

COVID-19 – DISRUPTED TRAINING AND REAPPORTIONING

The Department of Education and Training (the Department) has created this factsheet to help training providers understand and comply with their reporting obligations under the VET Funding Contract (the Contract) during the evolving circumstances of Coronavirus (COVID-19).

Background

For many training providers, COVID-19 has caused disruptions to training delivery that are outside their direct control. These include (but are not limited to):

- an inability to access work sites to deliver workplace-based training
- students not being able to complete or begin work placements (as may be required by the relevant Training Package)
- students electing to temporarily suspend scheduled training due to COVID-19 related issues.

Normally, delays or suspensions of training activity require scheduled end dates of subjects reported to SVTS to be adjusted. The default response from SVTS is to recalculate (and if required, reapportion) funds over the updated duration.

Given the current circumstances, the Department has developed a way for training providers to choose to secure a payment schedule for these claims without payments being immediately reapportioned. Reporting (as outlined below) can start now, and adjustments to payments will occur from the early May payment processing cycle.

This will ONLY apply to reapportionment. We will still process reversals not related to duration (such as withdrawals with hours attended, changes to loading, etc).

As this is a temporary measure, the Department will continue to review how long this arrangement will be available. When this period is over, all claims that have been treated in this way will be aligned with the duration of the claim.

In determining if this reporting mechanism is appropriate to your business needs, you should be aware that once a subject outcome is confirmed or the below code stops being reported, reapportioning will occur in line with normal payment logic.

How to opt in

If you wish to use the above reporting mechanism you can do so by flagging via your regular data uploads (at a subject enrolment level) that:

- a. training is temporarily suspended, but will resume; and/or
- b. external verification of training is unavailable; and/or
- c. training is continuing, but with significant delays.

To do this, the subject enrolment must be reported with the *Purchasing Contract Schedule Identifier* code of "C19" and with an *Outcome Identifier - National* of either "50", "70" or "79". If end dates are moved to an earlier date, the "C19" code should be removed.

Further information on these data elements can be found in the [Victorian VET Student Statistical Collection Guidelines - 2020](#).

What happens if I opt in?

When reporting subject end dates in this way, no reversals of funds will occur due to reapportioning and future payments will occur as per the end date in the last processed upload to SVTS, before reporting with the code “**C19**”.

The Department will honour this approach through either:

- a. an off-SVTS balancing payment; or
- b. an update to SVTS.

Alternatively, what if I do not want to receive payment for now?

When reporting subjects with delayed or interrupted delivery for which you do not want to receive further funds until you are certain about a student’s ability to continue their training, you are encouraged to use Reject 38 (*Purchasing Contract Schedule Identifier* code “**R38**”).

Note that if you apply “**R38**” and move the training activity end date into the future, SVTS will reapportion payments to meet the new duration, and only pay up to the relevant **R38** month.

For more information on Reject 38, please refer to the *Guide to SVTS Claims (2020 version 1)* published in the documents section of SVTS.

What happens next?

If you so choose, reporting as outlined above can start immediately, and adjustments to payments will occur from the early May payment processing cycle. If you do not report in this way, reapportioning will occur as per normal processes.

Training providers are reminded that all relevant data quality checks and rejects remain in place and are advised to pay attention to Reject 27. It remains a requirement to report end dates as accurately as possible. Further information about accurate reporting of delays in training can be found in the factsheets on reporting withdrawals in SVTS.

The approach outlined above is intended only as a temporary measure and will be reviewed later this collection year. Once the Department determines this approach is no longer necessary all claims that have been treated in this way will be reapportioned.

EXAMPLE ONE: SUBJECT DELIVERY IS SUSPENDED UNTIL FURTHER NOTICE

The subject is suspended as training and assessment cannot be delivered. This includes workplace-based training. No part of this subject can be delivered externally.

Before subject is suspended

Details: At the end of March 2020, the subject was reported as:

- Activity Start Date 15/01/2020
- Activity End Date 30/06/2020
- 60 Scheduled Hours

SVTS calculated the payment schedule as per the below.

