Skills SA

Guide to Reporting AVETMISS Data in South Australia

Updated November 2022

Government
of South Australia

Department for Education

Contents

Background

Training Organisations (TOs) providing Vocational Education and Training (VET) are required to collect and report statistical data in relation to the training they have delivered. This mandatory reporting obligation is known as total VET activity for Registered Training Organisations (RTOs) and must be fulfilled in accordance with the National VET Data Policy. For non-registered TOs receiving funding in South Australia this statistical reporting obligation is outlined within the Funded Activities Annexure issued to your organisation.

The AVETMIS Standard provides the national framework for the collection of VET training activity. AVETMISS is a national data standard that ensures consistent and accurate capture and reporting of VET student information. The National Centre for Vocational Education Research (NCVER) is the custodian of the Standard. For more information on AVETMISS refer the NCVER website ncver.edu.au

TOs in receipt of state public funding for delivery of VET programs are required to report associated training activity directly to the state providing that funding.

This guide provides direction and support to TOs who are in receipt of SA public funding and/or TOs who elect to report their Fee for Service (FFS) VET training activity to the South Australian (SA) Department for Education (DE) on how to comply with AVETMISS reporting requirements in SA.

Scope of Reporting in SA

It is a contractual requirement that TOs (registered and non-registered) that have a SA funding agreement with DE must report all associated funded training activity via the Department's Student Training Enrolment Logistics Application (STELA). TAFE SA is required to report all training activity i.e. funded and FFS.

TOs may also include any accredited FFS activity in their submission. FFS activity reported to STELA must conform to SA AVETMISS reporting requirements as outlined in this guide. If TOs choose not to report FFS activity to STELA they must report this activity directly to NCVER. For further information please refer to NCVER's fact sheet 'Where when and how do I report AVETMISS data'

There is no requirement for SA TOs to submit non-VET (hobby and recreational) activity which is not government funded.

Activity reported to DE via STELA must include all activity that has commenced or completed in the current collection year. The term 'Collection Year' refers to the calendar year being reported e.g. 1 Jan – 31 Dec 2021. For TO's submitting data via NAT files, submissions are cumulative and therefore expected to increase in size over the course of the collection year given they include ALL activity to date.

TOs may also submit details of future activity that is planned for commencement within the current year as long as this activity is reported with the 'Outcome Identifier – National' code of '85 - not yet started'.

Where TOs are not in receipt of SA government funding and only deliver accredited FFS training, it is recommended that this activity be reported directly to NCVER to avoid the need to meet the additional SA reporting requirements outlined in this guide.

Training activity collected via STELA is submitted quarterly to NCVER on behalf of TOs, so there is no need to submit the same data set to NCVER.

DE use reported training activity for the following purposes:

- reporting to NCVER for inclusion in the National VET Data Collection which also passes data onto the Unique Student Identifier (USI) Office to populate students' USI transcripts
- assist with the planning, supporting, and monitoring of VET delivery within SA
- form the basis of a TOs claim for any eligible payment(s) (where applicable) along with the data provided on the participants' Training Account held within the Skills and Employment Portal.

Reporting Deadlines

TOs who hold a funding agreement with DE must report all occurrences of funded training activity into STELA on a monthly basis. **The cut-off date for reporting is 5pm on the on the second Friday of every month.** It should be noted that no extensions can be granted to this deadline, so TOs are strongly advised to report activity a day or more prior to the cut-off to allow sufficient time to correct any errors.

Where TOs only report FFS activity to DE, this must be done as a minimum on a quarterly basis. Deadlines for quarterly reporting can be found on the STELA homepage. For 2022 the dates are:

Quarter	Training Activity Dates	Deadline to Report to DE
1	1 January - 31 March	8 April 2022
2	1 January - 30 June	8 July 2022
3	1 January - 30 September	14 October 2022
4	1 January - 31 December	27 January 2023

All TOs reporting training activity via STELA must complete the Department's 'AVETMISS end of year reporting checklist' to confirm all relevant training activity has been accurately reported in STELA and all AVETMISS reporting obligations have been met. The checklist will be sent to TO's in December of each year and must be submitted by the nominated deadline. Note that the checklist must be completed even where TOs have not delivered any activity in SA for the collection year.

