



AVETMISS Training Activity - ATA

User Guide



Contents

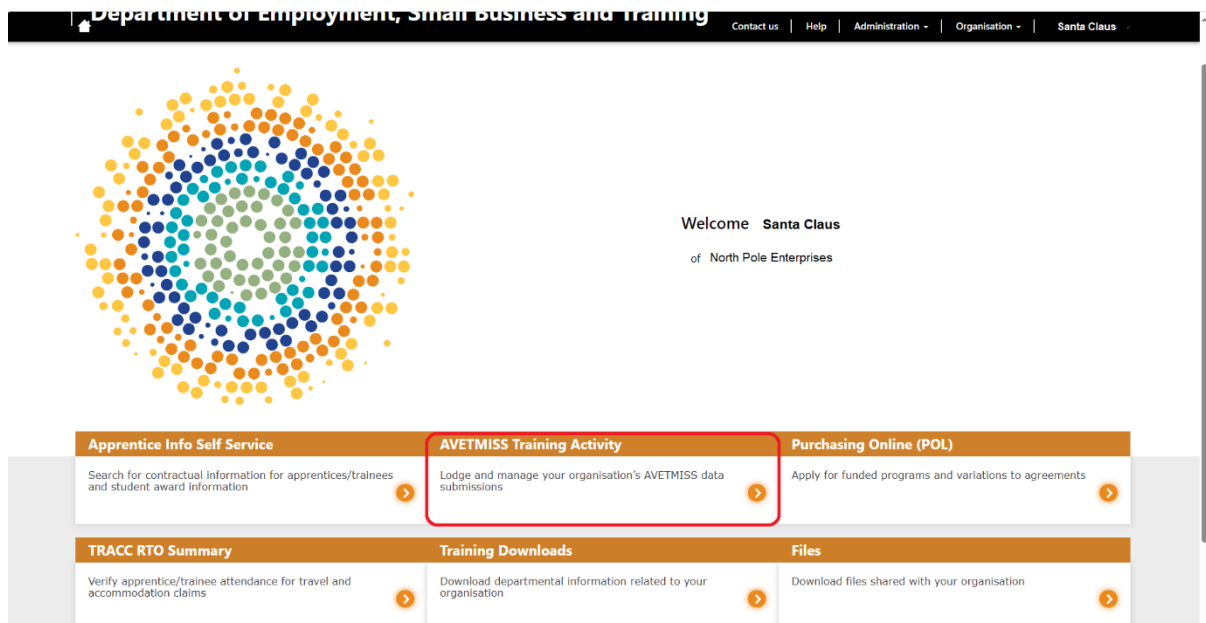
SUBMITTING DATA VIA AVETMISS TRAINING ACTIVITY (ATA)	3
VIEW RETURNS AND VALIDATION REPORTS	6

SUBMITTING DATA VIA AVETMISS TRAINING ACTIVITY (ATA)

Pre-requisites

Users should be logged in to the Partner Portal (www.portal.desbt.qld.gov.au) and have access to AVETMISS Training Activity (ATA) (for access to ATA contact your Organisation's Partner Portal Administrator)

1. Click on **AVETMISS Training Activity**



The screenshot shows the Partner Portal dashboard for Santa Claus, a user of North Pole Enterprises. The dashboard features a navigation bar at the top with the Department of Employment, Small Business and Training logo and links for Contact us, Help, Administration, Organisation, and Santa Claus. A large circular graphic composed of colored dots is on the left. The main content area displays a grid of service tiles. The 'AVETMISS Training Activity' tile is highlighted with a red border. Below the grid, there are sections for TRACC RTO Summary, Training Downloads, and Files.

