



ACT
Government

Chief Minister, Treasury and
Economic Development

AVETARS User Manual

Registered Training
Organisations

Version 2.1

Version	EFFECTIVE DATE	RELEASE DATE	DETAILS
2.0	10 April 2017	10 April 2017	Guide updated to reflect the release of employer, student and school portals; and the launch of automated training contract variations.
2.1	10 April 2018	10 April 2018	Guide updated to include How to Enrol a Student in a Skilled Capital course.

It is the responsibility of the user to ensure that this is the current and complete document. The latest version located at: <https://www.cmtedd.act.gov.au/enterprise-canberra2/skillscanberra/avetars>

Components of this User Guide will continue to be updated as further AVETARS functionality is released. The latest alterations and additions to this document will be available in the published version on the AVETARS webpage and updates can be tracked by referring to the version control table on page 2.

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OVERVIEW

AVETARS (*ACT Vocational Education and Training Administration Records System*) is the system that has been developed and implemented by Skills Canberra to manage its involvement in the vocational education sector. Put simply, it has a dual function:

1. To maintain a record of the data associated with each training contract entered into in the ACT, functioning as a repository for information used in statistical analysis and for reporting; and
2. To administer the interactions between stakeholders in the vocational education sector, with its key focus on facilitating the ACT Government's payment to RTOs (*Registered Training Organisations*), the level of which is dependent upon the circumstances and area of training of each individual student.

AVETARS manages the administration of ACT Australian Apprenticeships and other funded training initiatives such as Skilled Capital.

AVETARS functionality includes:

- > The ACT Qualifications Register, displaying RTO Scope and data from training.gov.au;
- > Australian Apprenticeships training contract management – using data from TYIMS – including processes enabling auto-approval, return or rejection of contracts;
- > Creation and Management of Skilled Capital records, Skilled Capital being a needs-based funding initiative distinct from the standard User Choice; and
- > Payment claims through the submission of AVETMISS files via an RTO portal;
- > Fully integrated Australian Apprenticeships training contract variations;
- > Direct Employer & Student access through the release of the associated portals.

To access AVETARS, please visit <https://www.avetars.act.gov.au/>.

AVETARS USERS

The table below outlines the AVETARS users and their relevant access.

AVETARS Users	
RTO	<ul style="list-style-type: none"> • View and nominate qualifications on the ACT Qualifications Register based on the RTO's scope of registration on training.gov.au (TGA). • View the RTO's training contracts and/or Skilled Capital Training Records. • Generate reports. • Accept and reject notifications of business (NOBs). • Change the RTO contacts and their details. • Submit payment claims through the upload of AVETMISS files. • Lodge and approve Australian Apprenticeship training contract variations. • Lodge and approve Skilled Capital record variations. • Complete Training Contracts. • Enrol a Student in a Skilled Capital course.
ANP	<ul style="list-style-type: none"> • View the ANP's training contracts. • View the ACT Qualifications Register. • Change the ANP's contact details. • Lodge Australian Apprenticeship training contract variations.
Student	<ul style="list-style-type: none"> • View Australian Apprenticeship training contract and/or Skilled Capital Student records • Change contact details. • Lodge and approve Australian Apprenticeship training contract variations. • Lodge and approve Skilled Capital record variations. • Lodge bank details in anticipation of receiving a completion bonus.
School	<ul style="list-style-type: none"> • View Australian Apprenticeship training contracts. • Complete the 'Principal Endorsement'. • View the ACT Qualifications Register. • Change the school's contact details. • Lodge and approve Australian Apprenticeship training contract variations.
Employer	<ul style="list-style-type: none"> • View the employer's Australian Apprenticeships training contracts. • View the ACT Qualifications Register. • Change the employer's contact details. • Lodge and approve Australian Apprenticeship training contract variations.

OPENING AVETARS

AVETARS operates in a web browser and therefore it does not require installation and can be used from any device with an internet connection.

1. Open your web browser (AVETARS is compatible with all browsers including Internet Explorer, Firefox, Chrome and Safari)
2. Enter the following address into the browser's address bar: www.avetars.act.gov.au
3. You will be taken to the AVETARS home page which is the ACT Qualifications Register.

ACCESS TO AVETARS

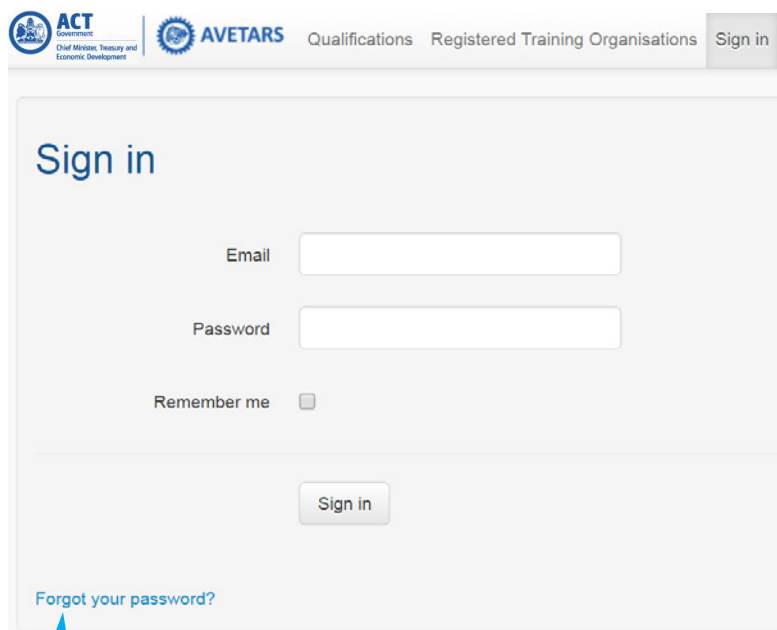
AVETARS is a closed system designed specifically to provide access to relevant stakeholders only. Before logging into AVETARS a username is required. AVETARS user names are based on an email address. RTO staff with *Administration* access can create logins for other staff members (see below for more details). Alternatively you can request access to AVETARS by sending an email to skills@act.gov.au.

There are two (2) user access permissions in AVETARS – Administrator and Officer:

Administration access means you can grant access to other people in your organisation and you will have access to all functionality for your RTO in AVETARS.

Officer access means you will have access to all functionality for your RTO in AVETARS but will not be able to grant access to other people in your organisation. Officer access will be granted by the RTO Administrator in AVETARS. To access Admin functions click on **Admin**. It is located on the top right of the page.

SIGNING IN TO AVETARS



Signing in step 1

Click Sign in

Signing in Step 2

1. In the email field, enter your email address.
2. In the password field, enter your password.

If you want AVETARS to remember your sign-in details for the next time you sign-in on that device, click the 'Remember me' checkbox.

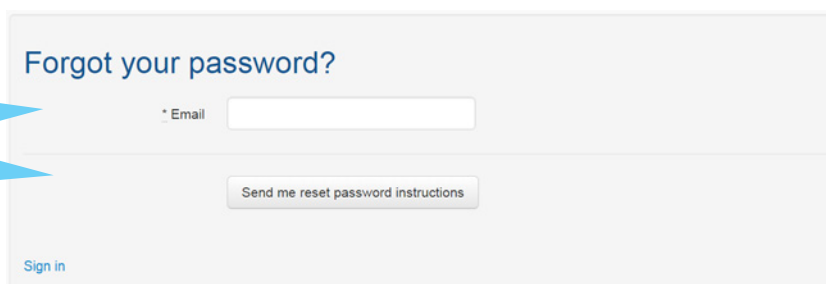


If this is the first time signing in, you will be required to set your password.

Trouble signing in

1. Click here if you have forgotten your password.
2. Enter your email address here.
3. Click to confirm.

An email will be sent to you with reset instructions.



MANAGING USERS IN AVETARS

Managing users through the Admin Dashboard

Click to view the *Administration Dashboard*.

Managing users through the Admin Dashboard

Click to review the current user's details in AVETARS.

Click to invite new users.

Managing users through the Admin Dashboard

Click to view a user record.

Click to edit a user record.

Name	Email	Entity	Type	Role	Mobile	Status	Actions
user1			Apprentice	Apprentice	0400000000	Active	Edit
user2			RTO	RTO admin		Active	Edit
user3			Anp	ANP user		Active	Edit

DASHBOARD OVERVIEW

The page below is an example of the RTO Dashboard in AVETARS. The **Dashboard** link displays the basic details of the organisation's notifications and training contract variations.

Opening the RTO Dashboard

Click to open the *RTO Dashboard*.

The *Basic Details* tab will be selected by default on clicking *Dashboard*.

Dashboard controls

Notifications, jobs, account details and user sign out are displayed here.

DASHBOARD CONTROLS

NOTIFICATIONS



If there are any notifications that have not been acknowledged the oval next to the flag icon will be red and the number of notifications not yet acknowledged will be displayed. The oval icon will otherwise be grey.

JOBS



The Jobs icon displays a number of manual processes or actions required by the RTO for management of a training record.

