



**DRAFT**

Version 0.2

# 2020 Higher Education Timing Requirements

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## Using this document

This document sets out the timing for data reporting for the 2020 reporting year.

All higher education providers ('providers') that are approved under the *Higher Education Support Act 2003* (HESA) are required to provide data for the Higher Education Data Collection.

This document should be read alongside the [Scope and Structure Requirements](#) document that details how data is reported and how it is to be structured.

### **System capacity**

Providers can report new and revised data as soon as the data is available.

The system can receive information about past events and events that are planned to occur (e.g. the establishment of a course in the following year).

The Scope and Structure requirements set out how effective dates and reporting periods are used to match time based information with the correct time period.

### **More information**

For more information about terms used in these guidelines see the glossary.

### **Contact HEIMS Client Support**

If you need assistance with any reporting issues please contact us at [HEIMS.DataCollections@education.gov.au](mailto:HEIMS.DataCollections@education.gov.au).

## Event based reporting

Event based reporting is required for packets that are critical to understanding study behaviour that may have an impact on entitlements, claims processes and payment accuracy.

Due dates for reporting these packets are triggered when certain reportable events occur:

- Course Admissions
- Unit Enrolments
- SA-HELP Loans
- OS-HELP Loans
- Commonwealth Scholarships
- Aggregated Awards
- Exit Awards
- Courses on Campus

Provider reference data must be reported before relevant reportable events are due. They are:

- Courses of Study
- Courses
- Campuses
- Units of Study
- Students

## Deadline based reporting

These information groups must be updated before the deadlines listed:

Information Group(s)	Reference date(s)	Due date
<ul style="list-style-type: none"><li>▪ Course Applicants</li><li>▪ Course Preferences</li><li>▪ Course Offers</li></ul>	28 February 2020*	14 March 2020*
	15 May 2020*	31 May 2020*
<ul style="list-style-type: none"><li>▪ Full-time Staff</li><li>▪ Casual Staff Estimates</li></ul>	31 March 2020	30 June 2020
<ul style="list-style-type: none"><li>▪ Casual Staff Actuals</li></ul>	Whole of calendar year 2019	30 June 2020

*\* The dates for the 2020 University Applications and Offers Collection are tentative only. These are determined annually by the Australian Conference of Tertiary Admission Centres (ACTAC).*

Early reporting can be done at any time and is encouraged.

The Reporting Schedule is released annually with the Ministerial Notice and is available at:

<https://heimshelp.education.gov.au/resources/key-dates-and-reporting-deadlines>

## Compliance with due dates

### **Event based reporting**

Due dates for event reporting may not be achievable due to exceptional circumstances such as delays in receiving information from students or processes to acquire a Tax File Number. The department expects provider's to make best efforts to meet due dates and will benchmark timeliness against the provider's past performance and the performance of similar institutions.

The department will ask consistently underperforming providers to:

- outline their barriers to meeting due dates and
- develop a plan to overcome barriers.

### **Deadline based reporting**

Deadline based reporting must be completed by the legislated due date.

Late reporting may result in a breach of the HESA and can affect payments. It is important that you allocate enough time to prepare, validate and submit your organisation's data before the deadline.

## Course Admissions

### Due dates

The *mandatory minimum* elements for a Course Admission are due no later than five (5) working days following a reportable event.

All *required* elements for a Course Admission are due within 10 working days of the earliest census date for a Unit Enrolment under that Course Admission. Elements that only become *required* when an event occurs are due 10 working days after that event occurred.

The [Scope and Structure Requirements](#) define *mandatory minimum* and *required* elements.

