Government of South Australia

Department of State Development

Skills SA

Department of State Development

PORTAL - STELA NAT Upload User Guide

October 2026 – Version 1.0

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1. Introduction

This guide explains how to upload, validate and review AVETMISS NAT data in STELA. It is intended for training organisations that submit AVETMISS Activity data through the STELA NAT Upload function.

VET Data Reporting in South Australia

Training organisations delivering Vocational Education and Training (VET) are required to collect and report **Total VET Activity** in accordance with the **National VET Data Policy**. The **AVETMISS Standard** provides the national framework for the collection and reporting of this activity.

Government-funded training organisations in South Australia, including both registered and non-registered providers, must use an AVETMISS-compliant student management system to collect and manage their VET activity data. These systems must also meet South Australian reporting requirements. A list of compliant reporting systems is available from the **National Centre for Vocational Education Research (NCVER)** website at **www.ncver.edu.au**.

Training activity is reported through the **Student Training Enrolment Logistics Application (STELA)**:

- **Monthly** for government-funded training activity; or
- **Quarterly** for fee-for-service training activity.

STELA NAT Upload is an online application that enables training organisations to submit training activity data in a format that complies with both national AVETMISS requirements and South Australian reporting specifications.

For more information about AVETMISS reporting requirements in South Australia please refer to Guide to Reporting AVETMISS data in South Australia.

2. Access and Login

Obtaining Access

To access STELA NAT Upload, each user within your organisation must have their own individual STELA account and a unique email address.

To request access, new users must complete the Online STELA Application Form

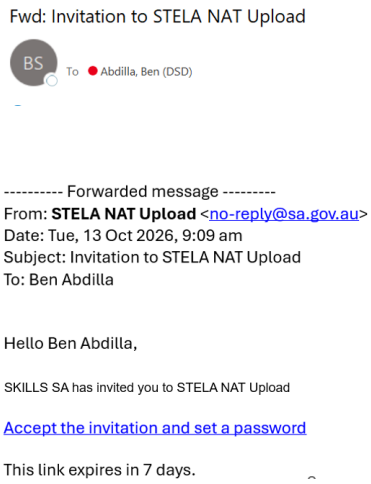
When completing the application form, users must nominate a Delegate within their organisation who is authorised to approve access requests. Once the application has been submitted, an email notification will be sent to the nominated Delegate requesting approval.

Following Delegate approval, the request will be forwarded to the STELA Helpdesk for processing. Account details will be issued to the user via email within five business days of receipt of the approved application.

Note: Each user must maintain their own STELA account. Shared user accounts and email addresses are not permitted.

First-Time Sign In

1. Once your account has been created, you will receive an email from **STELA NAT Upload** inviting you to access STELA.


Fwd: Invitation to STELA NAT Upload

BS To Abdilla, Ben (DSD)

---------- Forwarded message ---------
From: **STELA NAT Upload** <no-reply@sa.gov.au>
Date: Tue, 13 Oct 2026, 9:09 am
Subject: Invitation to STELA NAT Upload
To: Ben Abdilla

Hello Ben Abdilla,

SKILLS SA has invited you to STELA NAT Upload

Accept the invitation and set a password

This link expires in 7 days.

2. Select the **Accept Invitation** link and follow the prompts to create your password.
3. Create a password that:

    - is at least **12 characters** in length; and

    - contains at least one non alphanumeric character.

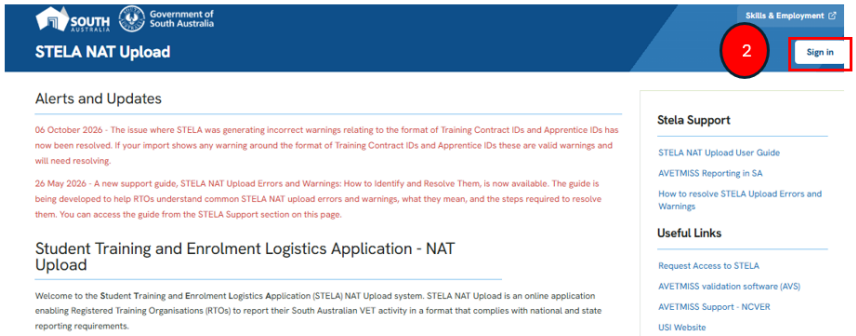
4. Re-enter your password to confirm it.
5. Select **Set Password and Sign In**. You will then be directed to the STELA home page.

Tip: Bookmark the STELA sign-in page for future access:
https://stelanu.skills.sa.gov.au/

Important: Invitation links expire after **7 days**. If your invitation expires before it is accepted, contact the **STELA Helpdesk** to request that a new invitation be issued.

Returning User Sign In

1. Open your web browser and navigate to the STELA sign-in page:
https://stelanu.skills.sa.gov.au/
2. Select the **Sign In** icon located in the top-right corner of the screen.



3. On the **Sign in to continue** page, enter your email address and password, then select **Sign In**.

4. Upon successful authentication, you will be directed to the **STELA NAT Upload Home Page**.

Tip: Bookmark the STELA sign-in page for quicker access in the future.

Change Password

1. You must be signed in to STELA before you can change your password.
2. Select your **user initials** displayed in the circle in the top-right corner of the screen.
3. Select **Your Profile**.
4. Select **Security** from the menu on the left-hand side of the screen.
5. Enter your current password.
6. Enter a new password and then confirm it. Your password must:
   - be at least **12 characters** long; and
   - contain at least **one non-alphanumeric character** (for example: !, @, #, $, %).
7. Select **Change Password**.
8. A confirmation message will be displayed advising that your password has been changed successfully.