ACCOUNT DETAILS



Details of your account are accessed from this icon, including your name, contact details and business details. These details cannot be changed on this screen, and must be instead changed via the *Basic Details* tab on this page.

Personal info tab

This tab will be highlighted once you have clicked on the account details icon.

ACT Government
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AVETARS

Dashboard Public Register ▾ Contracts ▾ Qualifications ▾

John Citizen

Personal Info

Security

Exports

Details

Primary Email: john.citizen@address.com.au

Phone:

Entity

Entity Example Business Solutions

Role RTO admin

SECURITY

This page allows you to change your password once you have signed in.

ACT Government
Chief Minister, Treasury and Economic Development

AVETARS

Dashboard Public Register ▾ Contracts ▾ Qualifications ▾

John Citizen

Personal Info

Security

Exports

Password

Change Password

Last Password Change: 13 Jan 2015

Password controls

Change your password. New passwords must meet AVETARS password requirement rules.

Password requirements

At least nine (9) characters; one lowercase letter; one uppercase letter; one numerical value and; one symbolic character.



Password example: Test&2612

EXPORTS

Any custom reports you have generated in the contracts table will be accessible here.

ACT Government
Chief Minister, Treasury and Economic Development

AVETARS

Dashboard Public Register ▾ Contracts ▾ Qualifications ▾

John Citizen

Personal Info

Security

Exports

Password

Change Password

Last Password Change: 13 Jan 2015

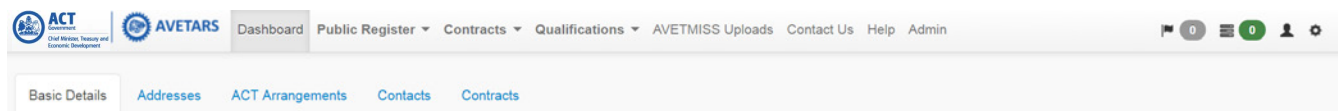
SIGN OUT



Click on this icon to sign out of AVETARS.

BASIC DETAILS

The **Basic Details** tab displays the RTO details the Directorate has for the RTO. This data is currently sourced periodically from TGA. It therefore cannot be edited by the RTO. This information needs to be updated in TGA if the RTO would like it changed.



ADDRESSES

The **Addresses** tab details the relevant addresses that the Directorate has on file for the RTO.

Address controls

- Edit an existing address.
- Add an address.

New Address controls

- On clicking *Add Address*, a new window will pop up.
- Enter information as required and press Submit.

ACT ARRANGEMENTS

The **ACT Arrangements** tab displays the ACTFA and Fee for Service history the Directorate has for the RTO. As some of this data was sourced from the legacy system AVMS there may be some inconsistencies with dates.

Name	Approval Date	Expiry Date	Status	Status Start Date	Status End Date
ACTFA	12 Jun 2015	30 Jun 2019	Approved	01 Jul 2015	
ACTFA	xxx	xxx	Approved	xxx	xxx
ACTFA	xxx	xxx	Approved	xxx	xxx
ACTFA	xxx	xxx	Approved	xxx	xxx
ACTFA	xxx	xxx	Approved	xxx	xxx



The 'Expiry Date' is accurate for the full possible term of an RTO's ACTFA including extension periods.

Fields in this column represent prior ACTFAs.

CONTACTS

For a contact to be added or changed on the ACT Qualification Register the contact must first be defined in this section.

Name	Job Title	Email	Phone	Mobile	Action
Sample Person 1		sample.person1@address.com	0262000000		<button>Edit</button>
Sample Person 2					<button>TGA Contact</button>

Contacts controls

- Edit an existing contact.
- Add a new contact.

Add Contact

CONTRACTS (INCLUDING SKILLED CAPITAL STUDENT RECORDS)

The **Contracts** tab lists all the contracts associated with the RTO. For more details on how to manage Contracts refer to Page 12.

In AVETARS, Skilled Capital Student Records are included under the heading of Contracts: the use of the term **contract** also includes Skilled Capital student records.

You may notice that certain employers, as listed in the employer column in the contracts table, have icons associated with them. One icon is an **M**, indicating **master** and the other is an **L**, indicating **linked**. These icons indicate that the employer listed has a number of employer records in AVETARS, with one being primary and the others subsidiary.

M Master

L Linked

VARIATION ACTIONS

You will notice this table at the bottom of every Dashboard page:

Variation Actions						
Student Contract ID		Submitted	Type	Date	Clear Filters	
Student ID	Student Name	Employer	RTO	Dates	Changes Requested	Actions
85012345/1	Sample Person	Sample Employer	Sample RTO	Submitted 01 Jan 9999	Change Date of Birth	Pending Review View

The **variation actions table** contains all pending, submitted and applied variations for your Australian Apprentices and Skilled Capital students:

- > Pending variations that have been submitted by other stakeholders and are awaiting your approval;
- > Submitted variations that have been submitted by you and are awaiting the approval of others;
- > Applied variations that have been approved by all parties and have taken effect;
- > Expired variations that were not approved within 10 days by all parties and have lapsed;
- > Rejected variations that were rejected by a stakeholder or Skills Canberra.

For information on lodging and approving variations, please refer to the training contract variation chapter below.

ACT QUALIFICATIONS REGISTER

QUALIFICATIONS

The **ACT Qualifications Register** is a public register that displays a complete list of all qualifications available under ACT funded training initiatives including Australian Apprenticeships and Skilled Capital. The register also lists the RTOs approved to deliver these qualifications in the ACT.

Users can use **search and filter options** to look for specific qualifications.

ACT Qualifications Register

Found: 1747 of 1747 records

Search by code or title

☐ ASBA

Search and filter controls

Search by code or title.

Filter results by type or industry group.

Code	Title	Apprenticeship / Traineeship (A/T)	Status	ASBA	Block Release	Funded
AUR21105	Certificate II in Automotive Sales (Outdoor Power Equipment)	T	Superseded	Yes	No	ASBA ASBA
CHC40308	Certificate IV in Disability			No	No	User Choice New Worker \$432.00 User Choice Existing Worker \$1,000.00 User Choice New Worker \$2,700.00

Search and filter controls

Limit results to only show qualifications which allow ASBA training contracts.

Clear existing search parameters.

Search and filter controls

Clear existing search filters and show all records.

ACT Qualifications Register

Found: 1747 of 1747 records

Search by code or title

☐ ASBA

☐ Active ☐ In Transition ☐ Obsolete ☐ Superseded ☐ Block Release ☐ Skilled Capital

Advanced search controls

Use to search by status (i.e. active, in-transition, teach-out, suspended)

Use to search by specific Funded Training Initiative (User Choice, Skilled Capital etc.)

To view more details about the qualification, (e.g. nominal duration, available funding, funding band, RTOs offering this qualification etc.) click on the qualification code or title hyperlink.

i Click on this symbol (▼) to sort the column in alphabetical or numerical order.

REGISTERED TRAINING ORGANISATIONS

The Registered Training Organisation tab displays RTOs that are currently approved to deliver training in the ACT. Users can use search and filter options to look for specific RTOs.

ACT Qualifications Register

Found: 1747 of 1747 records

Search by code or title

☐ ASBA

☐ Active ☐ In Transition ☐ Obsolete ☐ Superseded ☐ Block Release ☐ Skilled Capital

Advanced search controls

Use to search by status (i.e. active, in-transition, teach-out, suspended)

Use to search by specific Funded Training Initiative (User Choice, Skilled Capital etc.)

i To view more details about the RTO, (e.g. qualifications, delivery modes and locations, contact officers etc) click on the RTO Name hyperlink.

VIEW AND MANAGE TRAINING CONTRACTS/STUDENTS

All Training Contracts which belong to your RTO can be viewed by clicking on **Contracts** and selecting the relevant 'view'. Each of the views are described below.

In AVETARS, Skilled Capital student records are included under the heading of Contracts, the use of the term *contract* also includes Skilled Capital student records.

VIEW ALL

This view shows all contracts associated with the RTO.

Viewing contracts

Contracts is available via both the top menu and the last tab on the dashboard.

Selecting ALL shows all contracts associated with the RTO.

Filter controls

Use filters to refine results from the total list of contracts. Results will appear automatically.

Contract hyperlinks

To view contract details, click on the Student ID hyperlink (which will appear under the column Student ID)

Actions

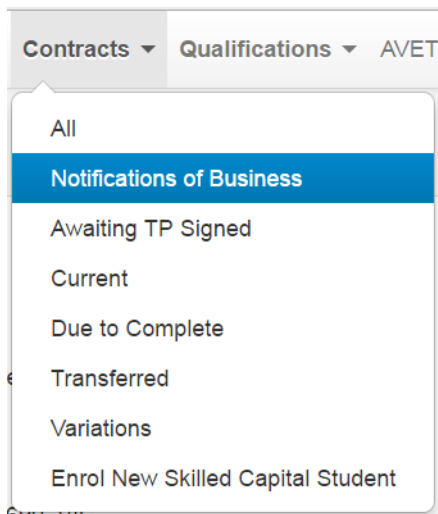
The action column includes all actions possible depending on the stage the contract has reached.

