Process Map Legend

- **Start**: Beginning of the process
- **End**: End of the process
- **EBS**: This process step is completed in the EBS system. EBS is the TAFE NSW Student Enrolment and Management System.
- **Client**: This process step is completed in the Client EBS access portal
- **Agent**: This process step is completed in the Agent EBS access portal
- **Enrolment Portal**: This process step is completed in the Enrolment Portal by the Learner
- **Decision?**: Decision step
- **Process Step**: Process step
Glossary of Terms

We understand that some of the position names used within this process map differ across Institutes. This glossary is to be used by Institutes to more easily align their Institute structure with this standardised process.

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
<th>Process Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Administration Services</strong></td>
<td>• Assist with the setup of new Learners (including data entry into EBS, upload Information to STS Online Portal and validating DEIs.)&lt;br&gt;• Assist with the enrolment of Learners into Offerings (including data entry into EBS, credit transfers, verifying STP Information is complete, and issuing invoices)&lt;br&gt;• Liaise and contact Learners for enrolment related queries and follow-up questions&lt;br&gt;• Adjust Learner profiles based on Auto-Credit transfers&lt;br&gt;• Assist with the withdrawal/refund process&lt;br&gt;• Process refunds&lt;br&gt;• Rectify errors identified in the MACRO RevCheck Tool</td>
<td>Learner Enrolment - Auto-Credit Transfer - Management of Learners in EBS - Management of Learners in EBS - Withdrawals - Management of Learners in EBS - Refunds</td>
</tr>
<tr>
<td><strong>Course Information Coordinator</strong></td>
<td>• Establish Master Offerings from Master Products and seek relevant approval&lt;br&gt;• Setup Offerings cloned from Master Offerings and seek relevant approval (eg. approval from Head Teachers, complete Course Information Checklist)&lt;br&gt;• Publishing of offerings on website</td>
<td>- Creation of Master Offerings - Establishment of Offerings</td>
</tr>
<tr>
<td><strong>Head Teacher</strong></td>
<td>• Initial planning of course Offerings and completion of required Offering setup documents (eg. TAS and Offerings Information Form, VFH Schedule)&lt;br&gt;• Approve published offering on website via email&lt;br&gt;• Review course eligibility for Learner enrolments into Offerings&lt;br&gt;• Final review and approval functions in relation to manual credit transfers&lt;br&gt;• Approving learner withdrawals</td>
<td>- Creation of Master Offerings - Establishment of Offerings - Learner Enrolment - Auto-Credit Transfer - Management of Learners in EBS - Withdrawals</td>
</tr>
<tr>
<td><strong>Discipline Leader</strong></td>
<td>• Review and approval of TAS Offerings Information Form and VFH Schedule&lt;br&gt;• Review and approval of offering contents</td>
<td>Establishment of Offerings</td>
</tr>
<tr>
<td><strong>Teacher</strong></td>
<td>• Contact Learners to offer alternate courses when ineligible&lt;br&gt;• Approve and sign Training Plans&lt;br&gt;• Record participation, enter milestone assessment marks and update unit progress of Learners&lt;br&gt;• Update EBS according to Training Plan</td>
<td>Learner Enrolment - Management of Learners in EBS - Management of Learners in EBS - Withdrawals</td>
</tr>
<tr>
<td><strong>Institute Finance</strong></td>
<td>• Create fees types for Offerings and price bands&lt;br&gt;• Approve refunds and raise credit notes where required&lt;br&gt;• Export relevant reports from EBS revenue recognition purposes&lt;br&gt;• Review identified issues in MACRO RevCheck Tool&lt;br&gt;• Create a manual journal template for Smart and Skilled subsidy calculations&lt;br&gt;• Upload journals to SAP</td>
<td>- Creation of Master Offerings - Management of Learners in EBS - Management of Learners in EBS - Withdrawals</td>
</tr>
<tr>
<td><strong>Quality Service Unit</strong></td>
<td>• Creation of Master Products</td>
<td>Creation of Master Offerings</td>
</tr>
<tr>
<td><strong>NSW TAFE VET FEE HELP Commission</strong></td>
<td>• Approve VFH Offerings</td>
<td>Establishment of Offerings</td>
</tr>
</tbody>
</table>

