The following publication was endorsed by the former Standing Council for Tertiary Education Skills and Employment (SCOTESC). On 13 December 2013, COAG agreed that its council system should be streamlined and refocused. As a result the COAG Industry and Skills Council has been established to replace the former SCOTESC.

This publication remains current and applicable to the VET sector.
Competency Completion
Online System Guide
The Competency Completion Quality Indicator requires Registered Training Organisations (RTOs) to provide data annually on training activities that occurred in the previous calendar year.

The data should include:

- the number of enrolments for each qualification code
- the number of qualifications completed for each qualification code
- the number of enrolments for individual units of competency or modules and all units of competency or modules that make up full qualifications
- the number of units completed for each unit of competency or module
- an indication of offshore operations.

This data can be used by RTOs to:

- gauge how well they are meeting client needs
- supplement information already collected by RTOs to inform continuous improvement planning
- develop relationships with key learner and employer stakeholders
- identify areas for improvement in training and assessment services.

The Competency Completion Online System has been designed to support the collection, interpretation and reporting of this data.

RTOs can provide their data using the AVETMISS submission, or by entering it directly into the online system.

Data provided through AVETMISS is finalised by the National Centre for Vocational Education Research (NCVER) around 28 April each year, then uploaded to the online system.

Figure 1: Overview of data collection and reporting process
Based on the data provided, RTOs can view and generate reports using the online system. RTOs can only view and create reports for their own organisation. Reporting for data provided through AVETMISS/NCVER submission will be available mid May each year, once the data have been signed off and uploaded to the online system.

If you require further assistance, contact NCVER on (08) 8230 8468 or send an email to aqtf2007@ncver.edu.au.

**How to log in**

To log in:

1. Open your web browser e.g. Internet Explorer
2. Type [http://rto.ncver.edu.au](http://rto.ncver.edu.au) in the address bar
3. Press Enter and the Login page will be displayed
4. Type your Email address
5. Type your Password

   Standard security practice recommends that passwords be changed every 30 days.

   See *How to change your password* on page 4.

6. Click Login.

   If your Email address is attached to more than one RTO, you will need to select the RTO you are logging in for.

   Relevant error messages will be displayed if you are not authorised to access the online system or the login details that you entered are incorrect.

When successfully logged in, the Home page will be displayed.

To log out, click Log out on the top menu bar at any time.

---

**Note**  
**Arrange access**

Contact your System Administrator to arrange access. To find out who your System Administrator is, see the Day2Day contact details for your Registered Training Organisation on the NTIS website [www.ntis.gov.au](http://www.ntis.gov.au).

**Forgotten your password?**

If you have forgotten your password, click on **Forgotten Password** in the Login page and follow the prompts. An email will be sent to you with your login details.
How to change your password

When successfully logged in you can change your password. See How to log in on page 3.

Standard security practice recommends that passwords be changed every 30 days.

To change your password:

1. Under Administration in the blue menu, click Change Password
2. Type your Current Password
3. Type your New Password
4. Type your new password again at Confirm New Password
5. Click Change Password.

Navigation (menu list)

To the left of every page in the online system is a blue menu.

Not all menu items shown here are available to all users.

Click on a menu item to navigate to another area of the system.

The menu includes:

- **Home** (see Understanding the home page on page 5)
- **RTO Details** (see Maintaining RTO details on page 6)
- **Qualifications** (see Maintaining qualifications on page 8)
- **Units of Competency** (see Maintaining units of competency and modules on page 12)
- **Reports** (see Generating reports on page 16)
- **Administration** (see Importing data files on page 18, and How to change your password on page 4).
Understanding the home page

When successfully logged in the Home page will be displayed. This is the starting point for the Online System.

This page has a:

- *Notice Board* with items such as key dates, the user guide (this document), online help, FAQs and other useful websites
- *Summary* table that shows the total qualification enrolments, completions and the offshore status for your organisation.

