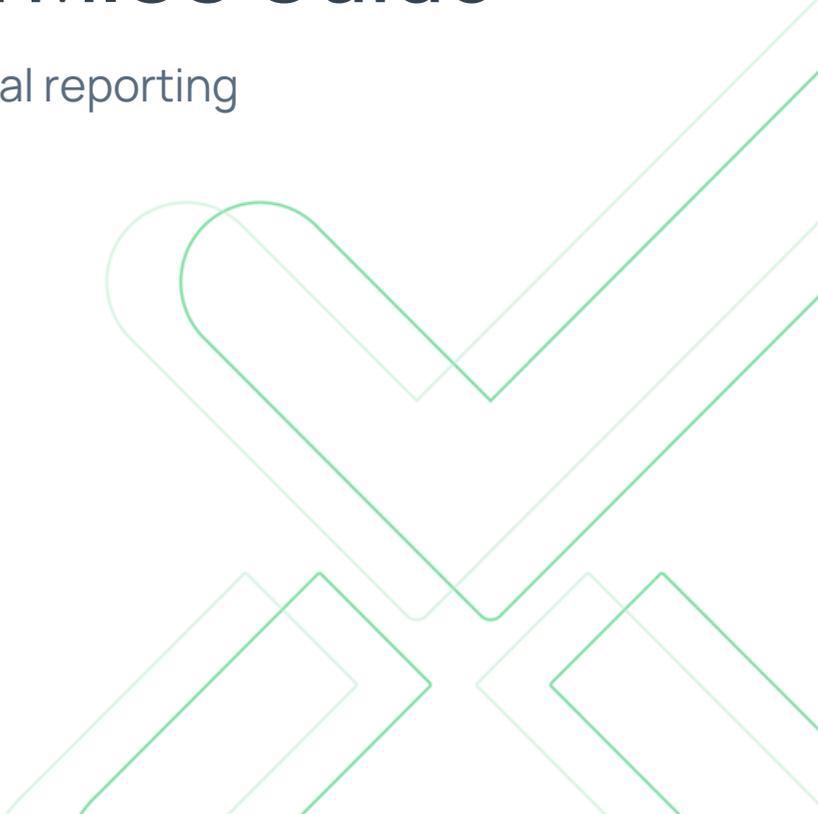


Your

acelerate
AVETMISS Guide

to national reporting





Your annual
AVETMISS data is due
on

29
February

This guide is your go-to resource for troubleshooting AVETMISS errors in aXcelerate. It covers best-practice tips and provides quick solutions to common national reporting errors.

Part 1

Before you start



Make sure
you've enabled
our

NCVER integration

AXCELERATE > SETTINGS > SYSTEM SETTINGS > WEB & OTHER
INTEGRATIONS

To enable NCVER Integration head to the Web & Other Integrations tab in your System Settings. You will need to be able to log into your NCVER account to enable the integration.

For step-by-step instructions read our helpful guide.

[Access our guide](#)

Get up to
speed with our

Basic reporting parameters

AXCELERATE > REPORTS > AVETMISS

- Validation Type = “Upload to NCVET”
- 2023 Collection Period
- Collection Type = End of Year
- State/Reporting Format = National (NCVER)
- Funding Source = 20, 30, 31, 32, Include Blank

Part 2

Navigating common errors



How to
navigate error

NAT00010 - RTO Details

This error occurs when an incorrect Training Organisation Identifier or RTO Name is entered.

Alternatively, for newer customers, this can occur if you have recently applied to be an RTO and your registration has not yet been finalised.

Solution

AXCELERATE > SETTINGS > SYSTEM SETTINGS > CORE SETTINGS

Ensure your Organisation Legal Name is correct.
Click on the 'i' for help.

AXCELERATE > SETTINGS > SYSTEM SETTINGS > RTO/VET SETTINGS
> AVETMISS REPORTING DETAILS

Enter your Training Organisation Identifier.
Click on the 'i' for help.



Tip

Click on the magnifying glass next to the error. This will direct you to the location pinpointed by the system as the potential source of the problem.

How to navigate error

NAT00020 - Delivery Location

This error occurs when two locations with the same Identifier exist.

