



VET STUDENT LOANS ACT 2016

Notice under Subsection 53(1) of the VET Student Loans Act 2016

I, Anne Flynn, Acting Branch Manager, VET Student Loans, Department of Education and Training, am a delegate of the Secretary of the department under subsection 114(1) of the *VET Student Loans Act 2016* (the Act).

Under subsection 53(1) of the Act, the Secretary may by notice in writing, require an approved course provider to provide the Secretary with information or documents that relate to the provision of vocational education and training by the provider, or the provider's compliance with the Act. The Secretary may specify the form and other requirements that the information or documents must be provided in.

I exercise the Secretary's powers under subsection 53(1) of the Act to issue this notice to all approved course providers approved under the Act, and:

1. Require approved course providers to provide me with data for the 2019 VET Student Loans Data Collection, in accordance with the requirements set out in the *2019 VET Data Requirements* which can be accessed at:
https://heimshelp.education.gov.au/2019_data_requirements/2019vet/vet-2019.
2. Specify that the form in which approved course providers must provide all data required by this Notice is as electronic data files which must be lodged by approved course providers via the following Department submission methods:
 - the Higher Education Client Assistance Tool (HEPCAT)
 - a web service channel; and
 - the department web browser
3. Require approved course providers to lodge a Statutory Declaration, executed by either the Chief Executive Officer or Chief Finance Officer, in the HELP IT System (HITS) at the time of reporting. This is accessed at:
<http://docs.education.gov.au/documents/statutory-declaration-vet-fee-help-and-vet-student-loans>.

The documents for the abovementioned submission methods are available for download at:
<https://heimshelp.education.gov.au/resources/systems-and-access>.

Approved course providers are required to check for and comply with any changes which may, from time to time, be made to the data requirements. All changes to the requirements for the VET Student Loans Data Collection will be noted in the *2019 VET Data Requirements and Change Control document*.

A summary of the changes will also be included in the HEIMS Data Collections Newsletters available from:
<https://heimshelp.education.gov.au/resources/heim-data-collections-enews>.

Anne Flynn
Acting Branch Manager, VET Student Loans

11 January 2019