



# 2020 VET Student Loans Timing Requirements

## Table of Contents

Using this document .....	2
Contact HEIMS Client Support .....	2
Event based reporting.....	3
Compliance with due dates .....	3
Course Admissions .....	4
Due dates .....	4
Provider reference data for Course Admissions .....	4
Sequence of reporting Course Admissions .....	4
Reportable events for Course Admissions.....	5
Unit Enrolments .....	6
Due dates .....	6
Provider reference data for Unit Enrolments .....	6
Sequence of reporting Unit Enrolments .....	7
Reportable events for Unit Enrolments.....	8

## Using this document

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

All vocational education and training (VET) providers ('providers') approved under *VET Student Loans Act 2016* (the Act) are required to provide the Secretary with information that relates to the provision of vocational education and training by the provider, or the provider's compliance with the Act.

This document should be read alongside the VET [Scope and Structure](#) 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).

Time based information is matched to the correct time period using either:

- Effective from dates and effective to dates
- Reporting year
- Reporting year and 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 TBA.

## 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

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

- Courses
- Units of Study
- [Delivery Locations](#)
- Students

While early reporting is encouraged, reporting more than 6 months in advance of a census date is optional for Unit enrolments and any linked packet(s).

The *mandatory* elements for provider reference data must be reported before the *mandatory* elements are due for a reportable event.

All *required* elements for provider reference data must be reported before the *required* elements for a reportable event are due.

The Scope and Structure Requirements define *mandatory* and *required* elements.

## 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.

# Course Admissions

## Due dates

The *mandatory ~~minimum~~* elements for a Course Admission are due no later than within five seven (57) working days following a reportable event.

All *required* elements for a Course Admission are due within 14 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 no later than 14 days after that event occurred.

~~All *required* elements for a Course Admission are due by the 7<sup>th</sup> day of the month following the earliest census date for a Unit Enrolment under that Course Admission. Elements that only become *required* when an event occurs are due by the 7<sup>th</sup> day of the month following when the event occurred.~~

See the [Scope](#) document for definition of *mandatory ~~minimum~~* and *required* elements.

## Provider reference data for Course Admissions

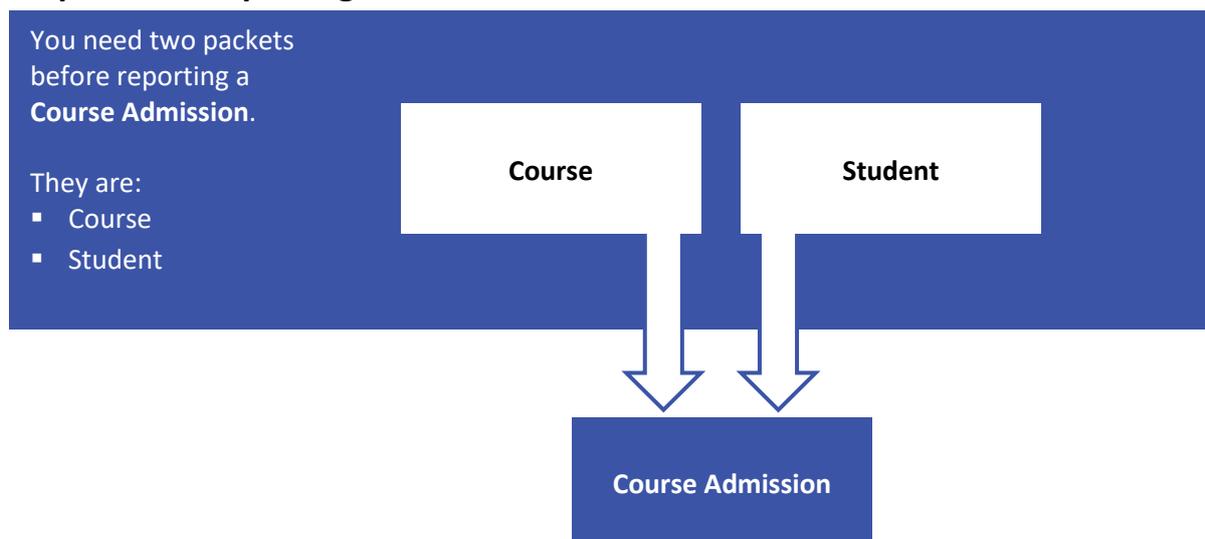
Mandatory elements for Pp provider reference data are required before a Course Admission can be reported. All *required* elements for provider reference data They must be reported and up to date before the due date for *required elements for* the Course Admission ~~event~~.

