# Department of Education and Training

# Higher Education and Skills Group

# Participation, Inclusion and Regional Engagement Branch Memo: *2018 / 11 / 19*

**TO: Learn Local organisations — *ALL***

 **Adult Education Institutions**

 **Participation Branch Staff**

**FROM:** Ryan Collins, Director – Participation, Inclusion and Regional Engagement Branch

**DATE:** 19 / 11 / 2018

**SUBJECT: Reporting end of year training data — Outcome Indicator codes**

## Actions:

* *carefully read the updated data reporting requirements*
* *review whether your organisation already meets the reporting requirements, and if necessary immediately update your processes*
* *seek further clarification from DET Regional Office staff if required.*

## Pre-accredited training activity data

## The advice is for Learn Local managers and employees who are responsible for uploading pre-accredited training data to SVTS. It identifies the correct Outcome Indicator codes for reporting learners’ achievements in module-based training. Managers and staff are encouraged to read this advice carefully.

Reported training data makes an important contribution to the Adult, Community and Further Education (ACFE) Board’s understanding of the valuable activity of Learn Local organisations. The data ensures correct funding of the pre-accredited program and it informs the ACFE Board and the Department of the engagement of disadvantaged adult learners in training. The data ensures successful planning of training activity by the Department and by Learn Local organisations.

End of year reporting gives each Learn Local organisation the opportunity to finalise reports on training activity and update the status of learner participation. This means that every reported enrolment must state whether or not it was completed by the learner.

## End of year reporting of Outcome Indictor codes

The Department is aware that some Learn Local organisations have not yet adopted the 2018 requirements for reporting module outcomes to SVTS. The *Pre-accredited Delivery Plan Guidelines* and the *Victorian VET Student Statistical Collection Guidelines* instruct Learn Local organisations on the SVTS requirements for reporting module-level data.[[1]](#footnote-2)

Table 1 and Figure 1 detail the module Outcome Indicator codes for reporting pre-accredited enrolment outcomes to SVTS, which have taken effect this year.

Please review Table 1, which has descriptors for the pre-accredited module Outcome Indicator codes. Where necessary, please immediately update your data reporting processes so that you only use the Outcome Indicator codes *81* and *82* when reporting data to SVTS from today through to the end of this reporting year (15 January 2019).

From 16 November 2018 to 15 January 2019, the SVTS system will not accept any data upload that includes theOutcome Indicatorcode *70*. To successfully upload data through to 15 January 2019, existing instances of code 70 in your student management system must be replaced with only code *81* or *82*, according to whether students have completed, or did not complete, the requirements of their enrolment in pre-accredited training.

**Please check that your data reporting includes the Outcome Indicator codes 81 and 82. Only these codes are acceptable for conclusive reporting to SVTS pre-accredited enrolments for 2018**.

**Table 1: Required codes for reporting pre-accredited enrolment outcomes**

|  |  |  |
| --- | --- | --- |
| **Code** | **Purpose** | **Use this code to….** |
| 70 | *Not Yet Assessed* | Report that a student has engaged in learning, but has not yet completed all requirements to finish the enrolment. Required data reporting from 16 January to 16 November each year |
| 81 | *Non-assessable enrolment – satisfactorily completed*  | Report that a student has completed all requirements to finish the enrolment. Required data reporting from 16 November each year. |
| 82 | *Non-assessable enrolment – withdrawn or not satisfactorily completed* | Report that a student has withdrawn from the enrolment before completing all requirements to finish the enrolment **OR** the student attended to the end of training delivery but did not satisfactorily meet the required learning outcomes. Required data reporting from 16 November each year. |

**Figure 1: Logic flow for reporting pre-accredited enrolment outcomes**

*Has* *learner withdrawn from training?*

***SVTS data reported over 16/11/18 –15/01/19***

*Has learner reached the end of training and met all requirements?*

End training delivery

*?*

Report Code 82

Finally Report Code 81

*?*

Continue reporting Code 70

Finally Report Code 82

Report Code 70

Start training delivery

*Learner commences training*

Y

N

Y

N

*Total planned enrolment duration*

## Further information and contacts

If you have any questions about *Outcome Indicator* codes please contact your Regional Office support staff.

If you have other questions about the *Victorian VET Student Statistical Collection Guidelines* requirements, or general questions about reporting SVTS data to the Department, you should contact the Department via an SVTS enquiry.

For assistance with using Student Management System software, please contact the vendor supplying the software to your organisation.

1. The *Victorian VET Student Statistical Collection Guidelines 2018* states required codes for module enrolment outcome reporting to SVTS <https://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx> [↑](#footnote-ref-2)