Solution

AXCELERATE > COURSES > DELIVERY
LOCATIONS

Ensure your Delivery
Location Identifiers are
unique.



| Accredited | Delivery Location ID | Delivery Location Name | Suburb | State | Postcode | | |
|------------|----------------------|------------------------|------------|-------|----------|---|---|
| ✓ | 1740 | PARRAMATTA | PARRAMATTA | NSW | 1740 | ✓ | ⊙ |
| ✓ | 2000 | SYDNEY | SYDNEY | NSW | 2000 | ✓ | ⊙ |
| ✓ | 3128 | BOX HILL | BOX HILL | VIC | 3128 | ✓ | ⊙ |
| ✓ | 3000 | MELBOURNE | MELBOURNE | VIC | 3000 | ✓ | ⊙ |
| ✓ | 4680A | GLADSTONE | 4680 | QLD | 4680 | ✓ | ⊙ |



Tip

Re-run your reports to ensure your errors are being fixed as you go.

A screenshot of a software interface showing a table of upload results. At the top, a green notification bar with a checkmark icon states "AVETMISS Files uploaded successfully". Below this is a table with columns for File, Name, Records, Warnings, Errors, and Status. The table lists 10 rows of data, with some rows showing "Upload error" in the status column.

| File | Name | Records | Warnings | Errors | Status |
|-----------|---|---------|----------|--------|--------------|
| NAT00010A | Training Organisation | - | - | - | Upload error |
| NAT00020 | Training Organisation Delivery Location | - | - | - | Uploaded |
| NAT00030 | Program | - | - | - | Upload error |
| NAT00060 | Subject | - | - | - | Uploaded |
| NAT00080 | Client | - | - | - | Uploaded |
| NAT00085 | Client Contact Details | - | - | - | Uploaded |
| NAT00090 | Disability | - | - | - | Uploaded |
| NAT00100 | Prior Educational Achievement | - | - | - | Uploaded |
| NAT00120 | Training Activity | - | - | - | Uploaded |

How to
navigate error

NAT00030 – Programs/ Qualifications

Receiving this error indicates that the Program Identifier does not match the training.gov.au listing.

Check

Search for the Program Identifier on training.gov.au via the Nationally Recognised Training search function.

Solution

Click the magnifying glass in aXcelerate to see where the error is in the system. Update the correct Qualification Code and Name as listed on training.gov.au.

The screenshot shows the 'Update Qualification' form in aXcelerate. The form has a blue header with the title 'Update Qualification' and the text 'Last updated 09/11/2021'. Below the header, there are two input fields: 'Qualification Code: *' with the value '78' and a magnifying glass icon, and 'Qualification Name: *' with the value 'Certificate III'. A green arrow points from the magnifying glass icon to a dropdown menu that is open, showing a list of training programs under the heading 'Nationally recognised training'. The dropdown menu also has a 'RTO/Organisation' filter. The list includes: 'Certificate III in Building & Construction (Bricklaying) - 3217', 'Certificate III in Building & Construction (Carpentry & Joinery) - 3218', and 'Certificate III in Building & Construction (Plastering Dry Construction) - 3239'. Below the dropdown, there is an 'Optional ID:' field.

How to
navigate error

NAT00060 - Units/Subjects

The Subject Identifier is found on training.gov.au, the Subject Description also needs to match the training.gov.au listing.

Incorrect Unit Identifiers will not be detected as an error (this is to accommodate reporting non-accredited units).

Solution

Click the magnifying glass in aXcelerate to see where the error is in the system.

Update the Unit of Competency Code and/or Name to match training.gov.au.

The image displays two screenshots from the aXcelerate system. The top screenshot shows a search interface for 'Nationally recognised training' with a search bar containing 'BSBADM502'. Below the search bar, a list of results is shown: 'BSBADM502', 'BSBADM502 - Manage meetings', 'BSBADM502A - Manage meetings', and 'BSBADM502B - Manage meetings'. The bottom screenshot shows the 'Update Unit' form. The form has fields for 'Unit Code', 'Unit Name', 'Unit Cost', 'Validity Period', 'Trainer Competency Review Period', and 'Requisites'. A green arrow points from the search results to the 'Unit Code' field in the 'Update Unit' form, which now contains 'BSBADM502'. The 'Unit Name' field contains 'Manage meetings'. The 'Unit Cost' field is set to '\$ 0'. The 'Validity Period' field is set to 'Month/s'. The 'Trainer Competency Review Period' field is set to 'Month/s'. The 'Requisites' field has a search bar and buttons for 'Prerequisite', 'Add', and a help icon.



Tip - NAT00060

Do your code and name look identical? Check for spaces.

