

Guide to uploading pre-accredited training data to the SVTS Portal

This guide is for Learn Local training providers with a current contract to deliver pre-accredited training that DO NOT have a *Skills First* contract. Learn Locals who are contracted to deliver *Skills First* training should refer to the *Guide to Skills Victoria Training System (SVTS)* on the Department's website.

Prerequisites for logging into SVTS (as at December 2023)

- A Learn Local training provider with ACFE Board registration and a current Training Organisation ID (TOID).
- An active Edupass login. Please note that Edupass login details must be reset if not used within 90 days. Contact the Help Desk if a reset is required: 1800 641 943 between 8am and 6pm, Monday to Friday.

How to log in to SVTS

1. Log in to SVTS via the [Access the Skills Victoria Training System](#) web page on the Victorian Government website. If you can't log in, go to the 'Access the SVTS page' from the login screen.
2. Enter your username (using the format ECPusername@eduweb.vic.gov.au) and password (case sensitive).
3. Click on 'Log in' button.

If you need help logging in, please contact the Service Desk on 1800 641 943 between 8am and 6pm, Monday to Friday and select option 1 and then 4. Alternatively, you can email servicedesk@education.vic.gov.au. Please include your TOID, username and a brief explanation of the issue.

Uploading your enrolment data – an overview

At least once a month, you should successfully upload your training activity data to the SVTS. This involves a submission of ten text files (referred to as NAT files in the Victorian VET Student Statistical Collection Guidelines (Statistical Guidelines)) from your Student Management System (SMS) to the SVTS Portal. The NAT files must be in a structure that complies with the Statistical Guidelines, located on the [Reporting and surveys for Learn Local providers](#) web page on the Victorian Government website.

Refer to the 'Entering General Pre-accredited and Additional Digital and Employability Places enrolment data into your SMS' section (**page 5**) of the [2024 Pre-accredited Training Data Entry and Reporting Guidelines](#) for data requirements specific to Learn Locals. The most critical requirement is that the module (course) codes in your SMS aligns with the approved Delivery Plan.

SVTS undertakes a series of data validations to ensure data integrity and accuracy. These validation stages are explained in more detail in the 'Data Validation Process' section (page 3) of this document.

Good reporting practice

- ✓ Ensure that all data is accurate and current. This is a requirement of your contract with the ACFE Board.
- ✓ Ensure you include the full details of all reportable training activity already commenced or completed. You can also submit details of future training activity that is planned to commence in the current calendar year.
- ✓ Regularly upload your data to SVTS. This will result in you having more confidence in the quality and accuracy of your data.
- ✓ Check SVTS for errors or warnings immediately after you have uploaded your data. Review and address errors as soon as possible. You can upload as many times as you wish to correct data errors, keeping in mind that each upload to SVTS overwrites the previous upload.

How to upload your data to SVTS

Before uploading your data to SVTS you must download the ten NAT text files from your SMS. Below are links to support materials for the two most commonly used SMS', in relation to this process.

Social Planet

[AVETMISS Reporting for SVTS Uploads](#) on the Social Planet website (at freshdesk.com)

[Completing an SVTS upload of AVETMISS Data](#) on the Social Planet website (at freshdesk.com)

