

How to access the Skills Victoria Training System (SVTS)

Updated March 2016

1. Access requirements for SVTS

SVTS is a system used by Registered Training Organisations (RTOs) to submit training data to the Victorian Department of Education and Training (the Department). RTOs must use SVTS for all student statistical data and claims for funding in accordance with the requirements of the *VET Funding Contract* and *Victorian VET Student Statistical Collection Guidelines*.

It is important to understand that staff with access to SVTS is able to upload data and control aspects of claiming and claim payments on behalf of the RTO.

Training organisation that are registered by a different statutory authority or body, such as the ACFE Board for Learn Local Organisations, should still report their training activity through SVTS.

Training Providers that do not have a contractual obligation (or other directive) to report to the Department, can report their training data directly to the National Centre for Vocation Education Research (NCVER). This can be completed via the NCVER AVS Tool > <https://avs.ncver.edu.au/avs/>

2. Access for an existing SVTS user

For RTOs that already have an existing username and password to access SVTS, please complete the following steps:

1. Access the SVTS site > <http://www.education.vic.gov.au/SVTS>
2. Select > **Login to SVTS**' displayed on the secure login screen

Log In

* Indicates a mandatory field.

User Name *:

Password *:

Log In

3. Enter your username and password (case sensitive) and select > **Log In**

3. Changing an SVTS Password

If you already have access to SVTS and would like to change your password, please click [here](#) or access the following link > <https://www.eduweb.vic.gov.au/ottewebaccountmanager/ChangePassword/changepassword.aspx>

Select > **Change Password**

4. Access for new SVTS users

For RTOs to create a **new SVTS user**, please complete the following steps:

1. Access the Training Organisation Self Registration site > <http://www.education.vic.gov.au/toselfregnet/>
2. You will need your RTO Training Organisation Identifier (**TOID**). This is a unique number for your RTO and can be found on your Certificate of Registration. The website > www.training.gov.au provides various details for all RTOs if required.
3. The Department needs to first identify your training organisation before an account can be created. The Self Registration process will ask you for the TOID of your organisation and the associated password, which would have been provided to your organisation from your regulator.
4. If you do not know your password, this can be emailed to your selected contact as recorded in the State Register. To view who is listed as your RTOs contact search > <http://training.gov.au/Home/Tga>
5. After you have gained access to the Self-Registration Website, complete the required details. Based on the information you have entered, the system will generate you an appropriate username. Alternatively you can create your own username. Please note that the username you create must start with an alphabet (not a number).
6. Once you have successfully created a username, an email will be sent to you with the necessary credentials to login to SVTS. This email will include a system generated password.
7. Please refer to the **FAQ** section if you require further instructions.

5. Help with username and passwords

The FAQ instructions available at > <http://www.education.vic.gov.au/toselfregnet/FAQ.aspx> will assist you to manage your RTOs username, password and access to SVTS.

If your RTO can not access SVTS after utilising this guide, please contact the Service Desk on 1800 641 943. Select > option 1, and then > open 4 to get through to the correct area. Or alternatively contact servicedesk@edumail.vic.gov.au
Please include your TOID and username if you are submitting an email.

6. Access to DELTA

Access to DELTA is not managed by the Department. If your RTO requires access to DELTA, you must contact the Victorian Registration and Qualifications Authority (**VRQA**) directly at vrqa.apprenticeships@edumail.vic.gov.au or 1300 722 603.

7. Flow Chart to create an SVTS username and password

