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

***NUMBER:*** *2017 / January / 24*

**TO:**

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| Learn Local organisations *– ALL*  | Adult Education Institutions |

**FROM:** Verna Kearney, Acting Director - Participation Branch

**DATE:** 24 / 01 / 2017

**SUBJECT:** SVTS to be replaced with the Victorian Training and Information System (VTIS)

**ACTIONS / CRITICAL DATES:**

* **The Department of Education and Training (the Department) are planning to replace the Skills Victoria Training System (SVTS) with a new integrated IT system called Victorian Training Information System (VTIS), currently scheduled for implementation in August / September 2017.**
* **All Learn Locals are invited to attend a VTIS focus group in March, to further discuss what changes to expect and consulted on the system rollout approach.**
* **To express your interest in attending, please log in to SVTS and refer to the “announcements” section**

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**The Department of Education and Training (the Department) are planning to replace the Skills Victoria Training System (SVTS) with a new integrated IT system called Victorian Training Information System (VTIS).**

Currently scheduled for implementation in August / September 2017, the system upgrade will deliver enhanced technology capabilities and improve the Training Providers user experience.

All Learn Locals are invited to attend a VTIS focus group in March, to further discuss what changes to expect and consulted on the system rollout approach.  If you would like to express your interest in attending, please log in to SVTS and refer to the “announcements” section. Dates and venues will be confirmed in early February. The Department will also be engaging directly with the Peak Bodies and Compliance Networks.

Read on to learn more about what ‘will’ and ‘will not’ change in VTIS and how Training Providers will be supported through the change.

**What does NOT Change with VTIS?**

* VTIS will remain a web based application and will replicate all of the current functionality in SVTS, including Reports
* The monthly NAT file data submission requirements will not change, and the payment calculations will remain aligned to the VET Contract
* Training Providers will be able to access all of their payment claims history in VTIS
* Learn Locals will continue to lodge their enquiries with the Department via VTIS
* Learn Locals will still have the ability to upload multiple versions of their NAT files ahead of month end to validate their data, and will continue to be encouraged to do so

**What WILL Change with VTIS?**

* VTIS will have a different and more intuitive ‘look and feel’ to SVTS and introduce new terminology
* New Log on’s will be required
* Fee Concession payments under the VET Funding Contract, will form part of the monthly payment calculation in VTIS *(currently these are calculated outside SVTS and paid quarterly)*
* The validation rules will be streamlined to reduce complexity and enhance data quality
* The information within VTIS reports will be different and more streamlined. Training Providers may need to upgrade their SMS, where their SMS uses information from SVTS. We will be working closely with SMS Vendors to assess and manage the changes
* VTIS will be implemented with a suite of user guides, making it easier to upskill new staff and for Learn Locals to understand the full system functionality available to them
* VTIS will be easier to use:
	+ Error messages and Help text will be more contextual.
	+ VTIS will have improved browser compatibility options
	+ Silverlight will no longer be required to submit NAT files into VTIS

**How will Learn Locals be supported through the change?**

The Department is investing in a Change Management Program to ensure All Training Providers are prepared to operate in the new system.

In readiness for implementation, the Department will run information sessions in the month prior to implementation. These will comprise a demonstration of how to use the system, a detailed run through of what has changed and an opportunity to ask questions.

A suite of training materials will be provided, including system “how to” user guides, ready reference guides and navigation videos.  A temporary helpdesk will also be set up to provide supplementary support for any VTIS system “how to” queries.

All Learn Locals are advised to submit any queries on VTIS via SVTS using the “Business System – VTIS” enquiry option.