DISRUPTED TRAINING AND REAPPORTIONING DUE TO COVID-19

This guide tells training providers about a data reporting option for subject enrolments that have had training disrupted due to COVID-19. It allows training provides to opt in to postpone the reapportioning of payments at the subject enrolment level.

Background

For many training providers, COVID-19 continues to disrupt their training delivery. This includes:

- being unable to access work sites to deliver workplace-based training;
- students not being able to complete or begin work placements;
- students choosing to temporarily suspend scheduled training due to COVID-19-related issues.

Normally, you would adjust the scheduled end dates of subject enrolments reported to SVTS for delays or suspensions of training activity. The default response from SVTS is to recalculate (and if required, reapportion) funds over the updated duration.

An alternative reporting method

Given the current circumstances, the Department has developed the "C19" code as an alternative and complementary reporting mechanism that allows you to choose a payment schedule for these disrupted claims so payments are not being immediately reapportioned. This approach might help you manage cash flow in the short term. You can start reporting now (as outlined below), with adjustments to payments occurring from the early October payment processing cycle.

This will **ONLY** apply to the reapportioning. We will still process reversals not related to duration, such as withdrawals with hours attended and changes to loading.

This temporary "C19" reporting option will only be available until the end of this collection year. After this, 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 Activity End Date.

Do your own research

It is up to you to determine if this reporting mechanism is appropriate for your business needs. In doing this, you should be aware that once we confirm a subject enrolment outcome, or the "C19" code is no longer available, reapportioning will occur in line with normal payment logic.

How to opt in

You can use the C19 reporting mechanism by flagging in your regular data uploads (at a subject enrolment level) that:

- training is temporarily suspended, but will resume; and/or
- external verification of training is unavailable; and/or
- training is continuing, but with significant delays.

To do this, the subject enrolment must be reported with the *Purchasing Contract Schedule Identifier* code of "C19" and with an *Outcome Identifier - National* of either "50", "70" or "79".

To avoid doubt, you should not use this reporting option if supervised training and/or assessment components of a subject have not yet started.

What happens if I opt in?

By reporting "C19" in your data submission/s to SVTS, you will trigger the setting of the end date associated with the payment schedule for relevant subject enrolments. SVTS will use code "C19" to determine the Activity End Date (AED) of the payment schedule to be the earliest of:

- your reported activity end date in your 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 AEDs for relevant subject enrolments. You can continue to make changes to AEDs for data accuracy. The reported AED will remain in the background ensuring that by using code "C19" your payments are not impacted.

All relevant data quality checks and rejects remain in place. You are advised to pay attention to Reject 27. It remains a requirement to report end dates as accurately as possible.

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

Example of how the claims processor will work when reporting "C19"

A subject was initial reported as:

- Activity Start Date (ASD) = 06/05/2021
- Activity End Date (AED) = 15/10/2021
- Outcome Identifier - National = 70
- Scheduled Hours = 12
- Subsidised Hourly Rate = $10.00
- Enrolment Type = Non-Apprenticeship/Traineeship

The initial apportioning of the 12 hours, based on the dates above, would be 2 hours per month from May to October (i.e. across six months).

Training is continuing but with delays and is now expected to complete on 15/12/2021 and code "C19" has been reported.

- Activity End Date (AED) = 15/12/2021
- Outcome Identifier - National (Outcome) = 70
- Purchasing Contract Schedule Identifier (PCSI) = C19

Prior to the October 2021 payment, between the latest reported AED (15/12/2021) and the last day of the last invoiced date (30/09/2021), the last day of the last invoiced (30/09/2021) is the earlier date. Therefore, claims processor will use 30/09/2021 and reapportion the unpaid hours.

Expected total payment for October 2021 payment is therefore $40. After the October payment, you would receive the full payment for the subject enrolment.

Cash flow Payment Month	Training Delivery Month/Year	Program ID	Subject ID	Claim Hours	Amount $	Payment Status	Outcome	PCSI
June 2021	May 2021	CPC32612	CPCPR30X	2	$20	PAID	70	

July 2021	June 2021	CPC32612	CPCPR30X	2	$20	PAID	70	
August 2021	July 2021	CPC32612	CPCPR30X	2	$20	PAID	70	
Sept 2021	August 2021	CPC32612	CPCPR30X	2	$20	PAID	70	
October 2021	May 2021	CPC32612	CPCPR30X	-2	-$20	Pay	70	C19
October 2021	June 2021	CPC32612	CPCPR30X	-2	-$20	Pay	70	C19
October 2021	July 2021	CPC32612	CPCPR30X	-2	-$20	Pay	70	C19
October 2021	August 2021	CPC32612	CPCPR30X	-2	-$20	Pay	70	C19
October 2021	May 2021	CPC32612	CPCPR30X	2	$20	Pay	70	C19
October 2021	June 2021	CPC32612	CPCPR30X	2	$20	Pay	70	C19
October 2021	July 2021	CPC32612	CPCPR30X	2	$20	Pay	70	C19
October 2021	August 2021	CPC32612	CPCPR30X	3	$30	Pay	70	C19
October 2021	Sept 2021	CPC32612	CPCPR30X	3	$30	Pay	70	C19

Monitoring

We have significant data monitoring and contract management measures in place to ensure this "C19" reporting option is being used appropriately by participating training providers.

You must continue to resolve any validation errors associated with relevant subjects. We will continue to monitor for increases in validation errors to ensure the accuracy and completeness of the data reported to NCVER.