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

- 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.

# Unit Enrolments

## Due dates

The *mandatory ~~minimum~~* elements for a Unit Enrolment are due no later than within five seven (57) ~~working~~ days following of a reportable event.

All *required* elements for a Unit Enrolment are due within 14 days of the census date. Elements that only become *required* when an event occurs are due no later than 14 days following when the event occurred.

~~All *required* elements for a Unit Enrolment are due by the 7<sup>th</sup> day of the month following the census date. Elements that only become *required* when an event occurs are due by the 7<sup>th</sup> day of the month following when the event occurred.~~

See the [Scope](#) document for definition of *mandatory ~~minimum~~* and *required* elements.

## Provider reference data for Unit Enrolments

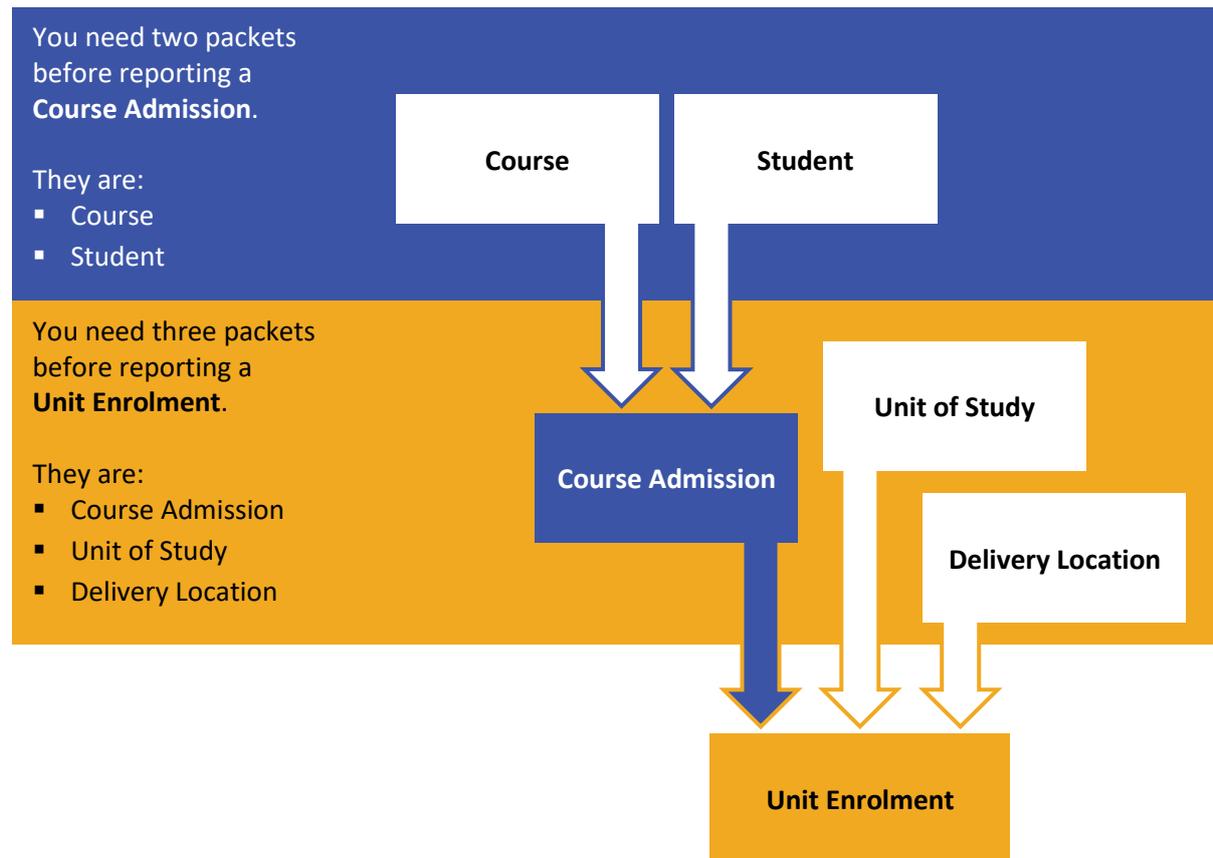
Mandatory elements for Pp provider reference data are required before a Unit Enrolment can be reported. All *required* elements for provider reference data They must be reported and up to date before the due date for *required elements for* the Unit Enrolment ~~event~~.

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

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

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 and delivery locations.

## 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.