AVETMISS
validation software

User guide

Version 2.19

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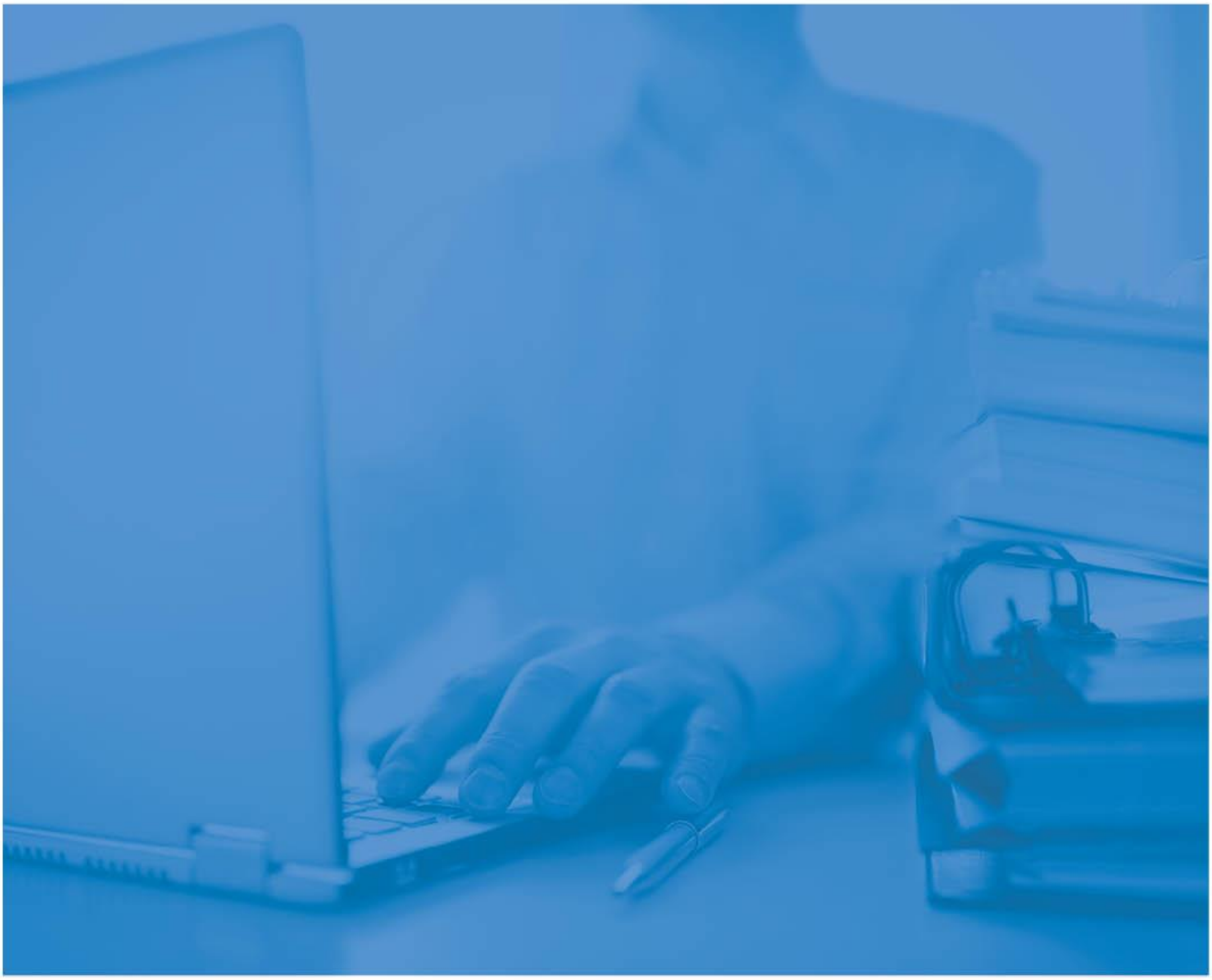
National Centre for Vocational Education Research



NCVER

INFORMING + INFLUENCING
THE AUSTRALIAN VET SECTOR

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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**	**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 NCVER 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@).

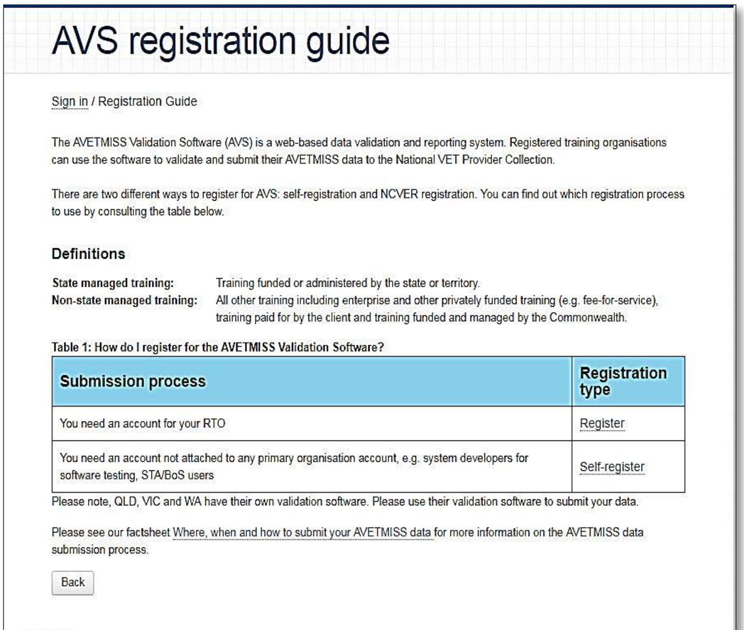
> The direct submission of data files to NCVER is **not** possible for this registration type and the submit function will not be available.

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.



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.

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	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.

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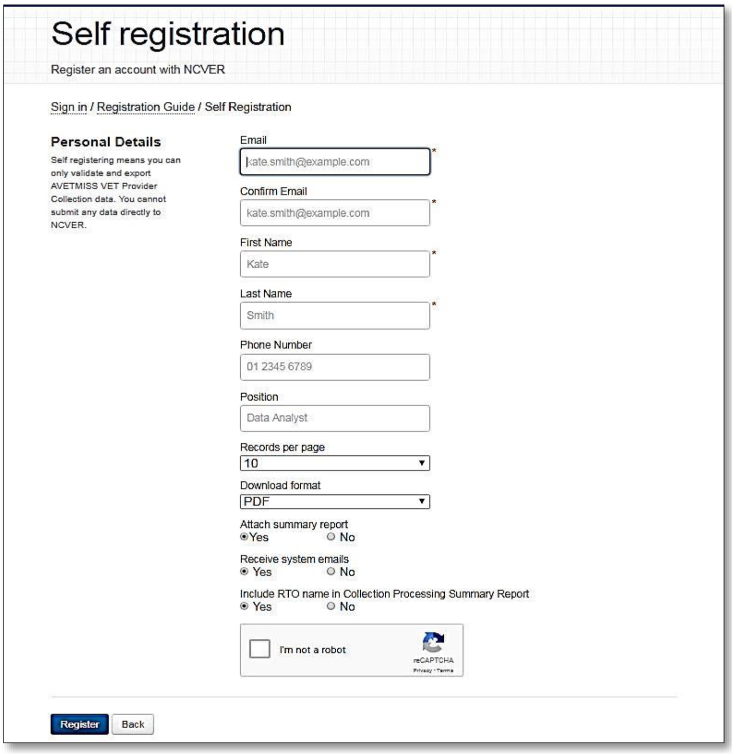
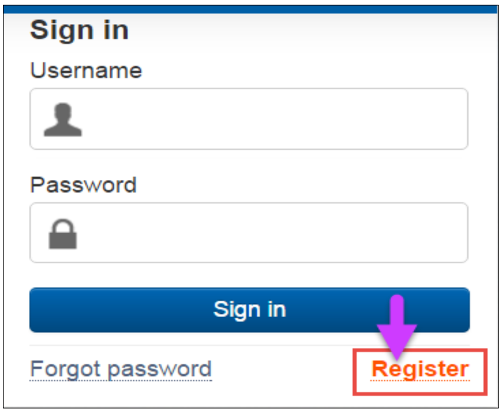
Table 1

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.



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.

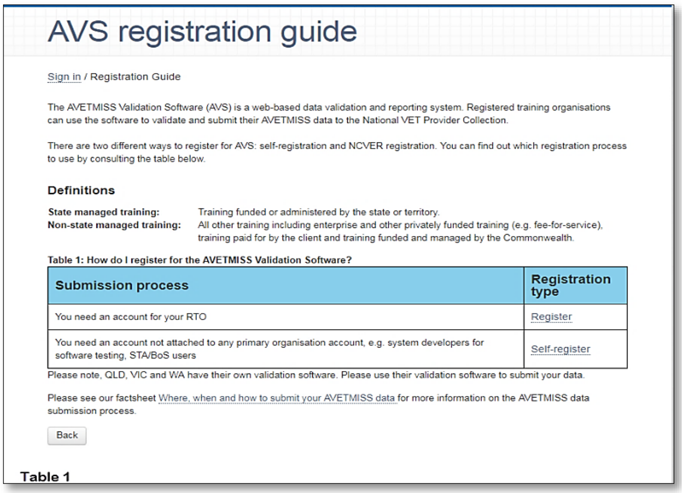
AVS will send an email confirming your registration to the email address you have used in the self-registration process along with a temporary password.

NCVER registration

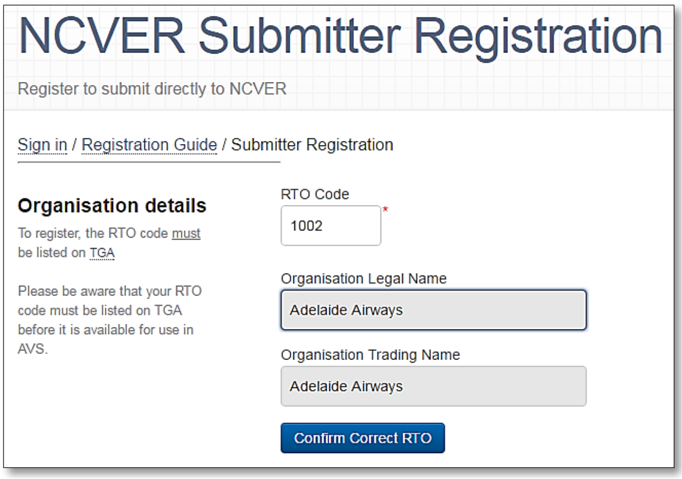
NCVER registration is required when a user needs to: validate AVETMISS data for multiple training organisations (for example, with locations in different states); submit fee-for-service AVETMISS data directly to NCVER; make USI transcript updates; or to submit a Nil Return. Refer to your STA about their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

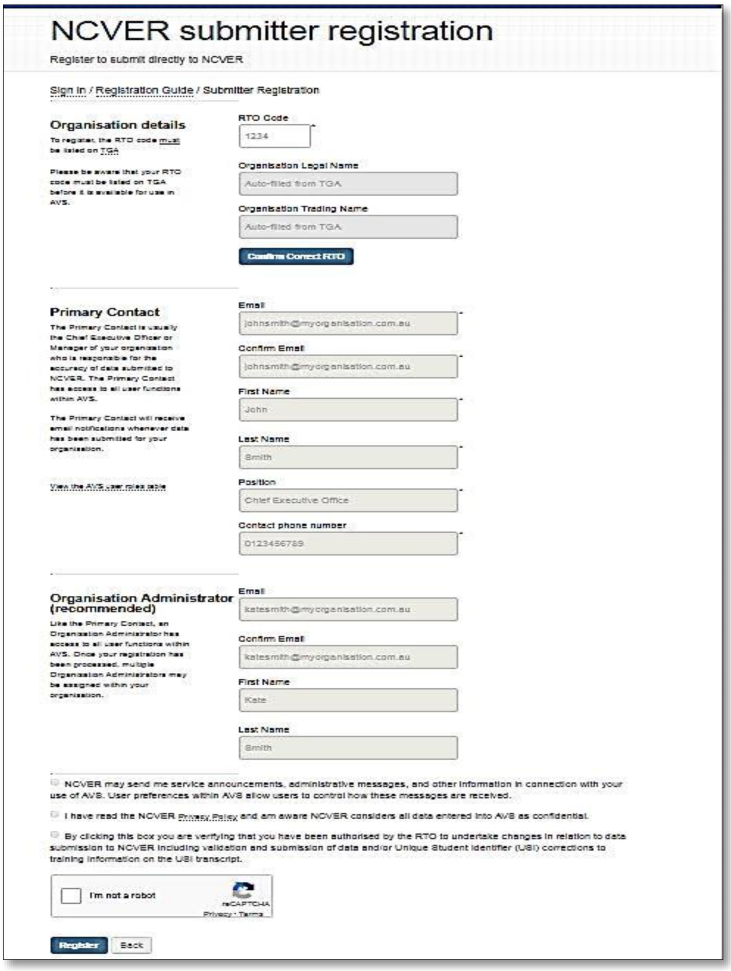


Important: You will not be able to complete the *NCVER Submitter Registration* form if your RTO details are not on TGA, or if your RTO has previously been registered. Please contact client support for assistance.



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@).

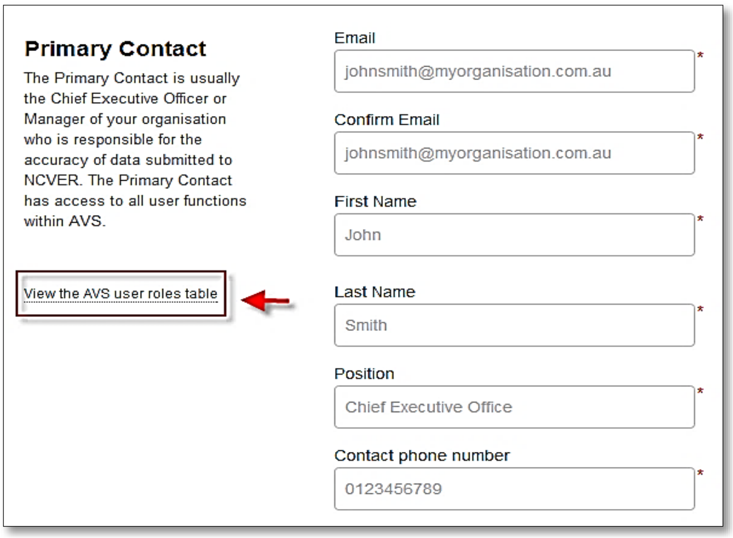


AVS user roles

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.

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

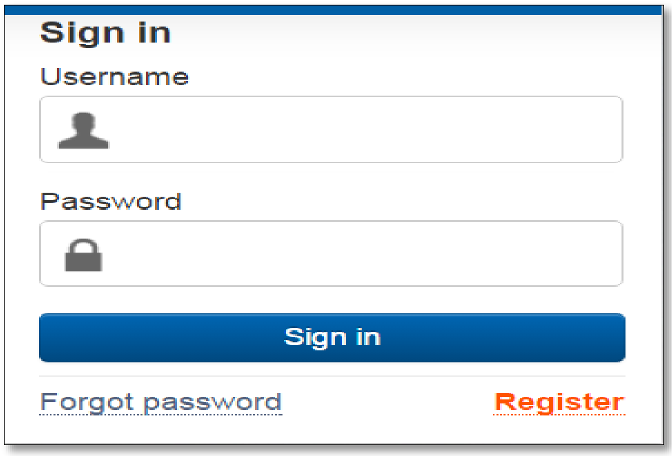
1. Access the *AVS Sign in* page via <https://avs.ncver.edu.au/avs/>.

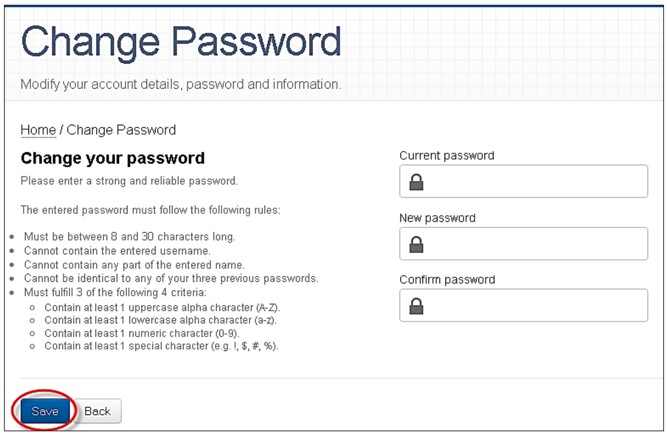
2. In the *Sign in* box on the top right of the screen, enter your **Username** and **Password**.

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.

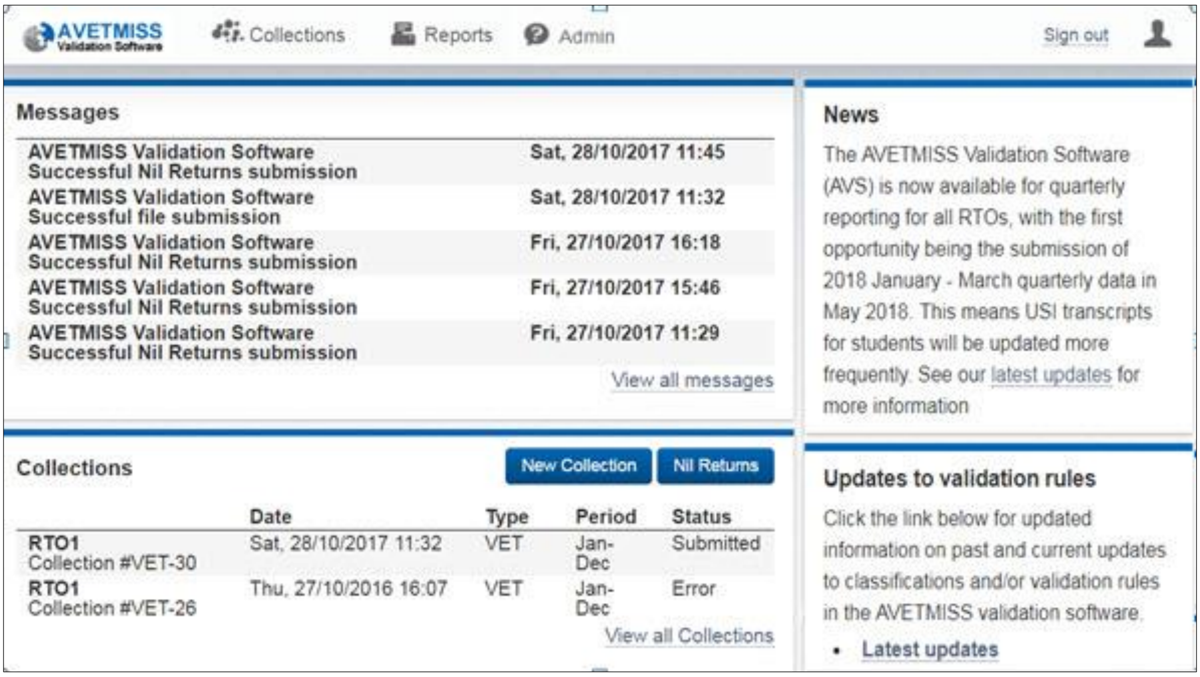
Note: Forgotten or incorrect password?

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.



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 *AVETMISSS 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.

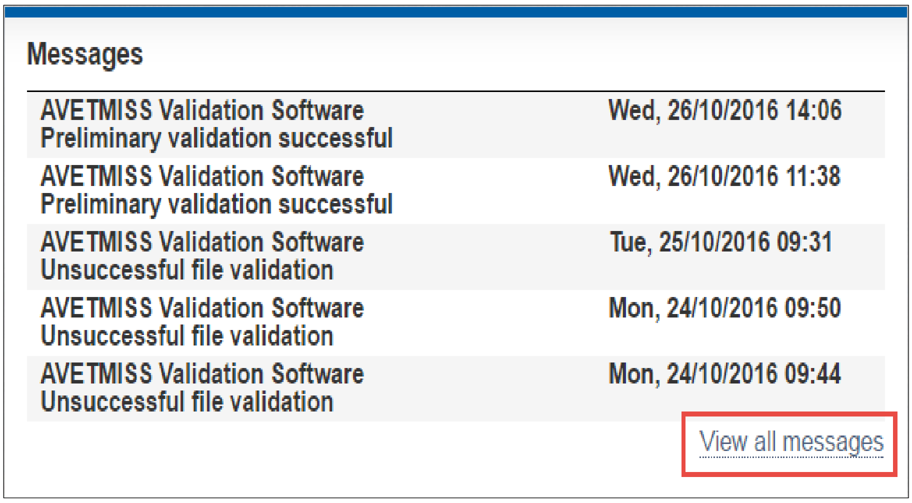
In addition to these menu items, the home page contains some additional information to assist with AVS and AVETMISS related queries, such as updates on AVS validation rules.

