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| Higher Education and Skills Group**Participation Branch Memo****Department of Education and Training** |

***NUMBER:*** *2015 /03/30*

**TO:**

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| Learn Local organisations *– ALL* | Adult Education Institutions | Learn Local stakeholders  |
| Participation Branch staff |  |  |

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

**DATE:** 30/03/2015

**SUBJECT:** *Government**Funded**Pre-accredited**students and the Universal Student Identifier (USI)*

**ADVICE:**

* *All Learn Local Organisations and Adult Education Institutions registered with the ACFE Board must ensure their data for government-funded pre-accredited program delivery is correctly coded before uploading to SVTS*.
* *SVTS “Missing USI” warnings on correctly coded pre-accredited student data can be disregarded at Term 1 reporting because SVTS has an interim fault generating the warning report.*

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**Universal Student Identifiers for government funded students**

This Participation Branch Memorandum concerns the current Universal Student Identifier (USI) requirements in relation to pre-accredited program data reporting.

Students enrolled in government funded pre-accredited modules with Learn Local Organisations (LLOs) and Adult Education Institutions (AEIs) **are not required** to produce a USI for the pre-accredited program enrolment. Pre-accredited training is exempt from the Australian Government’s USI data requirements because the locally developed programs are not nationally recognised with the regulators ASQA and VRQA.

However, due to a current fault in SVTS, when pre-accredited program enrolment data is uploaded a Missing USI warning from SVTS is generated. The warning should not occur, and the Department expects to fix this issue in time for the Term 2 reporting deadline.

The advice below supports LLOs and AEIs in managing this SVTS ‘Warning’ report. It relates only to the uploading of Term 1 pre-accredited program data to SVTS.

**What to do about the “Missing USI” warning when uploading Term 1 pre-accredited program data to SVTS**

When receiving Warnings from SVTS for USIs apparently missing from government funded pre-accredited student data, please do the following:

1. Check you are correctly coding your pre-accredited data, as per Common Funding Agreement requirements:
* Module VET flag: “Y”
* Funding source: “ACE”
* Purchasing Contract Identifier: “14”
* No course content in the NAT 30 file
* Pre-accredited local modules (NAT60 file) to not use coding from nationally recognised qualifications
* “15-“ prefix for all pre-accredited module codes (NAT60 file), identically matching Local Course codes in your 2015 Delivery Plan
* Field of Education (FoE) codes for all pre-accredited module codes (NAT60 file), identically matching FoE codes for local courses in your 2015 Delivery Plan
* Provider type identifier: “ACE”.
1. If the government funded pre-accredited program data is correctly coded, please ignore any Missing USI warnings that were triggered for pre-accredited students that you reported.
2. Learn Locals that deliver training in nationally recognised accredited courses must report a Unique Student Identifier (USI) for students enrolled in accredited training. The USI must be included in the SVTS data reported to the Department for this delivery.

Learn Local Organisations and Adult Education Institutions are encouraged to contact regional Training Participation Support Unit staff with questions concerning the reporting requirements of the 2015 Common Funding Agreement for Pre-accredited training funded by the ACFE Board.

Any technical enquires relating to entering data into a Student Management System should be directed to the appropriate software vendor.

Questions relating to reporting USI codes for students in nationally recognised accredited training should be lodged as a SVTS enquiry.