Submission via STELA

TOs reporting training activity in SA must have an AVETMISS compliant system to collect their training activity. This system must also meet SA reporting requirements.

Training activity must be reported into the Department's Student Training Enrolment Logistics Application (STELA). STELA is an online application that enables TOs to report

their VET activity in a format that complies with both AVETMISS and South Australian reporting specifications and requirements.

There are two ways for TOs submit training activity:

1. **Via STELA NAT UPLOAD** - TOs using AVETMISS compliant Student Management Systems (SMS) can produce a set of SA NAT Files from their SMS to upload into STELA.

   A list of AVETMISS compliant systems is available on the NCVER website at ncver.edu.au

2. **Via STELA Direct Entry (V2) -** TOs can report their training activity by manually entering relevant data via STELA V2 which complies with the AVETMIS Standard. Note STELA V2 is not recommended for large TOs as the data entry is very manual and somewhat time-consuming compared to the NAT upload process.

Please note successful submission of government funded data via STELA does not guarantee payment. It simply means your training activity has met all state and national AVETMISS reporting requirements. Data is extracted from STELA on the third Wednesday of each month (**from November 2021 this will become the second Friday of each month**) and is passed through the Department's Claims and Payment system which will determine payable activity. Details of claims including any errors can be viewed by TOs via the Skills & Employment Portal. For more information on the claims and payment process refer to *Data Collection, View Claims and Payments User Guide* or contact DE on 1800 673 097.

Obtaining access to STELA

To apply for access to STELA, users will need to complete the 'Online STELA application form'. Each individual user must apply for their own login and agree to the terms and conditions set out in the user agreement.

Users will need to provide details of a Delegate within their TO who can authorise* the access request. Once approved by the nominated Delegate the request will be forwarded to the STELA helpdesk for processing via email. Account details will be forwarded to nominated user via email within 5 business days of receiving the request.

*authorisation is required to permit users to access and create data on behalf of the delegate's organisation.

SA Specific AVETMISS Reporting Requirements

Below is a list of SA specific reporting requirements in addition to those prescribed by the national AVETMIS Standard.

NAT Files

TOs using STELA NAT Upload to report their training activity will need to ensure their AVETMISS compliant SMS has the ability to generate SA specific NAT files which meet both national and SA AVETMISS reporting requirements. DE has its own file

specifications for the [Training Organisation (NAT00010), Training Activity (NAT00120) and the Program Completed (NAT00130)](#) files. These must be used when reporting activity in SA. All other NAT files are identical to NCVER's [AVETMIS Standard.](#)

For more information refer to [SA NAT File Specifications AVETMISS 8.0](#)

SA Specific Errors and Warnings

Before TOs can report training activity via STELA the system requires a series of state-based rules to be met.

STELA Direct Entry (V2) Users- State rules are already built into the system and TOs will be unable to save training activity until all state specific requirements have been met.

STELA NAT UPLOAD Users – State rules will be applied during the upload process. When NAT files are uploaded into STELA numerous validations occur to determine if the upload will be successful or not. The validations occur in a two-step process.

> **Step 1** – Checks that the NAT files comply with AVETMISS and the files have been validated by NCVER's [AVETMISS Validation Software](#) (AVS) and are error free. If no errors are detected STELA will proceed to step 2 validation. If errors are detected, then step 2 validation will not proceed, and the upload will fail. The import log will capture error messaging associated with the failed upload in STELA. The errors will need to be fixed in the source SMS and a new set of NAT files will need to be generated, revalidated through AVS, and re-uploaded into STELA. STELA will begin the process again from step 1.

> If you're not familiar with NCVER's AVS refer to page 13 of the [STELA NAT Upload User Guide](#) for instructions on how to validate NAT files.

> **Step 2** - Checks state specific validations such as apprentice and trainee contract IDs are in the correct format (where applicable), subjects and programs are valid, enrolments relate to the current collection, students and enrolments are not duplicated, and USI discrepancies.