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Payment Status	Delivery Mode	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
February 2020	January 2020	HLT54115	HLTAP111	10	\$100	PAID	Y N Y	70	30	
March 2020	February 2020	HLT54115	HLT1AP111	10	\$100	PAID	Y N Y	70	30	
April 2020	March 2020	HLT54115	HLTAP111	10	\$100	PAID	Y N Y	70	30	
May 2020	April 2020	HLT54115	HLTAP111	10	\$100	Pending	Y N Y	70	30	
June 2020	May 2020	HLT54115	HLTAP111	10	\$100	Pending	Y N Y	70	30	
July 2020	June 2020	HLT54115	HLTAP111	10	\$100	Pending	Y N Y	70	30	

Scenario One: After the subject is suspended (training delayed - no request to not reapportion)

Details: The subject has been suspended as of 07/04/2020 and *Activity End Date* has been extended out until 30/10/2020.

Prior to the May payment being made, claims processor will calculate the following:

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Payment Status	Delivery Mode	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
February 2020	January 2020	HLT54115	HLTAP111	10	\$100	PAID	Y N Y	70	30	
March 2020	February 2020	HLT54115	HLTAP111	10	\$100	PAID	Y N Y	70	30	
April 2020	March 2020	HLT54115	HLTAP111	10	\$100	PAID	Y N Y	70	30	
May 2020	January 2020	HLT54115	HLTAP111	-10	-\$100	Pay	Y N Y	70	42	
May 2020	February 2020	HLT54115	HLTAP111	-10	-\$100	Pay	Y N Y	70	42	
May 2020	March 2020	HLT54115	HLTAP111	-10	-\$100	Pay	Y N Y	70	42	
May 2020	January 2020	HLT54115	HLTAP111	6	\$60	Pay	Y N Y	70	42	
May 2020	February 2020	HLT54115	HLTAP111	6	\$60	Pay	Y N Y	70	42	
May 2020	March 2020	HLT54115	HLTAP111	6	\$60	Pay	Y N Y	70	42	
May 2020	April 2020	HLT54115	HLTAP111	6	\$60	Pay	Y N Y	70	42	
June 2020	May 2020	HLT54115	HLTAP111	6	\$60	Pending	Y N Y	70	42	
July 2020	June 2020	HLT54115	HLTAP111	6	\$60	Pending	Y N Y	70	42	
August 2020	July 2020	HLT54115	HLTAP111	6	\$60	Pending	Y N Y	70	42	
September 2020	August 2020	HLT54115	HLTAP111	6	\$60	Pending	Y N Y	70	42	

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Payment Status	Delivery Mode	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
October 2020	September 2020	HLT54115	HLTAP111	6	\$60	Pending	Y N Y	70	42	
November 2020	October 2020	HLT54115	HLTAP111	6	\$60	Pending	Y N Y	70	42	

Payment: The actual payment for May would be **-\$60**, due to reapportioning.

Scenario Two: After the subject is suspended (training delayed - request to not reapportion)

Details: The subject has been suspended as of 07/04/2020 and *Activity End Date* has been extended out until 30/10/2020, “C19” applied to *Purchasing Contract Schedule Identifier*.

Prior to the May payment being made, the Department or the SVTS claims processor will calculate the following:

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Payment Status	Delivery Mode	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
February 2020	January 2020	HLT54115	HLTAP111	10	\$100	PAID	Y N Y	70	30	
March 2020	February 2020	HLT54115	HLTAP111	10	\$100	PAID	Y N Y	70	30	
April 2020	March 2020	HLT54115	HLTAP111	10	\$100	PAID	Y N Y	70	30	
May 2020	April 2020	HLT54115	HLTAP111	10	\$100	Pay	Y N Y	70	42	C19
June 2020	May 2020	HLT54115	HLTAP111	10	\$100	Pending	Y N Y	70	42	C19
July 2020	June 2020	HLT54115	HLTAP111	10	\$100	Pending	Y N Y	70	42	C19

Payment: The actual payment for May would be **\$100**, as there is no reversal payment created for reappportioning.

Scenario Three: Training resumes (remove request to not reapportion)

Details: Training resume as per normal on 07/08/2020, *Activity End Date* has been extended out until 15/12/2020 and removed the “C19” which was applied back in April.

