Adult, Community and Further Education Board

2023 Pre-accredited Training  
Data Entry and Reporting Guidelines

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# Introduction

These guidelines provide advice on how enrolment data relating to 2023 Service Agreements with the ACFE Board should be recorded in your Student Management System (SMS) and reported to the Department. They cover training under the General Pre-accredited and Digital Skills program streams and are designed to help Learn Local providers understand:

* how and what data should be entered into their SMS
* when and how data should be uploaded to the Department’s Skills Victoria Training System (SVTS)
* who to contact if reporting issues arise.

While designed to be accessible to all Learn Local stakeholders, these guidelines are primarily targeted at those responsible for data entry and reporting.

This document will be updated to reflect new ACFE Board initiatives and feedback from users. The latest version will be available under the 2023 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.

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# Your Service Agreement – overall reporting requirements

* Learn Local providers contracted to deliver pre-accredited training with the ACFE Board must maintain an up-to-date SMS that is compliant with the Victorian implementation of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) as detailed in the current [*Victorian VET Student Statistical Data Collection Guidelines*](http://www.education.vic.gov.au/Documents/training/providers/rto/Victorian_VET_Student_Statistical_Collection_Guidelines_2023_v1.0.docx) (Statistical Guidelines). They must also have staff trained in the use of this software.
* Learn Local providers must submit their training activity data (minimum quarterly) to the Department’s SVTS to meet the requirements for payment under the terms and conditions of the Service Agreement Section 4.9
* 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.

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| How to ensure you have an AVETMISS compliant SMS The Department provides SMS vendors with a list of relevant changes (including new funding codes) required for their software to be compliant for reporting current year training. As a result, an update procedure may need to be run for these codes to be accessible in your SMS. This procedure will vary for different systems, and you should contact your vendor for support if required.  A [Register of AVETMISS compliant SMS software](http://www.ncver.edu.au/rto-hub/avetmiss-compliant-software-register) is maintained by the NCVER.  Learn Local providers should therefore:   * check the NCVER list to ensure their SMS software is compliant and up to date * ensure staff are trained in the use of their SMS software.   Please note: Training Delivery Support Grants provide funds for eligible Learn Local providers to purchase and train staff in the use of SMS software. |

# What’s new in 2023?

### Replacement of LEAP with a short module program category

To enable greater flexibility for Learn Local providers, the Learner Engagement A-frame Program (LEAP) has been superseded by a new ‘short module’ program category for General Pre-accredited (SHM) and Digital Skills (DSM) training delivery in 2023. When reporting training activity for short modules in 2023, Learn Local providers will no longer need to use a separate funding code.

This new short module program category can include:

* modules with a focus on engagement
* short, succinct digital, vocational and employability skills standalone modules
* modules that can be appended to other pre-accredited modules.

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| A note on terminology Different terminology used in the ACFE Board Service Agreement/Delivery Plan, the Statistical Guidelines and the Student Management Systems can cause confusion.  For example:   |  |  |  | | --- | --- | --- | | **Statistical Guidelines** | **Student Management Systems** | **Service Agreements/Delivery Plans** | | Subject Identifier | Subject or module code | Module (course) Code | | Subject Name | Subject or module name | Module (course) Name | | Nominal Hours | Subject or module nominal hours | Module Student Contact Hours (SCH) | |
| For clarity, this document uses the Statistical Guidelines terminology and the corresponding ‘NAT Files’ which are referenced on the data entry screens of most compliant SMS software. It also references the corresponding Service Agreement/Delivery Plan terminology, where appropriate. |

### Improving these guidelines

The Department is committed to continually improving these guidelines to ensure they are accessible to users and have 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).

# Entering General Pre-accredited and Digital Skills enrolment data into your SMS

The Statistical Guidelines are the primary reference when entering data into your SMS, except where specific exceptions are provided in the Service Agreement/Delivery Plan, or this document.

The following table provides additional information or clarification in relation to fields relevant to pre-accredited ACFE-funded training delivery.

| SVTS Area/NAT file | ACFE specific requirements |
| --- | --- |
| **Organisation (Learn Local) – NAT00010** | **Training Organisation Type Identifier** – enter 61 (Community-based Adult Education Provider) |
| **Subject (module) – NAT00060** | **Subject Identifier** – enter the **exact** module (course) code as per your approved Delivery Plan  **Subject Name** – enter the module (course) name as per your approved Delivery Plan  **Nominal Hours** – enter the Module SCH as per your approved Delivery Plan  **VET flag** – enter Y (the intention of the training program is vocational) |
| **Program details – NAT00030** | Subjects are the unit of delivery in pre-accredited training. ACFE Board funded training is not delivered as part of a Program, therefore all NAT00030 Program (qualification/course) details should be left blank. |
| **Training activity – NAT00120**  **Training activity – NAT00120 (continued)** | **Client Tuition Fee** – enter the amount that the learner has been charged to enrol in the subject (refer to the grey box on page 7 for further information) |
| **Commencing Program Identifier** – enter 8 (unit of competency or subject enrolment only) |
| **Fee Exemption/Concession Type Identifier** – enter the correct concession code to ensure the appropriate payment for eligible learners  A – Asylum Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran’s Gold Card  H – Health Care Card  O – Indigenous Students without a concession card  P – Pensioner Concession Card  V – Veteran Gold Card  Z - None |
| **Funding Source Identifier – National Code** – enter  11 – Commonwealth and State general purpose recurrent |
| **Funding Source Identifier – State Training Authority** – enter  ACE – General Pre-accredited  AC2 – Digital Skills  Refer to Table 1 for more information about Funding Source Identifiers |
| **Indigenous Status Identifier** – where a learner self-assesses as indigenous – enter  1 – for Aboriginal  2 – for Torres Strait Islander  3 – for Aboriginal AND Torres Strait Islander  This field provides the data that triggers the 50 per cent loading for Koorie learners in pre-accredited training.  Please note that it is intended as a self-assessment response by the student and must not be determined by the Learn Local provider. |
| **Outcome Identifier – Training Organisation** – enter  81 (non-assessable enrolment – satisfactorily completed), or  82 (non-assessable enrolment – withdrawn or not satisfactorily completed) |
| **Scheduled Hours** – enter the Module SCH as per your approved Delivery Plan |
| **Unique Student Identifier** – this field must be left blank for all pre-accredited module enrolments |