Possible actions:

- > **Accept/reject:** accept or reject the Notification of Business
- > **Confirm:** Confirm/enter the TP signed date
- > **Complete:** Confirm completion by entering the Date Deemed Competent and the date the qualification was issued.

NOTIFICATION OF BUSINESS (NOB)

This view displays all contracts which belong to the RTO and are waiting for the NOB to be accepted or rejected. Use the **Accept** or **Reject** button to accept or reject the Notification of Business relating to the Training Contract



SEARCH AND FILTER OPTIONS

Search Fields are available to find training records by: *Student Contract ID*, *Student Name*, *Application ID* and *Qualification Code*.

To search by this field, type the contract ID and press **Enter** or click out of the field.

To filter the training contracts by *Status*, click on the ▼ or in the **Filter by Status field**.

FILTER BY STATUS

View NOBs by the training contracts status (e.g. *Approved*, *Return*, and *Follow Up*).

ACTION: ACCEPT OR REJECT

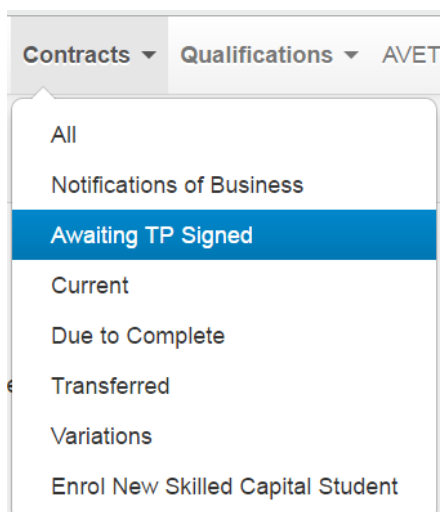
Accept a notification of business by clicking on the button next to the training contract record.

Accepting a NOB will move the contract to the **Awaiting TP Signed** view.

These buttons will display for Skilled Capital student records however this action is only required to move the record through the stages and not for the formal acceptance of the record. This action will be removed in future releases of AVETARS.

AWAITING TP SIGNED DATE

This view displays all contracts which have not had a Training Plan Signed Date defined. For User Choice training contracts, this action (**confirm**) will trigger the initial payment if eligible and populate the Training Plan Signed Date field on the Training Contract.



SEARCH AND FILTER OPTIONS

Search Fields are available to find training records by: *Student Contract ID*.

To search by this field, type the contract ID and press **Enter** or click out of the field.

To filter the training contracts by Status, click on the ▼ or in the **Filter by Status field**.

CONFIRM BUTTON

Enter the Training Plan signed date against a student record by clicking on the **confirm** button. This will display a form where the Training Plan Signed Date can be entered.

Enter the Training Plan signed date and click **save**.

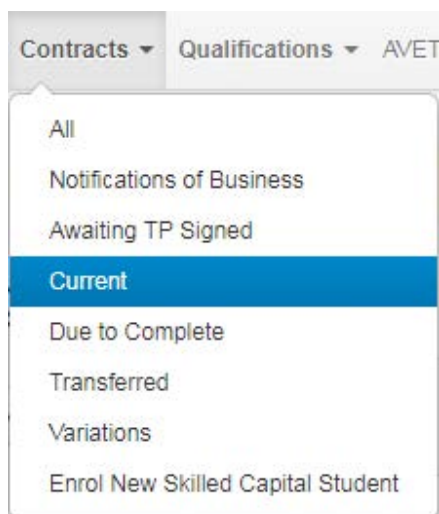
This will trigger an Initial Payment claim (if eligible) and populate the **Training**

Plan signed date on the contract.

To view the training contract details, click on the **Student Contract** hyperlink.

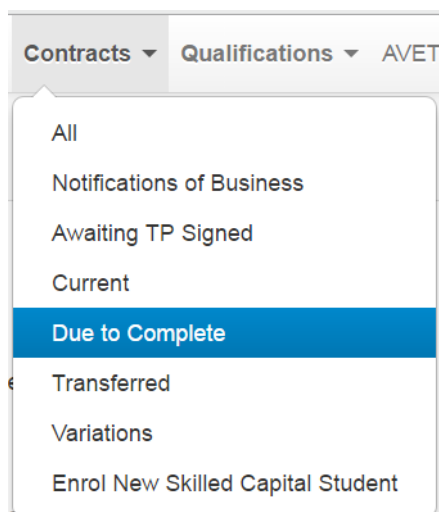
CURRENT

This view displays all contracts which have a training plan sign date entered.



DUE TO COMPLETE

This view displays all contracts with an approaching due to complete date, ordered from most to least imminent.



SEARCH AND FILTER OPTIONS

Search fields are available to find training records by: **Student Contract ID**.

To search by this field, type in the contract ID and press **Enter**.

To filter the training contracts by Status, click on the ▼ or in the **Filter by Status field**.

SEARCH

Click in the field and enter a date to display training contracts due to complete before the date entered.

COMPLETE

Enter the date deemed competent and date qualification issued against a student record by clicking on the **complete** button and this will prompt the user to enter the completion details for the training record.

A screenshot of a form titled 'Enter Completion Details'. It contains the following fields: 'Student Contract ID' with the value '12345678/1', 'Student Name' with the value 'Example Student', 'Date deemed competent' with an empty date input field and a calendar icon, and 'Date qualification issued' with an empty date input field and a calendar icon. At the bottom right, there are 'Cancel' and 'Save' buttons.

Enter the **Date deemed competent** and **Date qualification issued** dates then click **save**.

In addition, you must upload a set of AVETMISS files containing a NAT00130 record for the student you wish to complete. These Files must also contain *at least one corresponding unit enrolment record for the student in the NAT00120* to enable the completion to match to the correct contract to be completed in AVETARS.

After uploading, you will also need to click the Upload ID hyperlink and run *Process Payments* (even if no payments are due) to make the completion take effect.

Once these steps have been completed it will trigger a contract status of Complete.

For contracts commencing before 31 December 2015, once both steps have been carried out, the contract will be marked **completed** and the completion payment to the RTO will be triggered.

For contracts commencing 1 January 2016 onwards, once both steps have been carried out, the contract will be marked **completed** and the completion payment to the student will be triggered.

EXPORTING A REPORT

On each view of the contracts table, whether “All”, “Notifications of Business”, “Awaiting TP Signed Date”, “Due to Complete”, etc., buttons appear stating “Skilled Capital CSV” and “All Contracts CSV”.

Clicking these buttons will create a comma separated value-formatted report of all of the Skilled Capital, or Australian Apprenticeship records, displayed in the table at that time.

For example, if you navigate to the “Notifications of Business” tab, you can create an export to be opened in Excel of all of your pending Notifications of Business. Likewise, if you navigate to “All” and search by a particular qualification, you can export all of your students studying a particular qualification.

Training Contracts

Actions
Skilled Capital CSV
All Contracts CSV

Filter By Status
Student Contract Id
Student Name
Application ID
Qualification Code
Received By
Employer
RTO
ANP
School
Funding Type
Date of Birth

Student ID	Apprentice Name	Date of Birth	ETD Status	Qualification	Employer	RTO	ANP	School	Funding Type	Dates	Actions
89012345/1	Jane Student	01 Mar 9999	Approved	Sample Qualification PSP12345	0123	Sample RTO Pty Ltd 12345	Sample ANP Pty Ltd		User Choice New Worker	DTC 18 Sep 2018 Received 22 Sep 2016 NOB 22 Sep 2016 Start 19 Sep 2016 TP Signed 29 Sep 2016	
89023456/2	John Student	10 Jun 9999	Approved	Sample Qualification PSP12345	0123	Sample RTO Pty Ltd 12345	Sample ANP Pty Ltd		User Choice New Worker	DTC 18 Sep 2018 Received 22 Sep 2016 NOB 22 Sep 2016 Start 19 Sep 2016 TP Signed 29 Sep 2016	
89034567/1	Sarah Student	05 Aug 9999	Approved	Sample Qualification PSP12345	0123	Sample RTO Pty Ltd 12345	Sample ANP Pty Ltd		User Choice New Worker	DTC 18 Sep 2018 Received 22 Sep 2016 NOB 22 Sep 2016 Start 19 Sep 2016 TP Signed 29 Sep 2016	

Once you have clicked the button, confirm that you wish to create an export.

Create Export

Are you sure you want to create an export for Contracts CSV?

Create Export

You will be navigated to your exports. Depending on the size of the report you requested, you may have to wait some minutes and refresh the page while the system generates your file. Once the file is created, you will see that it is available for download.

Exports								
Your recently created exports								
Id	Name	File Name	Type	Created	Updated	Elapsed	Status	Actions
1332	Contracts CSV	1332_contracts-csv_2017-03-22.csv	csv	22 Mar 2017	22 Mar 2017	-	Processing	



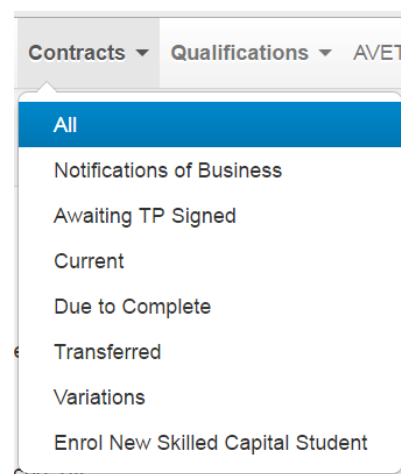
You can revisit and re-download reports that you have created in the past at any time. Simply click on the “person” icon at the top right of your screen, and then click the “Exports” tab.