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Qualification Enrolments</th>
<th>Total Qualification Completions</th>
<th>Offshore Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>336</td>
<td>66</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Maintaining RTO details

Contact details and users

From this page you can:

• view organisation details, including NTIS ID, Registered Name, Registering Body and Alias
• update contact details for the Day2Day Contact as listed on NTIS. See www.ntis.gov.au
• add, update and delete details for the Administration Contacts (users of the online system) in your organisation.

Please note that changes made to the Day2Day Contact here will not be reflected on the NTIS. You will need to request the change to the NTIS directly through your state Registering Body.

To maintain contact details and users:

1. Under RTO Details in the blue menu, click **Contact Details**
2. Update **Day2Day Contact** details as required
3. Update **Administration Contacts** details as required
   - To add a new user, enter their details in the next blank row. An email will be sent to each new user with their login details
   - To delete a user, tick its box and click **Delete**.
4. Click **Save**.
   Otherwise click **Cancel** and any changes made will be disregarded.
Offshore Indicator

The Offshore Indicator applies to nationally recognised VET delivered by RTOs in an overseas location to learners who are not residents of Australia. Selections made in this page will appear in the Summary table on the Home page.

To maintain the Offshore Indicator:
1. Under RTO Details in the blue menu, click **Offshore Indicator details**
2. Select a **Year**
3. If your organisation is delivering offshore within the selected year, select **Yes** at **Offshore Delivery**
   Otherwise select **No**.
4. Click **Save**.
   Otherwise click **Cancel** and any changes made will be disregarded.

<table>
<thead>
<tr>
<th>Offshore Indicator Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Offshore indicator applies to nationally recognised VET delivered by RTOs in an overseas location to learners who are not residents in Australia. If your organisation is delivering offshore within the reporting year, please change the flag from No to Yes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year:</th>
<th>-- 2007 --</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offshore Delivery:</td>
<td>-- Yes --</td>
</tr>
</tbody>
</table>

[Save]  [Cancel]
Qualification enrolments

RTOs that provide their data using the AVETMISS submission will have their data uploaded by the data collection agency to the online system in May/June each year once all data are received from the submitting agents.

A qualification enrolment is when a learner enrols in a program of study associated with a unit of competency or module that is designed to lead to an Australian Qualifications Framework (AQF) qualification, statement of attainment or accredited course.

On this page you can view data that have been previously entered, and add or delete records for a given year. It is advised that you update this information before running any reports.

RTOs that provide their data using the AVETMISS submission will have their data uploaded to the online system in early May each year. These data will appear in the NTIS Scope table.

RTOs that do not provide their data using the AVETMISS submission will have to enter their data directly into the online system as detailed below, or upload their data as detailed in How to import a data file on page 18.

The total of this activity will appear in the Summary table of the Home page.

To maintain Qualification Enrolments:

1. Under Qualifications in the menu, click Enrolments
2. Select a Year
3. Update details in the NTIS Scope table as required
   - If qualifications listed in this table are incorrect, please contact your registering body. The registering body is not responsible for changing incorrect enrolment information contained with CCOS.
   - Enter totals against the state/territory registered or where the activity was delivered
   - To clear the enrolments for a qualification, tick its box and click Delete.
4. Update details of any Other Nationally Accredited activity as required
   - This activity is not shown in the NTIS Scope table.
   - To add a new qualification, enter the appropriate details in the next blank row including entering the activity total against the state/territory registered or where the activity was delivered.
   - To delete a qualification, tick its box and click Delete. Only the activity, not the individual qualification will be deleted if there is activity data recorded in Qualification Completions.
5. Add or update *Additional Information* as required
   Information in this box will be displayed on reports.

