Department of Education and Training

Higher Education and Skills Group

Participation, Inclusion and Regional Engagement — Branch Memo

**TO:** Adult education institutions

 PIRE Branch staff

RegisteredLearn Local providers

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

**DATE:** 16 / April / 2019

**SUBJECT: A new login for all SVTS users.**

Actions

* CEOs to review transition information in correspondence.
* Ensure delegate and email address is correct.
* If required, nominate a new delegate email address by 18 April 2019.

What is it?

The Department of Education and Training (DET) is transitioning to a new login system for the skills Victoria training system (SVTS) by June 2019.

This process will require all Learn Local providers to register for a new SVTS login, including providing a new password.

Other than your login, all other aspects of SVTS will remain the same.

Correspondence has been sent to the CEO or equivalent of each Learn Local provider, advising them of the transition. It is important that you read this correspondence carefully.

Each Learn Local provider will have a delegate responsible for approving user requests for your organisation. The correspondence includes the email address DET intends to use for your delegate.

What do I need to do?

Should you prefer a different delegate email address, you will have the opportunity to amend it by COB Thursday 18 April 2019.

More details on the login transition will be provided via SVTS in the following weeks. Learn Locals should continue to monitor the [SVTS homepage](https://www.education.vic.gov.au/svts/) for announcements.

There will also be a follow up memo including further information and instructions.

Questions?

Enquiries about the login transition can be placed through SVTS Enquiries using the category, Business Systems – SVTS Login – Transition to eduPass ECP, or by contacting your regional office.