

VET Data Collections 2017 Reporting Year

2017 Data Requirements Change Control Document

Section 1 - 2017 Data Requirements

A VET provider must give to the department such statistical and other information as is required under a written notice.

The notice for the 2017 VET FEE-HELP data collection was issued by the Minister under subclause 24(1) of Schedule 1A of the *Higher Education Support Act 2003* (HESA).

The VET Student Loans notice has been issued by the Secretary under section 53 of the *VET Student Loans Act 2016*.

The date of issue of 2017 reporting requirements:

Ministerial Notice: 05 December 2016

Secretary's Notice: 23 January 2017

As stated in the notices, providers must monitor any changes to the data requirements which may be made from time to time.

The documents setting out the requirements for VET data reporting are available on the HEIMSHelp website at:

http://heimshelp.education.gov.au/sites/heimshelp/2017_data_requirements/2017vet/pages/vet-2017

This includes the:

- 2017 Reporting Schedule
- 2017 File Scope and Structure guidelines
- 2017 Data Elements

This document notes all changes to the VET reporting requirements for the 2017 Reporting Year.

Section 2 – Change Control Summary for the 2017 Reporting Year

Changes for 2017 Data Requirements - issued 13 December 2016

VET STUDENT DATA COLLECTION

1. Changes to the wording of the collection's scope and structure documents to increase clarity and ensure consistency with the VET Student Loans program.

Changes for 2017 Data Requirements - issued 23 January 2017

VET STUDENT DATA COLLECTION

1. Modification to the reporting deadlines of VET FEE-HELP data submissions for the 2017 reporting year are as follows:

- a. Units of study with census dates occurring in each month are to be reported by the 7th day of the following month.
- b. Unit of study completion outcomes are to be reported quarterly as reflected on the reporting schedule.

Any unit of study reported during the year with a status of "in progress" is to be updated with the actual outcome as at the end date of the unit, by the 7th day of the following month.

- c. Courses completed in each month are to be reported by the 7th day of the following month.
- d. All identified revisions and corrections to data are to be reported by the 7th day of the month following identification.

2. Certification of data

Verification has been replaced by certification of data. All student and completions data are to be quality checked and confirmed as complete and accurate by the CEO. At the time of reporting, a signed statutory declaration must be lodged in the HELP IT System (HITS), no later than the 7th day of the month.