6. Click **Save**.
   Otherwise click **Cancel** and any changes made will be disregarded.

**Note**  The Total column in each table is read only and automatically sums the state/territory information.

---

**Qualification Enrolments**

**Year:** 2007  Please enter your enrolments by state of delivery.

**NTIS Scope:**

<table>
<thead>
<tr>
<th>Qual Code</th>
<th>Qual Description</th>
<th>NSW</th>
<th>VIC</th>
<th>QLD</th>
<th>SA</th>
<th>WA</th>
<th>TAS</th>
<th>NT</th>
<th>ACT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB10101</td>
<td>Certificate I in Business</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>BSB20101</td>
<td>Certificate II in Business</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>CUF10101</td>
<td>Certificate I in Media</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18</td>
<td>20</td>
</tr>
</tbody>
</table>

**Other Nationally Accredited:**

<table>
<thead>
<tr>
<th>Qual Code</th>
<th>Qual Description</th>
<th>NSW</th>
<th>VIC</th>
<th>QLD</th>
<th>SA</th>
<th>WA</th>
<th>TAS</th>
<th>NT</th>
<th>ACT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAA40104</td>
<td>Certificate IV in Training at</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>THH1197</td>
<td>CERTIFICATE I IN HOSPITAL</td>
<td></td>
<td></td>
<td></td>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50</td>
</tr>
</tbody>
</table>

**Additional Information:**

---

[Save]  [Delete]  [Cancel]
Qualification completions

A qualification completion is when a learner is issued with formal certification for the successful completion of a recognised AQF qualification. The completion is to be reported within the year of issuance, even though the training activity may have occurred in a previous year.

On this page you can view data that have been previously entered, and add or delete records for a given year. It is advised that you update this information before running any reports.

RTOs that provide their data using the AVETMISS submission will have their data uploaded by the data collection agency to the online system in early May each year. These data will appear in the NTIS Scope table of the Competency Completion Online System.

RTOs that do not provide their data using the AVETMISS submission will have to enter their data directly into the online system as detailed below, or upload their data as detailed in How to import a data file on page 18.

The total of this activity will appear in the Summary table of the Home page.

To maintain Qualification Completions:

1. Under Qualifications in the menu, click Completions
2. Select a Year
3. Update details in the NTIS Scope table as required
   - If qualifications listed in this table are incorrect, please contact your registering body. The registering body is not responsible for changing incorrect completion information contained with CCOS.
   - Enter totals against the state/territory registered or where the activity was delivered
   - To clear the completions for a qualification, tick its box and click Delete.
4. Update details of any Other Nationally Accredited activity as required
   - This activity is not shown in the NTIS Scope table.
   - To add a new qualification, enter the appropriate details in the next blank row
   - To delete a completion tick its box and click Delete. Only the activity, not the individual qualification will be deleted if there is activity data recorded in Qualification Enrolments.
5. Add or update *Additional Information* as required
   Information in this box will be displayed on reports.

6. Click **Save**.
   Otherwise click **Cancel** and any changes made will be disregarded.

**Note** The Total column in each table is read only and automatically sums the state/territory information.
Units of competency enrolments

A Unit of Competency and Module Enrolment is when there is a valid enrolment by a learner in a nationally recognised unit of competency or module within the collection year.

The learner must have enrolled and participated in the learning processes associated with the enrolment. Evidence must also exist for educational engagement by the learner within the unit of competency or module.

On this page you can view data that have been previously entered, and add or delete records for a given year. It is advised that you update this information before running any reports.

RTOs that provide their data using the AVETMISS submission will have their data uploaded to the online system in early May each year. These data will appear in the NTIS Scope table.

RTOs that do not provide their data using the AVETMISS submission will have to enter their data directly into the online system as detailed below, or upload their data as detailed in How to import a data file on page 18.

The total of this activity will appear in the Summary table of the Home page.