> Once validated the data will be uploaded into STELA. If any validations failed, they will be displayed as warnings in the import log associated with the upload. These need to be resolved as soon as possible.

> Refer to [STELA NAT Upload Validations – Errors and Warnings](#) for a full list of state-based validations.

Fund Source Identifiers and Purchasing Contract Identifiers

TOs reporting training activity in SA must include the relevant state Fund Source Indicator (FSI) and purchasing contract identifier (where relevant). Refer below for a list of SA FSIs and information on how to report training activity against relevant state programs.

If you are unsure which FSI or purchasing contract identifier to use, please refer to the relevant DE funding contract/agreement and schedules or contact DE on 1800 673 097 for further information.

> [Workready/Skilling South Australia Fund Sources (Word)](#)

Outcome Identifier - Academic Pass AP-70 (funded activity only)

Academic Pass or AP-70 is a SA specific outcome implemented to support cashflow for TOs delivering training over a long period of time, in particular under apprenticeship arrangements. It is used to result a participant who has completed the required off the job component of a unit of competency (UoC) but is still yet to be assessed as competent in the unit in the workplace.

When AP-70 is used it will trigger full payment (where eligible) for the UoC. For a list of eligible UoC, see AP-70 approved units of competency.

Note that where a UoC is eligible for payment using AP-70, its use is optional and TOs can use AVETMISS outcome identifier '70-Continuing Enrolment' to report activity where the participant is yet to complete the on the workplace assessment. Payment in this case will be triggered when a final outcome of '20-Competency Achieved/Pass' or '30-Competency Not Achieved/Fail' is reported for the participant.

TOs using STELA Direct Entry (V2) will need to report relevant AP-70 activity by selecting the 'Academic Pass' result from the list of available outcomes within the resulting screen in STELA.

TOs using STELA NAT Upload will need to report relevant AP-70 activity by using AVETMISS outcome identifier '70 Continuing Enrolment', accompanied by a value of 'AP' in the 'Outcome identifier training organisation' field within the NAT00120 Training activity file for the participant. For further information refer to the SA_NAT00120 – SA File Specifications or speak with your software vendor on how to report this outcome in your SMS.

Once the Participant has been assessed for both off and on-job components, TOs must convert the AP-70 outcome to a final outcome, being:

➤ 20-Competency Achieved/Pass where the UoC has been assessed as achieved;
➤ 30-Competency Not Achieved/Fail where the UoC has been assessed as not achieved
➤ 40-Withdrawn/Discontinued where the UoC cannot be assessed on-job as a work placement has been unable to proceed.

For end of year AVETMISS reporting TOs must ensure that any UoCs reported with outcome identifier AP-70 has an Activity End Date into the following year where training is still in progress and a final assessment has not occurred before the end of the collection year.

A qualification must not be issued until all UoCs with an AP-70 outcome that are part of the qualification packaging rules have been updated with a final outcome.

Any activity reported with an outcome of AP-70 will be updated to '70-Continuing Enrolment' when DE reports training activity to NCVER for inclusion in both the National VET Provider Collection and on Student's USI transcripts.

Monitoring of Reported Training Activity

TOs must monitor the progress of their reported AVETMISS data to ensure ongoing compliance, validity, and accuracy against state and national reporting requirements.

Any potential discrepancies identified with reported training activity will appear in STELA on the Submission Progress page. The discrepancies appear as errors or warnings within a series of report(s) which can include:

- ➢ duplicate subject enrolments
- ➢ duplicate students
- ➢ not specified or potentially incorrect client details
- ➢ USI discrepancies
- ➢ discontinued enrolments
- ➢ continuing enrolments

The number of errors/warnings contained within each report will appear alongside the report name. Errors should be fixed as soon as possible as these have the potential to:

- ➢ affect payment (where applicable)
- ➢ prevent training activity being submitted to NCVER and the USI transcript service.

Warnings should be reviewed regularly and actioned as necessary.