### Provider reference data for Course Admissions

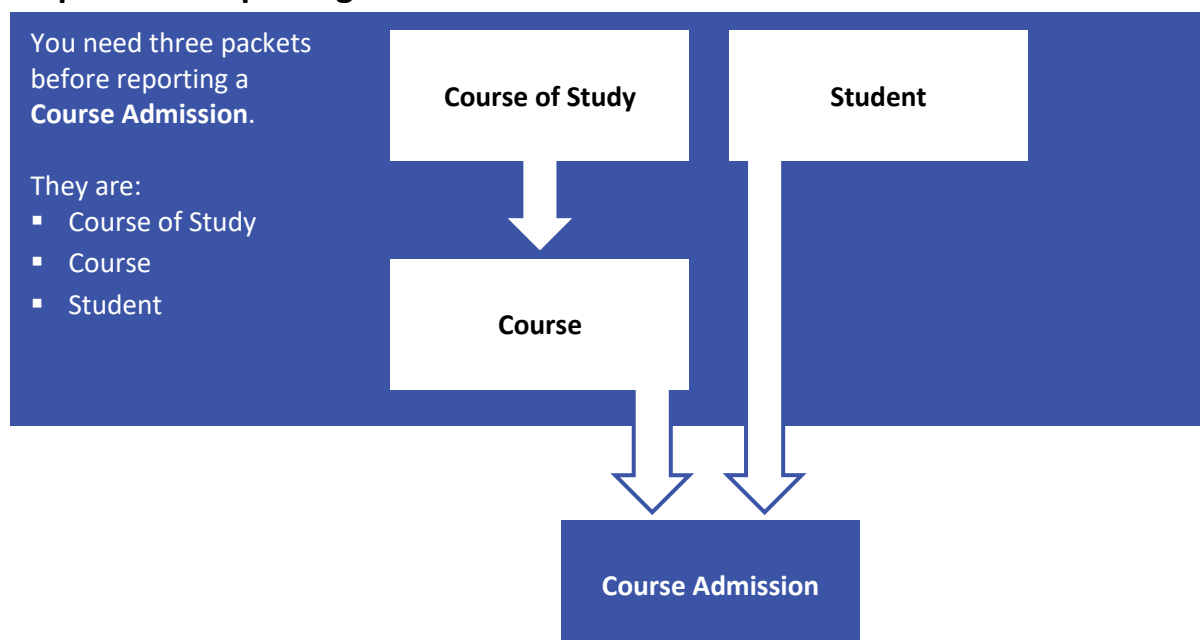
Provider reference data are required before a Course Admission can be reported. They must be reported and up to date before the due date for the Course Admission event.

Provider reference data for **Course Admission** events are:

- Course of Study
- Course
- Student

Providers are encouraged to maintain up-to-date provider reference data before Course Admission events are expected to occur. The system supports early reporting of provider reference data including future courses of study and courses.

### Sequence of reporting Course Admissions



## **Reportable events for Course Admissions**

Listed below are the definitions of each reportable Course Admission event:

### **1. Student is admitted to a Course**

When a provider admitted the student to a course. This would usually be when a student accepts a course offer and provides information sufficient to prepare a Course Admission packet with mandatory minimum elements (see scope document).

Reporting should not be delayed by:

- gaps in information provided by the student (other than mandatory minimum elements)
- a lack of Unit Enrolments for the student in that course

### **2. Student withdraws from a course**

When a student provided notice that they had withdrawn or intend to withdraw from a course. Providers can determine the form of notice required for the student to formally withdraw.

### **3. Student formally defers a course**

When the provider accepts a student's application to formally defer their Course Admission.

### **4. Student's enrolment in a course is cancelled**

When the provider formally decided to withdraw the student from the course due to the student's lack of progress or other academic or disciplinary reasons.

### **5. Student completes a course**

When the provider has determined that the student has met all the academic requirements of the course in which the student is currently enrolled.

Reporting should not be delayed by:

- administrative requirements such as payment of fines
- graduation ceremonies.

### **6. Credit allocated or applied**

When the provider allocated or applied credit towards the student's course.

### **7. Provider identifies an error in Course Admission details**

When the provider became aware of an inaccuracy in reported data.

## **Additional Course Admission events for higher degree by research (HDR) students**

### **8. HDR student updates type of attendance**

When the student notifies the provider that their type of attendance has changed.

### **9. HDR end-user engagement commences**

When the provider became aware that a student had begun undertaking an end-user engagement activity.

### **10. HDR end-user engagement concludes**

When the provider became aware that a student stopped undertaking an end-user engagement activity.

### **11. Research Training Program Scholarship commences**

When the student received an RTP scholarship for their course.

### **12. Research Training Program Scholarship concludes**

When the provider became aware of the date the RTP scholarship would end.

### **13. Research Training Program stipend amount offered**

When the provider awarded an RTP stipend for their course.

### **14. HDR thesis submitted**

When the thesis was submitted.



## Unit Enrolments

### Due dates

The *mandatory minimum* elements for a Unit Enrolment are due no later than five (5) working days following a reportable event.

All *required* elements for a Unit Enrolment are due within 10 working days of the census date.

The [Scope and Structure Requirements](#) define *mandatory minimum* and *required* elements.

