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STUDENT AVETMISS REPORTING POLICY

This policy is designed to inform students undertaking training at First Aid Certification and Training. This policy outlines the rights of the students and the duties of the Staff at First Aid Certification and Training.

Allan Bartlett
FACT Policy 1.01

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Annual Avetmiss Reporting

As required Avetmiss reporting is required to be completed by the RTO at the start of each year between Feb 1st and Feb 28th. This is done for the year prior and must be completed and validated in the Avetmiss site using the validation tool provided.

Quarterly Avetmiss Reporting

At First Aid Certification and Training RTO # 45473 all reporting will be conducted on a quarterly basis, this is to ensure information is provided in a timely manner. The reporting will be completed by a senior member of staff i.e. the CEO or the Operations manager on the following dates.

Collection Period	Collection opens	Collection Closes	USI Transcript Update no later than
January to March 2019	May 1 st 2019	May 15 th 2019	End of May 2019
January to June 2019	August 1 st 2019	August 15 th 2019	End of August 2019
January to September 2019	September 1 st 2019	September 15 th 2019	End of September 2019
January to December 2019 (Annual report)	February 1 st 2020	February 15 th 2020	Early May 2020

Each report conducted during the year will include all training from the start of the year including data that has already been uploaded as shown in the chart above. The information was taken from the Avetmiss Fact Sheet April 2018.

Avetmiss Reporting Login Portal

Avetmiss reporting may only be conducted by authorised personnel i.e. the CEO and or the Operations Manager, both staff members will have access to the Avetmiss Validation Software via www.ncver.edu.au/avs Login will be required, and personal login information will not be given to unauthorised personnel.

Truss RTO Student Management System

An export file will be created within Truss RTO SMS allowing a fast upload into the Avetmiss system access to this is limited to authorised persons.

Unsuccessful Avetmiss Reporting

In the event the upload is unsuccessful FACT Adelaide will be notified via email and on the home screen of the Avetmiss reporting tool. The CEO or operations manager will be required to complete the data updates until the upload was successful. To help this process staff will check on the day of training that all information is correct and verified in the Truss RTO SMS.

Successful Avetmiss Reporting

On successful Avetmiss reporting FACT Adelaide will be notified via email and on the home screen of the Avetmiss reporting tool. The data must be finalised within the system prior to the dates shown in the chart above, this can be done by pressing finalise report button in the Avetmiss Reporting tool.