

# VET FEE-HELP DATA COLLECTION

## Timing Matrix for 2011 Reporting Year

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

VET FEE-HELP SUBMISSIONS DATA REQUIREMENTS FOR 2011 REPORTING YEAR																										
Submission	Files included in submission	Data to be Included	Submissions required	2011												2012										
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY						
<b>Course of Study</b>				prior to the first submission of student data																						
	Course of Study (VCO) File	Data for all courses to be offered	Once a year																							
<b>Student</b>																										
	Student Enrolment (VEN) File	All domestic Students eligible for FEE-HELP	up to 4 times a year depending on census dates				31 (a)					31 (b)														
	Load/Liability (VLL) File	All domestic Students eligible for FEE-HELP																								
	Commonwealth Assisted Students HELP-Due (VDU) File	All Commonwealth assisted students (ATO data)																								
<b>Student Revision</b>				as required																						
	Student Revision (VSR) File	Revisions and remissions																								
	Revised Load/Liability (VRL) File																									
<b>Electronic Commonwealth Assistance Form</b>																										
	Electronic Commonwealth Assistance Form (VPO) File	Students who complete an Electronic Commonwealth Assistance Form (ATO data)	each half year <sup>(e)</sup>									31												31		
<b>Unit of Study Completions</b>																										
	Unit of Study Completion (VCU) File	Students' completion status for units undertaken in the 2011 reporting year	once each year																						30	
<b>VET Course Completions</b>																										
	VET Course Completions (VCC) File	All students completing a course in the 2011 reporting year	once each year																						30	

Notes: Census Dates

- (a) Student data to be reported at 31 May 2011 is for units of study with a census date between 1 January 2011 and 31 March 2011.
- (b) Student data to be reported 31 August 2011 is for units of study with a census date between 1 April 2011 and 30 June 2011.
- (c) Student data to be reported 31 October 2011 is for units of study with a census date between 1 July 2011 and 31 August 2011.
- (d) Student data to be reported 31 March 2012 is for units of study with a census date between 1 September 2011 and 31 December 2011.
- (e) 1st half year – Unit of study census dates between 1 January 2011 and 30 June 2011  
2nd half year – Unit of study census dates between 1 July 2011 and 31 December 2011