

COVID-19 – WAITING PRACTICAL PLACEMENT OR EMPLOYER SIGN OFF

The Department of Education and Training (the Department) has created this factsheet to provide advice on a new data reporting option for waiting practical placements or employer signoff due to COVID-19.

6 November 2020 – version 1

Background

For many training providers, COVID-19 has caused disruptions to training delivery that are outside their direct control.

Any delays or extensions to training activity require the reported Activity End Date (AED) for relevant subjects to be adjusted. In line with contractual requirements, SVTS recalculates and (if required) reapportions funds over the updated duration of the subject.

In response to the continued challenges COVID-19 has posed in accessing practical placements for some industries, the Department has developed a new data reporting option to recognise circumstances where final outcomes are impacted solely as a result of delayed practical placements or employer signoff.

For this reporting option to be applicable:

- all other supervised training and/or assessment components of the subject at the training provider must have been fully completed; and
- the only barrier preventing the progression to competency is:
 - the ability to undertake/complete the required practical placement; or
 - the employer's signoff of the apprentice.

To implement this change, the Department will temporarily expand the scope of Outcome Identifier – National 'Waiting employer signoff' (Outcome code 79) to also include 'Waiting practical placement'. The update will additionally be reflected in the [Victorian VET Student Statistical Collection Guidelines – 2021 v1.0](#).

The Department anticipates reviewing the need for this arrangement at the conclusion of the first quarter of 2021. When the availability of the option concludes, all claims that have been treated in this way will be realigned with the current duration of the claim (between the Activity Start Date and AED).

In determining if this is appropriate to your business needs, you should be aware that once a subject outcome is confirmed or the below codes stop being reported, reapportioning will occur as per the normal payment logic.

For the avoidance of doubt, if supervised training and/or assessment components of a subject have not yet started, or are continuing, this reporting option should not be used.

How to opt-in in 2020

From the next release of SVTS (v11.7) in mid-November 2020, if your Student Management System (SMS) can report a Purchasing Contract Schedule Identifier (PCSI) you can:

- report the Outcome identifier code **79**; **and**
- report the code **ERA** ('exclude from reappportioning') in the PCSI field for relevant subjects.

From the next release of SVTS (v11.7) in mid-November 2020, if your Student Management System (SMS) cannot report a PCSI:

- report the Outcome identifier code **79** only; **and**
- on your behalf, the Department will populate the PCSI field with the code **DET** for subjects reported with the Outcome identifier code 79.

A reminder that October 2020 was the final month to utilise the 'C19' PCSI, therefore if you are opting-in to the above option you must still remove 'C19' and replace it with the new PCSI. Please note that the PCSI's have different purposes and should not be viewed as a continuation in settings without a reassessment of the appropriateness of the reporting option for your training provider.

How to opt-in in 2021

For the 2021 data collection year, SMS vendors must have the ability for a training provider to report a PCSI to opt-in to this reporting option. You must:

- report the Outcome identifier code **79**; **and**
- report the code **ERA** ('exclude from reappportioning') in the PCSI field for relevant subjects.

How does it work

By reporting the above codes in your data submission/s to SVTS, from the next release of SVTS (v11.7) in mid-November 2020 this will trigger the setting of the end date associated with the payment schedule for relevant subjects.

SVTS will use the PCSI code to determine Activity End Date of the payment schedule to be the earliest of:

- the training providers reported date in their NAT submission; or
- the latest invoice date of the current collection year; or
- the month of last invoice; or
- the last month of the current collection year

This allows for changes to be made to applicable AED's for relevant subjects while you await the commencement/recommencement of a practical placement or an employer's signoff of competency. Changes to AED's can continue to be made for data accuracy, as the claim end date will remain in the background ensuring training providers payments are not impacted as a result of this delay.

All other elements that are used for payment calculation will remain.

A new validation rule will be introduced to ensure that the PCSI code 'ERA' (exclude from reappportioning) is only reported when Outcome identifier 79 is used.

In 2021, if there is no disruption to training activity, then *Outcome Identifier National* value of 79 is to be used alone without the *Purchasing Contract Schedule Identifier* value ERA.