Unit Name: *

How to
navigate error

NAT00080 – General Student Info

Check whether the student has a valid USI. Exempt offshore students will need to have a suitable exemption code selected instead.

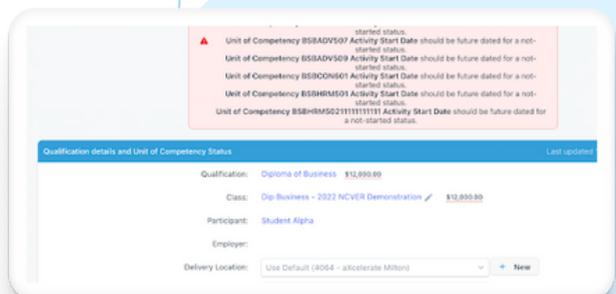
Make sure the Street Address lines up with the AusPost entry. If incorrect reach out to NCVER.

Resolve warnings

If you have any Warnings, click on the number of Warnings. Click the magnifying glass icon to drill into where the warning is occurring.

Note

You can still submit your data when you see Warnings, however, this is generally not recommended.



Resolve error: Invalid postcode

Find the correct postcode via Australia Post's [Postcode Search & Finder](#). If the postcode in aXcelerate matches Australia Post but is still showing as an error, reach out to NCVÉR for advice.

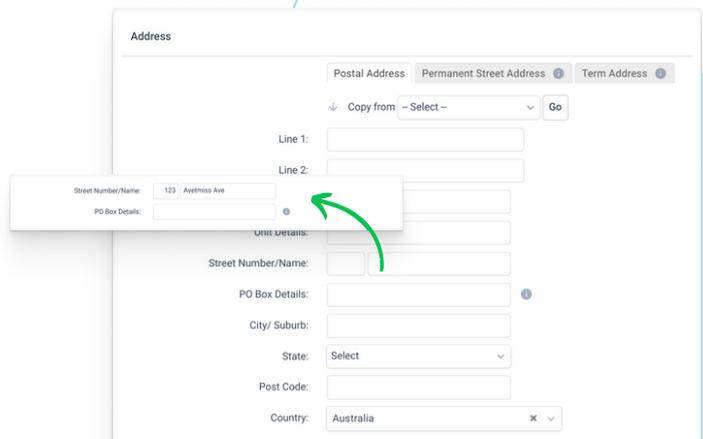
A screenshot of the Australia Post 'Find a postcode' search interface. The interface has a dark blue header with the text 'Find a postcode' in white. Below the header is a search form with a white background and a thin grey border. The form contains a search input field with the text '4001' entered. To the right of the input field is a red 'Search' button. Below the input field is a dropdown menu showing the result 'BRISBANE QLD 4001' in a light grey background.

Resolve error: Address

Suburb, Locality or Town must not be blank.

Solution

Click the magnifying glass. Update the address as per Australia Post.



The image shows a screenshot of an address form titled "Address". The form has three tabs: "Postal Address", "Permanent Street Address", and "Term Address". Below the tabs is a "Copy from" dropdown menu set to "Select" and a "Go" button. The form contains several input fields: "Line 1:", "Line 2:", "Street Number/Name:" (with "123 Avetmiss Ave" entered), "PO Box Details:", "Unit Details:", "City/ Suburb:", "State:" (with a "Select" dropdown), "Post Code:", and "Country:" (with "Australia" selected). A magnifying glass icon is located in the "Street Number/Name:" field, and a green arrow points to it from a separate callout box.

How to
navigate error

NAT00085 – Student's Contact Info

Similarly to NAT00080, ensure all Addresses and Postcodes are filled in and correct.

Note

Often, fixing errors in the NAT00080 file will fix the NAT00085 errors too.



Tip

Aside from the magnifying glass, you can also use the Client Identifier number to find where a student is missing their USI in the system.



