

Contract Notification

CN No.	2018-05	Date:	31 January 2018
To:	Chief Executive Officer or equivalent		
Purpose:	SVTS Update		
Scope:	All VET Funding Contracts		
Subject:	2018 SVTS Automatic Claims Confirmation and Payment Processing Dates		

For all Training Provider Data Reporting and Financial Management staff

Purpose

- This Contract Notification is to advise Training Providers of the SVTS Automatic Claims Confirmation and Payment Processing Dates for 2018.

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 Training Provider. 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 2018 collection year for TAFE and Non-TAFE Training Providers is detailed under the Critical Dates section.
- In 2018, automatic claims confirmation will commence at 9.00 am on the first working day of each month. This process takes approximately 60 minutes and Training Providers will be advised when it has completed. Training Providers will then have from the completion of this process until 10:00 am on the third working day of each month to un-confirm claims (if necessary), after which payment processing will commence.
- As described in the 2018-19 VET Funding Contracts, Training Providers must submit training delivery data compliant with the Victorian VET Student Statistical Collection Guidelines. In the event that data previously submitted is incorrect, the Training Provider must resubmit correct data by no later than the following month's submission. In the event that Training Providers 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.
- If any of these critical dates change due to the anticipated implementation of VTIS, the Department will update this information accordingly.

Actions Required

- All enquiries concerning this Contract Notification should be lodged via SVTS under any of the following Categories: *Claims / Claims Confirmation / Claims Payments*

Critical Dates

Automatic claims confirmation	Payment processing	Payment to nominated bank accounts
Thursday, 1 February 2018	Monday, 5 February 2018	Friday, 9 February 2018
Thursday, 1 March 2018	Monday, 5 March 2018	Friday, 9 March 2018
Tuesday, 4 April 2018	Thursday, 6 April 2018	Tuesday, 10 April 2018
Tuesday, 1 May 2018	Thursday, 3 May 2018	Tuesday, 8 May 2018
Friday, 1 June 2018	Tuesday, 5 June 2018	Friday, 8 June 2018
Monday, 2 July 2018	Wednesday, 4 July 2018	Tuesday, 10 July 2018
Wednesday, 1 August 2018	Friday, 3 August 2018	Friday, 10 August 2018
Monday, 3 September 2018	Wednesday, 5 September 2018	Tuesday, 11 September 2018
Monday, 1 October 2018	Wednesday, 3 October 2018	Tuesday, 9 October 2018
Thursday, 1 November 2018	Monday, 5 November 2018	Friday, 9 November 2018
Monday, 3 December 2018	Wednesday, 5 December 2018	Tuesday, 11 December 2018
Wednesday, 2 January 2019	Friday, 4 January 2019	Friday, 11 January 2019
Mid-January (TBC)	Mid-January (TBC)	Mid-January (TBC)

Greg Norton
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 Training Market Quality