Key Process Tools:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Information Checklist</td>
<td>A new document to be developed to assist Course Information Coordinators in establishing complete courses with accurate information.</td>
</tr>
<tr>
<td>Offering Information Form</td>
<td>A new document to be developed to assist the flow of information between the Head Teachers and Course Information Coordinator.</td>
</tr>
<tr>
<td>Offering Register</td>
<td>A new document to be developed to keep track of developed offerings to reduce work and decrease duplicates.</td>
</tr>
<tr>
<td>USI Registry System</td>
<td>Access to be established for all student administrators with the USI registry.</td>
</tr>
<tr>
<td>Duplicate Record Guidelines</td>
<td>A new document to be developed to provide guidance over the existence of duplicate learner entries in EBS.</td>
</tr>
<tr>
<td>Master Funding Source Checklist</td>
<td>A new document to be developed to assist Student Administrative Services in the enrolment of Learners with accurate and eligible funding sources. To be developed in line with existing guidance.</td>
</tr>
<tr>
<td>Learner Enrolment Checklist</td>
<td>A new document to be developed to assist Student Administrative Services in the enrolment of Learners with accurate and complete information.</td>
</tr>
<tr>
<td>Withdrawal guidance document</td>
<td>A new document to be developed to assist student administrative services in the withdrawal of learners correctly, if they are eligible for withdrawal. To be developed in line with existing guidance.</td>
</tr>
</tbody>
</table>
Glossary of Terms

Some of the position names used within this process map differ across Institutes. This glossary is to be used by Institutes to align their structure with this standardised process.

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<tr>
<th>Role</th>
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<th>Process Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Information Coordinator (CIC)</td>
<td>• Creation of Offerings and Master Offerings</td>
<td>Offering Creation</td>
</tr>
<tr>
<td>Discipline Leader</td>
<td>• Review and approve TAS Form and Offering Information Form</td>
<td>Offering Creation</td>
</tr>
<tr>
<td>Head Teacher</td>
<td>• Determining Courses to be offered</td>
<td>Offering Creation</td>
</tr>
<tr>
<td>Institute Finance</td>
<td>• Creation of Fee Types and Price Bands</td>
<td>Offering Creation</td>
</tr>
<tr>
<td>Student Administration Services</td>
<td>• Learner Enrolment in EBS</td>
<td>Offering Creation</td>
</tr>
<tr>
<td>Teacher</td>
<td>• Ensure learner review and sign Enrolment Confirmation Form</td>
<td>Management of Learners – Withdrawal of TVET Learners</td>
</tr>
<tr>
<td>Training Plan Team</td>
<td>• Confirm course availability, Retain and send finalised Training Plan to Student Administrative Services</td>
<td>Management of Learners – Withdrawal of TVET Learners</td>
</tr>
<tr>
<td>TVET / SBA/T Coordinator</td>
<td>• Review Offering</td>
<td>Learner Enrolment – SBA/T Application</td>
</tr>
<tr>
<td>TVET / SBA/T Manager</td>
<td>• Determine stability of courses</td>
<td>Learner Enrolment – TVET Learner Application</td>
</tr>
</tbody>
</table>

ANP  Apprenticeship Network Provider
BOSTES  Board of Studies Teaching and Education Standards
CID  Commitment ID
TCID  Training Contract ID
DAAWS  Disabled Australian Apprentice Wage Support
DEC  Department of Education and Communities
EGI  Expression of Interest
SBA/T  School Based Apprentices/Trainees
SBA  School Based Apprentices
SBT  School Based Trainee
TAG  Training and Assessment Strategy
TSNSW  Training Services NSW (training.gov.au)
TPP  Third Party Payment
TVET  TAFE delivered vocational education and training
VTO  Vocational Training Order
USI  Unique Student Identifier
uCID  School Commitment ID
CIC  Course Information Coordinator
S&S  Smart and Skilled
PO  Purchase Order
### 1. Skills List Set Up