### Provider reference data for Unit Enrolments

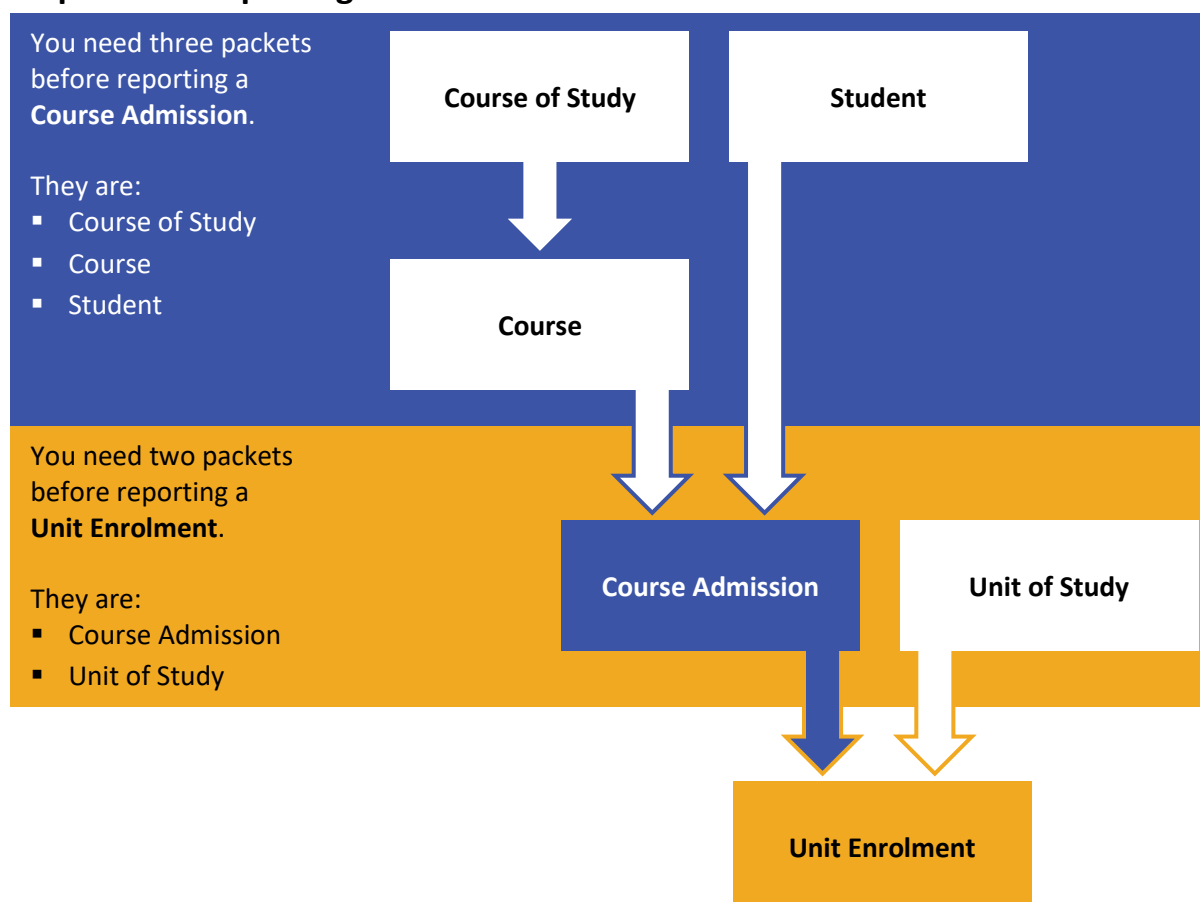
Provider reference data are required before a Unit Enrolment can be reported. They must be reported and up to date before the due date for the Unit Enrolment event.

Provider reference data for **Unit Enrolment** events are:

- Course Admission (requires Course of Study, Course, and Student)
- Unit of Study

Providers are encouraged to maintain up-to-date provider reference data before Unit Enrolment events are expected to occur. The system supports early reporting of provider reference data including future units of study.

### Sequence of reporting Unit Enrolments



## **Reportable events for Unit Enrolments**

Listed below are the definitions of each reportable Unit Enrolment event:

### **1. Student enrolls in a unit**

When the student completed the providers' process to enrol in the Unit of Study.

### **2. Student withdraws from a unit**

When the student informs the provider of their withdrawal from a unit of study in the form required by the provider. Providers may require their student to provide notice online, in written form or any other process communicated by the provider.

### **3. Student completed a unit**

When the provider determines that a student has completed a unit of study. This is likely to be after all exams, assessments and/or placements have been assessed by the provider.

### **4. Student failed a unit**

When the provider determines that a student has failed to complete a unit of study (other than formal withdrawals). This is after academic appeal avenues have lapsed or been exhausted.