How to
navigate error

NAT00120 – Unit Enrolments

- Dates do not match Outcome Codes
- Missing Funding Source OR Delivery Modes
- Missing OSPC Postcode for International Students



Tip - NAT00120

You can identify if the errors are coming from the same learner enrolment via the Client ID.



| NAT00120 - Errors | Client Identifier | Subject Identifier |
|--|-------------------|--------------------|
| - Error (E) - Activity End Date must not be before the Activity Start Date | | |
| Activity End Date (02/01/2022) must not be before the Activity Start Date (03/01/2022) | C013949576 | 85BADV003 |
| - Error (E) - Outcome ID - 70 should not be used for this Activity End Date when submitting to the end of year collection. | | |
| Outcome ID - 70 should not be used for this Activity End Date (11/08/2021) when submitting to the end of year collection. | C012576879 | 85 |
| Outcome ID - 70 should not be used for this Activity End Date (16/05/2021) when submitting to the end of year collection. | C012576879 | 85B-HRM501 |
| Outcome ID - 70 should not be used for this Activity End Date (16/05/2021) when submitting to the end of year collection. | C012576879 | 85B-CON601 |
| Outcome ID - 70 should not be used for this Activity End Date (19/05/2021) when submitting to the end of year collection. | C012576879 | 85B-ADV509 |
| Outcome ID - 70 should not be used for this Activity End Date (24/02/2021) when submitting to the end of year collection. | C012576879 | 85B-ADV003 |
| Outcome ID - 70 should not be used for this Activity End Date (24/02/2021) when submitting to the end of year collection. | C012576879 | 85B-ADM503 |

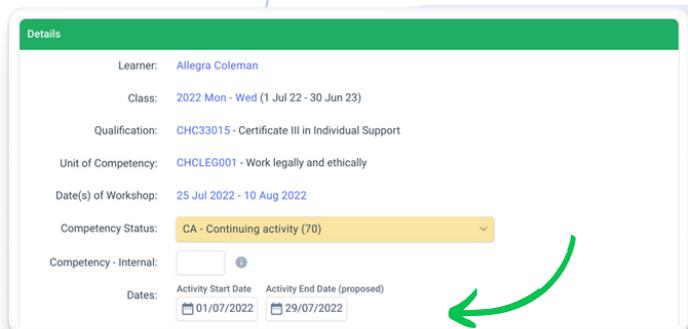
Resolve error: Activity dates

Activity End Date must not be before the Activity Start Date.

Solution

Click the magnifying glass.

Adjust the Activity Start and End Dates to ensure they are logical and match the Learner's Competency Status Code.



Details

Learner: Allegra Coleman

Class: 2022 Mon - Wed (1 Jul 22 - 30 Jun 23)

Qualification: CHC33015 - Certificate III in Individual Support

Unit of Competency: CHCLEG001 - Work legally and ethically

Date(s) of Workshop: 25 Jul 2022 - 10 Aug 2022

Competency Status: CA - Continuing activity (70)

Competency - Internal: ⓘ

Dates: Activity Start Date: 01/07/2022 Activity End Date (proposed): 29/07/2022

Resolve error: Activity dates

If there is more than one error relating to one learner you can perform a bulk action.

Solution

Click back to the enrolment view. Click 'Set All Units of Competency' to make bulk changes to the enrolment.

Enrolment Dates: 27/03/2023 Enrolment: 04/01/2023 Expected Completion: 30/12/2023 Actual Completion: Award Issued: [Link Workshops](#) [Set All Units of Competency](#)

| Units of Competency Enrolled | Workshop Bookings | Start | End | Hrs | Status |
|---|---|-------------|------------|--------|--------|
| BSBHRM613 Contribute to the development of learning and development strategies | 4 Jan 2023 - 29 Jan 2023 BSB Trainer | 04/01/2023 | 29/01/2023 | 0 | CA |
| BSBLDR811 Lead strategic transformation | 5 - 28 February 2023 BSB Trainer | 05/02/2023 | 28/02/2023 | 0 | CA |
| TAELE003 Implement improved learning practice | 1 - 31 March 2023 BSB Trainer | 01/03/2023 | 31/03/2023 | 0 | CA |
| BSBCRT611 Apply critical thinking for complex problem solving | 1 - 30 April 2023 BSB Trainer | 01/04/2023 | 30/04/2023 | 0 | NYS |
| BSBFNS01 Lead financial strategy development | 1 - 31 May 2023 BSB Trainer | 01/05/2023 | 31/05/2023 | 0 | NYS |
| BSBHRM611 Contribute to organisational performance development | 1 - 30 June 2023 BSB Trainer | 01/06/2023 | 30/06/2023 | 0 | NYS |
| BSBLDR601 Lead and manage organisational change | 1 - 31 July 2023 BSB Trainer | 01/07/2023 | 31/07/2023 | 0 | NYS |
| BSBLDR612 Develop and cultivate collaborative partnerships and relationships | 1 - 31 August 2023 BSB Trainer | 01/08/2023 | 31/08/2023 | 0 | NYS |
| Progress: 0/8 Units of Competency Completed | | Student Log | | Total: | 0 |

