

VET FEE-HELP Student Data Collection

Collection and Timing Matrix

The following timing matrix should be read in conjunction with the relevant scope documents.

STUDENT DATA SUBMISSIONS

| Course and Campus Submission | Data to be Included | Files Required | 2009 | | | | | | | | | | | | 2010 | | | | | |
|---|---|--|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|
| | | | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY |
| Course of Study File | Data for all courses to be offered in 2009 | <i>prior to first reporting period</i> | | | | | | | | | | | | | | | | | | |
| Student Submissions | Data to be Included | | | | | | | | | | | | | | | | | | | |
| Student Load Liability File | Domestic VET students | 4 times a year | | | | | | 31 | | | | 31 | 31 | | | | | 31 | | |
| Commonwealth Assisted Students File | All Commonwealth assisted students (ATO data) | 4 times a year | | | | | | 31 | | | | 31 | 31 | | | | | 31 | | |
| Student Enrolment File | All domestic VET students | 4 times a year | | | | | | 31 | | | | 31 | 31 | | | | | 31 | | |
| Revisions File | Revisions and remissions | as required | | | | | | | | | | | | | | | | | | |
| VET Course Completions File | All students completing a course in the year prior to the collection year | once each year | | | | | | | | | | | | | | | | | 30 | |
| Unit of Study Completions File | Students' completion status for units undertaken in the collection year | once each year | | | | | | | | | | | | | | | | | 31 | |
| Electronic Commonwealth Assistance File | Students who complete an Electronic Commonwealth Assistance Form (ATO data) | each half year | | | | | | | | | | 31 | | | | | | | 31 | |

- (a) Student data to be reported at 31 May is for units of study with a census date between 1 January and 31 March of that calendar year.
- (b) Student data to be reported 31 August is for units of study with a census date between 1 April and 30 June of that calendar year.
- (c) Student data to be reported 31 October is for units of study with a census date between 1 July and 31 August of that calendar year.
- (d) Student data to be reported 31 March is for units of study with a census date between 1 September and 31 December of the previous calendar year.

1st half year – Unit of study census dates between 1 January and 30 June

2nd half year – Unit of study census dates between 1 July and 31 December