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|  | **2022 Pre-Accredited Training  Data Reporting Guidelines**  **2022 ACFE Training Delivery Guideline Factsheet 3** |
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***Accurate and timely data management and reporting of pre-accredited delivery enables Learn Local providers, the Department and the ACFE Board to effectively plan, monitor and evaluate ACFE funded training delivery for adult learners with foundation skills gaps.***

***Providers contracted to deliver pre-accredited training must maintain an AVETMISS compliant, up‑to-date Student Management System (SMS), and have staff trained in the use of this software.***

***Successfully uploaded delivery from the Student Management System (SMS) to the Skills Victoria Training System (SVTS) is the method used by the Department and the ACFE Board to release reporting milestone payments to Learn Local providers.***

***These guidelines are designed to support Learn Local providers to manage the process of effective and efficient data management and reporting***

This factsheet provides advice on how data related to 2022 Service Agreements with the ACFE Board must be reported. It covers training under the General Pre-accredited, Digital Skills and Learner Engagement A-frame Program (LEAP) program streams and is designed to ensure providers have clear guidelines on:

* how data should be entered into their Student Management System
* when and how data must be submitted to the Department’s Skills Victoria Training System
* who to contact when reporting issues arise?

While this document is designed to be accessible to all stakeholders, it is primarily targeted at people responsible for data entry and reporting.

This factsheet will be updated to reflect new ACFE Board initiatives and feedback from users. The latest version of the factsheet is available under the 2022 ACFE Training delivery Guidelines section of the [www.vic.gov.au/pre-accredited-training-and-programs](http://www.vic.gov.au/pre-accredited-training-and-programs) webpage.

# What’s new for 2022?

There have been a number of changes in the reporting requirements for training contracted for delivery in 2022, including:

* Changes to reporting census dates — which apply for all newly contracted training for 2022 and training originally contracted for 2021 that has had the delivery timelines extended to December 2022
* Changes to funding and pre-allocated course codes in the agreed 2022 Delivery Plan — requires that providers use the allocated course codes and course names in their Student Management System.

Payment of government subsidies, loadings and concession rebates is contingent on the accurate and timely reporting of data to the Department. Data that is not successfully uploaded into SVTS will be deemed as training that has not been delivered and may result in non-payment.

# Where can I find the information I need?

* Your Service Agreement Reporting Obligations — are detailed on page 3.
* Information on how to access the Skills Victoria Training System (SVTS) is provided on page 5.
* Guidelines on how to report General Pre-accredited, Digital Skills and LEAP program streams data are provided on page 6.

# What are your Service Agreement Reporting requirements?

Providers contracted to deliver pre-accredited training with the ACFE Board must maintain an up-to-date student management system that is compliant with the Victorian implementation of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) as detailed in the *Victorian VET Student Statistical Data Collection Guidelines — 2022.*

Providers must upload their training activity data to the Department’s SVTS to meet the evidence requirements for payment under the agreed Service Plan and approved Delivery Plan.

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| **A note on terminology**  Different terminology is used in the ACFE Board Service Agreement/Delivery Plan, the *Victorian VET Student Statistical Data Collection Guidelines — 2022* (Statistical Guidelines), and the Student Management System software can cause confusion.  For example: | | | | |
|  | **Statistical Guidelines** | **Student Management System** | **Service Agreement\*** |  |
|  | Subject Identifier | Subject or module code | Local Course Code |  |
|  | Subject Name | Subject or module name | Local Course Name |  |
|  | Nominal Hours | Subject or module nominal hours | Program Scheduled Hours |  |
| *\* Including supporting Delivery Plans.*  For clarity, this guide uses the Statistical Guidelines terminology and the corresponding ‘NAT Files’ which are referenced on the data entry screens of most compliant SMS software. The guide references the corresponding Service Agreement and Delivery Plan terminology where appropriate. | | | | |
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#### AVETMISS compliant Student Management System

Providers contracted to deliver pre-accredited training must maintain an AVETMISS compliant, up‑to-date Student Management System (SMS), and have staff trained in the use of this software.

Note that SMS vendors are provided by the Department with a list of relevant changes (including new funding codes) that are required for their software to be compliant for reporting current year training.

However you may have to run an update procedure for these codes to be accessible in your installed version of the SMS.

This procedure will vary by SMS Vendor and you should conduct your vendor for support.

A Register of AVETMISS compliant SMS software is maintained by the NCVER ([www.ncver.edu.au/rto-hub/avetmiss-compliant-software-register](http://www.ncver.edu.au/rto-hub/avetmiss-compliant-software-register)).

