

Contract Notification

CN No.	2016-07	Date:	24 February 2016
To:	Chief Executive Officer or equivalent		
Purpose:	Information only		
Scope:	All current VET Funding Contracts		
Subject:	Reporting of USI and Student information		

For all RTO staff

Purpose

- This Contract Notification reminds providers of the requirement to report timely, accurate and complete student information.

Background

- The VET Funding Contract requires providers 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.
- In addition to the VET Funding Contract, training activity data must be compliant with the *Victoria VET Student Statistical Collection Guidelines* (the guidelines). The guidelines set out the requirements for reporting of training activity data, including various student characteristics. All data provided must be a true and accurate reflection of the training provided to the student.
- From 1 January 2015 it has been a requirement for all providers delivering nationally recognised training or Victorian Government-funded training to report a valid USI. This requirement applies to all new, pre-enrolled and continuing students.

Main Points

Unique Student Identifier (USI)

- As the implementation phase for the USI is now complete, from 1 April 2016 the USI will be a mandatory reporting field for all new commencements in a Victorian Government-funded course.
- The Department will be introducing a new reject rule in SVTS to ensure that a USI is reported for each student. This reject rule will prevent any relevant payment where a USI has not been reported for an enrolment in a Victorian Government-funded course. Payments withheld under this rule will be reinstated once a USI is reported.
- For this reason providers should collect and verify each student USI at the point of enrolment.
- This rule will not apply for single day courses (defined as any course on the funded courses report having less than or equal to 8 maximum payable hours), or Victorian Government-funded course enrolments commenced prior to 1 April 2016.
- Providers should notify the Department via an SVTS enquiry of enrolments affected by this reject rule where the student has been granted a USI exemption by the Student Identifiers Registrar.

Student Contact Information

- The Department may from time to time contact students for the purpose of conducting surveys, resolving complaints and/or resolving other issues in relation to the providers' delivery of training services.
- In order to make contact with students, the Department utilises the information submitted by providers in uploads to the SVTS. This information must be complete and accurate at all times, including the name and contact details of the student in the NAT00080 and NAT00085 file.
- Providers must collect and report data in a manner that would allow the Department to make contact with the student, at any point during and in a reasonable period following their Victorian Government-funded training, via telephone, mail and email (if held).
- Providers offering email accounts to students should ensure that the personal email (if held) of the student is reported to ensure the Department can maintain contact with the student after the completion of the training.
- In addition, the Department will be introducing a new reject rule in SVTS which will prevent the payment for any activity within a Victorian Government-funded enrolment of the Program (Course) enrolment until such time that student details are reported in a way that would facilitate contact by the Department as described above, in particular:
 - a reported student residential and postal addresses are valid;
 - a preferred/usual contact number of the student is recorded; and
 - the student's preferred/usual contact email is recorded (if held).
- The Department will continue to apply a range of SVTS validations to providers' submitted NAT files to enforce data quality and integrity requirements.

Student Information Privacy

- Providers should continue to ensure students are provided with the *Student Enrolment Privacy Notice* (see 2016 Victorian VET Student Statistical Guidelines) informing them about the ways their personal information will be collected and handled when they enrol for VET.

Critical Dates

- The new reject rules will be in place from 1 April 2016 and will apply to all Victorian Government-funded enrolment Program (Course) Commencements from this date.

Relevant Resources

Victorian VET Student Statistical Collection Guidelines – 2016 v2

USI Help Centre - 1300 857 536 or usiadmin@education.gov.au
<http://www.usi.gov.au/>

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