

Contract Notification

CN No	2023-01	Date: 13 February 2023
To:	Chief Executive Officer or equivalent	
Purpose:	General Information	
Scope:	All VET Funding Contracts	
Subject:	2023 SVTS payment processing dates	

Purpose

This Contract Notification is to advise training providers of the SVTS payment processing dates for 2023 and January 2024.

Background

SVTS calculates your monthly Skills First payment based on the training delivery data you upload.

We run the claims confirmation report each night to identify the payment records payable for the month. This process changes the status of these records to 'PAY' and adds them to the next payment processing cycle.

Main points

Submit correct data

Your data submission must be correct at the time of your upload. You must ensure that any incorrect claims are not processed for payment. For example, if you upload your data in error and generate a claim that would ordinarily be paid.

We start processing invoices on the third business day of each month. This means you have until the second business day of each month to 'unconfirm' any positive claims with the payment status of 'PAY' for which you do not want to be paid.

Data to meet the Student Statistical Collection Guidelines

You must submit training delivery data that complies with the Victorian VET Student Statistical Collection Guidelines. If your previously submitted data is incorrect, you must resubmit the correct data by the following month's payment processing date.

Resources

Please use the following resources in the 'Documents' section of SVTS.

- Victorian VET Student Statistical Collection Guidelines (published 1 July 2022)
- Fact sheet: Payments under Skills First (published on 20 December 2022)
- Guide to SVTS Claims 2023 version 1.0 (published on 27 January 2023)

If you have questions, lodge an enquiry via SVTS using one of these three categories – Claims, Claims Confirmation or Claims Payments.

Critical dates

Payment processing date	Payment to nominated bank account
Thursday, 5 January 2023	Friday, 13 January 2023
Wednesday, 18 January 2023	Friday, 27 January 2023
Friday, 3 February 2023	Tuesday, 14 February 2023
Friday, 3 March 2023	Tuesday, 14 March 2023
Wednesday, 5 April 2023	Friday, 14 April 2023
Wednesday, 3 May 2023	Friday, 12 May 2023
Monday, 5 June 2023	Tuesday, 13 June 2023
Wednesday, 5 July 2023	Friday, 14 July 2023
Thursday, 3 August 2023	Friday, 11 August 2023
Tuesday, 5 September 2023	Tuesday, 12 September 2023
Wednesday, 4 October 2023	Friday, 13 October 2023
Friday, 3 November 2023	Tuesday, 14 November 2023
Tuesday, 5 December 2023	Tuesday, 12 December 2023
Mid-January 2024 (TBC)	Mid-January 2024 (TBC)

Note:

- (i) All claims are confirmed after each upload, including any previously un-confirmed claims.
- (ii) The second business day of each month will be your last day to upload and un-confirm claims, if necessary.
- (iii) At least once a month, you must successfully upload to SVTS your comprehensive training activity data for the current data collection year.

Ryan Collins
Executive Director
Training Market Services