

## Questions from the Victorian AVETMISS Reporting Changes for 2016 Webinar on 25/11/2015

**Q:** You said state government funded trainees. Does that include FFS trainees?

**A:** All these extra fields will only be required to be completed for funded students. They do not need to be reported for FFS students.

**Q:** Do we need to update the qualification with the release number manually or it will be updated by VETtrak?

**A:** For the moment, the release number and status will require manual entry. The release number just indicates the release number of the current qualification.

**Q:** Is this applicable for students that were transitioned in 2015 but are still continuing in 2016?

**A:** PUSH is required for new enrolments in 2016 only. PSATCD is required for all new and continuing enrolments in 2016. The Associated Course Identifier must be reported for both new and continuing enrolments in 2016 where the enrolment is in a superseding qualification.

**Q:** What happens if the Student completes after the Program supervised activity end date? Can we extend it?

**A:** Yes, it can be changed through the life of the enrolment. The PSATCD must:

- Be after the first subject *Activity Start Date*,
- On Program completion, will be on or before the last subject *Activity End Date*
- Not be before the start of the collection period,
- Should reflect the date upon which supervised training and assessment activity is scheduled to complete, in line with the student's Training Plan, and
- Should exclude assessment activity where the student is not directly participating, such as the time elapsed between the submission and evaluation of written assessments.

**Q:** Why would you not use the Sum of Unit Hours very often?

**A:** The Sum of Unit Hours uses the nominal hours for units. This is not a great thing to measure the PUSH on as it doesn't take into account the actual delivery time for the course. It can be a good base to start from though.

**Q:** So if the enrolment end date is extended, can we change the PSATCD date even though it has been reported to SVTS before?

**A:** Yes, it is quite reasonable for the expected PSATCD to change through the life of the enrolment.

**Q:** In a contract enrolment will VETtrak pick up the end of contract date and use that as the PSTACD?

**A:** No. In an ideal situation you create the contract first, then the enrolment. The enrolment would pick up the contract end date by default, and the PSATCD from that.

**Q:** What is sum of unit hours? Is it retrieving from Nominal Hours?

**A:** Sum of unit hours will retrieve the sum of the nominal hours for the units in the enrolment.

**Q:** Can we set up the supervised end date end of term date and have 4 supervised end date for the four terms? For each term?

**A:** No. The PSATCD is reported in the NAT00130 file as being the expected completion date for the qualification/course. It should be when they complete the entire course.

**Q:** Are we paid on the Sum of Class or Sum of Unit hours? Or still the nominal hours?

**A:** This is more of a discussion to be had with SVTS, but in the past they have confirmed that payments will still be based on nominal hours as they do currently.

**Q:** How does the reduce hours computed in the superseded UOCs?

**A:** Where a unit has a *withdrawn* result in the superseded enrolment, the reported nominal hours for that unit will be reduced by the withdrawn hours for the same unit in the superseding enrolment.

**Q:** Would it be acceptable to use the sum of unit hours for the PUSH if a program is self-paced and delivered online?

**A:** No. The definition of PUSH is that it is Supervised Hours only. The SVTS fact sheet specifically states for online or work placement delivery, only those hours where an instructor was engaged in supervising or supporting the student should be included.

**Q:** PUSH has to have exam time, homework. How it will calculate in VETtrak?

**A:** VETtrak has no concepts around exams or homework. The definition of PUSH is that it is Supervised Hours only. The SVTS fact sheet specifically states for online or work placement delivery, only those hours where an instructor was engaged in supervising or supporting the student should be included. If the calculated class hours are not what you want to report, you will need to enter the figure manually.

**Q:** What happens if a unit completed in the superseded qualification is not equivalent in the new qualification?

**A:** If the new enrolment is superseding an old enrolment each unit in the new enrolment will report the Associated Course Identifier whether or not it was present in the old enrolment.

