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| Higher Education and Skills Group**Participation Branch Memo****Department of Education and Early Childhood Development** |

***NUMBER:*** *2014 / December / 09*

**TO:**

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| Learn Local organisations  | Adult Education Institutions | Participation Branch staff |

**FROM:** Bronwen Heathfield, Director, Participation Branch

**DATE:** 9 December 2014

**SUBJECT:** *Advice for end-of year pre-accredited data reporting*

**ACTIONS:**

* *To ensure the timely submission of pre-accredited enrolment data via SVTS, all Learn Local Organisations registered with the ACFE Board must:*

 *i) ensure all pre-accredited students are assigned an appropriate Outcome Identifier code; and*

 *ii) provide a final data submission for the 2014 calendar year by close of business, 15 January 2015.*

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To support Learn Local providers in finalising their end of year data, this memorandum identifies a reporting issue that presently affects a large number of pre-accredited providers. It concerns the accurate reporting of student outcome codes.

Accurate pre-accredited data is important for informing the Department’s *Training Market Report* and also the ACFE Board’s annual *Report to Parliament*. For final reporting of pre-accredited activity for 2014, Learn Locals must ensure they report appropriate student outcome codes.

During December 2014, any data reported to the Department with temporary outcome codes will now generate an ‘Error’ status in SVTS. Temporary outcome codes are no longer valid for students that conclude pre-accredited training in the 2014 calendar year. Providers affected with these Error reports will need to successfully correct their SVTS data in order to continue preparing a final data upload to the Department.

Under the 2014 Common Funding Agreement, Learn Local providers are required to make a final SVTS data submission for their 2014 activity before close of business, 15 January 2015. Providers affected by Errors upon close of business, 15 January 2015 will become unable to submit any further 2014 data to SVTS. This may have a direct impact on final funding reconciliation for 2014, potentially resulting in the Department requesting the return of previously allocated funding.

Pre-accredited students must be assigned either of the following Outcome Identifier codes:

* ’*81 – Non-assessable enrolment – satisfactorily completed*’
* ’*82 – Non-assessable enrolment – Withdrawn or not satisfactorily completed*’

The assignment of these codes will depend on any given pre-accredited student’s enrolment completion status.

Learn Local organisation’s compliance processes will vary according to the Student Management Systems they use. Please contact your SMS vendor for help with meeting these data requirements.

If you have detailed questions on these requirements, please submit an SVTS Provider Enquiry.