



Government
of South Australia

Department of
State Development

Skills SA

Department of
State Development

2025 AVETMISS End of Year Reporting Guide

For training organisations
who report using NAT files
via STELA NAT Upload.

2025 AVETMISS End-of-Year Reporting Guide

This guide explains the steps your organisation must follow to finalise 2025 AVETMISS data in STELA.

For further information on AVETMISS reporting in South Australia beyond this document, refer to our website [Training Provider Centre | Reporting requirements](#)

Your 2025 AVETMISS data must be finalised in STELA by 5:00 pm (ACDT) **Friday, 30 January 2026**.

Completion of the AVETMISS End-of-Year Reporting Checklist (see Step 7 below) signifies that you consider your data finalised.

Skills SA funded activity (and any other activity which you have chosen to report to STELA as part of your reporting requirements), not submitted by 30 January will be excluded from:

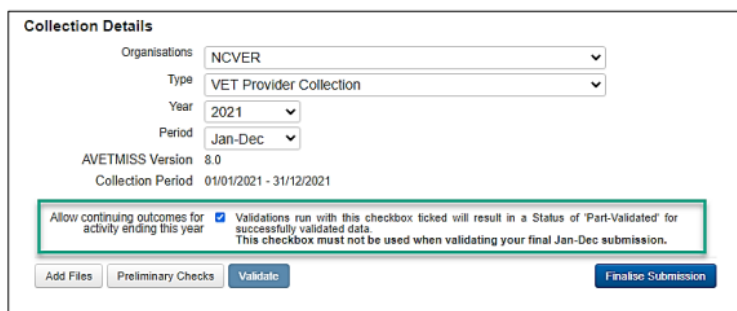
- South Australia's submission to NCVER
- USI transcripts (where a USI has been reported)
- Assessment for payment where the student has an active Training Account
- Activity data supplied to regulators or publications produced by NCVER.

Full AVS validation required

As of **8 December 2025**, STELA will only accept **NAT files that have been fully validated** using NCVER's AVETMISS Validation Software (AVS).

To prevent errors caused by partial validation in STELA, ensure that **all checkboxes in AVS remain unselected** including:

- **“Allow continuing outcomes for activity ending this year”**
- **All options under *Preliminary Checks***



Preliminary Data Checks	
<input type="checkbox"/>	Preliminary Check
<input type="checkbox"/>	Omit data cross reference checks
<input type="checkbox"/>	Exclude all validations for NAT00030
<input type="checkbox"/>	Exclude all validations for NAT00030A
<input type="checkbox"/>	Exclude all validations for NAT00060
<input type="checkbox"/>	Exclude all validations relating to Activity End Date on NAT00120
<input type="checkbox"/>	Exclude all validations relating to Activity Start Date on NAT00120
<input type="checkbox"/>	Exclude all validations relating to Apprenticeships on NAT00120
<input type="checkbox"/>	Exclude validations relating to Outcome Identifier - National on NAT00120
<input type="checkbox"/>	Exclude validations relating to Blank Outcome Identifier - National on NAT00120

Screenshot from NCVER's AVS Collection Processing screen. For more information refer to [AVS User Guide](#)

All continuing enrolments must either be reported with a final outcome, where completed in 2025, or if continuing into 2026, the end date must be in 2026 or beyond to be accepted by STELA for end of year reporting.

Reporting Steps

1. Help and Support

If you require assistance to finalise your AVETMISS data in STELA, contact our support team on 1800 673 097 (9:00 am – 5:00 pm ACDT) and ask for the STELA helpdesk, or email stelahelpdesk@sa.gov.au.

2. Nil returns

If your organisation did not deliver any accredited (nationally recognised) training in 2025 then you must notify NCVER who will notify your regulator that you are not required to submit TVA. You are also required to notify DSD by completing the AVETMISS reporting checklist in Step 7 below.

For further information see the following fact sheet: [Nil Return to NCVER](#).

3. SACE Reporting Obligations

Did your organisation deliver **nationally recognised** training to **South Australian secondary students** as part of a **VET in Schools** arrangement?

(That is, the students intend to use this training to gain points towards their senior secondary certificate (**SACE**)).

- **NO** → Proceed to **Step 4**
- **YES** → Follow the steps below

Where your organisation did deliver training that contributed to a student's SACE you are required to report the following in STELA for **each subject enrolment**.

- SACE Student ID
- [School Location ID](#)
 - Enrol the student in your SMS as normal
 - **Set the VET in Schools flag to Y**
 - For each subject enrolment counting towards SACE enter:
 - **School Location ID**
 - **SACE Student ID**

If you are unsure on how to report your SACE activity contact the STELA helpdesk for advice.