<table>
<thead>
<tr>
<th>TAFE NSW</th>
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<tbody>
<tr>
<td>NSW TAFE Commission</td>
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<tr>
<td>Institute Finance</td>
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<tr>
<td>Head Teacher</td>
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<tr>
<td>Vet Fee Help Manager</td>
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<tr>
<td>Student Administration Services</td>
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<tr>
<td>Learner</td>
<td></td>
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</tbody>
</table>

#### Start
- **Manager, Course Information Coordinator**: Receive Skills List from Training Services NSW or a communication containing a Smart and Skilled contract update.

#### Update Skills List
- **Client**: Update the Skills List to reflect institute contracted qualifications.

#### Check Activity Schedule
- **Client**: Check that the activity schedule in EBS matches the approved Activity Schedule from Training Services NSW.

#### Product Classification
- **Client**: Product Classification Smart & Skilled Approved is checked.

#### Upload Quals
- **Client**: Upload Part quals to TEA and add to skills list in EBS.

#### End
2. Offering Creation (Master offer and Offering)

- **TAFE NSW Quality Service Unit (TAFE QSU)**
- **New TAFE VET Commission**
- **Institute Finance**
- **Discipline Leader**
- **Head Teacher**
- **Course Information Coordinator**
- **Student Admission Services**
- **Learner**

**Process Steps:**

1. **Plan master or new Course Offering**
   - Review TAS, Offerings Information Form and VFH/FH Schedule (where required)
   - Check if there is a suitable existing offering or requirement for a new master offering
2. **Complete Training and Assessment Strategy (TAS) and Offering Information form consulting TVE Industry T & International staff as required.**
3. **New VFH/FH Offering?**
   - Provide VET Fee Help (VFH)/Fee Help (FH) Schedule Information for new VFH/FH Offering
4. **Is additional information required?**
   - Request additional offering information from Head Teachers
5. **Approve TAS, Offerings Information Form and VFH/FH Schedule (where required)**
6. **Send approval documents to Course Information Coordinator team mailbox**
7. **Check all required information is in the master offering, and the offering status remains in draft**
8. **Establish new master offering and input required details**
9. **Record new master offering on Offering Register**
10. **Managers, CC to approve new master offering via email**
11. **Establish new master offering and input required details**
12. **Check if there is a suitable existing offering or requirement for new master offering**
13. **Create fee types and price bands**

**Notes:**
- Process note: QSU creates nationally recognised qualification products and Institutes are to create non-nationally recognised products for courses and qualifications.

**Form:**
- **TAS**
- **Offerings Information Form**
- **VFH/FH Schedule**

**Flowchart:**
- Start flowchart with Plan master or new Course Offering.
- Continue with Complete Training and Assessment Strategy (TAS) and Offering Information from consulting TVE Industry T & International staff as required.
- Next, check if new VFH/FH Offering is required.
- If yes, proceed to Provide VET FeeHelp (VFH)/Fee Help (FH) Schedule Information for new VFH/FH Offering.
- If no, continue with Is additional information required?
- If yes, request additional offering information from Head Teachers.
- If no, proceed with Approve TAS, Offerings Information Form and VFH/FH Schedule (where required).
- Next, send approval documents to Course Information Coordinator team mailbox.
- Finally, check all required information is in the master offering, and the offering status remains in draft.

**Decision Points:**
- Yes: Continue with next step.
- No: Return to previous step.

**Data Flow:**
- Check if there is a suitable existing offering or requirement for new master offering.
- Managers, CC to approve new master offering via email.
- Check if there is a suitable existing offering or requirement for new master offering.
- Client checks if all required information is in the master offering, and the offering status remains in draft.

