



Guideline under the *Skills for All* Contract for Data Collection and Payment Assessment

Release 2.2 – 24 February 2015

(amended April 2018 to include changes to AP70 process)

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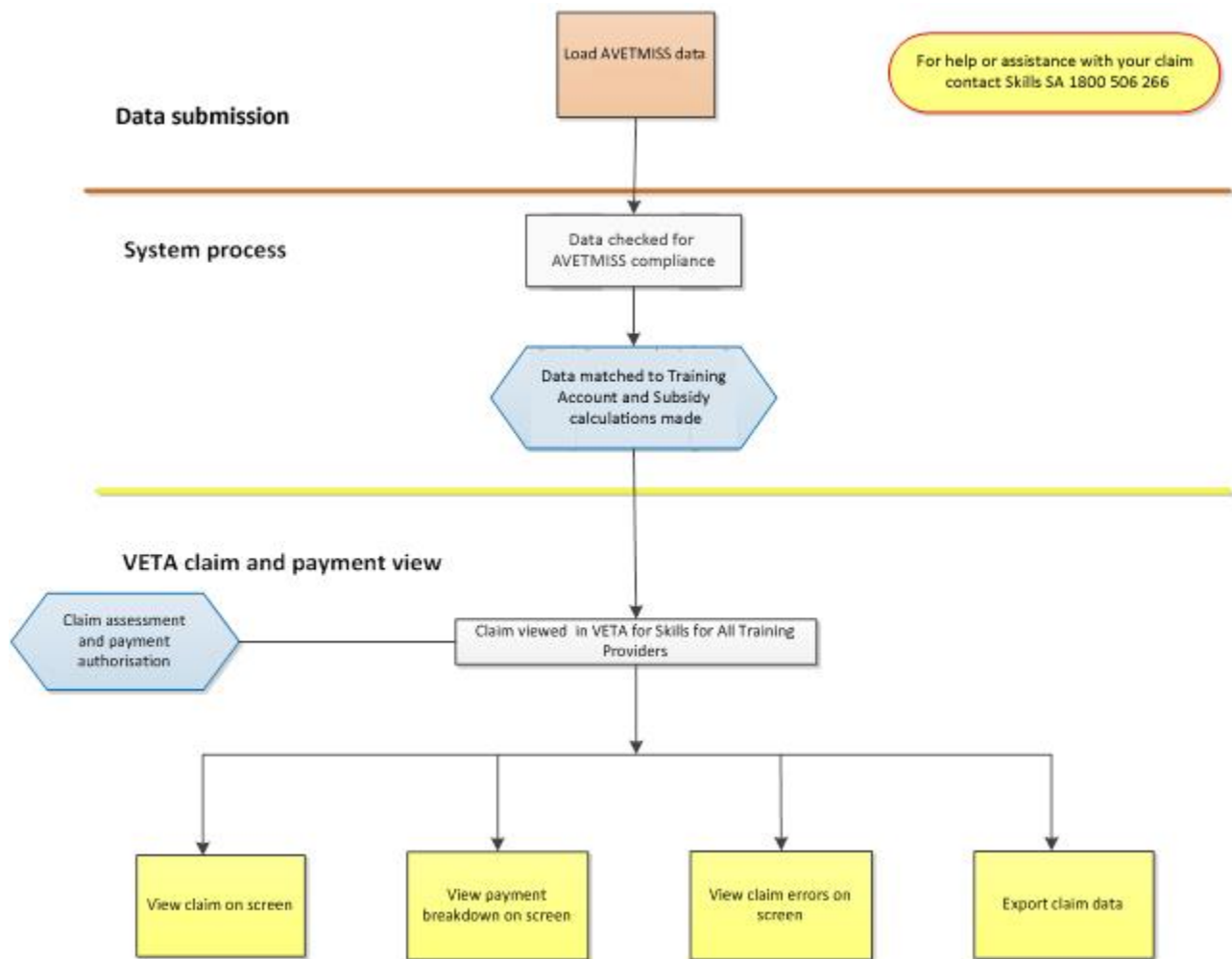
The *Skills for All* Data Collection and Payment Assessment Guideline must be read in conjunction with, and is subordinate to, the *Skills for All* Contract between the Minister for Employment, Higher Education and Skills and the *Skills for All* Training Provider. If there is any inconsistency between this Data Collection and Payment Assessment Guideline and the *Skills for All* Contract, the terms and conditions of the *Skills for All* Contract prevail.