Note: You will need to use your new password the next time you sign in to STELA.

Forgotten Password

If you have forgotten your password, you can reset it from the STELA NAT Upload sign-in page.

1. Navigate to the STELA NAT Upload sign-in page: **https://stelanu.skills.sa.gov.au/**
2. Select the **Sign in** icon in the top right corner.
3. Select the **Forgot Password?** link located between the **Email Address** and **Password** fields.
4. Enter your email address and select **Send Reset Link**.
5. You will receive an email from **STELA NAT Upload** containing a password reset invitation.
6. Select the **Reset Your Password** link in the email and follow the prompts.
7. Create a new password. Your password must:
   - be at least **12 characters** long; and
   - contain at least **one non-alphanumeric character** (for example: !, @, #, $, %).
8. Re-enter your password to confirm it.
9. Select **Set New Password and Sign In**.
10. Upon successful password reset, you will be directed to the **STELA NAT Upload Home Page**.

Tip: If you do not receive the password reset email, check your junk or spam folder before contacting the STELA Helpdesk for assistance.

Important: Password reset links expire after 24 hours. If your reset link has expired, repeat the process to request a new password reset email.

Sign Out

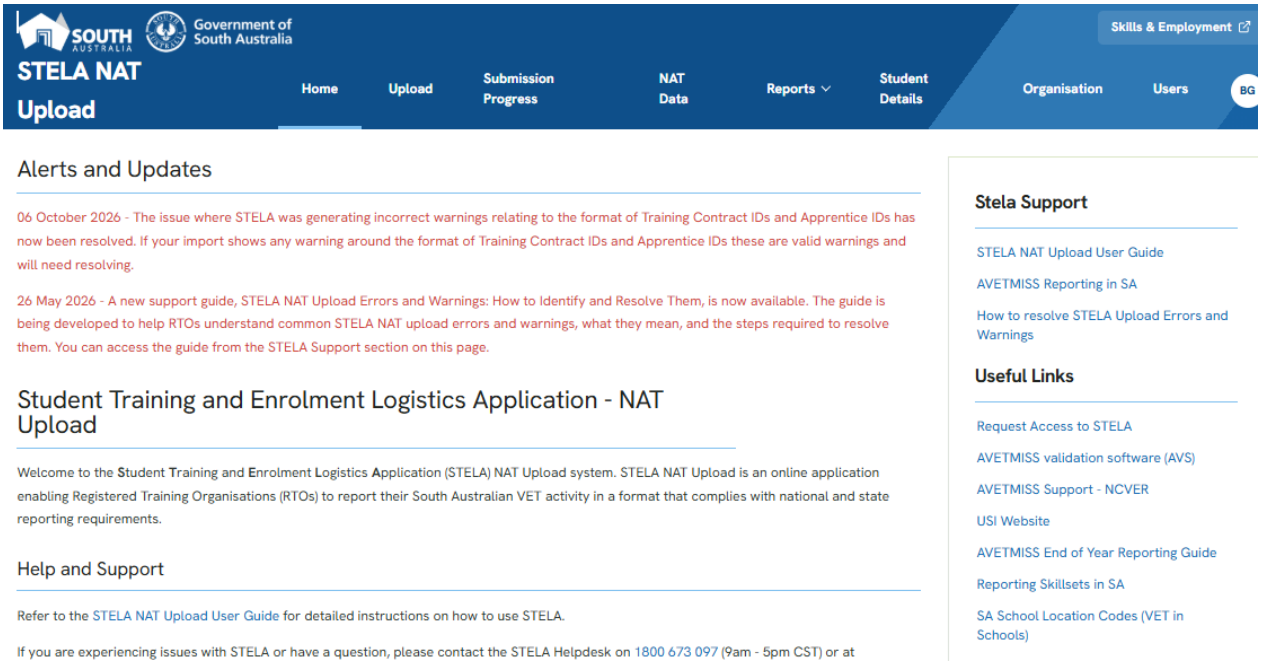
1. Select your user initials displayed in the circle in the top-right corner of the screen.
2. Select **Sign Out**.
3. STELA will sign you out and return you to the sign-in page.
4. You can confirm that you have successfully signed out when your user initials are no longer displayed and the **Sign In** icon reappears in the top-right corner of the screen.

Tip: Always sign out of STELA when you have finished using the system, particularly when using a shared or public computer.

3. Getting around STELA

Navigating STELA

After signing in, the **Home page** provides access to the main STELA functions.



Screenshot - STELA NAT Upload Home Page

Key Menu Options

Menu	Purpose
Upload	Upload NAT files to STELA and monitor upload outcomes through the Import Log. Users can also view previous uploads, review results, and download files associated with each upload.
NAT Data	View NAT files from the most recent successful upload for the selected collection year in a user-friendly format.
Submission Progress	Monitor discrepancies identified in AVETMISS data submissions, including duplicate students, duplicate enrolments, parchment numbers and actual hours. Discrepancies should be reviewed and resolved as required prior to end-of-year reporting.
Reports	Run a range of reports relating to training activity and data quality for current and previous collection years.