Unit of Competency Code Status Activity Start Date Activity End Date Delivery Mode - AVETMISS

Bulk set all below: CA 04/01/2023 29/01/2023 (Select Delivery Mode(s))

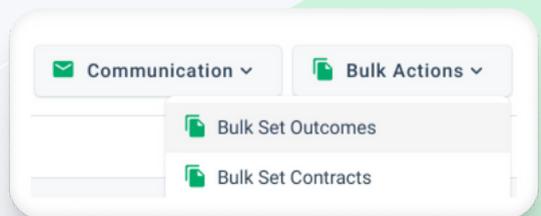
Check/Uncheck All

| | | | | |
|---|----|------------|------------|---------------|
| <input checked="" type="checkbox"/> BSBHRM613 | CA | 04/01/2023 | 29/01/2023 | Not Specified |
| <input checked="" type="checkbox"/> BSBLDR811 | CA | 05/02/2023 | 28/02/2023 | Not Specified |



Tip - NAT00120

If you're seeing similar Unit Outcome and Start Date errors for multiple learners, you can use the Bulk Set Outcomes tool within a Class to update these dates and values en masse.



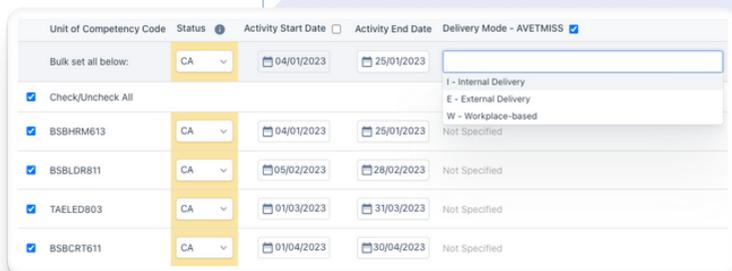
Resolve error: Delivery Mode

This error occurs when the Delivery Mode identifier is blank.

Solution

To resolve this you will need to allocate at least one Delivery Mode against the learner's unit enrolment (or at the Class or Unit level).

If you have a large group of Learners with this error, the quickest way to resolve it is at the Unit level.

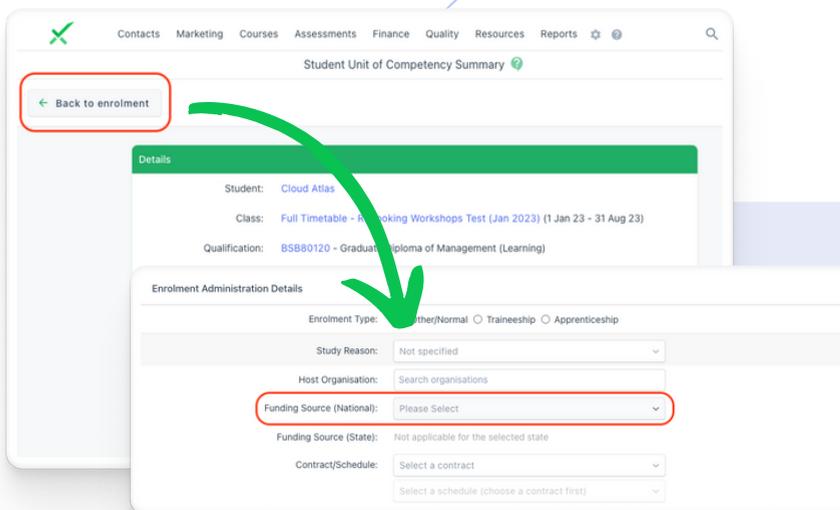


The screenshot shows a software interface with a table of unit enrolments. The table has columns for Unit of Competency Code, Status, Activity Start Date, Activity End Date, and Delivery Mode. A dropdown menu is open for the Delivery Mode column, showing options: I - Internal Delivery, E - External Delivery, W - Workplace-based, and Not Specified. The 'CA' status is highlighted in yellow in the original image.

