

Capturing and Recording Student AVETMISS Procedure

RTO Number 90198

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Applies to	NSW Health RTO
Related Policies	Records Management Smart and Skilled
Related Procedures	Capturing and Recording Student USI Managing Student Files Smart and Skilled
Forms and supporting documents	Enrolment Data Collection Form – AVETMISS Enrolment Data Collection Form - SMART & SKILLED
Review date	20 August 2021

DOCUMENT HISTORY

Version	Issued	Author	Reason for Change
v1.0	February 19	RTOEO	Removed the Procedure information from the Policy Set up a standalone procedure.
v1.1	August 20	RTOEO	Amended the titles of the RTO new Committees Added the new Enrolment Data Collection Forms

Issued by the Executive Manager, NSW Health RTO under the authority of the Chief Executive (CE).

Definitions

ARS	Assessment Record Summary
ASQA	Australian Skills Quality Authority, National Regulator for RTOs
Assessment	The process for collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.
Assessment Tools	Includes, context and conditions of assessment, tasks to be administered to the student, an outline of the evidence to be gathered from the candidate and evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules). This term also takes in the administration, recording and reporting requirements, and may address a cluster of competencies as applicable for holistic assessment. NSW Health RTO uses the following documents: <ul style="list-style-type: none"> — Student Assessment Workbook (SAW) — Workplace Observation Books — Assessment Decision Criteria (ADC) — Competency Mapping Matrix (CMM), and — Associated policies, procedures and guidelines
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard.
Certificate	Issued to students who complete a full qualification (i.e. deemed competent for each UOC within the qualification).
CT	Credit Transfer.
MHL	My Health Learning – The NSW Health state-wide learning management system (LMS) that is used to manage student enrolments and progressions.
Program	AQF Qualification, Skill Set, Skill Cluster and standalone Unit of Competency, as well as accredited full and short courses and modules.
ROR	Record of Results – Issued with the Certificate. This document lists all the UOCs attained for the qualification.
RTOEO	NSW Health RTO Executive Office.
SOA	Statement of Attainment - Issued to students who complete one or more UOCs including a skill set/skills cluster, stand-alone Unit of Competency or partially completes a full qualification.
UOC	Unit of Competency.
USI	Unique Student Identifier.
VET	Vocational Education and Training.
VET Products	AQF Qualification, Skill Set, Skill Cluster and standalone Unit of Competency.

Procedure

- NSW Health RTO manages all records associated with the operations of the RTO accurately and with integrity to meet the requirements of the VET Quality Framework, including the Standards for RTOs 2015.
- All VET Programs (full qualifications/skill sets/skill clusters and single units of competency) are to be managed via MHL, including the enrolment process and recording of results.
- All students have access and the ability to enter their AVETMISS data in MHL, except in circumstances where students do not have access to MHL.
- Delivery sites must provide assistance to students who may require additional support in completing AVETMISS data in MHL.
- RTO Administrators undertake regular monitoring of student AVETMISS completions in MHL.
- Student AVETMISS Data is submitted to the National Regulator through a portal, for all students, for the previous year.

<p>Delivery Site Approves Student Enrolment in VET Program</p>	<ul style="list-style-type: none"> • Advise Students of approval to enrol in VET Program and of the requirement to complete their AVETMISS data on My Health Learning (MHL). • Provide students who do not have access to MHL with a paper based AVETMISS form.
<p>Student Enrols and Completes their AVETMISS Data</p>	<p>Prior to training commencement:</p> <ul style="list-style-type: none"> • Enrols in MHL and completes the AVETMISS Data • For students who do not have access to MHL, must complete an AVETMISS form and provide to the delivery site who will enter the details in MHL.
<p>Delivery Site Provides Assistance to Students to Complete Requirements</p>	<ul style="list-style-type: none"> • Provides appropriate resources and support to students who are unable to complete their AVETMISS information before day one of course commencement or at least on the first day of attendance, and prior to completion of the first day of training.
<p>Delivery Site Monitors AVETMISS Completions</p>	<ul style="list-style-type: none"> • Schedule the AVETMISS exceptions report 054.2 after each cohort enrolment. This report lists enrolled students who have not completed their AVETMISS data. The report is filtered to identify and address gaps found in the AVETMISS information. If gaps are identified follow up with students as soon as possible to ensure full completion of students' AVETMISS data.
<p>RTOEO Monitoring Reports</p>	<ul style="list-style-type: none"> • Schedule an AVETMISS Exceptions Report 054.2 and 054.1 Completions report on a monthly basis to ensure all students' AVETMISS/USI data is completed. • Follow up with delivery sites for any incomplete student data.

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