### **5. Provider identifies an error in unit enrolment details**

When the provider became aware of an inaccuracy in reported data.

## SA-HELP Loans

### Due dates

The *mandatory minimum* elements for an SA-HELP Loan are due no later than five (5) working days following a reportable event.

The [Scope and Structure Requirements](#) define *mandatory minimum* elements.

### Provider reference data for SA-HELP Loan events

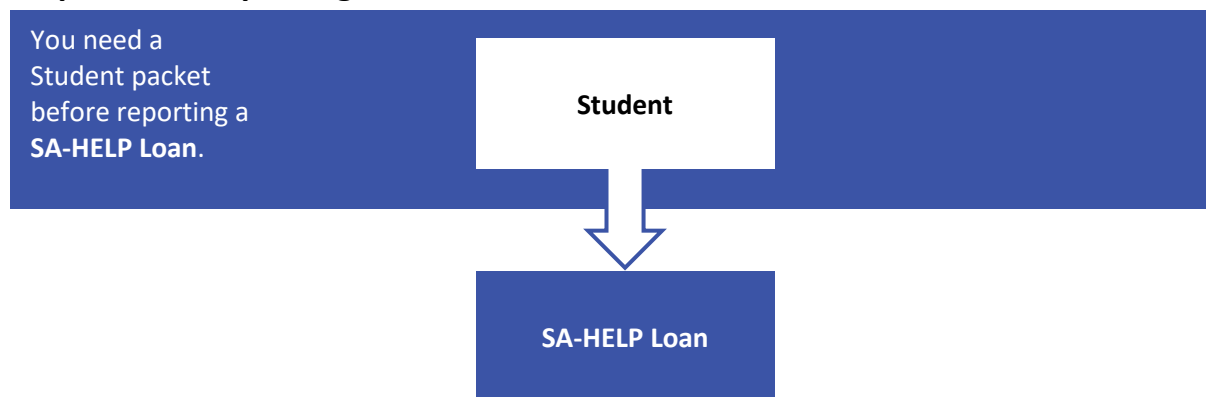
Provider reference data are required before a SA-HELP Loan can be reported. They must be reported and up to date before the due date for the SA-HELP Loan event.

Provider reference data for **SA-HELP Loan** events are:

- Student

Providers are encouraged to maintain up-to-date provider reference data before SA-HELP Loan events are expected to occur. The system supports early reporting of provider reference data.

### Sequence of reporting SA-HELP Loans



### Reportable events for SA-HELP Loans

#### 1. Student incurs a SA-HELP Loan

When the last day passed for the student to make an upfront payment towards their Student Services Amenities Fee.

#### 2. Provider identifies an error in SA-HELP Loan details

When the provider became aware of an inaccuracy in reported data.

## OS-HELP Loans

### Due dates

The *mandatory minimum* elements for an OS-HELP Loan are due no later than five (5) working days following a reportable event.

All *required* elements for a OS-HELP Loan are due within 10 working days of the debt incurral date.

The [Scope and Structure Requirements](#) define *mandatory minimum* and *required* elements.