Organisation	View organisation details, including legal and trading names, address information recorded on training.gov.au, and the state funding sources available for reporting training activity.
Student Details	View students and associated training activity reported by your organisation in STELA since 1 January 2014, or from the date reporting commenced, whichever is later.

4. STELA Upload Process

For further detail on how to carry out each of these actions, see Section 5. Upload NAT Files.

Step	Action
1	**Generate South Australian NAT files** from your Student Management System.
2	**Validate files using NCVER's AVETMISS Validation Software (AVS).** Ensure all NAT files are free from errors before uploading to STELA.
3	**Resolve AVS errors** and revalidate the files until no errors remain.
4	**Create a ZIP file** containing all NAT files and a copy of the AVS Collection Processing Summary Report (CSV format) confirming successful validation with no errors.
5	**Upload the ZIP file to STELA** via the **Upload TAB.**
6	**Review the upload results** in STELA using the Import Log or the upload confirmation email and address any identified errors or warnings in your Student Management System.
7	**Monitor Submission Progress** and review any discrepancies reported by STELA. Correct discrepancies in your Student Management System where required.
8	**Repeat the process as necessary** until all errors, warnings and discrepancies have been resolved and your data has been successfully reported in STELA.

5. Upload NAT Files

Generate NAT Files

Generate a complete set of South Australian NAT files from your Student Management System (SMS).

Ensure:

- South Australia is selected as the reporting jurisdiction.
- The files cover the full collection year for the data being reported.
- All required NAT files are generated, including files with no records.

Note: In South Australia, there are additional reporting requirements for data elements in the NAT00010, NAT00120 and NAT00130 files. For further details refer to Guide to Reporting AVETMISS data in South Australia.

If you experience issues with generating South Australian NAT Files you should contact your software vendor for assistance.

Validate Using AVETMISS Validation Software (AVS)

Before uploading data to STELA, all NAT files must successfully pass NCVER's AVETMISS Validation Software (AVS) validation.

If AVS identifies errors:

1. Correct the records within your Student Management System.
2. Regenerate a set of South Australian NAT files.
3. Revalidate in AVS.

This process must be repeated until AVS validation is completed without errors.

Key Requirement – you must Include a copy of the Collection Processing Summary Report (CSV format) from AVS when uploading your NAT files into STELA. For more information on AVS please refer to the AVETMISS Validation Software: user guide

For any assistance with using the AVS please contact NCVER for support

Email: support@ncver.edu.au OR Phone: 08 8230 8400

Create ZIP Files

Create a single ZIP file containing:

- All South Australian NAT files (.txt)
- The **AVS Collection Processing Summary Report** (.csv)

1. Save all NAT files and the **AVS Collection Processing Summary Report** in a single folder on your computer or network drive.

2. Open the folder containing the NAT files and the AVS Collection Processing Summary Report.

3. Select all files by selecting the first file, holding down the **Shift** key, and then clicking the last file. All files in the folder should now be highlighted.

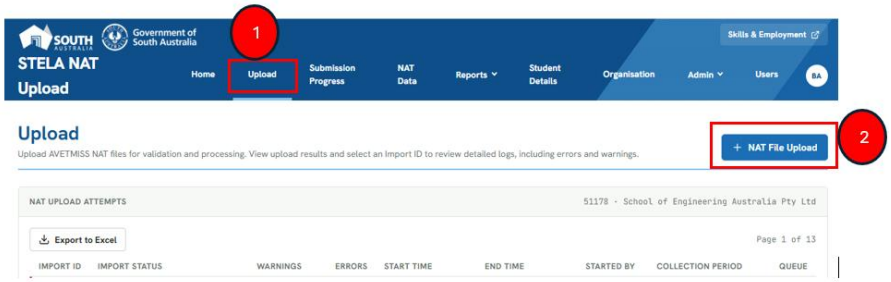
4. With all files selected, right-click and **select Send to > Compressed (zipped) folder**. Windows will create a ZIP file in the same folder containing all selected files.

5. Verify that the ZIP file contains all NAT files and the AVS Collection Processing Summary Report before uploading it to STELA.

Important:

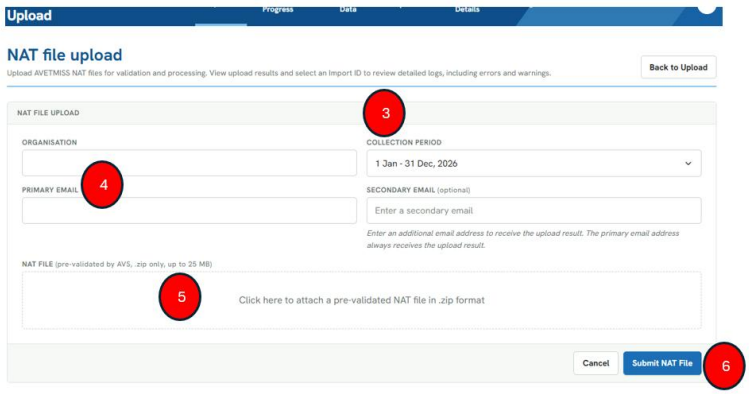
- STELA only accepts files in **ZIP** format.
- STELA requires **all NAT files** to be included, even where the file contains no records.
- The AVS Collection Processing Summary Report **(CSV format)** must be included in the ZIP file.