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|  | Providers are advised to:   * check the NCVER list to ensure their SMS software is compliant and **up to date**. * ensure staff are trained in the use their SMS software.   Note that Training Delivery Support Grants provide funds to eligible providers to purchase and train staff in the use of SMS software. |
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#### Alignment with Victorian VET Student Statistical Data Collection Guidelines

AVETMISS compliant software provides for the entry and submission to the Department’s SVTS of pre-accredited training activity data that is consistent with the *Victorian VET Student Statistical Data Collection Guidelines — 2022* (Statistical Guidelines), including additional Victorian reporting requirements that are not included in the national standard.

The latest Statistics Guidelines are available on the Department’s training data collection website ([www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx](http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx)). Refer to the Guidelines for 2022 section.

The Statistical Guidelines are the primary reference when entering data into the SMS except where specific exceptions are provided in the agreed Service Agreement and Delivery Plan or these guidelines.

When entering data into their Student Management Systems, providers should follow the directions in these guidelines and consult the Statistical Guidelines where this document is silent.

The system will generate errors and warning where your data are inconsistent with the Statistics Guidelines. More information on these errors is provided in the Statistics Guidelines [Validation rule and Rejects Supplement](https://www.education.vic.gov.au/Documents/training/providers/rto/SVTS_Validation_Rule_and_Rejects_Supplement_-_2022.xlsx) on the Department’s training data collection website.

#### Reporting frequency

Contracted providers are required to successfully upload data to SVTS at least quarterly to be eligible for progress payment release, under the terms and conditions of the Service Agreement Section 4.9 (**Table 1**). In 2022 a new non-payment data reporting milestone at 31 May is also being introduced for monitoring purposes.

Early reporting provides the ACFE Board with the information its needs to assess and adjust its policies and priorities to ensure a high-quality and sustainable sector. This is particularly important as we recover from the 2020 and 2021 COVID19 environment.

Providers are therefore encouraged to report pre-accredited training activity on a monthly or more frequent basis. Note that students do not need to have fully completed a pre-accredited course before the data is reported.

Providers are also encouraged to maintain close engagement with the regional teams and pass on any important market intelligence that may not be apparent from the most recent training data.

#### Reporting and Payment Schedules

All contracted providers must accurately report all ACFE training delivery in accordance with the agreed Delivery Plan and must report in SVTS according to the following payment and reporting schedule (**Table 1**).

#### Inaccurate or late report may affect payments

Final payments (Payment 5) will be released upon the completion of the reconciliation of your 2023 delivery as reported in SVTS by 13 January 2023 and your ACFE contract and delivery plan. The final payment may be varied to reflect the reported data where under-delivery is reported.

Where providers fail to upload their final delivery data in SVTS by the required date, additional evidence of delivery will be required (e.g. enrolment/attendance data) for approval by the ACFEB before payments are released.

**Please note: Where providers fail to report in SVTS by the due date payments may be denied.**

#### Table 1 **2022 Payment and Reporting Schedule**

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| **Pmt No.** | **Payment processing date** | **Payment (%)** | **Cumulative payment (%)** | **Requirement for payment release** |
| Learner Engagement A-Frame Program | | | | |
| 1 | Jan/Feb | 0.5 | 0.5 | Contract execution |
| 2 | August | 0.5 | 1 | 50% enrolments reported by 31 July |
| General Pre-accredited and Digital Skills | | | | |
| 1 | Jan/Feb | 0.35 | 0.35 | Contract execution |
| 2 | April | 0.25 | 0.6 | 25% enrolments reported by 31 March |
|  | May | 0 | 0 | Non-financial progress report by 31 May |
| 3 | August | 0.2 | 0.8 | 55% enrolments reported by 31 July |
| 4 | October | 0.2 | 1 | 75% enrolments reported by 30 September |
| 5 | April 2023 |  |  | Final payments – enrolments reported by  13 January 2023 |

In accordance with the terms and conditions of the Service Agreement Section 4.9, the ACFE Board may in its discretion give notice to contracted providers to repay unacquitted funds as part of its pre accredited reported data analysis against the agreed Service Plan and approved Delivery Plan.

# How do you access the Skills Victoria Training System?

Providers contracted to deliver pre-accredited training must upload data to the Department’s SVTS and have staff trained in the use of this system to ensure integrity, accuracy and currency of reported data. Details on how to access and use SVTS are provided on this website ([www.education.vic.gov.au/svts](http://www.education.vic.gov.au/svts)).