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

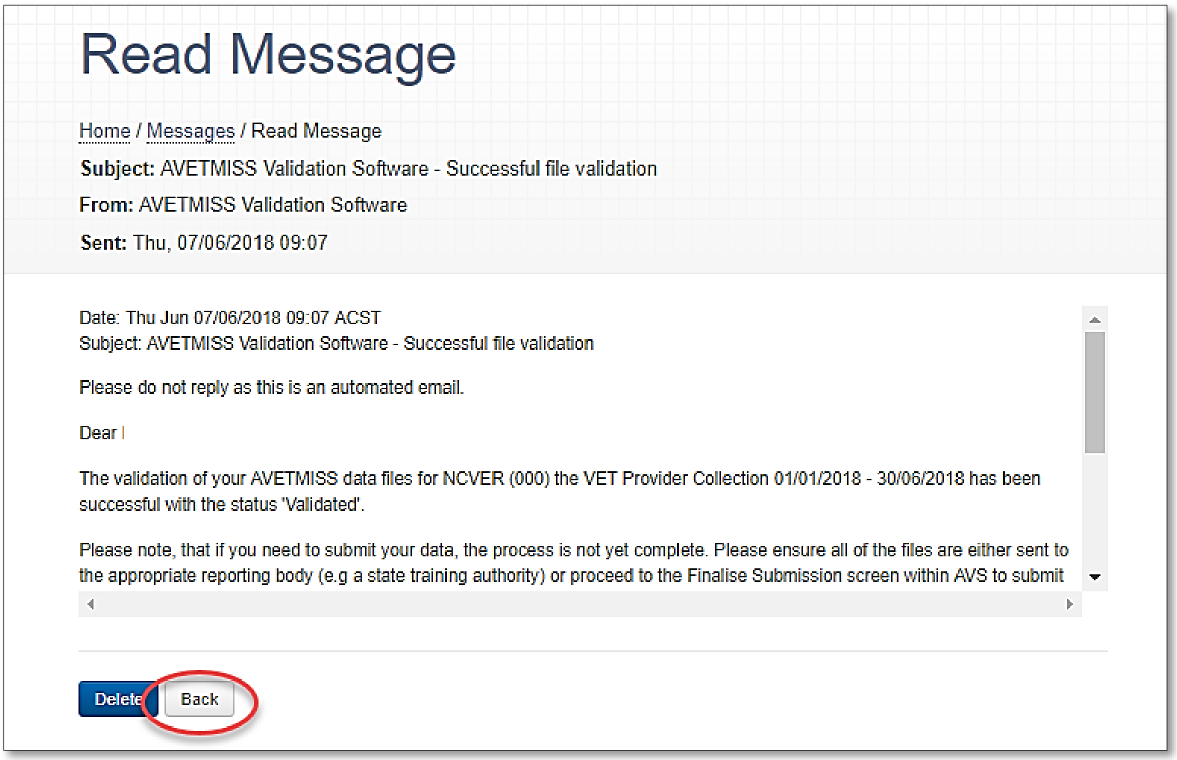
The *Messages* summary contains a list of the most recent system messages. To read an individual message, click on the message subject.



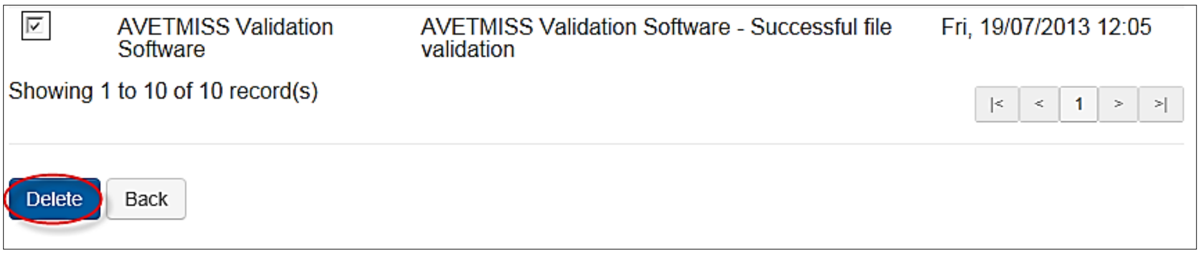
To view all messages, click on the **View all messages** link. The *Messages* page will display all messages generated by AVS in relation to successful or unsuccessful validations and submissions.

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.



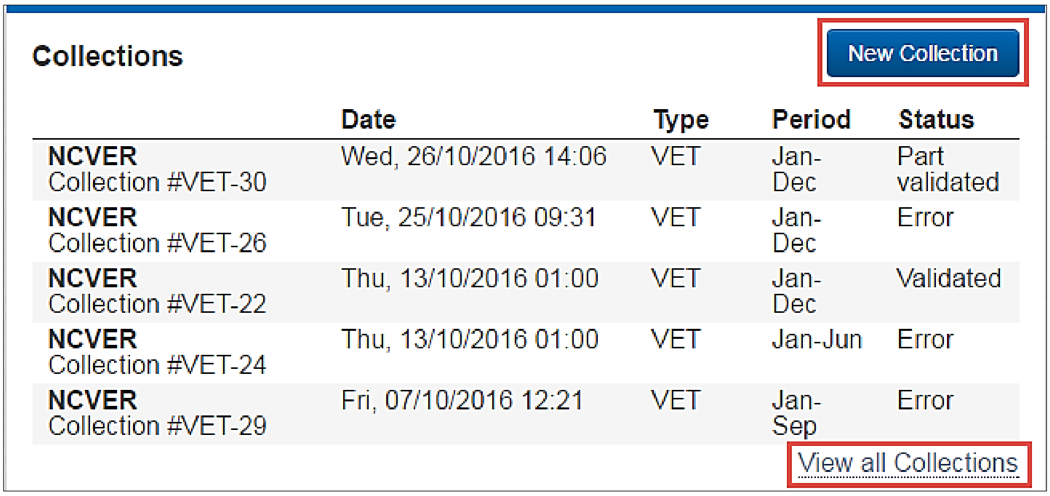
To delete messages, click the check box next to each message and click the **Delete** button.



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
NCVER Collection #VET-30	Wed, 26/10/2016 14:06	VET	Jan-Dec	Part validated
NCVER Collection #VET-26	Tue, 25/10/2016 09:31	VET	Jan-Dec	Error
NCVER Collection #VET-22	Thu, 13/10/2016 01:00	VET	Jan-Dec	Validated
NCVER Collection #VET-24	Thu, 13/10/2016 01:00	VET	Jan-Jun	Error
NCVER 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.

- **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.

Collections

Validation of your data files occurs in two stages:

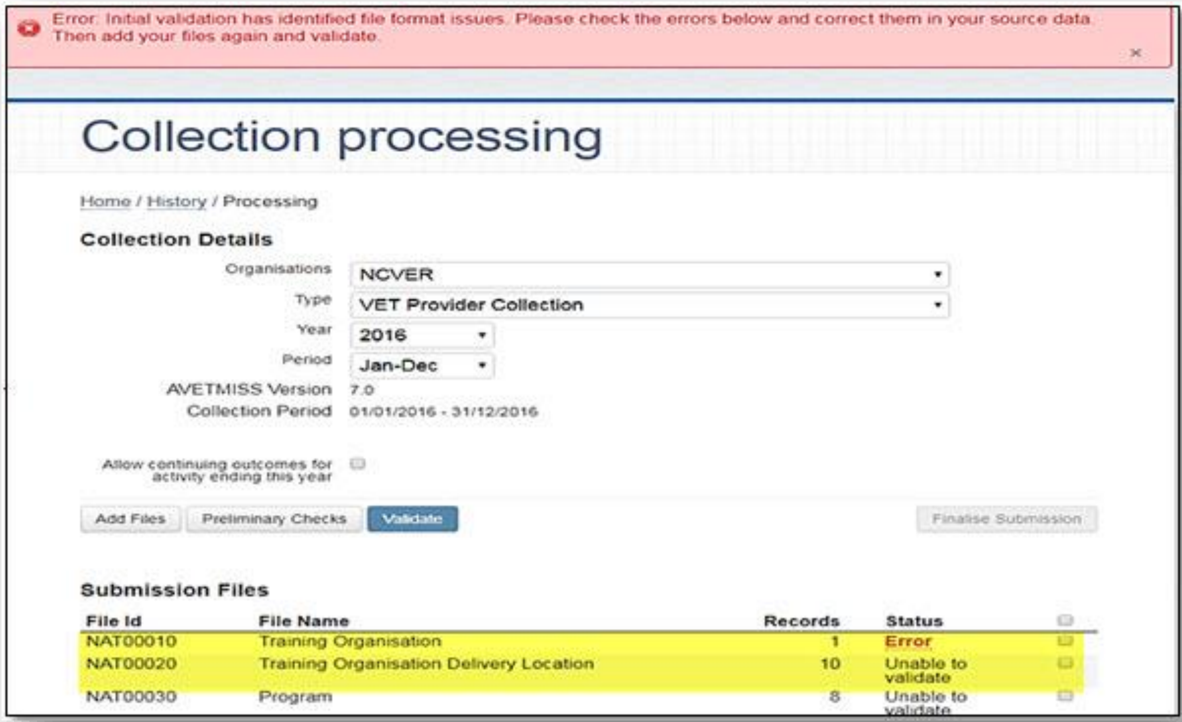
Basic validation

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

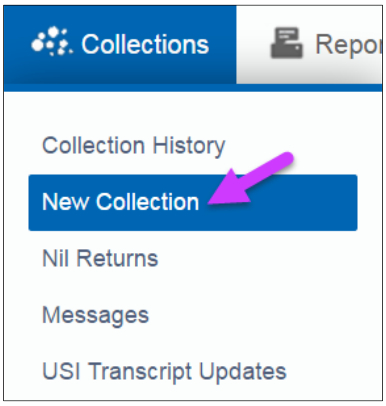
Full validation checks against the rules outlined in the relevant AVETMIS Standard, including:

- 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.

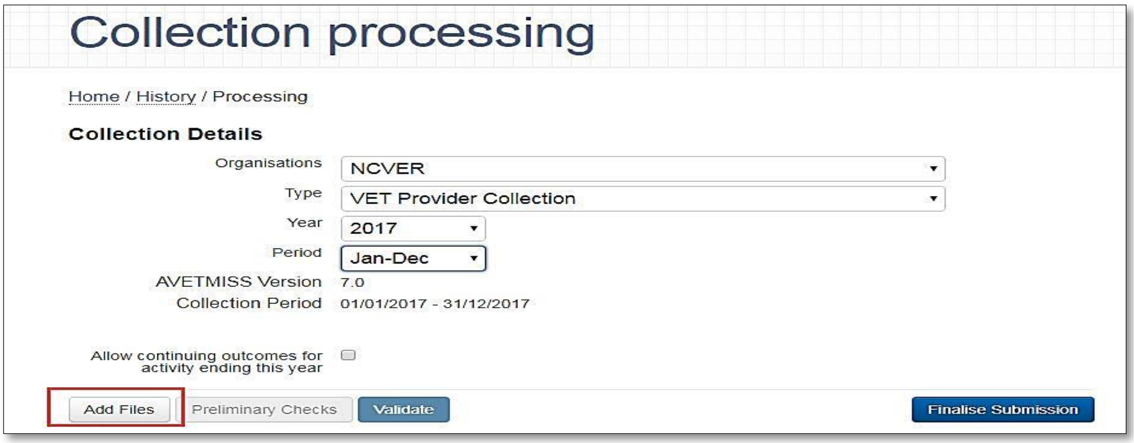
Allow continuing outcomes for activity ending this year

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.

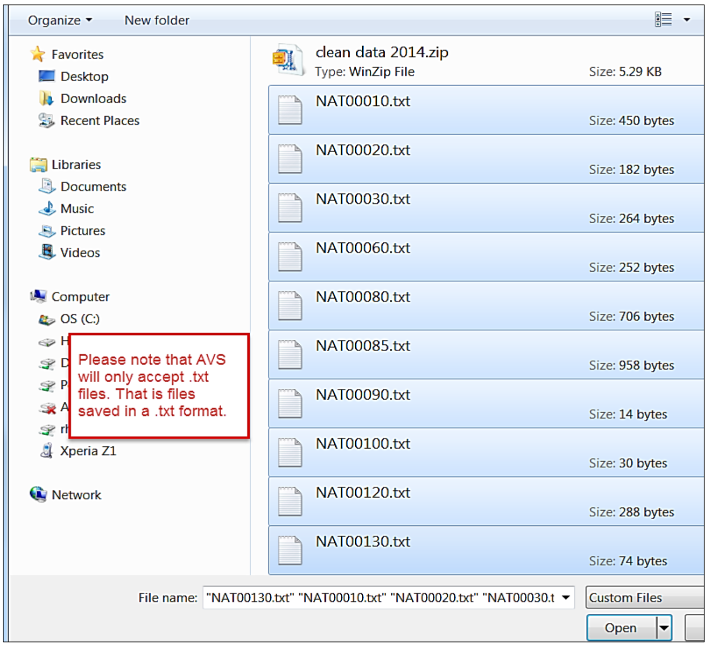
4. Browse your directory for the folder in which your files are located (recent donloads). Select (all) the files you wish to add.

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

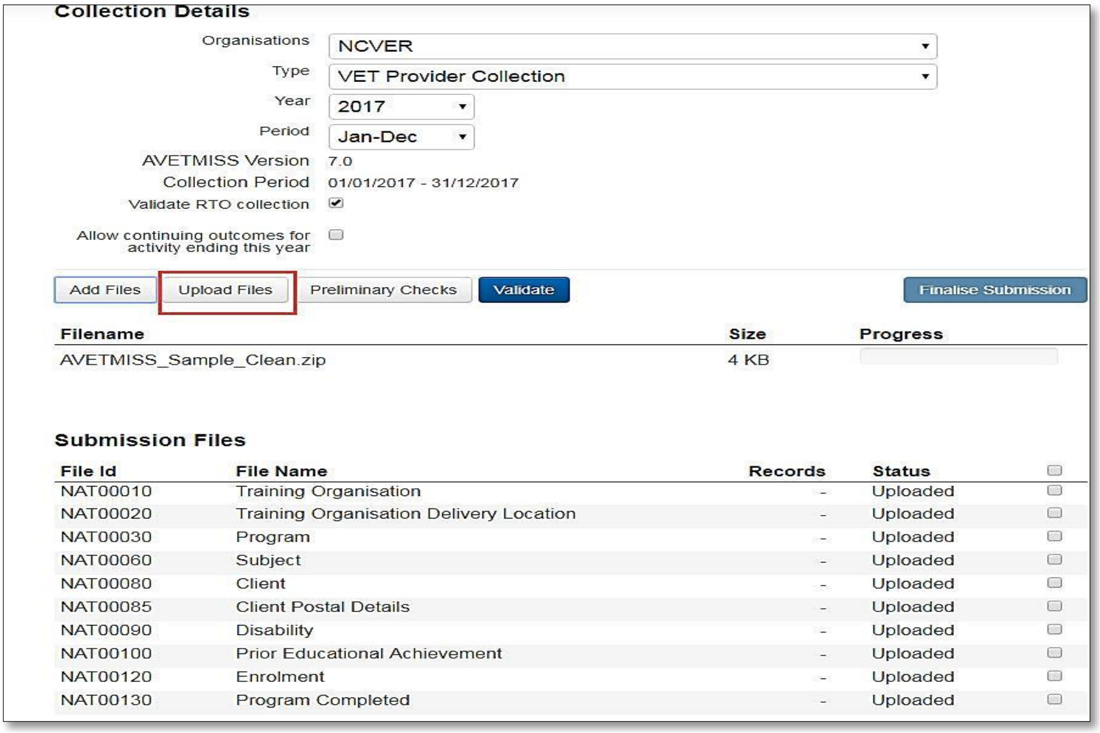
   Please note that AVS will only accept data saved in .txt format.

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.

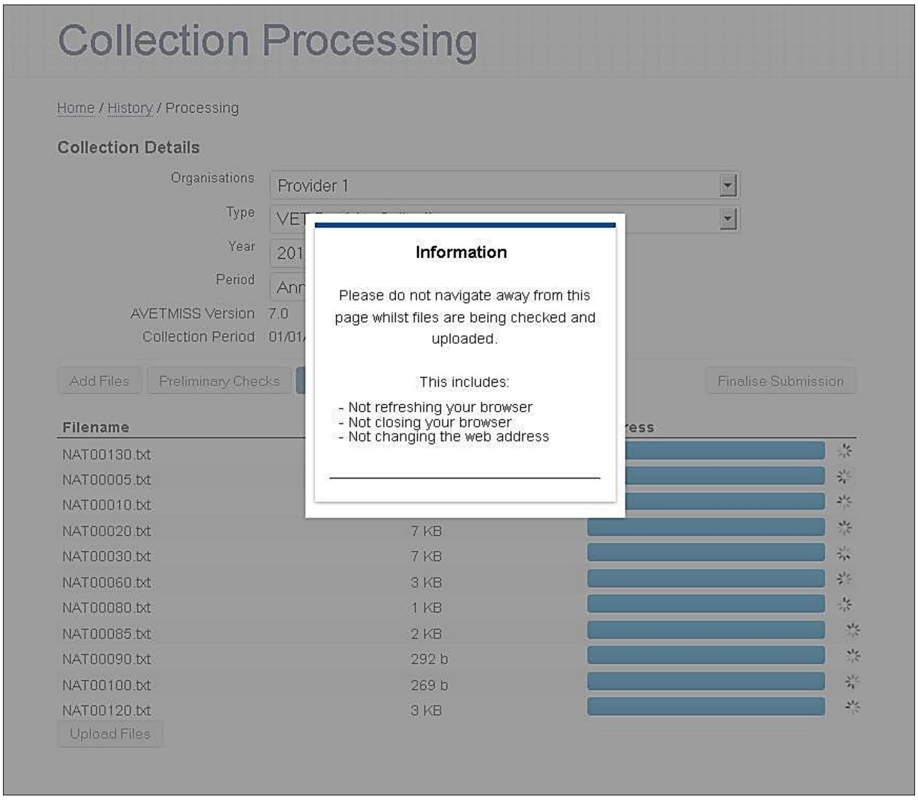


7. Click the **Upload Files** button to upload your AVETMISS data in .txt format. Do **not** rename the files as AVS will not accept them, for example a file renamed from NAT000130.txt to NAT000130(1).txt would be removed when uploading.

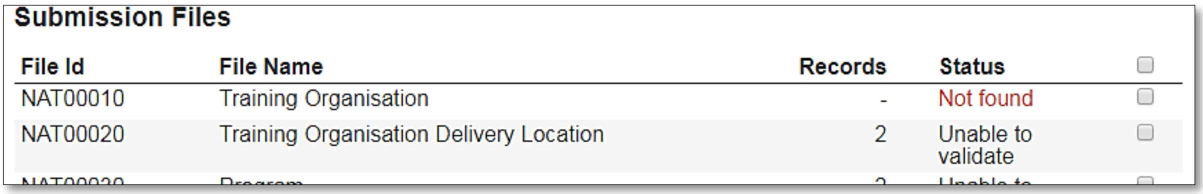


AVS will begin uploading the files. The *Collection Processing* screen will be greyed out and a message will appear warning you not to navigate away from the screen when the files are being uploaded.

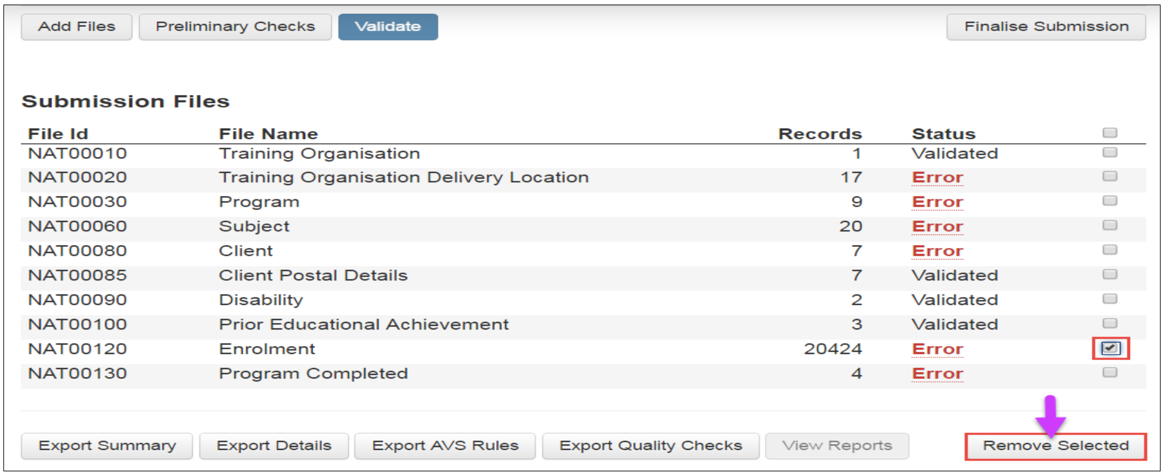
You can see the progress of the upload by viewing the progress bars on the screen.



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.

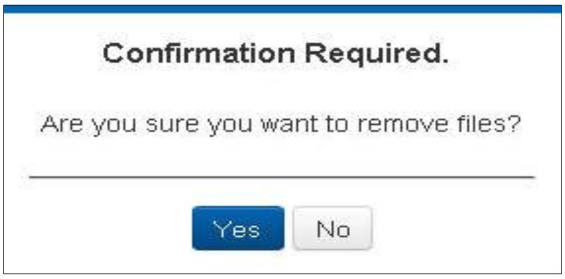


8. If you wish to delete any of the uploaded files, select the checkbox next to the file you wish to



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.

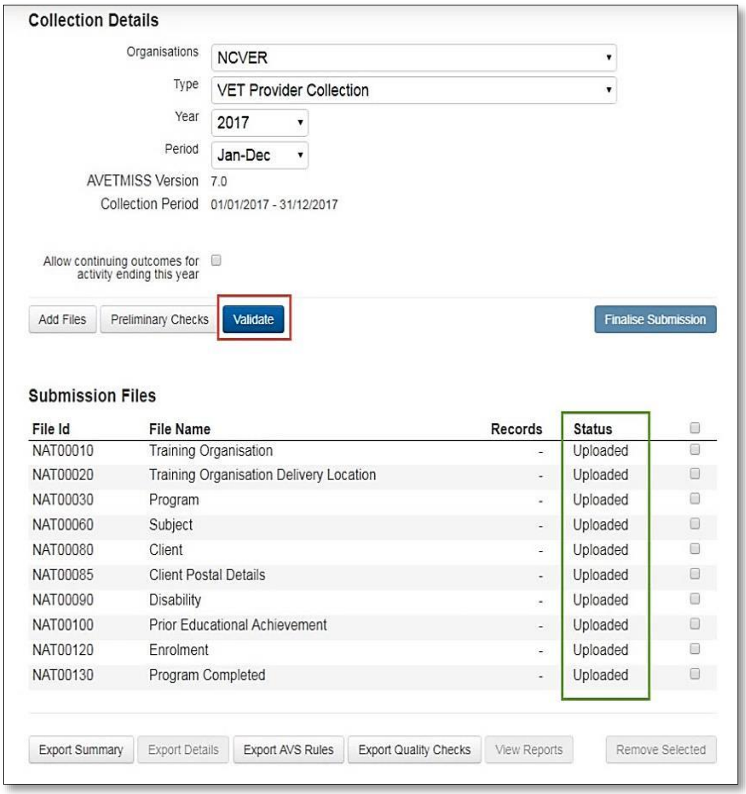
AVS will display the status of *Queued* until NCVER's server is free to start validating your data files at which time the status will change to *Validating*.

