



PP17 – AVETMISS Reporting Policy

1. Purpose

This policy ensures that Austra College complies with Clause 3.1 of the Standards for RTOs 2025 by collecting, maintaining, and submitting accurate training activity data in accordance with AVETMISS requirements and the Data Provision Requirements 2020. Austra College is committed to ensuring all student training records are correct, current, and submitted on time to support national VET reporting.

2. Scope

This policy applies to:

- ✚ All VET students enrolled in nationally recognised training with Austra College
- ✚ RTO Manager and CEO responsible for data reporting
- ✚ Staff responsible for student management systems (SMS), enrolment, or training activity entry

3. Definitions

Term	Definition
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard – the national data standard for collecting VET data
NCVER	National Centre for Vocational Education Research – the organisation that collects and reports on VET sector data
TVA (Total VET Activity)	A mandatory, annual reporting submission that includes all AVETMISS data for the calendar year
Student Management System (SMS)	The digital system used to store enrolment and training records
USI	Unique Student Identifier – mandatory for all students undertaking nationally recognised training

4. Legislative References

- ✚ Standards for RTOs 2025 – Clause 3.1
- ✚ Data Provision Requirements 2020
- ✚ National Vocational Education and Training Regulator Act 2011
- ✚ AVETMISS for VET Providers Release 8.0

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5. Policy Statement

Austra College is committed to:

-  Accurately collecting and maintaining student training data in line with AVETMISS 8.0 specifications
-  Submitting Total VET Activity (TVA) data annually to NCVER by 28 February
-  Ensuring data is validated, complete, and consistent with enrolment and assessment records
-  Using its SMS to store and manage AVETMISS data fields throughout the student lifecycle
-  Training staff responsible for data entry on AVETMISS coding requirements
-  Rectifying and resubmitting data where errors or validation warnings are identified

6. Procedure – Step-by-Step

Step	Action	Responsible Person	Timing
1	Ensure all AVETMISS fields are correctly completed during student enrolment (e.g. USI, postcode, LLN, disability, prior education, etc.)	Admin/ Student Support Officer	At enrolment
2	Enter and update training activity data including unit enrolments, outcomes, start/end dates, and delivery modes	Trainer/ Admin Officer	Ongoing
3	Validate data through SMS against AVETMISS rules and correct any errors	RTO Manager	Monthly
4	Extract AVETMISS NAT files from the SMS and prepare for submission	RTO Manager	January–February
5	Submit Total VET Activity (TVA) data to NCVER via the AVS portal	RTO Manager	By 28 February
6	Retain copies of submitted data and submission reports in the AVETMISS reporting folder	RTO Manager	Post-submission
7	Ensure data aligns with assessment outcomes and course completions	RTO Manager	Ongoing
8	Conduct internal audits of AVETMISS data accuracy	CEO/ RTO Manager	Quarterly
9	Train admin and compliance staff on AVETMISS data standards	CEO	Bi-annually

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Step	Action	Responsible Person	Timing
10	Update this policy and procedure in line with changes to AVETMISS or NCVER requirements	RTO Manager	Annually or as required

7. Related Documents

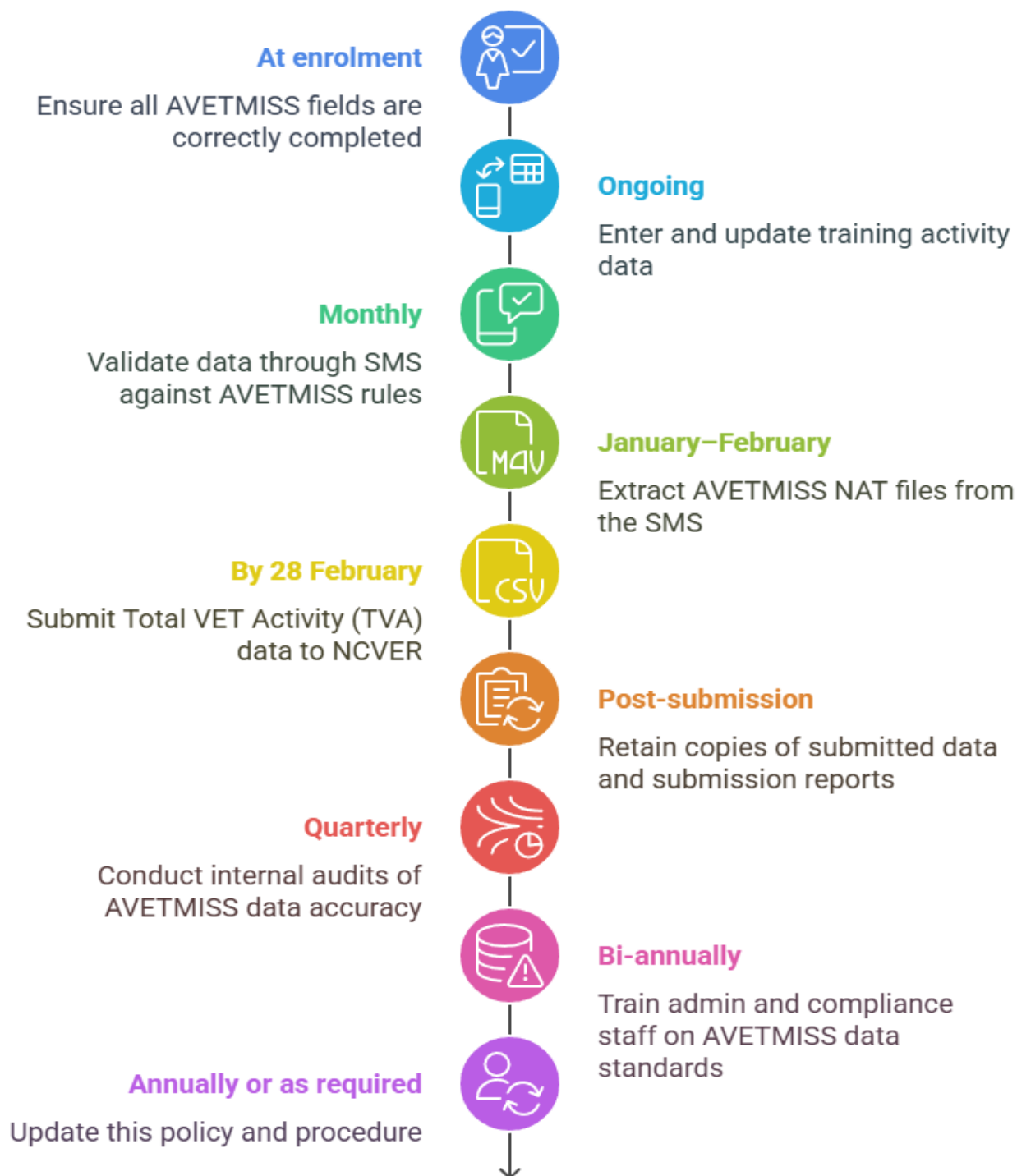
- ✚ Student Enrolment Form
- ✚ Student Management System AVETMISS Configuration Manual
- ✚ AVETMISS NAT File Specifications
- ✚ AVETMISS Validation Summary Reports
- ✚ NCVER AVS Submission Confirmation
- ✚ Austra College Data Provision Requirements
- ✚ Staff Training Records

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8. Flow chart

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