The SVTS User Guide is also available at ([www.education.vic.gov.au/svts/Account/SVTSUserGuide](http://www.education.vic.gov.au/svts/Account/SVTSUserGuide)).

Note that the website and user documentation has primarily been established for providers with Skills First contracts and information regarding reporting requirements and contract management under Skills First does not apply to providers contracted to deliver pre-accredited training with the ACFE Board.

**Please note: Access to the Skills Victoria Training System will be suspended if providers do not access the system for more than 90 days.**

#### How to get help with the Skills Victoria Training System

Queries regarding registration or login-in issues should be directed to the Department’s Service Desk on 1800 641 943. Select > option 1, and then > option 4 to get through to the correct area. Or alternatively contact [servicedesk@edumail.vic.gov.au](mailto:servicedesk@edumail.vic.gov.au). Please include your TOID and username if you are submitting an email to the Service Desk.

Queries related to SVTS data upload should be logged through the ‘Enquiries’ option within SVTS:   
Log in to SVTS > Select ‘Stakeholder’ from the left menu > Select ‘Enquiries’ > Click ‘Make an Enquiry’.

# How do you Report General Pre-accredited, Digital Skills and LEAP delivery?

The Statistical Guidelines should be followed for all reporting except for the following four attributes:

* Subject (module/local course) details — these guidelines are based on the approved Delivery Plan that forms part of the Service Agreement and supersede the instructions provided in the Statistical Guidelines (NAT00060). See below for further details.
* Program (qualification/course) details — Subject/modules are the unit of delivery in pre-accredited training. However, as ACFE Board funded training is not delivered as part of a Program, all NAT00030 Program (qualification/course) details must be blank. This includes:
  + Program Identifier (note: this also requires the Program Identifier in NAT00120 to be blank)
  + Program Name
  + Nominal Hours
  + Program Recognition Identifier
  + Program Level of Education Identifier
  + Program Field of Education Identifier
  + ANZSCO (Occupation Type) Identifier
  + VET Flag.
* Training organisation details — providers contracted to deliver pre-accredited training under an ACFE Board Service Agreement should identify their organisation type as ‘Code 61 — Community based Adult Education Provider’. These guidelines complement the instructions provided in the Statistical Guidelines (NAT00010). All other instructions in the Statistical Guidelines should be followed.
* Funding Source Identifier — the base funding codes are identified in the approved Delivery Plan (excluding special exceptions for learner’s referral status). A description of these is also provider in the Statistical Guidelines [Funding Source Identifier - STA Supplement](https://www.education.vic.gov.au/Documents/training/providers/rto/Funding_source_identifier_STA_supplement_-_2022_v2.xlsx).

For all subject (module/local course) training funded under approved Delivery Plan and Service Agreement, the Funding Source National Code should be reported as “11 - Commonwealth and State general purpose recurrent”.

These guidelines complement the instructions provided in the Statistical Guidelines (NAT00120).

* Delivery Mode Identifier — where appropriate, information reported on Delivery Mode Identifier and Predominant Delivery Mode should be consistent with the expectations detailed in the approved Delivery Plan. These guidelines complement the instructions provided in the Statistical Guidelines (NAT00120).

#### Table 2 **2022 Funding codes**

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| **Funding code** | **Program/referral category** | **Description** |
| ACE | General Pre-accredited programs | For individuals enrolled in pre-accredited local programs delivered by Learn Local organisations as funded through contracts with the ACFE Board. |
| ACL | Learner Engagement  A-Frame Programs | For individuals enrolled in Learner Engagement A-Frame Programs delivered by Learn Local organisations as funded through contracts with the ACFE Board. |
| AC2 | Digital Skills Programs | For individuals enrolled in pre-accredited local programs under the 2021-22 Budget Digital Skills Initiative delivered by Learn Local organisations as funded through contracts with the ACFE Board. |
| ACR | Students referred under the Reconnect Program | For individuals participating in the Reconnect Program who have been referred to a Learn Local organisation for enrolment in pre-accredited local programs funded through the provider's contract with the ACFE Board. |
| ACJ | Asylum seeker Learners referred under the JVEN Program | For eligible asylum seeker individuals participating in the Jobs Victoria Employment Network (JVEN) Program who have been referred to a Learn Local organisation for enrolment in pre-employment pre-accredited local programs funded through the provider's contract with the ACFE Board, from 1 July 2019. |
| AC1 | Enrolments related to the 2020-21 Budget 1,000 pre-accredited places initiative\* | For individuals enrolled in pre-accredited local programs under the 2020-21 Budget 1,000 pre-accredited places initiative delivered by Learn Local organisations as funded through contracts with the ACFE Board. |