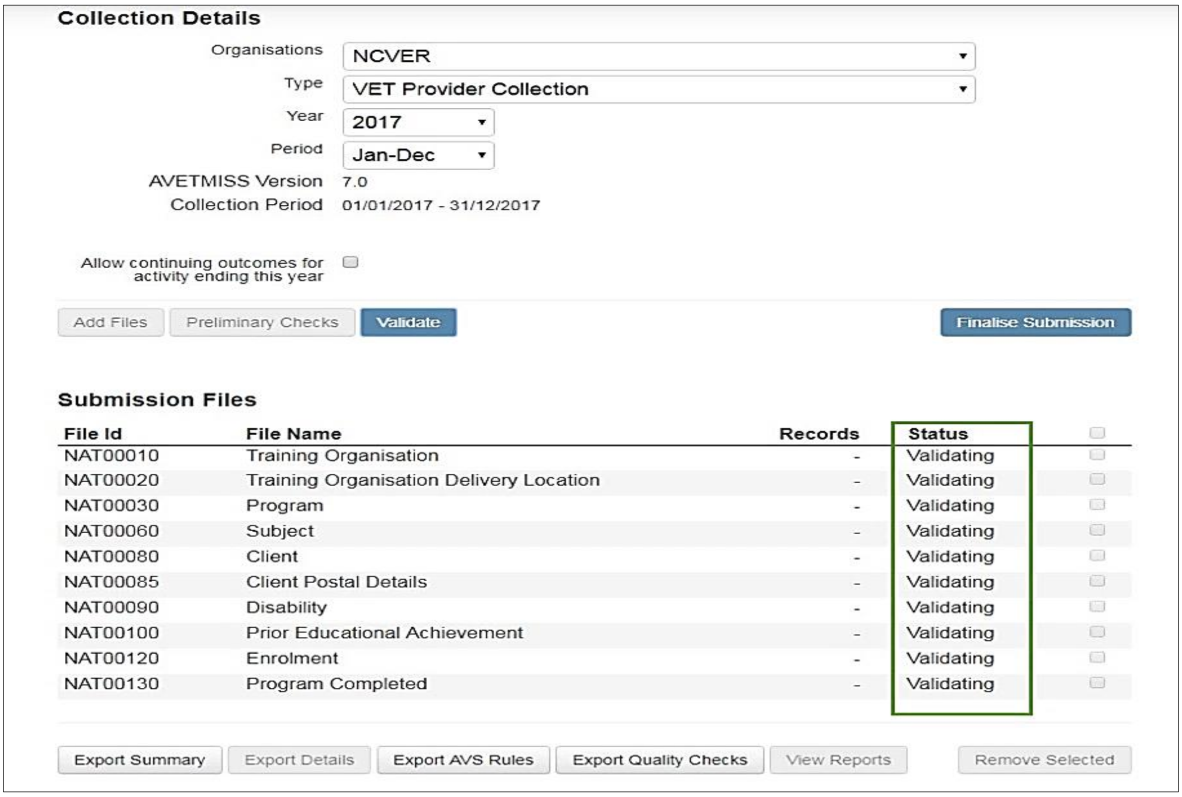
You can safely sign out of AVS when a status of Queued or Validating is shown as the process occurs on NCVER's server.

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).





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
NAT00010	Training Organisation	1	Unable to validate
NAT00020	Training Organisation Delivery Location	1	Unable to validate
NAT00030	Program	2	Unable to validate
NAT00060	Subject	24	Error
NAT00080	Client	12	Error
NAT00085	Client Postal Details	12	Unable to validate
NAT00090	Disability	0	Unable to validate

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

Collection error/warning summary

Home / History / Processing / Error-Warning Summary

Organisation : NCVER 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 10

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

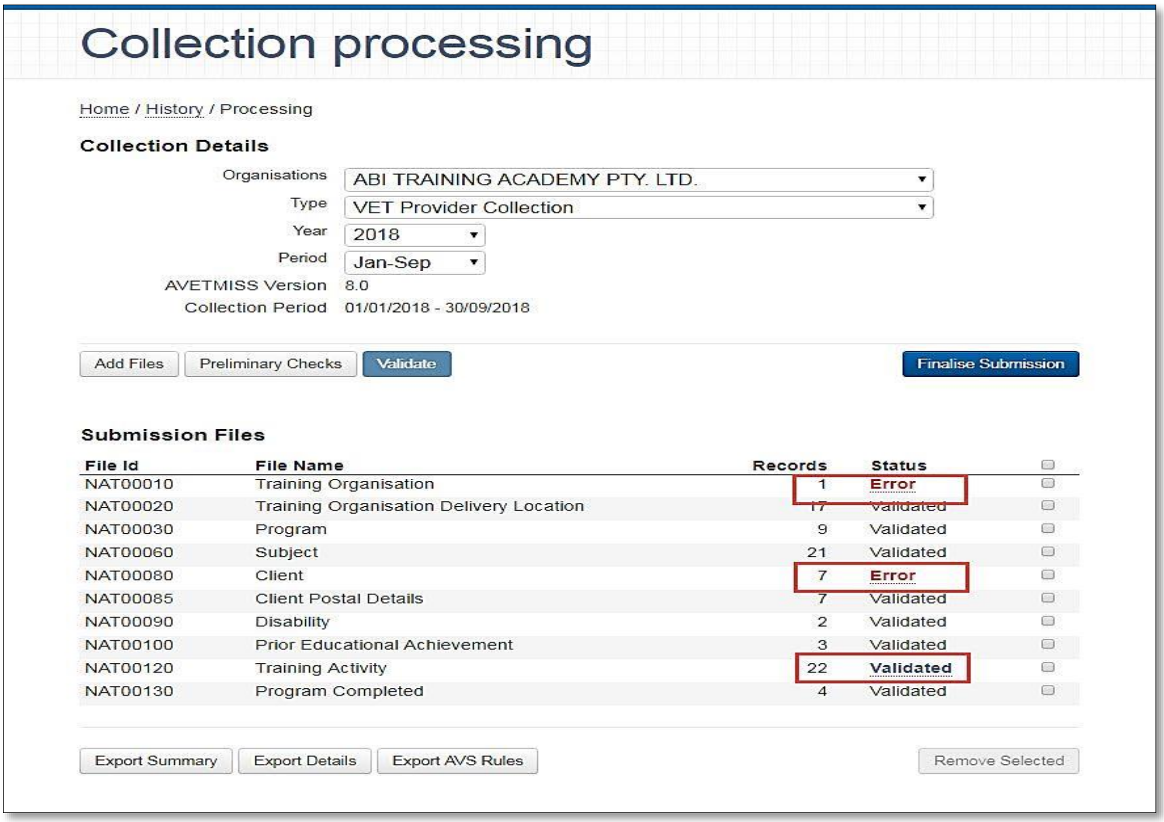
Total Count : 24

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.

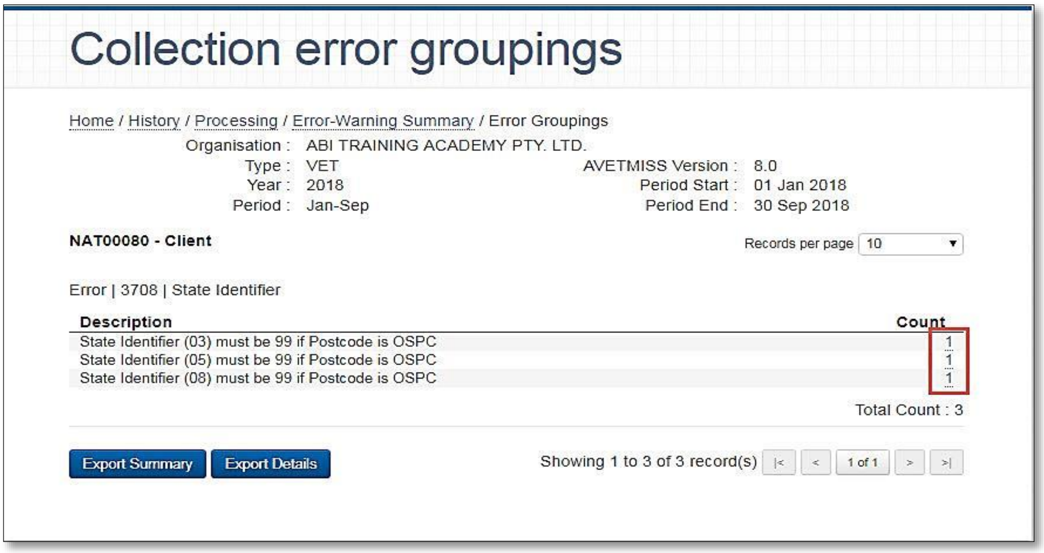


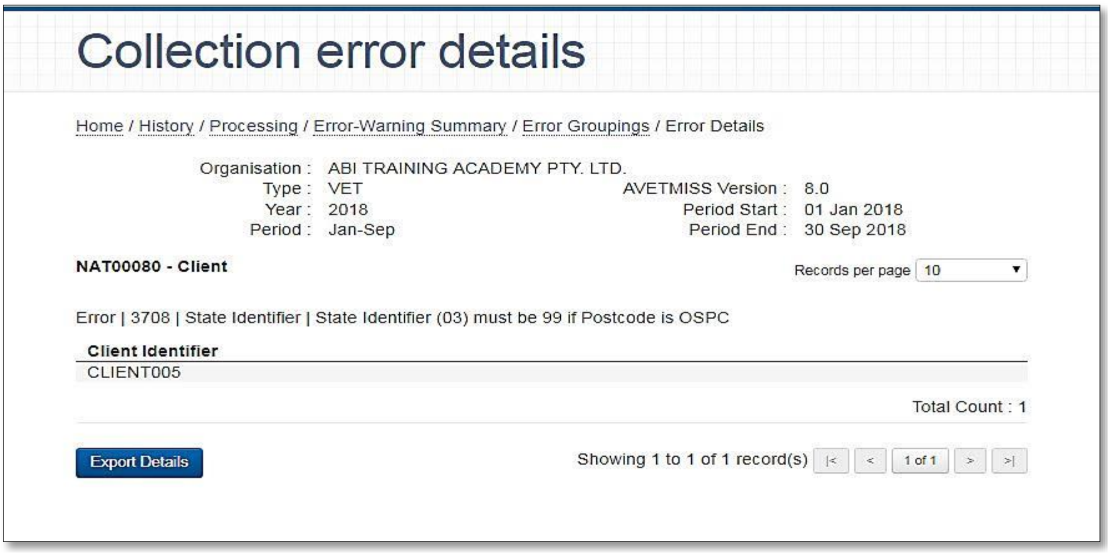
Note: Warning: *Record for this Client Identifier contains publicly funded data. Please be aware that this data must be submitted via your state training authority and cannot be submitted via AVS*.

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

2. 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.

3. 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.





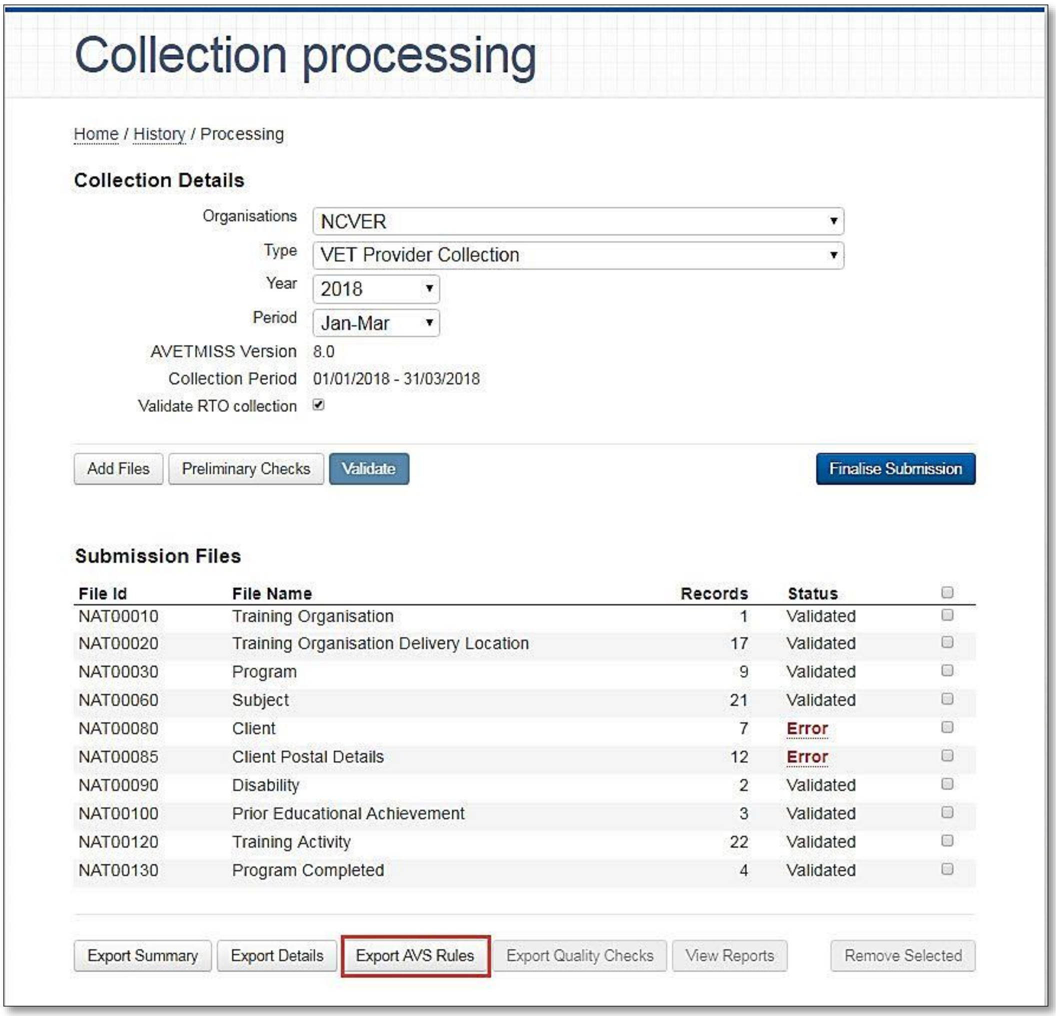
3. The *Collection error details* screen will be displayed.
4. The *Collection error details* screen provides details about the individual error and the description field explains why the error occurred. The errors must be corrected **within your student management system.**

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

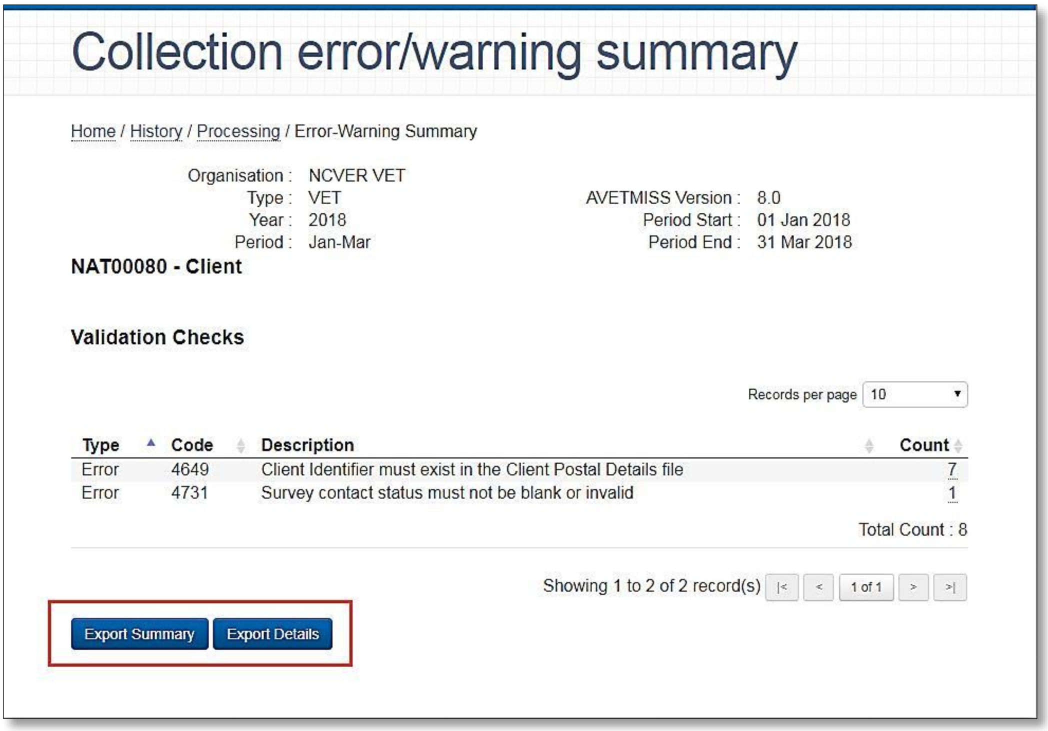
At each level of viewing errors, an *Error Summary* or *Error Details* report can be produced. These reports contain the same information available on the screen and can be helpful in identifying where errors occur in your student management system.

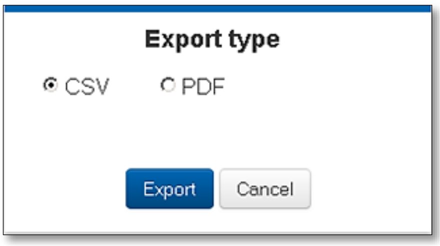


Summary report

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>.





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.

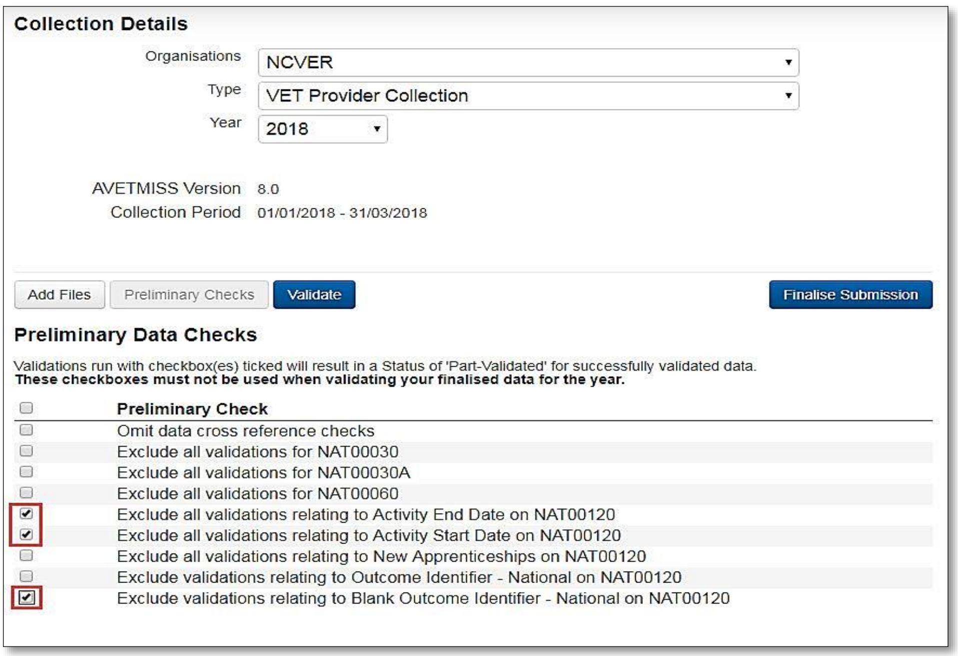
VET & VET in school's collections only

- 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.



2. 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	
NAT00010	Training Organisation	1	Validated	
NAT00020	Training Organisation Delivery Location	10	Validated	
NAT00030	Program	8	Validated	
NAT00060	Subject	12	Validated	
NAT00080	Client	7	Validated	
NAT00085	Client Postal Details	7	Validated	
NAT00090	Disability	2	Validated	
NAT00100	Prior Educational Achievement	3	Validated	
NAT00120	Enrolment	13	Part validated	
NAT00130	Program Completed	4	Validated	

3. 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.

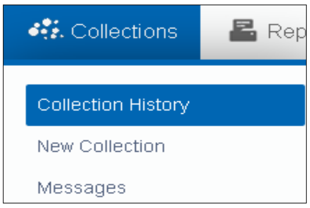
Preliminary checks will need to be selected each time the period is changed.

