

VET FEE-HELP Data Collection 2016 Reporting Year

Ministerial Notice: 06 July 2015

Issue Date: 25 November 2016

2016 Data Requirements and Change Control Document

Section 1 - 2016 Data Requirements

Under subclause 24(1) of Schedule 1A of the [Higher Education Support Act 2003 \(HESA\)](#), a VET FEE-HELP provider must give to the Minister such statistical and other information that the Minister by notice in writing requires. As noted in the Ministerial Notice of 6 July 2015 (the Notice), this document provides details of the VET FEE-HELP Data Collection for the 2016 Reporting Year, including links to relevant documents, and change control information.

As stated in the Notice, providers must monitor any changes to the data requirements which may be made from time to time. All changes will be noted in Part 2 of this document. Providers will also be provided notification of changes through the HEIMS Data Collections eNews at <http://heimshelp.education.gov.au/sites/heimshelp/news/pages/heimshelp-news>.

The documents related to the collection, available through the HEIMSHHELP website, include:

VET FEE-HELP Data Collection

http://heimshelp.education.gov.au/sites/heimshelp/2016_data_requirements/2016vet/pages/vet-2016

- 2016 Reporting Schedule
- 2016 File Scope guidelines
- 2016 File Scope guidelines
- 2016 Data Elements

The guidelines and data elements are also available in PDF/DOCX formats on our [Ministerial Notice printer friendly documents](#) page.

Section 2 – Change Control Summary for the 2016 Reporting Year

Changes for 2016 Data Requirements - issued 25 November 2016

VET STUDENT DATA COLLECTION

1. Modification of the Reporting Schedule for the VET FEE-HELP data collection for the reporting and verification of 2016 reporting period as follows:
 - a. Student data with census dates between:
 - 1 September and 30 November 2016 to be reported no later than 9 December 2016
 - 1 December and 31 December 2016 to be reported no later than 13 January 2017
 - b. Unit of study completions data with census dates between:
 - 1 July and 31 December 2016 reported by 13 January 2017
 - All units of study reported during the year with a status of "in progress" must be updated with the actual outcome as at the end date of the unit.
 - c. Course completions for courses completed in the period between:
 - 1 July and 30 November 2016 reported by 9 December 2016
 - 1 December and 31 December 2016 reported by 13 January 2017
 - d. Verification of Student and Completions data for 2016 full year
 - Commences on 13 January 2017
 - Sign off by 1 February 2017
 - Signed statutory declaration lodged in the HELP IT System (HITS) by 1 February 2017
 - e. All revisions and corrections to data are to be reported as soon as practicable after identification. This should be no later than 13 January 2017.
2. Modification to the following scope documents to reflect the above reporting dates.
 - a. VET Student enrolment (VEN) file
 - b. VET Student load/liability (VLL) file
 - c. VET Course Completions (VCC) file
 - d. VET Unit of Study Completions Study (VCU) file

VET STUDENT DATA COLLECTION

1. Addition of the Unique Student Identifier (USI) E584 to the VET Student Enrolment and Enrolment Revision files to facilitate greater streamlining of data across the VET collections in the future and to remove duplication of reporting requirements where possible
2. Change to the Reporting Schedule for the VET FEE-HELP data collection
 - Unit of study completions and course completions are required twice a year - 31 August for first half year completions and 31 March of the following year for second half year completions. Increasing the collection of completions data from once to twice a year will provide more timely information on student progress rates and rates of completions for VET qualifications
 - Verification of data is required two weeks earlier, by 30 September for first half year data and 30 April for full year data. While the timeframe of four weeks to verify and sign off on the accuracy of your data submissions remains unchanged, moving the verification periods forward by two weeks will facilitate earlier reconciliation of HELP payments and more timely availability of data and statistical information.

Section 3 - Change Control Details

VET FEE-HELP DATA COLLECTION – 2016 Reporting Year

Structure documents

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
VET Enrolment (VEN)	4.0	New element E584 added to the structure	Yes	New data requirement for VET FEE-HELP collection.	System change	06 July 2015
VET Enrolment Revision (VER)	2.0	New element E584 added to the structure	Yes	New data requirement for VET FEE-HELP collection.	System change	06 July 2015

Scope documents

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
VET Course Completions (VCC)	6.1	Modification to the document to reflect the new reporting dates.	No	Change to reporting dates	No system change	25 November 2016
VET Enrolment (VEN)	6.1	Modification to the document to reflect the new reporting dates.	No	Change to reporting dates	No system change	25 November 2016
VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)	6.1	Modification to the document to reflect the new reporting dates.	No	Change to reporting dates	No system change	25 November 2016
VET Unit of Study Completions (VCU)	6.1	Modification to the document to reflect the new reporting dates.	No	Change to reporting dates	No system change	25 November 2016

DATA ELEMENTS – 2016 Reporting Year

Name of Element	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
E584 Unique Student Identifier	1.0	New element for VET	Yes	New data requirement for VET FEE-HELP collection.	System change	06 July 2015