Contract notification

CN number:	2024-09	Date: 15 October 2024
To:	Chief Executive Officer or equivalent	
Purpose:	Advice on Contract requirement	
Scope:	All VET Funding Contracts	
Subject:	**Critical end of year reporting advice – final 'outcome identifier – national' and the new reject '99'**	

Purpose

This contract notification is to advise you about critical action you need to take to ensure you report a final 'outcome identifier – national' for all completed subjects at the end of the year. Taking this action early will make sure we don't reject or reverse any of your claims for payment.

Background

When you report a subject to us, you tell us the date you expect it to be completed using the 'activity end date'.

When the subject is finished, you must report the final outcome through the 'outcome identifier – national'.

Main points

We want you to report a subject's final outcome as soon as possible after it's completed, but we understand that results are not always available immediately.

We can reject your claims for payment and recover any funds paid to you if you don't report a valid final 'Outcome identifier – National' by the earlier of:

- 90 days after the 'activity end date'; or
- the final data submission date (15 January 2025) for the data collection year.

You need to start planning now to ensure you report final outcomes for completed subjects by the final data submission date and avoid losing your entitlement to payment.

Warning 120058 and reject 27

We tell you about all Skills First subjects that are past the 'activity end date' without a reported final outcome through warning 120058 in SVTS. You should have a plan to address these warnings when you see them.

If you don't report a final outcome within 90 days of the activity end date, SVTS will reject your claims for the subject (reject 27) and reverse all previous payments for it.

If this happens, and you subsequently fix the reporting before the final data submission date, we will pay the full amount you are entitled to. But if you don't fix it by then, we are no longer liable to pay you.

Attachment 1 explains how you fix warning 120058 and reject 27.

New reject 99 from December 2024

We're introducing a new reject 99 for data uploads from 5 December. We're doing this to draw your attention to subjects that require critical attention in the last weeks before the final data submission date because they don't have final outcomes reported.

The new reject 99 replaces reject 27 for the remainder of the 2024 reporting period.

It identifies all Skills First subjects that have an activity end date in 2024 and don't have a valid final 'outcome identifier – national'.

It lets you know that we will reject your claim for a subject and recover any previously paid funds through the final payment cycle of the year if you don't report a final outcome by the final data submission date.

It is critical that you address reject 99s by no later than your last data upload for the reporting period. If you don't, we are not liable to pay you for the subject.

Attachment 1 explains how you fix reject 99, and what to report if you don't know the final outcome and won't be able to report it by the final data submission date.

Reporting outcome identifiers for other non-Skills First subjects

You must also report valid final outcomes for your fee for service and other non-Skills First subjects. You will receive warning 120065 and error 120062 if you report subjects that don't have a valid 'outcome identifier – national'.

Resources

See the 2024 Victorian VET Student Statistical Data Collection Guidelines – 2024 for information on valid 'outcome identifier – national' values.

Critical dates

You should make plans to manage warning 120058 and rejects 27 and 99 as soon as possible to avoid the loss of your entitlement to funds.

The final data submission date is 15 January 2025.

Ryan Collins
Executive Director
Training Operations and Assurance

Attachment 1: Fixing warnings and errors

Fixing warning 120058, reject 27 and reject 99

To fix these warnings and rejects:

- Identify the subjects that either triggered the warning/reject or have missing outcomes in SVTS using:
    - the 'Missing Outcomes Report' (SVTS > Reports > Missing Outcomes Report')
    - the Validation Outcome report (SVTS > Data Transfer > Outcome), or
    - 'Current Claims Status' report (SVTS > Claims > Current Claim Status).

- If the subject is finished, update the 'outcome identifier – national' to the relevant final outcome (i.e. 20 – competency achieved, 30 – competency not achieved/fail, 40 – withdrawn/discontinued etc)

- If the subject is still ongoing, update its 'activity end date' to the date in the future you expect it to finish.

Fixing reject 99 at the end of the reporting year

If you upload data after 5 December and receive a reject 99, fix it using the instructions above and upload the corrected data by no later than the final data submission date (15 January 2025).

As a last resort, if you can't fix it because you're not sure its status and you won't be able to report the final outcome before the final data reporting date:

- set the Activity End Date to 1 January 2025 (or later depending on when you expect it to finish)

- leave the outcome identifier set to:

    - 70 - continuing enrolments
    - 79 - waiting for employer signoff, or
    - 50 - recognition of prior learning started - result not yet available

Put plans in place to follow up these subjects and report final outcomes when the 2025 data collection year opens. If, after the 2025 data collection year opens, you become aware the final outcome was achieved in 2024:

- update the 'outcome identifier – national'

- leave the activity end date as 1 January 2025.

Additional information about reject 99

When reject 99 is activated in December, it gets applied to all subjects with an 'activity end date' in 2024 and no final outcome, **even if the end date is after the date you upload your data**.

For example, if you upload data on 10 December 2024 and it includes a subject with an end date of 15 December 2024, reject 99 will trigger for that subject even though the end date has not passed.

We do this to ensure you get full visibility of all subjects with an end date before the end of the year. Make sure you have a plan to report their final outcome, or extend their activity end date.