Upload NAT Files



Screenshot - NAT File Upload

1. Select **Upload** from the STELA menu.
2. Select **NAT File Upload**.



Screenshot - NAT File Upload

3. Select the **collection period** (if required, will default to the latest year).

4. Confirm the **primary email** address is correct as this is where the upload email notification result will be sent (if incorrect contact the STELA helpdesk). If required, enter a **secondary email** address to send a copy of the upload outcome to another staff member.
5. Upload the ZIP file by selecting "**Click here to attach a pre-validated NAT file**"
6. Select **Submit NAT File**.
7. Monitor the upload progress through the **Import Log**. Once processing is complete, an email notification will be sent to the email address(es) provided.

Outcome

The upload outcome will be one of the following:

- Completed Successfully
- Completed Successfully with Warnings
- Failed with Errors and/or Warnings

Refer to next section **Review Upload Results** for more information.

6. Review Upload Results

Upload Statuses

Status	Meaning	Action
Completed Successfully	Validation and processing completed successfully and data was successfully uploaded to STELA.	No action required
Completed Successfully with Warnings	Validation and processing completed successfully and data was successfully uploaded to STELA, however warnings were identified.	Review warnings and address them where relevant.
Failed with Errors	The upload could not be processed due to one or more errors.	Correct the errors and re-upload the NAT files.

Import Log

Each time a user within a training organisation attempts to upload NAT files in STELA, a record of the attempt is created in the **NAT Upload Attempts** section.

Upload attempt records will become available once the first upload has been made by the organisation. These records are visible to all users associated with the organisation, regardless of which user performed the upload.

The **Import Log** provides detailed information about the outcome of each upload, including any errors and warnings identified during processing. Where applicable, client, subject and program identifiers

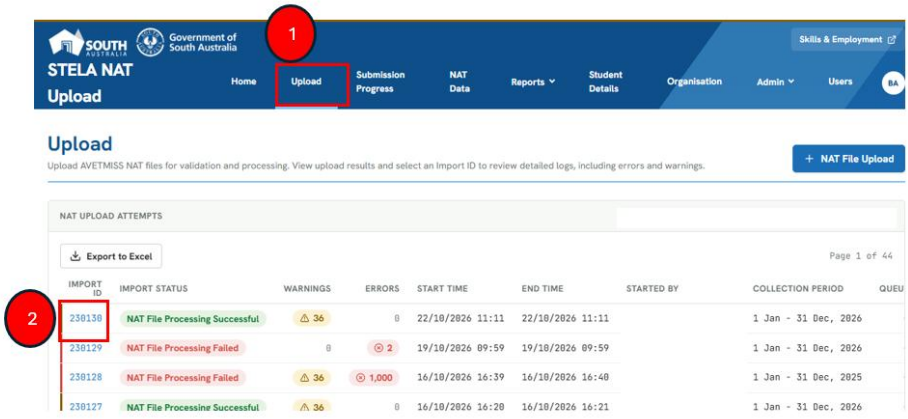
are included to assist with investigating and resolving issues within your Student Management System (SMS).

The following information is recorded for each upload attempt:

1. Upload status.
2. Date and time of the upload attempt.
3. User who performed the upload.
4. Collection period.
5. Number of errors and warnings (where applicable).
6. Detailed information about any errors and warnings (where applicable).
7. For successful uploads, the number of records created, updated or deleted in each NAT file when compared with the previous successful upload.
8. The NAT files included in the upload.

Access Import Logs

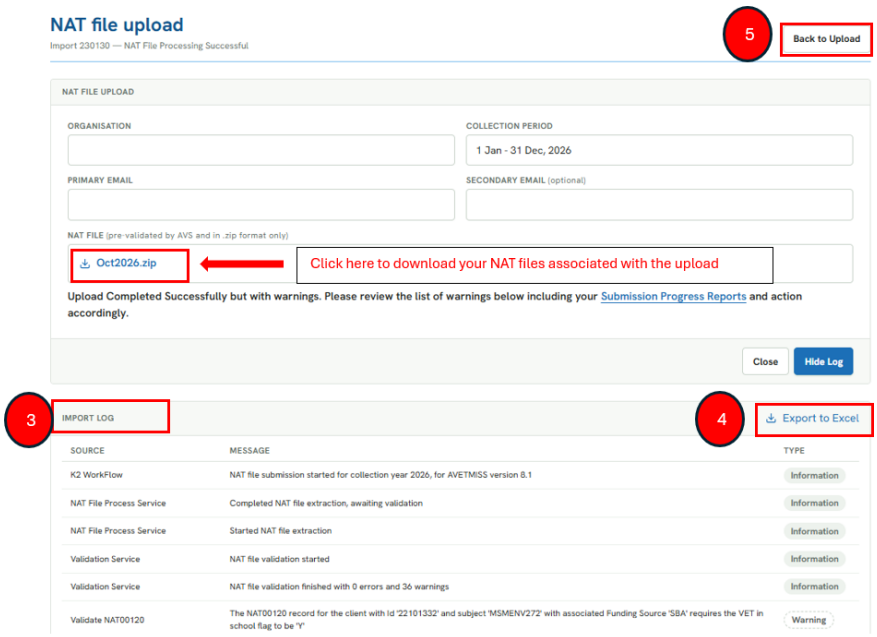
1. Select **Upload** from the STELA menu.
2. Locate and select the relevant **Import ID** to open the log.



