

Contract Notification

CN No.	2016-04	Date:	12 February 2016
To:	Chief Executive Officer or equivalent		
Purpose:	SVTS Update		
Scope:	All Funding Agreements, Service Agreements and VET Funding Contracts		
Subject:	2016 SVTS Automatic Claims Confirmation and Payment Processing Dates		

For all Data Reporting and Financial Management staff

Background

- On a monthly basis, an automatic claim confirmation process is run in SVTS to confirm for payment all pending claims, generated from the training delivery data that has been reported by the RTO. Once this automatic claim confirmation process has run, the payment status on SVTS for these modules changes to 'pay' and these claims will be processed for payment in the next payment processing cycle.

Main Points

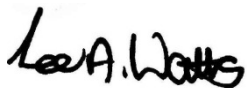
- The timetable for automatic claims confirmation and payment processing for the 2015 collection year for TAFE and Non-TAFE RTOs is detailed under the Critical Dates section.
- In 2016, automatic claims confirmation will commence at 9.00 am on the specified dates. This process takes approximately 60 minutes and RTOs will be advised when it has completed. RTOs will then have from the completion of this process until 3.00 pm on the payment processing date to un-confirm claims, if necessary. In some cases, RTOs will have less than one day to un-confirm claims e.g. on 1 June 2016.
- As described in the 2016 VET Funding Contracts, RTOs must submit training delivery data compliant with the Victorian VET Student Statistical Collection Guidelines. In the event that data previously submitted is incorrect, the RTO must resubmit correct data by no later than the following month's submission. In the event that RTOs have been unable to correct training delivery data before the automatic claims confirmation has run, they may manually un-confirm claims so these claims are not processed for payment. It is expected that appropriate management and monitoring of training delivery data uploaded to SVTS would mean that this would only occur in exceptional circumstances.
- Payment processing will commence from 3.00 pm on the specified dates with the resultant payments normally being made to an RTOs nominated bank account on the following Tuesday.

Actions Required:

- All enquiries concerning this Service Agreement Notification should be lodged on the SVTS under the any one of the following Categories: *Claims / Claims Confirmation / Claims Payments*

Critical Dates:

Automatic claims confirmation	Payment processing	Payment to nominated bank accounts
Monday, 1 February 2016	Wednesday, 3 February 2016	Tuesday, 9 February 2016
Tuesday, 1 March 2016	Wednesday, 2 March 2016	Tuesday, 8 March 2016
Friday, 1 April 2016	Wednesday, 6 April 2016	Tuesday, 12 April 2016
Monday, 2 May 2016	Wednesday, 4 May 2016	Tuesday, 10 May 2016
Wednesday, 1 June 2016	Wednesday, 1 June 2016	Tuesday, 7 June 2016
Friday, 1 July 2016	Wednesday, 6 July 2016	Tuesday, 12 July 2016
Monday, 1 August 2016	Wednesday, 3 August 2016	Tuesday, 9 August 2016
Thursday, 1 September 2016	Wednesday, 7 September 2016	Tuesday, 13 September 2016
Monday, 3 October 2016	Wednesday, 5 October 2016	Tuesday, 11 October 2016
Wednesday, 2 November 2016	Wednesday, 2 November 2016	Tuesday, 8 November 2016
Thursday, 1 December 2016	Wednesday, 7 December 2016	Tuesday, 13 December 2016
Tuesday, 3 January 2017	Wednesday, 4 January 2017	Tuesday, 10 January 2017
Mid-January (TBC)	Mid-January (TBC)	Mid-January (TBC)



Lee Watts
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Training Market Operations Division
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Friday 11 February 2015