



# HEIMS Online User Guide for VET FEE-HELP Subsidised Reports

## A guide to using HEIMS Data View to view VET FEE-HELP Subsidised Reports

### Overview

HEIMS Online provides a centralised access point for higher education and VET providers to view their own data reported to the Higher Education Information Management System (HEIMS). It also provides access to State Governments to view information reports on State Subsidised students.

### Purpose

The purpose of this document is to assist providers to navigate and view the student, staff and course data they have reported to HEIMS through HEIMS Data View.

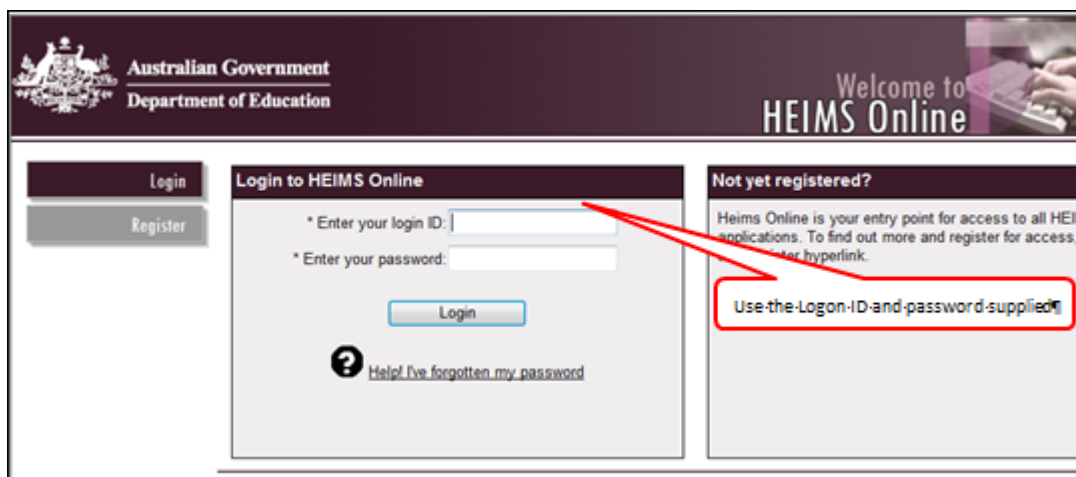
HEIMS Data View reports display "live" or active data i.e. the most recent data reported and successfully stored in HEIMS. This includes all revisions to data.

### Access to HEIMS Online

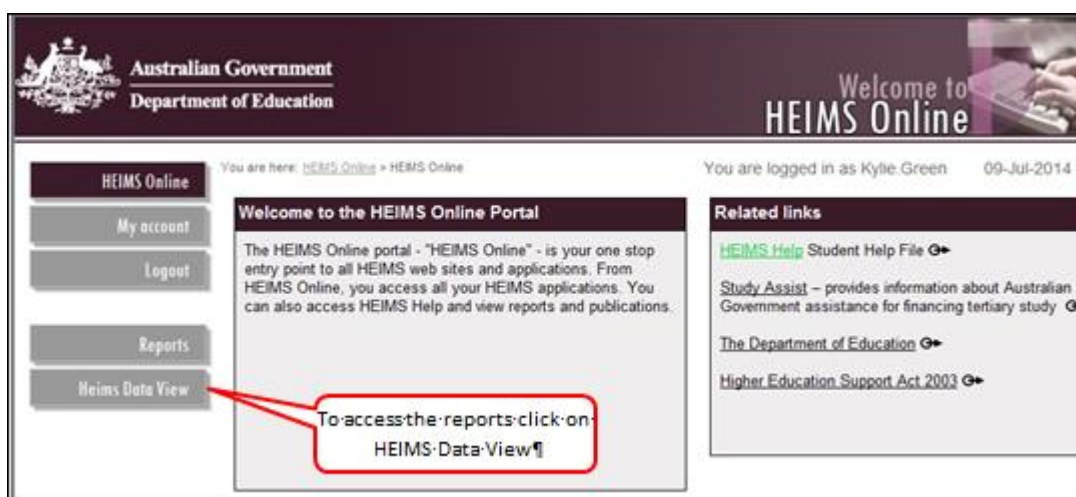
If you do not already have access to [HEIMS Online](#) as an authorised user you must submit a completed [Access to HEIMS applications](#) form.

