



REPORTING OBLIGATIONS

POLICY AND PROCEDURES

Total VET Activity Reporting

Hallmark Institute is required to maintain the capability to provide AVETMISS compliant data reports to the NCVER on an annual basis. This requirement is specified in the [Total VET Activity Reporting](#) guide on the ASQA website, which explains the requirement for all RTOs to report their nationally recognised training data in accordance with the [National VET Provider Collection Policy](#). Hallmark Institute will meet this requirement by maintaining its activity data with VETtrak, our student management system.

National VET Provider Collections must be submitted to the National Centre for Vocational Education Research (NCVER) before the end of February each year. The activity report will relate to the previous calendar year. So a report being made on 28th Feb 2017 will relate to the activity period of 1st Jan 2016 – 31st Dec 2016.

Activity reports including all NAT files are to be submitted to the [AVETMISS Validation Software](#). This system will report any data entry errors which must be corrected and then resubmitted. Hallmark Institute must be registered with the NCVER to use the AVETMISS Validation Software. This video explains how to use the AVETMISS Validation Software: [Click Here](#)

Please note that the report must include a full set of NAT Files produced from VETtrak and must be in the current AVETMISS format which is currently AVETMISS 8.0 VET Provider Collection. The full set of NAT Files include:

- Training Organisation File (NAT00010)
- Training Organisation Delivery Location File (NAT00020)
- Program File (NAT00030)
- Subject File (NAT00060)
- Client File (NAT00080)
- Client Contact Details File (NAT00085)
- Disability File (NAT00090)
- Prior Educational Achievement File (NAT00100)
- Training Activity File (NAT00120)
- Program Completed File (NAT00130)

General information about AVETMISS reporting can be accessed via the NCVER at the following link: <https://www.ncver.edu.au/rto-hub/rto-fact-sheets>

Quality Indicator Reporting

Hallmark Institute is required to report quality indicator data to ASQA in accordance with scheduled reporting dates. This requirement is specified in the Data Provision Requirements 2012 and explained further on the ASQA website: [ASQA - Quality Indicator Reporting](#). ASQA also issued a General

Direction regarding Quality Indicator Reporting on 24th April 2012 which introduced new reporting arrangements using the ASQA Quality Indicator Annual Summary Report. The General Direction can be accessed at: [General direction - Quality Indicators](#)

The Student Services Manager is responsible to use the [Learner Questionnaire](#) and the [Employer Questionnaire](#) (if required) to collect survey data regarding student and employer satisfaction.

There are two Quality Indicators which are explained in the following table:

<p>Student Satisfaction and Employer Satisfaction</p>	<p>After data is collated and analysed Hallmark Institute is to collate the results of the survey and produce a report. A summary report is to be emailed to ASQA between the period 01 Jan – 30 June each year and will relate to the student engagement and employer satisfaction QI survey response rates and improvement actions identified for the previous calendar year – i.e. 01 Jan – 31 Dec.</p> <p>The summary report must address the following information:</p> <ul style="list-style-type: none"> – numbers of surveys issued against numbers received (rates of response) – trends in response statistics (for instance, which student/employer cohorts provided high/low response rates) – commonalities or surprising/unexpected survey responses – trends with previous year/s QI data findings – information gained from analysis – preventive and/or corrective actions implemented, and – how the effectiveness of such actions is or will be monitored. <p>Further information on the reporting of Quality Indicator Data reporting is available at the ASQA website: Click Here</p>
---	---