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

Re-validating data files

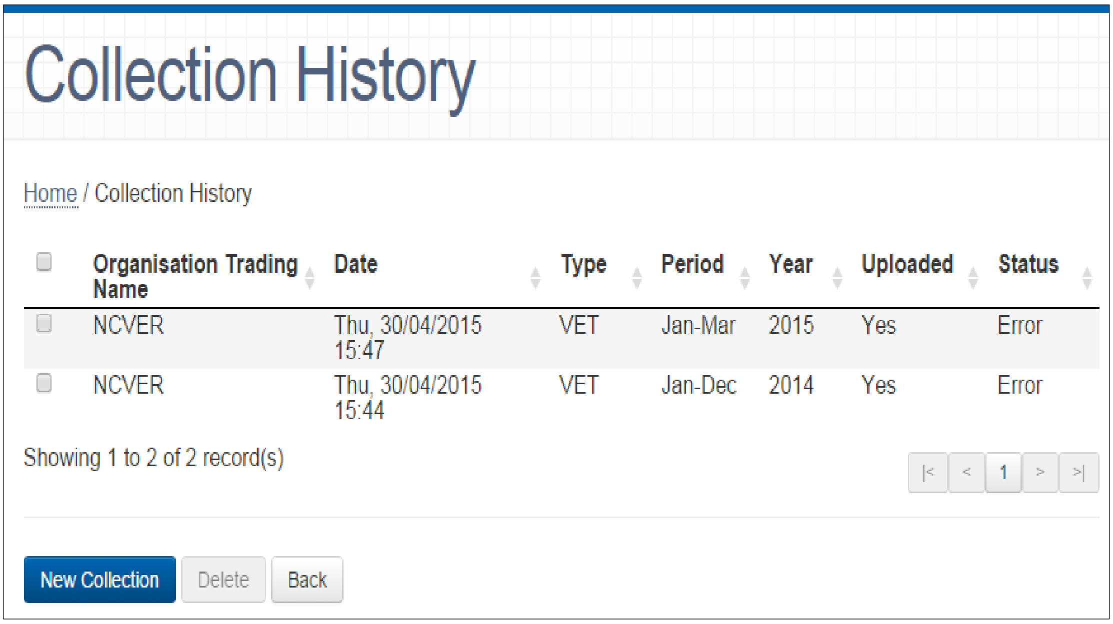
Once data file errors identified in a previous validation have been corrected you will need to upload the corrected files and repeat the validation process.

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.*

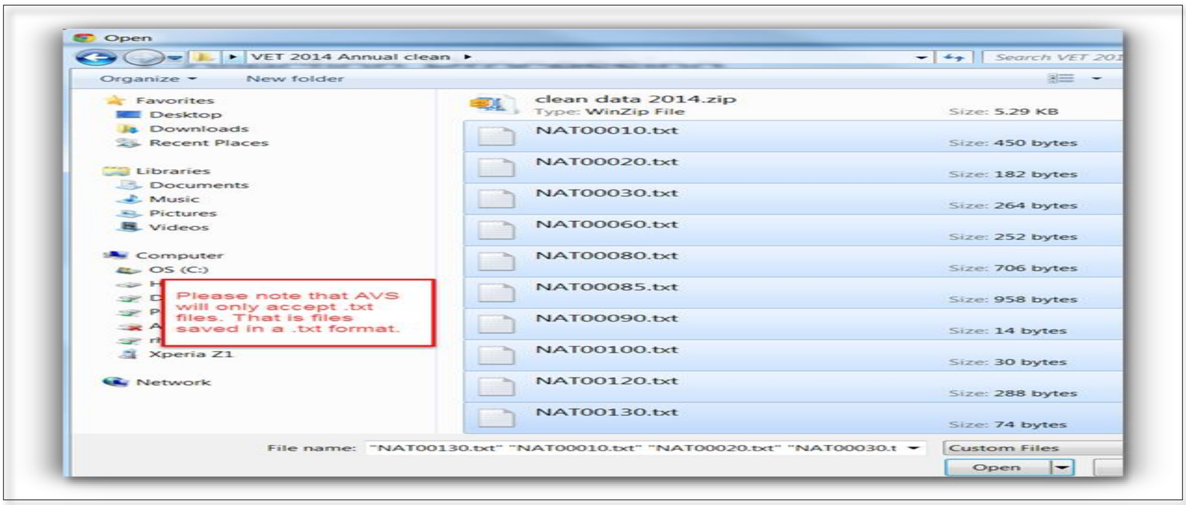


Please note: Data collections expire 28 days from their validation date and you will need to upload and validate your data again. Please refer to the Data Retention section in this guide.

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.

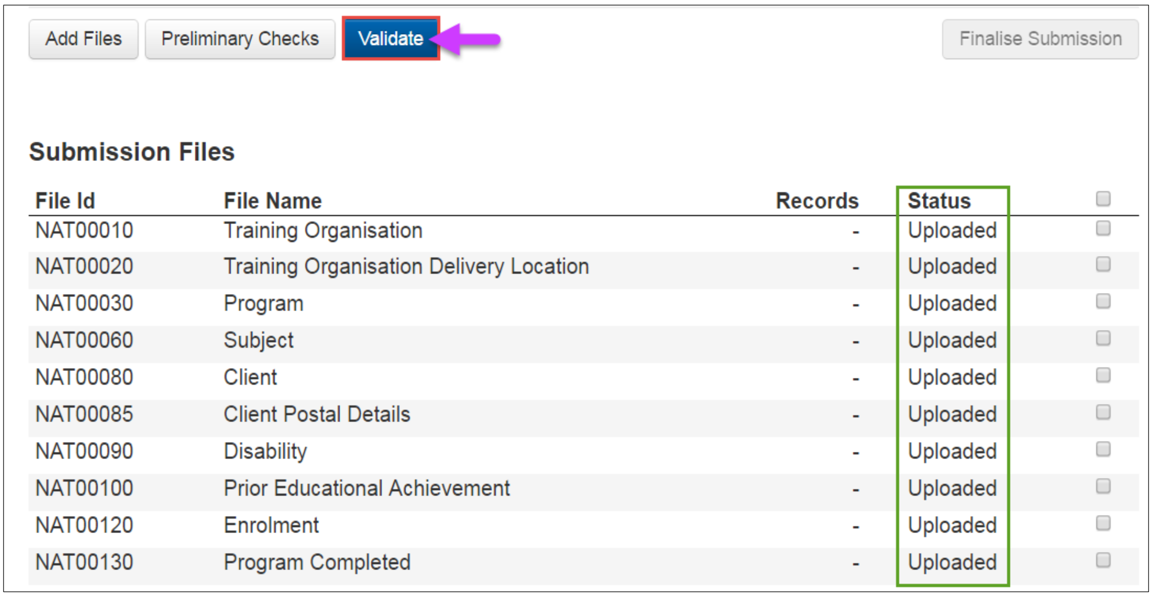
5. Click the **Open** button.



6. 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.**

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



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

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.

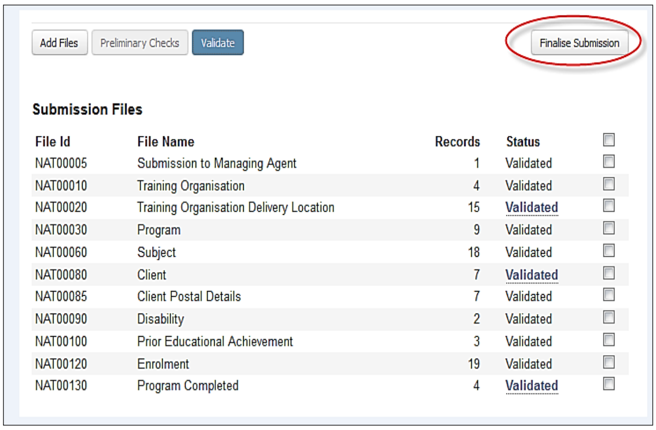
Exporting and submitting data

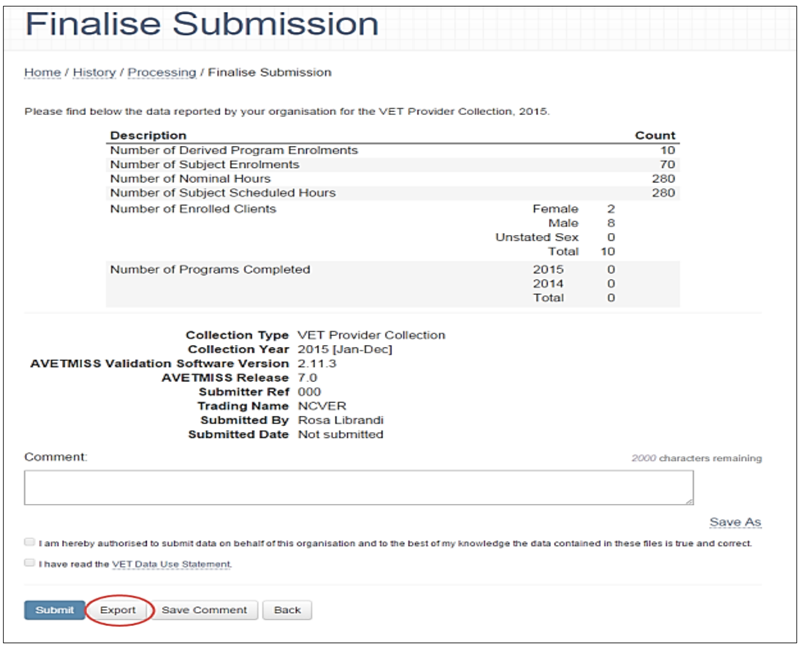
The *Finalise Submission* screen provides RTOs with the ability to export collection data files (in zip format) and for organisations (that submit their fee-for-service data files directly to NCVER) to do so when the collection windows open. Self-registered organisations may be required to forward these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



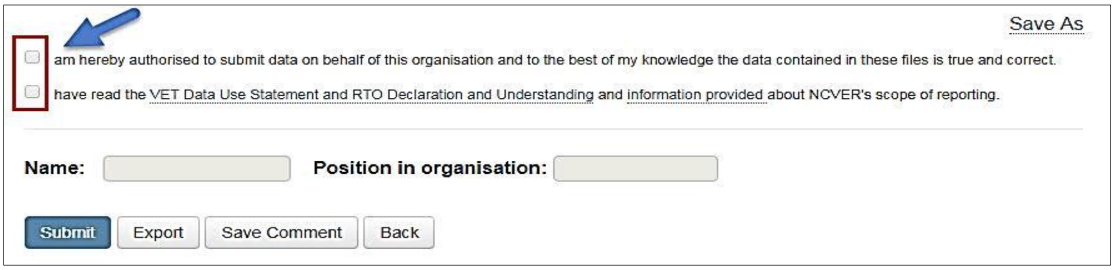


Submission and sign off

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.



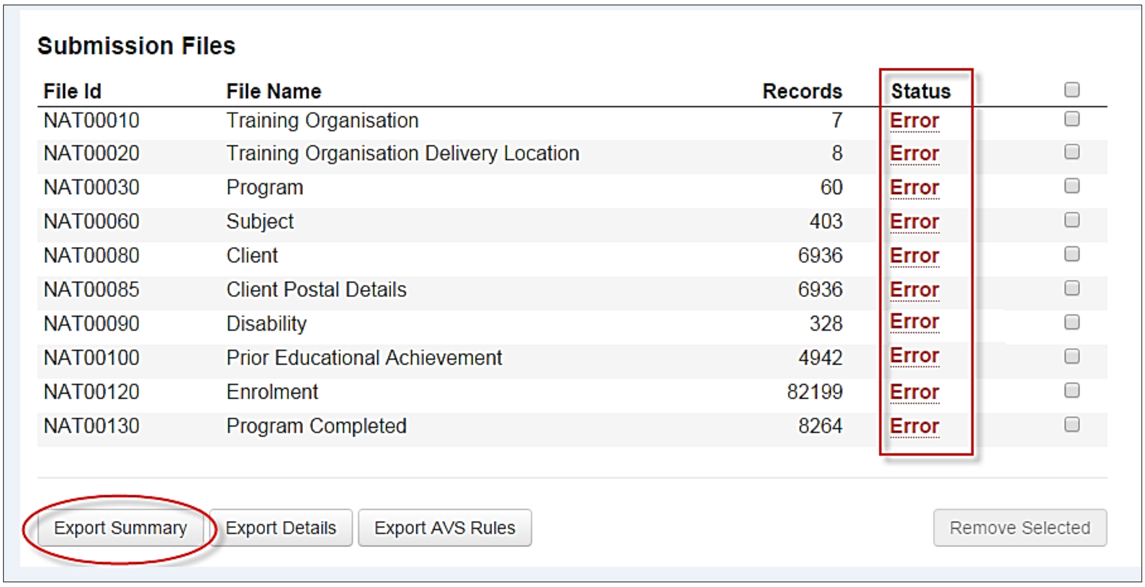
Data retention

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 NCVER, even if it is no longer on the AVS server.



Submission Files

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

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.

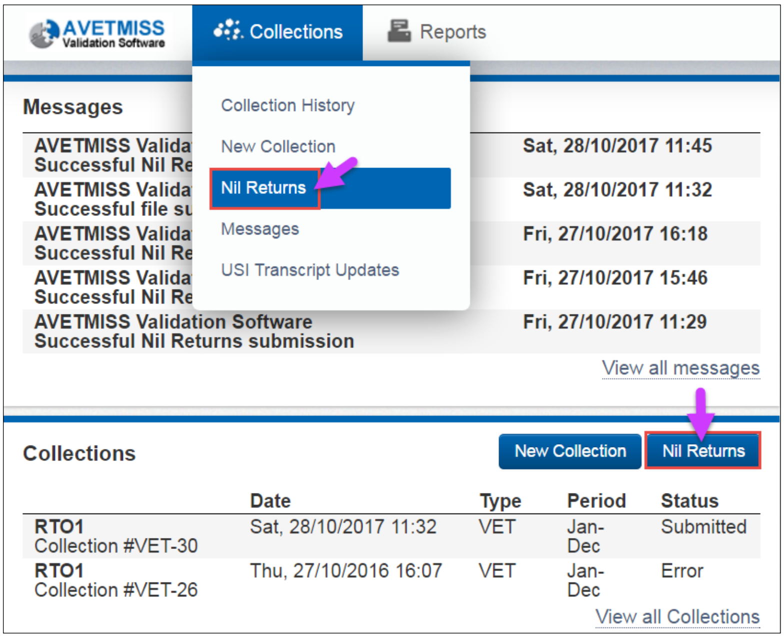
All RTOs are required to report their nationally accredited training activity (AVETMISS data). If your RTO did not deliver any nationally accredited training during a calendar year, you will need to provide a Nil Return. A Nil Return can be submitted by an authorised representative, of your RTO, via 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

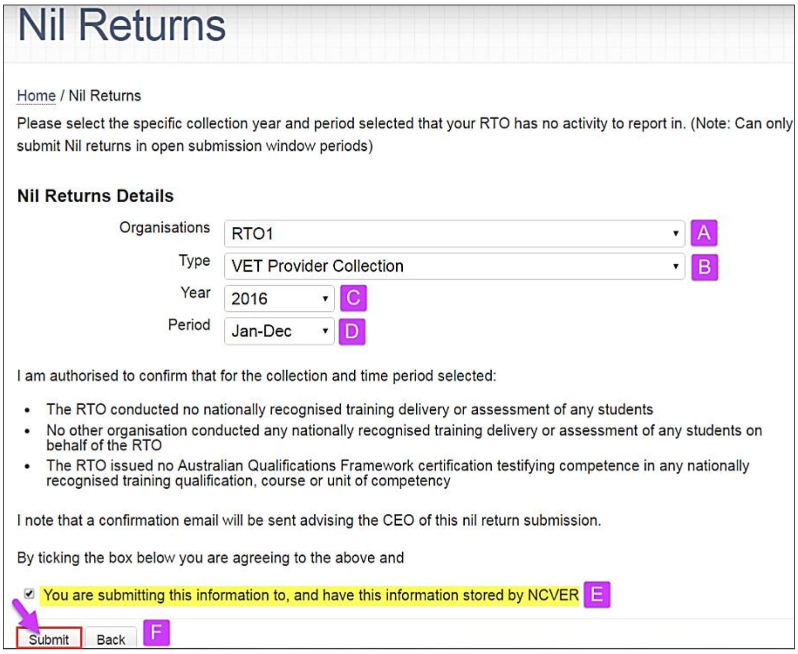
To submit a Nil Return you will need to ensure you have the correct user role(s), such as Data Submitter, Organisation Administrator or Primary Contact. If you do not have the necessary access, the registered Organisation Administrator or Primary Contact can assign you the required role(s). For details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



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

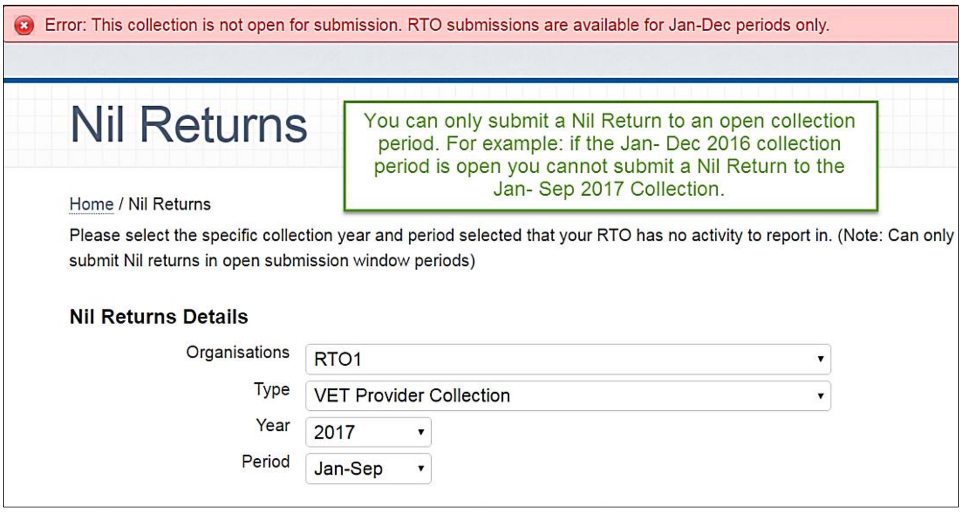
It is only possible to submit a Nil Return to an open annual collection period.

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:

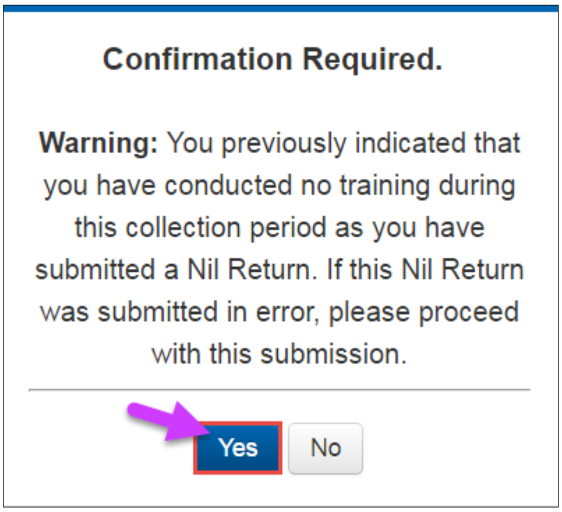
You cannot submit a Nil Return for a quarterly collection.



Nil Returns submitted in error

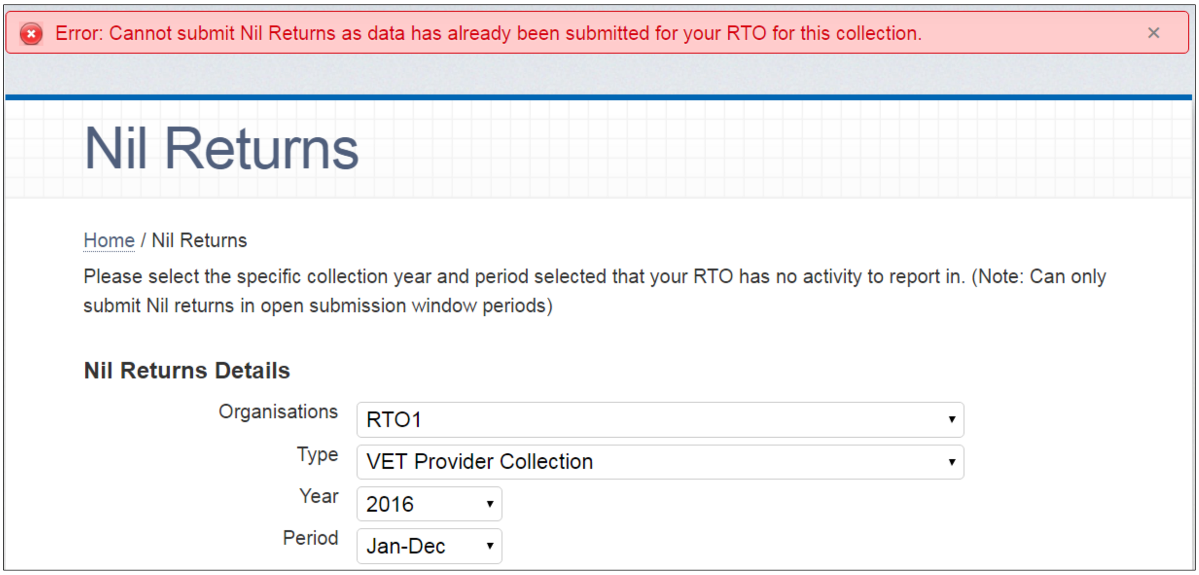
If a Nil Return was submitted in error you can still submit AVETMISS data to the same collection period, but only whilst the collection window is still open.

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 NCVER 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). 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 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 to 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 if 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

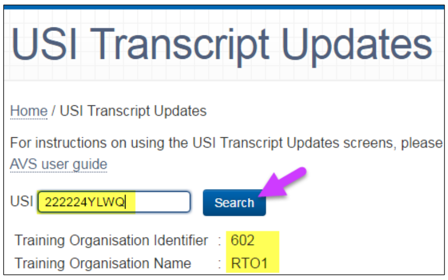
If training activity was submitted to a National VET Collection without a USI, or the activity was not reported at all, this activity will need to be added individually within AVS to ensure the activity appears on the client's USI transcript.

