



AVETMISS Data Collection, Reporting and Monitoring Policy (V2)

Date	Action	Version
05 April 2016	Policy developed and approved	1.0
12 June 2018	Review	1.0
20 October 2019	Review	1.0
30 December 2020	Update	2.0
Dec 2021	Review	

Responsibility for Implementation: Head of Admission and Student Services

Authority: Approved by PEO

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 ensures it meets the requirements of AVETMISS data submission, including:

- a) Using a Student Management System (e.g., Wisenet) 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;

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- 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.
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