

# Contract Notification

<b>CN No.</b>	<b>2015-12</b>	<b>Date:</b>	<b>17 July 2015</b>
<b>To:</b>	Chief Executive Officer or equivalent		
<b>Purpose:</b>	Information only		
<b>Scope:</b>	VET Funding Contracts		
<b>Subject:</b>	Accuracy and completeness of training activity data reporting		

## Purpose

- This Contract Notification provides a reminder to providers about their obligation to report complete, accurate and timely data to the Skills Victoria Training System (SVTS).

## Background

- The VET Funding Contract requires providers 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.
- Training activity data must be compliant with the Victorian VET Student Statistical Collection Guidelines (the guidelines). Data must be a true and accurate reflection of the training activity provided to the student.
- Failure to lodge monthly data represents a breach of the VET Funding Contract.

## Main Points

- Providers must ensure that they are correctly reporting data to SVTS, and that accurate information is being extracted from their student management systems into their submissions.
- It has come to the Department's attention that some providers are incorrectly altering key training activity data in order to claim payment. In some cases, this advice may have been issued by student management system providers providing support for technical issues.
- Data reported by providers must reflect the training delivered to students. It is not acceptable to adjust key data elements such as the dates of training delivery in order to avoid data validations or claim payment rules, where such changes would result in an incorrect representation of the student's training.
- In accordance with VET Funding Contract, providers must ensure that persons with responsibility for data collection and reporting are aware of all obligations under the VET Funding Contract as appropriate, including the reporting requirements within the guidelines.
- Providers experiencing issues with claim payment or that have concerns about the accuracy, completeness or timeliness of their data should lodge an enquiry through SVTS.

## Training Activity

- Training activity should be reported no later than the month following delivery, and providers are required to submit data on a monthly basis with any data errors addressed in a timely fashion.
- Data that is not submitted and finalised within 90 day of the training activity taking place will not be eligible for funding.
- Providers with a VET Funding Contract must submit total VET activity to SVTS, regardless of funding source. The reporting of fee-for-service delivery must be complete, accurate and timely and not be understated or omitted from the data submissions to the Department.
- The Department subsequently reports all training activity data to the National Centre for Vocational Education Research (NCVER), which in most cases fulfils provider's national reporting obligations. However, where

providers are delivering training interstate, they must ensure that they are reporting in line with relevant arrangements in those jurisdictions and those of their VET Regulator.

- Providers should report all training and assessment activity, including administrative transactions for granting of credit via Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer (CT).
- The *Training Activity Start Date* and *Training Activity End Date* represent the period during which training activity and assessment occurs. For RPL assessments, the *Training Activity Start Date* should represent when the student first submitted their evidence for assessment.
- The *Program (Course) Commencement Date* represents the date of first training activity, and should generally align with the first *Training Activity Start Date* for a student's course enrolment.

### *Fees*

- Providers should ensure they are consistently reporting *Client Tuition Fee* in line with the requirements of the guidelines and the Guidelines to Fees document, available on SVTS.
- *Client Fee – Other* captures any non-tuition fees levied on the enrolment. As this data element has been recently introduced, providers must review their reporting of this data to ensure it is complete and accurate.

### *Student Demographic Data*

- The question of a student's Prior Education Achievement must be asked, captured on the enrolment form and reported in the *Prior Education Achievement Flag* and *Highest Prior Education Level* data elements.
- *VET FEE-HELP (Income Contingent Loan) Indicator* must be reported for students accessing an income contingent loan to fund their enrolment.
- The *Unique Student Identifier (USI)* and the *Victorian Student Number (VSN)* are two different identifiers and both must be reported for all students where required.
- Student contact details must be accurate and up to date. While student contact data elements may be left blank in some cases, providers must capture and report contact details in a manner that allows the Department to make written and telephone contact with all students receiving government subsidised training.

### *Outcomes*

- Program (Course) completions and qualifications awarded must be reported as soon as possible following these events. The *Year Program Completed* should be populated as soon as the student meets all requirements of award. The *Qualification Issued Flag* should set to 'Y' once the award is granted.
- Subject outcomes must be reported in a timely manner. From 1 November 2015, government funded subjects with an Outcome Code of 90 (Not yet available at interim collection) where the time elapsed from the *Training Activity End Date* is more than 90 days will be subject to funding reject. This reject (not applicable to apprenticeships/traineeships) will recover all monies paid until such time that a valid code is reported. Funds withheld in this manner will not be repayable to providers should activity subject to this reject not be corrected by the final data submission deadline of 15 January each collection year.

## **Relevant Resources**

[Victoria VET Student Statistical Collection Guidelines – 2015 v2](#)

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