Prior to the September payment being made, the Department or the SVTS claims processor will calculate the following:

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Payment Status	Delivery Mode	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
February 2020	January 2020	HLT54115	HLTAP111	10	\$100	PAID	Y N Y	70	30	
March 2020	February 2020	HLT54115	HLTAP111	10	\$100	PAID	Y N Y	70	30	
April 2020	March 2020	HLT54115	HLTAP111	10	\$100	PAID	Y N Y	70	30	
May 2020	April 2020	HLT54115	HLTAP111	10	\$100	PAID	Y N Y	70	42	C19
June 2020	May 2020	HLT54115	HLTAP111	10	\$100	PAID	Y N Y	70	42	C19
July 2020	June 2020	HLT54115	HLTAP111	10	\$100	PAID	Y N Y	70	42	C19
August 2020	July 2020	HLT54115	HLTAP111	0	\$0	PAID	Y N Y	70	42	C19
September 2020	January 2020	HLT54115	HLTAP111	-10	-\$100	Pay	Y N Y	70	30	
September 2020	February 2020	HLT54115	HLTAP111	-10	-\$100	Pay	Y N Y	70	30	
September 2020	March 2020	HLT54115	HLTAP111	-10	-\$100	Pay	Y N Y	70	30	
September 2020	April 2020	HLT54115	HLTAP111	-10	-\$100	Pay	Y N Y	70	30	
September 2020	May 2020	HLT54115	HLTAP111	-10	-\$100	Pay	Y N Y	70	30	
September 2020	June 2020	HLT54115	HLTAP111	-10	-\$100	Pay	Y N Y	70	30	

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Payment Status	Delivery Mode	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
September 2020	January 2020	HLT54115	HLTAP111	5	\$50	Pay	Y N Y	70	30	
September 2020	February 2020	HLT54115	HLTAP111	5	\$50	Pay	Y N Y	70	30	
September 2020	March 2020	HLT54115	HLTAP111	5	\$50	Pay	Y N Y	70	30	
September 2020	April 2020	HLT54115	HLTAP111	5	\$50	Pay	Y N Y	70	30	
September 2020	May 2020	HLT54115	HLTAP111	5	\$50	Pay	Y N Y	70	30	
September 2020	June 2020	HLT54115	HLTAP111	5	\$50	Pay	Y N Y	70	30	
September 2020	July 2020	HLT54115	HLTAP111	5	\$50	Pay	Y N Y	70	30	
September 2020	August 2020	HLT54115	HLTAP111	5	\$50	Pay	Y N Y	70	30	
October 2020	September 2020	HLT54115	HLTAP111	5	\$50	Pending	Y N Y	70	30	
November 2020	October 2020	HLT54115	HLTAP111	5	\$50	Pending	Y N Y	70	30	
December 2020	November 2020	HLT54115	HLTAP111	5	\$50	Pending	Y N Y	70	30	
January 2021	December 2020	HLT54115	HLTAP111	5	\$50	Pending	Y N Y	70	30	

Payment: The actual payment for June would be **-\$200**, due to reappportioning.

EXAMPLE TWO: SUBJECT ENROLMENT WITH CONCESSION PAYMENT

Details: At the end of April 2020, the subject was reported as:

- Activity Start Date 28/01/2020
- Activity End Date 20/05/2020
- 40 Scheduled Hours

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Amount Base Payment \$	Amount Concession Payment \$	Payment Status	Outcome Identifier - National	Purchasing Contract Schedule Identifier
February 2020	January 2020	22499VIC	UEENEE101	8	\$96	\$80	\$16	PAID	70	
March 2020	February 2020	22499VIC	UEENEE101	8	\$96	\$80	\$16	PAID	70	
April 2020	March 2020	22499VIC	UEENEE101	8	\$96	\$80	\$16	PAID	70	
May 2020	April 2020	22499VIC	UEENEE101	8	\$96	\$80	\$16	PAID	70	
June 2020	May 2020	22499VIC	UEENEE101	8	\$96	\$80	\$16	Pending	70	

Scenario Four: Training continues, however the end dates are pushed out and fees dropped to \$0

Details: The *Activity End Date* has been extended out until 08/08/2020 and fees has been updated to \$0.