*\* This code should only be used by providers that have had the delivery timeline for April 2021 EOI program related to TAFE Pathways and TAFE Support programs extended to 31 December 2022.*

#### Completing the subject (module/local course) (NAT00060) data entry screen

The 2022 EOI process implemented a new Delivery Plan Template that automatically generated a number of important elements that must be entered into providers’ SMS subject/module (NAT00060) data entry screen for accurate reporting, including:

* Subject code, referred to as ‘Local Course Code’. This is generated based on the program stream, program category and contracted provider and must be entered in the SMS exactly as reported in the approved delivery plan.
* Subject name, referred to as ‘Local Course Name’. A default Course Name was recommended but was open to tailored editing in the template. The course name should be entered in the SMS exactly as reported in the approved Delivery Plan.
* Subject field of education identifier — providers should refer to the Statistical Guidelines (p.  48).
* Subject nominal hours, referred to as ‘Program Student Contact Hours’. This must be entered in the SMS exactly as reported in the approved Delivery Plan.
* Subject VET Flag — All Pre-accredited training delivered under an ACFE Board Service Agreement should have the VET Flag set to Y.

*Training Activity — fees and charges (NAT00120) data entry screen*

* Client Tuition Fee — report the tuition fee amount that a student has been charged for an enrolment.
  + In 2022, Learn Locals can charge a Tuition Fee of up to $1.08 per hour of training for all learners.
  + Concessional Tuition Fee arrangements apply for learners who hold either a Health, Pensioner Concession or Veteran’s Gold Card at the time of their enrolment. In 2022, total tuition fees for concessional learner are capped at a maximum of $50 per annum for all subject enrolments in any individual Learn local. Please note that most Student Management System software packages will not provide warnings when aggregate fees exceed this cap for eligible students.

The tuition fee amount must be entered in an hourly rate in **cents per hour** excluding GST (that is, 77 not 0.77). This field must be 00000 where no such fees/costs are charged. This field must not be blank.

* Client Fees Other — report all ‘non-tuition’ fees and charges that a student must pay to undertake the training. This includes charges such as materials and equipment, amenities and administration costs charged to the students/sponsor as part of an enrolment requirement when undertaking training.
* The non-tuition fee amount must be entered in **‘rounded total dollar amount’ per subject/module enrolment** (unlike the Tuition Fees, which is reported in cents per hour). For example to report $25 the SMS needs to enter 00025 into the NAT file. If the fee is $25.60, it is reported as 00026 (rounded to the nearest dollar). This field must be 00000 where no such fees/costs are charged. This field must not be blank.

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|  | To assist you with setting up you Student Management System you can request a summary of key setting for each program you have been contracted to deliver as part of the 2022 EOI (**Figure 1**).  Please contact your regional team if you require this summary. |
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# Reporting new enrolment for carry-over of undelivered 2021 allocations

The ACFE Board agreed to extend the delivery timeline to December 2022 for undelivered:

* Skills for Work and Study training
* Pathways to TAFE and LL TAFE Support Pilots
* April 2021 EOI training related to Pathways to TAFE and Learn Local TAFE Support programs

If your organisation received explicit approval to extend the delivery timeline of any of the programs to December 2022, you should follow the general guidelines in this factsheet and the explicit guidelines listed below.

*Skills for Work and Study training*

Funding code should be “ACE”, and the following module codes and names should be used:

21SFWSCOMM Skills for Work and Study Community Services

21SFWSAGED Skills for Work and Study Aged Care

21SFWSFOODPR Skills for Work and Study Food Processing

21SFWSHEALTH Skills for Work and Study Health Services

21SFWSBUILD Skills for Work and Study Building and Construction

21SFWSCHILD Skills for Work and Study Early Childhood Education

*Pathways to TAFE and LL TAFE Support Pilots*

Funding code should be “ACE”, and the following module codes and names should be consistent with your 2021 expression of interest.

*April 2021 EOI training related to Pathways to TAFE and LL TAFE Support programs*

Funding code should be “AC1”, and the following module codes and names should be consistent with your 2021 expression of interest.

# How can you help improve these guidelines?

The Department is committed to continually improving these guidelines to ensure they are accessible to users and have the information that encourages high-quality, timely reporting. If you have suggestions for improvement, please contact [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au).