VETtrak

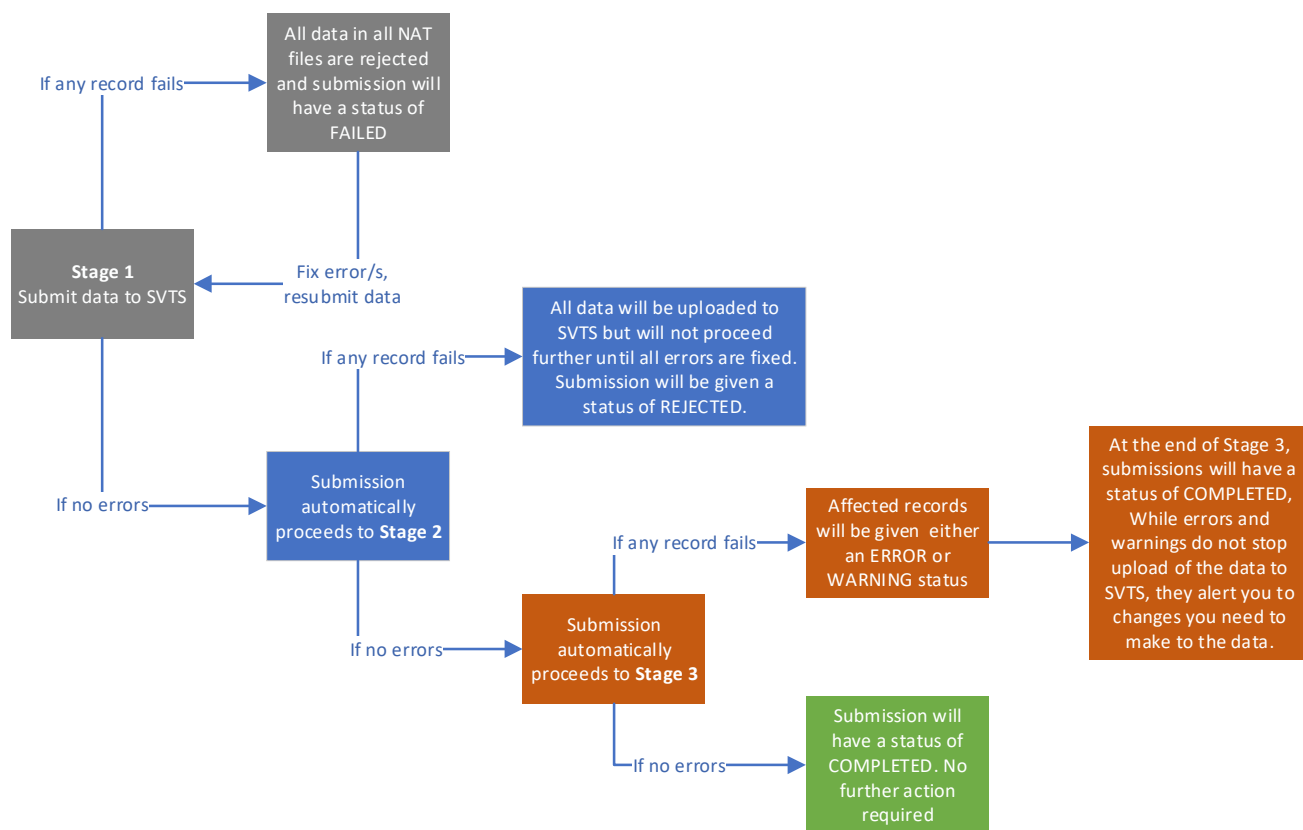
[Generating AVETMISS Files](#) on the VETtrak website (at readytech.io)

Once your NAT files have been generated:

1. Click on 'Upload Files' located on the left of the SVTS homepage, under the 'Data Transfer' menu.
2. On the 'Upload Data' screen, select all ten files by clicking in the box next to the file name. Alternatively, you can click and drag them to the box from your SMS.
3. After you've successfully transferred/selected each NAT file, tick the:
 - a. 'I certify that this data has been approved by the CEO' and
 - b. 'I acknowledge the VET Data Use Statement'.
4. Click on the 'Accept and continue upload' button.

Data validation process

The submission of your NAT files will pass through three stages of validation in SVTS to check for data quality and accuracy. Refer to the flow diagram below for an overview of the process. The table following provides more details of the three stages.