Screenshot - NAT Upload Attempts

3. Scroll down to the **Import Log** section and review any errors and warnings displayed in the log.
4. To export the log details to Excel, select **Export to Excel** in the top-right corner of the **Import Log** section.
5. Select **Back to Upload** at the top of the screen to return to the **NAT Upload Attempts** screen.

Note: You can download the NAT files associated with the import by selecting the relevant file name in the **NAT Files** section located directly below the **Primary Email** field.



Screenshot - NAT Upload Attempts

How to Resolve Upload Errors and Warnings

All errors identified during the upload process must be corrected in your Student Management System (SMS). Warnings should be reviewed and actioned where relevant.

Note: If an upload contains warnings only, the data has still been successfully imported into STELA and will be available for reporting and payment processing. In this circumstance, you may choose to address the warnings in your SMS and include the corrections in your next scheduled monthly submission to STELA. However, **if an upload contains errors, the data has not been successfully imported into STELA. Errors must be corrected and a successful upload achieved before the monthly reporting cut-off for the updated data to be considered for reporting and payment purposes.**

Once the required corrections have been made, you will need to:

1. Generate a new set of South Australian NAT files from your SMS.
2. Validate the files using AVS.
3. Upload the validated NAT files to STELA.

Repeat this process until all upload errors have been resolved and any warnings have been reviewed and actioned where applicable. Once these steps have been completed, re-upload your NAT files and review the upload outcome to confirm that the upload was successful.

For information on identifying and resolving upload errors and warnings, refer to **STELA NAT Upload Errors and Warnings: How to Identify and Resolve Them**

7. Submission Progress

The **Submission Progress** page in STELA enables training organisations to monitor the status and quality of their reported AVETMISS data, helping to ensure compliance with both state and national reporting requirements.

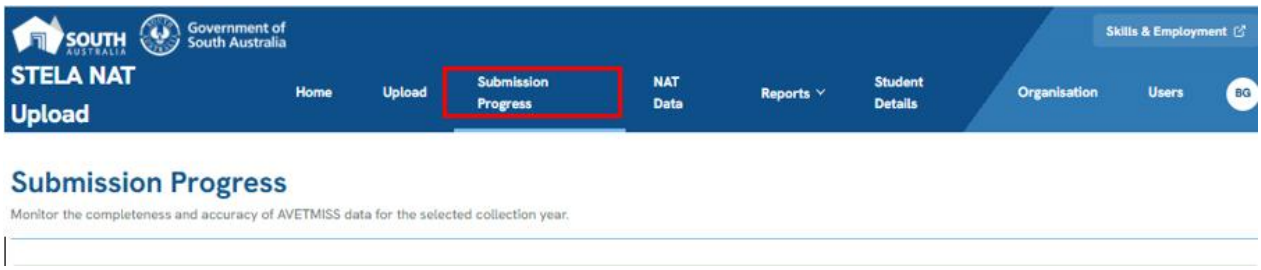
Where data quality issues or reporting discrepancies are identified, they will be displayed as **errors** or **warnings** within one or more discrepancy reports. These reports help you identify records that may require review or correction.

Review the Submission Progress page after each NAT file upload to identify and address any new errors or warnings.

Access Submission Progress

To access the **Submission Progress** page:

1. Select **Submission Progress** from the STELA menu.



Screenshot - Submission Progress Page

Submission Status

Check your submission status to determine whether any action is required.

- **Complete:** Your submission currently meets reporting requirements. No action is required at this time.
- **Partial:** One or more errors and/or warnings have been identified in your submitted data. Review the discrepancy reports and take any required action.

Important: A status of Complete applies only to the current submission. New errors, warnings or discrepancies may be identified following future uploads. Review the Submission Progress page after each upload to identify and address any new issues.

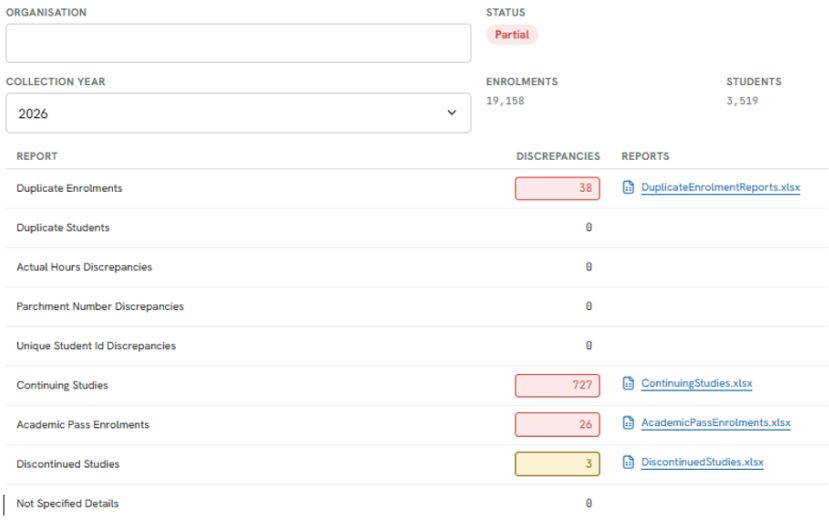
Understanding discrepancy reports

Discrepancy reports are colour-coded to help you identify issues:

- **RED - Errors:** These issues must be reviewed and corrected in your Student Management System (SMS).
- **YELLOW - Warnings:** These issues should be reviewed and investigated. Correct them where appropriate.

