETMISS data). If your RTO did not deliver any nationally accredited training during a calendar year, you will need to provide a Nil Return. A Nil Return can be submitted by an authorised representative, of your RTO, via the AVETMISS Validation Software (AVS). After a Nil Return has been successfully submitted no further action is required by you – you will have met your AVETMISS reporting requirements. NCVER will notify the appropriate registering body of your Nil Return.

## How to submit a Nil Return

To submit a Nil Return you will need to ensure you have the correct user role(s), such as Data Submitter, Organisation Administrator or Primary Contact. If you do not have the necessary access, the registered Organisation Administrator or Primary Contact can assign you the required role(s). For details on how to assign roles please refer to the Registration (Section 2) of the user guide.

1. Go to the AVS Sign In page via <https://avs.ncver.edu.au> and enter your login details.
2. Select the blue **Nil Returns** button on the homepage or select **Nil Returns** from the *Collections* drop down menu located at the top left-hand side of the screen. This will bring you to the Nil Returns screen.

**Note:** If you do not have the Nil Return option(s) available then you do not have sufficient privileges such as, the correct access. You will need to ask the registered Organisation Administrator or Primary Contact to assign you the role of Data Submitter. Please see Section 2 – Registration for AVS User Role information.



The screenshot shows the AVETMISS Validation Software interface. At the top, there are navigation tabs for 'Collections' and 'Reports'. A dropdown menu is open under 'Collections', with 'Nil Returns' highlighted in blue and a pink arrow pointing to it. Below the dropdown, there is a 'Messages' section with a list of messages and a 'View all messages' link. At the bottom, there is a 'Collections' section with a table of collections and a 'View all Collections' link. The table has columns for 'Date', 'Type', 'Period', and 'Status'.

Date	Type	Period	Status
Sat, 28/10/2017 11:32	VET	Jan-Dec	Submitted
Thu, 27/10/2016 16:07	VET	Jan-Dec	Error

3. Your organisation name will appear. If you report for multiple organisations, select the relevant organisation for which you are reporting a Nil Return.
4. Select VET Provider Collection.
5. Select the year during which your RTO delivered no nationally accredited VET activity (the open collection period).
6. Select the collection period. Please note that you will only be able to submit a Nil Return for current/open collection periods. For example: if the Jan–Dec 2017 AVETMISS collection is open you cannot submit a nil return for the 2018 AVETMISS collection.

7. Read the conditions and tick the box declaring no activity was delivered by your RTO and you understand that NCVER will be storing this information and passing it on to your registering body.

Note: a confirmation email will be sent to the CEO of your RTO notifying them that a Nil Return as been submitted.

8. Select **Submit**.

The following message will appear to advise the Nil Return has been successfully submitted:



A confirmation email will be sent to your associated inbox and NCVER will notify your registering body.

You have now completed your AVETMISS reporting requirements.

Nil Returns can only be submitted during the annual collection, they are cannot submitted during the quarterly collection periods.

## Nil Returns and past or future AVETMISS collections

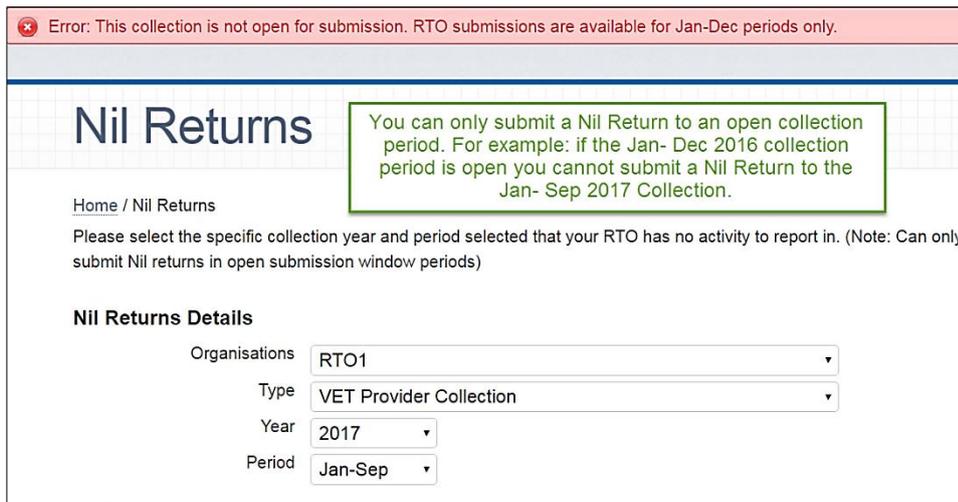
It is only possible to submit a Nil Return to an open annual collection period.

For example, if the Jan–Dec 2017 VET Provider Collection is currently open you will not be able to submit a Nil Return to the Jan–Dec 2016 VET Provider Collection because the 2016 collection has closed.

Similarly, you cannot submit a Nil Return for a future collection period.

For example, if the Jan–Dec 2017 VET Provider Collection is currently open you will not be able to submit a Nil Return for Jan–Dec 2018. If you try to submit a Nil Return to a future collection period or when a collection is not open, you will get an error message at the top of your screen as per the screen shot below:

You cannot submit a Nil Return for a quarterly collection.

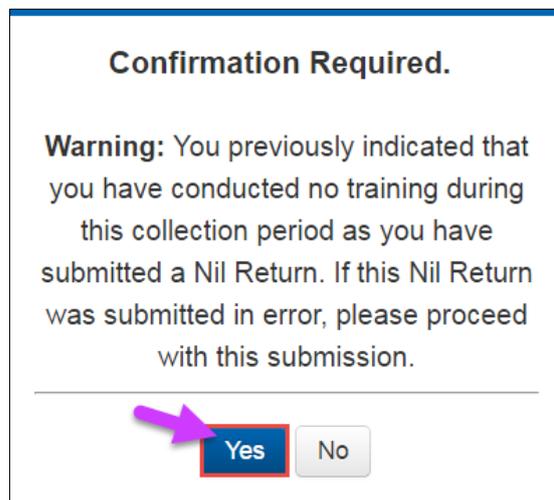


The screenshot shows a web application interface for submitting Nil Returns. At the top, a red error message reads: "Error: This collection is not open for submission. RTO submissions are available for Jan-Dec periods only." Below this, the page title is "Nil Returns". A green callout box contains the text: "You can only submit a Nil Return to an open collection period. For example: if the Jan- Dec 2016 collection period is open you cannot submit a Nil Return to the Jan- Sep 2017 Collection." The breadcrumb "Home / Nil Returns" is visible. A note states: "Please select the specific collection year and period selected that your RTO has no activity to report in. (Note: Can only submit Nil returns in open submission window periods)". The "Nil Returns Details" section contains four dropdown menus: "Organisations" (RTO1), "Type" (VET Provider Collection), "Year" (2017), and "Period" (Jan-Sep).

## Nil Returns submitted in error

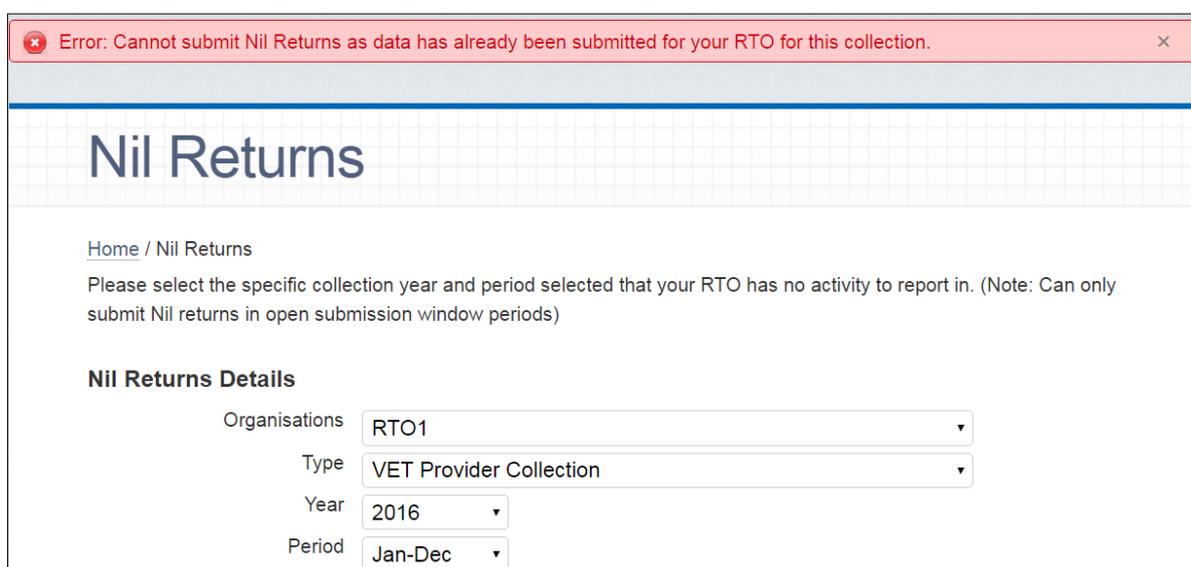
If a Nil Return was submitted in error you can still submit AVETMISS data to the same collection period, but only whilst the collection window is still open.

1. Follow the normal AVS validation and submission process. Your AVETMISS data submission will override the Nil Return. Where applicable, your registering body will be notified accordingly.
2. Before you can submit, a pop-up window will appear asking you to confirm that you do in fact want to submit, as you had previously indicated your RTO did not deliver any training activity by submitting a Nil Return. If you wish to proceed with the AVETMISS submission select **Yes**, but if you do not want to complete the submission select **No** – this will cancel the submission.



## Nil Returns and submitted data

Once data has been submitted to NCVET for a collection period you cannot submit a Nil Return to the same collection. If you try to submit a Nil Return for a period in which you have already submitted data, you will get an error message at the top of your screen (as per the screen shot below) and you will not be able to proceed.



# Section 5 – USI transcript updates

## Overview

NCVER provide the nationally recognised training information for the USI transcript service. Nationally recognised training is training that is included on the national training register ([www.training.gov.au](http://www.training.gov.au)). This data is collected via AVETMISS data submissions from registered training organisations (RTOs), state training authorities (STAs) and board of studies (BoS). The USI transcript contains AVETMISS training activity data submitted to the National VET Provider Collection from 1 January 2015 onwards.