Version control

Version	Release date	Status	Details
1.0	24/08/2012	Replaced	
1.1	19/10/2012	Replaced	<p>New Attachment 2 for version control.</p> <p>Figure 2 in section 9 updated to reflect current “No new enrolments from” dates.</p> <p>New section 14 titled “Completion Payments” effective from 2 October 2012.</p> <p>New section 15 titled “Result code 70-AP” effective from 19 October 2012.</p> <p>Previous section 14 (“Other Information”) renumbered section 16. The new section 16 excludes paragraph on completion payments (now contained in section 14) and result code 70-AP (now contained in section 15).</p>
1.2	28/02/2013	Replaced	<p>Figure 2 in section 9 updated to show replacement qualifications from the UTE12 training package.</p> <p>Section 7, paragraph e), has been amended to reflect that no Subsidy will be paid for result codes 51 and 52 where these results are within a Course at the Certificate I or Certificate II level.</p> <p>Section 8. paragraph a), has been amended to reflect that VETA training accounts must be established on or before the no new enrolment date. Paragraph d). has been amended to clarify dates relevant to the note about issues with saving edited data in VETA.</p> <p>Section 10. has been amended to refer to VETA instruction: View Claims and Payments for information on VETA claim errors.</p>
2.0	29/07/2013	Replaced	<p>Section 5. Clarification of the relationship between enrolment and creation of Training Account.</p> <p>Section 6. Amendment and updating of the student profile.</p> <p>Section 8. Rewording of Concession type and expiry date.</p>
2.1	8/01/2014	Replaced	<p>Section 4. Update AVETMISS release</p> <p>Section 7. Reduction of 50% for RPL at Certificate III and above</p> <p>Section 10. Enrolment conditions</p> <p>Section 15. National Skill Set Codes</p>
2.2	24/02/2015	Current	<p>Section 3: Last line amended to reflect change to monthly claim data submission.</p> <p>Section 10: Detail relating to conditions removed, referencing these conditions to the Funded Training List and Training Provider’s Schedule of Courses.</p>
2.2	17/04/2018	Amended	Section 14: Wording changes to reflect amended AP70 process

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Figure 1 - The three stages of Skills for All Data and Payment Process



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1 Purpose

The *Skills for All* Contract (**Contract**) is between the Minister for Employment, Higher Education and Skills (**Minister**) and a *Skills for All* Training Provider (**Training Provider**). The Contract contains the terms and conditions by which the Training Provider delivers *Skills for All* training and assessment services to a high quality consistent with the *Skills for All* policy

This Guideline is published pursuant to the Contract and must be read in conjunction with it and the *Skills for All* Subsidy Framework (**Subsidy Framework**).

This Guideline is issued pursuant to clause 1.3.5 of the Contract and is designed to expand on the obligations of Training Providers with respect to:

- Processes for submitting accurate and compliant claims for a Subsidy payment
- Enrolment and Training Account data and information
- Apprentices
- VETA claims and payment errors
- Student Agreements

The Subsidy Framework sets out how the Subsidy is paid and what other payments may be made, for example, location loading and a completion payment. It sets out the parameters for the payment of a Subsidy, including situations when a Subsidy will not be paid, for example On-job Training.

This guideline is provided to assist Training Providers successfully claim and receive payment within 10 working days of the scheduled payment process.

2 Definitions

Unless stipulated otherwise, terms used in this Guideline have the same meaning as in the *Skills for All* Contract.

3 Claim and Payment

The Minister will pay the Subsidy to the Training Provider in accordance with the Contract provided the Training Provider has submitted data that is complete, compliant and accurate as required by AVETMISS and data collection guidelines as published by the Minister from time to time.

A Training Provider will be paid for each Unit of Competency completed by an Eligible Student in accordance with the AVETMISS result codes detailed in Schedule 4 of the *Skills for All* Contract.

The Subsidy paid for each Unit of Competency and Course can be estimated by using the *Skills for All* Subsidy Calculator.

Figure 1 shows the three stages of the *Skills for All* data process, from data submission to claims and payments. Progress of the data submission can be viewed via STELA and claims and payment processes through VETA.

Data must be submitted by **5.00pm** on the **third Tuesday** of each month.

4 AVETMISS Compliance

Data must be compliant with the national AVETMISS VET Provider Collection Specification and other relevant AVETMISS standards. A claim will not pass to VETA for payment assessment if the data in the claim is not complete and fully compliant with the AVETMISS standard.

