



## **AVETMISS DATA REPORTING**

**Clause 7.5 and Clause 8.1-8.2 Standards for RTOs 2015**  
**Clause 5 VET Pre-qualified Supplier Agreement 2018-19**  
**Appendices 3,4,5,6 - Pre-qualified Supplier Policy 2018-19**

### **Scope**

AVETMISS stands for the Australian Vocational Education and Training Management Information Statistical Standard. It is a national data standard which ensures the consistency and accuracy of vocational education and training (VET) information.

All registered training organisations (RTOs) need to collect and report AVETMISS data on all accredited training activity. This mandatory reporting is known as total VET activity (TVA) and supports more informed consumers.

### **Policy**

#### **PQS Reporting Conditions**

It is the responsibility of Binnacle Training (as PQS) to ensure its student management system is compliant against the most current AVETMISS release and Queensland state requirements.

Additionally, Binnacle Training must provide any qualitative reports, which may be a requirement under a program, to the department by the required due date (including reports against key performance indicators).

When reporting training and assessment services to the department, Binnacle Training must:

- A. Provide an electronic data submission utilising an AVETMISS compliant student management system that complies with the current AVETMISS release and Queensland state requirements. Binnacle Training must report VET activity data to the Department electronically via DET Connect using an AVETMISS compliant system.
- B. Submit VET activity data on or before the last working day of each month.
- C. Submit accurate and compliant VET activity data in accordance with the following timelines:
  - report enrolments **within 30 days** of the unit of competency enrolment; and
  - report **outcomes within 30 days** of completion of the unit of competency.
- D. Report for each student, compliant VET activity data that contains complete and correct information against all relevant fields specified for the applicable AVETMISS and Queensland state requirements as superseded, amended or replaced from time to time.
- E. Comply with the following:
  - Total VET activity reporting: Binnacle Training must comply with the mandatory total VET activity (TVA) requirements of reporting all VET activity, including FFS (domestic and international) delivery, with the exception of where an exemption has been granted by ASQA.

- Unique Student Identifier (USI): All students (new and continuing) participating in nationally recognised training in Australia from 1 January 2015 are required to have a verified USI. As legislated (Student Identifiers Act 2014 – Part 5 Section 53), Binnacle Training must not issue a VET Statement of Attainment and/or a VET Qualification to a student that hasn't been assigned an USI, except where an exemption applies.
- Credit transfer: Binnacle Training must report any unit of competency available for credit transfer as a credit transfer, as per the rules under the relevant training package or accredited course. It is the responsibility of Binnacle Training to check a student's statement of attainment or record of results when they have previously undertaken training to determine if any completed units of competency can be counted towards, and are relevant to, the qualification in which the student intends to enrol. If yes, Binnacle Training must record the unit of competency as a credit transfer and it will be counted as part of the maximum number of units of competency payable for the qualification.

The AVETMISS data must be provided in accordance with:

- a. AVETMISS documents, including data element definition rules and guidelines and specifications; and
- b. the Department's Policies.

Binnacle Training must ensure that:

- a. all AVETMISS data provided to the Department is accurate; and
- b. claims are only made for funding to which it is entitled in accordance with the *VET Pre-qualified Supplier Agreement* and the Department's Policies.

## Procedure

### Managing AVETMISS Data

Binnacle Training uses the student management system aXcelerate. Student enrolment and assessment data is first captured within Binnacle's Learning Management System (Binnacle Lounge). Binnacle Training leverages aXcelerate's class management feature to manage each course-specific class, by School and Year of Commencement.

The Binnacle Lounge LMS has a synchronous class management feature and is the centrepiece for management of all courses by all program stakeholders [Binnacle and School (as third party)]. API end points have then been established for key AVETMISS data to push to aXcelerate.

Binnacle administrators are responsible for ensuring the data is accurate and error free within aXcelerate prior to VET activity data being submitted as follows:

- Queensland training - This data is then lodged with the Department of Employment, Small Business and Training's DETConnect – specifically AVETMISS Training Activity (ATA), on a monthly (minimum) basis.
- Any interstate data (i.e. for training delivered outside of Queensland) is uploaded to NCVER annually (February).
- Submission of AVETMISS data on DETConnect - In line with PQS reporting, ensuring the final submission on DETConnect reporting occurs by the last working day of the month.

Responsibility rests with the Administration Manager for AVETMISS data submissions.