

Contract Notification

CN No	2024-02	Date: 09 February 2024
To:	Chief Executive Officer or equivalent	
Purpose:	General Information	
Scope:	All VET Funding Contracts	
Subject:	2024 SVTS payment processing dates	

Purpose

This Contract Notification is to advise training providers of the SVTS payment processing dates for 2024 and January 2025.

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 recourses in the 'Documents' section of SVTS.

- Victorian VET Student Statistical Collection Guidelines 2024 version 1.0 (published 6 October 2023)
- Fact sheet: Payments under Skills First (published on 7 December 2023)
- Guide to data reporting on SVTS 2024 version 1.0 (published on 22 December 2023)
- Guide to SVTS Claims 2024 version 1.0 (published on 29 January 2024)

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 by
Monday, 5 February 2024	Wednesday, 14 February 2024
Tuesday, 5 March 2024	Friday, 15 March 2024
Thursday, 4 April 2024	Monday, 15 April 2024
Friday, 3 May 2024	Tuesday, 14 May 2024
Wednesday, 5 June 2024	Monday, 17 June 2024
Wednesday, 3 July 2024	Friday, 12 July 2024
Monday, 5 August 2024	Wednesday, 14 August 2024
Wednesday, 4 September 2024	Friday, 13 September 2024
Thursday, 3 October 2024	Monday, 14 October 2024
Wednesday, 6 November 2024	Friday, 15 November 2024
Wednesday, 4 December 2024	Friday, 13 December 2024
Mid - January 2025 (TBC)	Late - January 2025 (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.

Lance Snell

Acting Executive Director
Training Operations and Assurance