TRAINING CONTRACT DETAILS

To view the contract details, click on the [Student Name](#) or [Student Contract ID](#) hyperlink on any of the views.

At the top of the contract there is a heading **Actions**. Future functionality will be added to this heading bar, including links to vary the details of training contracts. More details on this functionality will be released closer to the release date.

The training contract is broken into 11 different tabs of information.



Tab	Description
Apprenticeship Details	Details regarding the qualification, length of qualification, Apprenticeship type and all dates associated with contract management.
Apprentice	Lists all of the personal details of the apprentice (date of birth, address, etc.: these characteristics may result in additional funding in the form of loadings), and the numbers associated with the student (USI, ID, etc.)
Education and Training Details	Lists the secondary schooling details of the student (past or current), their formerly achieved or ongoing qualifications, and their credit seeking status.
Parent/Guardian Details	Lists the relevant details if the student is a minor.

Tab	Description
Employer & Employment	Lists employer details, including contract details; the number of supervisors; the award; and details regarding any pre-contract employment with the same employer which is used to determine whether new worker or existing worker funding is to be applied.
RTO & ANP Details	Lists the RTO, the ANP, and their respective contacts.
Funding Details	Contains details of the funding – if any – attributed to the contract, including loadings applied, as well as a table of the payment schedule.
Payments	Records the units completed and associated payments made to date.
Variations	Contains a record of the variations made to the contract. Currently RTO users cannot “view” the details of the variations, but this future functionality will be added.
Notes	Records any notes made by Skills Canberra staff during manual administration of the contract.
Approvals	If this tab displays the statement “No items to display here!” it means the contract was created in AVETARS. Contracts migrated from the legacy system AVMS will display the statement “No auto-approval: Migrated from AVMS.”

TRAINING CONTRACT VARIATIONS

A variation is a change to the training contract between an Australian Apprentice and their employer, or a change to a Skilled Capital record on enrolment. Different parties are allowed to lodge particular variations, and different parties are required to approve particular variations. Any combination of the following might be able to lodge – or might be required to approve – a given variation:

- > The employer;
- > The Australian Apprentice;
- > The RTO;
- > The ANP;
- > Skills Canberra.

AUSTRALIAN APPRENTICESHIP TRAINING CONTRACT VARIATIONS

There are 23 variations available in AVETARS for apprenticeship and traineeship contracts. 10 of these can be initiated by RTOs.

The following table outlines which training contract variations can be initiated by RTOs, and which details can be changed via these variations.

Detail	Variation	Also consider changing...
Change Australian Apprentice first name	Change Australian Apprentice Name ¹	
Change Australian Apprentice second name		
Change Australian Apprentice last name		

Detail	Variation	Also consider changing...
<p>Say that the Australian Apprentice is or is not attending school</p> <p>Update the Australian Apprentice's current year level</p> <p>Change the Australian Apprentice's school</p> <p>Update the Australian Apprentice's highest school level & year completed</p>	Change School Details	ASBA Status; Work Hours
Update the Australian Apprentice's identification as a person with a disability	Change of Disability Status	
Move the student to and from a school-based Australian Apprenticeship	Change of ASBA Status	School Details; Work Hours
Apply for Credit of Time to reduce the Australian Apprentice's nominal duration, or remove an application to increase it ²	Apply for Credit of Time	Update Previous Qualifications
Change what the Australian Apprentice is studying	Change Qualification	Registered Training Organisation
Delay the Australian Apprentice's Due to Complete Date so they have longer before their contract expires	Extend a Training Contract	
Put the Australian Apprentice's training on hold ³	Suspend a Training Contract	
Cancel the Australian Apprenticeship or traineeship	Cancel a Training Contract	
<p>Change any previous qualification details, and when the Australian Apprentice completed</p> <p>Update whether the Australian Apprentice can or can't use their previous qualification because of disability or injury</p> <p>Update whether the Australian Apprentice is an Intensive Support Customised Assistance Client</p> <p>Update whether the Australian Apprentice has been unemployed and registered as such with Centrelink for 12 months or more</p> <p>Correct whether the Australian Apprentice has previously worked as an Australian Apprentice or Trainee</p>	Update Previous Qualifications	Apply for Credit of Time

¹ Currently, AVETARS is not compatible with single-name names. If the name is a single-name, please input a "-" instead of a last name.

² Credit of Time can only be applied in apprenticeships, not traineeships

³ Note the identification of a return to work date is required to lodge a suspension.

The following table outlines training contract variations which must be lodged by other parties.

Detail	Variation	Also consider changing...
Reactivate the contract after it has expired	Update an Expired Status	
Update your details where there has been no change of ABN ⁴	Change of Employer Details	
Change the Australian Apprentice's registered training organisation	Change Registered Training Organisation	
Update the Australian Apprentice's identification as an Aboriginal and/or Torres Strait Islander	Change ATSI Status	
Change the Australian Apprentice's citizenship	Change Citizenship Status	
Correct the Australian Apprentice's Date of Birth	Change of Date of Birth	
Change workplace name Change workplace address Update workplace contact person Change the employment arrangement/award	Change Workplace Details	
Say that the Australian Apprentice is full or part-time Change the hours the Australian Apprentice works a week	Change Workplace Hours	
Correct whether the Australian Apprentice worked for you before Correct the hours, start and end date of the Australian Apprentice's previous work with you Correct whether you had an existing business relationship with your Australian Apprentice Correct whether you have already received an Australian Government Incentive	Change Previous Work	Existing/New Worker Status
Report the date your Australian Apprentice returned to training after it had been on hold	Enter a Return to Work Date	
Correct the Australian Apprentice's New Worker status Correct the Australian Apprentice's Existing Worker status	Change Existing Worker Status	Previous Work Hours
Change the employer on the contract due to a change of ABN ⁵	Change of Ownership	

⁴ These details include employer address, trading name, and legal name.

⁵ This variation is used where an employer has been bought by another legal entity, or where an employer has changed their ABN. It cannot be used to swap an apprentice from one employer to another. Usually, this will require that the contract be cancelled and that one be commenced with the new employer.

SKILLED CAPITAL RECORD VARIATIONS

There are seven variations available in AVETARS for Skilled Capital records.

Detail	Variation
Change the student's name	Change apprentice name
Correct the Australian Apprentice's Date of Birth	Change date of birth
Change what the student is studying	Change qualification
Update the student's identification as Aboriginal and/or Torres Strait Islander	Change loadings
Update whether the student considers themselves to have a disability or impairment	
Update whether the student is identified as being youth at risk	
Update whether the student has been unemployed for 52 weeks or more	
Cancel the enrolment	Cancel contract
Change the RTO subcontracted to deliver foundation skills units	Change subcontracted RTO
Update the student's concession details	Update concession status

LODGEMENT PROCESS

To lodge a variation, navigate to the contract in question. On the contract itself, click "Request Variation".

Contract 89012345/1 for Sample Student training in Sample Qualification

Created

Approved

Initial Payment

Actions

Request Variation

Change Employer Details

The variations displayed as choices for lodgement will depend on:

- > Which variations can be lodged by an RTO; and
- > The current status of the contract.

For example, most variations can only be lodged while a contract is "approved". If the contract is "cancelled" or "completed", a contract variation cannot be lodged.

Once the type of variation(s) to be lodged has been selected, click “Request these Changes”.

Request a Contract Variation

Warning - You are requesting changes to a training contract.

- ☐ Change Apprentice Name
- ☐ Change School Details
- ☐ Change Registered Training Organisation
- ☐ Change Aboriginal and Torres Strait Islander Status
- ☐ Change Citizenship Details
- ☐ Change of Disability Status
- ☐ Change of Australian School-Based Apprentice Status
- ☐ Change Date of Birth
- ☐ Apply for Credit of Time
- ☐ Change Workplace Details
- ☐ Change Workplace Hours
- ☐ Change Previous Work
- ☐ Change Qualification
- ☐ Extend a Training Contract
- ☐ Suspend a Training Contract
- ☐ Cancel a Training Contract

1 Request these Changes

Variation to 89012345/1

Change Date of Birth

This variation will apply to training contract 89012345/1 .
Student: Sample Person
RTO: Sample RTO
Employer: Sample Employer

2

Current Details

Field	Current Value
Date of Birth	01 Jan 0000

Change This Information To

* Date Of Birth

Evidence for this Variation

Evidence No file chosen

Multiple files may be selected by using Cmd/Ctrl or Shift.

