AVETMISS Data Collection, Reporting and Monitoring Policy (V1)

Responsibility for Implementation: Head of Admission and Student Services
Authority: Approved by PEO
Date of Approval: 5 April 2016
Date of Review: June 2018, Oct 2019
Next Review: Oct 2021

1. **Purpose**

   The purpose of this procedure is to enable EEVI to meet the requirements of National VET Provider Collection Data Requirements Policy through collecting and reporting Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data in timely manner.

2. **Scope**

   This policy applies to all staff and students.

3. **Reference**

   National VET Provider Collection Data Requirements Policy.

4. **Policy**

4.1   EEVI will ensure it meets the requirements of AVETMISS data submission, including:

   a) Purchasing a Student Management System from the list of AVETMISS Compliant Software Register to make the consistency of AVETMISS data submission;
   b) Ensuring that the student's information are collected sufficiently for AVETMISS data submission compliance;
   c) Ensuring that EEVI will collect and submit the AVETMISS data in an efficient and timely manner before the due date;

4.2   EEVI will monitor and analyse the AVETMISS data to continually improve the training and assessment strategies and practices by:

   a) Holding a management meeting to discuss the AVETMISS data after submission;
   b) Horizontal analysis of AVETMISS data through benchmarking the AVETMISS data within other RTOs and try to improve the operation.
   c) Vertical analysis of AVETMISS data through comparing the AVETMISS data on yearly basis and seek any improvement to be made.