Apprentice Info Self Service	AVETMISS Training Activity	Purchasing Online (POL)
Search for contractual information for apprentices/trainees and student award information	Lodge and manage your organisation's AVETMISS data submissions	Apply for funded programs and variations to agreements

TRACC RTO Summary	Training Downloads	Files
Verify apprentice/trainee attendance for travel and accommodation claims	Download departmental information related to your organisation	Download files shared with your organisation

2. To upload an AVETMISS data submission, ensure you are on the **'Submit Return'** tab (the active tab will be highlighted orange) and follow the instructions for **'Submitting a Return'**.
3. Select the **'Choose File'** button and browse to where files for submission are located.
4. Select the zipped folder containing the NAT files for processing, the selected file name will appear next to the 'Choose File' button.
5. Select the check box acknowledging you have read the **'VET Data Usage Statement and RTO Declaration and Understanding'**.
6. Click on **'Submit File'** button

AVETMISS Training Activity

Submit Return
View Returns

Submit Return

Use the 'Submit Return' area of AVETMISS Training Activity (ATA) to lodge your AVETMISS data submissions, access validation error reports and view your NAT file data.

Before submitting a return

- Ensure that the AVETMISS submission incorporates the Queensland Department of Employment, Small Business and Training (the department) specific VET data reporting requirements.
- Upon completing a data extract from your student management system ensure that all NAT files are zipped into a single file ready for submission.

File Upload

Choose File
12345 -2024.zip

I have read and acknowledge the **VET Data Usage Statement and RTO Declaration and Understanding**

Submit File

Submitting your return

1. Use the 'Choose File' button to locate the zipped NAT files within your own system.
2. Select the zipped file and click on the Open button.
3. Click on the checkbox to declare that you have read and acknowledge the VET Data Use Statement and RTO Declaration.
4. Click on the 'Submit File' button to upload your files to the department for processing.
5. Following processing of your submission a confirmation email, including any validation errors, will be sent to your nominated contacts.

Contact information

Further information on AVETMISS data submissions, including Queensland's specific VET data reporting requirements can be found on the [department's website](#). For specific questions concerning your AVETMISS data submission, please contact the VET Data Management Team via email stac@desbt.qld.gov.au

A pop-up window will appear providing reference details of the uploaded submission. Click on **'Close'**.

Your file has been submitted, please refer to the View Returns section for processing status.

Submission Details:
FileName: 12345-2024.zip
Reference Number: 457364
Date Received: 22-05-2024
Time Received: 12:20

Close



- Click on **'View Returns'** tab to view the status of the uploaded data submission and a history of current and previous AVETMISS submissions and associated validation error reports. The **'View Return History'** retains the most recent five (5) submissions for each applicable year of return.

AVETMISS Training Activity

Submit Return **View Returns**

View Returns

Use the table below to access error reports and NAT file data for current and previous submissions. The default view displays a summary of the current submission for each of the listed years. To view the previous four submissions for a particular year, click on the expand button +.

There are two different methods to view your data:

- Return Summary** - a page displaying all NAT files in a submission, with errors listed by NAT file and error type.
- Error Summary** - a page displaying the number of errors per NAT file by error type.

View Return History

Expand Or Collapse	Year	Reference	Receipt	Received	Status	Return Summary	Error Summary	Errors CSV	Errors PDF	Acknowledgement
		457364	2024-476961	22-05-2024	Processing					
⊕	2024	457354	2024-476960	21-05-2024	Complete	Return Summary	Error Summary	Errors CSV	Errors PDF	Acknowledgement
⊕	2023	456758	2024-476368	01-03-2024	Complete	Return Summary	Error Summary			
⊕	2022	452231	2023-471481	29-12-2023	Complete	Return Summary				