### Provider reference data for OS-HELP Loan events

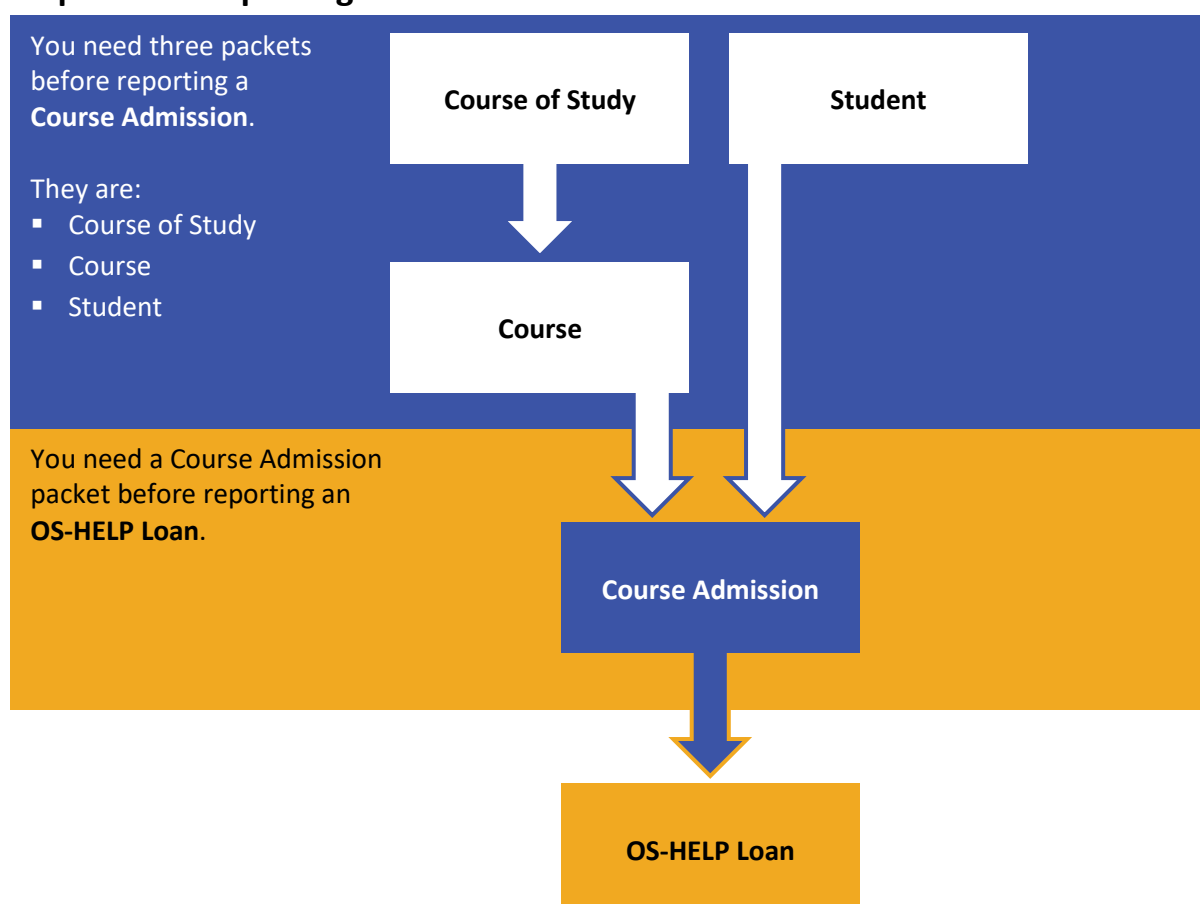
Provider reference data are required before a OS-HELP Loan can be reported. They must be reported and up to date before the due date for the OS-HELP Loan event.

Provider reference data for **OS-HELP Loan** events are:

- Course Admission (requires Course of Study, Course, and Student)

Providers are encouraged to maintain up-to-date provider reference data before OS-HELP Loan events are expected to occur. The system supports early reporting of provider reference data.

### Sequence of reporting OS-HELP Loan events



## **Reportable events for OS-HELP Loans**

Listed below are the definitions of each reportable OS-HELP Loan event:

### **1. Student approved for OS-HELP Loan**

When the provider approves a student's application for an OS-HELP loan.

### **2. Provider identifies an error in OS-HELP Loan details**

When the provider became aware of an inaccuracy in reported data.

# Commonwealth Scholarships

## Due dates

All *mandatory minimum* and *required* elements for a Commonwealth Scholarship are due no later than five (5) working days following a reportable event.

The [Scope and Structure Requirements](#) define *mandatory minimum* and *required* elements.

## Provider reference data for Commonwealth Scholarship events

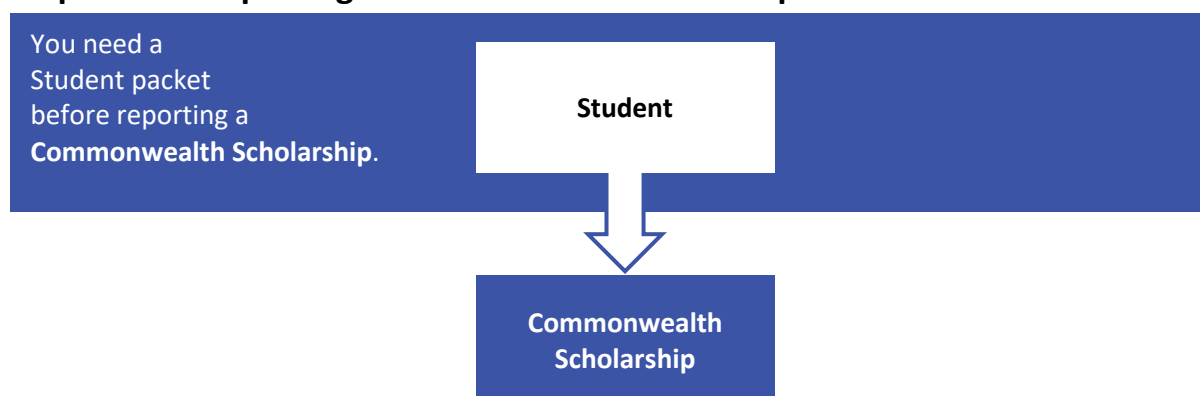
Provider reference data are required before a Commonwealth Scholarship can be reported. They must be reported and up to date before the due date for the Commonwealth Scholarship event.

