September & October Key dates and reporting deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Key Date or deadline</th>
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<tbody>
<tr>
<td>15 September</td>
<td>Verification commences for 2015 first half year student data</td>
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<tr>
<td>1 October</td>
<td>HELP Estimates due</td>
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<tr>
<td>15 October</td>
<td>Verify and sign off on your 2015 first half year student data</td>
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<tr>
<td>31 October</td>
<td>2015 Student submission deadline</td>
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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.
First half year 2015 verification

Verification commenced this week. Start checking your data now and reduce the last minute rush.

This is the first week of the four week window for verifying your first half year student data for 2015. At this time of year everyone is busy, so these four weeks can fly by. Be kind to yourself and start checking your reports now so that you have ample time to verify all your reports and make all necessary corrections.

Don’t forget that leaving things until the last minute and finding you have run out of time to fix errors is not a valid reason to miss this deadline. The department will treat late verification of data as a serious compliance issue.

How do you verify data?

Verification is simply checking your data. There are four easy steps to the verification process in HEIMS Online.

The HEIMSHELP Verifying your data toolkit and our webinar Simplifying Verification are full of tips that can help you through this process.

New Data Checking guides! What to look for when verifying your data

The higher education and VET FEE-HELP data checking guides explain the common data issues the department identifies when it analyses your data. Check these guides out as a priority. If you identify any of the issues in your data they must be corrected before you sign off your reports.

If you require further assistance please contact us.

http://heimshelp.education.gov.au
If you find any errors in your data you will need to submit a revision through HEPCAT. Our Revising your data toolkit outlines the steps required to revise data that has been previously reported to the department.

Top Tips!

- Check out the variations highlighted in your reports - these may indicate that something is wrong with your data
- Don’t forget to REFRESH your reports before sign-off if:
  - you have reported new student records or
  - revised any existing records in HEIMS
- Sign off is final - make sure all your changes are made before you sign off

Use the checklists and resources on HEIMSHELP to help you

Training in September & October

Do you have all the skills you need to report your data? Check out our training opportunities to see what can help you.

Reporting data can be quite a complex process, especially if you are new to the process. The key to successful and stress-free reporting is to find out exactly what you need to do and be well prepared before the submission date.

Our package of essential training sessions aim to make reporting as easy as possible for you. We strongly recommend that you attend each session in the training package before you make your first submission and refresh as required throughout the year, particularly if it has been several months since you last reported data.

The package includes:

- Reporting - Getting Started
- Reporting with HEPCAT 1 & 2
- Validating your data
- Simplifying Verification

Simplifying Verification was held yesterday and will be run again on 7 October in time for you to finalise your first half year student data. A copy of the presentation is available from our training page.
The next sessions **Reporting with HEPCAT** parts 1 and 2 are coming up next week. Register now to gain an understanding about how to use HEPCAT or just to refresh your skills with this application.

**What’s coming up**

**September:**
- **21 September** – Reporting with HEPCAT part 1 – [register here](#)
- **23 September** – Reporting with HEPCAT part 2 – [register here](#)
- **30 September** – Revising your data – [register here](#)

**October:**
- **6 October** – Validating your data – [register here](#)
- **7 October** – Simplifying Verification – [register here](#)
- **13 October** – Reporting – Getting Started – [register here](#)

**Do you need a customised training session for your staff?**

Do you have some particular training needs not covered in our standard sessions for your team? 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 via a webinar - whatever works best for you.

If you are interested in customised training please [contact us](#).

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**Validations - Some rules are not meant to be broken**

Are you finding it a challenge to resolve validation errors? We have just the information to help you.

Validations are just a set of system rules that check the consistency and correct coding of your data when you submit your files to HEIMS. Some of these rules are simple while others are more complex, requiring data in one file to be checked for consistency with data in other files.

Our webinar, [Validating your data](#), will help to guide you through the validation process.

Our [validating your data toolkit](#) also provides you with a wealth of information on the what, when and how of validations. Take the time to read through this information to demystify the validation process.
Top Tip!

One of the key strategies you can use is to run validation checks at **differing levels**. If you find your data has a large number of validation errors, stop what you’re doing and run the validations at a level 1 first.

Validation errors will cascade, meaning that if you have a single error at the first level that error will compound and become a multitude of errors at the next levels. If you fix the level 1 errors first you can save yourself a lot of time and effort.

Please don’t hesitate to [contact us](mailto:) if you have any questions or require assistance with any aspects of reporting or training.

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**Next submissions due 31 October**

Your next student submissions are due on 31 October. Have you planned for this deadline?

Student data for units of study with census dates between 1 July and 31 August are due to be reported by 31 October. If you start planning now you will be able to better manage competing priorities over the next 6 weeks and ensure all your deadlines are met.

If you need some assistance in preparing your next submission check out our resources on HEIMSHELP. This includes our [HEPCAT training videos](http://heimshelp.education.gov.au) and the Reporting with HEPCAT & Validating you data toolkits.

We also have 7 webinars over the next month covering all aspects of reporting, so join us for the sessions that best suit your needs.

This is also the ideal time to check if you have any outstanding revisions to student data that need to be reported to the department. It is essential that any revisions to student debts are reported as soon as possible after errors are identified. This helps to ensure there is no disadvantage to students when their debts are transferred to the Tax Office.

Our [Revising your data toolkit](http://heimshelp.education.gov.au) page explains how to revise data in each submission. For any additional assistance please contact the Data Collections team at HEIMS.datacollections@education.gov.au.

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**New Technical specifications**

DEEWR URLs for HEIMS web service applications expire shortly. Are all your links updated?

This is the final reminder that your systems will need to be updated to the new web address to use these applications. From December the department will no longer be supporting both the DEEWR and Education URLs. While most providers are already using the education links, if you have not yet updated your links you will no longer be able to use the test or production web service applications once these links expire.
The technical specifications for submitting the University Applications and Offers, CHESSN allocation and Commonwealth scholarships data have been updated to reflect the change to the department’s domain name and are all available on HEIMSHELP.

QILT website launched

An innovative new website that compares quality indicators for learning and teaching at Australian higher education institutions was launched on Wednesday.

http://www.qilt.edu.au/

Staff and Contact Updates

If you have new staff or staff who have changed roles and require access to HEIMS please ensure the appropriate Access to HEIMS applications forms are provided to the department as soon as possible.