Stage	When does it start?	What does it check for?
1-Form	As soon as your data is submitted to SVTS	That the data is complete and in the correct format. For example, there is a value in each mandatory field. If any record fails, all data in all NAT files are rejected and the submission will have a status of 'Failed'. This means that your data has failed Stage 1 of the process and no data will be uploaded to SVTS. Submissions without a Failed status automatically proceed to Stage 2.
2-Rejected	When your data has passed Stage 1 validation	That data essential to calculating enrolment activity is accurate. For example, the Activity Start Date is before the Activity End Date. If any record fails this validation type, the submission will have a status of 'Rejected'. This means that your data has failed Stage 2 of the process and while it will be uploaded to SVTS, will not proceed further until all errors are fixed. Submissions without a Rejected status automatically proceed to Stage 3.

Stage	When does it start?	What does it check for?
3-Content	When your data has passed Stage 2 validation	<p>That the data aligns with content business rules and logic. For example, the postcode is correct for the reported suburb.</p> <p>If any record fails this validation type, it will result in either an error or a warning.</p> <p>Error – applies to data that relies on entries in other fields or reference tables and must be fixed for data quality and further processing.</p> <p>Warning – identifies data that is possibly incorrect, unusual or inconsistent and needs attention. If incorrect, then it needs to be fixed.</p> <p>At the end of Stage 3, your submissions will have a status of ‘completed’. This applies to the content only – you still need to fix any errors and review the warnings associated with the submission.</p> <p>While errors and warnings do not stop upload to SVTS, they alert you to changes you need to make to the data.</p>

How to fix validation errors

Important:

You must not correct validation errors directly in the NAT files. Instead, review and fix the errors within your SMS, then regenerate the NAT files and upload them again to SVTS.

Your data must reflect the training delivered to learners. You cannot simply adjust key data elements (such as the dates of training delivery) to avoid validation errors.

Stage 1 – If your data submission receives a status of ‘Failed’ –

1. Click on ‘Validation History’ located on the left of the SVTS homepage, under the ‘Data Transfer’ menu.
2. Locate the record and click on ‘Outcome’ in the Action column to open the validation outcomes summary screen so you can view error details either by **type** or by **student**.

Validation History

Results: 1 to 80

Display: 400 ▾

Start Date/Time	Status	Enrolments Loaded	Warnings	Errors	Action
15/01/2024 11:28	Completed	7960	1029	0	Outcome
12/01/2024 22:15	Completed	520	237	0	Outcome
12/01/2024 22:11	Completed	520	237	3	Outcome
12/01/2024 18:22	Completed	521	239	59	Outcome
12/01/2024 18:17	Rejected	521	0	24	Outcome

3. The ‘View Errors by Type’ report lists and groups all records with errors by the validation type. When you select an error, the following information will be displayed:

- Rule Type – indicates which NAT file contains the error/s and the number of distinct errors that relate to this file
- Description – identifies the error that has been triggered, the error description and the number of times it has occurred
- Details of the error/warning – displays the error code and message for each record you need to correct in your SMS, along with details to help you identify the record and data in error.

You can refer to the Validation Rules Report (see box below) for more information about validation errors.

4. Fix all reported errors in your SMS.
5. Upload the NAT files again as per the instructions in the ‘How to upload your data to SVTS’ section (page 2).

Validation Rules Report

The Validation rules report is available in the Reports section of SVTS. It details each of the validation error types, their code, the file they belong to, and the validation description.

Validation Rule Identifier	Validation Type	Is this a warning only	Rule Type	Description
120001	Form	No	NAT00120 - Training Activity file	120001: The Training Organisation Delivery Location Identifier on the Training Activity (NAT00120) file must also exist in the Training Organisation Delivery Location (NAT00020) file.
120002	Form	No	NAT00120 - Training Activity file	120002: The Client Identifier in the Training Activity (NAT00120) file must also exist in the Client (NAT00080) file.

Stage 2 – If your data submission receives a status of ‘Rejected’ – follow steps 1 to 5 of Stage 1 validation on the previous page.

Stage 3 – If one or more of your records fail you will receive an error or warning –

For an **error** – follow Stage 1 steps 1 to 5 on the previous page.

For a **warning** – review each warning and resolve the issue/s as soon as possible.