## Key dates and deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Key Date or deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 July</td>
<td>Latest HEPCAT release</td>
</tr>
<tr>
<td>8 July</td>
<td>Webinar – Reporting for New Providers 2pm-3pm AEST&lt;br&gt;This is essential viewing for all new providers!  <a href="#">Register now</a></td>
</tr>
<tr>
<td>15 July</td>
<td>Verification of 2014 Staff data commences</td>
</tr>
<tr>
<td>15 July</td>
<td>Webinar – Steps to Successful Reporting – Module 1- 2pm-3pm AEST <a href="#">Register now</a></td>
</tr>
<tr>
<td>17 July</td>
<td>Webinar – Steps to Successful Reporting – Module 2- 2pm-3pm AEST <a href="#">Register now</a></td>
</tr>
<tr>
<td>1 August</td>
<td>2015 Course of Study and Campus submissions due</td>
</tr>
<tr>
<td>5 August</td>
<td>Webinar – Reporting for New Providers 2pm-3pm AEST <a href="#">Register now</a></td>
</tr>
<tr>
<td>15 August</td>
<td>Final date to complete verification of 2014 Staff data</td>
</tr>
<tr>
<td>19 August</td>
<td>Webinar- Validating your Data 2pm-3pm AEST <a href="#">Register now</a></td>
</tr>
<tr>
<td>31 August</td>
<td>Student submission – enrolment, load and HELP due data for census dates 1 April to 30 June 2014</td>
</tr>
<tr>
<td>31 August</td>
<td>First half year 2014 submissions: OS-HELP submission&lt;br&gt;SA-HELP submission&lt;br&gt;Commonwealth scholarships</td>
</tr>
<tr>
<td>31 August</td>
<td>Student revision submission&lt;br&gt;All outstanding revisions to students units of study - this is essential for the timely reporting of student debts to the ATO</td>
</tr>
</tbody>
</table>

*Remember you can submit any time before the due date. Plan well! Please don’t leave your submissions until the last day.*

*The key dates and reporting deadlines calendar lists all the dates you need to remember.*
Training for new providers

Finding it a challenge to prepare your data submissions? July’s training covers everything you need to know to get started.

Reporting data to the department and meeting your requirements under legislation can be quite complex, especially for new providers. The key to successful and stress-free reporting is to find out what you need to do and be well prepared before the submission date.

We have put together a package of essential training sessions to make reporting as easy as possible. We strongly recommend that you attend each session in the training package before you make your first submission.

The package includes:

- Reporting for new providers
- Steps to Successful Reporting – Modules 1 and 2
- Validating your data

These sessions will give you a greater understanding of the submission processes and what you need to do to report quality data to the department. Register now for some fabulous opportunities to increase your data reporting knowledge.

Our training page has more information about all the resources we have to help you with your reporting.

Do you need a customised training session for your staff?

Our scheduled training sessions, recorded webinars and training videos should meet most of your training needs. But you can request an individual or customised training session at a time that suits you. These sessions provide you with an opportunity to work with our team to focus on specific challenges you are facing with reporting or particular topics where your staff are looking for more detailed information. We have face to face training available with our staff in Canberra or Perth or via a webinar - whatever works best for you.

If you are interested in custom training please contact us.

New HEPCAT Release

A new version of HEPCAT will be released on Friday 4 July 2014.

This release also includes some enhancements to HEIMS Online reports. Please note that all HEIMS systems will be unavailable on Thursday as the new release is migrated to production.

Changes in this release

1. The key HEPCAT changes in this release include:
   - the implementation of a new Commencement Date Revision submission that will enable providers to directly update course of study commencement dates using HEPCAT.
• updates to the OS-HELP and OS-HELP Revision submissions. These changes to OS-HELP include:
  – enabling a student’s Study in Asia loan and a supplementary language loan to be submitted with the same commencement date
  – modifying the revision process to cater for circumstances where two records to have the same OS-HELP study period commencement date (E521).

2. HEIMS Online Report Enhancements

New reports have been added to HEIMS Online to support the new HEPCAT submission and the changes to OS-HELP:

• submission and summary reports for the Commencement Date Revision submission
• the OS-HELP Summary report

Full details of all new HEPCAT and HEIMS functionality, including a list of all new and updated validations, will be in the release notes available on the Reporting with HEPCAT toolkit page on Friday 4 July.

Back up your database

When a new version of HEPCAT is released we invariably receive several calls from distressed providers who didn’t back up their database. Please be absolutely clear:

• the department cannot replace your database if it is lost, deleted or corrupted.
  As we do not have access to your version of HEPCAT or the database on your computer we cannot replicate this for you.
• Your data administration processes should include regular back-ups of your HEPCAT database to protect against loss of data or system failure.

For information on backing up your database see Part 3 of the HEPCAT user guide.
For detailed information on how to upgrade to the latest version of HEPCAT, visit our Updating to the latest version of HEPCAT page.

Staff verification

Verification of staff data commences 15 July.

The HEIMS Data View reports in HEIMS Online will provide you with an exact copy of the verification reports you will need to sign off by 15 August. Reviewing these reports now gives you the perfect opportunity to check you staff data straight after submission and reduce your workload during the verification period. These reports enable you to be proactive and check your data at a time that best suits you.

