Adult, Community and Further Education Board

2024 Pre-accredited Training Data Entry and Reporting Guidelines

Contents

Introduction

These guidelines provide advice on how enrolment data relating to 2024 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 Additional Digital and Employability Places 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 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 2024 ACFE Training Delivery section of the Pre-accredited training programs web page, on the Victorian Government website.

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 (Statistical Guidelines), located on the Reporting and surveys for Learn Local providers web page on the Victorian Government website. They must also have staff trained in the use of this software.

- Learn Local providers must submit their training activity data (minimum quarterly) to 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.

> ### 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 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 2024?

Engagement program category

Engagement modules are included as a program category within General Pre-accredited (ENG). The 'Engagement' program category includes modules of 5-15 hours length, with a focus on engagement that leads to further pre-accredited training.

Discontinuation of Vocational program category

'Vocational' has been discontinued as a specified program category for pre-accredited training. This brings ACFE program categories into alignment with the definition of 'core skills' contained in the Ministerial Statement on the Future of Adult Community Education in Victoria 2020-25 which include Language, Literacy, Numeracy, Employability and Digital skills. To access the Ministerial Statement, see Strategic directions of the Adult, Community and Further Education Board on the Victorian Government website.

> ### *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@djsir.vic.gov.au.

Entering General Pre-accredited and Additional Digital and Employability Places enrolment data into your SMS

The Statistical Guidelines are the official 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 a quick reference for Learn Local providers in relation to fields relevant to pre-accredited ACFE-funded training delivery. A more detailed guide, Pre-accredited Training Data Entry Requirements: A guide for Learn Local training providers, provides an overview of the NAT files that are uploaded to the SVTS Portal and specific data entry requirements for pre-accredited training providers.

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	**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 – Additional Digital and Employability Places Refer to Table 1 for more information about Funding Source Identifiers

SVTS Area/NAT file	ACFE specific requirements
Training activity – NAT00120 (continued)	**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 70 (continuing enrolment) – if the learner has commenced the module 81 (non-assessable enrolment – satisfactorily completed), or 82 (non-assessable enrolment – withdrawn or not satisfactorily completed) – if the learner has completed or withdrawn from the module. **It is important to change the outcome identifier from 70 to 81 or 82 as soon as the learner has completed or withdrawn from the module.**
	Scheduled Hours – enter the Module SCH as per your approved Delivery Plan
	Unique Student Identifier (USI) – this field should be left blank for all pre-accredited module enrolments unless the learner already has a USI

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 and Reject Rule Supplement 2024 on the Department's training data collection web page.

Table 1 – 2024 Funding codes

Funding code	Program category	Description
ACE	General Pre-accredited programs	For individuals enrolled in pre-accredited programs delivered by Learn Local providers as funded through contracts with the ACFE Board.
AC2	Additional Digital and Employability Places programs	For individuals enrolled in pre-accredited programs under the 2023-24 Budget Additional Digital and Employability Places 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.

> **Client Tuition Fee**
>
> In 2024, 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 2024, 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.

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 2024 ACFE Training Delivery Guidelines, located on the Pre-accredited training programs web page on the Victorian Government website.

The final payment (payment 5) will be released upon the completion of the reconciliation of your 2024 delivery as reported in SVTS by 15 January 2025 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 – 2024 Payment and Reporting Schedule for General Pre-accredited and Additional Digital and Employability Places

Milestone	Payment month	Payment percentage (%)	Cumulative payment percentage (%)	Requirement for release of payment
1	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
6	Not applicable	N/A	N/A	Non-financial data check reported by 15 November

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)

The SVTS website and user documentation were designed and developed for training providers with a Skills First contract 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. The newly developed Guide to uploading pre-accredited training data to the SVTS Portal has been designed specifically for Learn Locals and provides useful information and guidance for uploading data to the SVTS Portal.

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. 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'.