**Q:** Will the PUSH include work placement hours?

**A:** Currently we are not including VETtrak Placements in the base calculations. Those parts of workplace based delivery where the student (including Apprenticeships or Traineeships) is at their employer's premises or at a host organisation **and** is being trained and/or assessed by an RTO trainer/assessor, form part of PUSH. Work supervised by the employer or host organisation **without** an RTO trainer/assessor being involved **does not** form part of PUSH. Placements should not really be included.

**Q:** Any opportunity for final unit proposed end date to generate the supervised hours date?

**A:** This is not really possible as you won't know the final unit end date until the end of the enrolment, and the PSATCD is required to be reported from the start of the enrolment. You may not record any result for the last unit until it has been finished. It's really just a proposed date until the last unit is completed.

**Q:** If the PUSH is unique, how can the generic PUSH hours from nominal hours or class hours be reported for all students in the occurrence?

**A:** The sum of the nominal hours is not the best calculation method for that reason. Class hours are better as they can change with the classes set for the client.

**Q:** Do we update the PUSH if a student withdraws

**A:** I would have thought so. That would change a student's Training Plan.

**Q:** Do we have to report PUSH and PSTACD for fee for service students?

**A:** No. Victorian Government funded enrolments only.

**Q:** Hello, does this translate simply with regards to Workplace Based Training rather than Classroom based Training?

**A:** No, not really. We may need to expand the calculations to include Events of certain types in a future release.

**Q:** if a student misses a class do we need to update the PUSH?

**A:** No, SVTS has released a Fact Sheet stating individual students hours do not need to be reduced if they miss a class.

**Q:** Would this be the same for someone who is Vet Fee Help and VTG funded?

**A:** This is not related to VET FEE-HELP. If the student's enrolment is SVTS funded, it will need the PUSH and PSTACD.

**Q:** Will the PUSH field be added to the training plan template [report]?

**A:** Training plan templates are customised for each client, we can certainly update your customised report if you need

**Q:** Will there be a way of importing the PUSH and Activity End Date via a CSV spreadsheet?

**A:** No, during the upgrade to the new VETtrak version, the PSATCD will be automatically set, and for PUSH, only new enrolments are affected.

**Q:** The question asked about importing via a CSV file probably relates to the fact that RTOs are already enrolling 2016 enrolments - even though we enrol someone today, it is for a 2016 course, so the PUSH will have to be reported in 2016. A large RTO could have hundreds to manually enter as of 15 Jan?

**A:** I can see the issue. We can't set the PUSH during the update process because we don't know what to base it on. An import is difficult because you would need to match up the student and enrolment. We may need to develop a utility that you run post-update to set all the enrolments with a 2016 enrolment start date with a PUSH based on some form of logic. We'll see what we can do.

**Q:** We have a customised Training Plan which uses the nominal hrs for the student. If the PUSH is from the student's perspective, this will not necessarily be to the total of the Nominal Hrs per unit. How can we set lower PUSH hrs per unit?

**A:** The PUSH is not recorded or reported at the unit level. It is recorded and reported at the qualification/course level. They are different to the Nominal Hours for units. Training Plans are not expected to record a PUSH for each unit.

**Q:** We have over 1500 students completing at the same time, can the PUSH for each individual student be imported via a CSV spreadsheet in 2016?

**A:** The PUSH need to be recorded for new enrolments in 2016 from creation. You can't leave it until completion, you must do it at the time of enrolment.

**Q:** For any students enrolled in 2016 courses between now and 15 January, it would seem we will have to go into each enrolment individually to manually enter the PUSH after 15 Jan?

**A:** Currently yes you would.

**Q:** Could you please explain in more detail the Funding Eligibility Key?

**A:** The Funding Eligibility Key is a key requested to SVTS by the student to ensure they are eligible for funding, they then let the RTO know their 'key'. There is currently no validation of the key in VETtrak. This is currently only being implemented for the Automotive Industry where the student would not have eligible for funding under normal circumstances.