Allowed file types: .jpg, .jpeg, .gif, .png, .bmp, .pdf, .doc, .docx, .xls, .xlsx, and .csv

*** Evidence is required for this Variation.**
Evidence can be uploaded now or provided to Skills Canberra via:

- email (skills@act.gov.au)
- post (Skills Canberra, Chief Minister, Treasury and Economic Development Directorate, GPO Box 158, Canberra, ACT, 2601)

Next **3**

Once “Next” is clicked, there is an opportunity to review and edit the changes on a summary page. Otherwise, click “Submit this Variation”.

Summary

This variation will apply to training contract 89012345/1 .
Student: Sample Person
RTO: Example RTO
Employer: Example Employer

If you are satisfied with the details you have provided, you may submit this request.

Submit this Variation

Change Date of Birth

K11 - Change Date of Birth

Details

	Current Value	New Value
Date Of Birth	14/03/1992	15/03/1992

Edit Change

It is important to note variations will not take effect straight away. Variations require the approval of others, such as the employer or Australian apprentice, and other variations require Skills Canberra to review ahead of their approval.

An email notification will be sent once the variation has been approved, if it has been rejected by Skills Canberra or another party, or if it has expired because a relevant party has not approved it within 10 business days.

FOLLOW-UP IF YOUR VARIATION IS REJECTED OR EXPIRED

If a delay in variation processing becomes a concern, contact Skills Canberra who can make enquiries with the relevant parties.

If a variation is rejected, Skills Canberra can identify the rejecting party. If the variation was rejected by the STA, Skills Canberra can explain why.

If a variation expires, Skills Canberra can identify which party did not approve it in time. The variation can then be re-lodged.

APPROVE A VARIATION

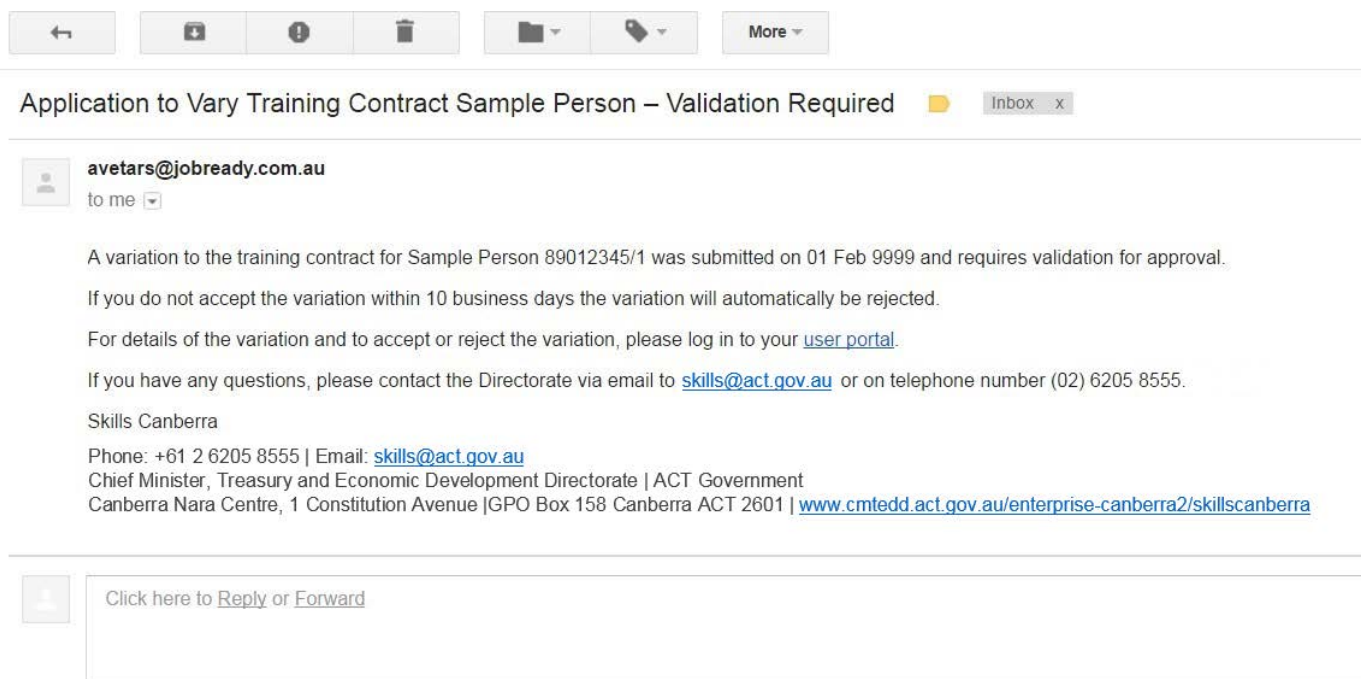
NOTIFICATIONS

When a variation is lodged requiring the RTO's approval, a notification to that effect will be sent via email.

Notifications are also sent if a variation to a training contract is approved, rejected, or expires.

PROCESS

From a notification email, click on “user portal” and login to AVETARS.



Next, follow the prompts to approve or reject the variation from the dashboard. The variation will be listed in the “Variation Actions” table, and it will be marked “Pending Review”.

Variation Actions						
Student Contract ID		Submitted	Type	Date	Clear Filters	
Student ID	Student Name	Employer	RTO	Dates	Changes Requested	Actions
89012345/1	Sample Person	Sample Employer	Sample RTO	Submitted 01 Jan 9999	Change Date of Birth Pending Review	View

Under Actions heading click on “View”, and then approve or reject the variation.

Variation to 89012345/1 Sample Person

This variation applies to training contract 89012345/1 .

Change Date of Birth

Actions Approve Reject

You are required to approve or reject this variation.

Details

Date Of Birth 15/03/1992

Stakeholder Approvals

Apprentice

Pending

Sample Person

Please note that the requesting party will be notified of any approval or rejection via email.

ENROL A STUDENT IN A SKILLED CAPITAL COURSE

From the Contracts menu, select *Enrol New Skilled Capital Student*.

AVETARS

Contracts ▾ Qualifications ▾ AVETM

All

Notifications of Business

Awaiting TP Signed

Current

Due to Complete

Transferred

Variations

Enrol New Skilled Capital Student

New Skilled Capital Contract Search for Student

* First name Amadeus

* Last name Mozart

* Date of birth 01/03/1986

Student ID

* Email amozart@gmail.com

* Usi 1A2B3C4D5E

Submit

Please do not enter a middle name. Skilled Capital accepts first and last names only.

You may need to request the student's ID from Skills Canberra if a record for the student already exists in AVETARS. See note below.

Fill out the required fields in the first form that appears.

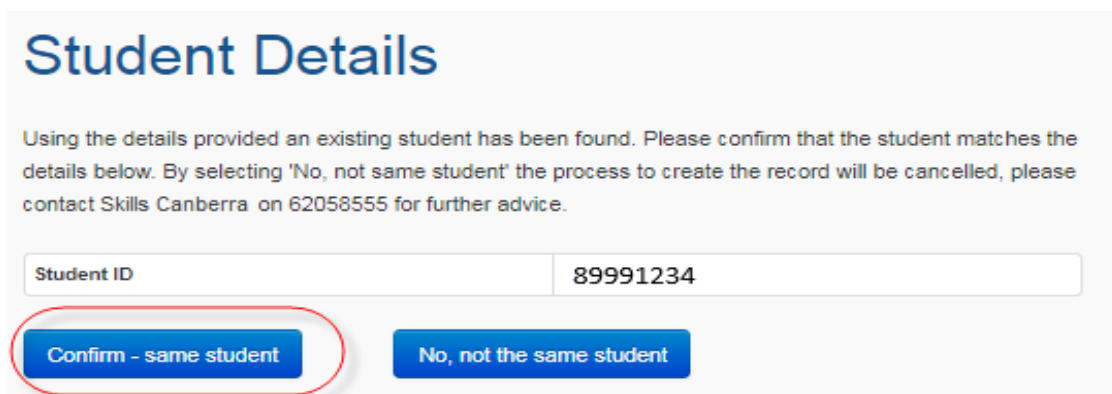
Click *Submit*.

At this point, AVETARS will check if a student record already exists, matching on the criteria you have entered. Often, a student may have had a previous training contract.

Where no potential match is found, the process jumps to ‘COMPLETING THE ENROLMENT’ below.

If a **definite match** is found (same names, date of birth, USI):

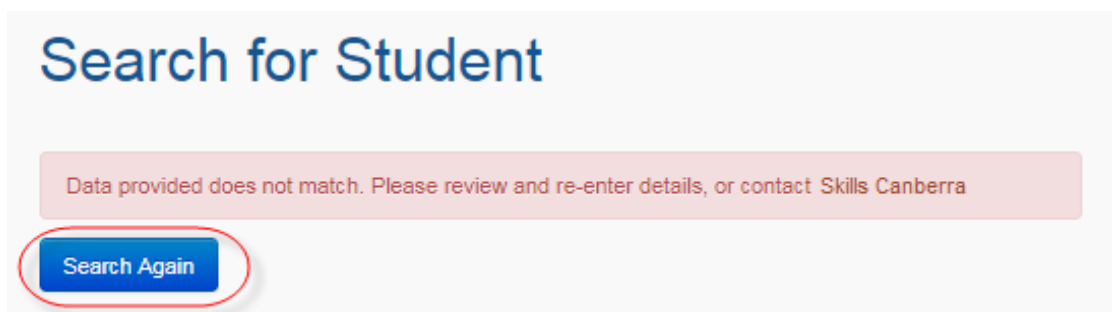
You will see this dialog requesting your confirmation. Click *Confirm - same student* to continue with the enrolment:



The image shows a 'Student Details' dialog box. At the top, it says 'Using the details provided an existing student has been found. Please confirm that the student matches the details below. By selecting 'No, not same student' the process to create the record will be cancelled, please contact Skills Canberra on 62058555 for further advice.' Below this text is a form with a label 'Student ID' and a text input field containing '89991234'. At the bottom of the dialog are two blue buttons: 'Confirm - same student' and 'No, not the same student'. The 'Confirm - same student' button is circled in red.

