



FACT ADELAIDE • STUDENT POLICY

AVETMISS Reporting Policy

How we check, report and correct training records

FACT-POL-02 | Revision 2026.1-D03

Proposed effective date: 1 October 2026

Next review: 1 October 2027

Policy owner: Allan Bartlett, Course Director

Based on wording reviewed: 6 September 2026

FORMAL APPROVAL AND PUBLICATION PENDING

Shortened from reviewed D02 on 6 September 2026.
Weekly checks and reporting responsibilities retained.

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How we check, report and correct training records

FACT-POL-02 | 2026.1-D03 | Simplified edition; approval pending

Proposed start: 1 October 2026 | Next review: 1 October 2027

1. What this policy covers

FACT records and reports nationally recognised training activity. AVETMISS is the national format used for this data. We check records at the end of each week and submit validated data when the relevant system or reporting window permits.

We are responsible for accurate records and meeting reporting deadlines. NCVER, State authorities and the USI system control their own processing and transcript display times.

2. Information we collect

We record student identity and contact details, verified USIs, courses and units, training and assessment dates, results, completions, withdrawals, and required delivery and funding details. Students must give accurate information and tell us when details change.

We handle information under our Privacy Policy and legal reporting obligations. Optional permission to share information with an employer is separate from required government reporting.

3. Who checks the records

Trainers and assessors record attendance, results, withdrawals, credit transfers and completions promptly. Administration staff check required student details and USIs.

At the end of each week, the CEO or an authorised staff member checks recent records, corrects missing or inconsistent information, and generates and validates the reporting data. They submit or finalise it when the system or collection window allows.

4. Correcting errors

Before submission, we validate the data using the required system. For missing, incorrect or rejected data, we check the evidence, correct the source record, validate again and submit or resubmit when permitted.

We never change information simply to bypass an error. Corrections must match the student's actual enrolment, training and assessment records.

5. Sending data and keeping evidence

We use the current deadlines and reporting pathway published by NCVER or the relevant State authority. Weekly checking does not replace annual reporting or any applicable quarterly or State reporting requirement.

For each submission, we generate the required file, include all required activity, validate it, fix errors, then submit and finalise it. Quarterly submissions include all relevant activity from 1 January to the end of that quarter, including activity already reported.

We retain the reporting period, validation results, submission and finalisation confirmations, corrections and the responsible staff member's details.

6. Keeping information secure

Only authorised staff may access reporting systems. Staff must use their own logins and keep reporting files and confirmations secure. Information must be sent through approved reporting pathways. Suspected loss, misuse or unauthorised disclosure follows our Privacy and Data Breach procedures.

An employer-release checkbox does not authorise sharing AVETMISS files, a student's USI, identification documents or other protected personal information with an employer.

7. Questions about your USI transcript

Contact info@factadelaide.com or (08) 7226 5936 if training information is missing or wrong. We check your identity and compare the enquiry with our enrolment, assessment and certification records.

We correct errors we are responsible for and use the appropriate reporting or transcript-update process. We tell you when our correction is submitted or action is completed. We cannot guarantee when external systems will display it.

Your FACT Statement of Attainment remains your formal training document while you wait. Its QR code can be used to check that FACT issued it.

8. Records and review

We securely retain weekly checks, validations, submissions, corrections, transcript enquiries and actions under our Student Records and Privacy policies and legal requirements. Management reviews recurring problems and improves the process.

We review this policy at least annually, and sooner if requirements, systems or reporting pathways change. We update our procedures before FACT transitions from AVETMISS to the VET Information Standard.

Revision record: D03, 6 September 2026. Shortened from the reviewed D02; eight sections, weekly checks and reporting responsibilities retained. Matching cover added. Formal approval and publication remain pending.

Reference guidance checked 6 September 2026: NCVER reporting guidance; USI reporting requirements; USI transcript corrections.