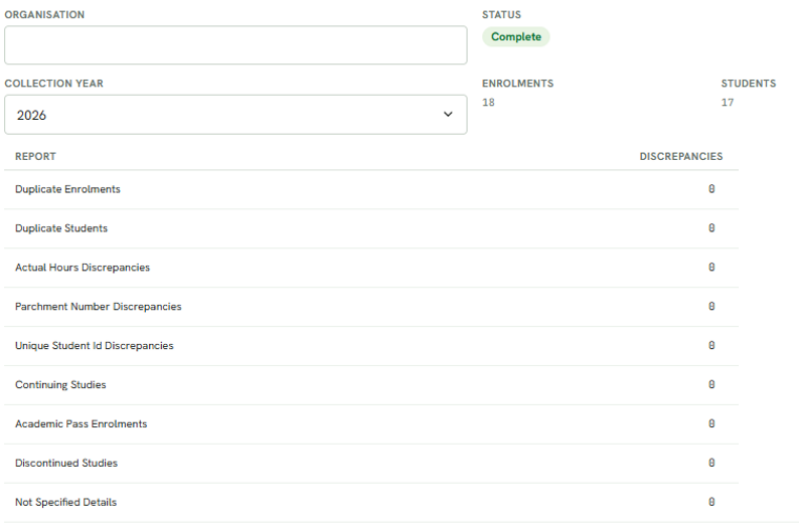
The number displayed beside each report indicates how many errors or warnings it contains.

The example below shows a **Submission Progress** page with a status of **Partial**. Discrepancy reports highlighted in red and yellow indicate that errors and warnings have been identified and require review and resolution. The example also shows that the most recent upload to STELA included **19,158 Subject Enrolments** and **3,519 Students**. In this example, discrepancies have been identified across several reports, including **38 Duplicate Enrolments**, **727 Continuing Studies**, **26 Academic Pass Enrolments**, and **3 Discontinued Studies** records requiring review.



Screenshot - Submission Progress Page with a Partial status

The example below shows a submission with a status of Complete. A Complete status indicates that the upload has been successfully processed and no discrepancies requiring investigation or correction were identified.



Screenshot - Submission Progress Page with a Complete status

Resolving errors and warnings on the submission progress page

As part of your reporting obligations, all errors should be resolved and all warnings reviewed and actioned where appropriate.

1. Review the relevant discrepancy reports to identify the issues (refer to the table below for guidance on resolving discrepancies).
2. Correct the identified issues in your Student Management System (SMS), where required.
3. Generate a new set of NAT files and upload them to STELA to update your submission.
4. Check the Submission Progress page again to confirm whether the issues have been resolved.

   Note: Discrepancies related to Unique Student Identifiers (USIs) should be reviewed in STELA on the day after updated NAT files have been uploaded. This is because STELA validates USI data against the USI Registry through an overnight verification process.

If an error or warning cannot be resolved, it will remain visible on the Submission Progress page for the remainder of the collection year, together with any new discrepancies identified in subsequent submissions.

Due to system limitations, individual errors and warnings cannot be manually removed from the Submission Progress page. As part of end-of-year reporting, Skills SA will request an explanation for any outstanding errors or warnings. Where a valid reason is provided and accepted, Skills SA will update the submission status to indicate that reporting requirements have been satisfied.

Submission Progress Page Reports:
Duplicate Enrolments:
Description: This report identifies instances where the same subject has been reported more than once for the same student across the current and previous collection year, with one or more of the following outcomes: • **20 – Competency Achieved** • **51 – Recognition of Prior Learning (RPL)** • **60 – Credit Transfer** Duplicate enrolments are only permitted where industry requirements mandate refresher training to maintain competency. In these circumstances, the enrolment must be reported as a **subject-only enrolment** and the **Program Identifier** should be left blank.
Required Action: • Where the enrolment relates to an industry refresher requirement, update the enrolment to a **subject-only enrolment**.

- Where a genuine duplicate enrolment has been identified, remove duplicate enrolments from your Student Management System (SMS). Alternatively, if the enrolment should not be reported, mark it as **Do Not Report to STA** in your SMS.
- Where an enrolment was incorrectly reported in a previous year and has since been corrected in your SMS, mark the enrolment as **Do Not Report to STA**. As the activity has already been reported, it cannot be reported again.
- Where applicable, manually update the student's **USI Transcript** to reflect the correct outcome and reporting period. Refer to the Unique student identifier: transcript update service fact sheet for guidance.

Continuing Enrolments/Academic Pass:

Description: This report identifies enrolments in the current collection year that have been reported with the outcome **70 – Continuing Enrolment/Academic Pass** and where the activity end date is equal to or less than today's date.

Required Action: Review each enrolment listed in the report and take the appropriate action:

- Where training has been completed, update the outcome from 70 – Continuing Enrolment/Academic Pass to the appropriate final outcome.
- Where training has not been completed by the end of the year, update the activity end date to the anticipated completion date in the following year.

Discontinued Studies:

Description: This report identifies training activity that was reported in the previous collection year with an outcome of **70 – Continuing Enrolment** and an expected end date in the current collection year, but the record does not appear in your current year's STELA submission.

Training activity reported as continuing in one year is expected to be re-reported in the following collection year until a final outcome is reported.

Required Action: Review each enrolment listed in the report and determine whether the activity should have been reported in the current collection year.