If a **probable match** is found (most of the values you entered match to an existing student record, but there may be one or two small discrepancies):

You will see this response:



The image shows a 'Search for Student' dialog box. It features a red message box that says 'Data provided does not match. Please review and re-enter details, or contact Skills Canberra'. Below the message box is a blue button labeled 'Search Again', which is circled in red.

Click *Search Again* to return to the first form and re-enter the details after verifying that you have the correct student names, date of birth, and USI.

If you have verified the details you are entering are correct, and you still get this message, then it is possible the data causing the mismatch needs to be corrected in AVETARS. In that case, please contact Skills Canberra on 02 6205 8555 or skills@act.gov.au. Skills Canberra will endeavour to make the corrections as soon as possible, so that you can complete your enrolment without mismatches.

At this point, we may also provide you with the existing AVETARS Student ID for you to enter in the first form to assist in the matching process.

Other possible data-matching error messages:

- The email provided already matches a record

If you have entered the correct student details and receive this message, it means that the email address you entered is already in use by another student (or possibly for the same student if the other details have not matched precisely). Please check with Skills Canberra. If another student is legitimately using the email address, your new student will need to provide an alternative.

- The student already has an approved Skilled Capital training contract

AVETARS will not let you enrol a student who is already active in another Skilled Capital program. Sometimes the situation arises where the student believes they have completed or cancelled their other enrolment, however their RTO has not yet closed that enrolment in AVETARS. In that case, the student should contact the RTO to ask them to do so as soon as possible, in order to enable your new enrolment to proceed.

COMPLETING THE ENROLMENT

- Where no matching student is found in AVETARS, or a matching problem has been resolved:

The second form to complete the enrolment details for the new or matched student will appear. Enter the required fields:

Student Details

Gender: Male

Current Residential Address

Address Line 1: 123 Fourth Crescent

Address Line 2:

Suburb: Canberra

Phone Number:

Mobile Number: 0450 998877

Subcontracted RTO (if applicable):

Qualification: Certificate II in Business [BSB201]

Delivery mode: D - Blend of training by RTO inclu

Back to Search Submit

NOTE: If the desired Qualification is not available in the dropdown, the reason may be that either

- The cap of available places has been reached, or
- Your RTO does not have scope to deliver the qualification in the ACT, or
- You have not nominated your RTO to deliver the qualification under Skilled Capital funding.

Click **Submit** to complete the enrolment.

Once the enrolment is successful, you will see the message *The new skilled capital enrolment has been queued for processing*. Shortly after, you will be able to click the red **Notifications** icon, and **See All Notifications**, to find a confirmation of the new enrolment.

ACT Government
Chief Minister, Treasury and Economic Development

AVETARS

Dashboard Public Register Contracts Qualifications AVETMISS Uploads

The new skilled capital enrolment has been queued for processing

Notifications

Your Skilled Capital enrolment for T're Phyl Capi has been successfully processed. 23 days ago

Your Skilled Capital enrolment for Youica Youle has not been successful. Please contact Skills Canberra for further information. 14 days ago

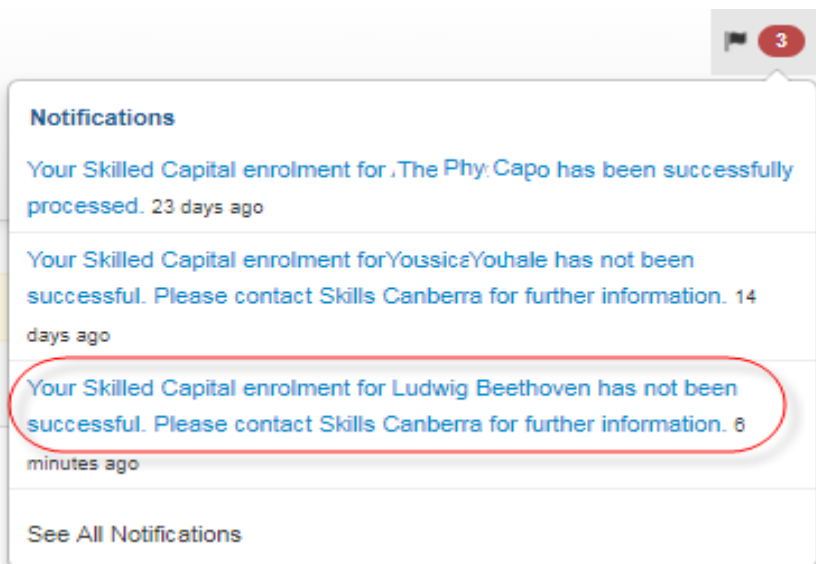
See All Notifications

NOTE: During periods of high enrolment activity, as on the first day of a Skilled Capital release, it is possible for a new enrolment to remain in the queue for some time before it is finally saved and becomes visible in AVETARS. At other times, it will normally finish processing straight away.

NOTE: During periods of high enrolment activity, as on the first day of a Skilled Capital release, it is possible for a new enrolment to remain in the queue for some time before it is finally saved and becomes visible in AVETARS. At other times, it will normally finish processing straight away.

When an enrolment has been queued for processing, but the enrolment does not succeed:

The Notifications will also tell you if your enrolment has *not* succeeded, for reasons other than those outlined above:

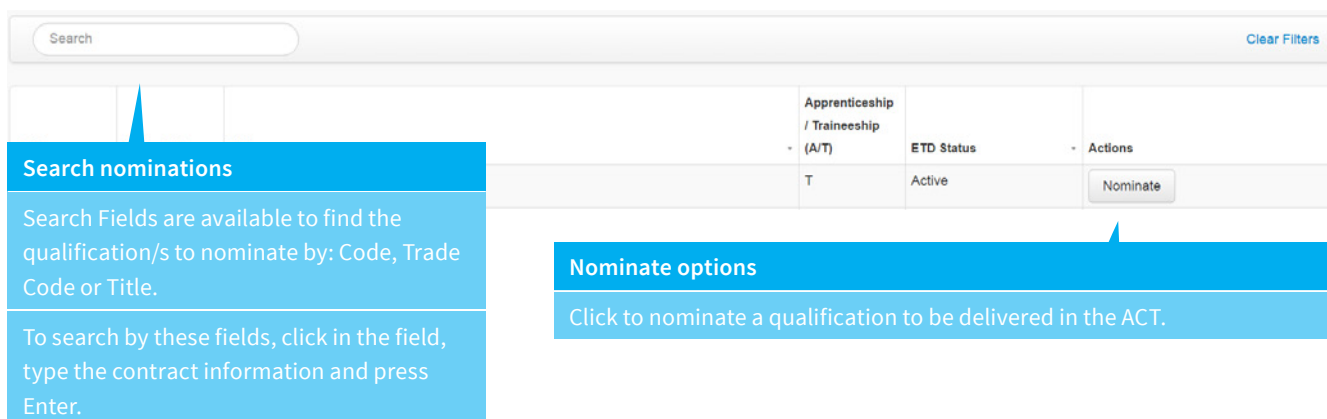
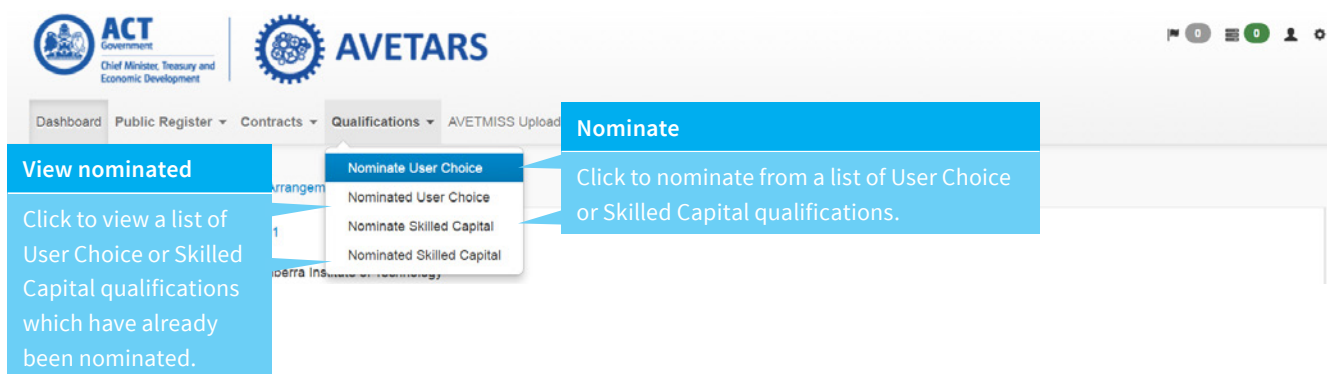


This can occur, for example, if a potential student's email address is already in use as a Login to AVETARS, possibly as an RTO or Employer Login. In such cases, an alternative email address must be provided.

