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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.

FACT Policy 2

ANNUAL AVETMISS REPORTING..... 3

QUARTERLY AVETMISS REPORTING 3

AVETMISS REPORTING..... 3

AVETMISS REPORTING OUTCOMES..... 3

ANNUAL AVETMISS REPORTING

Avetmiss reporting is required to be completed by the RTO at the start of each year by February 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

First Aid Certification and Training RTO # 45473 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 member of FACT management on the following dates:

Collection Period	Collection Opens	Collection Closes	USI Transcript Updated
January to March	May 1st	May 15th	End of May
January to June	August 1st	August 15th	End of August
January to September	September 1st	September 15th	End of September
January to December (Annual report)	February 1st (The following year)	February 15th (The following year)	Early May (The following year)

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 collected from the Avetmiss Fact Sheet in April 2018.

AVETMISS REPORTING

Avetmiss reporting may only be conducted by authorised personnel i.e. the CEO and or the Operations Manager, these 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 personal. An export file will be created within our student management system allowing a fast upload into the Avetmiss system access to this is limited to authorised persons.

AVETMISS REPORTING OUTCOMES

In the event the upload is unsuccessful FACT Adelaide will be notified. FACT management will be required to complete the data updates until the upload is successful. To help this process staff will check on the day of training that all information is correct and verified in the student management system.

On successful completion of Avetmiss reporting FACT Adelaide will be notified and 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.