Outcome 79 and Reject 27

From the next release of SVTS (v11.7) in mid-November 2020, Outcome identifier 79 will no longer be excluded from Reject 27. Providers should ensure the correct reporting of AED's for subjects reported with Outcome 79

Monitoring

To ensure that this reporting option is being appropriately utilised by participating training providers, significant data monitoring and contract management measures will be in place.

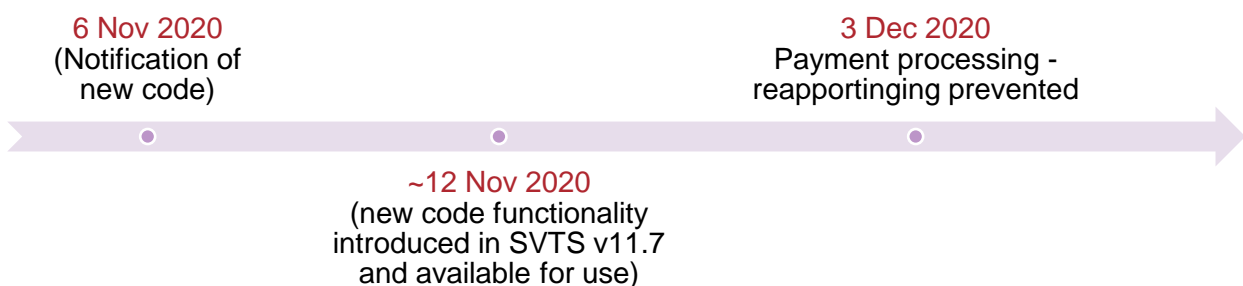
Training providers must continue to resolve any validation errors associated with relevant subjects. The Department will continue to monitor for increases in validation errors to ensure the accuracy and completeness of data reported to NCVET.

To provide the greatest data transparency for training providers, you will be able to see the "locked" Activity End Date and the reported end Activity End Date by using the [RTO Exclusions](#) report in SVTS.

There continues to be a strong expectation that training providers keep in close contact with both current students and employers while they await the commencement or recommencement of their practical placement.

For completeness, the training provider should update relevant practical placement agreements with an adjustment/annotation to indicate that changes have been made due to delays applicable to COVID-19.

Timeline



Useful links

- For further guidance on training and work placements during COVID-19, please visit the [‘training and work placements’](#) page at www.coronavirus.vic.gov.au
- [Training data collection](#)
- [SVTS](#)

SCENARIO ONE: SUBJECT IS WAITING PRACTICAL PLACEMENT

All supervised training and/or assessment components of the subject are fully completed and student is waiting to undertake the required practical placement to finalise the outcome of the subject.

5 November 2020 payment

Details: The subject was reported as:

- Activity Start Date = 06/07/2020
- Activity End Date = 12/12/2020
- Outcome Identifier - National = 70
- 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	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
August 2020	July 2020	HLT54115	HLTAP111	10	\$100	PAID	70	30	
September 2020	August 2020	HLT54115	HLT1AP111	10	\$100	PAID	70	30	
October 2020	September 2020	HLT54115	HLTAP111	10	\$100	PAID	70	30	
November 2020	October 2020	HLT54115	HLTAP111	10	\$100	PAID	70	30	
December 2020	November 2020	HLT54115	HLTAP111	10	\$100	Pending	70	30	
January 2020	December 2020	HLT54115	HLTAP111	10	\$100	Pending	70	30	

Total payment to date = \$400

15 November 2020 training provider opt-in to stop reappportioning

Details: The subject is reported on 15 November 2020 as:

- Activity Start Date = 06/07/2020
- Activity End Date = 06/03/2021
- Outcome Identifier - National = 79
- Purchasing Contract Schedule Identifier = ERA
- 60 Scheduled Hours

Between the latest reported end date (06/03/2021) and the last invoiced date (05/11/20), the last invoiced date is the earlier date.