AVETMISS Standards:

- VET Provider Collection Standards, Release 7.0, January 2014 (and as updated from time to time) www.ncver.edu.au/publications/2578.html
- Data Element Definitions Edition 2.2, (January 2014) (and as updated from time to time). www.ncver.edu.au/avetmiss/2579.html

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Information and resources contained on the STELA webpages at www.skills.sa.gov.au/Access-our-sites/STELA, including STELA Information Sheets and the Data Reporting in South Australia booklet.

Information contained on the VETA webpages at www.skills.sa.gov.au/Access-our-sites including VETA Instructions and User Guides.

5 Enrolment and Training Account

The Training Account must be created on the same day as the Enrolment Contract is agreed with the Student. Therefore, the Enrolment Activity Start Date must not precede the creation date of the Training Account. (For further details, refer to [Guideline under the Skills for All Contract for Enrolment and Training Account](#) published on the *WorkReady* website.)

6 Enrolment Activity Start and End Date and Scheduled Hours Validation – for Classroom Based Activity (Delivery Mode Identifier 10)

For classroom based activity, the Enrolment Activity Start and End Dates must be consistent with the reported Scheduled Hours (field labelled Actual Hours in STELA).

This means that the elapsed time between the reported Start and End Dates must be equal to or greater than the reported Scheduled Hours. If not, the claim for a resulted Unit of Competency will not successfully pass to VETA for payment assessment.

In saying this, *Skills for All* does not make a Subsidy Payment based on Scheduled Hours or the **elapsed hours** between the Start and End Date.

The following information is provided to assist Training Providers to enter correct data:

1. **Delivery Mode Identifier 10 – Class Room Based** includes delivery at any permanent or semi-permanent training delivery location.
2. All enrolments in a Unit of Competency must have an **Enrolment Activity Start Date** and **Enrolment Activity End Date**.
3. The **Start Date** should reflect the date that training and assessment activity actually commences. The **End Date** is the date that training and assessment actually finished, including the time required to complete the assessment and record the outcome.
4. The validation process assumes a maximum of 8 hours of classroom based training and assessment activity per day to calculate the elapsed time. For example: Start Date 02/07/2012, End Date 06/07/2012 = 5 days x 8 hours per day = 40 **elapsed hours**.
5. Scheduled Hours are the hours of teaching activity (including assessment time) that the Training Provider schedules and resources for a Unit of Competency. It is the number of supervised hours that the Training Provider actually allocates for the delivery and assessment of the Unit of Competency.

Scheduled Hours must not be zero if the training delivery includes a component of supervised activity.

The check for consistency between activity dates and Scheduled Hours is a data validation check, which is necessary for passing the claim record to the VETA payment system for further assessment and processing.

Additional Information

- **Concurrent classroom delivery of multiple Units of Competency.** If it is not possible to identify separate Start and End Dates for each Unit of Competency delivered concurrently, use the same Start and End Date for each Unit of Competency enrolment and allocate the estimated Scheduled Hours across all Units.
- **RPL:** Apply the Start and End Date for the assessment process and enter the Scheduled Hours to undertake the assessment.

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- **The Start and End Dates should not be greater than 13 months apart.** Only enrolments with an AVETMISS outcome identifier of 70 (Continuing Enrolment) should have an End Date in the next year from the current collection year.

7 Student Details

All the student data fields in STELA are requirements of AVETMISS **and must be the same** as the details contained in the student's VETA Training Account or the claim will not pass to the VETA payment system for further assessment.

The Training Provider must accurately and completely report for each Student:

1. First and last name
2. Date of birth (DOB) must match the DOB in the VETA Training Account. The payment claim will be rejected if the DOB in the NAT0080 file within the AVETMISS submission (or Student details within STELA) differs from the DOB in the VETA Training Account
3. Gender
4. **Qualification/Course identifier** must match the data in the VETA Training Account
5. **Unit of Competency/Module** is correct for the training completed by the student
6. **Training Contract ID** (Apprentice or Trainee) where the student is undertaking the Course under an apprenticeship or traineeship
7. **Client Identifier** - the Training Provider's internal client/student identification number must be used for each course undertaken by the student with the same Training Provider under *Skills for All*. This means the student should have the same Client Identifier across all VETA Training Accounts the student has with the same Training Provider. The Client Identifier must be unique to the student and must never be re-used for another student with the same Training Provider.

It must be identical in the VETA Training Account and the NAT files.

For Training Providers who use STELA as their enrolment system, the STELA Student ID must be used on the VETA Training Account as the Student ID.