The USI Transcript Update Tool allows you to edit, delete or add records to a USI transcript for your clients. This may be required if the data had previously been submitted incorrectly or submitted without a USI.

Only nationally recognised training that appears on [www.training.gov.au](http://www.training.gov.au) can be added via the USI transcript update tool.

**Important:** Where possible, updates should be made via usual AVETMISS reporting processes. The USI Transcript Update Tool can only be used when collection windows are not available for reporting (that is, you can only submit a USI transcript update to a closed collection – you cannot submit an update for any future or current AVETMISS collections).

By enabling RTOs to submit USI transcript updates through AVS, you can ensure that your clients' USI transcripts are accurate. An email will be sent to the user logged in and submitting the changes as well as the Primary Contact, usually within 48 business hours after update(s) have been submitted. The RTO should notify the client that the update has been successful.

An email will also be sent to the relevant Boards of Studies or STA if the training activity is either VET in schools or government funded. The USI office also receives weekly reports on all USI transcript updates.

For privacy reasons, an RTO can only update a USI transcript for their own clients studying at their RTO. NCVER's privacy policy are available at <https://www.ncver.edu.au/policies/privacy>.

All USI transcript updates submitted via AVS will need to be replicated in your RTO's student management system (SMS) to ensure that the data is not overwritten in future AVETMISS data submissions and that your internal data is consistent with the USI transcript.

## Access

In order to update a USI transcript, RTOs must have a Registered AVS account (this also applies to RTOs who submit data directly to their STA).

To make USI transcript updates you will need the roles of Data Submitter, Primary Contact and/or Organisation Administrator. For information on AVS user roles see the Section 7 – Admin for further information.

## Adding a new USI Transcript Entry

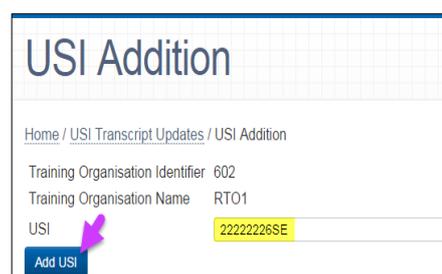
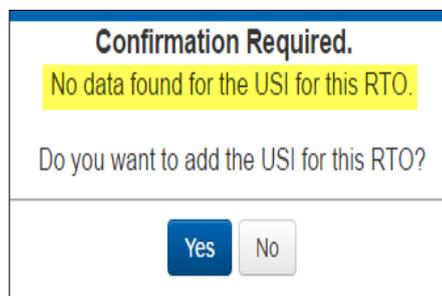
If training activity was submitted to a National VET Collection without a USI, or the activity was not reported at all, this activity will need to be added individually within AVS to ensure the activity appears on the client's USI transcript.

Adding or editing a USI transcript will only change the USI transcript and will not update the AVETMISS data that you submitted. Any changes made via the AVS USI Transcript Update Tool must also be made in your student management system (SMS) to avoid the data being overwritten in any subsequent AVETMISS data submissions.

1. Log into AVS at <<https://avs.ncver.edu.au/avs>>.
2. From the *Collections* drop down menu select **USI Transcript Updates**; this will take you to the USI Transcript Updates screen. Type in the Client's USI and click **Search**.

Note: if the USI Transcript Update option is not showing it is because of your user role.

3. If the USI has never been reported by your organisation, a popup box will appear asking you whether you would like to add the USI as no activity has previously been reported for the client with a USI – click **Yes**.
4. This will bring you to the USI Addition screen – click **Add USI**.
5. Once you have successfully added a new USI (see picture over the page) – you can add the enrolments (subjects) and program completions.



**Important:** Do not systematically add USIs for all your missing clients. You need to add each client's USI and their training activity at the same time.

Success: USI 22222226SD has been added to the Transcript Database. You can now add training activity and program completions on the USI Transcript.

## USI Transcript Updates

Home / USI Transcript Updates

For instructions how to use the USI Transcript Updates Tool, please refer to the USI Transcript Updates section of the [AVS user guide](#)  
 For a list of all previously submitted updates, [please click here](#).

USI:  Organisation:

**Training Activity**

Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
No Training Activity Records found for this USI						

Showing 0 to 0 of 0 record(s)

**Program Completions**

Program Identifier	Program Name	Year Program Completed	Action
No Program Completions found for this USI			

Showing 0 to 0 of 0 record(s)

**Pending Transcript Updates**

No pending transcript updates found for the user

Last Updated Date: 28/03/2017 10:46AM

### Adding a new subject enrolment

After adding a USI or where one already exists (if it has previously been reported by your organisation), you can add new subject enrolment(s)

1. To add a new subject enrolment for a specific client (USI), select **Add New Training Activity Record**. This will bring you to the *Add New Training Activity Record* screen.

**Note:** All details need to be entered in the order they appear.

## Add New Training Activity Record

Home / USI Transcript Updates / Add New Training Activity Record

USI: 22222226SD  
 Training Organisation Identifier: 1223  
 Training Organisation Name: Nepean Community College Inc  
 VET in Schools training activity:  2

Activity Start Date: 3

Activity End Date: 4

Subject Identifier: 5

Outcome Identifier - National: 6

Funding Source - National: 7

Administering State/Territory:

Client Identifier:

These two fields are only required if VET in Schools and/or funding source 11 or 15 are selected. This information is required to identify the client for the STA/BOS who will be notified of this addition. Note that this value cannot be edited after submission

- If your **new** subject enrolment is a VET in Schools enrolment you will need to tick the relevant box. You will need to select the administering state/territory and provide the client identifier (student number). Once you have submitted this USI transcript update, AVS will email the appropriate Board of Studies (within 48 hours) informing them of the new subject enrolment entry.

- Enter the Activity Start Date.

**Note:** that you can only add subject enrolments started in a previous AVETMISS collection – you cannot add a subject enrolment to have an *Activity Start Date* in a current or future AVETMISS collection.

**For example:** if the current collection year is 2018 you cannot have an Activity Start date in 2018 or in the future. The very latest *Activity Start Date* that could be entered is 31 December 2017.

- Enter the *Activity End Date*. The *Activity End Date* must be after 1 January 2015. This is because only training activity from 2015 is included on the USI transcript.

**Note:** If you are entering an *Activity End Date* that falls in the current or future collection year(s), the *Outcome Identifier – National* must be 70 (continuing enrolment into the following year(s)). This is because at the time this data should have been reported, the outcome would not yet be known.

- Enter the *Subject Identifier*. This is a lookup field, which will self-populate after the first three characters are typed and prompt the lookup menu to appear from which you can select the appropriate subject. Only nationally recognised subject enrolments that appear on [www.training.gov.au](http://www.training.gov.au) can be added via the USI Transcript Update Tool. You can only add any accredited unit modules that are listed on [www.training.gov.au](http://www.training.gov.au).

- Select the appropriate *Outcome Identifier – National* code. Please note that if you select 70 – *continuing enrolment* into the following collection year your *Activity End Date* must be after current collection period.

**For example:** If the current collection year is Jan–Dec 2018 and you are adding a continuing subject enrolment (*Outcome identifier 70*) the earliest possible *Activity End Date* that you can use is 1 January 2018.

- Select the appropriate Funding Source – National.

If you are adding a new state funded (*Funding Source – National 11 or 15*) subject enrolment you will need to select the administering state/territory as well as provide the client identifier. Once you have saved the new enrolment, AVS will email the relevant STA within 48 hours.

If your organisation does not receive state funding do not use *Funding Code – National 11 or 15*, Administering State/Territory and Client Identifier fields should be left blank.

- As you enter your enrolments you need to save the changes – click **Save**. Continue to enter the enrolments (subjects) until complete.
- Updates will appear in the *Pending Transcript Updates* field and will show all edited and new subject enrolments. You can view, edit and cancel any updates from this section. Once happy with your updates you can **Submit Updates**.

**Pending Transcript Updates**

USI	Training Organisation Identifier	Training Organisation Name	Subject Identifier	Subject Name	Acti Star Date
22222226SD			HLTADM002	Manage Telehealth technology	01/1

Showing 1 to 1 of 1 record(s)

**Submit Updates**

If the pending transcript updates are correct - select submit updates if not you can edit them at this point.

Last Updated Date: 28/03/2017 10:46AM

10. An email will be sent once the client's transcript has been updated after which you can notify your client this has occurred.
11. Reminder: You need to replicate all USI transcript updates submitted via AVS in your RTO's student management system (SMS) to ensure that the data is not overwritten in subsequent submissions and that your internal data is consistent with the USI transcript.

## Adding a new program completion

Where a USI has been added or already exists (if it has previously been reported by your organisation) and a program completion needs to be added to this USI:

1. Select **Add New Program Completion**. This will bring you to the Add New Program Completion screen.

The screenshot shows the AVS system interface. At the top, there are search fields for 'USI' (containing '22222226SD') and 'Organisation:'. A 'Search' button is to the right. Below this, there are two main sections. The first is 'Training Activity' with a button 'Add New Training Activity Record'. It contains a table with columns: Subject Identifier, Subject Name, Activity Start Date, Activity End Date, Outcome Identifier-National, Funding Source-National, and Action. Below the table, it says 'No Training Activity Records found for this USI' and 'Showing 0 to 0 of 0 record(s)'. The second section is 'Program Completions' with a button 'Add New Program Completion' highlighted in a red box. It contains a table with columns: Program Identifier, Program Name, Year Program Completed, and Action. Below the table, it says 'No Program Completions found for this USI' and 'Showing 0 to 0 of 0 record(s)'.

2. Tick the VET in Schools completion box if the new program completion contains any VET in school's subjects. If it does you will need to select the administering state/territory and provide the Client identifier. Once you have submitted this update, AVS will automatically email the appropriate Board of Studies informing them of the new Program Completion entry.
3. If your new program completion contains government-funded subject enrolments, you will need to select the administering state/territory and provide the Client identifier. Once you have submitted the new program completion, AVS will automatically email the STA funding the training activity.
4. Select the *Year Program Completed* field. Note you cannot select a Year Program Completed that is in a current or future AVETMISS collection year.