Adding or editing a USI transctipt 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.

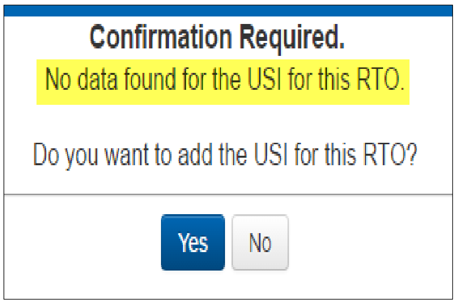
1. Log into AVS at <https://avs.ncver.edu.au/avs>.

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**.

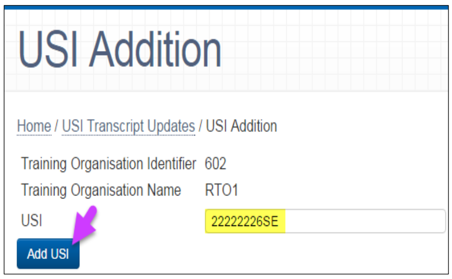
   Note: if the USI Transcript Update option is not showing it is because of your user role.



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.**

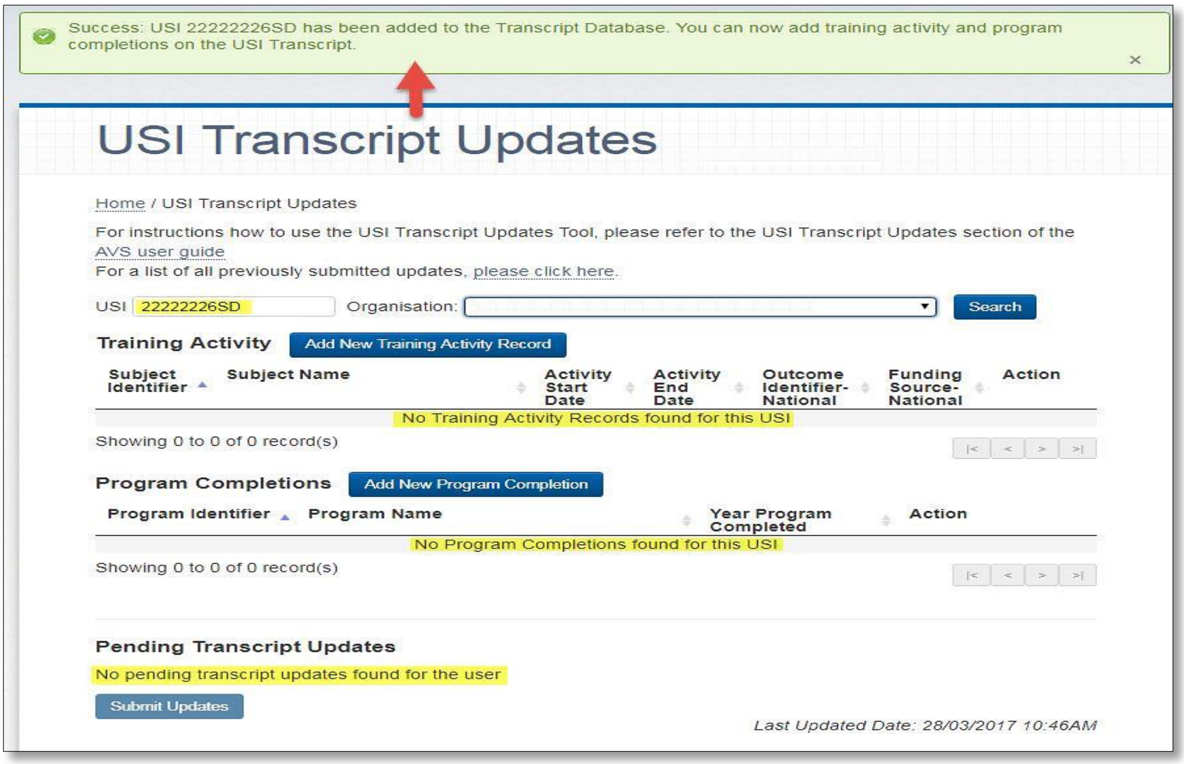


4. This will bring you to the USI Addition screen – click **Add USI.**



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.

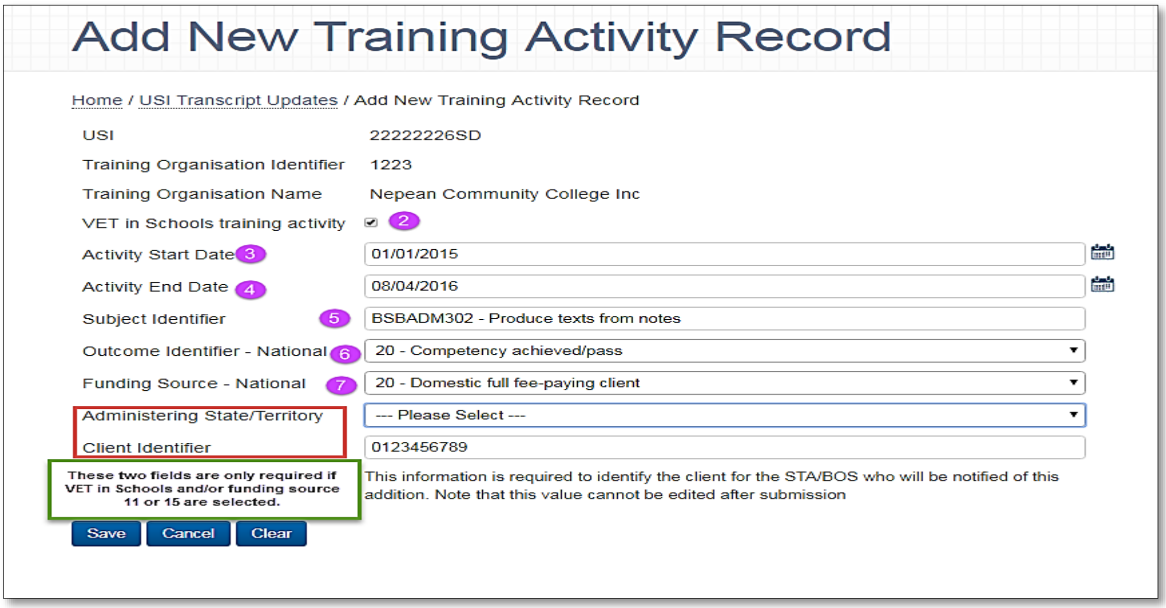


Adding a new subject enrolment

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.



2. 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.
3. 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.

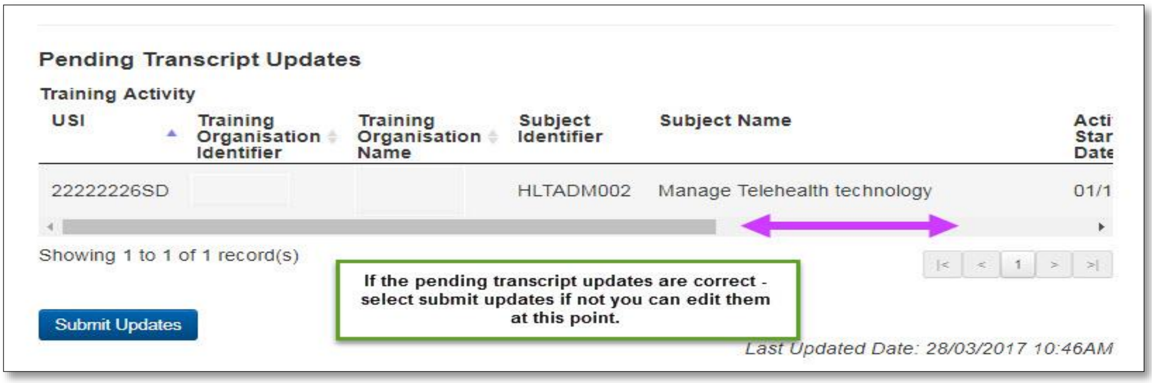
   For example: if the current collection year is 2018 you cannot have an Activity Start date in 2018 or in the future. The very latest *Activity Start Date* that could be entered is 31 December 2017.
4. Enter the *Activity End Date*. The *Activity End Date* must be after 1 January 2015. This is because 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.
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 can be added via the USI Transcript Update Tool. You can only to add any accredited unit modules that are listed on www.training.gov.au.
6. 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.
7. 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.
8. As you enter your enrolments you need to save the changes — click **Save**. Continue to enter the enrolments (subjects) until complete.
9. 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.**



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.

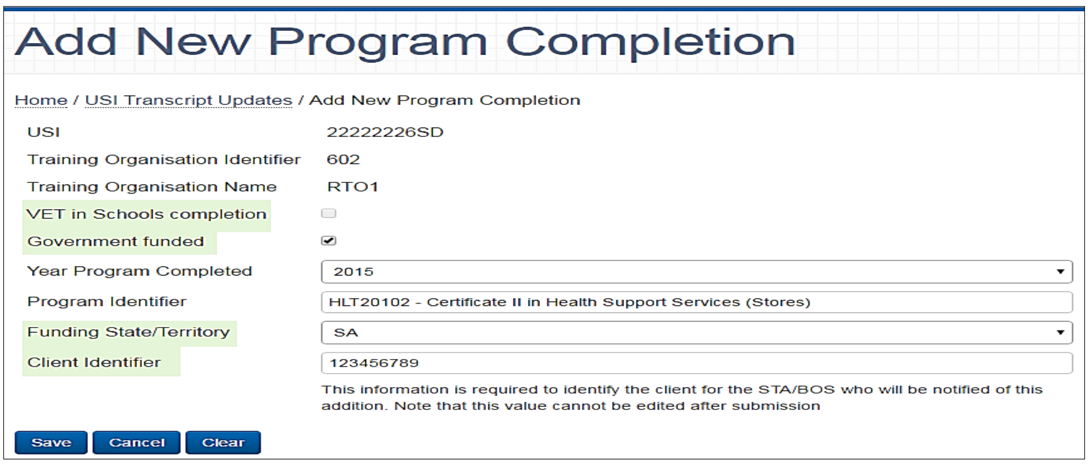
Adding a new program completion

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:

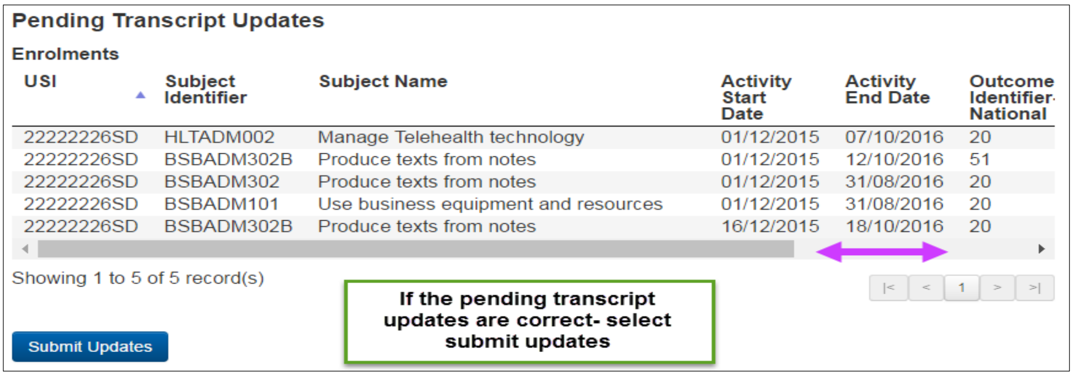
1. Select **Add New Program Completion**. This will bring you to the Add New Program Completion screen.

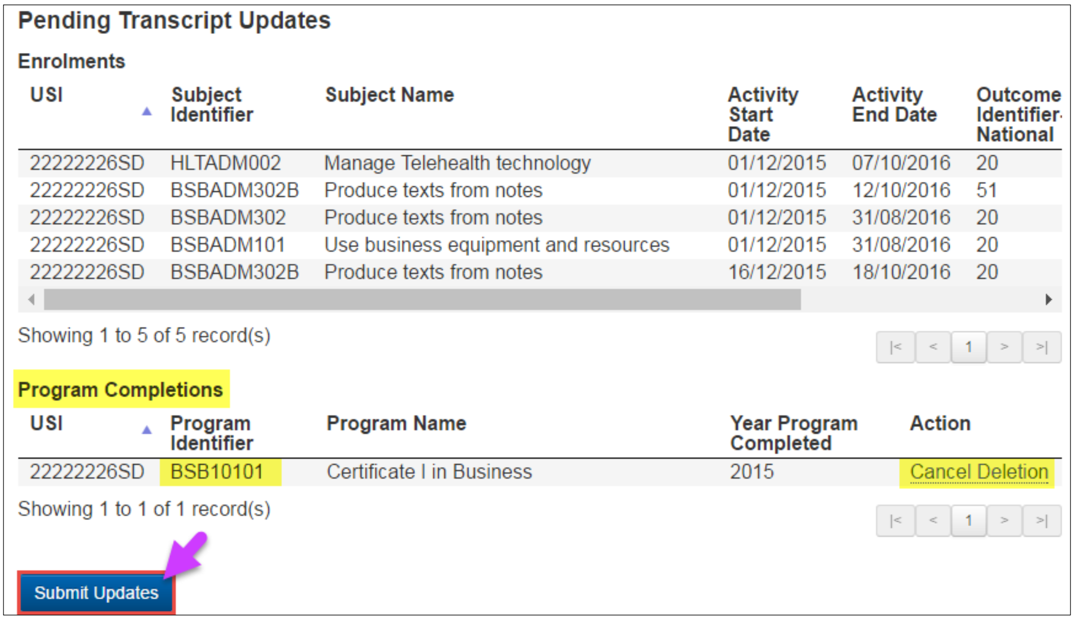
2. Tick the VET in Schools completion box if the new program completion contains any VET in school's subjects. If it does you will need to select the administering state/territory and provide the Client identifier. Once you have submitted this update, AVS will automatically email the appropriate Board 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.
5. Once the details have been entered you need to save the changes — click **Save.**



6. 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**.





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.

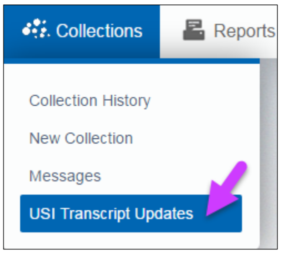
You must replicate all USI transcript updates submitted via AVS in your RTO's student management system (SMS) to ensure that the data is not overwritten on your next submission and that your internal data is consistent with the USI transcript.

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.

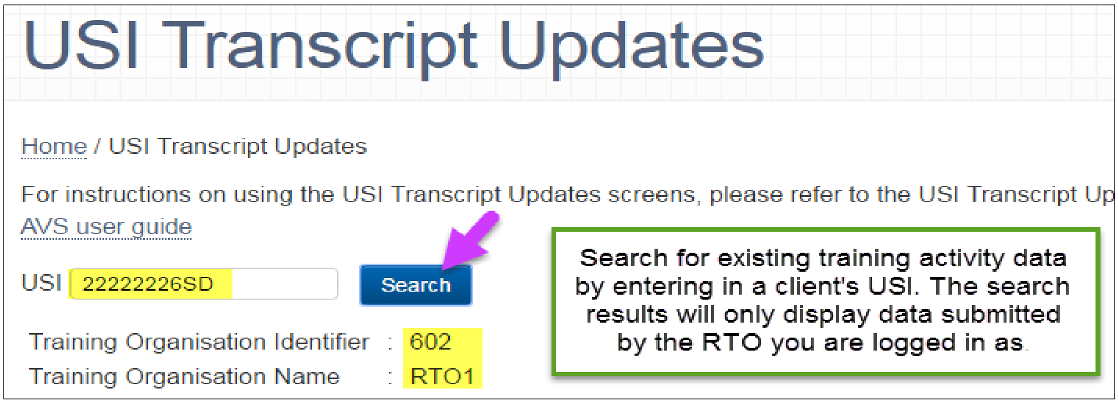
An email will also be sent to the relevant Boards of Studies or STA if the training activity if either VET in schools or government funded. The USI office also receives weekly reports on all USI transcript updates.

Amending an existing USI transcript

To amend an existing transcript:

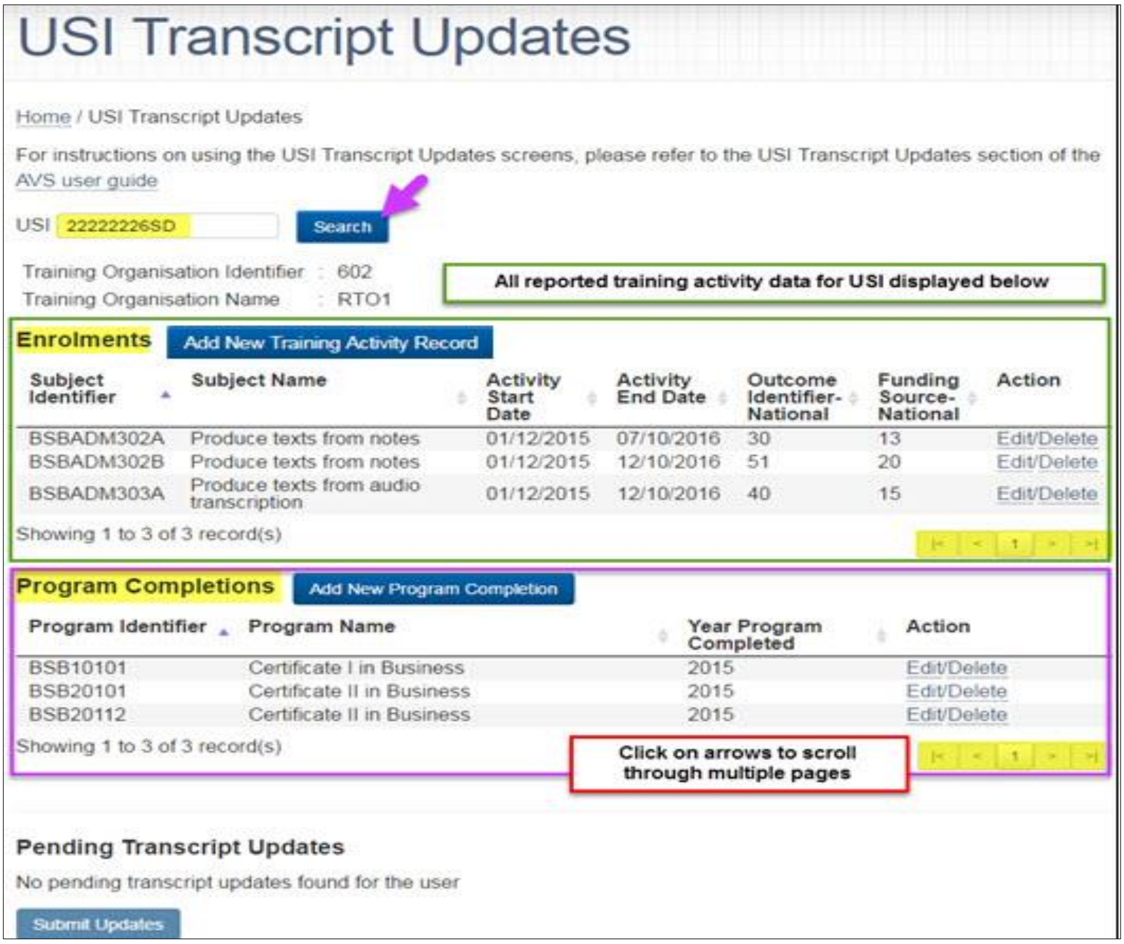


1. Log into AVS at <https://avs.ncver.edu.au/avs>.
2. From the Collections drop down menu select **USI Transcript Updates**; this will take you to the *USI Transcript Updates* screen. Type in the Client's USI (in capitals) and select search.
3. Type in the USI and select *Search*. Use capital letters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

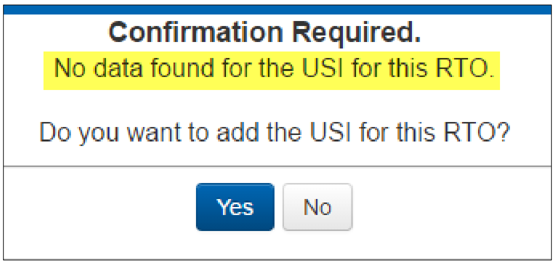


By searching for a specific USI, all the training activity data completed by that client at your RTO will be displayed where reported (if the client has completed training at another RTO that your AVS account is not associated with this will not be displayed for privacy reasons). NCVER's Privacy Policy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

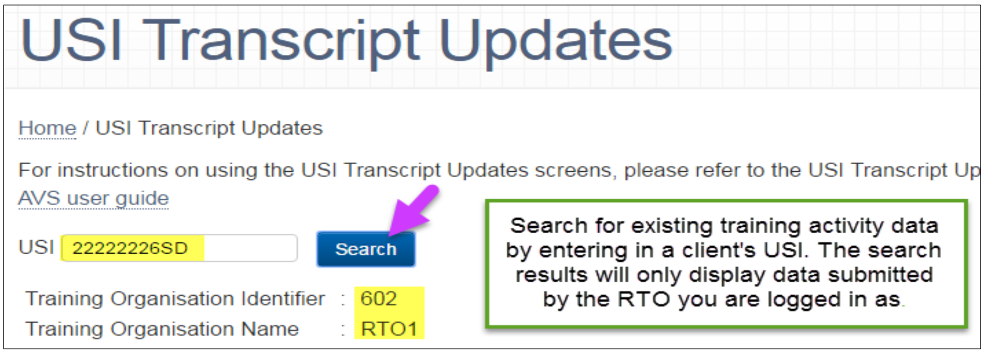


Important: If you search for a USI that does not have any training activity, a popup box will appear — asking you whether you would like to add the USI. Adding a USI (and the related training activity) will only populate the USI transcript and **will not** update the AVETMISS data that you submitted.