In addition, the following information about each Eligible Student must also be provided in the relevant STELA AVETMISS compliant record:

- Indigenous status
- Disability status
- Still at School
- Highest completed school level
- Completed other qualifications
- Employment status

Training providers may need to update a Student's personal details. To do so, they must download and complete the Request to Amend Student Profile form at Training Provider forms section of the [Workready website](#).

For further information, please contact the Infoline on 1800 506 266.

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8 Data Accuracy and Matching with the VETA Training Account

The claim data that you submit must be compatible and linked with the data in the VETA Training Account for each student. Unless the claim data matches the VETA data, it will not pass to VETA for payment assessment. This means that in the STELA upload Training Providers must ensure that the NAT files are accurate.

All Training Providers must ensure:

1. **The funding source** for *Skills for All* - S4A must only be used for enrolments for which a VETA Training Account has been created. If some of the Units of Competency within the Qualification have already been completed under a different funding source (eg. User Choice - USC) these are not to be changed to *Skills for All*.
2. The **Enrolment Activity Start Date** for the Unit of Competency must be either **on or after** the Commencement Date of the Training Provider's *Skills for All* Contract, or the effective date of any variation to its Schedule of courses. **Failure to meet this requirement may result in the full claim being rejected.**
3. The **Enrolment Activity End Date** for the Unit of Competency must be after the date that the VETA Training Account was created.
4. The **Enrolment Activity Start and End Dates** reflect the actual period of training and assessment delivery and are consistent with the reported Scheduled Hours, as described above.
5. The **Outcome Identifier (result code)** must be accurate. A Subsidy will only be paid based on the AVETMISS Outcome Identifier (result code) in accordance with Schedule 4 – Payments of the *Skills for All* Contract and the Subsidy Framework. Effective from 4 April 2013, no Subsidy will be paid for result codes 51 and 52 where these results are within a Course at the Certificate I or Certificate II level. This condition is reflected in each Training Provider's Schedule of Courses. The Outcome Identifier must only be applied when the Eligible Student has completed the Unit of Competency, that is, the final assessment has been undertaken by the student to complete the requirements for the specific enrolment of the student in the Unit of Competency.
6. The **Delivery Location Identifier** must specify the location where the training is delivered. The Subsidy Framework Clauses 3.7 – 3.11 clarifies the rules. For classroom and employment based delivery, the Delivery Location Identifier is the predominant location where the training is conducted. For electronic and correspondence based delivery, the Delivery Location Identifier must specify the predominant location where the training is coordinated. The Delivery Location Identifier is cross-referenced to the valid suburb and postcode within the NAT00020 file (or registered Delivery Location within STELA for manual entry Training Providers). Review the Subsidy Framework and accompanying post code list to ensure the correct location is applied.
7. **Bridging Units**
For STELA upload Training Providers: If claiming for a bridging unit, the NAT00120 file should connect the bridging unit to the Qualification identified in the VETA Training Account.
For STELA manual entry Training Providers: Ensure the bridging units are added to the Qualification within STELA and the S4A fund type assigned to the units.
8. **Attempts – Enrolment Activity Start and End Dates.** If claiming a second or third attempt at a Unit of Competency, the **Enrolment Activity Start and End Dates** must be different, distinct and not overlap for each attempt. All valid additional attempts will require the Training Provider to have evidence (to be made available if requested) that the student re-enrolled and paid appropriate fees, undertook further training and was re-assessed for a second or third time for the attempt to be deemed valid and therefore funded.

9 VETA Training Account Data Accuracy

VETA Training Accounts must be accurate and complete. In particular:

1. VETA Training Accounts must be established **on or before the no new enrolment date** as listed on the Training Provider's Schedule of Courses and the Funded Training List.
2. **Concession type and expiry date** – the concession reimbursement will only be paid for a resulted

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Unit of Competency if the expiry date of the Concession Card is later than the Enrolment Activity Start Date for the Unit of Competency.

3. **Actual Student Course Fee for the student (\$)** and **the estimated qualification (course) delivery hours for the student (hours)**. Both fields need to be accurately completed for a student who is eligible for a concession as the data is used in the calculation of the concession reimbursement.
4. The **Actual Student Course Fee for the student (\$)** should be the Course Fee **prior to the concession being applied**.

10 Conditions and endorsements

In accordance with clause 13.1.3 of the Contract, the Minister may place a condition or endorsement on a number of Courses. These conditions and endorsements are specified on the Funded Training List and the Training Provider's Schedule of Courses.

Training Providers are referred to the guideline for [Entitlement to Funded Training](#) on the *Skills for All* website.