If a Skilled Capital enrolment fails and the reason is not clear, please contact Skills Canberra.

MANAGING QUALIFICATIONS

AN RTO can manage which qualifications it offers using the Qualification link in the **top menu**. It can nominate new qualifications, adding their delivery modes and fees; and edit existing qualifications, modifying delivery modes and fees, or flagging the qualification as “closed for enrolments”, effectively removing the nomination.



Sample RTO

Nominating **Sample Qualification** for User Choice in the year **2016**

* Contact

* Address

Offered to ASBA ☒

Flag as closed for enrolments ☐

Delivery Modes Offered

Delivery Mode	Tuition Fee
<input type="checkbox"/> A - Fully off-the-job by RTO	<input type="text"/>
<input type="checkbox"/> B - Distance Learning and Remote e-learning by RTO	<input type="text"/>

Submit Cancel

Nominate options

On the pop up screen, Fill in the required details, including at least one delivery mode with a fee for each delivery mode selected.

Submit/cancel

Click submit once all details have been entered, or cancel to stop.

Search

Clear Filters

Code	Trade Code	Title	Apprenticeship / Traineeship (A/T)	Closed for Enrolments?	ETD Status	Contact Person	Delivery Mode / Tuition Fee	Offered to ASBA	Actions
AHC00000	AHI	Sample Qualification	T	Yes	Active	Sample Contact	A: \$	Yes	<div>Edit</div>

Sample RTO

Nominated **Sample Qualification** for User Choice in year **2016**

* Contact

* Address

Offered to ASBA ☒

Flag as closed for enrolments ☒

Delivery Modes Offered

Delivery Mode	Tuition Fee
<input checked="" type="checkbox"/> A - Fully off-the-job by RTO	5000000.00
<input type="checkbox"/> B - Distance Learning and Remote e-learning by RTO	<input type="text"/>
<input type="checkbox"/> C - Fully on-the-job (other than distance learning resources) by RTO	<input type="text"/>

Submit Cancel

Nominated options

Click to edit an existing nominated qualification.

On the pop up screen, Fill in the required details, including at least one delivery mode with a fee for each delivery mode selected.


Submit/cancel

Click submit once all details have been entered, or cancel to stop.

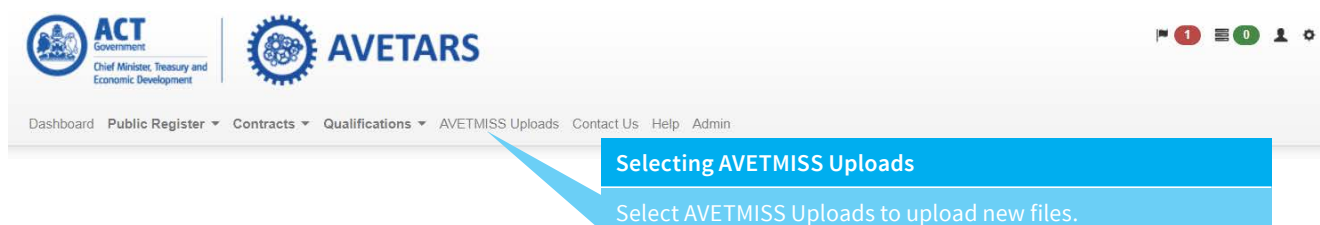
AVETMISS UPLOADS

All AVETMISS files must be submitted to AVETARS to trigger payment claims for User Choice and Skilled Capital. These files will also be used to report ACT training activity to the Chief Minister, Treasury and Economic Development Directorate and NCVER.

 AVETMISS files are extracted from the RTO's Student Management System (SMS)

 AVETMISS upload can be initiated by RTOs only.

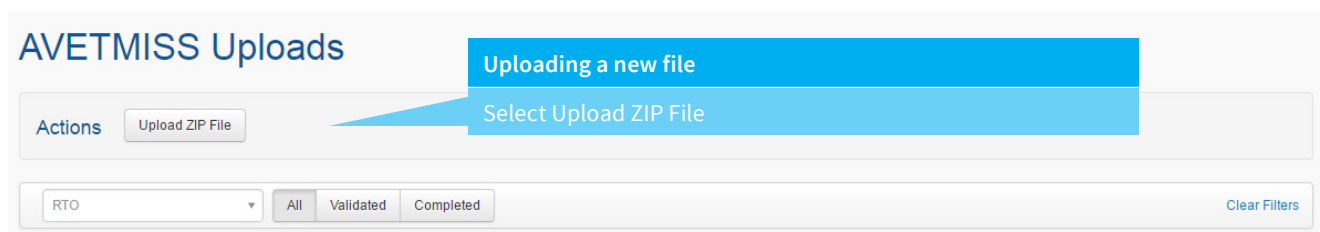
INITIATING THE AVETMISS UPLOAD PROCESS



Selecting AVETMISS Uploads

Select AVETMISS Uploads to upload new files.

SELECTING NEW FILES FOR UPLOAD



AVETMISS Uploads

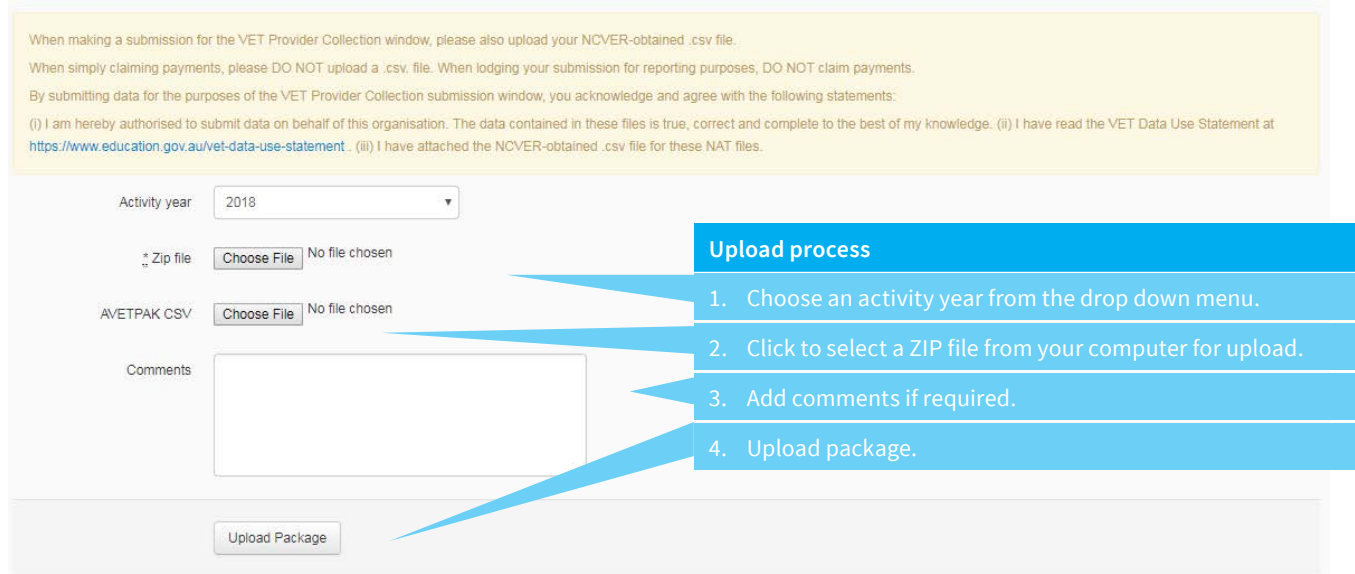
Actions Upload ZIP File

Select Upload ZIP File

RTO All Validated Completed Clear Filters

DEFINE ACTIVITY YEAR

New AVETMISS Upload



When making a submission for the VET Provider Collection window, please also upload your NCVER-obtained .csv file.

When simply claiming payments, please DO NOT upload a .csv file. When lodging your submission for reporting purposes, DO NOT claim payments.

By submitting data for the purposes of the VET Provider Collection submission window, you acknowledge and agree with the following statements:

(i) I am hereby authorised to submit data on behalf of this organisation. The data contained in these files is true, correct and complete to the best of my knowledge. (ii) I have read the VET Data Use Statement at <https://www.education.gov.au/vet-data-use-statement>. (iii) I have attached the NCVER-obtained .csv file for these NAT files.

Activity year: 2018

Zip file: Choose File No file chosen

AVETPAK CSV: Choose File No file chosen

Comments: [Text Area]

Upload Package

Upload process

1. Choose an activity year from the drop down menu.
2. Click to select a ZIP file from your computer for upload.
3. Add comments if required.
4. Upload package.