**Output:**
- Create fee types and price bands.

**Input:**
- Plan master or new Course Offering.
- Complete Training and Assessment Strategy (TAS) and Offering Information form consulting TVE Industry T & International staff as required.
- New VFH/FH Offering?
- Is additional information required?
- Approve TAS, Offerings Information Form and VFH/FH Schedule (where required).
- Send approval documents to Course Information Coordinator team mailbox.
- Check all required information is in the master offering, and the offering status remains in draft.

**Additional Notes:**
- Process note: QSU creates nationally recognised qualification products and Institutes are to create non-nationally recognised products for courses and qualifications.
3. Offering Creation continued

Continued from Offering Creation

**TAFE NSW**

**NSW TAFE VET-HELP Commission**

**Institute VFH Team**

Discipline Leader

Head Teacher

Student Administration Services

Learner

---

**Process note:** All amendments or updates to an offering should follow this process by using the Offering Request Form.
4. Learner Enrolment – Application Courses

**Process notes:**
1. Learners can apply for CT or RPL throughout the duration of their qualification although it is recommended that this is completed upon enrolment.
2. The Disability Audit Report should be run on a daily basis to identify learners applying online requiring manual intervention.
5. Learner Application - SBA/T Application

**Australian Apprenticeship Support Network (AASN)**

**SBA/T Coordinator**

- Is the SBA/T notification completed in full?
  - Yes: Request additional information from the School
  - No: Learner declared a disability?
    - Yes: Assess learner and determine suitability in consultation with Disability Consultant
    - No: Develop Training Plan per BOSTES requirements in consultation with Head Teachers

**Training Plan Team**

1. Start: Receive SBAT notification from EVET
2. Confirm course availability through consultation with Head Teacher
3. Liaise with the DAAWS Coordinator and relevant stakeholders (including learner, School and AASN) about DAAWS application
4. Finalise Training Plan by obtaining sign off from key stakeholders in line with TSNSW requirements

5. Issue draft Training Plan to AASN
6. Obtain copy of Finalised Training Plan from AASN and send to the Training Plan Team for retention
7. Create Employer Profile in TPL
8. Provide Student Administration Services with learner documentation
9. Continue to 'Process Map - Learner Enrolment - Enrolment Course'

10. Does the Employer appear in the 'Employer Details' list?
    - Yes: Provide Student Administration Services with learner documentation
    - No: Request additional information from the School
11. Is the SBAT notification completed in full?
    - Yes: Finalise Training Plan by obtaining sign off from key stakeholders in line with TSNSW requirements
    - No: Request additional information from the School

12. Retain copy of finalised Training Plan when received and forward to Student Administration Services to attach to learner profile in ebs
6. Learner Application – TVET Learner Application

**TVET/SBAT Manager**

- Determine viability of courses in consultation with Faculty Management

**TVET / SBAT Coordinator**

- Receive Intent to Purchase from EVET
- Collate Intent to Purchase responses
- Intent to Purchase completed in full?
  - Yes: Offering requires an eligibility assessment?
    - Yes: Liaise with School to perform eligibility assessment
    - No: Learner declared a disability?
      - Yes: Assess learner needs and determine suitability in consultation with Disability Consultant
      - No: Notify School of learner offers and enrolment details
  - No: Request additional information from School
- Start
  - Yes: Provide Student Administration Services with learner documentation
  - No: Continue to Process Map: Learner Enrolment TVET
8. TVET / SBA/T enrolment finalisation

- **TVET/SBA/T Coordinator**
  - Contact School to obtain additional information
  - Yes
  - TVET/SBA/T Learner Enrolment Checklist
  - Client
  - Generate Enrolment Confirmation Form and provide to Teacher
  - Client
  - Apply Marketing Partner Payment Type, automatically making learner 'Active' in ebs
  - Client
  - Push TPP to SAP, automatically making learner 'Active' in ebs
  - Client
  - Update learner statistics and, if required, learner information
  - Complete TVET/SBA/T Learner Enrolment Checklist
  - End

