

> SAMS Fact Sheets – Exporting AVETMISS Data

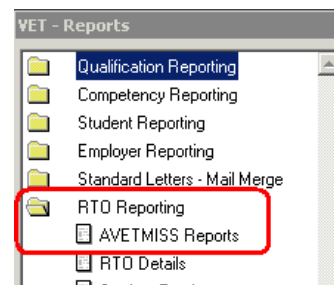
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PART 1: Export the data from SAMS into the Outbox

Step 1: VET Module > REPORTS



Step 2: RTO Reporting> AVETMISS Reports



Step 3: Select the appropriate year for extract

Step 4: Set the Export File Location

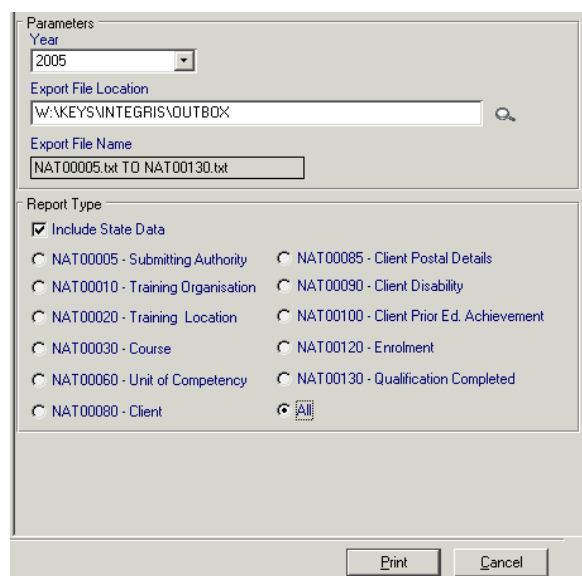
- Click on the magnifying box
- Navigate to: W:\Keys\Integris\Outbox

Step 5: Select All Reports

- Tick on 'Include State Data'
- Report Type>Select each one individually or Tick 'All'. This will give you the option to print the reports as well as creating the export files for AVETMISS.

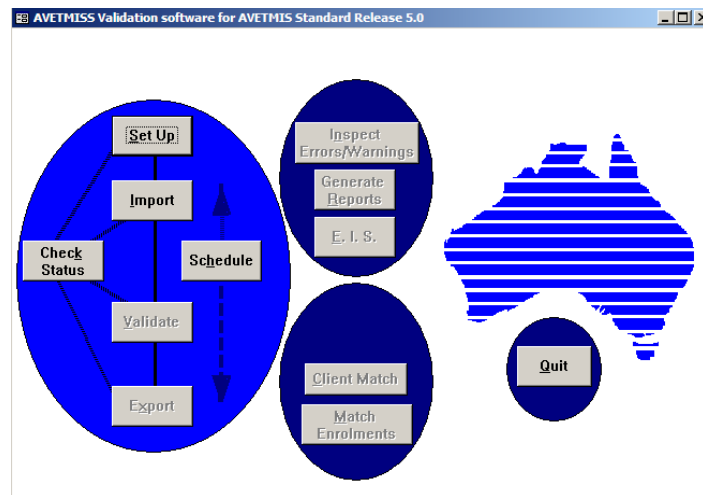
Step 6: Press Print Button

Note: For VET in Schools Reporting, this facility will have an additional selection 'Include External RTO Data'. Until this facility is made available, NT Certification,CSB will assist schools in the generation of their NAT files for VET in Schools Reporting.



PART 2 : Validating your DATA

To ensure that data submitted is AVETMISS compliant, NCVET has provided a validation software. Copies of the validation software and patch updates are available via the web (see <http://www.ncver.edu.au/statistics/avetmiss50/avet2.htm> and <http://www.ncver.edu.au/statistics/avetmiss50/patch.htm>).



If assistance is needed in using this software, Employment and Training will be available to assist the schools. (Phone number 89011314 Manager, Evaluation and Validating Unit).

There may be a need to go back to Part 1 to regenerate the files after some changes are done in SAMS as specified using the validation software

Only proceed to Part 3 if there are no more errors using the validation software, or if the errors are issues which Employment and Training are made aware of and have agreed to accept.

PART 3: Zipping your NAT files

You will need to zip the NAT files and label appropriately.

Step 1:

Navigate to the Outbox (W:\Keys\Integris\Outbox)

Step 2:

Select all NAT files, holding down the Ctrl key (NAT00010.txt to NAT00130.txt)

The number of files you will have will depend on your students' data e.g. if you have no students with a disability you will not have a NAT00090 file.

Step 3: Right click and add to ZIP.

If you do not have a zipping program, or are not sure how to do this ask your ICT for help.

Step 4:

Name your file: SCHOOLNAME_AVETMISS_DATE (use no slashes or spaces)

Eg DarwinCommunitySchool_AVETMISS_220903

This is very important or it will be difficult to identify each school's data.

PART 4: Email the files
For RTO Reporting – Email to Employment and Training
For VET in Schools Reporting – Email to NT Certification

Step 1: **For RTO Reporting** - School RTOs to send an email using the following details:

TO: avetmiss.deet@nt.gov.au
FROM: (the school email address)
SUBJECT: AVETMISS REPORTS AS AT (ADD DATE HERE)
MESSAGE: File attached.

Note: For VET in Schools Reporting - Email NAT files to ntcertification.deet@nt.gov.au remembering to include school name and number with email.

Step 2: Attach the zipped files.

- Navigate to the Outbox (W:\Keys\Integris\Outbox)
- Select the file eg DarwinCommunitySchool_AVETMISS_220903.zip

Step 3: Send the email.

For School RTOs, the AVETMISS export files should go to the Manager, Evaluation and Validation Unit of Employment and Training.

For all schools doing VET in School Reporting, the AVETMISS export files should go to the Data Analyst, Senior Secondary and Certification Team of the Curriculum Services Branch.