**For example:** if the current collection period is 2017 you cannot enter the Year Program Completed to be anything but 2015 or 2016. Enter the Program Identifier, typing in the first three characters of the Program Identifier – this will prompt the lookup menu to appear from which you can select the appropriate program. You can only add nationally recognised programs that appear on [www.training.gov.au](http://www.training.gov.au).

5. Once the details have been entered you need to save the changes – click **Save**.

The screenshot shows the 'Add New Program Completion' form. The title is 'Add New Program Completion'. Below the title, there is a breadcrumb trail: 'Home / USI Transcript Updates / Add New Program Completion'. The form contains the following fields and values: 'USI' (22222226SD), 'Training Organisation Identifier' (602), 'Training Organisation Name' (RTO1), 'VET in Schools completion' (checkbox), 'Government funded' (checkbox checked), 'Year Program Completed' (dropdown menu showing 2015), 'Program Identifier' (lookup field showing 'HLT20102 - Certificate II in Health Support Services (Stores)'), 'Funding State/Territory' (dropdown menu showing SA), and 'Client Identifier' (123456789). At the bottom, there are three buttons: 'Save', 'Cancel', and 'Clear'. A note at the bottom states: 'This information is required to identify the client for the STA/BOS who will be notified of this addition. Note that this value cannot be edited after submission'.

- All updates will appear in the Pending Transcript Updates field where you can view, edit and cancel any updates from the Pending Transcript Updates section. Once you have completed and reviewed your updates you can submit them by clicking **Submit Updates**.

**Pending Transcript Updates**

Enrolments

USI	Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National
22222226SD	HLTADM002	Manage Telehealth technology	01/12/2015	07/10/2016	20
22222226SD	BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51
22222226SD	BSBADM302	Produce texts from notes	01/12/2015	31/08/2016	20
22222226SD	BSBADM101	Use business equipment and resources	01/12/2015	31/08/2016	20
22222226SD	BSBADM302B	Produce texts from notes	16/12/2015	18/10/2016	20

Showing 1 to 5 of 5 record(s)

**Submit Updates**

**If the pending transcript updates are correct- select submit updates**

**Pending Transcript Updates**

Enrolments

USI	Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National
22222226SD	HLTADM002	Manage Telehealth technology	01/12/2015	07/10/2016	20
22222226SD	BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51
22222226SD	BSBADM302	Produce texts from notes	01/12/2015	31/08/2016	20
22222226SD	BSBADM101	Use business equipment and resources	01/12/2015	31/08/2016	20
22222226SD	BSBADM302B	Produce texts from notes	16/12/2015	18/10/2016	20

Showing 1 to 5 of 5 record(s)

**Program Completions**

USI	Program Identifier	Program Name	Year Program Completed	Action
22222226SD	BSB10101	Certificate I in Business	2015	Cancel Deletion

Showing 1 to 1 of 1 record(s)

**Submit Updates**

An email will be sent to you once the client’s transcript has been updated after which you can notify your client this has occurred.

You must replicate all USI transcript updates submitted via AVS in your RTO’s student management system (SMS) to ensure that the data is not overwritten on your next submission and that your internal data is consistent with the USI transcript.

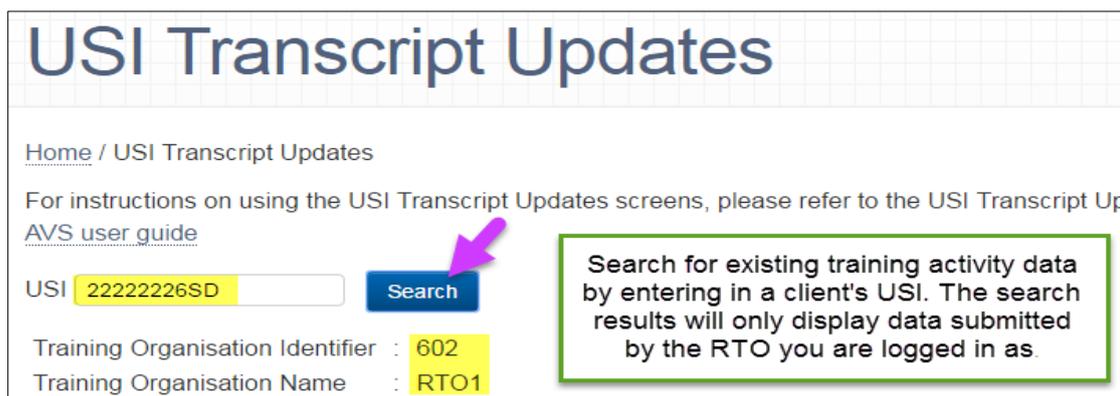
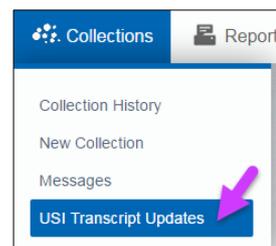
An email will be sent to the user logged in and submitting the changes as well as the Primary Contact, usually within 48 business hours after update(s) have been submitted. The RTO should then notify the client that the update has been successful.

An email will also be sent to the relevant Boards of Studies or STA if the training activity is either VET in schools or government funded. The USI office also receives weekly reports on all USI transcript updates.

## Amending an existing USI transcript

To amend an existing transcript:

1. Log into AVS at <<https://avs.ncver.edu.au/avs>>.
2. From the Collections drop down menu select **USI Transcript Updates**; this will take you to the *USI Transcript Updates* screen. Type in the Client's USI (in capitals) and select search.
3. Type in the USI and select *Search*. Use capital letters when entering in client USIs.

A screenshot of the 'USI Transcript Updates' search interface. The page title is 'USI Transcript Updates'. Below the title is a breadcrumb 'Home / USI Transcript Updates' and a link to the 'AVS user guide'. A search form contains a text input field with '22222226SD' and a blue 'Search' button. Below the input field, the 'Training Organisation Identifier' is '602' and the 'Training Organisation Name' is 'RTO1'. A pink arrow points to the 'Search' button. A green-bordered box on the right contains the text: 'Search for existing training activity data by entering in a client's USI. The search results will only display data submitted by the RTO you are logged in as.'

By searching for a specific USI, all the training activity data completed by that client at your RTO will be displayed where reported (if the client has completed training at another RTO that your AVS account is not associated with this will not be displayed for privacy reasons). NCVER's Privacy Policy is available at <https://www.ncver.edu.au/privacy>.

If the USI was not reported against a particular client's training activity, no data will be displayed. You will need to add their USI first and then add all of their training activity. Please refer to *Adding a new USI Transcript Entry* in the previous section.

# USI Transcript Updates

Home / USI Transcript Updates

For instructions on using the USI Transcript Updates screens, please refer to the USI Transcript Updates section of the AVS user guide

USI

Training Organisation Identifier : 602  
 Training Organisation Name : RTO1

All reported training activity data for USI displayed below

**Enrolments**

Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
BSBADM302A	Produce texts from notes	01/12/2015	07/10/2016	30	13	<a href="#">Edit/Delete</a>
BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51	20	<a href="#">Edit/Delete</a>
BSBADM303A	Produce texts from audio transcription	01/12/2015	12/10/2016	40	15	<a href="#">Edit/Delete</a>

Showing 1 to 3 of 3 record(s)

**Program Completions**

Program Identifier	Program Name	Year Program Completed	Action
BSB10101	Certificate I in Business	2015	<a href="#">Edit/Delete</a>
BSB20101	Certificate II in Business	2015	<a href="#">Edit/Delete</a>
BSB20112	Certificate II in Business	2015	<a href="#">Edit/Delete</a>

Showing 1 to 3 of 3 record(s)

Click on arrows to scroll through multiple pages

## Pending Transcript Updates

No pending transcript updates found for the user

**Important:** If you search for a USI that does not have any training activity, a popup box will appear – asking you whether you would like to add the USI. Adding a USI (and the related training activity) will only populate the USI transcript and **will not** update the AVETMISS data that you submitted.

**Confirmation Required.**

No data found for the USI for this RTO.

Do you want to add the USI for this RTO?

## Editing an existing subject enrolment

1. Log into AVS at <https://avs.ncver.edu.au/avs>
2. Make sure that your AVS account includes the role of Data Submitter, Primary Contact and/or Organisation Administrator. See Section 7 – Account settings and User Roles for further information.
3. Select **USI Transcript Updates** from the *Collections* drop down menu; this will take you to the *USI Transcript Updates* screen (pictured below).
4. Type in the client's USI (using capital letters) and click **Search**.

**USI Transcript Updates**

Home / USI Transcript Updates

For instructions on using the USI Transcript Updates screens, please refer to the [USI Transcript Updates AVS user guide](#)

USI

Training Organisation Identifier : 602  
Training Organisation Name : RTO1

Search for existing training activity data by entering in a client's USI. The search results will only display data submitted by the RTO you are logged in as.

5. To edit the existing subject enrolment click **Edit**, this will bring you to the *Edit Enrolment* screen, make the required edits and click **Save**. This will bring you back to the previous screen and you will be able to view the Pending Transcript Updates prior to submission.

Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
BSBADM302A	Produce texts from notes	01/12/2015	07/10/2016	30	13	Edit/Delete
BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51	20	Edit/Delete

**IMPORTANT:** You can only edit subject enrolments started in a **previous** AVETMISS collection – you cannot edit a subject enrolment to have an *Activity Start Date* in a current or future AVETMISS collection. additionally, you cannot edit any field if the *Activity Start Date* is already in a current AVETMISS collection.

## Edit Enrolment

Home / USI Transcript Updates / Edit Enrolment

Edit the field(s) that require amending and then save

USI	22222226SD		
Training Organisation Identifier	602		
Training Organisation Name	CAREER EMPLOYMENT AUSTRALIA INCORPORATED		
Activity Start Date	01/12/2015	6	
Activity End Date	07/10/2016	7	
Subject Identifier	BSBADM302A - Produce texts from notes	8	
Outcome Identifier - National	20 - Competency achieved/pass	9	▼
Funding Source - National	13 - Commonwealth specific purpose programs	10	▼

6. When **editing** *Activity Start Date*, you can only edit subject enrolments started in a previous AVETMISS collection.
  - a. This means you cannot edit a subject enrolment to have an *Activity Start Date* in a current or future AVETMISS collection.
 