4. Checking Completeness of Your Submission

Your submission must include all relevant 2025 training activity where Skills SA funds the activity (and any other activity which you have chosen to report to STELA as part of your reporting requirements i.e. fee-for-service). For more information refer to Fact Sheet: [Where, when and how do I report my AVETMISS data](#).

This step is important to help you identify and correct any missing or incomplete South Australian training activity in your submission before the 2025 STELA reporting period closes. **Any missing or incomplete data will not be paid** (for government-funded activity) **and will not appear on the student's USI transcript**.

To check you are reporting **all subject enrolments relating to your 2025 training activity in South Australia** please follow the steps below:

Run the **Enrolment Summary Report in STELA**:

- Run for **Collection Year 2025**.

To check you are reporting **all program completions relating to 2025 training activity in South Australia** please follow the steps below:

Run the **Program Completions Report in STELA**:

- Date range: 01/01/2025 → 31/12/2025

If enrolments or program completions are incomplete or missing -

- Check your SMS and make the necessary changes.
 - You may also need to check your extraction criteria when creating your NAT files as this could be the reason your submission is incomplete.

- Once resolved, generate a new set of NAT files and re-upload the updated files to STELA.
- Re-run the above reports to confirm your scope is now complete.

5. STELA NAT Upload - Errors and Warnings

Check that your most recent STELA upload was successful. You can do this in two ways by:

- reviewing the confirmation email sent to you after your upload, OR
- checking the import log by selecting **Upload** from the top menu bar. This page shows all NAT file upload attempts and their import status. Confirm that your latest upload shows as *successful*. For guidance on viewing errors, see page 19: [View NAT Upload results including errors and warnings](#) or contact the STELA helpdesk.

If the upload status:

- Failed - correct the listed errors
- was Successful with Warnings - review the warnings and take any necessary action.

Once all issues are resolved, **generate a new set of NAT files and re-upload the updated files to STELA** and **check the upload was successful** and any relevant warnings have been resolved (where applicable).

Error and Warning definitions

A full list of STELA warnings and errors can be accessed via the Skills SA website at <https://providers.skills.sa.gov.au/tools/stela-avetmiss-8-0-validations>. This resource explains the business rules, error and warning messages, and provides tips for resolving them. You can also contact the STELA Helpdesk if you need assistance.

6. Review and Action Submission Progress Reports

You must **review and action any reports in STELA** that highlight potential discrepancies with your data submission. Navigate to the **Submission Progress page** to identify and address these issues.

If a discrepancy **cannot be resolved**, or the data is **correct as reported**, provide an **explanation in the relevant section** when completing the **AVETMISS End of Year Checklist** in Step 7 below. Skills SA will review your explanation and may contact you for further information.

The tips below outline how to address discrepancies found on the Submission Progress page and the **actions required to resolve them**.

6.1. Duplicate Enrolments

This report identifies cases where the **same subject has been reported more than once for the same student across this year and last year**, with outcomes of

- 20 – Competency Achieved
- 51 – Recognition of Prior Learning, or
- 60 – Credit Transfer.

Duplicate enrolments are allowed only where **industry requires regular refresher training** to maintain competence. In these cases, the enrolment must be reported as a **subject-only enrolment** (leave the Program ID blank).

Required Action:

- **Errors (must be resolved):**
 - **delete genuine duplicates** in your enrolment system and **re-report a new set of validated NAT files into STELA** to ensure your data is updated.
 - Where enrolments were incorrectly resulted and reported to us in your 2024 STELA data, and your organisation has since updated these in your SMS to reflect the correct dates being in 2025, we ask that you mark these as 'Do Not Report' to prevent them being reported to us. We are unable to report data to NCVET that has been reported previously. The discrepancies will disappear in STELA once you update your SMS and do a new upload. You will need to manually update the students USI transcript to reflect the correct dates - refer to the [AVETMISS fact sheet](#) for guidance.
 - **If errors remain** you will need to **provide an explanation** in step 7 when completing the **AVETMISS reporting checklist**.
 - If you are unsure on how to resolve, contact the STELA helpdesk for advice.
- **Warnings:**
 - **Review and action where applicable.** If a warning relates to a legitimate enrolment, **provide an explanation** in step 7 when completing the **AVETMISS reporting checklist**.

6.2. Un-resulted Enrolments Report

This report identifies **enrolments reported for the current collection year** where the outcome is **blank** or **85 – Enrolled - Not Started**.

Note: this report does not show on the submission progress page, and will need to be **manually run from the report's menu in STELA** for the **2025 collection year**.