The system may generate errors and warnings where your data are inconsistent with the Statistical Guidelines. More information on these errors is provided in the [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.

### Table 1 – 2023 Funding codes

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| --- | --- | --- |
| **Funding code** | **Program category** | **Description** |
| ACE | General Pre-accredited programs | For individuals enrolled in pre-accredited local programs delivered by Learn Local providers 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 providers as funded through contracts with the ACFE Board. |

Learn Local providers are reminded to use the **exact module (course) codes** used in the agreed Delivery Plan when entering data into their SMS. This will ensure that reported data is successfully uploaded to SVTS and in turn ensures that milestone payments can be made in line with contract payment dates once threshold delivery targets are met.

**Please note:** The ACR and ACJ funding codes are no longer required for Reconnect referrals or Asylum Seekers respectively. However, Learn Local providers should continue to use the Concession Type identifier of ‘A’ when enrolling an Asylum Seeker.

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| Client Tuition Fee  In 2023, Learn Local providers 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 2023, total tuition fees for concessional learner are capped at $50 per annum for all subject enrolments in any individual Learn Local provider. Please note that most SMS software will not provide warnings when aggregate fees exceed this cap for eligible students.  The tuition fee amount must be entered as 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. |

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# Reporting enrolment information

## Payment and reporting requirements

Learn Local providers must accurately report all ACFE-funded training delivery at the end of each quarter in accordance with their Service Plan and the payment and reporting schedule (see Table 2). For more detailed information about reporting and enrolment dates please refer to the current [ACFE Training Delivery Guidelines](https://www.vic.gov.au/sites/default/files/2022-08/2023_ACFE_Training_Delivery_Guidelines_FINAL_260822.docx).

The final payment (payment 5) will be released upon the completion of the reconciliation of your 2023 delivery as reported in SVTS by 15 January 2024 and your ACFE Service Plan/Delivery Plan. This payment may be varied where under-delivery occurs.

Where Learn Local 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 ACFE Board before payments can be released.

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 Learn Local providers to repay unacquitted funds against the agreed Service Plan and approved Delivery Plan.

Where Learn Local providers fail to report enrolment information in SVTS by the due date, payments may be denied.

### Table 2 – 2023 Payment and Reporting Schedule for General Pre-accredited and Digital Skills

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| --- | --- | --- | --- | --- |
| Milestone | Payment month | Payment percentage (%) | Cumulative payment percentage (%) | Requirement for release of payment |
| 1 | January/February (payment 1) | 35% | 35% | Contract execution |
| 2 | April (payment 2) | 25% | 60% | 25% enrolments reported by 31 March |
| 3 | Not applicable | N/A | N/A | Non-financial progress reported by 31 May |
| 4 | August (payment 3) | 20% | 80% | 55% enrolments reported by 31 July |
| 5 | October (payment 4) | 20% | 100% | 75% enrolments reported by 30 September |

## How often should data be submitted to SVTS?

While Learn Local providers are required to report pre-accredited training activity on a quarterly basis under the terms of their contract, they are encouraged to report on a more frequent basis.

Early and regular reporting enables Learn Local providers and regional offices to have better oversight of training activity and progress towards their Service Plan targets.

It also provides the ACFE Board with the most current and accurate information available to review and change policies and priorities to ensure a high-quality and sustainable sector. This is particularly important as we recover from COVID-19 disruptions.

Please note that students do not need to have fully completed a pre-accredited module (course) before the data is reported.

Learn Local providers are also encouraged to provide important market intelligence to their Regional Office that may not be apparent from their training data.

## Accessing and using the Skills Victoria Training System (SVTS)

Details on how to access and use SVTS are provided at [www.education.vic.gov.au/svts](http://www.education.vic.gov.au/svts). The Statistical Guidelines are also a useful resource.

The website and user documentation were primarily developed for training providers with *Skills First* contracts to deliver accredited programs. *Skills First* reporting and contract requirements do not apply to pre-accredited training and should therefore be disregarded by Learn Local providers when reporting pre-accredited training contracted with the ACFE Board.

Please note that access to SVTS will be suspended if you do not log into the system for more than 90 days.

#### How to get help with SVTS

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. Alternatively, you can email [servicedesk@education.vic.gov.au](mailto:servicedesk@education.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’.