**For example:** if AVS is currently accepting submissions for the 2018 AVETMISS collection; you cannot edit an existing (2017) subject enrolment to have an *Activity Start Date* from Jan 2018 onwards. The very latest *Activity Start Date* that you can enter is 31 December 2017.
  - b. If the *Activity Start Date* is already set to be in the current collection year you will not be able to edit this subject enrolment record.
 

**For example:** if AVS is currently accepting 2018 data and you have already submitted data to the 2017 collections with subject enrolments that have 2018 *Activity Start Dates*, you will not be able to edit these records at all. You will only be able to amend these records by resubmitting your data via the normal process (either directly to NCVET via AVS or via your STA or BoS).
7. When **editing** *Activity End Date* please note that the *Activity End Date* must be after 1 January 2015. This is because only training activity from 2015 onwards is included on the USI transcript.
8. To edit the *Subject Identifier* – delete the existing one. Enter the new *Subject Identifier*. This is a lookup field, which will self-populate after the first three characters are typed and prompt the lookup menu to appear from which you can select the appropriate subject. Only nationally recognised subject enrolments that appear on [www.training.gov.au](http://www.training.gov.au) can be added via the USI Transcript Update Tool. You can only add accredited course unit/modules that are listed on [www.training.gov.au](http://www.training.gov.au).
9. When **editing** *Outcome Identifier – National* – you can **edit** existing final outcomes. However, you cannot change a final outcome to or from a continuing outcome.
 

**For example:** You cannot change a 20 (*competency achieved*) or a 30 (*competency not achieved*) to a 70 (*enrolment continuing into a following collection year*) and you cannot change a 70 to a 20 or a 30.

The only way to change a final outcome (20, 30 etc.) to a continuing outcome (70) or vice versa is to delete the existing enrolment record and then add a new subject enrolment record for the client with the correct outcome identifier. Alternatively, you can resubmit the training activity via the usual AVETMISS reporting process if available.

You will not be able to select *Outcome Identifier – National 61* (superseded subject). This is because subject enrolments assigned this outcome id are not included on the USI transcript.

- When editing *Funding Source – National* please note that you will not be able to change the funding source if it is already listed as a state-specific code (11 or 15). An enrolment record with these funding source codes can be deleted but the funding STA will be notified.

If you are editing the *Funding Source – National* field to change from a fee-for-service code (20, 30 etc.) to a 13 – *Commonwealth specific purpose programs*, AVS will automatically email the Commonwealth about this change so that they can confirm your claim.

- Save your edits.
- Review or Cancel. Once you have saved your edits you will be brought back to the original *USI Transcript Updates* screen. From here you will be able to review or cancel the edit(s) that you have made in the *Pending Transcript Updates* section.
- Submit your USI transcript update(s) once you have reviewed them. Please note that you can add/edit multiple programs and subject transcript updates and submit them all at once. You can also submit them individually.

**Pending Transcript Updates**

Enrolments

USI	Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National
22222226SD	HLTADM002	Manage Telehealth technology	01/12/2015	07/10/2016	20

Showing 1 to 1 of 1 record(s)

If the pending transcript update is correct- select submit

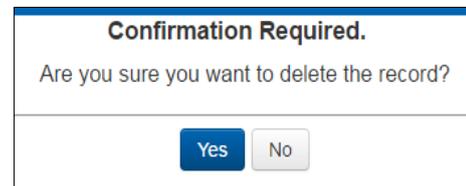
< < 1 > >

## Deleting an existing subject enrolment

1. Log into AVS at <https://avs.ncver.edu.au/avs/>
2. Make sure that your AVS account includes the role of Data Submitter, Primary Contact and/or Organisation Administrator. See Section 7 – Account Settings and User Roles for further information.
3. Select **USI Transcript Updates** from the *Collections* drop down menu; this will take you to the *USI Transcript Updates* screen (pictured below).
4. Type in the client's USI and then click **Search**.
5. Find the subject enrolment which you wish to remove from the client's USI transcript and click **Delete**.



6. A confirmation box will appear asking you to confirm if you would like to delete the record – Select **Yes**.
7. To review or cancel your subject deletion – go to the *Pending Updates* section on the previous screen. Once you have completed and reviewed the updates you can **Submit** them. Note you can add/edit multiple program deletions and submit them all at once. You can also submit them individually.



**The deletion will only be finalised once you submit updates.**

An email will be sent to the user logged in and submitting the changes, as well as the Primary Contact, usually within 48 business hours after update(s) have been submitted. The RTO should then notify the client that the update has been successful.

An email will also be sent to the relevant Boards of Studies or STA if the training activity is either VET in schools or government funded. The USI office also receives weekly reports on all USI transcript updates.

## Adding a new subject enrolment

To add a/multiple new subject enrolment(s) to a previously reported USI:

1. Select *Add Training Activity Enrolment*. This will bring you to the *Add New Training Activity Record* screen where you can enter the new enrolment details (see screen shot below).

**Note:** All details need to be entered in the order as they appear.

2. If your **new** subject enrolment is a VET in Schools enrolment you will need to tick the relevant box, then select the administering state/territory and provide the client identifier (student number). Upon submission of the USI transcript update AVS will email the appropriate Board of Studies (within 48 hours) informing them of the new subject enrolment entry.
3. When **adding** *Activity Start Date*, note that you can only add subject enrolments started in a previous AVETMISS collection i.e. you cannot add a subject enrolment with an *Activity Start Date* in a current or future AVETMISS collection.

**For example:** if AVS is currently accepting submissions for the 2018 AVETMISS collection; you cannot add an existing (2017) subject enrolment to have an *Activity Start Date* from Jan 2018 onwards. The very latest *Activity Start Date* that you can enter is 31 December 2017.

4. When **adding** *Activity End Date* please note that the *Activity End Date* must be after 01 January 2015. This is because only training activity from 2015 onwards is included on the USI transcript.

**Add New Training Activity Record**

Home / USI Transcript Updates / Add New Training Activity Record

USI 22222226SD

Training Organisation Identifier 1223

Training Organisation Name Nepean Community College Inc

VET in Schools training activity  2

Activity Start Date 3 01/01/2015

Activity End Date 4 08/04/2016

Subject Identifier 5 BSBADM302 - Produce texts from notes

Outcome Identifier - National 6 20 - Competency achieved/pass

Funding Source - National 7 20 - Domestic full fee-paying client

Administering State/Territory --- Please Select ---

Client Identifier 0123456789

These two fields are only required if VET in Schools and/or funding source 11 or 15 are selected.

This information is required to identify the client for the STA/BOS who will be notified of this addition. Note that this value cannot be edited after submission

Save Cancel Clear

5. Enter the *Subject Identifier*. This is a lookup field, which will self-populate after the first three characters are typed and prompt the lookup menu to appear from which you can select the appropriate subject. Only nationally recognised subject enrolments that appear on [www.training.gov.au](http://www.training.gov.au) can be added via the USI Transcript Update Tool. You can only add any accredited unit modules that are listed on [www.training.gov.au](http://www.training.gov.au).
6. When adding a new subject enrolment, you can select from the following *Outcome Identifier – National* codes. Please note that if you select 70 – *Continuing enrolment* into the following collection year your *Activity End Date* must be after the collection period end date that you are adding the subject enrolment to.

**For example:** If you are adding a subject enrolment to the Jan–Dec 2017 collection and you are adding a continuing subject enrolment (*Outcome identifier 70*) the earliest possible activity end date that you can use is 1 January 2018.

- When **adding** a new subject enrolment, it is possible to select a state specific funding source (unlike when editing an existing subject enrolment). If you are adding a new state funded (*Funding Source – National 11 or 15*) subject enrolment you will need to select the administering state/territory as well as provide the client identifier. Once you have saved the new enrolment AVS will email the STA funding the training activity within 48 hours. If your RTO does not receive state funding and/or does not submit data via your STA you should not need to change the *Funding Source-National* field to either of the state specific funding source codes (*11 or 15*).
- You will now need to save the changes – click **Save**. This will bring you back to the *USI Transcript Updates* page where you can review all edited and new subject enrolments. Once you have completed and reviewed your updates you can finalise and submit them by clicking **Submit Updates**.

### Pending Transcript Updates

**Enrolments**

USI	Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National
22222226SD	HLTADM002	Manage Telehealth technology	01/12/2015	07/10/2016	20
22222226SD	BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51
22222226SD	BSBADM302	Produce texts from notes	01/12/2015	31/08/2016	20
22222226SD	BSBADM101	Use business equipment and resources	01/12/2015	31/08/2016	20
22222226SD	BSBADM302B	Produce texts from notes	16/12/2015	18/10/2016	20

Showing 1 to 5 of 5 record(s)

< < 1 > >

**If the pending transcript updates are correct- select submit updates**

## Editing an existing program completion:

1. Log into AVS at <<https://avs.ncver.edu.au/avs>>.
2. Make sure that your AVS account includes the role of Data Submitter, Primary Contact and/or Organisation Administrator (refer to Section 7 – Account Settings and User Roles for more information).
3. Type in the client's USI (using capital letters) to view their training activity and click **Edit** beside the program completion you wish to amend.

The screenshot displays the 'USI Transcript Updates' web interface. At the top, there is a search bar with the USI '22222226SD' and a 'Search' button. Below this, the training organisation details are shown: 'Training Organisation Identifier : 602' and 'Training Organisation Name : RTO1'. There are two main sections: 'Training Activity' and 'Program Completions'. The 'Training Activity' section contains a table with columns for Subject Identifier, Subject Name, Activity Start Date, Activity End Date, Outcome Identifier-National, Funding Source-National, and Action. It lists three records for 'Produce texts from notes' and 'Produce texts from audio transcription'. The 'Program Completions' section contains a table with columns for Program Identifier, Program Name, Year Program Completed, and Action. It lists three records for 'Certificate I in Business' and 'Certificate II in Business'. A purple arrow points to the 'Edit/Delete' link in the Action column of the first record in the Program Completions table.

Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
BSBADM302A	Produce texts from notes	01/12/2015	07/10/2016	30	13	Edit/Delete
BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51	20	Edit/Delete
BSBADM303A	Produce texts from audio transcription	01/12/2015	12/10/2016	40	15	Edit/Delete

Program Identifier	Program Name	Year Program Completed	Action
BSB10101	Certificate I in Business	2015	Edit/Delete
BSB20101	Certificate II in Business	2015	Edit/Delete
BSB20112	Certificate II in Business	2015	Edit/Delete

4. On the Edit Program Completion screen, you can edit the Year Program Completed.
  - a. Please note that you cannot change the Year Program Completed to be in a current or future AVETMISS collection year.

**For example:** if the 2018 AVETMISS collection is currently accepting submissions you can only change the Year Program Completed to be 2015 or 2017. This is because 2018 is the current collection year and anything after 1 January 2018 will be in a current or future AVETMISS collection. Activity before 2015 is not included on the USI transcript and therefore does not need to be updated.
  - b. If the Year Program Completed is within the current collection year you will not be able to edit the Program Completion.

**For example:** if AVS is currently accepting 2018 submissions and you have already submitted 2018 data that contains programs completed in 2018; you will not be able to edit these Program Completion records. The only way to amend these records is to resubmit your data via the normal process (either directly to NCVET via AVS or through your STA).
5. Type in the first three characters of the *Program Identifier* – this will prompt the lookup menu to appear from which you can select the appropriate program. You can only add nationally accredited programs that appear on [www.training.gov.au](http://www.training.gov.au).

## Edit Program Completion

Home / USI Transcript Updates / Edit Program Completion

USI 22222226SD  
 Training Organisation Identifier 602  
 Training Organisation Name CAREER EMPLOYMENT AUSTRALIA INCORPORATED  
 Year Program Completed **4** 2015  
 Program Identifier **5** BSB20211 - Certificate II in Customer Contact

6. **Save** and review/cancel your edited program completion in the *Pending Transcript Updates* section. The edited program completion will only be finalised once you click **Submit**.

## Finalise USI Transcript Updates

Home / USI Transcript Updates / Finalise USI Transcript Updates

**Summary of changes :**

Enrolments USI	Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outco Identifi Nation
GNP5X4Q8FS	CPCCCM1012A	Work effectively and sustainably in the construction industry	09/04/2014	15/01/2015	20

Showing 1 to 1 of 1 record(s)

You will have a final chance to review your updates here. You can scroll left to right to see more information.

Submitter Ref 0104  
 Trading Name Career Employment Australia Incorporated  
 Submitted By

I am hereby authorised to correct USI Transcript data on behalf of my organisation.

## Deleting an existing program completion

1. Log into AVS at <https://avs.ncver.edu.au/avs>. Make sure that your AVS account includes the role of Data Submitter, Primary Contact and/or Organisation Administrator (see Section 7 – Account Setting and user Roles for more information).
2. Select **USI Transcript Updates** from the *Collections* drop down menu; this will take you to the *USI Transcript Updates* screen.
3. Type in the client's USI and select *Search*. Find the program completion to be removed from the client's USI transcript and select **Delete** from the *Action* column.

The screenshot shows the 'USI Transcript Updates' interface. At the top, there is a search bar with the USI '22222226SD' entered and a 'Search' button. Below the search bar, the 'Training Organisation Identifier' is 602 and the 'Training Organisation Name' is RTO1. There are two main sections: 'Training Activity' and 'Program Completions'. The 'Training Activity' section has a table with columns: Subject Identifier, Subject Name, Activity Start Date, Activity End Date, Outcome Identifier-National, Funding Source-National, and Action. It lists three records for 'Produce texts from notes' and 'Produce texts from audio transcription'. The 'Program Completions' section has a table with columns: Program Identifier, Program Name, Year Program Completed, and Action. It lists three records for 'Certificate I in Business', 'Certificate II in Business', and 'Certificate II in Business'. A purple arrow points to the 'Delete' link in the 'Action' column of the first record in the 'Program Completions' table.

Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
BSBADM302A	Produce texts from notes	01/12/2015	07/10/2016	30	13	Edit/Delete
BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51	20	Edit/Delete
BSBADM303A	Produce texts from audio transcription	01/12/2015	12/10/2016	40	15	Edit/Delete

Program Identifier	Program Name	Year Program Completed	Action
BSB10101	Certificate I in Business	2015	Edit/Delete
BSB20101	Certificate II in Business	2015	Edit/Delete
BSB20112	Certificate II in Business	2015	Edit/Delete

4. A confirmation box will appear to confirm if you would like to delete the record – select **Yes**.
5. To review or cancel your deletion – select it in the *Pending Updates* section on the previous screen. The deletion will only be finalised once you submit updates.
6. After clicking **Cancel deletion** a pop-up window will appear – to complete the cancellation click **Yes**.

USI	Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National
22222226SD	HLTADM002	Manage Telehealth technology	01/12/2015	07/10/2016	20
22222226SD	BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51
22222226SD	BSBADM302	Produce texts from notes	01/12/2015	31/08/2016	20
22222226SD	BSBADM101	Use business equipment and resources	01/12/2015	31/08/2016	20
22222226SD	BSBADM302B	Produce texts from notes	16/12/2015	18/10/2016	20

Showing 1 to 5 of 5 record(s)

Program Completions

USI	Program Identifier	Program Name	Year Program Completed	Action
22222226SD	BSB10101	Certificate I in Business	2015	<a href="#">Cancel Deletion</a>

Showing 1 to 1 of 1 record(s)

[Submit Updates](#)

An email will be sent to the user logged in and submitting the changes as well as the Primary Contact, usually within 48 business hours after update(s) have been submitted. The RTO should then notify the client that the update has been successful.

An email will also be sent to the relevant Boards of Studies or STA if the training activity is either VET in schools or government funded. The USI office also receives weekly reports on all USI transcript updates.

## Adding a new program completion

1. Log into AVS at <https://avs.ncver.edu.au/avs>.
2. Make sure that your AVS account includes the role of Data Submitter, Primary Contact and/or Organisation Administrator. See Section 7 – Account settings and user roles for further information.
3. Select *USI Transcript Updates* from the *Collections* drop down menu; this will take you to the *USI Transcript Updates* screen.
4. Type in the client's USI to bring up their training activity and then select *Add New Program Completion*. This will bring you to the *Add New Program Completion* screen, where you can enter in all the required details.

The screenshot shows the AVS interface for a specific client. At the top, the USI is 2222226SD. Below this, the Training Organisation Identifier is 602 and the Training Organisation Name is RTO1. There are two main sections: 'Enrolments' and 'Program Completions'. The 'Enrolments' section contains a table with 3 records. The 'Program Completions' section contains a table with 3 records. A red box highlights the 'Add New Program Completion' button in the 'Program Completions' section, with a purple arrow pointing to it.

Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier-National	Funding Source-National	Action
BSBADM302A	Produce texts from notes	01/12/2015	07/10/2016	30	13	Edit/Delete
BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51	20	Edit/Delete
BSBADM303A	Produce texts from audio transcription	01/12/2015	12/10/2016	40	15	Edit/Delete

Program Identifier	Program Name	Year Program Completed	Action
BSB10101	Certificate I in Business	2015	Edit/Delete
BSB20101	Certificate II in Business	2015	Edit/Delete
BSB20112	Certificate II in Business	2015	Edit/Delete

## Add New Program Completion

Home / USI Transcript Updates / Add New Program Completion

USI: 2222226SD  
Training Organisation Identifier: 602  
Training Organisation Name: RTO1

VET in Schools completion  
 Government funded

Year Program Completed: 2015

Program Identifier: HLT20102 - Certificate II in Health Support Services (Stores)

Funding State/Territory: SA

Client Identifier: 123456789

This information is required to identify the client for the STA/BOS who will be notified of this addition. Note that this value cannot be edited after submission

5. Select whether the new program completion contains any VET in school's subjects. If it does you will need to select the administering State/Territory and provide the *Client Identifier*. Once you have submitted this USI Transcript Update, AVS will automatically email the appropriate Board of Studies informing them of the new Program Completion entry.
6. If your new program completion contains government funded subject enrolments, you will need to select the administering state/territory and provide the Client Identifier. Once you have submitted the new program completion, AVS will automatically email the STA that you have said is funding the training activity.
7. When completing the *Year Program Completed* field please note that you cannot select a *Year Program Completed* that is in a current or future AVETMISS collection year.

**For example:** if the 2018 AVETMISS collection is currently accepting submissions you cannot change the *Year Program Completed* to be anything but 2015, 2016 or 2017. This is because 2018 is the current collection year and anything after 2018 will be a future AVETMISS collection. Activity before 2015 is not included on the USI transcript and therefore does not need to be updated.

8. Type in the first three characters of the *Program Identifier* – this will prompt the lookup menu to appear from which you can select the appropriate program. You can only add nationally recognised programs that appear on [www.training.gov.au](http://www.training.gov.au).
9. To review or cancel your program addition – review it under the *Pending Transcript Updates* section on the previous screen. The program addition will only be finalised once you click **Submit Updates**.

### Pending Transcript Updates

**Enrolments**

USI	Subject Identifier	Subject Name	Activity Start Date	Activity End Date	Outcome Identifier National
22222226SD	HLTADM002	Manage Telehealth technology	01/12/2015	07/10/2016	20
22222226SD	BSBADM302B	Produce texts from notes	01/12/2015	12/10/2016	51
22222226SD	BSBADM302	Produce texts from notes	01/12/2015	31/08/2016	20
22222226SD	BSBADM101	Use business equipment and resources	01/12/2015	31/08/2016	20
22222226SD	BSBADM302B	Produce texts from notes	16/12/2015	18/10/2016	20

Showing 1 to 5 of 5 record(s)

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**Program Completions**

USI	Program Identifier	Program Name	Year Program Completed	Action
22222226SD	BSB10101	Certificate I in Business	2015	Cancel Deletion

Showing 1 to 1 of 1 record(s)

|< < 1 > >|

Submit Updates

An email will be sent to the user logged in and submitting the changes as well as the primary contact, usually within 48 business hours after update(s) have been submitted. The RTO should then notify the client that the update has been successful.

An email will also be sent to the relevant Boards of Studies or STA if the training activity is either VET in schools or government funded. The USI office also receives weekly reports on all USI transcript updates.

