

Contract Notification

CN No.	2017-05	Date:	24 February 2017
To:	Chief Executive Officer or equivalent		
Purpose:	SVTS Update		
Scope:	All VET Funding Contracts		
Subject:	2017 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 2017.

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 2017 collection year for TAFE and Non-TAFE Training Providers is detailed under the Critical Dates section.
- In 2017, 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. From April onwards, Training Providers will then have until 10.00 am on the third working day of each month to un-confirm claims (if necessary), after which payment processing will commence. The resultant payments will be made to a Training Provider's nominated bank account on the dates specified in the Critical Dates section. Note that the timetabling of this process has changed from previous years and that on average, Training Providers will now receive payments into bank accounts earlier.
- As described in the 2017 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 unconfirm 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.

Actions Required

- All enquiries concerning this Contract Notification should be lodged on the SVTS under either of the following Categories: *Claims - Claim Confirmation* or *Claims - Claim Payment*.

Critical Dates

Automatic claims confirmation	Payment processing	Payment to nominated bank accounts
Wednesday, 1 March 2017	Wednesday, 1 March 2017	Tuesday, 7 March 2017
Monday, 3 April 2017	Wednesday, 5 April 2017	Tuesday, 11 April 2017
Monday, 1 May 2017	Wednesday, 3 May 2017	Tuesday, 9 May 2017
Thursday, 1 June 2017	Monday, 5 June 2017	Friday, 9 June 2017
Monday, 3 July 2017	Wednesday, 5 July 2017	Tuesday, 11 July 2017
Tuesday, 1 August 2017	Thursday, 3 August 2017	Tuesday, 8 August 2017
Friday, 1 September 2017	Tuesday, 5 September 2017	Friday, 8 September 2017
Monday, 2 October 2017	Wednesday, 4 October 2017	Tuesday, 10 October 2017
Wednesday, 1 November 2017	Friday, 3 November 2017	Friday, 10 November 2017
Friday, 1 December 2017	Tuesday, 5 December 2017	Friday, 8 December 2017
Tuesday, 2 January 2018	Thursday, 4 January 2018	Tuesday, 9 January 2018
Mid-January (TBC)	Mid-January (TBC)	Mid-January (TBC)

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