

# Reporting obligations guide



## Reporting obligations for RTOs funded under the JobTrainer Fund extension

This document provides information for Registered Training Organisation (RTO) on reporting obligations for the JobTrainer Fund (Fund) extension in 2022.

Successful applicants are required to report enrolment, training commencement, training continuance and completion data to Skills Tasmania.

Timely reporting by RTOs is essential to ensure that the Tasmanian Government receives milestone payments from the Australian Government under the JobTrainer Fund Agreement.

## How often are RTOs required to report under the JobTrainer Fund?

Monthly reporting of JobTrainer Fund data is essential.

The Fund's applicant guide requires that RTOs must report monthly on enrolments, commencements, and completions of qualifications, courses and/or skill sets to Skills Tasmania, through AVETMISS compliant data. This includes Tasmania's state specific AVETMISS fields.

Skills Tasmania is required to report to the Australian Government on the uptake of training via the Fund including the number of enrolments, commencements, and completions by:

- Age group
- Gender
- Location (metropolitan, regional, remote)
- Course
- Qualification level
- Indigeneity (where known)
- Culturally and linguistic diversity (where known)

RTOs must submit their first Fund report to Skills Tasmania no later than the 10<sup>th</sup> day of the month in which the first JobTrainer Fund activity occurs (e.g. enrolments and training commencements), with all following reports to be submitted by the 10<sup>th</sup> of every month thereafter. If the 10<sup>th</sup> day of the month is not a business day, then no later than the last business day occurring before the 10<sup>th</sup> day of the month.

## How are enrolments and commencements defined for the JobTrainer Fund?

An **'enrolment'** in the context of the Fund is defined as the point at which the learner is officially registered with the RTO on their student management system as a learner who will be trained by the RTO in the qualification, course or skill set shown in the student management system record.

A **'commencement'** in the context of the Fund refers to the commencement of training and is defined as the date the learner begins undertaking training activities that build the learner's skills and knowledge in relation to the qualification, course or skill set.

## How to report enrolments

Reporting of 'enrolment' has not been required by Skills Tasmania in previous grant programs but is an essential requirement of the Fund.

Using their student management system, RTOs must report learner enrolments on a Unit level in the AVETMISS NAT00120 Training Activity file, using the data field 'Outcome Identifier – National' with code: '85 – Not Yet Started', AND on a Course level in the AVETMISS NAT00130 Program Completed file using the data field 'Program Status Identifier' with code: '85 – Not Yet Started'

All other training activity for the Fund (e.g. training commencements and completions) must be reported as AVETMISS compliant data monthly, as per reporting timelines above.

## What are the JobTrainer Fund requirements for the myskills website?

The Australian Government will promote the Fund through its *myskills* website and through the employment services system.

To take advantage of national promotion activities for the Fund, RTOs will need to have all Fund qualifications, courses and skillsets to be delivered under the Fund up-to-date and visible on the Australian Government's *myskills* website at [www.myskills.gov.au](http://www.myskills.gov.au) in early April 2022.

Skills Tasmania will provide the Australian Government with the following information for the purposes of promoting the Fund on the *myskills* website:

- Qualification codes for each qualification, course or skill set to be funded under the Fund (where known).
- RTO codes for those that are contracted to deliver training places under the Fund.
- Next start date for each course by RTO (where known).

Skills Tasmania will publish on its website all JobTrainer funded courses along with the relevant training providers and their contact details.

## Where to go for additional information and assistance

For advice on AVETMISS reporting to Skills Tasmania RTOs can contact:

- AVETMISS data and payment enquiries: 03 6165 6055 or 1800 655 846
- AVETMISS data submission enquiries: [avetmiss@skills.tas.gov.au](mailto:avetmiss@skills.tas.gov.au)
- JobTrainer specific submission enquiries: [vetresearch@skills.tas.gov.au](mailto:vetresearch@skills.tas.gov.au)

Further information on the Fund can be found at:

[www.skills.tas.gov.au/providers/rto/funding\\_programs\\_for\\_endorsed\\_rtos/jobtrainer\\_fund](http://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/jobtrainer_fund)

Further information on the *myskills* website can be found at: [www.myskills.gov.au/more/help/rto-help/](http://www.myskills.gov.au/more/help/rto-help/)

Further information on the AVETMISS standard data fields including *Outcome Identifier - national* field can be found at (See pages 103-105):

[www.ncver.edu.au/rto-hub/statistical-standard-software/avetmiss-data-element-definitions-edition-2.3](http://www.ncver.edu.au/rto-hub/statistical-standard-software/avetmiss-data-element-definitions-edition-2.3) or [www.ncver.edu.au/rto-hub/what-is-avetmiss](http://www.ncver.edu.au/rto-hub/what-is-avetmiss).

Further information on Tasmania specific reporting requirements can be found at

[www.skills.tas.gov.au/providers/rto/how\\_do\\_i\\_report\\_my\\_activity/tasmania\\_specific\\_reporting\\_requirements](http://www.skills.tas.gov.au/providers/rto/how_do_i_report_my_activity/tasmania_specific_reporting_requirements) and data fields including Program Status Identifier at

[www.skills.tas.gov.au/\\_\\_data/assets/pdf\\_file/0020/210953/Tasmanian\\_Specific\\_Reporting\\_Requirements\\_for\\_the\\_AVETMISS\\_VET\\_Provider\\_Collection\\_2021.pdf](http://www.skills.tas.gov.au/__data/assets/pdf_file/0020/210953/Tasmanian_Specific_Reporting_Requirements_for_the_AVETMISS_VET_Provider_Collection_2021.pdf).