Provider reference data for **Commonwealth Scholarship** events are:

- Student

Providers are encouraged to maintain up-to-date provider reference data before Commonwealth Scholarship events are expected to occur. The system supports early reporting of provider reference data.

## Sequence of reporting Commonwealth Scholarships



## Reportable events for Commonwealth Scholarships

### 1. Student offered Commonwealth Scholarship

When the provider formally offered the Commonwealth Scholarship to a student.

### 2. Provider awarded Commonwealth Scholarship

When the provider awarded the Commonwealth Scholarship.

### 3. Commonwealth Scholarship terminated

When the provider formally terminated the Commonwealth Scholarship.

### 4. Commonwealth scholarship deferred

When the student formally deferred the Commonwealth Scholarship.

### 5. Provider identifies an error in Commonwealth Scholarship details

When the provider became aware of an inaccuracy in reported data.

# Aggregated Awards

## Due dates

All *required* elements for an Aggregated Award are due no later than five (5) working days following a reportable event.

The [Scope and Structure Requirements](#) define *mandatory minimum* and *required* elements.

## Provider reference data for Aggregated Awards

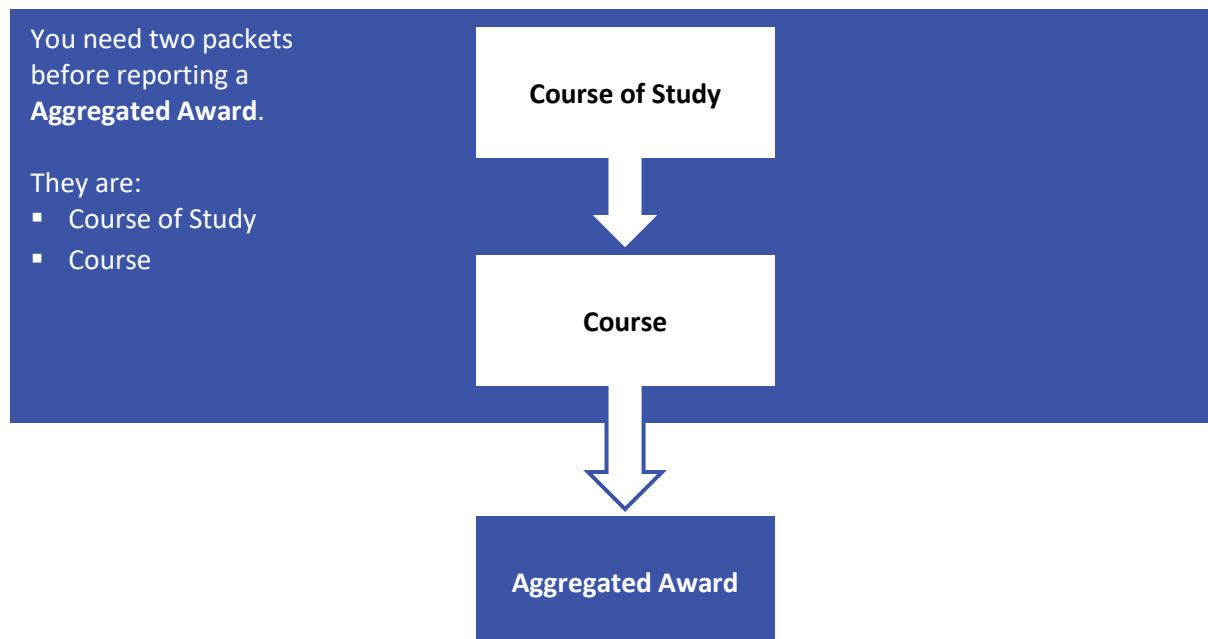
Provider reference data are required before an Aggregated Award can be reported. They must be reported and up to date before the due date for the Aggregated Award event.

Provider reference data for **Aggregated Award** events are:

- Course of Study
- Course

Providers are encouraged to maintain up-to-date provider reference data before Aggregated Award events are expected to occur. The system supports early reporting of provider reference data including future courses of study and courses.

## Sequence of reporting Aggregated Awards



## Reportable events for Aggregated Awards

Listed below are the definitions of each reportable Aggregated Award event:

### 1. Student receives an award without being admitted to a course

When the provider has determined that the student has met all the academic requirements for the award. Reporting should not be delayed by graduation ceremonies.