11 Common VETA Claim and Payment Errors

11.1 Exporting your claim reports from VETA

Use VETA to export your claim and your claim error report. This will provide you with a list of any claim errors. This, including your STELA error report, will provide you with a full overview of errors relating to data in *Skills for All* claims.

Refer to the VETA Instruction: View Claims and Payments, located under the Support menu within VETA for instructions on how to view and export your claim and error reports.

11.2 Claims with a Zero Payment Value

If you have a claim that has resulted in a zero payment value, it is important that you print out the 'View Errors' report located on the bottom of VETA claims screen. This report will provide you with a list of errors requiring your attention.

Remember, all errors for which payment has not been received will be re-assessed in your next payment run. It is therefore important to ensure that all corrections are undertaken in your enrolment system and the corrected NAT files are uploaded to STELA (for upload Training Providers), prior to generating your next claim.

Refer to the VETA Instruction: View Claims and Payments, located under the Support menu within VETA for instructions on how to view and export your claim and error reports.

12 Student Agreements

Training Providers must ensure that Student Agreements for all **new** Eligible Students are submitted to Skills SA within 30 days of the **first enrolment** of an Eligible Student in a *Skills for All* Course. The process for submitting the Student Agreements can be found at Attachment 1.

13 Completion payments

The Minister may pay a Completion Payment as per the *Skills for All* Contract, Schedule 4, section 7. The payment amount will vary depending on the qualification issued by the Training Provider to an Eligible Student and reported in STELA. Further information regarding Completion Payments can be found in [Skills for All Subsidy Framework](#).

Prior to making a claim for a Completion Payment via STELA, the Training Provider must change the status of the Eligible Student's VETA Training Account to Qualification Issued, and record parchment information as follows:

1. Search for the Eligible Student's VETA Training Account and select Edit.
2. Under Summary Information, find Training Account Status and select Qualification Issued.

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3. Record Parchment Number and Parchment Issued Date.
4. Select Save (this will close the Training Account, making it unable to be edited).

Note: For a Completion Payment claim to be successful, the Training Account for Eligible Student must have a status of Qualification Issued.

14 Result Code 70 and Academic Pass (70 and AP)

A number of Units of Competency have been identified as requiring the student to achieve competency both off and on-job (these Units are published at <http://www.skills.sa.gov.au/70-academic-pass>). For these Units of Competency only, a subsidy will be paid for the AVETMISS result code 70, accompanied by *Academic Pass – AP* recorded against the *Outcome Identifier Training Organisation* in the AVETMISS NAT00120 Enrolment File for the Eligible Student.

Where an Eligible Student has successfully completed the off-job component of the specified Unit of Competency, the Training Provider will need to record an AVETMISS result code of 70 (Continuing Enrolment) and AP in the AVETMISS data collection field Outcome Identifier Training Organisation. A subsidy will be paid in accordance with the *Work Ready Accredited Training Service Agreement*

Once the student has been assessed both off and on-job, the Training Provider must resubmit the NAT 00120 enrolment file with one of the following result codes:

- 20 (Competency Achieved/Pass) where the competency is achieved;
- 30 (Competency Not Achieved/Fail) where the competency is failed;
- 40 (Withdrawn/discontinued) where the competency cannot be assessed on-job.

To be AVETMISS compliant, the Training Provider must ensure that **all Units of Competency with result code 70-AP** have an **Enrolment Activity End Date in the following year** or are amended prior to the end of the January to December annual collection period to one of the result codes listed above.

“Enrolment Activity End Date must be after 31 December of the collection period where the Outcome Identifier – national is 70 – Continuing enrolment”

*AVETMISS - VET Provider Collection Specifications
Release 7.0 January 2014, page 39*

Training Providers who do not use NAT files, but enter their results directly in STELA, can select the Academic Pass result from the drop-down box on the resulting screen. Similarly, these Training Providers should change the result code from Academic Pass to Competency Achieved/Pass, Competency Not Achieved/Fail, or Withdrawn/Discontinued, or as described above.

Changing the Unit of Competency result code from 70-AP or Academic Pass, to result code 20, 30 or 40, will not result in any further payment for that Unit of Competency.

A qualification must not be issued before all 70-AP result codes are updated with valid AVETMISS result code.

The Minister may from time to time publish an updated list of Units of Competency which are eligible for payment for a result code 70-AP. Training Providers should refer to the list published on the *WorkReady* website for current information.

15 Skill Sets

Training Providers should note that Skill Sets should be claimed using the National Codes in place of the State Codes.

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