

AVETMISS DATA COLLECTION, REPORTING AND MONITORING POLICY

Responsibility for Implementation:	Compliance & Admin Manager
Approved by:	PEO
Date of Approval:	2016 (V1), 2019 (V2)
Date of review:	June 2021

1. Purpose

The purpose of this procedure is to enable Sydney Business Institute (SBI) 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 at SBI.

3. Reference

National VET Provider Collection Data Requirements Policy and Standard 2.2 of ASQA Framework.

4. Policy

4.1 SBI will ensure it meets the requirements of AVETMISS data submission, including:

- a) Purchasing a Student Management System from the list of AVETMISS Compliant Software Register to make the consistency of AVETMISS data submission;
- b) Ensuring that the student's information is collected sufficiently for AVETMISS data submission compliance;
- c) Ensuring that SBI will collect and submit the AVETMISS data in an efficient and timely manner before the due date;

4.2 SBI 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;
- 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.