Required Action – Review Un-Resulted Enrolments

- **Completed enrolments:**
 - Update the record with the **correct outcome**.
- **Enrolments where training has commenced:**
 - Update the outcome to **Continuing Enrolment** and set an **end date in 2026**.
- **Enrolments where no training has commenced:**
 - **provide an explanation** confirming this in step 7 when completing the **AVETMISS reporting checklist**

After making any updates, ensure you **re-report a new set of validated NAT files** into STELA so your data is updated.

6.3. Continuing Enrolments Report

This report identifies **enrolments in the current collection year** that are recorded with the outcome **70 – Continuing Enrolment**.

Required Actions – Review Continuing Enrolments

- **Training completed**
 - Update the outcome from **Continuing Enrolment** to the **appropriate final outcome**.
- **Training not completed by the end of 2025**
 - Adjust the **activity end date** to the anticipated completion date in **2026**.

Where any updates have been made ensure you **re-report a new set of validated NAT files** into STELA to ensure your data is updated.

Important note: continuing enrolments that do not have an end date in 2026 or later will not be reported to NCVER and will not appear on a student's USI transcript.

6.4. Academic Pass Enrolments Report

This report identifies **enrolments in the current collection year** with the outcome **70 – Academic Pass**.

Required Actions – Review Academic Pass Enrolments

- **Training completed**
 - Update the outcome from **Academic Pass** to the **appropriate final outcome**.

- **Training not completed by the end of 2025**
 - Adjust the **activity end date** to the anticipated completion date in **2026**.
- After making any updates, **re-report a new set of validated NAT files** into STELA to ensure your data is up to date.

Important note: Academic Pass enrolments that do not have an end date in 2026 or later will not be reported to NCVER as continuing enrolments and will not appear on a student's USI transcript.

6.5. Discontinued Studies Report

This report identifies **training activity reported in your 2024 STELA data with an expected end date in 2025** and an outcome of **70 – Continuing Activity**, which are **not present in your 2025 STELA data**. Activities reported as continuing last year are expected to be **re-reported in the current collection year (2025)**.

Required Actions – Missing or Incorrect Continuing Activities

- **Include missing training activity:**
 - Review your discontinued enrolments and **add any missing activity**.
 - After making updates, **re-report a new set of validated NAT files** into STELA to ensure your data is up to date.
- **Incorrect outcome reported in 2024:**
 - If the outcome was incorrectly reported as **70 – Continuing Activity** and the student never commenced the training:
 - Provide the reason in **Step 7** of the **AVETMISS Reporting Checklist**.
 - Remove this outcome from the student's **authenticated USI transcript**. Refer to the [AVETMISS fact sheet](#) for guidance.

Users of 'aXcelerate SMS'

- A high number of discontinued enrolments may occur if **students were withdrawn partway through training without recorded attendance hours**.
- Without these hours, the enrolment **will not appear in your NAT files**.
- To resolve:
 - **Record the actual hours attended** by the student.
 - **Re-report a new set of NAT files** into STELA to ensure your data is updated.

6.6. Not Specified Details Report

This report identifies students with:

- A **mismatch between Title and Gender** (e.g., Title: Mr, Gender: Female), or
- A **Not Specified** value for Gender or Date of Birth.

Required Actions:

- Review the information and **correct any genuine mistakes or missing data**.



- After making any updates, **re-report a new set of validated NAT files** into STELA to ensure your data is updated.

If the student did not provide these details at enrolment, indicate this in **Step 7** of the **AVETMISS Reporting Checklist**.

6.7. Actual Hours discrepancies Report

This report identifies **non-accredited modules** that have been **reported with** no actual hours.

Required Action:

- update the missing hours in your enrolment system
- After making updates, **re-report a new set of validated NAT files** into STELA to ensure your data is updated.

6.8. Parchment Number Discrepancies

This report identifies **students who have the same** parchment number **assigned to two different students** or **programs**.

Required Action:

- update these discrepancies in your enrolment system
- After making updates, **re-report a new set of validated NAT files** into STELA to ensure your data is updated.

7. Complete AVETMISS reporting checklist

Once all **Submission Progress Page** reports have been reviewed and actioned, and you have confirmed that the **scope of your reporting is complete** (Step 4), please **complete and submit the [AVETMISS Reporting Checklist](#)** no later than **COB Friday, 30 January 2026**.

If any **discrepancies on the Submission Progress Page** cannot be resolved using the reports above, please **provide the reasons** in the relevant section of the Checklist. Skills SA will review your explanation and may contact you for further information.

Thank you for taking the time to ensure your end of year AVETMISS reporting is complete and accurate for the 2025 collection year.