RTO	City-Wide Building & Training Services Pty Ltd (RTO ID 91138)
Type	Internal
Applicable standards	Standards for Registered Training Organisations 2015 State and territory funding agreements AVETMISS 7.0 Standards
Authorised by	General Manager - Quality & Compliance
Effective date	12 May 2021
Version	V1.2

Procedure: Quality Assurance of AVETMISS Data

Overview

CWBTS takes data integrity very seriously as incorrect data has a negative impact both on the student and the RTO. As such, we have stringent quality assurance processes.

To ensure the student Statistical Reports generated via the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) NAT files from CWBTS's Student Management System (SMS) - VETtrak is an accurate representation of the data provided by the student upon enrolment as well as reflects the actual training and assessment services provided by CWBTS in order to provide accurate student Statistical Reports and other reports or information to the relevant State Based Departments about the Training Services.

Procedure

Manual Data Entry of Paper Based Documents into the Student Management System (SMS)-VETtrak

1. All enrolment forms are checked by our CWBTS Administration Team who are specifically trained in both national AVETMISS standards and the requirements of the New South Wales funding contract. Enrolment forms collect key AVETMISS data relating to the NAT file 80, 85, 90, 100 as well as providing course / qualification, units and delivery location.

2. This data is entered into our AVETMISS compliant student management system: VETtrak.

3. Where training is yet to start and/or be completed for the Unit of Competency, then the proposed dates must be entered. The dates entered must then be updated if they change and when the actual start date or end date is known (if they differ from the proposed dates).

3. As students commence and complete units, these records are updated in VETtrak. This generates reportable data for the NAT120.

4. Once a student has completed their course, certificates are generated from VETtrak which automatically updates the NAT130.

5. The Data Quality Team will follow up on rectification(s).

![CWBTS logo]

RTO Program Management, Reporting and Information

NSW Funding - Funded Scope and Course Allocation.

CWBTS only offers Funded Places in the Approved Qualifications described in the Smart and Skilled Contract, Approved Qualifications Activity Schedules according to allocations available. The Compliance Department runs the Funded Scope Report from STS https://www.training.nsw.gov.au/about_us/login.html every second month and communicates all relevant parties of any changes to the scope.

Course promotion and enrolment documentation for Smart and Skilled Funding are developed according to this report, and made available to the Course Advisor, Enrolment and Data Teams accordingly.

CWBTS ensure that all Approved Qualifications remain within the scope of its registration with the VET Regulator for the delivery of Training in NSW.

CWBTS will provide any other information or reports that the NSW Department may require from time to time relating to the NSW Funding Contract by the time specified by the Department, or if no time is specified, within a reasonable period of time from the Department's request. This is the responsibility of the CEO and General Manager Quality and Compliance via STS online or directly with the Smart and Skilled contract manager allocated to CWBTS.

CWBTS will collect new information and create new documents in a format specified by the NSW Department if the Department requires. This is the responsibility of the CEO and General Manager Quality and Compliance.

CWBTS will provide any reports to the NSW Department. This is the responsibility of the CEO and General Manager Quality and Compliance.

Queensland Funding. Funded Scope and Course Allocation.
CWBTS only offers Funded Places in the courses described in the PQS agreement endorsed and provided by the Department.
  ➢ The CEO receives communication of any changes to the scope made by the Department and provides it to relevant Compliance staff.
  ➢ Course promotion and enrolment documentation for QLD Funding are developed according to this report, and made available to the Course Advisor, Enrolment Teams and Data Team accordingly.
  ➢ On a quarterly basis, the Data Team will provide the CEO and Executive Team with an up-to-date report on the usage of the funding.

VET Student Loans (VSL) – Amount Monitoring
  ➢ The Compliance Department provides quarterly updates to the CEO on the usage of the VSL amount approved, where applicable.

Data Integrity Checking Processes

If the Training Activity Data is not correctly submitted it will be rejected. No records of rejected Training Activity Data is kept by the Department.

CWBTS uses the following data integrity checking processes:

- Spot checks are conducted by the CWBTS Administration Team to ensure data entered matches the data in the paper file.

- Monthly exports of NAT files – data integrity checking is done through the following methods:

    - VETtrak has an inbuilt validation tool which highlights general errors and potential warnings. Any errors are then corrected and the NAT files are regenerated. This process is repeated until no errors occur.
    - Once VETtrak clears the errors, the files are uploaded into the NCVER AVS tool. This provides a second layer of validation. This step will be omitted for states that provide data integrity checking as part of their upload systems. As with the first validation in VETtrak, the errors are corrected in VETtrak and the files are regenerated and uploaded into the AVS system until they are error free.
    - Error-free NAT files are uploaded into the relevant state or territory lodgment tool in accordance with the timeframes specified by each state or territory funding contract. Please note that some states do not require you to upload error-free NAT files in the first instance as they have inbuilt data integrity checking tools.

- Upon finalisation (withdrawal or completion) of a student enrolment, the CWBTS Administration Team will conduct a full file audit against the data held in the student management system before issuing a certificate or statement of attainment.