Prior to the 3 December 2020 payment being made, claims processor will use last invoiced date 05/11/20 to calculate the following:

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Payment Status	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
August 2020	July 2020	HLT54115	HLTAP111	10	\$100	PAID	70	30	
September 2020	August 2020	HLT54115	HLT1AP111	10	\$100	PAID	70	30	
October 2020	September 2020	HLT54115	HLTAP111	10	\$100	PAID	70	30	
November 2020	October 2020	HLT54115	HLTAP111	10	\$100	PAID	70	30	
December 2020	July 2020	HLT54115	HLTAP111	-10	-\$100	Pay	79	30	ERA
December 2020	August 2020	HLT54115	HLTAP111	-10	-\$100	Pay	79	30	ERA
December 2020	September 2020	HLT54115	HLTAP111	-10	-\$100	Pay	79	30	ERA
December 2020	October 2020	HLT54115	HLTAP111	-10	-\$100	Pay	79	30	ERA
December 2020	July 2020	HLT54115	HLTAP111	12	\$120	Pay	79	30	ERA
December 2020	August 2020	HLT54115	HLTAP111	12	\$120	Pay	79	30	ERA
December 2020	September 2020	HLT54115	HLTAP111	12	\$120	Pay	79	30	ERA
December 2020	October 2020	HLT54115	HLTAP111	12	\$120	Pay	79	30	ERA
December 2020	November 2020	HLT54115	HLTAP111	12	\$120	Pay	79	30	ERA

Expected total payment for 3 December payment = \$200

1 December 2020 training provider continue to opt-in to stop reappropriation

Details: The subject is reported on 1 December 2020 as:

- Activity Start Date = 06/07/2020
- Activity End Date = 06/03/2021
- Outcome Identifier - National = 79
- Purchasing Contract Schedule Identifier = ERA
- 60 Scheduled Hours

Between the latest reported end date (06/03/2021) and the last invoiced date (05/11/20), the last invoiced date is the earlier date.

Prior to the 3 December 2020 payment being made, claims processor will use last invoiced date 05/11/20 to calculate the following:

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Payment Status	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
August 2020	July 2020	HLT54115	HLTAP111	10	\$100	PAID	70	30	
September 2020	August 2020	HLT54115	HLT1AP111	10	\$100	PAID	70	30	
October 2020	September 2020	HLT54115	HLTAP111	10	\$100	PAID	70	30	
November 2020	October 2020	HLT54115	HLTAP111	10	\$100	PAID	70	30	
December 2020	July 2020	HLT54115	HLTAP111	-10	-\$100	Pay	79	30	ERA
December 2020	August 2020	HLT54115	HLTAP111	-10	-\$100	Pay	79	30	ERA
December 2020	September 2020	HLT54115	HLTAP111	-10	-\$100	Pay	79	30	ERA
December 2020	October 2020	HLT54115	HLTAP111	-10	-\$100	Pay	79	30	ERA
December 2020	July 2020	HLT54115	HLTAP111	12	\$120	Pay	79	30	ERA
December 2020	August 2020	HLT54115	HLTAP111	12	\$120	Pay	79	30	ERA
December 2020	September 2020	HLT54115	HLTAP111	12	\$120	Pay	79	30	ERA
December 2020	October 2020	HLT54115	HLTAP111	12	\$120	Pay	79	30	ERA
December 2020	November 2020	HLT54115	HLTAP111	12	\$120	Pay	79	30	ERA

Expected total payment for 3 December payment = \$200

15 December 2020 training provider continue to opt-in to stop reappportioning

Details: The subject is reported on 15 December 2020 as:

- Activity Start Date = 06/07/2020
- Activity End Date = 06/03/2021
- Outcome Identifier - National = 79
- Purchasing Contract Schedule Identifier = ERA
- 60 Scheduled Hours

Between the latest reported end date (06/03/2021) and the last invoiced date (03/12/2020), the last invoiced date is the earlier date.

Prior to the 3 January 2021 payment being made, claims processor will use last invoiced date 03/12/2020 to calculate the following:

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Payment Status	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
August 2020	July 2020	HLT54115	HLTAP111	12	\$120	PAID	79	30	ERA
September 2020	August 2020	HLT54115	HLT1AP111	12	\$120	PAID	79	30	ERA
October 2020	September 2020	HLT54115	HLTAP111	12	\$120	PAID	79	30	ERA
November 2020	October 2020	HLT54115	HLTAP111	12	\$120	PAID	79	30	ERA
December 2020	November 2020	HLT54115	HLTAP111	12	\$120	PAID	79	30	ERA
January 2021	July 2020	HLT54115	HLTAP111	-12	-\$120	Pay	79	30	ERA
January 2021	August 2020	HLT54115	HLTAP111	-12	-\$120	Pay	79	30	ERA
January 2021	September 2020	HLT54115	HLTAP111	-12	-\$120	Pay	79	30	ERA
January 2021	October 2020	HLT54115	HLTAP111	-12	-\$120	Pay	79	30	ERA
January 2021	November 2020	HLT54115	HLTAP111	-12	-\$120	Pay	79	30	ERA
January 2021	July 2020	HLT54115	HLTAP111	10	\$100	Pay	79	30	ERA
January 2021	August 2020	HLT54115	HLTAP111	10	\$100	Pay	79	30	ERA
January 2021	September 2020	HLT54115	HLTAP111	10	\$100	Pay	79	30	ERA
January 2021	October 2020	HLT54115	HLTAP111	10	\$100	Pay	79	30	ERA

