For all RTO staff

Purpose
- This Contract Notification provides advice to RTOs regarding initial 2014 training activity data reporting and payment arrangements.

Background
- RTOs are required to submit training activity data on a monthly basis to the Skills Victoria Training System (SVTS). This data is used to calculate payment for training activity, which is paid monthly in arrears.
- In 2014, data uploads to SVTS must be compliant with the 2014 Victorian VET Student Statistical Guidelines, which is founded on the new AVETMISS 7 data standard.

Main Points
- SVTS will re-open for 2014 data uploads on 24 January 2014. Data uploaded on or after this date comply with the 2014 Victorian VET Student Statistical Guidelines.
- Payments to RTOs for all activity (including new or continuing students) will not occur until the month following their first successful 2014 data upload. This means that RTOs wishing to receive payment in February for training delivery must complete a successful data submission no later 31 January 2014.
- In the event that RTOs encounter unexpected validation errors during their initial data submissions, RTOs are advised to contact their Student Management System providers in the first instance for support.
- Between 24 January and 28 February, the Department will be providing summary reports of form and content validation errors to Student Management System (SMS) providers to assist them in identifying any issues during initial uploads. These reports will group validations for all providers using a particular SMS. The reports will identify providers, but will not contain detailed error messages or student information, only the validation code and description.
- The 2014 Automatic Claims Confirmation and Payment Processing Timetable will be published on SVTS in due course.

Critical Dates
- This Contract Notification is effective immediately.

Relevant Resources
- n/a

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