**Q:** How do you reflect all classes to attend on the training plan?

**A:** Your Training Plan report can be modified to include class information.

**Q:** What if the supervising end date varies or just the general end date, will this create an issue if it is changed?

**A:** The enrolment end date is never reported to SVTS, the supervising end date is an expected completion date, and can change as required.

**Q:** Are we able to have the Release number displayed with the qual descriptor and code, where it is shown in VETtrak?

**A:** We could show it in the Qualifications Manager, but probably not anywhere else. It can always be used in reports.

**Q:** How do RTOs that offer self-paced (no classes) record PUSH

**A:** The only calculations currently possible are the sum of either the unit nominal hours or the class hours. If neither calculation method works, you will need to manually enter a value

**Q:** As per the fact sheet example PUSH has to report every month so how it will work?

**A:** The PUSH will be reported every month in your monthly SVTS reporting, there it is the program supervised hours for the full enrolment, not just the hours for that month.

**Q:** Does that mean that statements will now be reported to SVTS to verify the course end date as well as the certificate award?

**A:** SVTS actually require all enrolments to be reported in the NAT00130, but the Statement of Attainment award still won't get reported.

**Q:** Has there been any changes to the Training Plan screen in VETtrak to display these new elements?

**A:** No changes to the Training Plan wizard.

**Q:** Does it work the same way if you have used the '*Withdrawn - did not start*' result?

**A:** If you have recorded WDNS against a unit in the superseded enrolment, then the superseding unit will not have their hours reduced, and will be reported with full hours. The two results are different in that the WDNS is a non-reportable result type.

**Q:** Should the superseded enrolment be kept as 'active' or should it be changed to a 'cancelled' status?

**A:** The enrolment status has no effect on Government reporting. Changing its status to Cancelled would be useful.

**Q:** Could I clarify that as I understand from the FACT Sheet that PUSH is total hours as RTO has scheduled an instructor to engage with a student. Therefore how could it be based on Nominal hours? Isn't it should be 0 hours as it is Self-paced learning?

**A:** Yes, this is our understanding from the SVTS fact sheet. Nominal hours would not be a suitable

method to base the calculation on in that example.

**Q:** Will there be consideration given to calculate the PUSH using a similar facility as the current calculation of Tuition Fee Hrs?

**A:** Tuition Fees are reported at the unit level in the NAT00120 file. The PUSH is reported at the qualification level in the NAT00130 file. The two are completely different.

**Q:** Could you not do auto credit transfers since the two units are being compared for withdrawn hours?

**A:** We'd probably be hesitant to automatically Credit Transfer units. It would be possible, but in the case today the units were equivalents, and not the same units, so it wouldn't work. You could only apply the rules if they were the same unit.

**Q:** What about having a field in the Training Plan for supervised hours for a unit, where these are delivered via Workplace delivery?

**A:** What about if the same unit was delivered online, or blended learning, or through RPL or whatever other method. You would need to edit the training plan wizard for every student for every unit. What if the units are clustered? Against which unit do you put the hours? This was considered and rejected as not meeting the requirements. Calculations based on unit nominal hours are only there because the hours exist in VETtrak already.

**Q:** is there, or will there be a report to pick up end dates for 2016 enrolments. So if a PSTACD has not been extended and for example would had today's date, we could then extend that date on an ongoing basis.

**A:** This could be a Standard/Custom report.

**Q:** To clarify - is the update script for the Supervised Teaching End Date based on the last class date or the Enrolment End date?

**A:** The enrolment end date only.

**Q:** What happens if the unit isn't equivalent for superseding to the new unit when transitioning?

**A:** In this case, we'd expect the unit code to be different and each unit would be reported with their full hours.

**Q:** So can PUSH be changed later?

**A:** Yes, the PUSH could be changed as needed.

**Q:** should the PUSH hour be different to every students?

**A:** Maybe. SVTS say that the PUSH must be specific to each student for each Program enrolment. If multiple students are enrolled into the same program, then it is likely they may have similar, or the same PUSH.