- **Student Administration Services**
  - Check correct Fee Type and amount has been applied to the Learner
  - Additional information required?
  - No
  - Government
  - SBA/T
  - Is the learner Government or Non-Government?
  - Client
  - EBS
  - Save signed Enrolment Confirmation Form to a central repository
  - Client
  - Update learner statistics and, if required, learner information
  - Complete TVET/SBA/T Learner Enrolment Checklist

- **Teacher**
  - Have learner review and sign printed Enrolment Confirmation Form
  - Client
  - Complete TVET/SBA/T Learner Enrolment Checklist

- **Continued from 8. Learner Environment**
  - Is the learner SBA/T or TVET?
  - Client
  - EBS
  - Change 'Who to Pay' from Learner to 'MKTINGPTNR Sponsor Marketing' and enter the Sponsor Code for the School or Sector and the Sales Contract Number (non-Gov) or Sales Order Number (Gov)
  - Client
  - EBS
  - Manually change Learner Status in ebs to 'Active'

- **Client**
  - Complete TVET/SBA/T Learner Enrolment Checklist
9. Learner Enrolment: Fee Statement or Third Party Payment (TPP) Enrol or Apply Now

Continued from Learner Enrolment: Other

- **Learner Enrolment**:
  - Fee Statement or Third Party Payment (TPP)
  - Enrol or Apply Now

### TAFE QSU
- **NSW TAFE**
- **Vet Fee Help Commission**
- **Finance and Business Services**
- **Head Teacher**
- **Teacher**
- **Vet Fee Help Manager**
- **Course Information Coordinator**
- **Student Administration Services**
- **Learner**

#### Process Flow:

- **Determine if Third Party Payment requested**
- **TPP requested**
- **Change to “sponsor to pay”**
- **Learner profile reviewed against the Learner Enrolment Checklist and per the Enrolment Instructions**
- **Is it a Group Employer**
- **Push TPP at end of each day** (best practice unless held for a group push)
- **Create fee statement (ensure any instalments against Non VFH are applied if required)**
- **Forward fee statement to Learner**
- **Learner pays fee and progress status changes to “Active”**
- **Learner Enrolled**

- **Arrange instalments / Sales orders as required through SAP**
- **End**
10. Daily Smart and Skilled push to TSN

TAFE NSW

Note: The enterprise information management platform (EIMP) application identifies enrolments that require a CID, assigns a notification status to these enrolments, validates that selected enrolments meet TSN file specification requirements and highlights data validation errors to enable data cleaning.

---

**Shadow Database (Enterprise Info Manage platform)**

- Extract 2017 S&S enrolment data from Shadow database to EIMP (refreshed from ebs overnight 5 days/week)

**Course Information Coordinator**

- Generate input file from EIMP

**Student Administration Services**

- Upload file to TSN

**Upload Output files from TSN to EIMP**

**Download Output files from TSN**

**Upload file to TSN**

**Generate Input file from EIMP**

**Learner**

**Teacher**

**Head Teacher**

**Institute Finance**

**TAFE OSU**

**Note:** The enterprise information management platform (EIMP) application identifies enrolments that require a CID, assigns a notification status to these enrolments, validates that selected enrolments meet TSN file specification requirements and highlights data validation errors to enable data cleaning.
11. Auto-Credit Transfer

TAFE NSW

Process note: There is a manual credit transfer process in place which may occur throughout the course. Educational staff should complete this process at the learners’ request and notify Student Administration Services of outcome to confirm adjusted fee with STS.