To maintain Units of Competency and Module Enrolments:

1. Under Units Of Competency in the menu, click Enrolments
2. Select a Year
3. Update details in the NTIS Scope table as required
   - If units of competency listed in this table are incorrect, please contact your registering body. The registering body is not responsible for changing incorrect enrolment information contained with CCOS.
   - Enter totals against the state/territory registered or where the activity was delivered
   - To clear the enrolments for a unit of competency or module, tick its box and click Delete.
4. Update details of any Other Nationally Accredited activity as required
   - This activity is not shown in the NTIS Scope table.
   - To add a new unit of competency or module, enter the appropriate details in the next blank row including entering the activity totals against the state/territory registered or where the activity was delivered.
   - To delete a qualification, tick its box and click Delete. To delete a unit of competency or module, tick its box and click Delete.
5. Add or update Additional Information as required
   Information in this box will be displayed on reports.

6. Click Save.
   Otherwise click Cancel and any changes made will be disregarded.

Note  The Total column in each table is read only and automatically sums the state/territory information.
Units of competency completions

A Unit of Competency and Module Completion is the satisfactory completion of all requirements for a unit of competency or module by a learner who has been issued with an AQF statement of attainment. The completion is to be reported within the year of issuance, even though the training activity may have occurred in a previous year.

On this page you can view data that have been previously entered, and add or delete records for a given year. It is advised that you update this information before running any reports.

RTOs that provide their data using the AVETMISS submission will have their data uploaded to the online system in early May each year. These data will appear in the NTIS Scope table.

RTOs that do not provide their data using the AVETMISS submission will have to enter their data directly into the online system as detailed below, or upload their data as detailed in How to import a data file on page 18.

The total of this activity will appear in the Summary table of the Home page.

To maintain Units of Competency and Module Completions

1. Under Units Of Competency in the menu, click Completions

2. Select a Year

3. Update details in the NTIS Scope table as required

   - If units of competency listed in this table are incorrect, please contact your registering body. The registering body is not responsible for changing incorrect completion information contained with CCOS.
   - Enter totals against the state/territory registered or where the activity was delivered.
   - To clear the enrolments for a qualification, tick its box and click Delete. To clear the completions for a unit of competency or module, tick its box and click Delete.

4. Update details of any Other Nationally Accredited activity as required

   This activity is not shown in the NTIS Scope table.

   - To add a new qualification, enter their details in the next blank row. To add a new unit of competency or module, enter their details in the next blank row including entering the activity totals against the state/territory registered or where the activity was delivered.
   - To delete a qualification, tick its box and click Delete. To delete a unit of competency or module, tick its box and click Delete. Only the activity, not the individual qualification will be deleted if there is activity data recorded in Units of Competency and Module Enrolments.
5. Add or update *Additional Information* as required. Information in this box will be displayed on reports.

6. Click **Save**. Otherwise click **Cancel** and any changes made will be disregarded.

**Note** The Total column in each table is read only and automatically sums the state/territory information.
Generating reports

Sample reports 1 and 2 are generated by an RTO that delivers in one state only and sample reports 3 and 4 are generated by RTOs that deliver in more than one state and that the Offshore Indicator report must be completed.

Based on the data provided, RTOs can view and generate reports using the online system. RTOs can only view and create reports for their own organisation.

Reporting for data provided through AVETMISS/NCVER submission will be available mid May each year, after signoff and upload to the online system.

It is advised that you review and update your data before running any reports. See Maintaining qualifications on page 8, and Maintaining units of competency and modules on page 12.

To generate reports:

1. Click on Reports in the menu
2. Select a Year
3. Click on the required report
   A new window will open displaying the report.
4. Click on the Send directly to your Registering Body button.
5. Confirm you wish to send the report by clicking OK on the prompt.
6. A confirmation message will be received after the report has been successfully sent.
7. If you receive an error message or do not receive an email confirming the successful submission of your report, contact NCVER on 08 8230 8468 or send an email to aqtf2007@ncver.edu.au.
Here are some sample reports.

All reports need to be updated to include the Accreditation Column which is present in the actual reports submitted to the Registering Bodies.

If you need to reactivate your login to gain access to the CCOS, please contact NCVER.

