

# CONTRACT NOTIFICATION

<b>CN No.</b>	<b>2021-09</b>	<b>Date:</b> 16 June 2021
<b>To:</b>	Chief Executive Officer or equivalent	
<b>Purpose:</b>	Advice on Contract requirement	
<b>Scope:</b>	All 2021 VET Funding Contracts (version 2.0)	
<b>Subject:</b>	<b>National outcome code '79' payment going forward</b>	

## Purpose

This Contract Notification is to advise training providers of the scheduled end date for the data reporting option and current payment treatment for enrolments awaiting practical placement or employer signoff due to COVID-19.

## Background

On 6 November 2020, the Department published a Fact Sheet on the Skills Victoria Training System (SVTS) on a new data reporting option for enrolments awaiting practical placement or employer signoff due to COVID-19.

From November 2020, the Department implemented a way to allow training providers to secure payment schedules for claims without an immediate reappportioning of payments by reporting subjects with *Outcome Identifier - National* code '79' and *Purchasing Contract Schedule Identifier (PCSI)* code 'ERA'.

## Main Points

The Department would like to advise that for non-apprenticeship/traineeship and traineeship delivery, July 2021 will be the final payment month that training providers are able to utilise the above data reporting option to prevent reappportioning when awaiting practical placements or employer signoff due to COVID-19. Therefore, the early August payment (for July training) will include reappportioning as per normal processes.

Going forward, training providers will now only be able to utilise the data reporting outcome code '79' to prevent the immediate reappportioning for **apprentices**, where supervised training/assessment is complete but the training provider is yet to receive the employer's signoff of the apprentice's competence in the workplace. This will ensure that training provider payments are not impacted by the delay in employer signoff.

The requirement to use the *PCSI* code 'ERA' will be removed when reporting outcome code '79' for apprentices (this field can be blank).

## How will it work when reporting outcome '79' for apprenticeships

For subject enrolments where supervised training/assessment has been completed and training providers are awaiting employer signoff, you should report code '79' for *Outcome Identifier - National*.

By reporting outcome code '79' in your data submission/s to SVTS for apprentice delivery, you will trigger the setting of the end date associated with the payment schedule for relevant subjects. SVTS will use outcome code '79' to determine the Activity End Date (AED) of the payment schedule to be the earliest of:

- the training provider's reported activity end date in their NAT submission; or
- the last day of the latest invoice month of the current collection year; or
- 31 December of the current collection year.

This allows for changes to be made to applicable AED's for relevant subjects while you await the employer's competency sign-off. Changes to AED's can continue to be made for data accuracy, as the reported AED will remain in the background ensuring training providers payments are not impacted as a result of this delay.

There continues to be a strong expectation that training providers ensure that the AED's for subjects are reported as accurately as possible with outcome code '79' and keep in close contact with both current students and employers while they await signoff.

When supervised training and assessment is over but you're waiting for employer sign-off of a student's competence, the second point of Evidence of Participation (EOP) must be no earlier than 30 days before (and no later than) the date that supervised training and/or assessment concluded. This is instead of using the AED (which will be reported when the employer's sign off is received). You must record in the student's file the date when all supervised training and assessment concluded.

It can be challenging to collect EOP when apprentices are undertaking workplace training blocks. Keep in mind that the *2021 Guidelines About Apprenticeship/Traineeship Training Delivery* requires you to make monthly contact with both the apprentice and supervisor by email or phone in order to monitor and document details of their progress. This communication could qualify as EOP in the form of 'Skills First teacher notes'. Please refer to the 'Fact sheet: Evidence of Participation' published on SVTS on 4 February 2021 for more information.

Training providers are reminded that outcome code '79' is not a final valid outcome. Later in the year, the Department will take appropriate steps to enforce this change under the VET Funding Contract.

All other elements used for payment calculation will remain.

### Critical Dates

Early July 2021.

### Ryan Collins

A/g Executive Director  
Training Market Services