# Department of Education and Training

# Higher Education and Skills Group

# Participation Branch Memo: *2018 / April /10*

**TO: Learn Local organisations - *ALL***

 **Adult Education Institutions**

 **Learn Local Stakeholders**

 **Participation Branch Staff**

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

**DATE:** 10 / April / 2018

**SUBJECT:** 2018 Payments

## Actions / Critical Dates:

* Learn Local providers and Adult Education Institutions should note the payment processing arrangements for 2018 Pre-Accredited Delivery as outlined below.
* All providers are reminded that reporting of data in SVTS is critical for processing of payments and should ensure data is uploaded by mid –May to ensure payment processing.

TheDepartment has received some enquiries seeking clarification on 2018 payments for pre-accredited training delivery and payment of the 20% regional loading where applicable.

**Pre Accredited Training Delivery**

Providers contracted for delivery of 2018 pre-accredited training will receive payment upon successful completion of the identified milestone in the 2018 pre-accredited training service plan.

The first instalment for 2018 delivery was processed for payment upon meeting all milestone requirements which includes: the delivery plan, associated A-frame course plans and endorsement of the service plan.

The milestone for the second, third and final payment is satisfactory progress towards contracted targets and payment instalments, and will only be processed upon upload of student enrolment data via SVTS that reflects satisfactory progress against annual delivery targets.

Payments will be processed in SAMS where sufficient data has been uploaded, accordingly the:

* Second instalment will be processed where evidence of delivery is provided on the upload of student enrolment data via SVTS by **15 March for payment processing on 30 April 2018**.
* Third instalment will be processed based upon evidence of satisfactory progress towards annual targets via upload of student enrolment data via SVTS (e.g. 40% of contracted student contact hour target) by **15 May for payment processing in June 2018**.
* Fourth instalment will be processed based upon evidence of satisfactory progress towards annual targets via upload of student enrolment data via SVTS (e.g. 70% of contracted student contact hour target) by **15 September for processing on 31 October 2018**.

**Regional Loading Payments**

The first payment of the pre-accredited regional loading will be processed in April 2018 and will be based upon 2017 reported delivery in SVTS in the designated eligible postcodes up to the contracted target.

The regional loading is currently $1.64 per hour which is 20% of the student contact hour rate. The first loading payment will be calculated by multiplying the loading rate by 50 percent of the total 2017 reported eligible delivery hours.

Subsequent payments will be processed based on a reconciliation of 2018 reported eligible delivery.

**Other payments**

* Training Delivery Support Grants were processed once the first milestone for pre-accredited training delivery was met
* 2018 LEAP Round 1 – payments will be processed by June 2018.

**Important Issues to Keep in Mind**

Please note that dates provided are the dates payments are processed by the Department and payments will appear in organisations’ bank accounts up to a week or more later, depending on payment processing dates.

Where any issue has locked the agreement or a service plan for changes (eg signatories, bank account changes, service plan and name changes) this may affect payment processing due to lack of access.

For further information please contact the Regional Office contact assigned to support your Learn Local organisation.