



FACT SHEET: Reporting requirements for skill set training activity and completions in STELA

This fact sheet provides an overview on how to correctly report training activity relating to both national and/or local skill sets to meet both state and national reporting requirements as well as ensuring payments are generated correctly.

In addition to reporting any government funded training activity into STELA, you must also ensure that for any accredited government funded training activity:

- a Training Account must be created for all participants enrolled in a course (including both national and local skill sets) via the Skills and Employment Portal, prior to delivery of any training; and
- once the training is completed, update the Training Account with 'Qualification Issued' status.

For guidance on the creation of participants and training accounts refer to the Help and Support section within the [Skills and Employment Portal](#).

Reporting skill set activity via STELA NAT Upload

RTOs that report training activity by uploading NAT files via STELA NAT Upload must follow the steps below when reporting skill set activity:

Step 1 – Create the skill set in your Student Management System (SMS) as a Program as per the specifications below:

AVETMISS Field	National Skill Set	Local Skill Set
Program Name	The skill set name as listed on the National Register of VET (www.training.gov.au)	The skill set name as listed on the Department's Subsidised Training List .
Program Identifier (code)	The national code as listed on the National Register of VET (www.training.gov.au)	The code as listed on the Department's Subsidised Training List . Note the code will begin with 'DISSS'
Nominal Hours	the total hours of supervised training deemed necessary to conduct the training and assessment activities associated with the skill set.	
Program Recognition Identifier	National skill set – 13 Nationally recognised skill set	Local skill set – 16 Locally recognised skill set
Program level of education identifier	991 Statement of attainment not identifiable by level	
Program field of education identifier	Can be left blank or populated with the relevant field of education.	
ANZSCO identifier	Can be left blank or populated with the relevant ANZSCO identifier.	
VET flag	Must be set to 'Y'	

Step 2 – Create participant enrolments in your SMS for the relevant skill set (the same way as you would for a course/qualification enrolment) and ensure each unit enrolment is linked to the skill set program identifier you created in Step 1 above. Result participants as they complete training in relevant units.

Note: the Program ID in your NAT00120 file cannot be blank for any skill set enrolments.

Step 3 – Upload your NAT files into STELA as you would normally. Where government funded training activity has been detected (in NAT00120) with a payable outcome, this will progress to the payment system for assessment.

For detailed information on uploading NAT files into STELA refer to the [STELA NAT Upload User Guide](#).

Note: if your RTO is reporting any activity associated with a local skill set (i.e. not listed on training.gov.au) you must ensure your NAT files include a **NAT00030A** file and not a NAT00030. Failure to do so will result in an unsuccessful validation in both STELA and the NCVET AVETMISS Validation Software (AVS).

Step 4 - Once all requirements of the skill set enrolment have been met by the participant (i.e. the student is awarded a Statement of Attainment - SOA) update your SMS with the relevant outcomes for each unit and enter BOTH the Date Program Completed as well as the Issue Date* of the SOA.

Notes:

- failure to report skill set completions will result in no completion payments being made (where eligible)
- for skill set completions the Parchment number must be blank in your NAT00130 file.
- *Issue date is optional for skill set completions, however, is encouraged to be provided in your NAT00130 file.

Step 5 - Upload your NAT files into STELA as you would normally. Where government funded training activity has been reported (in NAT00130) with a completion record, this will progress to the payment system for assessment.

For detailed information refer to the [STELA NAT Upload User Guide](#).

Note: if your RTO is reporting any activity associated with a local skill set (i.e. not listed on training.gov.au) you must ensure your NAT files include a NAT00030A file and not a NAT00030.

Reporting skill set activity via STELA V2

RTOs that report their training activity by entering data directly into STELA V2 must follow the steps below when reporting skill set training activity:

Step 1 – Add/Update participant in STELA

Step 2 – Enroll the participant in the required skill set by using the bulk enrolment method or the individual enrolment method.

Note: When prompted to associate the enrolment with a 'qualification/course or skill set' search by code or name or select the skill set name from the bottom section of the screen (refer to screenshot below)

Qualification/Course

Enrolment - Choose Qualification or Course

Student : **John Citizen**

Search Qualification/Course/SkillSet:

Click on the Qualification / Course to be studied, or if None, click [Here](#).

Qualification/Course Name (click to select)	National Code
Advanced Diploma of La Moda Global Marketing and Visual Communications	10495NAT
Certificate II in Retail Cosmetics	SHB20116
Certificate II in Salon Assistant	SHB20216

Step 3

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OR click on skill set name below to attach to enrolment

Skill Set Name (click to select)	National Code
Community Broadcasting Committee Management Skill Set	CUASS00039
Driving Instructor Skill Set	TLISS00009
Environmentally Sustainable Hospitality and Restaurant Operations	SITSS00058
Innovation Practice Skill Set	BSBSS00041

Step 4 – Result participant in STELA as they complete training in relevant units. Where government funded training activity has been detected with a payable outcome, this will progress to the payment system for assessment

Step 5 - Once all requirements of the skill set enrolment have been met by the participant (i.e. the student is awarded a Statement of Attainment - SOA) update STELA with all relevant outcomes for each unit and enter BOTH the Program Completed Date and the Issue Date of the SOA. Where government funded training activity for a skill set has been detected, this will progress to the payment system for consideration.

Note: failure to report skill set completions will result in no completion payment being made (where eligible)

Enrolment Results

Update Results for a Student Enrolment.

Note that the Outcomes available for a Competency are dependant on the Mode of Delivery selected during the Enrolment process.

Student: **John Citizen**

State Student ID: 954057

CHCSS00078 High Support and Complex Care – Aged Care

Date Program Completed:

Please enter parchment information where you have issued a parchment for a complete and accredited qualification only. Statement of Attainment information should not be entered here.

Parchment No:

Issue Date:

Competencies

Competencies	Outcome	Actual Hours	Start Date	Finish Date
HLTHPS006 : Assist clients with medication	Competency achieved/pass	0	01/02/2021	07/03/2021
...	Competency achieved/pass	...	01/02/2021	07/03/2021

Refer to [STELA V2 user guide](#) for detailed instructions

Useful Links

- [STELA Website](#)

- **STELA User Guides**

[STELA NAT Upload](#)
[STELA V2](#)

- **Skills and Employment User Guides**

[Create Participant Profile and Training Account](#)
[Maintaining and Closing Training Account](#)

Help and Support

<p>For STELA and AVETMISS reporting requirements:</p> <p>STELA helpdesk</p> <p>Email: stelahelpdesk@sa.gov.au</p> <p>Phone: 08 8226 3050</p>	<p>For enquiries about funding and contract compliance:</p> <p>DIS Infoline</p> <p>Email skills@sa.gov.au</p> <p>Phone: 1800 673 097</p>
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