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

***NUMBER:*** *2016 / 12 / 06*

**TO:**

Learn Local organisations, Adult Education Institutions

Participation Branch Staff

**FROM:** Ryan Collins, Director - Participation Branch

**DATE:** 06 / 12 / 2016

**SUBJECT:** Annual reporting to SVTS: Correct*Enrolment* *Outcome Identifier Codes* ‘81’ and ‘82’

**ACTIONS / CRITICAL DATES:**

* *Please ensure your organisation’s data administrator reads this memorandum.*
* *Please ensure your Learn Local organisation has stopped using Enrolment Outcome Identifier code ‘90’ when reporting Pre-accredited enrolment outcomes to SVTS.*
* *Between 9 December 2016 and the end of the current reporting year, any inclusion of a ‘90’ Enrolment Outcome Identifier code in newly uploaded data will trigger an ‘Error’ result from SVTS.*
* *Should you receive this ‘Error’, SVTS will not accept any further data uploads from your organisation unless all instances of the incorrect ‘90’ code are changed to acceptable replacement codes.*
* *See further information below.*

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**Background**

The 2016 *Common Funding Agreement* for the Pre-accredited program requires all government funded Learn Local organisations to report valid activity data to SVTS.

Like past years, the Department will during December adjust the SVTS system rules in order to restrict training organisations from uploading invalid data to SVTS at the conclusion of the year.

This regular practice in December introduces a rule that rejects SVTS uploads containing a ‘90’ Enrolment Outcome Identifier code as part of a NAT00120 file.

**What do I need to do?**

Please ensure your organisation always uses correct *Outcome Identifier–National* codes when reporting Pre-accredited enrolment outcomes to SVTS.

From 9 December 2016 and before 15 January 2017, your organisation must replace any instances of the *Outcome Identifier–National* code ‘90’ in your Student Management System to a code ‘81’ or ‘82’, as relevant for each enrolment in Pre-accredited training. This must be completed in order to supply a final upload to SVTS for the 2016 year.

If you receive an SVTS ‘Error’ because you uploaded an *Outcome Identifier–National* code ‘90’ on or following 9 December 2016, you must lodge an SVTS enquiry in order to receive from the Department appropriate support and advice to resolve the issue.

If you want further information about correct *Outcome Identifier–National* codes, you should contact your Student Management System vendor in the first instance.

In addition, you may contact the Regional Office contact assigned to support your Learn Local organisation.

Information on the correct use of enrolment outcome codes is provided below.

**Correct *Outcome Identifier – National* codes for Pre-accredited enrolments**

*Outcome Identifier–National* codes (NAT00120 file) are used to identify the result or outcome of a learners’ participation in Pre-accredited training in the current year.

The reporting of enrolment outcomes from Pre-accredited training must use only the following codes.

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|  **Code** | **Description** | **Definition** |
| 81 | Non-Assessable enrolment – Satisfactorily completed | The learner has completed the enrolment in a way that satisfies the requirements of the training organisation  |
| 82 | Non-Assessable enrolment – Withdrawn or not satisfactorily completed | The learner has not completed the enrolment in a way that satisfies the requirements of the training organisation, or the learner has withdrawn after engaging in the training program’s activities  |

Only the codes ‘81’ or ‘82’ are acceptable for reporting final Pre-accredited enrolment outcomes to SVTS. This regular requirement of the *Common Funding Agreement* for Pre-accredited training has been specified in the *Victorian VET Student Statistical Collection Guidelines*.

**Change of SVTS rule for *Outcome Identifier–National* Code 90, commencing 9 December 2016**

The code ‘90’ can be correctly used at other times of the year, according to its definition.

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|  **Code** | **Description** | **Definition** |
| 90 | Result not yet available – Module is scheduled for completion in the current collection year | This code has only an interim status. Use of this code means the training organisation will replace it with a valid outcome code in final reporting at the end of the year.  |

From 9 December 2016 to 15 January 2017, the Department will no longer accept the inclusion of code ‘90’ in data uploads to SVTS. A training organisation that reports a ‘90’ code to SVTS will receive an ‘Error’ result from SVTS. The ‘Error’ then means SVTS will not accept any further data uploads from the organisation unless those incorrect ‘90’ codes are changed for an acceptable replacement code. This issue can be rectified through replacing any instance of a code ‘90’ with the correct codes ‘81’ or ‘82’ depending on the result or outcome of each individual reported enrolment.

The replacement of all instances of a code ‘90’ must be made in order for your organisation to report a final upload to SVTS for the 2016 year.

**Incorrect *Outcome Identifier – National* codes for Pre-accredited enrolments**

The codes detailed over the page are not correct for reporting Pre-accredited enrolment outcomes to SVTS.

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|  **Code** | **Description** | **Definition** |
| 20 | Competency achieved/pass | The learner in accredited training has been assessed and satisfies all the requirements for the unit of competency or subject  |
| 30 | Competency not achieved/fail | The learner in accredited training has attempted all the requirements for the assessment and has been assessed as not competent in one of more of the assessments |
| 40 | Withdrawn/discontinued | After commencing the accredited training, the learner has either subsequently notified the training organisation of their withdrawal before completing all of the assessment criteria; or has stopped attending or submitting assessments without notifying the training organisation  |

As specified in the *Victorian VET Student Statistical Collection Guidelines*, the codes, ‘20’, ‘30’ and ‘40’ are not correct for reporting Pre-accredited enrolment outcomes to SVTS. These codes are used for reporting accredited course enrolment outcomes.

**Support Information**

The following resources are already available to support your data reporting to SVTS:

* The Department’s briefing on the end-of-year SVTS reporting requirements *“2016 EOY RTO Information Sessions”* is available for you to view on SVTS.
* The Victorian VET Student Statistical Collection Guidelines are available online: <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>
* The ACFE Board Training Delivery Guidelines are available online: <http://www.education.vic.gov.au/training/providers/learnlocal/Pages/preaccredited.aspx>

Thank you

**RYAN COLLINS**Director, Participation Branch