**Report 1**
Enrolments and completions by Qualifications
(within a single state or territory)

**Report 2**
Enrolments and completions by Units of Competency
(within a single state or territory)

**Report 3**
Enrolments and completions (Qualifications)
by State/Territory

**Report 4**
Enrolments and completions (Units of Competency)
by State/Territory
Importing data files

How to import a data file

From this page you can import a set of data files generated from your Student Management System for
activity in a given year.

Data contained in the imported files will overwrite any existing data in the system for the specific year. It is
recommended that you generate and view or print reports for the appropriate year prior to importing your
data. See Generating reports on page 16.

When the import is complete, you can review and update the information before running any reports.
See Maintaining qualifications on page 8, and Maintaining units of competency and modules on page 12.

Ensure you have the exported data files from your Student Management System in the correct format and
they are ready for importing. See Data file format on page 20 for the correct file format to import.

Three files can be imported:

• Organisation Details
• Qualification Activity
• Units and Modules Activity.
To import data files:

1. Under Administration in the blue menu, click Import file
2. Select a Year
3. Select the individual state/territory you wish to import
   Otherwise select All.
4. Browse for the file location and select the file
   Do this for each file you want to import. Do this for the Organisation details, Qualification activity and the Units and Modules activity files. Many RTOs have tried to import only one or two of the three files and have lost all of their existing data.
5. Click Import
   Otherwise click Cancel and any selections made will be disregarded.
6. A box will appear asking you to confirm the import. Click Yes.
   Otherwise click Cancel and you will return to the Import page.

Relevant messages will be displayed if the import is not successful. If this is the case you will need to fix errors within your Student Management System, create a new set of files and repeat the import process.
Data file format

The following export file schema has been provided to enable files to be created from within Student Management Systems for importing into the system. The export function will produce 3 fixed-width txt files with formats shown in the following tables. Exported files should be saved ready for import to the online system at the beginning of May each year. See How to import a data file on page 18.

Table 1: Organisation details export

<table>
<thead>
<tr>
<th>Fields</th>
<th>Position</th>
<th>Size</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Organisation Identifier</td>
<td>1</td>
<td>10</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Training Organisation Description</td>
<td>11</td>
<td>100</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Offshore Indicator Flag</td>
<td>111</td>
<td>1</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Year</td>
<td>112</td>
<td>4</td>
<td>Alphanumeric</td>
</tr>
</tbody>
</table>

Table 2: Qualifications activity export

<table>
<thead>
<tr>
<th>Fields</th>
<th>Position</th>
<th>Size</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Organisation Identifier</td>
<td>1</td>
<td>10</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Year</td>
<td>11</td>
<td>4</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Qualification Identifier</td>
<td>15</td>
<td>10</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Qualification Description</td>
<td>25</td>
<td>100</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>State and/or Territory</td>
<td>125</td>
<td>4</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Enrolment count</td>
<td>129</td>
<td>6</td>
<td>Numeric</td>
</tr>
<tr>
<td>Completion count</td>
<td>135</td>
<td>6</td>
<td>Numeric</td>
</tr>
</tbody>
</table>
Table 3: Units and modules activity export

<table>
<thead>
<tr>
<th>Fields</th>
<th>Position</th>
<th>Size</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Organisation Identifier</td>
<td>1</td>
<td>10</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Year</td>
<td>11</td>
<td>4</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Unit of Competency or Module Identifier</td>
<td>15</td>
<td>12</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Unit of Competency or Module Description</td>
<td>27</td>
<td>100</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>State and/or Territory</td>
<td>127</td>
<td>4</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Enrolment count</td>
<td>131</td>
<td>6</td>
<td>Numeric</td>
</tr>
<tr>
<td>Completion count</td>
<td>137</td>
<td>6</td>
<td>Numeric</td>
</tr>
</tbody>
</table>