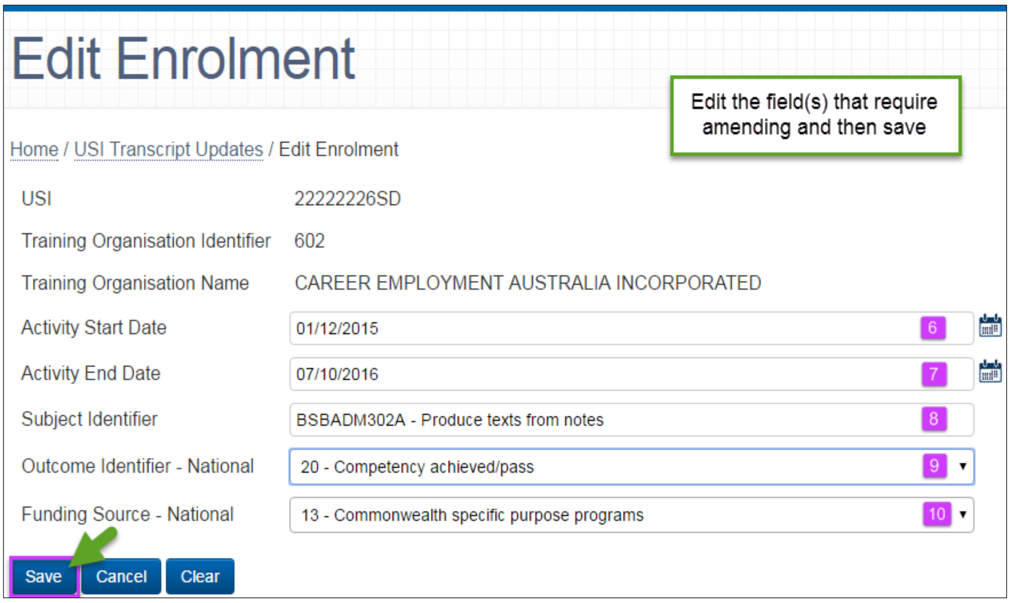
Editing an existing subject enrolment

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**.



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.

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.



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 NCVER 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 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.

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.

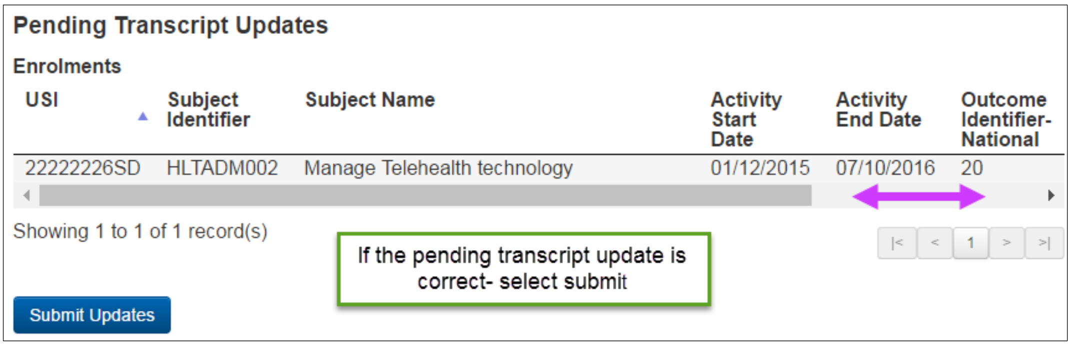
10. When editing *Funding Source — National* please note that you will not be able to change the funding source if it is already listed as a state-specific code (*11* or 15*)*. An enrolment record with these funding source codes can be deleted but the funding STA will be notified.

    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.

11. **Save** your edits.

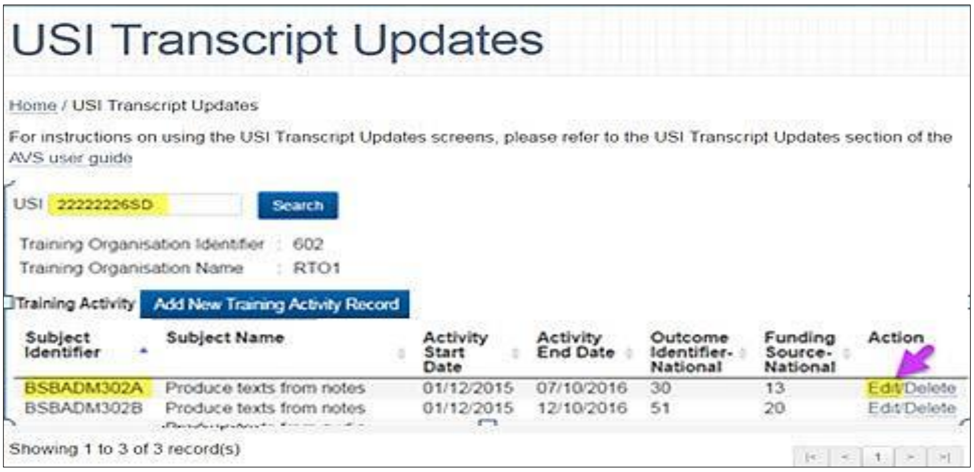
12. Review or Cancel. Once you have saved your edits you will be brought back to the original *USI Transcript Updates* screen. From here you will be able to review or cancel the edit(s) that you have made in the *Pending Transcript Updates section.*

13. **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.

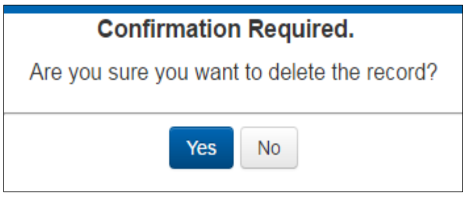


Deleting an existing subject enrolment

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 if 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).

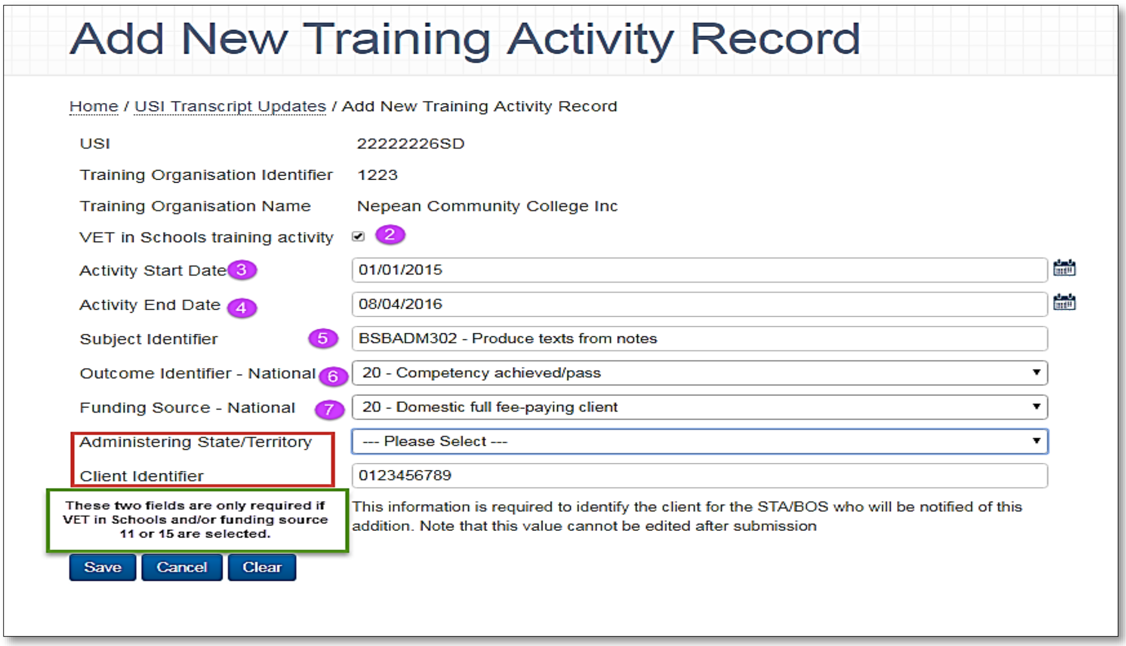
   Note: All details need to be entered in the order as they appear.

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

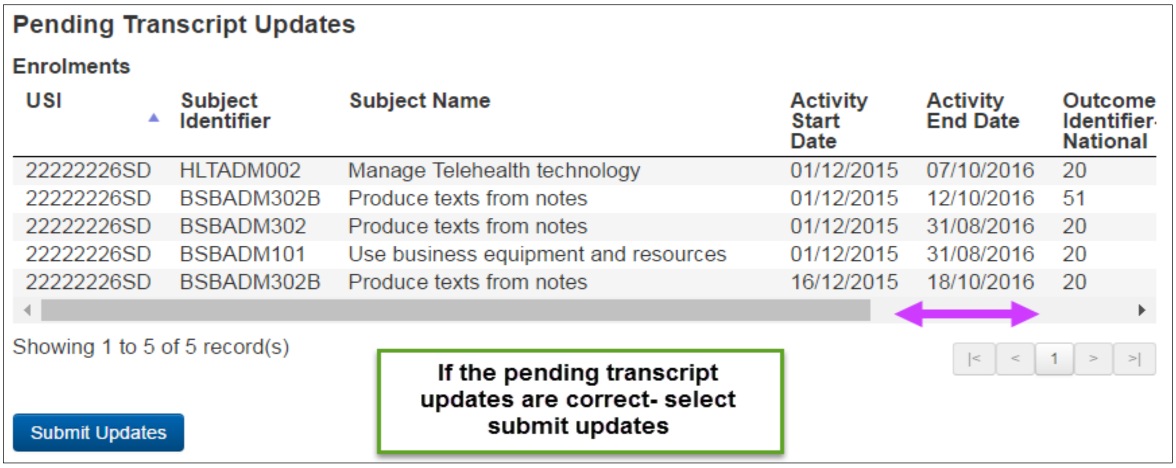
5. Enter the *Subject Identifier*. This is a lookup field, which will self-populate after the first three characters are typed and prompt the lookup menu to appear from which you can select the appropriate subject. Only nationally recognised subject enrolments that appear on www.training.gov.au can be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

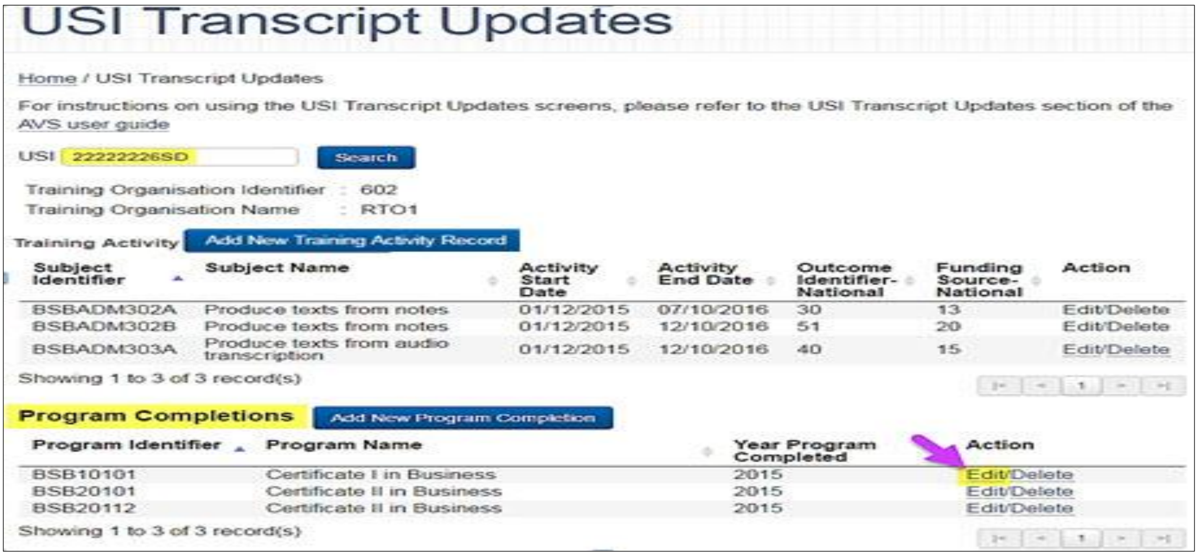
7. When **adding** a new subject enrolment, it is possible to select a state specific funding source (unlike when editing an existing subject enrolment). If you are adding a new state funded (*Funding Source — National 11* or *15*) subject enrolment you will need to select the administering state/territory 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*).

8. 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**.



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.



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.

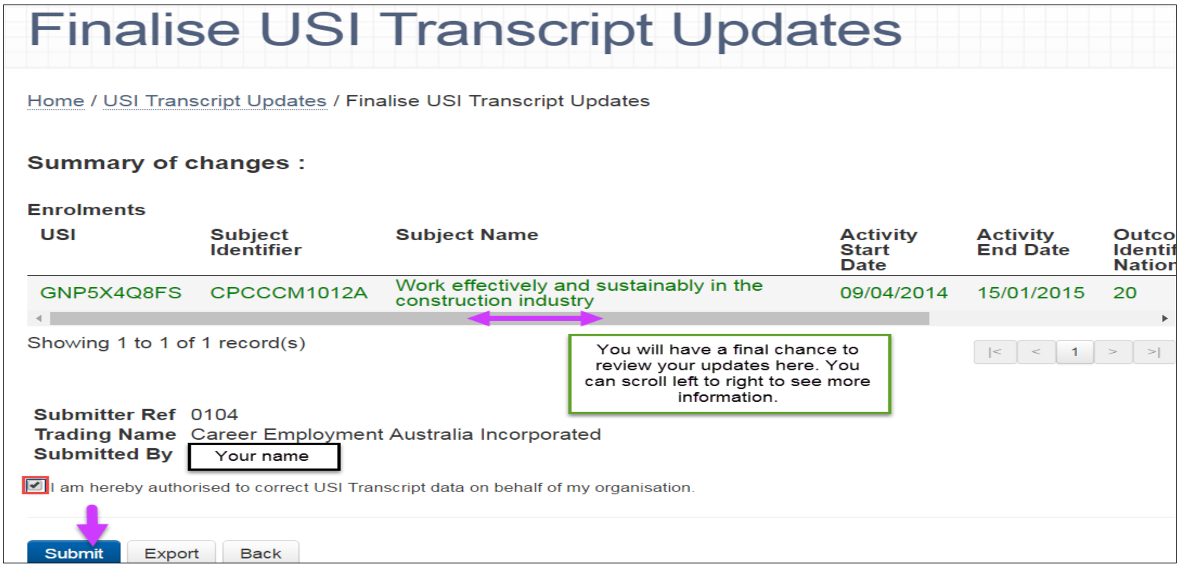
      For example: if the 2018 AVETMISS collection is currently accepting submissions you can only change the Year Program Completed to be 2015 or 2017. This is because 2018 is the current collection year and anything after 1 January 2018 will be in a current or future AVETMISS collection. Activity before 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 NCVER 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)

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**.



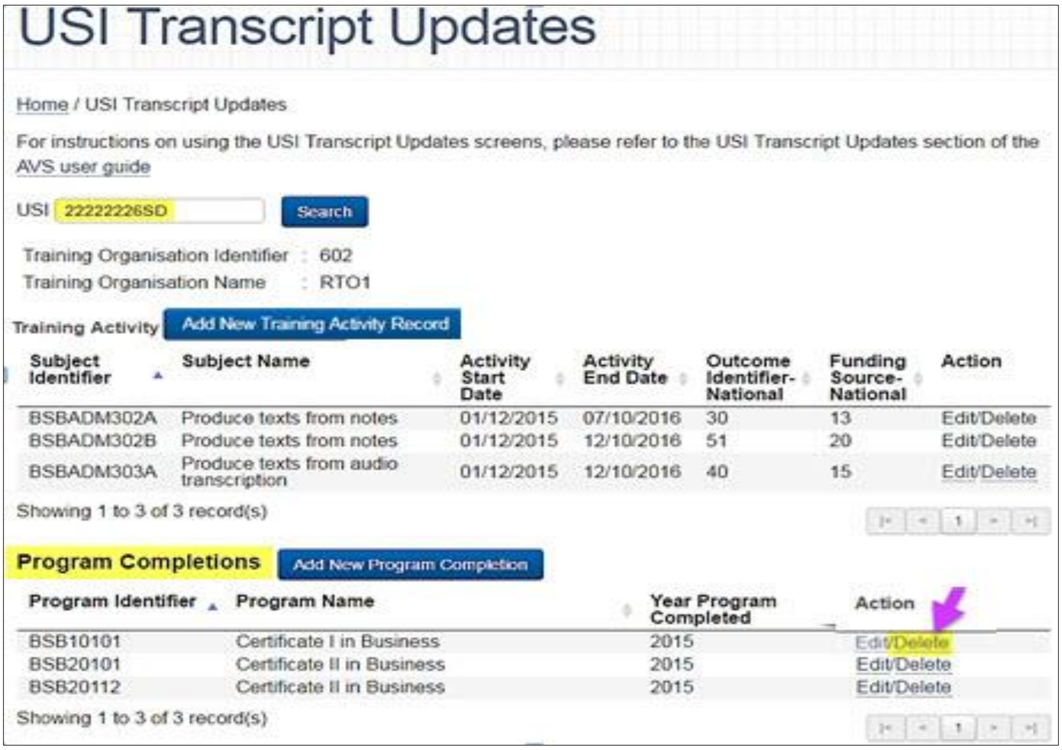
Deleting an existing program completion

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.

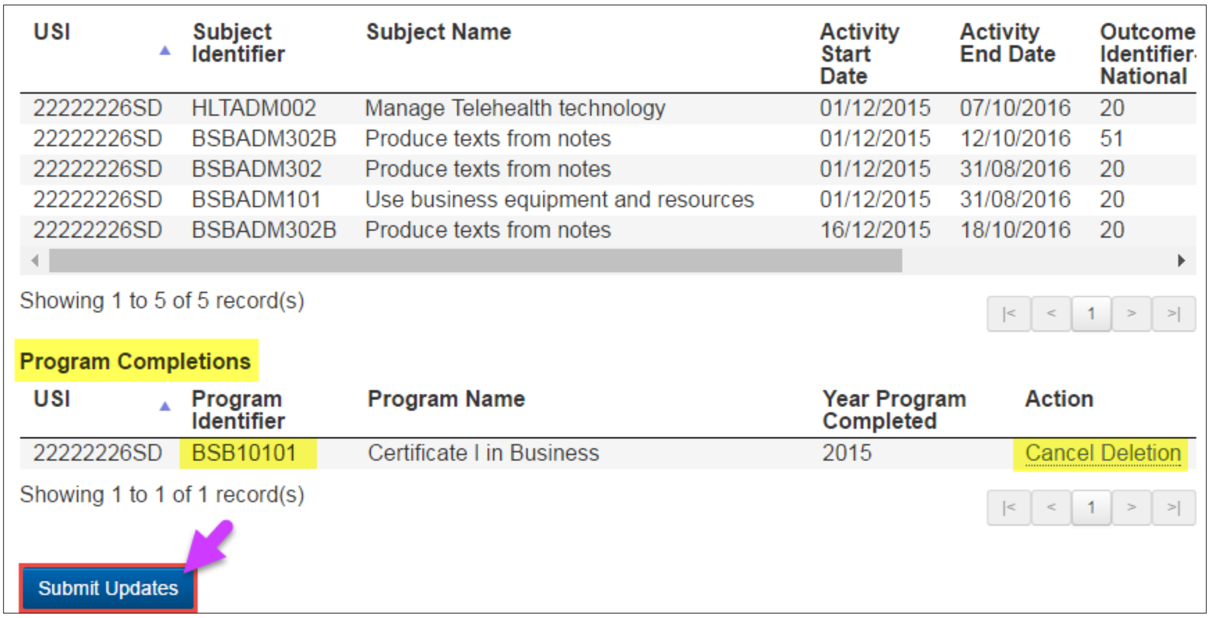
3. Type in the client's USI and select *Search*. Find the program completion to be removed from the client's USI transcript and select **Delete** from the *Action* column.



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 cancelation 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)

|< < 1 > >|

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 > >|

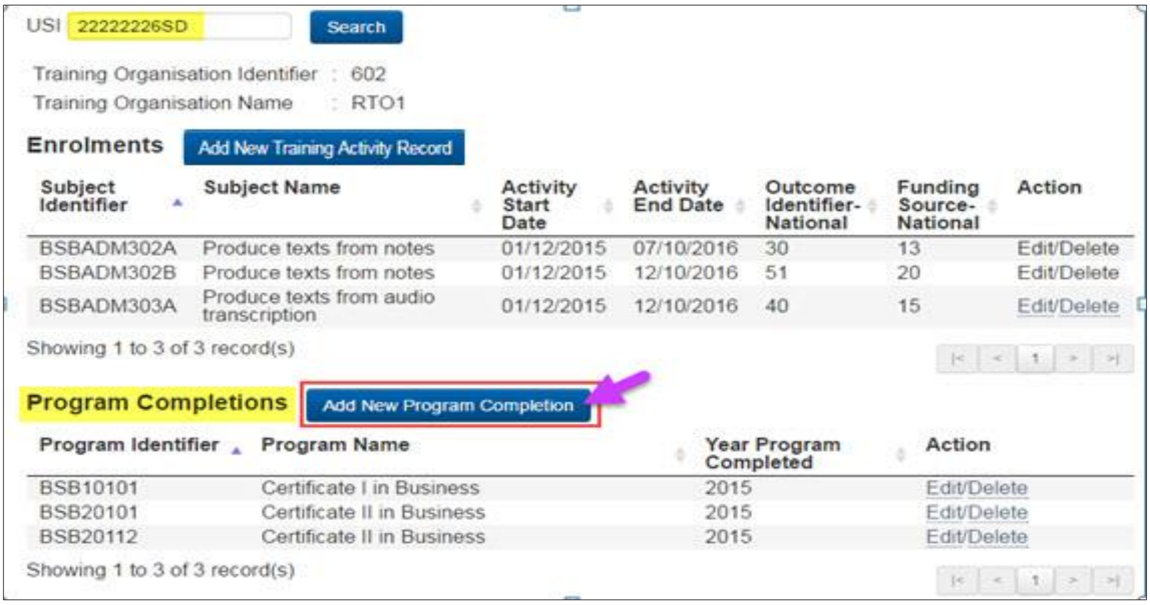
Submit Updates

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 if either VET in schools or government funded. The USI office also receives weekly reports on all USI transcript updates.