# Section 6 - Reports



AVS produces a number of reports which can be generated on validated collections to assist you with assuring the accuracy of your data submission.

Once generated, these reports will be emailed to you as a PDF (default setting). If you want the reports in a CSV format you will first need to change the default set up under user settings (see Section 7 – Account settings and user roles for further information).

## Overview of reports

### 10. Duplicate Enrolments report – VET and VET in Schools collections

**Context:** This report allows you to identify and analyse how many times a certain field is repeated in your organisation’s Enrolment file. For example, you may want to check whether a particular *Client identifier* and *Subject identifier* combination was repeated in your Enrolment file (NAT00120).

### 11. Duplicate Clients report – all collections

**Context:** This report allows you to identify how many times a certain field is repeated in your organisation’s Client file. For example, you may want to check whether a particular *Client name* and *Date of birth* combination was repeated in your Client file (NAT00080).

### 12. Duplicate Employers report – Apprentice & Trainee collection.

**Context:** This report allows you to identify how many times a certain field is repeated in your organisation’s Training Contract Transaction file. For example, you may want to check whether a particular *Employer identifier* and *Postcode* combination was repeated in your Training Contract Transaction File (APP00150).

### 13. Data Profile/Frequency report – all collections

**Context:** Frequency reports show the proportion of missing values in your data.

### 14. Enrolments by Training Organisation report – VET collections (this report can only be generated on error free collections)

**Context:** This report is primarily for STA consolidating data with multiple RTOs into a single submission. It allows you to determine what percentage of your enrolment data is reported against each training organisation.

To access the reports, click the **Reports** menu button from the AVS home page and select the required report type.

## How to generate a duplicate report

This process applies to all three duplicate reports:

1. Select either the *Duplicate Enrolments*, *Duplicate Clients* or the *Duplicate Employers* report from the *Reports* menu — the selected Duplicate Report screen will be displayed.
2. Select the submission that you wish to run the report on by clicking in the radio button next to the listed submission.

A list of available matches will be displayed.

**Duplicate clients report**  
For Organisations: RTO1

Home / Duplicate Clients

### Collections

	Organisation trading name	Date	Type	Period Type	Year	Status
<input checked="" type="radio"/>	RTO1	Sat, 28/10/2017 11:45	VET	Jan-Dec	2014	Submitted
<input type="radio"/>	RTO1	Fri, 03/11/2017 11:49	VET	Jan-Dec	2016	Submitted
<input type="radio"/>	RTO1	Fri, 27/10/2017 15:46	VET	Jan-Dec	2017	Submitted

Showing 1 to 3 of 3 record(s)

### Match On

<input checked="" type="checkbox"/> Client Id	<input type="checkbox"/> Client Name	<input checked="" type="checkbox"/> Date of Birth
<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Postcode	<input type="checkbox"/> Country
<input type="checkbox"/> Language Id	<input type="checkbox"/> Indigenous Status Id	<input type="checkbox"/> Highest School Level Completed
<input type="checkbox"/> Year Highest School Level	<input type="checkbox"/> Disability Flag	<input type="checkbox"/> Prior Education Achievement Flag
<input type="checkbox"/> At School Flag	<input type="checkbox"/> Labour Force Status Id	<input type="checkbox"/> Proficiency In Spoken English Id
<input checked="" type="checkbox"/> Unique Student Id		

Select all   Select none

**Generate and Email Report**

3. Select the fields you wish to match on by clicking the check box next to each field. For example, in the *Duplicate Enrolments* reports you may want to match on *Subject ID* and *Outcome ID National*. When generating the *Duplicate Clients* report you may want to match on *Sex* and *Year Highest School Level* and for the *Duplicate Employers* report you may want to match on *Postcode* and *Employers Legal Name*. Once you have selected the fields for the duplicate report you wish to generate click the **Generate and email report** button.
4. A dialog box will appear advising you that the report will be sent to your registered email address.
5. Click **OK**.
6. AVS will send the Duplicate report to your registered email address as a PDF attachment.

**Attention Required.**  
Report will be sent to your email address once generated.

OK

## Data profile / frequency report

1. Select *Data Profile/Frequency Report* from the Reports menu – the *Data Profile/Frequency Report* page will be displayed:

**Data Profile / Frequency Report**  
For Organisations: RTO 6, STA 1,  
Home / Profile / Frequency

**Filter by**

Ref #  Trading name   
Collection type  Year  Period

**Submissions**

Organisation	Date	Type	Period Type	Year	Status
<input checked="" type="radio"/> Adrian's STA 1	Wed 01/01/2014	VET	Annual	2014	Validated
<input type="radio"/> Adrian's RTO 6	Wed 01/01/2014	VET	Annual	2014	Validated

Showing 1 to 2 of 2 record(s)

2. You can filter your submissions by collection type, year and period by using the drop down lists. Once selected, click the **Filter** button.
3. Select an organisation by clicking the relevant radio button and the list of AVETMISS files will become visible.
4. Select or deselect the file reference as appropriate for your requirements.
5. Click **Generate and Email Report**.

File Id	File Name	Records
<input checked="" type="checkbox"/> NAT00005.TXT	Submission to Managing Agent	1
<input checked="" type="checkbox"/> NAT00010.TXT	Registered Training Organisation	5
<input checked="" type="checkbox"/> NAT00020.TXT	Training Organisation Delivery Location	17
<input checked="" type="checkbox"/> NAT00030.TXT	Program	9
<input checked="" type="checkbox"/> NAT00060.TXT	Subject	20
<input checked="" type="checkbox"/> NAT00080.TXT	Client	7
<input checked="" type="checkbox"/> NAT00090.TXT	Disability	2
<input checked="" type="checkbox"/> NAT00100.TXT	Prior Educational Achievement	3
<input checked="" type="checkbox"/> NAT00120.TXT	Enrolment	21
<input checked="" type="checkbox"/> NAT00130.TXT	Program Completed	4

Showing 1 to 10 of 10 record(s)

2. A message box will appear advising that the report will be sent to your registered email address. Click **OK**.
3. AVS will send the *Frequency* report to your registered email address as a PDF attachment.

## Enrolments by training organisation report

This report can only be generated on error free collections

1. Select Enrolments by Training Organisation report from the Reports menu – Enrolments by Training Organisation Report page will be displayed:

Enrolments by Training Organisation

For Organisations: RTO1

Home / Profile / Enrolments By Training Organisation

**Filter by**

Trading name: RTO1

Collection type: VET Provider Collection

Year: 2014

Period: All

**Filter**

**Submissions**

Show 10 entries

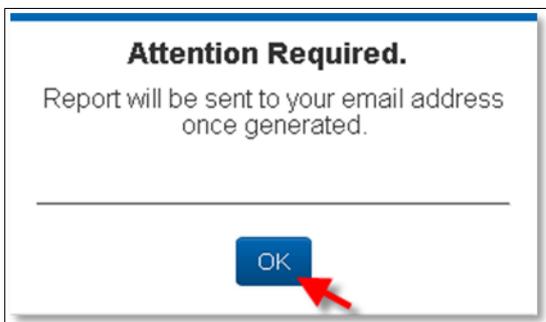
Organisation	Date	Type	Period Type	Year	Status
<input checked="" type="radio"/> RTO1	Wed 02/07/2014	VET	Interim	2014	Validated

Showing 1 to 1 of 1 record(s)

First Previous 1 Next Last

**Generate and Email Report**

2. You can filter your results by selecting the Collection period, Year and Collection type for the Enrolments by Training Organisation report using the dropdown lists. Once selected, click the **Filter** button.
3. Select the submission that you wish to report on by clicking the radio button next to the listed submission and then click the **Generate and email report** button.
4. A dialog box will appear advising the report will be sent to your registered email address.
5. Click **OK**.
6. AVS will send the *Enrolments by Training Organisation* report to your registered email address as a PDF attachment.



## Data authorisation report

You can produce a *Data Authorisation Report* by clicking on the **Save As** link in the *Finalise Submission* screen. A PDF report will be generated and may be viewed immediately or saved. Your own comments may be saved in the report by entering your text directly into the comments field and clicking the **Save Comment** button prior to clicking **Save As**.

Comment: 2000 characters remaining

Save As

I am hereby authorised to submit data on behalf of this organisation and to the best of my knowledge the data contained in these files is true and correct.

I have read the [VET Data Use Statement and RTO Declaration and Understanding](#) and information provided about NCVER's scope of reporting.



## Data Authorisation Report

Please find below the data reported by your organisation for the National VET Provider Collection, 2016.

Description			Total
Number of Derived Program Enrolments			16
Number of Subject Enrolments			18
Number of Nominal Hours <sup>1</sup>			3530
Number of Subject Scheduled Hours			1030
Number of Enrolled Clients	Female	2	
	Male	5	
	Not specified	0	
	Total		7
Number of Programs Completed	2016	0	
	2015	0	
	Total		4

1: Please note that these hours refer to Nominal Hours and not Nationally Agreed Nominal Hours

**Collection Type:** VET Provider Collection  
**Collection Year:** 2016 [Jan-Dec]  
**AVETMISS Validation Software Version:** 2.15.2-SNAPSHOT-TEST2  
**AVETMISS Release:** 7.0  
**Validated Date:** Thu, 03/11/2016  
**Submitter Ref:** 602  
**Trading Name:** RTO1  
**Submitted By:** ██████████  
**Submitted Date:** Fri, 03/11/2017 08:20  
**Comments:**

