Department of Education and Training

Higher Education and Skills Group

Participation, Inclusion and Regional Engagement — Branch Memo

**TO:** RegisteredLearn Local providers

Adult Education Providers

PIRE Branch staff

**FROM:** Eduard De Hue, Acting Director — Participation, Inclusion and Regional Engagement Branch

**DATE:** 23 / 3 / 2021

**SUBJECT: 2021 Pre-accredited Training Data Reporting Guidelines**

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**Actions / Critical Dates:**

* A copy of the *2021 Pre-Accredited Training Data Reporting Guidelines* is now on the [DET website.](https://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx)
* These guidelines relate to reporting requirements for the Pre-accredited, LEAP, Skills for Work and Study and SARA 2021 program streams.
* You are encouraged to report monthly, or more frequently if possible.

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**2021 Pre-Accredited Training Data Reporting Guidelines**

From 2021, the reporting guidelines for contracted Pre-Accredited, LEAP, Skills for Work and Study and SARA 2021 programs are provided as a separate document.

The 2021 Guidelines have been reviewed in collaboration with the Department’s Training Market Services Division to ensure consistency with national data standards and Adult, Community and Further Education Board policy guidelines, and to reduce the reporting burden on providers.

The Department is committed to working with the sector to improve these guidelines over time to ensure they are accessible and meet the needs of all stakeholders. Suggestions for improving these guidelines can be sent to: [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au).

**April progress payments will be based on data reported by 30 March 2021**

These guidelines must be used for all training activity data submissions and will facilitate the prompt processing of progress payments. April progress payments will be based on data reported by 30 March 2021. This includes the first Koorie loading payment, which will be processed based on a census of Koorie learner enrolments reported in SVTS as at 30 March 2021.

Please be aware that inaccurate or late report may affect payments.

**You are encouraged to report monthly, or more frequently if possible**

Contracted providers are encouraged to report pre-accredited training activity on a monthly or more frequent basis but are required to report quarterly under the terms and conditions of the Service Agreement Section. Note that some providers have had issues accessing the SVTS system once more than 90 days has elapsed between reporting dates.

**Key contacts for further information**

If you have any questions regarding registration or login-in issues, please contact the Department’s Service Desk on 1800 641 943 or [servicedesk@edumail.vic.gov.au](mailto:servicedesk@edumail.vic.gov.au).

If you have any questions related to the SVTS data upload please log these through the ‘Enquiries’ option within SVTS.

If you have any questions related to your program or contract, please contact your regional office.

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