Activity Is Missing from Your Current Submission

Where the training activity should be included in the current collection year:

- Review the enrolment in your Student Management System (SMS).
- Add any missing training activity.
- Generate a new set of NAT files, validate them using AVS, and upload them to STELA.

Outcome Was Incorrectly Reported Last Year

Where the enrolment was incorrectly reported with an outcome of 70 – Continuing Enrolment and the student never commenced training:

- No changes are required in STELA.
- The discrepancy will remain visible on the Submission Progress page.
- As part of end-of-year reporting, you will be required to provide an explanation for the discrepancy in the AVETMISS Reporting Checklist.
- Remove the incorrect outcome from the student's authenticated USI Transcript. Refer to the Unique student identifier: transcript update service fact sheet for guidance.

For aXcelerate Users

A high number of discontinued enrolment discrepancies may occur where students are withdrawn partway through training and no attendance hours have been recorded.

Where actual hours attended are not recorded, the enrolment may not be included in your NAT files and may therefore appear as a discontinued enrolment.

Required action:

- Record the student's actual hours attended in aXcelerate.
- Generate a new set of NAT files.
- Validate the files using AVS.
- Upload the updated NAT files to STELA.

Not Specified Details:

Description: This report identifies students where:

- The reported **Title** does not align with the reported **Gender** (for example, *Title: Mr* and *Gender: Female*).
- **Gender** or **Date of Birth** has been reported as **Not Specified**.

Required Action: Review each record listed in the report.

- Where the reported information is incorrect or incomplete, update the student's details in your Student Management System (SMS).
- Where the student's details have not been provided and cannot be verified, no further action is required.

Actual Hours Discrepancies:

Description: This report identifies non-accredited modules that have been reported without any actual hours attended.

Required Action: Review the affected enrolments and update the missing actual hours in your Student Management System (SMS).

Parchment Number Discrepancies:

Description: This report identifies instances where the same parchment number has been assigned to multiple students or programs.

Required Action: Update any incorrect or duplicate parchment numbers in your Student Management System (SMS).

8. NAT Data

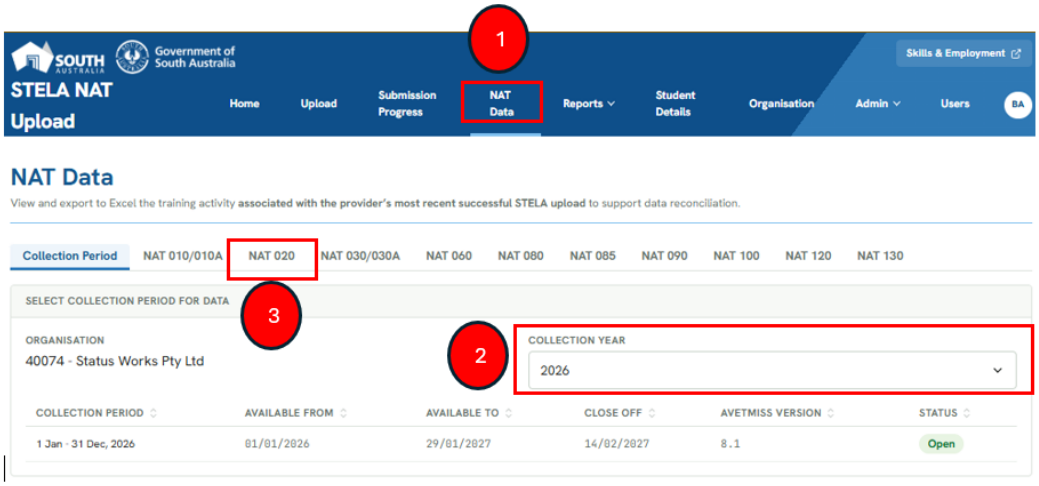
The **NAT Data** section allows users to view the NAT files associated with the most recent successful upload for the selected collection year in a user-friendly format. This feature is particularly useful when reconciling training activity reported in STELA against records maintained in your Student Management System (SMS), helping to verify that the data submitted to STELA accurately reflects your source data.

View NAT Data

1. Select **NAT Data** from the STELA menu.

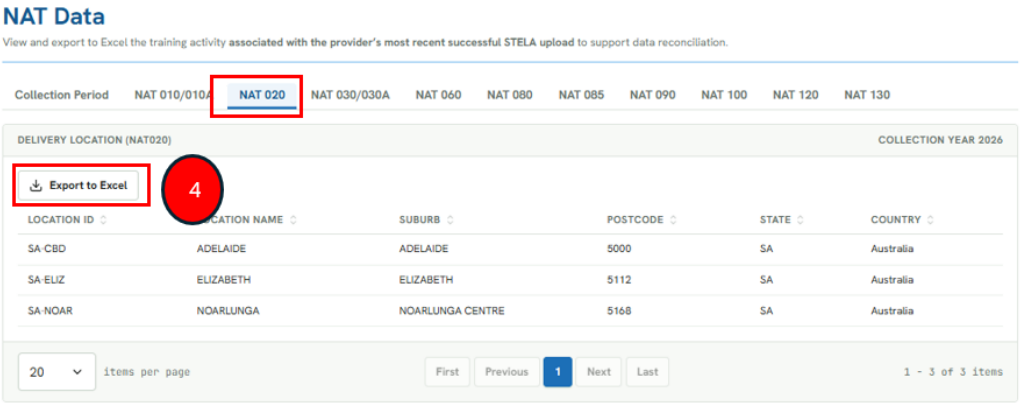
2. Select the **Collection Year** you wish to view from the drop-down list, then select **Load Organisation**.