# Section 7 - Account settings and user roles

## User settings

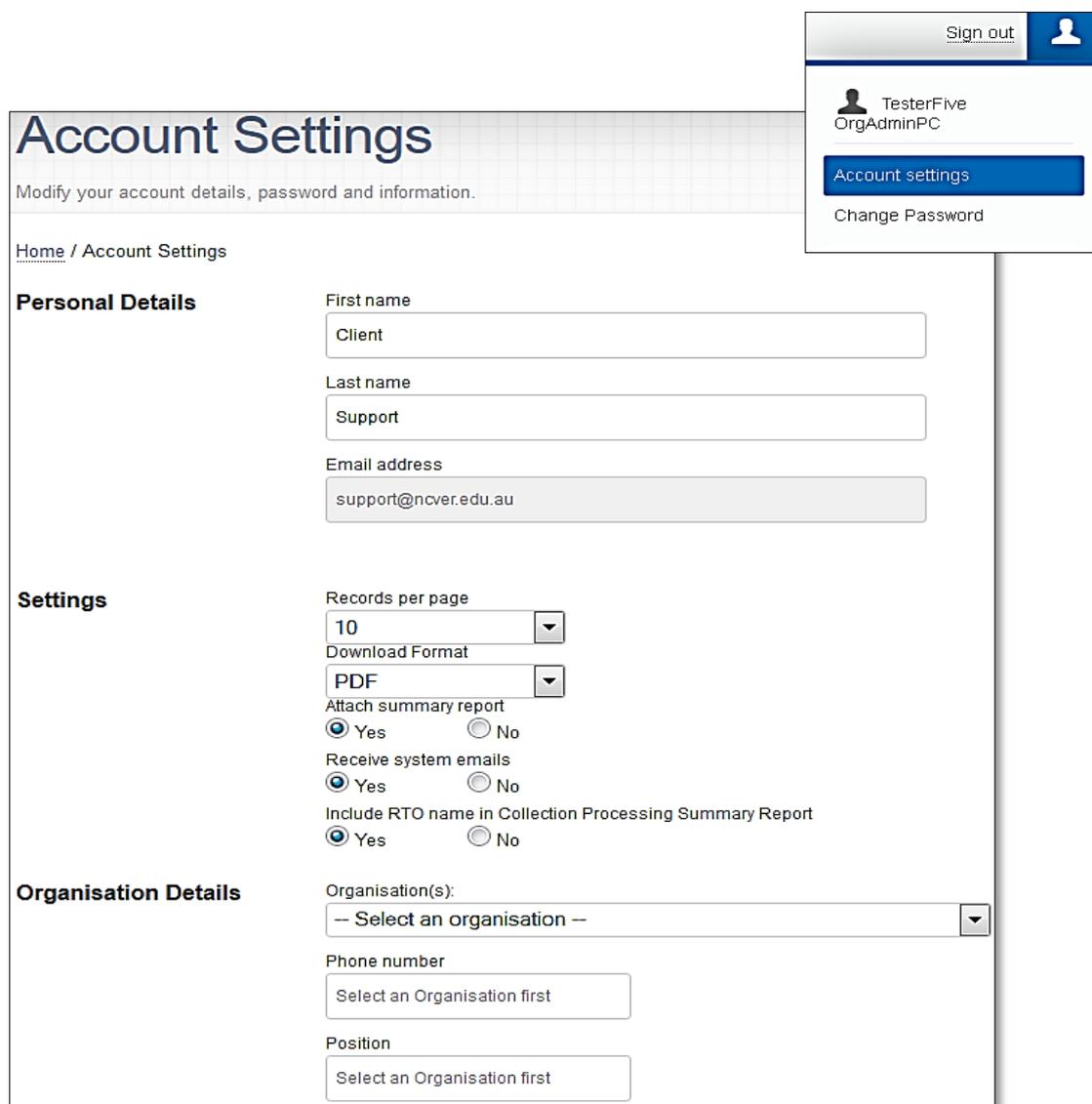
The user menu allows individual users to maintain their own AVS settings and to change their password.



## Account settings

1. From the Home screen, click the **Users** (  ) menu button then click **Account Settings**.

The *Account Settings* screen will be displayed.

A screenshot of the 'Account Settings' web application interface. The page title is 'Account Settings' with a subtitle 'Modify your account details, password and information.' Below the title is a breadcrumb 'Home / Account Settings'. The form is divided into three sections: 'Personal Details', 'Settings', and 'Organisation Details'. The 'Personal Details' section includes input fields for 'First name' (Client), 'Last name' (Support), and 'Email address' (support@ncver.edu.au). The 'Settings' section includes dropdowns for 'Records per page' (10) and 'Download Format' (PDF), and radio buttons for 'Attach summary report', 'Receive system emails', and 'Include RTO name in Collection Processing Summary Report', all with 'Yes' selected. The 'Organisation Details' section includes a dropdown for 'Organisation(s)' (Select an organisation), and input fields for 'Phone number' and 'Position' (both with 'Select an Organisation first' text). A user menu is visible in the top right corner, showing 'Sign out', a user icon, and the user's name 'TesterFive OrgAdminPC', with options for 'Account settings' and 'Change Password'.

From the Account Settings page you can update:

#### *Personal details*

- First name
- Last name.

The email address is greyed out as email addresses cannot be updated via this function. Refer to *Updating users email address* at the end of this section.

#### *Settings*

- **Records per page (10 to 100).** This changes the number of records per page that you view on any one screen within AVS.
- **Download format (PDF or CSV).** Reports may be saved in PDF or CSV formats. Select your preferred default format.
- **Attach summary report (Yes/No).**

Selecting **Yes** will attach a report in your nominated format (CSV or PDF) to the email notifications of your validations.

- **Receive system emails (Yes/No).**

Selecting **Yes** will instruct AVS to send messages to your nominated email account. Messages will still be available within AVS in the Home menu.

Selecting **No** will instruct AVS to only display messages within AVS and will not send you an email.

**Please note:** Selecting no will not prevent emails from being automatically sent to the appropriate state training authority or board of studies should your validation or USI transcript be managed through these agencies.

- **Include RTO name in the Collection Processing Summary Report (Yes/No).**

By selecting **Yes** AVS will include the name as it appears in the *Organisation* drop-down field of AVS, at the end of the file name for example *CollectionSummaryReportxxxxxx*.

Selecting **No** will exclude the Organisation name from the end of the file name when the *Collection Summary Report* is downloaded from AVS. If you are reporting AVETMISS data through to your STA you will need to check with them as to whether they would like you to include your RTO name in the file name of the Collection Summary Report or not. Check that your RTO name is correct on the screen.

#### *Organisation details*

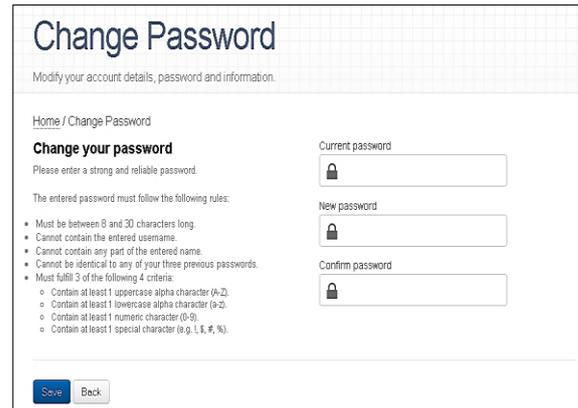
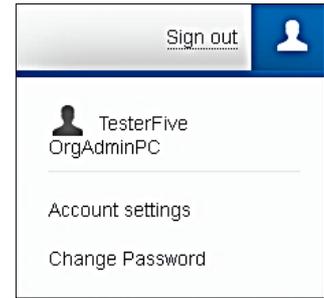
- **Organisations:** Your organisation(s)
- **Phone Number:** Your contact phone number
- **Position:** Your position within the selected organisation
- **Roles:** Your role within the selected organisation (read only).

2. Once you have completed updating your user settings, click the **Save** button.

## Change password

1. From the Home screen, click **Users** menu button then **Change Password**  
The *Change Password* screen will be displayed.
2. Enter your current password in the *Current password* field.
3. Enter your new password in the *New password* field.
4. Enter your new password again in the *Confirm password* field.
5. Click **Save**.

A confirmation pop-up screen advises you that your password has been changed successfully.

A 'Change Password' form with a grid background. The title 'Change Password' is at the top. Below it is the subtitle 'Modify your account details, password and information.' and a breadcrumb 'Home / Change Password'. The main heading is 'Change your password' with the instruction 'Please enter a strong and reliable password.' To the right are three password input fields labeled 'Current password', 'New password', and 'Confirm password', each with a lock icon. Below the fields is a list of password rules: 'The entered password must follow the following rules:' followed by a bulleted list: 'Must be between 8 and 30 characters long', 'Cannot contain the entered username', 'Cannot contain any part of the entered name', 'Cannot be identical to any of your three previous passwords', and 'Must fulfill 3 of the following 4 criteria: Contain at least 1 uppercase alpha character (A-Z), Contain at least 1 lowercase alpha character (a-z), Contain at least 1 numeric character (0-9), and Contain at least 1 special character (e.g., !, \$, #, %)'.

## Admin (where applicable)

The Administration section of AVS (Admin) is only available to NCVER registered users with a role of Primary Contact or Organisation Administrator. Users with these roles can maintain user settings of other AVS users within their organisation.

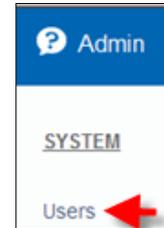


### Add user

1. From the Home screen, click **Admin** then **Users**.

The *Users* screen will be displayed.

2. To add a user, click the **Add User** button.



Users

Home / Users

Filter by

Name  Username

Training Organisation  Status

Filter

Username	Name	Status	PC	Training Organisation
<input type="checkbox"/> avs.uat10@yahoo.com.au	TesterTen OrgAdminPC	Active	N	Organisation 1 Organisation 2 Organisation 3

Showing 1 to 1 of 1 record(s)

|< < 1 of 1 > >|

Add User Reset Password

The *User Maintenance* screen will be displayed.

Enter the new users details:

- email address into the **Email** field
- email address into the **Confirm email** field
- first name into the **First Name** field
- last name into the **Last Name** field.

Please note: to comply with best practice it is recommended that the email addresses of users contain the **name** of the user and do not use generic email addresses (for example info@).

3. Click **Add role** button.

User Maintenance

Home / Users / Maintenance

Personal Details

Email

Confirm email

First name

Last name

Settings

Status  Date status changed

Records per page

Attach summary report  Yes  No

Receive system emails  Yes  No

Organisation Details

Organisation Trading Name	Role	PC	Status	Phone	Position	Options
No data available in table						

Save Remove Role Activate Inactivate Add Role Back

4. A pop-up window will be displayed.

5. Select your organisation by clicking on the radio button next to your organisation name.

6. Select the new user's role by clicking on the appropriate Organisation Role(s):

- To select multiple roles please hold the **Ctrl button** down and select the relevant roles
- If you are adding the CEO, you will need to tick the Primary Contact box and complete the phone number and position fields. The user will be assigned the role of Primary Contact for the organisation and the previous holder of this role will be advised accordingly via email.