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Payment Status	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
January 2021	November 2020	HLT54115	HLTAP111	10	\$100	Pay	79	30	ERA
January 2021	December 2020	HLT54115	HLTAP111	10	\$100	Pay	79	30	ERA

Expected total payment for 3 January 2021 payment = \$0 (as subject has been fully paid in 3 December 2020)

SCENARIO TWO: SUBJECT DELIVERY IS WAITING EMPLOYER SIGNOFF

All supervised training and/or assessment components of the subject are fully completed and is waiting for the employer's signoff of the apprentice.

19 January 2021 payment

Details: The subject was reported as:

- Activity Start Date = 06/08/2020
- Activity End Date = 02/02/2021
- Outcome Identifier - National = 70
- 80 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	Outcome Identifier – National	Program Status Identifier	Purchasing Contract Schedule Identifier
September 2020	August 2020	CPC32612	CPCPR30X	10	\$100	PAID	70	30	
October 2020	September 2020	CPC32612	CPCPR30X	10	\$100	PAID	70	30	
November 2020	October 2020	CPC32612	CPCPR30X	10	\$100	PAID	70	30	
December 2020	November 2020	CPC32612	CPCPR30X	10	\$100	PAID	70	30	
19 January 2021	December 2020	CPC32612	CPCPR30X	10	\$100	PAID	70	30	
February 2021	January 2021	CPC32612	CPCPR30X	10	\$100	Pending	70	30	
March 2021	February 2021	CPC32612	CPCPR30X	10	\$100	Pending	70	30	
April 2021	March 2021	CPC32612	CPCPR30X	10	\$100	Pending	70	30	

Total payment to date = \$500

27 January 2021 training provider opt-in to stop reappportioning

Details: The subject is reported on 27 January 2021 as:

- Activity Start Date = 06/07/2020
- Activity End Date = 02/02/2021
- Outcome Identifier - National = 79
- Purchasing Contract Schedule Identifier = ERA
- 80 Scheduled Hours

Between the latest reported end date (02/02/2021) and the last invoiced date (19/01/2021), the last invoiced date is the earlier date.

Prior to the 3 February 2021 payment being made, claims processor will use last invoiced date 19/01/2021 to calculate the following:

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Payment Status	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
August 2020	July 2020	CPC32612	CPCPR30X	10	\$100	PAID	70	30	
September 2020	August 2020	CPC32612	CPCPR30X	10	\$100	PAID	70	30	
October 2020	September 2020	CPC32612	CPCPR30X	10	\$100	PAID	70	30	
November 2020	October 2020	CPC32612	CPCPR30X	10	\$100	PAID	70	30	
December 2020	November 2020	CPC32612	CPCPR30X	10	\$100	PAID	70	30	
19 January 2021	December 2020	CPC32612	CPCPR30X	10	\$100	PAID	70	30	
February 2021	July 2020	CPC32612	CPCPR30X	-10	-\$100	Pay	79	30	ERA
February 2021	August 2020	CPC32612	CPCPR30X	-10	-\$100	Pay	79	30	ERA
February 2021	September 2020	CPC32612	CPCPR30X	-10	-\$100	Pay	79	30	ERA
February 2021	October 2020	CPC32612	CPCPR30X	-10	-\$100	Pay	79	30	ERA
February 2021	November 2020	CPC32612	CPCPR30X	-10	-\$100	Pay	79	30	ERA
February 2021	December 2020	CPC32612	CPCPR30X	-10	-\$100	Pay	79	30	ERA
February 2021	July 2020	CPC32612	CPCPR30X	11	\$110	Pay	79	30	ERA
February 2021	August 2020	CPC32612	CPCPR30X	11	\$110	Pay	79	30	ERA