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TAFE QSU

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NSW TAFE Vet Fee Help Commission

---

Discipline Leader

---

Head Teacher/Teacher

---

Course Information Coordinator

---

Student Administration Services

---

Learner

---

Start

Learner requires RPL/CT quote based on expected results

---

Download weekly Credit Transfer/RPL/Auto Credit Report (Shadow Database)

---

Auto Credit report extracted

---

Process held until learner enrols and fees adjusted by TAFE for only. Calculate adjusted fee

---

Advising Learner of expected RPL/CT fee adjustment and upload to learner record

---

End
12. Management of Learner in EBS

TAFE NSW

NSW TAFE
Vet Fee Help
Commission

Institute Finance

Head Teacher

Teacher

Course Information Coordinator

Student Administration Services

Learner

Is learner a Trainee or Apprentice?

Complete Individual Learning Plans

The VET Student Loan process can happen at any stage up until census date for each Unit of Study.

Approve and sign Training Plan

Retain copy of complete training plan with learner and educational staff signature

Review and update unit assigned to Learner in EBS according to the Training Plan where required

Create and action e-register if applicable throughout the course. (Moodle records to be uploaded to learner each semester for online delivery). TVET SBA/T and International must have eRegisters set up and actioned daily.

Enter assessment results as occurred

Publish all assessment results which will result in UoC completion

Continue to Completions

Is learner a Trainee or Apprentice?

Complete Training Plan

Agree on Training Plan

Learner signs Training Plan/IP (and employer as required)

Check Learner's profile completed with all VSL/FH information required

VSL/Fee Help payment option

learner to complete required VSL/FH documentation

This process is completed at enrolment and reviewed periodically

Yes

No

Client

Agent

Agent

Agent
14. Graduations

<table>
<thead>
<tr>
<th>Role</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Support</td>
<td>Report to identify awarded and potentially complete students</td>
</tr>
<tr>
<td></td>
<td>Graduation actioned as per TAFE NSW Graduation Guidelines (to be developed by ...)</td>
</tr>
<tr>
<td>Head Teacher</td>
<td>Continuing from completions</td>
</tr>
<tr>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td>Course Information Coordinator</td>
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</tr>
<tr>
<td>Student Administration Services</td>
<td></td>
</tr>
<tr>
<td>Learner</td>
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</tr>
</tbody>
</table>
15. Management of learner in EBS – Withdrawals and Deferrals

TAF E QSU

TVET/SBA/T coord

School

Learner not participating in training

Teacher

Learner not participating in training

International Unit

Contact Unit (follow international procedures & standards)

Student Administration Services

Learner not participating in training

Client

Process withdrawal per Withdrawal Guidance

Commercial?

TVET

Yes

EBS

No

Before census Date?

Yes

Before census?

No

Yes

No

Reverse Fees/Loan and refund

EBS

TVET

No

Refunds may be given based on Institute policy for Smart and Skilled Refunds or Census dates. See "Management of Learners in EBS - Refunds"

Input correct data into Withdrawal Wizard to complete withdrawal.

TVET

Before census?

No

Yes

Input correct data into Withdrawal Wizard to complete withdrawal.

TVET

Before census?

No

Yes

EBS

TVET

Before census?

No

Yes

EBS

EBS

End

TVET

Before census?

No

Yes

EBS

TVET

Before census?

No

Yes

EBS

TVET

Before census?

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Before census?

No

Yes

EBS

TVET

Before census?
17. Revenue Recognition - Month End Processing

### Revenue Recognition

- **Government Subsidy Calculation**
  - **Start**
  - EBS ETL Enrolment File
  - Offerings Input File
  - Macro Month End Transaction Output File
  - **End**
  - **NOTE:** All journal upload files are kept for audit purposes

- **Ongoing data review**
  - **Start**
  - Rev Check tool is reviewed for identified data errors on an ongoing basis
  - Error lists are made available to Student Administration Services for review
  - **End**

### Institute Finance

- **Revenue Recognition - Month End Processing**
  - **Start**
  - **End**
  - **NOTE:** All journal upload files are kept for audit purposes

### Student Administrative Services

- **Rectification of errors reported from RevCheck in EBS based on standardisation rules**
  - **Start**
  - **End**
18. Revenue Recognition - Month End Processing: SBA/T Student Fee Calculation