For more information on each submission progress report and the actions needed to resolve these, refer to the STELA User Guide which can be downloaded from the STELA home page.

SACE related VET activity collection requirements

DE is responsible for collecting all VET activity in SA relating to school students where it counts towards their senior secondary certificate (SACE) and reporting it to NCVER annually on behalf of the SACE Board.

The following steps outline the process for reporting your SACE related training activity correctly in STELA:

STELA NAT Upload Users

- ➢ Enrol the student in your Student Management System (SMS) as normal against the relevant program and subjects
- ➢ VET in School flag must be set to 'Y'
- ➢ Enter SA School Location number against each subject contributing to the student's SACE (to be inserted in the 'hours attended' field in NAT00120 file)
- ➢ Enter SACE Student ID against each subject contributing to the student's SACE (to be inserted in the 'associated course identifier' field in NAT00120 file)
- ➢ Where the student has completed a full program, include the parchment number and issue date as normal.

If you are unsure on how your SMS caters for the SA SACE Collection process, please contact your software vendor. For more information refer to the SA AVETMISS 8.0 Specifications which outline SA specific reporting requirements for software vendors.

STELA Direct Entry Users

- ➢ Enrol the student in STELA as normal against the relevant program and subjects
- ➢ Ensure you have ticked the VET in Schools box on the Funding Type and Delivery Method screen
- ➢ Enter the SACE Student ID and School Location on the Competency Details tab for each relevant subject contributing towards the student's SACE

Amending activity in STELA / USI Transcripts

Additions and corrections can be made to activity in STELA where it relates to the current collection year. TOs using STELA Direct Entry (V2) can do this by manually updating the records in STELA V2. TOs using STELA NAT Upload will need to make the updates in their SMS and re-upload a new set of NAT files which will update previously reported data.

Where the activity relates to the current collection year there is no need to make any updates to USI transcripts as any updates you make in STELA will update the USI transcript service when DE next reports your activity to NCVER (every 3 months).

Where activity needs to be updated for a previous collection year, please contact the STELA helpdesk to discuss options. In some cases, where data has already been reported to NCVER changes will not be able to be made in STELA. Where applicable TOs must ensure changes are made to any relevant USI transcripts by using the NCVER's USI transcript update tool.

Further information and detailed instructions on using the USI transcript update tool can be found in Section 5 –USI transcript updates of the AVS User Guide.

Privacy of Information

All data provided to DE is held in the strictest confidence according to the State Information Privacy Principles, for use by the Department. The data that is provided to NCVER as part of the national VET provider collection has all client names encrypted, so that no client can be identified or directly linked to their personal and demographic data.

Reporting training activity to NCVER

All training activity reported through STELA is submitted on a quarterly basis to NCVER for inclusion in the National VET provider collection.

Where reported training activity does not meet state and national AVETMISS business rules, DE will work with TOs to resolve discrepancies. Where activity is not fixed prior to NCVER reporting deadlines, DE will transform data to comply or where this is not possible the affected activity will be omitted from the collection prior to submitting activity to NCVER.

Further Information

For further assistance with fulfilling your AVETMISS reporting obligations please contact the STELA helpdesk via email stelahelpdesk@sa.gov.au or phone 1800 673 097 (9am – 5pm CST).

Claims and Payment

For information on how your training activity reported in STELA is used for Claims and Payment purposes, refer to *Data Collection, View Claims and Payments* or phone 1800 673 097.

Useful Links

AVETMISS reporting in SA	https://providers.skills.sa.gov.au/reporting-requirements
STELA Direct Entry (V2)	https://stela.statedevelopment.sa.gov.au/
STELA NAT Upload	https://portal.statedevelopment.sa.gov.au/stela
AVETMISS for VET Providers – NCVER	https://www.ncver.edu.au/rto-hub/avetmiss-for-vet-providers
AVETMISS Validation Software (AVS) and user guide	https://www.ncver.edu.au/rto-hub/data-validation
Skills and Employment Portal including user guides and forms	https://portal.statedevelopment.sa.gov.au/WorkReady/