7. Click **Save**.

The new user is now visible in the User Maintenance screen.

8. To save the new user, click **Save**.

Organisation Details						
Organisation Trading Name	Role	PC	Status	Phone	Position	Options
<input type="checkbox"/> Organisation 1. VET #Ref1001	Data Submitter	N	Active	0000000000	adminis- trator	

**Note:** To successfully complete this function **Save** must be selected twice, first after adding the role/s and again on the *User Maintenance* screen?

## Maintain user roles

1. From the Home screen, click **Admin** then **Users**.

The *Users* screen will be displayed.

**Users**

Home / Users

Filter by

Name  Username

Training Organisation  Status

**Filter**

Username	Name	Status	PC	Training Organisation
<input type="checkbox"/> avs.uat10@yahoo.com.au	TesterTen OrgAdminPC	Active	N	Organisation 1 Organisation 2 Organisation 3

Showing 1 to 1 of 1 record(s)

**Add User**

2. To edit user details, click anywhere on the line containing the user's current information.

**Note:** the email address addresses cannot be updated via this function. See *Updating user's emails* at the end of this section.

The *User Maintenance* screen is displayed.

3. To update user's personal details and settings, enter the update information into the relevant fields and click **Save**.
4. If you wish to change a user's AVS role or phone details within a particular organisation, click on the pencil icon next to the appropriate organisation. A pop-up window is displayed.

**Organisation Details**

Organisation Trading Name	Role	PC	Status	Phone	Position	Options
<input type="checkbox"/> Organisation 1. VET #Ref1001	Data Submitter	N	Active	0000000000	adminis- trator	

**Save**

5. Select the user's new role, phone number and position (if appropriate) and click **Save**.
  - To select multiple roles please hold the **Ctrl** button down and select the relevant roles.
  - Click **Save** again (in the *User Maintenance* screen) to complete the change.

## Identifying the Primary Contact for your organisation

The Primary Contact or Organisation Administrator roles can view all users in your organisation.

The Primary Contact is identified within the Users screen. In the PC (Primary Contact) column Y will be displayed if the selected user is the Primary Contact.

Organisation Details						
Organisation Trading Name	Role	PC	Status	Phone	Position	Options
<input type="checkbox"/> South Australia	Organisation Administrator	Y	Active	+61 8 8230	Org Admin PC	

## Changing the Primary Contact for your organisation

**IMPORTANT:** Only an Organisation Administrator can change the Primary Contact for your organisation.

1. From the Home screen, click **Admin** then **Users**.

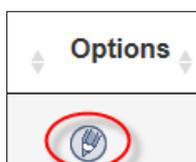
Users					
Home / Users					
Filter by					
Name <input type="text"/>		Username <input type="text"/>			
Training Organisation <input type="text"/>		Status <input type="text"/>			
<input type="button" value="Filter"/>					
<input type="checkbox"/>	Username	Name	Status	PC	Training Organisation
<input type="checkbox"/>	. Test Name	Test Name	Active	N	TEST ORG
				N	.Second org

The *Users* screen will be displayed.

2. To select a new Primary Contact, click anywhere on the line containing the new primary contact's current information.

The *User Maintenance* screen is displayed.

Click on the **edit icon (pencil)** next to the appropriate organisation in the options column.



A pop-up window is displayed.

3. Select the **Primary Contact** checkbox. Enter the user's phone number and position.

Organisation

Search:

- test VPT-2397 1 TN. VET #test VPT-2397 1
- test VPT-2397 2 TN. VET #test VPT-2397 2

Organisation Role (s)

Data Validator  
Data Submitter  
Organisation Administrator

---

Type  Primary contact

Phone number

Position

- Click **Save**. A pop up window will be displayed.

**Confirmation Required.**

Primary contact will be changed from contact @gmail.com to tavs2@gmail.com

contact ;@gmail.com 's role will be defaulted to Data Validator.

- Click **Confirm** then **Save**. The following message is displayed.
- The previous Primary Contact's user role will default to that of Validator. If a different user role is required for that user (e.g. submitter) or if the user is to be deactivated, the Organisation administrator must make the required change via the maintain users function.

Warning: x

 The following user(s) have been defaulted to data validator due to changes in the primary contact. Please review and assign different roles or deactivate the user as required.

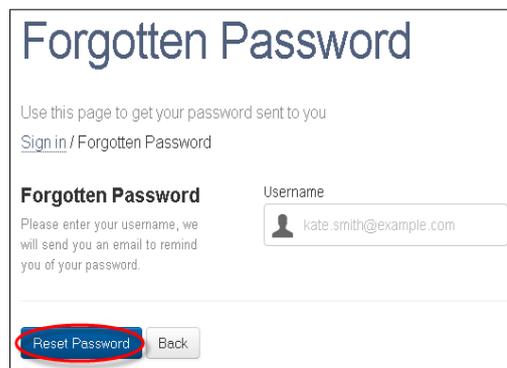
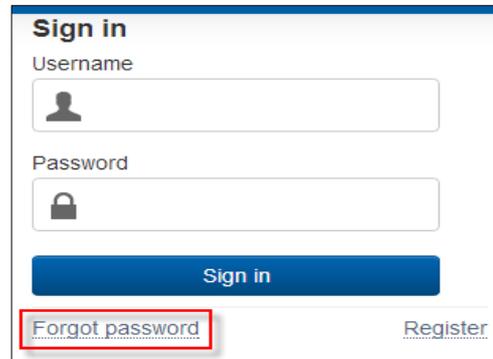
## Updating users email address

A user's email address cannot be maintained, they must be added as a new user by the Primary Contact or Organisation Administrator. Please refer to *Add User*, earlier in this section, for instructions. If required the old email address (user) can be made inactive, please refer to *Maintain User*, earlier in this section.

# Section 8 - Troubleshooting

## Forgotten or incorrect password

1. If you have forgotten your password, go to the AVS *Sign in* page at <https://avs.ncver.edu.au/avs/> and click on the **Forgot password** link.
2. The *Forgotten Password* screen is displayed. Enter your Username and click the **Reset Password** button.
3. The message 'An email has been sent to your Username email address containing your new password' is displayed. Your new temporary password will be sent to your email address.
4. Click the **Back** button. This will take you back to the *Sign in* screen.
5. Retrieve your new temporary password from your email account and Sign in. You will automatically be prompted to change your password. Refer to *Signing in, Section 3 – Using AVS*.



✔ Success: An email has been sent to your linked email account with instructions on resetting your password. ✕

### Note: Passwords

Password must be between 8 and 20 alpha numeric characters long. You must use at least one alpha character and one number. No upper-case characters are required but they can be used.

## Why can't I submit my fully validated files to the annual or quarterly collection/s?

This issue may arise if a user is trying to submit when the collection window is not open. You can only submit when the collection window is open.

It may also occur if the data contains publicly-funded data which cannot be submitted to NCVER.

To complete your AVETMISS submission you will need to do one of the following:

1. Exclude all state-managed-training via your student management system (SMS) before uploading and validating your data again, submitting only your fee-for service direct to NCVER.
2. If the *Funding source national codes (11 or 15)* were incorrectly entered, you will need to amend these records in your SMS before uploading and validating your data again.

This may also arise if a user is attempting to submit to a quarter that is not currently open. As the new quarter opens for submissions the next 'period' will appear in AVS but cannot be used for submission at that time.

Example: Jan–Jun 2018 collection window opens in August, for submissions to the second quarter. At this time the Jan–Sep ‘period’ becomes available in AVS, however it cannot be used for submissions at this time.

Please refer to the Quarterly reporting fact sheet available from NCVET RTO Hub, for submission periods and other useful information.

Upload Error / Error: File combination is not valid. See the valid data set table for valid upload combinations.



Users will encounter this error when this an invalid file combination, which involves the supplementary ('A') files, have been uploaded to AVS. There are specific rules about how the supplementary versions of the files (i.e. the 'A' files) can be used. The following table shows where the NAT10/10A and 30/30A files can be used in combination with one another.

NAT00010	NAT00030A	VALID	RTOs can deliver locally recognised training
NAT00030	NAT00030A	INVALID	Cannot submit two Program files
NAT00010A	NAT00030	INVALID	Non-registered training organisations cannot deliver nationally recognised activity
NAT00010A	NAT00030A	VALID	Non-registered training organisations can deliver locally recognised training
NAT00010	NAT00010A	INVALID	Cannot submit two Training organisation files

To rectify this issue RTOs will need to ensure they only upload the acceptable combination.

If necessary, the RTO can remove any invalid file/s (and if necessary upload the correct file/s):

1. To remove a file/s place a tick in the box to the right of the file to be removed.
2. Once ticked select **Remove Selected** at the bottom of the screen.
3. Once the files have been removed/added users can re-validate.
4. If validated error free RTOs can proceed with submitting their files.

Add Files
Preliminary Checks
Validate
Finalise Submission

**Submission Files**

File Id	File Name	Records	Status	<input type="checkbox"/>
NAT00010	Training Organisation	-	Upload error	<input type="checkbox"/>
NAT00010A	Training Organisation	-	Upload error	<input checked="" type="checkbox"/>
NAT00020	Training Organisation Delivery Location	-	Uploaded	<input type="checkbox"/>
NAT00030	Program	-	Upload error	<input checked="" type="checkbox"/>
NAT00030A	Program	-	Upload error	<input type="checkbox"/>
NAT00060	Subject	-	Uploaded	<input type="checkbox"/>
NAT00080	Client	-	Uploaded	<input type="checkbox"/>
NAT00085	Client Postal Details	-	Uploaded	<input type="checkbox"/>
NAT00090	Disability	-	Uploaded	<input type="checkbox"/>
NAT00100	Prior Educational Achievement	-	Uploaded	<input type="checkbox"/>
NAT00120	Training Activity	-	Uploaded	<input type="checkbox"/>
NAT00130	Program Completed	-	Uploaded	<input type="checkbox"/>

Export Summary
Export Details
Export AVS Rules
Export Quality Checks
View Reports
Remove Selected





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