**Institute Finance**

1. **Start**
2. 4 x Revenue Recognition Reports exported from EBS as per TAFE NSW Work Instructions: Enrolments Fees Receipts VFH/VH/Loans
3. TSIMS Report generated by DECI
4. IRR MACRO II

**Relevant Data**

- Ledger Report
- Transaction File
- Payment Journal
- Revenue Recognition Journal
- Reasonableness check of data

**End**

**SABT**

 Saved for enquiry and audit purposes. Upload to SharePoint for input to RevCheck Tool

**End**

**Revenue Recognition – Month End Processing: SBA/T Government Subsidy Calculation**

**Institute Finance**

1. **Start**
2. EBS ETL Enrolment File
3. Offerings Input File
4. Macro Month End Transaction Output File
5. Input data into Government Subsidy database
6. Filter data for 'MAIN', 'SIMAR', and subset of 'TVET' (Fee Type 'SSAPP' or 'SSTRA')
7. Database calculates the relevant government subsidy for local Offerings
8. Analysis to determine what specific subsidies should be calculated
9. Database is recalculated
10. Calculated tab is exported to an Excel spreadsheet matched tab
11. A journal template is populated with the data from the Excel matched tab
12. The Journal is uploaded to SAP

**End**

**Revenue Recognition – Ongoing Monthly Data Review**

**Institute Finance**

1. **Start**
2. RevCheck tool is reviewed for identified data errors on an ongoing basis
3. Error lists are made available to Student Administration Services for review
4. Rectification of errors reported from RevCheck in EBS based on standardisation rules

**Student Administration Services**

**End**

**Processing of Subsidy Payments for SBA/T s**

**Institute Finance**

1. **Start**
2. Complete eReporting
3. eReporting successful?
4. Institute receives RCTI for subsidies
5. Institute receives subsidy amount from TSNSW
6. Create banking Journal to recognise receipt of cash, and clear accrued revenue of subsidies
7. The Journal is uploaded to SAP

**End**

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1 – It is critical that the TVET Offering Type be filtered correctly. Incorrect filtering could result in an incorrect Government Subsidy amount being calculated and an overpayment being received
2 – All journal upload files are kept for audit purposes
### 19. Revenue Recognition - Month End Processing: Non-Government TVET Learners

<table>
<thead>
<tr>
<th>Institute Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive signed Course Cost Proposal from the School</td>
</tr>
<tr>
<td>Obtain Purchase Order Number if required by the school</td>
</tr>
<tr>
<td>Confirm enrolled learners at census date</td>
</tr>
<tr>
<td>Provide Institute Finance with a request to raise a sales contract including SAP codes, amounts and start and finish dates</td>
</tr>
<tr>
<td>Create sales contract in SAP at census date with appropriate billing milestones</td>
</tr>
<tr>
<td>Run automated SAP revenue recognition processes at the end of each month</td>
</tr>
</tbody>
</table>

### TVET Manager

1. Start
2. Confirm enrolled learners at census date
3. Provide Institute Finance with a request to raise a sales contract including SAP codes, amounts and start and finish dates

4. Receive signed Course Cost Proposal from the School
5. Obtain Purchase Order Number if required by the school
6. Confirm enrolled learners at census date

### Notes:

1. Confirm with each school the method and timing of payment and document Purchase Order Number to enable invoicing if required by the school
2. Manual accruals or deferrals may be required based on the sales contract creation date

### Revenue Recognition - Month End Processing: Government TVET Learners

<table>
<thead>
<tr>
<th>TAFE NSW Corporate Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create sales order in SAP at census date with appropriate billing milestones</td>
</tr>
<tr>
<td>Run intra-company journals to allocate amounts to Institutes at the end of each month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institute Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm enrolled learners with Sponsor Code 9002861</td>
</tr>
</tbody>
</table>

### Notes:

- Create sales order in SAP at census date with appropriate billing milestones