Table 4: Export file definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Organisation Identifier</td>
<td>Must be the valid unique national code as listed on NTIS</td>
</tr>
<tr>
<td>Training Organisation Description</td>
<td>Exact name as listed on NTIS</td>
</tr>
<tr>
<td>Offshore Indicator Flag</td>
<td>Did the RTO operate offshore in the previous calendar year? Y or N.</td>
</tr>
<tr>
<td>Year</td>
<td>The year the training occurred. Must be between Jan-Dec of the same year.</td>
</tr>
<tr>
<td>Qualification Identifier</td>
<td>Nationally endorsed qualification code as specified in a national training package or nationally recognised accredited course code or training organisation course code.</td>
</tr>
<tr>
<td>Qualification Description</td>
<td>Full name of the program of study.</td>
</tr>
<tr>
<td>Unit of Competency or Module Identifier</td>
<td>A code as specified within a national training package qualification or course.</td>
</tr>
<tr>
<td>Unit of Competency or Module Description</td>
<td>Title of the unit of competency or module.</td>
</tr>
<tr>
<td>State</td>
<td>The physical state/territory where the training activity occurred: NSW, VIC, QLD, SA, WA, TAS, NT, ACT.</td>
</tr>
<tr>
<td>Enrolment Count</td>
<td>Number of enrolments per qualification for the year by state/territory, and unit of competency or module for the year by state/territory.</td>
</tr>
<tr>
<td>Completion Count</td>
<td>Number of completions per qualification for the year by state/territory, and unit of competency or module for the year by state/territory.</td>
</tr>
</tbody>
</table>
The Competency Completion Online System has been designed to support the collection, interpretation and reporting of data provided by Registered Training Organisations (RTOs).

Based on the data provided, RTOs can view and generate reports using the online system.

Contact your System Administrator to arrange access. To find out who your System Administrator is, see the Day2Day contact details for your State Training Authority on the NTIS website www.ntis.gov.au.

If you require further assistance, contact NCVER on (08) 8230 8468 or send an email to aqtfl2007@ncver.edu.au.

Accessing the online system

To log in:

1. Open your web browser e.g. Internet Explorer
2. Type http://rto.ncver.edu.au in the address bar
3. Press Enter and the Login page will be displayed
4. Type your Email address
5. Type your Password
6. Click Login.

If your Email address is attached to more than one RTO, you will need to select the RTO you are logging in for.

To change your password:

1. Under Administration in the blue menu, click Change Password
2. Type your Current Password
3. Type your New Password
4. Type your new password again at Confirm New Password
5. Click Change Password.
Maintaining RTO details

To maintain contact details and users:

1. Under RTO Details in the blue menu, click Contact Details
2. Update Day2Day Contact details as required
3. Update Administration Contacts details as required
4. Click Save.

Note This page should only be used by your System Administrator.

To maintain the Offshore Indicator:

1. Under RTO Details in the blue menu, click Offshore Indicator details
2. Select a Year
3. If your organisation is delivering offshore within the selected year, select Yes at Offshore Delivery, otherwise select No
4. Click Save.
Maintaining qualifications

To update Qualification Enrolments:

1. Under Qualifications in the menu, click Enrolments or Completions
2. Select a Year
3. Update details in the NTIS Scope table as required
4. Update details of any Other Nationally Accredited activity as required
5. Add or update Additional Information as required
6. Click Save.

Maintaining units of competency and modules

To update Units of Competency and Module:

1. Under Units Of Competency in the menu, click Enrolments or Completions
2. Select a Year
3. Update details in the NTIS Scope table as required
4. Update details of any Other Nationally Accredited activity as required
5. Add or update Additional Information as required
6. Click Save.
Importing data files

To import data files:

1. Under Administration in the blue menu, click Import file
2. Select a Year
3. Select the individual state/territory you wish to import, otherwise select All
4. Browse for the file location and select the files
5. Click Import
6. A box will appear asking you to confirm the import. Click Yes.

Generating reports

To generate reports:

1. Click on Reports in the menu
2. Select a Year
3. Click on the required report
4. Click on the print icon in the tool bar.
   Do this for the Organisation details, Qualification activity and the Units and Modules activity files. Many RTOs have tried to import only one or two of the three files and have lost all of their existing data.