Items per page: 1 - 5 of 5 |< < > >|

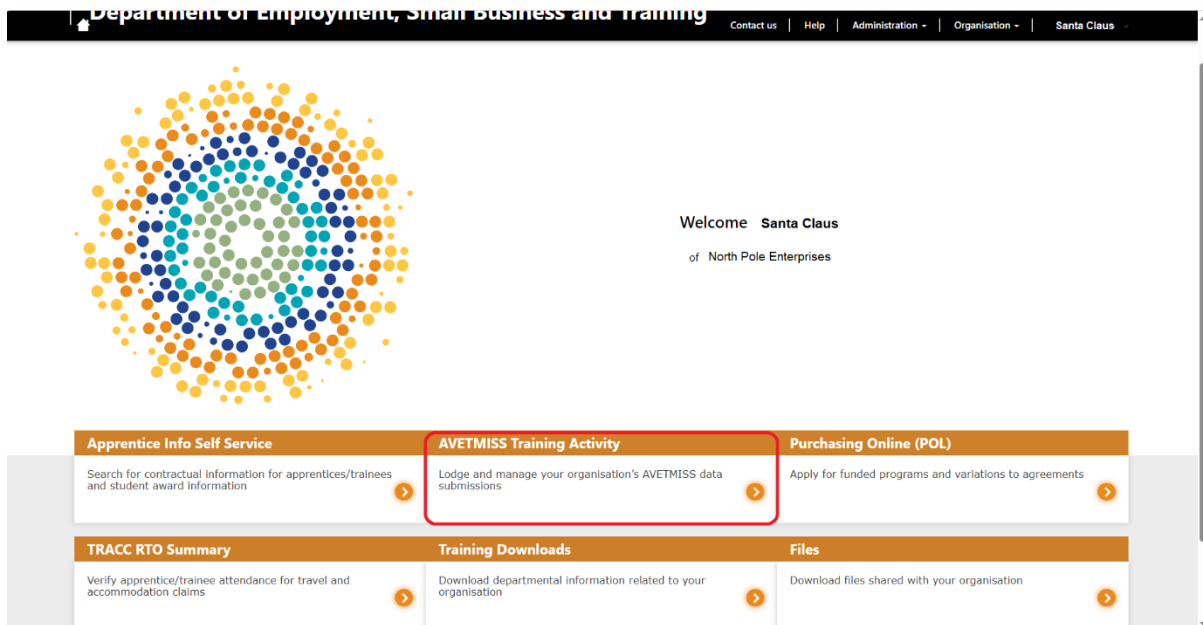
Refresh

VIEW RETURNS AND VALIDATION REPORTS

Pre-requisites:

Users should be logged in to the Partner Portal (www.portal.desbt.qld.gov.au) and have access to AVETMISS Training Activity (ATA) (for access to ATA contact your Organisation's Partner Portal Administrator)

1. Click on **AVETMISS Training Activity**



- Click on **'View Returns'** tab to view current and previous AVETMISS submissions and associated validation errors and reports. Clicking on the '+' will expand the view of previous submissions for each year listed. Clicking on the relevant validation Error report will open the file in its specific format (pdf/csv) and the Acknowledgement letter.

AVETMISS Training Activity

Submit Return **View Returns**

View Returns

Use the table below to access error reports and NAT file data for current and previous submissions. The default view displays a summary of the current submission for each of the listed years. To view the previous four submissions for a particular year, click on the expand button +.

There are two different methods to view your data:

- Return Summary** - a page displaying all NAT files in a submission, with errors listed by NAT file and error type.
- Error Summary** - a page displaying the number of errors per NAT file by error type.

View Return History

Expand Or Collapse	Year	Reference	Receipt	Received	Status	Return Summary	Error Summary	Errors CSV	Errors PDF	Acknowledgement
+	2024	457364	2024-476961	22-05-2024	Complete	Return Summary	Error Summary	Errors CSV	Errors PDF	Acknowledgement
+	2023	456758	2024-476368	01-03-2024	Complete	Return Summary	Error Summary			
+	2022	452231	2023-471481	29-12-2023	Complete	Return Summary				

Items per page: 1 - 4 of 4 |< < > >|

[Refresh](#)

- Click on **'Return Summary'** to open the **'View Return Summary'** window. Here you can navigate to view validation errors by NAT file and error type.

AVETMISS Training Activity

Submit Return **View Returns**

View Returns

Use the table below to access error reports and NAT file data for current and previous submissions. The default view displays a summary of the current submission for each of the listed years. To view the previous four submissions for a particular year, click on the expand button +.

There are two different methods to view your data:

- Return Summary** - a page displaying all NAT files in a submission, with errors listed by NAT file and error type.
- Error Summary** - a page displaying the number of errors per NAT file by error type.

View Return History

Expand Or Collapse	Year	Reference	Receipt	Received	Status	Return Summary	Error Summary	Errors CSV	Errors PDF	Acknowledgement
+	2024	457364	2024-476961	22-05-2024	Complete	Return Summary	Error Summary	Errors CSV	Errors PDF	Acknowledgement
+	2023	456758	2024-476368	01-03-2024	Complete	Return Summary	Error Summary			
+	2022	452231	2023-471481	29-12-2023	Complete	Return Summary				

Items per page: 1 - 4 of 4 |< < > >|

[Refresh](#)

- Click on the underscored number in the 'No.Errors' column to open the 'View Error Details' window for more information on the related validation errors.