### 2. Provider identifies an error in Aggregated Award details

When the provider became aware of an inaccuracy in reported data.

## Exit Awards

### Due dates

All *required* elements for an Exit Award are due no later than five (5) working days following a reportable event.

The [Scope and Structure Requirements](#) define *mandatory minimum* and *required* elements.

### Provider reference data for Exit Awards

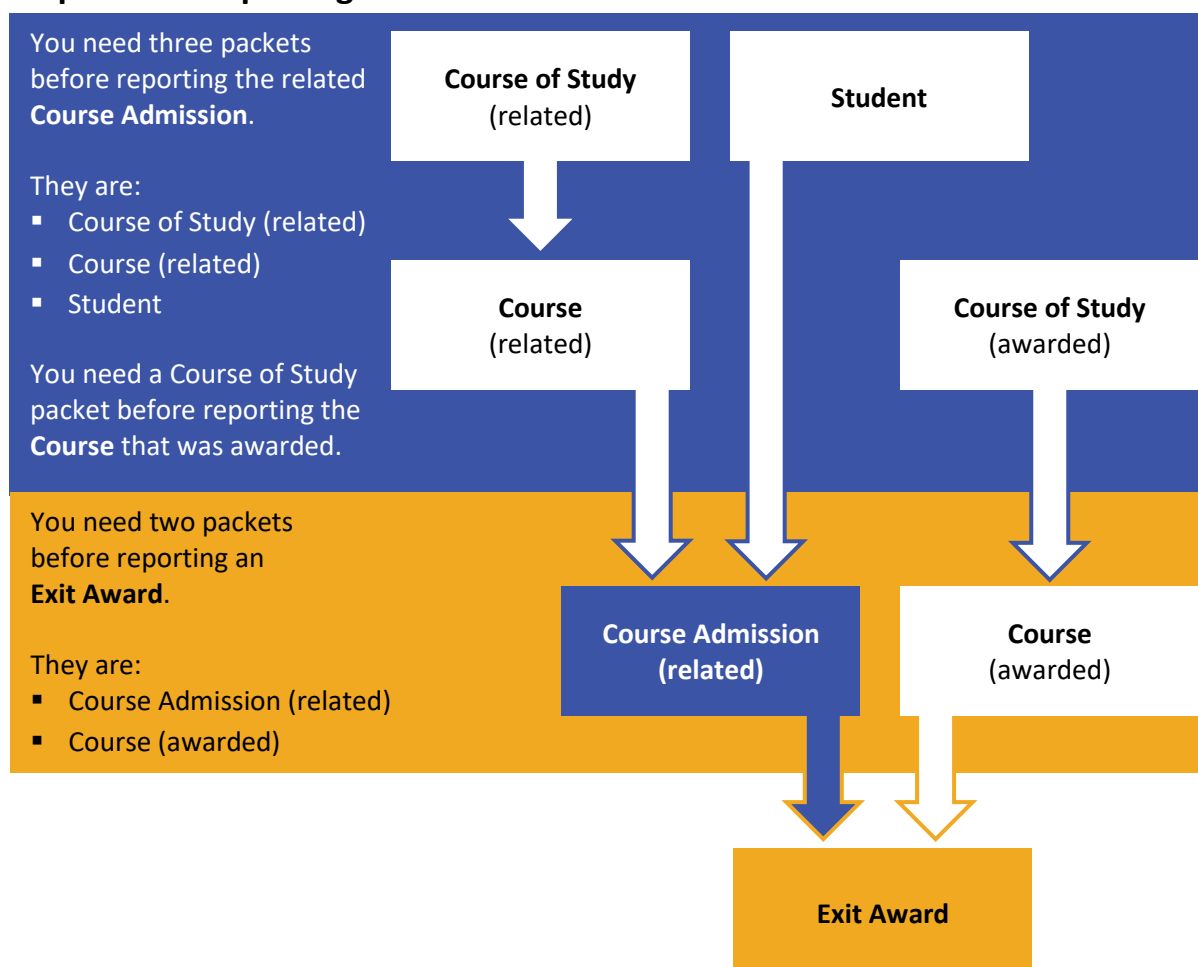
Provider reference data are required before a Exit Award can be reported. They must be reported and up to date before the due date for the Exit Award event.