3. STELA will display the NAT files associated with the most recent successful upload for the selected collection year. Select the required NAT file name (for example, **NAT020**) to view its contents.



Screenshot - NAT Data Page

4. Export the data from any NAT file to Excel by selecting the **Export to Excel** button within the file view.



Screenshot - NAT Data Page

9. Student Details

The **Student Details** section contains information on all students and associated training activity reported by your organisation from either the date your organisation first commenced reporting through STELA or from the **2014 collection year** onwards, whichever is earlier.

This section allows users to search for students reported in STELA across all collection years and view reported student information, including profile details, subject enrolments and program completions.

Search for a Student

1. Select **Student Details** from the STELA menu.
2. Enter one of the following search criteria:
    - USI
    - Client ID
    - First Name
    - Family Name
3. Select **Search**
4. Open the required student record to view the student's details and reported training activity.

Note:

- You can identify the collection year in which the training activity was reported by viewing the **Collection Year** field in the Student Enrolments table.
- Search results display students matching the criteria entered.

10. Reports

The **Reports** section allows users to generate a range of reports relating to training activity reported by their organisation for a specified time period.

Reports include:

Program Completions	Provides details of completed qualifications, including associated parchment information.
Enrolment Summary	Provides a high-level summary of students, subject enrolments, training hours and parchments by program for the selected fund source(s) and collection year.
Enrolment Statistics	Provides a breakdown of student enrolments for the selected collection year and fund source(s), including demographic information such as: • Country of Birth

	• Aboriginal and Torres Strait Islander status • Employment Status • Other student demographic characteristics
Enrolment Details	Provides detailed enrolment information, including: • Student names • Subjects • Activity Start and End dates • Outcomes • Delivery Locations • Scheduled Hours • Parchment Details
Unresulted Enrolments	Provides a list of enrolments reported for the selected collection year where the outcome is either blank or **85 – Not Started**. Enrolments with an activity end date that has passed are displayed in **red** to help identify records that may require review and updating.

Run a Report

1. Select **Reports** from the STELA menu.
2. Select the required report.
3. Enter the required report criteria.
4. Select the desired output format.
5. Select **Generate**.

Note: Available report criteria and output formats may vary depending on the report selected.

11. Organisation Information

The **Organisation** section provides information about your training organisation, including:

- Legal name, trading name, address and contact details (as recorded on **training.gov.au**).
- Fund sources assigned to your organisation for reporting purposes.

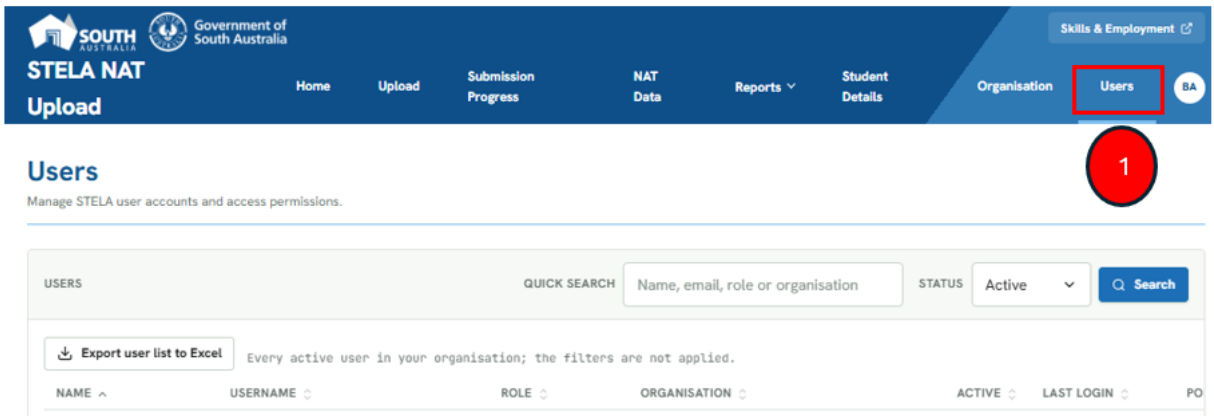
Review this information to ensure your organisation details and reporting arrangements are current and accurate. Contact the STELA helpdesk where this information is not accurate.

12. Users

The Users section provides a list of staff within your organisation who have access to STELA.

To request access for a new user, complete the Online STELA Application Form.

1. From the STELA menu select **Users**. A list of active users for your organisation will be displayed.



2. If your organisation has a large number of users, use the **Quick Search** field to locate a user by entering their name or email address.

User Deactivation

If a user no longer requires access to STELA, email the STELA Helpdesk at **stelahelpdesk@sa.gov.au** and provide the user's details, requesting that their account be deactivated.

13. Need Help

If you require assistance with meeting your AVETMISS reporting requirements in South Australia or have any questions or experience technical issues relating to STELA, please contact the STELA Helpdesk for support.

Tip: When contacting the STELA Helpdesk, provide your organisation name, contact details and, where applicable, the relevant Import ID, report name, or error message to assist with timely resolution of your enquiry.

STELA Helpdesk

Contact Method	Details
Email	stelahelpdesk@sa.gov.au
Phone	1800 673 097 - (9.00 am – 5.00 pm ACST)