For all RTO staff

Purpose

- This Contract Notification provides advice to RTOs about SVTS reporting requirements for students transitioning to newer versions of training packages and state accredited courses.

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.
- Eligible students enrolled in courses/qualifications that attract government funding must be reported with a consistent course code throughout their enrolment.

Main Points

- Where an RTO’s relevant registration authority has expressed requirements to transition students enrolled in superseded/deleted qualifications or expired accredited courses, RTOs should note the requirements of reporting these students to SVTS.
- The course code should **not** be changed for an existing course enrolment in order to reflect transition to a new course/qualification.
- Any further commencements by a student in modules/units of competency should be reported in a new course enrolment under the new course/qualification, with a new course commencement date.
- Any modules/units of competency for which the student is receiving training at that point time can either be:
  - continued under the old qualification until completion, or;
  - reported as withdrawn (with hours attended), and the remainder of the unit reported under the new qualification.
- Where a student is simply transitioning out of a superseded qualification, there is no need to re-assess VTG eligibility for the replacement course, and the subsequent enrolment will **not** be counted with respect to the annual two course enrolment maximum.
- Transitions to newer qualifications for apprentices or trainees should be treated as above, and should report a new DELTA registration number on the new course/qualification enrolment. Enquiries about apprenticeship/traineeship agreements should be directed to the VRQA as per Schedule 1 of the Service Agreements/VET Funding Contract.
Critical Dates

- This Contract Notification is effective immediately.

Relevant Resources

- n/a

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