| Unit of Competency Code | Status | Activity Start Date | Activity End Date | Delivery Mode - AVETMISS |
|---|--------|---------------------|-------------------|--------------------------|
| Bulk set all below: | CA | 04/01/2023 | 25/01/2023 | |
| <input checked="" type="checkbox"/> Check/Uncheck All | | | | |
| <input checked="" type="checkbox"/> BSBHRM613 | CA | 04/01/2023 | 25/01/2023 | Not Specified |
| <input checked="" type="checkbox"/> BSBDR811 | CA | 05/02/2023 | 28/02/2023 | Not Specified |
| <input checked="" type="checkbox"/> TAELED803 | CA | 01/03/2023 | 31/03/2023 | Not Specified |
| <input checked="" type="checkbox"/> BSBCRT611 | CA | 01/04/2023 | 30/04/2023 | Not Specified |

Resolve error: Invalid Funding Source – National

This error occurs when the Funding Source (National) has not been set.



The screenshot displays a web interface for a 'Student Unit of Competency Summary'. The navigation bar includes links for Contacts, Marketing, Courses, Assessments, Finance, Quality, Resources, and Reports. The main content area is titled 'Student Unit of Competency Summary' and features a 'Back to enrolment' button (highlighted with a red box). Below this, a green header indicates the 'Details' section, showing student information: Student: Cloud Atlas, Class: Full Timetable - Bookkeeping Workshops Test (Jan 2023) (1 Jan 23 - 31 Aug 23), and Qualification: BSB80120 - Graduate Diploma of Management (Learning). The 'Enrolment Administration Details' section includes fields for Enrolment Type (with radio buttons for Further/Normal, Traineeship, and Apprenticeship), Study Reason (Not specified), Host Organisation (Search organisations), Funding Source (National) (Please Select, highlighted with a red box), Funding Source (State) (Not applicable for the selected state), and Contract/Schedule (Select a contract and Select a schedule (choose a contract first)). A green arrow points from the 'Back to enrolment' button to the 'Funding Source (National)' dropdown menu.

Solution

For one Learner, click the magnifying glass to take you to the single Unit Enrolment. Click “up” one level to get to the Class Enrolment. Set a Funding Source (National) against the Learner's enrolment page.

If multiple Learners in a Class need their Funding Codes updated, you can resolve the error in bulk.

In the Class Matrix view, click Bulk Actions. Click Bulk Set Contracts and update the Funding Source code.

The screenshot shows a web application interface for setting contract information. At the top, it says "Set Contract Information for all Learners and for all Units of Competency in the Class". The class is identified as "ADV DIP - Cons & LM 2022".

There are two "Funding Source" dropdown menus. The first is "Funding Source (National)" with a "Please Select" option. The second is "Funding Source (State)" with a search bar and a list of options:

- Revenue from government
 - 11 - Commonwealth and state general purpose recurrent
 - 13 - Commonwealth specific purpose programs
 - 15 - State specific purpose programs
- Other revenue
 - 20 - Domestic full fee-paying client
 - 30 - International full fee-paying client (Until 2020)
 - 31 - International onshore client (From 2020)
 - 32 - International offshore client (From 2020)
 - 99 - Revenue earned from another trained organisation

A green arrow points from the "Bulk Actions" area to the "Funding Source (National)" dropdown.

Below the dropdowns, there are filters for "Filter by Status:" and "Show: 10 entries". There are also checkboxes for "Check/Uncheck All" and "All Not Competent".

The bottom section is a table titled "Elective" with columns for funding codes and rows for learners. The first three columns (AHCBUS602, AHCBUS610, AHCBUS613) are highlighted in yellow, indicating they are selected. The last two columns (AHCLM601, AHCLPW602) are greyed out.

| | AHCBUS602 | AHCBUS610 | AHCBUS613 | AHCCCF601 | AHCLLM601 | AHCLPW602 | AHCNRM603 | AH |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Allegra Coleman | <input type="checkbox"/> |
| <input type="checkbox"/> Will Magnus | <input type="checkbox"/> |
| <input type="checkbox"/> Brian Morsey | <input type="checkbox"/> |



General tips & tricks

- Upload early & often to check errors
- Read error descriptions carefully
- Contact NCVET for advice on more complex issues

Part 3

Where to find more help



axcelerate

AVETMISS Support

When creating support tickets, please send through the following:

- Screenshot of the error listing (or the error log sent by NCVET)
- AVETMISS parameters used to generate your NAT files

aXcelerate

AVETMISS

Help Guides

Explore helpful resources for troubleshooting AVETMISS errors, understanding reporting, and our NCVER Integration through our [Help Centre](#).

