Key dates and deadlines

Keep on track with our key dates and deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Key Date or deadline</th>
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<tbody>
<tr>
<td>31 August</td>
<td>VET Student submission</td>
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<tr>
<td>31 August</td>
<td>VET Student Revision submission</td>
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<td>All outstanding revisions to VET units of study data</td>
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<tr>
<td>15 September</td>
<td>Verification commences for 2014 first half year VET student data</td>
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<td>Deadline for sign off – 15 October</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.

August 31 Student Submission

Plan ahead, submit your data any time after the census date.

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 reporting your data. So please plan ahead, be organised and don’t leave your reporting till the last minute. Give yourself plenty of time to correct errors so that you are able to submit quality data to the department by the due date. This will help to make verification of your data in September so much easier.

If you don’t have a census date in the reporting period for the 31 August submissions and have no revisions to report, please let us know by emailing us at HEIMS.datacollections@education.gov.au.
Training

We have some great training coming up in August and September.

It is essential that your organisation has a fully trained reporting team to enable you to meet your submission and verification deadlines. Our next round of training sessions have now been finalised. Please click on registration link for the webinar you are interested in attending.

Don’t forget that we do also offer personalised training via webinar or face-to-face from our Canberra or Perth offices. These sessions can be tailored to meet your needs at a time that works best for you. If you would like to organise a customised session please contact us.

Commencement date revision

Need to revise a commencement date?

The Commencement Date Revision submission enables you to revise a student’s course of study commencement date. This new functionality was included in the latest HEPCAT release. It lets you update any errors or inconsistencies you may identify with a student’s course of study commencement date.

Our webinar the Commencement Date Revision submission (PPTX 1.6MB) provides you with all the details on this process. The new Commencement date revision guides will also provide you with valuable information.

Ministerial Notice

The 2015 Ministerial Notice has just been issued.

The Notice, issued under clause 24 of Schedule 1A of the Higher Education Support Act 2003, describes the 2015 reporting requirements for the VET FEE-HELP data collection. There are no new reporting requirements. However there are modifications to 12 data elements to allow for the reporting of null values. These data elements were identified as non-essential in the department’s recent review of the VET FEE-HELP Data Collection. Reporting of these data elements will be treated as optional from 1 January 2015.

The Notice includes some minor modifications to coding notes. The documents have also been reformatted for improved accessibility. All documentation is now available on the 2015 Reporting Requirements page.

Please note that a coding note has also been added to Element 315 - Gender in the 2014 Ministerial Notice to clarify the reporting of the value “X”.
As the 2014 Budget included reforms to HELP funding arrangements from 1 January 2016, we will keep you updated on any new arrangements that will impact on VET providers.

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**Urgent Manual Revisions**

Can you still revise a HELP debt with the ATO?

As we advised in our [May newsletter](http://heimshelp.education.gov.au), the ATO no longer accepts new requests from providers or students to directly revise a HELP debt. All HELP debts incurred and revised from 1 January 2005 must be reported to HEIMS using the standard submission and revision processes.

So what can a student do if they are unable to pay their compulsory repayment or believe the amount of compulsory repayment raised on their notice of assessment is incorrect because the ATO has not received revised data that may change or remove a student’s debt?

Providers should advise students to contact the ATO directly to discuss their situation so that appropriate action can be taken.

Students can contact the ATO by phoning **13 28 61** between 8.00 am and 6.00 pm, Monday to Friday.

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**Duplicate Student IDs**

Stop the tidal wave!

There has been a major increase over the last twelve months in the number of students who have been allocated more than one Student Identification code (element 313) by their institution.

It’s important to remember that a student should only be allocated one ID that stays with them for the life of their studies at your institution.

The main circumstance in which it may be necessary to allocate new student IDs is when you have implemented a new student administration system and the new IDs are imposed on you as part of the upgrade. In this case it is essential that you advise the department of the system change and the new IDs prior to reporting any new values to the department. The [Changes to student administration systems](http://heimshelp.education.gov.au) document outlines the issues to consider and the appropriate action to take when you are implementing a new student system.

A change of name, gender or course is not a reason to allocate a new student ID. We recognise that there will inevitably be some occasions when a student is accidentally allocated more than one ID. But these events should be minimal and in these situations we can undertake a concordance process to link the duplicate IDs. But this is a complex process and the proliferation of duplicate IDs is creating significant issues in HEIMS as the student ID is a key value that identifies every student record in the database. In particular, duplicate IDs create serious complications during the transfer of student HELP debts to the ATO.
In this latest transfer of data to the ATO, additional delays of up to three weeks have been created in trying to decrypt and manage files where a provider has reported a student’s debts under two or more separate IDs. This has serious implications for the timeliness of the transfer of all providers HELP debts to the ATO. This in turn can contribute to unnecessary disadvantage and stress for students.

Please ensure that you are **allocating and reporting** your student ID codes accurately.

*Don’t forget! One student. One ID!*

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**2014 Provider Forum**

Don’t forget the 2014 HELP Provider Forum