We have listed some of the key issues identified by the University Statistics team in last year’s review of the staff data. If you check these out while you are reviewing your staff data you can set yourself free from further follow ups by the department.
The key issues include:

- Reporting a high percentage of “no information” codes, particularly for staff indigenous status and highest qualification.
  Poor quality data reporting significantly affects the value and usability of the staff data, both for universities and the department, so please check that “no information” codes are not being used as a standard default value.

- Inconsistent organisational unit codes between staff and student data.
  Reporting of your organisation units must be consistent with the Academic Organisational Unit (AOU) codes reported in your student submissions as this information is the basis of the calculation of student to staff ratios.

Hot tips

- Check the variation flags in your verification reports
  These will highlight inconsistencies in your data from one year to the next, which can indicate incorrect reporting and the omission of essential records. This is particularly important in relation to:
    - staff numbers
    - work and research functions and
classification levels.

- Don’t forget to report all your revisions before the reports are signed off by the relevant authority in your institution. And remember to refresh your reports after revisions are reported!

Reminders

- Highest qualification (E501) - staff members whose highest qualification is a Masters Extended should be coded as “07” - Master’s by research or coursework”. Masters Extended will be included in the element description in the next Ministerial Notice.

- It is optional to report a value for the following elements from 2014:
  - Equivalent full-time annual salary - current duties - E423 – this data element can be coded as “000000 - Salary data not provided”
  - Language spoken at home code - E348 – this data element can be coded as “9999 – No Information”

Course and Campus submission

Course & Campus data are due 1 August 2014.

There are a number of reporting issues that regularly occur in the Course of Study and Campus submissions. To help save you time and energy in correcting data after submission please check your data for these issues before you report:
1. Incorrect coding of special interest courses (E312). Courses which are coded as being of special interest to the department must be courses which meet the requirements for registration into the relevant professions e.g. teaching, nursing, clinical psychology.

2. Incorrect scope of the Campus submission. All off-shore courses, not just those courses in which domestic students are enrolled, should be included in your campus submission.

3. Incorrect coding of Eligibility and Entry scores for Commonwealth Supported and domestic fee-paying places. Incorrect reporting of decimal places on these elements mean some values are excessively low e.g., 0.72 instead of 72.

4. Incorrect reporting of Commonwealth supported places (CSPs). Non university providers who do not have an allocation of CSPs should not report a value for student contribution amounts (E495).

5. Inconsistent reporting of Indicative tuition fees. Indicative tuition fees should reflect the average cost for a full time student load (1 EFTSL). It is not the cost of a unit of study or the cost of the entire course.

Please check your data carefully to ensure you are correctly reporting these elements.

The secret to successful data

2014 first half year Student submissions are due by 31 August.

The student, OS-HELP, SA-HELP and Commonwealth scholarship submissions are all due on 31 August, together with any outstanding revisions to student debts. Planning ahead and organising these submissions across the next few weeks may help reduce the last minute workload for you at the end of August.

Don’t forget that the submission date is the date by which all submissions must be successfully validated in HEIMS. It’s not the date you first start to report your data. If you plan well you should have all submissions validated in HEIMS by the due date.

The HELP Forum

Come and join us for this year’s HELP Forum on 11 and 12 August 2014.

The theme of this year’s forum is Quality and deregulation – better, faster, stronger. The Forum provides you with a great opportunity to learn more about the Government’s priorities and to network with other providers and discuss common issues.

Registration for the 2014 HELP Forum is now open. Registration closes COB Friday 25 July 2014.

Day 1 – Monday 11 August 2014
- 12.00 pm for 12.20 pm start to 5.00 pm
- 5.00 pm to 6.00 pm (networking function).

Day 2 – Tuesday 12 August 2014
• 8:30 am for 9.00 am start to 5.00 pm.

Location: National Convention Centre, Canberra ACT

To register and find out the latest information on the Forum please visit the department website.

If you have any questions about the Forum please contact TSEnquiries@education.gov.au.

How does the Budget affect you?

Don’t forget to check out the latest 2014 HELP Newsletter budget edition which provides you with a summary of the important changes announced in the budget.

2014 HELP entitlements

The latest HELP entitlement calculation has been finalised.

The output alert notices that let you know if any of your students have exceeded their HELP entitlements in the first quarter of 2014 are now available. The notices also advise you about students who have 40% or less of their balance remaining.

Please check your output alert notices carefully as these are a very valuable tool to help you understand and manage your HELP payments.

If you have any queries relating to your output alert notices please contact us.

Have you had a unit of study invalidated or adjusted?

If a student has a unit of study invalidated or adjusted, this means the student does not have enough HELP entitlement left to cover the full cost of the tuition fees for the unit. They cannot use FEE-HELP or VET FEE-HELP to pay any of the fees that exceed their limit. This will affect your funding as any invalidated and adjusted amounts will be excluded from your HELP payments and reconciliation.

Transferring students HELP debts to the Australian Taxation Office (ATO)

Now that the HELP entitlement calculation has been completed, student debts for the first quarter of 2014 and all revisions reported to 30 June will be transferred to the ATO over the next two weeks. We will advise you directly if there are any decryption issues with your files.

As we advised in last month’s newsletter, from 1 July the ATO will no longer accept direct requests for a manual revision to a student’s debt. Please ensure that all revisions to student debts are reported as soon as possible to HEIMS through the standard revision process. In this way we can ensure they are included in the quarterly data transfers to the ATO.