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:** 21 / May / 2019

**SUBJECT: Reminder: A new login for all SVTS users – 27 May to 7 June 2019.**

Actions

* CEOs or nominated Delegate to monitor their emails for transition information by 24 May 2019
* Ensure all SVTS users are familiar with the transition materials which are on the Department’s website, including the ‘[transition to eduPass External Client Portal](https://www.education.vic.gov.au/Documents/training/providers/funding/transition-to-ecp-svts.pdf)’​ and ‘[eduPass for SVTS: Delegate, org admin and user registration guide](https://www.education.vic.gov.au/Documents/training/providers/funding/edupass-delegate-org-admin-registration-guide.pdf)’
* Learn Local SVTS users to register for a new SVTS Login and password via the eduPass ECP between 27 May 2019 and 7 June 2019

What is it?

As previously advised, 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 requires all Learn Local providers to register for a new SVTS login, including providing a new password. The system is called the eduPass External Client Portal (or ‘eduPass ECP’).

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

Correspondence was sent to the CEO or equivalent of each Learn Local provider on 8 April 2019 advising them of the transition.

Learn Local providers will be transitioning to the eduPass ECP **between Monday 27 May 2019 and Friday 7 June 2019.** This week the Department will send an email to the CEO or nominated Delegate for each Learn Local provider confirming this transition period and providing further details. It is important that you read this correspondence carefully.

At the end of this period your current SVTS login credentials will be deactivated, and you will only be able to access to the SVTS using your new eduPass ECP login details.

*Note: Learn Local providers who hold a 2018-19 VET Funding Contract under the Skills First Program will already have been invited to transition to the eduPass ECP, and this period does not apply to them.*

The Department has published guidance materials to its website to assist your transition, including instructions on how to register for a new eduPass for SVTS login, and a description of the different eduPass ECP user profiles – Delegate, Organisation Administration and general User, see: [Access to Skills Victoria Training System](https://www.education.vic.gov.au/training/providers/funding/Pages/svts.aspx)

What do I need to do?

Your CEO or nominated Delegate should continue to monitor their emails this week for communication from the Department.

All SVTS users should read and be familiar with the information on the Department’s website.

SVTS users are required to register for a new SVTS Login and password via the eduPass ECP between 27 May 2019 and 7 June 2019

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.