



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 data via STELA  
V2 Direct Entry.



## 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 6 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.

## 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](mailto: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 6 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 STELA as normal and for each subject enrolment ensure you have
    - Ticked VET in Schools on the 'Funding Type & Delivery Method' screen
    - Entered the SACE Student ID and School Location ID on the 'Competency Details' tab

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**:

- Enter date range 01/01/2025 → 31/12/2025

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:

- make the necessary changes in STELA.
- Re-run the above reports to confirm your scope is now complete.

## 5. 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 6 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**.

### 5.1. 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):**
  - **remove** any genuine duplicates directly in **STELA**.
  - If you are unsure whether the enrolment is a duplicate, **contact the STELA helpdesk for advice**.
  - **If errors remain** you will need to **provide an explanation** in Step 6 when completing the **AVETMISS reporting checklist**.

- **Warnings:**

- **Review and action where applicable.** If a warning relates to a legitimate enrolment, **provide an explanation** in Step 6 when completing the **AVETMISS reporting checklist**.

## 5.2. Duplicate Students Report

This report shows where the exact **same student has been entered into STELA multiple times** with different student IDs.

**Required Action:**

- Contact the STELA helpdesk to have these students merged.

## 5.3. Unique Student Identifier Report

This report identifies **students in your data with discrepancies** when matched to the **USI registry**.

**Required Action:**

- **Missing USIs** – update as required.
- **Invalid USIs** - resolve these where possible to ensure training activity appears on the student's USI transcript.
- **Incorrect names and/or Date of Birth:**
  - correct any **invalid dates of birth**.
  - **Name-only mismatches** can be ignored if the **Date of Birth is correct** and the **USI status is valid**.

If any **discrepancies** remain regarding **invalid USIs** or **incorrect Dates of Birth**, **provide an explanation** in Step 6 of the **AVETMISS reporting checklist**.

## 5.4. Un-resulted Enrolments Report

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

**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 6 when completing the **AVETMISS reporting checklist**

## 5.5. Continuing Studies 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**.

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.

## 5.6. 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**.

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.

## 5.7. Not Specified Details Report

This report identifies student demographic information that is missing or reported as "Not Specified."



**Required Actions:**

- Review the information to ensure it **matches the details provided by the student** on their enrolment form.
- Update any missing or incorrect information.
- If the student did not provide these details at enrolment, indicate this in **Step 6** of the **AVETMISS Reporting Checklist**.

## 6. 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.