IMPORTANT DETAILS FOR ZIP FILE UPLOAD

The ZIP file for upload must contain the following 10 files:

1. NAT00010.txt (Training Organisation file)
2. NAT00020.txt (Training Provider Location file)
3. NAT00030.txt (Course file)
4. NAT00060.txt (Module / Unit of Competency file)
5. NAT00080.txt (Client file)
6. NAT00085.txt (Client Postal Details)
7. NAT00090.txt (Client Disability file)
8. NAT00100.txt (Client Prior Educational Achievement file)
9. NAT00120.txt (Enrolment file)
10. NAT00130A.txt (Qualification Completed file)



All files must be named in the following format:

NAT00XXX.txt

AVETMISS FILE VALIDATION

Uploaded AVETMISS files will be validated, checking the data quality of the VET activity reported by the RTO.

AVETARS will check the AVETMISS files for:

- > Fatal Error: data integrity has been compromised or does not match or conform to the standards as defined by Skills Canberra.
- > Warning Errors: data provided is inconsistent with values matching the data elements.

RTO ▼ All Validated Completed Clear Filters							
Upload ID	Status	AVETPAK	Uploader	Uploaded At	Comment	Payments	Action
2016/58	Completed			28/09/2016 12:57 PM		0	View ▼
2016/57	Completed			28/09/2016 12:17 PM		0	View ▼
2016/56	Completed	2		27/09/2016 3:24 PM		0	View ▼
2016/55	Completed	19 1		27/09/2016 2:28 PM		0	View ▼

Upload validation view




Click on the Upload ID text to access the AVETMISS upload validation screen.

Quick links

Click on the View button to access payments and payment error screens, and also to download specific AVETMISS files which had previously been uploaded.

VALIDATION VIEW - WARNINGS AND ERRORS

AVETARS lists the status of all files contained in the uploaded ZIP file (which includes 10 NAT files). Each file will appear with a coloured icon indicating its status.

-  Fatal error icons will appear in red, with the number of errors per file listed within the icon.
-  Warnings will appear in orange.
-  Files without errors or warnings will appear as green. The included number will always be 0.

If there is a fatal error relating to a record for which a payment is expected, the payment claim will not be processed until the error has been fixed and the file uploaded again.

Warning errors are included as advice only. There are no impacts on payment claims however the data element supplied does not match with other supplied data and may impact data checking in the future.

VALIDATION CHECKLIST

1. All 10 files must be submitted – even if they have no data;
2. Payments will only trigger for a student if there are no fatal errors;
3. Training Organisation identifier - this is the RTO code as reported on TGA (not the RTO name) and must be left aligned with 'spaces' as fillers;
4. User Choice students must have an Australian Apprenticeship training contract Identifier and must be in the correct format of Contract ID sequence;
5. Skilled Capital Student record IDs must be recorded in the Purchasing Contract Identifier in the NAT00120 file, NOT the Training Contract Identifier. For all other (non-Skilled Capital) enrolments, the Purchasing Contract identifier must remain blank.
6. Program identifier, Date of Birth, First Name and Last Name must match the details on the Australian Apprenticeship training contract;
7. Funding source – national and funding source must be specified and match the requirements;
8. The activity end date must be before the completion date of the Australian Apprenticeship training contract;
9. A USI must be defined for ALL Apprentices, Trainees and Skilled Capital students.

For more information on AVETMISS file format, please refer to the following documentation:

- > ACT AVETMISS Reporting Guide: http://www.cmtedd.act.gov.au/enterprise-canberra2/skillscanberra/vet_admin/avetmiss
- > NCVER Website: <http://www.ncver.edu.au>

CLAIMING PAYMENTS IN AVETARS

AVETARS is able to process three (3) types of payments available for the RTO:

1. Initial Payment: The RTO may make a one off initial payment claim per student per qualification, per Australian Apprenticeships training contract

i To Claim Initial Payment: see 'Awaiting Training Plan Signed Date' steps on page 13 for details of how to claim and process an 'Initial Payment' in AVETARS.

2. Unit Payment: The RTO must submit compliant AVETMISS files which contain the report for successfully completed units of competency to claim for payment. Unit Payments will only be made for the minimum number of units.

3. Completion Payment: To activate this payment see 'Due to Complete' steps on page 14 for details of how to process a 'Completion Payment' in AVETARS.

CLAIMING UNIT PAYMENTS

AVETMISS Upload 2016/11

Validations **5**

Actions Process Payments Download

Processing payments
Click on the Process Payments button.

View By File View By Client

Payments process triggered.

AVETMISS Upload 2016/11

Validations **5**

Actions Download

Indication of payment process initiation
Once the Process Payments button has been clicked, a green bar will appear indicating the process has begun. This screen will automatically update to show further information, but refreshing your browser can make this process faster.

View By File View By Client

AVETMISS Upload 2016/19

Validations **13** **Payments 221** **Payment Errors 290**

Actions Download

Payments and payment errors
Processed payments and any payment errors can be viewed by clicking on the relevant tab.

View By File View By Client

i After payments are processed from the AVETMISS upload and validation, payment details are updated in the training record for the RTO.

VIEWING TRAINING CONTRACT PAYMENT INFORMATION

You can view the unit completion history and payments made for each contract from that contract's individual record.

Apprenticeship Details

Status:

Qualification:

Apprentice

Name:

Mobile:

Education and Training Details

Parent/Guardian Details

Employer & Employment

Employer:

Employer Contact:

Phone:

Units

Code	Outcome	Activity End
CPCPDR2023A	20	15 Jun 2016
CPCPDR2024A	20	15 Jun 2016
CPCPCM2047A	20	15 Jun 2016
CPCPDR2022A	20	15 Jun 2016
CPCPDR3021A	20	15 Jun 2016
CPCPDR2025A	20	15 Jun 2016
CPCPDR3022A	20	15 Jun 2016
CPCPDR3023A	20	15 Jun 2016
CPCPCM2054A	20	15 Jun 2016
RIICCM210D	20	15 Jun 2016
	20	22 Apr 2016
	20	22 Apr 2016
	20	22 Apr 2016
	20	22 Apr 2016
	20	22 Apr 2016
CPCPCM3001C	20	22 Apr 2016

Payments Summary

Claimed Total	\$4,782.36
Amount Paid (Units)	\$4,637.44
Amount Remaining (Units)	\$4,347.91
Number of Units Completed	33
Number of Payments Made	33
Total Paid To Date	\$4,637.44
Balance (ISP and Completion)	\$6,459.14

Training Contract Payment Information

Click on the payments tab in the contract to see training contract payment information.

Units and Payments Summary

Further information regarding units and payments summary is shown on the payments tab.

Payments

Total Paid To Date: \$4,637.44

Balance: \$6,459.14

Variations

Notes

10 notes

History

14 versions

Snapshots

0 snapshots

Approvals

Letters

0 letters

Payments

All RTOs

Clear Filters

Type	Date	Unit Code	Id	Status	Claim Value	Amount	Pay Run Number	Pay Run Date	RTO	Comment	Actions
Unit	18 Jun 2016	CPCPDR3021A	8286762	Processed	\$144.92	\$144.92	335	21 Jun 2016	0101	Unit Payment	
Unit	18 Jun 2016	CPCPCM2054A	8286756	Processed	\$144.92	\$144.92	335	21 Jun 2016	0101	Unit Payment	
Unit	18 Jun 2016	CPCPDR2023A	8286759	Processed	\$144.92	\$144.92	335	21 Jun 2016	0101	Unit Payment	
Unit	18 Jun 2016	CPCPDR2025A	8286761	Processed	\$144.92	\$144.92	335	21 Jun 2016	0101	Unit Payment	
Unit	18 Jun 2016	CPCPCM2047A	8286755	Processed	\$144.92	\$144.92	335	21 Jun 2016	0101	Unit Payment	
	18 Jun 2016	CPCPDR2024A	8286760	Processed	\$144.92	\$144.92	335	21 Jun 2016	0101	Unit Payment	
	18 Jun 2016	CPCPDR3023A	8286754	Processed	\$144.92	\$144.92	335	21 Jun 2016	0101	Unit Payment	
	18 Jun 2016	CPCPDR3022A	8286753	Processed	\$144.92	\$144.92	335	21 Jun 2016	0101	Unit Payment	
	18 Jun 2016	RIICCM210D	8286757	Processed	\$144.92	\$144.92	335	21 Jun 2016	0101	Unit Payment	
	18 Jun 2016	CPCPDR2022A	8286758	Processed	\$144.92	\$144.92	335	21 Jun 2016	0101	Unit Payment	
	09 Jun 2016	CPCPIWT3023A	8273126	Processed	\$144.92	\$144.92	334	17 Jun 2016	0101	Unit Payment	

Detailed payments

Payment details includes information for:

Payment type

Date

Unit Code (Unit Payment)

ID

Status

Claim Value

Amount

Pay Run Number

Pay Run Date



Skills Canberra
Chief Minister, Treasury and
Economic Development Directorate

April 2018