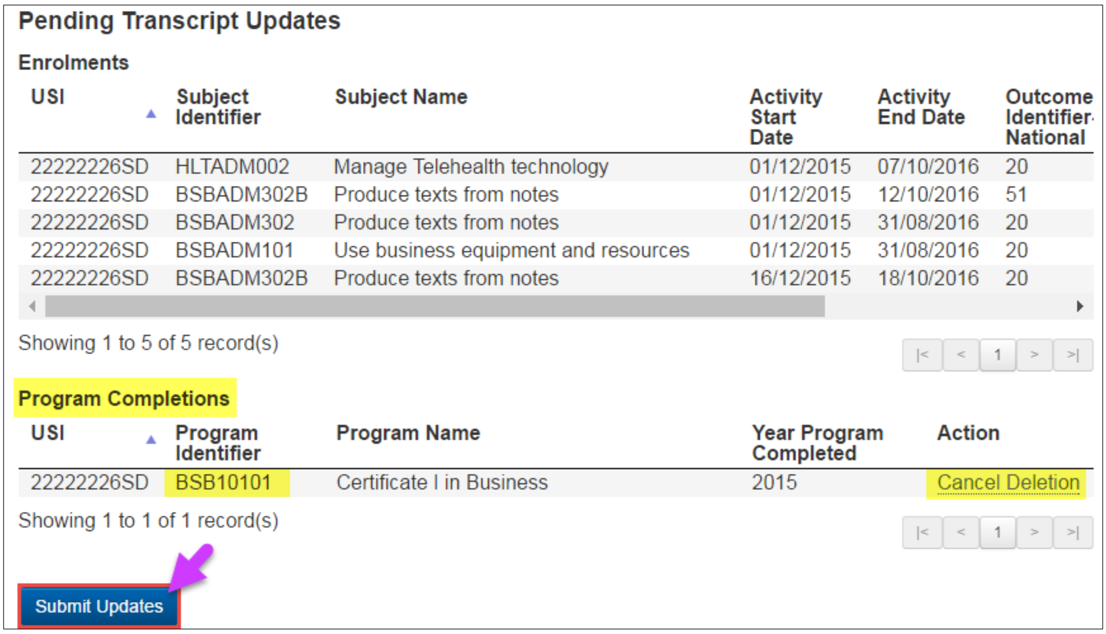
Adding a new program completion

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.



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.
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)

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 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 if 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.

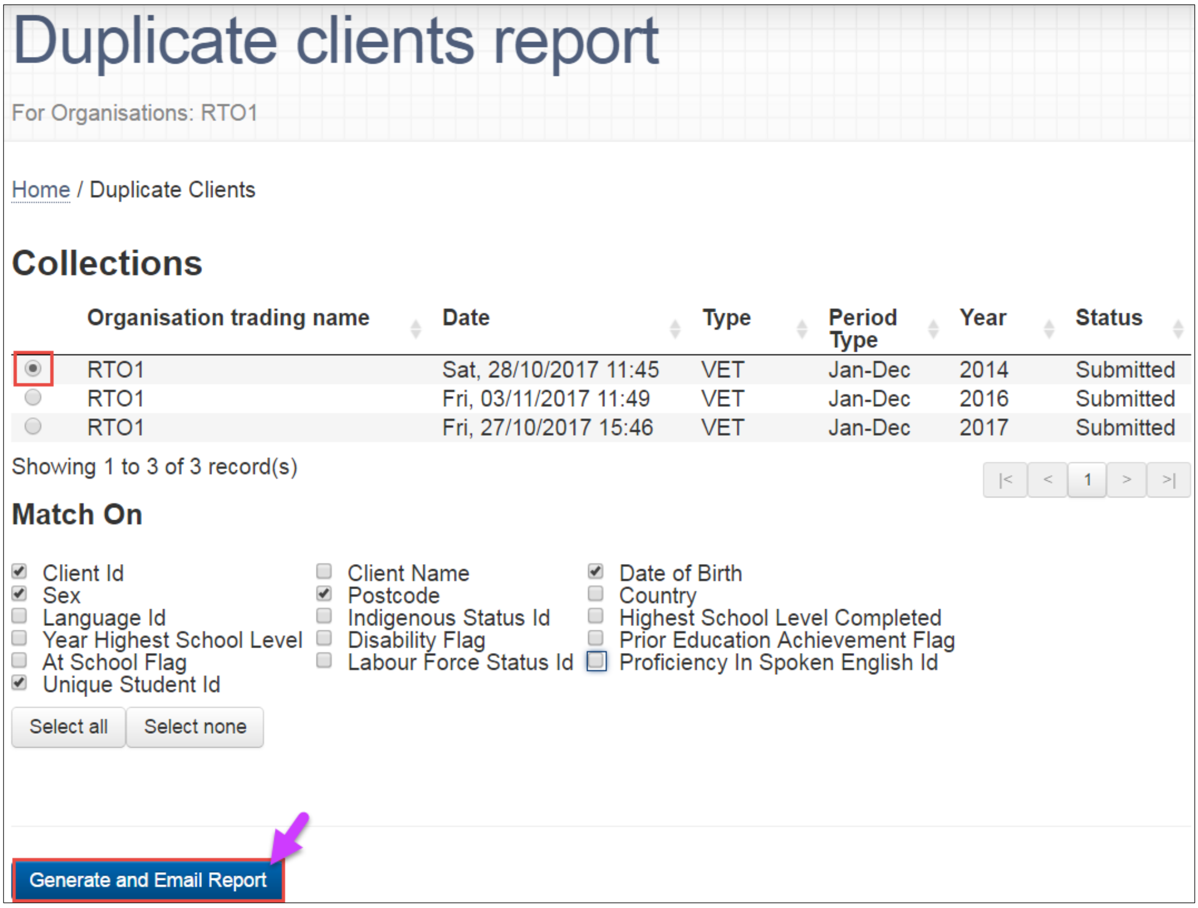
To access the reports, click the **Reports** menu button from the AVS home page and select the required report type.

How to generate a duplicate report

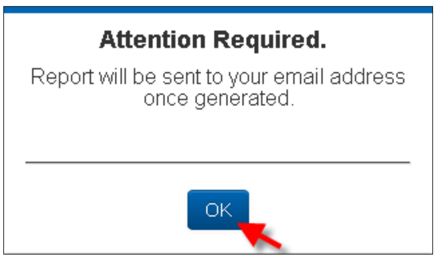
This process applies to all three duplicate reports:

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.

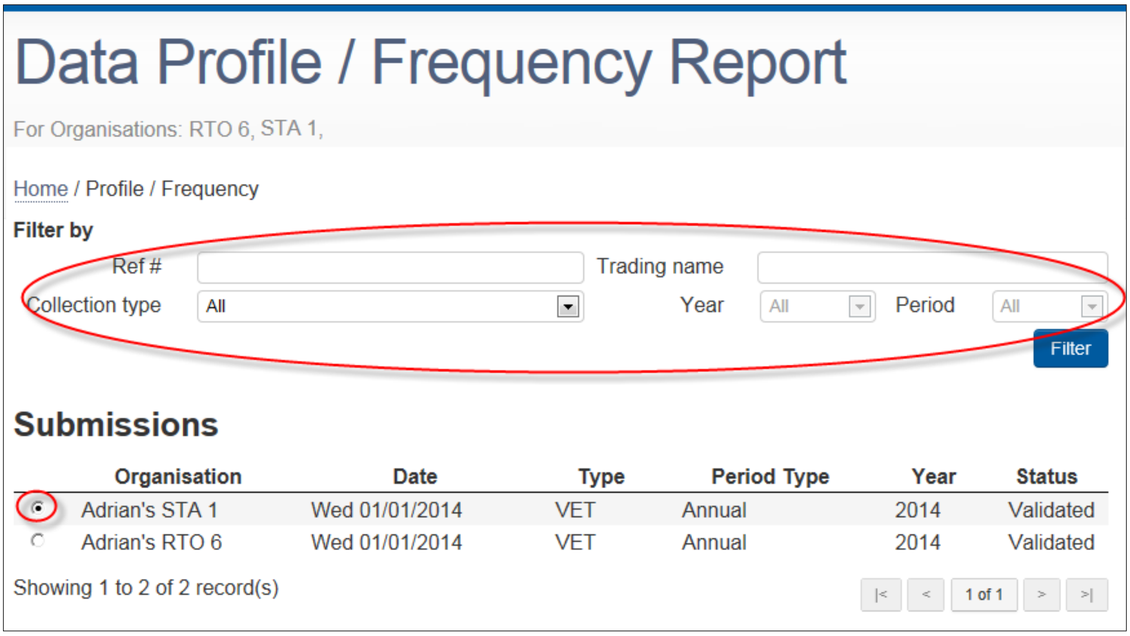


3. Select the fields you wish to match on by clicking the check box next to each field. For example, in the *Duplicate Enrolments* reports you may want to match on *Subject ID* and *Outcome ID National*. When generating the *Duplicate Clients* report you may want to match on *Sex* and *Year Highest School 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.



Data profile / frequency report

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

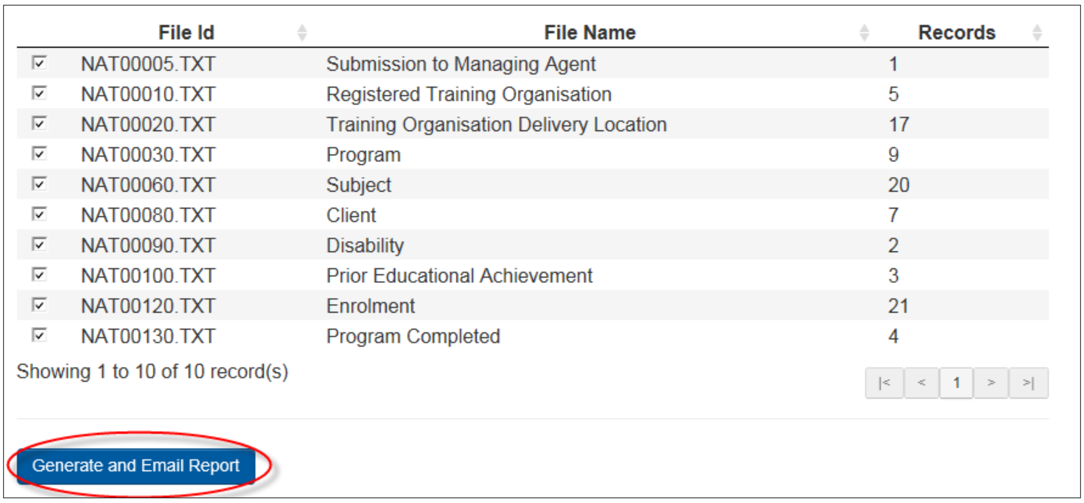


2. You can filter your submissions by collection type, year and period by using the drop down lists. Once selected, click the **Filter** button.

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**.



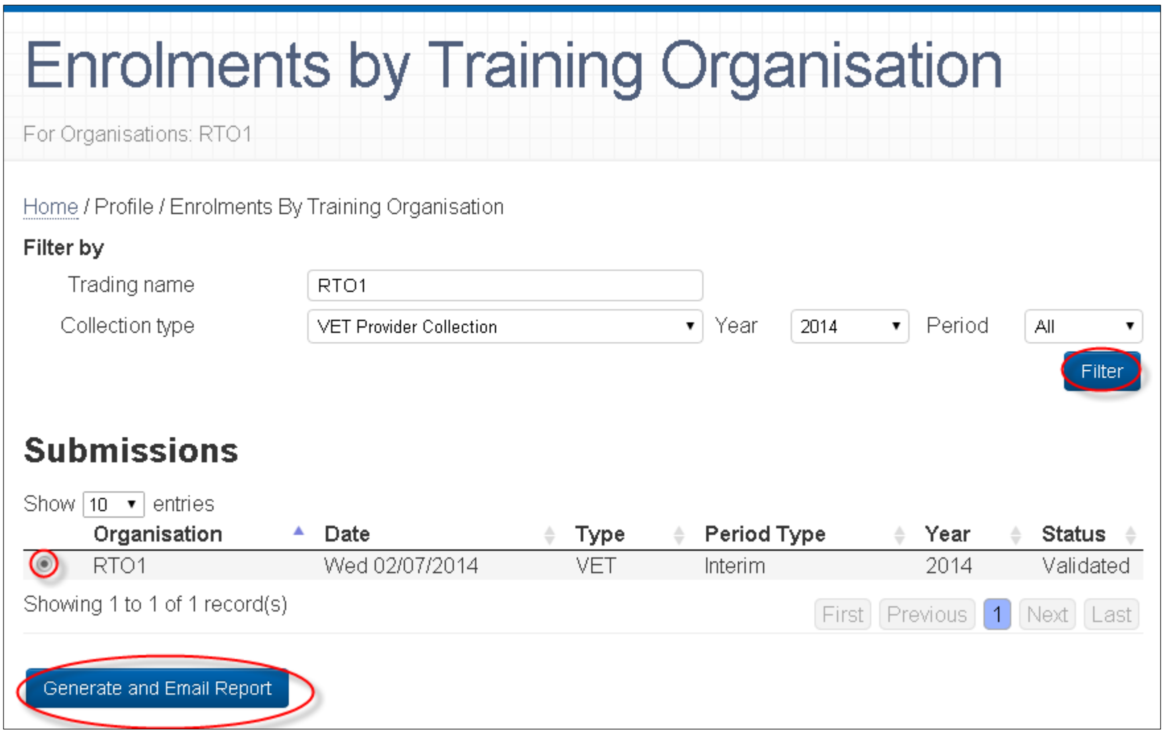
2. A message box will appear advising that the report will be sent to your registered email address. Click **OK.**

3. AVS will send the *Frequency* report to your registered email address as a PDF attachment.

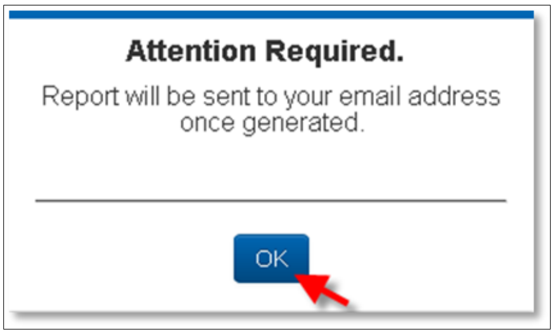
Enrolments by training organisation report

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:

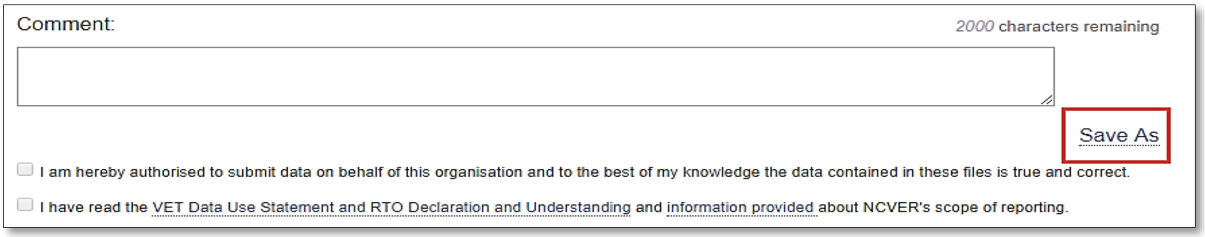


2. You can filter your results by selecting the Collection period, Year and Collection type for the Enrolments by Training Organisation report using the dropdown lists. Once selected, click the **Filter** button.
3. Select the submission that you wish to report on by clicking the radio button next to 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.**



AVETMISS Validation Software

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 [1]			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:	[redacted]
Submitted Date:	Fri, 03/11/2017 08:20
Comments:	

Section 7 - Account settings and user roles

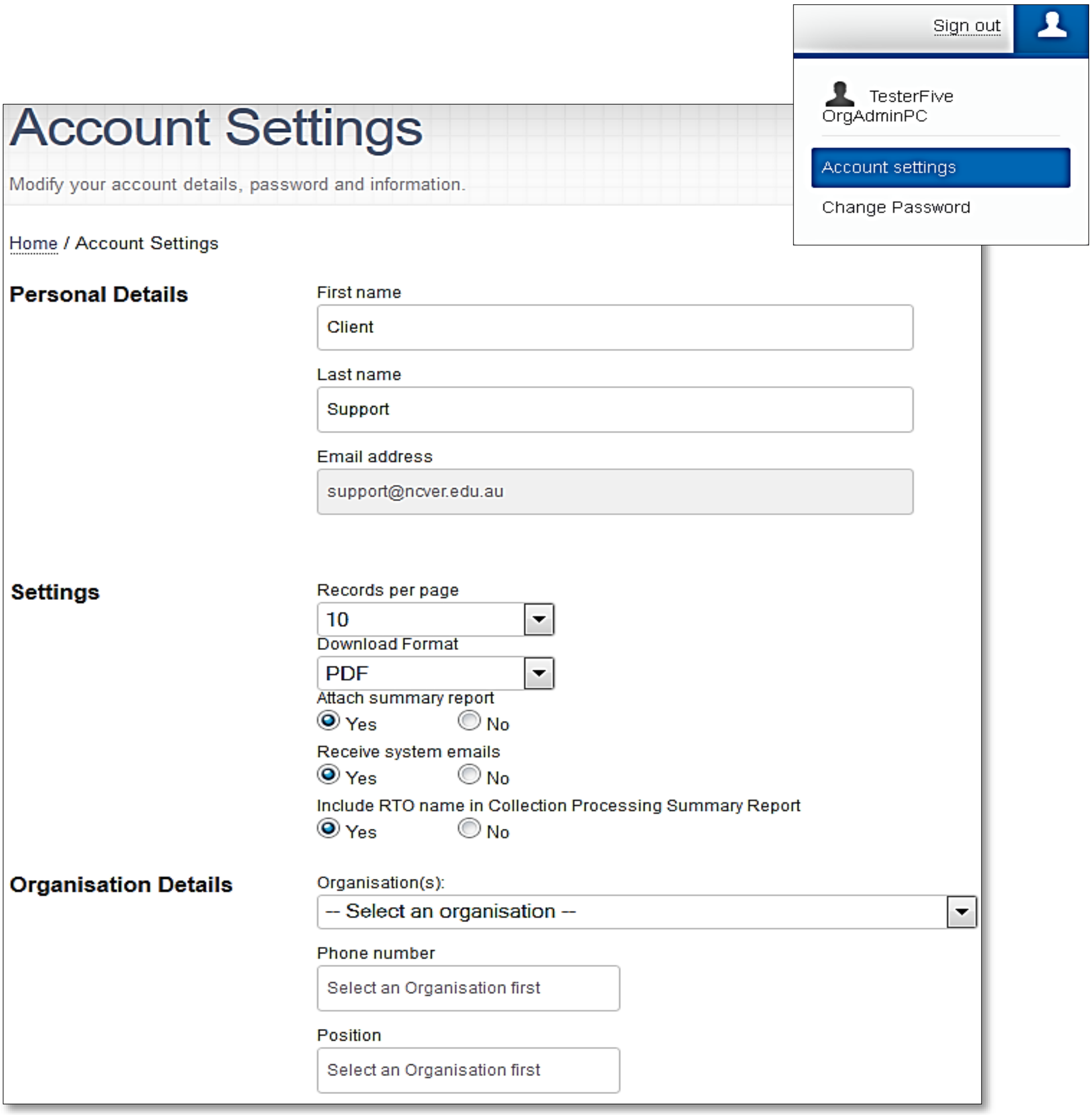
User settings

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.



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 notifactions 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 availailable 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 appropriatre 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 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.

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).

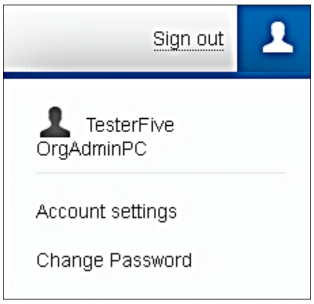
2. Once you have completed updating your user settings, click the **Save** button.

Change password

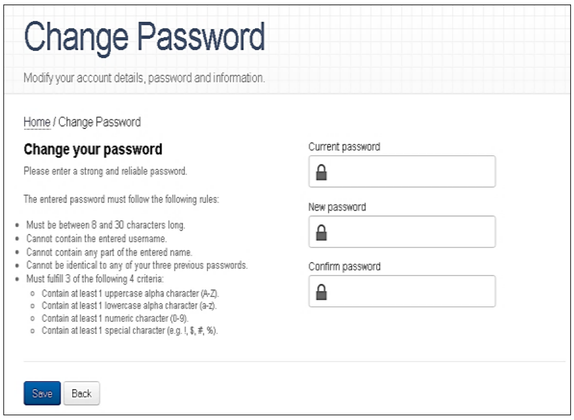
1. From the Home screen, click **Users** menu button then **Change Password**

   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.**



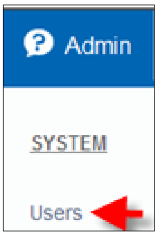
A confirmation pop-up screen advises you that your password has been changed successfully.



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.