AVETMISS Training Activity

Submit Return **View Returns**

View Return Summary

NAT File	No.Errors	Error Type	No.Errors
<u>NAT00010</u>	0	LUI	<u>2</u>
<u>NAT00020</u>	0	CONTRACT	<u>157</u>
<u>NAT00030</u>	0		
<u>NAT00060</u>	0		
<u>NAT00080</u>	<u>31</u>		
<u>NAT00085</u>	0		
<u>NAT00090</u>	0		
<u>NAT00100</u>	0		
<u>NAT00120</u>	<u>129</u>		
<u>NAT00130</u>	0		

Back Refresh

- 'View Error Details' window provides detailed information on the selected error.

AVETMISS Training Activity

Submit Return **View Returns**

Error Details

Below are the details of the errors related to the specific NAT file or error type. The errors are viewable in a read only format.

When you click on the client ID a new screen will open displaying the actual data in the NAT file, related to that error. (If the specific NAT file code is displayed at the top of the table you can click on the code to open another screen that displays all data for that file.)

You can view the files in the table below by error number and/or error type using the Error Filter function. Simply enter a specific error number and/or error type in the Error Filter box and only errors based on the selected criteria will display.

Error Filter

Error Type Error Number

Apply Filter Clear Filter

NAT File: NAT00080

View Error Details

Client ID	Error Number	Error Type	Location	Module ID	Course ID	Enrol Start	Data Supplied	Error Summary	Supporting Details
<u>123456789</u>	876	CONTRACT						AISS search not conducted	Qualification: SIT20322 Client ID: 123456789 Surname: ELF First Name: RED DOB: 01-01-2001
<u>123456788</u>	876	CONTRACT						AISS search not conducted	Qualification: SIT20322 Client ID: 123456788 Surname: ELF First Name: BLUE DOB: 01-01-2001
<u>123456787</u>	876	CONTRACT						AISS search not conducted	Qualification: SIT20322 Client ID: 123456787 Surname: ELF First Name: GREEN DOB: 01-01-2001

- There is also 'Error Filter' capability, returning results based on the selected 'Error Type' and/or 'Error Number'.

AVETMISS Training Activity

Submit Return View Returns

Error Details

Below are the details of the errors related to the specific NAT file or error type. The errors are viewable in a read only format.

When you click on the client ID a new screen will open displaying the actual data in the NAT file, related to that error. (If the specific NAT file code is displayed at the top of the table you can click on the code to open another screen that displays all data for that file.)

You can view the files in the table below by error number and/or error type using the Error Filter function. Simply enter a specific error number and/or error type in the Error Filter box and only errors based on the selected criteria will display.

Error Filter

Error Type: Error Number:

Apply Filter Clear Filter

Error Filter is currently being applied.

NAT File: [NAT00120](#)

View Error Details

Client ID	Error Number	Error Type	Location	Module ID	Course ID	Enrol Start	Data Supplied	Error Summary	Supporting Details
123456789	34019	CONTRACT	NORTH POLE	SITHFAB021	SIT20322	15-02-2024		Unique Student Identifier is invalid	Unique Student Identifier:<missing > Competency Start/End: 15/02/2024-24/10/2025
123456789	34019	CONTRACT	NORTH POLE	SITHFAB024	SIT20322	15-02-2024		Unique Student Identifier is invalid	Unique Student Identifier:<missing

- Selecting a 'NAT File' in the 'View Return Summary' window will open 'Provider Return Data' in a read only format.

AVETMISS Training Activity

Submit Return View Returns

View Return Summary

NAT File	No.Errors	Error Type	No.Errors
NAT00010	0	LUI	2
NAT00020	0	CONTRACT	157
NAT00030	0		
NAT00060	0		
NAT00080	31		
NAT00085	0		
NAT00090	0		
NAT00100	0		
NAT00120	129		
NAT00130	0		

Back Refresh