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Payment Status	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
February 2021	September 2020	CPC32612	CPCPR30X	11	\$110	Pay	79	30	ERA
February 2021	October 2020	CPC32612	CPCPR30X	11	\$110	Pay	79	30	ERA
February 2021	November 2020	CPC32612	CPCPR30X	11	\$110	Pay	79	30	ERA
February 2021	December 2020	CPC32612	CPCPR30X	11	\$110	Pay	79	30	ERA
February 2021	January 2021	CPC32612	CPCPR30X	14	\$140	Pay	79	30	ERA

Expected total payment for 3 February 2021 payment = \$300

Training provider continue to opt-in to stop reappportioning

Details: The subject is reported on 15 April 2021 as:

- Activity Start Date = 06/07/2020
- Activity End Date = 02/02/2021
- Outcome Identifier - National = 79
- Purchasing Contract Schedule Identifier = ERA
- 80 Scheduled Hours

Between the latest reported end date (02/02/2021) and the last invoiced date (06/04/2021), the latest reported end date is the earlier date.

Prior to the 6 May 2021 payment being made, claims processor will use latest reported end date 02/02/2021 to calculate the following:

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Payment Status	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
August 2020	July 2020	CPC32612	CPCPR30X	8	\$80	PAID	79	30	ERA
September 2020	August 2020	CPC32612	CPCPR30X	9	\$90	PAID	79	30	ERA
October 2020	September 2020	CPC32612	CPCPR30X	9	\$90	PAID	79	30	ERA
November 2020	October 2020	CPC32612	CPCPR30X	9	\$90	PAID	79	30	ERA
December 2020	November 2020	CPC32612	CPCPR30X	9	\$90	PAID	79	30	ERA

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount \$	Payment Status	Outcome Identifier - National	Program Status Identifier	Purchasing Contract Schedule Identifier
19 January 2021	December 2020	CPC32612	CPCPR30X	9	\$90	PAID	79	30	ERA
February 2021	January 2021	CPC32612	CPCPR30X	9	\$90	PAID	79	30	ERA
March 2021	February 2021	CPC32612	CPCPR30X	9	\$90	PAID	79	30	ERA
April 2021	March 2021	CPC32612	CPCPR30X	9	\$90	PAID	79	30	ERA
May 2021	July 2020	CPC32612	CPCPR30X	-8	-\$80	Pay	79	30	ERA
May 2021	August 2020	CPC32612	CPCPR30X	-9	-\$90	Pay	79	30	ERA
May 2021	September 2020	CPC32612	CPCPR30X	-9	-\$90	Pay	79	30	ERA
May 2021	October 2020	CPC32612	CPCPR30X	-9	-\$90	Pay	79	30	ERA
May 2021	November 2020	CPC32612	CPCPR30X	-9	-\$90	Pay	79	30	ERA
May 2021	December 2020	CPC32612	CPCPR30X	-9	-\$90	Pay	79	30	ERA
May 2021	January 2021	CPC32612	CPCPR30X	-9	-\$90	Pay	79	30	ERA
May 2021	February 2021	CPC32612	CPCPR30X	-9	-\$90	Pay	79	30	ERA
May 2021	March 2021	CPC32612	CPCPR30X	-9	-\$90	Pay	79	30	ERA
May 2021	July 2020	CPC32612	CPCPR30X	10	\$100	Pay	79	30	ERA
May 2021	August 2020	CPC32612	CPCPR30X	10	\$100	Pay	79	30	ERA
May 2021	September 2020	CPC32612	CPCPR30X	10	\$100	Pay	79	30	ERA
May 2021	October 2020	CPC32612	CPCPR30X	10	\$100	Pay	79	30	ERA
May 2021	November 2020	CPC32612	CPCPR30X	10	\$100	Pay	79	30	ERA
May 2021	December 2020	CPC32612	CPCPR30X	10	\$100	Pay	79	30	ERA
May 2021	January 2021	CPC32612	CPCPR30X	10	\$100	Pay	79	30	ERA
May 2021	February 2021	CPC32612	CPCPR30X	10	\$100	Pay	79	30	ERA

Expected total payment for 6 May 2021 payment = \$0 (as subject has been fully paid in 3 February 2021)