

Contract Notification

CN No.	2019-08	Date:	18 February 2019
To:	Chief Executive Officer or equivalent		
Purpose:	SVTS Update		
Scope:	All VET Funding Contracts		
Subject:	2019 SVTS Automatic Claims Confirmation and Payment Processing Dates		

For all 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 2019.

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 2019 collection year for TAFE and Non-TAFE Training Providers is detailed under the Critical Dates section.
- In 2019, 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.

Resources

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

Critical Dates

Automatic claims confirmation	Payment processing	Payment to nominated bank accounts
Wednesday, 2 January 2019	Friday, 4 January 2019	Friday, 11 January 2019
Wednesday, 16 January 2019	Mid-January (TBC)	Friday, 25 January 2019
Friday, 1 February 2019	Tuesday, 5 February 2019	Friday, 8 February 2019
Friday, 1 March 2019	Tuesday, 5 March 2019	Wednesday, 13 March 2019
Monday, 1 April 2019	Wednesday, 3 April 2019	Wednesday, 10 April 2019
Wednesday, 1 May 2019	Friday, 3 May 2019	Friday, 10 May 2019
Monday, 3 June 2019	Wednesday, 5 June 2019	Friday, 14 June 2019
Monday, 1 July 2019	Wednesday, 3 July 2019	Wednesday, 10 July 2019
Thursday, 1 August 2019	Monday, 5 August 2019	Tuesday, 13 August 2019
Monday, 2 September 2019	Wednesday, 4 September 2019	Wednesday, 11 September 2019
Tuesday, 1 October 2019	Thursday, 3 October 2019	Friday, 11 October 2019
Friday, 1 November 2019	Wednesday, 6 November 2019	Wednesday, 13 November 2019
Monday, 2 December 2019	Wednesday, 4 December 2019	Wednesday, 11 December 2019
Thursday, 2 January 2020	Monday, 6 January 2020	Tuesday, 14 January 2020
Mid-January (TBC)	Mid-January (TBC)	Mid-January (TBC)

David Barron
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