

## **JobTrainer Fund Reporting Obligations – Guidance for RTOs**

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This document provides key information on RTO reporting obligations for the *JobTrainer Fund*.

Successful applicants are required to report enrolment, training commencement, training continuance and completion to Skills Tasmania. Timely reporting is required to ensure that the Tasmanian Government receives milestone payments from the Australian Government under the [JobTrainer Fund Agreement](#).

### **How often are RTOs required to report under JobTrainer?**

Given the importance of training to support the recovery from the impact of COVID-19, monthly reporting of *JobTrainer Fund* data is essential.

The *JobTrainer Fund* applicant guide requires that RTOs must on a *monthly* basis report any enrolments, commencements, and completions of qualifications, courses and/or skill sets to Skills Tasmania, through AVETMISS compliant data.

**RTOs must submit their *first JobTrainer Fund* report to Skills Tasmania no later than the 10<sup>th</sup> day of the month in which the *first JobTrainer Fund* activity occurs (e.g. enrolments and training commencements), with all following reports to be submitted by the 10<sup>th</sup> of every month thereafter.** If the 10<sup>th</sup> day of the month is not a business day, then no later than the last business day occurring before the 10<sup>th</sup> day of the month.

### **How are enrolments and training commencements defined in JobTrainer?**

An '**enrolment**' in the context of the *JobTrainer Fund* is defined as:

*the point at which the learner is officially registered with the RTO on their student management system (SMS) as a learner who will be trained by the RTO in the qualification, course or skill set shown in the student management system record.*

A '**commencement**' in the context of the *JobTrainer Fund* is defined as:

*the commencement of training defined as the date the learner begins undertaking training activities that build the learner's skills and knowledge in relation to the qualification, course or skill set.*

**Reporting of 'enrolment' has not been required by Skills Tasmania in previous grant programs but is an essential requirement of the *JobTrainer Fund*.**

### **How are 'enrolments' reported for the JobTrainer Fund?**

Using their SMS, RTOs must report learner **enrolments** in the AVETMISS NAT00120 Training activity file, using the data field **Outcome Identifier – national**.

An *enrolment* (as defined above) must be reported as '**code 85– Not yet started**' under the **Outcome Identifier – national** data field.

For RTOs unable to report enrolments as "code 85-Not yet started" in monthly SMS AVETMISS data submissions:

1. RTOs must advise Skills Tasmania before their first monthly reporting due date, via email at [avetmiss@skills.tas.gov.au](mailto:avetmiss@skills.tas.gov.au) or by phone at AVETMISS data and payment enquiries: 03 6165 6055 or 1800 655 846.
2. An Excel reporting template will be provided by Skills Tasmania before RTOs first monthly reporting due date.
3. RTOs must complete and submit their Excel reporting template to Skills Tasmania on a monthly basis, as per reporting timelines above.

All other training activity for the *JobTrainer Fund* (e.g. training commencements and completions) must be reported as AVETMISS compliant data on a monthly basis as per reporting timelines above.

## **What are the JobTrainer Fund requirements for the myskills Website?**

The Australian Government will promote the *Fund* through its *myskills* website and through the employment services system.

To take advantage of the National advertising campaign for the Fund, RTOs will need to have all *Fund* qualifications, courses and skillsets to be delivered under the *Fund* up to date and visible on the Australian Government's *myskills* website: <https://www.myskills.gov.au/> by early January 2021.

Skills Tasmania will provide the Australian Government with the following information for the purposes of promoting the Fund on the *myskills* website:

- Qualification codes for each qualification, course or skill set to be funded under the *Fund* (where known).
- RTO codes for those that are contracted to deliver training places under the *Fund*.
- Next start date for each course by RTO (where known).

Skills Tasmania will publish on its website all JobTrainer funded courses along with the relevant training providers and their contact details.

## **Additional information and assistance:**

For advice on AVETMISS reporting to Skills Tasmania or reporting using the Skills Tasmania reporting template, RTOs can contact:

- AVETMISS data and payment enquiries: 03 6165 6055 or 1800 655 846
- AVETMISS data submission enquiries: [avetmiss@skills.tas.gov.au](mailto:avetmiss@skills.tas.gov.au)

Further information on the *JobTrainer Fund* can be found here:

[https://www.skills.tas.gov.au/providers/rto/funding\\_programs\\_for\\_endorsed\\_rtos/jobtrainer\\_fund](https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/jobtrainer_fund)

Further information on the *myskills* website can be found at the following links:

<https://www.myskills.gov.au/more/help/rto-help/>

Further information on the AVETMISS standard data fields including **Outcome Identifier - national** field can be found here (See pages 103-105):

<https://www.ncver.edu.au/rto-hub/statistical-standard-software/avetmiss-data-element-definitions-edition-2.3>

<https://www.ncver.edu.au/rto-hub/what-is-avetmiss>