

Contract Notification

CN No.	2021-02	Date:	15 January 2021
To:	Chief Executive Officer or equivalent		
Purpose:	General Information		
Scope:	All VET Funding Contracts		
Subject:	2021 SVTS Payment Processing Dates		

For all Data Reporting and Financial Management staff

Purpose

- This Contract Notification is to advise training providers of the SVTS Payment Processing Dates for 2021.

Background

- Claims confirmation runs each night after claims processor, eliminating the requirement for the Department to run automatic claims confirmation. This process identifies payment records payable for the month and changes the status of these records to 'PAY', indicating they are to form part of the next payment processing cycle.

Main Points

- The timetable for payment processing for the 2021 data collection year for training providers is detailed under the Critical Dates section.
- In 2020, training providers were able to un-confirm claims (if necessary) until the second business day of each month and invoice processing will commence on the third business day of each month. This remains the same for 2021.
- As described in the 2021 VET Funding Contract, 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.

Resources

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

Critical Dates

Payment Processing	Payment to nominated bank accounts
Wednesday, 6 January 2021	Friday, 15 January 2021
Tuesday, 19 January 2021	Wednesday, 27 January 2021
Wednesday, 3 February 2021	Friday, 12 February 2021
Wednesday, 3 March 2021	Friday, 12 March 2021
Wednesday, 7 April 2021	Friday, 16 April 2021
Wednesday, 5 May 2021	Friday, 14 May 2021
Thursday, 3 June 2021	Friday, 11 June 2021
Monday, 5 July 2021	Tuesday, 13 July 2021
Wednesday, 4 August 2021	Friday, 13 August 2021
Friday, 3 September 2021	Friday, 10 September 2021
Tuesday, 5 October 2021	Tuesday, 12 October 2021
Wednesday, 3 November 2021	Friday, 12 November 2021
Friday, 3 December 2021	Friday, 10 December 2021
Thursday, 6 January 2022	Friday, 14 January 2022
Mid - January (TBC)	Mid - January (TBC)

Note:

- (i) Following each upload all claims are confirmed, including any previously un-confirmed claims.*
- (ii) The second business day of each month will be the last day to upload and un-confirm claims (if necessary).*
- (iii) At least once every month, training providers are required to successfully upload comprehensive training activity data for the current data collection year to SVTS.*

Ryan Collins
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Training Market Services