2018 End-of-Year AVETMISS Reporting Toolkit for RTOs

This toolkit is designed as a **guide only**. While Tuple or your SMS provider supplies the tools to manage training data and produce the necessary compliance exports, the accuracy of your data and ensuring it is submitted successfully and on time is ultimately your responsibility.

To support you in your reporting journey, we have put together this guide to help you get your reporting done efficiently and on time with the minimum amount of stress.

IMPORTANT NOTES:

We recommend that you:

* Start validating your data **NOW** to identify any errors and allow you to update your data well in advance.

* If you need more help, contact your SMS vendor early to get help. If you don't get the support you expect, give us a call!

* Submit your final export to NCVER on **2 January 2019** or as soon as possible **before** any 2019 data is entered. This will eliminate the possibility of any 2019 data being picked up in your export which will cause errors.

Reporting Schedule & Preparation Checklist
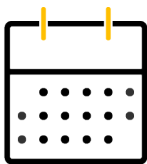
November 2018

- ☐ Ensure all student, course and enrolment data is up to date paying particular attention to outcome codes, start and end dates.
- ☐ Start to run AVETMISS exports and validate on your state government or NCVER website and amend any errors.
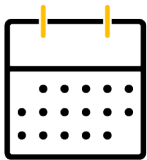
December 2018

- ☐ Finalise data entry for 2018.
- ☐ Run additional AVETMISS exports and validations and amend any errors until you are 100% error free.
- Ask your SMS provider for help will in advance. If you don't get the help you need, give us a call!
- *Sit back, relax and have a happy Christmas knowing you're all ready to submit your data in the New Year.*
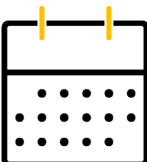
January 2019

- **2 JAN** – AVS 2018 collection year submission window opens.
- ☐ **2 JAN - Submit your final 2018 AVETMISS data now or ASAP before entering new data for 2019.** On successful submission, OK to commence entering data for 2019.
- **7 JAN** – Tuple offices open for 2019.
- **15 JAN** – Official deadline for funded contracts reporting.
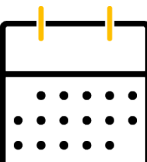
February 2019

- **25 FEB** – Official NCVER reporting deadline.
- **28 FEB** – Submission window closes.

Common AVETMISS Errors

The table below to details some of the most common validation errors with instructions on how to fix them. If you need help, contact your SMS provider **well in advance** – don't leave things until the last minute!

NAT File	Error Codes	Error Description	How to Fix
NAT10	4612	Training Organisation Identifier and Name in combination do not match any RTO listed on TGA	If your TOID (Training organisation Identifier) is less than 10 characters then values of '0' will need to be inserted before your TOID to create a 10 character Identifier
NAT60	3808	Duplicate records exist within this file	This error occurs when a unit code/description appears more than once in the NAT 60 file
NAT80	3731	Invalid Prior Educational Achievement Identifier	Field 'Prior Ed Flag' must not be blank
NAT120	3005	Invalid Commencing Program Identifier	You will need amend the value for field 'Commencing Course ID' for the student(s) in question.
NAT120	3211	Activity Start Date must not be after the Collection Period End Date	Unit enrolment 'Start Date' must not be after the collection period 'End Date'.
NAT120	3261	Delivery Mode Identifier must be 90 if Outcome Identifier - National is 51, 52 or 60	Set the delivery mode to 90 - Not applicable - recognition of prior learning/ recognition of current competency/ credit transfer'.
NAT120	4693	Duplicate enrolment records found for Client Identifier on Training organisation delivery location identifier, Subject Identifier, Program Identifier, Activity Start Date	The Learner should not be enrolled into multiple course offers from the same course where the unit start dates are identical.

NAT File	Error Codes	Error Description	How to Fix
NAT120	4651	Invalid Study Reason Identifier	Field 'Study Reason' must not be blank.
NAT130	3241	Year Program Completed must be between 1900 and 9999	Course Enrolment Field 'Year issued' must not be blank if all student unit enrolments have been completed. If the student withdrew from the course enrolment you will need to check with NCVER if they want the withdrawal recorded. If NCVER do not want the withdrawal recorded then Client Course Enrolment Field 'Actual End Date' must be blank, *Or* If the student has not completed all units, then the not yet completed units require outcome code in for for the export to collect that the student has not yet completed training.
NAT130	4006	Program Identifier must also exist in the Program file	Field 'Qualification Issued' is 'ticked' then field 'Commencing Course ID' must have a value of '3' or '4'.

Useful Links

Visit the Tuple Help Centre for a comprehensive list of government and statutory body websites for the vocational training industry.

Happy Reporting!

Like to know more about Tuple? Visit us as tuplesms.com