

RTO DATA COLLECTION OVERVIEW

Registered training organisations (RTOs) are required to report [Total VET Activity](#) to the [National Centre for Vocational Education Research \(NCVER\)](#) either directly or through a State Training Authority (STA).

This means that RTOs must collect and report full Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data relating to all students, in addition to any funding requirements.

What is AVETMISS?

AVETMISS for Vocational Education and Training (VET) providers is the national data standard utilised by RTOs for the reporting of funded program and fee-for-service VET activity. The reporting of AVETMISS data supports consistency in the mandatory Total VET Activity (TVA) requirement and the Unique Student Identifier (USI) initiative.

There are 2 important AVETMISS documents:

- [AVETMISS VET Provider Collection specifications: release 8.0](#) ; and
- [AVETMISS data element definitions: edition 2.3](#)

Additionally, the Queensland Department of Employment, Small Business and Training (DESBT) have further specific VET data reporting requirements:

- [Queensland VET Data Reporting Requirements \(AVETMISS 8.0\)](#)

VET activity reported to the department is electronically validated against AVETMISS and Queensland reporting requirements to ensure compliance.

How do RTOs report VET activity for Queensland students?

RTOs contracted with DESBT to deliver VET in Queensland, must report to the department via [DETConnect](#); a secure website offering an easy, consistent, and effective method of information exchange between the department and RTOs. AVETMISS Training Activity (ATA) is a facility within DETConnect where RTOs can upload AVETMISS data. RTOs can submit data as often as they need to, provided they comply with relevant reporting requirements outlined in DESBT funded program documentation.

Queensland RTOs that deliver non-funded training are also required to report Total VET Activity to NCVER and can do so directly via [AVETMISS Validation Software](#) or via the ATA facility on DETConnect.

RTOs who deliver a combination of funded and non-funded activity, may choose to either:

- report all activity to the department; or
- split their return and report funded activity to the department and non-funded activity to NCVER.

Data validation

Data submitted to the department is electronically assessed to check AVETMISS compliance and is also validated against a series of Queensland Government databases. The DESBT Data Management team also perform a series of data quality checks on a monthly basis therefore additional data errors may be identified for RTOs to correct and resubmit.

Queensland Curriculum and Assessment Authority (QCAA)

What is a Learner Unique Identifier?

A [Learner Unique Identifier \(LUI\)](#) is a 10-digit number issued by QCAA to young Queenslanders when they are registered for a Queensland Certificate of Education (QCE) during Year 10 or in the 12 months before they turn 16 years old.

Learning providers can manage student data via the new [Student Management application](#).

All activity reported to the department that includes valid LUIs, and is error free, is regularly submitted to QCAA on behalf of RTOs.

USI (Unique Student Identifier)

All students engaged in nationally recognised training need to have a [Unique Student Identifier \(USI\)](#). They help to:

- link a student's VET achievements, regardless of where in Australia they completed the program.
- let students easily access secure training records or transcripts.
- give students more control over their VET information.

LEAD INSTITUTE RTO DATA COLLECTION – PRIVACY NOTICE

Why we collect your personal information

- As a registered training organisation (RTO), we collect your personal information so we can process & manage your enrolment in a vocational education & training (VET) course with us.
- If the mandatory information is not collected, we may not be able to proceed with your enrolment.

How we use your personal information

- We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

- We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing, and communicating research and statistics about the Australian VET sector.
- We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

- The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.
- The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:
 - administration of VET, including program administration, regulation, monitoring and evaluation.
 - facilitation of statistics and research relating to education, including surveys and data linkage.
 - understanding how the VET market operates, for policy, workforce planning and consumer information.
- The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.
- The NCVER does not intend to disclose your personal information to any overseas recipients.
- For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at <https://www.ncver.edu.au/privacy>.
- If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.
- DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Skills Assure Programs

- As a Skills Assure Supplier Lead Institute has a contract with DESBT to deliver VET in Queensland, and therefore must report to the department via [DETConnect](#); a secure website offering an easy, consistent, and effective method of information exchange between the department and RTOs. AVETMISS Training Activity (ATA) is a facility within DETConnect where RTOs can upload AVETMISS data. RTOs can submit data as often as they need to, provided they comply with relevant reporting requirements outlined in DESBT funded program documentation.

Surveys

- You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor, or another authorised agency.
Please note you may opt out of the survey at the time of being contacted

Contact information

At any time, you may contact Lead Institute at hello@leadinstitute.edu.au to

- request access to your personal information
- correct your personal information.
- make a complaint about how your personal information has been handled.
- ask a question about this Privacy Notice.