## How to to view VET FEE-HELP Subsidised Reports

### 1 Access HEIMS Online



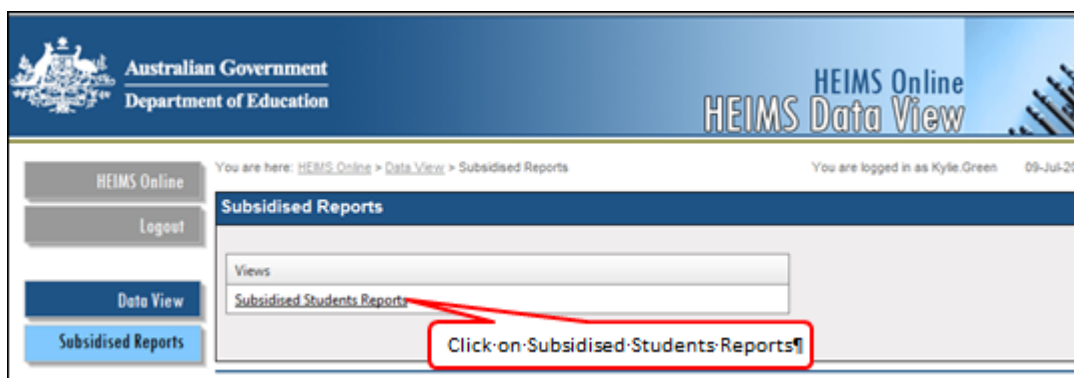
### 2 The following screen will appear



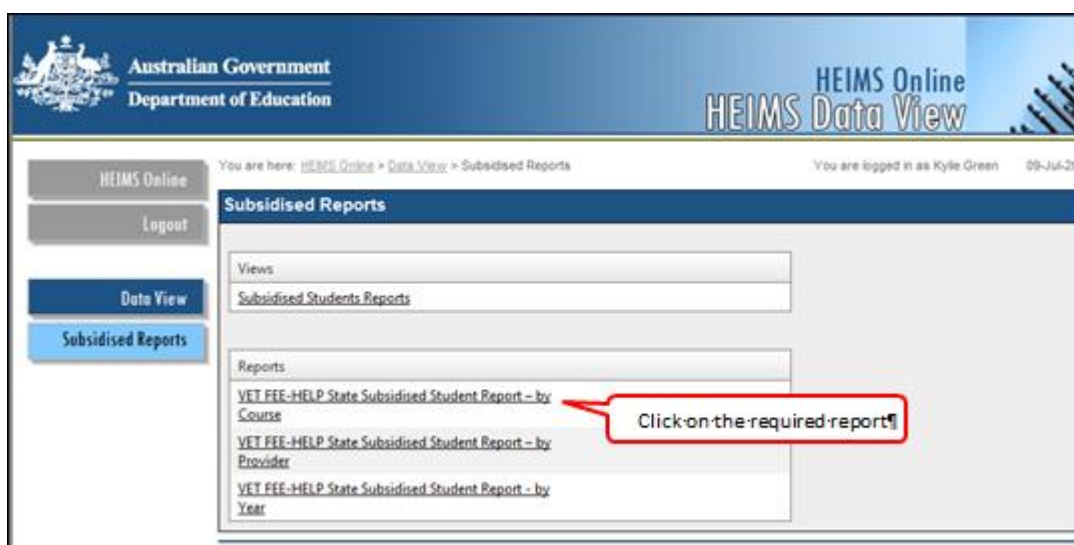
### 3 Click on HEIMS Data View to access Subsidised Reports



4 Click on Subsidised Students Reports



5 Click on the required report. Data reported by providers is aggregated into 3 different reports by Course, by Provider and by Reporting Year



6 Click on the underlined total to drill down into the individual records that form the total in the reports

Provider	Eligible students		VET FEE-H Course En
	Course Enrolments	EFTSL	
Academia International	<u>5</u>	<u>1</u>	
Asia Pacific Training Institute Pty Ltd	<u>39</u>	<u>1</u>	
Australian College of Sports Therapy Pty Ltd	<u>9</u>	<u>9</u>	
Bendigo Regional Institute of TAFE	<u>33</u>	<u>8</u>	

A red box highlights the underlined total '5' in the 'Course Enrolments' column for 'Academia International', with a callout bubble that says 'Click on the underlined total'.

7 This returns the individual records that form the total in the reports

Generated on: 09-Jul-2014  
 Provider: Academia International (7108)  
 Reporting Year: 2014  
 Reporting Period: All  
 State: VIC  
 Student Category: Eligible for VET FEE-HELP

5 matching records displayed

Student Identification Code	Course Code	Date of Birth	Gender Code	Aboriginal and Torres Straits Islander Code	Location Code of Terms Residence	Location Code of Permanent Home Residence	New Basis for Admission to Current Course	Type of Attendance Code
E313	E307	E314	E315	E316	E319	E320	E327	E330
4779	SBS50210	19850304	F	2	A3067	A3067	01	1
6356	CLF60107	19941025	M	2	A3752	A3752	34	1
6723	CHC50908	19611112	F	2	A3147	A3147	01	1
6931	SIT50307	19921019	F	2	A3805	A3805	01	1

8 These reports can be exported by clicking on select format and then on export

Reporting Year: 2014 State: Victoria  
 Provider: <All>

1 of 1 100% Find | Next Select a format Export

Select a format to export the report into from this drop down box (e.g. Excel)

Click on 'Export'