Prior to the June payment being made, the Department or the SVTS claims processor will calculate the following:

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Amount Base Payment \$	Amount Concession Payment \$	Payment Status	Outcome Identifier - National	Purchasing Contract Schedule Identifier
February 2020	January 2020	22499VIC	UEENEE101	8	\$96	\$80	\$16	PAID	70	
March 2020	February 2020	22499VIC	UEENEE101	8	\$96	\$80	\$16	PAID	70	
April 2020	March 2020	22499VIC	UEENEE101	8	\$96	\$80	\$16	PAID	70	
May 2020	April 2020	22499VIC	UEENEE101	8	\$96	\$80	\$16	PAID	70	
June 2020	January 2020	22499VIC	UEENEE101	-8	-\$96	-\$80	-\$16	Pay	70	
June 2020	February 2020	22499VIC	UEENEE101	-8	-\$96	-\$80	-\$16	Pay	70	
June 2020	March 2020	22499VIC	UEENEE101	-8	-\$96	-\$80	-\$16	Pay	70	
June 2020	April 2020	22499VIC	UEENEE101	-8	-\$96	-\$80	-\$16	Pay	70	
June 2020	January 2020	22499VIC	UEENEE101	5	\$50	\$50	\$0	Pay	70	
June 2020	February 2020	22499VIC	UEENEE101	5	\$50	\$50	\$0	Pay	70	
June 2020	March 2020	22499VIC	UEENEE101	5	\$50	\$50	\$0	Pay	70	
June 2020	April 2020	22499VIC	UEENEE101	5	\$50	\$50	\$0	Pay	70	
June 2020	May 2020	22499VIC	UEENEE101	5	\$50	\$50	\$0	Pay	70	
July 2020	June 2020	22499VIC	UEENEE101	5	\$50	\$50	\$0	Pending	70	

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Amount Base Payment \$	Amount Concession Payment \$	Payment Status	Outcome Identifier - National	Purchasing Contract Schedule Identifier
August 2020	July 2020	22499VIC	UEENEE101	5	\$50	\$50	\$0	Pending	70	
September 2020	August 2020	22499VIC	UEENEE101	5	\$50	\$50	\$0	Pending	70	

Payment: The actual payment for June would be **-\$134**, due to the concession reversal and the reapportioning.

Scenario Five: Training continues, however the end dates are pushed out, fees dropped to \$0 and training provider requested to not reapportion payment

Details: The *Activity End Date* has been extended out until 08/08/2020, “C19” applied to *Purchasing Contract Schedule Identifier* and fees has been updated to \$0.

Prior to the June payment being made, the Department or the SVTS claims processor will calculate the following:

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Amount Base Payment \$	Amount Concession Payment \$	Payment Status	Outcome Identifier - National	Purchasing Contract Schedule Identifier
February 2020	January 2020	22499VIC	UEENEE101	8	\$96	\$80	\$16	PAID	70	
March 2020	February 2020	22499VIC	UEENEE101	8	\$96	\$80	\$16	PAID	70	
April 2020	March 2020	22499VIC	UEENEE101	8	\$96	\$80	\$16	PAID	70	
May 2020	April 2020	22499VIC	UEENEE101	8	\$96	\$80	\$16	PAID	70	
June 2020	January 2020	22499VIC	UEENEE101		-\$16	\$0	-\$16	Pay	70	C19
June 2020	February 2020	22499VIC	UEENEE101		-\$16	\$0	-\$16	Pay	70	C19
June 2020	March 2020	22499VIC	UEENEE101		-\$16	\$0	-\$16	Pay	70	C19
June 2020	April 2020	22499VIC	UEENEE101		-\$16	\$0	-\$16	Pay	70	C19
June 2020	May 2020	22499VIC	UEENEE101	8	\$80	\$80	\$0	Pay	70	C19

Payment: The actual payment for June would be **\$16**, due to the concession reversal. There is no reversal payment created for reappportioning.