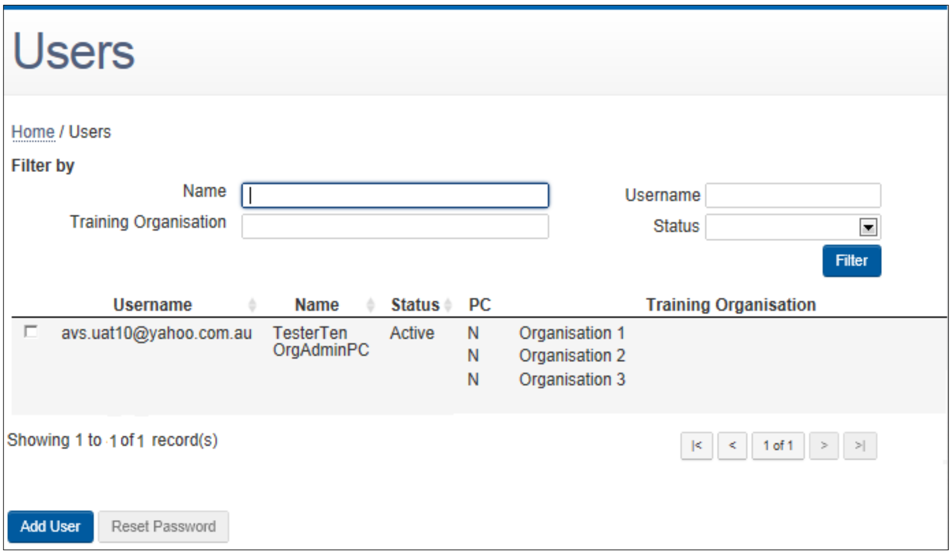
Add user



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.



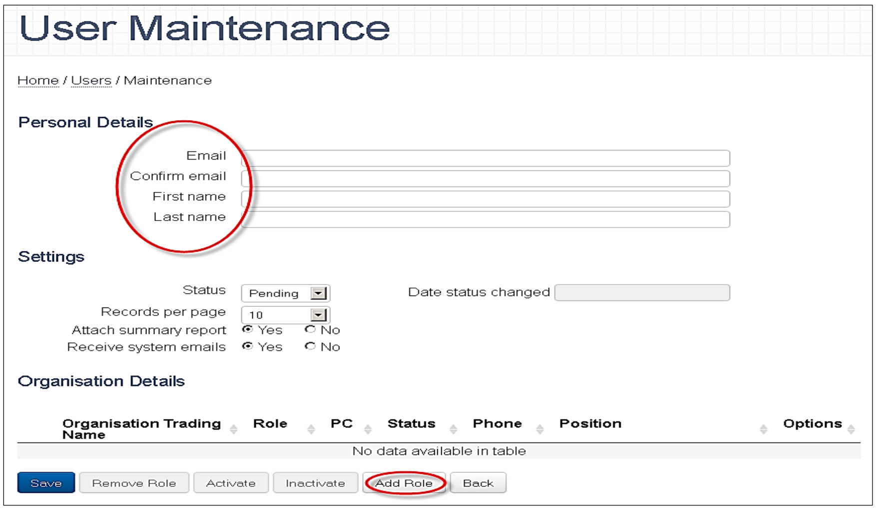
   The *User Maintenance* screen will be displayed.

   Enter the new users details:

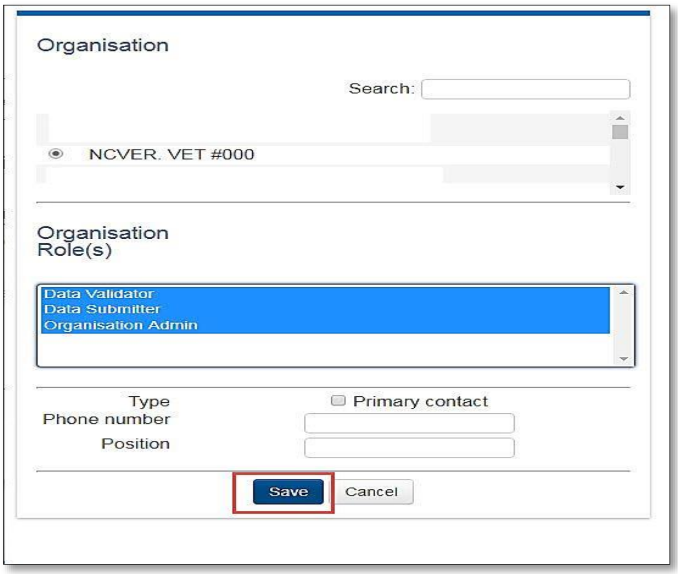
   - email address into the **Email** field
   - email address into the **Confirm email** field
   - first name into the **First Name** field
   - last name into the **Last Name** field.

   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@).

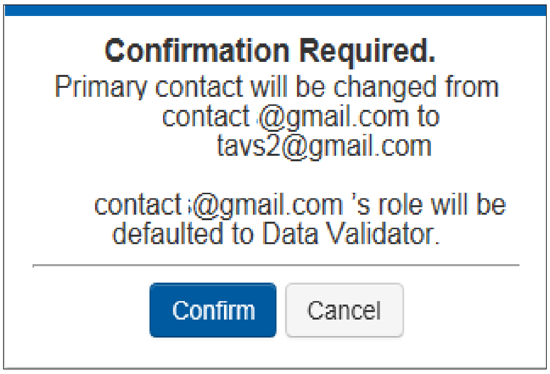
3. Click **Add role** button.



4. A pop-up window will be displayed.



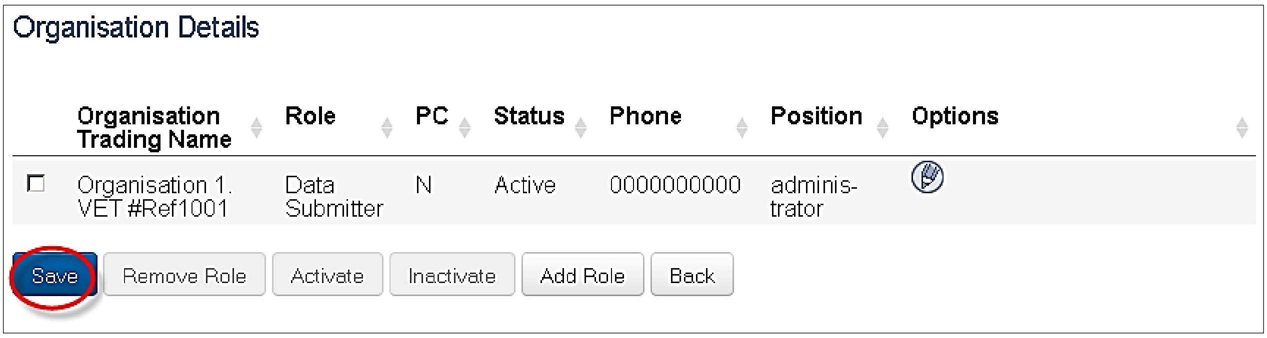
5. Select your organisation by clicking on the radio button next to your organisation name.
6. Select the new user's role by clicking on the appropriate Organisation Role(s):
   - To select multiple roles please hold the **Ctrl button** down and select the relevant roles
   - If you are adding the CEO, 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
	Organisation 1. VET #Ref1001	Data Submitter	N	Active	0000000000	adminis-trator	

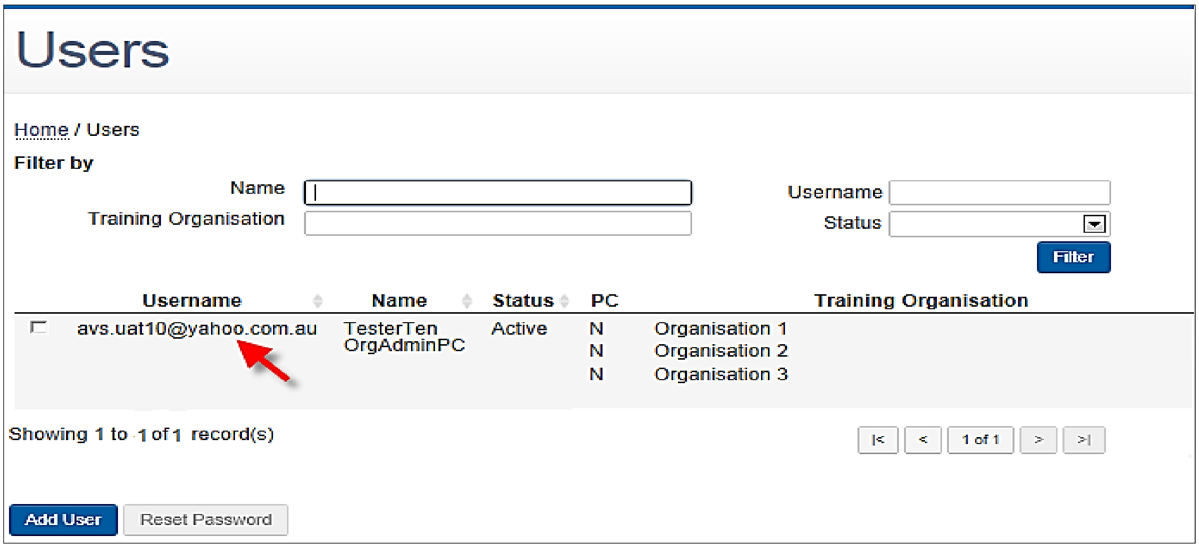
Save | Remove Role | Activate | Inactivate | Add Role | Back

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.



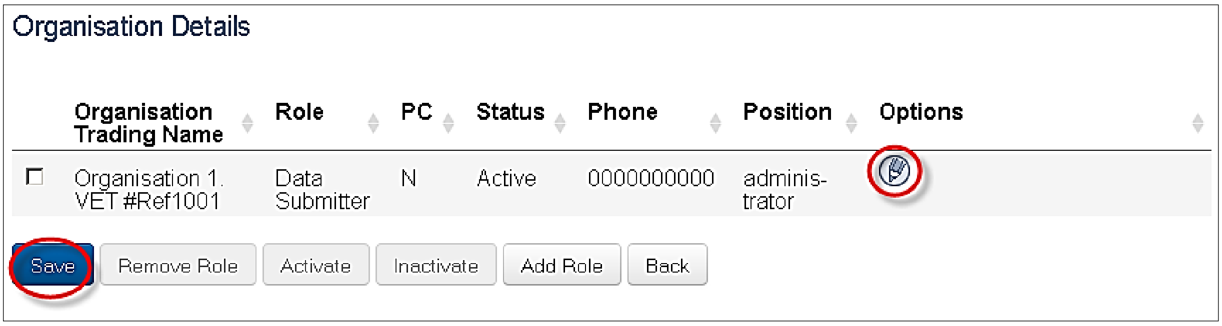
2. To edit user details, click anywhere on the line containing the user's current information.

   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.

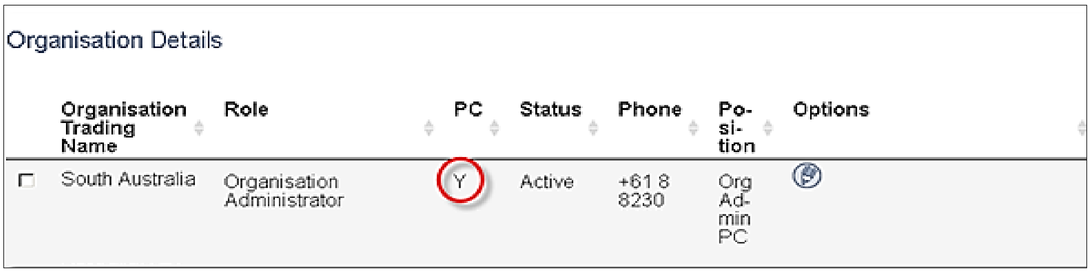


5. Select the user's new role, phone number and position (if appropriate) and click **Save.**
   - To select multiple roles please hold the **Ctrl button** down and select the relevant roles.
   - Click **Save** again (in the *User Maintenance* screen) to complete the change.

Identifying the Primary Contact for your organisation

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

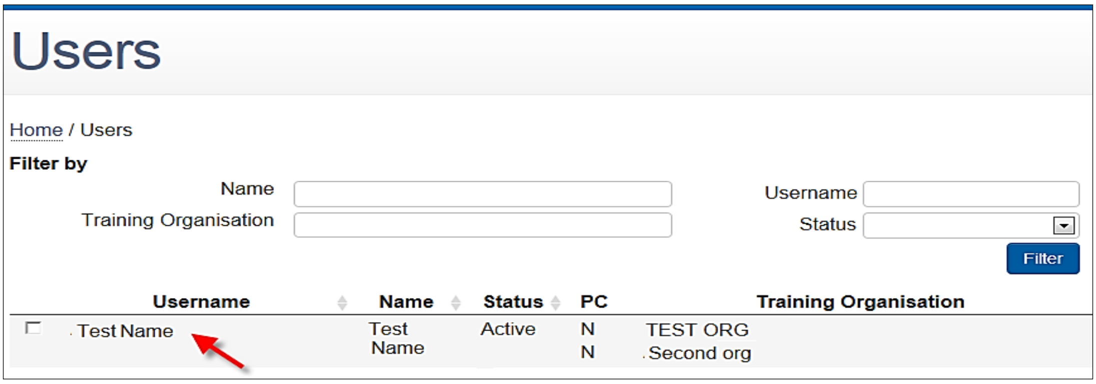
The Primary Contact is identified within the Users screen. In the PC (Primary Contact) column **Y** will be displayed if the selected user is the Primary Contact.



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**.

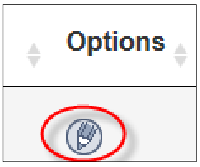


   The *Users* screen will be displayed.

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

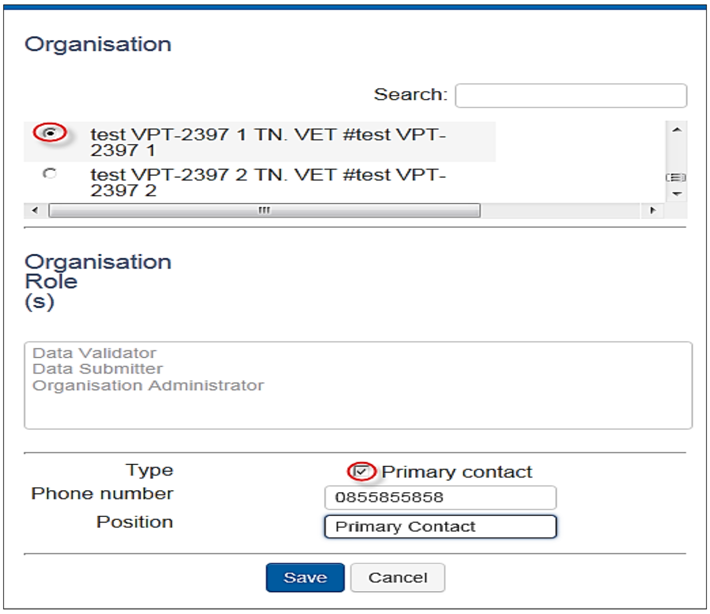
   The *User Maintenance* screen is displayed.

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

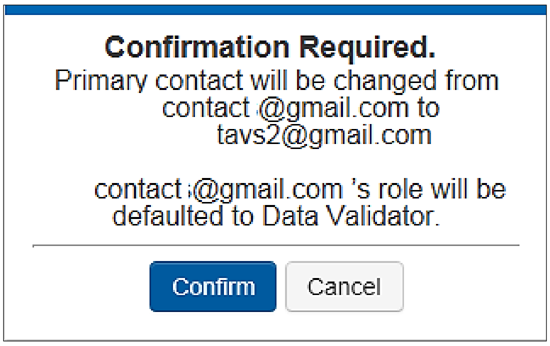


   A pop-up window is displayed.

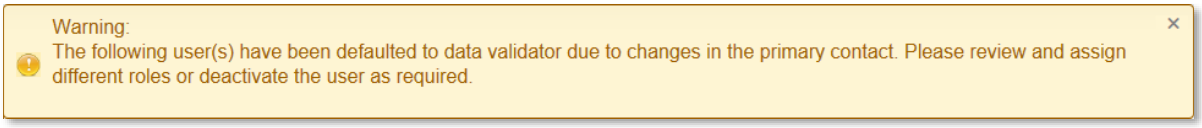
3. Select the **Primary Contact** checkbox. Enter the user's phone number and position.



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



5. Click **Confirm** then **Save.** The following message is displayed.
6. 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.



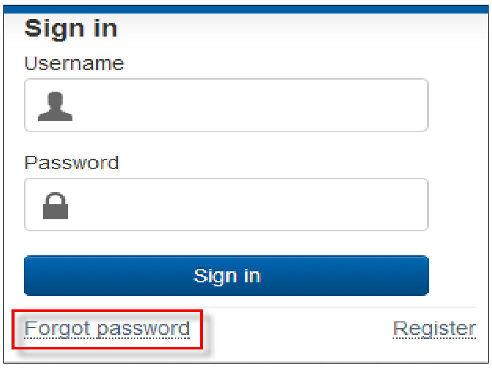
Updating users email address

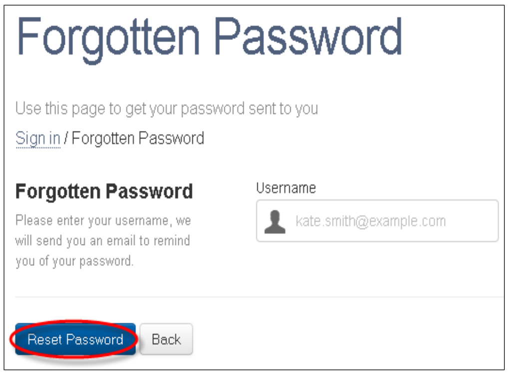
A user's email address cannot be maintained, they must be added as a new user by the Primary Contact or Organisation Administrator. Please refer to *Add User*, earlier in this section, for instructions. If required the old email address (user) can be made inactive, please refer to *Maintain User*, earlier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

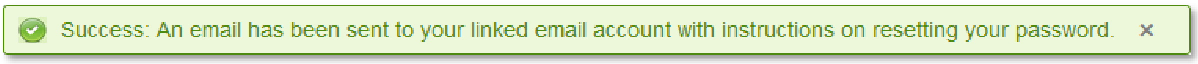
Section 8 - Troubleshooting

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*.







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 NCVER 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.

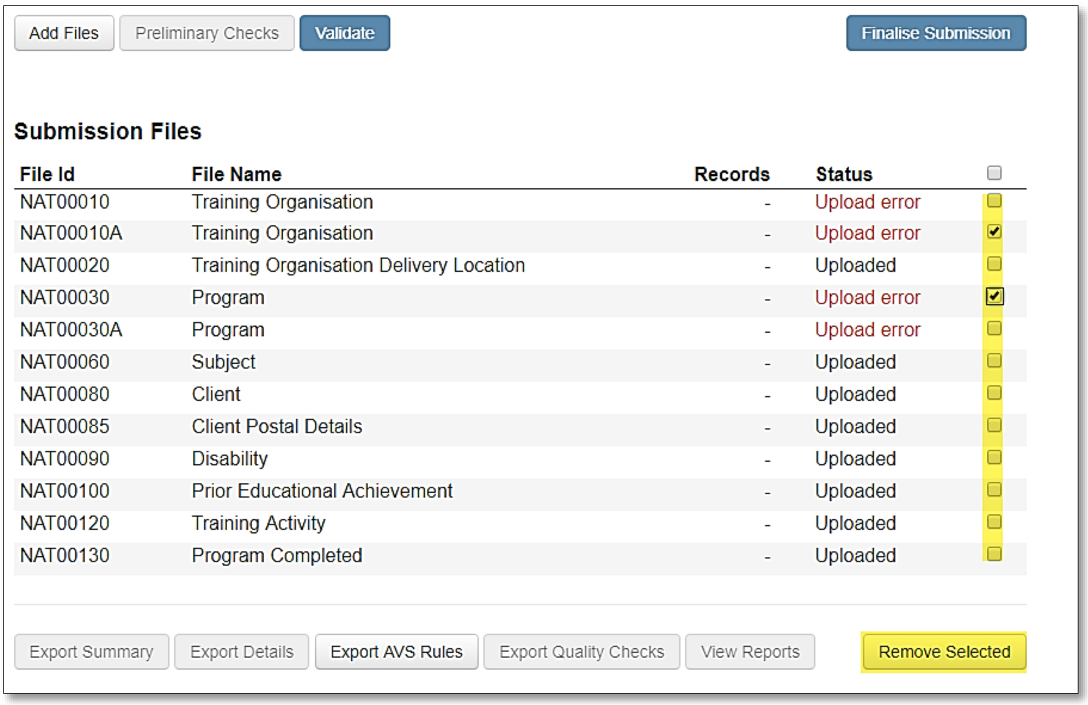
Users will encounter this error when this an invalid file combination, which involves the supplementary ('A') files, have been uploaded to AVS. There are specific rules about how the supplementary versions of the files (i.e. the 'A' files) can be used. The following table shows where the NAT10/10A and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



File Id	File Name	Records	Status	
NAT00010	Training Organisation	-	Upload error	
NAT00010A	Training Organisation	-	Upload error	✔
NAT00020	Training Organisation Delivery Location	-	Uploaded	
NAT00030	Program	-	Upload error	✔
NAT00030A	Program	-	Upload error	
NAT00060	Subject	-	Uploaded	
NAT00080	Client	-	Uploaded	
NAT00085	Client Postal Details	-	Uploaded	
NAT00090	Disability	-	Uploaded	
NAT00100	Prior Educational Achievement	-	Uploaded	
NAT00120	Training Activity	-	Uploaded	
NAT00130	Program Completed	-	Uploaded	

NCVER

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