Provider reference data for **Exit Award** events are:

- Course for which the award was granted (requires Course of Study)
- Course Admission for the related course (requires Course of Study, Course, and Student)

Providers are encouraged to maintain up-to-date provider reference data before Exit Award events are expected to occur. The system supports early reporting of provider reference data including Courses of Study, Courses and related Course Admissions.

### Sequence of reporting Exit Awards





## **Reportable events for Exit Awards**

Listed below are the definitions of each reportable Exit Award event:

### **1. Student completes an award course that was not previously reported as a Course Admission**

When the provider has determined that the student has met all the academic requirements of the course. Reporting should not be delayed by graduation ceremonies.

### **2. Provider identifies an error in Exit Award details**

When the provider became aware of an inaccuracy in reported data.

## Courses on Campus

### Due dates

All *required* elements for a Course on Campus are due no later than 10 working days following a reportable event.

The *mandatory minimum* elements for a Course on Campus are due no later than five (5) working days following a reportable event.

All *required* elements for a Course on Campus are due within 10 working days of the.

The [Scope and Structure Requirements](#) define *mandatory minimum* and required elements.

### Provider reference data for Course on Campus events

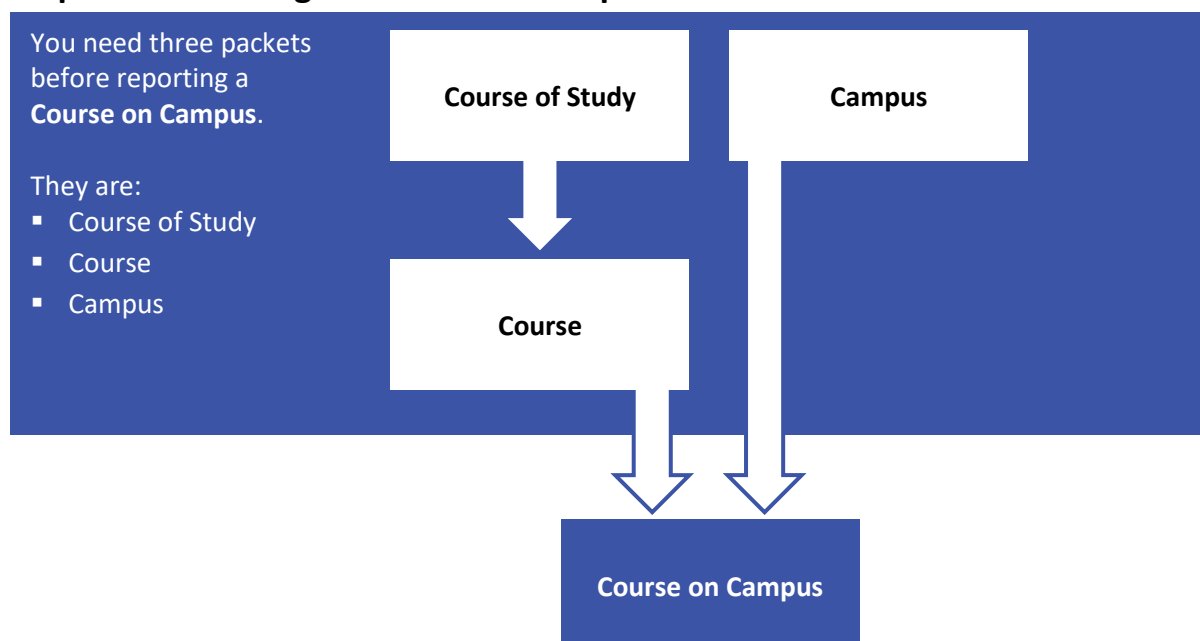
Provider reference data are required before a course can be linked to a campus. They must be reported and up to date before the due date for the Course on Campus event.

Provider reference data for **Course on Campus** events are:

- Course (requires Course of Study)
- Campus

Providers are encouraged to maintain up-to-date provider reference data before Course on Campus events are expected to occur. The system supports early reporting of provider reference data, including Courses of Study, Courses and Campuses.

### Sequence of linking a Course to a Campus



## **Reportable events for Courses on Campus**

### **1. A Course is due to be delivered at a Campus**

When the provider determined that the Course would be delivered from the Campus. This would be before the first student is admitted to that course at the particular campus.

### **2. Course on Campus details change over time**

When the provider determined that the delivery of a Course on Campus would change. Including a change in:

- Indicative fees (e.g. some providers update indicative fees each year due to indexation)
- Course fees code
- Campus operation type
- Principle mode of offshore delivery code
- Offshore delivery code
- TAC offer code

### **3. Provider identifies an error in Course on Campus details**

When the provider became aware of an inaccuracy in reported data.